



## AGENDA

Committees on Human Resources  
Friday, February 14, 2025, at 9:00 a.m.  
Location: 721 Oxford Ave, Eau Claire, WI • Room 3312

Join from the meeting link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m968f672a2da30c931aa0b6c3fac16ad3>

Join by meeting number:

Meeting number: 2534 577 0359 Password: YNvJDw5fg57

Join by phone:

Dial in: 415-655-0001 Access Code: 2534 577 0359

*For those wishing to make public comment, you can submit your request to speak and/or written comment to Samantha Kraegenbrink at [samantha.kraegenbrink@eauclairecounty.gov](mailto:samantha.kraegenbrink@eauclairecounty.gov) at least 60 minutes prior to the start of the meeting.*

*A majority of the county board may be in attendance at this meeting, however, only members of the committee may take action on an agenda item.*

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Review of meeting minutes for January 10, 2025 – **Discussion/Action**
5. File No. 24-25/110: Amending Human Resources Policy 425 – Paid Time Off – **Discussion/Action**
6. File No. 24-25/111: Amending Human Resources Policy 509 – Timekeeping – **Discussion/Action**
7. File No. 24-25/112: Amending Human Resources Policy 403 – Holiday Pay – **Discussion/Action**
8. Health Insurance Progress Updates – **Information/Discussion**
9. Vacancy Report – **Discussion**
10. Future Agenda Items
11. Announcements
12. Adjournment



**MINUTES**  
Committees on Human Resources  
Friday, January 10, 2025, at 10:00 a.m.  
Location: 721 Oxford Ave, Eau Claire, WI • Room 3312

Present: Cory Sisk, Jim Schumacher, Heather DeLuka, Larry Hoekstra, Allen Myren

Others: Samantha Kraegenbrink – Committee Clerk, Kathryn Schauf, Angela Eckman, Bryan Bessa, Bethany Bremer, Jason Szymanski, Brittany Buhrow, Dawn Edlin, Jon Johnson, Vickie Gardner (remote), Sonja Leenhouts (remote), Janet Quinn (remote)

**Call to Order and Confirmation of Meeting Notice**

Chair Myren called the meeting to order at 10:00 a.m. and confirmed the meeting notice.

**Roll call**

Indicated above.

**Public Comment**

None.

**Review of meeting minutes for December 13, 2024**

Motion by Supervisor Sisk. Correction to change the start time of the meeting to 9 a.m. to reflect the correct meeting start time and posted agenda. All in favor with correction, minutes approved.

**File No. 24-25/100: Ordinance to amend section 2.09.010 B of the Code, Business Hours; Hours of Operation**

Commissioner Johnson provided background on file no. 24-25/100. Motion by Supervisor Sisk, on a roll call vote; all in favor (aye: Supervisors DeLuka, Hoekstra, Myren, Sisk, Schumacher.)

**Process of backfilling vacant positions and those on HOLD**

Director Angela Eckman provided information on the process of backfilling vacant positions and those that are on hold.

**Vacancy Report**

The committee reviewed the provided vacancy report.

**Future Agenda Items**

- Bereavement policy
- PTO Policy

**Announcements**

The meeting was adjourned at 10:33 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Committee Clerk  
*Executive Office Administrator*



# Human Resources Department

## FACT SHEET FOR 24-25/110

### ***POLICY 425- PAID TIME OFF***

**BEREAVEMENT LEAVE**- HR would like to introduce a new benefit for all County employees to include Bereavement Leave. Eau Claire County currently asks employees to reference their Paid Time Off for any bereavement related instances. This has been identified by employees as a potential benefit that could be offered through individual requests, manager inquiries and then validated through our most recent employee value perception survey that is conducted on an annual basis, typically in the May timeframe.

In addition, HR has researched the bereavement policies of other Counties and found that a majority of Counties have one in place, including Brown, Buffalo, Chippewa, Jackson, Trempealeau, Monroe, Oneida & Waupaca. In referencing the specific policies of those Counties, HR would like to recommend a combination of Immediate Family, Extended Family as well as one for current County employees and board supervisors as spelled out in the proposed policy details.

While the specific financial impact is difficult to calculate because we have no prior data on how much PTO has been used for this purpose, nor have a way to forecast future utilization, it is believed to have a minimal financial impact with a significant demonstration of support to our employees during a time of need.

**PART-TIME EMPLOYEE PAYOUT UPON SEPARATION**- In October 2024, HR introduced and gained approval to adjust the years of service eligibility requirement for PTO payout for all staff. This adjustment now requires employees to be with the County for a minimum of 3 years before becoming eligible for this benefit. Part-time eligibility requirements were not adjusted at that time and since then have posed some concern regarding consistency, especially amongst those managers who have both full-time and part-time staff. Since October 2024, we've had 2 Part-time employees leave the organization. One of them was eligible for the payout under the current requirements but would not have been with our proposed adoptions. While this change isn't expected to produce significant savings, HR believes it to be necessary to adjust for consistency.

Length of Service in years	% of payout at time of separation	Maximum hours payout
<del>0-1 years</del> 0-3 years	0	0 hours
<del>1-3 years</del> 3-5 years	20%	40 hours
<del>3-5 years</del> 5-10 years	25%	50 hours
<del>5-10 years</del> 10-15 years	50%	100 hours
<del>10-15 years</del> 15-20 years	75%	150 hours
<del>15+ years</del> 20+ years	100%	200 hours



# Human Resources Department

## ***POLICY 425- PAID TIME OFF- CONT***

**WORKER'S COMPENSATION REFERENCE IN PTO POLICY-** HR would like to propose the deletion of 16.5. This request is because any payments, including those related to supplemental time, are managed through our workers' compensation carrier. Carriers are responsible for determining eligibility for supplemental compensation in accordance with the Wisconsin Worker's Compensation Act. Deletion does not preclude an employee from using PTO, however, this benefit is determined by worker's compensation law, not County policy.

Respectfully submitted by,

Angela Eckman, Human Resources Director

4 - AMENDING HUMAN RESOURCES POLICY 425 – PAID TIME OFF

5 WHEREAS, Policy 425 – Paid Time off, provides guidelines regarding employee benefits  
6 related to time off and,

7  
8 WHEREAS, revisions to the policy are necessary to address part-time employee eligibility,  
9 bereavement leave, and worker’s compensation and,

10  
11 WHEREAS, that the following modifications be made to Policy 425 – Paid Time Off:

- 12 1. Part-Time Employee Payout Upon Separation
  - 13 a. The policy shall be amended to ensure that part-time employees’ payout upon
  - 14 separation aligns with the eligibility requirements for full-time employees.
- 15 2. Bereavement Leave
  - 16 a. A new provision shall be added to the policy to provide the following
  - 17 bereavement leave:
    - 18 i. 3 days for immediate family members.
    - 19 ii. 1 day for extended family members.
    - 20 iii. 4 hours for all current employees and County Board Supervisors,
    - 21 regardless of their relationship to the deceased.
- 22 3. Worker’s Compensation
  - 23 a. The reference to Worker’s Compensation in the Paid Time Off policy shall
  - 24 be removed, as it is governed by the terms and conditions set by the
  - 25 organization’s Worker’s Compensation carrier
  - 26
  - 27

28 NOW THEREFORE BE IT RESOLVED the Eau Claire County Board of Supervisors  
29 hereby approve the proposed changes to Policy 425 – Paid Time Off, which is attached to this  
30 resolution as well as incorporated.

