



**ROCK COUNTY BOARD OF SUPERVISORS' MEETING  
THURSDAY, DECEMBER 10, 2015 – 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

**EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. – Confer with Legal Counsel  
Regarding Possible Litigation

Reconvene at approximately 6:15 P.M.

5. APPROVAL OF MINUTES – November 19, 2015
6. PUBLIC HEARING
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
  - A. Appointments to Arrowhead Library System Board
  - B. Appointments to Developmental Disabilities Board
  - C. Appointment to the 911 Communications Commission
  - D. Appointments to the Transportation Coordinating Committee
  - E. Appointment to the ADRC Advisory Committee
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
  - A. Rock Haven Update
11. UNFINISHED BUSINESS
12. NEW BUSINESS

**ROCK COUNTY BOARD OF SUPERVISORS**

**DECEMBER 10, 2015**

**Page 2**

12. NEW BUSINESS (Continued)

A. Supplementary Appropriations and Budget Changes - Roll Call

1. Authorizing Purchase of Replacement Passenger Vehicle, Rock County Department of Public Works and Amending the Motor Pool Budget

NOTE: Item 12. A.1. will be considered by the Public Works Committee on December 10, 2015 and Finance Committee on December 10, 2015

2. Amending the 2015 Budget for the Wisconsin Home Energy Assistance Program

NOTE: Item 12. A.2. will be considered by the Human Services Board on December 9, 2015 and Finance Committee on December 10, 2015

B. Bills Over \$10,000 – No Roll Call

C. Encumbrances Over \$10,000 – Roll Call

D. Contracts – Roll Call

1. To Ratify the 2016 Labor Agreement between Rock County and Deputy Sheriff's Supervisors Association

NOTE: Item 12. D.1. will be considered by the County Board Staff Committee on December 8, 2015

2. Authorizing Purchase of Vehicles per State of Wisconsin Contract for the Rock County Sheriff's Office
3. Back-up Radio Control Station Combiner System

NOTE: Items 12. D.2. and 12.D.3. will be considered by the Public Safety and Justice Committee on December 7, 2015

4. Authorizing Purchase of a Unitrends Disk-to-Disk Backup Expansion Unit

NOTE: Item 12. D.4. will be considered by the Finance Committee on December 10, 2015

E. Amending the County's Personnel Ordinance (Second Reading and Adoption)

F. Approving the 2016 Base Wage Rates for all Employees except Represented Law Enforcement Employees, and Amending the Personnel Policy Wage Appendixes

NOTE: Item 12. F. will be considered by the County Board Staff Committee on December 8, 2015

**ROCK COUNTY BOARD OF SUPERVISORS**

**DECEMBER 10, 2015**

**Page 3**

12. NEW BUSINESS (Continued)

- G. Rock County Agricultural Preservation Plan 2013 Update Map Amendment

NOTE: Item 12. G. will be considered by the Planning and Development Committee on December 10, 2015

- H. Approval to Begin Acquisition Process for Selected 2015 PACE Program Applications

- I. Recognizing Sergeant Steven R. Selby

NOTE: Item 12. I. will be considered by the Public Safety and Justice Committee on December 8, 2015 and County Board Staff Committee on December 8, 2015

- J. Recognizing Ann Klesic for Service to Rock County

NOTE: Item 12. J. will be considered by the County Board Staff Committee on December 8, 2015

- K. Recognizing Jackie Frat

NOTE: Item 12. K. will be considered by the General Services Committee on December 8, 2015 and County Board Staff Committee on December 8, 2015

- L. Recognizing Sherry Muth for Service to Rock County

NOTE: Item 12. L. will be considered by the Education, Veterans and Aging Services Committee on December 10, 2015 and County Board Staff Committee on December 8, 2015

- M. Opposition to Senate Bill 326/Assembly Bill 429 Affecting Child Welfare Practice

NOTE: Item 12. M. will be considered by the Public Safety and Justice Committee on December 7, 2015, Human Services Board on December 9, 2015 and County Board Staff Committee on December 8, 2015

- N. Claims

13. ADJOURNMENT

**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:** Terms Ending December 31, 2018

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

**PRESENT MEMBER:** Janet Haag  
Dr. Robert Smiley, CIO  
John Watrous

**CONFIRMATION:** Yes, by County Board of Supervisors

**NEW APPOINTMENT:** Janet Haag  
710 Wil-O-Del Court  
Clinton, WI 53525

Dr. Robert Smiley  
School District of Janesville  
527 South Franklin Street  
Janesville, WI 53548

