



Notice of Public Meeting

AGENDA

Committee: Human Resources Committee
Date: Monday, August 8, 2022
Time: 9:30 a.m.
Location: 3rd Floor County Board Room
Remote Access: [Click here to join the meeting](#)

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting, but deviations from the order shown may occur:

1. Call to Order
2. Roll Call of Members
3. Public Comment Regarding Posted Agenda Items
4. Review/Discussion/Action ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ Cottingham & Butler Benefit Renewal Presentation
6. Review/Discussion/Action ~ A Resolution to Remove Policy 206 Addendum Covering Families First Coronavirus Response Act (FFCRA) from the Leaves-Family Medical and Military Policy
7. Review/Discussion/Action ~ A Resolution to Modify Policy 302 Other Insurances to Include Inclusion Under the Income Continuation Insurance Plan Offered by Wisconsin Retirement System (WRS)
8. Review/Discussion/Action ~ A Resolution to Modify Policy 502 Outside Employment to Include Reference to Appendix Containing Request Form
9. Review/Discussion/Action ~ A Resolution to Modify Policy 512 Remote Work (Telecommuting) to Extend the Expiration Date
10. Review/Discussion/Action ~ Payroll Clerk/Administrative Assistant Position Description
11. Review/Discussion/Action ~ A Resolution to Rename and Reclassify the Administration Administrative Assistant Position to Payroll Clerk/Administrative Assistant and Wage to Class J
12. Review/Discussion/Action ~ Fill Vacant Administrative Assistant Position in the Administration Office
13. Review/Discussion/Action ~ CCO Position Paid Time Off discussion
14. Review/Discussion/Action ~ Policy on Employee Residency
15. Review/Discussion/Action ~ Policy on New Employee Step Placement
16. Review/Discussion/Action ~ Policy on Elected Official Wages
17. Chairperson's Report
18. Administrative Coordinator's Report
19. Personnel Advisor Report
20. Public Comment Unrelated to Agenda Items
21. Review/Discussion/Action ~ Next Date and Time
22. Adjournment.

Date: August 3, 2022

Steve Nelson, Chair

By: Roxann M. Halverson, County Clerk

Board Members: If unable to attend, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

Persons with Disabilities: Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, July 11, 2022

Mr. Steve Nelson called the meeting to order at 9:30 p.m.

Committee Members Present: Mr. Steve Nelson, Ms. Carol McDonough, Ms. Mary Anne McMillan Urell, and Mr. Nathan Nelson. Mr. Michael Taylor was excused.

Others Present for All or Parts of the Meeting: Mr. Ryan VanDeWalle, Ms. Lisa Schmitt, Ms. Carol Burmeister, Sheriff Michael Schmidtknecht, Mr. Dave Rynders, and Mr. Matt Prieur. Ms. Ana Rolbiecki, Ms. Tina Anibas, and Ms. Lisa Schuh attended remotely via Teams.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Approval of Previous Meeting Minutes: Ms. Mary Anne McMillan Urell made a motion to approve the minutes, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding a Resolution to Create a Case Manager Position and Reduce a Support Staff Specialist Position to Part-Time: Mr. VanDeWalle explained that this position was discussed at the DHHS meeting held on July 7th. It will reduce an existing support staff specialist position to a .4 part-time position and create a full-time case manager position. There is an increased demand in areas such as for producing client records that need to be redacted, foster care recruitment, youth services, and Children's Long-Term Services administration and case management. This position will generate revenue and is proposed to be put in Class I, Step 1 of the wage scales. It was discussed making this a Step 2 position if offered to a current employee and the wage will be determined later. Ms. Mary Anne McMillan Urell made a motion to approve this resolution to create a Case Manager position and reduce a Support Staff Specialist position to part-time, seconded by Mr. Nathan Nelson. Motion carried.

