# Chippewa County

## Executive Committee

**Regular Meeting**
**September 15, 2026**
**Chippewa County Courthouse, Room 302**
**4:30 PM**

**District 7, Chair**
Jason Bergeron

**District 9, Vice-Chair**
Joel Seidlitz

**District 21**
Kari Ives

**District 13**
Joseph Roshell

**District 11**
Karen Lotts

**Chippewa County**
**Executive Committee**
**Regular Meeting**
**September 15, 2026**
**Chippewa County Courthouse, Room 302**
**4:30 PM**

## 1. Call to Order

## 2. Roll Call

## 3. Members of the Public Wishing to Be Heard

(Comments will be limited to 5 minutes per speaker.)

## 4. Consent Agenda

(Unless separation of an item is requested, all items will be adopted under one motion.)

1. Approve the Agenda
2. Approve the Minutes - September 1, 2026
3. Schedule Next Meeting Date - October 6, 2026

## 5. Reports

## 6. Business Items

1. Resolution to Disallow Claim of Cindy Bijold and Cynthia Storm - Deb Blevins
2. Human Resources Policy Manual – Revisions Related to Implementation of the *One Big Beautiful Bill Act (OBBBA)* - Andy Albarado/Leah Simington

## 7. Updates, Announcements, and Correspondence

1. County Board Chair Report
2. County Administrator Operation Report
    a. Preliminary Update on 2027 Budget – Andy Albarado
    b. Update on Courthouse Security and Implementation of Hybrid Option #4 – Andy Albarado

## 8. Agenda Items for Future Consideration

## 9. Adjourn

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Chippewa County shall attempt to provide reasonable special accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If special accommodations for a meeting are desired, contact the County Clerk's Office at 715-726-7980.

Members of the Chippewa County Board of Supervisors who are not members of this committee are entitled to attend this meeting. It is possible that the attendance of one or more such nonmember Supervisors may create a quorum of some other county board committee, board or commission. Such a quorum is unintended and the nonmember Supervisors are not meeting for the purpose of exercising the responsibility, authority, power, or duties of any other committee, board or commission.

Published: September 8, 2026

**Chippewa County**
**Executive Committee**
**Regular Meeting**
**September 15, 2026**
**Chippewa County Courthouse, Room 302**
**4:30 PM**

# Chippewa County
# Executive Committee
# Regular Meeting
# September 1, 2026
# Chippewa County Courthouse, Room 302
# 4:30 PM

## 1. Call to Order

The Chair called the meeting to order at 04:00 PM

## 2. Roll Call

| | |
|---|---|
| **Members Present:** | |
| Jason Bergeron, Joel Seidlitz, Kari Ives, Joseph Roshell, Karen Lotts | |
| **Members Absent:** | |
| **Others Present:** | |
| Andy Albarado, Traci Bremness, Jessica McDonald, Leah Simington, Dave Staber, Pam Guthman, Dennis Bachman, Brian Tonnancour, Todd Pauls, Andy Bauer | |

## 3. Members of the Public Wishing to Be Heard

(Comments will be limited to 5 minutes per speaker.)

Dave Staber, Town of Lafayette Chair and EMS Ad Hoc Committee member, does not see any benefit for creating an EMS Coordinator position. They will not be a trained EMS provider. Those funds should be used towards something else. He recognized Guthman for doing a great job facilitating the meetings. In order to solve the EMS issue, we need to find a way to fund full time staff rather than relying on volunteers.

Brian Tonnancour, Chippewa Falls Fire Chief, thanked the EMS Committee for their work. There are a lot of great data points and foundation to work on. The City of Chippewa Falls is looking at ways they can provide additional services rather than just working within the boundaries of Chippewa Falls. He agrees there needs to be more discussions before moving forward with the EMS Coordinator position to make sure we do it the right way.

## 4. Consent Agenda

(Unless separation of an item is requested, all items will be adopted under one motion.)

| | |
|---|---|
| **Motion:** | Approved |
| **Result:** | **Passed (5 - 0)** |
| **Mover:** | None |
| **Seconder:** | Joel Seidlitz |
| **Ayes:** | Jason Bergeron, Joel Seidlitz, Kari Ives, Joseph Roshell, Karen Lotts |
| **Nayes:** | None |
| **Absent:** | |

1. Approve the Agenda

2. Approve the Minutes - August 18, 2026

3. Schedule Next Meeting Date - September 15, 2026

## 5. Reports

1. Finance Update - 2nd Quarter - Leah Simington

Simington reviewed the 2nd quarter financials through June 2026.

This item was reviewed by the committee and will be forwarded to the County Board for review at the 09/08/2026 meeting.

## 6. Business Items

### 1. Resolution to Appoint Melissa Grill as Successor County Treasurer - Andy Albarado

Albarado explained that Patty Schimmel's last day is October 9, 2026. The resolution will authorize Melissa Grill to start as the County Treasurer on October 12, 2026. The recommendation is also to allow Melissa to start sooner on September 28, 2026 in a temporary position as Chief Deputy Treasurer to allow her to train with Schimmel prior to her departure.

This item was reviewed by the committee and will be forwarded to the County Board for review at the 09/08/2026 meeting.

| | |
|---|---|
| **Motion:** | Forwarded to the County Board |
| **Result:** | **Passed (5 - 0)** |
| **Mover:** | Joel Seidlitz |
| **Seconder:** | Joseph Roshell |
| **Ayes:** | Jason Bergeron, Joel Seidlitz, Kari Ives, Joseph Roshell, Karen Lotts |
| **Nayes:** | None |
| **Absent:** | |

### 2. Resolution to Accept the Ad Hoc EMS Study Committee Final Report and Direct the County Administrator to Develop an Implementation Plan - Andy Albarado

Albarado explained the Ad Hoc EMS Study Committee finished their review and presented their final report for consideration. One of the recommendations is for the County to create an EMS Coordinator position that would be funded with an EMS levy. See memo on file for more details. He clarified that accepting the report does not mean approving the recommendations. It directs the County Administrator to develop a plan on how to implement the recommendations and bring that back to the County Board for consideration. He does not think we should move quickly on creating the EMS Coordinator position. They need more time to research everything and also to let the municipalities and providers to digest the findings. Everyone needs to acknowledge that EMS services have changed and staffing them only with volunteers has become a challenge. It is not a statutory responsibility of counties to provide EMS services. It is a statutory responsibility of the towns and municipalities so the County will need to determine what level of involvement we should have.

The committee agreed this issue is a priority and they want to keep it front and center. They would like Albarado to keep them informed on how the discussions are going and try to bring back a recommendation within six months.

Guthman, Ad Hoc EMS Study Committee Chair, commented that a great deal of time has been invested in this analysis and a lot of data has been reviewed. A state expert was involved at the meetings. The report and recommendation is not to take over EMS at the county. One of the roles of the EMS Coordinator would be to help gather data and feedback from the providers and municipalities. Additional communication with EMS providers, EMTs, towns, and municipalities will be critical to finding a successful solution. She received a letter from Dr. Dixon, Medical Director, and he sees this as a steppingstone to finding a solution that could work for the county.

This item was reviewed by the committee and will be forwarded to the County Board for review at the 09/08/2026 meeting.

| | |
|---|---|
| **Motion:** | Forwarded to the County Board |
| **Result:** | **Passed (5 - 0)** |
| **Mover:** | Karen Lotts |

| | |
|---|---|
| **Seconder:** | Kari Ives |
| **Ayes:** | Jason Bergeron, Joel Seidlitz, Kari Ives, Joseph Roshell, Karen Lotts |
| **Nayes:** | None |
| **Absent:** | |

3. Human Resources Policy Manual – General Revisions

This item was reviewed by the committee and will be forwarded to the County Board for review at the 09/08/2026 meeting.

| | |
|---|---|
| **Motion:** | Forwarded to the County Board |
| **Result:** | **Passed (5 - 0)** |
| **Mover:** | Joseph Roshell |
| **Seconder:** | Kari Ives |
| **Ayes:** | Jason Bergeron, Joel Seidlitz, Kari Ives, Joseph Roshell, Karen Lotts |
| **Nayes:** | None |
| **Absent:** | |

4. Human Resources Policy Manual – Revisions Related to Implementation of the *One Big Beautiful Bill Act (OBBBA)*

Simington explained that currently in our policy holidays count towards overtime. The proposal is to change the policy so that holidays do not count towards overtime, which means employees need to actually work 40 hours before they get overtime. If the committee does not support that change then the other proposed changes are not needed.

| | |
|---|---|
| **Motion:** | Motion to postpone this item until the 09/15/26 Executive Committee meeting so they have more time to understand the proposal and the issues associated with it. |
| **Result:** | **(5 - 0)** |
| **Mover:** | Joel Seidlitz |
| **Seconder:** | Karen Lotts |
| **Ayes:** | Jason Bergeron, Joel Seidlitz, Kari Ives, Joseph Roshell, Karen Lotts |
| **Nayes:** | None |
| **Absent:** | |

## 7. Updates, Announcements, and Correspondence

1. County Board Chair Report

2. County Administrator Operation Report

## 8. Agenda Items for Future Consideration

## 9. Adjourn

The meeting adjourned at: 05:57 PM

| | |
|---|---|
| **Result:** | **Passed (5 - 0)** |
| **Mover:** | Joel Seidlitz |
| **Seconder:** | Joseph Roshell |
| **Ayes:** | Jason Bergeron, Joel Seidlitz, Kari Ives, Joseph Roshell, Karen Lotts |
| **Absent:** | |

**Statement of Explanation**
**Resolution to Disallow Claim of Cindy Bijold and Cynthia Storm - Deb Blevins**

Cindy Bijold and Cynthia Storm filed a formal notice of claim dated July 27, 2026, against the County pursuant to Wisconsin Statute § 893.80. Ms. Bijold and Ms. Storm claim that their 2025 Winnebago EKKO camper trailer and vehicle were damaged from debris discharged from a brush cutter operated by Land Conservation and Forest Management Department staff while the trailer and vehicle were parked in the Hickory Ridge Trailhead parking lot. The incident occurred on July 22, 2026, and the claim was received by Chippewa County Clerk's office on July 27, 2026. The damage amount claimed is $11,675.57, per the estimate provided by Ms. Bijold and Ms. Storm.

Upon review of the claim by the County's liability insurance company, Wisconsin Municipal Mutual Insurance Company (WMMIC), it is WMMIC's recommendation that the County formally disallow the claim. Passage of this resolution will formally disallow this claim pursuant to Wisconsin Statute §893.80.

**Resolution No.**

Resolution to Disallow Claim of Cindy Bijold and Cynthia Storm - Deb Blevins

WHEREAS, Cindy Bijold and Cynthia Storm filed a Notice of Claim on July 27, 2026, with the Chippewa County Clerk's Office; and

WHEREAS, the Notice of Claim states that Ms. Bijold and Ms. Storm are claiming property damage in the amount of $11,675.57 to their 2025 Winnebago EKKO Camper trailer and vehicle from debris discharged from a brush cutter operated by Land Conservation and Forest Management Department staff while the trailer and vehicle were parked in the Hickory Ridge Trailhead parking lot; and

WHEREAS, upon review of the claim by the County's liability insurance company, Wisconsin Mutual Municipal Insurance Company (WMMIC), it is WMMIC's recommendation that the claim be disallowed;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby disallow the claim of Ms. Bijold and Ms. Storm, and no action on this claim may be brought against Chippewa County or any of its officers, officials, agents or employees after six (6) months from the date of service of this notice, pursuant to Wis. Stat. § 893.80; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the claimants by certified mail, return receipt requested, as Notice of Disallowance.

