

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Wednesday, July 6, 2016 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Schadewald, Supervisor Kneiszel, Supervisor Blom, Supervisor Vander Leest
Absent: Supervisor Becker
Also Present: Supervisor Joan Brusky, Human Resources Director Brittany Zaehringer, Child Support Director Maria Lasecki, Technology Services Director August Neverman, Director of Administration Chad Weininger, Assistant Corporation Counsel Rebecca Lindner, Deputy Corporation Counsel Kristen Hooker

Audio of this meeting is available by contacting the County Board Office at (920) 448-4015

I. Call to Order.

The meeting was called to order by Chair Richard Schadewald at 6:15 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Blom, seconded by Supervisor Kneiszel to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of June 1, 2016.

Motion made by Supervisor Vander Leest, seconded by Supervisor Blom to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

1. Review minutes of:

a. Housing Authority (May 16, 2016).

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public None.

Communications (None)

Human Resources:

2. Insurance update from M3.

Human Resources Director Brittany Zaehringer reported that M3 was scheduled to attend this meeting however some conflicts arose which prevented this. M3 will be at the Executive Committee meeting on July 11 and the Administration meeting in August as well as the August County Board meeting.

Zaehringer wanted to share with the Committee what is being worked on in terms of assumptions for the 2017 budget related to benefits. She recalled that last month she provided a document which showed a \$2-3 million dollar deficit for 2016 in terms of the health and dental budget. If no changes are made, obviously that deficit would grow in 2017. In terms of what has been done to set

the internal service budget for HR which is what all the other budgets are based off of, some assumptions have been made.

One of the things being looked at to try to reduce the trend of million dollar deficits is to eliminate the VEBA transfer. Zaehringer explained that currently employees have an HRA account and at the end of the year any amount in that account over the deductibles can be transferred over to a VEBA account. At this time, the County is paying a \$9 administration fee per participant per month. Zaehringer said in the budget assumptions they are proposing to eliminate the transfer of the excess dollars into the VEBA account and have those dollars forfeited back to the County. In addition, they are looking at having the employees pay their own administrative fees. Zaehringer continued that they are also looking for the most cost-effective option for the HRA provider and she believes there are some leads which may allow transferring to another provider by the end of the year.

The other thing that HR is looking to do is increase the employee share of premiums. She said that currently for those who participate in the PHA program the premium rate is 12% and those who do not participate in the PHA pay 17%. They are looking to tier the premium rates based on the results of the PHA so that people who are in the higher tiers would pay less premiums. Someone who does not take the PHA would pay the highest premiums. Zaehringer said they feel they need somewhere between a 17% - 20% average for premium costs. She continued that they are also looking to reduce the HRA contributions by 50%. Currently HRA contributions are given based on PHA results. Zaehringer provided the Committee with a handout on this, a copy of which is attached, which shows the PHA contributions. A gold level, single employee gets \$1,050 in their HRA, which is about half of what the deductible would be. Zaehringer informed that when the HRA was introduced several years ago, it was never meant to be a permanent benefit. It was something that was introduced to help transition employees to the high deductible plan and it was supposed to tier and go off in time, but that did not happen.

At this time, when employees terminate employment, they have 2 years to spend down the money in their HRA, which contributions are employer-only money. Zaehringer said they are also looking at eliminating the 24 month spenddown. If employees would still like to have access to HRA dollars, they could do that through COBRA.

Zaehringer continued that currently HRA dollars can be used for medical deductibles, co-pays and co-insurance, but they can also be used for over-the-counter medication. Another change that is being considered to save costs is to eliminate the provision to use the HRA dollars for over-the-counter medications.

Finally, when the PHAs are done, the employees must be given opportunities to improve their scores and earn the money back and that is called the reasonable alternative standard. The current program for this is basically participatory; for example, if you go to 3 stress management workshops or attend a class or make other changes, you get money back. They are working with Bellin to try to make those reasonable alternative programs more outcome-based, but Zaehringer noted that they still have to offer people with medical outcomes that they cannot change to have participatory programs.