Review/Discussion/Action – Social Worker/Case Manager Job Description: Mr. Rynders explained this proposal is to add additional job description duties to the existing duties that a case manager would do. It adds foster care recruitment and retention work, record redaction work, and long-term services authorizations for children. There is a wider range of duties defining what a case manager does. The difference between Case Manager 1 and 2 and the pay classification of each position was explained by Mr. Rynders. Ms. Mary Anne McMillan Urell made a motion to approve the Social Worker/Case Manager job description, seconded by Ms. Carol McDonough. Motion carried.

Review/Discussion/Action – Remove One Year Limit and Amend Minimum Qualifications for the Public Health Specialist Position Job Description: Mr. VanDeWalle explained this position was created in 2021 and allowed for an employee to do one or two things, which were to obtain a bachelor's degree and then also to get an RN

license. The individual has obtained the bachelor's degree but does not have her RN licensure yet, so she is not able to give injections. The county currently does not have a nurse and this service is being contracted with a retired RN for \$50 an hour with no minimum hourly limit. The State of Wisconsin requires us to have an RN hired or else to contract this position. Mr. Rynders explained that it has been challenging to recruit an RN and that is why this position was initially created. The one-year requirement of the employee in this position ends soon and an amendment needs to be made. Mr. Rynders said they are proposing to waive the one-year requirement and change the job description to state a nursing degree is now required. The employee would also be compensated for having this degree. He said that our goal is to employ our own RN and the hope is that this individual will be able to get her licensure at some point soon. Mr. Rynders suggests setting a deadline for her to obtain this. If she gets her license, she will move into the nurse position and then this position would be eliminated. If she does not get her license according to the deadline, then this position is still eliminated, and her employment in this position would then end. This would then become a vacant Public Health Nurse position. Ms. McMillan Urell made a motion to amend the pay rate of this job position to Level G, Step 1, for a one-year period with an addendum added for the current employee to give notification within the next six months of her intent to pursue testing for RN licensure, seconded by Mr. Nathan Nelson. Motion carried.

Review/Discussion/Action regarding Policy on Employee Residency: Mr. VanDeWalle informed the committee that this discussion was brought up before and this is to get the committee's current thoughts on this. There hasn't been any action taken on this matter, it was only discussed. Other counties have a mileage limit as to how far away an employee can live from the courthouse. We currently have a few employees who live quite a distance away and we don't want to hinder them. Ms. McMillan Urell recommended that employees need to be within a certain driving distance to be available to report to the courthouse for work and meetings if needed. Mr. VanDeWalle will work with Ms. Rolbiecki to create a policy for this and bring a draft to the next meeting.

Review/Discussion/Action regarding Policy on New Employee Step Placement: This matter was reserved to be reviewed in conjunction with the 2023 Appeals Process discussion that follows.

Review/Discussion/Action regarding Policy on Elected Official Wages: Mr. VanDeWalle explained that a few months back the HR Committee decided on the wages for Sheriff, Clerk of Court, and Coroner for the next four years. The wage for the County Clerk, Register of Deeds, and Treasurer will need to be set next time in 2024 and he is wondering if there could be a policy made that whatever happened in the previous decision carry over to the other group of elected officials in two years. Mr. VanDeWalle doesn't want to set any dollar amount, but just wants to make sure the committee reviews the percentage increase the previous officials received. He said an amendment could be made to the Employee Handbook to state that the HR Committee must review the percentage increase and align this increase identically or as closely as possible to the other group. Ms. McMillan Urell said that they previously looked at comparable counties population wise, which she said would be the same type of workload. Counties used for comparison of other employees' wages were neighboring counties. Ms. Burmeister, Sheriff Schmidtknecht, and Ms. Anibas all agreed that it is hard to compare wages between counties but that the same counties should be used for comparison for the elected officials, department heads and other employees. This should be

consistent and not change each time it is reviewed. Sheriff Schmidtknecht suggested talking to other counties to see how they handle this and feels that experience and the number of years served in the position should factor into the wage. Mr. VanDeWalle said he is willing to meet with all elected officials to create something to add to the policy currently in place that covers the recommendations discussed.

