

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: Human Resources Committee
Date: Monday, April 12, 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 ~ County Patrol Superintendent Position Description
6. Review/Discussion/Action ~ County Patrol Superintendent Wage Scale – Highway Department
7. Review/Discussion/Action ~ Parts/Safety Training Coordinator Position Description – Highway Department
8. Review/Discussion/Action ~ Resolution to Create and Fill a Parts/Safety & Training Coordinator Position – Highway Department
9. Review/Discussion/Action ~ Parts/Safety & Training Coordinator Wage Scale
10. Review/Discussion/Action ~ Telecommuting Policy Update & Elimination of Temporary Telecommuting & Alternative Schedules Due to COVID-19
11. Review/Discussion/Action ~ Modification to Buffalo County Employee Return to Work Place Guidelines – Modification to Air Travel Based on CDC Guidance & Wellness Workout Center
12. Review/Discussion/Action ~ Resolution to Modify Wage Scales to Include County Patrol Superintendent/Parts/Safety & Training Coordinator and Change Materials Recovery Facility Supervisor/Truck Driver
13. Review/Discussion/Action ~ Appointment of Wage Sub-Committee & Schedule Meeting Date
14. Committee Chair Report
15. Personnel Advisor Report(s)
16. Administrative Coordinator Report(s)
17. Any Public Comment Not Related to Agenda Items
18. Next Meeting Date and Time ~ Monday, May 10, 2021 at 9:30 a.m.
19. Adjournment.

Date: April 6, 2021

Larry Grisen, Chair

By: Roxann Halverson, County Clerk

Board Members: If unable to attend or wish to attend remotely, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

Persons with Disabilities: Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations 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.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, March 8, 2021

Mr. Grisen called the meeting to order at 9:30 a.m.

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

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Mr. Rich Huber, Mr. Bob Platteter, Mr. Kelly Johnston, Sheriff Mike Schmidtknecht, and Mr. Dave Rynders.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Previous Meeting Minutes: Ms. McMillan Urell made a motion to approve the minutes, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Materials Recovery Facility Supervisor & Truck Driver Position Description: Ms. Hansen explained this position description is updated to show the duties that have been added to the position including some managerial duties. Ms. McMillan Urell made a motion to approve the Materials Recovery Facility Supervisor and Truck Driver position description, seconded by Mr. Nelson. Carried.

The Committee May Go into Closed Session to Discuss Employee Step Appeal & Classification Appeal: Mr. Grisen made a motion to go into closed session, seconded by Mr. Hillert. Mr. Grisen-yes, Ms. McMillan Urell -yes, Mr. Nelson-yes, and Mr. Hillert-yes. Carried.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Mr. Hillert. Ms. McMillan Urell-yes, Mr. Hillert-yes, Mr. Nelson – yes, and Mr. Grisen-yes. Carried.

Review/Discussion/Action regarding Step Appeal & Classification Appeal Decisions: Mr. Grisen made a motion to reinstate the step increase with the next pay period and for the department to do a plan of improvement with the employee, seconded by Mr. Nelson. Carried.

Ms. McMillan Urell made a motion to approve the reclassification of the Recycling Materials Recovery Facility Supervisors to the Sign man and Experience Mechanic Class 4 scale starting with the next pay period, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Courthouse Public Access Due to COVID-19:

Ms. Hansen explained vaccine clinic are taking place. The intercom system is still not working, and parts are on backorder. It does appear that banks and businesses will be opening soon. A discussion was held about reopening with the mask requirements still in place and strongly recommending appointments. Employees returning to work was discussed. There may be more requests to work from home with the opening of the courthouse. Ms. McMillan Urell made a motion to reopen the courthouse on March 15th with only the south entrance door to be open, masks will be required, and appointments strongly suggested, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Modification to Buffalo County Employee Return to Workplace Guidelines:

Ms. Hansen explained the updates. There are temperature kiosks at the entrance that staff and guests should use. Personal travel has also been updated to include information for those individuals who are vaccinated. Mr. Hillert made a motion to approve the modifications, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Public Health Worker Position Description:

Mr. Rynders discussed the Public Health Worker position. This position would be for 600 hours in 2021 to support the Public Health Department with vaccine clinics. The position is 100% funded by COVID funds and is an hourly nonexempt limited term position. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding A Resolution to Approve Limited Term Public Health Care Worker Position to Support COVID-19 Response:

