

2 **RESOLUTION: Amend Human Resources Policy 3.03**

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4 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

5 **WHEREAS**, current Human Resources Policy 3.03 includes a definition of Temporary and Seasonal
6 Employees that limits use of temporary employees to 26 weeks in any calendar year, which limitation is needed
7 under Affordable Care Act regulations since temporary employees do not receive health benefits; and

8 **WHEREAS**, there are instances in which a department has a need to have a temporary employee for a
9 period of time that exceeds 26 weeks and has adequate funding available to cover the provision of health
10 benefits to the employee, but in which a permanent position is not needed and it is not desirable to add a position
11 to the Table of Organization for Winnebago County; and

12 **WHEREAS**, it is desirable to add a new employee option that allows the occasional hiring of a longer-term,
13 but not permanent, employee, who would be offered health insurance, but who would not be employed for more
14 than two years unless the position were added to the Table of Organization.

15 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors, that it hereby
16 amends Human Resources Policy 3.03 by inserting a definition of a new employee type as follows (all additions
17 indicated by underlining):

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19 **3.03 Employee Types**

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21 Employee types are governed by the following definitions:

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23 **Full-Time Regular:** A Full-time Regular Employee is one assigned to a position on the County Table
24 of Organization and who is ordinarily scheduled to work at least 37.5 hours per week on average.

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26 **Part-Time Regular:** A Part-time Regular Employee is one assigned to a position on the County
27 Table of Organization and who is ordinarily scheduled to work less than 37.5 hours per week on
28 average, or to whom is assigned a base schedule averaging less than 37.5 hours per week.

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30 **Regular Project:** A Regular Project Employee is a full-time or part-time employee hired for a
31 particular project, or to fill a vacancy expected to last more than six months, or in other special
32 circumstances where it is desirable to add staff for a particular temporary need without adding a
33 permanent position to the table of organization. A Regular Project Employee may only be used upon
34 a showing that the department has sufficient available funding, and is considered a regular employee
35 for benefit purposes. A Regular Project Employee for a particular project or need may be used for a
36 maximum of two years, and when a Regular Project Employee has been used for two years another
37 may not be used for the same project or purpose without adding the position to the table of
38 organization.

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40 **Temporary/Seasonal:** A Temporary or Seasonal Employee is one hired for a particular project,
41 purpose or season, which will not include work during more than 26 weeks in any calendar year. A
42 temporary or seasonal employee who works during 26 weeks during a calendar year will be
43 removed from the payroll at the end of the 26th week, and will not become a regular employee
44 unless hired for a regular position.

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46 **Casual:** Casual Employees work on an incidental or on-call basis when needed, with no expectation
47 of regular hours of work.

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49 **Client/Restitution:** A Client or Restitution Employee is one hired through a program administered
50 by a County department or for the purpose of providing restitution, and are governed by the rules
51 pertaining to the sponsored program.

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Fiscal Note: This policy change will not produce any direct fiscal impact. Actual use of Regular Project Employees will be approved on a case-by-case basis but only when there is sufficient authorized funding to cover wage and benefit expenses

Respectfully submitted by:

PERSONNEL & FINANCE COMMITTEE

Committee Vote: **5-0**

Vote Required for Passage: **Majority of Those Present**

Approved by the Winnebago County Executive this ____ day of _____, 2014.

Mark L Harris
Winnebago County Executive