

ENROLLED ORDINANCE 171-42

APPROVE THE 2017 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 approved for 2017:

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 2017. 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.

About \$65,000 was spent for severance/retention in 2015, mostly associated with the Shelter Care transition. The County has budgeted \$40,000 in 2016, of which about \$29,000 has been expended to date. The 2017 proposed budget includes \$40,000 for retention/severance. 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  
Accounting Services Manager

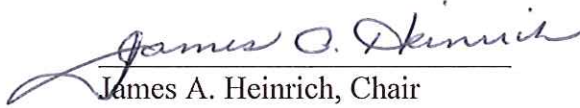
APPROVE THE 2017 EMPLOYEE RETENTION/SEVERANCE POLICY

Presented by:  
Human Resources Committee



Larry Nelson, Chair

Approved by:  
Finance Committee



James A. Heinrich, Chair



Jim Batzko



Timothy Dondlinger



Michael A. Crowley



Thomas A. Michalski



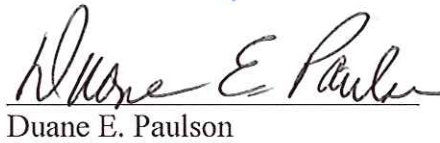
Jennifer Grant



Richard Morris



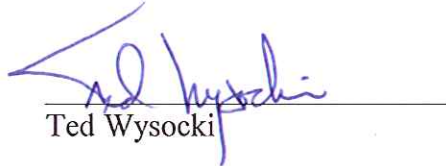
Thomas A. Michalski



Duane E. Paulson



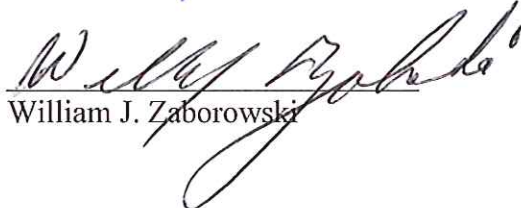
William Mitchell



Ted Wysocki

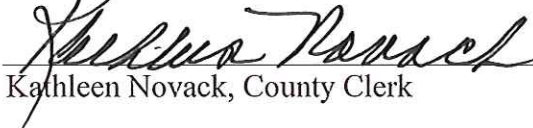


Jeremy Walz



William J. Zaborowski

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

Date: 9/27/16,   
Kathleen Novack, County Clerk

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

Approved: X  
Vetoed: \_\_\_\_\_

Date: 10/4/16,   
Paul Farrow, County Executive