

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: Human Resources Committee
Date: Monday, February 8, 2021
Time: 9:30 a.m.
Location: 3rd Floor County Board Room – Buffalo County Courthouse

[Click here to join the meeting](#)

AGENDA

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to Order
2. Roll Call of the Members
3. Public Comments Regarding Agenda Items
4. Review/Discussion/Action ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ A Resolution to Amend Wage Classification to Establish Wage Scale for Economic Development Coordinator/Grant Writer
6. Review/Discussion/Action ~ A Resolution Recognizing and Honoring the Retirement of Polly Glentz
7. Review/Discussion/Action ~ Comparable Counties for Union Negotiations
8. Review/Discussion/Action ~ Courthouse Public Access Due to COVID-19
9. Review/Discussion/Action ~ A Resolution to Modify Policy 206- Leaves-Sick Leaves for Use of Personal Sick Leave Bank (PSLB) for Covid-19 Quarantine or Isolation Orders
10. Review/Discussion/Action ~ Flexible Benefits Plan Consolidated Appropriations Act (CAA) Amendment
11. Review/Discussion/Action ~ Review/Discussion/Action ~ The Committee May Go Into Closed Session to Discuss Compensatory Time Off Appeal

The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(f) for the purpose of discussing employee performance which may have a substantial effect on the reputation of any person involved over which the governmental body has jurisdiction or exercises responsibility.

12. Review/Discussion/Action ~ The Committee May Return to Open Session
13. Review/Discussion/Action ~ PTO and Comp Time Policy Appeal
14. Review/Discussion ~ Exempt Employee Classifications
15. Committee Chair Report
16. Personnel Advisor Report(s)
17. Administrative Coordinator Report(s)
18. Any Public Comment Not Related to Agenda Items
19. Next Meeting Date and Time ~ Monday, March 8, 2021 at 9:30 a.m.
20. Adjournment.

Date: February 1, 2021

Larry Grisen, Chair

Roxann Halverson

By: Roxann Halverson, County Clerk

Board Members: If unable to attend, please contact the Chair, Larry Grisen. If you are unable to reach the Chair, please contact the County Clerk's Office at 608-685-6209.

Persons with Disabilities: If you require special accommodations in order to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

BUFFALO COUNTY MINUTES

Committee of the Board: Buffalo County Human Resources Committee

Date of the Meeting: Monday, January 4, 2021

Chair Mr. Larry Grisen called the meeting to order at 9:36 a.m. in the third floor County Board meeting room.

Board Members Present: Mr. Larry Grisen, Mr. Don Hillert, Ms. Mary Anne McMillan Urell, Mr. Nathan Nelson and Mr. Michael Taylor.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen and Ms. Brenda Creighton.

Public Comments regarding Agenda Items: There were no public comments.

Review/Discussion/Action ~ Minutes of the Previous Meeting: A motion was made by Ms. Mary Anne McMillan Urell seconded by Mr. Nathan Nelson to approve the minutes of the previous meeting as sent. Motion Carried.

Review/Discussion/Action ~ A Resolution to Amend Policy 503 of the Employee Handbook – Disciplinary Actions: A motion was made by Mr. Michael Taylor seconded by Ms. Mary Anne McMillan Urell to approve the Resolution to Amend Policy 503 of the Employee Handbook – Disciplinary Actions to include language, including but not limited to, adverse employment action due to nonperformance. Motion Carried.

Review/Discussion/Action ~ Committee Meeting Calendar Dates: A motion was made by Ms. Mary Anne McMillan Urell seconded by Mr. Nathan Nelson to approve the 2021 calendar dates with the change in the October meeting to October 4th. The meeting time will be 9:30 a.m. Motion Carried.

Review/Discussion/Action ~ Update on Economic Development Coordinator/Grant Writer Position: Ms. Hansen informed the committee that Mr. Stephen Schiffli accepted this position and had started today. She indicated that his office will be located next to the Administration Office. Mr. Bruce Fuerbringer has accepted the permanent Emergency Management/Recycling Director/Solid Waste Manager position. A motion was made by Mr. Don Hillert seconded by Mr. Michael Taylor to recommend to the County Board at their January meeting, the confirmation of the acceptance of these positions. Motion Carried.