Forwarded to the County Board by the Executive Committee.

**Financial Impact**

There is no fiscal impact to Chippewa County by passage of this resolution.

**Signatures**

Approved as to Form:

| Andy Albarado | Leah Simington | Todd Pauls |
|---|---|---|
| County Administrator | Finance Director | Corporation Counsel |

RECEIVED
JUL 27 2026
BY: ......................

# NOTICE OF CLAIM AGAINST CHIPPEWA COUNTY

Name: Cyncthis Storm Cindy Bijold

Address: 12041W W Hildreth Rd, Hayward WI 54843

Date of Accident/Loss: 7/22/2026 Time of Day: 10:30am a.m./p.m.

County Department Involved: Chippewa County Land Conserv. Vehicle #: M4366

Photos taken: ✔ Yes ___ No Weather Conditions: Sunny

Police called: ___ Yes ✔ No Date: ____________

Agency: ____________

Case No.: ____________

Type of Claim: ✔ Vehicle ___ Property ___ Personal Injury

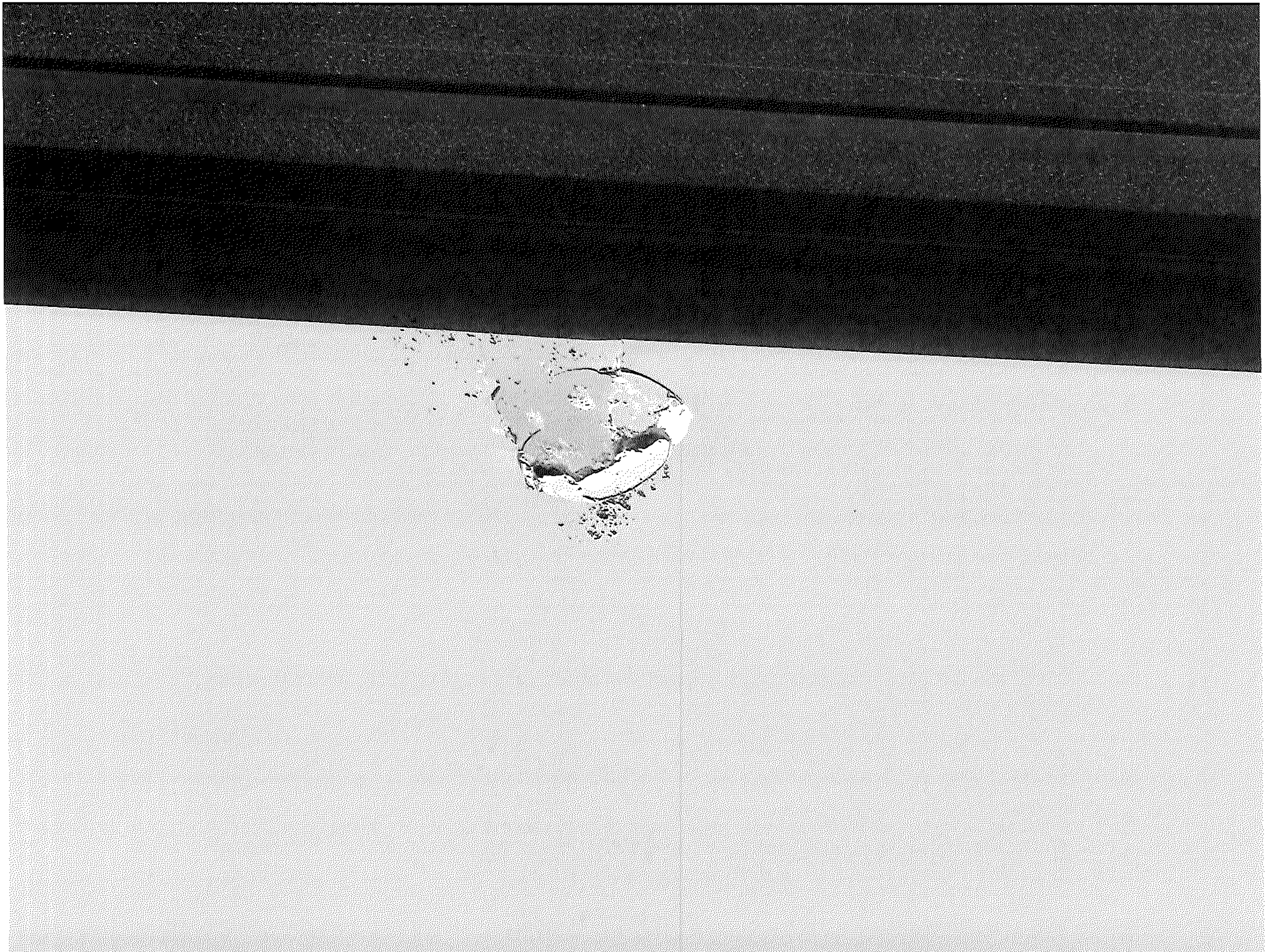
Dollar Amount of Damages Claimed: $11,675.57

Briefly state the facts of the accident/loss (include additional pages, if necessary, along with any supporting documentation/information/photos; **do not staple**):

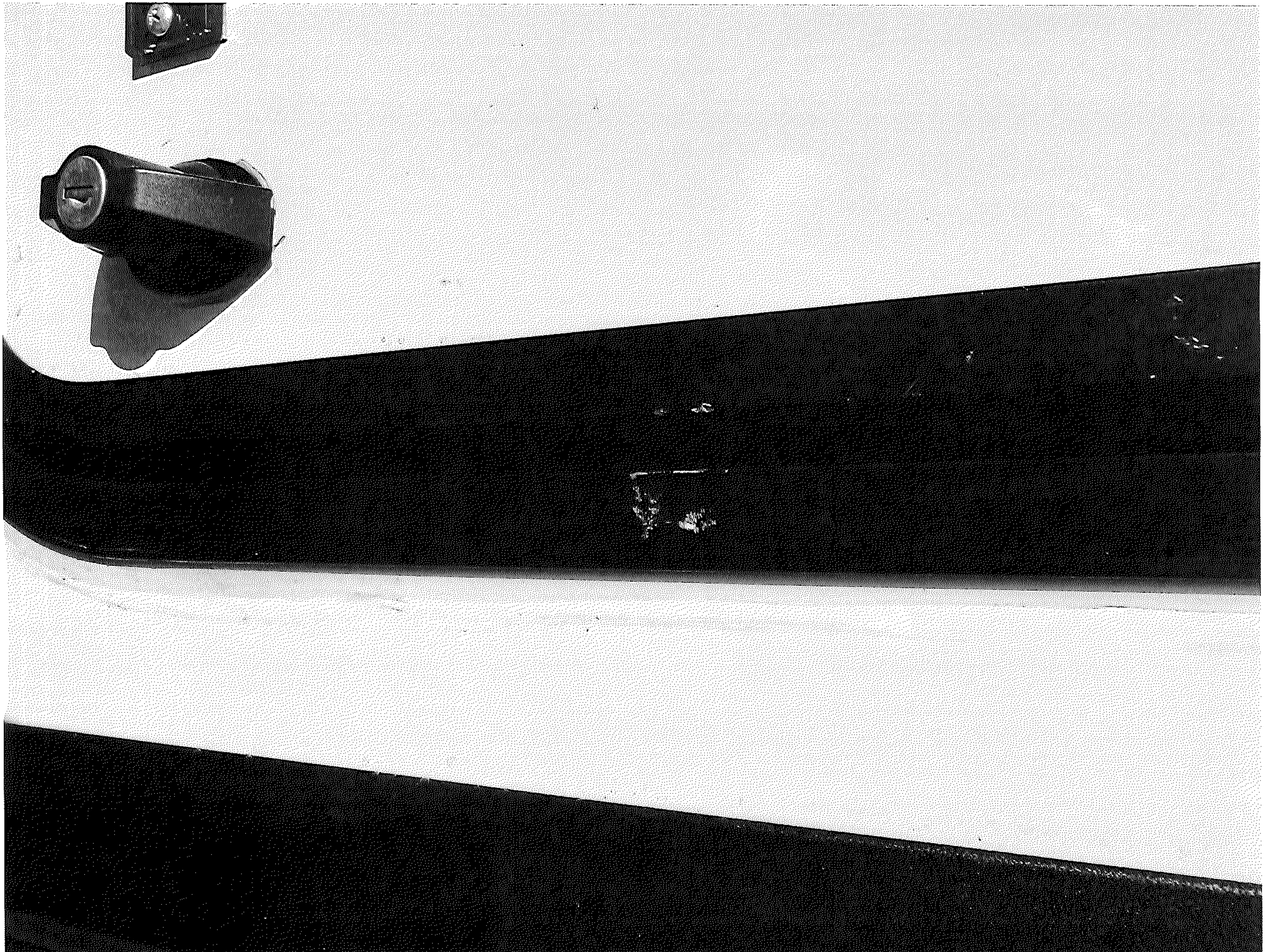
On July 22, 2026 at 10:30 am we were parked at the Hickory Ridge Trail Head parking lot at 225th Ave Bloomer Wi.
Upon returning to our camper van after a trail ride we discovered that there was significant, numerous damage to the side of our camper van.
There was evidence of work with a powerful piece of equipment around the parking lot. We spoke with Matt Hansen Forest administrator and Matt indicated that his department rented a special powerful piece of equipment that clears brush and small trees.
We inspected our camper van and discover broken windows, hole punched through the side of our fiberglass exterior wall, additional nicks and scratches to the exterior wall, numerous dents and scratches to the chassis of our Mercedes.
We are providing photos and a video to document the damage discovered.
We are also providing a damage repair estimate from the manufacture of our vehicle, Winnebago Industries. Winnebago after further physical inspection will determine whether the entire wall needs to be replaced and are submitting a separate estimate for wall replacement if needed. Please note that we must deliver our camper van to Forest City, Iowa for repairs. Repairs may take up to 10 days at the factory. We live in Hayward Wisconsin and that destination is 5 hours from our home.
We will be required to have that vehicle at Winnebago Industries on October 12th ,2026 for repairs. We will have to stay for repairs or leave the vehicle and return for pickup of the repaired camper van.