Review/Discussion/Action regarding 2023 Appeals Process Discussion: Mr. Steve Nelson met with Mr. VanDeWalle and Ms. Rolbiecki to get some history on the past appeals process as he is new to this committee. Ms. McMillan Urell feels we need a subcommittee for this as was previously done. She suggested that maybe this should be discussed with the department managers to understand what they and their employees are thinking. We need something in place for wage scales but possibly what we currently use should be changed. The challenging part is comparing the different job descriptions and putting them into classes. Some counties, including Trempealeau County, have hired Carlson Dettman, a consulting firm, to assist them in making the wage scales. Mr. Nathan Nelson was wondering if Trempealeau County could tell us if this was effective for them and if it was a positive outcome. Ms. Rolbiecki will reach out to Trempealeau County to see if they are willing to share some information without going into detail. Mr. Steve Nelson would like to meet with members of the prior employee wage subcommittee to get some history to move forward. Ms. McMillan Urell also offered to meet with them and anyone else on the current HR Committee who would like to take part is invited to do so. At the next meeting, ideas can be brought forward to pursue.

Review/Discussion/Action regarding Administrative Assistant Position Status

Discussion: Mr. VanDeWalle stated that we currently have four Administrative Assistant positions who are exempt status and are getting paid salary. He is proposing to move them to a non-exempt status which would make them eligible for overtime, although these positions do not typically work overtime. They do not meet the qualifications of the Fair Labor Standards Act to be considered exempt status. Ms. Rolbiecki has questioned why these positions were ever considered exempt as they do not meet the criteria for this by law. Ms. McMillan Urell made a motion to move these Administrative Assistant positions from exempt to non-exempt status, seconded by Mr. Nathan Nelson. Motion carried.

Review/Discussion/Action regarding Employee Trust Fund Income Continuation

Incentive Discussion: Ms. Rolbiecki said this is income incentive insurance that the Employee Trust Fund offers. Employees and the county don't have to pay anything. There is currently a premium holiday where there is enough money in the fund to cover the premiums. The county tried to get this implemented last fall and she feels it was too rushed. She doesn't think that the employees had enough facts on this and so there wasn't enough interest. For the county to offer this, 65% of eligible employees must sign up. This can be introduced through a resolution at any time. There is no cost for this, so there is no reason not to participate. If the free program is discontinued, employees would have the option and enough time to sign up for other disability insurance. Ms. Rolbiecki would like to introduce this again and get more information to the employees on the insurance. It was decided to create a resolution as there is no financial impact to the employees or the county. Ms. Rolbiecki will create this for the next meeting.

Review/Discussion/Action regarding CCO Position Paid Time Off Discussion: Mr. VanDeWalle informed the committee that there are six CCO's that are approaching their PTO allotment, and one of them that is over, mainly because of staffing issues in this department. Right now, PSLB can't be used for a normal sick day. If an employee is going to be out ill for three days or less, they would need to use PTO. To use PSLB, it must be for an illness greater than three days and a doctor's note is required. Policy 208 shows exceptions for CCO employees with more than 480 hours of PSLB up to 720-800 hours depending on the hire date of the employees. It also states that no additional hours may be added to a PSLB account if that amount exceeds 480 hours. There are two different options being presented to amend this for the CCO employees. Option 1 is to change the 480-hour limit of PSLB to 960 hours. We would be relaxing what PSLB can be used for to allow an employee to use PSLB for illness instead of using PTO. With PTO there is a liability to the county that an employee could be at their max limit of 320 hours and would need to be paid out that amount if they leave the county. Under Option 1, the employee would have the choice twice a year to convert the PTO hours to PSLB. With PSLB, the county's liability would be to pay the employee \$30 per an 8-hour workday if they were to retire with the county. Option 2 is that after an employee reaches 320 hours of PTO, the hours would automatically go into PSLB up to 960 hours. We would need to relax what the PSLB can be used for with either option for this to be advantageous to the employees. Both options would eliminate the hiring date differences. These are just two options being presented and Mr. VanDeWalle is looking for other options from the HR committee and the CCO employees affected to be discussed at the next meeting. He has sent a detailed email regarding these two options to the CCO's and asked for them to give a response to him by July 22nd with their input to this.

