



Monroe County
Personnel Department

14345 County Highway B, Room 3
Sparta, WI 54656-4509
(608) 269-8719

NOTICE OF MEETING

COMMITTEE: PERSONNEL AND BARGAINING
TIME: 5:00 p.m.
PLACE: **Rolling Hills Activity Room**
DATE: Wednesday, October 8, 2014

SUBJECT MATTER TO BE CONSIDERED

1. Call to order - Roll Call
2. Minutes approval - September 10, 2014 - Discussion/Action
3. Paid time off (PTO) - Discussion/Action
4. Voucher and budget review - Discussion/Action
5. Topics and meeting date/time for next month's agenda - Discussion/Action
6. CLOSED SESSION of the Bargaining Committee under 19.82(1) at approximately 5:30 p.m. to discuss bargaining strategy.
7. Adjournment

Pete Peterson
Committee Chairperson

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above. Date sent: 10/1/14

Personnel and Bargaining Committee
MINUTES
September 10, 2014

Present: P. Peterson, B. Humphrey, C. Las, C. King

Absent: C. Schnitzler

Also present: E. Smudde, K. Kittleson, C. Schmit, R. Hamilton,
L. Svendsen, R. Stedman

1. Call to Order - Roll Call
P. Peterson called the meeting to order at 9:00 A.M.
Roll Call - All members present except C. Schnitzler

2. Minutes approval- August 13, 2014 & August 27, 2014 -
Motion to approve the August 13, 2014 and August 27, 2014 minutes by C. Las, second by B. Humphrey, and approved on a 4-0 vote.

3. Paid time off (PTO) -
K. Kittleson gave the committee an update that he had met with a group of employees regarding PTO. They discussed suggested changes to pay out rates for retirement, carrying over sick leave to the PTO bank and mentioned other suggestions that were made. K. Kittleson suggested that no action be taken at this time as he plans to sit down with that group of employees again to discuss revisions to the plan. L. Svendsen added that issues covered in the employee meeting included the max amount of accumulation, the rate of sick leave accrual and other suggestions that need to be looked into with the next employee meeting. The committee took no action on this item.

4. Voucher and budget review-
K. Kittleson explained the current status of the budget for 2014. E. Smudde explains the charges on the vouchers. Vouchers were circulated and signed by committee members.
Motion to approve voucher was made by B. Humphrey, second by C. King, and approved on a 4-0 vote.

5. Personnel Department Budget Approval-
K. Kittleson explained the only real increase was to the line item for advertising. K. Kittleson then reviewed all the items with the committee and stated this was informative only and didn't require committee action.

6. Discussion of duties of Personnel and Bargaining Committee-
K. Kittleson described the suggested changes compared to the current duties for the Personnel & Bargaining Committee in detail and made some suggestions to additions to the duties. Discussion among the committee members ensued regarding the need to revise duties now or with the next election. **Motion** to postpone indefinitely for further discussion by C. Las, second by C. King, and approved on a 4-0 vote.

7. New position requests -
 - a. Human Services -
R. Hamilton explains the new position request for three Social Workers funded through state and federal programs. R. Hamilton explained the need for expansion of mental health services within the area and that neighboring counties in the consortia will be expanding as well. C. Schmit stated that R. Hamilton assured the need for these positions and that the funding would not increase the Human Services budget as the funding would be through the state and federal programs. **Motion** to remove the language from the resolution's fiscal note that read "If Federal and State funding is reduced or discontinued these positions would be reviewed to determine need, reduction or elimination," by C. King, second by B. Humphrey, failed on a 2-2 vote (P. Peterson, C. Las). **Motion** to approve resolution for the initiation of three new social worker positions within the Human Services Department in 2015 by C. Las, second by C. Las and approved on a 4-0 vote.

8. Topics and meeting date/time for next month's agenda-
Next meeting items to be discussed were the PTO plan and a closed session to discuss bargaining. Next meeting is scheduled to take place on Wednesday, October 8, 2014 at 9:00 A.M. in the Rolling Hills Activity Room.

9. Closed Session -

Motion to enter closed session by B. Humphrey, second by C. Las.

Roll Call: P. Peterson, C. Las and B. Humphrey present.
(C. King left at this time)

Meeting entered closed session at 9:50 A.M.

Motion to leave closed session by B. Humphrey, second by C. Las.

Roll Call: P. Peterson, C. Las and B. Humphrey present.
Left closed session at 10:10 A.M.

10. Adjournment -

Motion to adjourn by B. Humphrey, second by C. Las and approved on a 3-0 vote.

Meeting adjourned at 10:10 A.M.