Signature: Cynthia Storm Cindy Byold Date: 7/27/26

**Submit Claim to**: Jaclyn Sadler, Chippewa County Clerk
Chippewa County Courthouse
711 N. Bridge Street, Room 109
Chippewa Falls, WI 54729




EKKO



WINNEBAGO

# ESTIMATE: E6438R



*Factory Service Center*
P.O. Box 152
605 W. Crystal Lake Road
Forest City, Iowa 50436
641-585-6274

**Name:** BIJOLD, CINDY
**Address:** 12041 W HILDRETH ROAD
HAYWARD, WI 54843

**Serial No.** 106145176939
**Chassis No.** W1X8N36Y2PN260013
**Model** WM623B **Year:** 2025
**Mileage** 0 **D.O.P.:** 03/07/2024

**Estimate Date:** 07/26/2026
**Color Code:** RJ2
**Built Date:** 1/25/2024

| Price Each | LC | | Qty | | Part Number | Description | Price | | Labor Description | Labor Hours | Labor Charge |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1129.20 | 001 | P | 1 | R | 343588-01-01A | WINDOW ASM-AWN,THM,BLK | 1129.20 | P | REPLACE D/S BEDROOM WINDOW | | 418.00 |
| | | | | | | | | | | | |
| 1488.10 | 002 | P | 1 | | 355388-01-RJ2 | DOOR COMPL-STORAGE,LH | 1488.10 | P | REPLACE D/S GARAGE DOOR AND | | 209.00 |
| | 002 | | | | | | | P | METAL TRIM | | |
| | | | | | | | | | | | |
| 744.80 | 003 | P | 1 | R | 343587-01-01A | WINDOW ASM-AWN,THM,BLK | 744.80 | P | REPLACE D/S FRONT WINDOW | | 418.00 |
| | | | | | | | | | | | |
| 0.40 | 004 | P | 2 | | 105312-01-13A | EXTR-INSERT,VINYL,BLACK | 0.80 | P | REPLACE D/S FRONT FEATURE TRIM | | 104.50 |
| 22.35 | 004 | P | 1 | | 326097-D3-04C | STRIP-FEATURE BLACK,426 MM | 22.35 | | | | |
| | | | | | | | | | | | |
| 225.00 | 005 | P | 1 | | NPN | PAINT AND MATERIALS | 225.00 | P | REPAIR D/S DOOR | | 1672.00 |
| | | | | | | | | | | | |
| 300.00 | 006 | P | 1 | | NPN1 | PAINT AND MATERIALS | 300.00 | P | REPAIR HOLES IN SIDEWALL | | 4180.00 |
| | | | | | | P TICKET PARTS TOTAL | 3910.25 | P | P TICKET LABOR TOTAL | | 7001.50 |
| | | | | | | | | | | | |

7/26/2026 8:26 am 01 8510

This estimate is good for 30 days.

This estimate is open to revision due to concealed damages.

| | |
|---|---|
| *SUBTOTAL* | 10,911.75 |
| *TAX* | 763.82 |
| *INVOICE TOTAL* | 11,675.57 |

WMMIC

Deborah Blevins
711 N Bridge Street
Chippewa Falls, Wisconsin 54729

September 2, 2026

| | | |
|---|---|---|
| RE: | Claimant: | Cindy Bijold and Storm |
| | Our Claim No.: | GLCC00004891 |
| | Our Insured: | Chippewa County |
| | Date of Loss: | 07/22/2026 |

Dear Deborah Blevins,

We have received the above-referenced claim on 07/27/2026. After a thorough examination of the information regarding LCFM clearing brush and small trees with rented equipment. Apparently, debris (rocks) were kicked up and damaged vehicle and travel trailer parked nearby; it has been determined that Chippewa County has no liability for this claim. There is no evidence establishing that County operations caused damage to claimant's trailer. While the video provided appears to show a damage trailer, the video does not demonstrate that the mower struck the trailer or that it caused the alleged damage. Please issue formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

A copy of this letter has been placed in the claim file for reference. If you should have any further questions, please contact me.

Sincerely,

Pa Vang
Liability Claim Representative
Wisconsin Municipal Mutual Insurance Company
(608) 729-5682
pvang@wmmic.com

# 2026 HR Policy Manual Revisions
## Related to the *One Big Beautiful Bill Act*

Leah Simington, Finance Director

**Executive Committee, Tuesday, September 15, 2026**

**County Board, Tuesday, October 6, 2026**

1

## One Big Beautiful Bill Act (OBBBA)

- The "One Big Beautiful Bill Act," temporarily allows eligible employees to take a deduction for a portion of FLSA qualified overtime compensation when they file their federal income taxes for tax years 2025 through 2028.
  - Overtime rate is at time and one half (1.5).
  - FLSA qualified overtime equals only the .5 premium portion paid for physical hours worked over 40 in a single workweek under federal FLSA.
  - Example - If you make $20/hour, your overtime rate is $30. Only $10 is tax deductible.
- This is an income tax deduction. It is not an exemption from payroll taxes, meaning they will still be taxed through payroll. Employees may receive the tax benefit when they file their annual tax return.

2

## One Big Beautiful Bill Act (OBBBA) cont.
### Tax Benefit and FLSA Overtime

**TAX BENEFIT**

- Only the .5 of the 1.5 overtime rate is tax deductible
- Tax deduction applies to non-exempt hourly employees only
- Amount is to be reported on W-2's starting in 2026
- Limited to $12,500 filing Single or $25,000 filing Joint

**FLSA OVERTIME**

- FLSA overtime equals hours **worked** over 40 hours a week for general employees.
- Overtime for FLSA defined Public Safety employees equals hours **worked** over 86 hours in a pay period.
  - Example, jail and patrol employees working 12-hour shifts
- Compensatory time qualifies as FLSA overtime

3

## Change to Holiday Hours
### Should holiday hours count towards time worked?

- Currently, Chippewa County policy allows holiday hours to be included as worked time.
- Proposed changes would be to **NOT** allow holiday hours to be included as worked time for the purpose of calculating overtime and compensatory time.
  - This change has been discussed with Department Heads on several occasions
- This change is standard practice in most organizations.
- This change would result in a reduction of overtime pay for a small number of non-exempt employees and a loss in compensatory time accrual for exempt employees.

4

## Change to Holiday Hours
### How will this impact employees?

- The examples below are based on data from actual hours worked between November 2024 – October 2025 for all non-exempt hourly employees, excluding Highway and Patrol
- Total of 51 employees (excluding Highway and Patrol) received overtime during holiday weeks
  - 23 general employees (11 telecom), 28 jail employees
- Total of 3,991.50 overtime hours during holiday weeks
  - 1,293.50 for general employees (1,164 telecom), 1,984.50 for jail employees
  - Some of these overtime hours will remain as some telecom and jail employees are still working over 40 hours in a week.

5

## Change to Holiday Hours
### How will this impact the Jail?

- Jail employees currently receive overtime after 84 hours in a pay period.
- With the proposed change to holiday hours not counting towards hours worked, the Jail would also switch to a 40-hour week.
  - Jail employees would like this change
  - Jail employees would then be on the same schedule as Telecom and receive 8 hours of overtime per pay period due to the 12-hour shifts

6

## Change to Additional Compensation
### Premium Pay vs. Qualified Overtime

- Currently, when an employee is called in to work outside their normal shift, they receive overtime pay. This is not always FLSA 'qualified' overtime.
  - This generally impacts the Facilities & Parks employees and Highway employees.
- The existing language was moved from the Overtime policy to the Additional Compensation policy under a new sub section (d) called Premium Pay
- This will now be referred to as Premium Pay (rate will be time and one half)
  - Example, if an employee is called in after hours or on a weekend and they have used PTO, Compensatory time or Holiday pay during the week, they will receive Premium Pay equal to time and one half for those hours worked due to being called in.
  - There is no financial impact with this change.

7

## Change to Exempt Pay Period
### How will this impact Exempt Employees?

- Currently, exempt (salaried) employees receive compensatory time for hours worked (including Holiday hours) over 40 hours in one week
  - Example holiday week, exempt employee works 35 hours and receives 8 hours of holiday pay, they will currently receive 3 hours of compensatory time (35 + 8 = 43 total hours)
- If holiday hours no longer count towards hours worked, exempt employees would no longer receive compensatory time unless, they physically work over 40 hours during the holiday weeks.
  - Example holiday week, exempt employee works 35 hours and receives 8 hours of holiday pay, they will not receive the 3 hours of compensatory time as they did above.

8

## Change to Exempt Pay Period, cont.
### How will this impact Exempt Employees?

- With the proposed change to holiday hours not counting towards hours worked, exempt employees would move from a 40-hour work week, to an 80-hour work period.

**Impact**

- This will allow more flexibility for exempt staff.
- With this change, exempt employees will use less compensatory time, but they will also accrue less compensatory time
  - Example holiday week, if exempt employee works 35 hours and receives 8 hours of holiday pay in week 1 (total 43 hours), then in week 2 they could work 37 hours for a pay period total of 80 hours.
    - Employees still need to request approval for the time off as they do today
    - No compensatory time would be accrued or lost.

9

## Change to Exempt pay period, Cont.
### How will this impact Exempt Employees?

**Additional Examples**

- Holiday in week 2, if exempt employee works 40 hours in week 1, and in week 2 they work 35 hours and receive 8 hours of holiday pay for a pay period total of 83 hours, the employee will record 3 hours of unpaid time.
    - There will be 3 hours of lost compensatory time
- Holiday week 2, if exempt employee works 45 hours in week 1, and in week 2 they work 37 hours and receive 8 hours of holiday pay for a pay period total of 90 hours, the employee will record 2 hours of compensatory time as they worked 82 hours.
    - There will be 8 hours of lost compensatory time
- Non-holiday pay period, if exempt employee works 45 hours in week 1, then in week 2 they could work 35 hours for a pay period total of 80 hours. Or vise versa
    - Employees still need to request approval for the time off as they do today

10

Questions, Comments, or Concerns

11

August 6, 2026

TO: County Board

RE: HR Policy Manual Revisions – Related to Implementation of the *One Big Beautiful Bill Act (OBBBA)*

In 2025, new overtime laws went into place as part of the new *One Big Beautiful Bill Act (OBBBA)*. Specifically, there is a new federal tax deduction effective from 2025 to 2028 that allows eligible employees to exclude qualified overtime compensation from their taxable income. The key word is "qualified overtime". Chippewa County (along with many other organizations and Counties) pay employees overtime rates for work that is above and beyond and not "qualified overtime" under FLSA.

The Finance and HR Divisions have been working together to address this new law and assist us with proper year-end reporting for employees to use when they complete their annual income taxes. Many of the proposed policy changes are a result of this law. We will also be updating several procedures regarding payroll processing along with updating pay codes in 2026 **prior** to approval of the HR Policy Manual revisions. Below is a summary of all of the proposed recommendations:

**Holidays**

- No longer consider holiday pay as time worked for the purpose of overtime or compensatory time calculations. This change will allow us to utilize the automation in our payroll software and reporting to comply with the new overtime law. This is also a standard practice in most organizations when processing holiday and overtime pay. This change will result in a reduction in overtime pay for a small number of non-exempt employees who might work more than 24 or 32 hours in a holiday work week.

**PTO**

- Update the PTO Conversion section, upon employee termination, to require lower PTO balances to go to the 401(a) qualified deferred compensation plan.

**Overtime**

- Overtime language was added to clarify that overtime is calculated lawfully when there is a shift differential or other related pay requiring recalculation. This will result in a slight increase in pay for employees who receive shift differential and overtime.
- Several exceptions to the overtime policy have been moved to the "Additional Compensation" section of the policy and redefined as premium pay and not overtime pay. This recommendation, if approved, will require a new pay code in our payroll software and assist with proper reporting of "qualified overtime". This results in no financial change for employees.