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33 ADOPTED:

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36 **Committee on Human Resources**

37 AYE NAY ABSTAIN ABSENT

38 Heather DeLuka

39 Larry Hoekstra

40 Allen Myren

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Cory Sisk                            

Jim Schumacher                   

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

\_\_\_\_\_  
Samantha Kraegenbrink – Committee Clerk

**Committee on Finance & Budget**

**AYE   NAY   ABSTAIN   ABSENT**

Jim Dunning                            

Stella Pagonis                        

Jim Schumacher                       

Bob Swanson                           

Dane Zook                               

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

\_\_\_\_\_  
Erika Gullerud – Interim Committee Clerk  
Resolution 24-25/110

SK

## **POLICY 425 PAID TIME OFF (PTO)**

- 1. Purpose.** To provide employees with a flexible means of utilizing paid leave time for planned and unplanned absences. Paid Time Off (PTO) can be utilized for any purpose, subject only to necessary request and approval procedures consistent with County and department policies.
- 2. Eligibility.** Regular status employees working at least 20 hours per week (.50 FTE) are eligible for the benefits documented herein. Part-time employees working less than 20 hours per week (.50 FTE), temporary employees and seasonal employees as defined in Eau Claire County Policy 001 Definitions are not eligible.
- 3. Definitions.**
  - 3.1 Paid Time Off (PTO).** A benefit plan which consolidates all leave benefits into a single “account” of paid leave, for which the employee is responsible for managing.
  - 3.2 Extended Leave Bank (ELB).** A bank which may be utilized for absences due to medical necessity for the employee or the employee’s immediate family, or for qualified FMLA absences, of more than 24 consecutively scheduled hours.
  - 3.3 Benefit Time.** Refers to both PTO and ELB time.
  - 3.4 Family Medical Leave Act (FMLA).** Provides time off for various medical and military purposes as defined by State and Federal law.
  - 3.5 Planned PTO.** Requested and approved prior to the date for which the employee is requesting leave.
  - 3.6 Unplanned PTO.** Requested or reported on the date the employee will not be reporting to work.
  - 3.7 Post-Employment Health Plan (PEHP)/Health Trust Account.** An employee benefit to help pre-fund the future cost of health care expenses.
  - 3.8 Creditable Employment.** Years of service with the County working in a regular full- or part-time position beginning with the Employee’s anniversary date as defined by Eau Claire County Policy 001 – Definitions and ending with the date of

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separation. Employment in a seasonal or temporary position is not considered creditable employment for purposes of PTO.

**4. Accrual.**

**4.1** All full-time employees hired into regular status positions will begin employment with a PTO balance of 40 hours.

**4.1.1** Exempt Supervisory will begin employment with a PTO balance of 80 hours.

**4.1.2** Part-time employees who are eligible to earn and use PTO will begin employment with a pro-rated number of hours, equivalent to one week.

Example: A .73 FTE employee will begin employment with 29.2 hours of PTO (40 hours\*.73 FTE = 29.2 hours)

**4.2** Full-time employees will accrue PTO according to the following accrual rates:

Length of Service	Hours Per Pay Period	Days Per Year	Maximum Accrual Hours
0 – 5 <sup>th</sup> Anniversary	6.4 hours	20.80 days	500 hours
5 – 10 <sup>th</sup> Anniversary	8.0 hours	26.00 days	500 hours
10 – 15 <sup>th</sup> Anniversary	9.5 hours	30.88 days	500 hours
After 15 <sup>th</sup> Anniversary	11 hours	35.75 days	500 hours

**4.3** Exempt supervisory levels will accrue PTO according to the following accrual rates:

Length of Service	Hours Per Pay Period	Days Per Year	Maximum Accrual Hours
0 – 5 <sup>th</sup> Anniversary	8.0 hours	26.00 days	500 hours
5 – 10 <sup>th</sup> Anniversary	9.5 hours	30.88 days	500 hours
10 – 15 <sup>th</sup> Anniversary	11 hours	35.75 days	500 hours
After 15 <sup>th</sup> Anniversary	12.5 hours	40.63 days	500 hours

**4.4** Part-time employees working at least 20 hours per week (.50 FTE) will earn PTO accruals based on the PTO accrual schedule in Section 4.2 at a prorated amount based on their percentage of full-time equivalency (FTE).

Example: A .73 FTE employee who has been employed for 4 years would earn 4.7 hours of PTO per pay period. (.73FTE\*6.4 hours = 4.7 hours per pay period)

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**4.4.1** 4.4.1 Part-time employees may accrue up to a maximum of 200 hours PTO hours.

**4.5** PTO will not accrue during unpaid leaves or worker's compensation leave.

**4.6** Part-time employees who transfer into a full-time position or whose hours are increased to full-time will be placed on the PTO accrual schedule based on their creditable employment with Eau Claire County. The employee's current PTO balance will transfer with the employee.

**5.** Minimum Usage Requirements.

**5.1** Unless otherwise outlined in department work rules, non-exempt employees will use PTO in increments rounded to the nearest tenth of an hour as outlined in Policy 509, Timekeeping.

**6.** Planned PTO.

**6.1** Employees must request Planned PTO as far in advance as practicable and must be approved in advance by the Department Head or designee, but not less than 24 hours in advance. Individual departments may require more advance notice for scheduled absences. Employees will follow department procedures for requesting PTO. PTO requests may be denied based on the needs of the department and the scheduled time off of other department employees.

**6.2** Department Heads or designees may approve planned PTO requests of less than 24 hours' notice on a case by case basis.

**7.** Unplanned PTO.

**7.1** Employees must report the use of Unplanned PTO at least one (1) hour prior to the start of the employee's scheduled shift, or as soon as practicable in cases of emergency or development of illness during the employee's work shift. Individual departments may require more advance notice for unscheduled absences. Employees will follow department procedures for requesting PTO.

**8.** Absence due to Illness or Medical Necessity

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- 8.1 Employees who are ill should not report to work. Department Heads or supervisors will assess the health of an employee and, if the employee is deemed to be "too sick to work", the Department Head or supervisor can send the employee home and will notify HR. If this occurs, the employee will be required to supplement the missed time according to Policy 509, Timekeeping.
- 8.2 If the absence qualifies as FMLA, Eau Claire County Policy 411, Leaves – Family, Medical, & Military will apply. The appropriate medical certification form(s) will be required.
- 8.3 After a medical absence, a physician's statement may be required to be submitted to Human Resources on the employee's first day back to work attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.
  - 8.3.1 Any work restrictions must be stated clearly upon the employee's return to work. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. PTO may be denied for any employee required to provide a doctor's statement until such a statement is provided.
- 8.4 The County has the right to arrange a second medical opinion to determine the validity of an employee's worker's compensation or illness claim, or to obtain information related to restrictions or an employee's ability to work at its own expense.

9. Unpaid Leave.

- 9.1 Generally, unpaid leave may not be taken until such time that the PTO account has been exhausted, as well as the ELB account if an employee would be eligible to use the ELB.
- 9.2 In the event of a temporary reduction in hours as scheduled by the County, an employee may take unpaid time if that employee's total balance of PTO and ELB hours is 40 hours or less.
- 9.3 If an employee's PTO balance is exhausted, the employee will revert to unpaid time. If this occurs without the prior authorizations of the Department Head and the director, the employee may be subject to corrective or disciplinary action.

10. FMLA.

- 10.1 State of Wisconsin FMLA. Eau Claire County offers two weeks of paid leave after exhaustion of all available time accrual balances such as PTO, Comp time and ELB during approved Wisconsin FMLA. Leave will be paid at an employee's

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normal rate for normally scheduled hours. Any remaining leave may be taken unpaid.

**10.2** Federal FMLA. Employees may be required to use all accrued paid leave time before receiving leave without pay.

**11.** Bereavement Leave.

**11.1** Definitions & Time Eligibility for this section shall be as follows:

**11.1.1** Immediate Family. Relation to employee must be defined as spouse, daughter, son, mother, father, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepchild or stepparent.

- Employees shall receive a 3-day bereavement leave with pay for the death of an immediate family member meeting the above definition.

**11.1.2** Extended Family. Relation to employee must be defined as grandparent, grandchild, brother-in-law, sister-in-law, grandparent-in-law, aunt, uncle, niece or nephew of the first degree.

- Employees shall receive a 1-day bereavement leave with pay for the death of an extended family member meeting the above definitions.
- Divorce severs in-law relationship.

**11.1.3** Certification of attendance may be required to qualify for this benefit.

**11.1.4** All paid leave time for bereavement must be submitted as a written request to your direct supervisor for approval to maintain eligibility of benefit.

