



Sawyer County

Agenda

Administration Committee Meeting

Thursday, November 9, 2023 @ 10:00 AM

Sawyer County Board Room

Revised: Thursday, November 9, 2023 7:46 AM

Page

1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/92546130740>. You can also use the dial in at 1-312-626-6799 with the Webinar ID: 925 4613 0740. Use *9 to Raise/lower hand and *6 to Unmute/mute. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

5. MEETING AGENDA

6. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee. Please adhere to the following when addressing the Committee:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

- 4 - 5 **7. APPROVAL OF MINUTES FROM PREVIOUS MEETING**
a. [10.12.23 Admin Minutes DRAFT](#)
- 6 - 10 **8. VETERANS SERVICE DEPARTMENT REPORT**
a. [Veterans Report](#)
- 11 **9. INFORMATION TECHNOLOGY DEPARTMENT REPORT**
a. [IT-2023-11-09-Administration-Committee](#)
- 12 **10. HUMAN RESOURCES REPORT**
a. [Human Resource Report November 2023](#)
- 13 **11. COUNTY CLERK DEPARTMENT REPORT**
a. [October 2023 County Clerk Department Report](#)
14 - 15 b. Public Records Request Update
 [Public Records Request Report](#)
- 16 - 19 **12. COUNTY ADMINISTRATOR'S REPORT**
a. Review proposed implementation of Paid-Time-Off (PTO) (discussion and possible action)
 [1\) 2024 Proposed Conversion to PTO](#)
 [2\) Draft 2024 PTO Schedule10-2023EmployeeF](#)
- 13. FUTURE AGENDA ITEMS**
- 14. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS**
- 15. ADJOURNMENT**

DISCLAIMER:

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to

attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**Minutes of the June 8th meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Board Room; Sawyer County**



Voting Committee Members (X) Present:

- ☒ Chair: **Tweed Shuman**
- ☒ Vice Chair: Ron Buckholtz
- ☐ Tom Duffy - Excused
- ☒ Ron Kinsley
- ☒ Dale Schleeter

Others Present:

Andy Albarado	Linda Zillmer
Lynn Fitch	Mike Coleson
Rose Lillyroot	
Gary Elliott - virtual	

Call to Order –Chair Shuman called the meeting to order at 10:00 am.

Certification of Compliance with the open meeting law was met. Roll Call taken; quorum was met.

Meeting Agenda –

Public Comments – Linda Zillmer

Minutes from the previous meeting dated: September 14, 2023

Motion to approve made by: Mr. Buckholtz Second by: Mr. Shuman

Motion carried without negative vote.

Veterans Service Department Report -

A written report was provided and reviewed by Mr. Elliott. Retroactive payments received to date is \$199,991.28 for claims decided in the Veteran's favor.

Information Technology Department Report -

A written report was provided in the packet.

Human Resources Report -

A written report was provided and reviewed by Ms. Lillyroot. Two Hwy foreman positions were filled yesterday. There were no new terminations or resignations last month.

County Clerk Department Report -

A written report was provided and reviewed identifying activity at the counter, in election processes, and public record requests.

County Administrator's Report –

Mr. Albarado provided an update on the courthouse final projects/budget, closing the wage gap for employees, and insurance/benefit program costs. They are reviewing the possibility of self-insuring. The administrative budget is moving forward to the full County Board. The next airport Master Plan meeting should be held in November. They are working on mental health issues in the jail and are pursuing different options. Zoning is working on the tourist rooming house committee activities. They are following up on Senior Resource Center slow driver reimbursements and developing options. He continues to meet with LCO members regarding right-of-way issues. An RFQ has been sent out for the public radio system contract.

Closed Session -

At 10:41 am, a motion was made by Mr. Buckholtz; second by Mr. Schleeter to enter Closed Session pursuant to ss. 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons,

preliminary consideration of specific personnel problems or the investigation of charges against specific persons and in which par. (b) does not apply, applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. A roll call vote was taken and passed 4-0 with “yes” votes from Schleeter, Shuman, Kinsley, and Buckholtz.

The Committee will reconvene in open session immediately following the closed session and may take official action on matters discussed in closed session.

At 10:48 am a motion was made by Mr. Buckholtz; second by Mr. Schleeter to enter open session. No action was taken in closed session.

