



Notice of Public Meeting

AGENDA

Committee: Human Resources Committee
Date: Monday, March 13, 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 ~ Policy 205 – Leaves – Emergency Conditions
6. Review/Discussion/Action ~ Policy 512 – Remote Work (Telecommuting)
7. Review/Discussion/Action ~ Policy 201 – Paid Holidays
8. Administrative Coordinator's Report
9. Personnel Advisor Report
10. Public Comment Unrelated to Agenda Items
11. Review/Discussion/Action ~ Next Date and Time (March 3 , 2023)
12. Adjournment.

Date: March 8, 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, February 13, 2023

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, Mr. Nathan Nelson, and Mr. Michael Taylor.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Ana Rolbiecki, Mr. Lee Engfer, Sheriff Mike Osmond, Ms. Carol Burmeister, and Mr. Dave Rynders.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion regarding Policy 201 – CCO Holiday Pay Accrual/Use: Sheriff Osmond discussed the policy regarding the use or accrual of holiday pay for the Communications/Corrections Officers. Currently they must use the time in 8 or 12 hour increments but it would be more beneficial to the Sheriff's Office to use 2 to 4 hour increments. The CCO's also gain 4 hours of bonus hours if they work the holiday. Language will be worked on to encourage use in 8 to 12 hour increments but allow other usage while clarifying how the bonus time is gained if the holiday is worked. This will be brought back next month.

Review/Discussion/Action regarding Policy 512 – Remote Work (Telecommuting): The formal telecommuting policy is set to expire June 1, 2023. There will still be informal telecommuting. There are issues with workers compensation, employment notices that need to be posted, and IRS regulations when the employee lives in Minnesota and works from home. About 90% of companies are calling employees back to work in the office due to work performance and not being able to measure the amount of work being completed. Mr. Rynders explained how telecommuting is working for his department and how the employees in Economic Support are monitored. Ms. McMillan Urell made a motion to bring the policy back to the next meeting, seconded by Mr. Taylor. Carried.

Review/Discussion regarding the Resolution for Policy 209 and 211: These policies are not ready yet and will be brought back at a later date.

Review/Discussion/Action regarding the Child Support Specialist Position

Description: Mr. Rynders explained this description was reviewed and a few items were updated. The wage classification was added but was not changed from the scales

that are set. Ms. McDonough made a motion to approve the position description, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding Economic Support Specialist Position

Description: The description has been updated to show essential duties and software programs that the position uses. Ms. McMillan Urell made a motion to approve the position description, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding the Public Health Educator Position

Description: Mr. Rynders explained outdated wording was removed and the wage classification was added. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding the Support Staff Specialist Position

Description: The description was updated to show who this position reports to. Other updates were made to the duties performed by this position. Mr. Taylor made a motion to approve the position description, seconded by Ms. McMillan Urell. Carried.

The Committee May Go Into Closed Session to Discuss Personnel

Wage/Evaluation: Mr. Taylor made a motion to go into closed session, seconded by Mr. Nathan Nelson. Mr. Taylor – yes, Ms. McMillan Urell – yes, Mr. Nathan Nelson – yes, Ms. McDonough – yes, and Mr. Steve Nelson – yes. Carried.

The Committee May Return to Open Session: Ms. McMillan Urell made a motion to return to open session, seconded by Mr. Nathan Nelson. Mr. Taylor – yes, Ms. McMillan Urell – yes, Mr. Nathan Nelson – yes, Ms. McDonough – yes, and Mr. Steve Nelson – yes. Carried.

Review/Discussion/Action regarding A Resolution to Approve the 2023 Wage

Increase for Highway Commissioner: Ms. McMillan Urell made a motion to approve the resolution with the change of \$.75 increase per hour and annual salary of \$82,680, seconded by Mr. Nathan Nelson. A roll call vote was taken. All voting yes. Carried.

The Committee May Go Into Closed Session to Discuss a Request to

Transfer/Donate PTO: Mr. Taylor made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Taylor – yes, Ms. McMillan Urell – yes, Mr. Nathan Nelson – yes, Ms. McDonough – yes, and Mr. Steve Nelson – yes. Carried.

The Committee May Return to Open Session: Mr. Taylor made a motion to return to open session, seconded by Mr. Nathan Nelson. Mr. Taylor – yes, Ms. McMillan Urell – yes, Mr. Nathan Nelson – yes, Ms. McDonough – yes, and Mr. Steve Nelson – yes. Carried.