Mr. Rynders explained this position has no liability on the tax levy as it will be paid for from COVID funds. He also explained the contract has been signed with the state and they are awaiting dispersal of the funds. Mr. Hillert made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Resolution to Merge Buffalo County WIC Program with Trempealeau County WIC Program:

Mr. Rynders explained the WIC program does not use tax levy dollars. By merging with Trempealeau County, the cost of the program decreases. Trempealeau County has already passed the resolution and by Buffalo County passing the resolution it allows Mr. Rynders to enter a MOU with them for WIC program services. Ms. Hansen discussed language in the MOU that is unclear who pays if the program is overbudget. Mr. Rynders indicated that he will get that wording corrected as no one would have to pay, services would be reduced if it looked like funds were running low. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding A Resolution to Approve 2021 Wage Increase for Administrative Coordinator:

The Committee of the Board recommended a 3% wage increase for the Administrative Coordinator retroactive to

January 1st. Mr. Grisen made a motion to approve the resolution, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Comparable Counties for Union

Negotiations: Sheriff Schmidknecht discussed comparable counties and suggested we use a few counties adjacent to Buffalo County and a few with similar populations. Different counties were discussed. Jackson, Trempealeau, Pepin, Rusk, Burnett, and Marquette counties were chosen as comparable counties.

Review/Discussion/Action regarding Appointment of Wage Subcommittee: Ms. Hansen explained the wages scales and how the subcommittee was comprised in the past. It was discussed to have the Administrative Coordinator Personnel Advisor, a representative from Highway, a representative from the Department Managers, a representative from DHHS, and two members from the HR Committee. The subcommittee will look at the pay scales and pass on any concerns or recommendations to the HR Committees.

Review/Discussion/Action regarding Draft Policy Amendments Related to Exempt/Non-Exempt Positions and Hours Worked and Compensatory Time Accumulation and Usage: The policies were not ready and will be brought to the next meeting.

Review/Discussion/Action regarding Chairperson Report: None.

Personnel Advisor's Report: Ms. Creighton reported that there were two new hires in Economic Support Specialist positions. There will be interviews for male Communications/Corrections Officer positions. She reviewed other positions that have been posted to be filled and a couple of openings that will be coming up.

Administrative Coordinator Report: Ms. Hansen reported on the year-end workers comp claims, health insurance claims, and health reimbursements claims. Green Lake is offering their employees a health insurance buyout. Ms. Hansen will be looking into this and report back.

Public Comments: None.

Next meeting date: Monday, April 12, 2021 at 9:30 a.m.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 12:02 p.m., seconded by Mr. Nelson. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk

Buffalo County Position Description

Department:	Highway
Position Title:	County Patrol Superintendent
Pay Rate:	Salary
Direct Supervisor:	Highway Commissioner
Date:	Proposed April 6, 2021

Approximate Number of Employees in classification with same title: 1 (State)

Purpose of Position:

The purpose of this position is to oversee County construction projects and road maintenance patrol activities for the Buffalo County Highway Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates County construction activities including managing the labor, equipment, and materials for all projects.
- Directly supervises construction crews to ensure compliance with safety policies and procedures, completeness of work, quality assurance, budget projections and all other aspects of the projects.
- Coordinates the County maintenance operations which includes scheduling the labor, equipment and materials required to perform all maintenance tasks.
- Perform the required record keeping that accompanies the various tasks including the required DOT record keeping in the absence of the State Patrol Superintendent
- Respond to and coordinates emergency activities as directed which could include road closures, detours, emergency repairs and storm damage repairs.
- Performs the coordination of all maintenance and repair work for the State Department of Transportation in the absence of the State Patrol Superintendent, including on call situations.
- Coordinate activities outside the maintenance and construction activities that could include coordination with, DNR, Railroads, Utilities, Law Enforcement, DOT, Local Government Officials, Town Supervisors, General Public, and other personnel as required.
- Assist the State Patrol Superintendent in scheduling and coordinating the DOT maintenance operations.
- Communicates with the Commissioner, State Patrol Superintendent, and lead workers to facilitate project status and scheduling issues.
- Perform office functions at the Shop and Office as directed
- Assist in program development and trainings in the areas of personnel safety and accident prevention.

