

WASHINGTON COUNTY, WISCONSIN

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VOTE

2013 ORDINANCE 31

AN ORDINANCE to amend Sections 7.04 and 7.05 relating to: Administration of the Classification and Compensation Plan and Employee Benefit Program.

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

SECTION 1. Section 7.04(2) of the code is amended to read:

7.04 ADMINISTRATION OF THE CLASSIFICATION AND COMPENSATION PLAN. (2)(AM 13-31) **Changes in Classification.** Changes in classification shall be administered as follows:

(a) Promotion. Promotion is the movement of an employee from one classification to another classification having a greater job rate (maximum). Promotions are judged on individual qualifications and consideration is given to such factors as demonstrated ability, performance, training and length of service. When an employee is promoted to a position in a higher classification, he or she shall serve a 6-month introductory period. Promoted employees shall move to the next highest pay rate in the pay grade for the higher classification on the effective date of the promotion. If required, the subsequent automatic anniversary date pay increases shall be applied according to the rules contained in par. (b) above. The promoted employee may use earned ~~sick leave~~, vacation paid time off leave and other benefits during this introductory period. An employee who does not successfully complete the introductory period shall be restored to a position commensurate with his or her former status for which he or she is qualified as soon as a position becomes available.

(b) Transfer. Transfer is the movement of an employee from one classification to another classification having the same job rate (maximum). There shall be no change in the pay rate of an employee who is transferred. No introductory employee shall be eligible for transfer consideration until such time as he or she completes his or her introductory period. However, employees may move from a part-time status to a full-time status within the same department and job classification with the approval of the Department Head and subject to seniority concerns before the 6-month introductory period is complete.

1. The transfer should be acceptable to the employee's current Department Head, the new Department Head, the Director of Human Resources, and must concur with any bargaining agreements involved. When transferring from one department to another, the employee carries to the new department all accumulated ~~sick leave~~, vacation benefits, ~~and longevity~~ ELB (Extended Leave Bank) and PTO (Paid Time Off) leave. Only one lateral transfer is allowed per year.

2. Transfers are regarded as permanent when a 3-month introductory period has been satisfactorily completed in the new department. The employee may use earned

1 ~~sick leave, vacation, and other benefits~~ ELB (Extended Leave Bank) leave and PTO (Paid Time
2 Off) leave during this introductory period.

3
4 (c) Demotion. Demotion is the movement of an employee from one
5 classification to another classification having a lower job rate (maximum). Employees may not
6 apply for a voluntary demotion during their introductory period. When employees, either
7 voluntarily or involuntarily, are demoted to a position in a lower class, their pay may be adjusted
8 to any pay rate within the pay grade for the lower classification not to exceed their current hourly
9 rate. If the new pay rate is established at a rate below the pay grade maximum, the rules
10 identified in sub. (1)(b) of this chapter shall be used to apply future automatic anniversary date
11 pay increases. All demoted employees shall serve a 3-month introductory period. The employee
12 may use earned ~~sick leave, vacation, and other benefits~~ ELB (Extended Leave Bank) and PTO
13 (Paid Time Off) leave during this time.

14
15 (d) Limited Hour to Regular Status. When an employee moves from a limited
16 hour position to a regular full, three quarter or part-time position, benefits (example: vacation,
17 ~~sick~~ ELB (Extended Leave Bank) leave and PTO (Paid Time Off) leave) will begin to accrue the
18 day the change is effective. If the change is a promotion, a 6-month introductory period must be
19 served. If the change is a lateral transfer, a 3-month introductory period must be served. If the
20 change is made in the same job classification within the same department, no introductory period
21 is required.

22
23 (e) Temporary to Regular Status. When an employee moves from temporary
24 status to a regular full, three quarter or part-time position benefits (example: ~~vacation, sick~~ ELB
25 (Extended Leave Bank) leave and PTO (Paid Time Off) leave) will begin to accrue the day the
26 change is effective. A 6-month introductory period must be served.

27
28 (f) Pool Status to Regular Status. When an employee moves from a pool
29 position within the County to a regular full, three quarter or part-time position, benefits
30 (example: vacation, ~~sick~~ ELB (Extended Leave Bank) leave and PTO (Paid Time Off) leave) will
31 begin to accrue the day the change is effective. A 6-month introductory period must be served.
32 The hours accrued as a pool employee will not carry over to the regular status position for
33 determining the date of pay increases.

34
35 **SECTION 2.** Section 7.05 of the code is amended to read:

36 **7.05 EMPLOYEE BENEFIT PROGRAM.** (2)(AM 13-31) **Paid Time Off (PTO).**

37 (a) **Purpose.** A Paid Time Off program encourages employees to plan and schedule time
38 away from work and maximize productivity while on the job. The program provides employees
39 with a periodic accrual of hours to be used as paid time off for vacation, sick leave, inclement
40 weather emergencies, appointments, or for any other personal reason.

41
42 (b) **Scope.** Paid Time Off program applies to all full-time, three-quarter time
43 and part-time county employees, except members of the Deputy Sheriff's union.

44
45 (c) **Definitions.**

46
47 1. **Exempt/Non-Exempt:** All county employment positions have been
48 designated as either being exempt or non-exempt in accordance with the Fair Labor Standards
49 Act (FLSA).