Mr. Nathan Nelson made a motion to accept the request to transfer PTO, seconded by Ms. Carol McDonough. Carried.

Administrative Coordinators Report: Mr. Engfer reported that health insurance options are being reviewed, the Auditor is back from leave and is working on issues and questions that were pending, Ms. Susan Henry retired, and there have been some staffing issues that were addressed.

Personnel Advisor Report: Ms. Rolbiecki reported on the wages study and long term solutions for health insurance.

Public Comments: None.

Next Meeting: The next meeting will be held on March 13th at 9:00 a.m.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 10:57 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk

POLICY 205. LEAVES - EMERGENCY CONDITIONS

1. **Purpose:** To provide a plan for employees in the event of an emergency closing due to inclement weather or other emergency situation.
2. **Policy:** Buffalo County makes every effort to maintain its normal schedule of operations. Departments that provide safety services for the County should clarify with their Department Manager as to whether or not the provisions of this policy are applicable.

2.1 Emergency Absences and Shut-Down of Facilities:

2.1.1 The County Administrative Coordinator or designee in concurrence with Highway Management and/or Sheriff, Public Health Officer or Emergency Management Director may order certain departments to be closed or staffing curtailed. Included but not limited to the following situations: inclement weather, lack of electricity, lack of heat or air conditioning, power outages, a natural disaster, or quarantine imposed by health officials.

2.1.2 Emergency closure of the courthouse will be communicated through Department Managers or Elected Officials. The County Administrative Coordinator or his/her designee will contact the Department Managers and Elected Officials who will then notify the employees in their departments or offices.

2.1.3 If the Governor of the State of Wisconsin declares a State of Emergency which closes State offices, Buffalo County may follow such declaration.

2.1.4 Emergency and time sensitive services, to the extent they are determined by the department head to be safely provided, are to continue to be delivered during the period the courthouse is closed. Such work may be conducted in the office, field or teleworking.

2.2 Record Keeping Provision:

- 2.2.1 If the courthouse is closed before noon, employees reporting to work will be paid for actual time worked.
- 2.2.2 If the courthouse closed after noon, employees reporting to work will be paid for the whole workday.
- 2.2.3 If the courthouse closed prior to opening for the day, the employee may charge lost time to accumulated PTO.
- 2.2.4 If an employee has no accumulated PTO, they may charge lost time to time off without pay.

Policy 205. LEAVES – EMERGENCY CONDITIONS

Effective Date: May 31, 2015

Revised Date: May 20, 2019

**Buffalo County
Employee Handbook**

- 2.2.5 Department Managers may allow the employee to make up lost time within the same week.
- 2.2.6 Lost time may not be charged to PSLB time.
- 2.2.7 Employees failing to report for work in a timely manner due to inclement weather conditions will be paid only for those hours actually worked.
 - 2.2.7.1 Employees may apply accrued PTO to receive full pay for scheduled hours absent.
 - 2.2.7.2 If accrued time is not available all absent hours shall be without pay with the Department Manager's approval.
 - 2.2.7.3 Department Managers may allow the employee to make up lost time within the same week.
 - 2.2.7.4 Lost time may not be charged to PSLB

Policy 205. LEAVES – EMERGENCY CONDITIONS

Effective Date: May 31, 2015

Revised Date: May 20, 2019

**Buffalo County
Employee Handbook**

9 in 10 companies will require employees to work from office in 2023

Contributing expert: [Stacie Haller](#), Chief Career Advisor

Updated: February 8, 2023

[Home Resources](#) 9 in 10 companies will require employees to work from office in 2023



[Stacie Haller](#)

Chief Career Advisor

[Stacie's LinkedIn Profile](#)

Stacie Haller has spent over 30 years in staffing and recruiting with decades of career counseling, job search coaching, recruiting and assisting and mentoring hundreds of candidates in finding their next step in achieving their career goals.

During the pandemic, company offices shuttered and many homes became offices for the first time.

The pandemic has had a lasting impact on work culture, but the percentage of workers making weekly trips to the office is climbing. Although only a fraction of workers are back in the office full-time, it remains to be seen how frequently employees will be allowed to work from home.

ResumeBuilder.com surveyed 1,000 business leaders to find out if their company has implemented a return to office plan or if they intend to in 2023.

