

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

May 27, 2021 – 3:30 PM

Administration Building
508 New York Avenue, Conference Room 302
Sheboygan WI 53081

To Join the Meeting Remotely - Dial
+1-216-508-0648
Enter Meeting ID: 411 062 297#
Or virtual
<https://meet.google.com/rma-uxpu-bhz>

Amended Agenda

Call to Order
Certification of Compliance with Open Meeting Law

Approval of Minutes

- Human Resources Committee – Regular Meeting – April 22, 2021

Review and Approve Vouchers

Correspondence and Other Issues

Sheriff Cory Roeseler and Inspector Chad Broeren

- Consideration of Change in Table of Organization (Changing Corrections Rehabilitation Corporal to Corrections Rehabilitation Coordinator) to include Vacant Position Request

Finance Director Wendy Charnon

- Consideration of Vacant Position Request for Accounting Manager – Health and Human Services

Planning and Conservation Director Aaron Brault

- Consideration of Equity Increase

Health and Human Services Director Matt Strittmater

- Consideration of Change in Table of Organization (Accounting Specialist to Staff Accountant) to include Vacant Position Request
- Consideration of Vacant Position Request for Senior Lead Public Health Professional

County Treasurer Laura Henning-Lorenz

- Consideration of two (2) Vacant Positions Requests (Limited Term Employees – (1) for Tax Collection and (1) for Land Records)

Human Resources Director Dennis Miller

- Consideration of Revised Policy 910 – Face Masks/Social Distancing
- Consideration of Revised Policy 704 - FMLA
- Review of 1st Quarter Variance Report
- Human Resources Department Updates and Comments

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:

Penny Elsner, Phone: 459.6481

Recording Secretary

Fran Damp

Committee Chairperson

NOTES: The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a “meeting” under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. §19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify Penny Elsner, 920.459.6481 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

Administration Building
508 New York Avenue – Room 302
Sheboygan WI 53081

April 22, 2021

Called to Order: 3:30 PM

Adjourned: 4:54 PM

MEMBERS PRESENT: Chair Fran Damp, Vice Chair Roger TeStroete, Secretary Ed Procek and Members Charlette Nennig and Vicky Schneider

OTHERS PRESENT: Human Resources Director Dennis Miller

OTHERS PRESENT: Human Resources Director Dennis Miller, Corporation Counsel Crystal Fieber, Supervisor Brian Hoffmann, Transportation Director Greg Schnell, Rocky Knoll Administrator Kayla Clinton, Health and Human Services Director Matt Strittmater, and Accounting Manager Mary Jablonski
(via teleconference)

Chairperson Damp called the meeting to order at 3:33 PM, in Conference Room 302 of the Administration Building. Chairperson Damp confirmed the meeting was posted April 21, 2021 at 12:00 Noon, in compliance with the open meeting law.

A motion to approve the minutes of February 25, 2021 as presented was made by Supervisor TeStroete. Supervisor Schneider seconded the motion. Motion carried unanimously.

A motion to approve the vouchers as presented was made by Supervisor Procek. Supervisor Nennig seconded the motion. Motion carried unanimously.

Transportation Director Greg Schnell requested approval for overlap coverage for a Highway Maintenance position. A motion was made by Supervisor TeStroete granting approval. Supervisor Procek seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for the Vacant Position Request for Health Information Services Director. A motion was made by Supervisor Procek granting approval. Supervisor Schneider seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for a Sign-On Bonus for Registered Nurses. A motion was made by Supervisor TeStroete granting approval. Supervisor Nennig seconded the motion. Motion carried unanimously.

Accounting Manager Mary Jablonski requested approval for the Vacant Position Request for Staff Accountant. A motion was made by Supervisor Procek granting approval. Supervisor Nennig seconded the motion. Motion carried unanimously.

Thursday, April 22, 2021

Health and Human Services Director Matthew Strittmater requested approval for the Vacant Position Request for a Limited Term Employee (LTE) for the Child Protection area. A motion was made by Supervisor Schneider granting approval. Supervisor Nennig seconded the motion. Motion carried unanimously.