Review/Discussion/Action ~ Review of Buffalo County Employees Return to work Plan/Guidelines & Reopen of Courthouse to Public: A motion was made by Mr. Michael Taylor seconded by Mr. Don Hillert to not make any changes to the current plan. Motion Carried.

A motion was made by Ms. Mary Anne McMillan Urell seconded by Mr. Don Hillert to recommend to the County Board of Supervisors to continue providing services by appointment only to the general public and to authorize the Human Resources Committee as the decision making authority for reopening the courthouse. Motion Carried.

A motion was made by Mr. Michael Taylor seconded by Mr. Nathan Nelson to approve the extension of any temporary telecommuting agreements due to COVID-19 to April 12, 2021 subject to the review and approval of the department manager. Motion Carried.

Review/Discussion/Action – Review of Policy 208 – Laves-Sick Leaves for Use of Personal Sick Leave Bank (PSLB) for COVID-19 Quarantine or Isolation Orders: This matter was tabled pending further direction from the Wisconsin Counties Association.

Committee Chair Report: The Chair had nothing additional to report at this time.

Personnel Advisor Report(s): Ms. Creighton reviewed the current vacancies and status of new hires.

Administrative Coordinator Report(s): Ms. Hansen reviewed a proposal from Wisconsin County Mutual Insurance – Identity Recovery Coverage and that she had declined coverage.

Public Comment Unrelated to Agenda: There were no public comments.

Next meeting date and time: The next meeting date will be February 8, 2021 at 9:30 a.m.

Adjournment: A motion was made by Mr. Michael Taylor seconded by Ms. Mary Anne McMillan Urell to adjourn the meeting. Motion Carried.

Respectfully submitted,

Sonya J. Hansen
Recording Secretary

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
February/March 2021
Involved Committees:
Human Resources
Finance

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO AMEND SALARY CLASSIFICATION AND COMPENSATION SYSTEM FOR NON-REPRESENTED EMPLOYEES TO ADD ECONOMIC DEVELOPMENT COORDINATOR/GRANT WRITER

WHEREAS, the County Board of Supervisors established and implemented a revision to the job classification and pay grade scales for non-represented employees by adopting Resolution 20-12-04; and,

WHEREAS, the Buffalo County Employee handbook requires the County Board of Supervisors to approve by resolution under Policy 105 of any base wage salary schedule adjustments; and,

WHEREAS, when Resolution 20-12-04 was adopted, the Economic Development/Grant Writer position was vacant and not included in the pay grade scales; and,

WHEREAS, the position has been filled and the Human Resource Committee has reviewed the salary classification and compensation system and recommends modifying the salary classification and compensation pay grades implemented on January 1, 2021, to include the Economic Development/Grant Writer position, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the amended Buffalo County Job Classification Pay Grade implemented on January 1, 2021 as identified in Exhibit A to include the Economic Development/Grant Writer position; and,

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Financial Advisor be authorized to make an adjustment from the Contingency Fund and a budget adjustment to cover any additional cost for wages and benefits.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2021.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted,

