



**ROCK COUNTY BOARD OF SUPERVISORS' MEETING
THURSDAY, NOVEMBER 20, 2014 – 6:00 P. M.**

**COUNTY BOARD ROOM/COURTROOM H
FOURTH FLOOR/COURTHOUSE EAST**

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES - OCTOBER 23, 2014; NOVEMBER 3, 2014; NOVEMBER 5, 2014; AND NOVEMBER 12, 2014
6. PUBLIC HEARING
 - A. Amending the County's Personnel Ordinance (First Reading)
 - B. Amending Chapter 4 Part 2 of the Rock County Ordinance Regarding the Zoning of Shorelands, Creating 4.218, and Authorizing an Intergovernmental Agreement between Rock County and all 20 Towns in Rock County (First Reading)
 - C. Authorizing the Creation of the Weight Limits for Implements of Husbandry Ordinance (Section 3.112) (First Reading)
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
 - A. Appointment to the Veterans Service Commission
 - B. Appointment to the Local Emergency Planning Committee
 - C. Appointments to Disabled Parking Enforcement Assistance Council
 - D. Appointments to Arrowhead Library System Board
 - E. Appointment to the Land Conservation Committee
 - F. Appointment to the Agriculture and Land Conservation Committee
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - A. Supplementary Appropriations and Budget Changes - Roll Call

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12. NEW BUSINESS (Continued)

1. Amending the 2014 Veterans Services Budget
2. Amending the 2014 Community Development HOME Program Budget and Authorizing Reimbursement of Community Development HOME Program Funds

NOTE: Item 12.A.2. will be considered by the Finance Committee on November 20, 2014

3. Authorizing Purchase of a Replacement Vehicle for the Rock County Hazardous Materials Response Team and Amending the Sheriff's Budget
4. Authorizing Acceptance of 2014-15 OWI Task Force Grant
5. Amending the Sheriff's 2014 Budget to Use Equitably Shared Funds for Smart Phone Upgrade

NOTE: Items 12.A.3., 12.A.4 and 12.A.5. will be considered by the Public Safety and Justice Committee on November 17, 2014 and Finance Committee on November 20, 2014

- B. Bills Over \$10,000 – No Roll Call
- C. Encumbrances Over \$10,000 – Roll Call
- D. Contracts – Roll Call

1. Awarding a Contract for Engineering Services for Standby Power Generator Upgrade at the Department of Public Works
2. Approving Reinsurance Contract for Stop-Loss Coverage
3. Awarding Contract for Weapons Screening Services at the Rock County Courthouse for 2015-2017
4. Authorizing Purchase of Chemistry Lab Fume Hood for UW-Rock

- E. Resolution to Designate a Qualified Newspaper for all Rock County Legal Publications for 2015
- F. Adopting the Rock County Agriculture Preservation Plan 2013 Update as an Element of the Rock County Comprehensive Plan

- G. **EXECUTIVE SESSION:** Per Section 19.85(1)(e), Wis. Stats. Update on Collective Bargaining and Per Section 19.85(1)(c) Wis. Stats. to Consider Compensation of County Employees

13. ADJOURNMENT

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell
INITIATED BY

Dave O'Connell, Human Resource Director
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 4, 2014
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

1 **WHEREAS**, Act 10 and Act 32 of the 2011 Wisconsin State Legislature made numerous changes to Chapter
2 111.70 of Wisconsin Statutes; and,
3
4 **WHEREAS**, those changes significantly impacted the County's Personnel Ordinance (Chapter XVIII) and the
5 bargaining agreements between Rock County and the ten unions representing Rock County Employees; and,
6
7 **WHEREAS**, the County Board adopted changes to the Personnel Ordinance in 2011 in order to comply with
8 the changes to Chapter 111.70, to the union contracts for Rock County Employees and the Personnel Ordinance
9 covering unilateral employees; and,
10
11 **WHEREAS**, certain additional changes have been suggested by Department managers; and,
12
13 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance effective at
14 12:01 a.m. January 1, 2015.
15
16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
17 _____ day of _____, 2014 does hereby amend Chapter XVIII, the County's Personnel
18 Ordinance as follows:

CHAPTER XVIII

PERSONNEL ORDINANCE

SECTION 1

OBJECTIVES AND SCOPE

18.101 Authority.

This Ordinance is promulgated under the authority of Wisconsin Statute 59.22 (2)(c) 1.c.

18.102 Purposes.

The purposes of this Ordinance shall be to:

- A. Establish a clear understanding of responsibilities in the establishment and maintenance of a personnel program for Rock County.
- B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and maintain an effective and responsive workforce for the County. The Ordinance shall be based on the following objectives:
 - (a) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.

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- 44 (b) To provide internally equitable and externally competitive compensation for
45 all employees.
46
47 (c) To recognize good job performance, reward exceptional performance and
48 correct inadequate performance in a fair and timely manner.
49
50 (d) To assure fair treatment of all applicants and employees in all aspects of
51 personnel administration without regard to political affiliation or beliefs, race,
52 color, national origin or ancestry, sex, age, religion, disability, sexual identity
53 and orientation, genetic information, or any other cause for discrimination as
54 defined by law, and with proper regard for their rights as citizens.
55
56 (e) To protect employees against coercive political activities and to prohibit the
57 use of official authority for the purpose of interfering with or affecting the
58 result of an election or a nomination for office.
59
60 C. Provide a system of standardized titles and standardized class descriptions for the ef-
61 fective administration of personnel activities such as: manpower planning and
62 budgeting, standards of job performance, fair and equitable pay, valid selection and
63 recruitment programs, training programs and career development.
64
65 D. Provide a system to recruit and select the most qualified persons for positions in
66 County service. Recruitment and selection shall be conducted in an affirmative
67 manner to ensure open competition, provide equal employment opportunity, prohibit
68 discrimination because of race, political affiliation or beliefs, religion, sex, national
69 origin or ancestry, age, disability, sexual identity and orientation, genetic
70 information, or any other cause for discrimination as defined by law, to ensure that
71 persons of disadvantaged groups are fairly represented in the County workforce.
72
73 E. Provide an effective career development plan for qualified employees through
74 promotional opportunities in an environment free of discrimination.
75

18.103

Scope.

76 THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT.
77 The provisions of this Ordinance do not vary or modify the at will employment
78 relationship between the employee and the County. Any individual may voluntarily cease
79 employment upon proper notice and may be terminated by Rock County at any time and
80 for any reason. Any oral or written statements of promises to the contrary are expressly
81 disallowed and should not be relied upon by any prospective or existing employee. The
82 contents of this ordinance are subject to change at any time by action of the County Board.
83
84
85

86 This Ordinance shall govern personnel administration for all employees and departments
87 of the County of Rock except:
88

- 89 (a) members of the Rock County Board of Supervisors;
90
91 (b) elected County Officials;
92
93 (c) members of boards, commissions, and committees (including citizens);
94
95 (d) persons employed to conduct temporary and special inquiry, investigation or
96 examination on behalf of the County Board, a committee thereof, or the County
97 Administrator;
98
99 (e) persons employed by employment services agreements or purchase of service
100 contracts, unless expressly included in said contract or agreement;
101
102 (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats.,
103 which shall be handled by the Public Safety and Justice Committee of the Rock
104 County Board of Supervisors in accordance with statute.
105

106 This Ordinance shall not be interpreted as infringing upon the Constitutional powers of
 107 Elected Department Heads.

108
 109 18.104 Collective Bargaining Agreements.

110
 111 This Ordinance applies to employees not covered by collective bargaining agreements
 112 (Unilaterals) and to employees so covered when specific contracts are silent on a particular
 113 issue, or otherwise do not apply to the contrary.

114
 115 18.105 Human Resources Section of the Administrative Policies and Procedures Manual

116
 117 The Human Resource Department shall develop a standard set of policies and
 118 procedures to administer the personnel system based upon the Policies established in
 119 this Ordinance. These policies and procedures shall be a part of the County's
 120 Administrative Policies and Procedures Manual. The Human Resource Policies and
 121 Procedures shall be subject to review and approval by the County Board Staff
 122 Committee.

123
 124 The Ordinance shall take precedence over the Human Resource Policies and Procedures.

125
 126 18.106 Department Work Rules.

127
 128 Nothing herein shall preclude an Appointing Authority from promulgating Department
 129 Work Rules covering topics not covered by this Ordinance or the Human Resource
 130 Department's Policies and Procedures. Work rules so promulgated must be consistent
 131 with this Ordinance and Human Resource Policies and Procedures.

132
 133 18.107 Non Elected Department Heads.

134
 135 Any non elected Department Head hired shall be employed pursuant to a personal
 136 employment contract of up to two (2) years. Non elected Department Heads serving on
 137 the date of adoption of this section may voluntarily negotiate a personal employment
 138 contract of up to two (2) years. Non elected Department Heads shall continue to be at will
 139 employees and may be removed at the pleasure of the County Administrator. Removal of
 140 the Corporation Counsel by the County Administrator requires the concurrence of the
 141 County Board. The County Administrator shall remain the appointing authority for non
 142 elected Department Heads. The personal employment contract covering the initial
 143 appointment of a non elected Department Head is subject to approval by the County Board
 144 after action by the appropriate Governing Committee.

145
 146 18.108 Administrator Position.

147
 148 The position of the County Administrator shall be included under the coverage of this
 149 Ordinance, except where there are exclusions or where this Ordinance conflicts with the
 150 resolution establishing the administrator form of government. In the case of any such con-
 151 flict, the resolution shall control.

152
 153 18.109 Sheriff's Office Command Staff.

154
 155 In addition to the benefits provided to other unilateral employees, if the following
 156 provisions of the labor agreement with the Rock County Deputy Sheriffs Supervisors
 157 Association are modified, such modifications shall be extended to the Chief Deputy (CB
 158 resolution Nov 9, 1993); Commanders (CB resolution Nov 15, 1991); and Captains (CB
 159 resolution Dec. 31, 2008).

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- Education
 - Health insurance for retirees*
 - Life insurance
 - Retirement
 - Sick Leave Accumulation
 - Sick leave payout
 - Sick leave payment

- 168 • Uniform allowance
169 • Worker's compensation
170

171 *For Command Staff who are at least age 53 and retire after January 1, 2014, the
172 County shall pay 100% of the health insurance premiums for the applicable coverage for
173 the retired and eligible dependents thru the end of the month before they turn 65.
174

175 18.110 Amendments.
176

177 This Ordinance may be amended by the Rock County Board of Supervisors in the same
178 manner as adopted.
179

180 18.111 Management Rights.
181

182 The management of Rock County and the direction of the workforce is vested
183 exclusively in the County, including but not limited to the right to:
184

- 185 1) Hire, promote, demote, suspend, discipline, and discharge;
186 2) Decide job qualifications for hiring;
187 3) Transfer or layoff because of lack of work, discontinuance of services, or other
188 legitimate reasons;
189 4) Subcontract for economic reasons or when it is not feasible for county employees to
190 perform the work;
191 5) Abolish or create positions;
192 6) Create job descriptions and determine the composition thereof;
193 7) Plan and schedule work;
194 8) Determine the methods and processes and manner of performing work;
195 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
196 10) Determine the location, operation and type of physical structures, facilities,
197 equipment of the county;
198 11) Plan and schedule any training programs,
199 12) Create, promulgate and enforce reasonable work rules;
200 13) Determine and enforce regulations governing conduct and safety;
201 14) Determine what constitutes good and efficient county service, and all other
202 functions of management and direction.
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217 The County shall have the right to operate and manage its affairs in all respects in
218 accordance with its rights, duties, and responsibilities.
219

220 18.112 Responsibilities and Authority.
221

222 A. County Board. The County Board shall:
223

- 224 (1) approve the annual County budget, including requests for personnel
225 adjustments.
226 (2) review and approve County Personnel Ordinance and amendments.
227 (3) confirm department head appointments made by the County Administrator.
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- (4) delegate such duties to the County Board Staff Committee as necessary.
- (5) hear grievance appeals as outlined in Section 18.806.

B. County Board Staff Committee. The County Board Staff Committee shall:

- (1) advise the County Administrator on matters concerning implementation of Personnel Ordinance.
- (2) review proposed Personnel Ordinance and amendments as developed and recommended by the Human Resources Director and make recommendations to the County Board for consideration and legislative action.
- (3) perform other related duties as assigned by the County Board.

C. County Board Governing Committees. Each Governing Committee shall:

- (1) review all appointments made by the County Administrator as provided in Section 18.112(d)(1) and make such recommendations to the Board as appropriate.

D. County Administrator. Except as prohibited by State and Federal law, the County Administrator shall:

- (1) appoint and remove all Department Heads, subject to the provisions of Section 18.107.
- (2) advise the Governing Committee of the final interview schedule of the best-qualified applicants. The Governing Committee may participate in the scheduled interviews.
- (3) submit terms of employment for Department Heads to the Governing Committee for review before submission to the County Board.
- (4) approve Personnel Ordinance prior to submittal to the County Board Staff Committee and the County Board.
- (5) apply appropriate disciplinary actions as defined in Section 18.1108 to subordinate employees.
- (6) approve new positions, reallocations, and upgrades of existing positions subject to County Board approval.

E. Human Resources Director. The Human Resources Director under the authority of the County Administrator shall:

- (1) administer the Personnel Ordinance adopted by the County Board.
- (2) establish, maintain and coordinate personnel transactions and records management for all County employees and positions.
- (3) establish and maintain a central personnel file for each County employee showing name, title, salary, change in status, annual performance ratings and such pertinent information as may be necessary for effective personnel administration and for compliance with Federal and State laws.
- (4) advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.

- 293 (5) notify the payroll section of all relevant changes.
294
295 (6) review appointments and removal of personnel to County positions
296 pursuant to Section 18.607.
297
298 (7) maintain complete employment and performance records of all County
299 employees.
300
301 (8) establish and maintain a roster of all employees in the County service
302 which shall include the class title, pay status, and other pertinent data.
303
304 (9) make such reports and investigations to the County Administrator, County
305 Board Staff Committee and the County Board as required.
306
307 (10) develop and maintain the Classification Plan.
308
309 (11) develop and administer the recruitment and selection program.
310
311 (12) establish and maintain lists of persons eligible and qualified for
312 appointment and promotion to positions within the County service when,
313 in the judgment of the Human Resources Director, it is advantageous to the
314 County.
315
316 (13) monitor temporary and overtime assignments.
317
318 (14) approve and monitor layoffs due to lack of funds, work, or the abolition of
319 positions or material changes in duties and organization, encourage the re-
320 employment of laid off employees in other appropriate County positions.
321
322 (15) develop, operate and coordinate programs to improve employee
323 effectiveness, training and career counseling.
324
325 (16) establish an Affirmative Action Program designed to increase the
326 participation at all levels of the County workforce persons of
327 disadvantaged groups, including, but not limited to women, minorities and
328 the physically and mentally handicapped.
329
330 (17) establish standards and procedures to ensure uniformity in the application
331 of discipline and the processing of employee grievances.
332
333 (18) conduct third step grievance hearings as may be necessary under Section
334 18.806, and adjust such grievances as may be appropriate.
335
336 (19) prepare and implement such forms, reports and procedures necessary to
337 carry out the County human resources program.
338
339 (20) disseminate information regarding the personnel program, fringe benefits
340 and conditions of employment to all employees and departments.
341
342 (21) lead the County's negotiations with labor representatives, unless otherwise
343 delegated by the County Board.
344
345 (22) investigate unemployment compensation claims and represent the County
346 at unemployment compensation hearings.
347
348 (23) develop such regulations as necessary to carry out the intent of this
349 Ordinance.
350
351 (24) establish a safety program to reduce the incidence of work related injuries
352 and promote safety awareness.
353
354 (25) develop and maintain the County wide training program within budgetary
355 limitations.

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(26) administer and manage the County's Worker's Compensation program.

(27) insure that Department Work Rules are fairly designed and administered.

F. Department Heads. Department Heads shall:

(1) enforce the Personnel Ordinance, and the Human Resource Policies and Procedures in their respective department.

(2) adopt such additional Department Work Rules as required by law and/or necessary for the operations of the Department subject to approval of the Human Resources Director.

(3) initiate and process personnel transactions affecting their employees using forms provided by the Human Resources Director.

(4) maintain an employee service record for each employee.

(5) notify the Human Resources Director of all changes in permanent personnel records including change of address, insurance coverage and other relevant information.

(6) keep employees informed of current personnel policies.

(7) conduct second step grievance procedures hearings as may be necessary under Section 18.805, and adjust such grievances as may be appropriate.

(8) appoint and remove employees to positions subject to Section 18.304 and 18.806, and consistent with applicable State Statutes and inform governing committee of said appointments.

(9) in collaboration with the Human Resources Director, develop employee orientation and in service training programs.

(10) administer discipline and delegate such authority to supervisory personnel as appropriate subject to Section 18.806.

(11) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis

(12) obtain prior approval of the County Administrator when taking vacation days, or when traveling out of the County on County business. (This provision does not apply to elected County Officials.) The memo making the request should include a designated department contact person, as well as a phone number where the Department Head can be reached (if possible).

G. Supervisory Personnel. To the extent Department Heads delegate authority to them, supervisors shall:

(1) interview and recommend applicants for appointments to and removal from subordinate positions.

(2) implement the Personnel Ordinance, HR Policies and Procedures and Department Work Rules in their unit.

(3) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.

(4) administer discipline to employees as necessary.

418 (5) conduct first step grievance hearings as may be necessary under Section
 419 18.806, and adjust such grievances as may be appropriate.
 420

421 SECTION 2

422 CLASSIFICATION PLAN

423
 424 18.201 Development and Administration.

425
 426 The Human Resources Director shall be responsible for the overall development and
 427 administration of the Classification Plan, in cooperation with Department Heads, key staff
 428 employees and other appropriate resources. The County Administrator position shall be
 429 an unclassified position.
 430

431 18.202 Position Description.

432
 433 Each employee shall have an accurate position description that describes the knowledge,
 434 skills and abilities necessary to do the work of that position; goals of the position and job
 435 tasks to accomplish the goals; and identifies the essential job functions.
 436

437 18.203 Allocation of New Positions.

438
 439 The Human Resources Director shall allocate new positions that have been approved by
 440 the County Board to one of the classifications in the Classification Plan. If a suitable class
 441 does not exist, the Human Resources Director shall establish a new classification. An
 442 appropriate pay range for the classification shall be assigned subject to the approval of the
 443 County Board Staff Committee, and confirmation of the County Board unless otherwise
 444 established through the budgetary process.
 445

446 18.204 Abolition of Unnecessary Classifications.

447
 448 When it is determined that a classification or classifications are no longer useful or
 449 appropriate, the Human Resources Director shall inform the County Board Staff
 450 Committee that such classes have been abolished.
 451

452 18.205 Reclassification Requests.

453
 454 A reclassification is the re assignment of a position from one existing class to another
 455 class to recognize a change in the duties and responsibilities of a position.
 456

457
 458 Reclassification requests shall normally be contained within the annual budget. In such
 459 situations, prior to approval of the budget, the Human Resources Department shall audit
 460 the position and make a written recommendation to the County Administrator who shall
 461 then recommend approval or denial of reclassification requests. If a reclassification
 462 request is denied, the position shall not be reconsidered for reclassification until there is a
 463 significant change in the duties and responsibilities of the position. If, in exceptional cases,
 464 duties of a position change during a budget year, the County Board may approve a
 465 reclassification request upon the performance of a job audit and the recommendation of
 466 the Human Resources Director and County Administrator and with the confirmation of the
 467 County Board Staff Committee.

468 18.206 Reallocation Requests.

469
 470 A reallocation is the re assignment of a position from one pay range to another pay range
 471 to correct an error in the original assignment, to reflect changing labor market conditions,
 472 or to reflect significant changes over a period of time in the duties and the responsibilities
 473 of the position.
 474

475
 476 Salary adjustments shall be part of the budget process. If salary reallocations are
 477 approved, they will become effective the first day of the fiscal year. Persons in positions
 478 reallocated shall normally be advanced to the step with the next highest dollar amount in
 the new pay range. In unusual circumstances, the reallocated individual may be placed in

479 a higher step upon approval of the Human Resources Director and the County
480 Administrator.

481
482 When a position becomes vacant and it is determined by the Human Resources Director
483 and the County Administrator that a reallocation of the position is necessary for
484 recruitment purposes, such reallocation may occur outside the budget process upon the
485 confirmation of the County Board Staff Committee and approval of the County Board.
486

487 18.207 Reorganization of Department.

488
489 Each time a department or division of a department is reorganized, class descriptions for
490 all affected employees shall be submitted to the Human Resources Director for review and
491 approval as part of such reorganization.
492

493 18.208 Position Description Questionnaires/Job Audits.

494
495 The Human Resources Director may require departments or employees to submit Position
496 Description Questionnaires when vacancies occur, any time there is reason to believe that
497 there has been a significant change in the duties and responsibilities of one or more
498 positions, or as part of a position job audit conducted by the Human Resources
499 Department.
500

501 18.209 Review of Classification Plan.

502
503 At least every three years, or as often as may be appropriate, the Human Resources
504 Director shall review the Classification Plan to ensure that the plan accurately reflects
505 existing position responsibilities and market conditions. The Human Resources Director
506 shall take whatever action is appropriate to amend and update the Classification Plan,
507 subject to the review of the County Board Staff Committee and approval of the County
508 Board.
509

510 18.210 Underslotting.

511
512 As a vacancy occurs, the Department Head may recommend the position not be filled at
513 the existing level. With the concurrence of the Human Resources Director and County
514 Administrator, the position may be filled at a lower classification.
515

516 18.211 Upgrade.

517
518 Upgrades shall be part of the annual budget process. Prior to approval of the budget, the
519 Human Resources Department shall audit the position and make a written
520 recommendation to the County Administrator who shall then recommend approval or
521 denial of the upgrade request. If an upgrade request is denied, the position shall not be
522 reconsidered for upgrade until there is a significant change in the duties and
523 responsibilities of the position.
524

525 When a position is upgraded, an open recruitment shall be conducted to fill the position.
526 Hiring procedures for approved upgraded positions shall be subject to guidelines
527 established by the Human Resources Director.
528

529 SECTION 3

530 RECRUITMENT AND SELECTION

531
532 18.301 Recruitment.