Health and Human Services Director Matthew Strittmater requested approval for a Change in the Table of Organization (Lead Human Services Professional to Supervisor and Increase Sanitarian from Part Time to Full Time.) A motion was made by Supervisor Nennig granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Health and Human Services Director Matthew Strittmater requested approval for the promotion of the Lead Human Services Professional to Supervisor. A motion was made by Supervisor Nennig granting approval. Supervisor Schneider seconded the motion. Motion carried unanimously.

Health and Human Services Director Matthew Strittmater requested approval for the Vacant Position Request of Sanitarian. A motion was made by Supervisor TeStroete granting approval. Supervisor Nennig seconded the motion. Motion carried unanimously.

Health and Human Services Director Matthew Strittmater requested approval for an equity increase for employee 80822. A motion was made by Supervisor Nennig granting approval. Supervisor Schneider seconded the motion. Motion carried unanimously.

Corporation Counsel Crystal Fieber reviewed the Corporation Counsel's annual report with the Committee. A motion was made by Supervisor Procek granting approval. Supervisor Schneider seconded the motion. Motion carried unanimously.

Corporation Counsel Crystal Fieber reviewed with the Committee the department year to date budget, previous months activities and hours and claims and litigation report.

Human Resources Director Dennis Miller reviewed the Human Resources Department activities with the Committee, to include the ongoing COVID-19 Vaccines, the Human Resources Coordinator status, Total Compensation Statements, Bio-Screens, and the preliminary Gallagher report.

A motion to adjourn was made by Supervisor Schneider. Supervisor Nennig seconded the motion. Motion carried unanimously with adjournment at 4:54 PM.

Penny Elsner
Recording Secretary

Ed Procek
Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Sheriff	Date: 05/06/2021
Effective Date of Change:	06/01/2021

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
Corrections Rehabilitation Corporal	1	0	0	0	0	0
Corrections Rehabilitation Coordinator	0	0	0	1	0	0
TOTALS						

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with HR Director regarding pay grades for any new classifications.

The Corrections Rehabilitation Coordinator is a certified Correctional Officer and is in charge and oversees the administration of the Huber, EMP (Electronic Monitoring Program), Community Service and Day Reporting programs.

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>
Corrections Rehabilitation Coordinator	\$46,662.50	\$93,325.00	Position is budgeted for 2021 and we are just seeking to change the title of the position.

RATIONALE

Briefly summarize the reasons for the requested change in the table of organization.

Due to the Corrections Rehabilitation Corporal retiring we are seeking to fill the vacated position and to change the title to Corrections Rehabilitation Coordinator. We have determined that we need to continue to staff the position to maintain supervision and efficiencies within the Alternatives to Incarceration Unit (ATI Unit). This is a vital unit within the Corrections Division which oversees all of the inmates that are not being held in our Detention Center which is crucial to managing overcrowding issues.

Again, we are just seeking to change the title of the position.

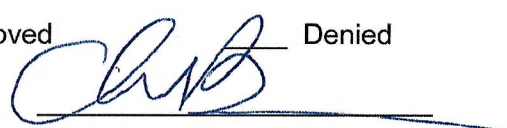
ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

ACTION TAKEN

Department Head Determination:

Date: 5/3/2021

 Approved Denied
Signature: 

Liaison Committee Action:

X Approved Denied

Date: 5-6-2021

Committee Chair: Charlette Fennig

Human Resources Committee:

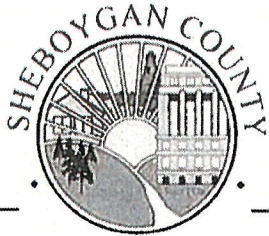
___ Approved

___ Denied

Date: _____

Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 5/6/2021

To: Law Committee Members

From: Sheriff Cory Roeseler and Inspector Chad Broeren

Position Request:

Position: Corrections Rehabilitation Coordinator (ATI Coordinator)

Reason for Vacancy: Corrections Rehabilitation Corporal is retiring.