Human Resource Committee

Larry Grisen

Donald A. Hillert

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

Finance Committee

Dennis Bork

Donald A. Hillert

David Danzinger

Larry Grisen

Max Weiss

ANTICIPATED FINANCIAL IMPACT STATEMENT

2021 Budgeted Wages & Benefits \$53,048.00
2021 Anticipated Wages & Benefits

2021 WAGE SCALES - EXHIBIT A
VERSION: 12/1/2020, effective 1/1/2021

CASE MANAGEMENT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
CASE WORKER - HHSD BENEFIT SPECIALIST	17.70	18.09	18.48	18.87	19.26	19.65	20.04	20.43
CASE MANAGER I (less than Associates degree); CJS Case Manager I; FAMILY & COMMUNITY SPECIALIST	18.63	19.04	19.45	19.86	20.27	20.68	21.09	21.50
CASE MANAGER II (Associates degree or higher); CJS Case Manager II; Victim Witness Coordinator	19.57	20.00	20.43	20.86	21.29	21.72	22.15	22.58
ADMINISTRATIVE SUPPORT								
ACCOUNTING SUPPORT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
VETERANS SERVICE BENEFIT SPECIALIST; HHSD CHILD SUPPORT FINANCIAL SPECIALIST; HHSD ECONOMIC SUPPORT SPECIALIST; HHSD ACCOUNT CLERK/ECONOMIC SUPPORT SPECIALIST; HHSD ECONOMIC SUPPORT SPECIALIST LEAD; HHSD ACCOUNT CLERK; HWY OFFICE ASSISTANT;	17.36	17.75	18.14	18.53	18.92	19.31	19.70	20.09
ADMINISTRATION - FINANCIAL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
ADMINISTRATION ADMINISTRATIVE ASSISTANT; LAW ENFORCEMENT ADMINISTRATIVE ASSISTANT; ZONING ADMINISTRATIVE ASSISTANT; UW ADMIN ASST (RECLASSIFIED)	17.70	18.09	18.48	18.87	19.26	19.65	20.04	20.43
ADMINISTRATION PERSONNEL ADVISOR; HHSD ACCOUNT CLERK SUPERVISOR; HWY OFFICE MANAGER; ADMINISTRATION FINANCIAL ADVISOR	22.09	22.51	22.93	23.35	23.77	24.19	24.61	25.03
SKILLED CRAFT TECHNICIANS								
* Temporary Highway Team Leader receives .50/hour increase	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Class V - General Foreman - shop, construction, general	22.19	22.61	23.03	23.45	23.87	24.29	24.71	25.13
Class IV - Signman; Experienced Mechanic	21.68	22.10	22.52	22.94	23.36	23.78	24.20	24.62
Class III - State Patrolman, Operator of high level equipment (ie: paver, grader, dozer, excavator, steel roller, etc.) Entry Level Mechanic	21.06	21.48	21.90	22.32	22.74	23.16	23.58	24.00
Class II - Patrolman w/5 years experience, and low level equipment operation experience (ie: loader, skid steer, broom, rubber tired roller, etc.)	20.54	20.96	21.38	21.80	22.22	22.64	23.06	23.48
Class I - Entry level Patrolman	20.02	20.44	20.86	21.28	21.70	22.12	22.54	22.96
MATERIALS RECOVERY FACILITY SUPERVISOR/TRUCK DRIVER; E-911 COORDINATOR PT	20.38	20.83	21.28	21.73	22.18	22.63	23.08	23.53
SERVICE - MAINTENANCE								
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BUILDING & GROUNDS JANITOR	15.07	15.40	15.73	16.06	16.39	16.72	17.05	17.38
SENIOR DINING CENTER MANAGER	10.60	10.83	11.06	11.29	11.52	11.75	11.98	12.21
HHSD VAN DRIVER	10.93	11.17	11.41	11.65	11.89	12.13	12.37	12.61
HWY-SEASONAL - WITHOUT CDL	See part time scale below							
HWY-SEASONAL/PART TIME RECYCLING TRUCK DRIVER - WITH CDL	See part time scale below							
PART TIME SERVICE / MAINTENANCE	See part time scale below							
PART TIME (non-benefits eligible / seasonal)								
The ONE RATE, part time positions, aligned with other non-represented staff								
PART TIME DEPUTIES - Certified				22.30				
PART TIME DEPUTIES - Non Certified, includes Transport				20.30				
PART TIME COMMUNICATION/CORRECTION OFFICER - Certified				21.34				
PART TIME CLERICAL - Confidential, includes Bailiff				15.41				
PART TIME CLERICAL				14.41				
HWY-SEASONAL/PART TIME RECYCLING TRUCK DRIVER - WITH CDL				20.25				
HWY-SEASONAL - WITHOUT CDL				18.25				
PART TIME SERVICE / MAINTENANCE - INCLUDING SEASONAL / INTERNSHIPS (Unless grant funded)				11.25				
OTHER ADDITIONAL COMPENSATION								
(Policy guidelines provide further direction on eligibility)								
Corrections / Communication Officers (Law Enforcement) - Shift Differential			0.50	per hour				
Social Services / Crisis Response On Call			2.50	per hour				
Public Health (COVID) On Call			1.75	per hour				
Mileage Reimbursement (Business Travel - Please check with Administration for Buffalo County Fleet)			0.53	per mile with current personal insurance on file				
Mileage Reimbursement			0.26	per mile with expired personal insurance on file				