1 2. Extended Leave Bank (ELB): A bank created for each employee
2 for the deposit of earned, unused sick leave as of June 30, 2014.

3
4 3. FMLA: Leave that is based on the State and Federal Family and
5 Medical Leave Acts.

6
7 4. Pay Period: The County's bi-weekly payroll cycle that consists of
8 two weeks that start on a Thursday and continue through to the second Wednesday.

9
10 5. PTO: Paid Time Off (PTO) is a benefit plan which consolidates
11 paid leave benefits into a single "bank account" of paid leave, which the employee is responsible
12 for managing.

13
14 6. PTO Bank: A bank created as of July 1, 2014 for the deposit of
15 earned, accrued paid leave benefits. The accrual to be deposited into this bank accounts for
16 benefits previously designated as sick leave, vacation and floating holidays.

17
18 7. Regular Hours: Defined per each County position as the number of
19 hours approved by the County Board. (Example: full-time equals 40 hours per week, 3/4-time
20 equals 30 hours per week and 1/2-time equals 20 hours per week).

21
22 8. Transitional Time Period: The first years after an implementation
23 of a new benefit plan.

24
25 (d) **Eligibility.** Full-time, three-quarter time and part-time county employees
26 are eligible to accrue PTO hours beginning July 1, 2014. Employees working less than 20 hours
27 per week on a regular basis, on call, elected, limited or temporary employees are not eligible to
28 accrue PTO hours. For employees who become eligible during the course of their employment
29 due to an increase in hours (change in status from part- to full-time or vice versa) or movement
30 from Deputy Sheriff Union, credit will be given for previous years of service based on the date
31 under the "Date Started" in the county's payroll system.

32
33 (e) **Accrual Schedules.**

34
35 1. Each employee accrues PTO hours every pay period based upon
36 the number of hours worked, the employee's position in the grade order list and the years of
37 service to a maximum accrual per pay period contained in the following charts.

38
39 2. An employee's accrual multiplier referenced in the chart will
40 change on January 1st of the employee's anniversary year that they reach 7, 14, and 25 years of
41 service.

42
43 3. Administrative Leave. Employees in pay grades 13 and above and
44 those employees who were graded as E-7 and above under the pay plan in place as of the
45 September 30, 2000 Carlson Study shall receive 40 hours of administrative leave, which is
46 included in the Accrual per Hours Worked column of the first chart.

47
48 4. PTO accruals are deposited to eligible employees' PTO banks each
49 bi-weekly pay period, which deposits will continue until the bank reaches the maximum accrual

hours. Once the maximum is reached, no deposits will be made until the bank falls below the maximum.

Calculation: Grade 13 & Above

<u>Completed Years of Service</u>	<u>Maximum Accrual Per Year**</u>		<u>Maximum Hours Accrued each Pay Period (approx.)</u>	<u>Accrual per Hour Worked (approx.)</u>	<u>Maximum in Bank**</u>	
	<u>Days</u>	<u>Hours</u>			<u>Days</u>	<u>Hours</u>
0 - 6.9	25	200	7.6923	0.0962	37.50	300
7 - 13.9	30	240	9.2308	0.1154	45	360
14 - 24.9	35	280	10.769	0.1346	52.50	420
25 +	40	320	12.308	0.1538	60	480

Calculation: Full-time

<u>Completed Years of Service</u>	<u>Maximum Accrual Per Year**</u>		<u>Maximum Hours Accrued each Pay Period (approx.)</u>	<u>Accrual per Hour Worked (approx.)</u>	<u>Maximum in Bank**</u>	
	<u>Days</u>	<u>Hours</u>			<u>Days</u>	<u>Hours</u>
0 - 6.9	20	160	6.1538	0.0769	30	240
7 - 13.9	25	200	7.6923	0.0962	37.50	300
14 - 24.9	30	240	9.2308	0.1154	45	360
25 +	35	280	10.7692	0.1346	52.50	420

Calculation: ¾ - time

<u>Completed Years of Service</u>	<u>Maximum Accrual Per Year**</u>		<u>Maximum Hours Accrued each Pay Period (approx.)</u>	<u>Accrual per Hour Worked (approx.)</u>	<u>Maximum in Bank**</u>	
	<u>Days</u>	<u>Hours</u>			<u>Days</u>	<u>Hours</u>
0 - 6.9	20	120	4.6154	0.0769	30	180
7 - 13.9	25	150	5.7692	0.0962	37.50	225
14 - 24.9	30	180	6.9231	0.1154	45	270
25 +	35	210	8.0769	0.1346	52.50	315

Calculation: ½ - time

<u>Completed Years of Service</u>	<u>Maximum Accrual Per Year**</u>		<u>Maximum Hours Accrued each Pay Period (approx.)</u>	<u>Accrual per Hour Worked (approx.)</u>	<u>Maximum in Bank**</u>	
	<u>Days</u>	<u>Hours</u>			<u>Days</u>	<u>Hours</u>
0 - 6.9	20	80	3.0769	0.0769	30	120
7 - 13.9	25	100	3.8462	0.0962	37.50	150
14 - 24.9	30	120	4.6154	0.1154	45	180
25 +	35	140	5.3846	0.1346	52.50	210

(f) Use of Accrued PTO Leave.