Key findings:

- 66% of employers currently require employees to work from office
- 90% of companies will require employees to return to office in 2023
- 21% of companies will fire workers who do not return to the office
- 88% of companies are offering incentives to get employees to return, including catered meals, commuter benefits, and higher pay

73% of remote companies will RTO within 6 months

Of the companies that currently allow employees to work fully-remotely, 73% say they will 'definitely' (28%) or 'likely' (45%) change their work location policy in 6 months from now. With this upcoming change from companies that currently still allow full-time

remote work, this means in 6 months, 9 in 10 companies overall will require employees to come to the office with some frequency.

Not only will the majority of companies that currently allow workers to be fully remote change that policy and require them to return to office, but companies that currently make employees come to the office will ask them to come in more frequently in 6 months.

For companies that are currently hybrid, 77% say their policy will change. A percentage (13%) will shift to having employees be back full-time from the office, 40% will require employees to come in 4 days a week, and 31% 3 days a week.

Given the shift back to office culture, a large number of companies (67%) plan to have more office locations in 6 months. The majority of companies still have fewer offices today than March 2020.

21% of companies will fire workers who refuse to RTO

Overall, 88% of employers are using incentives to get employees back to the office. Some, however, are less encouraging than others.

21% say they will fire workers who do not comply with the return-to-office plan.

On a more positive note, the most popular incentives employers are offering include catered meals (41%), commuter benefits (35%), and raises (34%).

96% of business leaders see benefits to in-person work

The vast majority of respondents (96%) say there are benefits to having employees in the office versus working from home.

Business leaders cite improved communication (55%), creativity (50%), productivity (48%), company culture (39%), and employee oversight (31%).

However, career strategist and job search coach, [Stacie Haller](#) questions the validity of the idea that there are benefits to in-person work over remote work.

“It’s been shown over and over that employee production increases with remote work. So why do employers want employees back in the office?” Haller asks.

“I believe some of this is generational. Older managers are not used to working with a remote team and hold prejudices and have outdated ideas about work culture. If these return-to-office decisions were in the hands of younger managers, who are more accustomed to working remotely, I think we’d see less companies shifting back to an in-office culture.”

Despite this, 74% still plan to hire remote workers in the future. According to Haller, this is because we’re still very much in a candidate market.

“Companies know that to attract the top candidates and retain them, they will need to offer remote work in some version,” Haller says.

“In my practice working with job-seekers of all experience levels, 95% are only looking for remote/hybrid positions. Organizations such as AirBnB understand this and will continue to offer remote positions in order to retain employees and attract new talent.”

Two-third of employers currently require employees to come to office

As of today, only 34% of companies continue to allow employees to work fully remotely. Currently, 45% have a hybrid policy, while 21% say employees must work full-time on-site.

For companies that have a hybrid model, 16% require employees to come into the office 4 days a week, 46% 3 days a week, 27% 2 days a week, and 7% once a week. Additionally, 3% say employees must come a few times a month, and 1% just once a month.

Methodology

All data found within this report derives from a survey commissioned by ResumeBuilder.com and conducted online by survey platform Pollfish. In total, 1,000 American business leaders were surveyed.

Appropriate respondents were found via employment status and organizational role demographic criteria and screening questions. To take the survey respondents had to answer that their company has been in business for at least 3 years, and prior to the pandemic the majority of employees worked from a traditional office space.

This survey was conducted on September 22, 2022. All respondents were asked to answer all questions truthfully and to the best of their abilities. For full survey data, please email julia@resumebuilder.com.

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TELECOMMUTING SURVEY NOTES OF WESTERN REGION COUNTIES

Burnett – We are increasing telecommuting because it is shown to be a workplace “benefit” or means of retaining staff and having them be efficient and healthier. We are liking (sp) in the next 24-36 months going to be even more remote given work staff issues in our building as CCS programming grows and consideration of APS issues as that population need increases. Being a SMALL rural county, telecommuting is a perk that we can support versus salaries or other means.

Eau Claire – All Social Workers are able to telecommute. When staff need to use office, we have shared space and conference rooms available. Management staff is able to telecommute as work permits. Some office-based staff cannot telecommute – fiscal, admin assistants, reception and other position that require physical presence at the county building.

This is the future of the workforce. In my opinion, you will employees if the flexibility created by remote work is eliminated.

Douglas – We call it a flexible work schedule with option of in-office and telework as requested/approved. Most work is in office by staff choice I’d say. However, there has been huge appreciation to work at home on things especially if people have personal appointments between work, kids off from school sick child, contractors at the home, etc.