Future Agenda Items

Correspondence, reports from conferences and meetings

Adjournment – 11:09 am

Next Meeting: November 14, 2023 Time: 10:00 am Location: Board Room
Minutes recorded by Lynn Fitch, County Clerk

Gary Elliott
Veteran Service Officer
OFFICE: (715) 634-2770
FAX: (715) 638-3213

Sawyer County
Veteran Service Office
16096 US Hwy 63
Hayward, WI 54843



Administrative Committee Meeting, November 9, 2023

A. Budget Performance Report: Attached.

B. Office Report:

Contacts:

October: 540 phone calls, 402 letters/emails/faxes and 167 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 181 disability/pension claims to date and received retroactive payment of \$207,512.28 for claims decided in the Veteran's favor.

Training:

Up to date.

Respectfully submitted,


Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 11/06/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 100 - General Fund										
REVENUE										
Department 57 - Veteran's Administration										
46250	Veterans' Trans. Fees	1,300.00	.00	1,300.00	.00	.00	1,100.00	200.00	85	950.00
49220	Transfer From Spec. Rev. Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
49300	Use of Prior Years' Fund Balance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
Department 57 - Veteran's Administration Totals		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$1,100.00	\$9,200.00	11%	\$950.00
REVENUE TOTALS		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$1,100.00	\$9,200.00	11%	\$950.00
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54710 - Veteran's Relief										
50322	Veterans' Relief Expenses	5,000.00	.00	5,000.00	.00	.00	437.54	4,562.46	9%	1,000.00
State Account 54720 - Veteran's Office		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$437.54	\$4,562.46	9%	\$1,000.00
State Account 54720 - Veteran's Office										
50111	Regular Salaries	117,801.00	.00	117,801.00	.00	.00	66,552.57	51,248.43	56	64,452.90
50112	Salaries Overtime	.00	.00	.00	.00	.00	97.91	(97.91)	+++	.00
50144	Term Life Ins./Employer's Share	28.00	.00	28.00	.00	.00	47.44	(19.44)	169	43.45
50147	Workers Comp	3,945.00	.00	3,945.00	.00	.00	1,881.70	2,063.30	48	1,784.44
50151	FICA-Employer's Share	9,012.00	.00	9,012.00	.00	.00	5,061.67	3,950.33	56	5,376.88
50152	Retirement-Employer's Share	6,562.00	.00	6,562.00	.00	.00	4,209.72	2,352.28	64	4,279.09
50155	Flex Administration Fees	47.00	.00	47.00	.00	.00	52.31	(5.31)	111	46.80
50218	Garbage	.00	.00	.00	.00	.00	27.50	(27.50)	+++	.00
50218-323 Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.50	(\$27.50)	+++	\$0.00
50220	Contracted Expenses	.00	.00	.00	.00	.00	1,533.92	(1,533.92)	+++	.00
50221	Water and Sewer	.00	.00	.00	.00	.00	184.90	(184.90)	+++	.00
50222	Electric	.00	.00	.00	.00	.00	569.99	(569.99)	+++	.00
50224	Heating Fuels	.00	.00	.00	.00	.00	204.75	(204.75)	+++	.00
50225	Telephone	500.00	.00	500.00	50.06	.00	897.43	(397.43)	179	1,105.02
50226	Hardware/Software	.00	.00	.00	.00	.00	.00	.00	+++	823.17
50227 Totals		1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
50227-308 Totals		\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00
50241	Repairs/Maintenance-Vehicles	500.00	.00	500.00	.00	.00	1,275.48	(775.48)	255	445.68
50270	Insurance Claim	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50311	Postage	200.00	.00	200.00	.00	.00	18.75	181.25	9	52.01
50312	Office Supplies	900.00	.00	900.00	.00	.00	625.16	274.84	69	481.68
50313	Printing	2,600.00	.00	2,600.00	164.70	.00	2,379.32	220.68	92	2,436.08
50329	Subscriptions	650.00	.00	650.00	.00	.00	34.00	616.00	5	120.00
50335	Meal Expenses	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
50339	Travel	300.00	.00	300.00	150.00	.00	150.00	150.00	50	.00