Justification:

Due to the Corrections Rehabilitation Corporal retiring we are seeking to fill the vacated position and to change the title to Corrections Rehabilitation Coordinator. We have determined that we need to continue to staff the position to maintain supervision and efficiencies within the Alternatives to Incarceration Unit (ATI Unit). This is a vital unit within the Corrections Division which oversees all of the inmates that are not being held in our Detention Center which is crucial to managing overcrowding issues.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: N/A

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$60,070	\$33,255	\$93,325

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature _____

Date: 4/27/2021

Human Resources Director Signature _____

Date: 05/03/2021

Liaison Committee Signature _____

Date: 5/6/2021

Human Resources Committee Signature _____

Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.

01/2021



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 5/12/2021
To: Finance Committee Members
From: Wendy A. Charnon

Position Request:

Position: Accounting Manager (Finance Manager)
Reason for Vacancy: Vacant due to resignation

Justification: This position is important to the operations of the Finance Department and will have focus on all Health and Human Services accounting transactions, budget preparations, balance sheet reconciliations, fiscal compliance with State and Federal granting agencies and all related financial reporting responsibilities.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: Funding for this position would be by transferring the corresponding levy support from HHS to the Finance Department.

Costs:

DBM Salary Range of Requested Position: C52 \$63,172 - \$81,001 - \$98,830

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
87,174	33,917	121,091

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Dept. Head Signature Wendy A. Charnon

Date: 5-10-21

HR Director
Liaison Committee Signature Michelle G. [Signature]

Date: 05/11/2021

Human Resources Committee Signature _____

Date: _____

Form Process:

1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
4. HR begins recruitment process.

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Health & Human Services	Date: 5/18/21
Effective Date of Change:	6/4/21

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
<i>Please see attached Table of Organization</i>						
Effect of Request on current Table of Organization						
1. Eliminate a 1.0 FTE Accounting Specialist from HHS TO once it becomes vacant (6/4/21)	6		6.0	5		5.0
2. Add a 1.0 FTE Finance Analyst to the HHS TO on 6/4/21	1		1.0	2		2.0
TOTALS	7		7.0	7		7.0

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with HR Director regarding pay grades for any new classifications.

Significant autonomy as position fulfills responsibilities related to grant reporting, account payables, annual expense reporting, single audit preparation, balance sheet reconciliation, grant reconciliations, monthly journal entries, and assistance preparing annual budget for Health & Human Services. Consulted with HR – C42 pay band.

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>
Finance Analyst	\$42,000 - \$56,761 (6-14-21 start date)	\$84,100 - \$113,523	Funding for current Accounting Specialist being eliminated via this request will be applied to the cost of the Finance Analyst position. The difference (additional cost of higher paid position) will be covered via a blend of state funding received to support the infrastructure for the Aging and Disability Resource Center and Economic Support, and county tax levy.

RATIONALE

Briefly summarize the reasons for the requested change in the table of organization.

Requesting to replace an existing Accounting Specialist position with a Finance Analyst position once the current employee retires (6/4/21). We reviewed with Human Resources how the position will be utilized when it is refilled, and the responsibilities and skill set needed will most appropriately align with Finance Analyst position/payband

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee should have when considering this change? You may attach additional documentation if you wish.

