

EAU CLAIRE COUNTY  
MEETING NOTICE/AGENDA  
AMENDED

**COMMITTEE:** Committee on Human Resources  
**DATE:** Thursday, March 9, 2017  
**PLACE:** Eau Claire County Courthouse, Room 1273  
721 Oxford Avenue, Eau Claire, WI

**TIME:** 1:30 PM

REASON FOR MEETING: REGULAR

1. Call to Order and Certify Compliance with Open Meetings Law
2. Public Comment
3. Review and approve minutes of the February 3, 2017 and February 27, 2017 meetings
4. Human Resources: Information/Consideration/Discussion/Action – updates to the existing Eau Claire County policy –
  - a. Policy 425 – PTO (Resolution 16-17/070)
5. Human Resources: Information/Discussion – Total Rewards Strategy
6. Adjourn

Future Committee on Human Resources Meetings

*Where:* Room 3312

*Time:* 1:30p-3:30p

*Dates:*

- April 14, 2017
- May – To Be Determined
- June 9, 2017

**COPIES TO:**

County Clerk J. Loomis

County Administrator K. Schauf

Corporation Counsel K. Zehms

Committee on Human Resources: K. Clark/S. Miller/M. Beckfield/J. Gatlin/M. Conlin

Human Resources Department

DATE NOTICE POSTED AND SENT:

PREPARED BY: Jill Mangus, Human Resources Department

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**PLEASE NOTE:** Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

## **COMMITTEE ON HUMAN RESOURCES**

Friday, February 3, 2017 1:30 p.m., Room 3312

Location: Eau Claire County Courthouse  
721 Oxford Avenue, Eau Claire, WI 54703

### **MINUTES**

Members Present: Kathleen Clark, Mark Beckfield, Judith Gatlin, Mike Conlin  
Member Absent: Sue Miller  
Staff Present: Jamie Gower, Jill Mangus  
Other Staff Present: Kathryn Schauf, Keith Zehms, Ron Cramer, Jon Johnson, Rick Doty, Brian Trowbridge, James Haworth  
Others Present: Jeryl Vonderheid

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 1:30 p.m.

No public comment.

#### **Sheriff's Office: WPPA Non-Supervisory Unit/Grievance/Patrol Deputy Scheduling/Direction to Staff.**

Proposed Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion Judy Gatlin to adjourn into Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. To wit: Order-In Procedures. Roll call vote. All ayes. Motion carried 4 to 0.

The Corporation Counsel, Keith Zehms, Sheriff Cramer, the Human Resources Director, Jamie Gower opened with a review of the circumstances leading up to the grievance. Union representation provided a summary of the WPPA grievance 16-1 and the background history of the order-in procedure as outlined in the Letter of Agreement (LOA 2011-01). Upon review, Eau Claire County did not follow past practice for calling staff in by seniority, for days off, first. Eau Claire County did follow the order in procedure as outlined to include proper payment for the affected employee's overtime per section 8.02a. The Union is asking that management follow the order in procedure when time permits and the remedy sought is four (4) hours straight pay or four (4) hours added to the affected employee's vacation or compensatory balance, despite no support for this remedy in the collective bargaining unit.

Motion Mike Conlin to go into Open Session. Motion carried 4-0.

Motion Mike Conlin to approve WPPA Non-Supervisory/Patrol Deputy scheduling/Direction to Staff. Motion carried 4-0.

#### **Review and approve minutes of the January 13, 2017 meeting:**

Motion Judy Gatlin to approve minutes of the January 13, 2017 meeting as written. Motion carried 4 to 0.

**Human Resources: Information/Consideration/Discussion/Action – updates to the existing Eau Claire County policy –**

**a. Policy 425 – PTO (Resolution 16-17/070)**

The Committee requested additional payout information from other counties and an update to the fact sheet to bring back at the March 10, 2017 meeting. No vote.

**Human Resources: Information/Consideration/Discussion/Action - the following new Eau Claire County policy –**

**a. Policy 723 – Bullying in the Workplace**

Motion Judy Gatlin to approve the policy. Motion carried 4-0.

**Human Services: Information/Consideration/Discussion/Action of Resolution 16-17/095 to change one Senior Social Worker position to a Social Worker–**

Motion Mike Conlin to approve Resolution 16-17/095 to change one Senior Social Worker to a Social Worker position. Motion carried 4-0.

**Highway: Information/Consideration/Discussion/Action – Highway Department Staffing Changes – 16-17/097–**

Motion Mark Beckfield to approve Resolution 16-17/097 Highway Department Staffing Changes. Motion carried 4-0.

**Administration: Information/Discussion- Update on the Finance Transition –**

Kathryn Schauf, County Administrator, gave an update on the Finance Department transition and indicated a joint committee meeting (Committees on Human Resources and Finance & Budget) will occur later in January to discuss proposed staffing changes.

**Adjourn**

Meeting adjourned at 3:31 p.m.

Respectfully submitted,

Jill Mangus  
Committee Clerk

**COMMITTEE ON HUMAN RESOURCES**

Monday, February 27, 2017 4:30 p.m., Room 1301 & 1302

Location: Eau Claire County Courthouse  
721 Oxford Avenue, Eau Claire, WI 54703

**MINUTES**

Members Present: Kathleen Clark, Mark Beckfield, Judith Gatlin, Mike Conlin, Sue Miller  
Staff Present: Jamie Gower, Jill Mangus  
Other Staff Present: Kathryn Schauf, Keith Zehms, Jon Johnson, Matt Theisen, Frank Draxler,  
Kim Loewenhagen, Amy Sires, Karen Tuura, Jon Johnson, Jennifer Owen  
Others Present: Jim Dunning, Stella Pagonis, Mike Conlin, Nick Smiar, Robin Leary, Marc  
Devries

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 4:30 p.m.

No public comment.

**Proposed Resolution / File No. 16-17/105 “ Authorizing New and Modified Position Requests for 2017 and Use of Contingency Funds of \$90,000” / Discussion – Action**

Motion Mike Conlin to approve Resolution 16-17/105 to authorize a New and Modified position request for 2017 and the Use of Contingency Funds of \$90,000. Motion carried 5-0.

**Adjourn**

Meeting adjourned at 5:38 p.m.

Respectfully submitted,

Jill Mangus  
Committee Clerk

## REPORT TO THE COMMITTEE ON HUMAN RESOURCES

### Action Required

<b>Meeting Date:</b> March 9, 2017	<b>X</b>	Information-Discussion		
<b>Agenda Item No.</b> 3		Direction to Staff		
<b>Department:</b> Human Resources	<b>X</b>	Approval-Denial		
<b>Subject:</b> Update to the Eau Claire County Policy Manual: Policy 425 Paid Time Off (PTO)	<b>X</b>	Requires Recommendation to:		
	<b>x</b>	County Board		
		Other:		
		Form:	<input type="checkbox"/>	Ordinance
			<b>X</b>	Resolution 16-17/070
<b>Bargaining Unit Involved:</b> N/A			Report	
<b>Prepared by:</b> J.Gower		Other Action:		
<b>Reviewed by:</b> J. Mangus				

Human Resources administered a survey to other counties and cities in Wisconsin regarding their policies for prorating Paid Time Off for less than full-time employees. Of those surveyed the following 18 responded that they offered PTO, Sick, Vacation or a combination and a form of payout to their part-time staff. The most common payouts include cash or a deposit into a post-retirement health account. The list of those organizations can be found below:

- |              |                |                        |
|--------------|----------------|------------------------|
| 1. Calumet   | 7. Manitowoc   | 13. Chippewa           |
| 2. Wood      | 8. La Crosse   | 14. Jackson            |
| 3. Winnebago | 9. Trempealeau | 15. Marathon           |
| 4. Waupaca   | 10. Jefferson  | 16. Washburn           |
| 5. Monroe    | 11. Dane       | 17. Juneau             |
| 6. Adams     | 12. Marquette  | 18. City of Eau Claire |

The Committee on Human Resources requested that staff create a separate PTO payout schedule for part-time employees.

**Amended payout schedule for part-time employees:**

*Option 1:* Regular part-time employees who leave their position in good standing will be eligible for PTO separation pay as follows:

Length of Service	% of payout at time of separation	Maximum Payout Hours
0 – 3 <sup>rd</sup> Anniversary	0	0 hours
3 <sup>rd</sup> – 5 <sup>th</sup> Anniversary	25%	50 hours
5 <sup>th</sup> - 10 <sup>th</sup> Anniversary	50%	100 hours
10 <sup>th</sup> -15 <sup>th</sup> Anniversary	75%	150 hours
After 15 years	100%	200 hours

*Option 2:* Part-time employees will not receive a payout upon separation.

