

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, December 31, 2013

9:00 AM

Swift County Board Room – 301 14<sup>th</sup> St N, Benson, MN

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		<b>Call to Order and Roll Call</b>
9:01 a.m.		<b>Approve Agenda</b>
9:03 a.m.		<b>Consent Agenda</b>
	1-3	(1) Minutes from the December 17, 2013 Meeting
	4-6	(2) Consider approving 2014 budget revisions.
	7-8	(3) Consider approving a credit card account through Co-op Credit Union of Montevideo, Inc. with an aggregate credit limit of \$60,000.
	9-10	(4) Consider approving an MOU related to severance payouts for Local 2538 Swift County Human Services, Minnesota Council 65, AFSCME.
9:04 a.m.		<b>Consider Approval of Commissioner warrants and review Auditor warrants</b>
9:05 a.m.		<b>Commissioner and Board reports</b>
9:20 a.m.		<b>County Administrator report</b>
9:25 a.m.		<b>Citizens Comments</b>
		<b>Other Business</b>
	11-22	Consider approving policy changes and 2014-2016 wages for the non-union group
	23-24	Review and discuss 2014 Work Plan
		<b>Closed session to consider strategy for labor negotiations</b>
		Consider approving a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. (§13D.03)
		Closed session to consider strategy for labor negotiations
		Adjourn close session and return to open session
10:00 a.m.		<b>Adjournment</b>

## **SWIFT COUNTY BOARD MINUTES**

### **December 17, 2013**

Chairman Fox called the meeting to order at 11:00 AM with all members present as well as County Administrator Mike Pogge-Weaver, Assistant County Attorney Harry Hohman.

Chairman Fox asked if there were any additions to the agenda, there were none.

**12-17-13-01** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the agenda. Motion carried unanimously.

**12-17-13-02** Commissioner Peterson moved and Commissioner Klemm seconded to approve the Consent Agenda which consisted of the Regular Session and Executive Session Board Meeting Minutes of December 3, 2013, setting a special end of year meeting for December 31, 2013 at 9:00 AM, approving a renewal of the audit engagement with CliftonLarsonAllen LLP, and approval to open a fleet fuel card with WEX Inc. Motion carried unanimously.

**12-17-13-03** Commissioner Rudningen moved and Commissioner Klemm seconded to approve the Commissioner warrants as follows: Revenue: \$114,509.42; Solid Waste: \$21,909.30; Road and Bridge: \$96,039.17; Revolving Loan Fund: \$158,532.21; Welfare and Human Services: \$375.45; County Ditches: \$34,230.28; County Health Insurance: \$1,097.88; Upper Minnesota Watershed: \$5,946.16; Region 6 West Agency: \$28,769.79; and Townships and Cities Agency: \$2,146,013.39 which includes the following bills over \$2,000: Ascherman Oil, \$4,809.47; Benson Body Shop, \$6,593.96; Commerford Construction Inc, \$3,065.25; Computer Professionals Unlimited Inc, \$4,967.61; Countryside Public Health, \$44,381.00; Don's Building Center, \$9,680.00; Duininck Inc., \$57,723.66; JAAK LLC, \$10,098.00; Johnson Fee Inc, \$4,025.51; Marsden Bldg Maintenance LLC, \$4,140.34; Morris Sand And Gravel Inc, \$3,260.76; Office of Enterprise Technology, \$2,064.00; Pflipsen Trucking LLC, \$10,207.20; Ron Ringquist, \$2,286.24; Safe Avenues, \$3,050.00; Southside Body Shop & Glass, \$6,828.14; Swift County HRA, \$15,120.54; Swift County RDA, \$33,532.21; Treasurer, Appleton Township, \$33,032.65; Treasurer, Benson Township, \$19,592.11; Treasurer, Camp Lake Township, \$24,096.67; Treasurer, Cashel Township, \$34,490.93; Treasurer, City Of Appleton, \$545,381.64; Treasurer, City Of Benson, \$611,674.23; Treasurer, City Of Clontarf, \$37,936.98; Treasurer, City Of Danvers, \$28,691.33; Treasurer, City Of Degraff, \$5,858.34; Treasurer, City Of Holloway, \$87,771.88; Treasurer, City Of Kerkhoven, \$121,211.57; Treasurer, City Of Murdock, \$50,153.20; Treasurer, Clontarf Township, \$28,567.31; Treasurer, Dublin Township, \$32,019.72; Treasurer, Edison Township, \$24,803.69; Treasurer, Fairfield Township, \$20,283.20; Treasurer, Hayes Township, \$37,587.98; Treasurer, Hegbert Township, \$26,080.15; Treasurer, Kerkhoven Township, \$39,559.97; Treasurer, Kildare Township, \$30,477.48; Treasurer, Maryland Township, \$23,491.55; Treasurer, Moyer Township, \$24,892.57; Treasurer, Pillsbury Township, \$45,586.79; Treasurer, Shible Township, \$19,743.95; Treasurer, Six Mile Grove Township, \$23,889.45; Treasurer, Swenoda Township, \$47,821.29; Treasurer, Tara Township, \$30,790.86; Treasurer, Torning Township, \$33,130.10; Treasurer, West Bank Township, \$42,275.26; Upper MN River Watershed District, \$5,946.16; Upper MN Valley RDC, \$28,769.79; VanHeuveln General Contracting Inc, \$25,618.75; Waste Management of Northern Minnesota, \$7,103.33; and Wilcox Trust Account, \$125,000.00. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Fox reported on the Pomme de Terre Watershed, the Chippewa River Watershed, Woodland Centers, the Private Industry Council, LEAN 101 training, and the AMC conference. Commissioner Klemm reported on the AMC conference and safety training. Commissioner Peterson reported on the RDA Loan Committee and HRA. Commissioner Rudningen reported on the AMC conference and the Glacial Lakes Scenic Byway. Commissioner Hendrickx reported on 6W Corrections, Woodland Centers, Prairie Waters, and the AMC conference.

Administrator Pogge-Weaver updated the board on some of the sessions he attended at the AMC conference, on a request for someone to sit in on the Pioneerland librarian interviews, and a summary of the swim lane mapping done as part of the LEAN 101 training.

Environmental Services Director Scott Collins asked the board to consider approving Conditional Use Permit #4394, which was tabled at the November board meeting. The Planning and Zoning Commission created the operators permit for concrete crushing. Director Collins stated that Steve and Warren Svor withdrew their application on November 21 and then withdrew the withdrawal the following week and waived the 60 day rule.

**12-17-13-04** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the Concrete Crushing Operator's Permit and CUP #4394. Motion passed four to one, being opposed by Commissioner Peterson.

Director Collins also asked the board to consider approving Conditional Use Permit #4402, which was also tabled at the November board meeting. Commissioner Peterson asked that this be a separate line item in next year's budget in order to track the expenses associated with these permits, Commissioner Hendrickx also asked to track the County's piles as well.

**12-17-13-05** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the Concrete Crushing Operator's Permit and CUP #4402. Motion passed four to one, being opposed by Commissioner Peterson.