E. Smudde, Recorder

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE PERSONNEL AND BARGAINING
COMMITTEE TO IMPLEMENT A PAID TIME OFF (PTO) SYSTEM FOR
COUNTY EMPLOYEES EFFECTIVE WITH THE FIRST PAYROLL OF
JANUARY 2015**

WHEREAS, the Monroe County Personnel and Bargaining Committee has reviewed the County's current paid leave system and explored alternative paid leave systems; and

WHEREAS, the Committee now recommends the replacement of the current separate leave banks for sick leave, vacation, holiday and floating holiday with a singular paid time off PTO bank. With this conversion, the County will provide short-term disability insurance (S-TD) at County expense that covers employees beginning at two months and extending to six months of S-TD in exchange for freezing the current sick leave banks, although current employees may access their sick leave banks for serious health conditions that meet the Family and Medical Leave Act requirements as long as they remain employed by Monroe County. At retirement, employees may cash out 25 percent of their sick leave banks; and

WHEREAS, along with employer-paid S-TD coverage, the County will also offer two voluntary disability plans where employees may purchase an S-TD plan that is effective beginning at two weeks and extending to two months (at which time the employer-paid coverage becomes effective), and also may purchase a long term disability plan that goes into effect after six months of disability. Employees will accrue PTO time per pay period, and this accrual will include their current vacation allotment, eight days of sick leave annually, and current holiday allotments. Employees' vacation balances, 10 percent of their sick leave banks, and 20 hours for floating holiday and the January 1 holiday will be rolled into their PTO accounts effective with the first payroll of January 2015, and may accrue up to 600 hours of PTO time. Upon retirement or resignation with proper notice, employees may cash out their PTO bank based upon years of service and retirement eligibility.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the Personnel and Bargaining Committee to establish an employee

PTO system with disability insurance coverage incorporating the provisions set forth above and in the attached summary effective with the first payroll of January 2015.

Dated this 22nd day of October, 2014.

OFFERED BY THE PERSONNEL AND BARGAINING COMMITTEE:

Personnel and Bargaining Committee vote:

Finance Committee vote:

County Administrator approval:

Corporation counsel approval:

Fiscal note: \$26,799 cost of employer-paid STD coverage will be budgeted for 2015. Savings include four less days of sick leave per year and the inherent administrative efficiencies of a singular paid time off system.

Purpose: Establish a PTO system to replace current leave systems and provide employer-paid S-TD insurance coverage to replace sick leave banks for new employees.

PAID TIME OFF (PTO) PROPOSAL SUMMARY
Personnel & Bargaining Committee
October 8, 2014

The following components are included in a conversion to a PTO system for Monroe County employees effective with the first payroll period in 2015:

1. All accumulated vacation, 10 percent of the sick leave bank, eight hours for January 1 holiday, and 12 hours for floating holiday are rolled into the employee's PTO balance the first of the year. Thereafter, 20 hours will be added to the employee's PTO balance the first of every year for January 1 and floating holiday equivalent (prorated for part-time). The January 1 holiday and floating holidays will not be included in PTO time accrual.
2. PTO will accrue per pay period and will include the equivalent of vacation based on years of service (two weeks, three weeks, four weeks, 23 days), current holidays except January 1, and eight days of sick leave.
3. PTO may accrue up to a maximum of 600 hours. At time of resignation with proper notice, PTO will be paid out as follows:

Less than one year	No payout
One to less than six years	75 percent of up to 125 hours
Six to less than 14 years	75 percent of up to 250 hours
14 to less than 22 years	75 percent of up to 375 hours
22 years or more	75 percent of up to 500 hours
Retirement (WRS eligible)	100 percent of up to 500 hours
4. County will provide short-term disability (S-TD) coverage that will begin after an employee has been disabled for 60 calendar days, which will pay 70 percent of the employee's salary for the time frame from two to six months. Employees may purchase additional S-TD coverage that begins after 14 days and covers the disability period from two weeks to two months, and also purchase long-term disability insurance (L-TD) coverage that covers the time frame after six months. Employees may opt in and out of the additional S-TD and L-TD coverage once a year on January 1. Employees are not required to use all of their PTO prior to going on S-TD.
5. Sick leave banks are frozen after the 10 percent transfer to PTO the first of 2015. Employees may access their sick leave bank as long as employed by Monroe County for a serious health condition as defined by the Family and Medical Leave Act (FMLA). Employees are not required to use all of their PTO before accessing their sick leave bank. At retirement, employees cash out 25 percent of the sick leave bank. If an employee is on S-TD, the employer will pay the employer portion of additional health insurance months equivalent to the sick leave bank balance divided by 173 hours (the number of work hours in a month).
6. Personnel policy will be revised to include a PTO section and modify holiday, vacation, sick leave and any other sections that refer to holidays, vacation and sick leave.