Budget Performance Report

Fiscal Year to Date 11/06/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54720 - Veteran's Office										
50343	Boards & Commissions	150.00	.00	150.00	.00	.00	.00	150.00	0	102.50
50349	Flags	1,000.00	.00	1,000.00	.00	.00	881.34	118.66	88	.00
50351	Vehicle Fuel	1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$881.34	\$118.66	88%	\$0.00
50515	Indirect Cost	2,000.00	.00	2,000.00	.00	.00	1,555.54	444.46	78	1,728.30
		.00	.00	.00	.00	.00	6,273.49	(6,273.49)	+++	.00
	State Account 54720 - Veteran's Office Totals	\$152,795.00	\$0.00	\$152,795.00	\$364.76	\$0.00	\$94,514.89	\$58,280.11	62%	\$83,278.00
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	7,000.00	.00	7,000.00	.00	.00	5,840.00	1,160.00	83	6,696.00
	State Account 54730 - Care of Veteran's Graves Totals	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$5,840.00	\$1,160.00	83%	\$6,696.00
Department 57 - Veteran's Administration Totals										
		\$164,795.00	\$0.00	\$164,795.00	\$364.76	\$0.00	\$100,792.43	\$64,002.57	61%	\$90,974.00
	EXPENSE TOTALS	\$164,795.00	\$0.00	\$164,795.00	\$364.76	\$0.00	\$100,792.43	\$64,002.57	61%	\$90,974.00
Fund 100 - General Fund Totals										
	REVENUE TOTALS	10,300.00	.00	10,300.00	.00	.00	1,100.00	9,200.00	11%	950.00
	EXPENSE TOTALS	164,795.00	.00	164,795.00	364.76	.00	100,792.43	64,002.57	61%	90,974.00
	Fund 100 - General Fund Totals	(\$154,495.00)	\$0.00	(\$154,495.00)	(\$364.76)	\$0.00	(\$99,692.43)	(\$54,802.57)		(\$90,024.00)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565	State Aid/Veteran's Grant	9,350.00	.00	9,350.00	.00	.00	9,350.00	.00	100	9,350.00
43565-001	2023 ARPA CYSO Grant	.00	.00	.00	.00	.00	14,228.00	(14,228.00)	+++	.00
49300	Use of Prior Years' Fund Balance	\$9,350.00	\$0.00	\$9,350.00	\$0.00	\$0.00	\$23,578.00	(\$14,228.00)	252%	\$9,350.00
	Department 00 - General Totals	748.00	.00	748.00	.00	.00	.00	748.00	0	.00
	REVENUE TOTALS	\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$23,578.00	(\$13,480.00)	233%	\$9,350.00
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111	Regular Salaries	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	5,740.85
50226	Hardware/Software	1,298.00	.00	1,298.00	.00	.00	1,151.41	146.59	89	449.00
50247	Repairs-Buildings	.00	.00	.00	.00	.00	.00	.00	+++	1,718.71
50313	Printing	300.00	.00	300.00	.00	.00	80.00	220.00	27	.00
50325	Registration Fees	1,200.00	.00	1,200.00	.00	.00	407.00	793.00	34	.00
50329	Subscriptions	650.00	.00	650.00	.00	.00	20.00	630.00	3	175.00
50335	Meal Expenses	350.00	.00	350.00	.00	.00	.00	350.00	0	180.00