533
534 The Human Resources Director shall develop and conduct an active recruitment program
535 designed to meet current and projected County manpower needs.
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537 Recruitment shall be tailored to the position to be filled and shall be directed to sources
538 likely to yield qualified candidates.
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(a) Job Announcements and Publicity.

The Human Resources Director shall issue job announcements and otherwise publicize vacancies as may be appropriate. Job vacancies shall be formally announced for a minimum of five working days prior to the closing date for filing applications. Depending upon the vacancy and the scope of the recruitment process, this period may be longer. The Human Resources Director may also initiate continuous recruitment programs for any class of positions. (See HR Policies and Procedures.)

(b) Application Form.

All applications for employment shall be made on forms prescribed by the Human Resources Director. The Human Resources Director may require proof of application statements.

(c) Rejection of Applications.

The Human Resources Director may reject any application if the applicant:

- (1) does not meet the minimum qualifications established for the position.
- (2) provides any false or misleading information in the application process.
- (3) is physically, mentally or otherwise unable to perform the duties of the position, as permitted under applicable State and Federal laws.
- (4) has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable State and Federal laws.
- (5) is not within the legal age limits prescribed for the position or for County employment.
- (6) has established an unsatisfactory employment record, which demonstrates unsuitability for the position.
- (7) is a member of an organization, which advocates the violent overthrow of the government of the United States.
- (8) based on job related factors, is found by the Human Resources Director to be clearly unsuitable for the position for which he/she has applied.

(d) Whenever an application is rejected, notice of such rejection shall be promptly made to the applicant.

(e) The Human Resources Director may select only the best qualified applicants for screening and final consideration.

(f) Where written exams are used as part of the recruitment process, applicants will not be eligible to re take the exam until a period of six months has lapsed.

18.302 Relocation Expense.

An employee, newly hired to fill an FLSA exempt position, who resides outside of reasonable commuting distance (i.e. a distance greater than 40 miles) wishing to relocate his or her domicile to Rock County may be eligible for a contribution toward moving expenses, if it is determined, upon recommendation of the County Administrator and approval of the County Board Staff Committee, to be in the best interest of Rock County to offer such contribution. An employee receiving a contribution toward moving expenses shall remain a resident and employee of Rock County for not less than three (3) years. Failure to meet this requirement will result in the repayment of said moving expense on a pro-rata basis.

603 18.303

Selection.

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(a) Selection Devices.

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(b) Confidentiality.

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630 18.304

Eligibility Lists.

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(b) Open Competitive and Promotional Eligibility.

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(d) Removal of Candidates from Eligibility Lists.

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The Human Resources Director may remove candidates from an eligibility list if the candidate:

- (1) receives a regular appointment to a position in the same class or another class having the same or higher pay grade.

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- (2) files a written statement indicating unwillingness to accept appointment.
 - (3) declines an offer of employment under such conditions previously indicated by the candidate as acceptable.
 - (4) fails to respond within a specified time period to any official written inquiry regarding relative availability.
 - (5) fails to report for an interview or for duty at the time specified by the Human Resources Director or appointing authority.
 - (6) is disqualified for employment under County policies or state law.
 - (7) factors covered under Section 18.301.

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- (e) The Human Resources Director shall notify each candidate in writing of his/her removal from an eligibility list. The candidate may appeal his/her removal from an eligibility list and, at the discretion of the Human Resources Director, the candidate may be reinstated.

687 18.305 Certification and Appointment.

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Whenever a vacancy in County employment is to be filled, the appointing authority shall submit a request to the Human Resources Director to provide names of eligible candidates.

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Appointment of Eligible Candidates.

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The appointing authority shall make an appointment from among the names submitted by the Human Resources Director. The appointing authority shall justify to the Human Resources Director each candidate's unsuitability if they are bypassed on the list. Such justification must be acceptable to the Human Resources Director.

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The date upon which a new employee commences employment shall be jointly determined by the Human Resources Director and Department Head.

703 18.306 Probationary Period.

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Except for Department Heads and the County Administrator, original appointments to all positions shall be made with a Probationary Period of one (1) calendar year.

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The length of the Probationary Period shall be specified in the written offer of employment, which will be written by the Human Resources Department.

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- (1) Regular status begins on the first workday following completion of the Probationary Period.
 - (2) The Probationary Period may be extended for a period of time not to exceed six (6) months, with prior approval of the Human Resources Director. This request must be made in writing citing the reason for the request.
 - (3) An employee shall automatically be appointed at the end of the prescribed Probationary Period, unless the appointing authority, with approval of the Human Resources Director, notifies the probationary employee of the extension, or the unsuccessful completion of the Probationary Period at which time the employee shall have their Probationary Period extended or be dismissed.
 - (4) Dismissal of an employee during the initial Probationary Period shall be at the sole discretion of the employer and without recourse to the grievance procedures herein provided.

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- (5) An employee appointed to a position in an acting capacity by the County Administrator and subsequently selected as the regular employee in that position shall have his/her total time of continuous employment, including the time spent in an interim capacity, counted for seniority purposes, but shall serve at least a six month Probationary Period after regular appointment. ~~When an employee is in an acting capacity, the employee will continue to receive step increases as provided under Section 18.405.~~
- (6) Probationary employees, ~~with the exception of Pool and Relief Staff (i.e. YSC relief staff, pool psych techs)~~, will not be permitted to apply for other positions until they have completed six months of employment. In unusual circumstances, this requirement may be waived by the Department Head and Human Resources Director.
- (7) Completion of the Probationary period does not guarantee continued employment for any specified period of time, nor does it modify or change the employee's at will status.

18.307 Part-time and Seasonal Employment.

When possible, employment shall be on a full time year round basis. However, when it is determined to be in the best interest of the County, part-time and seasonal employees may be hired.

18.308 Temporary Appointments.

Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is available or if the eligible candidates are not available for temporary work, the Human Resources Director may authorize the appointment of a qualified individual. The acceptance or refusal by an eligible candidate of a temporary appointment shall not affect the candidate's standing on the eligibility list for regular appointment.

18.309 Overlap of Positions.

Any request for hiring in excess of the budgeted personnel roster must be approved by the County Board. This would include cases where the Department Head requests an overlap of personnel for more than one payroll period in order to train the new employee. The request should be approved by the governing committee and County Board Staff Committee prior to submission to the Board.

18.310 Other Appointments May Follow Ordinance.

Nothing herein shall preclude an appointing authority from filling those positions not covered by this Ordinance in a manner consistent with it.

SECTION 4

SALARY ADMINISTRATION

18.401 Pay Plan.

The Pay Plan shall include the schedules of pay ranges for all unilaterals and all employees covered by a collective bargaining agreement that has limited bargaining rights under Wisconsin Statutes Section 111.70.

Schedules shall consist of minimum and maximum rates of pay and the intermediate pay steps. The objectives of the Pay Plan shall be:

- (a) To provide an appropriate salary structure, to recruit and retain an adequate number of competent employees; and,

790 (b) To provide appropriate pay incentives for satisfactory or outstanding job
791 performance.
792

793 The pay plan schedules described above shall be contained in the County's Administrative
794 Policy and Procedures Manual.
795

796 18.402 Development and Administration.
797

798 The Human Resources Director shall be responsible for the development and
799 administration of the Pay Plan, through periodic reviews and comparative studies of
800 pertinent factors affecting levels of pay. When appropriate, the Human Resources
801 Director shall recommend necessary amendments to the County Board Staff Committee,
802 which shall become effective upon approval of the County Board.
803

804 18.403 Linkage.
805

806 The Pay Plan shall be directly linked to the Classification Plan and shall be based on the
807 principle of equal pay for equal work. Pay ranges within the Pay Plan shall be determined
808 with regard to such factors as: uniformity of pay for each class, relative difficulty,
809 complexity, and responsibility of work, recruiting experience, prevailing rates of pay for
810 similar jobs in public and private service, changes in cost of living indices, and the finan-
811 cial policies of the County.
812

813 18.404 Entrance Pay Rate.
814

815 The entrance pay rate for new County employees shall normally be the minimum rate of
816 the pay range prescribed for the class. A Department Head may recommend that a
817 particular appointment be made above the entrance pay rate. Such requests must be made
818 in writing, approved in advance by the Human Resources Director in recognition of
819 relevant experience and /or exceptional qualifications.
820

821 Elected Department Heads that wish to appeal the decision for placement of a new County
822 employee made by the Human Resources Director and/or County Administrator may do so
823 in writing to the County Board Staff Committee, whose decision shall be final.
824

825 18.405 In Range Increment.
826

827 In range increments shall be based on satisfactory work performance and length of service
828 in a class. Such increments shall not be granted automatically. Whenever an employee is
829 promoted, their annual pay increments (step increase) shall be based on the length of
830 service in that range or class. The employee shall have an overall performance evaluation
831 of "satisfactory" or "meets expectations" or higher in order for an in range increment to be
832 granted. If the rater plans to recommend the denial of an in grade salary increment, the
833 report shall be discussed with the Human Resources Director prior to review with the
834 employee. The performance of the employee will be evaluated in accordance with
835 procedures outlined in Section 7 of this Ordinance.
836

837 18.406 Productivity/Incentive Awards.
838

839 Extraordinary productivity/incentive awards may be granted in recognition of exceptional
840 performance in addition to an employee's regular pay. Recommendations for such pay
841 shall be initiated by the employee's supervisor and/or Department Head, reviewed and
842 approved by the Human Resources Director, County Administrator, appropriate
843 Governing Committee and the County Board Staff Committee. Specific guidelines for the
844 administration of the Productivity/Incentive Awards Program shall be the responsibility of
845 the Human Resources Director to establish and maintain subject to approval by the County
846 Administrator and County Board Staff Committee. Such requests shall be in writing and
847 supported by evidence of the following:
848

849 (a) The employee has personally conceived and suggested a procedure or device
850 which has resulted in substantially greater operating efficiency or in a marked
851 decrease in operating expenses; or,
852

853 (b) The employee has performed extensive collateral duties or has continually
 854 completed difficult work assignments, which significantly increased the efficiency
 855 and effectiveness of his/her department's program or the County service.
 856

857 18.407 Seasonal Employment.

858
 859 Seasonal employees shall be compensated on an hourly basis at a rate established within
 860 the parameters of the annual budget as determined annually by the Human Resources
 861 Director.
 862

863 18.408 Temporary employment

864
 865 Temporary employees shall be compensated by placing them on a step in the
 866 appropriate salary schedule.
 867

868 Should a non regular employee be reclassified as a regular employee in the same job,
 869 he/she shall be advanced in pay to the appropriate salary rate of his/her classified
 870 position. His/her total time of continuous employment including his/her temporary
 871 employment, shall be counted as part of his/her probationary period.
 872

873 18.409 Pay Rate Adjustments.

874
 875 The following actions shall affect the pay status of an employee:
 876

877 (a) Transfer.

878
 879 When an employee is transferred from one class to another with a common pay
 880 range, he/she shall continue to receive the same pay rate.
 881

882 (b) Promotion.

883
 884 When an employee is promoted from one class to another having a higher pay
 885 range, he/she shall normally advance to the pay step in the new range which is
 886 immediately above his/her former rate of pay. In unusual circumstances, the
 887 promoted individual may be placed in a higher step upon approval of the Human
 888 Resources Director and the County Administrator.
 889

890 (c) Demotion.

891
 892 When an employee is demoted for any reason, the Human Resources Director shall
 893 consult with the supervisor(s) involved to decide the pay for the re-assignment. In
 894 no case will it exceed the maximum of the pay range of the job to which the
 895 employee is demoted.
 896

897 (d) Reinstatement.

898
 899 When an employee is reinstated to his/her former job he/she shall normally be paid
 900 the same pay step as before leaving. When the employee is reinstated to a job with
 901 a lower pay range, the Human Resources Director shall decide on the new pay rate
 902 in accordance with the employee's experience and qualifications. In no case, will it
 903 exceed the maximum of the pay range to which the employee is assigned.
 904

905 (e) Compensation During Temporary Assignment.

906
 907 In a situation where an employee is assigned all of the duties of a higher
 908 classification anticipated to be for a period in excess of ten (10) consecutive
 909 working days, the employee will be assigned a temporary pay rate in the range of
 910 the higher classified position. Payment for hours over 8 in a day or 40 a week
 911 will be paid according to the FLSA status of the higher position. Such pay will be
 912 for the period of the temporary assignment. Temporary assignments must be
 913 approved by the Human Resources Director. An employee who is temporarily
 914 assigned to a position with a lower pay range, for any period, shall not receive a
 915 reduction in pay. No such temporary assignment shall exceed six months unless

916 approved by the County Administrator upon recommendation of the Human
917 Resources Director.

918
919 18.410 Overtime.

920
921 "Unilateral A" employees earn overtime at time and one half over 40 hours per week.

922
923 "Unilateral B" employees earn overtime at straight time over 40 hours per week.

924
925 "Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act
926 (FLSA), do not earn overtime.

927
928 For additional policies and procedures regarding overtime for unilaterals and other
929 employees see the HR Policy and Procedure Manual.

930
931 18.411 Red Circled Classifications.

932
933 Employees in classifications that are to be red circled will be frozen at their current salary
934 until the salary of the pay range to which they are assigned equals or exceeds their rate of
935 pay. Employees with ten years of service, whose classification has been red circled, shall
936 receive one half of the across the board increase granted to employees on the Unilateral
937 Pay Plan until the salary of the pay range to which they are assigned equals or exceeds
938 their rate of pay.

939
940 **SECTION 5**

941 **FRINGE BENEFITS**

942
943 18.501 Holidays.

944
945 The following holidays are observed by the County and shall be granted to regular
946 employees with pay and to temporary employees without pay, unless such employees are
947 required to be on scheduled work:

- 948
949 (a) New Year's Day
950 (b) Spring Holiday to be observed the Friday immediately preceding Easter
951 (c) Memorial Day
952 (d) July 4th
953 (e) Labor Day
954 (f) Thanksgiving Day
955 (g) Friday following Thanksgiving
956 (h) Day before Christmas
957 (i) Christmas Day
958 (j) One Floating Holiday ~~of the employees' choice~~
959 (k) Any additional holiday granted by the County Board.
960 (l) The County Administrator may designate additional holidays in unusual
961 circumstances with the approval of the County Board Chair and/or Vice Chair.

962
963 For employees working the standard work schedule, when a holiday falls on Saturday, it
964 shall be observed on the preceding Friday. When a holiday falls on a Sunday, the fol-
965 lowing Monday shall be observed.

966
967 For employees not working the standard work schedule see the HR Policies and
968 Procedures.

969
970 The Director of Nurses, the Assistant Director of Nurses and Nursing Supervisors working
971 in Rock Haven who are required to work a holiday, will be paid or granted compensatory
972 time off at a rate of time and one half and receive an additional day in lieu thereof.

973
974 ~~The~~ Any Youth Services Center Supervisors ~~or Relief Supervisor~~ who are required to
975 work a holiday, will be paid or granted compensatory time off at a rate of time and one
976 half.

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For supervisors working at the 911 Communication Center, who are required to work on a holiday, they will be paid or granted compensatory time off at a rate of time and one half for all hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday, and earn 8 hours of holiday time in lieu of. If the holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay.

Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.

Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be granted in lieu thereof.

Regular part-time employees who normally work sixteen or more hours per week shall be paid for holidays which fall on days for which they would otherwise be scheduled to work, according to the number of hours for which they would be scheduled to work on that day.

When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.

When a holiday falls within a pay period of leave without pay, the employee shall receive no pay for the holiday.

In order to receive holiday pay, employees must normally be scheduled to work for not less than 4 hours the regular workday before and not less than 4 hours the regular workday after the holiday, unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

Floating holidays must be taken in whole day increments (prorated for part-time employees).

The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of January 1st of each year. During their first year of employment, Employees hired after November 30, will have until January 31 of the following year to use their floater from the previous year.

The floating holiday may be taken upon at least 7 days advance notice. The floating holiday request will normally be approved, however, it may be denied by the Department Head, even with a 7 day advance notice, if granting the request would put the department, division, unit, or shift below the minimum staffing needs of the department, division, unit or shift. A floating holiday with less than 7 day notice may be granted in an emergency circumstance at the discretion of the Department Head or his/her designee. Employees are strongly encouraged to use their floating holiday prior to the last payroll period of the calendar year.

18.502 Health and Dental Insurance.

- A. The County shall pay that portion of the employee's health insurance as is approved by the County Board.
- B. For part-time unilateral employees who are in a .5 or higher FTE position and hired after September 1, 2009 the employee shall contribute toward health coverage pro-rated to the FTE of the position they hold. [CB resolution – September 2009.]
- C. Part-time employees who are normally scheduled to work less than twenty hours per week are not eligible for County health and dental benefits. Employees who normally work twenty hours or more per week are eligible to receive dental insurance and health benefits. Part-time employees may participate in vision insurance at their own cost provided it is allowable under the plan rules in effect at the time of participation.
- D. Employees retiring from the County who are eligible for a WRS annuity may retain their insurance coverage under the County's group policy if they pay the premium.

1040
 1041 E. Dental coverage will be provided consistent with coverage and copayments as set by the
 1042 County Board. Eligibility for coverage shall be governed by the policy issued by the
 1043 carrier/administrator. The employer shall pay 60% of applicable premium of the lowest
 1044 cost available plan and the employee shall pay the remainder of the applicable premium.
 1045

1046 18.503 Life Insurance.
 1047

1048 Regular full-time employees are eligible for group life insurance in an amount equal to the
 1049 next highest thousand dollars of their annual salary. Unless they specifically waive such
 1050 coverage, a portion of the premium shall be deducted monthly from their regular salary as
 1051 approved by the County Board. Regular part-time employees are also eligible if they work
 1052 enough hours in a year to qualify for Wisconsin Retirement System coverage.
 1053

1054 18.504 Retirement.
 1055

1056 Retirement benefits are administered by the State of Wisconsin Retirement System
 1057 (WRS). The benefits are governed by applicable State statutes and regulations.
 1058

1059 18.505 Unemployment Compensation.
 1060

1061 County employment is covered by Wisconsin Unemployment Compensation laws.
 1062

1063 18.506 Vacation.
 1064

1065 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid
 1066 vacation after one year of continuous service. Thereafter, he/she shall earn one
 1067 additional day per year for each year of continuous employment to a maximum of
 1068 twenty two days. Employees shall continue to earn vacation until the employee's
 1069 length of service would provide additional vacation under paragraph (b) below, at
 1070 which time they shall be placed on that schedule.
 1071

1072 (b) Unilateral employees hired after January 1, 2008, shall earn vacation according
 1073 to the following schedule:
 1074

Completed Years of Service	Unilateral A & B	Unilateral C
1 year	10 Days	15 Days
2 Years	10 Days	15 Days
3 Years	10 Days	15 Days
4 Years	10 Days	15 Days
5 Years	11 Days	20 Days
6 Years	12 Days	"
7 Years	13 Days	"
8 Years	14 Days	"
9 Years	15 Days	"
10 Years	16 Days	25 Days
11 Years	17 Days	"
12 Years	18 Days	"
13 Years	19 Days	"
14 Years	20 Days	"
15 Years	21 Days	"
16 Years	22 Days	"
17 Years	23 Days	"
18 Years	24 Days	"
19 Years	25 Days	"

1075
 1076 Unilateral A & B Employees may use up to 5 of their 10 days after they have been
 1077 with the County for six months. Unilateral C employees may use 7.5 of their 15
 1078 days after they have been with the County for six months. Any time used between

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six (6) months and one year, will result in a reduction of the days available after one year. (Example: a Unilateral B employee uses 2 days after six months but prior to his one year anniversary date, that person would have 8 days to use after completing one year of service. $10 - 2 = 8$.)

- (c) Vacation schedules for those employees covered by a bargaining agreement that has limited bargaining rights as of January 1, 2012 are contained in the HR Policies and Procedures manual.
- (d) Credit for years of service may be awarded to an employee based on years of prior related experience plus years of service with the County. Prior related experience shall be determined by the Human Resources Director and the Corporation Counsel, and will only be awarded for service in jobs that are substantially related to the work performed for the County.
- (e) An employee shall take earned vacation time within the twelve month period immediately following eligibility. Earned vacation time not taken within the designated twelve month period shall be forfeited, unless the Department Head and Human Resources Director specifically approves the carry over of an employee's vacation, in writing, due to an inability of the employee to utilize the time requested to be carried over because of work requirements or other legitimate reasons; or paid out according to HR Policy and Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by the employee in writing prior to his or her anniversary date, or within ten weeks of his or her anniversary date, and shall state with specificity the reason for the request. Failure to make a timely request shall result in the vacation being forfeited.
- (f) The amount of vacation days deferred shall not exceed the number of vacation days that the employee earns on that anniversary date. Vacation may be granted in advance only upon the approval of the Department Head and the Human Resources Director.
- Department Heads shall establish work and vacation schedules with the first consideration to be given to the efficient operation of the department. Senior employees in terms of length of service shall be given vacation schedule preferences when practicable. Deferral of vacation for the County Administrator shall be at the discretion of the County Board Staff Committee.
- (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation time on a pro rata basis directly proportionate to the amount of time worked in relation to the normal full time employment period. Part-time employees whose regular workweek is less than sixteen hours shall not earn vacation credits.
- (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of absence, earned vacation time may be used for this purpose if the employee or employer so elects.
- (i) Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits provided the employee has completed six consecutive months of service, except as modified by the rules governing resignation without sufficient notice.
- (j) An employee who moves from one position to another in the County service, by transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation leave in the new position.
- (k) An employee, whose appointment status is changed from temporary to regular status without a break in service, shall receive vacation credits from the date of his/her original appointment to temporary status.
- (l) No credit for vacation leave shall be granted for time worked by an employee in excess of his/her normal workweek.