**12-17-13-06** Commissioner Peterson moved and Commissioner Rudningen seconded to approve the 2014-2015 Swift County Feedlot Program Delegation Agreement and Work Plan. Motion carried unanimously.

**12-17-13-07** Commissioner Rudningen moved and Commissioner Klemm seconded to approve the \$125,000 loan request for Carlson Manufacturing for gap financing of a laser equipment automation expansion project. Motion carried unanimously.

Swift County RDA's Small Business Survey winner was drawn. The winner was Natalie Capps.

Parks and Drainage Supervisor Mike Johnson asked the board to consider approving a request to update the appraisal to purchase land in the Appleton Area Recreation Park.

**12-17-13-08** Commissioner Peterson moved and Commissioner Hendrickx seconded to approve the request for a new appraisal for the purchase of the Appleton Area Recreation Park. Motion carried unanimously.

Administrator Pogge-Weaver presented the board with the proposed 2014 levy and final budget. The budget consisted of \$17,613,827 in revenues and \$17,722,198 in expenditures. The proposed levy was \$9,060,234. The proposed RDA levy was for \$87,000 and the proposed HRA levy was for \$45,000.

**12-17-13-09** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the 2014 levy and final budget for Swift County. Motion carried unanimously.

**12-17-13-10** Commissioner Klemm moved and Commissioner Rudningen seconded to approve the 2014 levy and final budget for RDA. Motion carried unanimously.

**12-17-13-11** Commissioner Peterson moved and Commissioner Hendrickx seconded to approve the 2014 levy and final budget for HRA. Motion carried unanimously.

Administrator Pogge-Weaver asked the board to set the 2014 Commissioner Salaries and Schedule of Per

Diem. The current commissioner salary is \$18,392 plus \$500 for the chair and the per diem is \$70. Administrator Pogge-Weaver's recommendation, based on the union negotiations, was for a one percent increase in salaries making the commissioner salary \$18,575 and the chair's salary \$19,075.

**12-17-13-12** Commissioner Hendrickx moved and Commissioner Peterson seconded to approve setting the 2014 Commissioner Salaries and Schedule of Per diem with a 1% increase from the 2013 schedule. Motion carried unanimously.

The Union Negotiations Committee is recommending approval of the LELS Local #10 Agreement which includes a change to paid time off for new hires and option for existing employees, a participatory county wellness program, a pro-rated withdrawal from severance pay for the VEBA and HSA contributions made in January for employees leaving mid-year, changes to the wage table, and a one percent increase each of the three years of the contract. Administrator Pogge-Weaver also updated the board on a possible grievance over the holiday pay in the LELS contract.

**12-03-13-13** Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve the 2014-2016 Master Agreement between LELS Local #10 and Swift County. Motion carried unanimously.

Meeting adjourned at 12:13 PM.

WITNESSED:

\_\_\_\_\_  
Joe Fox, Chair

ATTEST:

\_\_\_\_\_  
Michel Pogge-Weaver, County Administrator



# Request for Board Action

BOARD MEETING DATE:  
December 31, 2013

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Mike Pogge-Weaver	REQUESTOR PHONE: 320-314-8399
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving 2014 budget amendments.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The board is asked to approve the attached budget revisions for the following departments: Administration, Auditor, Courthouse, and Highway.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?    None	

### Budget Information

FUNDING:    n/a
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Did not review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

## Budget Change Request Form

### Requestor Information

Department: Administration (031), Auditor (040), and Courthouse (110) Date: 12/31/2013

Dept. Head: Mike Pogge-Weaver

### Reallocation Request

	<u>Account</u>	<u>Amount</u>
Reallocate budgeted funds from:	<u>40-6110</u>	<u>(\$19,000)</u>
	<u>40-6151</u>	<u>(\$11,000)</u>
	<u>40-6152</u>	<u>(\$113)</u>
	<u>40-6161</u>	<u>(\$1,950)</u>
	<u>40-6171</u>	<u>(\$1,370)</u>
	<u>40-6172</u>	<u>(\$3,190)</u>
	<u>110-6603</u>	<u>(\$5,320)</u>
to:	<u>31-6110</u>	<u>\$22,100</u>
	<u>31-6151</u>	<u>\$12,725</u>
	<u>31-6152</u>	<u>\$133</u>
	<u>31-6161</u>	<u>\$2,175</u>
	<u>31-6171</u>	<u>\$1,570</u>
	<u>31-6172</u>	<u>\$3,240</u>

Reason for change request: The payroll position was moved from Auditor to Administration mid-year. Additionally we added a payroll position in late November and it was paid for out of the Administration budget in 2013. In 2014 the expense for the custodian position will be moved to Courthouse Operations.

### Additional Appropriation Request

	<u>Account</u>	<u>Amount</u>
Additional appropriation requested:	_____	_____
	_____	_____

Reason for change request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Board Action Taken

Approved       Denied      Date: \_\_\_\_\_

## Budget Change Request Form

### Requestor Information

Department: Highway Date: 12/23/2013  
 Dept. Head: Andrew Stanber

### Reallocation Request

<u>Account Number</u>	<u>Account Name</u>	<u>Amount Added</u>	<u>Amount Deducted</u>

Reason for change request: \_\_\_\_\_  
 \_\_\_\_\_

### Additional Appropriation Request

<u>Account Number</u>	<u>Account Name</u>	<u>Amount Requested</u>
<u>03-300-6379</u>	<u>ADMIN. - SERVICES</u>	<u>30,147.30</u>
<u>03-300-6409</u>	<u>ADMIN. - SUPPLIES</u>	<u>111,244.44</u>
	<u>TOTAL:</u>	<u>141,391.74</u>

Reason for additional appropriation: RURAL ADDRESSING COSTS FOR F.Y. 2013 - THIS WAS NOT BUDGETED, AND REQUEST ADD'L APPROPRIATION FROM ROAD & BRIDGE CASH BALANCE.  
*J.P. Frong*

### Board Action Taken

Approved   
  Denied   
 Date: \_\_\_\_\_

Attach any additional information desired to support/clarify your request.