Budget Performance Report

Fiscal Year to Date 11/06/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 213 - Veteran's Service Grant												
EXPENSE												
Department 00 - General												
State Account 54700 - Veteran's Grant Expenses												
50336	Lodging	2,500.00	.00	2,500.00	.00	.00	.00	825.00	1,675.00	33		898.00
50339	Travel	300.00	.00	300.00	.00	.00	.00	307.70	(7.70)	103		.00
50351	Vehicle Fuel	300.00	.00	300.00	.00	.00	.00	23.32	276.68	8		188.44
50373												
50373-001	2023 ARPA CVSO Grant Advertising	.00	.00	.00	.00	.00	.00	600.25	(600.25)	+++		.00
50805	Capital Outlay-Small Equipment (1000 - 5000)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.25	(\$600.25)	+++		\$0.00
	State Account 54700 - Veteran's Grant Expenses Totals	1,200.00	.00	1,200.00	.00	.00	.00	.00	1,200.00	0		.00
	Department 00 - General Totals	\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$0.00	\$3,414.68	\$6,683.32	34%		\$9,350.00
	EXPENSE TOTALS	\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$0.00	\$3,414.68	\$6,683.32	34%		\$9,350.00
		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$0.00	\$3,414.68	\$6,683.32	34%		\$9,350.00
Fund 213 - Veteran's Service Grant Totals												
	REVENUE TOTALS	10,098.00	.00	10,098.00	.00	.00	.00	23,578.00	(13,480.00)	233%		9,350.00
	EXPENSE TOTALS	10,098.00	.00	10,098.00	.00	.00	.00	3,414.68	6,683.32	34%		9,350.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,163.32	(\$20,163.32)			\$0.00
Fund 411 - Veteran's Transportation Grant												
REVENUE												
Department 00 - General												
Veterans' Trans. Grant												
43566		7,000.00	.00	7,000.00	.00	.00	.00	.00	7,000.00	0		9,137.70
	Department 00 - General Totals	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%		\$9,137.70
	EXPENSE TOTALS	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%		\$9,137.70
Fund 59210 - Veteran's Transportation Grant Totals												
	REVENUE TOTALS	4,000.00	.00	4,000.00	.00	.00	.00	.00	4,000.00	0		.00
	EXPENSE TOTALS	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%		\$0.00
		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%		\$0.00
Fund 411 - Veteran's Transportation Grant Totals												
	REVENUE TOTALS	7,000.00	.00	7,000.00	.00	.00	.00	.00	7,000.00	0%		9,137.70
	EXPENSE TOTALS	4,000.00	.00	4,000.00	.00	.00	.00	.00	4,000.00	0%		.00
		\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00			\$9,137.70
Grand Totals												
	REVENUE TOTALS	27,398.00	.00	27,398.00	.00	.00	.00	24,678.00	2,720.00	90%		19,437.70



Budget Performance Report

Fiscal Year to Date 11/06/23

Include Rollup Account and Rollup to Account

EXPENSE TOTALS	178,893.00	.00	178,893.00	364.76	.00	104,207.11	74,685.89	58%	100,324.00
Grand Totals	(\$151,495.00)	\$0.00	(\$151,495.00)	(\$364.76)	\$0.00	(\$79,529.11)	(\$71,965.89)		(\$80,886.30)

Mike Coleson
Sawyer County IT Director



November 09, 2023

10610 Main Street, Suite 58. - Hayward, WI 54843

Phone **715-634-8185**

Toll Free **877-699-4110**

Email mcoleson@sawyercountygov.org

To: Administration Committee
Tweed Shuman, Dale Schleeter, Ron Kinsley, Thomas
Duffy, and Andy Albarado
IT Department Report

Agenda items

N/A

Projects completed

- iPad replacement with laptops for County Board member who requested them.

Projects in progress

- Door Controls
 - Reactivate remote door openers for Courthouse offices: Clerk, Payroll/Admin, Clerk of Court, DA
 - Install new readers in HHS, Highway, Clerk of Court 2nd door.
- AV upgrades/installs
 - Sheriff Conference Room
 - Sheriff Training Room
 - Kansas Conference Room
 - Small Courtroom
- Video Surveillance upgrade at Highway
- Backup Internet for Highway / Airport using T-Mobile
- Firewall upgrades for Radisson Hwy, Winter Hwy, Transitions, Dog Pound

Pending Projects

- Phase 2 Jail camera replacement. 69 analog cameras to be replaced with digital. This is a 2023 CIP project. Working with vendor, Accurate Controls

Helpdesk and support activities

Average of 4 support requests per day
90% of time spent on support requests

Human Resource Report November 9, 2023

2023 Turnover

10/2/2023	Emily Neff	Clerk of Court	PT
10/4/2023	Abbigail Kazmierkoski	Sheriff	Term
10/2/2023	Rodney Brown	Highway	Retired
10/19/2023	Chandler Erickson	Ambulance	FT to PT
10/23/2023	Valerie Hyland	Ambulance	Rehire
10/31/2023	Jeff Schultz	Highway	PT - Seasonal

Hired Foreman Positions at Highway
Hired Night Watchman Position at Highway
Hired Driver/Operator at Radisson
Recruiting Driver/Operators at Hayward

Hired Children, Youth and Family Services Supervisor

Recruiting for PT Register in Probate/Clerk of Court position

Recruiting for EMS positions
Recruiting for Dispatch/Jail/Road positions
Recruiting Mental Health Therapist

