



Notice of Public Meeting

AGENDA

Committee: Human Resources Committee
Date: Monday, January 9, 2023
Time: 9:00 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 ~ A Resolution to Update Policy 209 – Leaves – Personal Time Off
6. Review/Discussion/Action ~ A Resolution to Create Policy 211 – Leaves – Voluntary Donation Program
7. Administrative Coordinator's Report
8. Personnel Advisor Report
9. Public Comment Unrelated to Agenda Items
10. Review/Discussion/Action ~ Next Date and Time (February 13th, 2023)
11. Adjournment.

Date: January 5, 2023

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, December 12, 2022

Mr. Steve Nelson called the meeting to order at 9:00 a.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: Ms. Roxann Halverson, Ms. Ana Rolbiecki, Mr. Lee Engfer (via phone), Mr. Mike Osmond, Sheriff Mike Schmidtknecht, and Mr. Chris Woda.

Public Comments Regarding Posted Agenda Items: Sheriff Schmidtknecht spoke regarding transfer of sick leave. He would like to see a policy drafted that a person could use the donated time before all of theirs is gone. This will allow the time the person kept back to be used if they get sick or need time away from work.

Mr. Osmond spoke regarding transfer of PTO/sick leave. He would like the transfer or donation to be an easier process. He discussed creating a bank that employees could donate to that would be held for other employees that are in need of the time. He discussed the payout of PTO and sick leave for an employee moving from a general employee to an elected official. He explained he would like this looked at so even if it could not be changed now it could be for future employees.

Mr. Woda spoke regarding transfer of sick leave and allowing the policy to be more flexible. He explained how he could have used a little more time during a family illness.

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

Review/Discussion/Action regarding A Resolution Regarding Policy 208 Sick Leave Balance for General Employees Moving to an Elected Position: Mr. Engfer explained this has been addressed in the past and historically has not been paid out when an employee transfers from a general employee to an elected official. Sick leave has only been paid out in retirement or due to the death of the employee. Ms. Rolbiecki explained she reached out to other counties and found that some do pay out for sick leave and some do not. She would like to update the policy so that it reflects what is currently being done and only pay out for sick leave upon retirement. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding A Resolution Regarding Policy 209 PTO Balances for General Employees Moving to an Elected Position: Ms. Rolbiecki

explained she created this change to pay out for PTO when a general employee is switching to an elected official although past practice has been to not pay out for PTO or vacation time. A discussion was held on the feelings of the other elected officials that have been in this situation and being fair to future employees that switch to an elected position. Ms. McMillan Urell made a motion to approve the resolution and have it effective upon County Board approval, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding a PTO Transfer/Donation Policy: Ms. Rolbiecki explained she would like to create a policy to set guidelines for how transfers or donations would work and how they would be approved. Ms. McMillan Urell made a motion to table this item until next month, seconded by Mr. Nathan Nelson. Carried.

The Committee May go Into Closed Session to Discuss a Request to Transfer/Donate PTO: Ms. McMillan Urell made a motion to go into closed session, seconded by Mr. Nathan Nelson.

Mr. Steve Nelson-yes, Ms. Mary Anne McMillan Urell-yes, Mr. Nathan Nelson-yes, and Ms. Carol McDonough-yes. Carried.

The Committee May Return to Open Session: Ms. McMillan Urell made a motion to return to open, seconded by Ms. McDonough.

Mr. Steve Nelson-yes, Ms. Mary Anne McMillan Urell-yes, Mr. Nathan Nelson-yes, and Ms. Carol McDonough-yes. Carried.

Ms. McMillan Urell made a motion to approve the transfer as discussed alternating between the two donors, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding the Step Increases and Wage Study: Ms. Rolbiecki explained current appeals guidelines only allow an employee to appeal during the placement of the position into the wage scale system. Since the wage scale was not adjusted this year only the Department Manager can appeal the classification placement. Mr. Engfer would like to send out a letter informing employees of this and that any promises of adjustments made by prior Administration would need to wait until after the wage study is complete. Chair Steve Nelson discussed a meeting he had with another county that had the wage study done. There were positions that had wages frozen as they were higher than found in the study. There were also positions that needed to have increases to get them caught up. It was agreed that a letter could go out explaining how the process will work this year.

