



## Highway Maintenance Manual

Chapter 02 Administration

Section 20 Eligible Costs

Subject 77 The Supervision Project – Highway Commissioner

Bureau of Highway Maintenance

November 2022

### 1.0 Policy Intent

This policy is intended to recognize and compile the full or total costs associated with a Highway Commissioner who is salaried 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 STH system.

The highway commissioner is responsible for performing the supervision of the county highway department personnel performing maintenance on the STH system, 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 highway commissioner costs related to state highway routine maintenance. The state pays for these patrol supervision costs by applying a mutually agreed upon percentage to the highway commissioner'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, as authorized by policy or DTSD's regional operations manager or director
- e. Cell Phones

Salary and fringe benefit costs include the time-off-with-pay (TOWP – which includes annually earned leave such as sick leave, vacation, holidays), earned by a highway commissioner assigned to supervise personnel maintaining the STH system. The state pays for a highway commissioner when that employee is on paid leave. As such, a county is not entitled to any additional compensation when the assigned or designated highway commissioner is on TOWP.

### 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 the Bureau of Highway Maintenance (BHM). In reaching this agreement, it needs to be clearly understood:

- 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 required when a patrol superintendent is on scheduled leave.
- 3) County personnel policies regarding highway commissioner compensation shall be followed. Typically, these personnel policies define overtime eligibility criteria for employees paid on an hourly basis and exempt salaried employees from overtime pay eligibility. Any 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 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, and these policies **are in accordance with federal and state labor laws**, exceptions can be made to the guidance outlined in this policy. The exceptions must be reviewed by the regional operations manager or director and BHM.
- 5) Only the identified highway commissioner may charge to the annual RMA 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 when the highway commissioner position is vacant and under recruitment, or double filled for training purposes, or the highway commissioner is on extended, authorized leave for disciplinary, administrative, or military purposes.
  
- 7) A county resolution or official position description is required showing the assigned percentage for the State Highway Patrol Supervision. This required documentation must be provided to the regional operations manager during RMA contract review.