

RESOLUTION NO.: 22—2016-17

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 Rule 9 of the Outagamie County Board Rules, Sec. 2-52 Administrative Rule Review,
2 establishes a procedure for the review of Administrative Rules. The County Board may
3 approve of the rule or refer it back to the administration for revision and re-submission.
4 Such a set of rules regarding Outagamie County’s AS&P Personnel Manual and the
5 Interim Personnel Policy Manuals, have been submitted for review.

6
7 Administrative Rule 16-04 reduces the number of deferred compensation vendors the
8 county currently partners with from two to one, effective January 1, 2017. This
9 resolution approves Administrative Rule 16-04.

10
11 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
12 Committee recommend adoption of the following resolution.

13 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the attached
14 Administrative Rule 16-04 amending the AS&P Personnel Manual and all Interim Personnel Policy
15 Manuals by reducing the number of deferred compensation vendors the county currently partners with
16 from two to one, which by reference is made a part hereof, and

17 BE IT STILL FURTHER RESOLVED, this rule shall be numbered AR 16-04 and will be on file
18 in a manual entitled “Outagamie County Administrative Rules” in the County Clerk’s office, and

19 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
20 of this resolution to the Outagamie County Executive, who, in accordance with Sec. 59.03 Wis. Stats.,
21 shall be charged with the duty of distributing said rule to affected departments for compliance.

22 Dated this ____ day of June 2016

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27 Respectfully Submitted,

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29 LEGISLATIVE/AUDIT &
30 HUMAN RESOURCES COMMITTEE

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Travis Thyssen

Cathy Spears

Matthew Strenn

Shane Griesbach

Justin Krueger

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

Amendments to the Outagamie County Personnel Manual, and all Interim Personnel Manuals.

Subject: Amendments to the Personnel and Interim Personnel Manuals
Number: AR 16-04
Effective: January 1, 2017
Replaces: None
References: AR 13-01
Adopted: TBD

Introduction

The proposed Administrative Rule change is to reduce the number of deferred compensation vendors the County currently partners with from two to one.

A review of our current offerings with Wisconsin Deferred Comp and ICMA found both programs to be very similar for employees, however, with ICMA the County accepts the fiduciary responsibilities of the plan and does not accept these responsibilities with Wisconsin Deferred Comp as that is a state run program and the state accepts all fiduciary responsibilities. Ending our relationship with ICMA will also remove the Retirement Health Savings account option for employees not already drawing on these accounts and will result in cash payouts for employees upon retirement. Currently, the only employee group that does not use the cash payout option is the OCJCA and this change has been reviewed and agreed to with them as well. A meeting with the Leg/Audit/HR Committee was held and all members of the Committee were in agreement with this change. All changes are reflected in the matrix below. Following approval, these items will require modifying the personnel and interim personnel manuals as part of the changes for 2017.

Procedure

Outagamie County Ordinance, Sec. 30-2 - Purpose, authorizes the creation of human resources manual through administrative rule which shall be a working document provided to all affected employees and shall contain procedures as listed in Sec. 30-12. The human resources manual shall be approved by the County Board as an administrative rule in accordance with Section 2.52.

Outagamie County Ordinance, Sec. 2-52 - Rule 9 - Administrative Rule Review requires all administrative rules to be submitted to the Legislative/Audit and Human Resources Committee who shall submit them to the full County Board for review. The County Board shall approve the rule or refer the rule back to the Executive for revision and resubmission.

OUTLINE OF CHANGES

DEFERRED COMPENSATION PLANS

AS&P - Section 457 of the Internal Revenue Code allows public sector employees to defer a portion of their pre-tax income into an investment account. Employees are allowed to defer up to one hundred percent (100%) of gross income subject to an annual maximum deferral amount.

The County offers ~~two~~ one deferred compensation plans, currently administered by ~~ICMA and~~ Wisconsin Deferred Compensation. Additional information is available in the Human Resources Department.

BREWSTER VILLAGE/GENERAL/PROFESSIONALS/HIGHWAY & SW/OCJCA - no deferred comp section in Interim Personnel Manuals to update

OCJCA PERSONNEL MANUAL - RETIREMENT HEALTH SAVINGS

~~REMOVE: For those qualified employees who retire into the Wisconsin Retirement System, the parties agree to implement the ICMA Retirement Health Savings Plan (Plan) providing for the dollar value equal to 100% of the employee's accrued, but unused sick leave, up to a contractual maximum of one hundred and twenty (120) days, to be deposited into such Plan account for each qualified employee. A qualified employee is defined as one who is retiring into the Wisconsin Retirement System from his/her employment with Outagamie County and meets the sick leave payout eligibility requirements listed in this section. It is also agreed that all such qualified employees will thereby forego a direct sick leave payout to him/herself.~~