Review/Discussion/Action regarding A Resolution Honoring the Retirement of Mr. Michael Schmidtknecht: Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding A Resolution Honoring the Retirement of Ms. Roselle Schlosser: Ms. McMillan Urell made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding the Deputy Register in Probate, Deputy Probate Registrar, Deputy Clerk of Juvenile Court, Deputy Judicial Assistant

Position Description: Ms. Rolbiecki explained this position description only encompasses part of the employee's duties. The Clerk of Court portion would need to be reviewed when the new Clerk of Court takes office. Ms. McMillan Urell made a motion to table this position description, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding the Account Clerk/Economic Support

Specialist Position Description: This position description was reviewed and approved by the DHHS Committee. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding the Chief Deputy Sheriff Position

Description: Sheriff Schmidtknecht explained the position description had not been updated since 2011 and needed outdated language removed and duties clarified. Ms. McMillan Urell made a motion to approve the position description, seconded by Ms. McDonough. Carried.

Chairperson Report: Chair Steve Nelson thanked Sheriff Schmidtknecht for all the work he and his staff did in the incident recently.

He would also like all the Supervisors to be kept up to date on how the wage study is progressing and would like to know how the Grant Writer is doing. Has there been any grants applied for?

Personnel Advisor Report: Ms. Rolbiecki reported on the positions that have been filled or will be shortly. She indicated that all employee reviews have been completed and that there will be wage study kickoff meetings in January.

Public Comments: None.

Next Meeting: The next meeting will be Monday, January 9, 2023, at 9:00 a.m.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 11:12 a.m., seconded by Ms. McDonough. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk



BUFFALO COUNTY RESOLUTION

Drafted By: Ana Rolbiecki
Month/Year: January / 2022
Committee: Human Resources

Department: Administration
Fiscal Impact: Yes/No

Resolution # _____

A RESOLUTION TO UPDATE POLICY 209 – LEAVES – PERSONAL TIME OFF

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 updates to Policy 209 – Leaves – Personal Time Off to remove wording around donated transferring time to other employees due to the creation of the formal Leave Donation Policy that has this information.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 209 – LEAVES – PERSONAL TIME OFF of the Buffalo County Handbook effective January 30th, 2023.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2023.

ATTEST:

Buffalo County Clerk

Buffalo County 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 Financial Impact anticipated.

BUFFALO COUNTY RESOLUTION

Exhibit A:

POLICY 209. LEAVES – PERSONAL TIME OFF (PTO)

1. **Purpose:** The purpose of the Paid Time Off (PTO) Plan is to provide regular full-time and regular part-time employees a flexible means to carefully plan their time away from work and maximize time spent on the job.
.....Cont.
6. **Use of Paid Time Off:**
 - 6.1 To maximize work integrity and personal well-being, one (1) week of employee’s regular scheduled hours of continuous Paid Time Off (PTO) is recommended for use each year.
 - 6.2 PTO time is to be scheduled with the Department Manager or their designee as far in advance as possible.
 - 6.3 Department Manager, or their designee, may deny the use of PTO if it cannot be accommodated in the workload of the department.
 - 6.4 PTO hours shall be paid at the current rate of pay at time of usage.
 - 6.5 Unscheduled PTO hours for unforeseen emergency circumstances must be made at least one (1) hour before the start of the work day or shift except in cases of emergency or development of illness during work hours. Communications/Corrections Officer’s request shall be at least two (2) hours before the start of their shift except as stated above.
 - 6.6 Part-time employees may only take the number of PTO hours that part-time employee is scheduled to work the day PTO is being requested for. Part-time employees cannot take PTO on days not scheduled to work.
 - 6.7 The County reserves the right to require use of PTO while an employee is on worker’s compensation.
 - 6.7.1 An employee must use enough PTO hours, if available to the employee to recover the employee share of benefits and mandatory deductions.
 - 6.7.2 If no PTO hours are available, the employee shall make arrangements with the County Administration Office for payment of employee’s share of benefits and mandatory deductions.
 - 6.8 If you are ill you should not report to work. Employees who report to work appearing to be ill will be sent home on PTO time by the Department Manager, or their designee.
 - 6.9 PTO time cannot be used in increments of less than one-half (½) hour.
 - 6.10 PTO may not be used beyond employees last day actually worked.
 - ~~6.11 PTO and PSLB time may not be given away or loaned without authorization of Buffalo County Human Resource Committee and verified and approved by the County Administrative Coordinator or designee and Department Manager.—~~
 - ~~6.11.1 When an individual employee is transferring PTO and/or PSLB hours they must maintain a minimum of 120 hours in each of the PTO or PSLB. Additional guidelines will be applied according to the “Buffalo County Voluntary Transfer of PTO/PSLB Hours” form, which is available in the County Administration Office or on the employee intranet.—~~
 - ← 6.11 Employees will receive unpaid time for overdrawing accounts and be subject to disciplinary action.
 - 6.12 Employees cannot be paid for time at work and receive PTO time at the same time.