ACTION TAKEN

Department Head Determination:

Date: 5-13-21

Liaison Committee Action:

Date: 5-18-21

Human Resources Committee:

Date: _____

☒ Approved ☐ Denied

Signature: 

☒ Approved ☐ Denied

Committee Chair: 

☐ Approved ☐ Denied

Committee Chair: _____

**SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES
TABLE OF ORGANIZATION PER CHAPTER 40 OF THE COUNTY CODE**

	Current				Proposed			
Position	Not Used Recently	Budget FT	Budget PT	Budget FTE	Not Used Recently	Budget FT	Budget PT	Budget FTE
Accounting Assistant		2		2		2		2
Accounting Specialist	1	5		5	1	4		4
Administrative Assistant		1		1		1		1
Administrative Specialist	1	13		13	1	13		13
Department Head		1		1		1		1
Deputy Human Services Director		5		5		5		5
Finance Analyst		1		1		2		2
Human Services Assistant	1	13	2	14	1	13	2	14
Human Services Coordinator	1	4		4	1	4		4
Human Services Manager		17		17		17		17
Human Services Professional	5	51		51	5	51		51
Human Services Specialist	2	29		29	2	29		29
Human Services Supervisor	2	3		3	2	3		3
Lead Human Services Professional	1	4		4	1	4		4
Lead Human Services Specialist		4		4		4		4
Lead Public Health Professional		1		1		1		1
Public Health Professional	2	14	3	15.8	2	14	3	15.8
Senior Administrative Specialist		1		1		1		1
Senior Financial Analyst		2		2		2		2
Senior Human Services Assistant		2		2		2		2
Senior Human Services Professional	2	20		20	2	20		20
Senior Lead Human Services Professional		1		1		1		1
Senior Lead Public Health Professional	1				1			
Senior Public Health Professional	1	9		9	1	9		9
Total Positions	20	203	5	205.8	20	203	5	205.8

Table of Organization Positions currently vacant and not budgeted for 2021 (20)	Table of Organization Positions currently vacant and not budgeted for 2021 (20)
Accounting Specialist - 1 position	Accounting Specialist - 1 position
Administrative Specialist - 1 position	Administrative Specialist - 1 position
Human Services Assistant - 1 position	Human Services Assistant - 1 position
Human Services Coordinator - 1 position	Human Services Coordinator - 1 position
Human Services Professional - 5 positions	Human Services Professional - 5 positions
Human Services Specialist - 2 positions	Human Services Specialist - 2 positions
Human Services Supervisor - 2 positions	Human Services Supervisor - 2 positions
Lead Human Services Professional - 1 position	Lead Human Services Professional - 1 position
Senior Lead Public Health Professional - 1 position	Senior Lead Public Health Professional - 1 position
Public Health Professional - 2 positions (1 is .5)	Public Health Professional - 2 positions (1 is .5)
Senior Human Services Professional - 2 positions	Senior Human Services Professional - 2 positions
Senior Public Health Professional - 1 positions	Senior Public Health Professional - 1 positions
Total	20



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 5/18/2021

To: Health & Human Services Committee Members

From: Matthew Strittmater

Position Request:

Position: Finance Analyst / Staff Accountant

Reason for Vacancy: Accounting Specialist retires 6-14-21; position reclassified to Finance Analyst

Justification:

The Staff Accountants are responsible for many functions: (1) Assistance with annual budget preparation; (2) Monthly financial reports/transactions and corresponding journal entries and accruals; (3) Participation in monthly budget program reviews; (4) Completion of provider audit confirmation and audit; (5) Assists the Sr. Accountant with grant reporting responsibilities as requested; (6) Monthly accruals, grant reconciliation, and budget forecasting. Permission is requested to backfill should this position be filled by an internal candidate.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☐ No ☒

If not, please state the amount over budget as well as the proposed source of funds:

This newly created Finance Analyst could cost up to \$14,000 more than the Accounting Specialist depending on experience and skill set. Additional cost will be covered via a blend of state funding and county levy.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$52,130 - \$81,553	\$31,970	\$84,100 - \$113,523

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature

Date: 5-13-21

Human Resources Director Signature

Date: 05/13/2021

Liaison Committee Signature

Date: 5/18/21

Human Resources Committee Signature

Date:

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.