# Request for Board Action

BOARD MEETING DATE:  
December 31, 2013

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Kim Saterbak	REQUESTOR PHONE: 320-843-6108
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a credit card account through Co-op Credit Union of Montevideo, Inc.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Staff reviewed credit card options from Bank of the West, Riverwood Bank, First Security Bank, State Bank of Danvers, and Co-op Credit Union of Montevideo. After reviewing all of the option, staff is recommending that we go with Co-op Credit Union of Montevideo. The card will carry no fee, unless we fail to make timely payments or go over the set limits.  In addition to approval to open the account, staff is requesting that the board approve requesting an aggregate credit limit of \$60,000. While the account will have an aggregate limit of \$60,000, individual cards will have a low limit set in the policy manual. The dollar limits and procedures established in our credit card purchasing portion of the manual will help limit the liability exposure to for the County. Authority to order, edit, and cancel credit cards will be assigned to the Auditor and the Administrator.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Approval after final review	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

### Board Action

Motions ___ J Fox ___ G Hendrickx ___ G Klemm ___ P Peterson ___ E Rudningen	
Action	Vote





# Request for Board Action

BOARD MEETING DATE:  
December 31, 2013

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Mike Pogge-Weaver	REQUESTOR PHONE: 320-314-8399
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving an MOU related to severance payouts for Local 2538 Swift County Human Services, Minnesota Council 65, AFSCME.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Local 2538 Swift County Human Services, Minnesota Council 65, AFSCME has requested that the county approve a MOU that would place the severance of employees with 40 or more years of county service in a Health Care Savings Plan. This is a tax deferred option that saves both the employees and the County money.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?    None	

### Budget Information

FUNDING:    n/a
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Did not review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

**MEMORANDUM OF UNDERSTANDING**

**This memorandum of understanding agreed upon between Swift County, and Local 2538 Swift County Human Services, Minnesota Council 65, American Federation of State, County and Municipal Employees, AFL-CIO.**

The parties agree to the following:

Effective as of January 1, 2014, Pursuant to rules and regulations under Section 115 of the United State Internal Revenue Code, employees that have 40 years or more of service with Swift County shall be required to deposit 100% of their banked compensatory time, accrued vacation leave and allowed sick leave severance pay into the Health Care Savings Plan administered by the Minnesota State Retirement System. Upon death of an employee, any payments due would be made in cash to their estate. Employees with less than 40 years of service with Swift County shall receive the severance as cash. This MOU shall be incorporated into the contract that is currently be negotiated when that contract has been agreed to.

**Swift County**

**FOR A.F.S.C.M.E. 65, AFL-CIO  
LOCAL 2538 Human Services Unit**

\_\_\_\_\_

\_\_\_\_\_

President

\_\_\_\_\_

\_\_\_\_\_

Jon Anderson, Staff Representative

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Request for Board Action

BOARD MEETING DATE:  
December 31, 2013

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Mike Pogge-Weaver	REQUESTOR PHONE: 320-314-8399
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving policy changes and 2014-2016 wages for the non-union group	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The County held a series of meetings with representatives from the non-union group on policy changes and 2014-2016 wages. The meetings has resulted in an agreement that contains many of the elements that was part of the LELS union group and includes: <ul style="list-style-type: none"> <li>1. Moving to a paid-time-off (PTO) plan for all new hires and current employees who choose to make the change. This replaces the vacation, sick and severance pay that the contract currently provides.</li> <li>2. Permits the County to develop and implement a participatory wellness program.</li> <li>3. Any employee leaving County service will have a prorated portion of the employer funded VEBA or HSA account withheld from their severance and last pay check.</li> <li>4. The agreement approves a 1.5% COLA increase in 2014, a modification to the wage table in 2015 that results in a 2.5% increase in 2015, and a 1.5% COLA increase in 2016.</li> </ul> <p>Members of non-union group ratified the agreement on December 19, 2013. The County's negotiating team is recommending approval of the agreement as presented.</p>	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?    None	

### Budget Information

FUNDING:    n/a
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Did not review	RECOMMENDATIONS: Approve
COMMENTS: Reviewed by the County's Labor Attorney	COMMENTS: None

## Policy Statement

**TITLE**  
Personnel Policies

**CODE**  
201

**\*\* EXCERPT \*\***

**The following language will replace the existing language in the personnel policy. Highlighted sections show the areas that are being changed.**

**201.154 – Health Care Savings Arrangement**

**(D) Employer Contributions**

(1) If you are eligible to participate, the County will make an annual contribution to individual accounts under the Health Reimbursement Arrangement for Active Employees in accordance with the following schedule:

- \$1,125 for each eligible employee who elects single coverage under the group health plan described in Subdivision (E); and
- \$2,250 for each eligible employee who elects family coverage under the group health plan described in Subdivision (E).

Contributions are dependent and subject to participation in the County's participatory wellness program as outlined in Section 201.154.B. Half of the contribution will be withheld from employees that fail to meet the minimum participation level in the County participatory wellness program.

(2) Contributions for employees starting on or after January 16th will be prorated for the number of months participating during the year, i.e. six months would qualify for 6/12s of the normal annual contribution.

(3) The County also agrees to pay all fees for administration of the VEBA for active employees.

(4) Any employee leaving County service will have a prorated portion funded withheld from their severance and last pay check.

**(E) Group Health Plan – Employer shall also make available the group health plan described as the “VEBA Plan”.**

## 201.154.A – Health Savings Account

### (A) Introduction –

- (1) The County may adopt a High Deductible Health Plan for group health plan in which a Health Savings Account may be used. Contributions to the HSA may be made pre-tax under a Section 125 Cafeteria Plan. Individual contributions are deducted pre-tax via payroll deduction. The employee, the employer, or both may make contributions to the HSA account.

- (B) Eligibility – All non-union employees, and others as provided for in their collective bargaining agreements, are eligible to receive employer contributions to their individual accounts and may made additional individual contributions pre-tax via payroll deduction.

### (C) Employer Contributions

- (1) If you are eligible to participate, the County will make an annual contribution to individual accounts under the Health Savings Account for Active Employees in accordance with the following schedule:

- \$1,125 for each eligible employee who elects single coverage under the group health plan described in Subdivision (D); and
- \$2,250 for each eligible employee who elects family coverage under the group health plan described in Subdivision (D).

Contributions are dependent and subject to participation in the County's participatory wellness program as outlined in Section 201.154.B. Half of the contribution will be withheld from employees that fail to meet the minimum participation level in the County participatory wellness program.

- (2) Contributions for employees starting on or after January 16th will be prorated for the number of months participating during the year, i.e. six months would qualify for 6/12s of the normal annual contribution.
- (3) The County also agrees to pay all fees for administration of the HSA for active employees.
- (4) Any employee leaving County service will have a prorated portion of the employer funded portion withheld from their severance and last pay check.

- (D) Group Health Plan – Employer shall make available at least one group health plan that is a High Deductible Health Plan and HSA compliant.

- (E) Administrative Fee – Administrative fees allocable to individual accounts of active employees shall be paid by the County. Administrative fees allocable to the individual accounts of former employees, including retirees, shall be paid from individual accounts. Administrative fees shall

be paid from individual accounts of all participants in the event the HSA Plan is terminated.

(F) Impact on Other Arrangements –

- (1) This policy supersedes and revokes all previous policies on this matter, including, to the extent applicable, other written or oral statements of policy and procedure that address other welfare benefits. The policies and procedures outlined herein are not intended to create any contractual rights or duties, and will be applied at the County's discretion. Although contributions made to employee accounts in the Health Reimbursement Arrangement for Active Employees are irrevocable, the County may amend or terminate its contributions policy at any time.
- (2) Employment with the County is "at-will," which means that either the employee or the County are free to terminate the employment relationship at any time, with or without notice. Your at-will status is not altered by any statement in this policy.