FREQUENTLY ASKED QUESTIONS
about PAID TIME OFF (PTO)
(8/11/14, revised 10/8/14, changes in bold)

1. What is PTO?

PTO is a system where an employee's paid leave time is kept in one account, instead of separate accounts for vacation, holiday, floating holiday, sick leave and family sick leave. The PTO system is simpler for the employee and employer and would go into effect **in the first pay period of January, 2015.**

2. What happens to my current leave banks?

All of the time in your vacation bank will roll over into your PTO bank, as well as eight hours of holiday pay for January 1, **12 hours of floating holiday, and 10 percent of your sick leave bank.** The remainder of your sick leave bank will be frozen as of January 1, but employees hired before January 1, 2015, can access sick leave banks for absences due to serious health conditions as defined by the Family and Medical Leave Act for as long as they remain Monroe County employees . When an employee retires (defined as being eligible for a Wisconsin Retirement System (WRS) annuity, usually age 50 for protective and 55 for general employees), the retiring employee may cash out 25 percent of their sick leave bank, which is the current policy.

3. How much PTO will I accrue?

PTO will accrue per pay period and will show up on your paycheck stub as vacation and sick leave accruals do now, and you may accrue up to **600** hours of PTO. You will continue to accrue PTO equivalent to vacation based on your years of service (two weeks, three weeks, four weeks, or 23 days). Also included in the accrual will be an hourly equivalent of all of the current holidays **except January 1** and an hourly equivalent of **eight** sick leave days per year. **20 hours of PTO for the January 1 holiday and floating holiday time will be added to your PTO account the first pay period of January every year (prorated for part-time).**

4. Why only eight days of sick leave and not 12?

For decades, Monroe County employees have relied on their sick leave bank as their short-term disability coverage, since the County did not offer disability coverage. With the change to PTO, the county will provide short-term disability (S-TD) coverage paid by the county that will begin after an employee has been disabled for 60 calendar days. This coverage would cover the employee with a disability by paying 70 percent of their salary for the time frame of 2-6 months. Employees may purchase additional S-TD coverage that begins after 14 days of disability at employee expense. This optional coverage is based on the employee's gross earnings and is not age-rated, and sample costs are approximately:

ANNUAL SALARY	COST PER PAY PERIOD
\$18,000	\$5.00
\$36,000	\$10.00
\$48,000	\$13.34
\$60,000	\$16.67

The financial incentive for employees would be to maintain at least 350 hours of PTO in their bank to avoid having to purchase additional S-TD coverage. The additional coverage would be most attractive to new employees or employees who expect to have

an extended absence (medical, maternity, etc.) in the coming year. Employees may opt in and out of the additional S-TD coverage once a year on January 1.

5. What about long-term disability (L-TD) coverage?

The county has not offered L-TD coverage in the past, but will offer it at employee expense. It may be most attractive to new employees, since employees who have five years of service under WRS are covered by their disability coverage. Any benefits payable by WRS and Social Security disability are held against L-TD payouts, thus reducing the attractiveness of L-TD coverage for longer-term employees.

6. Who is the insurance carrier for S-TD and L-TD coverage?

Standard Insurance Company, already the county's life insurance carrier.

7. Does an employee have to exhaust PTO before going on short-term disability or FMLA sick leave?

No, that would be the employee's option and decision.

8. What about health insurance coverage while I'm on disability?

Because sick leave banks were the County's former disability coverage and insurance continued as long as an employee was getting paid, the County will provide insurance coverage based upon how many hours employees have in their frozen sick leave banks, same as the current policy. Employees will receive one month of insurance continuation for each 173 hours banked. The maximum sick leave accrual was 130 days, which is six months or 1040 hours. 1040 hours in six months is 173 hours per month. Employees with no sick leave balances may also qualify for insurance continuation through FMLA.

9. What about funeral leave?

Because funeral leave is not a leave accrual and is based on a specific event, it will remain as a separate benefit as outlined in personnel policy and an employee on funeral leave will not be required to use PTO time.

10. What happens to my PTO time when I resign?

As long as you give proper notice of resignation (in writing, see personnel policy or contact the Personnel Department for length of notice required, may be two or three weeks or 30 days, depending on your position), you will be paid out your PTO time as follows:

Less than one year	No payout (same as current)
One to less than six years	75% of up to 125 hours
Six to less than 14 years	75% of up to 250 hours
14 to less than 22 years	75% of up to 375 hours
22 years or more	75% of up to 500 hours
WRS-eligible retirement	100% of up to 500 hours

You will note that the schedule above follows the current vacation progression.

11. What happens to the current vacation donation provision?

Employees will be able to donate up to 40 hours of PTO per employee per calendar year to an employee with a serious health condition as defined by FMLA, the same as the current vacation donation language.