01/2021



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 5/11/2021

To: Health & Human Services Committee Members

From: Matt Strittmater

Position Request:

Position: Senior Lead Public Health Professional (Lead Health Strategist) C45

Reason for Vacancy: Staff resignation due to relocation

Justification:

The Health Strategist applies a multi-sector approach to strengthen department, community, and interagency partnerships in addressing identified health needs in Sheboygan County. The Health Strategist is an engaged change leader who promotes and builds collaborative relationships and initiatives that investigate and act to make meaningful progress on community health issues, providing coordination, facilitation and leadership within the agency and community to foster gains in knowledge, practice and capacity for complex change initiatives across disciplines and organizations.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
68,000	27,000	95,000

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature [Signature]

Date: 5-11-21

Human Resources Director Signature [Signature]

Date: 05/11/2021

Liaison Committee Signature [Signature]

Date: 5-18-21

Human Resources Committee Signature _____

Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.

01/2021



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 4/20/2021

To: Finance Committee Members

From: Laura Henning-Lorenz

Position Request:

Position: Limited Term Employee-Land Records Projects

Reason for Vacancy: NA

Justification:

The County Treasurer and Real Property Listing Office is seeking your support in hiring one limited term employee to complete various land record projects from the time of internal approval through December 31, 2021. This position would work on various land record projects in our office that include performing quality control of scanned documents prior to their destruction, apply OCM read capabilities to those scanned documents, and continue with additional internal preservation of land record scanning projects. This position has funding available through the Land Information Council.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$12,376.00	\$933.00	\$13,309.00

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Dept Head Signature Laura Henning-Lorenz Date: 04/23/21

Human Resources Director Signature W. H. Miller Date: 05/03/2021

Liaison Committee Signature William G. Gentry Date: 05/10/2021

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only*).
5. HR begins recruitment process.

01/2021



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 4/23/2021
To: Finance Committee Members
From: Laura Henning-Lorenz

Position Request:

Position: Limited Term Employee-Tax Collection
Reason for Vacancy: NA

Justification:

One limited term employee from July 12, 2021 to August 6, 2021 to assist our office with the collection and receipting of second installment property taxes.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$2,080.00	\$157.00	\$2,237.00

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Dept Head Signature Laura Henning-Lorenz Date: 04/23/21

Human Resources Director Signature W. H. Miller Date: 05/03/2021

Liaison Committee Signature William Loehry Date: 05/11/2021

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.

01/2021

910 – FACE MASKS/SOCIAL DISTANCING

The County has a vital interest in maintaining safe, healthy, and productive working conditions for our employees and providing safe quality services to our constituents. Due to COVID-19 being spread mainly through the transmission of respiratory droplets between people interacting in close proximity with each other, a face mask policy will remain in effect until consultation with the County Administrator, Public Health Division and the Human Resources Committee deems the threat of spreading COVID-19 no longer requires the use of face masks.

All employees and volunteers are required to wear a face mask while on County owned or leased property (including indoor and outdoor), as well as when performing any duties associated with your position, **except if fully vaccinated (as described below) or** as specifically exempted under this policy. This requirement includes but is not limited to meetings, driving or riding in a vehicle with others, directly working with another employee, consumer or public, use of common areas (i.e., hallways, stairwells, break room, lunch room, restroom, etc.)

A person is considered fully vaccinated against COVID-19 if it has been two or more weeks since they got the second dose in a two-dose series (such as Pfizer or Moderna), or one dose of a single-dose vaccine (such as Johnson & Johnson).

Fully vaccinated employees and volunteers can resume activities they did before the pandemic, including participating in indoor and outdoor activities – large or small – without wearing a mask or physically distancing. Unless working or volunteering in specific high-risk settings determined by the CDC and Wisconsin Department of Health Services including:

- Correctional and Detention Facilities
- Public Transportation
- Healthcare Settings (Rocky Knoll, Public Health Vaccination Clinics)

Masks are not required if working in an office or work space alone or when working outdoors at least six (6) feet from another person.

