

RESOLUTION NO.: 162—2016-17

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 Rule 9 of the Outagamie County Board Rules, Section 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 administration for revision and re-submission. Such
4 a set of rules has been submitted which will amend all Personnel Manuals, regarding
5 Acquisition and Reporting of Compensatory Time.

6
7 Administrative Rule 17-01 amends the current policy to change all reference to hours
8 “worked” to hours “paid” and remove the 45 hour requirement and consistently apply 40
9 hours across all positions. The Legislative/Audit and Human Resources Committee has
10 reviewed AR 17-01 and recommends approval.

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

14 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve
15 Administrative Rule 17-01 as attached and by reference is made a part hereof, amending all Personnel
16 Manuals by changing all reference to hours “worked” to hours “paid” and to remove the 45 hour
17 requirement and consistently apply 40 hours across all positions, and

18 BE IT FURTHER RESOLVED, this rule shall be numbered AR 17-01 and will be on file in a
19 manual entitled “Outagamie County Administrative Rules” in the County Clerk’s office, and

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

24 Dated this ____ day of March 2017

25 Respectfully Submitted,

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27 LEGISLATIVE/AUDIT &
28 HUMAN RESOURCES COMMITTEE
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Travis Thyssen

Cathy Spears

Shane Griesbach

Justin Krueger

John Foss

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 or Employee Handbooks.

Subject: Amendments to the Acquisition and Reporting of Compensatory Time
Number: 17-01
Effective: April 11, 2017
Replaces: None
References: AR 13-01
Adopted: TBD

Introduction

The proposed Administrative Rule change is to provide a consistent approach on how employees acquire and report compensatory time across all positions within the county.

The current Compensatory Time policy allows employees under Grade 12 to earn comp time for hours worked over 40 in a week and those Grade 12 and higher to earn comp time for hours worked over 45 hours in a week. This current policy results in two issues:

ISSUE 1) the overtime policy is based on hours paid over 40 in a week, while the comp time policy is for hours worked. This inconsistency causes confusion for employees on what qualifies for overtime and what time worked qualifies for comp time.

This discrepancy also encourages people to be paid out for additional time worked rather than to accumulate comp time during weeks in which they are sick, take vacation or have a holiday.

ISSUE 2) the system and timesheets only allow the reporting of 40 hours before overtime is calculated. This is due to the fact that all county employees must be entered as hourly employees regardless of the FLSA status, in order to account for actual hours worked. Because only 40 hours can be reported on timesheet, those positions that require 45 hours before comp time can be accumulated must alter their time sheet with 5 hours unaccounted for. This is not an accurate reflection or record of time worked.

Approximately 25 out of 28 departments allow comp time for some or all positions within their departments, however, not all employees accumulate comp time based on their workloads or department direction. The maximum amount of hours any one employee is allowed to have at any given time is 40 hours.

Two changes recommended within the current Compensatory Time policy:

- 1) Change all reference of hours "worked" in the policy to hours "paid".
- 2) Remove the 45 hour requirement and consistently apply the 40 hours across all positions.

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.