These are the major changes that HR is looking at and Zaehringer said the biggest change would be to the HRA contributions and would amount to about \$1 million dollars which could really swing where we are in terms of the budget. Zaehringer said they are continually receiving new information from M3 and other providers so the numbers change, but this is generally what has been discussed for 2017.

A question was asked about the HRA contribution that was supposed to be stepped down and Zaehringer said that she is not sure when it was supposed to start, but she knows that Administration had proposed that for the last 3 years, but when it got to the County Board, it was reversed. Schadewald recalled the rationale for the reversal was that the employees were getting 1% increases, and those increases did not cover the insurance premiums with that change. He thought this should have been phased out over several years, but it was not done that way and now

we are hitting the wall and the County Board will have to deal with it. It was asked if there could be any legal impediment to start implementing this now after it has been ignored for several years. Zaehringler said there would need to be a document change to the trust agreement with the provider and then the change needs to be communicated to the employees.

Schadewald said that the choices are: to keep things the way they are knowing that next year there will be even more of a problem, cut from other budgets, or raise taxes. The fact of life is that the Administration Committee is going to have to work on fixing a problem that has not been fixed. Zaehringler noted the Benefits Advisory Committee has asked for a quote from the State to get on the State insurance plan but in the past, that has not proven to be more beneficial.

Schadewald said this is going to be an evolving situation as we go through the next 6 months but at some point either M3 or Zaehringler will have to give the Committee and the full Board specific numbers on various options and information as to the implications. He said the reality of what is happening has to be looked at closely for the best balance possible and we also need to look ahead to think about what changes may be needed in the following years based on what is done in 2017. According to Zaehringler, the assumptions were used for this year because they had to have this in to the budget people several weeks ago and between now and the budget meeting in November updates will be made. She also said this was very similar to the proposal that administration has been proposing for the last several years.

Supervisor Blom asked if there are legacy benefits that can be looked at. Zaehringler responded that there are 50 – 60 retirees that are still on the plan and the loss ratio for these individuals is very high. The insurance plan would be a little bit better on the claims perspective without the retirees on the plan. M3 is currently looking to see if there is any way that the retirees could have a different plan, but there are some legal issues and other issues that would have to be considered in order to move them off the plan. Zaehringler also said there may be other options to finance the contributions of the retirees. Her understanding is that at last year's budget meeting the Board voted to increase retiree premiums by 8.7% each year for the next 5 years to try to make up some of the loss but she did not even think that that was enough.

No action taken.

3. **Budget Status Financial Report for May 2016.**

Motion made by Supervisor Blom, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Turnover Report for May 2016.**

Zaehringler informed this report is organized by Department and the report now flows to all Committees. They are starting to get a little more information from people as to why they are terminating and this is shown on the report.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **2016 Vacancies Report.**

This report is also organized by Department and passes through to all Committees.

Motion made by Supervisor Blom, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Position Approval Lists through June 27, 2016.**

Zaehringer said vacant positions no longer go to the Executive Committee for approval. She meets with the County Executive and Director of Administration every Monday and they approve the vacancies. Human Resources continues to provide all of the information to the Committees for the vacancies.

Schadewald asked if there is a lot of redundancy in the forms. Zaehringer said there is and noted that the Departments fill the reports out and they just copy and paste a lot of it. Zaehringer noted that this procedure was requested by the Executive Committee. Child Support Director Maria Lasecki was in attendance at the meeting and Schadewald asked her if it takes a lot of time to get these forms completed. Lasecki responded that the information she provides for her department does not change. To try to rewrite the information every time would not be a good use of her time. She noted that the questions do not change and she is mainly ensuring that the statistics are accurate. Zaehringer said she would be happy to look at ways to make this process more efficient and streamlined.

Motion made by Supervisor Kneiszel, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Human Resources Reports for June 2016.**

Zaehringer reported on the Benefits Manager position that is currently vacant. An offer was made to their top candidate which was initially accepted but later turned down. She is currently trying to contact another candidate and will keep the Committee advised. If the other candidate does not work out the position will be reposted.