- 1141 (m) Vacation credits shall not be earned by an employee during a leave of absence
 1142 without pay, a suspension without pay, or when the employee is otherwise in a non
 1143 compensable status, should such period without pay exceed thirty working days in
 1144 any calendar year.
 1145
 1146 (n) There shall be charged against accrued vacation only those days on which an
 1147 employee normally would have worked. In the event a legal holiday falls within the
 1148 vacation period, the holiday shall not be charged against vacation.
 1149
 1150 (o) Use of vacation time must be approved in advance by the Department Head or his or
 1151 her designee. Use of vacation by appointed Department Heads must be approved in
 1152 advance by the County Administrator.
 1153
 1154 (p) All vacation shall be utilized in not less than thirty minute increments.
 1155

1156 18.507 Workers Compensation.
 1157

1158 Worker compensation benefits will be provided in accordance with applicable statutory
 1159 provisions and administrative codes.
 1160

1161 Rock County strives to insure all work assignments are performed safely and work areas
 1162 are maintained in a safe manner. The County promotes a light duty program for injured
 1163 employees on worker compensation. All on the job accidents must be reported to the
 1164 Human Resources Director or his/her designee immediately and proper forms must be
 1165 completed in full.
 1166

1167 Any employee, who is receiving worker's compensation, may at the employee's option,
 1168 take sufficient sick leave or vacation to make up the difference between the worker's
 1169 compensation payment and his/ her regular wage. When the employee's sick leave and/or
 1170 vacation account is exhausted, he/she shall receive worker's compensation payments only.
 1171 If an employee is on worker's compensation for a period of twelve (12) months, that
 1172 employee shall have his/her earned vacation paid out, unless the employee asks for
 1173 deferral of vacation payout in writing.
 1174

1175 Workers compensation supplemental benefits will be provided in accordance with HR
 1176 Policy and Procedures.
 1177

1178 18.508 Leave Of Absence Policy (Non FMLA).
 1179

1180 The County Administrator or the Department Head after consulting with the Human
 1181 Resources Director, may grant a regular employee leave without pay for a period up to one
 1182 year except for an educational leave, subject to the following conditions:
 1183

- 1184 (1) Leave without pay may be granted when it is in the best interest of the
 1185 County to do so. Requests for leave of absence shall be approved prior to
 1186 the taking of such leave. When such leave is requested as an extension of
 1187 sick leave, an acceptable physician's certificate shall be required.
 1188
 1189 (2) At the expiration of a leave without pay, the employee shall be reinstated
 1190 to the position he/she vacated or to an equivalent position which is vacant
 1191 at the time, provided the employee meets the stated qualifications. If there
 1192 is not a suitable vacancy available, the employee's name shall be placed on
 1193 an appropriate reinstatement list.
 1194
 1195 (3) Credit toward vacation and sick leave shall not be earned after 30 days
 1196 while an employee is on leave without pay. Insurance benefits may be
 1197 retained according to HR Policy and Procedure.
 1198
 1199 (4) Leave without pay shall not constitute a break in service; however, if the
 1200 employee is absent more than thirty days during a calendar year, it shall
 1201 change the employee's anniversary date.
 1202

- 1203 When a leave of more than thirty (30) consecutive days is taken, the
 1204 employee's anniversary date shall be moved ahead by the total number of
 1205 days of the leave.
 1206
 1207 (5) A return to work earlier than the scheduled termination of leave date may
 1208 be arranged by the supervisor and the employee, with the approval of the
 1209 Human Resources Director.
 1210
 1211 (6) Employees on leave of absence from the County may not be employed full
 1212 time elsewhere. Employees holding employment elsewhere during a leave
 1213 of absence shall be deemed to have voluntarily resigned from employment
 1214 with Rock County.
 1215
 1216 (7) If an employee is unable to return to work on the date stipulated, he/she
 1217 may submit a written request to extend the leave of absence, subject to the
 1218 approval of the County Administrator or Department Head and the HR
 1219 Director. If, on the date following the expiration of the leave of absence, an
 1220 extension is not requested and granted and the employee has not returned
 1221 to his/her position, the employee shall be considered to have voluntarily
 1222 resigned from County employment.
 1223
 1224 (8) Unauthorized Absence. It is recognized that there may be extenuating
 1225 circumstances for unauthorized absence, and due consideration shall be
 1226 given each case. However, an employee who is absent from duty without
 1227 approval shall receive no pay for the duration of the absence, and shall be
 1228 subject to disciplinary action, which may include dismissal.
 1229

1230 18.509 Bereavement Leave.
 1231

1232 In the event of a death in an employee's immediate family, he/she may be excused from
 1233 work without loss of pay according to the following schedule to attend the funeral, make
 1234 necessary arrangements, or grieve for the loved one. Immediate family shall not include
 1235 former "in-laws" due to divorce. The appointing authority may require an obituary to
 1236 substantiate the leave.
 1237

- 1238 a. Up to three days (24 hours) for spouse, domestic partner as defined by the state of
 1239 Wisconsin, child, parent, mother-in-law, father-in-law, brother, or sister.
 1240
 1241 b. Up to two days (16 hours) for an employee's stepparent, stepchild, grandparents, or
 1242 grandchildren.
 1243
 1244 c. Up to one day (8 hours) for an employee's sister-in-law, brother-in-law, son-in-law,
 1245 daughter-in-law, aunt, uncle, niece or nephew.
 1246

1247 For those employees working a non-traditional schedule they will only be able to use 8
 1248 hours per day and will have to make up the other hours per day through other benefit
 1249 time (other benefit time does not include sick leave). For example, someone working a
 1250 4 ten hour a day schedule will only have one day (8 hours) in the case of a sister-in-law
 1251 and the employee will have to make up the extra 2 hours for that day.
 1252

1253 If additional time is required, an employee may request to use accumulated vacation,
 1254 holiday or comp-time. Sick leave cannot be used.
 1255

1256 In the event that an employee is required to act as a pallbearer for a funeral not otherwise
 1257 eligible for funeral leave, he/she shall be granted up to one day to serve without the loss
 1258 of pay.
 1259

1260 All leaves under this section shall be prorated based upon the employee's FTE.
 1261

1262 18.510 Jury Duty.
 1263

1264 Any employee called for jury duty in any court of competent jurisdiction shall be
 1265 granted time off from his/her regular and normal daily schedule of working hours with

1266 pay, for such jury service provided such employee shall remit to Employer all fees
 1267 received from the Clerk of Courts for such service, and further provided that no claim
 1268 for overtime pay or compensatory time off shall be made by such employee as a result
 1269 of his/her jury services. If the employee does not remit the fee, he/she shall be considered
 1270 to be on leave of absence without pay while performing jury duty. The County shall pay a
 1271 reasonable amount for the difference if the employee has to pay parking fees and
 1272 reimbursement from the Court does not fully cover the fee.

1273
 1274 18.511 Medical Leave.

1275
 1276 Employees requiring a leave of absence for a period of medical disability shall request the
 1277 leave in accordance with HR Policy and Procedure. Employees are entitled to medical
 1278 leave in accordance with applicable Federal and State laws and HR Policy and Procedures.
 1279 Any leave granted under this section will run concurrently with State and Federal FMLA.

1280
 1281 18.512 Military Leave.

1282
 1283 An employee who leaves the service of the County to join the military forces of the United
 1284 States during time of war or other national emergency, or who is drafted into the military
 1285 service at any time, shall be granted military leave without pay, such leave to extend
 1286 through a date ninety days after being relieved from such service. Proof must be filed with
 1287 the Human Resources Director. Such employee shall be restored to the position which
 1288 he/she vacated or to a comparable position with full rights and without loss of seniority or
 1289 benefits accrued and not taken while serving in the position he/she occupied at the time
 1290 the leave was granted, provided that application is made to the Human Resources Director
 1291 within ninety days after the date of his/her honorable discharge, or fifteen days after
 1292 rejection, and is physically and mentally capable of performing the work of his/her former
 1293 position. Failure of an employee to notify the County within this time period of his/her
 1294 intention to return to work shall be considered as a termination of his/her employment.
 1295 Leave will be granted in compliance with State and Federal law.

1296
 1297 18.513 Military Reserve Leave.

1298
 1299 (1) An employee who, by reason of membership in the United States Military Reserve,
 1300 or ordered by the appropriate authorities to attend a training or encampment under
 1301 the supervision of the United States Armed Forces, or by reason of membership in
 1302 the National Guard, is required by the authorities thereof to do so, shall be granted a
 1303 leave of absence from his/her position without loss of pay for a period not to exceed
 1304 fifteen working days in any calendar year. It is intended that this shall be done
 1305 without financial penalty to the employee. The County will therefore pay such
 1306 employee for this time lost in an amount equaling the difference between his/her
 1307 daily military pay and the employee's normal County daily wage. To receive such
 1308 leave, the employee must file a copy of his/her orders with the Human Resources
 1309 Director at least two weeks prior as far in advance as is reasonable under the
 1310 circumstances (preference is at least two weeks advance notice) prior to date such
 1311 training or encampment leave is to commence.

1312
 1313 (2) An employee who has active membership in the U.S. Military Reserve or
 1314 National Guard and who is ordered to long term active duty of 30 days or more in
 1315 the U.S. Armed Forces shall be granted military leave with supplemental pay equal
 1316 to the difference between the employee's basic military pay and his/her normal
 1317 County daily wage. Supplemental pay granted under this section is provided for the
 1318 duration of an employee's military service, not to exceed 5 years. Proof must be
 1319 filed with the Human Resources Director. To receive compensation the employee
 1320 must submit a copy of his/her Military Leave & Earnings statement to the County
 1321 Payroll Office on a monthly basis. The net pay to an employee may be an estimate
 1322 with final pay reconciliation by the County's Payroll Office after receipt of the
 1323 employee's military pay vouchers, either during the course of military service or
 1324 after completion. Accrual of seniority and benefits, and reinstatement rights and
 1325 limitations, shall be consistent with those outlined in section (d) and as required by
 1326 law. An employee who voluntarily extends his/her military service shall not be
 1327 granted supplemental pay, but may apply for additional unpaid military leave under
 1328 section (d). The effect of this subsection is retroactive to January 1, 2004, and is

subject to the rights of the various unions representing County employees to object to said compensation policy prior to implementation and request that this subsection be subject to the collective bargaining process.

- (3) Any employee described in subsection (2) shall also be entitled to continue paid coverage under the County's group medical plan for four (4) weeks.

18.514 Non Work Related Witness or Personal Litigation.

A leave of absence without pay shall be granted an employee upon his/her request to appear under subpoena or in his/her own behalf in litigation involving personal or private matters

18.515 Sick Leave.

Sick leave pay shall commence on the first day of any period of illness due to accident, injury or disease.

- (1) All full-time employees shall earn one sick leave day per month of continuous employment. All part-time employees whose regular workweek is sixteen hours or more shall earn one sick leave day on a prorata basis directly in relation to the normal full time employment period. All part-time employees, who work less than sixteen hours per week, shall not earn sick leave. Temporary and seasonal employees are not eligible for sick leave.
- (2) Sick leave shall be granted after six months continuous service ~~from~~ original hire date when an employee is required to be absent from work because of:
 - (a) illness of the employee.
 - (b) illness of an employee's spouse or domestic partner (as defined by the State of Wisconsin).
 - (c) illness of a minor child (includes stepchild, current foster child, or any other child they are legally responsible for) or a child who meets the definition of a disabled adult child.
 - (d) illness of a parent (includes stepparents and current foster parents).
 - (e) contact with or exposure to a contagious disease rendering the employee's presence hazardous to fellow workers.
 - (f) reasonable medical or dental attention that cannot be scheduled during non working hours.
- (3) Sick leave shall accrue to a maximum of one hundred thirty days.
- (4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor as close to their regular starting time as possible in accordance with Department Work Rules.
- (5) A supervisor may identify a potential problem with an employee's sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to:
 - a) it occurs before or after a holiday,
 - b) it occurs before or after a scheduled day off,

1391 c) an employee takes sick leave in excess of three days which has not been
1392 reported to FMLA, or

1393
1394 d) the employee has a history of using short amounts of sick leave
1395 repeatedly over an extended period of time.

1396
1397 Once a potential problem with sick leave usage has been identified the
1398 supervisor shall meet with the employee to discuss the reason(s) for the
1399 absences. The goal of the meeting is to gather information, counsel the
1400 employee and if there is an admitted problem, have the employee change
1401 his/her behavior.

1402
1403 When a problem has been identified and the employee has not voluntarily
1404 changed their behavior, a Department Head or the Human Resources
1405 Director may require the employee to submit a medical statement, stating
1406 the specific illness, period of treatment, and date that the employee may
1407 return to work.

1408
1409 The Department Head or Human Resources Director may require an
1410 employee to take a medical examination on returning from sick leave or on
1411 such occasions that it is in the best interest of the County. The medical
1412 examination shall be given by a physician designated by the Human
1413 Resources Director.

1414
1415 The Department Head or the HR Director may investigate the alleged
1416 illness of an employee absent from work on sick leave. False or fraudulent
1417 use of sick leave shall be cause for disciplinary action against the
1418 employee, up to and including dismissal.

1419
1420 (6) an employee on vacation who presents an acceptable medical certificate
1421 giving the dates of illness may have that portion of his/her vacation leave
1422 converted to sick leave.

1423
1424 (7) sick leave shall be debited in no less than quarter hour units.

1425
1426 (8) no credit for sick leave shall be granted for time worked by an employee in
1427 excess of his/her normal workweek.

1428
1429 (9) a regular employee who moves from one department to another by transfer,
1430 promotion or demotion shall have his/her total sick leave credits
1431 transferred to the new department.

1432
1433 (10) Unilateral employees who resign or retire with ten or more years of con-
1434 tinuous service shall be paid for one half of the accumulated sick leave
1435 days, not to exceed a total of sixty-five days. In the event of the death of
1436 an employee, the County shall make the same sick leave payment to the
1437 employee's estate. In the event of a discharge, the employee will not
1438 receive this benefit.

1439
1440 18.516 Subpoenaed Witness.

1441
1442 When subpoenaed to appear before a court, public body, or commission in connection
1443 with County business on regular work time, the employee shall be paid at his her regular
1444 rate of pay and the employee shall remit his/her fee to the County.

1445
1446 Employees who are off duty and are subpoenaed to appear in court as a result of their
1447 work assignment shall receive a minimum of two hours pay at the rate of time and one
1448 half. If the employee is required by the court to be present in court for time over and
1449 above the minimum, the employee will be paid at the rate of time and one half.
1450 Employees shall be reimbursed for mileage costs incurred because of court appearances
1451 required under this provision. Employees shall sign and turn over to the County any and
1452 all fees and reimbursements paid because of court appearances resulting from their work
1453 assignment.

1454
 1455 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off duty time
 1456 and are not notified of the cancellation or dismissal of said subpoena at least twenty-
 1457 four hours prior to the time scheduled for appearance, shall be paid two hours of pay at
 1458 their regular rate of pay. There shall be a maximum of two (2) canceled subpoenas per
 1459 day.

1460
 1461 18.517 Training/Educational Leave.
 1462
 1463 Employees may be granted a full time leave of absence without pay to further their
 1464 education for a period not to exceed eighteen months if it is determined to be in the best
 1465 interest of the County.

1466
 1467 At the expiration of the leave, the employee may be reinstated to his/her position if it is
 1468 available or an equivalent position if one is available and if it is determined to be in the
 1469 best interest of the County.

1470
 1471 For language covering leaves with pay, see HR Policies and Procedures.

1472
 1473 18.518 Voluntary Public Service Leave.
 1474
 1475 County employees may be allowed time off with pay to serve on public or nonprofit
 1476 boards, committees, or commissions if such service received the prior approval of the
 1477 County Board Staff Committee.

1478
 1479 18.519 Voting.
 1480
 1481 Any employee who can satisfactorily show that he/she cannot vote during his/her off
 1482 duty hours shall be allowed time off with pay to cast his/her ballot in all legally
 1483 constituted elections.

1484
 1485 **SECTION 6**
 1486 **CONDITIONS OF EMPLOYMENT**

1487
 1488 18.601 Communications and Confidentiality.
 1489
 1490 Communication is a joint responsibility shared by the County and all employees. No
 1491 information, which is confidential in nature, concerning the internal operations of the
 1492 County, including but not limited to the release of records of the County, may occur
 1493 except through, and with the permission of, the County Administrator or individual
 1494 Department Head if designated by the County Administrator.

1495
 1496 If requests for information are received by employees, whether on or off duty, from any
 1497 person, then the employee is required to politely decline to provide such information
 1498 and to direct that individual to the County Administrator or Department Head for a
 1499 response to that inquiry.

1500
 1501 Because of an employee's responsibilities at the County, an employee may have access
 1502 to confidential County, resident, personnel or other sensitive information. This may
 1503 include information concerning a resident's financial status, the County's business
 1504 practices including purchasing and negotiating strategies, and employee records. This
 1505 sensitive information cannot be disclosed to any personnel who do not have a legitimate
 1506 business need to know such information or to persons outside of the County without the
 1507 determination of the County Administrator or Department Head designated by the
 1508 Administrator. All employees are responsible for protecting the confidentiality of this
 1509 information.

1510
 1511 The County acknowledges the right of its employees, as citizens in a democratic society,
 1512 to speak out on issues of public concern. When those issues are related to the County,
 1513 however, the employee's expression must be balanced against the interests of the
 1514 County. In situations in which the employee is not engaged in the performance of

- 1515 professional duties, the employee should state clearly that his or her expression
1516 represents personal views and not necessarily those of the County.
1517
- 1518 18.602 Conflict of Interest.
1519
1520 Except for the salary or compensation received from the County, no County employee
1521 shall use his/her office or position for personal financial gain or the financial gain of
1522 his/her family. No employee shall engage in his/her own business activity, accept private
1523 employment or render services for private interests when such employment, business
1524 activity or service is incompatible with the proper discharge of the employees official
1525 duties or would impair his/her independence or judgment or action in the performance of
1526 the employee's official duties. Such employment, business activity or service shall not be
1527 engaged in or promoted during normal working hours for which such employee is being
1528 remunerated by the County and such employment, business activity or service shall not in-
1529 volve the use of County facilities or materials. No employee shall use or disclose
1530 "privileged information" gained in the course of or by reason of the employee's official
1531 position or activities. Failure to comply with these conditions shall be considered grounds
1532 for discipline up to and including immediate dismissal.
1533
- 1534 18.603 County Administrator (Tenure).
1535
1536 The County Administrator shall hold his/her position at the pleasure of the County Board.
1537 The action of the County Board in removing the County Administrator shall be final.
1538 Dismissal actions against the County Administrator may be initiated by individual
1539 supervisors as per County Board rules.
1540
- 1541 18.604 County Equipment (return of).
1542
1543 Employees leaving County employment must return County identification cards, keys,
1544 tools and equipment on or before their last day of work.
1545
- 1546 18.605 County Residence.
1547
1548 Key County officials, as determined by the County Administrator, shall reside in the
1549 County.
1550
- 1551 18.606 Demotions.
1552
1553 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can
1554 be voluntary. Demotions must be approved in advance by the Human Resources Director.
1555
- 1556 18.607 Discipline /Investigations.
1557
1558 The purpose of discipline is correcting job behavior and performance problems of
1559 employees. Employees shall be informed of standards of conduct and performance. No
1560 disciplinary action will be taken until a thorough investigation has been completed.
1561 Employees under investigation shall have the right to union representation during the
1562 investigatory process. If a local union does not choose to represent the employee, the
1563 employee will be allowed to have a representative of their choice who is not a supervisor
1564 or manager within Rock County. The representative will be limited to listening and
1565 advising the employee but will not be allowed to speak in place of the employee.
1566 Unilateral employees other than Department Heads shall be allowed to have a
1567 representative of their choice who has equal or less authority than they do. Employees
1568 may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules
1569 and standards shall be consistently applied. Penalties shall be uniform and shall match the
1570 infraction. Persons administering corrective discipline shall systematically document the
1571 case. Records of written reprimands, suspensions, demotions and terminations shall be
1572 provided to Human Resources and kept in the employee's personnel file. Written
1573 reprimands will remain in effect for a period not to exceed one year, and at the end of such
1574 period shall be removed from the employee's personnel file. Records of suspension shall
1575 remain in the Employee's personnel file for a period of two years and at the end of such
1576 period shall be removed from the Employee's personnel file. This section does not
1577 necessarily apply if the employee is represented by an attorney.

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Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the County Administrator before such actions are taken. In the event that the immediate dismissal action is required and the HR Director or the County Administrator cannot be reached, the employee shall be suspended with pay pending investigation.

18.608 Disciplinary Action (Grounds for).

The following shall be grounds for disciplinary action ranging from a written reprimand to immediate discharge depending upon the seriousness of the offense in the judgment of management:

- (a) Dishonesty or falsification of records.
- (b) Use, possession, distribution, selling, or being under the influence of alcohol or illegal drugs while on Rock County premises or while conducting business related activities off Rock County premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
- (c) Unauthorized use or abuse of County equipment or property.
- (d) Theft or destruction of County equipment or property.
- (e) Work stoppages such as strikes or slowdowns.
- (f) Insubordination or refusal to comply with the proper order of an authorized supervisor.
- (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws, ordinances and regulations.
- (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or repeated attempts to use unpaid leave when the employee does not have benefit time available.
- (i) Use of official position or authority for personal or political profit or advantage.
- (j) Disregard or repeated violations of safety rules and regulations.
- (k) Incompetence, unprofessional or poor work performance.
- (l) Discrimination because of race, color, creed, national origin, marital status, sex, sexual orientation, or any other grounds prohibited by State or Federal law.
- (m) Violations of Section 18.601 "Communications and Confidentiality".
- (n) Failure to call in or report to work.
- (o) Sleeping during scheduled work hours.
- (p) ~~Being disrespectful or bullying in dealing with fellow employees or the general public.~~
- (q) ~~Failure to exercise good professional judgment and/or failure to conform to the County's or your Department's goals and mission.~~

Other circumstances may warrant disciplinary action and will be treated on a case by case basis.

18.609 Exit Interview.

1641 An exit interview shall be conducted when possible with every employee who is
 1642 separating from County employment regardless of his/ her length of service, position or
 1643 circumstances or separation.