**201.154.B – County participatory wellness program**

(A) At the discussion of the Employer, a County participatory wellness program maybe started. Half of the VEBA or HSA contribution will be withheld from employees that fail to meet the minimum participation level in the County participatory wellness program. Examples of participatory wellness programs include:

- A diagnostic testing program providing a reward for participation without basing any part of the reward on outcomes. The employer will treat time spent completing diagnostic testing as a call out for any employee that completes it during nonscheduled time. The employer may schedule additional training in conjunction with call outs.
- A program providing a reward to employees for attending a monthly, no-cost health education seminar.

(B) Employees who fail to meet the minimum participation levels in the annual wellness program will one half of their VEBA or HSA funds withheld the next year. Employees who have funds withheld will have until June 30th of the next year to complete the require elements in order to receive their withheld contributions. Once the elements are completed, the employer will fully fund that year's contributions.

(C) For 2014 all VEBA and HSA employer contributions will be fully funded.

(D) Required participation levels

- (1) For 2014 employees will only need to complete a health questionnaire.
- (2) For 2015 and beyond, employees will need to complete a health

questionnaire, possibly diagnostic (biometric) testing, and 3 health wellness programs. The county agrees to offer a minimum of 12 health wellness programs throughout the year.

- (E) At least one employee of each union group and the non-union group will be offered the opportunity to serve on the County Wellness Committee. Employee representatives will be subject to approval of the respective employee group and the County Board.

#### **201.155 - Life Insurance**

Unless otherwise specified in a collective bargaining agreement, the County will provide a \$30,000 term life insurance policy to all employees working 30 hours a week or more. Life insurance for the employee's spouse and dependents, as well as increased coverage amounts is optional at the employee's expense.

#### **201.156 - Disability Insurance**

- (A) All full-time (30 hours/week) employees of the County are covered by disability insurance. If loss of work occurs due to disability, the employee is paid according to the schedule of benefits described in the policy. A short-term disability policy provides for \$800 per month in benefits and a long-term policy provides for \$1,000 (per month. Additional coverage is available at employee expense.

#### **201.251 – Qualified Employees**

- (A) Permanent, full-time employees are qualified for all leave benefits. Sick and vacation leaves are for employees who were hired on or prior to December 31, 2013 and who did not convert to paid-time-off leave. Paid-time-off leave is for those employees hired on or after January 1, 2014 and those employees that were hired prior to January 1, 2014 and chose to convert to paid-time-off leave.
- (B) Temporary/seasonal employees are not entitled to any type of leave (sick leave, vacation leave, paid-time-off leave, jury or court leave, education leave, bereavement leave) or holidays with pay.
- (C) Permanent, part-time employees earn prorated vacation and sick leave or PTO leave depending on their normally scheduled hours, i.e. half-time employees earn half the listed amount of vacation or sick leave, etc.

#### **201.252 – Vacation**

- (F) Any employee leaving County employment in good standing, after giving proper notice of such termination, shall be compensated for vacation leave accrued and unused to the date of separation at their regular rate of pay. For employees who are not part of a collective bargaining group, one hundred percent (100%) of such compensation shall be paid into the employee's VEBA account if they participate in a VEBA health insurance plan.

**201.252A – Paid-Time-Off**

(A) Employees hired on or after January 1, 2014 and after will automatically be placed on the PTO Plan. Employees hired on or before December 31, 2013 may remain on the current vacation and sick leave plans or opt to convert to the PTO plan. Once an employee chooses to convert to the PTO plan they cannot convert back.

(B) Conversion Options. Optional for employees hired before January 1, 2014. Employee must make election by February 1, 2014 with the conversion and transition occurring on March 1, 2014.

Unused accrued vacation balances shall be converted hour-for-hour to the PTO account of each employee.

Unused accrued regular sick leave may be converted in one of two ways. Each employee will determine how to convert his or her own individual sick leave balances. A combination of both methods may be utilized. In that case, the employee will indicate how many hours of accrued sick leave will be converted via method one and how many hours will be converted via method two. The sick leave conversion decision is a one-time decision and is irrevocable.

(1) Sick Leave Conversion Method One – earned, accrued sick leave will be converted hour-for-hour to the Extended Sick Leave Bank (ESLB).

(2) Sick Leave Conversion Method Two – earned, accrued sick leave will be converted to PTO according to the following schedule:

0 to 5 years	10% of unused sick leave
6 to 10 years	25% of unused sick leave
11 to 15 years	50% of unused sick leave
16+ years	60% of unused sick leave

(C) Extended Sick Leave Bank

The ESLB shall be available only to employees hired prior to January 1, 2014 and shall be funded by sick leave converted from the sick leave banks of those employees that were in existence prior to the creation of PTO.

For employees hired prior to January 1, 2014, absence due to illness, disability or injury may be taken from the ESLB or from the PTO Plan, at the employee's choice. However, the supervisor may require acceptable medical verification before approving use of ESLB time.

ESLB shall be paid 50% of their ESLB not to exceed 400 hours upon termination of employment.

- (D) All regular full-time employees shall accrue paid PTO in accordance with the following schedule, which shall be prorated based on full time equivalency:

<u>Length of Service</u>	<u>Annual F.T.E</u>
0 through 2 years	136 hours (17 days)
After 2 through 6 years	160 hours (20 days)
After 6 through 10 years	192 hours (24 days)
After 10 through 15 years	224 hours (28 days)
After 15 through 20 years	248 hours (31 days)
After 20 years	280 hours (35 days)

An employee may utilize PTO to the extent that it is earned.

- (E) Accumulation of PTO days is permitted but shall not exceed six hundred (600) hours for employees hired prior to January 1, 2014 and four hundred (400) hours for employees hired on or after January 1, 2014. Any excess hours are forfeited. PTO will be accrued only when the employee is on compensated payroll status. If the employee is not on fully compensated status, PTO will accrue on a pro-rata basis. "Compensated payroll status" means PTO time, working time or compensatory time.
- (F) Any employee with more than one (1) year of service who leaves the employment of the Employer by reason of death, disability, retirement, or resignation in good standing will be paid for his or her unused accrued PTO time. Resignation in good standing means providing a written resignation a minimum of 14 days before its effective date and the resignation is accepted by the County Board when no charges or allegations of misconduct are pending against the employee.
- (G) PTO can be used for any purpose, subject only to necessary request and approval procedures consistent with departmental policy and this labor agreement.
- (H) Non-emergency use of PTO must be requested in advance according to departmental policies. Emergency use may require documentation of the emergency. Non-scheduled PTO request may be denied. Failure to follow departmental policies regarding advance approval or appropriate emergency use of PTO may subject the employee to disciplinary action.
- (I) Medical Certification: A doctor's certificate stating the nature and duration of an illness or injury and verifying that the employee is unable to perform the duties and responsibilities of the employee's position may be required at the discretion of the supervisor before the use of emergency PTO is approved. A statement attesting to the employee's ability to return to work

and perform the essential functions of that employee's position may also be required before the employee returns to work.