1. Employees shall seek approval and schedule the use of the PTO leave with the employee’s Department Head or designee per department protocol and in accordance with the County’s Attendance Policy. The Department Head or designee may consider the operational needs of the Department, the departmental workload, project completion and existing staffing levels when granting the employee’s request for use of PTO leave.

2. Employees using PTO leave for anything other than planned or scheduled time off, need to inform their Department Head or designee prior to the start of the day or as required by department work rules or call-in policies. Unscheduled use of PTO leave shall be monitored and addressed in accordance with the County’s Attendance Policy.

3. PTO leave will count as time worked for purposes of calculating overtime.

1 4. Usage of PTO and time worked cannot exceed the normal workday
2 hours for the position. An employee cannot be paid for time at work and receive PTO pay at the
3 same time.

4
5 5. PTO leave shall be taken in no less than 15 minute increments.

6
7 6. Employees hired on or after July 1, 2014 shall begin accruing PTO
8 as of the date of hire, but shall not be eligible to use accrued PTO leave until the start of the sixth
9 (6th) pay period following the date of hire.

10
11 7. PTO hours accrued in one pay period will not be eligible to be used
12 until the following pay period.

13
14 8. An employee's accrued PTO leave shall not be loaned or donated
15 to other employees.

16
17 9. An employee's PTO bank shall not fall below zero. In the event
18 that an employee has a zero balance in his/her PTO bank, the employee will immediately revert
19 to unpaid time. If an employee reverts to unpaid time without prior authorization of the
20 Department Head and the Human Resources Director, the employee may be subject to
21 disciplinary action.

22
23 10. With the exception of a qualified FMLA leave, employees shall be
24 required to exhaust all forms of paid leave (PTO, ELB and vacation) before requesting any form
25 of unpaid leave.

26
27 11. No claim for funeral leave shall be allowed which occurs during a
28 scheduled PTO leave.

29
30 12. Non-introductory employees who resign in good standing and give
31 a minimum of 2 weeks written notice to the Human Resources Director prior to resignation,
32 unless excused from this requirement because of compelling reasons, shall receive a PTO payout
33 equal to the amount earned as of the last complete month worked prior to the date of resignation.
34 Employees who do not resign in good standing and proper notice or who are terminated shall not
35 receive a PTO payout. PTO balances paid out under this provision or in the event of the
36 employee's retirement or death will be paid in the payroll cycle following the last day of work,
37 date of retirement or date of death, except employees during their initial five pay periods from
38 hire.

39
40 ~~(3) — Vacations. (a) All full-time employees are eligible to earn and accrue paid~~
41 ~~vacation. The employee shall work the majority of scheduled work days during the month for~~
42 ~~which vacation credit is to accrue. For purposes of this section, days spent on authorized~~
43 ~~vacation, funeral, holiday or sick leave shall be regarded as scheduled work days.~~

44
45 ~~(b) — All vacation time is to be figured on a calendar year basis, and all vacation~~
46 ~~time earned during the calendar year must be taken during the following year and at the~~
47 ~~discretion of the department head.~~

48
49 ~~(e) — Vacations shall be earned, accrued and paid in accordance with the~~
50 ~~following schedule:~~

1
2 1. ~~During the first calendar year and for each succeeding year through~~
3 ~~the sixth year of continuous employment, an employee may earn 8 hours of vacation for each~~
4 ~~month of employment, to a maximum of 80 hours.~~

5
6 2. ~~During the seventh calendar year and for each succeeding year~~
7 ~~through the thirteenth year of continuous employment, an employee may earn 12 hours of~~
8 ~~vacation for each month of employment to a maximum of 120 hours.~~

9
10 3. ~~During the fourteenth calendar year and for each succeeding year~~
11 ~~through the twenty-fourth year of continuous employment, an employee may earn 16 hours of~~
12 ~~vacation for each month of employment to a maximum of 160 hours per year.~~

13
14 4. ~~During the twenty-fifth calendar year of continuous employment~~
15 ~~and for each succeeding calendar year thereafter an employee may earn 20 hours of vacation for~~
16 ~~each month of employment to a maximum of 200 hours per year.~~

17
18 (d) ~~Vacation benefits shall be administered in accordance with the following:~~

19
20 1. ~~An employee must have completed his introductory period to be~~
21 ~~eligible for vacation benefits. Benefits are to be retroactive to the date of hire.~~

22
23 2. ~~No claim for sick or funeral leave shall be allowed which occurs~~
24 ~~during vacation.~~

25
26 3. ~~Holidays are not charged to vacation time.~~

27
28 4. ~~Non-introductory employees who resign in good standing (good~~
29 ~~standing to mean that the employee shall give a minimum of 2 weeks written notice prior to~~
30 ~~resignation unless excused from this requirement because of compelling reasons by the~~
31 ~~department head) shall receive accrued vacation pay earned to the last complete month worked~~
32 ~~prior to the date of resignation.~~

33
34 5. ~~Vacation time is not accumulative from one calendar year to the~~
35 ~~next. Vacation not taken during the calendar year in which the employee is entitled to take same~~
36 ~~shall be lost.~~

37
38 6. ~~During the first month of employment, employees hired after the~~
39 ~~first of the month through the fifteenth of the month inclusively, shall receive the full earned~~
40 ~~vacation benefit for that month. Employees hired from the sixteenth of the month through the~~
41 ~~last day of the month inclusively, shall not be eligible for any earned vacation credit for that~~
42 ~~month.~~

43
44 7 13. Any county employee called to active duty as a result of
45 membership in the National Guard or Military Reserve units shall continue to earn ~~vacation~~
46 ~~credits~~ PTO while on active duty. Rules covering ~~vacation~~ PTO accrual and usage shall apply to
47 these employees.

