

**LINCOLN COUNTY  
PERSONNEL COMMITTEE  
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 248  
Monday June 6, 2016, 8:00 a.m.**

**Agenda**

1. Call meeting to order
2. Approve minutes of previous meeting
3. Request to fill authorized position(s)
  - a. Health Department – Public Health Nurse
4. Request time off without pay – Social Services Department - Susan Locke
5. Vacation language for new employees for 911 telecommunicators and correction officers
6. Update on Fair Labor Standards Act
7. Administrative coordinator's report
8. Set next meeting date(s)
9. Adjourn

**DISTRIBUTION:**

**Personnel Committee Members – Carl Vander Sanden (Chair), Julie Allen (Vice Chair), Greta Rusch, (Secretary), Corey Nowak, and Patsy Woller  
County Board Chair  
Administrative Coordinator  
Department Heads**

News Media – Notified on \_\_\_\_\_ at \_\_\_\_\_ m. by \_\_\_\_\_

Bulletin Boards:

Courthouse – Posted on \_\_\_\_\_ at \_\_\_\_\_ m. by \_\_\_\_\_

Service Center – Posted on \_\_\_\_\_ at \_\_\_\_\_ m. by \_\_\_\_\_

Tomahawk Annex – Posted on \_\_\_\_\_ at \_\_\_\_\_ m. by \_\_\_\_\_

**There may be a quorum of other Lincoln County committees present at this meeting.**

**Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.**

#### 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 give notice to the public.

#### 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 a good cause that such notice is impossible or impractical.

#### EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a 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.

#### STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. 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. 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 persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Confering 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).

#### 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 with twelve (12) 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.

#### 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.

**Meeting Minutes of  
Lincoln County Personnel Committee  
William Buedingen Training Center, W6147 State Road 86, Tomahawk, WI 54487  
Tuesday, May 17, 2016 at 5:40 p.m.**

**MEMBERS PRESENT:** Carl Vander Sanden, Patsy Woller, Julie Allen, Greta Rusch, and Corey Nowak

**MEMBERS NOT PRESENT:**

**VISITORS:** Randy Scholz, Bob Lee, Kortney Pike, and Kirby Crosby

**1. Call Meeting to Order:**

Meeting was called to order at 5:40 p.m. by Chair Vander Sanden

**2. Request to fill new position(s) – IT Department**

- a. Network Engineer – Scholz explained the two requests go together. The current network engineer has resigned and the current IT director is requesting that he go back into the position. Scholz indicated the current IT director was the network engineer before taking the IT director position. Scholz has no problem with the current IT director going back to the network engineer position. Motion by Nowak, second by Rusch to approve filling the network engineer position. All ayes.
- b. IT Director – Scholz explained that the current IT director would continue operating as the IT director until the position is filled. Motion by Woller, second by Nowak to approve filling the IT director position. All ayes.

**3. Adjourn:** Motion by Vander Sanden, Second by Allen to adjourn at 4:22 p.m. All ayes.

**Meeting Minutes of  
Lincoln County Personnel Committee  
Monday, May 2, 2016 8:00 a.m.  
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 248**

**MEMBERS PRESENT:** Carl Vander Sanden, Patsy Woller, Julie Allen, Greta Rusch, and Corey Nowak

**MEMBERS NOT PRESENT:**

**VISITORS:** Randy Scholz, Bob Lee

**1. Call Meeting to Order:**

Meeting was called to order at 8:00 a.m. by Administrative Coordinator Scholz

**2. Election of Officers:**

- a. Chair – Carl Vander Sanden was nominated by Rusch. Motion by Allen, second by Woller to close nominations and cast a unanimous vote for Vander Sanden. All ayes.
- b. Vice Chair – Julie Allen was nominated by Rusch. Motion by Nowak, second by Vander Sanden to close nomination and cast a unanimous vote for Allen. All ayes.
- c. Secretary – Greta Rusch was nominated by Vander Sanden. Motion by Nowak, second by Vander Sanden to close nomination and cast a unanimous vote for Rusch. All ayes.

**3. Approval of minutes of previous meeting:**

Motion by Woller, second by Rusch to approve minutes as presented. All ayes.

**4. Request to fill new position(s)**

- a. Bridge Program Manager – Highway Department – Scholz explained the process the Highway Committee went through to determine if this position should be filled from within or if the position should be a contracted position. The Highway Committee and Scholz are recommending this position be filled from within and be placed on the County's current pay scale at grade 9. Motion by Woller, second by Nowak to approve the new position. All ayes.

**5. Administrative Coordinator's report:**

Scholz went through his written report. Report was placed on file.

**6. Set next meeting date(s):** June 6, 2016 at 8:00 am.

**7. Adjourn:** Motion by Nowak, Second by Allen to adjourn at 8:20 a.m. All ayes.

**Lincoln County  
Replacement of Authorized Position  
Approval Form**

Department: Health

Date of Request: 5/12/2016

Employee to be Replaced:

Mary Brigid Flood

Position:

Public Health Nurse

Union (if applicable):

\_\_\_\_\_

Current Wage Rate:

\$28.56 per hour (\$37.64 per hour with benefits)

Last Day of Employment:

6/24/2016

Classification of position request (check one in each column)

Regular Position  
 Temporary Position  
Duration: \_\_\_\_\_

Full time  
 Part time \_\_\_\_\_  
Hours

In the space provided below briefly describe the disposition of the request (i.e. classify specific job category, reason, time frame, duties, and other significant information):

This is a full-time public health nurse position. Primary duties include school health services lead public health nurse, school health nursing services, immunizations, coordination of student interns, communicable disease follow-up, fluoride varnishing, public health preparedness, and program lead for Lincoln County Nutrition Coalition.

Define the budgetary impact of this request (County levy, State or Federal grants, hourly rate, fringe benefits, department FTE, and/or productivity): If funded by a grant, is the grant anticipated to continue at the same level in future years.

This position is funded by revenue from contracts, fees and county levy.

Explain the adverse effects on the department if this request is not approved: Indicate if this position is mandated or supports mandated positions or departments.

If the request is denied, the health department will have to eliminate current programs including school health services, due to inadequate staff regardless of revenue brought to the department. The health department would have to contract with a temporary staffing agency to meet the staffing needs for programs during the time other employees are sick or on medical leave, or during times of a disease outbreak.

Committee Approval: (Ord. 2011-12-580)  
(Attach Minutes)

Board of Health  
Name of Committee

5-12-2016  
Date of Approval

Personnel Committee Approval: (Ord. 2011-12-580)

\_\_\_\_\_  
Name of Committee

\_\_\_\_\_  
Date of Approval

Replacement:  
Position:

Date of Hire:

(for Administration Dept Use only)

## TIME OFF REQUEST SHEET

Name: Susan Locke	Date: 5/3/16
Department: Social Services	Full-Time: <input checked="" type="checkbox"/> Part-Time: <input type="checkbox"/>

Type of Request (Check appropriate box):

<input checked="" type="checkbox"/> Vacation	Amount of time requested: 50.25 hours
<input type="checkbox"/> Comp Time	Amount of time requested:
<input type="checkbox"/> Other Time Off	Amount of time requested:
<input checked="" type="checkbox"/> Time Off Without Pay	Amount of time requested: 37.75 hours
<input type="checkbox"/> Sick Leave	Amount of time requested:
<input type="checkbox"/> Funeral Leave	Death of my:

Family and Medical Leave time off request (indicate number of days/weeks above).

Please schedule my days off as follows:

From: July 29, 2016	To: (day of return) August 15, 2016
Employee's Signature: <i>Susan Locke</i>	Date: 5/3/16
Approval/Disapproval:	Date:

Supervisor's Signature

### FOR OFFICE USE ONLY

Supervisors should submit a copy of Time Off Request Sheet to the Personnel Specialist wherever anticipated sick leave absence exceeds three (3) days.

Approved time off under Federal and/or State Family and Medical Leave will be determined by the Administration Department upon receipt of the FMLA Certification Form from the Health Care Provider. A FMLA Designation Notice will be provided to the employee upon Administration's approval.

<input type="checkbox"/> Wisconsin Family and Medical Leave	Amount of time approved:	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
<input type="checkbox"/> Federal Family and Medical Leave	Amount of time approved:	<input type="checkbox"/> Paid

Approval/Disapproval: \_\_\_\_\_ Date: \_\_\_\_\_  
Administration Signature

- Distribution:
1. Department Employee File (original)
  2. Employee
  3. Personnel Department

April 20, 2016

Renee Krueger  
Director, Lincoln County Department of Social Services  
607 N Sales St Suite 202  
Merrill, WI 54452

Renee Krueger,

My family and I are planning a scenic road trip to the Redwood Forrest in California from July 29, 2016 to August 12, 2016. I am requesting 4.75 days of time off without pay to accommodate this vacation as I currently have 6.25 days of paid vacation time available.