Chairperson's Report: Chair Nelson has contacted an individual at the University of Eau Claire. They have beginning and advanced courses on grant writing that the county might want to look at sending an employee to. That would then become their job, and it normally is considered a 60% position. It sounds like the counties who used this have had a good success rate in finding new grants. He also commented on how the County Board Chairman was elected in April and would like to have them only speak at that meeting and eliminate any calls to other board members ahead of time to get votes.

Administrative Coordinator's Report: Mr. VanDeWalle will work on the items discussed today to have in place for the next meeting.

Personnel Advisor Report: Ms. Rolbiecki shared that a new account clerk will be starting soon, and two highway workers accepted positions. Interviews will be taking place for the Zoning/Land Conservation Administrative Assistant and the Resource Management Specialist. There are a few other openings still being advertised. Our benefits' broker will be joining us virtually at the next meeting to give an update as we approach our enrollment period.

Public Comments: None.

Review/Discussion/Action regarding the Next Meeting Date and Time: August 8, 2022 at 9:30 a.m.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 11:32 a.m., seconded by Mr. Nathan Nelson. Carried.

Respectfully Submitted,

Lisa Schmitt
Buffalo County Deputy Clerk

DRAFT



Drafted By:
Ana Rolbiecki
Presented Month/Year:
August 2022
Involved Committees:
Human Resources Committee

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO REMOVE POLICY 206 ADDENDUM COVERING FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) FROM THE LEAVES-FAMILY, MEDICAL, AND MILITARY POLICY

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 206 Leaves-Family, Medical, and Military to remove the addendum that added the Coronavirus Response Act (FFCRA) Policy that has since expired within the handbook and the Department of Labor.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 206-LEAVES-FAMILY, MEDICAL & MILITARY of the Buffalo County Handbook effective August 25th, 2022, to remove the FFCRA Addendum, a copy of the addendum to be removed is attached as Exhibit A and to become a part of this resolution.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Buffalo County Board of Supervisors hereby approves the removal of the FFCRA addendum.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2022.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

No Financial Impact anticipated.

EXHIBIT A

Policy 206 ADDENDUM

LEAVES: FAMILY, MEDICAL, MILITARY AND FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) POLICY –

Policy: The following policy is implemented pursuant to FFCRA which creates paid sick leave (Emergency Paid Sick Leave Act (EPSLA) and modifies the requirements of the Family Medical Leave Action (Emergency Family and Medical Leave Expansion Act (EFMLEA) for employees while the employee or his/her family members are impacted by COVID-19.

Nothing in this policy creates any permanent modification to the current leave policies or any other employment policies in existence, nor does this temporary policy alter the at-will nature of employment. This policy may require revision as circumstances evolve and additional guidance and regulations are provided on these provisions. This policy is effective April 1 through **December 31, 2020**.

1. *Emergency Paid Sick Leave Act (EPSLA).*

Limited term emergency paid sick leave benefit for all employees outside of the Family Medical Leave Act or Emergency Family Medical Leave Expansion Act

A. If you are unable to work (or telecommute) because you:

1. Are subject to a Federal, State or local quarantine or isolation order due to the COVID-19 virus. *This does not include self-isolation due to voluntary travel,*
2. Have been advised by a health care provider to self-isolate/quarantine due to concerns related to COVID-19,
3. Are experiencing symptoms of the COVID-19 virus (fever, cough, sore throat, shortness of breath) and are seeking medical diagnosis from a health care provider.

You will receive the following pay during this leave:

- Regular **full-time employees** will receive up to 80 hours of emergency paid sick leave at your regular rate of pay (capped at \$511 per day and \$5,110 in the aggregate).
- Regular **part-time employees** leave will be prorated based upon your regular hours of work. Employees who work a variable work schedule, the average bi-weekly hours of work, over the preceding six-month period, will be utilized.

The following reasons for emergency paid sick leave, #4-6, excludes health care providers and emergency responders (Public Health Department, Sheriff's Office, except Administration Assistant, Emergency Management Department, Health & Human Services Department management staff, Adult Protective Services workers, Child Protective Services workers, Crisis workers, Aging & Nutrition workers, GIS Coordinator, Building & Grounds manager, Highway Department, Deputy Coroners, Administration Department, except Administrative Assistant).

Policy 206 Addendum -- LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date: April 1, 2020

Buffalo County

Revised Date:

Employee Handbook



Drafted By:
Ana Rolbiecki

Presented Month/Year:
August 2022

Involved Committees:
Human Resources Committee

County Department:
Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO MODIFY POLICY 302 OTHER INSURANCES TO INCLUDE INCLUSION UNDER THE INCOME CONTINUATION INSURANCE PLAN OFFERED BY WISCONSIN RETIREMENT SYSTEM (WRS)

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 302 – Other Insurances to add Section 5 to include the Income Continuation Insurance (ICI) benefit as a voluntary “income replacement” benefit to eligible participants of the Wisconsin Retirement System authorized by Wisconsin State Statue 40.62 with any cost paid by the participant through payroll deduction, if a premium is due; and,

WHEREAS, the Wisconsin Department of Employee trust Funds requires a resolution be passed and submitted on forms provided by them, a copy of which is Attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 302- OTHER INSURANCE of the Buffalo County Handbook effective January 1st, 2023, to add Section 5 – Inclusion under the Income Continuation Insurance Plan as a voluntary benefit paid by the participant, a copy of the amended policy is attached as Exhibit B and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Buffalo County Board of Supervisors hereby authorizes the Personnel Advisor to execute any additional documents required to enroll in the plan.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2022.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

2023 Fiscal Impact: \$0.00 Currently on Premium Holiday

EXHIBIT A



Resolution for Inclusion Under the Income Continuation Insurance Plan

Wisconsin Department of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

RESOLVED, by the Buffalo County Board of Supervisors of the
(Governing Body)
County of Buffalo
(Employer Legal Name)

that pursuant to the provisions of Section 40.61 of the Wisconsin Statutes,
Buffalo County
(Governing Body) hereby determines to offer the Income Continuation Insurance Plan

to eligible personnel through the program of the State of Wisconsin Group Insurance Board, and agrees to abide by the terms of the plan as set forth in the contract between the Group Insurance Board and the Administrator.

The resolution shall be effective on the later of the 1st of the month on or after 90 days following its receipt at the Department of Employee Trust Funds, or
January 1st, 2023; and
(specify a later effective date, 1st of month only)

The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the State of Wisconsin Group Insurance Board to provide such Income Continuation Insurance.

Certification

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the _____ day of _____, 2022 and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this _____ day of _____, 2022.

39-6005673
Federal tax identification number (FEIN/TIN)

69-036-0208-000
ETF employer identification number

Number of eligible employees _____

Buffalo County
Employer county

Ana Rolbiecki-ana.rolbiecki@buffalocountywi.gov
Employer benefit contact email address

Authorized employer representative signature

Dennis Bork

Authorized employer representative printed name

Bounty Board Chair

Authorized representative title

PO Box 494

Alma, WI 54610

Mailing address

Submit completed form to ETF at ETF SMBESSNewEmployer@etf.wi.gov or fax to 608-267-4549.

For ETF use only - EFFECTIVE DATE OF COVERAGE ENTERED BY ETF:

POLICY 302. OTHER INSURANCES

5. Income Continuation Insurance Plan:

- 5.1 Effective January 1st, 2022, the County will make available a voluntary Income Continuation Insurance plan. Employees who participate in the plan will pay the entire premium in twenty-four (24) equal payments through payroll deductions throughout the year if a premium is due.
- 5.2 Coverage shall be effective the first day of the calendar month that first occurs during a newly eligible employee's 30-day enrollment period.
- 5.3 Coverage terminates on the date an employee resigns, is dismissed, terminates, retires turns age 70 or dies, whichever comes first. Full month's premium is required for any month or portion of a month in which earnings are paid.
- 5.4 Employees may apply for coverage at Open Enrollment annually. No late enrollments are allowed unless the employee has a qualifying event.
- 5.5 Annual open enrollment period for adding supplemental coverage is January 1 through March 1. Employees must meet the salary threshold qualifications to add coverage.
- 5.6 Employees may cancel coverage at any time which is effective the first day of the calendar month on or after the date the ICI Application cancelling coverage is received by the County.
- 5.7 Employees should refer to the ETF ICI webpages for more information on the rules of the program.