48
49 8 14. Employees with the following job titles shall be required to take at
50 least 40 consecutive hours of paid time off each calendar year:

1
2 * * *
3

4 (2 g) **Holidays Bank.** A Holiday Bank shall be created for the deposit of the
5 following accrued leave. ~~(a) 1.~~ All full-time employees shall be granted the following holidays
6 as days off with pay: New Year's Day (January 1), Memorial Day (last Monday in May),
7 Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (fourth
8 Thursday in November or the day appointed by the Governor as the day of Thanksgiving), the
9 day after Thanksgiving, Christmas Eve Day (December 24), Christmas Day (December 25),
10 New Year's Eve Day (December 31), ~~and an additional 2 days which may be taken off at any~~
11 ~~time during the calendar year with the prior approval of the department head, referred to as~~
12 ~~"floating holidays".~~

13
14 ~~(b) 2.~~ If the day of observance of any of the above mentioned holidays is
15 changed by State or Federal law, the holiday shall be given the date as specified by such law.

16
17 ~~(c) 3.~~ The following provisions shall govern eligibility for holiday pay:

18
19 ~~1. a.~~ To be eligible for holiday pay, an employee must work his
20 or her last regularly scheduled workday immediately preceding the holiday and the first regularly
21 scheduled workday immediately following the holiday, unless excused for this requirement by
22 the department head.

23
24 ~~2. b.~~ If any such holiday shall fall on a Sunday, then Monday
25 shall be observed as the holiday. If December 24 and 31 fall on a Friday, they shall be celebrated
26 on the preceding Thursday. If December 24 and 31 fall on a Sunday, they shall be celebrated on
27 the preceding Friday.

28
29 ~~3. c.~~ If any holiday falls on a Saturday, then Friday shall be
30 observed as the holiday.

31
32 4. Full-time employees of any department which, because of the
33 nature of the work of that department, must remain open on the holidays referred to, shall be
34 entitled to a day off for the holiday on which they work. This day off will be added to the
35 employee's Holiday Bank to be used at his/her discretion with the Department Head approval. In
36 the event a holiday occurs on a part-time employee's regular day off, such employee shall be
37 granted alternative holiday time off during the pay period in which the holiday occurs that is
38 mutually acceptable to the employer and employee. Part-time employees not selecting an
39 alternative day off during the pay period in which the holiday occurs shall have added the
40 appropriate time accrued to the Holiday Bank.

41
42 ~~4. The employees of any department which, because of the nature of the~~
43 ~~work of that department, must remain open on weekends and holidays, shall be entitled to a day~~
44 ~~off for the holiday on which they work, such day to be scheduled at the discretion of the~~
45 ~~department head. Employees of the Samaritan Health Center, Medical Examiner and Human~~
46 ~~Services Access & Outreach who are required to work a holiday have the option to take holiday~~
47 ~~time off 60 calendar days prior to or 30 calendar days after the actual holiday subject to the~~
48 ~~approval of the department head. Any employee who elects to leave his or her employment prior~~
49 ~~to the holiday for which holiday pay has been paid in advance shall have an equivalent amount~~
50 ~~deducted from his or her last paycheck.~~

1
2 5. ~~In the event the holiday occurs during an employee's vacation or~~
3 ~~scheduled day off, such employee shall be granted one additional day off with pay, such day to be~~
4 ~~scheduled at the discretion of the department head.~~

5
6 6. ~~Part time employees. In the event a scheduled holiday occurs on an~~
7 ~~employee's regular day off, such employee shall be granted alternative holiday time off during the~~
8 ~~pay period in which the holiday occurs that is mutually acceptable to the employer and employee.~~
9 ~~Part time employees not selecting an alternative day off during the pay period in which the~~
10 ~~holiday occurs shall be paid the appropriate time accrued as part of their next regular pay check.~~

11
12 7. ~~During an employee's first year of employment, floating holiday~~
13 ~~time shall be prorated as follows:~~

14
15 a. ~~Employees hired from January 1 to May 31 inclusively~~
16 ~~shall be eligible to receive 2 floating holidays during their first calendar year.~~

17
18 b. ~~Employees hired from June 1 to September 30 inclusively~~
19 ~~shall be eligible to receive one floating holiday during their first calendar year.~~

20
21 c. ~~Employees hired from October 1 to December 31 shall not~~
22 ~~be eligible to receive any floating holidays during their first calendar year.~~

23
24 d. ~~Introductory employees who leave County service prior to~~
25 ~~completion of their introductory period and who have used floating holiday time off shall have an~~
26 ~~equivalent amount of paid time deducted from their last pay check.~~

27
28 8. ~~Accrued holiday time including the "floating holiday", cannot be~~
29 ~~taken off in increments of less than one hour duration. Floating holidays scheduled between~~
30 ~~December 15 and December 31 not taken because of action of the County may be rolled over to~~
31 ~~the following January and scheduled at the discretion of the Department Head. Floating holidays~~
32 ~~not used in January shall be lost.~~

33
34 ~~(d) 5.~~ Department specific work rules may modify the provisions of this
35 subsection.