Several on-going personnel issues
Open Enrollment underway
Updating Personnel Manual

**County Clerk Department
Monthly Report
October 31, 2023**



County Clerk Desk Activity/Revenue YTD:

Activity	Number of Licenses/Permits	Total Revenue (including amounts sent to the State of Wisconsin)
Dog Licenses	335	\$4,000.00
Work Permits	18	\$180.00
Marriage Licenses	69 Clerk = \$55/license Mediation = \$20/license State = \$25/license	\$6920.00
Plat Books		\$1479.82
Election MOU Reimbursement	2/21/23 Election Invoice 4/4/23 Election Invoice	\$3,998.39 \$14,870.00

Elections Update:

- Lisa and I met with IT and EM Director, Nicole Ripczinski, to establish a backup plan for elections should we need to vacate the County Clerk office for any reason.
- On November 1st we are holding TWO municipal clerk/poll worker in-person election training sessions (1:00 and 4:00 pm). We anticipate over 121 municipal workers and at least two County Clerks from our District 8 State group.
- The replacement absentee envelopes have arrived and we are preparing them for pickup by municipal clerks.

General:

- Hangar update – Out of 24 hangar leases, 7 are in or are moving to the new lease format with 2 more scheduled for same in 2024.

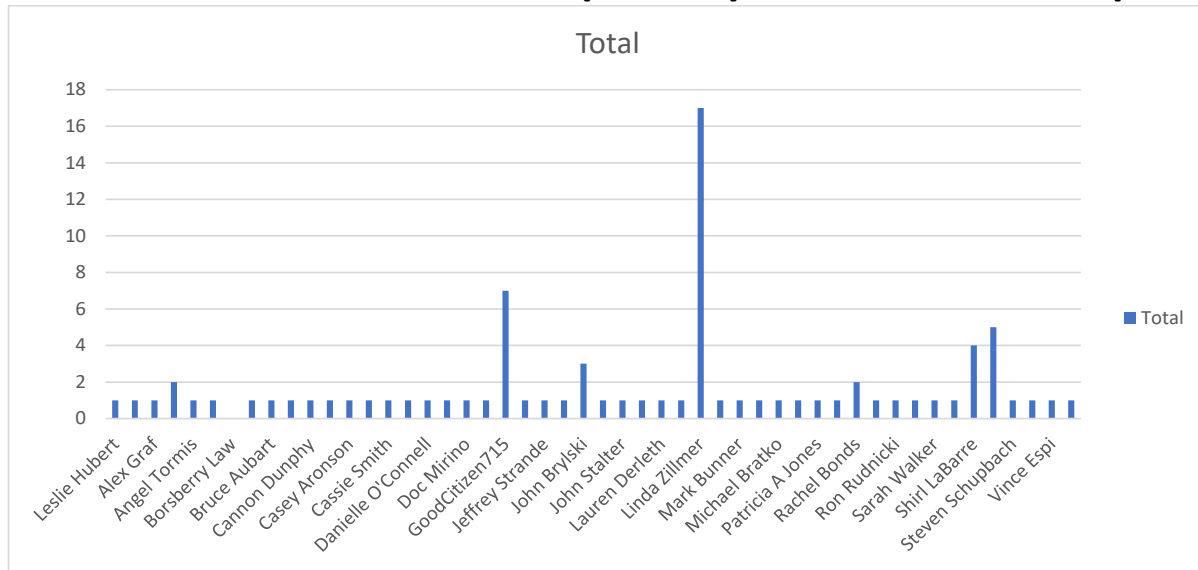
Public Records Request Report: Period 1/1/23 – 10/31/23
As of 9/1/23 – Sheriff's Dept. is separated into own report

County Departments Excluding Sheriff		Sheriff's Department	
# of Requests requiring attorney involvement; attorney fees are non-recoverable	5	# of Requests requiring attorney involvement; attorney fees are non-recoverable	1
# of total hours tracked to fulfill requests	17.64 hrs	# of total hours tracked to fulfill requests	35.5 hrs
# of requests last month	13	# of requests last month	42
Total # of requests YTD	90	Total # of requests for 9/1/23 to date	90