**11.1.5** Employees shall receive (4) four hours of bereavement leave time to attend, during business hours, the funeral or visitation of a current County Board Supervisor or employee at the discretion of the Department Head. Request to attend must be made in writing to your ~~their~~ direct supervisor.

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**11.12.** Payment Upon Separation. Employees who leave the employ of the county in good standing through providing adequate notice as defined in Policy 105 or employees separated by the county for other than disciplinary or performance reasons will receive payment for unused PTO as outlined below.

**11.12.1** Regular full-time employees hired on or before November 3, 2013 who leave their position in good standing will be eligible for PTO/ELB separation pay as follows:

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11.1.412.1.1 **Less than 10 years of employment.** For an employee with less than 10 years of creditable employment in a regular position the employer will pay the total accumulated amount of PTO and ELB into the post-employment health plan as provided in 11.1.5 to a maximum of 180 hours at the employee's rate of pay at separation

11.1.412.1.2 **10 years of employment.** For an employee with 10 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO and ELB to a maximum of 480 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 11.1.5 at the employee's rate of pay at separation.

11.1.412.1.3 **20 years of employment.** For an employee with 20 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO and ELB to a maximum of 640 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 11.1.5 at the employee's rate of pay at separation.

11.1.412.1.4 **20 years of employment and 50 years of age or retiring.** For an employee with 20 years or more of creditable employment in a regular position, and 50 years of age or retiring, the employer will pay the total accumulated amount of PTO and ELB to a maximum of 1,000 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 11.1.5 at the employee's rate of pay at separation.

11.1.512.1.5 **Election of Form of Benefit.** Within thirty (30) days of receiving written notice of an employee's termination, the employer will elect the form in which the terminating employee will receive the Benefit. The Benefit can only be paid in one of the two forms outlined below. In making the election, the employer will consider several established factors including the terminating employee's access to other health insurance coverage, the value of the terminating employee's unused accumulated sick leave and extra retirement pay, and the ability of the terminating employee to demonstrate the need for coverage. The employer will notify the terminating employee in writing of the election made by the employer.

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11.1.5.112.1.5.1 PRIME Trust, or the Medical Plan Trust.

11.1.5.212.1.5.2 Retirement Plan Trust and or 457 (b).

11.212.2 Regular full-time employees hired after November 3, 2013 who leave their position in good standing will be eligible for PTO separation pay as follows:

11.2.412.2.1 Less than three years of employment. For an employee with less than three years of creditable employment in a regular position, any benefit time is forfeited.

11.2.212.2.2 At least three but less than five years of employment. For an employee with at least three but less than five years of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 80 hours in cash at the employee's rate of pay at separation.

11.2.312.2.3 At least five but less than 10 years of employment. For an employee with more than five but less than 10 years of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 150 hours in cash at the employee's rate of pay at separation.

11.2.412.2.4 10 years of employment. For an employee with 10 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 350 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 11.2.6 at the employee's rate of pay at separation.

11.2.512.2.5 20 years of employment. For an employee with 20 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 500 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 11.2.6 at the employee's rate of pay at separation.

11.2.612.2.6 Election of Form of Benefit. Within thirty (30) days of receiving written notice of an employee's termination, the employer will elect the form in which the terminating employee will receive the Benefit. The Benefit can only be paid in one of the two forms outlined below. In making the election, the employer will consider several established factors including the terminating employee's access to other health

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insurance coverage, the value of the terminating employee's unused accumulated sick leave and extra retirement pay, and the ability of the terminating employee to demonstrate the need for coverage. The employer will notify the terminating employee in writing of the election made by the employer.

~~11.2.6.1~~ 11.2.6.1 PRIME Trust, or the Medical Plan Trust.

~~11.2.6.2~~ 11.2.6.2 Retirement Plan Trust and or 457 (b).

~~11.3~~ 11.3 ~~12.3~~ 12.3 Regular part-time employees who leave their position in good standing will be eligible for PTO separation pay as follows:

Length of Service	% of payout at time of separation	Maximum Payout Hours
0 – <del>3rd</del> <u>1<sup>st</sup></u> <del>4<sup>th</sup></del> Anniversary	0	0 hours
<del>1<sup>st</sup></del> <u>3<sup>rd</sup></u> – <del>5th</del> <u>3<sup>rd</sup></u> Anniversary	20%	40 hours
<del>5th</del> <u>3<sup>rd</sup></u> – <del>10th</del> <u>5<sup>th</sup></u> Anniversary	25%	50 hours
<del>10th</del> <u>5<sup>th</sup></u> – <del>15th</del> <u>10<sup>th</sup></u> Anniversary	50%	100 hours
<del>15th</del> <u>10<sup>th</sup></u> – <del>20th</del> <u>15<sup>th</sup></u> Anniversary	75%	150 hours
After <del>20</del> <u>15</u> years	100%	200 hours

~~11.4~~ 11.4 ~~12.4~~ 12.4 Employees separated for disciplinary or performance reasons, or fail to provide an adequate notice of intent to separate, including working during the full notice period in accordance with Policy 105 Separation from Employment, will receive no separation benefit.

~~12.13~~ 12.13 Conversion.

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When an employee with vacation leave and sick leave is transferring into a position with PTO accrual, the employee's total balance of vacation and sick leave will be converted to PTO, hour for hour up to 280 hours. Any hours in excess of 280 will be converted hour for hour into an ELB account.

**13.14.** PTO Service Credit at Hire.

**13.14.1** In accordance with Section 4.1, eligible employees will begin employment with a PTO balance equivalent to one week.

**13.14.2** A Department Head may submit a written request to the Human Resource Director for approval that a new hire may be given additional initial PTO balance in recognition of employment experience directly related to the position for which the employee is being hired. The recommendation must be in writing and based on the Department Head's assessment of the employee's qualifications beyond the minimum requirements, recruitment considerations, or length of similar service with a previous employer.

**13.14.3** No additional length of service credit shall be granted after initial hire.

**14.15.** Extended Leave Bank.

**14.15.1** An employee who is sick uses their PTO account for the missed time. Any time a single occurrence illness/injury results in the loss of more than 24 consecutively scheduled work hours, an employee with an ELB is eligible to use time from that bank. When that option is selected by the employee, they may choose for the deduction to revert back to the first day, so that the first 24 hours are deducted from the ELB (not the PTO account), plus the additional missed days. This should be documented as ELB on the employee timesheet.

**14.15.1.1** To utilize the ELB, the employee may be asked to submit documentation from a physician to verify illness or injury.

**14.15.1.2** The County reserves the right to have a second medical opinion at its own expense.

**14.15.1.3** The ELB may be used for a single occurrence illness/injury results in the loss of more than 24 hours' time to care for an immediate family member.

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**15.16.** Death While An Active Employee.

**15.116.1** All accumulated unused PTO and ELB for which the employee may have otherwise been eligible will be transferred to the Post Employment Health Plan (PEHP)/Health Trust Account as defined in Eau Claire County Policy 603.

**15.1.116.1.1** If there is not a surviving qualified family member as defined in the Post Employment Health Plan policy, payment will be made to a deferred compensation plan.

**16.17.** Restrictions.

**16.117.1** An employee cannot be paid for time at work and receive PTO pay for the same time.

**\*17.2** PTO cannot be taken in excess of an employee's normally scheduled hours; or FTE.

**16.217.3** PTO cannot be used before it is earned or in the same payroll period in which it is earned.

**16.317.4** Employees voluntarily separating from employment cannot use PTO during the notice period required by Policy 105 Separation from Employment unless authorized by their direct supervisor and department head. Employees must work their last day of employment.

~~**16.417.5** Upon written request, the County may allow employees to use accrued paid time during the initial three (3) day waiting period for worker's compensation benefits.~~

~~**16.4.117.5.1** Following the initial three (3) day waiting period, employees may not supplement workers' compensation benefits by utilizing accrued paid time or any other means available to them through the County benefit program. Employees will receive benefits as outlined by, and in accordance with the Wisconsin Workers' Compensation Act.~~

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## **POLICY 425 PAID TIME OFF (PTO)**

- 1. Purpose.** To provide employees with a flexible means of utilizing paid leave time for planned and unplanned absences. Paid Time Off (PTO) can be utilized for any purpose, subject only to necessary request and approval procedures consistent with County and department policies.
  