36
37 ~~(4) (h).~~ Sick **Extended Leave Bank (ELB).** (a) An ELB will be created for each
38 employee active on June 30, 2014 and will consist of earned, unused sick leave as of the end of
39 the day of June 30, 2014.

40
41 1. No new hours shall be added to an employee's ELB after its
42 creation.

43
44 2. Each employee who has an ELB may use such leave for any period
45 of absence from work due to illness or injury of the employee not covered by Worker's
46 Compensation; an employee's dental, doctor and chiropractic appointments that cannot be
47 scheduled during non-working hours; up to three days per calendar year for the illness or injury
48 of the employee's minor child, parent or spouse. Use of ELB leave shall be approved in advance
49 by the Department Head or designee. The County's Attendance Policy shall govern unscheduled

1 absences from work. Proof of a medical appointment may be required in advance by the
2 Department Head.

3
4 3. Beginning with the date of employment and ending on June 30,
5 2014, sick extended leave shall accrue at the rate of one day for each calendar month of service to
6 a maximum of 90 days. Note - one day shall equal 8 hours for a full-time employee to a lifetime
7 maximum of 720 hours. ~~Employees shall not be entitled to use sick leave until after 6 months of~~
8 ~~employment with the County.~~

9
10 (b) 4. Sick ELB leave shall not be used until it has been accrued and will
11 only accrue through June 30, 2014. ~~Each employee who has accrued sick extended leave shall be~~
12 ~~eligible to use such sick extended leave for any period of absence from employment which is~~
13 ~~due to personal illness or disability of the employee not covered by Workers Compensation.~~

14
15 (c) ~~— Except for unusual circumstances, employees unable to report for~~
16 ~~work shall, as a condition for sick leave payment, be required to give notice of illness or injury~~
17 ~~within at least ½ hour after the beginning of their scheduled work period.~~

18
19 (d) 5. Where an employee has been absent from work for 5 or more
20 consecutive working days, a physician's statement shall be required prior to the employee being
21 allowed to return to work. Such statement must certify as to the employee's inability to work due
22 to illness or injury. During the introductory period, Deputy Sheriffs and Communications
23 Officers and Corrections Officers ~~currently on probation status~~ shall be required to provide such
24 statement when absent for 3 or more consecutive working days.

25
26 (e) ~~— Sick leave and vacation benefits shall continue to accrue while an~~
27 ~~employee is on authorized sick leave.~~

28
29 (f) 6. Willful misuse of sick ELB leave or willful making of false reports
30 regarding illness or injury shall subject employee to disciplinary action and shall be considered
31 sufficient cause for demotion or discharge.

32
33 (g) ~~— Accrued earned sick leave may be used for personal dental, doctor~~
34 ~~and chiropractic appointments provided, however, that such usage must be approved in advance~~
35 ~~by the department head. Proof of the appointment may be required in advance by the department~~
36 ~~head.~~

37
38 (h) ~~— Employees may use up to three (3) days of accrued earned sick~~
39 ~~leave per calendar year for the illness or injury of the employee's minor child, the employee's~~
40 ~~parent, or the employee's spouse.~~

41
42 (i) 7. Employees daily usage of sick extended ELB leave will be limited
43 to their normal scheduled workday.

44
45 (i) **Maximum PTO Bank.**

46
47 1. Employees hired on or after July 1, 2014 shall not be eligible to
48 accrue PTO hours in excess of the maximum hours stated in their respective charts at 7.05(2)(e).
49

1 2. Employees hired prior to July 1, 2014, may have PTO banks that
2 exceed the maximum hours stated in their respective charts at 7.05(2)(e) until January 1, 2016.
3 On January 1, 2016 and thereafter, employees with banks that have exceeded the maximum hours
4 shall not accrue PTO hours until such time as the bank falls below the maximum hours.
5

6 (5 ~~3~~)(AM 13-31) **Group Health Insurance.** (a) Commencing with the first day of the
7 calendar month following completion of 30 consecutive calendar days of employment with the
8 County, all full-time employees shall be eligible to participate in the duly designated group health
9 insurance program of the County.
10

11 * * *

12
13 (6 ~~4~~)(AM 13-31) **Group Life Insurance.** (a) Commencing with the first day of the
14 calendar month following completion of 30 consecutive calendar days of employment with
15 Washington County, each full-time employee shall, at no cost to such employee, be eligible to
16 receive a \$15,000 term life insurance policy, pursuant to a group life insurance program duly
17 adopted by the County Board of Supervisors.
18

19 * * *

20
21 (7 ~~5~~)(AM 13-31) **Wisconsin Retirement Fund.** Washington County shall take part in
22 the Wisconsin Retirement Fund as required by law, and eligibility therefor shall be as provided
23 by law. The County shall deduct from the earnings of each general employee, non protective
24 general employee, protective employee hired after July 1, 2011 and the elected official the
25 percentages set by the Wisconsin Retirement System and transmit deductions to the Wisconsin
26 Retirement System as required by law.
27