Department Receiving Request EXCLUDING SHERIFF DEPT.	# of Requests
Administration	1
Ambulance Services	10
Clerk of Court	1
Coroner	1
County Clerk	17
County Clerk/IT	2
DA's office; Admin; Treasurer's office	1
Dog pound/Sheriff's office	1
EMS	1
Finance	5
HHS	1
HR	2
Land Records	4
LWFRC	1
Payroll	1
Public Works	1
ROD	2
Sheriff's Dept. – as of 10/1; going to own report	19
Treasurer	2
Zoning	9
Grand Total	82

Public Records Request Report: Period 1/1/23 – 10/31/23

As of 9/1/23 – Sheriff's Dept. is separated into own report



2024 Conversion to PTO

We are proposing a change in the Vacation and Sick Leave benefits to a Paid Time Off (PTO) benefit starting January 1, 2024. Employees would start to accrue PTO January 1, but the actual conversion will take a year to complete.

What is PTO? Paid time off, also called PTO or personal time off, is an employer-provided benefit in which the employer compensates employees during their absence from work. Employees can use PTO for a variety of reasons, such as sick time, vacations and personal appointments. It will replace the current benefits of Vacation, Sick Time, and the Floating Holiday. It will not include Bereavement Leave, which will remain unchanged.

The conversion to PTO is applicable to all eligible employees who are not covered by terms of an employment contract, bargaining agreement, or who work in a county operated 24-hour service (EMS, Sheriff Dept - Dispatch, Jail, Patrol).

In addition to PTO time, employees will also be eligible for 2 days of paid Community Service. Community Service is time spent not working for the County, but volunteering with a community organization, activity, or event.

- Starting 1/1/2024 employees will start accruing PTO on a new schedule corresponding with their hours worked in a week (35/37.5/40), and length of service to the County. (See spreadsheet)

SICK LEAVE CONVERSION to EXTENDED LEAVE BANK

- Effective 1/1/2024 an employee's existing Sick Leave balance will become their Extended Leave Bank.

-From 1/1/2024 – 12/31/2024 the Extended Leave Bank can be used for sick time or extended leave (FMLA qualifying events).

-Starting 1/1/2025 and thereafter their Extended Leave Bank can only be used for extended leave for FMLA qualifying events or by approved request?

-Starting 1/1/2025 and thereafter the employee's PTO balance shall be used for sick time.

VACATION CONVERSION TO PTO

- From 1/1/2024 until the employee's anniversary date their existing Vacation balance will be accessible for use.

- At the employee's anniversary date their vacation time balance will be added to their PTO account. The vacation time added to PTO plus their PTO time accrued to date cannot exceed an amount of 5 days more than their annual accrual. At the anniversary date, any amount in excess of this amount will be move to the Employees Extended Leave Bank up to the maximum allowable amount.

- An employee's Extended Leave Bank can never exceed:

- o Employees hired before January 1, 2015 will accrue to a maximum of one hundred ten (110) days.

- o Employees hired on/or after January 1, 2015 will accrue to a maximum of ninety (90) days.

FAQ's

- PTO is intended to be flexible allowing those with greater sick time needs to have access to more days, and those with greater desire for personal days to have more access to paid time. There is an overall reduction in paid-time-off in exchange for the greater flexibility.
- Those employees who already have a full sick bank – will convert to having a full Extended Leave Bank. There would be no loss of banked hours – they would be renamed. The benefit to employees with a full sick bank in the conversion to PTO will be having greater flexibility and access to paid personal time.
- Depending on an employee's use of PTO, there is an opportunity to build a balance quicker in their Extended Leave Bank.
- Current payout eligibility and formulas remain as is and will be applicable to the Extended (Sick) Leave Bank
- Approvals for PTO time will be the same as currently applied to Vacation requests.
- During 2024 routine sick leave time can be taken from PTO or Extended (Sick) Bank. After January 1, 2025 routine sick leave will be taken from PTO. Extended (Sick) Leave bank will need to be an FMLA qualifying event – generally 3 days or more – or by approved request.
- Community Service Time – when claimed, the employee will attest to organization/event/activity that time was provided and what the employee did.
- Community Service – is to be unpaid by other party – essentially volunteering
- Community Service Time – does not roll over year to year, and cannot be banked. It would be separate from PTO.

EXAMPLE

Employee - FRED

Hire date of July 1, 2017 - 37.5 hour workweek

PTO Rate – 6.0 hours per payroll

January 1, 2024 Balances

Sick – 100 hours

Vacation – 75 hours

January 2024 – uses no benefit time.