- 2. Eligibility.** Regular status employees working at least 20 hours per week (.50 FTE) are eligible for the benefits documented herein. Part-time employees working less than 20 hours per week (.50 FTE), temporary employees and seasonal employees as defined in Eau Claire County Policy 001 Definitions are not eligible.
  
- 3. Definitions.**
  - 3.1 Paid Time Off (PTO).** A benefit plan which consolidates all leave benefits into a single “account” of paid leave, for which the employee is responsible for managing.
  
  - 3.2 Extended Leave Bank (ELB).** A bank which may be utilized for absences due to medical necessity for the employee or the employee’s immediate family, or for qualified FMLA absences, of more than 24 consecutively scheduled hours.
  
  - 3.3 Benefit Time.** Refers to both PTO and ELB time.
  
  - 3.4 Family Medical Leave Act (FMLA).** Provides time off for various medical and military purposes as defined by State and Federal law.
  
  - 3.5 Planned PTO.** Requested and approved prior to the date for which the employee is requesting leave.
  
  - 3.6 Unplanned PTO.** Requested or reported on the date the employee will not be reporting to work.
  
  - 3.7 Post-Employment Health Plan (PEHP)/Health Trust Account.** An employee benefit to help pre-fund the future cost of health care expenses.
  
  - 3.8 Creditable Employment.** Years of service with the County working in a regular full- or part-time position beginning with the Employee’s anniversary date as defined by Eau Claire County Policy 001 – Definitions and ending with the date of

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separation. Employment in a seasonal or temporary position is not considered creditable employment for purposes of PTO.

**4. Accrual.**

**4.1** All full-time employees hired into regular status positions will begin employment with a PTO balance of 40 hours.

4.1.1 Exempt Supervisory will begin employment with a PTO balance of 80 hours.

4.1.2 Part-time employees who are eligible to earn and use PTO will begin employment with a pro-rated number of hours, equivalent to one week.

Example: A .73 FTE employee will begin employment with 29.2 hours of PTO (40 hours\*.73 FTE = 29.2 hours)

**4.2** Full-time employees will accrue PTO according to the following accrual rates:

Length of Service	Hours Per Pay Period	Days Per Year	Maximum Accrual Hours
0 – 5 <sup>th</sup> Anniversary	6.4 hours	20.80 days	500 hours
5 – 10 <sup>th</sup> Anniversary	8.0 hours	26.00 days	500 hours
10 – 15 <sup>th</sup> Anniversary	9.5 hours	30.88 days	500 hours
After 15 <sup>th</sup> Anniversary	11 hours	35.75 days	500 hours

**4.3** Exempt supervisory levels will accrue PTO according to the following accrual rates:

Length of Service	Hours Per Pay Period	Days Per Year	Maximum Accrual Hours
0 – 5 <sup>th</sup> Anniversary	8.0 hours	26.00 days	500 hours
5 – 10 <sup>th</sup> Anniversary	9.5 hours	30.88 days	500 hours
10 – 15 <sup>th</sup> Anniversary	11 hours	35.75 days	500 hours
After 15 <sup>th</sup> Anniversary	12.5 hours	40.63 days	500 hours

**4.4** Part-time employees working at least 20 hours per week (.50 FTE) will earn PTO accruals based on the PTO accrual schedule in Section 4.2 at a prorated amount based on their percentage of full-time equivalency (FTE).

Example: A .73 FTE employee who has been employed for 4 years would earn 4.7 hours of PTO per pay period. (.73FTE\*6.4 hours = 4.7 hours per pay period)

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4.4.1 4.4.1 Part-time employees may accrue up to a maximum of 200 hours PTO hours.

4.5 PTO will not accrue during unpaid leaves or worker's compensation leave.

4.6 Part-time employees who transfer into a full-time position or whose hours are increased to full-time will be placed on the PTO accrual schedule based on their creditable employment with Eau Claire County. The employee's current PTO balance will transfer with the employee.

5. Minimum Usage Requirements.

5.1 Unless otherwise outlined in department work rules, non-exempt employees will use PTO in increments rounded to the nearest tenth of an hour as outlined in Policy 509, Timekeeping.

6. Planned PTO.

6.1 Employees must request Planned PTO as far in advance as practicable and must be approved in advance by the Department Head or designee, but not less than 24 hours in advance. Individual departments may require more advance notice for scheduled absences. Employees will follow department procedures for requesting PTO. PTO requests may be denied based on the needs of the department and the scheduled time off of other department employees.

6.2 Department Heads or designees may approve planned PTO requests of less than 24 hours' notice on a case by case basis.

7. Unplanned PTO.

7.1 Employees must report the use of Unplanned PTO at least one (1) hour prior to the start of the employee's scheduled shift, or as soon as practicable in cases of emergency or development of illness during the employee's work shift. Individual departments may require more advance notice for unscheduled absences. Employees will follow department procedures for requesting PTO.

8. Absence due to Illness or Medical Necessity

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- 8.1 Employees who are ill should not report to work. Department Heads or supervisors will assess the health of an employee and, if the employee is deemed to be "too sick to work", the Department Head or supervisor can send the employee home and will notify HR. If this occurs, the employee will be required to supplement the missed time according to Policy 509, Timekeeping.
- 8.2 If the absence qualifies as FMLA, Eau Claire County Policy 411, Leaves – Family, Medical, & Military will apply. The appropriate medical certification form(s) will be required.
- 8.3 After a medical absence, a physician's statement may be required to be submitted to Human Resources on the employee's first day back to work attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.
  - 8.3.1 Any work restrictions must be stated clearly upon the employee's return to work. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. PTO may be denied for any employee required to provide a doctor's statement until such a statement is provided.
- 8.4 The County has the right to arrange a second medical opinion to determine the validity of an employee's worker's compensation or illness claim, or to obtain information related to restrictions or an employee's ability to work at its own expense.

**9. Unpaid Leave.**

- 9.1 Generally, unpaid leave may not be taken until such time that the PTO account has been exhausted, as well as the ELB account if an employee would be eligible to use the ELB.
- 9.2 In the event of a temporary reduction in hours as scheduled by the County, an employee may take unpaid time if that employee's total balance of PTO and ELB hours is 40 hours or less.
- 9.3 If an employee's PTO balance is exhausted, the employee will revert to unpaid time. If this occurs without the prior authorizations of the Department Head and the director, the employee may be subject to corrective or disciplinary action.

**10. Bereavement Leave.**

- 10.1 Definitions & Time Eligibility for this section shall be as follows:

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- 10.1.1 Immediate Family. Relation to employee must be defined as spouse, daughter, son, mother, father, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepchild, or stepparent.
  - Employees shall receive a 3-day bereavement leave with pay for the death of an immediate family member meeting the above definition.
- 10.1.2 Extended Family. Relation to employee must be defined as grandparent, grandchild, brother-in-law, sister-in-law, grandparent-in-law, aunt, uncle, niece, or nephew of the first degree.
  - Employees shall receive a 1-day bereavement leave with pay for the death of an extended family member meeting the above definitions.
  - Divorce severs in-law relationship.
- 10.1.3 Certification of attendance may be required to qualify for this benefit.
- 10.1.4 All paid leave time for bereavement must be submitted as a written request to your direct supervisor for approval to maintain eligibility of benefit.
- 10.1.5 Employees shall receive (4) four hours of bereavement leave time to attend, during business hours, the funeral or visitation of a current County Board Supervisor or employee at the discretion of the Department Head. Request to attend must be made in writing to your direct supervisor.

**11. FMLA.**

- 11.1** State of Wisconsin FMLA. Eau Claire County offers two weeks of paid leave after exhaustion of all available time accrual balances such as PTO, Comp time and ELB during approved Wisconsin FMLA. Leave will be paid at an employee's normal rate for normally scheduled hours. Any remaining leave may be taken unpaid.
- 11.2** Federal FMLA. Employees may be required to use all accrued paid leave time before receiving leave without pay.