28 * * *

29
30 (8 ~~6~~)(AM 13-31) **Funeral Leave.** (a) All employees shall be entitled to funeral leave
31 with pay, consisting of not more than 3 consecutive work days, including the day of the funeral,
32 and work days immediately prior or subsequent to the day of the funeral, for the purpose of
33 attending the funeral of any of the following relatives: spouse, child, step-child, parent, step-
34 parent, grandparent, grandchild, brother, sister, mother-in-law or father-in-law of the employee.
35 A funeral leave day is defined as an employee's regularly scheduled work day for purposes of this
36 section.
37

38 * * *

39
40 (9 ~~7~~)(AM 13-31) **Workers Compensation.** (a) Employees covered by this chapter who
41 are absent from work due to work related illness or injury who are receiving Workers
42 Compensation benefits for temporary-partial or temporary-total disability, shall receive payment
43 in the amounts and according to the procedures set forth in the applicable State laws and
44 regulations. Employees may use sick ~~ELB or PTO leave time~~ ELB or PTO leave time to cover the first three days of
45 work missed.
46

47 (b) The provisions of par. (a) above shall not apply to the following
48 classifications: introductory Deputy Sheriff, Deputy Sheriff Sergeant, Deputy Sheriff Lieutenant,
49 and Deputy Sheriff Captain. Employees in these job classifications shall receive 85% of their

1 normal average week's earnings for a period not to exceed one year from the date of injury or
2 disability.

3
4 ~~(10 8)~~(AM 13-31) **Uniform Allowance.** (a) The County shall, during the introductory
5 period of one year following initial appointment, provide each Deputy Sheriff with a uniform
6 allowance not to exceed \$900, which shall be placed to the credit of such Deputy Sheriff, and
7 against which he or she may periodically be reimbursed for cleaning services, purchase of new
8 uniforms, and the purchase of not more than 2 pair of service shoes. The annual uniform
9 allowance for the Communications Supervisor, Corrections Lieutenant, Corrections Sergeant,
10 Corrections Administrator and Deputy Sheriff Captain shall be \$510 per year effective May 1,
11 2006, and \$530 per year effective January 1, 2007, and shall be disbursed on the same basis.

12 * * *

13
14
15 ~~(11 9)~~(AM 13-31) **Jury Duty.** An employee who is summoned for jury duty shall be
16 paid the straight time hourly rate for such hours as he or she is actually on jury duty, to a
17 maximum of 8 hours per working day. Such employee shall turn over to Washington County all
18 fees, meal allowance, and mileage received as a juror immediately upon receiving such
19 compensation. County employees serving on an out of County jury in a trial being held in
20 another County shall be allowed to retain any meal and/or mileage allowance provided for as a
21 result of these activities. County employees who reside outside of the County and who are
22 required to serve on a jury in their home County shall be required to turn over to the Washington
23 County Treasurer all fees and mileage received as a result of serving as a juror immediately upon
24 receiving such compensation in order to be eligible for pay while on jury duty.

25
26 ~~(12 10)~~(AM 13-31) **Overtime.** (a) County employees whose employment would classify
27 them as hourly employees (non-exempt) under the terms of the Federal Fair Labor Standards Act
28 shall be paid at the rate of time and one-half of their regular hourly rate for all hours worked in
29 excess of the normal workweek provided, however, that such workweek shall contain a
30 minimum of 40 paid hours including vacation, PTO leave, holiday, jury duty and paid funeral
31 leave. Paid sick ELB leave and unpaid leaves of all types shall not be included in the calculation
32 of the 40 hours requirement. At the Samaritan Health Center overtime shall be calculated on the
33 basis of hours worked after 8 or after 80 hours in a designated 14-day work schedule. At
34 Sheriff's Department, overtime shall be calculated on the basis of hours worked as further
35 defined by Department policy. For Federal Fair Labor Standards Act purposes, productive time
36 shall be considered as only those hours actually worked.

37 * * *

38
39
40 (c) The salary paid by Washington County to salaried, exempt employees is
41 specifically intended to compensate for all hours worked.

42
43 ~~(d) — Employees in pay grades 13 and above and those employees who were~~
44 ~~graded as E-7 and above under the pay plan in place as of the September 30, 2000 Carlson Study~~
45 ~~shall receive 40 hours of administrative leave effective on January 1 of each calendar year or at~~
46 ~~their time of original hire. Administrative leave is subject to the following:~~

47
48 1. ~~Administrative leave must be used in increments of 4 or 8 hours~~
49 ~~per day.~~

1 ~~_____ 2. Administrative leave does not carry over from one calendar year to~~
2 ~~the next calendar year. Administrative leave not used in the calendar year is lost.~~

3
4 ~~_____ 3. Administrative leave can only be used as time off and is not~~
5 ~~eligible for pay out for any reason.~~

6
7 (e d) All overtime must be authorized and approved by the employee's
8 department head or designee.

9
10 (13 11)(AM 13-31) **Leave of Absence.** (a) Medical Leave. 1. Unpaid medical leave
11 may be granted as follows:

12
13 * * * a. On a limited basis when circumstances are sufficient to
14 warrant such a leave.

15
16 b. When an employee is not eligible for leave under sub. (14
17 12) below.

18
19 c. When an employee has exhausted all other forms of paid
20 leave available.

21
22 2. If an employee is eligible for leave under sub. (14 12), below, the
23 employee is not eligible for medical leave under this subsection and may not use this subsection
24 to extend his or her leave beyond the leave granted under sub. (14 12), below unless medically
25 necessary as verified by a treating physician and at the discretion of the Director of Human
26 Resources.