- Evaluates employee work performance and prepares evaluations.
- Performs Highway Commissioner duties in his/her absence.
- Operate all equipment as needed for vacancies as required.
- Attends and participates in meetings for the Highway Department as directed by the Highway Commissioner, which may include, but not limited to, Highway Committee, Highway Safety Committee, Buffalo County Emergency Response Committee, Pre-Construction conferences, and Commissioner trainings and conferences.
- Other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Three to five years highway maintenance and construction experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Vocational/technical diploma and supervisory experience preferred. A valid Wisconsin motor vehicle operator's license required and a valid commercial driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data. The ability to effectively operate a computer and familiarity with Word and Excel is required.
- Ability to counsel, mediate, and/or provide first line supervision. Ability to lead and train others. Ability to advise and provide interpretation on how to apply policies, procedures, and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as production reports, work orders, time sheets, project specifications/plans, material test results, inventories, spreadsheets, engineering proposals, project schedules, equipment rental contracts, performance appraisals, maps, permits, inspection reports, road maintenance manuals, safety procedure manuals, technical operating manuals, computer software operating manuals, procedures and guidelines.
- Ability to communicate effectively with department personnel and supervisors, contractors, local government officials, consulting engineers, utility company personnel, railroad company personnel, Town Chairpersons, law enforcement personnel, the general public, and State Transportation agency.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships; and ability to interpret basic descriptive statistical reports.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing and data entry.
- Ability to operate motor vehicle, two-way radios, computer keyboard, fax machine, telephone, measuring tape, level, calculator/adding machine, transit, metal locator, computer terminal, shovel, hammer, pickax, level, tape measure, measuring wheel and drafting instruments.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, lifting, carrying, pushing, crawling, crouching, and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms and sounds associated with job-related objects and materials.

Special Skills

- This position requires a valid Commercial Driver's License.

Environmental Adaptability

Ability to work under safe and variable conditions where variations or extremes in temperatures, odors, toxic agents, violence, noise, vibrations, wetness, disease and dust are minimal and pose little to no risk of injury.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The county retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Employee's Signature

Supervisor's Signature

Date

Date

Buffalo County Job Description HIGHWAY DEPARTMENT

JOB TITLE: PARTS/SAFETY & TRAINING COORDINATOR

Department: Highway
Reports to: Shop Foreman
FLSA Status: Hourly Non-exempt

Prepared By/Date:
Highway Approval Date:
Personnel Approval Date:

POSITION SUMMARY

Under the supervision of the Shop Foreman, the Parts/Safety & Training Coordinator researches new equipment for maintenance parts, orders, receives, records and inventories shop parts and highway department materials, and implements safety training program for the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares and maintains inventory levels
- Checks, orders, receives, takes inventory, stocks, disperses and records all parts, materials, fuels, oils and supplies of the department and determines applicable budget for billing of materials
- Maintains records and prepares reports on preventative maintenance, general maintenance, accidents, and repairs
- Interacts with the general public, salesmen and city, town, village and county personnel concerning purchase and sale of materials
- Researches state and federal requirements for safe equipment operation and implements safety training program for the Highway Department
- Develops annual training plan to satisfy required MSHA training
- Performs other duties as assigned, including, but not limited to, snowplowing and various highway improvement, maintenance and repair work
- Determine safety infractions/violations and recommend disciplinary actions.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Minimum of four (4) years' experience in road maintenance/repair and/or construction work
- Experience in parts inventory, distribution and control preferred
- Ability to successfully complete 30 hours (min.) of Safety training (OSHA or similar), including but not limited to, forklift operation and lock out/tag out procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM JOB

- Ability to establish and maintain an effective safety training program for the Highway Department employees
- Knowledge of personal computer operations with word processor and spreadsheet software to include Microsoft Office and CHEMS
- Ability to research and stay current on new and existing equipment and technologies as they relate to equipment used by the Highway Department
- Ability to work odd hours and weekends as needed
- Ability to respond within 30 minutes when called in an emergency
- Ability to work overtime as needed
- Ability to establish and maintain effective working relations with fellow employees and the public
- Ability to learn specialized software applications and programs as required
- Ability to read and interpret documents, and laws in the English language

- Ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense

CERTIFICATES, LICENSES, REGISTRATIONS

- Possess and maintain valid Wisconsin Commercial Driver’s License with A, B, C & N and Air Brake Endorsements

