



## Highway Maintenance Manual

### Chapter 02 Administration

### Section 20 Eligible Costs

### Subject 76 The Supervision Project - Hourly Paid Patrol Supervision

Bureau of Highway Maintenance

June 2022

#### 1.0 Policy Intent

This policy is intended to recognize and compile the full or total costs associated with county patrol supervision by staff identified as an hourly or non-salaried position. The policy further defines the appropriate cost share applicable to the state 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 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 for defined routine maintenance agreement (RMA) activities. The state shall agree to an actual cost based on actual hours worked by patrol superintendents, as determined on individual time sheets, as incurred costs detailed in the RMA. Excluded costs consist of work performed on non-state RMA functions, including activities such as: DMAs, TMAs, PbMs, which should be directly charged to each project accordingly. If it is agreed that the patrol superintendent is hourly, the annual share is 100 percent.

The supervision project generally lists the following items:

- a. Labor (wages) including 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 DTSD's regional operations manager or director

Wages and fringe benefit costs include time-off-with-pay (TOWP – sick leave, vacation, holidays) earned by a patrol superintendent assigned to the STH system. The state pays for a patrol superintendent when that employee 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 a non-salaried/hourly employee, as mutually agreed upon by the county and regional operations manager and approved by the State Maintenance Engineer, includes supervision time, travel, and other incidentals for state highways. In reaching this agreement, it needs to be clearly identified in the RMA the hourly rate of county's supervision cost. The state shall pay its share of a patrol superintendent's annual costs (including both paid time on the job and time off with pay) and shall follow these guidelines:

- 1) Additional compensation by the state is not required when a non-salaried patrol superintendent is on scheduled leave.
- 2) Any standby and call-in pay must be charged to the appropriate job function (project).
- 3) Local personnel policies regarding patrol superintendent compensation need to apply. Typically, these personnel policies define overtime eligibility criteria for hourly employees. Specifically, payment outside the normal 40-hour work week (generally, Monday – Friday, 8-hour days) shall be in accordance with the county's personnel policy.

- 4) For reporting purposes following the federal and state wage reporting guidelines, the employee records must include a breakdown of all daily hours worked for each day and must include the project details on each project and type of pay (regular and overtime).
- 5) Only the identified patrol superintendent or superintendents may charge to the annual RMA for supervision project ID (00XX-01-41).
- 6) The county must maintain a vehicle mileage log which documents the mileage for the supervision project ID (00XX-01-41) along with non-state RMA activities or functions and charged appropriately to each project. These non-state RMA activities include DMAs, TMAs, PBMs, accident claims, and county work. Counties are required to maintain adequate documentation.
- 7) BHM will randomly review county employee records as deemed necessary. The regional staff is responsible for monthly oversight and review of invoices.
- 8) Other county highway employees (shop superintendent, county assigned patrol superintendent, field staff) should typically not charge the supervision project ID (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.
- 9) An election of hourly patrol superintendent(s) must be a countywide implementation. County patrol superintendent(s) must also charge hourly for the purpose of consistency. All non-state reporting must also follow the guidelines set forth in Section 3.0, bullet point 3) above.
- 10) Failure to follow Section 3.0 General Guidelines may result in a review conducted by WisDOT, in addition to withholding of county payments and/or monies due to a county.