2021 WAGE SCALES - EXHIBIT A
VERSION: 12/1/2020, effective 1/1/2021

OFFICIALS & ADMINISTRATORS

DIRECTORS/MANAGERS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
HHSD DIRECTOR	37.14	37.98	38.82	39.66	40.50	41.34	42.18	43.02
HIGHWAY COMMISSIONER I (Less than 4 year degree)	33.25	34.00	34.75	35.50	36.25	37.00	37.75	38.50
HIGHWAY COMMISSIONER II (4 year degree +)	37.14	37.89	38.64	39.39	40.14	40.89	41.64	42.39
ZONING ADMINISTRATOR	26.22	26.80	27.38	27.96	28.54	29.12	29.70	30.28
LAND CONSERVATIONIST	25.09	25.70	26.31	26.92	27.53	28.14	28.75	29.36
EMERGENCY MANAGEMENT/RECYCLING DIRECTOR	24.33	24.87	25.41	25.95	26.49	27.03	27.57	28.11
COMMUNITY JUSTICE SERVICES COORDINATOR	24.33	24.87	25.41	25.95	26.49	27.03	27.57	28.11
GIS LAND RECORDS COORD. LAND INFO OFFICER	24.33	24.87	25.41	25.95	26.49	27.03	27.57	28.11
VETERANS SERVICE OFFICER	22.34	22.84	23.34	23.84	24.34	24.84	25.34	25.84

SUPERVISORS/ASSISTANT MANAGERS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
HHSD SOCIAL SERVICES MANAGER	29.92	30.58	31.24	31.90	32.56	33.22	33.88	34.54
PUBLIC HEALTH SUPERVISOR/HEALTH OFFICER	31.23	31.92	32.61	33.30	33.99	34.68	35.37	36.06
HWY PATROL SUPERINTENDANT	26.42	27.01	27.60	28.19	28.78	29.37	29.96	30.55
TRANSPORTATION & ADULT PROTECTION MANAGER	25.75	26.33	26.91	27.49	28.07	28.65	29.23	29.81
PUBLIC HEALTH DIETICIAN/WIC DIRECTOR	24.32	24.86	25.40	25.94	26.48	27.02	27.56	28.10
REGISTER IN PROBATE	20.52	21.02	21.52	22.02	22.52	23.02	23.52	24.02
BUILDING & GROUNDS MANAGER	17.22	17.72	18.22	18.72	19.22	19.72	20.22	20.72

PROFESSIONALS

PROFESSIONALS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
SOCIAL WORKER I; PUBLIC HEALTH NURSE I	21.78	22.26	22.74	23.22	23.70	24.18	24.66	25.14
SOCIAL WORKER II; PUBLIC HEALTH NURSE II; HEALTH EDUCATOR I	23.34	23.86	24.38	24.90	25.42	25.94	26.46	26.98
SOCIAL WORKER III; PUBLIC HEALTH NURSE III; ENVIRONMENTAL HEALTH SPECIALIST; HEALTH EDUCATOR II	25.06	25.62	26.18	26.74	27.30	27.86	28.42	28.98

TECHNICIANS

TECHNICIANS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
ZONING TECHNICIAN; CONSERVATION TECHNICIAN/PLANNER; GIS/LAND INFORMATION TECHNICIAN	21.24	21.71	22.18	22.65	23.12	23.59	24.06	24.53