1644
 1645 18.610 Gifts and Gratuities.
 1646

1647 No County employee shall use their position to solicit or accept for himself/herself or
 1648 another person any gift, campaign contribution, gratuity, favor, services, promise of future
 1649 employment, entertainment, loan or any other thing of monetary value. This does not
 1650 include acceptance of loans from banks or other financial institutions on customary terms
 1651 of finance for personal use, such as home mortgage loans, the acceptance of unsolicited
 1652 advertising or promotional material, such as pens and calendars, and acceptance of an
 1653 award for meritorious public or personal contributions or achievements.

1654
 1655 18.611 Harassment.
 1656

1657 It is the policy of Rock County that all employees should be able to enjoy a work
 1658 environment free from all forms of harassment. Employees who engage in harassment
 1659 not only hurt others, but they also expose both themselves and the County to potential
 1660 legal liability. Consequently, Rock County will not condone or tolerate any conduct in
 1661 the workplace on the part of its employees (whatever their positions), elected officials,
 1662 vendors, or members of the public, if that conduct violates the right of someone else to
 1663 be free from harassment. County employees who violate this policy will be subject to
 1664 appropriate discipline, up to and including termination. (See HR Policies and
 1665 Procedures for a detailed description of the procedures employees should follow in
 1666 regard to this policy.)
 1667

1668 18.612 Hours of Work.
 1669

1670 The normal workweek for County employees shall be forty hours per week. Most County
 1671 employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since
 1672 some County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00
 1673 p.m. schedule, some County employees may have different work schedules which are
 1674 designated in Department work rules.
 1675

1676 Non standard work schedules may be approved by a Department Head, when doing so is
 1677 in the interest of County operations. Notice of non standard work schedules shall be made
 1678 to Human Resources and payroll.
 1679

1680 Staffing needs and operational demands may necessitate variations in starting and
 1681 ending times, days of the week worked, as well as variations in the total hours that may
 1682 be scheduled each day and week.
 1683

1684 Employees included in Sections 18.1001, 18.1010, and 18.1018 are considered salaried
 1685 exempt employees. These employees must cover a partial day taken off with paid
 1686 vacation, sick leave or comp time (where applicable). If the employee has insufficient
 1687 paid time to cover the entire day off, the employee must take the entire day off without
 1688 pay.
 1689

1690 18.613 Layoffs.
 1691

1692 The appointing authority may layoff an employee: a) whenever it is necessary to reduce
 1693 the workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position,
 1694 etc.), b) when an employee has exhausted all available leave options and is unable to
 1695 return to work, or c) when an employee has failed to successfully complete their
 1696 probationary period after a promotion.
 1697

1698 In situation (a) above, no regular employees shall be laid off while there are temporary or
 1699 probationary employees serving in the same classification, in the same department.
 1700 Layoffs shall be based on the needs of the County.
 1701

1702 The appointing authority shall notify each person laid off of all his/her rights. Regular
 1703 employees shall receive at least thirty (30) calendar days notice prior to layoff. Layoff
 1704 plans shall be approved by the Human Resources Director before they are implemented.
 1705

1706 Laid-off employees shall be held in a layoff pool for a period of time equal to their length
 1707 of service, but in no case longer than two years.
 1708

1709 18.614 Lunch Periods and Break Time.
 1710

1711 (a) Lunch Periods.
 1712

1713 Lunch periods are normally scheduled midway in an eight hour shift. Lunch
 1714 periods shall not be longer than one hour nor shorter than thirty minutes.
 1715

1716 (b) Break Time.
 1717

1718 Employees may leave their workstation and return fifteen minutes later for two
 1719 breaks in an eight hour shift, one during the first four hours of their first shift, and
 1720 the second during the last four hours of their shift. Breaks not taken are lost.
 1721 Breaks cannot be accumulated or used to extend lunch periods or to shorten the
 1722 workday.
 1723

1724 Lunch periods and break times are to be arranged between the employee and
 1725 his/her supervisor or Department Head. Since most County offices remain open
 1726 continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the
 1727 Department Head's responsibility to assure that lunch periods and breaks are
 1728 scheduled so that adequate staff coverage is provided at all times.
 1729

1730 Employees who are on a non standard work schedule or work 2nd or 3rd shift shall
 1731 follow Department Work Rules for lunches and breaks.
 1732

1733 (c) The Lunch Period and Break Times cannot be combined to the start or end of the
 1734 shift in order to come in late or leave early.
 1735

1736 18.615 More Than One County Position.
 1737

1738 No person shall hold more than one full or part-time County position at the same time
 1739 without written consent of the County Administrator.
 1740

1741 18.616 Nepotism.
 1742

1743 Members of immediate families shall not be hired or transferred into a position that would
 1744 create a direct or indirect superior subordinate relationship. This policy does not include
 1745 situations where the superior subordinate relationship would be incidental.
 1746

1747 18.617 Outside Employment.
 1748

1749 The County's policy on outside duties or employment shall be as follows: County
 1750 employees may engage in outside employment, unless such employment conflicts with or
 1751 affects the performance of their duties. Prior to engaging outside employment, the County
 1752 employee must give written assurance prescribed by the Human Resources Director that
 1753 said employment does not violate Section 18.602 of the Rock County Ordinance. The fact
 1754 that an employee has reported outside employment does not mean that management has
 1755 given its approval to that employment.
 1756

1757 18.618 Outside Services.
 1758

1759 All fees, gratuities, honorarium or any other form of compensation for outside services
 1760 performed during normal County work hours or while being paid by the County shall be
 1761 turned over to the County and any such activities for which said compensation is paid
 1762 shall be reported to the County Board Staff Committee. This subsection shall not be
 1763 construed to apply to activities performed after regular work hours, or while an employee
 1764 is on a bona fide vacation, or taking a floating or other holidays, or to part-time employees.

1765 Failure to comply with these conditions shall be considered grounds for discipline up to
 1766 and including immediate dismissal.
 1767

1768 18.619 Payday.
 1769
 1770 Employees shall be paid biweekly on alternate Fridays, except when those days fall on a
 1771 holiday in which case employees shall receive their pay on the day preceding the
 1772 holiday. If an employee is on vacation or leave of absence, his/her pay shall be mailed
 1773 to him/her upon request. (See HR Policy and Procedures.)
 1774

1775 18.620 Pre-Employment Physicals.
 1776
 1777 New full time and regular part-time employees may be required to pass a physical
 1778 examination before they are employed. Such exams shall measure the individual's
 1779 physical capabilities in terms of the job to be performed. When pre-employment physicals
 1780 are required, they shall be conducted by a licensed physician at the County's expense.
 1781

1782 18.621 Political Activity.
 1783
 1784 Employees are precluded from engaging in political activity that interferes with their
 1785 normal work performance or is conducted during hours for which the employee is being
 1786 paid by the County. Employees may not use County equipment or property for political
 1787 purposes. Employees are specifically prohibited from using their County position or their
 1788 official authority with the County for the purpose of directly or indirectly coercing any
 1789 person to hold or contribute monetary or other types of assistance to any political
 1790 candidate, party or purpose.
 1791

1792 Under provisions of the federal Hatch Act, employees who are principally employed in an
 1793 activity which is financed in whole or in part by federal loans or grants cannot:
 1794

1795 (a) use his/her official authority or influence for the purpose of interfering with or
 1796 affecting the result of an election or nomination for office;
 1797

1798 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state or local
 1799 officer or employee to pay, lend or contribute anything of value to a party,
 1800 committee, organization, agency or person for political purposes; or
 1801

1802 (c) be a candidate for partisan elective office.
 1803

1804 18.622 Professional Liability Insurance.
 1805
 1806 The County shall provide professional liability insurance for employees for performance
 1807 of their duties within the scope of their employment.
 1808

1809 18.623 Resignations.
 1810
 1811 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and
 1812 wishing to leave Rock County employment shall submit a resignation in writing to their
 1813 Department Head at least two weeks in advance of their planned departure. Employees in
 1814 positions in Pay Range 17 or higher, shall submit their resignation in writing at least four
 1815 weeks in advance of their planned departure (see Unilateral Pay Grid).
 1816

1817 Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave
 1818 Rock County employment shall submit a resignation in writing to their Department Head
 1819 at least two weeks in advance of their planned departure. FLSA exempt employees shall
 1820 submit their resignation in writing at least four weeks in advance of their planned
 1821 departure.
 1822

1823 Employees who do not give sufficient notice shall lose the vacation benefits they are
 1824 accruing for use after they reach their next anniversary date, unless such requirement is
 1825 waived by the Human Resources Director. It is expected that employees will give as much
 1826 notice as possible in order to facilitate recruitment and orientation of new staff members.
 1827 A resignation, once accepted, may not be rescinded.

1828
 1829 18.624 Safety.

1830
 1831 Safety is very important to each employee and Rock County. Employees must conduct
 1832 themselves carefully at all times. All employees must act in a safe manner and practice
 1833 good safety procedures. Similarly, all work areas are to be kept clean and free from
 1834 debris, and tools and equipment are to be kept clean and in good repair.

1835
 1836 The employer will comply with all applicable safety laws and regulations in order to
 1837 provide a safe and secure workplace for its employees and clients.

1838
 1839 Any accident, hazards or potentially unsafe conditions of equipment are to be reported
 1840 to an employee's supervisor immediately for action. If the unsafe condition can be
 1841 corrected immediately as to avoid any additional hazard, then the employee should
 1842 implement the corrective action.

1843
 1844 Any employee who is injured or becomes ill while performing service related to his or
 1845 her employment must contact his or her supervisor immediately on the same day the
 1846 injury or illness occurs and report the incident. If necessary the employee should secure
 1847 the necessary medical attention on the job site to the extent practicable.

1848
 1849 The first report of injury form must be in filled out completely, usually the day of the
 1850 incident, if not, as soon as possible.

1851
 1852 The employer has established the following protocols for evacuation of the premises.
 1853 When employees are advised to evacuate the building, the employees should:

- 1854
 1855
- Stop all work immediately.
 - Contact outside emergency response agencies, if needed.
 - Shut off all electrical equipment and machines, if possible.
 - Walk to the nearest exit, including emergency exit doors.
 - Exit quickly, but do not run. Do not stop for personal belongings.
 - Proceed, in an orderly fashion, to a parking lot near the building.
 - Do not reenter the building until instructed to do so.
 - Employees must know the location of fire extinguishers, emergency exits and first aid kits.

1863
 1864
 1865 18.625 Telephone.

1866
 1867 As a condition of employment, employees must have a telephone or a place of telephone
 1868 contact. Employees shall be requested to notify the Department Head of any change of
 1869 name, address, telephone number or contact place.

1870
 1871 18.626 Travel.

1872
 1873 The County shall reimburse employees for actual necessary and reasonable itemized travel
 1874 costs incurred while on official authorized County business. Commuting expenses
 1875 between an employee's residence and normal place of employment are not reimbursable.
 1876 All travel must be authorized by the Department Head in order to be eligible for
 1877 reimbursement. Department Heads shall inform the County Administrator of any out of
 1878 County travel plans. There will be no reimbursement for meals within the County, except
 1879 as authorized by the Board Chair or Vice Chair. Employees shall receive mileage
 1880 reimbursement at the IRS allowed rate for all authorized travel in their personal
 1881 automobile. Employees shall be required to complete an expense voucher before
 1882 reimbursement will be made. All automobile allowances in all County departments shall
 1883 be paid in a manner similar to that in which salaries are paid. Receipts are required for air,
 1884 train, bus or taxi travel, hotels or motels, meals, conference registration and all other items

(except tolls) in excess of five dollars. Clerical employees who are required to return to work to take minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This reimbursement is taxable to the employee.)

Meals allowed while in travel status:

- Breakfast - up to \$8.00 including tip, may be claimed when the employee is out of the County prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to 10:30 a.m.
- Lunch - up to \$10.00 including tip, may be claimed when the employee is out of the County between 10:30 a.m. and 2:30 p.m. on county business.
- Dinner - up to \$20.00 including tip, may be claimed when the employee is out of the County after 6:00 p.m. on county business. The dinner rate will be paid for meals after 2:30 p.m.

The above are maximums and it is not the intent that the employees should always spend the maximum allowed.

Meals are allowed when an employee is on County business out of Rock County. An itemized receipt from the point of purchase showing the details for what was purchased shall be required for reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.

SECTION 7

PERFORMANCE EVALUATION

18.701 Policy.

The performance evaluation program is used to assess an employee's work effectiveness and to suggest constructive actions on how he/she may improve. Performance evaluation reports shall be considered in decisions affecting placement, salary advancement, overtime assignment, promotions, demotions, dismissal, order of layoff, reemployment, and training.

18.702 Administration.

Each employee shall be evaluated at the following periods:

(a) Probationary Period.

Each employee shall be evaluated midway through their probationary period and one month prior to the completion of the probationary period.

(b) Annual.

Each employee shall receive an annual performance evaluation close to his/her anniversary date, or at another specified time if the Department Head elects to evaluate members of a classification or the whole department together at one time.

(c) Special.

A special performance evaluation shall be completed:

- (1) whenever there is significant change in the employee's performance,
- (2) whenever a supervisor permanently leaves his/her position, in which case, the supervisor shall complete a performance report on each employee under his/her supervision that has not been evaluated within six months prior to the date the supervisor expects to leave.

1947	18.703	<u>Rater.</u>
1948		
1949		The rater shall normally be the employee's immediate supervisor. The rater shall be
1950		responsible for completing a performance evaluation on forms prescribed by the Human
1951		Resources Director at the time prescribed for each employee under his/her supervision.
1952		The Human Resources Director, upon approval of the County Administrator, may also
1953		initiate rating procedures and mechanisms involving the Governing Committee, peers
1954		and/or subordinates.
1955		
1956		The County Administrator shall be evaluated by the County Board Staff Committee.
1957		
1958	18.704	<u>Review of Performance Report.</u>
1959		
1960		Supervisors serving as raters shall review all performance reports with Department Heads
1961		before discussing the report with the employee and before the report is filed in the
1962		employee's personnel folder. If the rater plans to recommend the denial of an in-grade
1963		salary increment, the report shall be discussed with the Human Resources Director prior to
1964		review with the employee.
1965		
1966	18.705	<u>Human Resources Director.</u>
1967		
1968		The Human Resources Director shall be responsible for the overall administration of the
1969		employee performance evaluation programs and shall advise and assist employees, raters
1970		and Department Heads to ensure that performance evaluation procedures are handled
1971		according to the provisions of this Section.
1972		
1973		<u>SECTION 8</u>
1974		<u>GRIEVANCE PROCEDURE</u>
1975	18.801	<u>Policy.</u>
1976		
1977		This grievance procedure is intended to meet all of the requirements set out in Wisconsin
1978		Statute Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin
1979		Legislature.
1980		
1981		It is the policy of the County to treat all employees equitably and fairly in matters affecting
1982		their employment. Each employee of the County shall be provided ample opportunity to
1983		understand and resolve matters affecting employment, which the employee believes to be
1984		unjust. The presentation of a formal grievance shall be considered to be the right of each
1985		regular County employee without fear of reprisal. Nothing contained herein alters the "at
1986		will" status of those employees.
1987		
1988		The County Administrator shall not have access to the grievance procedure.
1989		
1990		Department Heads shall not have access to the grievance process based on Wisconsin
1991		Statutes Section 59.18 (2)(b).
1992		
1993	18.802	<u>Definitions.</u>
1994		
1995		"Arbitrary and capricious" means a decision which was made on unreasonable grounds
1996		or without any proper consideration of circumstances.
1997		
1998		
1999		"Grievance" means a formal complaint by an employee concerning: employee discipline,
2000		employee termination, or workplace safety.
2001		
2002		"Employee discipline" shall include written reprimands, suspensions without pay,
2003		and demotions.
2004		
2005		"Termination" means a separation from employment, but does not include job loss
2006		resulting from a reduction in force.
2007		

2008		“Workplace safety” shall include violations of state and federal laws and regulations
2009		on health and safety.
2010		
2011		The following personnel actions shall not be subject to the grievance process:
2012		oral or written evaluations; counseling; job coaching; placing an employee on
2013		paid administrative leave pending an internal investigation; change in job
2014		assignments; voluntary quits; layoff or failure to return to work when recalled;
2015		retirement; job abandonment or failure to report to work; inability to perform job
2016		duties due to physical or medical limitations; and loss of required licensure,
2017		certification or other requirement necessary to perform the job.
2018		
2019		“Preponderance of the evidence” means the greater weight of the evidence - superior
2020		evidentiary weight that, though not sufficient to free the mind wholly from doubt, is still
2021		sufficient to incline a fair and impartial mind to one side of the issue rather than the
2022		other.
2023		
2024	18.803	<u>Administration.</u>
2025		
2026		The Human Resources Director shall supervise and administer the grievance process.
2027		Supervisors and Department Heads shall keep the Human Resources Director informed of
2028		all grievances in process.
2029		
2030	18.804	<u>Filing a Grievance</u>
2031		
2032		This grievance procedure is available to all unilateral County employees (except
2033		Department Heads and elected County Officials), members of a bargaining unit that
2034		previously contained a grievance procedure, seasonal and temporary employees of the
2035		County.
2036		
2037		<u>Limitations:</u>
2038		
2039		1. A grievance that may be brought by or on behalf of a law enforcement officer using
2040		the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this
2041		section.
2042		
2043		2. A grievance that may be brought by or on behalf of an employee under a grievance
2044		procedure that is contained in a collective bargaining agreement may not be brought
2045		under this section.
2046		
2047	18.805	<u>Discussion of Problem with Immediate Supervisor.</u>
2048		
2049		Any employee having a problem regarding his/her employment shall first discuss the
2050		problem with his/her immediate supervisor. If the problem is not settled to the employee's
2051		satisfaction and is a grievance according to Section 18.802, the employee may present
2052		his/her grievance according to Section 18.806.
2053		
2054	18.806	<u>Grievance Procedure.</u>
2055		
2056		A formal grievance of an employee shall be handled in accordance with the following
2057		procedure.
2058		
2059		<u>STEP 1. Supervisor.</u>
2060		
2061		The employee shall, within seven (7) calendar days of the event giving rise to the
2062		grievance or within ten calendar days of the date he/she could reasonably be expected to
2063		have knowledge of the grievance, present his/her formal grievance in writing on the form
2064		designated by the County to his/her immediate supervisor unless the immediate supervisor
2065		is the subject matter of the grievance, in which case, the employee may immediately
2066		proceed to Step 2. If the Department Head is the subject matter of the grievance, the
2067		employee may immediately proceed to Step 3. The supervisor shall within three calendar
2068		days meet and discuss the grievance with the employee and then reply in writing within
2069		three calendar days.
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STEP 2. Department Head.

In the event that the immediate supervisor's decision is not satisfactory to the employee or the immediate supervisor is the subject matter of the grievance, the employee may within seven (7) calendar days, present the grievance in writing to his/her Department Head. The Department Head, or his/her designee, shall, within five (5) calendar days, meet and discuss the grievance with the employee and then reply in writing within five (5) calendar days.

STEP 3. Human Resources Director.

In the event that the Department Head's decision does not satisfy the employee's grievance or if the Department Head is the subject matter of the grievance, the employee may, within seven (7) calendar days, present the grievance in writing to the Human Resources Director. The Human Resources Director shall arrange to meet within ten (10) calendar days of receipt of the grievance with the employee, his/her representative, if any, and any other person the Human Resources Director deems necessary. If, in the judgment of the Human Resources Director, a hearing is necessary to ascertain the facts surrounding the dispute, one shall be scheduled as soon as practicable. After the hearing, the Human Resources Director shall respond to the grievance in writing to the employee within ~~five~~ (5) ten calendar days.

By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3 may be extended.

STEP 4. Impartial Hearing Examiner/Officer (IHO).

In the event the decision of the Human Resources Director does not resolve the grievance, the employee may, within seven (7) calendar days, request a hearing before an Impartial Hearing ~~examiner/Officer~~ and pay the filing fee (if one is established) by the County Board.

- a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with the name of an Impartial Hearing ~~examiner/Officer~~. ~~The Impartial Hearing Officer must not be an employee of the County. The Impartial Hearing Officer may be an employee of another county or municipality, a retired human resources professional, a lawyer, a professional mediator/arbitrator or other qualified individual.~~
- b. The ~~Impartial~~ Hearing ~~examiner/Officer~~ shall be impartial and may not have any prior knowledge of the grievance.
- c. The Human Resources Director will contact the hearing examiner and schedule a ~~hearing meeting with the employee and the Hearing Examiner IHO to discuss the hearing. This meeting shall occur within two weeks of the date the Human Resource Director receives the request for the hearing. If the employee does not respond to the HR Director's attempt to schedule the meeting or does not attend a scheduled meeting, the request for a hearing shall be considered withdrawn and the decision of the HR Director shall stand.~~
- d. ~~The Impartial Hearing Officer may decide the case on the existing record or may conduct a hearing.~~ A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The ~~Impartial~~ Hearing ~~examiner/Officer~~ may reschedule the hearing with permission of both parties.
- e. The ~~Impartial~~ Hearing ~~examiner/Officer~~, with the consent of both parties, may use his/her best efforts to mediate the grievance.
- f. The employee has a right to be represented at the hearing (at the employee's expense) by a person of the employee's choosing.