Drafted By:
Ana Rolbiecki
Presented Month/Year:
August 2022
Involved Committees:
Human Resources Committee

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO MODIFY POLICY 502 OUTSIDE EMPLOYMENT TO INCLUDE REFERENCE TO APPENDIX CONTAINING REQUEST FORM

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 502 Outside Employment to add the Outside Employment Request Form as an appendix to have consistency in the formatting of such requests; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 502- OTHER EMPLOYMENT of the Buffalo County Handbook effective August 25th, 2022, to add Appendix J – Outside Employment Request Form, a copy of the amended policy and form are attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Buffalo County Board of Supervisors hereby authorizes the Personnel Advisor to execute any additional documents required to enroll in the plan.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2022.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

No financial impact anticipated.

**POLICY 502. EXHIBIT A
OUTSIDE EMPLOYMENT**

- 1. Purpose:** To ensure employees are not engaging in outside employment that conflicts with or affects performance of county duties.

2. Policy:

- 2.1 Employees may hold outside employment as long as they continue to meet performance standards of their county position, and provided the outside employment does not create a conflict of interest with the County position or affects the performance of county duties.
- 2.2 Employees will be held to the same performance standards and work schedules, regardless of existing outside employment demands.
- ~~2.3~~ Permission must be sought for outside employment by **completing and** submitting ~~a written request~~ **an Outside Employment Request Form (Appendix J)** to the Department Manager for final approval by the County Administrative Coordinator. ~~Department Managers must submit their request to the County Administrative Coordinator for approval.~~
- 2.4 Outside employment that creates a conflict of interest is prohibited. The determination of whether a conflict of interest exists is the sole discretion of the County.

3. Prohibited Conduct:

- 3.1 Use of county-assigned work number for any business purpose other than Buffalo County business.
- 3.2 Use of county-assigned telephones for incoming or outgoing telephone calls for outside employment purposes.
- 3.3 Storage of personal business records on county computers or use of any county equipment or property in conducting an outside business or outside employment.
- 3.4 Engaging in outside employment during regular working hours unless approved by the employee's immediate supervisor or Department Manager.

Policy 502.

Effective Date:

Revised Date:

OUTSIDE EMPLOYMENT

May 31, 2015

September 1st, 2022

Buffalo County

Employee Handbook



Outside Employment Request Form

As per Buffalo County policy #502, Outside Employment. Employees are to not engage in outside employment that conflicts with or affects performance of county duties.

This form is to be used by employees when they are requesting approval to engage in other employment while employed with Buffalo County. Please complete and remit to your department head. The department head will submit the form to the Administrative Coordinator for final approval.

_____	_____	_____	_____
Last Name (Please print)	First Name	Middle Initial	Empl # (if known)

Employer Name: _____

Job Title: _____

Job Duties: _____

What will your working hours be?: _____

The employee is responsible for familiarizing them with policy 502 to make sure that they adhere to it.

_____	_____
Employee Signature	Date
_____	_____
Department Head Signature	Date
_____	_____
Administrative Coordinator Signature	Date

REMIT FORM TO ADMINISTRATION

CC: Personnel File



Buffalo County Resolution

Drafted By: A.Rolbiecki
Month/Year: Aug. 2022
Committee: HR

Department: Administration
Fiscal Impact: Yes/No

RESOLUTION # _____

A RESOLUTION TO MODIFY POLICY 512 REMOTE WORK (TELECOMMUTING) TO EXTEND THE EXPIRATION DATE

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 512 Remote Work to extend the expiration date for one additional year from May 31, 2022 to May 31, 2023 at which point it will be reviewed for permanent implementation without an expiration date as it was acknowledged that the policy worked successfully during its first year of incorporation; and,

WHEREAS, Buffalo County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 512-REMOTE WORK (TELECOMMUTING) POLICY of the Buffalo County Handbook A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution effective August 23rd, 2022 through May 31st, 2023.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2022.