BUFFALO COUNTY RESOLUTION

Drafted By: Ana Rolbiecki
Month/Year: January / 2022
Committee: Human Resources

Department: Administration
Fiscal Impact: Yes/No

Resolution # _____

A RESOLUTION TO CREATE POLICY 211 – LEAVES – VOLUNTARY DONATION PROGRAM

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, at times employees facing a serious medical illness or injury to themselves or immediate family member that requires an extended period away from work may have exhausted all available paid leave; and,

WHEREAS, the Human Resource Committee has recommended the creation of Policy 211 – Leaves – Voluntary Donation Program to explain the program via a formal policy that defines eligibility for recipients and donors to receive and donate time off.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby adds POLICY 211 – LEAVES – VOLUNTARY DONATION PROGRAM to the Buffalo County Handbook effective January 30th, 2023.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2023.

ATTEST:

Buffalo County Clerk

Buffalo County 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 Financial Impact anticipated.

BUFFALO COUNTY RESOLUTION

Exhibit A:

POLICY 211. LEAVES – VOLUNTARY DONATION PROGRAM

Purpose: The purpose of the leave donation program is to assist an employee in financial need that has been faced with a medical emergency including themselves, spouse, children, or parents that will necessitate a prolonged absence from work by allowing other employees to voluntarily donate accrued PTO, vacation or compensatory time hours to this employee who has exhausted all other paid leave.

Policy:

Program Points:

- Participation will be considered on a case-by-case basis with approval from the Administrative Coordinator. Approved requests will not set precedent.
- Donated vacation time will be converted on an hour for hour basis. (e.g., Example 1-Donor makes \$25/hour and donates 8 hours and the recipient makes \$20/hour. The recipient will receive 8 hours at their \$20/hour rate. Example 2-Donor makes \$20/hour and donates 8 hours and the recipient makes \$25/hour. The recipient will receive 8 hours to use at their \$25/hour rate).
- Medical emergency is defined as a major illness or other medical condition (e.g., heart attack, cancer, disabling accident, etc.) that requires a prolonged absence from work that is non-occupational related.
- Donated time will be accepted up to the amount of time off approved through the Recipient request and used in the order it is donated.
- Leave donations are not tax deductible.
- A donor may donate to any recipient who is determined to be eligible for the program.
- Donated time does not extend any leave of absence, or qualification for benefits.
- Current maximum caps on accrual banks remains even when an employee has donated time. Employees must monitor their accrual balances on their paystubs to make sure they are aware of approaching the maximum and use their time off accordingly to avoid accruals being stopped due to maximums being reached.
- Nothing in this policy will be construed to limit or extend maximum allowable absences under state or federal Family and Medical Leave Acts.

Recipient:

Determining eligibility:

To be an eligible recipient, an employee must meet all the following criteria:

- Must be on an approved state or federal Family Medical Leave. Birth, adoption, and foster placement are excluded.
- Must have the need for a continuous absence of least seven (7) days in duration. Intermittent need does not qualify.
- If the need is for a spouse, child, or parent, the medical leave paperwork must necessitate the need for the employee to be completely off work to provide care.
- Must not be receiving worker's compensation, short or long-term disability, or income continuation benefits.
- Must have exhausted all paid time off banks including PTO, vacation, sick, compensatory

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time, and holiday.

- Any one employee may not receive more than 160 hours of donated vacation time per situation and/or per calendar year.

Procedure to request donated time:

- Any eligible employee may request a leave donation by completing the “Application for Leave Donation” form (Appendix F). If the employee is not capable of applying in writing on their own behalf, a personal representative may complete a written request for the employee. Before applying on behalf of an employee, every effort must be made to obtain consent from the employee or, in situations where this is not possible, the employee’s guardian.
- Request for leave donation must be submitted to the Personnel Advisor. Applications must be submitted within 25 calendar days of the qualifying event, if possible. Applicants will be notified of the decision to approve or deny.
- An application can be completed when combined leave balances are at or below 80 hours if the employee foresees, they will exhaust all leave balances. However, the any donated time will not be applied until the recipients has exhausted all their own available time.