- 12. Payment Upon Separation.** Employees who leave the employ of the county in good standing through providing adequate notice as defined in Policy 105 or employees

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separated by the county for other than disciplinary or performance reasons will receive payment for unused PTO as outlined below.

**12.1** Regular full-time employees hired on or before November 3, 2013 who leave their position in good standing will be eligible for PTO/ELB separation pay as follows:

**12.1.1** Less than 10 years of employment. For an employee with less than 10 years of creditable employment in a regular position the employer will pay the total accumulated amount of PTO and ELB into the post-employment health plan as provided in 11.1.5 to a maximum of 180 hours at the employee's rate of pay at separation

**12.1.2** 10 years of employment. For an employee with 10 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO and ELB to a maximum of 480 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 11.1.5 at the employee's rate of pay at separation.

**12.1.3** 20 years of employment. For an employee with 20 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO and ELB to a maximum of 640 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 11.1.5 at the employee's rate of pay at separation.

**12.1.4** 20 years of employment and 50 years of age or retiring. For an employee with 20 years or more of creditable employment in a regular position, and 50 years of age or retiring, the employer will pay the total accumulated amount of PTO and ELB to a maximum of 1,000 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 11.1.5 at the employee's rate of pay at separation.

**12.1.5** Election of Form of Benefit. Within thirty (30) days of receiving written notice of an employee's termination, the employer will elect the form in which the terminating employee will receive the Benefit. The Benefit can only be paid in one of the two forms outlined below. In making the election, the employer will consider several established factors including the terminating employee's access to other health insurance

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coverage, the value of the terminating employee's unused accumulated sick leave and extra retirement pay, and the ability of the terminating employee to demonstrate the need for coverage. The employer will notify the terminating employee in writing of the election made by the employer.

12.1.5.1 PRIME Trust, or the Medical Plan Trust.

12.1.5.2 Retirement Plan Trust and or 457 (b).

**12.2** Regular full-time employees hired after November 3, 2013 who leave their position in good standing will be eligible for PTO separation pay as follows:

**12.2.1** Less than three years of employment. For an employee with less than three years of creditable employment in a regular position, any benefit time is forfeited.

**12.2.2** At least three but less than five years of employment. For an employee with at least three but less than five years of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 80 hours in cash at the employee's rate of pay at separation.

**12.2.3** At least five but less than 10 years of employment. For an employee with more than five but less than 10 years of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 150 hours in cash at the employee's rate of pay at separation.

**12.2.4** 10 years of employment. For an employee with 10 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 350 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 11.2.6 at the employee's rate of pay at separation.

**12.2.5** 20 years of employment. For an employee with 20 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 500 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 11.2.6 at the employee's rate of pay at separation.

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**12.2.6 Election of Form of Benefit.** Within thirty (30) days of receiving written notice of an employee’s termination, the employer will elect the form in which the terminating employee will receive the Benefit. The Benefit can only be paid in one of the two forms outlined below. In making the election, the employer will consider several established factors including the terminating employee’s access to other health insurance coverage, the value of the terminating employee’s unused accumulated sick leave and extra retirement pay, and the ability of the terminating employee to demonstrate the need for coverage. The employer will notify the terminating employee in writing of the election made by the employer.

12.2.6.1 PRIME Trust, or the Medical Plan Trust.

12.2.6.2 Retirement Plan Trust and or 457 (b).

**12.3** Regular part-time employees who leave their position in good standing will be eligible for PTO separation pay as follows:

<b>Length of Service</b>	<b>% of payout at time of separation</b>	<b>Maximum Payout Hours</b>
0 – 3 <sup>rd</sup> Anniversary	0	0 hours
3 <sup>rd</sup> – 5 <sup>th</sup> Anniversary	20%	40 hours
5 <sup>th</sup> – 10 <sup>th</sup> Anniversary	25%	50 hours
10 <sup>th</sup> – 15 <sup>th</sup> Anniversary	50%	100 hours
15 <sup>th</sup> – 20 <sup>th</sup> Anniversary	75%	150 hours
After 20 years	100%	200 hours

**12.4** Employees separated for disciplinary or performance reasons, or fail to provide an adequate notice of intent to separate, including working during the full notice period in accordance with Policy 105 Separation from Employment, will receive no separation benefit.

**13. Conversion.**

When an employee with vacation leave and sick leave is transferring into a position with PTO accrual, the employee’s total balance of vacation and sick leave will be converted to PTO, hour for hour up to 280 hours. Any hours in excess of 280 will be converted hour for hour into an ELB account.

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**14. PTO Service Credit at Hire.**

**14.1** In accordance with Section 4.1, eligible employees will begin employment with a PTO balance equivalent to one week.

**14.2** A Department Head may submit a written request to the Human Resource Director for approval that a new hire may be given additional initial PTO balance in recognition of employment experience directly related to the position for which the employee is being hired. The recommendation must be in writing and based on the Department Head's assessment of the employee's qualifications beyond the minimum requirements, recruitment considerations, or length of similar service with a previous employer.

**14.3** No additional length of service credit shall be granted after initial hire.

**15. Extended Leave Bank.**

**15.1** An employee who is sick uses their PTO account for the missed time. Any time a single occurrence illness/injury results in the loss of more than 24 consecutively scheduled work hours, an employee with an ELB is eligible to use time from that bank. When that option is selected by the employee, they may choose for the deduction to revert back to the first day, so that the first 24 hours are deducted from the ELB (not the PTO account), plus the additional missed days. This should be documented as ELB on the employee timesheet.

**15.1.1** To utilize the ELB, the employee may be asked to submit documentation from a physician to verify illness or injury.

**15.1.2** The County reserves the right to have a second medical opinion at its own expense.

**15.1.3** The ELB may be used for a single occurrence illness/injury results in the loss of more than 24 hours' time to care for an immediate family member.

**16. Death While An Active Employee.**

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**16.1** All accumulated unused PTO and ELB for which the employee may have otherwise been eligible will be transferred to the Post Employment Health Plan (PEHP)/Health Trust Account as defined in Eau Claire County Policy 603.

**16.1.1** If there is not a surviving qualified family member as defined in the Post Employment Health Plan policy, payment will be made to a deferred compensation plan.

**17.** Restrictions.

**17.1** An employee cannot be paid for time at work and receive PTO pay for the same time.

**17.2** PTO cannot be taken in excess of an employee's normally scheduled hours; or FTE.

**17.3** PTO cannot be used before it is earned or in the same payroll period in which it is earned.

**17.4** Employees voluntarily separating from employment cannot use PTO during the notice period required by Policy 105 Separation from Employment unless authorized by their direct supervisor and department head. Employees must work their last day of employment.

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# Human Resources Department

## Fact Sheet for 24-25/111

### ***POLICY 509- TIMEKEEPING***

**HALF DAY INCREMENT ADDED TO EXEMPT STAFF-** Currently our policy indicates that all exempt classified staff are expected to take PTO in full day increments. Over the years, there have been numerous questions asked by Managers and Directors about the specifics related to this. Some of the questions HR has received are “if an employee is scheduled to be off for the day but needs to come in, would they still have to use PTO?” or “if an employee comes in for an hour or two and then leaves for the rest of the day, do they really not have to use PTO?” and finally, “if an employee checks their email in the morning, but is done after that, does that still count as a full work day?”

While the answer to many of these questions comes down to the employee/manager relationship and how we are managing employees, it is believed that by adding a ½ day increment into policy, that it would add clarity for managers on some of those more circumstantial situations.

HR also researched this and found that it is common to have both ½ day and full day increments within policies for exempt staff.