**Review of the Summary of proposed changes:**

- Opens eligibility to employees working at least 20 hours per week (.50 FTE) or more.
- Part-time employees would earn prorated Paid Time Off (PTO) based on the Full-Time schedule multiplied by their Full-time Equivalency (FTE.)
  - Example: The accrual rate for a .73 FTE employee who has been with the County one-year would be: (.73FTE\*6.4 hours = 4.7 hours per pay period)
  - PT employees would be able to accrue up to 200 hours of PTO; currently Full-Time staff can accrue up to 500 hours.
- Although there is not an immediate budgetary impact, it will result in a liability due to a new accrual of a benefit not previously offered to part-time employees. The fiscal liability of that is \$70,199. Note the fiscal liability is reduced based upon the 2017 staffing changes.

**Summary of data from regarding PTO Option for Part-Time Staff**

*Survey Results World-At-Work 2014 Survey*

- 74% of employers offer Part Timers PTO benefits
- 81% of employers with PTO banks vs traditional paid leave benefits offer Part Timers paid time off
- 85% of employers feel it is necessary to offer PTO benefits to be competitive in the labor market

*Survey Results 2015/16 North Central Policies & Benefits Survey (PT Employees)*

*Results reported for organizations with 100-500 employees*

- 56.7% of employers offer Part Timers PTO benefits

**Total Eau Claire County Employee’s impacted with this PTO proposal:**

Eau Claire County currently has 32 Part-Time employees who would qualify for this benefit. Based upon recent staffing changes, the future approximate fiscal liability is \$70,199. This liability would occur only if all thirty-two (32) employees choose to retire or resign at the same time and had not used any PTO.

Number of employees	Part-time PTO Accrual Rate	PTO Liability
1	6.6	\$ 4,953
1	5.8	\$ 2,760
2	5.5	\$ 7,900
1	4.8	\$ 2,062
5	4.7	\$ 12,743
2	4.0	\$ 3,584
1	3.6	\$ 1,804
19	3.2	\$ 34,393
32	-	\$ 70,199

The Committee is asked to review the amendments and bring forward a recommendation to the County Board of Supervisors at the March 21<sup>st</sup>, 2017.

## POLICY 425 PAID TIME OFF (PTO)

1. **Purpose.** To provide employees with a flexible means of utilizing paid leave time. Paid Time Off (PTO) can be utilized for any purpose, subject only to necessary request and approval procedures consistent with County and department policies.
2. **Eligibility.** Regular employees working at least 20 hours per week (.50 FTE) working thirty-three (33) or more hours per week are eligible for ~~all~~ the benefits documented herein. Part-time employees working less than 20 hours per week (.50 FTE), temporary ~~Part-time employees, limited term~~ and seasonal employees as defined in Eau Claire County Policy 001 Definitions are not eligible.
3. **Definitions.**
  - 3.1 **Paid Time Off (PTO).** A benefit plan which consolidates all leave benefits into a single “account” of paid leave, for which the employee is responsible for managing.
  - 3.2 **Extended Leave Bank (ELB).** A bank which may be utilized for absences due to medical necessity for the employee or the employees immediate family, or for qualified FMLA absences, of more than three (3) consecutive days.
  - 3.3 **Family Medical Leave Act (FMLA).** Provides time off for various medical and military purposes as defined by State and Federal law.
  - 3.4 **Planned PTO.** Requested and approved prior to the date the employee is requesting leave.
  - 3.5 **Unplanned PTO.** Requested or reported on the date the employee will not be reporting to work.
  - 3.6 **Post-Employment Health Plan (PEHP)/Health Trust Account.** An employee benefit to help pre-fund the future cost of health care expenses.
  - 3.7 **Creditable Employment.** Years of service with the County working in a regular full- or part-time position beginning with the Employees anniversary date and ending with the date of separation as defined by Eau Claire County Policy 001 – Definitions. Employment in a seasonal or ~~limited term~~ temporary part-time position is not considered creditable employment.

## POLICY 425 PAID TIME OFF (PTO)

Effective Date: ~~November 3, 2013~~ January 2017, April 2017

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4. Accrual. Eligible Full-time non-exempt and exempt non-supervisory employees will accrue PTO according to the following accrual rates:

Length of Service	Hours Per Pay Period	Days Per Year	Maximum Accrual Hours
0 – 5 <sup>th</sup> Anniversary	6.4 hours	20.80 days	500 hours
5 – 10 <sup>th</sup> Anniversary	8.0 hours	26.00 days	500 hours
10 – 15 <sup>th</sup> Anniversary	9.5 hours	30.88 days	500 hours
After 15 <sup>th</sup> Anniversary	11 hours	35.75 days	500 hours

- 4.1 Part-time employees working at least 20 hours per week (.50 FTE) will earn PTO accruals based on the full-time non-exempt and exempt non-supervisory PTO accrual schedule at a prorated amount based on their percentage of full-time equivalency (FTE).