Clark – *Only a few case management positions are full-time telecommuting. This is primarily due to lack of office space here in tour agency. Other staff (with the exception of support/clerical staff), typically work from home 1 – 2 days per week. Again, primary (sp) due to lack of office space.

As mentioned previously, we have a significant office shortage in our agency. It wouldn’t be possible for us to have everyone here at the same time. Our County Board’s solution to that is to ask more employees to work from home. There has not been any conversation about returning everyone to the office. Employees really like the option, and telecommuting comes up in nearly every interview that I conduct.

Monroe - *Full-time telework is approved based on whether staff presence is required in office (e.g. outpatient appts., crisis coverage, emergency walk-in coverages) and staff request/preference.

**All positions are allowed to telework except clerical, but employees are expected to attend certain in-office required meetings. Supervisors may deny telework if staff are not keeping up with work expectations.

Rusk - *We have had very little interest in other HHS departments. “my stuff is in my office.” “My internet is shaky, at best.” “I like my co-worker interaction.” The only other option that we have allowed is for virtual, all-day meetings. We allow folks to do those from home when requested.

The majority of our staff has indicated that telework is nice, however, it takes responsibility and dedication.

Dunn - *Upon approval of the department manager and/or director, each staff within our department (DHS) may telework. Some positions such as ESS, telework almost 100% only coming into the office for

meetings, etc. Majority of the other program staff are hybrid teleworking. We have 13 ESS positions, not including the manager who performs hybrid telecommuting.

** The entire department is offered hybrid communication (unless their manager does not approve based on performance, special circumstances, need for in-person meetings/work, etc.). We have approximately 100 staff in our department. Units include Behavioral Health, Family and Children's, ADRC, ESS, Administrative Support, and management staff.

Jackson – Any employee within DHHS may telecommute as long as it is worked out with the manager.

Washburn – * Washburn County HHS is the only department in Washburn County govt that has a work from home policy. This was established prior to COVID. Most positions have the ability to be hybrid (1-2 days Work from home) based on job performance and job requirements. Currently Economic support are the only positions 100% from home. Other units, including social work units, prevention, child support and fiscal work from home either on a planned scheduled (as approved by a supervisor) or may request this based on need/circumstances. For social work units (MH/AODA, CCS, CLTS, CPS) – typically 1 to 2 days work from home because of the need for them to see people in the community. We have a few that were more based on caseload and job tasks.

Telecommuting has been an incentive for new applicants and offering a hybrid model has been the most successful for our department. Requiring full time in the office when other agencies are offering generous work from home or full time off- site will be a deal breaker for new applicants. The current workforce expects flexibility and we have found it most beneficial to be able to meet this request to maintain a good balance in our department.

Vernon - *We offer work from home options but only a handful of positions do this consistently, as the preference is to be in the office. Every worker is set up to be able to work from home at anytime, however, the preference that work from home is as needed only. 2 days a week is the max unless special circumstances.

Pierce – *Each unit has a team contract and this is outlined in the contract based upon individual unit needs as it relates to coverage, consumer needs, emergencies. We think about this in reverse and indicate that at least 1 person from each unit needs to be physically present in the building to respond to walk-ins.

Telecommuting does SAVE money. We need less office space. Also, this has led to being more "technology" focused, so staff aren't printing documents that don't need to be printed, etc. So, we have saved money on paper and we reduced the functions of our copy machines, printers, etc. The other piece is that telecommuting is a GREAT recruitment tool. It also helps with worker productivity where staff can crank out case notes at home and not be interrupted.

County	Offer telecommuting (TC)?	Telecommuting increased your applicant pool?	# FT TC positions?	Type of FT TC positions?	# of hybrid positions	Limit of hybrid days/week
Burnett	YES	YES		3 Econ. Sup.	30	3 2 - can request more
Pepin	YES	YES		4 Econ. Sup.	All	
Eau Claire	YES	YES	* see notes	All but some fiscal, admin. assistants and reception	See previous questions ADRC, CLTS, Nurses, Environmental Health, Mgt positions	None No min. or max. - supervisor approves
Douglas	YES	NO	ES after 9-12 months	Econ. Sup.		
Clark	YES	YES	16	Econ. Support, Case Mgt*	All except support/clerical (48 yes, 5 no)	2