With regard to the Class and Comp plan, a meeting is scheduled with the scoring team to go over the proposals received and they will attempt to make a selection or determine if they will need to hold interviews.

Zaehringer also noted the Benefits Advisory Committee recently held their second meeting and as she indicated above, they requested a quote from the State at a cost of \$2,400. All of the census data has been gathered to get the quote, but they have run into problems with information to cut the check. The State asked for two checks for outside vendors but the County requires certain information from the vendors in order to be paid and they are continuing to work on this.

Zaehringer continued that there are two ongoing labor issues, both related to the Sheriff's Department. One is with regard to HRA contributions and she noted that because of the labor agreement the HRA contributions are slightly different for the Sheriff's Department than they are for the rest of the employees. Banked sick leave is also administered differently for the Sheriff's Department than it is for the rest of the employees. The union is questioning whether the appropriate HRA contributions were made between 2011 – 2014. The difficulty with this is that there have been at least 3 vendors during this time as well as 3 benefits managers and at least 3 benefits specialists so finding the documentation has been challenging.

The issue with the banked sick leave is that currently the union contracts for both supervisory and non-supervisory employees provides that when an employee retires, their banked sick leave can be used to pay for their medical premiums in retirement until it is exhausted. The employees would like the money paid out to them at their choice so they can go get insurance elsewhere, but that is not what the arrangement says. This has been difficult because they have to go back to contract language from the 1980s and it has also been difficult because there have been some perceived inconsistencies over the years in how HR has administered the provision. The labor attorney who has been handling those issues has been appointed to be a Judge and therefore they will have to transition to someone new which will take additional time, but Zaehringer will keep the Committee updated.

Zaehring continued that there are also 2 issues coming up through other Committees that this Committee should be aware of. One of them is with regard to the overtime pay issue with Public Works. She provided the Committee with a handout, a copy of which is attached. Zaehring said that late last month the Public Works Director brought a proposal to try to change the way he calls in employees to emergency response calls. Part of his policy was that he was paying employees that were called in for a minimum of 2 hours which is consistent with Chapter 4, but they were being paid time and a half, regardless of whether they were in overtime status. Zaehring said that Page 14 of the Employee Handbook clarifies that call in time with a minimum of 2 hours worked should be at the regular rate of pay but the issue is that Public Works has been paying the time and a half all along. Public Works then sent out a memo explaining this to employees and employees then went to the Planning, Development and Transportation Committee to ask that they be given time and a half and they partnered up with airport staff to do the same. Corporation Counsel was then directed to draft a change to the ordinance to allow just those two departments to be paid time and a half for call in pay, regardless of if they are in overtime status. As an HR Director Zaehring does not support this and she feels that there is a very fair and clear overtime policy and if in fact someone is called in and they have already worked over 40 hours, they will be paid time and a half. She said there are a number of other departments that have call ins that are not paid time and a half. Blom asked if Zaehring had any idea of how much money was paid out on this and she did not. She also is of the understanding that the Public Works Director budgets for this, but it is still not what the policy is.

Schadewald asked Zaehring to make a list of all of the departments in the County that have call in situations and he would also like to see how much is budgeted by Public Works for this.

Zaehring said the final issue that is currently going on in Human Resources is that some of the 911 operators are looking for paid trauma days. They would like to be paid by the County to take some time off after difficult calls and situations to deal with it. Zaehring said this proposal was not approved and noted that there are EAP services and EAP will come on-site in the event of a crisis situation. Zaehring said employees also have vacation pay, personal time and casual pay that they could use for this. She noted that if HR starts to go down this slope with one department, there would be a number of other departments that would want the same thing. Schadewald noted that he appreciated the heads up on these issues.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

8. **Budget Status Financial Report for April 2016.**

Motion made by Supervisor Blom, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Resolution re: Reclassification of the Account Clerk II Position in the Treasurer's Department Table of Organization.**

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

10. **Monthly Report, April and May 2016.**

Deputy Corporation Counsel Kristen Hooker informed the only issue that may come down the line would be to ask for a Special Administration Committee meeting @ 6:30 pm before the July County Board meeting on a pending legal matter.