12. What are the next steps in the process?

The Personnel & Bargaining Committee will review this proposal at their next meeting on **October 8** at 5 pm in the Rolling Hills **Activity Room**, followed by the **October 22** County Board meeting.

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL GOVERNMENT FUND						
143 PERSONNEL						
51430 PERSONNEL						
110 SALARIES	118,407.00	0.00	9,115.20	73,729.45	44,677.55	62 -----
150 FRINGE BENEFITS	29,269.00	0.00	2,317.00	18,652.56	10,616.44	63 -----
152 WORK COMP	321.00	0.00	24.62	199.14	121.86	62 -----
197 LABOR RELATIONS	21,727.92	0.00	175.00	21,077.92	650.00	97 -----
207 MEDICAL EXPENSE REIMBURSEMEN	0.00	0.00	0.00	0.00	0.00	0
214 COMPUTER OPERATION	0.00	0.00	0.00	0.00	0.00	0
225 TELEPHONE	314.00	0.00	12.17	111.32	202.68	35 ---
298 EQUIPMENT SERVICE CONTRACTS	1,668.00	0.00	133.00	1,064.00	604.00	63 -----
310 OFFICE SUPPLIES/EXPENSE	500.00	0.00	12.00	40.07	459.93	8
311 POSTAGE	525.00	0.00	0.00	426.00	99.00	81 -----
313 PRINTING COSTS	200.00	0.00	0.00	0.00	200.00	0
320 BOOKS/PUBLICAT/SUBSCRIPTIONS	100.00	0.00	0.00	39.00	61.00	39 ---
324 DUES	385.00	0.00	0.00	210.00	175.00	54 -----
326 ADVERTISING	9,652.08	0.00	34.30	5,586.56	4,065.52	57 -----
331 CONFERENCES/SEMINARS	1,110.00	0.00	0.00	570.00	540.00	51 -----
337 MILEAGE	1,300.00	0.00	86.70	601.70	698.30	46 ----
815 CAPITAL OUTLAY OVER \$5,000	0.00	0.00	0.00	0.00	0.00	0
900 TECHNOLOGY POOL EXPENSE	453.00	0.00	0.00	453.00	0.00	100 -----
TOTAL: PERSONNEL	185,932.00	0.00	11,909.99	122,760.72	63,171.28	66 -----
51431 EMPLOYEE ASSISTANCE PROGRAM						
392 MISCELLANEOUS EXPENSE	4,000.00	0.00	0.00	3,000.00	1,000.00	75 -----
TOTAL: EMPLOYEE ASSISTANCE PROGRAM	4,000.00	0.00	0.00	3,000.00	1,000.00	75 -----
51432 SAFETY TRAINING						
392 MISCELLANEOUS EXPENSE	1,170.00	0.00	0.00	1,170.00	0.00	100 -----
TOTAL: SAFETY TRAINING	1,170.00	0.00	0.00	1,170.00	0.00	100 -----
51433 SECTION 125 ADMINISTRATION						
392 OPERATING EXPENSES	3,600.00	0.00	276.50	2,208.50	1,391.50	61 -----
TOTAL: SECTION 125 ADMINISTRATION	3,600.00	0.00	276.50	2,208.50	1,391.50	61 -----
51434 HEALTH REIMBURSEMENT PROGRAM						
392 MISCELLANEOUS EXPENSE	160,000.00	0.00	7,550.47	72,234.41	87,765.59	45 ----
TOTAL: HEALTH REIMBURSEMENT PROGRAM	160,000.00	0.00	7,550.47	72,234.41	87,765.59	45 ----
51435 RETIREMENT/FRINGE POOL						
392 MISCELLANEOUS EXPENSE	63,753.12	0.00	0.00	15,212.26	48,540.86	23 --
TOTAL: RETIREMENT/FRINGE POOL	63,753.12	0.00	0.00	15,212.26	48,540.86	23 --
51436 SPECIAL ASSMNT UNEMPLOYMENT						
392 SPECIAL ASSMNT UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: SPECIAL ASSMNT UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PERSONNEL	418,455.12	0.00	19,736.96	216,585.89	201,869.23	51 -----

PREPAID VOUCHERS

SCHEDULE OF PREPAID VOUCHERS

DEPARTMENT
DATE PAID

Personnel
9/25/2014

ACCOUNT #	AMOUNT	INVOICE #	VENDOR #	VENDOR NAME	PURPOSE	CHECK #
10.143.51430.331	\$80.00		5581	WACPD/WPELRA	Ken conference	
10.143.51430.331	\$ 70.00			Holiday Inn - Marshfield	Hotel - Ken conference	
TOTAL	\$ 150.00					

DATE APPROVED 9/25/14

APPROVED BY: 
