

1 **WASHINGTON COUNTY, WISCONSIN**

2
3 Date of enactment: 12/10/13

4 Date of publication: 12/21/13

5 **VOTE**

6 **2013 RESOLUTION 43**

7
8 **Transfer from the General Fund – Paid Time Off (“PTO”)**

9
10 **WHEREAS**, as a part of the pay plan study performed by Carlson Dettmann Consulting,
11 it was recommended that the County evaluate certain parts of its benefits package; and

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13 **WHEREAS**, the County's Five (5) Year Strategic Plan, developing an alternative to the
14 traditional leave package was identified as a priority; and

15
16 **WHEREAS**, the County Board's Administrative Services Committee has been working
17 on a Paid Time Off ("PTO") policy for several months; and

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19 **WHEREAS**, the Washington County Board of Supervisors will consider adopting the
20 PTO policy at its meeting in December of 2013; and

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22 **WHEREAS**, if adopted, the PTO policy is to be effective as of July 1, 2014 with the
23 transition period of December 10, 2013 to June 30, 2014; and

24
25 **WHEREAS**, transitioning from a traditional leave policy to a PTO policy will have
26 challenges, one of which is to consider whether to allow employees to carry forward leave
27 earned as of the date of adoption of PTO, or to buy out employees' earned leave; and

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29 **WHEREAS**, under the current benefit policy, an employee working in 2013 earns paid
30 time off benefits (vacation, personal holidays, administrative leave) for use in 2014 and an
31 employee working in the first 6 months of 2014, with a policy implementation date of July 1,
32 2014, earns paid time off benefits for use in 2015; and

33
34 **WHEREAS**, allowing employees to carry forward and bank earned leave in the PTO
35 system at the start of the PTO will result in many employees having large banks of paid time
36 available at the start of the PTO plan which will be burdensome to department operations; and

37
38 **WHEREAS**, paying out all accrued leave prior to the implementation of a PTO policy
39 would be costly to the County, but would result in a smooth transition in that the new policy
40 would equally apply to all employees, except the Sheriff’s Deputy Union employees; and

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42 **WHEREAS**, the Administrative Services Committee, after weighing the pros and cons
43 of the methods of handling employees' accrued benefits, has determined that a payout of a
44 portion of the accrued time is in the best interest of the County's financial condition and the
45 employees and is expected to be, on average, approximately \$2,000 per employee; and

1 **WHEREAS**, the Administrative Services Committee recommends a cash payment be
2 made to each eligible employee proportionate to the amount of leave earned for the time period
3 of January 1, 2014 through June 30, 2014; and
4

5 **WHEREAS**, employees' unused leave earned in 2013 for use in 2014 will be placed in
6 the employees' 2014 vacation bank; and
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8 **NOW, THEREFORE, BE IT RESOLVED** by the Washington County Board of
9 Supervisors that a transfer from the General Fund to an appropriate salary/wages account in an
10 amount not to exceed \$1.2 million is hereby authorized to pay out accrued benefits as specified
11 above.
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13 **BE IT FURTHER RESOLVED** that the payout of the benefits specified herein occur in
14 July, 2014.
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18 VOTE REQUIREMENT FOR PASSAGE: 2/3 of the members elect
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20 RESOLUTION SUMMARY: Resolution transferring funds from the County's General Fund to
21 pay accrued benefits to allow a smooth transition to the PTO policy.
22

23 APPROVED:	Introduced by members of the ADMINISTRATIVE
24 (signed by Kimberly A. Nass)	SERVICES and FINANCE COMMITTEES as filed
25 Kimberly A. Nass, County Attorney	with the County Clerk.
26 Dated 12/11/13	(signed by Peter I. Sorce)
27	Peter I. Sorce, Chairperson
28 Considered 12/10/13	Administrative Services Committee
29 Adopted 12/10/13	(signed by Ralph R. Hensel)
30 Ayes 20 Noes 7 Absent 3	Ralph R. Hensel, Chairperson
31 Voice Vote _____	Finance Committee

32
33 (This Resolution requests approval of transfer of an amount not to exceed \$1.2 million from the
34 General Fund to pay accrued benefits to employees.)