**Additional Compensation**

- The recommendation is to remove the Facilities & Parks and Highway overtime sections and move them to premium pay. This policy change will allow for proper reporting of "qualified overtime". This results in no financial change for employees.

**Payroll and Timekeeping**

- The recommendation is to update the corrections section of this policy to allow corrections, regardless of when it is submitted to the Department Head and Finance Division.

Chippewa County
Department of Administration
Human Resources Division

# Human Resources Policy Manual

<u>County Board Action/History</u>
Adopted by the County Board 11/13/2012 and effective 1/1/2013
Revised and amended by the County Board on the following dates:
05/14/2013; 08/13/2013; 12/10/2013; 03/11/2014; 05/12/2014; 12/09/2014; 12/08/2015; 03/14/2017; 04/11/2017; 03/13/2018; 11/06/2018; 12/11/2018; 01/08/2019; 07/09/2019; 09/10/2019; 10/08/2019; 11/11/2019; 11/10/2020; 09/13/2022; 11/08/2022; 12/13/2022; 09/12/2023; 06/11/2024; 01/14/2025; 09/09/2025; 11/11/2025

**** PROPOSED REVISIONS ****

**These policy revisions <u>are</u> related the *One Big Beautiful Bill Act (OBBBA)* and need to be adopted before 01/01/2027**

3. Holidays – (if the CB does not approve this, then the other policy changes are not needed)
4. Paid Time Off
18. Overtime and Compensatory Time (exceptions moved to new premium pay and comp changed from 40 to 80 hours)
19. Additional Compensation (premium pay)
26. Payroll and Timekeeping

## 3. Holidays

a. Purpose

To identify observed employee holidays and to establish a consistent procedure for scheduling and payment.

b. Eligibility

All regular full-time or part-time employees are eligible to receive compensation for the paid holiday benefit. In order to receive holiday pay, employees shall work the full scheduled day before and the full scheduled day after each observed holiday unless the employee substitutes PTO (scheduled or unscheduled). Part-time employees shall be compensated on a prorated basis. Employees receiving Workers' Compensation benefits are not eligible for compensation for holidays that fall during their period of disability. Employees on any type of unpaid leave of absence on the observed holiday are not eligible for compensation for the holiday.

All limited term (annual or seasonal) status employees (LTEs) are eligible to receive compensation for the paid holiday benefit only if they actually work the day of the holiday or observed holiday.

c. Holidays Observed

The following holidays shall be paid holiday for eligible employees:

| | |
|---|---|
| New Year's Day | Labor Day |
| Spring Holiday (Friday before Easter) | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Independence Day | December 24th |
| Day after Independence Day | December 25th |

d. Compensation

Holiday pay is calculated at the straight time hourly rate of pay of the employee on that day. Holiday pay is not considered time worked for the purposes of overtime or compensatory time calculation.

1. Full-time employees shall be compensated for eight (8) hours of holiday pay on the observed holidays regardless of the scheduled shift (4-, 5-, 6-, 7-, 8-, 9-, 10-, 11-, or 12-hour day).

2. Part-time employees shall receive four (4) hours of holiday pay on the observed holidays.

~~3. LTEs shall receive holiday pay for the exact hours worked on the day of the holiday or observed holiday in addition to their actual hours worked. If the employee does not work on the day of the holiday or observed holiday, they are not eligible for holiday pay.~~

e. Work on Holiday

In cases where a full-time or part-time employee is required to work on a holiday due to unforeseeable circumstances, or required to work on a holiday as part of their normal work schedule, the employee shall receive holiday pay for the holiday in addition to the actual hours worked.

~~Holiday pay is considered time worked for the purposes of overtime.~~

f. Holidays During Leave

Holidays falling within any unpaid period of absence for any reason shall be without pay.

For employees on paid FMLA over an observed holiday, the holiday shall be counted as FMLA leave.

Employees are permitted to use scheduled or unscheduled PTO during an approved FMLA or County medical leave before and after the Holiday to be eligible for Holiday pay, even if the employee doesn't have enough PTO or Compensatory time for the entire leave period.

g. Holidays Falling on a Weekend

Whenever any of the observed holidays falls on a Saturday, the preceding Friday shall be observed as the holiday, and when falling on a Sunday, the succeeding Monday shall be observed as the holiday. When December 24th falls on Friday and December 25th on Saturday, the preceding Thursday and Friday shall be observed as the holidays. When December 24th falls on Sunday and December 25th on Monday, the succeeding Monday and Tuesday shall be observed as the holiday.

h. Holidays Falling on a Scheduled Day That is Not 8 Hours for a Full-Time Employee

Whenever an observed holiday falls on a day that an employee is scheduled to work more than eight (8) hours, the employee shall be paid for eight (8) hours of holiday pay. The employee shall use PTO, Compensatory time or work a flexible schedule to make up the additional hours within the same work week.

Whenever an observed holiday falls on a day that an employee is scheduled to work less than eight (8) hours, the employee shall flex their schedule during the week to work less hours on other days, so not to earn overtime or compensatory time without Department Head approval.

Flexible schedules during the week of a holiday shall be established and approved by the Department Head to best meet the needs of the department for efficient operations, to reduce overtime or compensatory time and to remain open during established business hours.

i. Sheriff's Department Dispatcher and Jailer Exceptions

Due to the nature of the scheduling within the Sheriff's Department, the dispatchers and jailers who are eligible for holidays and required to work on an observed holiday shall receive the holiday pay for that day in addition to hours worked.

j. Exceptions

Due to the nature of work required from the Highway Department and Facilities & Parks Division for unforeseen emergency circumstances, in cases when a regular status full time non-exempt employee of the Highway Department or Facilities & Parks Division is required to work on an observed holiday, the non-exempt employee shall receive premium~~overtime~~ pay at a rate of time and one-half for those actual hours worked by the non-exempt employee in addition to receiving holiday pay for the holiday. ~~Overtime h~~Hours worked on an observed holiday are considered premium ~~overtime~~ pay and shall not be calculated in the regular rate of pay for the purposes of calculating FLSA overtime (29 C.F.R §778.201).

Premium pay is additional pay that is not required under the Fair Labor Standards Act (FLSA).

*(Section 3 amended by the County Board 05/14/13; 12/10/13; 12/09/14; 12/08/15, 03/13/18; 11/6/18; 09/13/2022; 12/13/2022)*

## 4. Paid Time Off (PTO)

a. Purpose

The purpose of the Paid Time Off (PTO) plan is to provide regular full time and regular part-time employees a flexible means to carefully plan their time away from work and maximize time spent on the job. It is the County's belief that employees empowered to control their time at work and away from work do so responsibly. PTO can be utilized for any purpose, subject to necessary request and approval procedures consistent with County policies and written departmental procedures.

b. Calculation

Employees earn PTO for each pay period based upon the number of hours that an employee is paid during the pay period, up to 80 hours. The payroll hours are tied to a multiplier, based upon years of service, and a new accrual amount is added to an employee's balance each pay period. The following are the multipliers to be used:

| Multiplier Level | Years of Continuous Service | Hour for Hour Multiplier Used | Per Pay Period Multiplier (Full Time Employee) | Approximate Annual Accrual |
|---|---|---|---|---|
| Level 1 | Less than 5 | .0886 | 7.09 | 184 |
| Level 2 | 5-less than 10 | .0983 | 7.86 | 204 |
| Level 3 | 10-less than 15 | .1079 | 8.63 | 224 |
| Level 4 | 15-less than 20 | .1271 | 10.17 | 264 |
| Level 5 | 20 and greater | .1464 | 11.71 | 304 |

*Movement to Higher Multiplier*
When the employee's length of service reaches the next higher rate of accrual, accrual at the new rate shall begin on the first day of the pay period that the employee's Full Time or Part Time anniversary date is within.

c. Accrual Limits (Maximum and Minimum)

An employee's total accrued PTO shall not exceed four hundred eighty (480) hours at any given time for full time and three hundred-sixty (360) hours for part-time. Upon reaching the maximum hours, the employee shall no longer continue to accrue hours until PTO hours are used; except as otherwise provided in this policy, employees may not have a negative PTO balance.

Employees are not authorized to carry a negative PTO balance (except as provided below under Newly Hired Employees). There is no minimum requirement per policy, however PTO shall be used for both planned time off (typically a vacation) and unplanned time off (sick time or other emergencies). So it is recommended to maintain a healthy minimum PTO balance for unplanned events.

d. Timeframe for Available Use

Employees may request to use PTO only in a pay period following the pay period in which the PTO was accrued.

e. Newly-Hired Employees

PTO is earned on a pay period basis and can only be used in a pay period following the pay period in which the PTO was accrued. Consequently, newly-hired employees may submit a request to the Human Resources Division that their PTO bank be authorized to carry a negative balance within the first seven (7) pay periods from the newly-hired employee's date of hire for emergency situations or pre-approved absences only. Requests for authorization of a negative PTO balance shall be made in writing to the Human Resources Division by the Department Head or designee. The Human Resources Division shall consult with the Department Head and render a determination. The determination of the Human Resources Director or designee shall be final and binding. Any authorized negative balance shall not exceed forty (40.0) hours. Authorized negative balances shall be restored through accrual to a positive balance before any further PTO may be taken by the employee. Employees who separate employment and have a negative PTO bank balance at the time of separation shall have their final paycheck adjusted from regular hours worked to restore the PTO bank to a zero (0) balance.

f. PTO Service Credit at Hire

The Department Head may submit a request to the Human Resources Director that a prospective applicant be granted a one-time beginning balance credit of PTO or be given credit for length of service for employment experience that is directly related to the position. The request shall be in writing before the applicant is hired and shall be based on the Department Head's assessment of the candidate's qualifications beyond the minimum requirements, recruitment considerations, or service accrual provided by the previous employer. No additional length of service credit shall be granted after initial appointment with the County. The Human Resources Director shall make all determinations for length of service credit, and the determination of the Human Resources Director shall be final and binding.

g. Rate of Pay for PTO Bank Hours

PTO hours shall be paid at regular straight time pay for the workday the PTO is taken. Shift differentials are excluded from the rate of pay.

h. PTO Departmental Scheduling Procedures

Each department shall establish written procedures to ensure that paid time off requests are processed in a fair and equitable manner, with first consideration to be given to the efficient operation of the department. All procedures shall include the following components: notice requirements for scheduled vs. unscheduled absences, process for requesting PTO, reminder that the employee is responsible for monitoring PTO and Compensatory Time balances, hours that the department shall be staffed and open to the public, how the department shall handle employees reporting to work sick and compensatory time or flex time requirements if relevant. All departments shall file a copy of their updated written time off procedures with the Human Resources Division.

i. PTO Scheduling Authority

The department head or designee has final authority in authorizing accrued and available PTO.

j. Scheduled Absences

PTO shall be requested by the employee as far in advance as reasonably possible and shall be approved in advance by the Department Head or designee. Individual departments shall define advanced notice for Scheduled Absences and list the definition in the departments PTO scheduling procedure. Employees shall follow written departmental procedures for requesting PTO. Requests for PTO may be denied based on the needs and workload of the department or if other employees are already scheduled for time off.

k. Unscheduled Absences

Employee PTO usage for unscheduled, unforeseen circumstances shall be made according to written departmental procedures. The employee may be requested to provide a physician's verification statement for absences spanning more than three (3) consecutive work days.

l. Coordination with FMLA

The County reserves the right to require substitution of paid leave, subject to applicable state and federal law. Therefore, an employee shall use PTO for any federal FMLA qualifying leave including, but not limited to, intermittent leaves.

m. Coordination with Workers' Compensation

The employee may use accrued PTO to compensate for time lost that is not reimbursed by workers' compensation.

n. Unpaid Time

With the exception of qualified Wisconsin and Federal FMLA leave, an employee may not take unpaid leave until such time that the employee's PTO bank has been exhausted. At no time shall an employee be authorized to carry a negative PTO balance (except as provided above under Newly Hired Employees). In the event an employee has an insufficient PTO balance to cover an absence for any reason, the employee shall immediately revert to unpaid time. In the event an employee is reverted to unpaid time without prior authorization by the Department Head and the Human Resources Director, the employee may be subject to disciplinary action.

