

NOTICE OF COMMITTEE MEETING

COMMITTEE: EXECUTIVE COMMITTEE

PLACE: COUNTY BOARD ROOM – SECOND FLOOR, ONEIDA COUNTY COURTHOUSE
ZOOM CALL-IN OPTION – 1-312-626-6799
Meeting ID: 851 5017 0309 Password: 907378

**** If you are having difficulties with zoom please call the County Clerk’s Office at 715-369-6125. Zoom is being offered as a convenience for this meeting. If zoom functionality drops, the meeting will continue in-person at the location listed above.**

DATE: WEDNESDAY, APRIL 24, 2024 **TIME:** 1:00 PM

It is possible that a quorum of county board members will be at this meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the County Board pursuant to State ex rel Badke v. Greendale Village Board, Wis 2d 553, 494 n.w.2d 408 (1993), and must be noticed as such, although the County Board will not take any formal actions at this meeting. It is also possible that there may be quorums of other County Board Committees present, although those committees will not take any formal action at this meeting.

ALL AGENDA ITEMS ASSUMED TO BE DISCUSSION/DECISION ITEMS

AGENDA:

1. Call to order and Chairperson’s announcements.
2. Approve agenda for today’s meeting (order of agenda items at Chairperson’s discretion).
3. Approve minutes of Administration Committee April 8, 2024 and LRES Committee March 13, 2024 meetings
4. Elect Vice-Chair
5. Public comment
6. Out of State Travel Request:
 - a. Bonnie Fralick; Elizabeth Kroening, Beth Stamper; Denver, CO: 5/14/24-5/16/24: Person-Centered Contraceptive Counseling (PCCC) measure
7. Paid Time Off (PTO) Accruals for Civic Systems
8. Employee Handbook Changes related to the Implementation of Civic System
9. Procedures for Department Head Evaluations
10. Administrative Coordinator Position
 - a. Posting and Hiring Schedule
 - b. Interview Panel
 - c. Hire Date
 - d. Memo to Department Heads
11. Corporation Counsel Office Structure
12. Public comment/communications
13. Closed Session - It is anticipated that a motion will be made, seconded, and approved by roll call vote to enter into closed session pursuant to Section 19.85(1)(c), Wisconsin Stats., “considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” (Topic: performance evaluation review for Corporation Counsel). A roll call vote will be taken to go into closed session and it is anticipated that the Committee will return to open session by roll call vote to consider the remainder of the meeting agenda.
14. Announcement of action taken in closed session, or take action based on closed session (NOTE: If the announcement of action taken in closed session would compromise the need for the closed session, the action taken will not be announced. Any action taken in closed session may be announced when the need for the closed session has passed).
15. Future Meeting Dates
16. Items for Future Agenda

Adjourn

Notice of Posting	Time 8:30 a.m.	Date: 04/19/2024	Place: Courthouse Bulletin Board
Billy Fried, Chair			
Notice posted by: Tracy Hartman, County Clerk			
Notice posted by chief presiding officer or his/her designee. Additional information on a specific agenda item may be obtained by contacting the person who posted this notice at 715-369-6125.			

News Media Notified via Mail/Fax/Email:	Time 8:30 a.m.	Date: 04/19/2024	
Northwoods River News	The Lakeland Times	North Star Journal	WPEG
WJFW TV Channel 12	NRG Media	WYCE Radio	
WRJO Radio	Tomahawk Leader	WXPR Radio	

Notice is hereby further given that pursuant to the Americans with Disabilities Act reasonable accommodations will be provided for qualified individuals with disabilities upon request. Please call Tracy Hartman at (715) 369-6125 with specific information on your request allowing adequate time to respond to your request.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to apprise members of the public and news media.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is good cause that such notice is impossible or impractical.
3. Separate notice for each meeting of the governmental body must be given.

EXEMPTIONS FOR COMMITTEES & SUBUNITS

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful setting to act or deliberate upon the subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the

specific statutory exemption under which the closed session is authorized.

SYNOPSIS OF STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Concerning a case which was the subject of a Judicial or quasi-judicial trial before this governmental body Sec. 19.85(1)(a)

2. Considering dismissal, demotion or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).

3. Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Sec.19.85(1)(c).

4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).

5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).

6. Considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data. Sec.19.85(1)(f), except where paragraph 2 applies.

7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).

8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

PLEASE REFER TO CURRENT STATUTE SECTION 19.85 FOR FULL TEXT

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session within twelve hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.

3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

4. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session.

5. In order for a meeting to be closed under Section 19.85(1)(f) at least one committee member would have to have actual knowledge of information which he or she reasonably believes would be likely to have a substantial adverse effect upon the reputation involved and there must be a probability that such information would be divulged. Thereafter, only that portion of the meeting where such information would be discussed can be closed. The balance of that agenda item must be held in open session.

BALLOTS, VOTES AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.

2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.

3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

Prepared by Oneida County Corporation Counsel
Office - 5/16/96

**LRES (LABOR RELATIONS & EMPLOYEE SERVICES)
COMMITTEE MINUTES
Committee Room #2, Oneida County Courthouse
March 13, 2024 9:00 a.m.**

LRES COMMITTEE MEMBERS PRESENT: Ted Cushing/Chair, Jim Winkler and Robb Jensen;
Diana Harris via Zoom

LRES COMMITTEE MEMBERS ABSENT: Scott Holewinski (excused)

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (LRES); Linnea Newman (County Board)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in Committee Room #2 of the Oneida County Courthouse. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law, and complies with the Americans with Disabilities Act.

APPROVAL OF AGENDA

Motion by Winkler to approve today's agenda. Second by Jensen. All Committee members present voting 'Aye'. Motion carried.

APPROVAL OF MINUTES

Motion by Jensen to approve the minutes of February 21, 2024 as presented. Second by Winkler. All Committee members present voting 'Aye'. Motion carried.

PAID TIME OFF (PTO) ACCURALS FOR CIVIC SYSTEM

Cushing reports this agenda topic is moved to the Executive Committee.

EMPLOYEE HANDBOOK CHANGES – CIVIC SYSTEM IMPLEMENTATION

Cushing reports this agenda topic is moved to the Executive Committee.

EMPLOYEE SERVICES ASSISTANT OVERLAP TRAINING

Charbarneau discussed Employee Services Assistant Kathy Skinner's retirement in May. To help transition, Charbarneau requests 60 hours of overlap training once a new employee is hired, at a cost of \$1,460. Charbarneau feels that the cost savings due to a lower rate for a new employee and potential reduced benefit costs could help in covering this additional expense. Brief discussion held. Motion by Jensen to approve the Employee Services Assistant overlap training request, not to exceed \$1,460. Second by Winkler. All Committee members present voting 'Aye'. Motion carried.

INVOICES PAID REPORT AND BUDGET/ACTUAL

Charbarneau presented financial reports for the Committee's review, noting all accounts are within budget. No discussion or motions needed.