Hooker did not think there was anything else in the Corporation Counsel report that would be of surprise. She mentioned the surprise audit by the Department of Justice into whether or not enough

English translators were being provided for non-English speaking people in the welfare fraud cases. This moved into a lengthier audit and Corporation Counsel tried to push the DOJ to find out why the audit was being done, but they were not able to get any information. They used some of the money in the Corp. Counsel budget to obtain outside counsel to assist. Hooker has not received any of the findings from the DOJ at this point but she will continue to keep the Committee advised.

Schadewald asked if Corporation Counsel is backlogged at this time and Hooker said that they are backlogged and departments are probably not thrilled with the length of time it takes to get things done. She noted that the other attorneys in the office are highly specialized and she is the only corporate attorney at this time and is also handling all of the civil litigation that is not covered by the insurance company. They are struggling, but they try to stay upbeat and are doing the best they can. Schadewald asked if temporary help would be a good idea and Hooker said that temporary help may be a fruitless effort due to the time it would take to get someone in and trained and up to speed if a new Corporation Counsel will be coming soon. Schadewald asked Hooker to keep the Committee advised in this regard and she said that she will and also thanked the Committee for their support.

Motion made by Supervisor Kneiszel, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Child Support

11. Budget Status Financial Report for May 2016.

Motion made by Supervisor Vander Leest, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

12. Departmental Opening Summary.

Child Support Director Maria Lasecki said they currently have 4 open positions. She thanked the Board for their efforts in making the positions easier to fill as this allows her department to run more efficiently. Schadewald asked if Lasecki had any suggestions on streamlining the hiring process. She said her office functions in multiple computer systems and one of the systems would allow the internal process to be done through the computer and she would love to see something automated happen that would eliminate some of the paper work. She said there are multiple systems that could facilitate things to work much more efficiency. Schadewald said it seemed like Child Support may be a good department to do this on a trial basis. Lasecki said she is part of the LEAN steering committee and is in favor of doing things as efficiently as possible. Director of Administration Chad Weininger noted that there is a procedure in place through the LEAN committee to review requests for LEAN processes. He noted that the process that is being talked about here includes HR as well as a number of department heads and they would have to see how this would link in with all of the other priorities. Weininger also said that HR will be proposing some policy changes to administration for review so they are already looking at changing the system so this would be a good time to look at this. He would be in support of streamlining the process as well. Recording Secretary Alicia Loehlein also mentioned that every Committee gets all of this information and it may be useful to include Chairman Moynihan in discussions regarding changing this procedure. Weininger also noted that because the procedure as it currently stands is something that was started by vote of the County Board, it would take a vote of the full Board to change the process.

Lasecki concluded her report by saying that performance in her office continues to improve even in light of the vacancies and her staff is working very hard.

Motion made by Supervisor Blom, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Director Summary May/June 2016.

Lasecki said that they are a very busy department and they continue to train new staff, making sure they are staying current with the grant and improving paternity establishment procedures along with

the day-to-day work. Schadewald said he has visited Child Support and he encouraged other Supervisors to do the same.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

14. Budget Status Financial Report for May 2016.

Motion made by Supervisor Blom, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Technology Services Monthly Report for July 2016.

Schadewald asked for an update on the iPads. Technology Services Director August Neverman said that his staff has met with County Board staff and the iPads should be available at the next meeting. Schadewald wanted to be sure the iPads were distributed before the budget meeting and Neverman said that that should not be a problem.

Schadewald asked how NEWEye was going and Weininger said that that actually falls under Administration. Neverman said that NEWEye is a customer department, similar to the Sheriff's Department or the Zoo. TS has brought their services online and got the fiber up and running a few weeks ago. Weininger added that they are still waiting for Time Warner to kick in so NEWEye can broadcast over cable. They will also be looking at satellite and some other neat things. Neverman added that this is a multi-step thing and it is a long, convoluted process but they continue to make progress..

