



### **1.0 Policy Intent**

This policy is intended to recognize and compile the full or total costs associated with a salaried employee(s) performing county patrol supervision and to define the appropriate percentage cost share for the state to pay for the supervision of county highway department personnel performing maintenance on the state trunk highway (STH) system. Section 84.07 (2a), Wis. Stats. identifies that the department shall pay the actual cost of this maintenance, including the allowance for personnel costs, materials, and the use of county or municipal machinery, as agreed upon in advance.

The county patrol superintendent is responsible for the supervision of the county highway department personnel performing maintenance on the STH system, as delegated by the County Highway Commissioner and under the policy direction of the department.

### **2.0 Definition of Cost**

A supervision project ID (00XX-01-41) is established annually to collect all patrol supervision costs related to state highway routine maintenance. The state pays for these patrol supervision costs by applying a mutually agreed upon percentage to the patrol superintendent's salary specified in the annual routine maintenance agreement (RMA). The regional operations manager and the county shall review and agree upon the appropriate percentage share annually. The supervision project generally lists the following items:

- a. Salary and fringe benefits
- b. Transportation costs at Class 120 rate
- c. Meals and lodging, when deemed appropriate
- d. Training or conferences, if approved by the DTSD Region Maintenance Supervisor, in accordance with HMM 02-20-90.

Salary and fringe benefit costs include the time-off-with-pay (TOWP), which includes sick leave, vacation, and holidays, earned by a patrol superintendent assigned to supervise personnel maintaining the STH system. This means the state pays for a patrol superintendent when that individual is on paid leave. As such, a county is NOT entitled to any additional compensation when the assigned or designated patrol superintendent is on TOWP (annually earned leave). Any cost provisions outside of the above listed items shall be reviewed by the Bureau of Highway Maintenance (BHM).

### **3.0 General Guidelines**

The state's share for reimbursement of supervision time, travel, and other incidentals shall be a percentage of the total county's supervision cost, as mutually agreed upon by the county and the regional operations manager, and subject to approval by BHM. In reaching this agreement, the following statements must apply to all counties:

- 1) The state pays for its share of a patrol superintendent's annual costs (including both paid time on the job and TOWP).
- 2) Additional compensation is not provided by the state when a patrol superintendent is on TOWP.
- 3) County personnel policies regarding patrol superintendent compensation shall be followed. Typically, these personnel policies shall define overtime eligibility criteria for employees paid on an hourly basis and exempt salaried employees from overtime pay eligibility. Any annual lump sum or bonus payment for work outside the normal work week (40 hours) will be in accordance with the county's personnel policy and the agreement with the department through the routine maintenance agreement (RMA) and is subject to approval by BHM. Standby or on-call hours will not be provided state payments.
  - a. If patrol superintendent is called out for an emergency on the state highway on weekends or holidays, a lump sum payment is allowed for "actual cost" work performed on the state highway

system and RMA, over and above the superintendent's salary, according to county policy. The state will not pay hourly payments under the salaried superintendent policy.

- b. BHM may require supporting documentation on a case-by-case basis. (e.g., timesheet tracking the dates of the emergency, county policy, etc.)
- 4) For the purposes of this policy, it is assumed a county's personnel policies exempt salaried employees from overtime or premium pay in accordance with federal laws. However, when local personnel policies allow such compensation, exceptions can be made to the guidance outlined in this policy, with consent of the department, including BHM.
- 5) Only the identified patrol superintendent(s) may charge to the annual routine maintenance agreement for supervision project ID (00XX-01-41).
- 6) Other county highway employees (e.g., shop superintendent, county assigned patrol superintendent, field staff) should typically not charge to the supervision project ID (00XX-01-41). An exception may be made, with consent of the department and BHM, when the patrol superintendent position is vacant and under recruitment or double filled for training purposes or the assigned patrol superintendent is on extended, authorized leave for disciplinary, administrative, or military purposes.
- 7) The election of a salaried patrol superintendent(s) must be implemented countywide. County patrol superintendent(s) must be salaried for the purpose of consistency.