PUBLIC COMMENTS

No public present in person or on Zoom for comment.

LRES Committee meeting
March 13, 2024

FUTURE AGENDA TOPICS

Any agenda items should be forwarded to Charbarneau.

FUTURE MEETING DATES

March 27, 2024 at 10:30 a.m.

ADJOURNMENT

Cushing announced the adjournment of the LRES Committee meeting at 9:06 a.m.

Billy Fried, Executive Committee Chair

Date

Jenni Lueneburg, LRES Committee Secretary

Date

DRAFT

MEETING OF ADMINISTRATION COMMITTEE
APRIL 8, 2024
Minutes

Committee members present: Chairman Billy Fried, Ted Cushing and Scott Holewinski.

Absent: Russ Fisher and Steven Schreier

Call to order: Chairman Fried called the meeting to order at 1:30 p.m. in Committee Room 2 of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Approve agenda: Motion by Holewinski/Cushing to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Cushing/Holewinski to approve the minutes of April 5, 2024. All aye; motion carried.

Public comment - None

Request from the County Transition Oversight Panel for funds to have a review of Koinonia facilities for required maintenance – Captain Tyler Young reported that he has toured the Koinonia facilities with Chair Holewinski and there are a number of needs within the buildings. Young is requesting that Oneida County approve to have a study completed with the cost not to exceed \$15,000. Young reported that if this is approved he will look for the HSC Board to reimburse Oneida County for the cost of the study. Young gave an overview of some of the issues that were observed. Young stated that there have been a number of upgrades completed to the building, however, there are still a number of issues. Young reported that Driscoll property management handles the building and this building is not to the standards of Oneida County. Kennedy reported that Buildings and Grounds is in support of having the facility assessment completed. Discussion regarding who will oversee the project if it is approved. Young reported that the study will come back to the Oversight Panel and the panel will take it to the HSC Board for completion. Young reported that if the improvements are made he would anticipate the current renters would remain in the building. Cushing stated that he would like to see this given to the HSC Board to be paid. Discussion regarding how to pay for the study. Motion by Fried/Holewinski to approve \$15,000 for review or inspection of the Koinonia center with Captain Young approaching the HSC first for approval, however, if there is a delay the study will be paid for from the contingency fund. All aye; motion carried.

Resolution to Request Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the Purpose of Highway Backup Generator Project – Hegeman reported that they are looking to change the resolution to only include two generators at a cost of \$35,300. Motion by Fried/Cushing to amend the resolution amounts as discussed. All aye; motion carried. Motion by Cushing/Holewinski to accept the resolution as amended and forward to the County board for consideration as a consent agenda item. All aye; motion carried.

Vouchers, reports (including invoices paid, budget to actual) purchase orders, line item transfers and updates:

Treasurer

- Receipt of the invoices paid and budget to actual reports.
- Ostermann presented a mileage report for the first quarter. Motion by Holewinski/Cushing to approve the mileage for Treasurer. All aye; motion carried.

Finance

- Receipt of the invoices paid and budget to actual reports.
- General Investments Report – Discussion regarding the general investment report.
- Sales Tax by Month – Discussion regarding the sales tax report.
- Receipt of the invoices paid and budget to actual reports.

ITS

- IT Planning update – Rhodes gave a planning update. Rhodes gave an overview of downtime incidents. Rhodes gave an overview of a data leak that occurred and steps that have been taken to protect the employees impacted. Discussion regarding WIFI at the Highway Department and approximate cost of \$4000 and how to accomplish this. Discussion regarding the benefit to having WIFI at the Highway Department.
- Paperless Machines for Supervisors – Implementation Plan – Rhodes reported that he has been asked about printing from the computers. Discussion regarding how to print and the limitations. Discussion regarding the way in which packets will be presented to the board and committees. Implementation is anticipated to be by the May County Board meeting.
- Receipt of the invoices paid and budget to actual reports.

County Clerk

- Receipt of the invoices paid and budget to actual reports.

Public comment/communications: None

Dates and items for future agenda/meetings: The next meeting will be of the Executive Committee and will be scheduled after the County Board organizational meeting.

Closed Session - It is anticipated that a motion will be made, seconded, and approved by roll call vote to enter into closed session pursuant to Section 19.85(1)(c), Wisconsin Stats., “considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” (Topic: performance evaluation review for ITS Director). A roll call vote will be taken to go into closed session and it is anticipated that the Committee will return to open session by roll call vote to consider the remainder of the meeting agenda.

Motion by Cushing/Holewinski to enter into closed session at 2:40 p.m. Holewinski, aye; Cushing, aye; Fried, aye. Motion carried.

Motion by Cushing/Holewinski to return to open session at 3:02 p.m. Holewinski, aye; Cushing, aye; Fried, aye. Motion carried.

Announcement of action taken in closed session, or take action based on closed session (NOTE: If the announcement of action taken in closed session would compromise the need for the closed session, the action taken will not be announced. Any action taken in closed session may be announced when the need for the closed session has passed).

There was no action taken while in closed session.

Adjourn – Fried adjourned the meeting at 3:03 p.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk

DRAFT

**ONEIDA COUNTY
EMPLOYEE OUT OF STATE TRAVEL REQUEST
Complete and submit to Finance Committee Secretary**

Department: **Reproductive Health**
Employee/s attending: **Bonnie Fralick, Elizabeth Kroening, Beth Stamper**
Request Date: **4/5/2024**
Travel Date/s: **5/14/24 - 5/16/24**

Purpose of Travel (attach itinerary if available) - To attend a Patient Centered Contraceptive Care (PCCC) measure training to implement and evaluate patient centered contraception counseling at our clinic. We will learn how to deliver high-quality, equitable contraceptive care by using PCCC to monitor quality and identify areas for quality improvement.
Conference is on 5/15/2024 in Denver, CO.

Estimated Costs

Transportation: Reimbursed from facilitating program *-by grant \$1*

Lodging: Reimbursed from facilitating program *-by grant \$*

Meals: \$432 *-by grant \$*

Registration: Free

Other: _____

Total: _____

Approved by Committee of Jurisdiction

William J. De... 4/9/24

Committee Chairman Date

Approved: _____

Disapproved: _____

Date: _____

Finance Committee Chairman _____

Learning Objectives:

By the end of the session, participants will be able to:

- Understand the context and importance of collecting patient experience data to support the delivery of quality contraceptive services
- Name historical and contemporary examples of reproductive violence and coercive contraceptive provision, and communities disproportionately targeted
- Identify opportunities to disrupt coercion and integrate principles of racial justice and health equity into contraceptive care
- Begin implementing the PCCC within their clinical sites

Time	What/Content
8:00 - 9:00	Networking Breakfast
9:00 - 9:15	Welcome
9:15 - 10:30	Racial and health equity
10:30 - 11	Break
11:00 - 12:15	Resume Racial and Health Equity - Small Group Discussions
12:15 - 1:30	Working Lunch focused on: Person-centered contraceptive counseling
1:30 - 1:45	Break
1:45 - 3:00	Goal Setting for PCCC collection, Data collection reports, TA ideas
3:00 - 3:15	Break
3:15 - 4:00	Primer on QI: Using Performance Measures for Quality Improvement
4:00 - 4:30	Guided Activity Using Reports
4:30 - 5	Wrap-up

Upgrade & PTO

Prepared for LRES Committee

Wednesday, July 19, 2023

ERP Upgrade Overview

- Enterprise Resource Planning (ERP) system is an integration of main business processes via a cohesive computerized solution.
- Current ERP system is not integrated, consists of legacy software solutions at end-of-life, hosted on AS-400 environment scheduled for retirement, suffers from system stagnation.
- Civic Systems LLC selected as new ERP provider by working group (IT, Finance, Highway, Social Services, Sheriff, Corp Counsel) based on functionality, cost and other factors.

ERP Upgrade Timeline

- Phase 1 – Financials, Part 1
 - Accounts Payables / Purchasing, Budget, General Ledger (replace JD Edwards AS/400). Live July 1, 2023.
- Phase 2 – Financials, Part 2
 - Cash Receipts / Accounts Receivables (replace in-house Countywide Receipting AS/400), Asset Management (no current solution). In programming / test. Est. live fall 2023.
- Phase 3 – HR / Payroll
 - Payroll (replace Avenue Paymate AS/400), Human Resources (no current solution), Sheriff Time & Attendance interface (replace in-house Sheriff's Payroll AS/400). In discovery. Est. live spring 2024.

Upgrade Issue Identified

- Weakness with current system
 - Current manually tracking and modifying employee PTO banks
 - Employees are “front-loaded” PTO in January
 - Upon termination, EE “owes” County for used, but not earned time
- Implementing new payroll system in 2024
 - Option 1 - Deposit PTO to EE bank as earned each month
 - Option 2 - Deposit PTO to EE bank lump sum on anniversary date

PTO Exempt – Overview

- New hires 4 days upon hire, 4 days after 6-month anniversary
- 1st anniversary, 29 days
- 8th anniversary, 33 days
- 15th anniversary, 38 days
- 20th anniversary, 43 days
- 25th anniversary, 48 days
- PTO is an all inclusive bank, used for sick, vacation and holidays
- Unused PTO over 500 hours may be cashed out at year end
- Up to 1,000 unused hours may be carried forward to new year
- Up to 1,000 unused hours may be paid-out upon termination

Summary purposes only, for full explanation of PTO please refer to the Oneida County Employee Handbook and/or the Oneida County Deputy Sheriff's Association agreement. For purposes of this presentation, a "day" is consider an 8-hour period.

PTO Non Exempt – Overview

- New hires 3 days upon hire, 3 days after 6-month anniversary
- 1st anniversary, 27 days
- 8th anniversary, 31 days
- 15th anniversary, 36 days
- 20th anniversary, 41 days
- 25th anniversary, 46 days
- PTO is an all inclusive bank, used for sick, vacation and holidays
- Unused PTO over 500 hours may be cashed out at year end
- Up to 1,000 unused hours may be carried forward to new year
- Up to 1,000 unused hours may be paid-out upon termination

Summary purposes only, for full explanation of PTO please refer to the Oneida County Employee Handbook and/or the Oneida County Deputy Sheriff's Association agreement. For purposes of this presentation, a "day" is consider an 8-hour period.

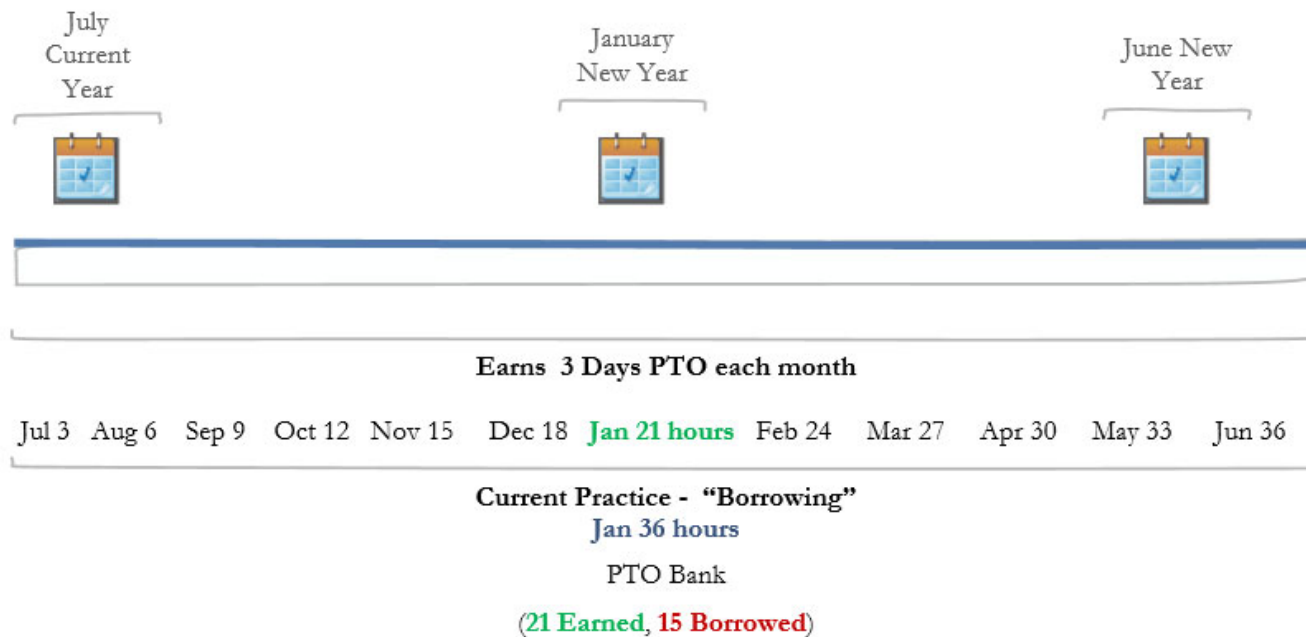
PTO Deputies– Overview

- New hires 0 days upon hire, 5 days after 6-month anniversary
- 1st anniversary, 28 days
- 8th anniversary, 33 days
- 15th anniversary, 39 days
- 20th anniversary, 45 days
- 25th anniversary, 51 days
- PTO is an all inclusive bank, used for sick, vacation and holidays
- Unused PTO over 500 hours may be cashed out at year end
- Unlimited hours may be carried forward to new year
- Up to 1,000 unused hours may be paid-out upon termination

Summary purposes only, for full explanation of PTO please refer to the Oneida County Employee Handbook and/or the Oneida County Deputy Sheriff's Association agreement. For purposes of this presentation, a "day" is consider an 8-hour period.