HIPAA RESPONSIBILITY

All members of the workforce have a responsibility to watch for unauthorized use or disclosures of Protected Health Information (PHI), to act to prevent the action, and to report suspected breaches of privacy and security policies to their supervisor, or to the Privacy or Security Officer (example of a breach: member or visitor looking through a claim or personal information left on a desk).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk. The employee frequently is required to run, sit, stoop, kneel, crouch or crawl, climb, balance, taste, and smell. Required to regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to wet or dry conditions, outside weather conditions, variations from extreme cold to extreme heat. The employee is frequently exposed to moving parts, high precarious places, fumes or airborne particles, risk of electrical shock, occasional exposure to toxic or caustic chemicals, and vibration, and any other type of environment normal for the course of this job.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

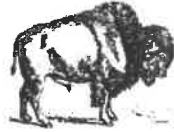
This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature

Date

Buffalo County Resolution



Drafted By:

Sonya J. Hansen

Presented Month/Year:

March 2021

Involved Committees:

Highway Committee

Human Resources Committee

Finance Committee

County Department:

Highway

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO CREATE AND FILL A PARTS / SAFETY & TRAINING COORDINATOR POSITION

WHEREAS, the Buffalo County Highway Department has significantly reduced the department's staff by consolidation of positions and snow plowing sections over the years; and,

WHEREAS, the Buffalo County Highway Department has contracted services to continue the core level of service expected by the public, and;

WHEREAS, the Buffalo County Highway Committee evaluates each vacated position to ensure consolidation strategies are thoroughly reviewed for effectiveness; and,

WHEREAS, a Parts position was consolidated with the Shop Foreman position in 2010 and the duties and responsibilities of the Shop Foreman have expanded over the past years; and,

WHEREAS, the Highway Committee realizes that a Parts position is vitally needed at this time to ensure that core shop services and repairs will continue in a timely manner, and even more important, to manage parts and materials inventories in a more economical and cost effective manner; and,

WHEREAS, the Buffalo County Highway Committee recognizes the need to increase attention to safety training and programs. The Highway Department fulfills its annual Mining, Safety and Health Administration (MSHA) training requirements and recognizes the need for additional safety trainings in specialized tasks and equipment operation to reduce risk exposure.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby grants authorization to the Highway Department to create and fill a Parts/Safety & Training Coordinator position; and,

BE IT FURTHER RESOLVED that should a current Highway employee be hired into the Parts/ Safety Training Coordinator position; the Highway Department will be authorized to fill the position being vacated as a result.

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

County Clerk

ATTEST:

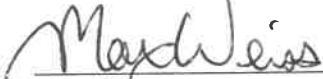
County Board Chairperson

Respectfully Submitted:

Highway Committee



Donald A. Hillert, Chair

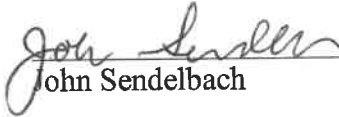


Max Weiss

David Danzinger



Dwight Ruff



John Sendelbach

Human Resources Committee

Larry Grisen, Chair

Michael Taylor

Mary Anne McMillan Urell

Nathan Nelson

Donald A. Hillert

Finance Committee

Dennis Bork, Chair

Max Weiss

Brad Schmidtkecht

David Danzinger

Donald A. Hillert

ANTICIPATED FINANCIAL IMPACT STATEMENT

YEAR 1 (8 months)

2021 Wages	\$28,482.13
2021 Benefits	\$16,741.80
Other Costs	\$ 2,500.00

Total Estimated \$47,723.93

YEAR 2

2022 Wages	\$42,723.20
2022 Benefits	\$25,112.70
Other Costs	\$ 0.00

Total Estimated \$67,835.90

POLICY & PROCEDURE TITLE: Informal (~~Short Term~~) and Formal Telecommuting Pilot Project Policy
EFFECTIVE DATE: 6/2018
DATE REVIEWED/REVISED: May 14, 2018/March 11, 2019
AUTHORIZED BY: Human Resources Committee
PURPOSE: This policy lays out the parameters and process for supervisor approval of telecommuting for periods up to 8 hours and for approval and monitoring of situations where an employee is primarily telecommuting on an ongoing basis.