End of month balances: Sick/Extended Leave-100 hours, Vacation-75 hours, PTO-12 hours.

February 2024 – uses 7.5 hours of sick time.

End of month balances: Sick/Extended Leave-92.5 hours, Vacation-75 hours, PTO-24 hours.

March 2024 – uses 15 hours of vacation.

End of month balances Sick/Extended Leave-92.5 hours, Vacation-60 hours, PTO-36 hours.

April 2024 – uses no benefit time.

End of month balances: Sick/Extended Leave-92.5 hours, Vacation-75 hours, PTO-48 hours.

May 2024 – uses 2 days of bereavement leave

End of month balances: Sick/Extended Leave-92.5 hours, Vacation-75 hours, PTO-60 hours.

June 2024 – uses no benefit time.

End of month balances: Sick/Extended Leave-92.5 hours, Vacation-75 hours, PTO-72 hours.

July 2024 – uses no benefit time.

End of month balances: Sick/Extended Leave-92.5 hours, PTO-147 hours.

Until December 31, 2024 the Sick/Extended Leave or PTO can be used for sick time.

PTO can be used for vacation/personal time.

Fred's maximum amount of PTO on his next anniversary date would be $193.5 \text{ hours} - (6.0 \times 26) + (7.5 \times 5) = 156 + 37.5 = 193.5$

Under the current Vacation/Sick leave benefit the maximum Vacation amount he could have on his anniversary date would be $(4.0 \times 26) + (7.5 \times 5) = 104 + 37.5 = 141.5$

If Fred had 200 hours of vacation as of 7/1/2024, and added 72 hours of PTO, his balance of 272 would be in excess of the allowed 213. The 59-hour difference would move from PTO and be added to his Extended Leave Bank, giving him a balance of 151.5 hours.

On his anniversary date every year any excess PTO would move to the Extended Leave Bank until he reaches the maximum of 90 days $(90 \times 7.5) = 675$ hours.

January 1, 2024 Conversion to PTO

Existing

Length of Service	Hours of Vacation per payroll				Hours of Vacation per payroll				Hours of Vacation per payroll				
	35 Hour week	Sick time per month	Floating Holiday	Approx. annual accrual	37.5 Hour week	Sick time per month	Floating Holiday	Approx. annual accrual	40 Hour week	Sick time per month	Floating Holiday	Approx. annual accrual	
Years 0 to 5		3.25	7	7	175.5	3.5	7.5	7.5	188.5	3.75	8	8	201.5
After 5 years		3.75	7	7	188.5	4	7.5	7.5	201.5	4.25	8	8	214.5
After 8 years		4.5	7	7	208	5	7.5	7.5	227.5	5.25	8	8	240.5
After 11 years		5.5	7	7	234	5.75	7.5	7.5	247	6.25	8	8	266.5
After 15 years		6	7	7	247	6.5	7.5	7.5	266.5	6.75	8	8	279.5
After 20 years		6.25	7	7	253.5	6.75	7.5	7.5	273	7.25	8	8	292.5
After 25 years		6.75	7	7	266.5	7.25	7.5	7.5	286	7.75	8	8	305.5

NEW PTO - reduced levels - replaces Vacation-Sick Leave- Floating Holiday

Length of Service	35 Hour week	Approx. annual PTO accrual (replaces		Paid Community Service Hours	Approx PTO+Community Service	37.5 Hour week	Approx. annual PTO accrual		Paid Community Service Hours	Approx PTO+Community Service	40 Hour week	Approx. annual PTO accrual		Paid Community Service Hours	Approx PTO+Community Service
	NEW PTO per payroll	sick/vacation/floating holiday)				NEW PTO per payroll					NEW PTO ACCRUAL per payroll				
Years 0 to 5	5		130	14	144	5.5		143	15	158	6		156	16	172
After 5 years	5.5		143	14	157	6		156	15	171	6.5		169	16	185
After 10 years	6.5		169	14	183	7.25		188.5	15	203.5	7.75		201.5	16	217.5
After 15 years	7.75		201.5	14	215.5	8.5		221	15	236	9		234	16	250
After 20 years	8		208	14	222	8.75		227.5	15	242.5	9.5		247	16	263
After 25 years	8.5		221	14	235	9.25		240.5	15	255.5	10		260	16	276