Example of Current Practice

Accrual of PTO Bank Exempt Employee July Anniversary Date, 15 Years Service



Upgrade Team “To Do”

- Meet and confer with personnel responsible for time & attendance matters
- Identify implementation roadblocks
- Clarify software limitations
- Formalize processes for exceptions (manual overrides / intervention)
- Recommend updates to Employee Handbook
- Communicate changes to Department Heads, Supervisors / Staff responsible for employee time and attendance

Upgrade & PTO Follow Up

Prepared for LRES Committee

Wednesday, March 13, 2024

ERP Upgrade Overview

- Enterprise Resource Planning (ERP) system is an integration of main business processes via a cohesive computerized solution.
- Current ERP system is not integrated, consists of legacy software solutions at end-of-life, hosted on AS-400 environment scheduled for retirement, suffers from system stagnation.
- Civic Systems LLC selected as new ERP provider by working group (IT, Finance, Highway, Social Services, Sheriff, Corp Counsel) based on functionality, cost and other factors.

ERP Upgrade Timeline

- Phase 1 – Financials (AP, GL), Part 1 – Completed July 2024
- Phase 2 – Financials (CR, AR) , Part 2 – Completed February 2024
- Phase 3 – HR / Payroll
 - **Payroll (replace Avenue Paymate AS/400), Human Resources (no current solution), Sheriff Time & Attendance interface (replace in-house Sheriff's Payroll AS/400).**
 - **In programming Feb – Mar; Testing April – May; Run Concurrent Payrolls June; Live July.**
 - **Employee portal / e-timesheets Live Jan 2025.**

Upgrade Issue Identified

- Reported Weakness to LRES Committee July 2023.
 - Current manually tracking and modifying employee PTO banks
 - Employees are “front-loaded” PTO in January vs. loading time as earned.
- Back-end programming to start immediately, impact to employees 2025.*
 - Option 1 - Deposit PTO to EE bank as earned each month, OR
 - Option 2 - Deposit PTO to EE bank lump sum on anniversary date
 - LRES Department / Committee determine preference.

**Excludes employees covered by Deputy Collective Bargaining Unit.*

	Current Year						Next Year					
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Current Practice												
Accruing	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Earned to Usable							(18.00)					
Loaned to Usable *							(18.00)					
Accrued Bank	3.00	6.00	9.00	12.00	15.00	18.00	(15.00)	(12.00)	(9.00)	(6.00)	(3.00)	-
Usable Bank							36.00					
Monthly												
Accruing	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Earned to Usable		(3.00)	(3.00)	(3.00)	(3.00)	(3.00)	(3.00)	(3.00)	(3.00)	(3.00)	(3.00)	(3.00)
Accrued Bank	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Usable Bank	3.00	6.00	9.00	12.00	15.00	18.00	21.00	24.00	27.00	30.00	33.00	36.00
Annually												
Accruing	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Earned to Usable												(36.00)
Accrued Bank	3.00	6.00	9.00	12.00	15.00	18.00	21.00	24.00	27.00	30.00	33.00	-
Usable Bank												36.00
* If Employee terminates prior to anniversary date, but has used "loaned" PTO, the amount is repaid to the County before any other final wages are paid.												
Example PTO Exempt Employee 15 years service, July anniversary date.												
Does not take into account any unused PTO from prior years available to the employee in their Usable Bank, doe not assume any PTO used during time period.												

Action Items for LRES Committee & LRES Department

- Update to Employee Handbook
- Communicate changes to Department Heads, Supervisors / Staff responsible for employee time and attendance
- Formalize process(es) for exceptions to the policy
- Continue to support Finance and ITS in upgrade project

ADDENDUM G

PTO - TRANSITION PERIOD - ONLY

Earning. Beginning January 2025, the County will be transitioning to a new payroll system, which will change the process of how employees earn and receive Paid Time Off (PTO).

Option 1, Anniversary Date. For 2025 **only**, employees will roll over any unused PTO (subject to limitations of handbook or contract) from 2024 into their 2025 bank. The employee will also have deposited any accrued PTO from their 2024 anniversary date to December 31, 2024. For example: employee who earns 328 hours per year with an anniversary date of July 1 and a 2024 PTO balance of 700 unused hours. Employee has accrued 164 hours of PTO from their anniversary date (July 1, 2024) to December 31, 2024. Employee will have their carry over PTO of 700 hours plus their accrued PTO from their anniversary date of 164 hours for a 2025 starting PTO balance of 864 hours. Employee will receive accrued PTO from January 1, 2025 to their anniversary date on their anniversary date. See example below.

Unused PTO Dec 2024	700
PTO Earned July 1 to Dec 31 2024	164
January 2025 PTO Bank	864
Jan.	
Feb	
Mar	
Apr	
May	
Jun	
Jul	164
Aug	
Sept	
Oct	
Nov	
Dec	

After this implementation, employee will only get a PTO deposit on their employment anniversary date each year.

Option 2, Monthly. For 2025 **only**, employee will roll over any unused PTO (subject to handbook or contract) from 2024 into their 2025 bank. Employee shall also receive PTO hours accrued between their 2024 anniversary date and December 31, 2024. For example: employee who earns 328 hours per year with an anniversary date of July 1 and a 2024 PTO balance of 700 unused hours. Employee has accrued 164 hours of PTO from their

anniversary date (July 1, 2024) to December 31, 2024. Employee will have their carry over PTO of 700 hours plus their accrued PTO from their anniversary date of 164 hours for a 2025 starting PTO balance of 864 hours. Employee will receive their PTO on a monthly basis into their bank which they can use beginning with the next payroll period. In this example, the employee would receive 27.33 hours of PTO per month. See example below.

Unused PTO Dec 2024	700.00
PTO Earned July 1 to Dec 31 2024	164.00
January 2025 PTO Bank	864.00
Jan.	27.33
Feb	27.33
Mar	27.33
Apr	27.33
May	27.33
Jun	27.33
Jul	27.33
Aug	27.33
Sept	27.33
Oct	27.33
Nov	27.33
Dec	27.33

After this implementation, employee will only get a PTO deposit each month as it accrues.

NEW LANGUAGE - EMPLOYEE HANDBOOK- EARNING

New Hires (after 1/01/2025)

Option 1 - Anniversary

Non-exempt employees receive the following:

Date of Hire employee receives 24 hours of usable PTO

At six months of employment, employee receives 24 hours of usable PTO

One-year anniversary date, employee receives 216 usable hours of PTO into their bank.

Starting on the one-year employment anniversary date the employee begins to accrue 216 unusable hours that will be deposited to their PTO bank as usable PTO on their next employment anniversary date.

Should an employee in “good standing” terminate within their first year of employment, they will only receive a cash payout of useable PTO.

Exempt employees receive the following:

Date of Hire employee receives 32 hours of usable PTO

At six months of employment, employee receives 32 hours of usable PTO

One-year employment anniversary date, employee receives 232 usable hours of PTO into their bank.

Starting on the one-year employment anniversary date the employee begins to accrue 232 unusable hours that will be deposited to their PTO bank as usable PTO on their next anniversary date.