WHO PERFORMS ACTIVITIES: Health & Human Services Employees

FORMS/EQUIPMENT: Informal Telecommuting Agreement Form, Informal Telecommuting Request Form

POLICY:

Telecommuting is a voluntary work alternative appropriate for some employees and some jobs. Telecommuting can be informal, defined as working from home for a short-term project or other short-term arrangement or be formal, defined as working from home as the primary work location. All ~~informal~~ telecommuting arrangements are made on a case by case basis, focusing on the business needs of Buffalo County first. Formal telecommuting arrangements involve setting up a home-based office on an ongoing basis for the purposes of performing work for Buffalo County. Formal telecommuting arrangements for any Buffalo County Employee are not the focus of this policy are established through approval of a written proposal presenting merits supporting the department mission. Formal telecommuting arrangements and are subject to annual review.

PROCEDURE:

Buffalo County considers ~~informal~~ telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited for such an arrangement. Telecommuting benefits Buffalo County with recruitment, employee retention, increased productivity, reduced office space, improved morale and decreased absenteeism. The employee benefits include reduced travel time and costs, flexible work hours and more job satisfaction.

Informal telecommuting, other than on-call activity, requires approval by a department supervisor at least forty-eight (48) hours in advance. Exceptions to the forty-eight (48) hour notice include an unplanned change in employee's work schedule¹. Supervisor approval can be granted for up to eight hours. Telecommuting cannot be approved for consecutive days without Administrative Coordinator approval.

¹ Example: meeting/appointment cancellation or time change,

Formal telecommuting requires approval by a department head, Home Committee and Human Resources Committee.

Employee Telecommuting Eligibility:

1. New employees must successfully achieve their four months goals unless an exception is granted by the Administrative Coordinator.
2. Employee must review the Telecommuting ~~Short-Term~~ Policy with supervisor.
3. Employee must sign the Telecommuting Agreement Form (Attachment A).
4. The employee has demonstrated sustained high performance and the supervisor believes the employee can maintain the expected quantity and quality of work while telecommuting.

Submitting a telecommuting request for a day or partial day:

1. The employee completes the Informal Telecommuting Request form (Attachment B) and submits it to the supervisor.

OR

2. The employee can submit a request via email to the supervisor. The email request must include:
 - a. Date of telecommuting request
 - b. Hours (start and end time)
 - c. Address of the work site
 - d. Phone number the employee can be reached while telecommuting
 - e. Assignments/projects and the projected progress to be achieved while telecommuting.

The supervisor reviews the request and may approve contingent on ascertaining the proposed work is valuable in terms of supporting mission, the proposal details acceptable quantity targets, and the planned work is sufficiently verifiable.

Types of Informal Telecommuting:

1. **On-call** –Telecommuting work activity of employees performing on-call services includes the initial response to service request, typically received at the on-call worker’s home or other non-office community setting. Work activities from this setting include situation assessment, service and resource coordination, phone client intervention, consultation and documentation. Travel time to and from initial staff location and client face-to-face intervention may occur as part of the work activity based on the needs of the situation. On-call service activity is documented and subject for review and verification.
2. **Transitions to and from work meetings outside the office** – Telecommuting at the beginning or the end of the work shift is allowable for when the home location is closer to a work meeting than the assigned office. In these circumstances, the supervisor may approve telecommuting at the beginning of the work shift (before travel to the work meeting) or at the end of the work

shift (returning from the work meeting) if the supervisor approves the requestor's work plan for the telecommuting time period.

3. **Project specific** – If an employee has access to State and County data systems, a supervisor can approve project specific telecommuting up to 8 hours. Allowable activities include policy development, grant writing, report/document generation and program planning and design.

Submitting a formal telecommuting request:

1. The department head or designee completes a Formal Telecommuting Proposal detailing a performance assurance and monitoring plan, employee work location schedule, benefit of telecommuting to the department mission and any other information relevant for consideration.
2. The proposal is presented to the Home Committee where it is approved or denied.
3. Proposals approved by the Home Committee are submitted to the Human Resources Committee for final approval.

Expectations:

1. Employees will not meet with clients and or visitors from their home while conducting Buffalo County business.
2. Telecommuting is not intended to permit staff to work at other jobs, provide dependent care during work hours, or run their own business.
3. Employees will be fully accessible during the approved requested hours for telecommuting.
4. Buffalo County is not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.