John Watrous  
805 Church Street  
Beloit, WI 53511

**EFFECTIVE DATE:** December 10, 2015

**APPOINTMENTS TO DEVELOPMENTAL DISABILITIES BOARD**

**POSITION:** Members of the Developmental Disabilities Board

**AUTHORITY:** Wis. Stats. 51.437

**TERM:** Terms Ending December 31, 2018

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

**PRESENT MEMBER:** Nancy Lannert  
Bridget Rolek

**CONFIRMATION:** Yes, by County Board of Supervisors

**NEW APPOINTMENT:** Nancy Lannert  
225 Forest Lake Drive  
Milton, WI 53563

Bridget Rolek  
427 W. Church Street  
Evansville, WI 53536

**EFFECTIVE DATE:** December 10, 2015

**APPOINTMENT TO THE 911 COMMUNICATIONS COMMISSION**

**POSITION:** Member of the 911 Communications Commission

**AUTHORITY:** County Board Resolution #91-7A-053

**TERM:** Indefinite

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

**PRESENT MEMBERS:** Chief Jim Jensen

**CONFIRMATION:** Yes, by County Board of Supervisors

**NEW APPOINTMENTS:** Chief Randall Banker  
Janesville Fire Department  
303 Milton Avenue  
Janesville, WI 53545-3151

**EFFECTIVE DATE:** January 5, 2016

**APPOINTMENTS TO THE TRANSPORTATION COORDINATING COMMITTEE**

**POSITIONS:** Members of the Transportation Coordinating Committee

**AUTHORITY:** County Board Resolution 13-1B-241

**TERMS:** Terms Ending 12/31/2018

**PER DIEM:** For County Board Supervisors Only  
(Per Board Rule IV.J.)

<b>PRESENT MEMBERS:</b>	Rebecca Smith	John Hanewall
	Thomas J. Nee	Ryan Schomber
	Vacant	Vacant (Alt)
	Vacant (Alt)	

**CONFIRMATION:** Yes, by County Board of Supervisors

<b>APPOINTMENTS:</b>	Michael Warren	John Hanewall
	Janesville Transit System	Developmental Disabilities
	900 N. Parker Drive	
	Janesville, WI 53545	Ryan Schomber
	Thomas J. Nee	SW WI Workforce Development
	Stateline Area Trans.	1900 Center Avenue
	2400 Springbrook Court	Janesville, WI 53545
	Beloit, WI 53511	Rebecca Smith
	Molly Nolte	(Alt. for Michael Warren)
	Council on Aging	Janesville Transit System
		900 N. Parker Drive
		Janesville, WI 53545
	Jason Dupuis	
	(Alt to TJ Nee)	
	Stateline Area Trans.	
	2400 Springbrook Court	
	Beloit, WI 53511	

**EFFECTIVE DATE:** December 10, 2015

**APPOINTMENTS TO THE TRANSPORTATION COORDINATING COMMITTEE**

**POSITIONS:** Members of the Transportation Coordinating Committee

**AUTHORITY:** County Board Resolution 13-1B-241

**TERMS:** Terms Ending 12/31/2017

**PER DIEM:** For County Board Supervisors Only  
(Per Board Rule IV.J.)

**PRESENT MEMBERS:** Michelle Gavin  
James Thompson (Alt)  
Vacant (Alt)

**CONFIRMATION:** Yes, by County Board of Supervisors

**APPOINTMENTS:** James Thompson  
Beloit Transit System  
1225 Willowbrook  
Beloit, WI 53511

Michelle Gavin  
(Alt to James Thompson)  
Beloit Transit System  
1225 Willowbrook  
Beloit, WI 53511

Becky Hayd  
(Alt to Lynn Jones)  
Community Action, Inc.  
20 Eclipse Center  
Beloit, WI 53511

**EFFECTIVE DATE:** December 10, 2015



**APPOINTMENT TO AGING & DISABILITY RESOURCES CENTER (ADRC)  
ADVISORY COMMITTEE**

**POSITION:** Member of the ADRC Advisory Committee

**AUTHORITY:** County Board Resolution #13-8A-388

**TERM:** Term ending April 30, 2018

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

**PRESENT MEMBER:** Vacant

**CONFIRMATION:** Yes, by County Board of Supervisors

**NEW APPOINTMENT:** Andrea Bird  
1969 West Hart Road  
Beloit, WI 53511

**DATE:** December 10, 2015

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS



Public Works Committee
INITIATED BY

Ben Coopman, Public Works Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

December 1, 2015
DATE DRAFTED

AUTHORIZING PURCHASE OF REPLACEMENT PASSENGER VEHICLE
ROCK COUNTY DEPARTMENT OF PUBLIC WORKS AND AMENDING
THE MOTOR POOL BUDGET

1 WHEREAS, a Motor Pool passenger vehicle was damaged in a crash in September, 2015 and declared a
2 total loss by our insurance carrier; and,

4 WHEREAS, the Purchasing Ordinance does allow Rock County to purchase vehicles through a
5 cooperative purchasing agreement with the State of Wisconsin under contract #505ENT-M16-
6 2016VEHICS-00; and,

8 WHEREAS, Ewald Automotive of Oconomowoc, Wisconsin was awarded the State Contract for 4-
9 Door, Chevrolet Impala Vehicles; and,

11 WHEREAS, the staff of Public Works did review the State of Wisconsin bid specifications and
12 recommends purchasing a 2016 4-Door Chevrolet Impala from Ewald Automotive to replace the
13 demolished vehicle.