Respectfully submitted by,

Angela Eckman, Director of Human Resources

4 - AMENDING HUMAN RESOURCES POLICY 509 – Timekeeping

5 WHEREAS, Policy 509 – Timekeeping outlines expectation regarding time off for exempt  
6 classified employees, including the requirement that Paid Time Off (PTO) be taken in full-day (8  
7 hours) increments and,  
8

9 WHEREAS, various questions have arisen from managers and directors about the flexibility  
10 of PTO usage for exempt employees in partial-day situations and,  
11

12 WHEREAS, Human Resources research indicates that a policy allowing both half-day (4  
13 hours) and full-day increments for exempt staff is common in many organizations, and this  
14 flexibility can improve clarity for managers and staff regarding PTO usage.  
15

16 NOW THEREFORE BE IT RESOLVED the Eau Claire County Board of Supervisors  
17 hereby approve the proposed changes to Policy 509 – Timekeeping, which is attached to this  
18 resolution as well as incorporated.  
19

20  
21 ADOPTED:

22  
23  
24 **Committee on Human Resources**

25 **AYE   NAY   ABSTAIN   ABSENT**

26 Heather DeLuka           

27 Larry Hoekstra           

28 Allen Myren           

29 Cory Sisk           

30 Jim Schumacher           

31  
32 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

33 ATTEST:

34  
35 \_\_\_\_\_  
36 Samantha Kraegenbrink – Committee Clerk

37  
38 SK

## **POLICY 509 TIMEKEEPING**

1. Purpose. To provide time reporting requirements for all employees of Eau Claire County.
2. Policy.
  - 2.1 This policy provides each department the information needed to accurately record and submit their time sheets.
3. Scope.
  - 3.1 This policy and procedure applies to all employees of Eau Claire County.
4. Definitions.
  - 4.1 Authorized Hours are work hours that a supervisor assigns to complete a task.
  - 4.2 “Compensatory Time” means those hours worked in excess of the normal workweek which may be used as time off from a regular work schedule in accordance with specified guidelines.
  - 4.3 Exempt refers to employees that are covered under the Fair Labor Standards Act (FLSA) and exempt from FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
  - 4.4 Non-Exempt refers to employees that are covered under the Fair Labor Standards Act (FLSA) and subject to FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
  - 4.5 Overtime is defined as authorized hours worked by a nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour.
  - 4.6 Work Hour is any hour of the day that is worked and authorized to be worked and should be recorded to the nearest tenth of an hour.
5. Procedure for non-exempt timesheets
  - 5.1 The pay period covers fourteen consecutive days beginning on a Sunday and ending on the second Saturday. The usual pay period is 80 hours.

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Revised Date: September 2016, September 2021

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- 5.2 All non-exempt employees are required to complete their timekeeping records on a daily basis by signing in on arrival and signing out on departure.
- 5.3 Time sheets for non-exempt employees must show all time worked and absence from work with appropriate codes (hours worked, paid time off, extended leave bank, and so forth) that were incurred for the pay period. Employees will mark their time sheets in tenths for the purpose of computing regular hours as follows.

0 – 5 minutes	.0	30 – 35 minutes	.5
6 – 11 minutes	.1	36 – 41 minutes	.6
12 – 17 minutes	.2	42 – 47 minutes	.7
18 – 23 minutes	.3	48 – 53 minutes	.8
24 – 29 minutes	.4	54 – 59 minutes	.9

- 5.4 Time sheets should not be completed in advance.

Employees on official business outside the normal work schedule should note it on their timekeeping records.

## 6. Overtime and Compensatory Time.

- 6.1 Overtime and compensatory time earned must be approved in advance by the supervisor to whom the employee reports; if not, an employee is not authorized to work the overtime or compensatory time.
- 6.2 All overtime or compensatory time earned must be clearly noted on the time sheet.
- 6.3 When an employee transfers to a different position, any compensatory time balance is paid at the time of the transfer.
- 6.4 Working unauthorized overtime or compensatory time will subject employees to disciplinary action.

## 7. Time Worked.

- 7.1 The following provisions are included as time worked.

7.1.1 Work Away From Premises or at Home. A non-exempt employee is not permitted to perform work away from the premises, job site, or at home, unless approved in advance in writing by his or her department head and the director. If approved, work performed off the premises,

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job site, or at home by a non-exempt employee will be counted as time worked, unless such time is de minimis.

7.1.2 Break Time. Authorized rest periods of 15 minutes or less are counted as time worked.

7.1.3 Travel/Training Time. Travel and training time is to be considered and included in actual time worked and should be charged to the Training time code. Time begins when departing for work destination if other than to Courthouse or other County offices. Time ends when employee arrives at Courthouse or regular County office.

## 8. Time Not Worked.

8.1 Per the Fair Labor Standards Act, Eau Claire County does **not** count the following provisions as time worked.

8.1.1 Paid/Unpaid Leave. Approved paid absences, including but not limited to paid time off, extended leave bank, holiday leave, Family Medical Leave Act leave, military leave, jury and witness duty, and time off for voting are not counted as time worked.

8.1.2 Meal Periods. Uninterrupted time off for lunch or dinner is not counted as time worked.

8.1.3 All meal periods, paid or unpaid, should be noted accordingly on the time sheet.

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9. Responsibilities.

9.1 Employee Responsibilities. All employees when completing their time sheet will adhere to the following procedures.

9.1.1 Record correct overtime and benefit codes.

9.1.2 Maintain an honest and accurate daily record of hours worked and the correct time codes recorded on the time sheet. All absences from work schedules should be appropriately recorded and coded. Entries should be made daily.

9.1.3 Obtain approval for any overtime or compensatory time earned in the pay period.

9.1.4 Sign and submit the completed time sheet to the supervisor in the time period required for approval.

9.2 Supervisor Responsibilities. Each supervisor is responsible for.

9.2.1 Ensuring that employees reporting to him or her have the correct codes.

9.2.2 Ensuring that all employees maintain accurate time sheets.

9.2.3 Providing approval for overtime or compensatory time.

9.2.4 Approval of time sheets and submission to Payroll by noon on Monday following the completion of the pay period.

10. Procedure for exempt timesheets

**10.1** Exempt staff are expected to work a minimum of 80 hours worked per pay period. Timesheets will ~~only~~ indicate full day or half day absences and must be completed and signed each pay period. Work schedules may be adjusted according to operational needs of the department/work unit.

10.1.1 The workweeks of exempt staff will vary based on workload. It is acknowledged that 80 hours of work pay period is a rarity and often exceeds 80 hours.

10.1.2 In recognition of the excess hours in a work week, exempt employees may take time off when the workload of the office

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permits. It is not the intent of this provision to allow time off on an hour for hour basis.

10.1.2 All full day absences should be noted on the time sheet as accrued benefit time taken.

10.1.3 It is expected that exempt employees will use this flexibility judiciously and responsibly. This flexibility is not to be used as a means of avoiding the usage of PTO.

10.1.3.1 This flexibility is a privilege and any abuse of this flexibility may result in discipline.

## 11. Improper Deductions from Exempt Employees' Salaries.

11.1 If an employee believes that an improper deduction has been made from their salary, they should immediately report it to the Human Resources Department.

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  - 4.3 Exempt refers to employees that are covered under the Fair Labor Standards Act (FLSA) and exempt from FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
  - 4.4 Non-Exempt refers to employees that are covered under the Fair Labor Standards Act (FLSA) and subject to FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
  - 4.5 Overtime is defined as authorized hours worked by a nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour.
  - 4.6 Work Hour is any hour of the day that is worked and authorized to be worked and should be recorded to the nearest tenth of an hour.
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  - 5.1 The pay period covers fourteen consecutive days, beginning on a Sunday and ending on the second Saturday. The usual pay period is 80 hours.

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- 5.2 All non-exempt employees are required to complete their timekeeping records on a daily basis by signing in on arrival and signing out on departure.
- 5.3 Time sheets for non-exempt employees must show all time worked and absence from work with appropriate codes (hours worked, paid time off, extended leave bank, and so forth) that were incurred for the pay period. Employees will mark their time sheets in tenths for the purpose of computing regular hours as follows.

0 – 5 minutes	.0	30 – 35 minutes	.5
6 – 11 minutes	.1	36 – 41 minutes	.6
12 – 17 minutes	.2	42 – 47 minutes	.7
18 – 23 minutes	.3	48 – 53 minutes	.8
24 – 29 minutes	.4	54 – 59 minutes	.9

- 5.4 Time sheets should not be completed in advance.

Employees on official business outside the normal work schedule should note it on their timekeeping records.