#### **201.254 - Sick Leave**

- (N) Employees terminating employment with Swift County shall receive, as severance pay, fifty percent (50%) of all accumulated unused sick leave to their credit. Current hourly rates of pay will be used in determining amount received. For employees who are not part of a collective bargaining group, one hundred percent (100%) of sick leave severance pay will be paid to the Employee's VEBA account if they participate in a VEBA health insurance plan.

#### **201.255 - Coordination of Leave with Workers' Compensation**

- (A) An employee receiving sick leave with pay or paid-time-off leave and simultaneously receiving compensation under the Workers' Compensation Act shall, for the duration of compensation under the Workers' Act, receive only that portion of regular salary which will, together with said compensation, equal their regular net salary. Sick leave or paid-time-off leave shall be charged accordingly. With appropriate leaves taken, the employee may sign over their Workers' Compensation check to the County and in return receive their regular salary.

#### **201.256 - Bereavement Leave**

- (A) Every full-time, permanent employee is eligible to receive a bereavement leave with pay of three (3) days to be taken within seven calendar days following a death of the employee's spouse, brother, sister, children, children's spouse, mother, father, grandparent, and grandchild, or the child, grandchild, mother, father, sister, or brother of the employee's spouse. A person identified in an employee's personnel file as "in a similar role" shall also be included. The Board may grant additional days when extenuating circumstances arise.
- (B) Permanent, part-time employees will receive prorated bereavement leave based upon their normally scheduled hours.
- (C) Bereavement leave shall not be chargeable to any accrued leave account. Bereavement leave will be treated as an approved holiday for pay purposes.

#### **201.409 – Probationary Period**

- (A) All employees will be subject to a standard probationary period of one year from their first duty day following appointment. The probationary period is an integral part of the selection process and shall be utilized for observing the employee's work, for securing the most effective adjustment of the employee for the position, and for rejecting any employee whose performance does not meet the required work standards.

SWIFT COUNTY PAY TABLE		101.0%									
1/1/13 - 12/31/13											
Steps											
Grade	Starting	1 Yr	2 Yr	3 Yr	4 Yr	5 Yr	10 Yr	15 Yr	20 Yr	25 Yr	30 Yr
1	\$8.71	\$8.92	\$9.13	\$9.37	\$9.60	\$9.84	\$10.33	\$10.85	\$11.39	\$11.95	\$12.54
2	\$9.76	\$10.00	\$10.25	\$10.50	\$10.78	\$11.04	\$11.59	\$12.17	\$12.78	\$13.42	\$14.09
3	\$10.86	\$11.12	\$11.41	\$11.69	\$11.99	\$12.29	\$12.91	\$13.55	\$14.23	\$14.95	\$15.69
4	\$11.93	\$12.23	\$12.53	\$12.86	\$13.17	\$13.51	\$14.19	\$14.91	\$15.64	\$16.42	\$17.25
5	\$13.02	\$13.35	\$13.68	\$14.03	\$14.38	\$14.74	\$15.47	\$16.24	\$17.06	\$17.91	\$18.82
6	\$14.12	\$14.47	\$14.84	\$15.20	\$15.58	\$15.97	\$16.77	\$17.60	\$18.47	\$19.39	\$20.37
7	\$15.17	\$15.55	\$15.93	\$16.33	\$16.74	\$17.16	\$18.01	\$18.92	\$19.86	\$20.86	\$21.90
8	\$16.25	\$16.65	\$17.08	\$17.50	\$17.94	\$18.39	\$19.31	\$20.28	\$21.29	\$22.36	\$23.47
9	\$17.35	\$17.80	\$18.25	\$18.71	\$19.18	\$19.66	\$20.63	\$21.67	\$22.77	\$23.91	\$25.10
10	\$18.44	\$18.91	\$19.37	\$19.86	\$20.35	\$20.87	\$21.91	\$23.01	\$24.15	\$25.37	\$26.63
11	\$19.52	\$20.01	\$20.51	\$21.03	\$21.55	\$22.09	\$23.20	\$24.37	\$25.58	\$26.86	\$28.20
12	\$20.60	\$21.12	\$21.65	\$22.19	\$22.76	\$23.32	\$24.49	\$25.71	\$27.01	\$28.34	\$29.77
13	\$21.68	\$22.24	\$22.79	\$23.35	\$23.94	\$24.53	\$25.76	\$27.05	\$28.39	\$29.82	\$31.31
14	\$22.76	\$23.32	\$23.91	\$24.50	\$25.12	\$25.74	\$27.04	\$28.38	\$29.81	\$31.30	\$32.87
15	\$23.86	\$24.45	\$25.06	\$25.68	\$26.32	\$26.98	\$28.32	\$29.74	\$31.23	\$32.78	\$34.42
16	\$24.94	\$25.56	\$26.20	\$26.86	\$27.53	\$28.22	\$29.63	\$31.13	\$32.68	\$34.31	\$36.03
17	\$26.01	\$26.65	\$27.32	\$28.01	\$28.70	\$29.42	\$30.90	\$32.44	\$34.07	\$35.76	\$37.56
18	\$27.08	\$27.75	\$28.44	\$29.16	\$29.89	\$30.63	\$32.16	\$33.76	\$35.45	\$37.22	\$39.09
19	\$28.15	\$28.85	\$29.57	\$30.31	\$31.06	\$31.85	\$33.43	\$35.10	\$36.87	\$38.70	\$40.63
20	\$29.25	\$29.98	\$30.73	\$31.49	\$32.28	\$33.08	\$34.73	\$36.47	\$38.29	\$40.21	\$42.22
21	\$30.36	\$31.14	\$31.91	\$32.70	\$33.51	\$34.35	\$36.07	\$37.85	\$39.75	\$41.74	\$43.83
22	\$31.43	\$32.22	\$33.02	\$33.86	\$34.69	\$35.56	\$37.34	\$39.21	\$41.18	\$43.24	\$45.40
23	\$32.51	\$33.33	\$34.16	\$35.02	\$35.91	\$36.79	\$38.64	\$40.57	\$42.59	\$44.73	\$46.98
24	\$33.59	\$34.43	\$35.30	\$36.17	\$37.07	\$38.01	\$39.90	\$41.89	\$43.99	\$46.19	\$48.50
25	\$34.67	\$35.54	\$36.43	\$37.34	\$38.27	\$39.23	\$41.20	\$43.26	\$45.42	\$47.69	\$50.08
26	\$35.76	\$36.67	\$37.59	\$38.53	\$39.50	\$40.47	\$42.50	\$44.62	\$46.86	\$49.20	\$51.66
27	\$36.95	\$37.85	\$38.81	\$39.78	\$40.78	\$41.80	\$43.89	\$46.09	\$48.40	\$50.80	\$53.35
28	\$37.95	\$38.89	\$39.85	\$40.85	\$41.87	\$42.93	\$45.07	\$47.33	\$49.69	\$52.18	\$54.79
29	\$39.01	\$39.97	\$40.98	\$42.00	\$43.05	\$44.13	\$46.34	\$48.65	\$51.10	\$53.64	\$56.33
30	\$40.28	\$41.28	\$42.32	\$43.37	\$44.46	\$45.57	\$47.85	\$50.25	\$52.75	\$55.39	\$58.16

