



Sawyer County

Agenda

Administration Committee Meeting
Tuesday, December 19, 2023 @ 11:00 AM
Sawyer County Board Room

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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.

7. TAKE-HOME VEHICLE POLICY (DISCUSSION AND POSSIBLE

ACTION)

8. PROPOSED PTO POLICY (DISCUSSION AND POSSIBLE ACTION)

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- a. Consider Proposal to Implement Paid Time Off (discussion and possible action)

[2024 Proposed Conversion to PTOD](#)

9. FUTURE AGENDA ITEMS

10. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS

11. 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.

REVISED – December 10, 2023

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 and Sick Time. 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 department staffed 24-hours a day service (EMS, Sheriff Dept - Dispatch, Jail, Patrol).

In addition to PTO time, employees will also be eligible for 2 days of paid Community Service/Wellness time. Community Service/Wellness time can be used- not working for the County, but volunteering with a community organization, activity, or event or participating in a wellness/health activity or appointment.

- 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.

CURRENT SICK LEAVE

- Effective 1/1/2024 an employee's existing Sick Leave balance will be frozen, and no more accruals will occur. This will be referred to as the Sick Leave Bank.

-From 1/1/2024 – 12/31/2024 Sick Leave Banks can be used for sick time as they it normally has been.

-During 2024 routine sick leave time can be taken from PTO or Sick Bank. After January 1, 2025 routine sick leave will be taken from PTO. Sick Bank Leave will be available for an FMLA qualifying event, for sick time with approval if PTO has been exhausted, or by County Administrator approval.

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

-Sick Leave banks will remain in existence until they are exhausted or the employee separates from the County.

-Sick Leave Payout ability – see **PAYOUTS**

VACATION CONVERSION TO PTO

- On 1/1/24 an employee's Vacation account (accrued vacation time) will be renamed PTO.

PTO

- 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. Part-time employees shall accrue PTO on a pro-rated basis of bi- weekly hours worked to full time.

Length of Service	Days of PTO Accrued During the Year	Per payroll Accrual Rate for 40 hour week employee
Years 0 to 5	20	6.15
After 5 years	22	6.77
After 8 years	25	7.69
After 10 years	28	8.62
After 15 years	31	9.54
After 20 years	32	9.85
After 25 years	33	10.15

Above chart shows total days that could be accrued in a year. Accrual rates will be determined based on work schedule and divided amongst 26 payroll periods

7 tiers of length of service will be retained, but current tier After 11 years will change to 10 years.

-An employee can accrue PTO up to an equivalent of 80 days according to their weekly hours worked (7/35 hours week, 7.5/37.5 hours a week, 8/40 hours a week). So, a 40 hour per week employee can accrue up to 640 hours in their PTO account.

- Department heads shall schedule time off for the most efficient operation of the department, and, if necessary, seniority shall be used in scheduling.

- Four (4) weeks notice shall be given for leaves of two (2) weeks or more; two (2) weeks notice shall be given for leaves of one (1) week. Any PTO leave of more than 15 consecutive work days requires the approval of the County Administrator.

Individual department heads reserve the right to have additional restrictions for this rule only.

- An employee who moves from one position to another in the County by transfer, promotion, or reassignment shall not lose their accrued leave and will remain under the same years of service schedule.

- Employees who choose to use PTO for an unplanned absence, must contact their direct supervisor prior to the start of their scheduled shift. Three or more consecutive days of unplanned absence may require a written note by a healthcare provider.

- No credits for PTO shall be granted for time worked in excess of the normal workweek. When absent from work for a full scheduled work day, employees must use a full day's PTO, sick leave or comp time earned. On days for which some work is performed, employees may use a partial day of paid leave time. Under no circumstances should a day on which paid leave time is used exceed the normal schedule number of hours of work.

-Except in cases of disciplinary action, Time Without Pay will not be granted until all appropriate available leave banks are exhausted.

Community Service/Wellness Days

	Days Annually
All years of service	2

- Intended to incentivize and encourage employees to participate in activities that offer a change of pace or break from their job while also benefiting the community and employee.
- Community Service/Wellness Time – when claimed, the employee will attest to organization/event/activity that time was provided and what the employee did or what wellness appointment or activity was done.
- Community Service – is to be unpaid by another party – essentially volunteering
- Community Service/Wellness Time – does not roll over year to year, and cannot be banked. It would be separate from PTO.