PROTECTIVE SERVICE WORKERS

LAW ENFORCEMENT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
CHIEF DEPUTY SHERIFF	29.79	30.45	31.11	31.77	32.43	33.09	33.75	34.41
JAIL ADMINISTRATOR	25.15	25.71	26.27	26.83	27.39	27.95	28.51	29.07
JAIL SERGEANT	23.33	23.85	24.37	24.89	25.41	25.93	26.45	26.97
PART TIME DEPUTIES	See part time scale below							
LAW ENFORCEMENT SUPPORT -	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
COMMUNICATION/CORRECTION OFFICERS	21.34	21.81	22.28	22.75	23.22	23.69	24.16	24.63

BAILIFF	See part time scale below							
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PARAPROFESSIONALS

CLERICAL SUPPORT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
PART TIME CLERICAL	See part time scale below							
PUBLIC HEALTH/SOCIAL SERVICES SUPPORT STAFF SPECIALIST; ADMINISTRATIVE CONFIDENTIAL	15.41	15.75	16.09	16.43	16.77	17.11	17.45	17.79
ADVANCED CLERICAL SUPPORT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
CHIEF DEPUTY CLERK OF COURT II; CHIEF DEPUTY COUNTY CLERK I; CHIEF DEPUTY REGISTER OF DEEDS; DEPUTY REGISTER IN PROBATE; LEGAL ASST (DA); SUPPORT STAFF SPECIALIST-CHILD SUPPORT	16.90	17.27	17.64	18.01	18.38	18.75	19.12	19.49
ADVANCED TECHNICAL SUPPORT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
REAL PROPERTY LISTER / CHIEF DEPUTY COUNTY TREASURER (less than Associates Degree)	18.65	19.04	19.43	19.82	20.21	20.60	20.99	21.38
REAL PROPERTY LISTER / CHIEF DEPUTY COUNTY TREASURER (Associates degree or higher)	19.58	19.97	20.36	20.75	21.14	21.53	21.92	22.31
DEPUTY COUNTY TREASURER / MAPPING COORDINATOR	17.45	17.84	18.23	18.62	19.01	19.40	19.79	20.18

Economic Develop Corp / Grant Writer

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
February 2021
Involved Committees:
Human Resources

County Department:
Law Enforcement
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION RECOGNIZING AND HONORING THE RETIREMENT OF PAULINE (POLLY) GLENTZ

WHEREAS, Ms. Pauline (Polly) Glentz will retire from employment with Buffalo County during February 2021, and;

WHEREAS, Ms. Glentz faithfully served the residents of Buffalo County as an employee in the Sheriff's Office as a Communication/Corrections Officer. Serving as a part time employee from April 1997 and most recently in a full-time capacity since April of 2000.

WHEREAS, the members of this Body wish to recognize and honor Ms. Glentz for her twenty (20) full-time years of service and wish her well in her retirement years.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby thank and commend Ms. Glentz for twenty (20) full time years of service to the residents of Buffalo County, and honor her with this well-deserved recognition.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2021.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Larry Grisen, Chair

Mary Anne McMillian Urell

Nathan Nelson

Donald Hillert

Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

No financial impact.

Policy 206 ADDENDUM

LEAVES: FAMILY, MEDICAL, MILITARY AND EMERGENCY HEALTH LEAVE- CORONAVIRUS RESPONSE POLICY

Policy: The Families First Coronavirus Response Act (FFCRA) and associated paid leave expired at midnight on December 31, 2020. The following policy is implemented to alleviate some of the lost time incurred because of this pandemic.

Nothing in this policy creates any permanent modification to the current leave policies or any other employment policies in existence, nor does this temporary policy alter the at-will nature of employment. This policy may require revision as circumstances evolve and additional guidance and regulations are provided on these provisions. This policy is effective January 1 through June 30, 2021.

I. EMERGENCY HEALTH LEAVE:

Limited term emergency paid health leave benefit for all active employees outside of the Family Medical Leave Act if you are unable to work (or telecommute) because you:

1. Are subject to a Federal, State, or local quarantine or isolation order due to the COVID-19 virus. *This does not include self-isolation due to voluntary travel,*
2. Have been advised by a health care provider to self-isolate/quarantine due to concerns related to COVID-19,
3. Are experiencing symptoms of the COVID-19 virus (fever, cough, sore throat, shortness of breath) and are seeking medical diagnosis from a health care provider.