Should an employee in “good standing” terminate within their first year of employment, they will only receive a cash payout of useable PTO.

Option 2 – Monthly

New Hires (after 1/01/2025)

Non-exempt employees receive the following:

Date of Hire employee receives 24 hours of usable PTO

At six months of employment, employee receives 24 hours of usable PTO

One-year employment anniversary date, employee receives 216 usable hours of PTO into their bank.

Should an employee in “good standing” terminate within their first year of employment, they will only receive a cash payout of useable PTO.

Exempt employees receive the following:

Date of Hire employee receives 32 hours of usable PTO

At six months of employment, employee receives 32 hours of usable PTO

One-year employment anniversary date, employee receives 232 usable hours of PTO into their bank.

Should an employee in “good standing” terminate within their first year of employment, they will only receive a cash payout of useable PTO.

On-going Employees *(after one year of employment - after 01/01/2025)*

Option 1 – Anniversary

Non-exempt Starting on the one-year employment anniversary date the employee begins to accrue unusable PTO hours based on their year in the Non-exempt PTO schedule. This amount will be deposited to the employee's PTO bank on their employment anniversary date as usable PTO.

Exempt Starting on the one-year employment anniversary date the employee begins to accrue unusable PTO hours based on their year in the Exempt PTO schedule. This amount will be deposited to the employee's PTO bank on their employment anniversary date as usable PTO.

Option 2 – Monthly

Ongoing Employees *(after one year of employment/01/01/2025)*

Starting on the one-year employment anniversary date the employee begins to accrue unusable PTO hours based on their year in the Non-exempt schedule. This amount will be deposited to the employee's PTO bank monthly as usable PTO.

Starting on the one-year employment anniversary date the employee begins to accrue unusable PTO hours based on their year in the Exempt schedule. This amount will be deposited to the employee's PTO bank monthly as usable PTO.

Classification and Pay Plans

All County employees are covered under a formal classification and pay plan, either by County Board Resolution or under a collective bargaining agreement. The Oneida County Code, Chapter 4 prescribes the operation of the Pay Plan for non-bargaining personnel. This plan is reviewed annually for established levels of pay. Bargaining unit personnel have an established pay plan set forth in their collective bargaining agreement.

You will be advised of your classification and pay range upon employment with the County. Minimum or starting pay and subsequent steps are based on your pay classification. There will be an introductory period of a certain number of months depending on your position. If you have any questions about your classification and/or rate of pay, check with the Employee Services Office. A job description is available for each position.

Job Status Defined:

1. Full-time employees: Employees in this classification work 2080 hours (40 hours per week) per calendar year. Employees in this classification are eligible for all county benefits: health, life, income continuation insurances, WRS participation, and wellness incentives/health enhancement.
2. Part-time employees: Employees in this classification work less than 2080 hours per calendar year. Employees in this classification are eligible for all county benefits as listed above, but prorated to the amount of hours worked in a calendar year. Example: a 50% employee would work 1,040 hours in a calendar year. Employees in this classification would pay 50% of the health insurance premium paid by Oneida County on their behalf.
Any part time employee who is categorized as 80% or 1,664 hours per year are entitled to the same premium amounts for health insurance as full time employees.
3. Limited Term Employees: are generally positions that work less than 600 hours in a rotating calendar year. These positions are not eligible for any county benefits. Special project LTE positions are positions, which may work more than 600 hours in a rotating calendar year, however are for a special project and when the project is complete, the LTE position is terminated. Those employees working over 1,200 hours in a calendar year are eligible for the following benefits: WRS participation, life insurance and income continuation insurance.

Tool Allowance

Employees who are hired as a Mechanic and paid according to Grade Level I on the Non-exempt wage schedule shall be entitled to a five hundred-dollar (\$500.00) annual tool allowance. This allowance shall be paid as follows: two hundred fifty dollars (\$250.00) the first full payroll period in July (pro-rated based on employment from

January 1 – June 30) and two hundred fifty dollars (\$250.00) the first full payroll period in January (pro-rated based on employment from July 1 – December 31) each year. All full-time employees of the Buildings and Grounds Department shall receive twenty-five dollars (\$25.00) per month as a tool allowance.

Clothing Allowance

Safety Equipment/Clothing: Each department is responsible for determining the safety needs of its employees. Safety equipment and/or clothing will be budgeted for through the annual department budgeting process.

Lead Telecommunicator/Telecommunicator: The County shall provide a new Telecommunicator hired into the Sheriff's Department with an initial uniform as prescribed in Appendix "A" for his/her first year, and \$300.00 per year thereafter, the same to be used as a clothing and maintenance allowance, including dry cleaning expenses which shall be paid in two separate checks designated as payment for "clothing and dry cleaning allowance" in the sums of \$150.00 each on the paydays next following the first day of January and the first day of July of the contract year. The clothing and maintenance allowance may be used only for acquiring, replacing or cleaning those items, which are approved for the employee's uniform as set forth in Appendix "A". A newly hired Telecommunicator shall receive a pro-rated clothing and maintenance allowance for the first six (6) months of employment; thereafter he/she shall receive the clothing allowance as provided by this section.

Lead Corrections/Correction Officer: The County shall provide a new Correction Officer hired into the Sheriff's Department with an initial uniform as prescribed in Appendix "A" for his/her first year, and \$450.00 per year thereafter, the same to be used as a clothing and maintenance allowance, including dry cleaning expenses which shall be paid in two separate checks designated as payment for "clothing and dry cleaning allowance" in the sum of \$225.00 each on the paydays next following the first day of January and the first day of July of the contract year. The clothing and maintenance allowance may be used only for acquiring, replacing or cleaning those items, which are approved for the employee's uniform as set forth in Appendix "A". Correctional staff employees shall be required to maintain one (1) complete Class "A" uniform at all time. Employees may be required to wear the Class "A" uniform for special events as determined by management. A newly hired Correction Officer shall receive a pro-rated clothing and maintenance allowance for the first six (6) months of employment; thereafter he/she shall receive the clothing allowance as provided by this section.

Exempt Sheriff's Department Employees: Exempt Sheriff's Department Employees that are required to wear a uniform shall receive the same uniform and maintenance allowance granted to other sworn officers in the Sheriff's Department.

Highway Department, Solid Waste Department, Building and Grounds Department and Forestry Department Employees excluding Clerical and Office Staff:

Employees shall wear safety shoes while on the job. The County shall furnish a safety shoe allowance of up to \$100 not more often than every 365 days. Receipts will be required. Moved from another section

Hours of Work and Overtime

Regular hours of work for County employees shall be determined by the department head and oversight Committee in accordance with prevailing departmental practices.

