

# WASHINGTON COUNTY, WISCONSIN

Date of enactment: 11/5/11  
Date of publication: 11/5/11

## VOTE

### 2011 ORDINANCE 17

AN ORDINANCE to amend Section 7.05 relating to: Employee Benefit Program.

*The people of the County of Washington, represented in the Board of Supervisors, do ordain as follows:*

**SECTION 1.** Section 7.05(1) of the code is amended to read:

**7.05 EMPLOYEE BENEFIT PROGRAM.** (1)(AM 11-17) **Scope.** This section shall apply to all employees and elected officials of Washington County except those employees whose wages, hours and working conditions are governed by a labor agreement duly executed in accordance with §111.70, Wis. Stats. Employees working for County departments with a formally adopted set of work rules approved by the Administrative Services Committee may have department specific benefits in addition to the benefits described in this section.

**SECTION 2.** Section 7.05(2) of the code is amended to read:

**7.05 EMPLOYEE BENEFIT PROGRAM.** (2)(AM 11-17) **Holidays.**

(c) The following provisions shall govern eligibility for holiday pay:

\* \* \*

8. Accrued holiday time including the "floating holiday", cannot be taken off in increments of less than one hour duration. Floating holidays scheduled between December 15 and December 31 not taken because of action of the County may be rolled over to the following January and scheduled at the discretion of the Department Head. Floating holidays not used in January shall be lost.

(d) Department specific work rules may modify the provisions of this subsection.

**SECTION 3.** Section 7.05(3) of the code is amended to read:

**7.05 EMPLOYEE BENEFIT PROGRAM.** (3)(AM 11-17) **Vacations.** (d) Vacation benefits shall be administered in accordance with the following:

\* \* \*

8. Employees with the following job titles shall be required to take at least 40 consecutive hours of paid time off each calendar year:

- a. Account Clerk
- b. Accounting Assistant
- c. Accounting Supervisor
- d. Accounting Technician

- e. Assistant to the County Treasurer
- f. Assistant Finance Director
- g. Assistant Golf Course Supervisor
- h. Assistant to the Highway Commissioner
- i. Buyer
- j. Clerk of Court Administration, ~~and~~ Clerk of Courts Accounting Supervisor and any other Clerk of Courts staff with cash handling/receipting responsibilities
- k. Deputy Finance Director
- l. Deputy Register of Deeds
- m. Finance Director
- n. Human Services Accounting Manager
- o. Office Supervisor (Health Department)
- p. Payroll Supervisor
- ~~p. q.~~ Program Assistant (Planning & Parks position assigned to Accounting Supervisor)
- ~~q. r.~~ Purchasing Agent
- ~~r. s.~~ Purchasing Technician

**SECTION 4.** Section 7.05(4) of the code is amended to read:

**7.05 EMPLOYEE BENEFIT PROGRAM.** (4)(AM 11-17) **Sick Leave.** (h) Employees may use up to three (3) days of accrued earned sick leave per calendar year for the illness or injury of the employee's minor child.

~~(h)~~ (i) Employees daily usage of sick leave will be limited to their normal scheduled workday.

**SECTION 5.** Section 7.05(5) of the code is amended to read:

**7.05 EMPLOYEE BENEFIT PROGRAM.** (5)(AM 11-17) **Group Health Insurance.** (h) Dependent coverage, including but not limited to definition of dependent, availability and duration of coverage and election to continue such coverage beyond the calendar year the dependent reaches the age of 19 shall be set forth in and governed by the Group Health Insurance Plan. ~~For purposes of dependent coverage, dependent shall be defined as follows: Dependent coverage including but not limited to definition of dependent, availability and duration of coverage and election to continue such coverage beyond the calendar year the dependent reaches the age of 19 shall be set forth in the Group Health Insurance Plan. Spouse and unmarried dependent children including legally adopted children, step children (if the subscriber's spouse is responsible by decree of divorce or court order for the children's medical insurance or claims the children as a Federal tax deduction), and children for whom the employee is the legal guardian. A dependent child ceases to be an eligible dependent:~~

