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**AMENDED
COUNTY OF DUNN
MENOMONIE, WISCONSIN
NOTICE OF PUBLIC MEETING**

In accordance with the provisions of Section 19.84, Wisconsin Statutes, notice is hereby given that a public meeting of the **COMMITTEE ON ADMINISTRATION** of the Dunn County Board of Supervisors will be held on **Thursday, September 24, 2020 at 3:30 p.m.** **The meeting will be held by Teleconference.** Members of the public wishing to listen to the open meeting should access the Dunn County YouTube channel at:

<https://www.youtube.com/channel/UCG9PRaNVmqZc95t1a3953aw/videos>

Members of the public who require assistance in accessing the meeting, please call (715) 231-6505. A video recording of the meeting will be available on the Dunn County YouTube channel, at the link above, for subsequent viewing.

Because this meeting is being held by teleconference, there will not be an option for public comment. Items of business to be discussed or acted upon at this meeting are listed below:

AGENDA

1. Call to Order
2. Call of the Roll
3. Approval of Minutes: August 27, 2020
4. Staff Reports
5. Consideration for Actions to be taken by the Committee on Administration:
 - A. FY 20 Budget Adjustment for County Clerk
 - B. Audit of Vouchers
 - C. Temporary Amendment to Vacation Policy**
6. Consideration for Reports, Resolutions and Ordinances to the County Board from the Committee on Administration: None
7. Announcements: Next Meeting Date: October 22, 2020
8. Adjournment

Vaughn Hedlund, Chairperson

Signed: 

Paul R. Miller
County Manager



DUNN COUNTY DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION

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STAFF REPORT

TO: Committee on Administration

FROM: Heather Murray
Human Resources Director

DATE: August 18, 2020

SUBJECT: Temporary Amendment to Vacation Policy

Human Resources has been working with the Public Health Department to monitor vacation maximum accruals for full-time employees designated as health care providers under the Families First Coronavirus Response Act. Time away from work has been granted to prevent employees who are reaching the maximum accrual amounts from losing the accrual.

Recently, Dunn County has seen an increase in the volume of cases requiring contact tracing. The Public Health Department has had its case load increase dramatically making it difficult to approve these vacation requests and still provide the necessary service levels required during the pandemic.

Human Resources is recommending a temporary policy which allows Human Resources and payroll to provide compensation for any vacation request denied due to the workload needs directly associated with the pandemic. Department Heads will need to approve the payment of the accrual and identify the time as directly related to the increased workload due to the pandemic.

Currently one employee is reaching the maximum accrual for vacation. This employee's wages will be covered by funds associated with the coronavirus and therefore this change will not have an impact on the departments overall budget.

A copy of the proposed policy and procedure is included with this Staff Report. The Administration Committee is asked to review and approve establishing the temporary FFCRA- Vacation Time for Emergency Responders & Health Care Providers, effective immediately and expiring December 31, 2020.

Attachment

HM/hm

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AN EQUAL OPPORTUNITY EMPLOYER/MINORITIES/FEMALES/VETERANS/DISABILITY



FFCRA - Vacation Time for Emergency Responders & Health Care Providers

Temporary Policy & Procedure

Responsible Department or Division:
Human Resources

Effective Date:
September 25 – December 31, 2020

Last Updated:
September 22, 2020

1. **Purpose.** The County acknowledges that during the COVID-19 pandemic certain positions are considered critical to operations and therefore may have vacation time off denied. The purpose of this policy is to provide a means for regular full-time employees who are designated as Emergency Responder or Health Care Provider during the COVID-19 pandemic and are unable to take vacation time due to the emergency needs during the pandemic the ability to be compensated for vacation time earned beyond the maximum accrual amounts.
2. **Applicability.** This temporary policy applies to full-time employees designated as Emergency Responder or Health Care Provider.
3. **Responsibilities.**
 - 3.1. Department heads are responsible for working with HR Generalists and the payroll team to approve payment of the vacation time beyond the maximum allowable accruals.
 - 3.2. Human Resources Director is responsible for working with department heads to identify employees who are reaching or have reached the maximum allowable vacation accrual.
 - 3.3. Accounting Technician is responsible for making sure the payment is included in the employees' bi-weekly payroll if approved by the department head.
 - 3.4. HR Generalist is responsible for working with the department head and Accounting Technician to identify those impacted employees and obtain approvals for payment.
4. **Definitions.**
 - 4.1. Director. The Human Resources Director.
 - 4.2. Maximum Vacation Accrual. The maximum amount of vacation hours an employee can bank before the accruals are discontinued.
5. **Policy.**
 - 5.1. Employees identified as Emergency Responder or Health Care Provider in the Families First Coronavirus Response Act Policy whose department head has deemed unable to take vacation due to the pandemic will be paid out for any vacation time earned beyond the maximum vacation accrual identified in the Vacation Leave Policy.
6. **Procedure.**
 - 6.1. Full-time employees who are identified as emergency responder or health care provider will monitor their vacation accrual balances. When the vacation accrual balance is going to reach the maximum amount per the vacation leave policy, the employee is to discuss with the department head taking vacation time off of work.
 - 6.2. Department heads will review the request to take vacation time off of work. If the department head is unable to approve the vacation time due to the coronavirus pandemic, the vacation time will be denied and the department head will email the Human Resources Director and Human Resources Generalist of the denied vacation request, requesting the amount of the accrual that will be "lost" be paid out on the next pay period.
 - 6.3. The Human Resources Generalist and the Accounting Technician will input the time on the next pay period and maintain documentation of the payment.
7. **Expiration**
 - 7.1. This policy will expire on December 31, 2020 unless otherwise extended by the County Board of Supervisors.