1. It is the policy of the County to avoid overtime work for all employees, if possible. Regular nonexempt employees shall work overtime when directed to do so by the department head or supervisor.
2. Nonexempt, non-law enforcement (as defined by Fair Labor Standards Act (FLSA) employees working beyond their normally scheduled work period, at straight time pay up to forty (40) hours worked per week and at one and one-half (1½) times the employee's regular rate of pay after forty (40) hours worked per week. Law enforcement employees (as defined by FLSA) earn overtime in accordance with FLSA and a schedule approved by the Sheriff. In lieu of overtime pay and upon mutual agreement with management, employees may accrue compensatory time. *Updated 01/18/2012*
3. Exempt- salaried employees are responsible for accomplishing the duties assigned to them and may be required to attend regular and special meetings and events outside their normal work hours. Exempt-salaried employees may take time off when the workload of their office permits at the discretion of the department head. It is expected that department heads and exempt salaried employees will use this flexibility judiciously and responsibly. This flexibility is not to be used as a means of avoiding the usage of PTO. Exempt employees should be paid and take PTO in half-day increments, not in "hours". At the time of termination, no additional compensation will be paid outside of the employee's salary and any other benefit they are eligible for under the Employee Handbook. Any altered work schedule from the assigned base hours per week will be at the discretion of the employee's department head, and may be granted if the needs of the department allow for such alteration. ~~The Labor Relations and Employee Services Committee shall have the authority to make exceptions for exempt employees to receive overtime pay.~~
4. An Exempt-salaried employee's salary may be reduced for partial day absences for personal reasons or because of illness or injuries when accrued leave is not used by the employee because the employee's accrued leave has been exhausted or the employee chooses to use leave without pay while on State Family Medical Leave. This policy is established pursuant to public accountability and complies with the requirement of 29 C.F.R. §541.710.
5. Any change in an established work period will require approval of the requesting department's oversight Committee, the Labor Relations and Employee Services Committee and the County Board by resolution.

6. Social Workers who are called to do an investigation and are not at the present time on call shall receive time and one-half (1½) pay for all time worked.
7. Land Information Department staff who are called for a law enforcement emergency shall receive time and one-half (1 ½) pay for all time worked outside of their scheduled workday.

Call Pay

When non-exempt employee is called for work outside their regular schedule of hours, they shall receive call time pay of two (2) hours straight time, plus pay for actual time worked. This section will not apply if an employee is given notice at least 24 hours before the start of his/her regular shift or was notified prior to leaving work. Also, this section will not apply in cases where they are called in as a result of scheduled employees making late time-off requests with less than 48 hours notice. In these instances, scheduled employees requesting late time-off without 48 hours notice shall also be responsible for finding a suitable replacement for their assigned shift. Call time shall not be paid more than once in a calendar day (12:00a.m. to 11:59p.m. *Updated 09/2016*)

Pager Pay

For **non-exempt** employees of the Department of Social Services who are on call pursuant to rules and regulations adopted under the provisions of Chapter 48, Wisconsin Statutes, Juvenile Code, a daily per diem payment of \$52.00 shall be paid, with a minimum of call time of two (2) hours, provided that any call received requires off-premises work activity and in such event the employee shall be paid at the rate of time and one-half pay.

For non-exempt employees of the Information Technology Services (ITS); Highway and Building and Grounds Departments who are on call, a daily per diem payment of \$20.00 for week days and \$40.00 for weekend days, holidays and county closure days shall be paid, with a minimum of call time of two (2) hours, provided that any call received requires the employee to report into work and in such event the employee shall be paid in accordance with FLSA rules. Calls received that do not required the employee to report into work shall be paid for actual time worked related to the call. The **Pager Call** schedule shall be established by the Director of each department. **Pager Call** pay shall not be paid to more than one employee in each department per day, **unless employee is required by County management to be on call.** The two (2) hours of minimum call time shall not be paid more than once in a 24-hour period. *Updated 07/01/2012*

The County Board of Supervisors delegates to the Building and Grounds Supervisor the authority to determine whether or not to designate one (1) Maintenance Technician to receive Pager pay. *Updated 7/01/2012*

For non-exempt employees of the Public Health Department who are designated to be on call on a weekend or holiday by County management, Director and/or Assistant Director, a daily per diem payment of \$50.00 shall be paid, plus actual time worked. Under unusual circumstances, the Public Health Director may make a request to the Human Resources Director or designee, to place a Public Health employee on call outside weekends or holidays. This language will be reviewed in 03/2021. *Updated 7/23/2020*

~~See Appendix D for examples and time card instructions.~~ Remove 01/2025

Mileage Reimbursement

~~Mileage shall be reimbursed pursuant to the terms and conditions set forth in Section 3.10 of the County Code. The County will follow IRS and WDOR guidance for tax reporting purposes.~~ Refer to the County Code.

Travel Policy

~~1. In-Town Travel~~

- ~~a. Employees will be paid for all travel time which occurs during their normal work day and as part of their work but not including travel reporting to and/or from work.~~
- ~~b. If the employee must travel within the city as part of their job, the time spent traveling during normal working hours will be paid. This includes travel to County approved training programs.~~
- ~~c. Travel time during breaks or lunch is not paid.~~
- ~~d. In-town overnight stays are so rare that they are not considered and will be handled on an individual basis.~~

~~2. Out of Town Travel~~

- ~~a. Same day Travel. If a non-exempt employee is given a one-day assignment in another city, all the time spent actually traveling between cities is counted as "hours worked" and will be paid. Assignment includes County approved and paid for seminars or training programs as well as directed work activities. Time spent on lunch is not paid.~~
- ~~b. Overnight Travel. If a non-exempt employee's out-of-town assignment requires an overnight stay, time spent traveling to and from the other city is counted as hours worked. Even if it falls on a day that is normally a nonworking day for the employee (such as Saturday or Sunday).~~

- ~~3. Travel Time: Is determined from the employee's home, work site or public transportation station or airport, whichever is closer to the destination. The only exception to this is when a group of employees, 3 or more, are carpooling in which case the employee driving will be allowed mileage and travel time resulting from picking up the other employees. Time spent traveling between the employee's home and public transportation (airport, bus station or train station) is not considered to be time worked and is not compensable. Travel time during breaks or lunch is not paid.~~

4. ~~Overtime Calculation: Time spent traveling which is paid by the County is considered "time worked" and will be used in determining overtime or compensatory time calculations.~~
5. ~~Employee Travel Time Scheduling: The department head or immediate supervisor has the authority to schedule the time and method of County paid employee travel. The most cost-efficient method of travel and scheduling will be utilized. Exceptions may be granted by the Labor Relations & Employee Services Committee or its designee.~~
6. ~~Method of Travel: Employee travel that is paid for by the County shall be by the most cost-efficient method available. The County retains the right to determine such mode of travel. Where the employee requests an alternate mode of travel, which has been approved by the County, the County will only pay for the travel time which the County would have been obligated to pay had the employee used the most efficient travel method available.~~
7. ~~Exceptions: From time to time situations may arise which may not be specifically addressed by this policy. Questions involving these situations are to be made known to the Department Head who will discuss them with the Human Resources Director whose responsibility it is for the interpretation and implementation of this policy.~~
8. ~~Departments may have additional travel policies. Please discuss these policies with your supervisor.~~
9. ~~See County Code 3.10 Reimbursement for Expenses for more details on travel expenses.~~

Refer to the County Code.