I genuinely appreciate your time to consider my request. If you are interested in further details, I have attached a map of the planned trip.

Sincerely,



Susan Locke  
Economic Support Specialist

Attachment

## Committee Action Report

**TO:** Personnel Committee  
**FROM:** Randy Scholz, Administrative Coordinator  
**DATE:** June 6, 2016  
**SUBJECT:** Personnel Policy Vacation Language for new employees – 911  
Telecommunicators and Correction Officers



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Attached is the recommended language for the Personnel Policy for new employee's vacation for 911 Telecommunicators and Correction Officers. The recommended language is for 911 and CO only, because they receive all their vacation on January 1<sup>st</sup>, all other employees go by anniversary date.

The committee approved giving one week of vacation once hired and another one week after six months at the May 4, 2015 meeting. We did this to help in hiring new employees.

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Requested Action:

Look over the recommended language and approve language to be added to current personnel policy.

**9-1-1 Telecommunicator:**

**Work Schedule:**

Rotating work schedule of four days on, seven days off, four on, three off, three on, one off, three on, three off. All lunch periods and breaks will be taken at the work site.

**Shifts:**

~~A~~ 1) 6:00 a.m. to 2:00 p.m.

~~J~~ 7) 10:00 p.m. to 6:00 a.m.

~~D~~ 2) 6:00 a.m. to 6:00 p.m.

~~N~~ 6) 6:00 p.m. to 6:00 a.m.

~~P~~ 3) 10:00 a.m. to 10:00 p.m.

~~M~~ 5) 2:00 p.m. to 2:00 a.m.

~~F~~ 4) 2:00 p.m. to 10:00 p.m.

Shift selection for telecommunicators will be based on position hiring date. Shifts will be picked during October of each year for the following year. The Sheriff or designee will re-assign shifts as they deem necessary.

**Vacation:**

Non-represented vacation schedule	
Years	Hours
0-less than 1	Up to 80 hours prorated based on hire date
1-5	80.0
6-12	120.0
13-19	160.0
20-22	200.0
23	208.0
24	216.0
25	224.0
26	232.0
27	240.0
28	248.0
29	256.0
30+	264.0

Vacation Upon Hire (for employee's hired before 7/1):

Employees will be allowed to use 40 hours of vacation upon hire. Their 2<sup>nd</sup> week of vacation will be pro-rated for the amount of time left in that calendar year after they reach their 6 month anniversary.

Pro-ration calculation for second week of vacation (for employees hired before 7/1): 40 hours/26 weeks = 1.53 x the number of full weeks left from their 6 month anniversary date to the end of the calendar year (rounded to the nearest hour).

Vacation Upon Hire (for employee's hired after 7/1):

40 hours/26 weeks = 1.53 x the number of full weeks left from hire date to the end of the calendar year (rounded to the nearest hour). Given to employee upon hire.

Years of Service:

For the purposes of computing completed years of service, as of January 1<sup>st</sup> of the calendar year following the employee's hire date, an employee will be deemed to have completed one (1) year of service, and on the succeeding January 1<sup>st</sup>, employee will be deemed to have completed two (2) years of service, etc.

Resignation:

Employees who resign and have served more than one year or retire from County service and give two (2) weeks' notice of such retirement/resignation, will be compensated at their regular rate for earned and new accrued vacation accumulated to their credit.

If an employee's employment is terminated or the employee resigns less than one year from their start date earned or new accrued vacation will not be paid out.

Vacation Scheduling:

Vacation schedules for employees working in the Sheriff's Office will be determined by the Sheriff or designee. Employees will be allowed to pick vacation days on a calendar year basis according to a procedure established by the Sheriff.

Vacation selection will be by position hiring date and will be made during the period of November 1st of the current year and February 1st of the successor year. Telecommunicators will have five separate vacation picks. The first hired telecommunicator will have the first selection, then the next hired until all telecommunicators have made their first round selection. If there is any vacation days left, a second round of selection will begin in the identical manner as the first round, up to a maximum of five rounds.

