



Meeting: Village Board
Meeting Date: 1/13/14
Agenda Item: 6b

Mission Statement

To provide our residents with a safe, friendly, attractive and active community by aggressively pursuing innovative ways to deliver valuable services.

VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: Burt R. McIntyre, President
Village Board of Trustees

REPORT FROM: Chris Haltom, Director of Administrative Services

AGENDA ITEM: Approve Resolution 2014-05 amending the personnel policy

ACTION REQUESTED: ___Ordinance X Resolution ___Motion ___Receive/File

POLICY ISSUE

Should the Village Board approve Resolution 2014-05 to amend the personnel policy related to health insurance?

BACKGROUND INFORMATION

During the village board meeting on September 23, 2013, the board approved a resolution amending the Personnel Policy of the village. At that time, the approval included all of the personnel policy except for Section 10(B). Staff is proposing the village board give consideration to approving the attached Resolution 2014-05 that creates a new Section 10(B) regarding health insurance.

Section 10(B) of the Personnel Policy as proposed states that all full-time employees are eligible to receive health insurance benefits, now a federal mandate under the Affordable Care Act. This section also states that annually the village board shall determine the percentage of employee contributions for monthly premium of health insurance and that any employee electing to forgo coverage will be paid a 40% stipend. All of this language has been in effect in the village for about 5 years. The proposed amount paid by employees for 2014 is 10% as such amount was already included in the 2014 budget.

FISCAL IMPACT:

- | | |
|------------------------------|---------------------------------|
| 1. Is There A Fiscal Impact? | Yes |
| 2. Is it Currently Budgeted? | Yes |
| 3. If Budgeted, Which Line? | Various Benefit accounts |

PREVIOUS ACTION

On September 23, 2013, the village board approved a lengthy revision to the personnel policy to allow for changes related to the two union contracts expiring on 12/31/13 and to address changes in state law, primarily related to Act 10 of 2011. Another change to the policy was approved on November 25, 2013 to allow for the Administrator to enter into an employment agreement with a golf clubhouse manager.

RECOMMENDED ACTION

Village staff recommends the village board approve Resolution 2014-05 approving the change to the personnel policies related to health insurance. The following motion could be made:

“I move to approve Resolution 2014-05 amending the personnel policy of the village.”

ATTACHED INFORMATION

- I. Resolution 2014-05 Amending the Personnel Policy, Section 10(B)

RESOLUTION NO. 2014-05

**AMENDING THE PERSONNEL POLICIES
FOR VILLAGE OF HOWARD EMPLOYEES**

WHEREAS, the Resolutions 2013-29 and 2013-36 amended the written personnel policies (referred to as “Policies” or “Policy”) for village employees covering Sections 1-16 as follows:

- | | |
|---|--------------------------------------|
| 1. Definitions. | 9. Leaves |
| 2. Management Rights | 10. Other Fringe Benefits |
| 3. Fair Employment and Non-Discrimination | 11. Employee Performance Evaluations |
| 4. Harassment | 12. Hiring Procedures |
| 5. Appointments | 13. Employee Files |
| 6. Job Classification and Pay Plan | 14. Grievance Procedures |
| 7. Working Conditions | 15. No Payment in Advance. |
| 8. Employee Conduct and Behavior | 16. Family and Medical Leave |

WHEREAS, since adoption of Resolution 2013-29, the village’s two employee union contracts will expire on December 31, 2013 and be subject to Act 10; and

WHEREAS, the Village Board desired to postpone action on item 10(B) of the proposed personnel policy until a health insurance provider was obtained for 2014; and

WHEREAS, the written Policy for village employees benefits the operations, government and good order of the village and the health, safety, welfare and convenience of the public; and

NOW THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Howard, Brown County, Wisconsin, hereby approves and adopts the amended Section 10b of the Personnel Policies this 13th day of January, 2014, to read as follows:

Section 10 Other Fringe Benefits.

B. Medical, Dental and Short-term Disability Insurance.

1. All full-time employees and their eligible dependents (as defined by the insurance policies adopted by the village) will become eligible for medical, dental and short-term disability benefits in accordance with the terms and conditions of the policy approved by the board. Employees will be responsible to pay a percentage of the monthly premium through payroll deductions as determined annually in the budget process, by the village board. For 2014, the employees shall pay 10% of the premium. Any eligible employees electing to forgo coverage will receive a stipend of 40% of the monthly premium paid on a biweekly basis.

2. This policy allows the administrator to work with outside vendors to provide the appropriate medical reimbursement plans (such as Section 125, 129 and 213(d) of the Internal Revenue Code) to allow for employee use. Any village contributions to such plans require village board approval.

3. The village will provide self-funded short-term disability insurance for all full-time employees. The village will provide up to six (6) months of disability insurance by paying 75% of their normal wages or hourly rate each biweekly pay period. Employees receiving disability payments must “make their check whole” by supplementing the 25% unpaid salary or wages with any paid time off or compensatory time of hours banked at the time of disability. Any employee on a short-term disability will not accrue time-off benefits during their absence (for employees hired after 12/31/13).

IN THE TESTIMONY WHEREOF, I have hereunto subscribed my name as witness to the village board approval this 13th day of January, 2014.

Burt R. McIntyre
Village President

Christopher A. Haltom
Village Clerk