

Ad Hoc Transition Committee Minutes  
March 7, 2012, 2:00 p.m.

The meeting was called to order at 2:00 p.m. by Chairman, Miller. Present, West, Ward, Johnson, Croke, Sumpter and Cohen. Excused: Stuchlak. Also present: Borowski, Wollin, Kotlowski, K. Bays, Larson and Kaye.

Motioned by Ward/Croke to approve the agenda. Motion carried by unanimous voice vote.

Discussion on recommended changes to the policy manual adopted November 2011 took place. Discussion related to post January 1, 2012 employee benefits/policies in light of budget repair bill took place.

Miller passed out a copy of Holiday Hours for 2009-2010-2011 and projected 2012 of the cost of sheriff's department holiday

Discussion regarding conversion of Administrative Policy Manual into Employee Handbook took place.

The following items were discussed and proposed modifications to the administrative manual adopted November 2011, items in red identify changes made during the meeting.

**Chapter 4. Section 2, Page 20 change the heading to:**

**SECTION 2 - OVERTIME, COMPENSATORY TIME, On-call, Call-in, and Shift Differential**

**Add, A & B, to section 2.02,**

**2.02 Overtime.** Overtime is any hours worked over forty (40) hours per workweek, that are paid out at one and one-half (1½) times the employee's regular rate of pay. Part-time, on-call, LTE, and seasonal employees are not eligible for overtime unless in a one (1) calendar week period, Sunday 12:01 a.m. through Saturday 12:00 a.m., the employee works over forty (40) hours. Overtime should be granted for unusual occurrences or Department requirements only, and shall be pre-approved by the employee's Department Head or supervisor. All overtime shall be initialed by the Department Head or supervisor on the employee's timecard.

- A. For non-law enforcement employees, Overtime is based on the Fair Labor Standards Act.
- B. Employees who meet the FLSA 207(k) exemption

**Add the following to pages 21 - 22**

**2.08 On-Call Pay:** On-call is defined as the availability of a non-exempt staff person to respond to a pager or designated cell phone request according to a pre-established schedule; and to perform required duties outside of normal office hours. Pre-arranged visits are not considered on-call. On-call employees will be paid 1-½ times their rate of pay for hours worked beyond their 40-hour workweek. Employees who are required to respond to after-hours calls during the week will be paid \$1.25 per hour. Employees required to be on-call during weekends and holidays will be paid \$1.75 per hour. This benefit does not apply to 'natural emergency' on-call such as salting or plowing operations.

**2.09 Call-in Pay.** If an employee is called-in and physically reports to work at other than their normal time, the employee will receive a minimum of two-hours of pay for such work or pay for the actual time worked, whichever is greater. The two-hour minimum will be calculated as hours worked for the pay period. For the purposes of calculating call in pay, the two-hour minimum will not be stacked if called back within the same two-hour period.

**2.10 Shift Differential.** If an employee (dispatch/jailers jail only) works a regular shift between the hours of 6:00 p.m. and 6:00 a.m., the employee shall receive a shift differential of twenty cents (\$.20) per hour.

**Change numbering:**

**2.11 Reimbursement for Travel Time.** Federal Law applies to compensation for travel time required of FLSA non-exempt employees. For same-day out of town travel, any FLSA non-exempt employee who is required to travel during hours that are in addition to the normal workday shall be paid overtime for those hours. If the travel is overnight, then a FLSA non-exempt employee is eligible for overtime for hours that are in addition to the normal workday only if he drives an automobile to the conference. In no instance shall an employee be paid to travel to the employer's work site if it is the first stop of the day. In this case the employee begins being paid once the employee arrives at work.

**Chapter 6, Page 27, change and/or modify:**

**SECTION 1 - VACATION**

**1.01** This vacation schedule applies to all non-represented employees.

- Vacation accruals begin on the day of hire for all eligible employees.
- The maximum amount of accrued vacation hours in an employee's bank at any one time may not exceed 200 hours.

After one full year of employment every full-time employee must use at least five consecutive vacation days each year an exception may be made by the department head. ~~Inadequate vacation banks would be exempt from this provision.~~

- Full-time employees working 80 hours per two-week pay period shall accrue vacation based on the following schedule:
- Regular part-time employees shall be eligible for paid vacation according to the following accrual schedule on all hours worked up to 80 hours in a two week pay period.

Years of Service	Prorated Vacation Hours per Year	Vacation accrued per work hour
0-6	80 Hours	.0384 hrs
7-12	120 Hours	.0577 hrs
13-19	160 Hours	.0769 hrs
20+	200 Hours	.0962 hrs

Full-time employees working 75 hours per two-week pay period shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	75 Hours	2.885 hrs
7-12	112.5 Hours	4.327 hrs
13-19	150 Hours	5.769 hrs
20+	187.5 Hours	7.212 hrs

Full-time employees working 80 hours per two-week pay period shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	80 Hours	3.077 hrs

7-12	120 Hours	4.616 hrs
13-19	160 Hours	6.154 hrs
20+	200 Hours	7.693 hrs

Full-time employees working 12 hours shift schedules shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	84 hours	3.231
7-12	126 hours	4. <del>856</del> .847
13-19	168 hours	6.462
20+	210 hours	8. <del>087</del> .077

**Chapter 6, Page 28, strike:**

## SECTION 2 - HOLIDAYS AND PERSONAL DAYS

**2.01 Holidays.** Each regular full- time employee shall be granted the following holidays off with pay:

- A. New Year's Day
- B. Friday before Easter - Spring Break Holiday
- C. Memorial Day
- D. Independence Day
- E. Labor Day
- F. Thanksgiving Day
- G. Day after Thanksgiving
- H. The last workday immediately preceding Christmas
- I. Christmas Day
- J. ~~Any other holiday granted to a union employee by union collective bargaining agreement.~~

**Chapter 6, Page 28,**

**2.03 Personal Day.** In addition to the holidays listed above, one (1) personal day shall be granted to all employees upon hire. A second (2) personal day shall be granted to those employees who have been employed by the County for at least three (3) years, on January 1st, following the third (3rd) year of employment. Personal day(s) shall be used during the calendar year in which they are earned or they shall be considered waived by the employee. There is no cash payout for the ~~floating holiday personal day~~ upon termination.

