



Highway Maintenance Manual
Chapter 02 Administration
Section 20 Eligible Costs
Subject 75 The Supervision Project

Bureau of Highway Maintenance
September 2013

1.0 Policy Intent

This policy is intended to recognize and compile the full or total costs associated with county patrol supervision and to define an appropriate percentage cost share for the state to pay for the supervision of county highway department personnel performing maintenance on the STH system.

The supervision of the county highway department personnel performing maintenance on the STH system shall be the patrol superintendent's responsibility as delegated by the County Highway Commissioner and under the policy direction of the department.

2.0 Definition of Cost

A supervision project (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 region and the county should review and agree on 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, as authorized by policy or the regional operations manager

Salary and fringe benefit costs include the time-off-with-pay (TOWP – sick leave, vacation, holidays) earned by a patrol superintendent assigned to the STH system. This means the state is still paying for a patrol superintendent when that individual is on paid leave. As such, a county is NOT entitled to additional compensation when the assigned or designated patrol superintendent is on annually earned leave.

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, but subject to approval by the State Maintenance Engineer for Highways. In reaching this agreement, it needs to be clearly understood:

- (1) The state is paying for its share of a patrol superintendent's annual costs (including both paid time on the job as well as time off with pay).
- (2) Additional compensation is not required when a patrol superintendent is on scheduled leave.
- (3) Local personnel policies regarding patrol superintendent compensation need to apply. Typically, these personnel policies define overtime eligibility criteria for employees paid on an hourly basis and they exempt salaried employees from overtime pay eligibility. In other words, payment outside the normal work week hours will be in accordance with the county's personnel policy.
- (4) For the purposes of this policy, it is assumed a county's personnel policies exempt salaried employees from overtime or premium pay. However, when local personnel policies allow such compensation, exceptions can be made to the guidance outlined in this policy.
- (5) Only the identified patrol superintendent or superintendents may charge to the annual routine maintenance agreement for supervision (00XX-01-41).
- (6) Other county highway employees (commissioner, shop superintendent, county assigned patrol superintendent, field staff) should typically not charge supervision (00XX-01-41). An exception may be made 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.