A. First Round Pick: Employees will be limited to vacation selections not to exceed a block of fourteen (14) days inclusive of the normal scheduled days off.

B. Second Round Pick: Employees will be limited to vacation selections not to exceed a block of fourteen (14) days inclusive of the normal scheduled days off, or the remainder of the employee's vacation accrual, whichever is less.

C. Third through Fifth Round Pick: Any remaining vacation accrual may be selected in block format for the third through fifth round selection not to exceed a block of fourteen (14) days inclusive of the normal scheduled days off.

### Overtime:

Time worked outside an employee's normal scheduled hours will be paid at time and one-half their normal rate of pay after 40 hours. No comp time will be accumulated.

### Shift Differential:

Telecommunicators required to work between the hours of 0600-1400 and 0600-1800 will receive no shift differential. Those required to work between 1000-2200, 1400-2200 and 1400-0200 will receive an additional .20 cents per hour. Those required to work between 2200-0600 and 1800-0600 will receive an additional .25 cents per hour.

## Correctional Officers

### Work Schedule:

1. The schedule of the Correctional Officers will be as follows: 2 days on duty, followed by 2 days off duty, followed by 3 days on duty, followed by 2 days off duty, followed by 2 days on duty, followed by 3 days off duty, on a continuing 2-2, 3-2, 2-3 schedules.
2. The work day will be 12 hours in length. Hours will be: 1st shift from 5:00am till 5:00pm and 2nd shift from 5:00pm till 5:00am.
3. Shift selection for Correctional Officers will be based on position hiring date. Shifts will be picked during October of each year for the following year. The Sheriff or designee will re-assign shifts as they deem necessary.
4. Employees with less than 18 months of service will be assigned shifts by Sheriff's Office Administration. All other employees will select remaining slots by position hiring date.

### Kelly Days:

1. Officers will be scheduled to work an average total of 2184 (two thousand, one hundred and eighty-four) hours per year. Correctional Officers will receive 5 (five) Kelly Days per year.
2. Scheduling of Kelly Day time off must be approved by a supervisor and will not cause overtime. Kelly Day time off will be taken in a minimum of six (6) hour increments.
3. Scheduling of Kelly Day time off will be considered on a first come first serve basis.
4. Scheduling of Kelly Day time off will take preference over unscheduled compensatory time

and unscheduled vacation time.

Vacation:

~~As approved by the Personnel Committee on April 6, 2015, the Correctional Officers current vacation benefit will be replaced with the following schedule e~~Effective January 1, 2016:

<b>Vacation Benefit</b>	<b>Completed Years of Service</b>
<del>Up to 96 hours prorated based on hire date</del>	<del>0-less than 1</del>
48 Hours	1 Year
104 Hours	2 Years
156 Hours	9 Years
216 Hours	16 Years
228 Hours	20 Years

Vacation Upon Hire (for employee's hired before 7/1):

Employees will be allowed to use 48 hours of vacation upon hire. Their 2<sup>nd</sup> week of vacation will be pro-rated for the amount of time left in that calendar year after they reach their 6 month anniversary.

Pro-ration calculation for second week of vacation (for employees hired before 7/1): 48 hours/26 weeks = 1.84 x the number of full weeks left from their 6 month anniversary date to the end of the calendar year (rounded to the nearest hour).

Vacation Upon Hire (for employee's hired after 7/1):

48 hours/26 weeks = 1.84 x the number of full weeks left from hire date to the end of the calendar year (rounded to the nearest hour). Given to employee upon hire.

Years of Service:

For the purposes of computing completed years of service, as of January 1<sup>st</sup> of the calendar year following the employee's hire date, an employee will be deemed to have completed one (1) year of service, and on the succeeding January 1<sup>st</sup>, employee will be deemed to have completed two (2) years of service, etc.

Resignation:

Employees who resign and have served more than one year or retire from County service and give two (2) weeks' notice of such retirement/resignation, will be compensated at their regular rate for earned and new accrued vacation accumulated to their credit.

If an employee's employment is terminated or the employee resigns less than one year from their start date earned or new accrued vacation will not be paid out.

### Vacation Scheduling:

Vacation schedules for employees working in the Sheriff's Office will be determined by the Sheriff or designee. Employees will be allowed to pick vacation days on a calendar year basis according to a procedure established by the Sheriff.