Example: A .73 FTE employee who has been employed for 4 years would earn 4.7 hours of PTO per pay period. (.73FTE\*6.4 hours = 4.7 hours per pay period)

- 4.2 Part-time employees may accrue up to a maximum of 2500 hours PTO hours.

- 4.3 Exempt supervisory employees will accrue PTO according to the following accrual rates:

Length of Service	Hours Per Pay Period	Days Per Year	Maximum Accrual Hours
0 – 5 <sup>th</sup> Anniversary	8.0 hours	26.00 days	500 hours
5 – 10 <sup>th</sup> Anniversary	9.5 hours	30.88 days	500 hours
10 – 15 <sup>th</sup> Anniversary	11 hours	35.75 days	500 hours
After 15 <sup>th</sup> Anniversary	12.5 hours	40.63 days	500 hours

- 4.4 PTO will not accrue during unpaid leaves including worker’s compensation leave.

PTO cannot be taken before it has been earned and cannot be taken in excess of a part-time employee’s normally scheduled hours.

- 4.5 Temporary part-time and seasonal employees will not accrue nor be given PTO leave.

- 4.6 Part-time employees who transfer into a full-time position or whose hours are increased to full-time will be placed on the PTO accrual schedule based on a proration of the creditable Full Time Equivalent (FTE) status of the positions held multiplied by the years of service in those positions, their length of service in regular employment with Eau Claire County.

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5. Minimum Usage Requirements.

**5.1** Unless otherwise outlined in department work rules, employees will use PTO in increments rounded to the nearest tenth of an hour as outlined in Policy 509, Timekeeping.

6. Planned PTO.

**6.1** Employees must request Planned PTO as far in advance as practicable and must be approved in advance by the Department Head or designee, but not less than 24 hours in advance. Individual departments may require more advance notice for scheduled absences. Employees will follow written department procedures for requesting PTO. PTO requests may be denied based on the needs of the department and the scheduled time off of other department employees.

**6.2** Department Heads or designees may approve planned PTO requests of less than 24 hours' notice on a case by case basis.

7. Unplanned PTO.

**7.1** Employees must report the use of Unplanned PTO at least one (1) hour prior to the start of the employee's scheduled shift, or as soon as practicable in cases of emergency or development of illness during the employee's work shift. Individual departments may require more advance notice for unscheduled absences. Employees will follow written department procedures for requesting PTO.

8. Medical Certification/Returning to Work After Medical Absence.

**8.1** The employer may require verification of illness.

**8.2** After a medical absence, a physician's statement may be required to be submitted to Human Resources on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

**8.3** A physician's statement will be required for unplanned absences after five consecutive days of illness and will be required prior to returning to work.

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- 8.4 Any work restrictions must be stated clearly upon the employee's return to work. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. PTO may be denied for any employee required to provide a doctor's statement until such a statement is provided.
- 8.5 The County has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or illness claim, or to obtain information related to restrictions or an employee's ability to work. The County will arrange and pay for an appropriate medical evaluation when it has been required by the County.
- 8.6 If the absence qualifies as FMLA, Eau Claire County Policy 411, Leaves – Family, Medical, & Military will apply. The appropriate medical certification form(s) will be required.

9. Unpaid Leave.

- 9.1 With the exception of qualified FMLA leave, unpaid leave may not be taken until such time that the PTO account has been exhausted. If an employee would be eligible to use the ELB, unpaid leave may not be taken until such time that the PTO account and the ELB have been exhausted. At no point will an employee's PTO balance be allowed to fall below zero. Should this happen, the employee will revert to unpaid time, and if this occurs without the prior authorization of the Department Head, the employee may be subject to corrective or disciplinary action.

10. FMLA.

- 10.1 State FMLA, employee may substitute accrued paid leave time or choose to take unpaid leave; Federal FMLA, employees may be required to use all accrued paid leave time before receiving leave without pay.

11. Job Related Injury or Illness.

- 11.1 Employees are expected to adhere to the policies and procedures outlined in Eau Claire County Policy 715, Illness/Injuries.