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Human Resources Committee

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

No additional costs anticipated.

Buffalo County Resolution

EXHIBIT A

POLICY 512. REMOTE WORK (TELECOMMUTING) POLICY

1. **Purpose:** The purpose of this policy is to provide guidance to Buffalo County management and employees with a work policy that outlines our guidelines for employees who work from a location other than our offices.

Telecommuting benefits Buffalo County with recruitment, employee retention, increased productivity, reduced office space, improved morale, and decreased absenteeism. The employee benefits include reduced travel time and costs, flexible work hours and more job satisfaction.

Buffalo County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a county wide benefit, and it in no way changes the terms and conditions of employment with Buffalo County. This policy provides a general overview and does not attempt to address each unique situation or technology need.

Telecommuting is not designed to be a replacement for appropriate dependent care during work hours or intended to permit staff to work at other jobs or run their own business. The focus of the arrangement must remain on job performance and meeting business demands.

2. **Policy:**

Following adoption by the County Board of Supervisors, this policy will expire on June 1st, 2023.

Telecommuting is a voluntary work alternative for some employees and some jobs. Telecommuting can be informal, defined as working remotely for a short-term project or other short-term arrangement or a formal set schedule of working away from the office. Either an employee or manager can suggest telecommuting as a possible work arrangement.

BUFFALO COUNTY

POSITION DESCRIPTION

Department:	Administration
Position Title:	Payroll Clerk/Administrative Assistant
Pay Class :	J
Exemption Status:	Hourly – Non-Exempt
Direct Supervisor:	Administrative Coordinator
Date:	July 2022

Purpose of Position:

The primary purpose of this position is to process county employee payroll and support the activities within the County Administrator's office, providing support to the Administrative Coordinator, County Board Chair, County Board Supervisors, Financial Advisor and Personnel Advisor, while maintaining a professional atmosphere.

Essential Duties:

- Calculates, posts and audits payroll and timekeeping information, utilizing basic mathematical techniques in order to document and assure the accuracy of employee work hours, vacation hours, sick and annual leave credits.
- Inputs data into an automated system regarding payroll, timekeeping and personnel information to maintain accurate and up-to-date records.
- Provides courteous, flexible and satisfactory customer service by responding to routine timekeeping and payroll inquiries, making changes to employees' information, resolving discrepancies and/or clarifying procedures for employees, supervisors, managers and others, both in person and over the telephone.
- Prepares, distributes, and electronically files a variety of payroll related reports.
- Prepares quarterly and annual external reports.
- Maintains detailed files and record-keeping systems to assure accurate and complete documentation of payroll/personnel transactions in original copy and to ensure accountability and controls.
- Keeps abreast of payroll system procedures, updates and changes.
- Assist auditors for the purpose of providing required information.
- Maintains employee records in both written and electronic formats, (e.g. employee records, leave status, time cards, deductions, W-4's, etc.) for the purpose of ensuring records are current and providing an up-to-date reference and audit trail compliance.
- Resolves payroll issues.
- Perform receptionist responsibilities for the Buffalo County Administrative office; answering telephone, directing clientele, and providing information to the public and courthouse employees, process outgoing correspondence and documents.