Officers will be required to provide a 7 day notice for scheduling vacation. The Sheriff and/or his designee will provide a 5 day notice of changes in a shift to the relief Correctional Officer position.

Vacation selection will be by position hiring date and will be made during the period of November 1st of the current year and February 1st of the successor year. Officers will have three separate vacation picks based on gender. The first hired female and first hired male Correctional Officer will have the first selection, then the next hired female and next hired male until all Correctional Officers have made their first round selection. If there is any vacation days left, a second round of selection will begin in the identical manner as the first round, up to a maximum of three rounds.

A. First Round Pick: Employees will be limited to vacation selections not to exceed a block of fourteen (14) days inclusive of the normal scheduled days off.

B. Second Round Pick: Employees will be limited to vacation selections not to exceed a block of fourteen (14) days inclusive of the normal scheduled days off, or the remainder of the employee's vacation accrual, whichever is less.

C. Third Round Pick: Any remaining vacation accrual may be selected in block format in the third round selection not to exceed a block of fourteen (14) days inclusive of the normal scheduled days off.

### Overtime:

When overtime for Sheriff's Office employees is authorized by the Sheriff or his designee, all hours worked in excess of the regular work shift, the regular 12 hour day or the regular 2-2, 3-2, 2-3 schedule will be compensated at time and one half (1½) of the employee's regular rate. Compensatory time, up to a maximum accumulation of sixty (60) hours per year, may be granted in lieu of pay and will be credited at the rate of time and one-half (1½) for hours worked in excess of the regular shift. Scheduling of compensatory time off will be made with the approval of the Sheriff.

1. Overtime scheduling for Officers will be based on position hiring date until three days prior to the scheduled vacancy. Following the three days, scheduling will be based on a first come first serve basis.

2. To fill a position where 4 or less hours of overtime is required at the beginning or end of a 12

hour shift, the overtime will first be offered to the first hired Officer working the preceding or succeeding shift, then the next hired officer.

If Officers from the preceding or succeeding shift refuse the overtime, the overtime will be offered to the off duty Officers by position hiring date.

If the overtime remains unfilled, the last hired Officer from the preceding or succeeding shift will be required to work the overtime.

3. To fill a position where more than 4 hours overtime is required, the overtime will first be offered to the first hired by position off duty Officer, then the next hired officer, provided there is a minimum of an 8 hour break between the officer's regularly scheduled shift and the vacant shift.

If the overtime remains unfilled, the overtime may be assigned to the last hired off duty Officer, provided there is a minimum of an 8 hour break between the officer's regularly scheduled shift and the vacant shift.

**Shift Differential:**

Officers required to work between the hours of 5:00am to 5:00pm will receive a shift differential of eight cents (\$0.08) per hour, in addition to all other compensation. Correctional Officers required to work between the hours of 5:00pm to 5:00am will receive a shift differential of twenty-three cents (\$0.23) per hour, in addition to all other compensation.

Officers shall be paid 82 hours per pay period at straight time.

**Social Services**

**On-Call Time:**

Employees having responsibilities for Children's Court Intake Services shall receive \$143.49 per weekend \$33.85 per night (Monday through Thursday) and \$71.73 per holiday on-call time. Employees required to work on call on a holiday shall receive (8) hours of compensatory time in addition to any time actually worked on that day.

**Health Department**

The employee taking the on call phone for the week will receive 2 hours of pay.

**IT Department**

**On Call Weekly Schedule:**

Monday evening at 4:30 p.m. to the following Monday morning at 7:30.

Date	Start	Stop	Start	Stop	Total Hrs
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Here are the key elements of the new regulation that your clients need to know:

**1. Salary Threshold Changed to \$913/week (\$47,476 per Year)**

This threshold doubles the current salary threshold level. While this level is slightly lower than the threshold in the proposed rule, it still encompasses many employees that are currently classified as exempt.

**2. Automatic Salary Threshold Increases Every 3 Years (Not Annually) to Maintain Level at 40th Percentile in Lowest-Wage Census Region**

DOL reduced the frequency of the automatic increases. Instead of annual increases, the threshold will be adjusted every 3 years to maintain the level at the 40th percentile of full-time salaried workers in the lowest-wage Census region. Automatically updating the salary threshold, however, does not allow the government to take into account changing economic conditions, specific impact on certain industries, or regional differences. It also denies the public the ability to have input on the threshold as required by the regulatory process.