SWIFT COUNTY PAY TABLE 1/1/14 - 12/31/14 Steps					101.5%						
Grade	Starting	1 Yr	2 Yr	3 Yr	4 Yr	5 Yr	10 Yr	15 Yr	20 Yr	25 Yr	30 Yr
1	\$8.84	\$9.05	\$9.27	\$9.51	\$9.74	\$9.99	\$10.48	\$11.01	\$11.56	\$12.13	\$12.73
2	\$9.91	\$10.15	\$10.40	\$10.66	\$10.94	\$11.21	\$11.76	\$12.35	\$12.97	\$13.62	\$14.30
3	\$11.02	\$11.29	\$11.58	\$11.87	\$12.17	\$12.47	\$13.10	\$13.75	\$14.44	\$15.17	\$15.93
4	\$12.11	\$12.41	\$12.72	\$13.05	\$13.37	\$13.71	\$14.40	\$15.13	\$15.87	\$16.67	\$17.51
5	\$13.22	\$13.55	\$13.89	\$14.24	\$14.60	\$14.96	\$15.70	\$16.48	\$17.32	\$18.18	\$19.10
6	\$14.33	\$14.69	\$15.06	\$15.43	\$15.81	\$16.21	\$17.02	\$17.86	\$18.75	\$19.68	\$20.68
7	\$15.40	\$15.78	\$16.17	\$16.57	\$16.99	\$17.42	\$18.28	\$19.20	\$20.16	\$21.17	\$22.23
8	\$16.49	\$16.90	\$17.34	\$17.76	\$18.21	\$18.67	\$19.60	\$20.58	\$21.61	\$22.70	\$23.82
9	\$17.61	\$18.07	\$18.52	\$18.99	\$19.47	\$19.95	\$20.94	\$22.00	\$23.11	\$24.27	\$25.48
10	\$18.72	\$19.19	\$19.66	\$20.16	\$20.66	\$21.18	\$22.24	\$23.36	\$24.51	\$25.75	\$27.03
11	\$19.81	\$20.31	\$20.82	\$21.35	\$21.87	\$22.42	\$23.55	\$24.74	\$25.96	\$27.26	\$28.62
12	\$20.91	\$21.44	\$21.97	\$22.52	\$23.10	\$23.67	\$24.86	\$26.10	\$27.42	\$28.77	\$30.22
13	\$22.01	\$22.57	\$23.13	\$23.70	\$24.30	\$24.90	\$26.15	\$27.46	\$28.82	\$30.27	\$31.78
14	\$23.10	\$23.67	\$24.27	\$24.87	\$25.50	\$26.13	\$27.45	\$28.81	\$30.26	\$31.77	\$33.36
15	\$24.22	\$24.82	\$25.44	\$26.07	\$26.71	\$27.38	\$28.74	\$30.19	\$31.70	\$33.27	\$34.94
16	\$25.31	\$25.94	\$26.59	\$27.26	\$27.94	\$28.64	\$30.07	\$31.60	\$33.17	\$34.82	\$36.57
17	\$26.40	\$27.05	\$27.73	\$28.43	\$29.13	\$29.86	\$31.36	\$32.93	\$34.58	\$36.30	\$38.12
18	\$27.49	\$28.17	\$28.87	\$29.60	\$30.34	\$31.09	\$32.64	\$34.27	\$35.98	\$37.78	\$39.68
19	\$28.57	\$29.28	\$30.01	\$30.76	\$31.53	\$32.33	\$33.93	\$35.63	\$37.42	\$39.28	\$41.24
20	\$29.69	\$30.43	\$31.19	\$31.96	\$32.76	\$33.58	\$35.25	\$37.02	\$38.86	\$40.81	\$42.85
21	\$30.82	\$31.61	\$32.39	\$33.19	\$34.01	\$34.87	\$36.61	\$38.42	\$40.35	\$42.37	\$44.49
22	\$31.90	\$32.70	\$33.52	\$34.37	\$35.21	\$36.09	\$37.90	\$39.80	\$41.80	\$43.89	\$46.08
23	\$33.00	\$33.83	\$34.67	\$35.55	\$36.45	\$37.34	\$39.22	\$41.18	\$43.23	\$45.40	\$47.68
24	\$34.09	\$34.95	\$35.83	\$36.71	\$37.63	\$38.58	\$40.50	\$42.52	\$44.65	\$46.88	\$49.23
25	\$35.19	\$36.07	\$36.98	\$37.90	\$38.84	\$39.82	\$41.82	\$43.91	\$46.10	\$48.41	\$50.83
26	\$36.30	\$37.22	\$38.15	\$39.11	\$40.09	\$41.08	\$43.14	\$45.29	\$47.56	\$49.94	\$52.43
27	\$37.50	\$38.42	\$39.39	\$40.38	\$41.39	\$42.43	\$44.55	\$46.78	\$49.13	\$51.56	\$54.15
28	\$38.52	\$39.47	\$40.45	\$41.46	\$42.50	\$43.57	\$45.75	\$48.04	\$50.44	\$52.96	\$55.61
29	\$39.60	\$40.57	\$41.59	\$42.63	\$43.70	\$44.79	\$47.04	\$49.38	\$51.87	\$54.44	\$57.17
30	\$40.88	\$41.90	\$42.95	\$44.02	\$45.13	\$46.25	\$48.57	\$51.00	\$53.54	\$56.22	\$59.03