27
28 3. All requests for unpaid medical leave of absence which are not
29 extensions of leave under sub. (14 12), below of 30 days or less consecutive calendar days must
30 be approved by the Department Head.

31
32 4. All requests for unpaid medical leave of absence in excess of 30
33 days must be approved by the Director of Human Resources.

34
35 5. Participation in the group health and life insurance programs for
36 employees on an unpaid medical leave of absence shall be as follows:

37
38 a. If an employee is on family or medical leave of absence, the
39 insurance provisions of sub. (14 12), below shall apply.

40
41 b. If an employee is on an unpaid medical leave of absence
42 under this subsection and participated in the County's group health insurance program or life
43 insurance program prior to the leave, the County shall pay for such coverage for a period of one
44 month.

45
46 6. If an employee is eligible for leave pursuant to a union contract, it
47 is understood that the union contract provisions shall govern.

48
49 (b) Administrative Leave. 1. Unpaid administrative leave may be granted as
50 follows:

1
2 a. On a limited basis when circumstances are sufficient to
3 warrant such a leave.

4
5 b. When an employee has exhausted all other forms of paid
6 leave available.

7
8 2. If an employee is eligible for leave under sub. (~~14~~ 12), below, the
9 employee is not eligible for administrative leave under this subsection and may not use this
10 subsection to extend his or her leave beyond the leave granted under sub. (~~14~~ 12), below.

11
12 3. All requests for unpaid administrative leave of absence of 30 days
13 or less consecutive calendar days must be approved by the Department Head.

14
15 4. All requests for unpaid administrative leave of absence in excess of
16 30 days must be approved by the Administrative Services Committee of the County Board.

17
18 5. Participation in the group health and life insurance programs for
19 employees on an unpaid administrative leave of absence shall be as follows:

20
21 a. If an employee is on family or medical leave of absence, the
22 insurance provisions of sub. (~~14~~ 12), below shall apply.

23
24 b. If an employee is on an unpaid administrative leave of
25 absence under this subsection and participated in the County's group health insurance program or
26 group life insurance program prior to the leave, the County shall pay for such coverage for a
27 period of one month.

28
29 (~~14~~ 12)(AM 13-31) **Family or Medical Leave.** Washington County adopts by reference
30 the Wisconsin Family and Medical Leave provisions set forth in Ch. 103, Wis. Stats. and the
31 Federal Family and Medical Leave provisions set forth at 2 U.S.C. §§ 60m, 60n; 5 U.S.C. §§
32 2105, 6381-6387; 29 U.S.C. §§ 2601-2654. The Federal and State Family or Medical Leave
33 policies shall apply to those Washington County employees who are eligible.

34
35 (~~15~~ 13)(AM 13-31) **Part-time Employees.** (a) Regular part-time employees shall be
36 defined as an employee who works for Washington County on an average of at least 20 but less
37 than 30 hours per week throughout the year and who works on a regularly scheduled basis.

38
39 (b) Commencing July 1, 2014, regular part-time employees shall receive only
40 those benefits as outlined in the PTO section above. The following provisions will end on June
41 30, 2014 hereinafter specifically set forth:

42
43 1 One-half of the holiday as provided in sub. (2)(a), above for full-
44 time employees.

45
46 2. One-half of the vacation as provided in sub. (3), above for a full-
47 time employee with similar length of service.

48
49 3. One-half of the sick leave as provided in sub. (4), above for a full-
50 time employee.

1
2 4. Individual coverage only under the County group health insurance
3 program, as provided in sub. (5), above. Part-time employees hired after March 1, 1975 will no
4 longer be eligible for participation in the County group health insurance program.

5
6 (c) Temporary employees and part-time employees who work less than 20
7 hours a week are not eligible for participation in the employee fringe benefit program.

8
9 (d) Three-quarter time employees shall be defined as employees who work for
10 Washington County on an average of at least 30 but less than 40 hours per week throughout the
11 year and who work on a regularly scheduled basis.

12
13 (e) Commencing July 1, 2014, three-quarter time employees shall receive only
14 those benefits as outlined in the PTO section above. The following provisions will end on June
15 30, 2014 hereinafter specifically set forth:

16
17 1. Three-fourths of the holiday hours listed in sub. (2), above for a
18 full-time employee.

19
20 2. Three-fourths of the vacation as provided in sub. (3), above for a
21 full-time employee with similar length of service.

22
23 3. Three-fourths of the sick leave as provided in sub. (4) above for a
24 full-time employee.

25
26 ~~(16 14)~~(AM 13-31) **Military Leave.** (a) Employees who enlist or are ordered to military
27 duty will be granted a leave for their initial tour of duty. Veterans returning from service who
28 were on an approved leave will be reemployed with the same seniority status and rate of pay they
29 would have had if they had not entered military service, provided that they satisfactorily
30 complete their military service.

31
32 * * *

33
34 (d) Employees on leave for purposes of fulfilling a military reserve obligation
35 may select to use accrued ~~vacation~~ PTO leave for purposes of fulfilling that leave without regard
36 to seniority.

37
38 ~~(17 15)~~(AM 13-31) **Hours of Work.** (a) Workday. For Courthouse and general
39 personnel the normal workday shall consist of 8 consecutive hours, excluding a 1/2 hour lunch
40 period.

