



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

PHONE 608-269-8705

FAX 608-269-8747

[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## NOTICE OF SPECIAL MEETING

**COMMITTEE:** ADMINISTRATION &  
PERSONNEL COMMITTEE

**TIME:** 5:30 p.m.

**PLACE:** American Legion Post #100  
1116 Angelo Road  
Sparta, WI 54656

**DATE:** Tuesday, December 21, 2021

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Floating Holiday and Family Sick Leave - Discussion/Action
3. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: December 16, 2021

*Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.*

**PLEASE NOTE:** A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

RESOLUTION NO. 12-21-02

**RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – FLOATING HOLIDAY AND FAMILY SICK LEAVE**

1           **WHEREAS**, the Monroe County Administration and Personnel Committee, recommends approval of the  
2 Personnel Policy Manual changes proposed by the Personnel Director to section 4.30(1)(b) Benefits-Holidays,  
3 section 4.76(2)(a)(5) Part-Time Employee Benefits, section 4.40(2)(c)(3) Leaves of Absence – Sick leave, as  
4 referenced on the attached document; and  
5

6           **WHEREAS**, to remove the language in red on the attached document referencing the amounts and  
7 utilization of floating holiday in section 4.30(1)(b) and section 4.76(2)(a)(5); and  
8

9           **WHEREAS**, to replace that language with the highlighted text in yellow of the attached document. This  
10 language references more commonly used practices within the county and provide flexibility for staff when  
11 requesting floating holiday off to be used in the same increments of all other accruals not less than one-half hour;  
12 and  
13

14           **WHEREAS**, to remove the language referencing “24” listed in 4.40(2)(c)(3) and replace it with “forty  
15 (40),” to allow staff greater access to care for family members outside of other methods of extended leave or  
16 FMLA.  
17

18           **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that effective this  
19 date they do hereby authorize the proposed Personnel Policy Manual changes as set out in the attached document  
20 adjusting the language in sections 4.30(1)(b) Benefits – Holidays, 4.76(2)(a)(5) Part-Time Employee Benefits, and  
21 4.40 (2)(c)(3) Leaves of Absence – Sick Leave to go into effect January 1, 2022.  
22

23 Dated this 21<sup>st</sup> day of December 2021.

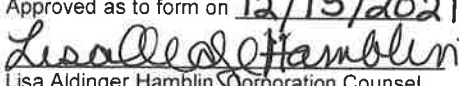
24 Offered by the Administration & Personnel Committee.

25 Purpose: Approve changes to Personnel Policy Manual in sections 4.30(1)(b) Benefits – Holidays, 4.76(2)(a)(5)  
26 Part-Time Employee Benefits, and 4.40 (2)(c)(3) Leaves of Absence – Sick Leave effective January 1, 2022.  
27

28 Fiscal note: No direct costs.  
29  
30

Finance Vote (If required):  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Approved as to form on 12/15/2021  
  
Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADOPTED    FAILED    AMENDED  
 OTHER \_\_\_\_\_  
County Board Vote on: \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

STATE OF WISCONSIN  
COUNTY OF MONROE  
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is  
a true and correct copy of Resolution # \_\_\_\_\_ acted on by the Monroe  
County Board of Supervisors at the meeting held on \_\_\_\_\_  
  
\_\_\_\_\_  
SHELLEY R. BOHL, MONROE COUNTY CLERK  
A raised seal certifies an official document.

# December 2021 Proposed Personnel Policy Manual Changes:

## BENEFITS – HOLIDAYS - 4.30(1)(b) – Page 20

- (b) Full-time employees shall receive ~~One and one-half floating holidays are authorized~~ 12 hours of floating holiday annually. Floating holiday shall not be used in increments of less than one-half hour. ~~The one day and the one-half day shall each be taken in full and the hours may not be split up.~~ Prior authorization is required before using any floating holiday for time off ~~the one day or the one-half day.~~ Department heads shall govern whether requests are approved. The ~~day and the one-half day~~ floating holiday may be used any time after the hire date. New employees are entitled to ~~one day and one-half day~~ floating holiday in the year of hire according to the following schedule: hired January 1 to June 30, ~~one day and one-half day~~ 12 hours of floating holiday; hired July 1 to October 31, ~~one-half day and one-fourth day~~ 6 hours of floating holiday; hired November 1 or after, no floating holidays. If this floating holiday time is not used in the calendar year, it is lost. There is no payout of floating holiday upon termination. <6/94>

## PART-TIME EMPLOYEE BENEFITS

### BENEFITS – 4.76 (2)(a)(5) – Page 60

5. Part-time employees working shall have ~~one and one-half floating holidays to be used, in blocks of time with the hours of each not split, i.e.~~ 30 to 39 hours shall receive 9 hours of floating holiday ~~six hours and three hours~~; and 20 to 29 hours shall receive 6 hours of floating holiday ~~four hours and two hours~~. The usage of floating holiday time shall be with prior supervisory approval and without creating a disruption in departmental services. Floating holiday shall not be used in increments of less than one-half hour. Part-time status as of January 1<sup>st</sup> of each year shall dictate the allocated amount of floating holiday as indicated above and in section 4.30(1)(b), and this determination will be made by the Personnel Department each year as indicated in the table below.

Status	Average Hours Per Week	Floating Holiday Received January 1 <sup>st</sup>
Full-Time	40	12
3/4	30-39.5	9
1/2	20-29.5	6
No Benefit	Under 20	Not Eligible

## LEAVES OF ABSENCE

### SICK LEAVE 4.40 (2)(c)(3) – Page 28

3. Is required to give care and attendance to a member of the immediate family (spouse, child, or other relative who is a member of the employee's immediate household) <1/95> up to a maximum of ~~24~~ forty (40) hours per year.<12/99> The hours, if used, shall be taken from the annual accrual of sick leave of the employee.