- Serve as liaison between county employees, board members and the public to direct requests, problems, suggestions and comments, involving the County Coordinator as appropriate.
- Assist Financial Advisor in the processing for payment of received invoices, entering data, and filing of paid bills.
- Performs as the back up in the accounts payable function in the absence of the Financial Advisor.
- Assists in review of vouchers, requisitions, purchase orders, and other transaction documents for completeness, accuracy, availability of funds, appropriateness of transaction, and conformity to policies, procedures, and/or contractual agreements
- Allocates usage costs for, postage, phone bills, credit charges to appropriate departments.
- Monitor office equipment contracts and associated costs. Schedule maintenance as needed.
- Maintains files associated with the office.
- Prepares presentations, correspondence, and other types of communications as directed by the Administrative Coordinator.
- Maintains a master schedule for the county vehicles and schedules appropriate maintenance as needed.
- Receives and distributes Postal Service mail, courier and parcel service deliveries.
- Performs other duties as assigned, including responding to an emergency event.

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:

- A High School Diploma is required. A college degree or certificate in a related field is preferred.
- At least two years of professional work experience in accounting, finance, or payroll in an office setting.
- Must be proficient in computer use and Microsoft Office with advanced level knowledge of Excel. Prior experience in an HRIS system is preferred.
- Demonstrated accuracy with proofing work, data entry and account reconciliation and maintaining confidentiality.
- Excellent customer service skills in dealing with people, directly and indirectly.

Physical Requirements:

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, fax machine, calculator, and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort to sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.

- Ability to communicate orally and in writing with others.
- Ability to deal with stressful situations.

Environmental Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but pose little risk of injury, and are present only in unusual situations.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

HR Committee Approval: August 2022



Drafted By:
Ana Rolbiecki
Presented Month/Year:
August 2022
Involved Committees:
Human Resources Committee

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO RENAME AND RECLASSIFY THE ADMINISTRATION ADMINISTRATIVE ASSISTANT POSITION TO PAYROLL CLERK/ADMINISTRATIVE ASSISTANT AND TO WAGE CLASS J

WHEREAS, in July of 2022 the current Administrative Assistant in Administration accepted the Zoning/Land Conservation Administrative Assistant and,

WHEREAS, the Administration Department has studied the needs of the position in relation to duties, skill level needed, and market comparisons and has determined the position description needs to be updated to an accurate title and needs to be moved up a job grade to match its position duties that extend beyond that of just an administrative assistant; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves renaming the position to Payroll Clerk/Administrative Assistant and moving it to Class J on the salary/pay scale.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Buffalo County Board of Supervisors hereby authorizes the Personnel Advisor to execute any additional documents required to enroll in the plan.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2022.

Attest:

Buffalo County Clerk

Buffalo County Chairperson

HR Committee:

Finance Committee:

Steve Nelson

Dennis Bork

Carol McDonough

William Bruegger Sr.

Mary Anne McMillan Urell

Brian Michaels

Nathan Nelson

Brad Schmidtknecht

Michael Taylor

Max Weiss

Anticipated Financial Impact Statement:

\$792.76 additional spend in 2022 for wages, FICA, pension, and work comp insurance.
Annually approximately \$2,400 additional spend in those same accounts.

Pursuant to Wisconsin State Statute § 66.0502, Buffalo County will require that all employees, whether full-time or part-time, must be able to physically meet for assignment at the Buffalo County Courthouse located at 407 S. 2nd Street, Alma, WI, 54610 within a 24-hour time frame as directed by a manager, department head, Administrative Coordinator or County Board official.

Policy 105

3.2.1- The Elected Officials Compensation will always mirror the increases via percentage based on the elected officials prior to the two years before. The Treasurer, County Clerk, and Registrar of Deeds compensation will mirror the Clerk of Courts for the initial two (2) years and then have a new rate set for the last two (2) years. The new rate set for the final two (2) years of the Treasurer, County Clerk, and Registrar of Deeds will then in change be the beginning two (2) years for the Clerk of Court.

3.2.2- The Elected Officials Compensation will be the average based upon the same five (5) counties utilized for the general employee wages each go around.

3.2.3- The Elected Officials Compensation will either match or exceed the mean data compiled from the wages set forth for the general employees. The Human Resource Committee will find the mean data point for the annual percentage increase to employee salaries and use this as a baseline for adjustment during the last two (2) years of the four (4) year period.