SWIFT COUNTY PAY TABLE 1/1/15 - 12/31/15 Steps			100.0% Made step change adding 0.5% to steps 1-5 Adds approximatly 2.5% to table								
Grade	Starting	1 Yr	2 Yr	3 Yr	4 Yr	5 Yr	10 Yr	15 Yr	20 Yr	25 Yr	30 Yr
1	\$ 8.84	\$ 9.11	\$ 9.38	\$ 9.66	\$ 9.95	\$ 10.25	\$ 10.76	\$ 11.30	\$ 11.86	\$ 12.46	\$ 13.08
2	\$ 9.91	\$ 10.21	\$ 10.51	\$ 10.83	\$ 11.15	\$ 11.49	\$ 12.06	\$ 12.67	\$ 13.30	\$ 13.96	\$ 14.66
3	\$ 11.02	\$ 11.35	\$ 11.69	\$ 12.04	\$ 12.40	\$ 12.78	\$ 13.41	\$ 14.08	\$ 14.79	\$ 15.53	\$ 16.30
4	\$ 12.11	\$ 12.47	\$ 12.85	\$ 13.23	\$ 13.63	\$ 14.04	\$ 14.74	\$ 15.48	\$ 16.25	\$ 17.06	\$ 17.92
5	\$ 13.22	\$ 13.62	\$ 14.03	\$ 14.45	\$ 14.88	\$ 15.33	\$ 16.09	\$ 16.90	\$ 17.74	\$ 18.63	\$ 19.56
6	\$ 14.33	\$ 14.76	\$ 15.20	\$ 15.66	\$ 16.13	\$ 16.61	\$ 17.44	\$ 18.32	\$ 19.23	\$ 20.19	\$ 21.20
7	\$ 15.40	\$ 15.86	\$ 16.34	\$ 16.83	\$ 17.33	\$ 17.85	\$ 18.75	\$ 19.68	\$ 20.67	\$ 21.70	\$ 22.79
8	\$ 16.49	\$ 16.98	\$ 17.49	\$ 18.02	\$ 18.56	\$ 19.12	\$ 20.07	\$ 21.08	\$ 22.13	\$ 23.24	\$ 24.40
9	\$ 17.61	\$ 18.14	\$ 18.68	\$ 19.24	\$ 19.82	\$ 20.41	\$ 21.44	\$ 22.51	\$ 23.63	\$ 24.81	\$ 26.06
10	\$ 18.72	\$ 19.28	\$ 19.86	\$ 20.46	\$ 21.07	\$ 21.70	\$ 22.79	\$ 23.93	\$ 25.12	\$ 26.38	\$ 27.70
11	\$ 19.81	\$ 20.40	\$ 21.02	\$ 21.65	\$ 22.30	\$ 22.97	\$ 24.11	\$ 25.32	\$ 26.59	\$ 27.91	\$ 29.31
12	\$ 20.91	\$ 21.54	\$ 22.18	\$ 22.85	\$ 23.53	\$ 24.24	\$ 25.45	\$ 26.73	\$ 28.06	\$ 29.46	\$ 30.94
13	\$ 22.01	\$ 22.67	\$ 23.35	\$ 24.05	\$ 24.77	\$ 25.52	\$ 26.79	\$ 28.13	\$ 29.54	\$ 31.01	\$ 32.57
14	\$ 23.10	\$ 23.79	\$ 24.51	\$ 25.24	\$ 26.00	\$ 26.78	\$ 28.12	\$ 29.52	\$ 31.00	\$ 32.55	\$ 34.18
15	\$ 24.22	\$ 24.95	\$ 25.69	\$ 26.47	\$ 27.26	\$ 28.08	\$ 29.48	\$ 30.96	\$ 32.50	\$ 34.13	\$ 35.83
16	\$ 25.31	\$ 26.07	\$ 26.85	\$ 27.66	\$ 28.49	\$ 29.34	\$ 30.81	\$ 32.35	\$ 33.97	\$ 35.66	\$ 37.45
17	\$ 26.40	\$ 27.19	\$ 28.01	\$ 28.85	\$ 29.71	\$ 30.60	\$ 32.14	\$ 33.74	\$ 35.43	\$ 37.20	\$ 39.06
18	\$ 27.49	\$ 28.31	\$ 29.16	\$ 30.04	\$ 30.94	\$ 31.87	\$ 33.46	\$ 35.13	\$ 36.89	\$ 38.74	\$ 40.67
19	\$ 28.57	\$ 29.43	\$ 30.31	\$ 31.22	\$ 32.16	\$ 33.12	\$ 34.78	\$ 36.52	\$ 38.34	\$ 40.26	\$ 42.27
20	\$ 29.69	\$ 30.58	\$ 31.50	\$ 32.44	\$ 33.42	\$ 34.42	\$ 36.14	\$ 37.95	\$ 39.84	\$ 41.84	\$ 43.93
21	\$ 30.82	\$ 31.74	\$ 32.70	\$ 33.68	\$ 34.69	\$ 35.73	\$ 37.52	\$ 39.39	\$ 41.36	\$ 43.43	\$ 45.60
22	\$ 31.90	\$ 32.86	\$ 33.84	\$ 34.86	\$ 35.90	\$ 36.98	\$ 38.83	\$ 40.77	\$ 42.81	\$ 44.95	\$ 47.20
23	\$ 33.00	\$ 33.99	\$ 35.01	\$ 36.06	\$ 37.14	\$ 38.26	\$ 40.17	\$ 42.18	\$ 44.29	\$ 46.50	\$ 48.83
24	\$ 34.09	\$ 35.11	\$ 36.17	\$ 37.25	\$ 38.37	\$ 39.52	\$ 41.50	\$ 43.57	\$ 45.75	\$ 48.04	\$ 50.44
25	\$ 35.19	\$ 36.25	\$ 37.33	\$ 38.45	\$ 39.61	\$ 40.79	\$ 42.83	\$ 44.98	\$ 47.23	\$ 49.59	\$ 52.07
26	\$ 36.30	\$ 37.39	\$ 38.51	\$ 39.67	\$ 40.86	\$ 42.08	\$ 44.19	\$ 46.40	\$ 48.71	\$ 51.15	\$ 53.71
27	\$ 37.50	\$ 38.63	\$ 39.78	\$ 40.98	\$ 42.21	\$ 43.47	\$ 45.65	\$ 47.93	\$ 50.33	\$ 52.84	\$ 55.48
28	\$ 38.52	\$ 39.68	\$ 40.87	\$ 42.09	\$ 43.35	\$ 44.66	\$ 46.89	\$ 49.23	\$ 51.69	\$ 54.28	\$ 56.99
29	\$ 39.60	\$ 40.79	\$ 42.01	\$ 43.27	\$ 44.57	\$ 45.91	\$ 48.20	\$ 50.61	\$ 53.14	\$ 55.80	\$ 58.59
30	\$ 40.88	\$ 42.11	\$ 43.37	\$ 44.67	\$ 46.01	\$ 47.39	\$ 49.76	\$ 52.25	\$ 54.86	\$ 57.60	\$ 60.48