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration:

16. Budget Status Financial Report for May 2016.

Director of Administration Chad Weininger informed that Administration is tracking very well to the positive.

Motion made by Supervisor Kneiszel, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. 2016 Budget Adjustment Log.

Motion made by Supervisor Vander Leest, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Director's Report for June 2016.

Director of Administration Chad Weininger stated that the majority of staff time is currently being spent on the budget. He is hopeful that towards the end of July they will be having meetings with department heads to go over the budgeting and in August they will meet with the County Executive. He said that health insurance will be a very big part of the budget process this year.

Blom asked about the location for NEWEye that was talked about before. Weininger stated that there is NEWEye and 3GI. 3GI is the incubator and high speed tech initiative. He said they have been working with a lot of community partners and are getting close to getting everything settled. Weininger is hopeful to have an update at the next meeting. With regard to NEWEye, Weininger informed that it is doing fairly well and all of the communities have approved their MOU with the County. NWTC will be joining the County and are looking to work with the County to create a larger

network that could expand through Marinette County to Outagamie County. Work continues with the municipality partners and they should be able to do a lot of neat things with the program to keep people engaged.

Motion made by Supervisor Blom, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk – No agenda items

Other

19. **Audit of bills.**

Motion made by Supervisor Blom, seconded by Supervisor Kneiszel to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Such other matters as authorized by law.**

Weininger said that he will be providing the Committee with some information at the next meeting on Other Post-Employment Benefits Liability because he feels like it is important for the Committee to know about. He will also talk more next month on NEWEye and 3GI. He will also explain at the next meeting what happened with the bonding at the last County Board meeting. Blom asked if service partners like bond counsel are competitively bid or if it is more relationship based. Weininger said that every 3 to 5 years they bid back out all contracts, but sometimes contracts are extended but if the Board wants something specifically they should let administration know.

21. **Adjourn.**

Motion made by Supervisor Blom, seconded by Supervisor Vander Leest to adjourn at 7:30 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein

Recording Secretary

Therese Giannunzio

Transcriptionist

Account Description	2013	2014	2015	Average	2016 Budget	
	Actual	Actual	Actual	Actual	Amended	Estimated
Total expenses -- Health	19,891,398	19,591,778	19,023,722	19,502,300	21,300,657	19,534,598
Health Insurance surplus (deficit)	(993,778)	(1,071,288)	(1,442,570)	(1,169,212)	(2,958,128)	(2,187,307)
Dental Insurance surplus (deficit)	(43,829)	58,230	234	4,878	(42,231)	(4,323)
Combined insurance surplus (deficit)	(1,037,607)	(1,013,058)	(1,442,336)	(1,164,334)	(3,000,359)	(2,191,630)
Beginning equity	9,922,335	8,884,729	7,871,670		6,429,334	6,429,334
Annual surplus (deficit)	(1,037,607)	(1,013,058)	(1,442,336)		(3,000,359)	(2,191,630)
Ending equity	8,884,729	7,871,670	6,429,334		3,428,975	4,237,704

DRAFT INFORMATION FOR DISCUSSION PURPOSES

4.43 PURPOSE. An initial employment period allows a new employee time to demonstrate knowledge and skills with their new role with Brown County and allows that employee's supervisor time to provide training and evaluate the employee's performance. It is understood that during the initial employment period with Brown County the employment relationship may be terminated at any time, with or without cause, by the employee or Brown County.

4.44 POLICY. All regular full and part-time positions shall have an initial employment period of six (6) months. Public Safety-related positions (Correction Officers, Patrol Officers, and Telecommunications Operators) shall have an initial employment period of one (1) year.

SALARY ADMINISTRATION AND STATUS CHANGES

4.45 PURPOSE. The objectives of the compensation plan and wage schedule shall be to provide an appropriate salary structure to recruit and retain competent individuals in order to provide the required services in the County. The development of the compensation plan is related to the classification plan and evaluates all positions based on the same factors to provide internal and external equity.