- 2132 g. The County has the burden of proof in a reprimand, suspension or termination
2133 grievance to show that its actions were not arbitrary or capricious. The employee
2134 has the burden of proof in a workplace safety grievance.
2135
- 2136 h. The standard required of the party with the burden of proof in all cases is a
2137 preponderance of the evidence.
2138
- 2139 i. The hearing shall be recorded by a court reporter, who will make a record of the
2140 proceedings, and the costs will be shared equally by the parties.
2141
- 2142 j. Formal rules of civil procedure will not be followed.
2143
- 2144 k. Both parties may introduce exhibits and present witnesses. Witnesses shall be
2145 sworn to tell the truth.
2146
- 2147 l. The Impartial Hearing examiner Officer shall provide a written decision within thirty
2148 (30) calendar days following the close of the record. The written decision should
2149 include a case caption; the parties and appearances; a statement of the issues,
2150 findings of fact; any necessary conclusions of law; the final decision and order; and
2151 any other information the hearing examiner deems appropriate.
2152
- 2153 m. The Impartial Hearing examiner Officer shall have the power to sustain or deny
2154 the grievance. He or she shall have the power to order only the following
2155 remedies: withdrawal of a written reprimand, reduction of suspension, transfer to
2156 original position from demoted position, reinstatement with or without some or all
2157 back pay. The Impartial Hearing examiner Officer may recommend other
2158 remedies, however, all other remedial authority shall be subject to the
2159 determination and approval of the County Board, and shall be addressed by the
2160 County Board in the event the grievance is sustained.
2161

2162 STEP 5. County Board.
2163

2164 An employee or the County, within ten (10) calendar days of receipt of the hearing
2165 examiner's decision, may appeal the decision to the County Board by filing a written
2166 notice of appeal with the County Clerk.
2167

- 2168 a. The written notice of appeal must contain: (1) a statement explaining the reason
2169 for the appeal, (2) a copy of the written grievance filed with the County, (3) the
2170 County's response to the grievance, and (4) a copy of the hearing examiner's
2171 decision. The notice of appeal may not contain any information that was not
2172 admitted into evidence at the hearing.
2173
- 2174 b. The appeal will be placed on the agenda for a County Board meeting that is held
2175 at no longer than 60 calendar days after the County Clerk receives a written
2176 notice of appeal. The appeal will be noticed for consideration in closed session
2177 pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal, licensing, or
2178 suspension of a public employee. The County Clerk will provide a copy of the
2179 meeting notice to the employee, and the employee may request that an open
2180 session be held.
2181
- 2182 c. The employee has the right to representation by a person of the employee's
2183 choosing and at the employee's request. The employee and the employee's
2184 representative may attend the closed session.
2185
- 2186 d. The employee or the employee's representative and a representative of the
2187 County may address the County Board for an equal period to be determined by
2188 the County Board Chair. The appealing party will go first and may reserve a part
2189 of his/her time for rebuttal. The responding party will go second. The appealing
2190 party may present a rebuttal, if he/she has reserved any time and not used it.
2191
- 2192 e. The employee and the employee's representative, and the person speaking on
2193 behalf of the County, will be excluded from any closed session during the
2194 County Board's discussion or deliberation.

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- f. The County Board's consideration of the appeal will be limited to a review of the impartial hearing examiners written decision, the appealing party's reason(s) as to why the decision is wrong, and the response by the other party along with any oral presentations made by the parties.
 - g. Should the County Board Chair become aware of some relevant piece of information that could have had a significant impact on the decision of the impartial hearing examiner, that neither party was aware of, or could have been expected to be aware of, prior to the impartial hearing officer's decision, the County Board Chair, with the advice of the Corporation Counsel, may take whatever action he/she deems appropriate so as not to disadvantage either party, and report such action to the County Board.
 - h. The County Board shall give due deference to the decision and recommendation of the Impartial Hearing Officer and his/her decision shall not be overturned unless the Board finds by a simple majority vote that: (1) the hearing was not conducted fairly, (2) there was fraud or corruption on the part of the hearing examiner, or (3) the hearing examiner made an error in fact or law.
 - i. In the event the County Board does not sustain the Impartial Hearing Officer's decision, then the Board may render a new decision and remedy, or take other action as appropriate.
 - j. The County Board Chair shall prepare and sign a written determination reflecting the County Board decision. The County Board Chair may enlist the assistance of the Corporation Counsel in preparing the determination. A copy of the determination will be provided to the employee within ten (10) calendar days following the County Board's decision.
 - k. The County Board's decision is final and may not be appealed.

2227 18.807 Grievances of Termination.

2228
2229 All grievances regarding termination shall be initiated at the third step of the grievance
2230 procedure.
2231

2232 **SECTION 9**

2233 **TRANSACTIONS AND RECORDS MANAGEMENT**

2234
2235 18.901 Policy.

2236
2237 The development and maintenance of an effective personnel transaction procedure and
2238 personnel records management system is essential to a sound personnel program. All
2239 appointments, separations, and other personnel transactions shall be made on forms
2240 designated by the Human Resources Director. The primary purpose of these systems and
2241 procedures shall be to:
2242

- 2243 (a) Establish and maintain clear lines of authority for the processing of personnel
2244 transactions and management of personnel records.
2245
- 2246 (b) Establish and maintain uniform, easily accessible and complete employment
2247 records of all County employees and employee transactions.
2248

2249 The Payroll Unit shall convert data from personnel transactions to payroll records and
2250 shall maintain cumulative records of vacation, overtime, sick leave, and payroll
2251 deductions. Payroll records and data shall be developed in cooperation with the Human
2252 Resources Director and Finance Director to provide current and meaningful personnel and
2253 position information, summaries and statistics.
2254

2255 All employees shall be responsible for notifying their supervisor of any changes, which
2256 affect their personal status.

2257		
2258	18.902	<u>Public Inspection.</u>
2259		
2260		Information as to the name, class title and salary of employees and former employees is
2261		available for public inspection at times in accordance with procedures prescribed by the
2262		Human Resources Director. Other information shall be considered confidential and shall
2263		be available as authorized by State and Federal law.
2264		
2265	18.903	<u>Destruction of Records.</u>
2266		
2267		Employee service records shall be kept for seven years. Applications and examinations
2268		may be destroyed after two years.
2269		
2270	18.904	<u>Reports.</u>
2271		
2272		The Human Resources Director shall provide the Board and the County Board Staff
2273		Committee with reports and information relating to personnel actions upon request or as
2274		may be appropriate.
2275		
2276		<u>SECTION 10</u>
2277		<u>DEFINITIONS</u>
2278	18.1001	<u>Accrued benefits.</u>
2279		
2280		This refers to vacation benefits that the employees are accumulating which they will only
2281		be able to use once they reach their next anniversary date.
2282		
2283	18.1002	<u>Administrative Personnel.</u>
2284		
2285		Administrative employees act as an advisor, limited function department head, or a
2286		specialist in a management or supportive service who meet all the following criteria:
2287		
2288		(a) A primary duty of the employee includes the performance of office or non-manual
2289		work directly related to the management or general business operations of the
2290		County or its citizens.
2291		
2292		(b) A primary duty of the employee includes the exercise of discretion and independent
2293		judgment with respect to matters of significance.
2294		
2295	18.1003	<u>Allocation.</u>
2296		
2297		The assignment of a position to a pay range.
2298		
2299	18.1004	<u>Anniversary Date.</u>
2300		
2301		The date an employee begins County employment. The anniversary date may be modified
2302		by subsequent personnel actions – leave of absence and layoff.
2303		
2304	18.1005	<u>Appointing Authority.</u>
2305		
2306		A County official who has the authority to appoint and remove individuals to and from
2307		positions in the County service.
2308		
2309	18.1006	<u>Board.</u>
2310		
2311		The Rock County Board of Supervisors.
2312		
2313	18.1007	<u>Class.</u>
2314		
2315		One or more positions which are substantially alike in duties and responsibilities to
2316		warrant using the same title, similar qualifications, selection procedures and the same pay
2317		range.

2318		
2319	18.1008	<u>Class Description.</u>
2320		
2321		A written description of a class containing the class title, a general statement of the duties and responsibilities, examples of duties performed, and minimum qualifications required.
2322		
2323		
2324	18.1009	<u>Class Title.</u>
2325		
2326		The official designation or name of the class as stated in the class description. The class title shall be used on all personnel records and other official personnel actions.
2327		
2328		
2329	18.1010	<u>Classification Plan.</u>
2330		
2331		The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.
2332		
2333		
2334	18.1011	<u>County Administrator.</u>
2335		
2336		The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.
2337		
2338		
2339	18.1012	<u>Demotion.</u>
2340		
2341		The assignment of an employee from one class to another class with a lower pay range.
2342		
2343	18.1013	<u>Department Head.</u>
2344		
2345		A County official with the responsibility for the operation of a County department.
2346		
2347	18.1014	<u>Disciplinary Action.</u>
2348		
2349		The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.
2350		
2351		
2352	18.1015	<u>Earned Benefits.</u>
2353		
2354		Those benefits that employees have on the books which are currently available to use (i.e. vacation after reaching an anniversary date, sick leave earned a day a month, floating holiday , etc.).
2355		
2356		
2357		
2358	18.1016	<u>Eligible Candidate.</u>
2359		
2360		A person certified by the Human Resources Director as meeting the training and experience requirements and as successfully completing all parts of the selection process when formal selection devices are used.
2361		
2362		
2363		
2364	18.1017	<u>Eligibility List.</u>
2365		
2366		A list of Eligible Candidates to fill positions in a particular job class.
2367		
2368	18.1018	<u>Employee.</u>
2369		
2370		An individual who is employed by the County and is paid in part or in whole through the County payroll.
2371		
2372		
2373	18.1019	<u>Entrance Pay Rate.</u>
2374		
2375		The rate of pay a newly hired employee is assigned at commencement of employment.
2376		
2377	18.1020	<u>Executive Personnel.</u>
2378		
2379		An executive employee is an administrator who meets all of the following criteria:
2380		

- 2381 (a) The employee's primary duty consists of management of the County or a
2382 customarily recognized department or division of the County.
2383
- 2384 (b) The employee customarily and regularly directs the work of two or more other
2385 employees.
2386
- 2387 (c) The employee has the authority to hire or fire other employees, or their
2388 recommendations as to the hiring, firing, advancement, promotion or any other
2389 change of status of other employees is given particular weight.
2390
- 2391 18.1021 Flexible Time.
2392
2393 Time off allowed at the discretion of the Department Head, in recognition of excess hours
2394 worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy
2395 and Procedures.
2396
- 2397 18.1022 Full Time Equivalent (FTE).
2398
2399 A way to measure the amount of time a person assigned to a county position is
2400 scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time
2401 position, while an FTE of 0.5 means that the position is only half time. FTE is
2402 measured in tenths from 0.1 to 1.0.
2403
- 2404 18.1023 Grievance.
2405
2406 A formal complaint by an employee concerning: employee discipline, employee
2407 termination, or workplace safety.
2408
- 2409 18.1024 Human Resources Director.
2410
2411 The Director of the Rock County Human Resources Department and the person
2412 responsible for implementing all County Personnel Policies and Procedures.
2413
- 2414 18.1025 Immediate Family.
2415
2416 Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-
2417 in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's
2418 brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the
2419 husband of one's spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or
2420 step grandchild, domestic partner (as defined by the state of Wisconsin), aunt (the sister of
2421 one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or
2422 mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not
2423 include former "in-laws" due to divorce.
2424
- 2425 18.1026 In Range Increment.
2426
2427 A pay step within a pay range.
2428
- 2429 18.1027 Layoff.
2430
2431 The involuntary separation of an employee because of lack of work, lack of funds, or the
2432 abolishment of a position.
2433
- 2434 18.1028 Limited Term Employee (LTE).
2435
2436 An employee who is hired to perform a job for a determinant amount of time with a
2437 specific ending date at the time of hire and who meets all of the qualifications to perform
2438 the job. Limited Term Employees are not eligible to receive fringe benefits other than
2439 Wisconsin Retirement if anticipated to work in enough hours in a year to qualify for
2440 Wisconsin Retirement System coverage. LTEs may be eligible for benefits. Employees
2441 working as a Limited Term Employee may not work more than 25 hours per week.
2442

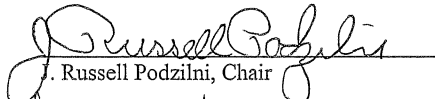
2443	18.1029	<u>Part-time Employees.</u>
2444		
2445		Employees shall be considered part-time when they are normally scheduled to work less
2446		than 40 hours per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work
2447		cycle.
2448		
2449	18.1030	<u>Pay Plan.</u>
2450		
2451		A schedule of pay ranges for all classes of positions in the County that are not covered by
2452		a Collective Bargaining Agreement.
2453		
2454	18.1031	<u>Pay Range.</u>
2455		
2456		A salary range to which positions are assigned, consisting of a minimum wage rate,
2457		designated as "Step 1," and multiple additional steps, culminating in a maximum wage
2458		rate. All positions shall be compensated at one of the steps contained in the pay range to
2459		which the position is assigned.
2460		
2461	18.1032	<u>Position.</u>
2462		
2463		A grouping of duties and responsibilities to be performed by an employee. A position
2464		may be filled or vacant, full time or part-time, regular or temporary.
2465		
2466	18.1033	<u>Position Description.</u>
2467		
2468		A written document that describes the individual employee's duties and responsibilities
2469		and is specific to that position.
2470		
2471	18.1034	<u>Probationary Employee.</u>
2472		
2473		A person who has been properly appointed to a regular Rock County position and who is
2474		servicing in his/her Trial Period to determine if he/she can do the job.
2475		
2476	18.1035	<u>Probationary Period.</u>
2477		
2478		The probationary period is a try out time for the employee. It is also used for
2479		determination of certain benefits.
2480		
2481	18.1036	<u>Promotion.</u>
2482		
2483		The assignment of an employee from one class to another class with a higher pay range.
2484		
2485	18.1037	<u>Reallocation.</u>
2486		
2487		The reassignment of a position from one pay range to another to correct an error in the
2488		original assignment, to reflect changing labor market conditions, or to reflect significant
2489		changes over a period of time in the duties and the responsibilities of the position (eg.
2490		moving the Medical Record Manager position from Unilateral Pay Range 19 to Unilateral
2491		Pay Range 20). The incumbent in the position shall move with the position.
2492		
2493	18.1038	<u>Reclassification.</u>
2494		
2495		The reassignment of a position from one existing class to another class to recognize a
2496		change in the duties and responsibilities of a position (eg. a position is currently assigned
2497		as a Planner III and is reclassified to a Senior Planner). The incumbent in the position
2498		shall move with the position if they are qualified for the position.
2499		
2500	18.1039	<u>Regular Appointment.</u>
2501		
2502		An assignment of an eligible candidate to a budgeted County position.
2503		
2504	18.1040	<u>Regular Employee.</u>
2505		

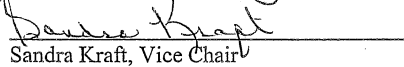
2506		A person who has been properly appointed to a regular Rock County position and has
2507		successfully completed the Probationary Period.
2508		
2509	18.1041	<u>Reinstatement.</u>
2510		
2511		To restore or be placed back into a former or substantially equivalent position.
2512		
2513	18.1042	<u>Retiree.</u>
2514		
2515		An employee who terminates employment with the County to immediately and actively
2516		draw an annuity from the Wisconsin Retirement System (WRS).
2517		
2518	18.1043	<u>Seasonal Employee.</u>
2519		
2520		An employee who is hired for a period of time to do a specific function (example: cut the
2521		grass), which cannot cumulatively exceed a period of six nine months in a calendar year.
2522		Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin
2523		Retirement if anticipated to work enough hours in a year to qualify for Wisconsin
2524		Retirement System coverage. Employees working as a Seasonal employee may not work
2525		more than 25 hours per week.
2526		
2527	18.1044	<u>Selection Device.</u>
2528		
2529		A formal measurement device used to evaluate and/or rank applicants for County
2530		positions.
2531		
2532	18.1045	<u>Seniority.</u>
2533		
2534		Seniority is continuous length of service as a County employee. Seniority shall, upon
2535		completion of the Probationary Period, begin with the original date of continuous
2536		employment subject to the conditions of 18.1004. Seniority shall be used to determine
2537		accrual of vacation and sick leave.
2538		
2539	18.1046	<u>Supervisor.</u>
2540		
2541		The person responsible for the assignment, direction and evaluation of the work of another
2542		employee, usually a full time County employee.
2543		
2544	18.1047	<u>Temporary Appointment.</u>
2545		
2546		An appointment of an individual who meets the qualifications for a position appointed to
2547		fill that position for an unspecified term. Temporary Appointees may be eligible for fringe
2548		benefits.
2549		
2550	18.1048	<u>Termination.</u>
2551		
2552		The removal of an employee from the payroll for voluntary or involuntary reasons,
2553		including dismissal, resignation, retirement or death.
2554		
2555	18.1049	<u>Transfer.</u>
2556		
2557		The assignment of an employee from one position to another in the same class or to a class
2558		with the same pay range.
2559		
2560	18.1050	<u>Travel Status.</u>
2561		
2562		An employee shall be considered to be in "travel status" when he or she is on County
2563		business outside of the County either for an entire day (before 7:00 a.m. and after 6:00
2564		p.m.); or for part of a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of
2565		10:30 a.m. and 2:30 p.m.
2566		
2567		
2568		

- 2569 18.1051 Underslotting.
 2570
 2571 The filling of a vacant position at a lower classification.
 2572
 2573 18.1052 Unilateral Employees
 2574
 2575 Those County employees who are not covered by a collective bargaining agreement,
 2576 excluding the County Elected Officials and the County Administrator. The Unilaterals
 2577 are divided into three groups for purposes of overtime and vacation:
 2578
 2579 • Unilateral A's are "Non-Exempt". This means that they are subject to the
 2580 requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law
 2581 that requires, among other things, that employees who work more than 40
 2582 hours in a week get paid time and one half for any overtime hours.
 2583
 2584 • Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of
 2585 their position. However, the County has chosen to pay them straight time
 2586 overtime after 40 hours a week even though the County is not required to do
 2587 this by federal law.
 2588
 2589 • Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of
 2590 their position. Employees in these positions do not receive any form of
 2591 overtime but are allowed to "flex" their time in accordance with HR Policy and
 2592 Procedure.
 2593
 2594 18.1053 Upgrade.
 2595
 2596 The reassignment of a position from one existing class to a current or newly created class
 2597 to recognize a change in the duties and responsibilities of a position. When a position is
 2598 upgraded, an open recruitment shall be conducted to fill the position (eg. HR Secretary to
 2599 HR Office Coordinator).
 2600
 2601 18.1054 Work Schedule.
 2602
 2603 The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00
 2604 p.m. with a one hour lunch period. All full time employees are expected to work at least
 2605 40 hours per week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates
 2606 otherwise.

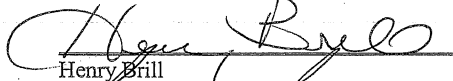
Respectfully Submitted,

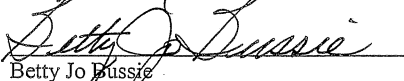
COUNTY BOARD STAFF COMMITTEE

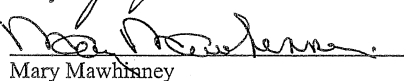

 Russell Podzilni, Chair

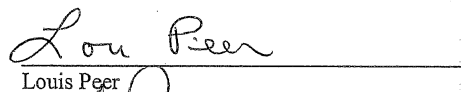

 Sandra Kraft, Vice Chair

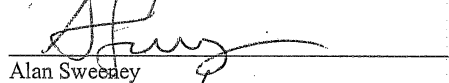
Absent
 Eva Arnold

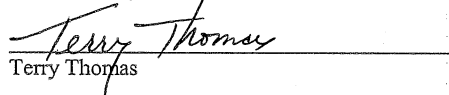

 Henry Brill


 Betty Jo Bussie


 Mary Mawhinney


 Louis Peer

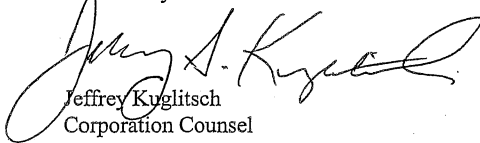

 Alan Sweehey


 Terry Thomas

AMENDING THE COUNTY'S PERSONNEL ORDINANCE
Page 44

LEGAL NTOE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.03 and 59.22, Wis. Stats.



Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:

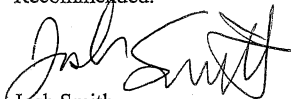
Minimal fiscal impact.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

COLIN BYRNES
INITIATED BY



JODI TIMMERMAN
DRAFTED BY

PLANNING & DEVELOPMENT
COMMITTEE
SUBMITTED BY

OCTOBER 17, 2014
DATE DRAFTED

AMENDING CHAPTER 4 PART 2 OF THE ROCK COUNTY ORDINANCE REGARDING
THE ZONING OF SHORELANDS, CREATING 4.218, AND AUTHORIZING AN
INTERGOVERNMENTAL AGREEMENT BETWEEN ROCK COUNTY AND
ALL 20 TOWNS IN ROCK COUNTY

1 WHEREAS, the Rock County Board of Supervisors supports the Farmland Preservation
2 Program, and

3
4 WHEREAS, the goal of the Farmland Preservation Program is to preserve Wisconsin farmland
5 through land use planning and zoning while also offering tax relief to farmland owners, and

6
7 WHEREAS, the Wisconsin Court of Appeals issued a recent decision in Hegwood v. Town of
8 Eagle Zoning Board of Appeals, 351 Wis.2d 196, 839 N.W.2d 111 (2013), holding that towns do not
9 have the authority to zone inside a county shoreland district, and

10
11 WHEREAS, landowners enrolled in the Farmland Preservation Program can only claim
12 farmland preservation tax credits on land that is covered by a certified farmland preservation zoning
13 ordinance, and

14
15 WHEREAS, the impact of the Hegwood decision is that landowners enrolled in the Farmland
16 Preservation Program in towns currently under town zoning may not be able to claim the tax credit on
17 land that is within the county shoreland district, unless action is taken to address this issue, and

18
19 WHEREAS, in order to preserve the tax credits for each landowner in Rock County in the
20 Farmland Preservation Program, Rock County needs to amend Chapter 4 Part 2 of the Rock County
21 Code to adopt and incorporate by reference the zoning ordinance for each town in Rock County, by text
22 and map, to the extent that said town ordinance does not conflict with Chapter 4, Part 2, of the Rock
23 County Code and Wisconsin Administrative Code section NR 115; and

24
25 WHEREAS, pursuant to Wis. Stat §59.692(4) and 66.0301, and by an intergovernmental
26 agreement with each town in Rock County, the County will delegate administrative and enforcement
27 authority for the incorporated terms of each town's zoning ordinances back to each respective town
28 upon incorporation of the town's zoning ordinance into Rock County's Shoreland Zoning Ordinance,
29 and

30
31 WHEREAS, Rock County shall maintain administrative authority over Chapter 4, Part 2,
32 Zoning of Shoreland, and

33
34 WHEREAS, this amendment to Chapter 4, Part 2, along with each intergovernmental
35 agreement with the respective towns in Rock County shall be repealed on December 31, 2016, unless a
36 legislative change allows for an earlier repeal or an extension is agreed upon by the parties,

37

14-11D-144

41 NOW THEREFORE, BE IT ORDAINED by the Rock County Board of Supervisors duly
42 assembled this ___ day of _____, 2014, that they amend Chapter 4 Part 2 of the Rock County
43 Ordinance regarding Zoning of Shorelands by creating 4.218 which reads as follows:

44

45 **4.218 Town Zoning in Shoreland Zoning**

46

47 (1) The County Board adopts and incorporates by reference, as if set forth in full, the town
48 zoning ordinances for each of the 20 respective towns in Rock County, by text and by
49 map as may be amended from time to time.