41
42 * * *

43
44 ~~(18 16)~~(AM 13-31) **Call In Time.** Employees who are called to work other than their
45 regularly scheduled starting time, by their department head or designee, shall be entitled to at
46 least 2 hours of work with pay at the appropriate rate regardless of the length of time less than 2
47 hours which may be worked. Employees so called in may be required to work the full 2 hours.
48 In order to qualify for call in time, the employee is required to report physically to the job site
49 and shall not apply to telephone contacts from the public or persons having specific business with
50 the County.

1
2 (19 17)(AM 13-31) **Retirement Pay Out.** (a) Employees who retire after their 65th
3 birthday may convert 30% of their unused accumulated sick ELB leave benefits into cash as
4 retirement pay. This pay is to be provided either on a biweekly basis covering the number of days
5 the employee has accumulated or as a lump sum pay out, at the employee's option.

6
7 (b) Employees who retire after their 55th birthday and who have a minimum
8 of 20 years of credited County service are also eligible for this benefit.

9
10 (c) Protective Service employees who retire with a minimum of 20 years of
11 credited County service and who have attained age 53 are eligible for this benefit.

12
13 (d) In the event of the death of an employee covered by the provision of sub.(4
14 2) above, an amount equal to 30% of unused, accumulated sick leave bank ELB shall be paid in a
15 lump sum to the employee's estate.

16
17 (20 18)(AM 13-31) **Retirement - Health Insurance.** (a) Non-represented employees
18 who retire at age 60 with a minimum of 25 years of continuous County service and who are cov-
19 ered by the County's health insurance plan at the time of their retirement may pay to the County
20 the full cost of the health insurance premium, either family or single coverage until the employee
21 attains the age of 65.

22 * * *

23
24
25 (21 19)(AM 13-31) **Shift Premium.** Licensed nursing personnel employed at the Sama-
26 ritan Health Center and scheduled to work either the second or third shift shall in addition to the
27 regular hourly rate, receive a shift differential as determined by the County Board of Supervisors.
28 The shift differential shall not be allowed for meetings held on the day shift or for time spent on
29 jury duty. Shift differential and weekend differential shall not be used in the calculation of se-
30 verance pay or retirement payout benefits.

31
32 (22 20)(AM 13-31) **Tuition Aid.** (a) Purpose. This Tuition Aid Program is intended to
33 help employees reach their career potential by providing financial assistance on a voluntary basis
34 for those who wish to take job-related educational training at approved institutions.

35 * * *

36
37
38 (23 21)(AM 13-31) **Volunteer Fire Department Response Policy.** Any County em-
39 ployee who serves as a member of a local volunteer fire department shall be allowed to report for
40 fire calls during working hours subject to the following:

41 * * *

42
43
44 (24 22)(AM 13-31) **Temporary and Grant Employees.** Temporary and grant em-
45 ployees are entitled to the benefits of this section as follows:

46 * * *

47
48
49 (25 23)(AM 13-31) **Long Term Disability Insurance.** (a) Effective April 1, 2006
50 through December 31, 2012, the County will provide a long term disability insurance plan which

1 provides a benefit of 66 2/3% to a maximum of \$30,000 in annual salary after a 90-day waiting
2 period for the Sheriff's Department Command Staff (Communications Supervisor, Corrections
3 Administrator, Corrections Lieutenant, Corrections Sergeant, Deputy Sheriff Captain and Radio
4 Systems Administrator), Jail Health Coordinator and Juvenile Detention Administrator. Em-
5 ployees mentioned herein may purchase, at their own expense, additional insurance equal to their
6 annual salary as part of this program.

7
8 * * *

9
10 **SECTION 3. SUBSTANTIVE TEXT CHANGES.** For the period of July 1, 2014
11 through December 31, 2014, §7.05(3) of the Code as it currently exists shall be in effect and
12 govern employees' accrued 2013 vacation benefit for use in 2014. On January 1, 2015, the Code
13 shall be revised to remove any and all obsolete text.

14
15 **SECTION 4. EFFECTIVE DATE.** This ordinance shall become effective upon
16 passage by the Board of Supervisors and publication as provided by law and shall be
17 implemented and incorporated into the Washington County Code on July 1, 2014.

18
19 **SECTION 5. NON-SUBSTANTIVE CHANGES.** Approving this ordinance
20 amendment also authorizes the necessary, non-substantive changes to the titles and text
21 throughout the County Code to effectuate this amendment without further County Board action
22 thereby eliminating the need to specifically display each change herein.

23
24 **SECTION 6. SUMMARY.** Ordinance amendments relating to implementation of the
25 adopted PTO Policy and related programs.

26
27
28
29 VOTE REQUIREMENT FOR PASSAGE: Majority

30
31 APPROVED: Introduced by members of the ADMINISTRATIVE
32 **(Signed by Kimberly A. Nass)** SERVICES COMMITTEE as filed with
33 Kimberly A. Nass, County Attorney the County Clerk.

34 Dated 3/11/14 **(Signed by Peter I. Sorce)**

35 Considered 3/11/14 Peter I. Sorce, Chairperson

36 Adopted 3/11/14

37 Ayes 27 Noes 1 Absent 2

38 Voice Vote _____

39 Countersigned:

40 **(Signed by Herbert J. Tennies)**

41 Herbert J. Tennies

42 County Board Chairperson