Employees on unpaid status, for any reason other than as outline in Chapter 2, under Leave-Military, shall not accrue PTO on the unpaid time.

1. Unpaid Time for Exempt Employees

Unpaid time or partial-day deductions for exempt employees are permitted in the case of a public employee who is in a position that earns PTO or Compensatory Time and is absent for a partial day or full day due to personal reasons, illness or injury under the following circumstances:

a). PTO or Compensatory Time has not been requested or has been denied;

b). Accrued PTO or Compensatory Time is exhausted; or

c). The employee is qualified under Wisconsin FMLA leave and specifically chooses to take time off unpaid.

The employee will not accrue PTO on the unpaid time. This policy is established pursuant to principles of public accountability and complies with the requirements of 29 C.F.R. 541.710

o. Part-Time Employee Utilization of PTO

The number of hours that a part-time employee may record when taking a "day off" from work is what they would normally have been scheduled to work. Part-time employees may only take PTO on days that they would have normally been scheduled to work.

p. Increments of Time

Employees shall use PTO in increments of fifteen (15) minutes. Nonexempt employees shall record PTO to bring their total hours paid for the week to 40 hours unless the employee is on a qualified Wisconsin and Federal FMLA leave and chooses unpaid time. Exempt employees shall record PTO to bring the total hours paid for the biweekly work period to 80 hours unless the employee is on a qualified Wisconsin and Federal FMLA leave and chooses unpaid time.

q. Presenteeism

PTO is designed to provide for effective planning of work hours and time away from work and encourages employees to maximize time spent on the job. If an employee has any communicable disease, the employee shall report it to his or her Department Head or designee. The Department Head or designee may require a return-to-work form from the employee's physician. The Department Head or designee has the right to send an employee home if the employee is unfit or unable to perform the functions of his/her position or if the Department Head or designee determines the ill employee poses a threat to the health or safety of customers or other employees in the department. The employee shall use PTO or compensatory time, if available to the employee, for their remaining work day.

r. Restrictions

1. An employee shall not be paid for time at work and receive PTO pay for the same time.

2. An employee may not donate PTO to a third party.

3. An employee may not use PTO beyond the employee's last day actually worked.

s. Department Transfers

PTO balances shall transfer with the employee when an employee transfers from one department to another.

t. Optional Annual PTO Payout

Full time employees that have 150 hours of PTO on the books as of the first paycheck in November each year, shall have the option to elect 24 hours of PTO paid out on the second paycheck in November that year at the employee's regular rate of pay or waive a payout.

Part time employees that have 75 hours of PTO on the book as of the first paycheck in November each year, shall have the option to elect 12 hours of PTO paid out on the second paycheck in November that year at the employee's regular rate of pay or waive a payout.

Payout is optional at the election of the employee and the Human Resources Division shall collect employee election and authorization to payout PTO annually by October 15. If the employee does not authorize to pay out PTO by October 15, no payout shall occur.

u. PTO as a Reward or Prize

The County Administrator may approve providing PTO as a reward or prize to a PTO eligible employee. Offering PTO as a prize or a reward is a creative way to acknowledge or reward employees for taking an action they normally may not take, without an incentive.

The amount of the PTO reward shall be determined by the County Administrator and shall be no more than twenty (24) hours total per year and a maximum of eight (8) hours per employee per year. Upon approval, the Human Resources Director shall communicate the reward details and amount to the employee(s) via email to ensure employee(s) are aware of the PTO reward and/or why they earned it or how to earn it.

The Human Resources Division shall notify the Finance Division of the final reward amount and date to be added to the employee's accrual total. A letter or form shall be placed in the employee's personnel file detailing the date, hours of PTO received and reason for the PTO reward or prize. PTO as a reward is not transferable to a third party.

v. Separation

1. Definitions

a). A Qualified Separation is defined as follows:

1. resignation or retirement from employment with Chippewa County with advanced written notice as defined in Chapter 3, Separation of Employment Section.

2. permanent layoff from employment

3. discharge from employment when the employee has 3 or more years of continuous years of service with the County based on most recent date of hire unless the employee is discharged for misconduct. Misconduct is defined as intentional and substantial disregard of or intentional and unreasonable interference with the employer's interests.

4. County employee who becomes an elected official for the County.

b). Discharge: Discharge is defined as dismissal from employment for involuntary reasons.

2. PTO Conversion

The accumulated PTO of those employees leaving Chippewa County employment due to a *qualified separation* shall be converted into the County's Conversion Plan, (herein referred to as the "Plan"). The conversion of PTO is mandatory upon a qualified separation and all separating employees with unused PTO on the date of their separation shall participate in the Plan. The employee shall have all PTO converted to a dollar value calculated by taking the number of total PTO hours multiplied by the regular straight time hourly rate of pay at the time of separation (hereinafter "Benefit").

~~Within thirty (30) days of receiving written notice of an employee's qualified separation~~As part of the benefit exit meeting completed with an employee on or around their last day worked, the County shall elect the form in which the separating employee shall receive the Benefit. If the employee's Benefit is less than $1,000, it shall be converted to the 401(a) qualified deferred compensation plan. If the employee's Benefit is $1,000 or more t~~T~~he Benefit paid to the separating employee (as selected by the County in its sole discretion) shall be limited to one of the following forms:

a). ~~The County shall make a contribution to a~~ *Medical Expense Trust* for the benefit of the separating employee to be applied toward health insurance premiums and un-reimbursed medical expenses specified under IRS Code Section 213. This benefit shall continue until fully exhausted by the separating employee or their qualified dependent beneficiaries, or~~.~~

b). ~~The County shall make a contribution to a~~ *401(a) qualified deferred compensation plan* ~~(as selected by the County in its sole discretion)~~ in the amount of the Benefit, which shall be paid to the separating employee according to the terms of the selected plan.

~~1. An employee whose separation is non-qualified shall not be eligible for the PTO payout.~~

~~2. An employee who is discharged with less than 3 years of continuous service with the County based on most recent date of hire shall not be eligible for the PTO payout.~~

~~3. An employee may not use PTO beyond his/her last day actually worked.~~

w. Death

Upon the death of an employee, the County shall pay to the estate of the deceased employee all accumulated and unused PTO for which the deceased employee may have otherwise been eligible to use at the time of his/her death.

x. Elected Officials

Elected Officials are not eligible for PTO. Elected officials who were county employees immediately prior to their election shall mandatorily convert their PTO as described in the PTO conversion upon taking Office.

*(Section 4 amended by the County Board 12/10/13; 12/08/15; 03/13/18; 11/9/18; 11/12/19; 09/13/2022; 01/14/2025)*

# CHAPTER 3 – WAGES AND OTHER FORMS OF COMPENSATION

## 18. Overtime and Compensatory Time

a. Purpose

To provide a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act (FLSA).

b. Definitions

Each position is designated as either "Non-exempt" or "Exempt" from the federal Fair Labor Standards Act and state wage and hour laws. Employees should contact the Human Resources Division if they are unsure of their position's designation.

1. Non-Exempt positions that are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week, excluding premium overtime pay (29 C.F.R. §778.201).

2. Exempt positions that are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.

c. Overtime

Non-exempt employees may receive pay for overtime hours. This shall be paid at time and one half the hourly rate of pay for any hours worked in excess of 40 hours per workweek. Overtime pay will be calculated in accordance with FLSA rules governing the regular rate of pay, including applicable differentials or incentives as required by law.

~~1. Facilities and Parks Division Exception~~

~~Non-exempt Facilities and Parks employees shall receive overtime at a rate of time and one-half their regular hourly rate for all hours worked for winter maintenance between the hours of 6:00 p.m. – 6:00 a.m., unless normally scheduled, and for hours worked for winter maintenance on Saturdays and Sundays.~~

~~Non-exempt Facilities and Parks employees shall receive overtime pay at time and one-half their regular hourly rate for time worked outside of their normal work schedule/shift for emergency situations. A minimum of two (2) hours shall be paid except for those hours that are part of the normal work schedule/shift. Management shall have the discretion to determine the workday thereafter. Emergency situation examples include weather-related damage, facility damage, and flooding, but excludes snow/ice removal and construction projects.~~

~~Overtime hours worked under this section is considered premium overtime pay and shall not be calculated in the regular rate of pay for the purposes of calculating FLSA overtime (29 C.F.R §778.203 and §778.204 or as amended).~~

~~2. Sheriff's Department Management Exception~~

~~Sheriff's Department Management who are exempt may be paid overtime at their straight hourly rate for hours in excess of forty (40) in any one (1) workweek for special events in which all operating costs, salaries, and fringes are billed back to the event organizer for reimbursement. Such events do not include normal duties and responsibilities of the job (i.e. reporting to the scene of an accident after normal work hours). Events covered include large assembly events and music events.~~

~~3. Sheriff's Department Exception~~

~~Chippewa County has established an alternate work period for Jailers, Jail Sergeants and Patrol Sergeants working 12 hour shifts. If the Jailer, Jail Sergeant or Patrol Sergeant is assigned the alternate work period, the following exception applies. As allowed under Section 7(k) of the Fair Labor Standards Act (FLSA), the alternate work periods for Jailers, Jail Sergeants and Patrol Sergeants rotates on a 14-day work period basis. The work period for Jailers, Jail Sergeants and Patrol Sergeants shall consist of fourteen (14) consecutive calendar days starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday 14 days later. The overtime threshold within this work period for Chippewa County shall be 84.0 hours for purposes of hours worked. Calculation of overtime and/or compensatory time shall be based on hours of work in excess of 846.0 hours per 14-day work period for the purposes of this Policy. In instances when a Jailer, Jail Sergeant or Patrol Sergeant uses PTO or Compensatory Time during one week of the 14-day work period, the employee shall earn OT after the scheduled hours for that week (36 hours or 48 hours) only in the week in which the PTO or Compensatory Time were not used, as long as there are no unpaid normally schedule hours during the 14-day work period.~~

~~4. Highway Department Exception~~

~~Non-exempt Highway employees shall receive overtime at a rate of time and one-half their regular hourly rate for hours worked outside of their normal work day/shift. All hours worked in excess of, or outside of, the normal work day/shift shall be approved by the Highway Commissioner or designee. A minimum of two (2) hours shall be paid if an employee is called into work, except for those hours that are part of the normal work day/shift that precede or immediately follow the shift.~~

~~Overtime hours worked under this section is considered premium overtime pay and shall not be calculated in the regular rate of pay for the purposes of calculating FLSA overtime (29 C.F.R §778.203 and §778.204 or as amended).~~

d. Compensatory Time

1. Exempt

It is understood that Department Heads, Managers, and other exempt positions (as classified by your job description) are paid a salary for their overall responsibility and accountability and may work in excess of the normal work week in order to complete necessary job tasks. At the discretion of the Department Head, (and County Administrator in cases of Department Heads) exempt employees who work in excess of 840 hours in a ~~workweek~~ biweekly pay period (not including Holiday pay) may qualify for compensatory time. Compensatory time shall be ~~earned prior to use, is~~ earned at straight time (hour for hour), and shall be tracked accordingly on the timesheet. Compensatory time balances for exempt non-management positions in the Criminal Justice Services, Public Health and Human Services Departments shall not exceed 40.0 hours. All other exempt employees shall not exceed 80.0 hours.