~~1. — At the end of the calendar month he or she marries.~~

~~2. — At the end of the calendar year he or she reaches the age of 19. However, coverage will not end if he or she is a full time student at that time (school's definition of full time is accepted). The school must be an accredited academic, professional, or trade school. No child is an eligible dependent after the earlier of:~~

1 a. ~~The end of the month in which he or she ceases to be a stu-~~  
2 ~~dent; or~~

3 b. ~~The calendar year in which he or she reaches the age of 25.~~

4  
5 3. ~~Reaching the limiting age does not end the coverage of a dependent~~  
6 ~~child who is both incapable of self-sustaining employment due to mental retardation or physical~~  
7 ~~handicap and must be chiefly dependent for support and maintenance.~~

8  
9 4. ~~If a dependent, other than a spouse, has a baby after attaining the~~  
10 ~~age of 18 years, the baby shall not be covered as a dependent unless legal guardianship is ob-~~  
11 ~~tained, which coverage shall become effective on the date legal guardianship is obtained.~~

12  
13 **SECTION 6.** Section 7.05(6) of the code is amended to read:

14 **7.05 EMPLOYEE BENEFIT PROGRAM. (6)(AM 11-17) Group Life Insurance.**

15 (a) Commencing with the first day of the calendar month following completion of 30  
16 consecutive calendar days of employment with Washington County, each full-time employee  
17 shall, at no cost to such employee, be eligible to receive a ~~\$12,000~~ \$15,000 term life insurance  
18 policy, pursuant to a group life insurance program duly adopted by the County Board of  
19 Supervisors.

20  
21 \* \* \*

22  
23 (d) The County shall continue to provide said term life insurance coverage for  
24 all eligible employees during their authorized vacation, funeral, holiday, ~~and~~ sick leaves and  
25 other approved leaves.

26  
27 **SECTION 7.** Section 7.05(7) of the code is amended to read:

28 **7.05 EMPLOYEE BENEFIT PROGRAM. (7) (AM 11-17) Wisconsin Retirement**  
29 **Fund.** Washington County shall take part in the Wisconsin Retirement Fund as required by law,  
30 and eligibility therefor shall be as provided by law. The County shall ~~pay on behalf of~~ deduct  
31 from the earnings of each general employee, up to 6.5% of the non protective general employee,  
32 earnings, 7% of the protective employee hired after July 1, 2011 earnings and 5.6% of the elected  
33 official the percentages set by the Wisconsin Retirement System and transmit deductions to the  
34 Wisconsin Retirement System as required by law. ~~earnings, with the same force and effect as if~~  
35 ~~such contribution were actually paid by the employee. Such contribution by the County shall not~~  
36 ~~be deducted from or charged against the employee's earnings.~~

37  
38 **SECTION 8.** Section 7.05(9) of the code is amended to read:

39 **7.05 EMPLOYEE BENEFIT PROGRAM. (9)(AM 11-17) Workers**  
40 **Compensation.** (a) Employees covered by this chapter who are absent from work due to work  
41 related illness or injury who are receiving Workers Compensation benefits for temporary-partial  
42 or temporary-total disability, shall receive payment in the amounts and according to the  
43 procedures set forth in the applicable State laws and regulations. ~~as follows: For the first 13~~  
44 ~~weeks from the date of injury an amount equal to 85% 66 2/3% of the employees normal average~~  
45 ~~weekly earnings. In consideration of this benefit such employee shall endorse and turn over to~~  
46 ~~the County Treasurer, all Workers Compensation payments received for temporary partial or~~  
47 ~~temporary total disability during the first 13 weeks of such disability payments. During the~~  
48 ~~period of such differential pay there shall be no deduction from the employees earned sick leave~~  
49 ~~or vacation credits. Employees may use sick time to cover the first three days of work missed.~~

1 (b) The provisions of par. (a) above shall not apply to the following  
2 classifications: probationary Deputy Sheriff, ~~probationary Communications Officer,~~  
3 ~~probationary Corrections Officer, Communications Supervisor,~~ Deputy Sheriff Sergeant,  
4 ~~Corrections Sergeant,~~ Deputy Sheriff Lieutenant, Deputy Sheriff Detective Lieutenant,  
5 ~~Corrections Administrator~~ and Deputy Sheriff Captain. Employees in these job classifications  
6 shall receive 85% of their normal average week's earnings for a period not to exceed one year  
7 from the date of injury or disability.