4.46 COMPENSATION PLAN. The compensation plan for employees shall include the schedule of pay grades consisting of minimum and maximum rates of pay for all classes of regular full-time and part-time positions as reflected in the table of organization. The objective of the plan shall be to administer a quantitative job evaluation system which evaluates all positions based on the same factors to provide internal and external equity and establish and maintain fair salary ranges.

4.47 ASSIGNMENT TO COMPENSATION PLAN. Assignment to a compensation plan or wage schedule shall be determined by an objective evaluation, internal comparisons, and salary survey results compiled by the Human Resources Department, with input from the Department Head.

4.48 RESPONSIBILITY AND ADMINISTRATION. The County Board, as part of the annual budget process, shall be responsible for approving the amount of money available for adjustments to the plan. Consideration will be given to trends in prevailing rates, market conditions and adjustments granted through collective bargaining to other employees.

4.49 EXTRA PAY.

(1) Shift Differentials. Regular part-time and full-time non-exempt employees in positions that are scheduled to work on multiple shifts will receive additional pay for working

2nd or 3rd shifts. Shift differentials for other departments depend on the job classification of the employee and will be paid in accordance with an approved County or policy.

(2) Stand-By Pay. Employees who are assigned stand-by duty may receive compensation for each week assigned to stand-by duty, upon approval of the Department Head. This will be the sole compensation for this stand-by duty, even when such duty would otherwise be out of the employee's usual schedule or classification.

(3) Compensation During Temporary Assignment. A temporary assignment is an assignment for a minimum of ninety (90) days or more, which requires approval by the Human Resources Manager and notification to the County Executive. The Human Resources Manager will recommend the appropriate rate of pay for the temporary assignment. A temporary assignment may not continue beyond six (6) months without approval from the Human Resources Manager.

(4) Increased Pay for Work of another Classification. In certain cases an employee is eligible to receive increased compensation while performing the work of another classification:

(a) Foreman or leaderworker duties: If employees assume these duties and work at least one (1) full day at that level.

(b) Training Officer Pay: Perform on the job training and evaluations of new hired employees. (Telecommunicator and Correctional Officer)

4.50 SALARY STRUCTURE

(1) Regular Full-time and Part-time Employees. Rates of pay for regular employees are established by County Board Ordinance. Normal rules on initial employment apply.

(2) Limited Term Employees. Rates of pay for LTE positions are established by County Board Ordinance. Normal rules on initial employment apply. LTEs returning after a successful season's work may be paid at the appropriate step in the wage plan.

(3) Reclassifications. A reclassification is the reassignment of a position to a different classification because of changes in the duties and responsibilities of the position. Wage adjustments because of reclassifications are handled under the same rules as Promotions, Demotions or Transfers. An employee, who has been granted a reclassification of the position held to a higher pay grade than his/her current rate, shall be paid at the higher rate of pay from the date the reclassification is approved by County Board.

(4) Pay Increases during Initial Employment Period. No pay raise shall be granted to new employees during the initial employment period. At the successful conclusion of the initial employment period, the employee shall be entitled to any general pay raise which occurred during the employee's initial employment period.

4.51 STATUS CHANGES

(1) LTE to Regular Employee. An employee working in a limited term position, who then becomes a regular County employee, in the same classification, shall have time worked as a limited term employee credited toward the appropriate initial employment period and years of service.

(2) Part-time to Full-time Employee. An employee who transfers from part-time or full-time in the same classification will be placed at the same step. In certain circumstances the hours of existing part-time employees may be increased in lieu of other limited term employment options.

(3) Regular to LTE Employee. A regular employee, who transfers to a limited term position in the same classification, will be placed at the same step.

(4) Promotion. When promoted, an employee's pay shall be increased to a step of the pay grade for the class to which the employee is being promoted. If the employee's present pay is already above step 1, he/she shall be placed in a step of the pay grade for the class to which the employee is being promoted which will provide a pay increase based on qualifications.

(5) Demotion. When an employee is demoted for any reason, the Human Resources Manager shall consult with the supervisor(s) involved to decide the pay for the re-assignment. In no case will it exceed the maximum of the pay grade of the job to which the employee is demoted.