2. Non-Exempt

Non-exempt employees may receive overtime in the form of compensatory time (earned at time and one half) or paid time at one and one-half times their rate of pay for hours worked in excess of 40 in a workweek (excludes hours paid, such as workers' compensation, PTO, jury duty and/or compensatory time taken) at the employer's discretion. "Non-exempt" status is determined by the employer on a job-by-job basis. Compensatory time shall be tracked on the timesheet. Compensatory time balances shall not exceed 40.0 hours for all non-exempt positions (80.0 hours for non-exempt management positions). Once the maximum accrual amount has been met, employees shall be paid for any time worked in excess of 40 in a work week at a rate of time and one-half.

a). Section 7(O) of the FLSA allows public sector employers to provide certain non-exempt employees with an option of whether to receive cash overtime or compensatory time earned at time and one-half. Department heads shall determine employee eligibility for earning compensatory time.

b). Non-exempt highway employees are not eligible for compensatory time and shall receive overtime in the form of pay only.

3. Increments of Time

Employees shall use Compensatory Time in increments of fifteen (15) minutes.

e. Compensatory Time Payout

All accrued and unused compensatory time shall be paid out for the following reasons:

1. If an employee changes positions that results in an exempt or non-exempt status change; or

2. If an employee transfers to another department; or

3. If an employee becomes an elected official for the County; or

4. If a non-exempt employee transfers to a new non-exempt position and there is also a pay change, the employee's Compensatory Time shall be paid out at the time of transfer at the rate of pay prior to the transfer; or

5. When an employee separates employment from Chippewa County. A separation is defined as follows:

a). resignation or retirement from employment with Chippewa County

b). permanent layoff from employment

c). discharge from employment with Chippewa County

Compensatory time payout due to a change in position that results in an exempt or non-exempt status change, transfer to another department, or when an employee becomes an elected official shall be added to the payroll on the last day worked in the former position, paid at the regular rate of pay, to be paid in cash via the employee paycheck. The compensatory time paid shall not be considered time worked.

Compensatory time payout due to separation of employment shall be paid in accordance with Chippewa County's Separation from Employment Policy.

f. Approval

All overtime/compensatory time earned shall be approved in advance by the Department Head. If advanced approval is not obtained, the employee is not authorized to work the overtime. The Department Head has the sole right to approve or deny overtime and compensatory time requests. Failure to obtain prior approval may result in disciplinary action, up to and including discharge.

Requests to trade shifts cannot result in creating overtime/compensatory time for either party.

g. Compensatory Time Off

Use of compensatory time shall be requested by the employee as far in advance as reasonably possible, and shall be approved in advance by the Department Head. Employees shall follow written departmental procedures for requesting to take compensatory time. Requests to use compensatory time may be denied based on the needs and workload of the department or if other employees are already scheduled for time off. The Department Head has full authority to approve or deny said request.

h. Department Scheduling Procedures

Each department shall establish written procedures to ensure that compensatory time off requests are processed in a fair and equitable manner, with first consideration to be given to the efficient operation of the department. All departments shall file a copy of their updated written time off procedures with the Human Resources Division.

i. Accrual

Employees are not able to earn compensatory time or paid overtime (earned at straight time or time and one half) as a result of the use of paid leaves. No paid leave time shall be counted as hours worked for overtime purposes, including PTO, workers' compensation, jury duty, and compensatory time taken.

j. Non-Exempt Employee Annual Payout of Compensatory Time

Non-exempt employees shall be paid-out, at straight time, any unused Compensatory Time earned each calendar year on the last paycheck of the year it was earned. All non-exempt employees shall start every new year with a zero balance in their Compensatory Time accrual bank.

k. Safe Harbor

It is the policy of Chippewa County to comply with the salary basis requirements of the FLSA. Therefore, improper deductions from the salaries of exempt employees are prohibited. If it is felt that an improper deduction has been made to your salary, you should immediately report this to the Human Resources Director. Reports of improper deductions shall be promptly investigated and reimbursements provided if it is determined improper deductions occurred.

29 C.F.R 541.710 outlines the principles of public accountability in which public agencies and elected officials are held to a higher level of responsibility under the public trust which demands effective and efficient use of public funds in order to serve the public interest including the view that public employees should not be paid for time they do not work excluding the use of paid time as outlined in Chippewa County policy.

## 19. Additional Compensation

a. Sheriff's Department - Field Training

1. Purpose

To provide an incentive to dispatch employees working 24/7 operations for providing an extensive hands-on training program for new hires into dispatcher and jailer positions.

2. Compensation

Dispatchers and Jailers assigned to and designated as Field Training Officers shall receive an additional 50 cents ($.50) per hour for each hour worked training new hires.

b. Sheriff's Department – Shift Differential

1. Purpose

To provide extra compensation to nonexempt employees who are scheduled on a regular, rotating or sporadic basis to work during evening or night shifts.

2. Compensation

Nonexempt employees who work between the hours of 6:00 p.m. and 6:00 a.m. shall receive an additional dollar ($1.00) per hour for those hours worked. It shall only be paid when recording regular or overtime hours and no other pay codes.

c. Clerk of Courts – Jury Bailiffs

1. Purpose

To provide compensation to Jury Bailiffs scheduled for a jury trial when the trial is cancelled due to settlement, rescheduling or other reasons as determined by the County.

2. Compensation

Except as provided in sub-section 3 below, in the event a Jury Bailiff is scheduled to work for a jury trial that is canceled prior to the Jury Bailiff reporting to work, the Jury Bailiff shall be paid two (2) hours at his or her regular rate of pay. In the event a Jury Bailiff is scheduled and reports to work for a jury trial that is canceled subsequent to the Jury Bailiff reporting to work but before the Jury Bailiff has worked two (2) hours, the Jury Bailiff shall be paid two (2) hours at his or her regular rate of pay. In the event a jury trial is canceled after the Jury Bailiff has worked at least two (2) hours, the Jury Bailiff shall be paid for those hours worked.

3. Waiver

An employee may voluntarily elect to waive the Clerk of Courts-Jury Bailiffs additional compensation provided in sub-section 2 above. If an employee elects to waive the additional compensation, the employee shall provide written documentation of the waiver to the Human Resources Division to be placed in the employee's personnel file. A voluntary election to waive additional compensation may be withdrawn by the employee by providing a written notice of the change to the Human Resources Division to be placed in the employee's personnel file.

d. Premium Pay

1. Facilities & Parks Division

When non-exempt Facilities & Parks Division employees have not worked 40 hours in a week and are called in, they shall receive premium pay equal to a rate of time and one-half their regular hourly rate for all hours worked for winter maintenance between the hours of 6:00 p.m. – 6:00 a.m., unless normally scheduled, and for hours worked for winter maintenance on Saturdays and Sundays.

When non-exempt Facilities &Parks Division employees have not worked 40 hours in a week and are called in, they shall receive premium pay at time and one-half their regular hourly rate for time worked outside of their normal work schedule/shift for emergency situations. A minimum of two (2) hours shall be paid except for those hours that are part of the normal work schedule/shift. Management shall have the discretion to determine the workday thereafter. Emergency situation examples include weather-related damage, facility damage, and flooding, but excludes snow/ice removal and construction projects.

Hours worked under this section are considered premium pay and shall not be calculated in the regular rate of pay for the purposes of calculating FLSA overtime (29 C.F.R §778.203 and §778.204 or as amended).

Premium pay is additional pay that is not required under the Fair Labor Standards Act (FLSA).

2. Sheriff's Department Management

Sheriff's Department Management who are exempt may be paid at their straight hourly rate for hours in excess of eighty (80) in a pay period for special events in which all operating costs, salaries, and fringes are billed back to the event organizer for reimbursement. Such events do not include normal duties and responsibilities of the job (i.e. reporting to the scene of an accident after normal work hours). Events covered include large assembly events and music events.

3. Highway Department

When non-exempt Highway employees have not worked 40 hours in a week, they shall receive premium pay at a rate of time and one-half their regular hourly rate for hours worked outside of their normal workday/shift. All hours worked in excess of, or outside of, the normal workday/shift shall be approved by the Highway Commissioner or designee. A minimum of two (2) hours of premium pay shall be paid if an employee is called into work, except for those hours that are part of the normal workday/shift that precede or immediately follow the shift.

Hours worked under this section are considered premium pay and shall not be calculated in the regular rate of pay for the purposes of calculating FLSA overtime (29 C.F.R §778.203 and §778.204 or as amended).

Premium pay is additional pay that is not required under the Fair Labor Standards Act (FLSA).

*(Section 19 revised and approved by the County Board 08/13/13, 05/12/14, 11/6/18; 09/13/2022; 09/12/2023; 01/14/2025)*

# 26. Payroll and Timekeeping

a. Purpose

To provide standardization of time and provide each department the information needed to accurately record and submit their timesheets in accordance with applicable State and Federal guidelines. Accurately reporting time worked is the responsibility of each employee.

b. Workweek

The workweek covers seven consecutive days for the purpose of compliance with the Fair Labor Standards Act, and shall consist of seven (7) consecutive calendar days starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on the following Saturday of each calendar week for all departments.

c. Pay Periods

A pay period shall be the two (2) consecutive workweeks, on the conclusion of which payroll is completed.

d. Pay Schedule

Paychecks are generally directly deposited biweekly on Fridays. See payroll schedule on the Employee Portal for any variances due to the Federal Reserve holiday schedule.

e. General Information

1. Time Worked

Time worked includes time that an employee is required and authorized to do work and should be recorded to the nearest quarter of an hour. The following provisions count as time worked:

a). Work Away From Premises or at Home. Employees shall receive advanced approval from their Department Head for any work performed outside the County workplace. Employees approved for work outside the County workplace shall document and submit their hours, including but not limited to any and all time spent accessing work-related emails and other programs and files, according to the payroll policies.

b). Break Periods. Authorized break periods of 15 minutes or less are counted as time worked.

c). Travel/Training Time. Travel and training time is to be considered and included in actual time worked in accordance with the Travel Time Policy and the Training/Development Policy.