Paid Time Off (PTO)

Paid Time Off consolidates all paid time benefits, except **non exempt** Compensatory Time off, into a single "bank account" of paid leave that the employee will manage and draw from in accordance with the following provisions.

1. *Use.* The **non-exempt** employee may use Paid Time Off in increments as small as fifteen (15) minutes. PTO shall not be retroactive except in the case of an emergency. Non-emergency notification must be made and approved before the start of the employee's shift. In cases of emergency, the employees Supervisor or Labor Relations and Employee Services Office shall be notified in a reasonable time frame following the event. It will be left up to each department to establish procedures. Part-time positions are granted Paid Time Off based on the authorized percentage the part-time employee works, not actual hours. It is the responsibility of the department head to ensure that the part-time employee works very close to their authorized number of hours.
2. *Pay.* Paid Time Off hours will be paid at the current rate of the employee at the time the PTO is taken.
3. *Banks.* Employees may bank a specified amount of Paid Time Off.

4. *Termination.* Upon termination, for any reason, the employee shall be paid the total amount of Paid Time Off in the employee's bank, up to 1,000 hours, at the rate of pay of the employee at the time of termination. An employee who terminates his/her employment prior to their anniversary date will have earned some Paid Time Off days/hours. This will be pro-rated and considered as part of the payout, provided the employee has not borrowed more than what they have earned. PTO shall not be used as part of the two- or four-week notice agreement (for time off during the notice period see "Termination of Employment"). If for any reason a proper notice (two or four weeks depending on position) is not given to the county up to the required amount of notice (10 to 20 working days) of PTO may be withheld from the final pay-out. For part-time employees, the amount of the PTO 1000-hour limit shall be prorated according to their part-time percent (for example, a 75% position will only be paid out 750 hours).

5. *Schedule.* The following schedule of accruals shall be pro-rated for part-time employees based upon the normal hours of work of the respective employee.

6. *Exempt employees: may only use Paid Time Off (PTO) in full or half day increments.*

Exempt Employees

Paid Time Off Schedule. The following schedule of accruals shall be pro-rated for part-time employees based upon the normal hours of work of the respective employee.

- An employee with less than 6 months of continuous service for the County shall be entitled to thirty-two (32) hours.
- An employee with more than 6 months, but less than one year of continuous service for the County shall be entitled to thirty-two (32) hours.
- An employee with more than 1 year, but less than 8 years of continuous service for the County shall be entitled to two hundred thirty-two (232) hours.
- An employee with more than 8 years, but less than 15 years of continuous service for the County shall be entitled to two hundred sixty-four (264) hours.
- An employee with more than 15 years, but less than 20 years of continuous service for the County shall be entitled three hundred four (304) hours.
- An employee with more than 20 years, but less than 25 years of continuous service for the County shall be entitled to three hundred forty-four (344) hours.
- An employee with more than 25 years of continuous service for the County shall be entitled to three hundred eighty-four (384) hours.

All Others ~~Non-exempt~~ Employees

Paid Time Off Schedule. The following schedule of accruals shall be prorated for part-time employees based upon the normal hours of work of the respective employee.

- An employee with less than 6 months of continuous service for the County shall be entitled to twenty-four (24) hours.
- An employee with more than 6 months, but less than one year of continuous service for the County shall be entitled to twenty-four (24) hours.
- An employee with more than 1 year, but less than 8 years of continuous service for the County shall be entitled to two hundred sixteen (216) hours.
- An employee with more than 8 years, but less than 15 years of continuous service for the County shall be entitled to two hundred forty-eight (248) hours.
- An employee with more than 15 years, but less than 20 years of continuous service for the County shall be entitled to two hundred eighty-eight (288) hours.
- An employee with more than 20 years, but less than 25 years of continuous service for the County shall be entitled to three hundred twenty-eight (328) hours.
- An employee with more than 25 years of continuous service for the County shall be entitled to three hundred sixty-eight (368) hours.

~~7. **Borrowing.** On January 1st each calendar year, the Finance Department will automatically credit your Paid Time Off bank with that year's amount of Paid Time Off. Since Paid Time Off is not earned until after the employee's anniversary date the employee is able to "borrow" PTO hours. If the employee's employment with Oneida County ends prior to the employee's anniversary date, the employee may owe the County for the "borrowed" hours. All borrowed and owed Paid Time Off hours will be recouped by deductions from the employee's last check or checks and through whatever legal action may be required. **Effective 01/2025**~~

Earning.

8. *Leave of Absence (LOA).* Employees on an unpaid Leave of Absence of forty (40) hours or more do not earn PTO hours. An employee's PTO earnings will be adjusted accordingly. When requesting a LOA, an employee may reserve enough PTO hours to cover the remaining closure days for the current year. An Employee with a PTO balance in excess of the remaining closure days for the current year will not be granted an unpaid LOA.

9. *Closed Days.* When the Courthouse and its outlying offices are closed employees not working must be paid for the designated closure day, using earned or borrowed Paid Time Off hours if available. Non-exempt employees working on a closed day may claim PTO in addition

to hours worked. Effective January 2016, all employees including employees in the Support Services Division of the Sheriff's Office, within their first year of employment shall have paid closed days. Should an employee be required to work on a closed day during their first year of employment, the employee may use the paid closed day on another day during their first year of employment or claim the paid closed day in addition to hours worked. (*Updated 02/26/2016*) Part Time employees are required to be paid for the designated closure day, using earned or ~~borrowed Paid Time Off~~ at the percentage of hours their position is designated. Department heads may request an appeal from the Human Resources Director to allow part time employees not to be paid for closure days.

Premium Pay

1. Premium pay is additional straight time pay for hours worked on listed days in this section of the Employee Handbook. Premium pay will be paid for employees who are required to work on the following days. New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, and Christmas Day. For Sheriff's Department personnel Easter Sunday is substituted for the day after Thanksgiving.
2. To qualify for premium pay, Telecommunicators premium pay applies from 7:00 a.m. on the day indicated to 7:00 a.m. following; and for all others they must work from 11:00 p.m. of the day before the day indicated to 11:00 p.m. of the day itself.
3. Sheriff Department employees that are part of administration or work a Monday through Friday schedule shall follow Courthouse Closure Days for the purposes of this section.
4. Departments that follow the schedule of **observed** Courthouse Holidays, Premium Pay is additional straight time pay for hours worked on the designated **observed** holiday. Departments that follow the **observed** Courthouse schedule cannot receive premium pay for both the designated **observed** holiday and the actual day of the holiday.