Employees or volunteers with a disability may request an exemption from the Human Resources Department for the following reasons: 1) the individual with a disability that makes it difficult to put on, wear, or remove a face mask; 2) the individual consistently interacts with a person who is deaf or hard of hearing and primarily relies on lip reading; 3) the individual has been advised by a medical professional not to wear a face mask because of personal health issues, or 4) the individual has difficulty breathing. Medical documentation will be required for #3 and #4 above.

Masks will **continue to** be available in each department or you may bring your mask from home. When using masks remember to ensure a proper fit, wash cloth masks weekly or when soiled, and change paper masks weekly or when soiled. Masks are also available from Human Resources by calling 459-3105 or email at HR.help@sheboygancounty.com.

NOTE: Wearing of a face mask does not eliminate the need to physically distance from each other or follow other recommended mitigation measures based upon Sheboygan County Activity Level.

Failure to follow this policy will result in discipline as outlined in Policy 401.

704 - FAMILY & MEDICAL LEAVE (FMLA)

For complete policy, forms and procedure please see FMLA process on Human Resources shared drive. <s://SheboyganCounty/Human Resources/FMLA>.

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 work weeks of protected leave each year for specified family and medical reasons. The FMLA seeks to accomplish these purposes in a manner that accommodates the legitimate interests of employers and minimizes the potential for employment discrimination.

The intent of this policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, the statutes or regulations shall control.

Eligibility. Employees are eligible for Wisconsin FMLA benefits if they:

- Have been employed by Sheboygan County for 52 consecutive weeks; and
- Have been paid for at least 1000 hours in the previous 52-week period.

Employees are eligible for federal FMLA benefits if they:

- Have been employed by Sheboygan County for at least 12 months (not necessarily consecutive); and
- Have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.

Leave Allowed. Employees eligible for Wisconsin FMLA may be entitled to:

- Up to 6 weeks of family leave for the birth or adoption of a child. This leave must commence within 16 weeks of the birth or adoption of a child.
- Up to 2 weeks of family leave to care for a child, legal ward, spouse, or parent (including parent-in-laws) suffering from a serious health condition.
- Up to 2 weeks of medical leave for an employee to care for his/her own serious health condition that renders him/her unable to perform the essential functions of the job.

Employees eligible for Federal FMLA may be entitled to:

- Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.
- Family leave to care for a child, legal ward, spouse, or parent suffering from a serious health condition (parent-in-laws not included).

- Medical leave for an employee to care for their own serious health condition that renders them unable to perform the essential functions of the job.
- Exigency leave due to a spouse, child or parent who is on active military duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

Federal Military FMLA Leave. Employees eligible for Federal FMLA may also be entitled to a total of 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent or next of kin who is a covered service member recovering from a serious illness or injury sustained in the line of duty.

Twelve weeks of family leave can be utilized by an employee whose spouse, child, or parent has been called to exigent active duty to make arrangements for child care, make financial and legal arrangements, attend counseling, attend official ceremonies or programs where the military requests participation of the family member, to attend to farewell or arrival arrangements, or to attend to affairs caused by the missing status or death of a service member.

Eligible employees may take up to a total of 26 work weeks of FMLA leave in a calendar year to care for a spouse, child, parent, or next of kin who is a member of the Armed Forces who suffered an injury or illness while on active duty that renders the person unable to perform the duties of the member's office, grade, rank, or rating.

Calendar Year. Both Wisconsin and Federal Family and Medical Leave entitlement will be counted based on a calendar year (January 1 through December 31).

Husband & Wife. If a husband and wife both work for the County and each wishes to take a leave for the birth, adoption, or placement of a child, or to care for a parent or child with a serious health condition, the husband and wife, combined, may only take a total of twelve (12) weeks of leave.

Requesting a Leave. An employee requesting FMLA leave must notify [FMLA Source](#) and complete a *Family and Medical Leave of Absence Request Form*.

The employee must request the leave at least **30** days in advance. If it is not possible to give 30 day notice, the employee must give as much notice as practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the operation. If an employee fails to provide 30 day notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the County receives the notice.