12. Payment Upon Separation. Regular employees who leave the employ of the county in good standing and upon giving notice or employees separated by the county for other than disciplinary or performance reasons will receive payment for unused PTO as outlined below.

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**12.1** Regular [fulltime](#) employees hired on or before November 3, 2013 who leave their position in good standing will be eligible for PTO/ELB separation pay as follows:

**12.1.1** Less than 10 years of employment. For an employee with less than 10 years of creditable employment in a regular position the employer will pay the total accumulated amount of PTO and ELB into the post-employment health plan as provided in ~~1112~~.1.5 to a maximum of 180 hours at the employee's rate of pay at separation

~~12.1.1~~**12.1.2.**

~~12.1.2~~**12.1.3** 10 years of employment. For an employee with 10 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO and ELB to a maximum of 480 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in ~~1112~~.1.5 at the employee's rate of pay at separation.

~~12.1.3~~**12.1.4** 20 years of employment. For an employee with 20 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO and ELB to a maximum of 640 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in ~~1112~~.1.5 at the employee's rate of pay at separation.

~~12.1.4~~**12.1.5** 20 years of employment and 50 years of age or retiring. For an employee with 20 years or more of creditable employment in a regular position, and 50 years of age or retiring, the employer will pay the total accumulated amount of PTO and ELB to a maximum of 1,000 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 12.1.5 at the employee's rate of pay at separation.

~~12.1.5~~**12.1.6** Election of Form of Benefit. Within thirty (30) days of receiving written notice of an employee's termination, the employer will elect the form in which the terminating employee will receive the Benefit. The Benefit can only be paid in one of the two forms outlined below. In making the election, the employer will consider several established factors including the terminating employee's access to other health insurance coverage, the value of the terminating employee's unused accumulated sick leave and extra retirement pay, and the ability of the terminating employee to demonstrate the need for coverage. The

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employer will notify the terminating employee in writing of the election made by the employer.

~~12.1.5.1~~12.1.6.1 PRIME Trust, or the Medical Plan Trust.

~~12.1.5.2~~12.1.6.2 Retirement Plan Trust and or 457 (b).

**12.2** Regular fulltime employees hired after November 3, 2013 who leave their position in good standing will be eligible for PTO separation pay as follows:

**12.2.1** More than three but less than 10 years of employment. For an employee with more than three but less than 10 years of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 150 hours in cash at the employee's rate of pay at separation.

**12.2.2** 10 years of employment. For an employee with 10 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 350 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in ~~11~~12.2.4 at the employee's rate of pay at separation.

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**12.2.3** 20 years of employment. For an employee with 20 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 500 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 12.2.4 at the employee's rate of pay at separation.

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~~12.2.4~~12.2.2 Election of Form of Benefit. Within thirty (30) days of receiving written notice of an employee's termination, the employer will elect the form in which the terminating employee will receive the Benefit. The Benefit can only be paid in one of the two forms outlined below. In making the election, the employer will consider several established factors including the terminating employee's access to other health insurance coverage, the value of the terminating employee's unused accumulated sick leave and extra retirement pay, and the ability of the terminating employee to demonstrate the need for coverage. The employer will notify the terminating employee in writing of the election made by the employer.

~~12.2.4.1~~12.2.2.1 PRIME Trust, or the Medical Plan Trust.

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~~12.2.4.2~~ 12.2.2.2 Retirement Plan Trust and or 457 (b).

12.3 Regular part-time employees who leave their position in good standing will be eligible for PTO separation pay as follows:

<u>Length of Service</u>	<u>% of payout at time of separation</u>	<u>Maximum Payout Hours</u>
<u>0 – 3<sup>rd</sup> Anniversary</u>	<u>0</u>	<u>0 hours</u>
<u>3<sup>rd</sup> – 5<sup>th</sup> Anniversary</u>	<u>25%</u>	<u>50 hours</u>
<u>5<sup>th</sup> - 10<sup>th</sup> Anniversary</u>	<u>50%</u>	<u>100 hours</u>
<u>10<sup>th</sup> -15<sup>th</sup> Anniversary</u>	<u>75%</u>	<u>150 hours</u>
<u>After 15 years</u>	<u>100%</u>	<u>200 hours</u>

~~12.3~~ 12.4 Employees separated for disciplinary or performance reasons or fail to provide a two-week notice (30-days for supervisory and department head positions) of intent to terminate will receive no separation benefit.