Tina Smigielski

From: Tina Smigielski
Sent: Tuesday, March 12, 2024 7:46 AM
To: Billy Fried; Scott Holewinski
Cc: Lisa Charbarneau
Subject: RE: PTO Opinion for Accounting on the Anniversary date

Thanks, Billy, two points to clarify...

- 1) To provide some context to, *“Lisa told me that my assumption was not necessarily correct and even though Tina's averages that she provided paint a picture of healthy PTO banks, it may be swung by some of the big ones.”* I provide the following data based on actual employee PTO unused and accrued banks as of 12/31/2023.
 - Mean (Average) 484.56 hours, or 60.57 days. Mean (Average) dollar value \$14,744.
 - Median (Middle Value) 413.99 hours, 51.75 days. Median (Middle Value) dollar value \$11,234.
 - 2.6% of the Employees had balances of 1 day (8 hours) or less.
 - 10.1% of the Employees had balance of 125 days (1000 hours) or more

Note, the stats I gave Lisa earlier did include the full time elected positions (Clerk, Clerk of Courts, Treasurer, Register of Deeds, and Sheriff) which actually placed average balances lower as they have -0- PTO banks. This is included in the short- and long-term audit entry for compensated absences. For the above data, I have removed those positions.

- 2) As a follow up to my conversation with Billy yesterday regarding “compensated absence” liabilities, I provide the following article [GASB clarifies accounting for compensated absences | Crowe LLP](#) and the unaudited compensated absence value at 2023 year end by category below:

12/31/2023	
Conservation & Development	\$209,726
Culture, Ed & Recreation	144,962
General Government	994,598
Human Services	843,083
Public Safety	1,259,535
Public Works - Highway Fund	438,304
Public Works - Solid Waste Fund	61,113
Total	\$3,951,323

Respectfully,

Tina

From: Billy Fried <billyf@oneidacountywi.gov>
Sent: Monday, March 11, 2024 8:22 PM
To: Scott Holewinski <sholewinski@oneidacountywi.gov>
Cc: Tina Smigielski <tsmigielsk@oneidacountywi.gov>; Lisa Charbarneau <lcharbar@oneidacountywi.gov>
Subject: PTO Opinion for Accounting on the Anniversary date

Scott

Hope you are having some nice weather and some R+R time. I am copying Tina and Lisa as I was in discussion on the PTO consideration for the LRES meeting on Wednesday.

I believe there are three considerations for the committee

1. Continue to put PTO in on January 1 (Not feasible with new Accounting software, Out of the Norm from other government units and if we would continue this way we are manually asking a department to do this which would be time consuming and fatiguing on a small department)

2. Monthly input of PTO for employees (I believe this is the recommendation from the department heads from their department head meeting. This can be done and would require Tina to incorporate a formula to the software to account for the monthly installment This is a middle ground and may be good for transition from the way it has been done in the past.

3. Putting in the PTO on the anniversary date. I believe this is the typical way governmental units account for PTO. It is a change from the way we have been doing it but it is the way it should be done and protects the county from circumstances of being caught short where an employee does not put in the time for what is allotted. (Resignation, Termination, other)

The concern on #3 is that the employee possibly could be short in a time of need. I assumed that most of the county employees have healthy PTO banks and that it would be only a very few that could be exposed. Lisa told me that my assumption was not necessarily correct and even though Tina's averages that she provided paint a picture of healthy PTO banks, it may be swung by some of the big ones.

That being said, even though an employee could be caught short initially in the transition, there are ways to accommodate situations that could come up as well as an employee could take days without pay. In my brief research I offer my opinion that the county should transition to the traditional way (for government entities) to account for PTO. On the Anniversary Date for each employee. It protects the county. It is easier to account for. It is the common practice. Though it is a transition for the employees, it is important to know that they have benefited from the way we did things in the past. Though a change it is the right change to be responsible to Oneida County. The employees are valued and the wage increases over the past few years should not be overlooked. When Oneida County had to make significant increases to many salaries in coming in compliance a couple years back, I see this as Oneida County coming into compliance on standards for accounting for PTO.

As a Oneida County Supervisor I would like to think that when I leave my seat on the County Board that I will have left the house in better order than when I got here. This is one of those things that would leave things in a better structure for those that follow us.

That is my two cents. I did not find or spend any time on Full Benefits for Part Time employees , though Lisa remind me that it was put in by LRES for 60/80% workers by LRES. (I may have been on there then - did not research).. But as I read it today and knowing the challenges with the Health Packages and Costs I do not believe the 80% worker should get full benefit. If they choose to pay 20%, in todays market it is still a very favorable benefit. If the County is trying to compensate a valued performer there are ways to wiggle for those situations (more pay, ect...)

There certainly are items I would like to review in regards to benefits and handbook but this is not the forum for that right now. As well as I sometimes find out I have misconceptions on things and would rather be part of a bigger discussion at another time.

I don't want to tell you to call me with questions as you should be vacationing, but certainly I am available. Tina and or Lisa can weigh in on anything I may be misrepresenting

Billy Fried

District 17 Oneida County Supervisor

billyf@oneidacountywi.gov

715-892-1694

Tina Smigielski

From: Tina Smigielski
Sent: Tuesday, February 27, 2024 3:18 PM
To: Lisa Charbarneau
Cc: Michael Fugle; Cheryl Cummings
Subject: PTO Follow Up LRES Committee.pptx
Attachments: PTO Follow Up LRES Committee.pptx

Hi Lisa,

Attached please find the follow up PPT for LRES Committee action required as part of the ERP upgrade, phase 3.

Please provide to the Committee and any other interested parties as part of the March 13th committee packet.

Thank you,

Tina

**EXECUTIVE COMMITTEE
ONEIDA COUNTY BOARD OF
SUPERVISORS**

**Courthouse Building
P.O. Box 400
Rhinelander, Wisconsin 54501-0400
Telephone (715) 369-6125**

COMMITTEE MEMBERS

**Scott Holewinski
Steven Schreier**

**Billy Fried - Chair
Diana Harris
Robb Jensen**

**Russ Fisher
Connor Showalter**

TO: Department Heads and Elected Officials

FROM: Executive Committee

DATE: April 24, 2024

RE: Administrative Coordinator Position

At the November 14, 2023 County Board Meeting, there was discussion and recommendation on which Administrative Structure to use in Oneida County. The County Board forwarded to and directed the Administration Committee to come up with options, costs and structure for the County Board to consider based on information provided.

The Administration Committee met several times to discuss possible options and determine what would be the best solution to recommend to the County Board.

At the April 16, 2024 County Board Meeting, the board reviewed and unanimously passed a resolution to create a part time (up to twenty hours per week) standalone Administrative Coordinator position that will report to the Executive Committee. This updated structure is a way to strengthen the County's current model and allow the County to review the position over time to determine if it should continue, grow or be changed. The Administrative Coordinator position will have a job description approved by the Executive Committee and recruitment for the position will begin in the near future.

Department Heads will continue to report to their committee of jurisdiction, as the Administrative Coordinator will not have oversight authority.