50

51 (2) The County Board authorizes the creation of an Intergovernmental Agreement with each
52 town in Rock County, pursuant to Wis. Stat. §§ 59.692(4) and 66.0301 for the purpose
53 of delegating the administration and enforcement of town zoning, as it relates to
54 shoreland areas, back to each respective town in Rock County.

55

56 (3) This subsection shall be repealed effective December 31, 2016, along with each
57 Intergovernmental Agreement, unless earlier repealed or extended upon the agreement
58 of the parties.

59

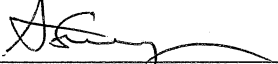
60 BE IT FURTHER ORDAINED, that the Rock County Board of Supervisors authorizes the
61 entering of an Intergovernmental Agreement with each town in Rock County, pursuant to Wis. Stat.
62 59.692(4) and 66.0301 for the purpose of delegating administration and enforcement of town zoning,
63 as it relates to shoreland areas, back to each respective town in Rock County. The County Board Chair
64 is authorized to enter into these agreements.

65

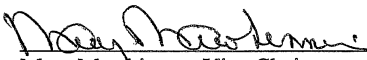
66 BE IT FURTHER ORDAINED that this amendment shall be effective upon passage and
67 publication.

Respectfully submitted:

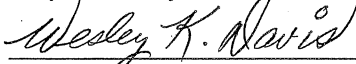
PLANNING & DEVELOPMENT COMMITTEE



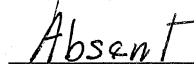
Alan Sweeney, Chair



Mary Mawhinney, Vice Chair



Wesley K. Davis



Wayne Gustina



Jason Heidenreich

LEGAL NOTE:


The County Board is authorized to take this action pursuant to secs. 59.01, 59.02(2), 59.51, 59.692(4) and 66.0301, Wis. Stats.



Jodi Timmerman
Deputy Corporation Counsel

FISCAL NOTE:

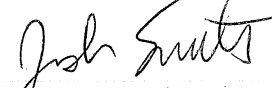
Minimal fiscal impact.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

In Hegwood v. Town of Eagle Board of Appeals, the Wisconsin Court of Appeals held that, except in limited circumstances, towns have no authority to zone shorelands. The impact of this decision is that towns cannot zone for farmland preservation inside the county shoreland district. Landowners can only claim farmland preservation tax credits on land that is covered by a certified farmland preservation zoning ordinance. As a result of Hegwood, property located in a Shoreland Area that had previously been in a certified Farmland Preservation Zoning District is no longer in a certified Farmland Preservation Zoning District and may no longer be eligible for farmland preservation tax credits.

The Wisconsin Counties Association, in conjunction with the Wisconsin Towns Association is recommending that counties adopt the pre-existing town zoning in shoreland in the county's shoreland zoning by text and may reference, and enter into an agreement assigning the administration of town zoning in shoreland areas to each respective town.

The intent of this resolution is to assure that landowners enrolled in the Farmland Preservation Program continue to be eligible to receive tax credits. Additionally, it is intended that the county and each town will continue to administer and enforce zoning as has been done prior to the Hegwood decision.

The Wisconsin Counties Association and the Wisconsin Towns Association have expressed an intent to seek a legislative solution to this issue in 2015. If and when this occurs, this amendment would be repealed.

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee
INITIATED BY



Benjamin J. Coopman
DRAFTED BY

Public Works Committee
SUBMITTED BY

November 3, 2014
DATE DRAFTED

**AUTHORIZING THE CREATION OF THE WEIGHT LIMITS FOR IMPLEMENTS OF
HUSBANDRY ORDINANCE (SECTION 3.112)**

1 WHEREAS, Wis. Act 377 of 2013 under Sec. 348.15(9)(f) 1. provides that there is no weight limitation per
2 wheel, axle, or group of axles for Category B Implements of Husbandry as defined in Sec. 340.01(24)(a)1.b., but
3 does apply gross vehicle weight limitations to these vehicles, and;
4

5 WHEREAS, Sec. 348.15(9)(f)1., Wisconsin Statutes, authorizes the municipality or county to require
6 compliance with axle weight limitations established under Sec. 348.15(3)(g) for Category B Implements of
7 Husbandry on all highways under its jurisdiction.
8

9 I. The Rock County Board of Supervisors at its regular meeting this ___ day of _____, 2014,
10 does ordain as follows:
11

12 That section 3.112 of the Code of Ordinances of Rock County is hereby renumbered as section 3.113.
13

14 That sec. 3.112 of the Rock County Code of Ordinances is hereby created to read as follows:
15

16 **3.112 Weight Limits**

17 (1) Implements of Husbandry

18 (a) Class A Highway

19 1. Category B Implements of Husbandry is defined by Sec. 340.01(24)(a)1.b., Wisconsin
20 Statutes.

21 2. Pursuant to Sec. 348.15(9)(f) Wisconsin Statutes, all Category B Implements of Husbandry
22 may not exceed the weight limits imposed by Chapter 348.15(3)(g), Wisconsin Statutes.

23 3. In order to exceed the length and/or weight limitations on county highways, a no-fee permit
24 shall be applied for from the County.

25 4. Pursuant to Sec. 348.27(19)(b)4m.a., Wisconsin Statutes, in the event an application for a
26 no-fee permit is made for a Category B Implement of Husbandry, and the application is denied
27 specifically as to applicant's proposed route, the County is required to provide an approved
28 alternate route, which may include highways that are non-county highways if prior approval has
29 been given to the County by the jurisdiction of the non-county highway over that jurisdiction's
30 alternate routes for operation of Category B Implements of Husbandry.
31

32 (2) Section 3.112 shall become effective January 1, 2015, and shall remain in effect until rescinded by
33 further action of the Rock County Board of Supervisors.
34

Respectfully Submitted:

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice Chair

Eva Arnold

Brenton Driscoll

Rick Richard

14-11D-145

Authorizing the Creation of the Weight Limits for Implements of Husbandry
Ordinance (Chapter 3.112)

Page 2

FISCAL NOTE:

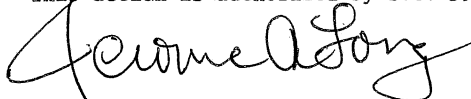
No fiscal impact.



Sherry Oja
Finance Director

LEGAL NOTE:

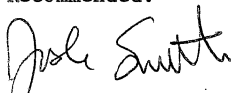
This action is authorized by sec. 59.02(2), Wis. Stats.



Jerome A. Long
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

Wisconsin Act 377 of 2013 is an act to repeal, renumber, amend, recreate, and/or create State Statutes relating to operation of agricultural vehicles on highways and providing a penalty for operating overweight or oversize agricultural vehicles.

Under Act 377, the County has multiple options to regulate Implement of Husbandry (IOH) operation on roads. These six options range from no weight limits to stringent limitations.

In review and evaluation of these options, in conjunction with a recommendation of the Wisconsin County Highway Association, and consistent with implementation on State highways, it is recommended that "Option E" be implemented. "Option E" is the most stringent option.

"Option E" requires Category B IOH to comply with the axle weight limit criteria of 23,000 pounds per axle.

According to State Statute, all IOH, with the exception of 1) potato harvesters and 2) transportation of IOH between a dealership and a farm, which would exceed the designated weight limits are required to obtain a no-fee permit from the jurisdiction of authority in order to operate legally on that jurisdiction's highways.

In creating consistent weight limits for all IOH, uniform permit and enforcement processes can be established. The County Public Works Department will be expected to absorb processing the many hundreds of permits that will arise because of this new law.

County permits will be required annually for all IOH that would exceed the defined weight limits on county highways. Permit denials pertaining specifically to applicant's proposed routes shall require the jurisdiction of authority to provide an alternate route. If the alternate route is not acceptable to the applicant, they may appeal through an administrative review process to the Rock County Public Works Committee. The applicant has the option of bypassing the administrative review process and filing an action directly in circuit court challenging the adverse action.

Enforcement shall be by the Rock County Sheriff's Office and be consistent with State Statutes. The enforcement process is basically unchanged with the exception of the following modifications regarding weight limits and penalties.

Weight limits have been increase approximately 15 percent: Prior weight limits were 20,000 pounds per axle and 80,000 pounds gross vehicle weight. New limits are 23,000 pounds per axle and 92,000 pounds gross vehicle weight.

Penalties incurred on or before January 1, 2020, shall be calculated using the prior weight limits of 20,000 pounds per axle and 80,000 pounds gross vehicle weight. After January 1, 2020, the limits will sunset and be in accordance with the previous State Statute(s).

APPOINTMENT TO VETERANS SERVICE COMMISSION

POSITION: Member of the Veterans Service Commission

AUTHORITY: Chapter 449, Wisconsin Statutes 45.81

TERM: Three Years – 1/1/15-12/31/17

PER DIEM: Yes, Per Chapter 449, Wis. Stats. 45.15

PRESENT MEMBER: Patrick Brown

CONFIRMATION: No, For Information Only

NEW APPOINTMENT: Patrick Brown
1420 N. Pontiac Drive
Janesville, WI 53545

EFFECTIVE DATE: January 1, 2015

APPOINTMENT TO LOCAL EMERGENCY PLANNING COMMITTEE

POSITION: Member of the Local Emergency Planning Committee

AUTHORITY: Wis. Stats. 59.54(8)
County Board Resolution #95-7A-042

TERM: Term Ending 7/31/2017

PER DIEM: For County Board Supervisors Only
Yes, Per Board Rule IV.J.

PRESENT MEMBER: Beth Natter

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Lt. Brad Altman
Wisconsin State Patrol
Southern Region Headquarters
911 W. North Street
DeForest, WI 53532-0610

EFFECTIVE DATE: November 20, 2014

**APPOINTMENTS TO DISABLED PARKING
ENFORCEMENT ASSISTANCE COUNCIL**

POSITION: Members of the Disabled Parking Enforcement
Assistance Council

AUTHORITY: Wis. Stats. 349.145 and County Board Resolution
#95-9B-068

TERM: Three Years Ending December 31, 2017

PER DIEM: No

PRESENT MEMBERS: Susan Neumann
Madelyn Glaedon
James Westrick

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Susan Neumann
1310 E. Mound Road
Edgerton, WI 53534

Madelyn Glaeden
148 Hillside Court
Janesville, WI 53545

James Westrick
3104 Ruger Avenue
Janesville, WI 53546

EFFECTIVE DATE: November 20, 2014

APPOINTMENTS TO ARROWHEAD LIBRARY SYSTEM BOARD

POSITION: Members of the Arrowhead Library System Board

AUTHORITY: Wis. Stats. 43.19 and County Board Resolution 73-7-64

TERM: Term Ending December 31, 2017

PER DIEM: Yes, Per Board Rule IV.J.

PRESENT MEMBERS: Rick Richard
Bill Wilson

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Wes Davis
4210 Castlemoor Dr.
Janesville, WI 53546

Bill Wilson
417 E. High Street
Milton, WI 53563

EFFECTIVE DATE: November 20, 2014

APPOINTMENT TO THE LAND CONSERVATION COMMITTEE

POSITION: Member of the Land Conservation Committee

AUTHORITY: County Board Rule IV.G. and IV.H.

TERM: Unexpired Term of Wes Davis Ending April 2016

PER DIEM: Yes, Per Board Rule IV.J.

PRESENT MEMBER: Wes Davis

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Jeremy Zajac
102 Morgan St.
Milton, WI 53563

EFFECTIVE DATE: November 20, 2014

**APPOINTMENT TO THE AGRICULTURE AND
LAND CONSERVATION COMMITTEE**

POSITION: Member of the Agriculture and Land Conservation
Committee

AUTHORITY: County Board Rule IV.G. and IV.H.

TERM: Unexpired Term of Rick Richard Ending April 2016

PER DIEM: Yes, Per Board Rule IV.J.

PRESENT MEMBER: Rick Richard

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Wes Davis
4210 Castlemoor Dr.
Janesville, WI 53546

EFFECTIVE DATE: November 20, 2014

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans
& Aging Committee
INITIATED BY

John Solis CVSO
DRAFTED BY

Education, Veterans
& Aging Committee
SUBMITTED BY



October 15, 2014
DATE DRAFTED

AMENDING THE 2014 VETERANS SERVICES BUDGET

- 1 **WHEREAS**, the Rock County Veterans Services Veterans Donation Trust is funded solely by donations
- 2 from Rock County Citizens and Veterans Groups; and,
- 3
- 4 **WHEREAS**, the County Veterans Service Officer estimates the amount of donations that may be
- 5 received and expended annually for the Veterans Donation Trust; and,
- 6
- 7 **WHEREAS**, the previous years unexpended donations are carried over at the end of each budget year;
- 8 and,
- 9
- 10 **WHEREAS**, the 2014 donations received and carry over amounts have exceeded the 2014 Donation
- 11 Trust budget.
- 12

13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
14 this _____ day of _____, 2014 does hereby amend the Veterans Services 2014 budget as
15 follows:

16	Budget at	Increase	Amended
17	<u>10/15/2014</u>	<u>(Decrease)</u>	<u>Budget</u>
18 <u>Account/Description</u>			
19 <u>Source of Funds</u>			
20 38-3800-0000-46000			
21 Veterans Donation Trust	5,000	1,500	6,500
22			
23 <u>Use of Funds</u>			
24 38-3800-0000-64904			
25 Sundry Expense	5,000	1,500	6,500

14-11D-146

Respectfully submitted,

EDUCATION, VETERANS, AGING COMMITTEE

FINANCE COMMITTEE

Rick Richard
Rick Richard, Chair

Reviewed and approved on a vote of
5-0

/s/ Jeremy Zajac
Jeremy Zajac

Mary Mawhinney
Mary Mawhinney, Chair

Edwin Nash
Edwin Nash

Norvain Pleasant
Norvain Pleasant

Kathy Schulz
Kathy Schulz

Amending the 2014 Veterans Services Budget
Page 2

FISCAL NOTE:

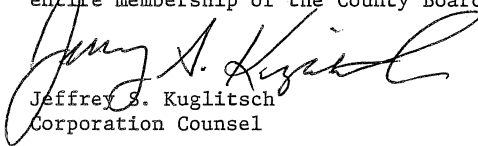
The Veterans Services office has collected more donations than budgeted for in 2014. This resolution amends the Veterans Services budget to allow for the expenditure of these donations.



Sherry Oja
Finance Director

LEGAL NOTE:

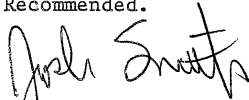
The County pursuant to Sec. 59.52(19), Wis. Stats. may accept donations. As an amendment to the adopted 2014 County Budget, this resolution requires a 2/3 vote of entire membership of the County Board pursuant to Sec. 65.90, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

The Rock County Veterans Services Veterans Donation Trust is funded solely by donations from Rock County Citizens and Veterans Groups. During the budget preparation process, the donation amount is estimated.

This year requests for emergency assistance from the Veterans Donation Trust are on pace to exceed the 2014 budgeted amount of \$5,000. We are entering the fall of the year when utilities will require customers to bring their accounts up to date or risk getting utilities shut off before the November 15th deadline. Based on previous year's requests for assistance I estimate we will need authority to spend an additional \$1,500 from the Donation Trust.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Committee
INITIATED BY

Colin Byrnes; Acting Planning &
Development Director
DRAFTED BY

Planning & Development Committee
SUBMITTED BY



November 5, 2014
DATE DRAFTED

**AMENDING THE 2014 COMMUNITY DEVELOPMENT HOME PROGRAM BUDGET AND
AUTHORIZING REIMBURSEMENT OF COMMUNITY DEVELOPMENT
HOME PROGRAM FUNDS**

1 **WHEREAS**, Rock County Community Development, along with the cities of Beloit and Janesville, is a
2 member of the Rock County HOME Consortium for the receipt of HOME Investment Partnerships Program
3 Funds (HOME Funds). These Federal block grants are awarded to state and local governments and are
4 designed exclusively to create affordable housing for low-income households; and,
5
6 **WHEREAS**, in November of 2013, the lead Consortium member (City of Janesville) conducted a monitoring
7 of Rock County's HOME Program. The monitoring resulted in Findings that cited program deficiencies in the
8 area of determining program eligibility. Fourteen (14) projects were identified as having HOME funds
9 expended on costs or activities that did not meet the eligibility requirements for funding under the HOME
10 Program, and in order to continue to conduct the program are required to be repaid; and,
11
12 **WHEREAS**, these funds, plus the administrative funds that were used in support of these projects, must now
13 be allocated to the appropriate entity and repaid to both the HOME Investment Trust Fund Treasury account
14 and to the locally held Program Income account from which they were drawn from. As indicated by the lead
15 Consortium member, the repayment of these funds must come from non-federal funds; and,
16
17 **WHEREAS**, a total of \$44,797.50 in funding is required to be reimbursed to the HOME Investment Trust
18 Fund Treasury and a total of \$151,801.18 is required to be reimbursed to the local Rock County HOME
19 Program Income account funds. The funding that is to be reimbursed to the local Program Income account will
20 be used for future Rock County HOME Program projects and the funding that is to be reimbursed to the
21 HOME Investment Trust Fund Treasury will be applied to and be used for joint HOME consortium funded
22 projects conducted within Rock County (including the Cities of Beloit and Janesville); and,
23
24 **WHEREAS**, administrative and staffing fees associated with these 14 projects were collected and totaled
25 \$17,872.61. These administrative funds total ten percent (10%) of the project costs and are not recoverable for
26 being paid back to the County General Fund account, and,
27
28 **WHEREAS**, when the \$178,726.07 of HOME Program funds provided as loans are repaid through monthly
29 installment repayments, upon sale or transfer, or when it is no longer the homeowner's primary place of
30 residence, these funds will be repaid to the Rock County General Fund account; and,
31
32 **WHEREAS**, reimbursement of funding for ineligible projects will serve towards the closing out of the
33 remaining monitoring Findings and additionally provide Program Income funds that will create future
34 affordable housing opportunities for low-income Rock County residents.
35
36 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
37 _____ day of _____, 2014, hereby authorizes disbursements of Rock County General Funds for
38 reimbursement in the amount of \$44,797.50 to the HOME Investment Trust Fund Treasury and \$151,801.18 to
39 be reimbursed to the locally held Rock County HOME Program Income account.
40
41 **BE IT FURTHER RESOLVED**, that the Rock County Planning & Development Department 2014 Budget be
42 amended as follows:
43

14-11D-147

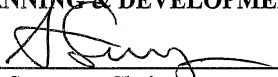
AMENDING THE 2014 COMMUNITY DEVELOPMENT HOME PROGRAM BUDGET AND AUTHORIZING REIMBURSEMENT OF COMMUNITY DEVELOPMENT HOME PROGRAM FUNDS


Page 2

	<u>A/C DESCRIPTION</u>	<u>BUDGET AT 11/01/2014</u>	<u>INCREASE (DECREASE)</u>	<u>AMENDED BUDGET</u>
44				
45				
46				
47				
48	Source of Funds:			
49	19-1921-0000-47010	\$0	\$196,599	\$196,599
50	Supplemental Appropriation			
51	From the General Fund			
52				
53	Use of Funds:			
54	64-6600-0000-64604	\$0	\$196,599	\$196,599
55	Program Expense			

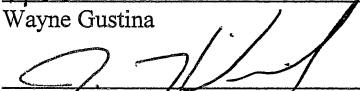
Respectfully Submitted,

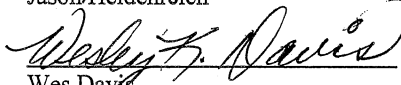
PLANNING & DEVELOPMENT COMMITTEE


 Alan Sweeney, Chair


 Mary Mawhinney, Vice Chair


Absent
 Wayne Gustina


 Jason Heidenreich


 Wes Davis

ADMINISTRATIVE NOTE:

Recommended.


 Josh Smith
 County Administrator

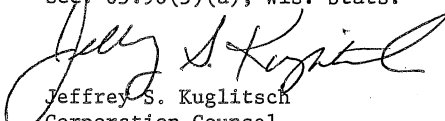
FISCAL NOTE:

This resolution authorizes the use of \$196,599 from the General Fund for the repayment of HOME program loans and administrative costs that did not meet eligibility requirements. Of this amount, \$178,726 will be repaid over time by homeowners and deposited back into the General Fund.


 Sherry Oja
 Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.01 and 59.51, Wis. Stats. As an amendment to the adopted 2014 County Budget, this Resolution requires the 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


 Jeffrey S. Kuglitsch
 Corporation Counsel

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

 Mary Mawhinney, Chair

**AMENDING THE COMMUNITY DEVELOPMENT HOME PROGRAM BUDGET AND
AUTHORIZING REIMBURSEMENT OF COMMUNITY DEVELOPMENT
HOME PROGRAM FUNDS**

EXECUTIVE SUMMARY

Rock County Community Development, along with the Cities of Beloit and Janesville, is a member of the Rock County HOME Consortium for the receipt of HOME Investment Partnerships Program Funds (HOME Funds). The HOME Program funds a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership to low-income people. It is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. The Rock County Community Development Housing Program currently provides these funds to eligible property owners in the form of a 0% deferred payment loan that is repaid through either: monthly installment payments, upon sale or transfer of the property, or when the property is no longer the homeowner's primary place of residence.

In November of 2013, the lead Consortium member (City of Janesville) conducted a monitoring of Rock County's HOME Program. The monitoring resulted in Findings that cited program deficiencies in the area of determining program eligibility. Fourteen (14) projects were identified as having HOME funds expended on costs or activities that did not meet the eligibility requirements for funding under the HOME Program. In order to continue to conduct the program, the ineligible costs are required to be repaid.