(6) Retirement. The normal retirement age for County employees shall be determined by appropriate Wisconsin Statute. For employees who terminate employment, the last day of employment is the last day the employee is physically on the job.

4.52 REINSTATEMENT/REHIRE. When an employee is re-instated to his/her former job, he/she shall normally be paid at the same level of the pay grade he/she had before leaving. When he/she is re-instated to a job with a lower pay grade, he/she shall be paid according to his/her experience and qualifications within the pay grade in which he/she will be employed.

WORKING HOURS

4.53 HOURS OF WORK. The standard hours of operation for most Brown County offices shall be 8:00am to 4:30pm Monday through Friday. Due to the varying needs of departments and because certain essential County services are provided on a 24-hour basis, County employees may have different work schedules based on department and job function.

4.54 BREAKS. (1) If department scheduling requires unpaid breaks, an unpaid break of 30 minutes will be scheduled approximately midway in a standard workday and may be staggered to accommodate department needs. Unpaid time amount is based on the needs of the department.

(2) Break times are to be arranged between employee and the supervisor or Department Head. Employees may not leave their work area for paid breaks. If employees

take two unpaid 15 minute breaks per day they may leave their work area. Breaks not taken are lost and may not be scheduled or combined to create a 30 minute break, extend a mid-day break, or shorten the work day at either the start or end. It is the Department Head's responsibility to assure that lunch periods and breaks are scheduled so that adequate staff coverage is provided at all times.

4.55 TIME OFF. Employees are expected to responsibly utilize accrued paid time off for regularly scheduled hours that are not worked in order to consistently reflect their scheduled weekly hours. In some instances unpaid time off may be granted which can then be reflected to complete the regularly scheduled hours.

4.56 EXEMPT EMPLOYEES. Exempt employees (including Department Heads, supervisors, managers, professionals) as defined in the Fair Labor Standards Act (FLSA) are expected, in addition to performing the duties of their positions, also be available for special and regular meetings and events and may be subject to structured work schedules. In return for these services, these employees may take time off when the workload of their department permits.

OVERTIME AND COMPENSATORY TIME

4.57 POLICY. (1) Each position is designated as either Non-exempt or Exempt from the Federal Fair Labor Standards Act and state wage and hour laws. Employees in non-exempt positions shall be compensated or receive compensatory time at a rate of one and one-half times normal pay for hours worked in excess of forty (40) hours in any work week. Pay for non-worked hours (vacation, casual, holiday, etc.) are not considered hours worked. Per FLSA, some exceptions to the 40 hours per week standard apply under special circumstances to sheriff and hospital and nursing home employees. All time worked is subject to rounding rules.

(2) All overtime or compensation time must be authorized by the Department Head or supervisor and is subject to budgetary limitations. Any paid or unpaid leave will not count as hours worked for overtime or compensatory time calculations. All overtime and compensatory time accruals will be reviewed periodically by the Human Resources Manager. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or for work necessity, and is not intended as a convenience or benefit for the employee.

(3) No employee may start work before the appointed time, work through breaks, or work past the appointed time without prior authorization. Employees are not allowed to accumulate work hours more than 15 minutes before their appointed starting time, during breaks, or 15 minutes past the appointed quitting time.

(4) In the event a non-exempt employee is called in outside of the normal scheduled hours, the employee shall be guaranteed a minimum of two (2) hours of work.

4.58 COMPENSATORY TIME. Upon mutual prior consent, employees may bank up to eighty (80) hours of overtime earned in a compensatory time bank. Employees may request the use of compensatory time off at the rate at which such time is earned. Use of

SECTION 11 – OVERTIME / COMPENSATORY TIME

11.01 Overtime. Employees in non-exempt positions shall be compensated or receive compensatory time at a rate of one and one-half times normal pay for hours worked in excess of forty (40) hours in any work week. Pay for non-worked hours (vacation, casual, holiday, etc.) are not considered hours worked. Per FLSA, some exceptions to the forty (40) hours per week standard apply under special circumstances to sheriff and hospital and nursing home employees. All time worked is subject to rounding rules.