Note: This additional sick leave shall be reduced or eliminated on an hour for hour basis if future federal or state legislation requires employers to grant similar COVID-19 sick leave.

You will receive the following pay during this leave:

- Regular **full-time employees** will receive up to 80 hours of emergency paid health leave.
- Regular **part-time employee** leave will be prorated based upon your regular hours of work. Employees who work a variable work schedule, the average bi-weekly hours of work, over the preceding six-month period, will be utilized.
- PTO/Vacation/Compensatory Time does not accrue while an employee is using Emergency Health Leave.

Policy 206 Addendum -- LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date: April 1, 2020

Revised Date: February 2021

Buffalo County

Employee Handbook

- You do not need to use your other paid leave before you use this Emergency Paid Health Leave.
- Any unused Emergency Paid Health Leave will not carry over into 2022. *If separation from employment occurs in 2021, any unused Emergency Paid Health Leave is forfeited.*
- Fringe Benefits will continue as though actively working during this leave.
- Procedure for Requesting Leave and Certification. Employees shall give notice to the employer of the desire to use the available paid time. Notice must be given to the employer no later than the first workday (or portion of such workday) that the employee receives Emergency Paid Health Leave. Employee must complete the Emergency Paid Health Leave Request Form. Forms can be requested by calling or emailing Administration.
- Return to Work: Employees will not be required to provide a return-to-work notice unless specifically requested by Administration. Employees who experience virus symptoms the most recent guidance from the CDC will be applied to determine when an employee can return to work.
- Enforcement: Nothing in this provision shall be construed to in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing County policy. Consult with Administration regarding any questions or concerns

II. ACCRUED PAID TIME:

Employees who have exhausted their allocation of Emergency Paid Health Leave may be granted use of their accrued Compensatory Time, PTO, sick leave, holiday pay or Personal Savings Loan Bank (PSLB) (not allowed for personal travel and/or activities that would require a restriction from the workplace). Employees must use accrued Compensatory Time first prior to requesting other accrued paid time. The use of Personal Savings Loan Bank (PSLB) will only be granted if an employee has less than 200 hours of PTO or vacation/sick leave.

Employees who have exhausted their allocation of Emergency Paid Health Leave may be granted unpaid leave if they have no other accrued paid time.

III. ACCRUED PAID TIME TO CARE FOR OTHERS:

Employees who are caring for an immediate family member who has tested positive for COVID-19 may be granted use of their accrued Compensatory Time, PTO, sick leave, holiday pay or Personal Savings Loan Bank (PSLB) (not allowed for personal travel and/or activities that would require a restriction from the workplace). Employees must use accrued Compensatory Time first prior to requesting other accrued paid time. The use of Personal Savings Loan Bank (PSLB) will only be granted if an employee has less than 200 hours of PTO or vacation/sick leave.

Employees who have exhausted their allocation of Emergency Paid Health Leave may be granted unpaid leave if they have no other accrued paid time.

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
January 2020
Involved Committees:
Human Resources
Finance

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO ADD ADDENDUM TO POLICY 206 OF THE BUFFALO COUNTY EMPLOYEE HANDBOOK – LEAVES: FAMILY, MEDICAL, MILITARY AND EMERGENCY HEALTH LEAVE – CORONAVIRUS RESPONSE POLICY

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Families First Coronavirus Response Act (FFCRA) and associated paid leave expired on midnight on December 31, 2020; and,

WHEREAS, the Human Resource Committee recommends adding an addendum to policy 206 of the Employee Handbook to alleviate some of the lost time incur due to COVID-19, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the addendum to POLICY 206 LEAVES: FAMILY, MEDICAL, MILITARY AND EMERGENCY HEALTH LEAVE – CORONAVIRUS RESPONSE POLICY of the Buffalo County Handbook. A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution effective January 1, 2021 to June 30, 2021.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2021.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Larry Grisen