Funding for HOME projects comes from one of two sources: either Program Income or Entitlement monies. Program Income are the loan funds that have been repaid to the County's HOME Program upon sale or transfer of an assisted property or when the property ceases to be the homeowner's primary place of residence. Entitlement/Grant monies are federally awarded funds that have yet to be drawn down for HOME Program use. In addition to the funds used to pay for material and labor for housing projects the Department is authorized to draw on funds up to ten percent (10%) of the project cost as administration fees. These fees were used to offset Department operational costs and are included in the figures for reimbursement.

A funding analysis of the fourteen (14) identified projects indicates that:

- Program Income was exclusively used on eleven (11) projects for a total reimbursement of \$151,801.18. This Program Income reimbursement will be repaid to the locally held Community Development Program Income Fund and will be expended on future Rock County HOME Program projects.
- Entitlement/Grant monies were utilized on three (3) projects for a total reimbursement of \$44,797.50. This Entitlement/Grant monies reimbursement will be repaid to the HOME Investment Trust Fund Treasury and will be applied to and used for joint HOME Consortium funded projects conducted within Rock County (including the Cities of Beloit and Janesville).

Administrative fees in the amount of \$17,872.61 were collected for these fourteen (14) projects. These operational/staffing costs are not recoverable for being paid back to County General Fund accounts. In contrast, when the \$178,726.07 of HOME Program funds provided as loans are repaid through monthly installment repayments, upon sale or transfer, or when it is no longer the homeowner's primary place of residence, these funds will be repaid to the Rock County General Fund account.

As indicated by the lead Consortium member, any money disbursed for project costs or administrative expenses for these ineligible projects must be reimbursed from non-federal funds. This Resolution proposes to reimburse these funds from the Rock County General Fund account in an effort to address and close out the monitoring Findings and additionally provide Program Income funds that will create future affordable housing opportunities for low-income Rock County residents. Therefore, funds in the amount of \$196,598.68 will be an outright supplemental appropriation from the General Fund.

SUMMARY OF HOME CONSORTIUM PROGRAM REPAYMENT

	Funding Source: Program Income	Funding Source: Entitlement \$\$	Total Funds
HOME Project Funds	\$138,001.07	\$40,725.00	\$178,726.07
Admin. (10%)	\$ 13,800.11	\$ 4,072.50	\$ 17,872.61
	<u>\$151,801.18</u>	<u>\$44,797.50</u>	<u>\$196,598.68</u>

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY

Public Safety & Justice
Committee
SUBMITTED BY



Sergeant Shena Kohler
DRAFTED BY

October 29, 2014
DATE DRAFTED

AUTHORIZING PURCHASE OF A REPLACEMENT VEHICLE FOR THE ROCK COUNTY HAZARDOUS MATERIALS RESPONSE TEAM AND AMENDING THE SHERIFF'S BUDGET

1 WHEREAS, the Rock County Hazardous Materials Response Team has identified the need for a
 2 replacement response vehicle; and,
 3
 4 WHEREAS, the State of Wisconsin has agreed to provide supplemental funding to the Rock County
 5 Hazardous Material Response Team to participate in the statewide agreement as a state response asset,
 6 to be further identified as a Level III Hazardous Response Team, a member of the Southwest Wisconsin
 7 Hazardous Materials Taskforce; and,
 8
 9 WHEREAS, supplemental funding received from the State of Wisconsin, in combination with funding
 10 available within the 2014 budget can be used for vehicle purchases for the Rock County Hazardous
 11 Materials Response Team, relieving costs that would otherwise be the exclusive responsibility of Rock
 12 County to provide; and,
 13
 14 WHEREAS, Section 19.08 (4) of the Purchasing Ordinance does allow Rock County to purchase
 15 vehicles through a cooperative purchasing agreement with the State of Wisconsin under Contract # 15-
 16 07006-201; and,
 17
 18 WHEREAS, Ewald Automotive of Oconomowoc, Wisconsin was awarded the State contract for Rock
 19 County vehicle purchases; and,
 20
 21 WHEREAS, The Sheriff's Office and Purchasing staff have reviewed the State of Wisconsin bid
 22 specifications and recommend purchasing one Ford F350 truck from Ewald Automotive.

23
24 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board duly assembled this
25 _____ day of _____, 2014 that Purchase Orders be issued as follows:

- 26
- 27 \$ 39,960 to Ewald Automotive for 1 Ford Super Duty F350
- 28 \$ 5,974 to General Fire Equipment Company for 1 NFPA Light Package
- 29 \$ 600 to Comac Signs for Vehicle Lettering
- 30 \$ 2,697 to Bandt Communications for Mobile Radios
- 31

32 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon receipt and acceptance by
33 the Rock County Sheriff.

34
35 **BE IT FURTHER RESOLVED**, that the Sheriff's budget be amended as follows:

Account/Description	Budget As of 11/01/14	Increase (Decrease)	Amended Budget
36			
37			
38			
39			
40 <u>Source of Funds</u>			
41 21-2540-0000-42200	\$ 0	\$ 31,977	\$ 31,977
42 State Aid			
43 21-2540-0000-46400	\$ 5,000	\$ 10,314	\$ 15,314
44 Funds Forwarded – Prior Yr.			

14-11D-148

AUTHORIZING PURCHASE OF A REPLACEMENT VEHICLE FOR THE ROCK COUNTY
HAZARDOUS MATERIALS RESPONSE TEAM AND AMENDING THE SHERIFF'S BUDGET
Page 2

45	Account/Description	Budget	Increase (Decrease)	Amended Budget
46		As of 11/01/14		
47				
48	21-2540-0000-62119	\$ 47,421	(\$ 6,940)	\$ 40,481
49	Other Contracted Services			
50	<u>Use of Funds</u>			
51	21-2540-0000-67105	\$ 0	\$ 49,231	\$ 49,231
52	Motor Vehicle			

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Beaver, Chair

Finance Committee Endorsement
Reviewed and approved on a vote of

Henry Brill, Vice Chair

Terry Fell


Mary Mawhinney, Chair

Brian Knudson

Larry Wiedenfeld

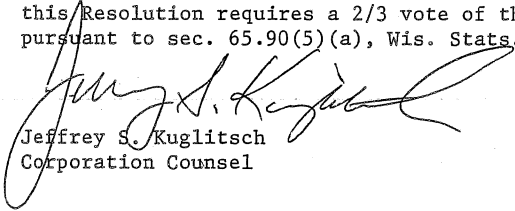
FISCAL NOTE:

This resolution authorizes the purchase of a replacement hazardous response team vehicle. Sufficient funding is available from state aid, Hazmat Team program prior year fund balance and 2014 budget for the cost of this vehicle.


Sherry Oja
Finance Director

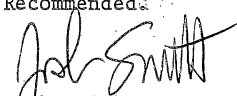
LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended:


Josh Smith
County Administrator

**AUTHORIZING PURCHASE OF A REPLACEMENT VEHICLE FOR THE ROCK COUNTY
HAZARDOUS MATERIALS RESPONSE TEAM AND AMENDING THE SHERIFF'S BUDGET**

EXECUTIVE SUMMARY

The Rock County Hazardous Materials Response Team has recognized the need for a replacement emergency response vehicle, capable of hauling the team's large equipment trailer. The current emergency response van is no longer safe for pulling the equipment trailer due to age and limited towing capabilities. The response trailer weighs over 10,900 lbs. yet the current towing vehicle is rated to only pull up to 10,000 lbs. Modifications can no longer improve the safety or towing capacity of either piece of equipment.

The State of Wisconsin has agreed to provide supplemental funding to the County of Rock, which is to be used for the purchase of equipment and resources necessary for the team's operations following a 2014 contractual agreement to serve as a state response team for incidents outside of the Rock County area. This funding opportunity supplements the needs of the Rock County team, assisting with purchases otherwise deemed the responsibility of Rock County.

The Sheriff's Office and the Purchasing Staff reviewed the State of Wisconsin bid specifications to verify that they meet the Rock County Hazardous Materials Response Team needs. The total cost breakdown for the response vehicle is as follows:

\$39,960	1 Ford Super Duty F350
\$5,974	1 NFPA Light Package
\$600	Vehicle Lettering
<u>\$2,697</u>	Mobile Radio Communications
\$49,231	Total Request

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Capt. Gary L. Groelle
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY

November 13, 2014
DATE DRAFTED

**AUTHORIZING ACCEPTANCE OF
2014-15 OWI TASK FORCE GRANT**

1 WHEREAS, the Wisconsin Department of Transportation, Bureau of Transportation Safety, makes
2 Federal Highway Safety funds available to local law enforcement agencies for various traffic safety
3 programs; and,
4

5 WHEREAS, these funds are earmarked to allow law enforcement agencies to provide additional
6 enforcement patrols directed at improving traffic safety by impaired driving enforcement, thus reducing
7 hazardous motorist behavior on roadways with a high incidence of injury or fatal accidents; and,
8

9 WHEREAS, the Rock County Sheriff's Office and other Rock County Law Enforcement Agencies are
10 eligible to receive a grant of \$60,000 to participate in this program; and,
11

12 WHEREAS, grant funds in the amount of \$60,000 will be used for overtime wages and related benefits;
13 and,
14

15 WHEREAS, this grant requires a local match of 25%.

16
17 NOW, THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors assembled this
18 _____ day of _____ 2014, that the Rock County Sheriff is authorized to accept funds under the
19 Highway Safety Project Grants.

20
21 BE IT FURTHER RESOLVED, that the 2014 budget be amended as follows:
22

<u>Account/ Description</u>	<u>Budget 10/01/14</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Source of Funds</u>			
21-2119-2015-42100 Federal Aid	\$0	\$60,000	\$60,000
<u>Use of Funds</u>			
21-2119-2015-61210 Overtime Wages-Productive	\$0	\$15,000	\$15,000
21-2119-2015-69501 Aid to Localities	\$0	\$45,000	\$45,000

14-11D-149

AUTHORIZING ACCEPTANCE OF 2014-15 OWI TASK FORCE GRANT

Page 2

Respectfully submitted,

Public Safety and Justice Committee

Finance Committee Endorsement

Mary Beaver, Chair

Reviewed and approved on a vote
of _____

Henry Brill, Vice Chair

Mary Mawhinney, Chair


Brian Knudson

Terry Fell

Larry Wiedenfeld

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$60,000 in Federal Aid for the OWI Task Force. The grant will be shared by the Rock County Sheriff's Office and various law enforcement agencies. The grant requires a 25% match. Rock County's share of the match is already included in the budget as wages, mileage and equipment.


Sherry Oja
Finance Director

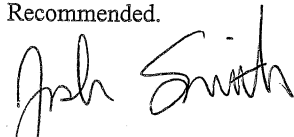
LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 49.52(19), Wis. Stats. As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

**Executive Summary
Authorizing Acceptance of
2014-15 OWI Task Force Grant**

Alcohol-impaired Driving: In Wisconsin during 2013 alcohol was listed as a contributing factor in 4.2% of all crashes. 35.1% of all vehicle crash fatalities in 2013 were alcohol-related, resulting in 185 deaths. Alcohol-impaired driving is associated with other high-risk behaviors that increase the likelihood of a crash and of significant injury or death occurring; these include speeding, and failure to wear safety belts.

Enforcement Area (Targeting): WisDOT analysis has identified roadway segments patrolled by this agency as 'at-risk'. All alcohol and speed-related crash data from the three previous years for every jurisdiction in Wisconsin were analyzed, including those involving property damage through all ranges of injuries to those that resulted in death. These data were scientifically weighted, following established statistical protocol. Using the weighted data, the Bureau identified those places in Wisconsin with the largest crash frequency due to excess alcohol use or speed. After factoring in each identified, at-risk location's population density, a snapshot of the state's most likely places for similar crashes per capita was established. *Source: BOTS Analysis*

The OWI Task Force Grant is a "Joint Task Force" which includes the participation of other Law Enforcement agencies in Rock County. Those included at this time are: Beloit Township Police Department; Edgerton Police Department; Evansville Police Department; Janesville Police Department and Rock County Sheriff's Office.

The grant is for \$60,000, all of which will be used for overtime expenses.

The Sheriff Office estimates that they will use \$15,000 of the grant funds. The remaining grant funds will be distributed to the other participating municipalities for overtime.

The grant requires a 25% match. Ten percent of the match is a "Hard Match."

This is the second consecutive year that the Rock Sheriff's Office has participated in this grant.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Robert D. Spoden, Sheriff
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

November 12, 2014
DATE DRAFTED

**Amending the Sheriff's 2014 Budget to Use Equitably Shared Funds
for Smart Phone Upgrade**

1 **WHEREAS**, federal law authorizes the Attorney General to share federally forfeited property with
 2 participating state and local law enforcement agencies through the Department of Justice Asset Forfeiture
 3 Program; and,
 4
 5 **WHEREAS**, equitably shared funds are required to be used by law enforcement agencies for law
 6 enforcement purposes only; and,
 7
 8 **WHEREAS**, the intent of the transfer is to enhance law enforcement, and it must increase, not supplant
 9 the recipient's appropriated operating budget; and,
 10
 11 **WHEREAS**, for their participation in the program, the Sheriff's Office received funds in the amount of
 12 \$3,486; and,
 13
 14 **WHEREAS**, the Sheriff's Office plans to use the funds to upgrade smart phones to be compatible with
 15 the new Microsoft Exchange system.
 16
 17 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
 18 this _____ day of _____, 2014 that the 2014 budget be amended as follows:
 19

<u>Account/Description</u>	<u>Budget 11/01/14</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
Source of Funds			
21-2195-0000-46000			
24 Contributions - ESF	\$27,400.00	\$3,486.00	\$30,886.00
Use of Funds			
21-2195-0000-62210			
28 Telephone - ESF	\$0.00	\$3,486.00	\$3,486.00

Respectfully submitted,

Public Safety and Justice Committee

Finance Committee Endorsement
Reviewed and approved on a vote of

Mary Beaver, Chair

Henry Brill, Vice Chair

Mary Mawhinney, Chair

Brian Knudson

Terry Fell

Larry Wiedenfeld

14-11D-150

Amending the Sheriff's 2014 Budget to Use Equitably Shared Funds for Smart Phone Upgrade
Page 2

FISCAL NOTE:

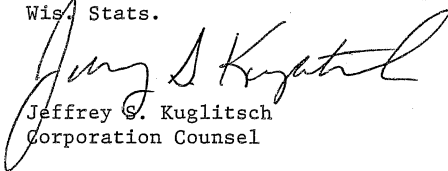
This resolution authorizes a transfer in from the Sheriff's FBI Forfeiture account, A/C 00-0000-0070-29637, which has a current balance of \$44,749.



Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary
Amending the Sheriff's 2014 Budget to
Use Equitably Shared Funds for
Smart Phone Upgrade

The Department of Justice Asset Forfeiture Program is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations and deprives wrongdoers of the proceeds of their crimes. Federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies.

Equitably shared funds are required to be used by law enforcement agencies for law enforcement purposes only. The intent of the transfer is to enhance law enforcement. It must increase, not supplant the recipient's appropriated operating budget.

For their participation in the program, the Sheriff's Office received funds in the amount of \$3,486. The Sheriff's Office plans to use the funds to upgrade smart phones. The Sheriff's Office currently uses Blackberry smart phones. When the County migrates from the current Group Wise E-mail system to the Microsoft Exchange system, the blackberries will no longer be supported.

<u>Description</u>	<u>Qty</u>	<u>Ea.</u>	<u>Total</u>
Phones	14	\$189	\$2,646
Cases	14	\$38	\$532
Chargers	14	<u>\$22</u>	<u>\$308</u>
Total	14	\$249	\$3,486

APPROVAL OF BILLS OVER \$10,000.00

Rock County

11/05/2014

RESOLUTION NO. 14-11D-151 AGENDA NO. 12.B.

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING BILLS OVER \$10,000 AS REQUIRED BY COUNTY BD. RULE H. (3). AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.


NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON NOV 20 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

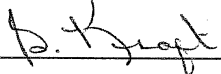
<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
P1403175	SHERIFF	2014 JAG GRANT	BELOIT POLICE DEPARTMENT	13,900.00
P1403176	SHERIFF	2014 JAG GRANT	JANESVILLE POLICE DEPARTMENT	16,800.00

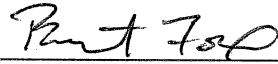
CLAIMS IN THE AMOUNT OF **\$30,700.00** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.


RESPECTFULLY SUBMITTED,

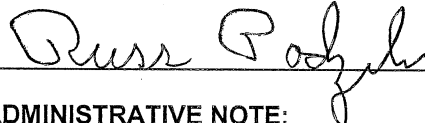
FINANCE COMMITTEE







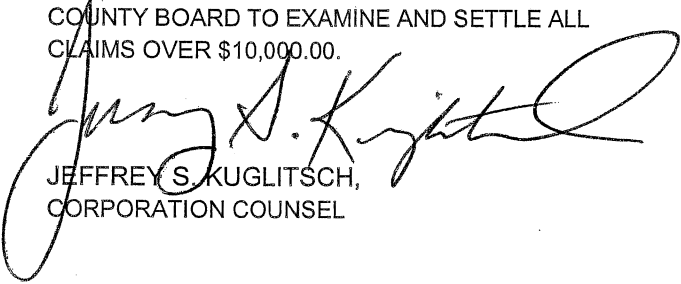




14-11D-151

LEGAL NOTE:

THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00.



 JEFFREY S. KUGLITSCH,
 CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.


 SHERRY OJA,
 FINANCE DIRECTOR

ADMINISTRATIVE NOTE:
RECOMMENDED


 JOSH SMITH,
 COUNTY ADMINISTRATOR

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

Rock County

10/27/2014

RESOLUTION NO. 14-11D-152 AGENDA NO. 12.C.(1)

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES OVER \$10,000 AS REQUIRED BY COUNTY BD. RULE H.(3). AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON NOV 20 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1403599	INFORMATION TECH	ELECTIONS	ELECTION SYSTEMS AND SOFTWARE	40,315.00

CLAIMS IN THE AMOUNT OF **\$40,315.00** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

ADMINISTRATIVE NOTE:
RECOMMENDED

JOSH SMITH,
COUNTY ADMINISTRATOR

LEGAL NOTE:

THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00.

JEFFREY S. KUGLITSCH,
CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA,
FINANCE DIRECTOR

14-11D-152

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

Rock County

10/28/2014

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

WHEREAS, THE FINANCE COMMITTEE HAS EXAMINED THE FOLLOWING ENCUMBRANCES OVER \$10,000 AS REQUIRED BY COUNTY BD. RULE H.(3). AND FOUND THEM TO BE PROPER AND WITHIN BUDGET.

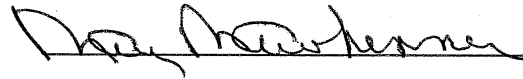
NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON NOV 20 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

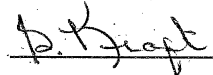
<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1403835	DPW	COST POOLS BLDG	ANGUS YOUNG ASSOCIATES	19,900.00


CLAIMS IN THE AMOUNT OF \$19,900.00 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.


RESPECTFULLY SUBMITTED,


FINANCE COMMITTEE











ADMINISTRATIVE NOTE:

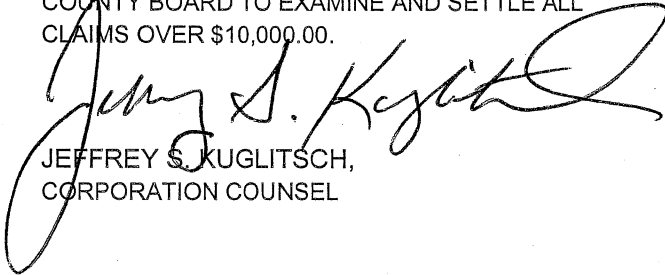
RECOMMENDED



 JOSH SMITH,
 COUNTY ADMINISTRATOR


LEGAL NOTE:

THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00.


 JEFFREY S. KUGLITSCH,
 CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.


 SHERRY OVA,
 FINANCE DIRECTOR

PURCHASE ORDER NUMBER P1400818 PEID 012080

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE November 10, 2014

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME Creative Community Living Services Inc

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE \$ 143,660

INCREASE FROM \$ 1,980,961 TO \$ 2,124,621

ACCOUNT BALANCE AVAILABLE \$ 531,459.67 SB 11/10/14

REASON FOR AMENDMENT This increase is the result of one client moving into residential services from an institution and start-up costs for this client.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(If over \$10,000) Chair _____ Date _____

COUNTY BOARD _____
(If over \$10,000) Resolution # _____ Adoption Date _____

PURCHASE ORDER NUMBER P1400819 PEID 010178**PRE-APPROVED ENCUMBRANCE AMENDMENT FORM**

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE November 10, 2014DEPARTMENT DD BoardCOMMITTEE Rock County DD BoardVENDOR NAME Dungarvin Wisconsin LLCACCOUNT NUMBER 33-3310-0000-62620FUNDS DESCRIPTION CIP 1AAMOUNT OF INCREASE \$ 22,963INCREASE FROM \$ 125,177 TO \$ 148,140ACCOUNT BALANCE AVAILABLE \$ 135,278.07 SB 11/10/14REASON FOR AMENDMENT One current CIP 1B residential client moving intoCIP 1A funding.**APPROVALS**GOVERNING COMMITTEE _____
Chair _____ Date _____FINANCE COMMITTEE _____
(If over \$10,000) Chair _____ Date _____COUNTY BOARD _____
(If over \$10,000) Resolution # _____ Adoption Date _____

PURCHASE ORDER NUMBER P1400833 PEID 021141

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE October 14, 2014

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME REM Wisconsin II Inc.

ACCOUNT NUMBER 33-3310-0000-62620

FUNDS DESCRIPTION CIP 1A

AMOUNT OF INCREASE \$ 103,524

INCREASE FROM \$ 822,079 TO \$ 925,603

ACCOUNT BALANCE AVAILABLE \$ 178,154.42 SB 10/14/14

REASON FOR AMENDMENT This change is the result of a rate increase for one current CIP 1A client and one CIP 1B client moving to CIP 1A funding.