8  
9 **SECTION 9.** Section 7.05(11) of the code is amended to read:

10 **7.05 EMPLOYEE BENEFIT PROGRAM.** (11)(AM 11-17) **Jury Duty/Witness**  
11 **Service.** An employee who is summoned for jury duty ~~or subpoenaed as a court witness~~ shall be  
12 paid the straight time hourly rate for such hours as he or she is actually on jury duty ~~or required~~  
13 ~~as a witness,~~ to a maximum of 8 hours per working day. Such employee shall turn over to  
14 Washington County all fees, meal allowance, and mileage received as a juror ~~or witness~~  
15 immediately upon receiving such compensation. County employees serving on an out of County  
16 jury ~~or as a witness~~ in a trial being held in another County shall be allowed to retain any meal  
17 and/or mileage allowance provided for as a result of these activities. County employees who  
18 reside outside of the County and who are required to serve on a jury ~~or serve as a witness~~ in their  
19 home County shall be required to turn over to the Washington County Treasurer all fees and  
20 mileage received as a result of serving as a juror ~~or witness~~ immediately upon receiving such  
21 compensation in order to be eligible for pay while on jury duty. ~~witness service reimbursement.~~

22  
23 **SECTION 10.** Section 7.05(13) of the code is amended to read:

24 **7.05 EMPLOYEE BENEFIT PROGRAM.** (13)(AM 11-17) **Leave of Absence.** (a)  
25 Medical Leave.

26  
27 \* \* \*

28  
29 3. All requests for unpaid medical leave of absence which are not  
30 extensions of leave under sub. (14), below of 30 days or less consecutive calendar days must be  
31 approved by the ~~department head~~ Department Head.

32  
33 (b) Administrative Leave.

34  
35 \* \* \*

36  
37 3. All requests for unpaid administrative leave of absence of 30 days  
38 or less consecutive calendar days must be approved by the ~~department head~~ Department Head.

39  
40 **SECTION 11.** Section 7.05(15) of the code is amended to read:

41 **7.05 EMPLOYEE BENEFIT PROGRAM.** (15)(AM 11-17) **Longevity.** (k) The  
42 longevity benefits referred to in this subsection shall cease to be available to any and all  
43 employees as of December 31, 2012.

44  
45 **SECTION 12.** Section 7.05(21) of the code is amended to read:

46 **7.05 EMPLOYEE BENEFIT PROGRAM.** (21)(AM 11-17) **Retirement - Health**  
47 **Insurance.** (a) Non-represented employees who retire at age 60 with a minimum of 25 years of  
48 continuous County service and who are covered by the County's health insurance plan at the time  
49 of their retirement may pay to the County the full cost of the health insurance premium, either

1 family or single coverage until the ~~end of the calendar quarter in which~~ the employee attains the  
2 age of 65.

3 \* \* \*

4  
5  
6 (c) Each eligible employee must, upon request of the Human Resources  
7 Department, provide a sworn statement on an annual basis certifying that the employee is not  
8 receiving health insurance benefits from any other employer. Employees who do receive health  
9 insurance benefits from any other employers are not eligible for continuation in the County's  
10 plan. Once a retired employee leaves the County's health insurance plan he or she shall no longer  
11 be eligible for reinstatement under that plan.