SEPARATION PAYOUTS (amendment of current handbook language) Payment upon Separation. Employees who voluntarily resign with proper notice as outlined above as well as employees separated by the county for reasons other than disciplinary or performance reasons (i.e. “in good standing”), and who have at least one-year full time of continuous employment, will receive payment for unused PTO and sick leave as outlined below.

Sick-Leave payouts remain unchanged from current policy

Regular employees hired before January 1, 2015 who leave their position in good standing will be eligible for Sick Leave and PTO separation pay as follows:

Less than 10 years of employment - For an employee with less than 10 years of creditable employment in a regular position – No Sick Leave Bank Payout.
The employee’s unused PTO balance or 1-years accrual of PTO (whichever is less) at the current pay rate will be paid out.

Ten (10) or more years of employment - For an employee with 10 or more years of creditable employment in a regular position the employee should receive one-half (1/2) of the unused Sick Leave Bank remaining in the employee’s account, not to exceed fifty-five (55) days, to be paid at the average hourly rate of pay on December 31st of the prior 3 years.
The employee’s current unused PTO balance up to 40 days of PTO - at the current pay rate will be paid out. Employees who retire (including disability retirement), shall be paid a maximum of 60 days of their accumulated PTO

Regular employees hired after January 1, 2015 who leave their position in good standing will be eligible for unused PTO and Sick Leave Bank separation pay as follows:

Less than 15 years of employment - For an employee with less than 15 years of creditable employment in a regular position – No Sick Leave Bank Payout.
The employee's unused PTO balance or 1-years accrual of PTO (whichever is less) at the current pay rate will be paid out.

Fifteen (15) or more years of employment - For an employee with 15 years or more years of creditable employment in a regular position the employee should receive one/half (1/2) of the unused sick leave remaining in the employee's account not to exceed forty-five (45) days, to be paid at the average hourly rate of pay on December 31st of the prior 3 years.
The employee's unused PTO balance - up to 40 days of PTO at the current pay rate will be paid out.
Employees who retire (including disability retirement), shall be paid a maximum of 60 days of their accumulated PTO

In the event an employee leaves a position with the County that is entitled to a PTO and/or sick leave payout and accepts an elected position with the County (Sheriff, County Clerk, Clerk of Circuit Court, Register of Deeds, County Treasurer, County Coroner), his/her sick leave balance shall be paid out according to the policy providing the employee meets all the defined eligibility criteria.

Non-payment upon Separation. Employees separated for disciplinary or performance reasons and employees who fail to provide proper notice will receive no payment of accrued but unused vacation or sick time. All employees will receive payment of their accrued but unused compensation time regardless of the reason for separation or notice provided.

FLOATING HOLIDAY changed to Permanent or Flexible Holiday.

-The current floating holiday will be eliminated and a permanent/flexible holiday established .
Potential days - New Year's Eve Day, Presidents Day every year or , or another day to be determined – that could be reviewed annually

The purpose would be to find a date every year to apply what is currently a floating to a day that would work with an existing holiday to provide an extended period for employees to be off a work and courthouse operations to be closed.

As an example, in 2023, July 4 was on a Tuesday, and the permanent/flexible holiday could have been held on Monday, July 3rd.

In 2024, July 5 falls on a Friday – this would make a good holiday to follow the July 4th Holiday.
Courthouse operations would be able to be closed.

In 2025, December 26 falls on a Friday, and it could be decided to make this date the permanent/flexible holiday.

Would establish an employee committee to review this permanent/flexible holiday in the upcoming year?

FAQ's

- PTO is intended to be flexible allowing employees to have more control over their paid-time-off.
- Those employees who already have a sick bank – will retain that bank. 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.
- Current payout eligibility and formulas remain as is and will be applicable to the Extended (Sick) Leave Bank
- Approvals for planned PTO time will be similar to current vacation requests.
- During 2024 routine sick leave time can be taken from PTO or Sick Bank. After January 1, 2025 routine sick leave will be taken from PTO. Sick Bank Leave will be available for an FMLA qualifying event, for sick time with approval if PTO has been exhausted, or by County Administrator approval.
- Community Service/Wellness Time – when claimed, the employee will attest to organization/event/activity that time was provided and what the employee did or what wellness appointment or activity was done.
- Community Service – is to be unpaid by another party – essentially volunteering
- Wellness – paid time to address physical, mental, and social well-being through the active pursuit of activities, choices and lifestyles that lead to a state of holistic health.
- Community Service/Wellness Time – does not roll over year to year, and cannot be banked. It would be separate from PTO.
- On an employee's anniversary date the PTO time accrued to date cannot exceed 80 days. Any amount over 80 days would be forfeited.