## 6. Overtime and Compensatory Time.

- 6.1 Overtime and compensatory time earned must be approved in advance by the supervisor to whom the employee reports; if not, an employee is not authorized to work the overtime or compensatory time.
- 6.2 All overtime or compensatory time earned must be clearly noted on the time sheet.
- 6.3 When an employee transfers to a different position, any compensatory time balance is paid at the time of the transfer.
- 6.4 Working unauthorized overtime or compensatory time will subject employees to disciplinary action.

## 7. Time Worked.

- 7.1 The following provisions are included as time worked.

7.1.1 Work Away From Premises or at Home. A non-exempt employee is not permitted to perform work away from the premises, job site, or at home, unless approved in advance in writing by his or her department head and the director. If approved, work performed off the premises,

### **POLICY 509 TIMEKEEPING**

Effective Date: January 1, 2012

Revised Date: September 2016, September 2021, February 2025

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job site, or at home by a non-exempt employee will be counted as time worked, unless such time is de minimis.

7.1.2 Break Time. Authorized rest periods of 15 minutes or less are counted as time worked.

7.1.3 Travel/Training Time. Travel and training time is to be considered and included in actual time worked and should be charged to the Training time code. Time begins when departing for work destination if other than to Courthouse or other County offices. Time ends when employee arrives at Courthouse or regular County office.

## 8. Time Not Worked.

8.1 Per the Fair Labor Standards Act, Eau Claire County does **not** count the following provisions as time worked.

8.1.1 Paid/Unpaid Leave. Approved paid absences, including but not limited to paid time off, extended leave bank, holiday leave, Family Medical Leave Act leave, military leave, jury and witness duty, and time off for voting are not counted as time worked.

8.1.2 Meal Periods. Uninterrupted time off for lunch or dinner is not counted as time worked.

8.1.3 All meal periods, paid or unpaid, should be noted accordingly on the time sheet.

## **POLICY 509 TIMEKEEPING**

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9. Responsibilities.

9.1 Employee Responsibilities. All employees when completing their time sheet will adhere to the following procedures.

9.1.1 Record correct overtime and benefit codes.

9.1.2 Maintain an honest and accurate daily record of hours worked and the correct time codes recorded on the time sheet. All absences from work schedules should be appropriately recorded and coded. Entries should be made daily.

9.1.3 Obtain approval for any overtime or compensatory time earned in the pay period.

9.1.4 Sign and submit the completed time sheet to the supervisor in the time period required for approval.

9.2 Supervisor Responsibilities. Each supervisor is responsible for.

9.2.1 Ensuring that employees reporting to him or her have the correct codes.

9.2.2 Ensuring that all employees maintain accurate time sheets.

9.2.3 Providing approval for overtime or compensatory time.

9.2.4 Approval of time sheets and submission to Payroll by noon on Monday following the completion of the pay period.

10. Procedure for exempt timesheets

10.1 Exempt staff are expected to work a minimum of 80 hours worked per pay period. Timesheets will indicate full day or half day absences and must be completed and signed each pay period. Work schedules may be adjusted according to operational needs of the department/work unit.

10.1.1 The workweeks of exempt staff will vary based on workload. It is acknowledged that 80 hours of work pay period is a rarity and often exceeds 80 hours.

10.1.2 In recognition of the excess hours in a work week, exempt employees may take time off when the workload of the office

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permits. It is not the intent of this provision to allow time off on an hour-for-hour basis.

10.1.2 All full day absences should be noted on the time sheet as accrued benefit time taken.

10.1.3 It is expected that exempt employees will use this flexibility judiciously and responsibly. This flexibility is not to be used as a means of avoiding the usage of PTO.

10.1.3.1 This flexibility is a privilege, and any abuse of this flexibility may result in discipline.

11. Improper Deductions from Exempt Employees' Salaries.

11.1 If an employee believes that an improper deduction has been made from their salary, they should immediately report it to the Human Resources Department.

**POLICY 509 TIMEKEEPING**

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# Human Resources Department

## **FACT SHEET FOR 24-25/112**

### ***POLICY 403- HOLIDAY PAY***

**HOLIDAY PAY INCREASE FOR 12-HOUR SHIFTS-** The County currently pays employees 8 hours of holiday pay for all observed holidays. There is a current exception where the County pays 10 hours of holiday pay for the following Departments: Highway, Parks and Forest and Airport. This exception was made into consideration for the scheduled hours of those departments. At the time of that policy review, November 2021, our 24/7 operations were not operating under 12-hour shifts, however, both Jail and the Juvenile Detention Center have adjusted and maintained the 12-hour shift for the last several years to help retain employees.

HR believes that it would be appropriate to mirror that same precedence set for other departments by extension.

Fiscal Impact: approximately \$65,000 annually.

Respectfully submitted by,

Angela Eckman, Director of Human Resources

4 - AMENDING HUMAN RESOURCES POLICY 403 – HOLIDAY PAY

5 WHEREAS, the County currently provides 8 hours of holiday pay for all observed holidays  
6 to employees and,

7  
8 WHEREAS, an exception was made for employees in the Highway, Parks and Forest, and  
9 Airport departments, where they receive 10 hours of holiday pay due to their department’s scheduled  
10 hours and,

11  
12 WHEREAS, both the Jail and Juvenile Detention Center have adopted and maintained 12-  
13 hour shifts for the last several years, as part of their employee retention strategy and to better align  
14 with their operational needs and,

15  
16 WHEREAS, Human Resources believes that it would be appropriate to mirror the same  
17 precedence as Highway, Parks and Forest, and Airport departments, and compensate those working  
18 12-hour shifts in the Jail and Juvenile Detention Center 12-hours of holiday pay.

19  
20 NOW THEREFORE BE IT RESOLVED the Eau Claire County Board of Supervisors  
21 hereby approve the proposed changes to Policy 403 – Holiday Pay, which is attached to this  
22 resolution as well as incorporated.

23  
24  
25 ADOPTED:

26  
27  
28 **Committee on Human Resources**

29 AYE NAY ABSTAIN ABSENT

30 Heather DeLuka

31 Larry Hoekstra

32 Allen Myren

33 Cory Sisk

34 Jim Schumacher

35  
36 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

37 ATTEST:

38  
39  
40 \_\_\_\_\_  
41 Samantha Kraegenbrink – Committee Clerk  
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**Committee on Finance & Budget**

**AYE   NAY   ABSTAIN   ABSENT**

Jim Dunning              

Stella Pagonis              

Jim Schumacher              

Bob Swanson              

Dane Zook              

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

\_\_\_\_\_  
Erika Gullerud – Interim Committee Clerk  
Resolution 24-25/111

SK

## POLICY 403 HOLIDAYS & LEAVES AROUND HOLIDAYS

1. **Purpose.** To identify employee holidays and to establish a consistent procedure for scheduling and payment.
2. **Holidays Observed.** The following holidays will be observed:

New Year's Day	Independence Day	Christmas Eve Day
Martin Luther King, Jr. Day	Labor Day	Christmas Day
Spring Holiday (Friday before Easter)	Thanksgiving Day	New Year's Eve Day
Memorial Day	Day after Thanksgiving	

3. **Eligibility.**
  - 3.1 Regular status employees are eligible to receive compensation for holidays. Employees who call in sick immediately before or after a holiday may be required to furnish a physician's certification of illness in order to receive holiday or paid time off pay.
  - 3.2 Employees returning from an unpaid leave of absence will not receive holiday pay until returning to their normal work schedule for one full pay period prior to the holiday.
4. **Compensation.**
  - 4.1 Employees meeting the definition of Full-time status (1.0 FTE) will receive up to 8 hours of holiday pay for observed holidays. Other eligible employees will receive a prorated amount based on their FTE status. meeting the definition of full time will receive 8 hours of holiday pay for observed holidays.
  - 4.2 Highway, Parks and Forest, and Airport employees will receive 10 hours of holiday pay for any observed holiday falling during the timeframe they are normally scheduled to work four 10-hour days per week.
  - ~~4.2.3~~ Our 24-7 operations to include jail and juvenile detention center employees will receive 12 hours of holiday pay for any observed holiday falling during the timeframe they are normally scheduled to work 12-hour rotating days per week.