~~d). Holidays. Observed Holidays as defined in the Holiday Policy are to be considered time worked.~~

2. Time Not Worked

The following provisions do not count as time worked:

a). Paid Leave. PTO, other substituted leaves of absence, workers' compensation, jury duty, and Compensatory Time taken are not counted as time worked and should be recorded to the nearest 15 minutes.

b). Meal Periods. Uninterrupted time off for lunch or dinner of at least 30 minutes is not counted as time worked and shall be unpaid.

f. Payroll Reporting Procedures

In accordance with Wisconsin and Federal Labor Standards, all employees shall accurately record the following on a daily basis:

1. Time beginning/ending work each day;

2. Time beginning/ending of each meal period;

3. Absence from work with appropriate pay codes; AND

4. Total number of hours per day and week.

It is the employee's responsibility to sign his/her timesheet to verify accuracy and provide to his/her manager. The manager shall review and sign the timesheet and submit to payroll for processing. In the event of an error in reporting time, the employee should immediately report the problem to their Department Head and Finance Division.

g. Responsibilities

1. Employee Responsibilities

All employees, when completing their timesheets, shall adhere to the following procedures:

a). Record correct pay codes and benefit codes on a daily basis.

b). Maintain an honest and accurate daily record of hours worked and the correct time codes recorded on the time sheet. All absences from work schedules should be appropriately recorded and coded. Entries should be made daily.

c). Entries for absences from work shall be used in fifteen (15) minute increments. Hours worked shall be used in fifteen (15) minute increments.

d). Obtain prior approval for any overtime or compensatory time earned in the pay period.

e). Clearly mark approved overtime and compensatory time on your timesheets.

f). Sign and submit the completed time sheet to the Department Head in the time period required for approval.

h. Department Head/Manager Responsibilities

Each Department Head is responsible for the following procedures:

1. Ensuring that employees reporting to him/her have the correct codes.

2. Ensuring employees are accurately recording their payroll on a daily basis.

3. Ensuring that all employees maintain accurate timesheets.

4. Providing clear and timely approval for overtime or compensatory time.

5. Approval and submission of payroll by the dates specified in this policy.

i. Payroll Submission Deadlines

Department payrolls shall be submitted electronically on the Monday following the end of the pay period. Departments shall be required to follow all payroll submission procedures provided by the Finance Division.

Employees failing to submit timesheets timely will not be guaranteed receipt of their payroll check on the established payroll date as the County does not process separate payroll checks as a result of untimely timesheet submission. It is the responsibility of each department to establish written departmental procedures to allow ample time for management review prior to the submission deadline and to make arrangements if scheduled to be off work and as a result shall miss the established deadline.

j. Corrections

If a payroll error occurs, it is the employee's responsibility to immediately notify his/her Department Head and the Finance Division. Corrections shall be submitted to the Finance Division for adjustment as soon as reasonably possible, without delay. ~~on the next payroll within fourteen (14) calendar days from the pay date. Exceptions to the fourteen (14) calendar day requirement would occur if the error was due to the Department of Administration error or when the correction is required by law or regulation.~~

k. Penalties

Altering, falsifying the time record, tampering with time records, recording time on another employee's time record (authorized personnel excluded) or any other infraction of this policy may result in disciplinary action, up to and including discharge.

l. Deductions

It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your status or you believe that any deduction has been made from your pay that is inconsistent with your status, you should immediately raise the matter with the Human Resources Division who can assist you in understanding the information that is required in order to investigate the matter. Chippewa County is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint shall be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you shall be reimbursed and the County shall take whatever action it deems necessary to ensure compliance in the future.

*(Section 26 amended by the County Board 05/14/13 and 03/11/14; 12/09/14, 03/13/18, 11/6/18; 09/13/2022)*

# Department of Administration

Andy Albarado, County Administrator

September 9, 2026

TO: Executive Committee

FR: Andy Albarado

RE: County Administrator 2027 Proposed Budget Update

At the May County Board meeting, you received a presentation explaining the overall budget process. Throughout the summer, policy committees have been working on reviewing department-level budgets. In recent weeks, our Finance Director, Leah Simington, and I have met one-on-one with each Department Head to better understand their operations and to identify potential savings and efficiencies. This memo is intended to give you a brief overview of key elements involved in building the budget, ahead of my formal recommendation to the Executive Committee on October 6, 2026.

Adopting the annual budget is among the most significant policy responsibilities you have as County Board Supervisors. Items such as resolutions for the Capital Improvement Program (CIP), tax levy allocations for salary adjustments, and health insurance are treated as preliminary placeholders during the budget-building process. These items do not become final until the full budget is approved in November.

**NET NEW CONSTRUCTION**

The net new construction percentage increase has been received. This percentage is multiplied by our net levy from the previous year. (Net levy is when you take the total levy and subtract the levy exempt items such as libraries and bridge aid then add personal property aid.) The result is a dollar amount which our levy is allowed to increase for the new year. This year Chippewa County is the 12th highest net new construction rate in the state due to economic growth.

| Year | Net New Construction Percentage |
|---|---|
| **2022 for 2023** | 2.06% |
| **2023 for 2024** | 2.47% |
| **2024 for 2025** | 2.34% |
| **2025 for 2026** | 1.92% |
| **2026 for 2027** | 1.77% |

**TAX LEVY**

This is the combination of all department budgets line item 411100 “General Property Taxes”. Remember this total will include some items which are not included in the net levy such as libraries, etc. The total proposed levy for the 2027 budget will be included with my final recommendation.

| Year | County Levy | Increase from Previous Year | % Increase |
|---|---|---|---|
| **2022 for 2023** | $20,941,066 | $302,355 | 1.46% |
| **2023 for 2024** | $21,110,729 | $169,663 | .81% |
| **2024 for 2025** | $21,713,416 | $602,687 | 2.85% |
| **2025 for 2026** | $22,330,263 | $616,847 | 2.84% |
| **2026 for 2027** | $22,819,056 | $488,793 | 2.19% |

**EQUALIZED VALUE FROM WISCONSIN DEPARTMENT OF REVENUE (APPORTIONMENT REPORT-TID OUT)**

We have received the final equalized valuation from Wisconsin Department of Revenue for this year's tax rate calculation. The equalized value is critical in the computation of the tax rate. The valuation has seen an increase of 9.23% from 2025. It is noteworthy that the valuation increase is attributable to approximately 7% in economic change and 2% of actual new construction.

| Year | Equalized Valuation | Change | % Change |
|---|---|---|---|
| **2022 for 2023** | $7,699,372,900 | $1,037,004,600 | 15.57% |
| **2023 for 2024** | $8,806,721,900 | $1,107,349,000 | 14.38% |
| **2024 for 2025** | $9,536,158,100 | $729,436,200 | 8.28% |
| **2025 for 2026** | $10,526,745,400 | $990,587,300 | 10.39% |
| **2026 for 2027** | $11,498,278,200 | $971,532,800 | 9.23% |

**STATE SHARED REVENUE**

In 2024 a change in State Shared Revenue created a Supplemental payment in addition to the Legacy County Aid and Utility Aid. The new Supplemental Payment is expected to have a modest increase every year based on sales tax collections by the State. The projected increase for 2027 is 2.1%. Based on latest information received from the Wisconsin Counties Association and the Legislative Fiscal Bureau, we are anticipating an increase of 2.1% (or approximately $72,924) which is included in my preliminary tax levy, tax rate and maximum allowable levy above. However, the Wisconsin Department of Revenue will not release the final number until late September 2026.

| Year | County Aid | Utility Aid | Supplemental County Aid | Total Shared Revenue | Increase | % Change |
|---|---|---|---|---|---|---|
| **2023** | $1,241,629 | $1,305,501 | - | $2,547,130 | ($26,650.13) | -1% |
| **2024** | $1,241,564 | $1,380,730 | $741,795 | $3,364,088 | $816,958.48 | 32% |
| **2025** | $1,270,028 | $1,329,494 | $758,856 | $3,358,378 | ($5,711) | -.1% |
| **2026** | $1,313,209 | $1,374,697 | $784,657 | $3,472,563 | $114,185 | 3.4% |
| **2027** (est.) | $1,340,786 | $1,403,565 | $801,135 | $3,545,487 | $72,924 | 2.1% |

**TAX RATE**

The tax rate is a tax per dollar of assessed value of property. The rate is expressed in "mills". The tax rate is calculated by taking (tax Levy ÷ equalized value x 1,000 = tax rate). Our tax rate has been going down each year even though the levy amount has increased due to the increased equalized value.

| Year | Tax Rate |
|---|---|
| **2022 for 2023** | $2.72 |
| **2023 for 2024** | $2.40 |
| **2024 for 2025** | $2.28 |
| **2025 for 2026** | $2.12 |
| **2026 for 2027** | $1.98 est |

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**MAXIMUM ALLOWABLE LEVY BY STATE (LEVY LIMITS)**

All counties within Wisconsin have been under levy limits for several years. These levy limits only allow counties to increase their net levy from the previous year by net new construction and the annual debt payments. That is why I find it critical to keep the annual debt payments even or a slight increase from the previous year. If our annual debt payments decrease from the previous year, that would mean that we need to reduce levy and that will directly affect our employees.

| Year | Allowable Levy | Allowable Tax Rate | Approved Levy | Approved Tax Rate | Amount Available to Levy Limit |
|---|---|---|---|---|---|
| **2022 for 2023** | $21,022,125 | $2.73 | $20,941,066 | $2.72 | $81,059 |
| **2023 for 2024** | $21,361,600 | $2.43 | $21,110,729 | $2.40 | $250,871 |
| **2024 for 2025** | $21,996,660 | $2.31 | $21,713,416 | $2.28 | $283,244 |
| **2025 for 2026** | $22,528,672 | $2.14 | $22,330,263 | $2.12 | $198,409 |
| **2026 for 2027** | $23,095,543 | $2.01 | TBD | TBD | $276,487 |

**SUMMARY OF NEW/REMOVED POSITIONS**

The table below shows the new positions that the County Board approved for incorporation into the FY27 budgets. All new positions listed below are currently included in the County Administrator FY27 Proposed Budget.

| Summary of New/Eliminated Positions Recommended by the County Administrator | | | | |
|---|---|---|---|---|
| **Description** | **Department** | **Budget Process or Mid-Year** | **County Board Meeting** | **Comments** |
| **Social Worker – APS** (Part-Time) | DHS-MWR | 2027 Budget | Res. 29-26 08/11/2026 | New position in the Mental Wellness & Recovery Division to assist with Adult Protective Services. Position is funded 100% with tax levy. |
| **Environmental Health Specialist** (Part-Time) | Public Health | 2027 Budget | Res. 28-26 08/11/2026 | Eliminate an LTE position and convert it to Part-time (1,044 hrs). No levy funding. Funding will come from water lab fees, TN fees and FSRL fees. |

**COUNTY ADMINISTRATOR PROPOSED BUDGET PRESENTED TO EXECUTIVE COMMITTEE**

Just a reminder that my recommended budget will be presented at the October 6th Executive Committee meeting at 4:30 p.m. in Room 302. Anyone is welcome to attend.

