

Tuesday, July 7, 2020

11:30 AM

*or immediately following the regular board meeting*

*Meeting to be held in the County Board Room via teleconference,  
hosted at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

**PUBLIC WILL NOT BE ALLOWED TO ATTEND IN PERSON.**

**MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)**

*Agenda Item #*

*Agenda Time:*

- |          |   |       |
|----------|---|-------|
| <b>1</b> | <b>Creating Reciprocal Feedlot Setbacks to Dwellings Discussion</b><br><i>Adam Ossefoort, PZ/SWCD Division Director</i> | 11:30 |
| <b>2</b> | <b>Two Full-Time Deputies in 2021 Discussion</b><br><i>Sheriff Och</i>  | 11:45 |
| <b>3</b> | <b>Draft of Vacation Accruals Policy for Personnel Policy</b><br><i>Policy Committee</i>                                | 11:55 |

The Todd County Sheriff would request support from the County Board to budget for an additional Deputies in the 2021 budget. The issue we are running into is that our part time staff is leaving because they are getting full time jobs with benefits in other agencies. We put a substantial amount of time and money into getting these Deputies trained to work the road. We are also running into the issue that we are getting far less applicants for the part time positions as there are so many full time opportunities throughout the state. When we do post for part time deputies many of the applicants already have full time jobs in law enforcement which limits their availability for our open shifts.

In 2019 we hired and trained 4 part time deputies. One of the four worked approximately 2 weeks before being hired full time in another county. Of our 6 part time deputies 4 have full time employment elsewhere and the other two have multiple part time jobs which also restricts their availability to work for us. One of the six also works as a part time dispatcher for Todd County, and one works in another department within the county and we keep him on our roster so he can keep his POST license active.

When we cannot fill the schedule with a part time deputy we have two options (1) run short shifted which on occasion will leave our county with one deputy on which becomes a safety issue or (2) we pay overtime to cover the shift.

If allowed to budget for two additional deputies we will should see savings in our OT budget along with our wages we pay from our part time budget. Attached is a breakdown of the approximate cost to hire a deputy along with our contract town hours and what the cost would be to hire a full time deputy with squad.

Questions?

COST OF HIRING AND TRAINING PT DEPUTY

- 20 HRS for Background Investigation @ 34.00 = \$680
- Physical = \$150
- Psychological Evaluation = \$500
- 200 HRS of Training (NEW HIRE) @ \$25.55 per hour = \$5110
- 100 HRS (FTO) @ \$34.00 = \$3400
- Vest = \$1200
- Uniform Attire (Coat, Shirts and Pants) = \$500

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TOTAL = \$11,540

CONTRACT HOURS (73.5 HRS PER WEEK @ \$42 PER HR) = \$3087 X 52 WEEKS = \$160524

NEW CONTRACTS IN 2019 – BERTHA (20 HRS), EAGLE BEND (15 HRS), HEWITT (3 HRS) = 38 HRSX\$42

TOTAL \$82,992 FOR NEW CONTRACTED SERVICES PER YEAR

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FULL TIME DEPUTY WITH BENEFITS = \$88,000.00

NEW SQUAD AND EQUIPMENT = APPROXIMATELY \$42,000

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2019 PT WAGES SPENT (ROAD DEPUTY) = \$96,191.64

2019 PT WAGES SPENT (COURT SECURITY) = \$31,156.05

**TOTAL = \$127,347.69**

\*We should be able to limit the amount spent on PT wages if we are able to add these 2 positions\*

**Section 7.02 Vacations**

- (a) Purpose: To provide employees with a break from the work environment.
- (b) This policy also recognizes the work of employees and rewards additional vacation time after continual years of service. Due to the fact that the majority of Todd County employees are covered by collective bargaining agreements and that these agreements may provide different benefit accrual, usage and limitations, non-union employees in these departments will accrue and be able to use the following benefits subject to the provisions of the collective bargaining agreement in effect for unionized members of the department in the event that they differ from the policies below.
- (c) General procedures:
  - (i) Vacation accrual schedule for full-time employees:

<u>Years of service</u>	<u>Service Year</u>	<u>hours per month</u>	<u>monthly accrual</u>	<u>annual</u>
1 - 3	8	1 day	12 days	
4 - 5	10	1 ¼ days	15 days	
6 - 10	12	1 ½ days	18 days	
11 - 15	14	1 ¾ days	21 days	
16 - 20	17	2 days	24 days	
21 - 24	18	2 1/8 days	25 ½ days	
25 and over	19	2 ¼ days	27 days	

- (ii) Regular, full-time employees shall earn vacation hours based on the above schedule, at the completion of the month.
- (iii) Regular part-time employees who average more than 14 hours per week but less than 40 hours per week shall earn pro-rated vacation hours based upon the above schedule and the average number of scheduled hours the employee worked in the preceding calendar quarter.
- (iv) When an employee moves from part-time to full-time the date of vacation accrual is based on the regular hours they worked as a part-time employee; from these hours their vacation accrual date would be established. This change is effective for people moving to full-time as of xx date (Board approval date).
- ~~(iv)(v) Vacation leave shall not be earned by any employee during a non-pay status except military leave of absence without pay. Employees in regular full-time positions who are paid for less than 40 hours in a week shall accrue vacation on a pro-rated basis.~~
- ~~(v)(vi) Employees on military leave shall accrue vacation at their regular rate.~~
- ~~(vi)(vii) An employee who leaves the employ of the county in good standing shall receive documented, accumulated unused vacation leave as severance pay provided a minimum of a two (2) week written notice is provided.~~

- (d) Vacation usage.
  - (i) Department Heads and/or supervisors are responsible for scheduling vacation leaves for employees under their supervision. While every effort will be made to accommodate an employee's vacation request, vacations will be scheduled so as not to unduly disrupt the normal operation of the department. Should a conflict in scheduling occur, it will be resolved on the basis of first request and then seniority at the time of the request.
  - (ii) Vacation leave may be taken only to the extent that it is earned.
- (e) Vacation carryover
  - (i) The maximum carryover of vacation time from one year to the next shall be twenty-four (24) days or (192) hours.
- (f) Vacation cash out option
  - (i) Employees may select to cash out the vacation hours accrued in excess of 16 hours per month which shall be paid out the first pay period in December.

<u>Service Year</u>	<u>Accrued per month</u>	<u>Cash out</u>
16 – 20 <del>yrs. Of service</del>	17 hrs. <del>Accrued/month = cash out</del>	1 hr./month up to 12 hrs.
21 – 24 <del>yrs. Of service</del>	18 hrs. <del>Accrued/month = cash out</del>	2 hrs./month up to 24 hrs.
25+ <del>yrs. Of service</del>	19 hrs. <del>Accrued/month = cash out</del>	3 hrs./month up to <del>and over</del> 36 hrs.