Monroe	YES	YES		Econ. Sup., Beh. Health, Child & 16 Family*	63 out of 84.**	No limit
Rusk	YES	NO	2*	Econ. Sup.	None other than described in notes.	Intermitte nt based on staff interest.
Dunn	YES	YES	All may telework*	All	Majority of 100 positions* *	We do not limit the number of days. Days based on employee/ manager discussion and dept. needs

					Respondent skipped this question	Respondent skipped this question
Jackson	YES	YES	All may TC*	All may TC		2 but a few have more days based on caseload and job tasks.
Washburn	YES	NO	ESS	Econ. Sup.	Most* A handful do this consistently	2 unless special circumstance
Vernon	YES	NO		2 Econ. Sup.	y*	
Pierce	YES	YES		7 Econ. Sup.) Econ Support, Fiscal, 2 MH	All except admin. support (71 employees	Each unit assures office coverage*
Chippewa	YES	YES		approx. 15 workers		20 No

Concerned about OSHA or WI-DOS violations?	Concerned about increased Workman's Comp claims/costs?	Do you use any formal productivity software	Recently reduced TC?
NO	NO - have policy outlining expectations	NO - use electronic records - foster a culture of trust and communication	NO
NO	NO	NO we use available tools in electronic Support and with our electronic health record to monitor productivity. No other software is used. What assurance do you have that someone in the office is doing their job? The same rules and policies apply regardless of remote or not. We reserve the right to recall anyone into the building for heightened supervision or monitoring.	NO
NO - the liability agreement in use has been satisfactory to Corp. Counsel. The remote site is not used for client contacts or appointments I see no relevance to OSHA or WDS posting in a non-public service site. The remote site is clearly disclaimed from all county liabilities	NO - We have not had a claim related to a remote office.		NO
NO for postings but we have a formal telecommuting agreement with liability items addressed	Not that I know of	Nothing formal. Daily check in meetings, productivity convos and follow ups. If issues arise then we have right to pull staff back to office 100%.	YES
No concerns that I've been made aware of. No signs are needed in their remote offices.	No concerns that I have been made aware of	NO - use 100% time studies and IT can pull up computer activity as requested. Phones have location tracking.	NO

<p>This has never come up and is not a concern for Monroe County. Employees are restricted from holding any type of meetings in their home (with co-workers, community agency staff or obviously with clients).</p>	<p>There has never been concerns with increase worker's comp claims. The telework agreement dictates that employees may not perform non work-related tasks while teleworking.</p>	<p>Each program monitors productivity differently. Supervisors monitor work output. Some programs have more ability for tracking of employee activities than others.</p>	<p>NO</p>
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<p>NO - This has not been mentioned.</p>	<p>NO - this has not come up, or been mentioned.</p>	<p>NO - Informal virtual meetings from Supervisor to Staff. Very limited times as noted.</p>	<p>NO</p>
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<p>This topic has not been addressed with the department heads so I am unaware if HR is concerned about this, and no, we do not post OSHA signs at teleworking (home locations).</p>	<p>This topic has not been addressed with the department heads. I am unaware if there are any increased costs/workmen compensation claims from other departments. I have not had any since I started in July of 2023.</p>	<p>ESS as part of CARES and Phone software. We also monitor productivity of case billing rates for behavioral health.</p>	<p>NO</p>
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<p>YES we are concerned about potential violations but no, we do not require signs posted.</p>	<p>Not at this time - in the winter it is actually safer if someone stays at home as we have several WC issues with persons slipping at work.</p>	<p>Yes - Aristotle</p>	<p>NO</p>
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<p>Signs not required. Our policy indicates injuries related to workman's comp MAY be covered by Washburn County if sustained during working hours if completing work tasks.</p>	<p>This has not been expressed as a concern related to increased claims.</p>	<p>Our IT dept is able to monitor computer activity so the dept head can request this to review activity, if needed, if productivity is a concern. I have only felt the need to request this 2 times in 3 years.</p>	<p>NO</p>
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<p>NO</p>	<p>NO - but again our work from home is limited.</p>	<p>No just internal monitors.</p>	<p>NO</p>
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<p>We do not require postings within their remote offices. We aren't concerned about OSHA/WI fines. The biggest concern is related to ergonomics and we have each staff person complete an ergonomic assessment whether they work remotely or in the building. We do have a telecommuting policy if you want a copy of it, I can send it.</p>	<p>NO</p>	<p>Again, we go back to the individual unit team contract that outlines productivity standards that are required no matter here you work. Each team member is held accountable for those standards.</p>	<p>NO</p>
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<p>No</p>	<p>NO</p>	<p>No - monitor activity and productivity by billable hours in Avatar case management software</p>	<p>NO</p>
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If you have reduced TC, has this increased turnover?	Is your county considering decreasing TC?	Compensate in-office and TC staff differently?
Doesn't apply	NO	NO - doing same work
Doesn't apply	NO	NO
Doesn't apply	NO	NO - We staff the office for all services that require a lobby type service. Staff will retate to meet physical these coverage times to assure service delivery.
NO	Doesn't apply	NO
Doesn't apply	NO	Those of s who work primarily in the office tend to gather for lunches more often (at the employees' expense) and we offer more frequent casual days when able to. No other incentives.