Mary Anne McMillan Urell

Donald A. Hillert

Nathan Nelson

Michael L. Taylor

Finance Committee

Dennis Bork

Max Weiss

Donald A. Hillert

Brad Schmidtknecht

David Danzinger

ANTICIPATED FINANCIAL IMPACT STATEMENT

2021 Budget

Unknown

**EMPLOYER NAME FLEXIBLE BENEFITS PLAN
CONSOLIDATED APPROPRIATIONS ACT (CAA) AMENDMENT**

ARTICLE I PREAMBLE

- 1.1 **Adoption and effective date of amendment.** The Employer adopts this Amendment to EMPLOYER NAME Flexible Benefits Plan (the “Plan”). The sponsor intends this Amendment as good faith compliance with the requirements of these provisions. This Amendment shall be effective on or after the date the Employer elects in Section 2.1 below.
- 1.2 **Supersession of inconsistent provisions.** This Amendment shall supersede the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this Amendment.
- 1.3 **Construction.** Except as otherwise provided in this Amendment, any reference to "Section" in this Amendment refers only to sections within this Amendment and is not a reference to the Plan. The Article and Section numbering in this Amendment is solely for purposes of this Amendment, and does not relate to any Plan article, section, or other numbering designations.

ARTICLE II ELECTIONS

- 2.1 **Effective Date.** The provisions of this Amendment, unless otherwise indicated are effective as of January 1st, 2021 (the “Effective date”).
- 2.2 **H.R. 133 Consolidated Appropriations Act Amendment(s).** The Employer hereby amends the Plan as follows:

Carry Forward Rule for Dependents who Aged Out During Pandemic

On December 27, 2020, H.R. 133 Consolidated Appropriations Act was signed into law, impacting section 125 cafeteria plans. This guidance is designed to provide temporary flexibility for employers and employees and assist with the National response to the 2019 Novel Coronavirus outbreak (COVID-19).

Effective as of the effective date, the Employer amends their plan to allow for reimbursement out of Dependent Care Flexible Spending Arrangements for dependents up to a maximum age of 13 (increased from 12) for any dependent who attained age 13 during the last plan year where the participant enrolled during regular open enrollment in a Daycare Flexible Spending Arrangement by January 31, 2020. And for any remaining funds carried forward into the subsequent plan year.

1) In general-In the case of any eligible employee, section 21(b)(1)(A) of the Internal Revenue Code of 1986 shall be applied by substituting “age 14” for “age 13” for purposes of determining the dependent care assistance which may be paid or reimbursed with respect to such employee under the dependent care flexible spending arrangement referred to in paragraph (3)(A) with respect to such employee during—

- (A) the plan year described in paragraph (3)(A), and
- (B) in the case of an employee described in paragraph (3)(B)(ii), the subsequent plan year.

(2) Application of subsequent plan year limited to unused balance from preceding plan year. Paragraph (1)(B) shall only apply to so much of the amounts paid for dependent care assistance with respect to the dependents referred to in paragraph (3)(B) as does not exceed the unused balance described in paragraph (3)(B)(ii).

(3) Eligible Employee. For purposes of this section, the term “eligible employee” means any employee who—

- (A) is enrolled in a dependent care flexible spending arrangement for the last plan year with respect to which the end of the regular enrollment period for such plan year was on or before January 31, 2020, and

- (B) has one or more dependents (as defined in section 152(a)(1) of the Internal Revenue Code of 1986) who attain the age of 13—

- (i) during such plan year, or
- (ii) in the case of an employee who (after the application of this section) has an unused balance in the employee's account under such arrangement for such plan year (determined as of the close of the last day on which, under the terms of the plan, claims for reimbursement may be made with respect to such plan year), the subsequent plan year.

Carryover of Unused Funds in Health and Dependent Care Flexible Spending Arrangements for 2020 and 2021 Plan Years.

On December 27, 2020, H.R. 133 Consolidated Appropriations Act was signed into law, impacting section 125 cafeteria plans. This guidance is designed to provide temporary flexibility for employers and employees and assist with the National response to the 2019 Novel Coronavirus outbreak (COVID-19).