In lieu of the day after Thanksgiving, those employees assigned to dispatch/~~jaillers-jail~~ shall recognize Easter Sunday as a holiday.

The sheriff's department shall calculate holiday pay occurring on the actual date of the legal holiday.

**2.04 Work on Holiday.**

- A. For those departments that are required to schedule employees on the above-mentioned holidays, an employee who is scheduled to work shall be paid 1½ times their rate of pay for hours worked in addition to the standard holiday pay.
- B. For those employees ~~that~~ who are called into work on a holiday, any hours worked on the holiday shall be paid at double time in addition to the standard holiday pay.

**Chapter 3, Page 11,**

~~1.03 Work hours of the Sheriff, Highway and Solid Waste Departments are set forth in their collective bargaining agreement~~

**Chapter 4, Page 23,**

**4.01 Pay Schedule.** Employees shall receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, the employee will receive their payroll on the day prior to the holiday.

**Chapter 6, Page 28,**

**3.04 Eligibility.**

Sick leave benefits shall begin with the first (1<sup>st</sup>) day of qualifying absence. Sick leave shall be used minimum of one-quarter (¼) hour increments of work missed.

**Chapter 6, Page 27,**

1.03 Vacation time will be accrued and be available for use on a bi-weekly basis. The Department Head as deemed necessary may limit the number of employees on scheduled time off, including denying vacation and or personal days. Vacation may not be taken without prior approval of the Department Head or their designee.

**Chapter 6, Page 36**

**SECTION 10 - CATASTROPHIC LEAVE**

**10.02** Any County employees may donate a maximum of five (5) sick leave days to eligible employees for catastrophic leave. Eligible employees may receive a maximum of forty (40) days in donations of sick leave per eligibility. Receiving employees should have a proven history of conservative usage of the County's sick leave benefit. The standard of measurement for eligibility will be retention of 40% of total accrued sick leave at the time of the qualifying event. ~~(vested)~~ Employees are eligible to donate and receive sick leave, but may not increase any hours or benefits by such use. Temporary employees and LTE employees are not eligible for the program.

**Chapter 8, Page 53**

**CHAPTER EIGHT: BUDGETING AND ACCOUNTING POLICIES**

**Add:**

**Section 20 - PAYMENT OF PERSONAL PROTECTIVE EQUIPMENT**

1.01 Your department per the safety policy (4.07) will be responsible for issuance of standard PPE as required by job classification and OSHA. The standard issue will be through a vender that will provide quality, uniformity, and cost effectiveness. The County will not pay for upgraded or personalized PPE requested by an employee.

**1.02** The County will pay for replacement of PPE due to normal wear and tear or damaged equipment while performing their normal job duties. Must be reported it to the department head as soon as possible. The item that is being replaced shall be exchanged. The employee will be held responsible for the replacement of PPE when it is lost or the employee shows up to work without the required PPE to perform the job.

1.03 Any employee intentionally damaging PPE will be dealt with according to the disciplinary procedures.

**Section 21 - TOOLS AND TOOL REPLACEMENT PROCEDURES**

**1.01 Tool Issue.** Department Heads will authorize or reject tool order request(s) based on job classification. The Department Head will utilize a vender that provides quality, uniformity, and cost effectiveness.

**1.02 Inventory.** Each employee will provide a list of tools in their possession to their Department Head. This list will be kept on file the respective department and may be subject to verification by the Department Head. Lists of tools shall be reviewed and updated the first week of January each year or more often if deemed necessary by the Department Head.

**2.01 Tool Replacement:** Replacements for broken or worn-out tools or equipment will be handled by your Department Head. All tools must be turned in prior to replacement.

Renumber: sections on page 53-55 accordingly

**Chapter 11, Page 78, add and/or modify:**

**4.07 Responsibilities of Supervisors and Department Heads.** Supervisors and/or department heads are held to the

same safety and health standards to work safely and to prevent injuries and property damage as all other employees of the County. In addition, the responsibilities of supervisors and department heads include, without limitation, the following:

- Coordinate accident prevention as it applies to all areas of the safety and health program.
- Monitor work conditions, practices and methods to prevent safety violations.
- Correct as needed and instruct employees concerning safety laws, rules, regulations and practices.
- Comply with Personal Protective Equipment (PPE) standards as required by the Occupational Safety and Health Administration (OSHA).
- Exceptions to the rule as defined by the OSHA Standard include, but are not limited to:
  - Safety footwear
  - Logging boots
  - Job Specific uniforms
  - Ordinary weather-related gear
  - Prescriptive safety glasses

Set next meeting date of March 12, 2012, at 3:00 p.m.

Motioned by Ward/Sumpter to adjourn at 4:08 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Barbara Waugh

Recording Secretary

These minutes have been approved.