**NOVEMBER BUDGET HEARING AND REGULAR COUNTY BOARD MEETINGS**

The budget hearing is scheduled for November 5, 2026 at 6:00 p.m. in Room 302. During this public hearing, community members will have the opportunity to share comments on the budget I have recommended to you. Once the hearing concludes, I will present the budget in the same form that was shared with the Executive Committee. At this meeting, you will be asked to make a motion to approve a balanced budget for 2027. Please keep in mind that if you wish to make changes to the recommended budget, it must remain balanced. In other words, any added expense must be matched with a corresponding revenue source. (A balanced budget means that total expenses equal total revenues, including the property tax levy.)

If you have any questions or concerns you may contact me at any time.

Andy Albarado
County Administrator

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# Department of Administration

Andy Albarado, County Administrator

September 9, 2026

TO: Executive Committee
County Board of Supervisors

FR: Andy Albarado

RE: Courthouse Security – Implementation of Hybrid Option #4 is Complete

On June 11, 2024, the County Board voted **"to move forward with Hybrid Option #4 as recommended by the Executive Committee and former County Board. This recommendation includes reducing the use of some entrances, without implementing a single point of entry."** This memo is to inform you that this project is complete. A summary of the items that were implemented are included below.

**Security Enhancements – Completed Since June 2024**

- Security upgrades, physical barriers, and cameras have been integrated into the LCFM and Register in Probate Department remodel projects. Both projects are now complete.

- Resolution 16-24 was approved to create a new Jailer II position. We hired a second Courthouse Security Officer (Megan Olson) and established a security office on the first floor. This has greatly improved the monitoring capabilities for the Courthouse. Our other Courthouse Security Officer (Mark Hollister) continues to have an office on second floor located by the courtrooms. As a reminder, both officers report to Lt. Darrin Williams, Investigations Division.

- We installed fob access on numerous doors throughout the courthouse and other county facilities.

- We added fob readers to secure access to employee breakrooms in the courthouse.

- The County Board approved Ordinance 01-25 and updated the language to address security of county buildings. The ordinance defines what constitutes a weapon, prohibited and required acts, and penalty and enforcement.

- Items 1-5 listed below have all been completed as part of implementing **Hybrid Option #4** as directed by the County Board. Attached to this memo is a floor plan diagram so it's easier to understand which doors I am referring to.

1. **Entrance #6** (near Human Resources):
   - Employees and the public will no longer be allowed to use these doors for routine entry into or exit from the building.
   - Signage was installed to direct the employees and public that it is an "Emergency Exit Only".
   - Alarm monitoring with crash bars was installed to notify security personnel if someone exits.
   - Only law enforcement and Facilities & Parks staff will be allowed to enter/exit this door for emergency and maintenance purposes only. Use of fob access by these individuals will disengage the alarm when they exit.
   - <u>Original Estimate</u> – Install fob access so law enforcement and Facilities & Parks staff can exit, install signage and alarm monitoring with crash bars = $10,000

2. **Entrance #3** (near Public Health)
This is the main handicap entrance to the courthouse.

a. **Stairwell Door B1** (from the first-floor hallway)
- This stairwell door is now closed to the public so they can't immediately go upstairs or downstairs, which makes it easier for the Courthouse Security Officer to monitor the public entering the building.
- Fob access was installed on this door so employees can enter and exit this door.
- Signage was installed on 1st floor indicating "Employee Use Only."

b. **Fire Door/Exit Only B2** (from outside)
- Previously this door was used for exiting only. There was no alarm, no key fob and no door handle on the outside.
- This is now designated as "Emergency Exit Only" and equipped with an alarm.
- New steel doors with no windows were installed to increase security.

c. <u>Cost Estimate for Entrance #3</u>
- **Fire Door/Exit Only B2**: Original Estimate = $20,000
- **Door B1 and B2**: Original quote for installation of fob readers (entry/exit) for Door B1 and installation of alarm monitoring with crash bars for Door B2 = $18,000.

d. **Stairwell Signage**
- Signage was installed on 2nd floor, 3rd floor and the lower level for anyone trying to enter the stairwell. Signage indicates "Emergency Exit Only".

3. **Entrance #2** (by the Cul-de-Sac)
This is located inside the stairwell by the cul-de-sac.
- Previously these doors were used for exiting only. The doors had windows, no fob access and no alarm.
- New steel doors without windows and no door handles on the outside were installed.
- Alarm monitoring with crash bars were installed along with signage indicating it is an "Emergency Exit Only".
- <u>Original Estimate</u> – $20,000

4. **Cameras**
- Converted 64 cameras to facial recognition capability by installing software with a 10-year service plan.
- This system allows authorized users to upload photos for persons of interest to alert law enforcement if they are detected in our building. Camera footage is stored locally on our servers.
- Installed one additional camera in the hallway by Entrance #3 for better visibility.
- Installed one additional camera on 2nd floor in the stairwell on the East end of the building by Entrance #3 (near Public Health).
- Installed two additional cameras on 1st floor and 2nd floor in the stairwell by Entrance #2 (by the cul-de-sac)
- <u>Original Estimate</u> – $66,000

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5. **Pull Cord/Duress Alarms**
   - We currently have about four different types of pull cords/switches making it confusing for dispatch and officers when responding to a duress alarm. The current system is also at capacity so we cannot add to it.
   - The entire system has been upgraded. We added hardware and increased the zones from 30 to 120 capacity, which gives us room for future growth.
   - The new door alarm monitoring that was installed sends a notice to both courthouse security officers and dispatch when activated. It also integrated into the new duress alarm system when emergency exits are activated.
   - Original Estimate – Quote = $18,000 – $20,000.

The County Board approved Resolution 21-24 and 50-24 and allocated a total of $750,000 to be used towards courthouse security including the remodel of the DOA Suite. A total of $146,097 was used to fund all of the projects indicated above, which leaves a balance remaining of $603,903. The DOA suite remodel has not been completed yet.

I want to thank everyone for their patient as we worked to implement the recommendations as directed by the County Board. Let me know if you have any questions.

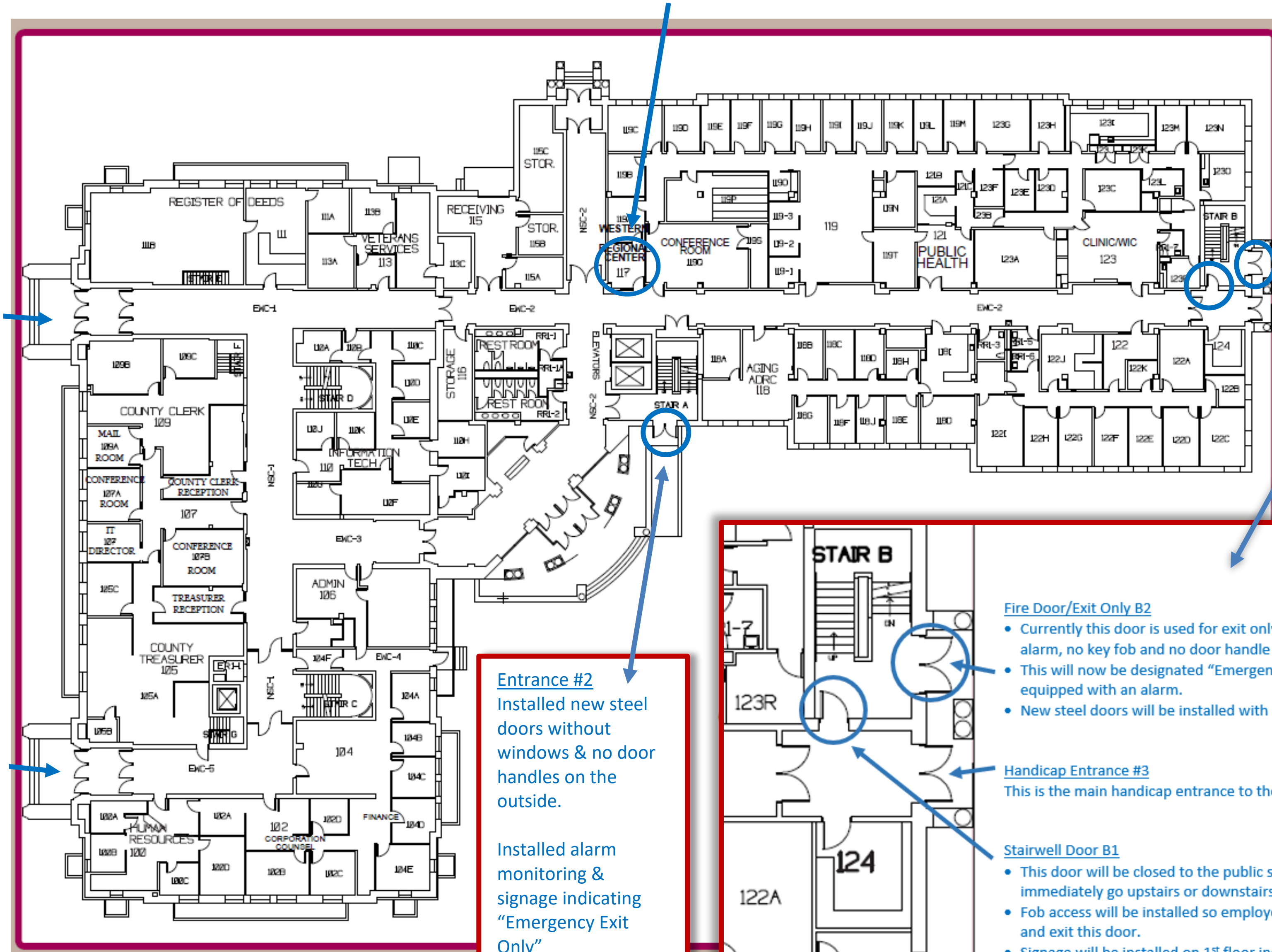
Sincerely,

Andy Albarado
County Administrator

Attachment

# Recommendations to Implement Hybrid Option #4

This is where the new 2nd Courthouse Security Officer will be located



Entrance #5
This is the only entrance that meets the requirements needed for a single point of entry per the architects.

Note: At this time the CB does not support implementing a single point of entry.

Entrance #6
Employees & the public will no longer be allowed to use this entrance.

Alarm monitoring was installed along with signage saying "Emergency Exit Only"

Entrance #3
See the diagram below for more details on Fire Door B2 & Stairwell Door B1

Entrance #2
Installed new steel doors without windows & no door handles on the outside.

Installed alarm monitoring & signage indicating "Emergency Exit Only"

Fire Door/Exit Only B2

- Currently this door is used for exit only. There is no alarm, no key fob and no door handle on the outside.
- This will now be designated "Emergency Exit Only" and equipped with an alarm.
- New steel doors will be installed with no windows.

Handicap Entrance #3
This is the main handicap entrance to the building.

Stairwell Door B1

- This door will be closed to the public so they can't immediately go upstairs or downstairs.
- Fob access will be installed so employees can enter and exit this door.
- Signage will be installed on 1st floor indicating "Employee Use Only".