HIPAA/Protected Health Information:

1. Employees must comply with HIPAA and all Buffalo County policies and procedures concerning the handling of Protected Health Information, as well as use of computers, internet and email.
2. Employees limit consumer information in their possession outside of the Buffalo County office to that necessary to perform their duties.

Location:

1. Employees will work at an approved designated location as outlined in their telecommuting request.
2. A supervisor may visit the employee's telecommuting worksite to confirm suitability for telecommuting.

Equipment:

1. All equipment provided by Buffalo County remains the property of Buffalo County and is subject to the same business use restrictions as if located at the onsite work location.
2. Equipment/software provided shall be for business use and shall not be used for personal business or by persons other than the employee.
3. Employees must provide internet access at their own expense and provide documentation that internet service provider has adequate upload/download speeds to allow telecommuting.
4. The employee agrees to take appropriate action to protect equipment from damage or theft.
5. Employees may not use any home computer or devices.

Liability:

1. Buffalo County is not liable for damages to the employee's property resulting from working from telecommuting.
2. Injuries sustained by the employee while at his or her telecommuting location and in conjunction with his or her regular work duties are normally covered under Buffalo County's Worker's Compensation policy.

Travel Time:

Travel time pay and reimbursement will follow Buffalo County policy as outlined in the Buffalo County Employee Handbook.

REFERENCES:

Informal Telecommuting Supplemental Information and Examples

Deep Work: Rules for Focused Success in a Distracted World by Cal Newport

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
April 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

WHEREAS, the County Board of Supervisors adopted Resolution 21-03-02 to establish job categories and pay grades for non-represented employees for 2021; and,

WHEREAS, the Human Resources Committee completed a revision to the position description and the wage appeal for the reclassification of the position of Materials Recovery Facility Supervisor and Truck Driver in the Recycling Department and recommends reclassification in the wage scales for such position effective March 13, 2021; and,

WHEREAS, the Human Resources Committee completed review and approval of the position of County Patrol Superintendent, which requires the establishment of such position on the wage scales effective April 11, 2021; and,

WHEREAS, the Human Resources Committee completed review and approval of the new position of Parts/Safety Training Coordinator, which requires the establishment of such position on the wage scales effective upon filling the position; and,

WHEREAS, the Human Resources Committee makes the following recommended changes / additions to the 2021 Wage Scale for non-represented employees:

Skilled Craft Technicians –

Reclassify Materials Recovery Facility Supervisor and Truck Driver to Class IV of the wage scale.

Add Parts/Safety Training Coordinator position to Class III of the wage scale.

Supervisor/Assistant Managers –

Add County Patrol Superintendent to the wage scale, with the same wage step levels as Hwy Patrol Superintendent.

WHEREAS, the above positions will be 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 changes noted above, 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 reclassification of the Materials Recovery Facility Supervisor and Truck Driver effective March 13, 2021 and the addition of the County Patrol Superintendent effective April 11, 2021 and the Parts/Safety Training Coordinator position effective upon filling the position; and,

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Buffalo County Board of Supervisors amend the budget to transfer funds from the General Fund to the Highway Fund for the County Patrol Superintendent and the Parts/Safety Training Coordinator and transfer funds from the Recycling Fund to the Recycling Department to cover the adjustment in the reclassification of the Materials Recovery Facility Supervisor and Truck Driver.

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

Brad Schmidtknecht

Max Weiss

ANTICIPATED FINANCIAL IMPACT STATEMENT:

Recycling - 2021 Budget Salary & Benefits \$ 1,393.60
Highway Department – 2021 Budget Salary & Benefits
County Patrol Superintendent \$ 16,118.11
Parts/Safety Training Coordinator \$ 45,723.93

2021 WAGE SCALES - EXHIBIT A
VERSION: 3/23/2021, effective 3/23/2021

DRAFT. For HR Committee 4/2021

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
ECONOMIC DEVELOPMENT COORDINATOR / GRANT WRITER	24.33	24.87	25.41	25.95	26.49	27.03	27.57	28.11
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
COUNTY 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

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
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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
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2021 WAGE SCALES - EXHIBIT A
VERSION: 3/23/2021, effective 3/23/2021

DRAFT. For HR Committee 4/2021

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; Materials Recovery Facility Supervisor / Truck Driver	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, Parts/Safety Training Coordinator	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
E-911 Coordinator (Part Time)	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				