MINUTES

Personnel and Veterans Service

October 19, 2016
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT:	Supervisors Mark Anderson, Russ Bauer, Bob Holley, and Joe Policello
MEMBERS EXCUSED:	Supervisors Mike Behnke and Ken Keller
OTHERS PRESENT:	County Clerk Kathy Brandt, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, County Administrator Shawn Henessee, Eagle Herald and Peshtigo Times

1. Call to order

Chair Joe Policello called the meeting to order at 2:40 p.m.

2. Agenda

Motion (Bauer/Anderson) to approve agenda. Motion carried.

3. Public Comment - None

4. Minutes

Motion (Bauer/Holley) to approve minutes of October 13, 2016. Motion carried.

5. Reconsider Motion from October 13th – Amendment #58

Motion (Anderson/Bauer) to reconsider motion (Anderson/Holley) to recommend County Board approve Amendment 58 to the Marinette County Personnel Policies and Procedures Manual Section 1.26 Excused Absences (a) Vacations. Motion carried.

Motion (Anderson/Bauer) to recommend County Board approve Amendment 58 to the Marinette County Personnel and Policies and Procedures Manual Section 1.26 Excused Absences (a) Vacations for employees hired before 10-25-16 while leaving the original language of line 10 intact. Motion carried. Exhibit A

6. Adjournment

Motion (Holley/Anderson) to adjourn at 2:44 p.m. Motion carried.

Kathy Brandt, County Clerk
Date approved/corrected:

AMENDMENT 58
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.26 EXCUSED ABSENCES

The Policies & Procedures Manual shall be amended to read as follows:

1.26 Excused Absences.

(a) **Vacations. [Amendment 25, Adopted 12/20/2011] [Amendment 40, Adopted 03/25/2014]**

(1) Employee vacation shall be computed on a calendar year basis. Vacation eligibility shall be determined based upon the length of continuous service of each employee as of the employee's most recent hiring date as adjusted for unpaid leaves in excess of fourteen (14) calendar days. Employees shall earn vacation on an accrual basis and be entitled to paid vacation leave as follows:

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Salaried/Management

35 Hour Employees		**40 Hour Employees**	
70 hours	0 through 5th year	80 hours	0 through 5th year
105 Hours	6th through 10th year	120 hours	6th through 10th year
140 Hours	11th through 13th year	160 hours	11th through 13th year
175 Hours	14th through 18th year	200 hours	14th through 18th year
210 Hours	19 Plus years	240 hours	19 Plus years

~~12/31/2011 Expired AFSCME Courthouse Contract~~
Courthouse & Highway Categories

7 Hour Employees		**8 or 12 Hour Employees**	
35 hrs	0 through 1st year	40 hrs	0 through 1st year
70 hrs	2nd through 6th year	80 hrs	2nd through 6th year
105 hrs	7th through 11th year	120 hrs	7th through 11th year
140 hrs	12th through 14th year	160 hrs	12th through 14th year
175 hrs	15th through 19th year	200 hrs	15th through 19th year
210 hrs	20 Plus years	240 hrs	20 Plus years

~~12-31-2011 expired AFSCME Professional Contract~~
Professional Category

35 Hour Employees		**40 Hour Employees**	
35 hrs	0 through 1st year	40 hrs	0 through 1st year
70 hrs	2nd through 5th year	80 hrs	2nd through 5th year
105 hrs	6th through 10th year	120 hrs	6th through 10th year
140 hrs	11th through 13th year	160 hrs	11th through 13th year
175 hrs	14th through 18th year	200 hrs	14th through 18th year
210 hrs	19 Plus years	240 hrs	19 Plus years

~~12-31-2011 expired AFSCME Library Contract~~
Library Category

36.5 hrs	0 through 1st year
73 hrs	2nd through 6th year
109.5 hrs	7th through 11th year
146 hrs	12th through 14th year
182.5 hrs	15th through 19th year
219 hrs	20 Plus years

~~***12/31/2012 Expired IUOE Highway Contract***~~

~~40 hours~~	~~0 through 1st Year~~
~~80 hours~~	~~2nd through 6th Year~~
~~120 hours~~	~~7th through 11th Year~~
~~160 hours~~	~~12th through 14th Year~~
~~200 hours~~	~~15th through 19th Year~~
~~240 hours~~	~~20 Plus Years~~

(2) Employees shall receive full week of vacation on January 1st of the employee's anniversary year in which the employee is eligible to move to the next level of vacation.

(3) Vacation may not be used during an ~~non-represented~~ employee's first four (4) months of the twelve (12) month probationary period, although accumulation starts with the first (1st) day of employment.

(4) ~~Vacation must be taken in a minimum of one-half (1/2) hour increments~~.

(5) Vacation pay shall be computed on the pay rate in effect on the employee's day of vacation leave, excluding overtime or premium pay.

(6) Effective April 26, 2005, the Psychiatrist employee shall be entitled to the normal vacation schedule plus one (1) additional week of vacation for each remaining vacation level until this employee reaches the maximum of six (6) weeks of vacation. This employee also receives one (1) additional week of vacation in lieu of compensatory time. If this employee vacates the position of Psychiatrist for any reason prior to reaching the six (6) week level, this benefit shall terminate for the Psychiatrist position.

(7) An employee using scheduled vacation hours that subsequently becomes ill or who has a family member as defined by this Manual become ill may not transfer vacation hours to sick leave hours.

(8) Recognizing the need to perform departmental duties, Department Heads may schedule vacations at the Department Head's discretion. Vacation requests for all other ~~non-represented~~ employees require the approval of the employee's supervisor. Department Heads and/or supervisors shall consider ~~seniority and~~ workload of the department when approving vacation time.

(9) Employees are expected to use earned vacation within the year earned. Days shall be converted to hours based on the work schedule of each employee. Effective immediately, employees may carry over 150% of yearly vacation eligibility. At no time may an employee vacation bank exceed 150% of the vacation eligibility. **[Amendment 44; Adopted 10/28/2014]** **[Amendment 54; Adopted 03/29/2016]**

(10) In addition to earned vacation, exempt employees receive one (1) additional week of vacation in lieu of compensatory time.

(11) Employees completing the probationary period, who subsequently leave the employ of the County in good standing, shall receive payment for accrued unused vacation time as of the date of separation. Any unused vacation carried over from the previous year shall be paid out with the pro-rated vacation. **[Amendment 51, Adopted 04/21/2015]**

(12) An employee leaving the work force, for any reason, who has used vacation in excess of the amount accrued the final year of service, shall be responsible to reimburse the County for overused vacation. If possible, the reimbursement shall be deducted from the employee's final wages. **[Amendment 51, Adopted 04/21/2015]**

(13) In the event of death of an active, current ~~non-represented~~ employee, surviving spouse or dependent shall receive payment for accrued unused vacation time as of the date of death. Any unused vacation carried over from the previous year shall be paid out with the pro-rated vacation.

(14) Employees may gift any portion of earned vacation time to another employee for FMLA purposes by completing a '**Gifted Vacation Time Authorization Form**'. The completed form shall be submitted to Human Resources. The recipient employee continues to accrue benefits while using donated time. The recipient employee shall not use donated time until the recipient employee's sick/vacation/personal day/comp banks ~~has~~ have been exhausted. If an employee receiving donated time returns to work prior to benefit ~~sick~~ bank exhaustion, the donated vacation time shall be returned to the donating employee.

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Approved by Personnel Committee:
Approved by County Board: