

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Seasonal Patrolmen for Highway

Department	Highway	Presented By:	Roger Petrick
Date of Meeting:	05 Jan 2021	Action Needed:	Update Highway Addendum and County payplan
Disclosure:	Open	Authority:	Employee Handbook Authority
Date submitted:	21 Dec 2020	Referred by:	Highway Commission

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Motion to recommend updates to the County pay plan to include seasonal patrolmen and amend the Highway Addendum, Seasonal Hiring section to include —

The Highway Commissioner may recruit and maintain a pool of seasonal patrolmen to augment regular full-time patrolmen in seasonal operations. Seasonal patrolmen will be paid at the same grade as HWY EQUIP OPER/PATROLMEN (currently grade “G”) and the commissioner may recruit and offer up to step three in the paygrade for seasonal patrolmen. The Highway Commissioner will be responsible for ensuring seasonal patrolmen do not surpass hour thresholds that would entitle them to county benefit packages.

Background: *(preferred one page or less with focus on options and decision points)*

At the December 9th meeting of the Highway Commission, the Commission and I discussed adding the availability of hiring seasonal patrolman in the event of staff shortages due to unforeseen circumstances. This will allow for reduced overtime and quicker response time in snow events. Additional concerns of maintaining staffing levels are brought on by the pandemic and possible requirements of quarantines, isolations, and sickness.

It is envisioned that the department will be able to recruit qualified and possibly former patrolmen whom have all necessary qualifications, licensing and experience. The current “Highway Seasonal” employee position is at pay grade “A” \$10.92-\$11.41. This wage rate aligns with our summer seasonal help most typically used as flaggers and laborers. Requesting the ability to utilize the “HWY Equipment OPER/PATROLMAN” grade at “G” with ability to recruit up to Step 3; with the understanding that we are hoping to recruit experienced operators, for often undesirable snow removal hours, without a benefits package.

Attachments and References:

Highway Minutes	

Financial Review:

(please check one)

X	In adopted budget	Fund Number	Highway
	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

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(summary of current and future impacts)

Hoping to reduce time-and-a-half benefited with seasonal unbenefited hours.

Fulltime OT = Grade G, Step 3 = \$19.42 x 1.5 (time and one half) x 1.067 (WRS contribution) = \$31.08

Reserve Hour = Grade G, Step 3 = \$19.42

Difference = \$11.66

Consideration that weekend snow fall can quickly add 4 to 16+ hours of overtime to a regular full-time patrolman / equipment operator. Utilization of a reserve pool has the potential of saving approximately \$11.66 in wages per hour of plowing.

Approval:

Review:

Roger Petrick

Department Head

Administrator, or Elected Office (if applicable)

— From Addendum —

1. Seasonal Hiring.

- a. The Highway Committee shall have full discretion on the need for hiring seasonal employees based on the recommendation of the Highway Commissioner. The Highway Committee and Commissioner may, if necessary, place an advertisement in the Richland Observer for at least two weeks in which the job is briefly described, the salary range is set forth and written application are solicited. A skills test may be required. The Commissioner shall conduct interviews and make the final decision as to who shall be hired. The seasonal position shall be set up to 560 hours maximum. Seasonal employees may be terminated at any time at the discretion of the employer. Discharges shall not be subject to the grievance procedure.
- b. New hires shall start at Step 1 of the County's new wage plan and, after successfully completing probation, go to Step 2 in the plan. Any further Step increases shall be determined by the County Board.
- c. The Highway Commissioner may recruit and maintain a pool of seasonal patrolmen to augment regular full-time patrolmen in seasonal operations. Seasonal patrolmen will be paid at the same grade as HWY EQUIP OPER/PATROLMEN (currently grade "G") and the commissioner may recruit and offer up to step three in the paygrade for seasonal patrolmen. The Highway Commissioner will be responsible for ensuring seasonal patrolmen do not surpass hour thresholds that would entitle them to county benefit packages.

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GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
A			11.14	11.40	11.66	11.91	12.17	12.43	12.69	12.95
	CLERICAL TEMPORARY \$10.92 & \$11.41	FAIR								
	CLERICAL TEMPORARY \$10.92 & \$11.41	SHERIFF								
	CUSTODIAN WEEKEND MAINTENANCE \$10.92 & \$11.41	SYMONS								
	HHS DRIVER/ESCORT DRIVER \$10.92 & \$11.41	HHS								
	HHS NUTRITION DRIVER \$10.92 & \$11.41	HHS								
	HHS NUTRITION SITE WORKER \$10.92 & \$ 11.41	HHS								
	HIGHWAY SEASONAL \$10.92 & \$11.41	HIGHWAY								
	RECEPTIONIST \$10.92 & \$11.41	SYMONS								
GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
G	LEGAL ASSISTANT	CH DISTRICT ATTORNEY	18.56	18.99	19.42	19.85	20.29	20.72	21.15	21.58
	ACCOUNTS PAYABLE SPECIALIST Res 18-97	CH COUNTY CLERK								
	CLERICAL ASSISTANT II (DEPUTY) Res 18-97	CH CLERK OF COURT								
	CLERK OF COURT DEPUTY Res 18-97	CH CLERK OF COURT								
	HHS CONFID ADMIN SCRTRY	HEALTH & HUMAN SERVICES								
	HHS ELDERLY BENF SPCL	HEALTH & HUMAN SERVICES								
	HHS NUTRITION PROG COOR	HEALTH & HUMAN SERVICES								
	HHS SW DISABLT BEN SPE	HEALTH & HUMAN SERVICES								
	HHS TEMP CERT SOC WORKR	HEALTH & HUMAN SERVICES								
	HHS YOUTH AIDE WORKER	HEALTH & HUMAN SERVICES								
	HWY EQUIP OPER/PATROLMN	HIGHWAY								
	HWY MECHANIC	HIGHWAY								
	HWY SIGN FOREMAN	HIGHWAY								
	PROPERTY TAX LISTER	CH PROPERTY LISTER								
	SHERIFF DEPUTY - TEMP CASUAL	SHERIFF								
	SHERIFF DISP/JAILER - TEMP CASUAL	SHERIFF								
	SYMONS MAINTENANCE	SYMONS								
	VETERANS BENEFIT SPCLST	CH VETERANS SERVICE								
	VICTM WTNS COOR/LEGAL S	CH DISTRICT ATTORNEY								
	ZONING GIS TECH/ASSTNT	CH ZONING								