Respondent
skipped question NO NO

NO - However, Rusk County went to a 8-4:30 M-Thursday, 8 - 12:30 Friday schedule. Staff is allowed to work from 6a-6p, with supervisor approval to get their 38.75 week in, as long (sp) as it meets the agency needs.

Respondent
skipped question Doesn't apply

NO - We consider teleworking one of the flexible options that will support retention and recruitment.

Respondent
skipped question NO

Doesn't apply NO NO

Doesn't apply NO

Respondent Respondent Respondent skipped
skipped question skipped question question

Respondent NO Salaries are the
skipped question sameand there is no
incentive to work in
the office.

Doesn't apply NO NO

POLICY 201 - PAID HOLIDAYS

Purpose: To identify employee holidays and establish a consistent procedure for scheduling and payment.

Paid Holidays: The courthouse, except the Law Enforcement Center, will be closed on the following legal holidays observed by the County, and eligible employees will receive eight (8) hours of holiday pay:

- New Year's Day
- The Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Eve
- Christmas Day
- (1) Floating Holiday

Eligibility:

- To be eligible for holiday pay, an employee must be on the active payroll the day before and the day after such said holiday.
- Holidays within any unpaid period of absence, except Worker's Compensation leave, shall be without pay.

Scheduling:

- In the event that a holiday falls on a Saturday, the proceeding Friday shall be observed as the holiday; should a holiday fall on a Sunday, the following Monday shall be observed as the holiday.
- For floating holiday usage, the employee must receive supervisor approval and the day must be used as a full day increment equal to (8) hours or as listed below for part-time employees.

Holiday Pay for Highway Employees: All non-exempt employees shall receive one and one-half (1 ½) times their regular hourly rate of pay for all hours worked on a holiday in addition to their holiday pay.

Holiday Pay for Communication/Corrections Employees:

- Holiday pay for Communication/Corrections employees will be accrued at eight (8) hours per holiday according to the list above. Holidays for this work area will be recognized on the actual day the holiday occurs during the calendar year and not always the day the courthouse observes the holiday.—All communications/corrections employees will ~~be compensated—accrue~~ for eleven (11) holidays per year, for a total of eighty-eight (88) holiday hours. ~~Holiday time-pay must be used in full workday increments; either for an~~

eight (8) hour shift or twelve (12) hour shift for this work area may be used in 2 hour increments at the beginning of a shift, the end of a shift, or for a full shift. They may take these holidays any time during the year with the approval of the Sheriff or his/her designee. If days cannot be scheduled as time off, said ~~unused days not scheduled~~ remaining holiday balance earned but unused before December 31 of that year shall be paid at the hourly rate earned by the employee up to a maximum of 88 hours. In the event of separation, employees who have taken more days than allowable shall have any overpayment deducted from final wages.

- If a Communication/Corrections employee works any of the set 10 holidays excluding the floating holiday, the employee shall have an additional four (4) hours of holiday pay added to their holiday accrual balance. To earn this extra holiday pay, the employee must work a full 12 hour shift. No extra pay will be earned when working less than a 12 hour shift. A maximum of twenty-four (24) hours of holiday pay may be carried over if an employee works Christmas Eve Day and/or Christmas Day, which must be utilized as pay or time off within the first three (3) months of the year.
- The floating holiday must be used in an 8-hour increment. Employees will not have any additional holiday pay added to their holiday accrual balance when utilizing their floating holiday.

Holiday Pay for Part-time Employees: Part-time employees shall receive holiday pay up to the number of hours they are normally scheduled to work or it shall be pro-rated based on previous years' hours worked and their current work schedule. This is not to exceed eight (8) hours. This also applies to when a part-time employee elects to use their floating holiday.

Policy 201 - Effective May 31, 2015; Revised October 24, 2022