- a) All overtime or compensation time must be authorized by the Department Head or supervisor and is subject to budgetary limitations. Any paid or unpaid leave will not count as hours worked for overtime or compensatory time calculations. All overtime and compensatory time accruals will be reviewed periodically by the Human Resources Manager. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or for work necessity, and is not intended as a convenience or benefit for the employee.
- b) No employee may start work before the appointed time, work through breaks, or work past the appointed time without prior authorization. Employees are not allowed to accumulate work hours more than 15 minutes before their appointed starting time, during breaks, or 15 minutes past the appointed quitting time.
- c) In the event an employee is called in to work outside of his/her normally scheduled hours, the employee shall be given a minimum of two (2) hours work or pay at his/her normal rates. This call-in pay does not apply when the hours are contiguous with the employee's regularly scheduled shift.
- d) Employees are not eligible for overtime hours on days where the employee is being compensated for non-work hours (e.g., vacation, casual day, personal day, etc.). Management may waive this requirement due to an emergency.

11.02 Compensatory Time. Upon mutual prior consent, employees may bank up to eighty (80) hours of overtime earned in a compensatory time bank. Employees may request the use of compensatory time off at the rate at which such time is earned. Use of compensatory time shall be by mutual consent. At the end of each calendar year, any unused compensatory time will be paid out. Accumulation of compensatory time shall not exceed eighty (80) hours during each calendar year, and shall not be accumulative from year to year. All compensatory time shall be taken at a time which is mutually agreeable between the employee and the Department Head or supervisor. Compensatory time shall not be taken for more than one week at a time.

SECTION 12 – EXEMPT EMPLOYEES

12.01 Expectation of Exempt Employees. Exempt employees (including Department Heads, supervisors, managers, professionals) as defined in the Fair Labor Standards Act (FLSA) are expected, in addition to performing the duties of their positions, to also be available for special and regular meetings and events and may be subject to structured work schedules. In return for these services, these employees may take time off when the workload of their department permits.

circumstances the hours of existing part-time employees may be increased in lieu of other limited term employment options.

- c) Regular to LTE Employee. A regular employee, who transfers to a limited term position in the same classification, will be placed at the same step.
- d) Promotion. When promoted, an employee's pay shall be increased to a step of the pay grade for the class to which the employee is being promoted. If the employee's present pay is already above the minimum starting salary, he/she shall be placed in a step of the pay grade for the class to which the employee is being promoted which will provide a pay increase based on qualifications.
- e) Demotion. When an employee is demoted for any reason, the Human Resources Manager shall consult with the supervisor(s) involved to decide the pay for the re-assignment. In no case will it exceed the maximum of the pay grade of the job to which the employee is demoted.
- f) Retirement. The normal retirement age for County employees shall be determined by appropriate Wisconsin Statute. For employees who terminate employment, the last day of employment is the last day the employee is physically on the job.

9.04 Extra Pay.

- a) Shift Differentials. Regular part-time and full-time non-exempt employees may be eligible for additional pay for working non-standard hours. Positions that are scheduled to work on multiple shifts will receive shift differential for hours worked on a second or third shift. Shift differentials for other departments depend on the job classification of the employee and will be paid in accordance with an approved County policy.
- b) Stand-By Pay. Employees who are assigned stand-by duty may receive compensation for each week assigned to stand-by duty, upon approval of the Department Head. This will be the sole compensation for this stand-by duty, even when such duty would otherwise be out of the employee's usual schedule or classification.
- c) Compensation During Temporary Assignment. A temporary assignment is an assignment for a minimum of ninety (90) days or more, which requires approval by the Human Resources Manager and notification to the County Executive. The Human Resources Manager will recommend the appropriate rate of pay for the temporary assignment. A temporary assignment may not continue beyond six (6) months without approval from the Human Resources Manager.
- d) Increased Pay for Work of another Classification. In certain cases an employee is eligible to receive increased compensation while performing the work of another classification:
 - 1) Foreman or Leadworker duties: If employees assume these duties and work at least one (1) full day at that level.