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## POLICY 403 HOLIDAYS & LEAVES AROUND HOLIDAYS

Effective Date: November 6, 2013

Revised Date: September 2014, January 2019, March 2019, May 2019, November 2021

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4.34.4 Part-time employees working at least 20 hours per week (.50 FTE) will receive a pro-rated amount of holiday pay for observed holidays, based on an 8-hour holiday.

Example: A .73 FTE employee will receive 5.84 hours of holiday pay on an observed holiday. (.73FTE\*8 hours = 5.84 hours)

## 5. Work on Holiday

5.1 In cases where a non-exempt employee is required to work on an observed holiday due to unforeseeable circumstances or as part of their normal work schedule, the employee will receive pay for the holiday and pay at time and one half the hourly rate for all hours worked.

5.1.1 In cases where a non-exempt employee is required to work on both the observed and actual holiday, the employee will receive pay for the observed holiday and pay at time and one half the hourly rate for all hours worked on the actual holiday.

5.1.2 In cases where a non-exempt employee is required to work on the actual holiday but not the observed, the employee will receive pay for the observed holiday and pay at time and one half the hourly rate for all hours worked on the actual holiday.

## 6. Paid and Unpaid Leaves Around Holidays.

6.1 Unpaid leave time is defined in Policy 425. Holidays falling within any unpaid period of absence will generally be without pay.

6.1.1 Otherwise eligible employees who take excused unpaid leave immediately before and/or after a holiday, will not be paid for that holiday unless the employee uses at least two days of paid leave time during the pay period in which a holiday occurs.

6.2 Active employees who are on an unpaid leave due to lack of work will receive holiday pay.

## 7. Holidays Falling on a Weekend.

### **POLICY 403 HOLIDAYS & LEAVES AROUND HOLIDAYS**

Effective Date: November 6, 2013

Revised Date: September 2014, January 2019, March 2019,  
May 2019, November 2021

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- 7.1 Whenever any of the observed holidays falls on a Saturday, the preceding Friday will be observed as the holiday, and when falling on a Sunday, the succeeding Monday will be observed as the holiday.
- 7.2 When Christmas Eve and New Year's Eve fall on Friday and Christmas Day and New Year's Day on Saturday, the preceding Thursday and Friday will be observed as the holiday. When the holidays fall on Sunday and Monday, Monday and the following Tuesday will be observed as the holiday.

**POLICY 403 HOLIDAYS & LEAVES AROUND HOLIDAYS**

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  - 4.3 Our 24-7 operations to include jail and juvenile detention center employees will receive 12 hours of holiday pay for any observed holiday falling during the timeframe they are normally scheduled to work 12-hour rotating days per week.
  - 4.4 Part-time employees working at least 20 hours per week (.50 FTE) will receive a pro-rated amount of holiday pay for observed holidays, based on an 8-hour holiday.

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**Vacancy Breakdown 2.12. 2025**

**Sheriff Office**

Total Vacancies: 18 (14 Full-time 1.0FTE, 4 on hold 2025 Budget)

**Positions:**

Correction officers: 7 vacancies (3 Full-time 1.0FTE) 4 on hold with 2025 Budget

Interviews: 2/12/25- 5 candidates

Lieutenant: 1 vacancy, on hold recruiting in January 2025

Corporal: 3 vacancies (Full-time 1.0FTE)

Recruitment: Need to repost

Patrol Deputy: 5 vacancies (Full-time 1.0FTE)

Transfer Date/Start dates internal candidate: 5 candidates in 2025

Bailiff: 1 vacancy position (Full-time 1.0FTE)

Transfer Date Internal Candidate: TBD

Administrative Fiscal & Personnel Coordinator: 1 vacancy position (Full-time 1.0FTE)

Start Date: 2/3/25

**ADRC:**

Total Vacancies: 3 vacancies (1 Full-time 1.0FTE)

**Positions:**

Cook: 2 vacancies (1 Full-time 1.0FTE, 1 Part-time 0.6FTE)

Recruitment: posted

Cook: 1 vacancy (1 Part-time 0.5FTE)

Recruitment: waiting on signed offer/background check

**Clerk of Courts:**

Total Vacancies: 2 vacancies (1 Full-time 1.0FTE)

**Positions:**

Deputy Court Clerks: 2 vacancies

Start Date: 3/17/25- 1 candidate

**District Attorney:**

Total Vacancies: 4

**Positions**

Criminal Trial Prosecutor: 2 vacancies (LTE)

Background: 1 candidate

Legal Analyst: 2 vacancies (2 Full-time 1.0FTE)

Interviews: 2/19/25 (4 Candidates)

Rate Recommendation/verbal offer: 1 candidate

**Highway:**

Total Vacancies: 6 vacancies (3 Full-time 1.0 FTE, 3 on hold 2025 budget)

**Positions:**

Heavy Equipment Operator: 3 vacancies (Full-time 1.0FTE), 2 FTEs on hold with 2025 Budget

Recruitment: waiting on requisition approval from Department Head

Mechanic: 1 vacancy (Full-time 1.0FTE) On Hold with 2025 Budget

Highway Maintenance Supervisor: 1 vacancy (Full-time 1.0FTE)

Recruitment: waiting to recruit

Engineering Technician: 1 vacancy (Full-time 1.0FTE)

Recruitment: reposting 2/24/25

**Parks & Forest**

Total Vacancies: 2

**Positions**

Maintenance Tech- Lead: 1 vacancy (Full-time 1.0FTE)

Recruitment: posted closes 2/17/25

Forester: 1 vacancy (0.19FTE)

Recruitment: waiting on requisition/approval

**Planning & Development**

Total Vacancies: 1

**Positions**

Environmental Engineer: 1 vacancy (Full-time 1.0FTE) on hold with 2025 budget

GIS Administrator: 1 vacancy (Full-time 1.0FTE)

Recruitment: posted closes 2/14/25

**Human Services:**

Total Vacancies: 23 vacancies (13 Full-time 1.0FTE, 2 0.5FTE, 4 on hold 2025 Budget)

**Positions:**

Operations Supervisor: 1 vacancy (Full-time 1.0FTE), On hold 2025 budget

Crisis Social Worker: 2 Vacancy (Full-time 1.0FTE) On hold 2025 Budget

CPS Social Worker: 1 Vacancy (Full-time 1.0FTE) On hold 2025 Budget

Fiscal Associate: 2 vacancies (1 Full-time 1.0FTE), 1 On hold 2025 budget

Recruitment: waiting for approval

CCS Service Facilitator: 2 vacancies (Full-time 1.0FTE)

Recruitment: 1 position is posted closes 2/20/2025; second opening waiting on approvals

CLTS Social Worker: 3 Vacancies (Full-time, 1.0FTE)

Interviews: week of 2/17- 9 candidates

Start date: 1- internal transfer 3/9/25

Juvenile Detention Worker: 3 Vacancies (1 Full-time FTE 1.0, 2 Part-time 0.5FTE)

Recruitment: need to post

YA Social Worker: 1 Vacancy (Full-time, 1.0FTE)

Recruitment: opened continuously until filled

Resource Specialist: 2 vacancies (Full-time, 1.0FTE) 1 in CSP, 1 in Crisis

2<sup>nd</sup> Interviews: 2/18/25

CCS Mental Health Professionals: 2 vacancies (Full-time, 1.0FTE) New position 2025

Recruitment: posted continuously until filled

CCS Supervisor: 1 vacancy (Full-time, 1.0FTE)

1<sup>st</sup> round interviews: 2/14/25

Initial Assessment Social Worker: 1 vacancy (Full-time, 1.0FTE)

Recruitment: 1 candidate waiting for acceptance

Case Manager- Birth to Three: 1 Vacancy (Part-time 0.5FTE)

Recruitment: on hold

Quality Assurance Specialist: 1 vacancy (Full-time, 1.0FTE)

Recruitment: 1- candidate background check

CPS Ongoing Social Worker: 1 vacancy (Full-time, 1.0FTE)

Recruitment: waiting on approval