While on leave, employees are required to report periodically to their supervisor, manager and/or department head regarding the status of the medical condition and their intent to return to work.

~~704 FAMILY & MEDICAL LEAVE (FMLA) ADDENDUM I~~

~~FAMILIES FIRST CORONAVIRUS RESPONSE ACT—Effective April 1, 2020–December 31, 2020~~

The Federal Families First Coronavirus Response Act provides eligible employees with emergency sick leave and expanded FMLA leave (COVID-19 FMLA) during the period of April 1, 2020 through December 31, 2020, due to a qualifying need related to the COVID-19 public health emergency.

~~Emergency Sick Leave Act~~—In addition to current sick leave bank balance, eligible employees are entitled to paid sick time (80 hours for full-time and prorated based on average hours worked for part-time, with item number 4-6 below eligible at 2/3 rate of pay) to the extent that the employee is unable to work (or telecommute) because:

- ~~1. The employee is subject to a federal, state or local quarantine order related to COVID-19.~~
- ~~2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.~~
- ~~3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.~~
- ~~4. The employee is caring for an individual covered by 1 or 2 above.~~
- ~~5. The employee is caring for a son or daughter of such employee if the school or place of care has been closed, or the childcare provider is unavailable due to the COVID-19 precautions.~~
- ~~6. The employee is experiencing any other substantially similar condition specified by Federal authorities.~~

~~COVID-19 FMLA~~—is subject to the following provisions:

- ~~1. Eligible employee has been employed for at least 30 calendar days and for whom a public health emergency leave is requested.~~
- ~~2. The qualifying need to take the leave means the employee is unable to work (or telecommute) due to a need to care for a son or daughter less than 18 years of age...if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.~~
- ~~3. A total of twelve weeks of COVID-19 FMLA leave is available to employees. The first ten days of the leave is *unpaid*; however employees may choose to use **Emergency Sick Leave, employer-provided paid time off, or paid sick leave.**~~
- ~~4. After ten days of *unpaid* leave, Sheboygan County will provide paid leave, which will be calculated in the amount of two-thirds of the employee's base rate of pay (prorated based on average hours worked for part-time employees). **This new pay requirement is only for FMLA leaves that meet the requirements for FFCRA.**~~

Certain "emergency responders" and "health care providers" as defined below, are not eligible for Emergency Sick Leave or COVID-19 FMLA leave.

~~Definition of "Emergency Responder" and "Health Care Provider":~~ For purposes of Emergency Sick Leave and COVID-19 FMLA, "emergency responder" is an employee that

~~provides law enforcement, corrections center, dispatch & 911, public health, emergency management, and health & human services or the procurement of equipment and supplies for these services. This includes employees possessing skills needed to provide aid in a declared emergency as well as those employees that maintain the operation of the facilities providing these services.~~

~~For purposes of Emergency Sick Leave and COVID-19 FMLA, "health care provider" is an employee that provides transport, care, health care, medical testing, medical services, and nutrition of patients. This includes contracted or agency employees providing these services.~~

~~Emergency Responders and Health Care Providers are further defined as all employees who fall under the following department, division or position: County Administrator, Building Services, Information Technology, Airport Superintendent, Rocky Knoll, Division of Public Health, Division of Behavioral Health, Child and Adult Protective Services personnel, Division of Child and Family Services, Medical Examiner, and Sheriff. All Department Heads are included in the definition of Emergency Responder.~~

~~The Human Resources Director may on an individual basis make a determination that a certain employee of one of the listed departments is not an "Emergency Responder" or "Health Care Provider" based on that employee's job duties and function within the department. The Human Resources Director may also make a determination that an employee from any County department is an "Emergency Responder" or "Health Care Provider" based on the employee's job duties and function within the County. This also includes any individual that the Governor of Wisconsin determines is an Emergency Responder or Health Care Provider necessary for Wisconsin's response to COVID-19.~~

~~Note: Employees not eligible for COVID-19 FMLA may be eligible for time off under other benefits including Addendum II of this FMLA policy. Please see your Supervisor, Manager or Human Resources with special requests.~~

~~704—FAMILY & MEDICAL LEAVE (FMLA) ADDENDUM II~~

FAMILIES FIRST CORONAVIRUS RESPONSE ACT—For Emergency Responders and Health Care Providers

The Federal Families First Coronavirus Response Act (FFCRA) exempts Emergency Responders and Health Care Providers from the Emergency Sick Leave Act and COVID-19 FMLA. In an effort to maintain equitable practices among employees, during the period of April 1, 2020 to December 31, 2020 Sheboygan County will offer those employees exempt from FFCRA the following benefit:

Emergency Sick Leave—In addition to current sick leave bank balance, Emergency Responders and Health Care Providers are entitled to paid sick time (80 hours at 100% for full time employees and prorated based on average hours worked for part time employees) due to the following:

1. The employee is subject to a federal, state or local quarantine order related to COVID-19.
2. The employee has been advised by a health care provider by means of following CDC or local Public Health Guidelines to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing and/or displaying symptoms of COVID-19 and is seeking a medical diagnosis or has tested positive.
4. The employee is caring for a spouse or child covered by 1 or 2 above.

COVID-19 FMLA—Emergency Responders and Health Care Providers are not eligible for COVID-19 FMLA leave, however they may be eligible for traditional FMLA (See Policy 704—Family and Medical Leave Act).

**VARIANCE REPORT FOR DEPARTMENT -- HUMAN RESOURCES DEPARTMENT
FOR THE QUARTER ENDING 03/31/2021**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Personnel Related Expenditure		
	Wages	14,552.46	A department vacancy exists with anticipation of it being filled the first week in May.
	Benefits	2,473.13	A department vacancy exists with anticipation of it being filled the first week in May.
	Operating Expenses		
	Purchased Services	5,526.55	Fall manager/supervisory professional training remains undetermined, therefore no presenter has been retained.
	Repairs and Maintenance	2,513.44	Copier less than lease cost. No overages for 2020.
	General Operating	11,653.50	Advertising requests are below budgeted expectations. Office, in-house training, and recognition supplies are down due to adequate supply and replenishment was not required.
	Interdepartmental Charges		
	Employee Related Insurance	1,038.22	A department vacancy exists with anticipation of it being filled the first week in May.
	Variances Less Than Justification Threshold	176.65	
	TOTAL	37,933.95	

**VARIANCE REPORT FOR DEPARTMENT -- EMPLOYEE BENEFITS INSURANCE
FOR THE QUARTER ENDING 03/31/2021**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Public Charges for Services		
	Health Care Services	(121,705.08)	Dental, group life and health insurance were budgeted at 2020 enrollment levels. 2021 enrollment YTD is below anticipated levels due to the number of vacancies throughout the County as well as the change in types of coverage.
	Interest and Other Revenue		
	Rent Revenue	5,390.93	Rental reimbursement changed to split 50/50 with SASD and GHT.
	Other Misc. Revenue	(7,767.97)	Fitness participation was budgeted on 2020 enrollment. 2021 enrollment decreased due to COVID.
	Interdepartmental Revenue		
	Insurance & Employee Related	(229,639.04)	Dental, group life and health insurance were budgeted at 2020 enrollment levels. 2021 enrollment YTD is below anticipated levels due to the number of vacancies throughout the County as well as the types of coverage.
	Personnel Related Expenditure		
	Benefits	282,518.93	Dental, group life and health insurance were budgeted at 2020 enrollment levels. 2021 enrollment YTD is below anticipated levels due to the number of vacancies throughout the County as well as the types of coverage.
	Operating Expenses		
	Fixed Charges	1,468.00	Rental charges budgeted increase was less than estimated.
	Interdepartmental Charges		
	Variances Less Than Justification Threshold	(700.52)	
	TOTAL	(68,220.00)	