**3. Duties Test is Unchanged**

DOL did not make changes to the standard duties test.

**4. Effective Date is December 1, 2016.**

With the rule going into effect on December 1, 2016, employers should review their current workforce immediately to determine which employees are affected, whether to re-classify those employees, and execute a communications strategy. Employers should keep in mind the periodic adjustments and set a regular review process.

**5. Highly Compensated Employee (HCE) Exemption Is Now \$134,004 Per Year**

The final rule retains the methodology in the proposed rule setting the threshold at the 90th percentile of full-time salaried workers nationally.

Presented to:  
Personnel Committee 06/06/16  
Administrative & Legislative 06/06/16  
County Board 06/21/16

## **Administrative Coordinator's Report**

**From:** May 1, 2016 to: May 31, 2016

### **POLICY DEVELOPMENT**

#### **Committee Meetings:**

2-Personnel  
2-A&L  
Highway  
Finance  
Pine Crest

### **DEPARTMENT COORDINATION**

May 2 Participated in a listening session with US Senator Johnson and State Senator Tiffany – the need for broadband in northern counties

May 3 Meeting with Kelly Reith – Update on Highway Department operations

May 3 Attended Department Head Meeting – Training on 10 year long range plan

May 3 Meeting with Kelly Reith – Going over job descriptions for highway department

May 5 Meeting with Jacque Krause and Elayne Fischer about pro-rated vacation in Sheriff's Office

May 9 Meeting with Kelly Reith – Meeting with DOT about upcoming work

May 10 Administration Department staff meeting

May 11 Meeting with Sharon Prasnicky – Training on Work Comp procedures

May 11 Meeting with Kelly Reith – Update on Highway Department operations

May 12-13 Attended Wisconsin Association of County Personnel Directors (WACPD) Conference in Sturgeon Bay

May 16 Meeting with Dan Leydet and Pat Gierl about CIP for the maintenance department

May 16 Meeting with Renee Krueger – 2017 Budget

May 16 Meeting with Tucker John – From Employee Development Group – Scheduling to rollout employee group accident, group critical illness, and group universal life insurance

May 17 Administration Department staff meeting

May 17 Meeting with Sheriff and Chief Deputy about new employee vacation schedule and Sheriff's Office timesheets

May 17 Meeting with Kelly Reith – Update on Highway Department operations

May 17 Meeting with Art Lersch and Kevin Kleinschmidt about DNR relocation

May 18 Meeting with Tim Fisher about 911 timesheets

May 18 Participated in Patrol Superintendent Interview

May 19 Participated in Patrol Superintendent Interview

May 20 Meeting with Human Service Center in Rhinelander – about mental health services

May 23 Meeting with Kelly Reith – Update on Highway Department operations

May 24 Administration Department staff meeting

May 25 Meeting with Kelly Reith – Update on Highway Department operations

May 26 Conducted Department Head meeting

May 26 Attended ribbon cutting & dedication with Bob Lee at the Merrill airport – Governor Walker attended

May 26 Participated in a listening session with Governor Walker – At the Lincoln County Service Center

May 26 Monthly health insurance meeting with Cottingham & Butler  
 May 31 Administration Department staff meeting

**STATUS OF ALL UNION CONTRACTS**

**Sheriff Deputies:** December 2017

**Sheriff-Supervisors:** December 2017

**RECRUITMENT, SELECTION AND ORIENTATION**

1. Sheriff's Office - Deputy – Reviewing applicants
2. Sheriff's Office – E9-1-1 Telecommunicator- Accepting Applications
3. Information Technology Department – Information Technology – Accepting Applications
4. Highway Department - Patrol Superintendent – Hired

**Health Insurance  
2016**

Month	Enrollment		Health Ins Premiums	Stop Loss & Admin Fees	SAS	Total Costs
	Single	Family			Paid Claims	
Jan	101	213	488,413	58,142	488,201	576,501
Feb	99	211	470,131	55,047	476,917	466,216
Mar	98	211	472,488	54,682	433,137	398,766
Apr	105	210	480,992	55,868	33,268	91,155
May	107	210	469,723	54,397	71846	55,483
June	108	207	478,036	52,008		52,008
July						
Aug						
Sept						
Oct						
Nov						
Dec						