SWIFT COUNTY PAY TABLE 1/1/16 - 12/31/16 Steps					101.5%						
Grade	Starting	1 Yr	2 Yr	3 Yr	4 Yr	5 Yr	10 Yr	15 Yr	20 Yr	25 Yr	30 Yr
1	\$8.97	\$9.25	\$9.52	\$9.80	\$10.10	\$10.40	\$10.92	\$11.47	\$12.04	\$12.65	\$13.28
2	\$10.06	\$10.36	\$10.67	\$10.99	\$11.32	\$11.66	\$12.24	\$12.86	\$13.50	\$14.17	\$14.88
3	\$11.19	\$11.52	\$11.87	\$12.22	\$12.59	\$12.97	\$13.61	\$14.29	\$15.01	\$15.76	\$16.54
4	\$12.29	\$12.66	\$13.04	\$13.43	\$13.83	\$14.25	\$14.96	\$15.71	\$16.49	\$17.32	\$18.19
5	\$13.42	\$13.82	\$14.24	\$14.67	\$15.10	\$15.56	\$16.33	\$17.15	\$18.01	\$18.91	\$19.85
6	\$14.54	\$14.98	\$15.43	\$15.89	\$16.37	\$16.86	\$17.70	\$18.59	\$19.52	\$20.49	\$21.52
7	\$15.63	\$16.10	\$16.59	\$17.08	\$17.59	\$18.12	\$19.03	\$19.98	\$20.98	\$22.03	\$23.13
8	\$16.74	\$17.23	\$17.75	\$18.29	\$18.84	\$19.41	\$20.37	\$21.40	\$22.46	\$23.59	\$24.77
9	\$17.87	\$18.41	\$18.96	\$19.53	\$20.12	\$20.72	\$21.76	\$22.85	\$23.98	\$25.18	\$26.45
10	\$19.00	\$19.57	\$20.16	\$20.77	\$21.39	\$22.03	\$23.13	\$24.29	\$25.50	\$26.78	\$28.12
11	\$20.11	\$20.71	\$21.34	\$21.97	\$22.63	\$23.31	\$24.47	\$25.70	\$26.99	\$28.33	\$29.75
12	\$21.22	\$21.86	\$22.51	\$23.19	\$23.88	\$24.60	\$25.83	\$27.13	\$28.48	\$29.90	\$31.40
13	\$22.34	\$23.01	\$23.70	\$24.41	\$25.14	\$25.90	\$27.19	\$28.55	\$29.98	\$31.48	\$33.06
14	\$23.45	\$24.15	\$24.88	\$25.62	\$26.39	\$27.18	\$28.54	\$29.96	\$31.47	\$33.04	\$34.69
15	\$24.58	\$25.32	\$26.08	\$26.87	\$27.67	\$28.50	\$29.92	\$31.42	\$32.99	\$34.64	\$36.37
16	\$25.69	\$26.46	\$27.25	\$28.07	\$28.92	\$29.78	\$31.27	\$32.84	\$34.48	\$36.19	\$38.01
17	\$26.80	\$27.60	\$28.43	\$29.28	\$30.16	\$31.06	\$32.62	\$34.25	\$35.96	\$37.76	\$39.65
18	\$27.90	\$28.73	\$29.60	\$30.49	\$31.40	\$32.35	\$33.96	\$35.66	\$37.44	\$39.32	\$41.28
19	\$29.00	\$29.87	\$30.76	\$31.69	\$32.64	\$33.62	\$35.30	\$37.07	\$38.92	\$40.86	\$42.90
20	\$30.14	\$31.04	\$31.97	\$32.93	\$33.92	\$34.94	\$36.68	\$38.52	\$40.44	\$42.47	\$44.59
21	\$31.28	\$32.22	\$33.19	\$34.19	\$35.21	\$36.27	\$38.08	\$39.98	\$41.98	\$44.08	\$46.28
22	\$32.38	\$33.35	\$34.35	\$35.38	\$36.44	\$37.53	\$39.41	\$41.38	\$43.45	\$45.62	\$47.91
23	\$33.50	\$34.50	\$35.54	\$36.60	\$37.70	\$38.83	\$40.77	\$42.81	\$44.95	\$47.20	\$49.56
24	\$34.60	\$35.64	\$36.71	\$37.81	\$38.95	\$40.11	\$42.12	\$44.22	\$46.44	\$48.76	\$51.20
25	\$35.72	\$36.79	\$37.89	\$39.03	\$40.20	\$41.40	\$43.47	\$45.65	\$47.94	\$50.33	\$52.85
26	\$36.84	\$37.95	\$39.09	\$40.27	\$41.47	\$42.71	\$44.85	\$47.10	\$49.44	\$51.92	\$54.52
27	\$38.06	\$39.21	\$40.38	\$41.59	\$42.84	\$44.12	\$46.33	\$48.65	\$51.08	\$53.63	\$56.31
28	\$39.10	\$40.28	\$41.48	\$42.72	\$44.00	\$45.33	\$47.59	\$49.97	\$52.47	\$55.09	\$57.84
29	\$40.19	\$41.40	\$42.64	\$43.92	\$45.24	\$46.60	\$48.92	\$51.37	\$53.94	\$56.64	\$59.47
30	\$41.49	\$42.74	\$44.02	\$45.34	\$46.70	\$48.10	\$50.51	\$53.03	\$55.68	\$58.46	\$61.39

Swift County Board of Commissioners  
2014 Work Plan

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Jan 7, 2014 – 9:00 AM

- Organizational Meeting
  - Board Appointments
    - Commissioners
    - Advisory
  - Appointment to Ditch Boards
  - Appointment of Coroner
  - Set 2014 Bounties
  - Set 2014 mileage reimbursement rate
  - Designate newspaper for publications

Jan 21, 2014 – 11:00 AM

- 4th Quarter 2013 Treasurer Report

Feb 4, 2014 – 9:00 AM

- Administrator's Review

Feb 18, 2014 – 11:00 AM

Mar 4, 2014 – 9:00 AM

Mar 18, 2014 – 11:00 AM

Apr 1, 2014 – 9:00 AM

Apr 15, 2014 – 11:00 AM

- 1st Quarter 2014 Treasurer Report

May 6, 2014 – 9:00 AM

- 2015 Initial Budget Workshop

May 20, 2014 – 11:00 AM

June 3, 2014 – 9:00 AM

June 17, 2014 – 5:00 PM with Swift County Board of Assessment and Equalization running until at least 7:00 PM

- Approve Absentee Ballot Board – primary election

July 1, 2014 – 9:00 AM

- HRA 2015 preliminary budget and Levy Request

July 15, 2014 – 11:00 AM

- 2nd Quarter 2014 Treasurer Report

Aug 5, 2014 – 9:00 AM

- Review 2015 Department Budget Requests

Aug 19, 2014 – 11:00 AM

Sept 2, 2014 – 9:00 AM

- Last Regular meeting to set 2015 Levy and Preliminary Budget
- Set TNT Meeting Date
- Approve, authorize public auction sale date and terms of forfeiture properties

Sept 16, 2014 – 11:00 AM

- Approve Absentee Ballot Board – general election
- Review Ditch Assessments

Oct 7, 2014 – 9:00 AM

- Approve Ditch Assessments

Oct 21, 2014 – 11:00 AM

- 3rd Quarter 2014 Treasurer Report

Nov 4, 2014 – 9:00 AM

Nov 18, 2014 – 11:00 AM

Dec 2, 2014 – Starts at 4:00 PM with TNT Hearing no earlier than 6:00 PM

- TNT Hearing
- Set 2015 Final Levy
- Approve 2015 Budget

Dec 16, 2014 – 11:00 AM

- 2015 County Commissioners compensation

Dec 31, 2014 – 11:00 AM

- 2014 Reallocation Requests
- 2014 Final Disbursements



## SWIFT COUNTY ADMINISTRATION

Historic Courthouse  
301 14th Street N  
P.O. Box 288  
Benson, MN 56215

### Memo

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To: Board of Commissioners  
From: Mike Pogge-Weaver, County Administrator *MPW*  
Date: December 27, 2013  
Re: Employment Updates

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The following individuals were appointed since December 13, 2013:

- Beth Tolifson, Eligibility Worker, Human Services, Starting December 27, 2013

The following positions were approved to begin advertising since December 13, 2013:

- None

The following individuals tendered their resignation since December 13, 2013:

- None