12  
13 ~~(d) — All payments must be made to the Finance Department office no later than~~  
14 ~~the fifth working day of the month immediately preceding the month for which the payment is~~  
15 ~~due.~~

16  
17 ~~(e)~~ (d) Protective service employees who retire with a minimum of 20 years  
18 service with the County, who have attained age 55, and who are covered by the County's health  
19 insurance plan on the day of their retirement may pay the County the full cost of continued health  
20 insurance premium either family or single coverage until the ~~end of the quarter in which the~~  
21 employee attains age 65.

22  
23 ~~(f)~~ (e) Effective January 1, 1994, Retirement - Health Insurance Benefits  
24 covering the Sheriff's Department Command Staff, including Deputy Sheriff Captains, Deputy  
25 Sheriff Lieutenants, Deputy Sheriff Detective Lieutenants and Deputy Sheriff Sergeants will be  
26 covered by the retiree health insurance program set forth in the Collective Bargaining Agreement  
27 between Washington County and the Washington County Deputy Sheriffs' Association.

28  
29 ~~(g) — Sheriff's Department Corrections and Communications Command Staff in~~  
30 ~~the Washington County Sheriff's Department who retire at age 60 with a minimum of 20 years of~~  
31 ~~continuous service and who are covered by the County's health insurance plan at the time of their~~  
32 ~~retirement will be covered by the Labor Association of Wisconsin Local 524 representing certain~~  
33 ~~Corrections and Communications Staff Retirement — Health Insurance Benefits program effective~~  
34 ~~January 1, 2000.~~

35  
36 **SECTION 13.** Section 7.05(26) of the code is amended to read:

37 **7.05 EMPLOYEE BENEFIT PROGRAM.** (26)(AM 11-17) **Long Term Disability**  
38 **Insurance.** (a) Effective April 1, 2006 through December 31, 2012, the County will  
39 provide a long term disability insurance plan which provides a benefit of 66 2/3% to a maximum  
40 of \$30,000 in annual salary after a 90-day waiting period for the Sheriff's Department Ceommand  
41 Sstaff (Communications Supervisor, Corrections Administrator, Corrections Lieutenant,  
42 Corrections Sergeant, Deputy Sheriff Captain and Radio Systems Administrator), Jail Health  
43 Coordinator and Juvenile Detention Administrator. ~~In addition, they will be allowed to~~  
44 Employees mentioned herein may purchase, at their own expense, additional insurance equal to  
45 their annual salary as part of this program.  
46

1                   (b)     Effective January 1, 2013, the County will provide a long term disability  
2 insurance plan which provides a benefit of 66 2/3% to a maximum of \$15,000 in annual salary  
3 after a 90-day waiting period for its full-time employees, including the employees referenced in  
4 sub. (a). Employees may purchase, at their own expense, additional insurance equal to their  
5 annual salary as part of this program.  
6

7                   **SECTION 14. EFFECTIVE DATE.** This ordinance shall become effective upon  
8 passage by the Board of Supervisors and publication as provided by law.  
9

10                   **SECTION 15. SUMMARY.** Multiple amendments to Chapter 7 of the Washington  
11 County Code updating employee benefits.  
12

13  
14  
15 VOTE REQUIREMENT FOR PASSAGE: Majority  
16

17 APPROVED:	Introduced by members of the ADMINISTRATIVE
18 (signed by Kimberly A. Nass)	SERVICES COMMITTEE as filed with the
19 Kimberly A. Nass, County Attorney	County Clerk.
20 Dated 10/26/11	(signed by Kimberly A. Nass)
	Roy C. Justman, Chairperson

21  
22 Considered 10/25/11

23 Adopted 10/25/11

24 Ayes 20 Noes 4 Absent 6

25 Voice Vote \_\_\_\_\_

26 Countersigned:

27 \_\_\_\_\_  
28 Herbert J. Tennes  
29 County Board Chairperson

30  
31 (The changes to life insurance benefits result in a cost to the County of approximately \$3,300  
32 annually. Elimination of longevity and addition of long-term disability will not occur until  
33 January 1, 2013 and any funding will be addressed in the 2013 budget.)