APPROVALS

GOVERNING COMMITTEE Lon Pen 10/22/14
Chair Date

FINANCE COMMITTEE _____
(If over \$10,000) Chair Date

COUNTY BOARD _____
(If over \$10,000) Resolution # Adoption Date

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY _____



Ben Coopman, Director of Public Works
DRAFTED BY _____

Public Works Committee
SUBMITTED BY _____

October 24, 2014
DATE DRAFTED _____

AWARDING A CONTRACT FOR ENGINEERING SERVICES FOR STANDBY POWER
GENERATOR UPGRADE AT THE DEPARTMENT OF PUBLIC WORKS

- 1 **WHEREAS**, the Department of Public Works (DPW) Building was built in 1981; and,
- 2
- 3 **WHEREAS**, the current standby power generator and related electrical panels no longer meet the
- 4 needs of the DPW Building and need to be upgraded; and,
- 5
- 6 **WHEREAS**, DPW staff prepared specifications and the County Purchasing Division solicited
- 7 qualifications and cost proposals for engineering services for removing and replacing the existing
- 8 standby power generator with a new standby power generator and upgrading electrical panels.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Public Works Department is hereby authorized
- 11 by the Rock County Board of Supervisors convened this ____ day of _____, 2014 to award
- 12 the contract for engineering services for the removal and replacement of the existing standby power
- 13 generator and upgrading electrical panels at the Department of Public Works to the highest ranked
- 14 and lowest proposed fee firm, Angus Young Associates, Inc. in the amount of \$19,900.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Bussie
Betty Bussie, Chair

Absent
Brent Fox, Vice Chair

Absent
Eva M. Arnold

Brenton Driscoll
Brenton Driscoll

Rick Richard
Rick Richard

14-11D-153

AWARDING A CONTRACT FOR ENGINEERING SERVICES FOR STANDBY POWER
GENERATOR UPGRADE AT THE DEPARTMENT OF PUBLIC WORKS
Page 2

FISCAL NOTE:

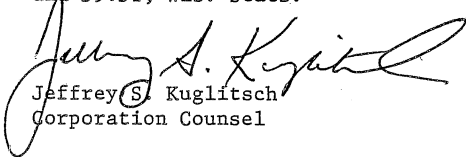
Sufficient funds are available in the DPW Building and Grounds Cost Pool capital account, A/C 41-4350-4270-67161, for the cost of these engineering services.



Sherry Oja
Finance Director

LEGAL NOTE:

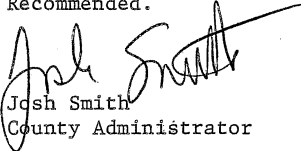
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

- Executive Summary -

The Department of Public Works Building was built in 1981. The building currently relies on the original standby power generator to maintain power for portions of the facilities operations during a power outage. The existing generator is fueled by diesel fuel and is located in the mezzanine area directly above the superintendent's office. Currently, the generator provides power to the main shop and garage area and only provides safety lighting throughout the rest of the facility.

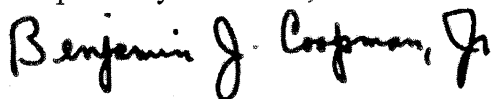
With the proposed generator upgrade, many electrical panels will be affected. These electrical panels have original breakers that are no longer manufactured. New replacement breakers are not available and we have had to utilize refurbished breakers when breakers have failed. This has resulted in the affected area being down for at least three days while the refurbished breakers are ordered and shipped.

With a contract for engineering services to provide details and specifications for a new generator and electrical panel upgrades, many options can be evaluated including; allowing the entire facility to operate normally during a power outage, cost effective fueling alternatives, utilizing an outdoor location for a new generator, and utilizing breakers that are available locally, minimizing down time. The generator replacement and electrical panel upgrades are scheduled to be completed in 2015, if approved by the County Board as part of the DPW budget.

The Department, in conjunction with the county Purchasing Division, solicited qualifications and cost proposals for engineering services for removing and replacing the existing standby power generator with a new standby power generator.

Staff is recommending the award of a contract to the highest ranked and lowest proposed fee firm, Angus-Young Associates, Inc. of Janesville, WI for the base bid in the amount of \$19,900 for the project.

Respectfully submitted,



Benjamin J. Coopman, Jr., P.E.
Public Works Director

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



QUALIFICATIONS & COST PROPOSAL SUMMARY FORM

PROJECT NUMBER 2014-59
 PROJECT NAME ENGINEERING SERVICES – REPLACEMENT AND RELOCATION
 OF STANDBY POWER GENERATOR
 PROPOSAL DUE DATE OCTOBER 13, 2014 – 12:00 NOON
 DEPARTMENT PUBLIC WORKS

	ANGUS YOUNG JANESVILLE WI	BAXTER & WOODMAN BURLINGTON WI	IBC ENGINEERING WAUKESHA WI	HDR CHICAGO IL
RATER 1	90	87	87	74
RATER 2	83	79	76	54
RATER 3	90	87	86	62
TOTAL SCORE	263	253	249	190

Request for Qualifications and Cost Proposal was advertised in the Janesville Gazette and on the Internet. Three additional vendors were solicited that did not respond. One vendor submitted a "No Bid".

PREPARED BY: JODI L MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ANGUS YOUNG ARCHITECTS

Benjamin J. Coopman, Jr.
SIGNATURE

10-27-14
DATE

GOVERNING COMMITTEE APPROVAL:

Setty Jo Dussie
CHAIR

11-13-14
VOTE DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Amy Spoden, HR Manager
DRAFTED BY

Finance Committee
SUBMITTED BY

October 15, 2014
DATE DRAFTED

APPROVING REINSURANCE CONTRACT FOR STOP-LOSS COVERAGE

- 1 **WHEREAS**, Willis of Wisconsin, Inc., Rock County's Insurance Consultant, solicited proposals from
- 2 Stop-loss carriers; and,
- 3
- 4 **WHEREAS**, SYMETRA is the most competitive option for Stop-Loss coverage for Rock County;
- 5 and,
- 6
- 7 **WHEREAS**, the Finance Committee has reviewed the options and selected a Stop-Loss retention level
- 8 of
- 9 \$175,000 for monthly premiums of \$30.90 per single plan and \$73.66 for a family plan.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 12 assembled on this _____ day of _____, 2014 hereby authorizes the execution of a
- 13 contract with SYMETRA for administration of the County's Stop-Loss Coverage effective January 1,
- 14 2015 thru December 31, 2015.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

Brent Fox
Brent Fox

J. Russell Podzilni
J. Russell Podzilni

FISCAL NOTE:

Sufficient funds are available in the 2015 Budget for administering the County's self-insurance health plan and specific stop-loss coverage. Based upon the current census of 333 Single Plans and 836 Family Plans, the annual stop-loss premium would be \$862,433.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action Pursuant to secs. 59.01, 59.51, and 59.52 (11)(c), Wis. Stats.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.
Josh Smith
Josh Smith
County Administrator

14-11D-154

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Robert Leu
DRAFTED BY

General Services Committee
SUBMITTED BY

October 21, 2014
DATE DRAFTED

**Awarding Contract for Weapons Screening Services at the Rock County
Courthouse for 2015-2017**

- 1 **WHEREAS**, in October, 1993, the County Board passed a resolution endorsing the concept plan for the
- 2 Courthouse addition, including placement of the weapons screening station on the second floor; and,
- 3
- 4 **WHEREAS**, the County contracts with a private company to provide weapons screening at the
- 5 Courthouse; and,
- 6
- 7 **WHEREAS**, specifications were prepared, and bids solicited for 2015, 2016, and 2017.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 10 this _____ day of _____, 2014, that a contract for weapons screening at the Courthouse be
- 11 awarded to the low bidder, JBM Patrol, from Madison, based on the terms and conditions set forth in the
- 12 Contract, and Invitation to Bid #2015-05, for years 2015, 2016, 2017, at \$64,504.00, 65,780.00 and
- 13 \$67,100.00 respectively.

Respectfully submitted,

General Services Committee:

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Tom Brien

Edwin Nash

Jeremy Zajac

FISCAL NOTE:

Sufficient funding has been included in the 2015 budget and will need to be included in future budgets for the cost of this contract.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Secs. 59.01 and 59.51, Wis. Stats. In addition, Sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

Jeffrey S. Kuglitsch
Corporation Counsel

14-11D-155

Executive Summary

Weapons Screening Services at Courthouse

The resolution before you awards the three-year contract for weapons screening services to JBM Patrol of Madison, WI. Five bids were received, JBM Patrol held the contract back in 2009, 2010, and 2011 and performed as required in the specifications.

Coverage at the screening station will be:

One Person 7:15 – 3:15 M-Th

One Person 7:15 - 1:15 F

One Person 7:15 – 5:15 M-F

This totals 4,400 hours.

The cost to staff the screening station for 2015, will be \$64,504.00 as bid. An additional \$2,500.00 is budgeted to cover authorized overtime for screening personnel when court proceedings go past 5:15.

Under the contract, the contractor agrees to hire graduates of a professional police academy with at least one-year experience as an active sworn officer, a retired sworn officer, or an inactive officer. The contract also contains language that allows the County to terminate the contract upon a 30 day written notice, and has the right to increase or decrease the hours of service should the need exist.



BID SUMMARY FORM

PROJECT NUMBER #2015-05
 PROJECT NAME WEAPONS SCREENING
 BID DUE DATE OCTOBER 9, 2014 - 1:30 P.M.
 DEPARTMENT GENERAL SERVICES

	JBM PATROL MADISON WI	SECURATEX OAK BOOK TERRACE IL	WATSON ROCKTON IL	GLOBAL DAVENPORT IA	G4S MILWAUKEE WI
2015 HOURLY RATE-GUARD	14.66	14.95	15.03	16.26	32.41
2015 HOURLY RATE-SUPERVISOR	14.66	14.95	15.03	17.61	36.50
2015 OT RATE-GUARD	14.66	14.95	15.03	24.38	36.00
2015 OT RATE-SUPERVISOR	14.66	14.95	15.03	26.42	42.00
2015 CONTRACT - 4,440 HOURS	\$ 64,504.00	\$ 66,378.00	\$ 66,733.20	\$ 75,002.40	NOT LISTED
2016 HOURLY RATE-GUARD	14.95	15.25	15.48	16.26	33.22
2016 HOURLY RATE-SUPERVISOR	14.95	15.25	15.48	17.61	37.41
2016 OT RATE-GUARD	14.95	15.25	15.48	24.38	36.00
2016 OT RATE-SUPERVISOR	14.95	15.25	15.48	26.42	42.00
2016 CONTRACT - 4,440 HOURS	\$ 65,780.00	\$ 67,710.00	\$ 68,731.20	\$ 75,002.40	NOT LISTED
2017 HOURLY RATE-GUARD	15.25	15.25	15.79	16.75	34.05
2017 HOURLY RATE-SUPERVISOR	15.25	15.25	15.79	18.14	38.35
2017 OT RATE-GUARD	15.25	15.25	15.79	25.11	36.00
2017 OT RATE-SUPERVISOR	15.25	15.25	15.79	27.21	42.00
2017 CONTRACT - 4,440 HOURS	\$ 67,100.00	\$ 67,710.00	\$ 70,107.60	\$ 77,261.20	NOT LISTED
TOTAL 3 YEARS	\$ 197,384.00	\$ 201,798.00	\$ 205,572.00	\$ 227,266.00	NOT LISTED

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Eight additional vendors were solicited that did not respond.

PREPARED BY: Jodi L. Millis
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: Low Bid - JBM Patrol
Robertson 10/21/14

Signature Date

GOVERNING COMMITTEE APPROVAL:

Henry B. Will

Chair

5-0 11/4/14

Vote Date

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Robert Leu
DRAFTED BY

General Services Committee
SUBMITTED BY

October 23, 2014
DATE DRAFTED

Authorizing Purchase of Chemistry Lab Fume Hood for UW-Rock

- 1 **WHEREAS**, a fire in a fume hood, in the chemistry lab, in Williams Hall destroyed the fume hood and
- 2 adjacent ductwork; and,
- 3
- 4 **WHEREAS**, Campus staff extinguished the fire within the confines of the hood; and,
- 5
- 6 **WHEREAS**, installation of the replacement fume hood needs to take place in January, when the campus
- 7 is on winter break; and,
- 8
- 9 **WHEREAS**, due to a possible 14 week lead time for delivery, the County Administrator, on October 22,
- 10 2014, felt it was in the best interest of the county to place the order for the fume hood without delay, as
- 11 provided for under section 2.218(2) of the Rock County Purchasing Ordinance; and,
- 12
- 13 **WHEREAS**, the County's property insurance will cover the cost of the hood and related costs, minus the
- 14 \$2,500 deductible.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 17 this _____ day of _____, 2014, hereby confirms the ordering of a Hamilton Scientific 8 foot
- 18 Pioneer Fume Hood from Haldeman Homme, Inc. for \$17,870 under pricing and terms set forth under
- 19 UW Madison Contract #13-5763.H.H.FEIN 41-0733913; and,
- 20
- 21 **BE IT FURTHER RESOLVED**, that payment be made upon approval of the General Services
- 22 Committee.

14-11D-156

Respectfully submitted,

General Services Committee:

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Tom Brien

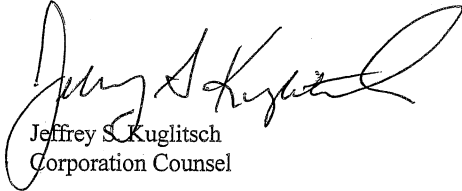
Edwin Nash

Jeremy Zajac

Authorizing Purchase of Chemistry Lab Fume Hood for UW-Rock
Page 2

LEGAL NOTE:


The County Board is authorized to take this action pursuant to Secs. 59.01 and 59.52(6), Wis. Stats. The County Administrator's actions are allowed pursuant to the Rock County Purchasing Ordinance.



Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

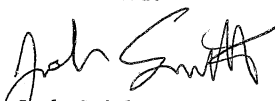
Sufficient appropriation authority is available in the UW-Rock capital account, 18-1843-0000-67200, for the cost of the fume hood and repairs. The costs, minus the \$2,500 deductible, will be reimbursed by insurance.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Authorizing Purchase of Chemistry Lab Fume Hood

A chemical fire occurred in a fume hood in the Chemistry Lab on the UW-Rock Campus. The fire destroyed the fume hood and ductwork. Staff extinguished the fire, and no one was injured.

The Campus would like the fume hood installed before the spring semester starts January 26th. Because of a possible 14 week lead time for delivery, County Administrator Josh Smith felt it was in the best interest of the County to place the order for the fume hood without delay, as allowed for under Section 2.218(2) of the County's Purchasing Ordinance. The order was placed October 24th.

The County's Property Insurance will cover the cost of the hood and associated costs, less the \$2,500 County deductible.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Lori Stottler
INITIATED BY

Lori Stottler
DRAFTED BY

Finance Committee
SUBMITTED BY

October 25, 2014
DATE DRAFTED



**RESOLUTION TO DESIGNATE A QUALIFIED NEWSPAPER FOR ALL ROCK COUNTY
LEGAL PUBLICATIONS FOR 2015**

- 1 **WHEREAS**, per Wisconsin State Statute. 985.03(1)(a), the Rock County Board may designate a
- 2 qualified newspaper as certified by the Department of Administration having a general circulation in the
- 3 county as its official newspaper; and,
- 4
- 5 **WHEREAS**, the Rock County Board of Supervisors designated one official newspaper for all legal
- 6 publications beginning in 2003 in accordance with County policy stating that legal publications are to
- 7 be published in the Beloit Daily News in odd years and Janesville Gazette in even years, alternating
- 8 publishing years between the two newspapers; and,
- 9
- 10 **WHEREAS**, Rock County's budgeted expense for legal notices is reduced with the designation of an
- 11 official county newspaper; and,
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 14 assembled this ____ day of _____, 2014, does hereby designate the Beloit Daily News as the official
- 15 county newspaper for all county legal publications for 2015.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

J. Russell Podzilni
J. Russell Podzilni

Mary Beaver
Mary Beaver

Brent Fox
Brent Fox

FISCAL NOTE:

This resolution designates the Beloit Daily News as the County's official newspaper for 2015. Designating one newspaper results in publication cost savings.

Sherry Oja S.B.
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take This action pursuant to sec. 985.05(1), Wis. Statutes.

Jeffrey Kuglitsch
Jeffrey Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

14-11D-157

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Planning and Development Agency
INITIATED BY



Colin Byrnes
DRAFTED BY

Planning & Development Committee
SUBMITTED BY

October 28, 2014
DATE DRAFTED

**ADOPTING THE ROCK COUNTY AGRICULTURE PRESERVATION PLAN
2013 UPDATE AS AN ELEMENT OF THE ROCK COUNTY COMPREHENSIVE
PLAN**

1 **WHEREAS**, the Wisconsin Legislature adopted the Chapter 91 Farmland Preservation Act as an
2 incentive for property owners to preserve agricultural land; and,
3

4 **WHEREAS**, the Rock County Board of Supervisors, through Resolution 10-5B-049 (May 27, 2010),
5 authorized acceptance of \$30,000 grant funding from Wisconsin Department of Agriculture, Trade and
6 Consumer Protection (DATCP) to develop the Plan and tasked the Agency with coordinating Plan
7 development; and,
8

9 **WHEREAS**, a working group of technical and policy representatives from the Towns and Rock County
10 worked together in preparing the draft of this proposed plan which was reviewed and recommended for a
11 public hearing by the Planning and Development Committee; and,
12

13 **WHEREAS**, the Agriculture Preservation Plan 2013 Update is comprised of the Towns' land use plans
14 then prepared by Rock County Planning and Development Department; and,
15

16 **WHEREAS**, the plan will help to facilitate Farmland Preservation for the benefit of the citizens and the
17 economy of Rock County; and,
18

19 **WHEREAS**, those Towns who choose to participate need to update their respective Town Zoning
20 Ordinances and have those Ordinances certified by DATCP in order for landowners to be eligible for
21 Farmland Preservation Tax Credits; and,
22

23 **WHEREAS**, The Wisconsin Department of Agriculture, Trade and Consumer Protection issued an order
24 certifying the Agricultural Preservation Plan under s. 91.16 Wis. Stats.; and,
25

26 **WHEREAS**, a Public Hearing was held on November 13, 2014 by the Rock County Planning and
27 Development Committee.
28

29 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
30 this ____ day of _____, 2014 does hereby approve and adopt the Rock County Agriculture
31 Preservation Plan 2013 Update as an element of the Rock County Comprehensive Plan.
32

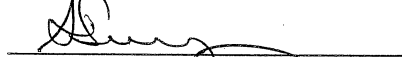
33 **BE IT FURTHER RESOLVED** that if the Town Board of a Town participating in this plan rezones a
34 parcel of land, the appropriate amendment to the plan shall be automatically made so as to reflect the
35 Town zoning change without the need for additional County action.


14-11D-158

ADOPTING THE ROCK COUNTY AGRICULTURE PRESERVATION PLAN 2013 UPDATE AS
AN ELEMENT OF THE ROCK COUNTY COMPREHENSIVE PLAN
Page 2


Respectfully submitted,

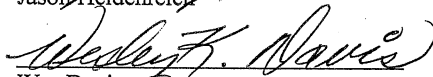
Planning and Development Committee


Alan Sweeney, Chair


Mary Mawhinney, Vice Chair


Absent
Wayne Gustina


Jason Heidenreich


Wes Davis

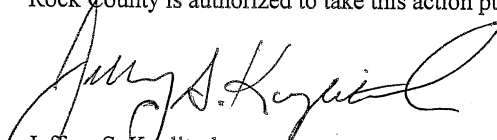
FISCAL NOTE:

This resolution approves the Rock County Agriculture Preservation Plan 2013 Update. No fiscal impact in and by itself.


Sherry Oja
Finance Director


LEGAL NOTE:

Rock County is authorized to take this action pursuant to Secs. 59.01, 59.51 and 91.10, Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

**ROCK COUNTY AGRICULTURE PRESERVATION PLAN 2013 UPDATE
AS AN ELEMENT OF THE
ROCK COUNTY COMPREHENSIVE PLAN**

The Rock County Agriculture Preservation Plan was last updated in 2005. The purpose of an agriculture preservation plan is to help preserve our high quality agricultural lands and to help farmland owners qualify for the Wisconsin Farmland Preservation Program. This plan was drafted in accordance with Wisconsin Statutes Chapter 91 Farmland Preservation which requires it to do the following:

State the county's policy related to farmland preservation and agricultural development, including the development of enterprises related to agriculture.

Identify, describe, and document all of the following:

1. Agricultural uses of land in the county at the time that the farmland preservation plan is adopted, including key agricultural specialities, if any.
2. Key agricultural resources, including available land, soil, and water resources.
3. Key infrastructure for agriculture, including key processing, storage, transportation, and supply facilities.
4. Significant trends in the county related to agricultural land use, agricultural production, enterprises related to agriculture, and the conversion of agricultural lands to other uses.
5. Anticipated changes in the nature, scope, location, and focus of agricultural production, processing, supply, and distribution.
6. Goals for agricultural development in the county, including goals related to the development of enterprises related to agriculture.
7. Actions that the county will take to preserve farmland and to promote agricultural development.
8. Key land use issues related to preserving farmland and to promoting agricultural development and plans for addressing those issues.
9. Clearly identify areas that the county plans to preserve for agricultural use and agriculture related uses, which may include undeveloped natural resource and open space areas but may not include any area that is planned for nonagricultural development within 15 years after the date on which the plan is adopted.

Once adopted, the Plan provides an opportunity for Wisconsin Farmland Preservation Program financial incentives to farmland owners, who may apply for agricultural preservation income tax credits, as part of their Wisconsin income taxes. To claim a tax credit, landowners must be located in an area zoned and certified for farmland preservation and must have \$6,000 in gross farm revenue in the past year or \$18,000 in the past three years.

The Rock County Agriculture Preservation Plan was certified by the State of Wisconsin Department of Agriculture, Trade and Consumer Protection on April 11, 2014.