**13.** Conversion.

**13.1** Effective November 3, 2013, all accumulated vacation leave, sick leave, and floating holidays will be converted as follows:

**13.1.1** If an employee has accumulated less than 280 hours combined vacation leave, sick leave, and floating holidays, all hours will be converted hour for hour to a PTO account.

**13.1.2** If an employee has accumulated more than 280 hours combined vacation leave, sick leave, and floating holidays, 280 hours will be converted hour for hour to a PTO account and the balance will be converted hour for hour to an ELB.

**13.1.3** If an employee does not have an ELB established at the point of conversion, an ELB cannot be created in the future. In addition, employees who establish an ELB cannot convert hours from the PTO account to the ELB in the future.

**13.2** Low Sick Leave Usage Incentive. Upon conversion, employees will not receive a low usage sick leave incentive payment.

**14.** PTO Service Credit at Hire.

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- 14.1 A Department Head may recommend to the Human Resource Director that a new hire be given credit for length of service for employment experience directly related to the position to which the employee is being appointed or to match the current leave accrual provided by the employee's most recent employer. The recommendation must be in writing and based on the Department Head's assessment of the employee's qualifications beyond the minimum requirements, recruitment considerations, or service accrual provided by the employee's previous employer.
- 14.2 The length of service credit plus the employee's subsequent actual length of service with the County will be the basis for future accrual determinations. No additional length of service credit shall be granted after initial appointment to the County.

**15. Extended Leave Bank.**

- 15.1 An employee who is sick uses their PTO account for the missed time. Anytime a single occurrence illness/injury results in the loss of more than three days' time an employee with an ELB is eligible to use time from that bank. When that option is selected by the employee, they may choose for the deduction to revert back to the first day, so that the first three days are deducted from the ELB (not the PTO account), plus the additional missed days. This should be documented as ELB on the employee timesheet. To utilize the ELB, the employee may be asked to submit documentation from a physician to verify illness or injury.

- 15.1.1 The ELB may be used for a single occurrence illness/injury results in the loss of more than three days' time to care for an immediate family member.

- 15.2 The County reserves the right to have a second medical opinion at its own expense.

**16. Death While An Active Employee.**

- 16.1 All accumulated unused PTO and ELB for which the employee may have otherwise been eligible will be transferred to the Post Employment Health Plan (PEHP)/Health Trust Account as defined in Eau Claire County Policy 603.

- 16.1.1 If there is not a surviving qualified family member as defined in the Post Employment Health Plan policy, payment will be made to a deferred compensation plan.

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**17. Restrictions.**

- 17.1** PTO and the ELB are for the personal use of the employee only. Should the PTO balance fall below "0", the employee will only receive compensation for hours actually worked. Should this happen, the employee may be subject to corrective or disciplinary action.
- 17.2** An employee cannot be paid for time at work and receive PTO pay at the same time.
- 17.3** PTO cannot be used in the same payroll period in which it is earned.
- 17.4** Employees who are ill should not report to work. Department Heads or supervisors have the right to judiciously assess the health of an employee and, if the employee is deemed to be "too sick to work", the Department Head or supervisor can send the employee home.
- 17.5** Upon written request, the County may allow employees to use accrued paid time during the initial three (3) day waiting period for worker's compensation benefits.
  - 17.5.1** Following the initial three (3) day waiting period, employees may not supplement workers' compensation benefits by utilizing accrued paid time or any other means available to them through the County benefit program. Employees will receive benefits as outlined by, and in accordance with the Wisconsin Workers' Compensation Act.
  - 17.5.2** PTO and the ELB may not be used to supplement income received from a county disability insurance plan.

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## REPORT TO THE COMMITTEE ON HUMAN RESOURCES

### Action Required

<b>Meeting Date:</b> March 9, 2017	<b>x</b>	Information-Discussion	
<b>Agenda Item No.</b> 4		Direction to Staff	
<b>Department:</b> Human Resources		Approval-Denial	
<b>Subject:</b> Total Rewards Summary		Requires Recommendation to:	
		County Board	
		Other:	
		Form:	Ordinance
<b>Bargaining Unit Involved:</b> N/A			Resolution
<b>Prepared by:</b> J. Gower			Report
<b>Reviewed by:</b> J. Mangus		Other Action:	

Eau Claire County, like many organizations, is going to need to pull together a long-term strategy to address the organization's ongoing talent needs. Recruitment, retention, and succession planning all continue to be "hot" topics and warrant proactive methods to address concerns.

Human Resources staff will provide information regarding Total Rewards Strategy, Eau Claire County Generational Make-Up, and Anticipated retirement numbers.