

ENROLLED ORDINANCE 172-039

ESTABLISH EMPLOYEE RETENTION/SEVERANCE POLICY

WHEREAS, there may be positions abolished or unfunded during the annual budget process or as a result of the elimination of programs and services; and

WHEREAS, the County has historically assisted employees in a transition process by providing a retention/severance program; and

WHEREAS, the prior programs have been based on an employee's length of service and include the County's share of the health insurance benefits for a specified period of time; and

WHEREAS, the funding necessary to cover the costs associated with this program will be provided for on an annual basis in the non-departmental budget, and the tuition assistance in the Department of Administration budget; and

WHEREAS, the components of the severance and retention program have not changed for a number of years.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that following Employee Retention and Severance Policy be established:

1. Regular full-time and regular part-time employees, who have completed six (6) months of employment and have less than three (3) years of service, will be eligible for three (3) weeks of pay. Regular full-time and regular part-time employees, who have three (3) years of service, but less than ten (10) years of service, will be eligible to receive six (6) weeks of pay. Regular full-time and regular part-time employees, with ten (10) or more years of service will be eligible to receive nine (9) weeks of pay.
2. Regular full-time and regular part-time employees will be eligible for up to four (4) months of the County's contribution toward the health insurance plan they are enrolled in at the time of their termination.
3. Regular full-time and regular part-time employees, will be eligible to participate in the Tuition Assistance program for a one-year period from the date of their termination.
4. Regular full-time and regular part-time employees who leave employment prior to their termination date set by the County, or who accept employment in another position with the County, or who were offered another reasonably comparable position within the County, but declined, will not be eligible for the retention/severance plan.
5. Employees will have their retention/severance payments reduced for any sick leave used from the effective date of this ordinance until the date of termination unless the absences are substantiated with a medical certification as outlined in County policy.

FISCAL NOTE

EMPLOYEE RETENTION/SEVERANCE SALARY AND BENEFITS POLICY

In the course of developing the proposed budget for any given year, positions may be abolished, or funding reduced (most are typically vacant) for various departments. This ordinance authorizes a benefit policy for County employees that may be laid off in 2018 or thereafter. It does not cover employees who terminate their employment voluntarily prior to their layoff, or who accept employment in another County position or who decline such employment.

Under the proposed retention/severance program, regular full-time employees* will be eligible for a severance payment as follows:

Years of Service	Less than 3 years	3 years but less than 10 years	10 or More Years
Weeks of Pay	3 weeks	6 weeks	9 weeks

* Regular part-time employees will be eligible for half the above benefit.

In addition, regular full-time and part-time employees would be eligible for up to four months of the County contribution toward the health plan they are enrolled in at the time of termination. Terminated employees would also be eligible to participate in the Tuition Assistance Program for one year after being laid off.

Currently, there are no layoffs planned for 2018 that would activate this policy. The 2018 County Executive's budget includes \$40,000 for retention/severance, subject to review and approval by County Board committees and the full Board. Future Non-Departmental budget proposals will include estimates for the impact of this policy based on anticipated staffing changes. Any costs related to the tuition assistance benefit will be absorbed in the Department of Administration Human Resources budget.

Lawrence M. Dahl

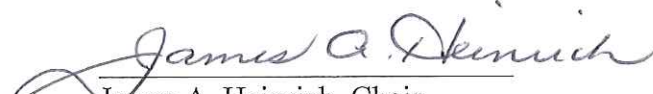
Lawrence M. Dahl
Accounting Services Manager

ESTABLISH EMPLOYEE RETENTION/SEVERANCE POLICY

Presented by:
Human Resources Committee

Approved by:
Finance Committee


Larry Nelson, Chair


James A. Heinrich, Chair


Jim Batzko


Timothy Dondlinger

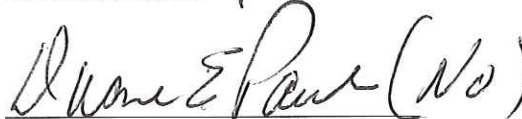

Michael A. Crowley


Thomas A. Michalski


Jennifer Grant


Richard Morris



Thomas A. Michalski


Duane E. Paulson



William Mitchell


Steve Whittow


Jeremy Walz


Ted Wysocki

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 9/26/17, 
Kathleen Novack, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved: X
Vetoed: _____

Date: 10/4/17, 
Paul Farrow, County Executive

D1 - Kolb	AYE	D14 - Wood	NAY
D2 - Zimmermann	AYE	D15 - Mitchell	NAY
D3 - Morris	NAY	D16 - Crowley	NAY
D4 - Batzko	NAY	D17 - Paulson	(M) AYE
D5 - Dondlinger	NAY	D18 - Nelson	NAY
D6 - Walz	NAY	D19 - Cummings	AYE
D7 - Grant	NAY	D20 - Schellinger	AYE
D8 - Michalski	NAY	D21 - Zaborowski	AYE
D9 - Heinrich	NAY	D22 - Wysocki	NAY
D10 - Swan	NAY	D23 - Hammitt	NAY
D11 - Howard	Notified	D24 - Whittow	NAY
D12 - Wolff	(2) AYE	D25 - Johnson	AYE
D13 - Decker	NAY		

A- 172-0-039 Failed (8 Y - 16 N - 1 Absent) Majority Vote >

D1 - Kolb	AYE	D14 - Wood	AYE
D2 - Zimmermann	NAY	D15 - Mitchell	AYE
D3 - Morris	AYE	D16 - Crowley	AYE
D4 - Batzko	AYE	D17 - Paulson	AYE
D5 - Dondlinger	AYE	D18 - Nelson	AYE
D6 - Walz	AYE	D19 - Cummings	NAY
D7 - Grant	AYE	D20 - Schellinger	NAY
D8 - Michalski	AYE	D21 - Zaborowski	AYE
D9 - Heinrich	AYE	D22 - Wysocki	AYE
D10 - Swan	AYE	D23 - Hammitt	AYE
D11 - Howard	Notified	D24 - Whittow	AYE
D12 - Wolff	AYE	D25 - Johnson	AYE
D13 - Decker	AYE		

172-0-039

Passed (21 Y - 3 N - 1 Absent)

Majority Vote