Effective as of the effective date, the Employer amends their plan to allow the carryover of unused funds from plan year 2020 to plan year 2021 and unused funds from plan year 2021 to plan year 2022.

For plan years ending in 2020 and 2021, a plan that includes a health flexible spending arrangement or dependent care flexible spending arrangement shall not fail to be treated as a cafeteria plan under the Internal Revenue Code of 1986 merely because such plan or arrangement permits participants to carryover (similar to the rules applicable to health flexible spending arrangements) any unused benefits or contributions remaining in any such flexible spending arrangement from such plan years to the plan year ending in 2021 and 2022.

These changes permit participants to carryover any unused benefits or contributions remaining in their 2020 and 2021 flexible spending arrangement from such plan year to the subsequent plan year.

The carryover guidance is an extension of coverage that is not HSA compatible, consequently any employee with unused amounts remaining at the end of a plan year or grace period ending in 2020 or 2021 will not be eligible to contribute to an HSA during the extend period (unless the FSA is a limited FSA).

Section 125 Change in Status under the Health or Dependent Care FSA

Effective as of the effective date, the Employer amends their plan to allow for the below change in status flexibility. This is a temporary change effective only for the plan year ending in 2021.

On December 27, 2020, H.R. 133 Consolidated Appropriations Act was signed into law, impacting section 125 cafeteria plans. This guidance is designed to provide temporary flexibility for employers and employees and assist with the National response to the 2019 Novel Coronavirus outbreak (COVID-19). These changes permit, under certain circumstances, prospective changes to health and dependent care FSA elections as follows:

- a) employees may revoke a health FSA election, make a new election, or decrease or increase an existing election on a prospective basis; and
- b) employees may revoke a dependent care FSA election, make a new election, or decrease or increase an existing election on a prospective basis.

Employers are not required to allow unlimited election changes but may determine the extent to which such changes are permitted and applied. Any change allowed shall not permit a revocation or decrease in election below the amount already disbursed.

This amendment has been executed this _____ day of _____, _____.

Name of Employer: _____

By: _____
EMPLOYER

The undersigned authorized representative of **EMPLOYER NAME** hereby certifies that the following resolutions were duly adopted on _____ (date) and that such resolutions have not been modified or rescinded as of the date hereof;

RESOLVED, that the Amendment to the Plan (the Amendment) is hereby approved and adopted, and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the amendment.

The undersigned further certifies that attached hereto is a copy of the Amendment approved and adopted in the foregoing resolution.

Date: _____

Signed: _____

[print name/title]

SUMMARY OF MATERIAL MODIFICATIONS for the

Employer Name
Flexible Benefits Plan

I
INTRODUCTION

This is a Summary of Material Modifications regarding the **Employer Name** Flexible Benefits Plan (the "Plan"). This is merely a summary of the most important changes to the Plan and information contained in the Summary Plan Description ("SPD")

previously provided to you. It supplements and amends that SPD so you should retain a copy of this document with your copy of the SPD. If you have any questions, contact the Administrator. If there is any discrepancy between the terms of the Plan, as modified, and this Summary of Material Modifications, the provisions of the Plan will control.

II SUMMARY OF CHANGES

H.R. 133 Consolidated Appropriations Act Amendment(s). The Employer hereby amends the Plan as follows:

Carry Forward Rule for Dependents who Aged Out During Pandemic

On December 27, 2020, H.R. 133 Consolidated Appropriations Act was signed into law, impacting section 125 cafeteria plans. This guidance is designed to provide temporary flexibility for employers and employees and assist with the National response to the 2019 Novel Coronavirus outbreak (COVID-19).

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(i) during such plan year, or

(ii) in the case of an employee who (after the application of this section) has an unused balance in the employee’s account under such arrangement for such plan year (determined as of the close of the last day on which, under the terms of the plan, claims for reimbursement may be made with respect to such plan year), the subsequent plan year.

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These changes permit participants to carryover any unused benefits or contributions remaining in their 2020 and 2021 flexible spending arrangement from such plan year to the subsequent plan year.

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