Additional Information:

- For employee’s own illness, employee must actively pursue income continuation insurance benefits and/or WRS Disability Retirement benefits if applicable. Leave donations will offset Income Continuation Insurance benefits and Disability Insurance payments if applicable.
- During the use of donated PTO, vacation or compensatory time, other benefits will continue to accrue for the employee (e.g., PTO, health benefits, etc.) as long as the employee is paid for the same amount of hours on a weekly basis as prior to the leave.
- The Recipient can only use up to the amount of time donated.
- Additional time accrued while the recipient is using donated time will be used prior to using any additional donated hours.
- A Recipient is eligible for holiday pay pursuant to Policy 201 – Paid Holidays provided the employee has all regular scheduled hours during the pay period paid via worked hours, their own accrued time, or donated time for the full pay period of which the holiday/s fall.
- Donated time will transfer to the employee’s PTO account as it’s needed, and it will not be reflected on the recipient’s official leave balances until the pay period in which the credits are used by the recipient.

Donor:

Determining Eligibility: Potential donors must meet all the following criteria:

- Must have been employed for at least 90 days.
- Must not be on a leave of absence themselves.
- Must maintain a combined leave balance of at least 120 hours in all available time off banks for their own use.
- Any one employee may not donate more than 40 hours per situation and/or calendar year.

Procedure to donate time:

- Donors must respond within two weeks of the notice to donate.
- Hours are donated by completing the “Request to Donate Paid Leave” form (Appendix G)

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and must be submitted to the Personnel Advisor.

Additional Information:

- Donated time can only be donated in 1-hour increments with a 4-hour minimum donation.
- The employee may only donate PTO, vacation or compensatory time hours and relinquishes all rights and claims to the leave they donated.
- Leave may be donated in 1-hour increments with a minimum of 4 hours required.
- Donor's name and hours donated are not given to the recipient.
- A donor may not withdraw the voluntary donation once the form has been submitted nor may a donor request return of donated leave.
- The only notification donors will receive when the time is used is when the hours are deducted from the donor's balance and reflected on their pay statement.
- Unused donated hours will stay in the donor's account after an employee returns to work full-time. If the donor has hours that go unused, the Administration Office will notify them.

Procedure for Notification of Requests for Assistance:

- Approved requests for assistance will be circulated to employees via email or other selected methods of communication available. This will state the number of hours the employee has been granted through their request. The requesting employee's name will be kept confidential.



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Exhibit B:

APPENDIX F



Application for Leave Donation

Complete this form when a donation of leave time is being requested. If someone other than the employee is submitting this request, this form must be signed by the employee or their designee.

Employee Name: _____

Department: _____

Personal telephone number: _____

Personal email: _____

Reason for request:

Current leave balances at time of application:

Sick/PSLB: _____ Hours

PTO/Vac: _____ Hours

Compensatory Time: _____ Hours

Holiday: _____ Hours

Amount of anticipated donated leave requested: _____ Hours (Max=160)

I authorize Buffalo County to communicate my need for donated time while keeping my name and other medical information confidential. I release Buffalo County from all legal responsibilities that may arise from this action. I have read Policy 211 – Voluntary Donations Program and understand that I am expected to follow the policy.

Signature of employee or personal representative

Date

This form must be submitted to the Personnel Advisor. Buffalo County-Administration Office, PO Box 494, Alma, WI 54610.

FOR OFFICE USE ONLY:

Administrative Coordinator Decision: Approved ___ Not Approved___

Additional Comments:

Administrative Coordinator Signature: _____ Date: _____



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APPENDIX G



Request to Donate Leave

Employee Name: _____

I voluntarily donate the following from my bank of accrued leave:

PTO/Vac: _____ Hours

Compensatory Time: _____ Hours

By signing this form, I hereby authorize Buffalo County to remove the hours of leave referenced above, from my leave account. I understand that my contribution is voluntary and that once this authorization to donate leave is processed, it is irrevocable. I have read Policy 211 – Voluntary Donations Program and understand that I am expected to follow the policy.

Signature of employee

Date

This form must be submitted to the Personnel Advisor in the Administration Office.

FOR OFFICE USE ONLY:

Date Received: _____

Receipt Priority Number: _____