15 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled
16 this \_\_\_\_\_ day of \_\_\_\_\_, 2015, authorizes the purchase through the State
17 Contract of a 2015 Chevrolet Impala from Ewald Automotive of Oconomowoc, Wisconsin, in the amount
18 of \$18,225 and an additional \$1,400 for setup costs of the new vehicle by the Department of Public
19 Works.

21 BE IT FURTHER RESOLVED that payment be made to the vendor upon receipt and acceptance by the
22 Public Works Director.

24 BE IT FINALLY RESOLVED, that the Motor Pool 2015 budget be amended to authorize funds for the
25 purchase as follows:

Table with 4 columns: Account/Description, Budget at 1/1/15, Increase/Decrease, Amended Budget. Rows include Use of Funds (New Equipment) and Source of Funds (Allocated Capital Equipment).

Respectfully submitted,

PUBLIC WORKS COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Betty Jo Bussie, Chair

Reviewed and approved on a vote of: \_\_\_\_\_

Brent Fox, Vice Chair

Mary Mawhinney, Chair Date

Eva M. Arnold

Brenton Driscoll

Rick Richard

15-12A-430

AUTHORIZING PURCHASE OF REPLACEMENT PASSENGER VEHICLE ROCK  
COUNTY DEPARTMENT OF PUBLIC WORKS AND AMENDING THE MOTOR POOL  
BUDGET

Page 2

FISCAL NOTE:

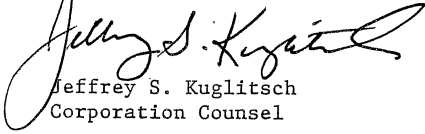
This resolution amends the motor pool budget to replace a vehicle that was totaled in an accident. Insurance will cover the cost of the replacement vehicle, less a \$3,000 deductible.



Sherry Oja  
Finance Director

LEGAL NOTE:

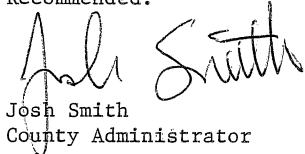
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

**- Executive Summary -**

In September, 2015, a Motor Pool Chevrolet Impala vehicle #12018 was involved in a traffic crash. Due to the age and condition of our vehicle, the County's insurance company declared the vehicle a total loss.

The purpose of this resolution is to amend the Motor Pool budget to authorize the purchase of a similar replacement vehicle plus additional setup costs of that vehicle (estimated at \$1,400). Any insurance proceeds will come back to the Motor Pool fund and largely offset the purchase cost.

The Public Works Department solicited quotations on like vehicles from the State of Wisconsin's vehicle procurement bid. Therefore, it is recommended that the vehicle be acquired from the current best bid on the State vehicle bid program, through Ewald Automotive of Oconomowoc, Wisconsin.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY



Sara Mooren  
DRAFTED BY

Human Services Board  
SUBMITTED BY

November 24, 2015  
DATE DRAFTED

**Amending the 2015 Budget for the Wisconsin Home Energy Assistance Program**

1 **WHEREAS**, the Human Services Department annually receives funding from the State of Wisconsin  
2 Department of Administration (DOA) Wisconsin Home Energy Assistance Program (WHEAP) to assist  
3 eligible low-income Rock County residents with their utility costs; and,  
4

5 **WHEREAS**, based on current revenue and expenditure projections an additional \$35,000 needs to be  
6 added to the 2015 Human Services Department Budget; and,  
7

8 **WHEREAS**, WHEAP funding is allocated on a federal fiscal year and additional funds for WHEAP  
9 services have been provided in the new contract from DOA that began on October 1<sup>st</sup>, 2015; and,  
10

11 **WHEREAS**, Energy Services, Inc. is the agency that is contracted to administer this program in Rock  
12 County (RFP #2014-52).  
13

14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
15 this \_\_\_\_\_ day of \_\_\_\_\_, 2015, does hereby accept additional WHEAP funding and  
16 amend the 2015 Human Services Department Budget as follows:  
17

	Budget	Increase	Amended
	<u>11/1/15</u>	<u>(Decrease)</u>	<u>Budget</u>
18 Account/Description			
19 <u>Source of Funds</u>			
20 36-3614-0000-42100	\$389,217	\$35,000	\$424,217
21 Federal Aid			
22 <u>Use of Funds</u>			
23 36-3614-0000-62119	\$389,217	\$35,000	\$424,217
24 Contracted Services			

Respectfully submitted,

HUMAN SERVICES BOARD

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Kathy Schulz

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Linda Garrett

\_\_\_\_\_  
William Grahn

\_\_\_\_\_  
Ashley Kleven

15-12A-431



## Executive Summary

### Amending the 2015 Budget for the Wisconsin Home Energy Assistance Program

The Human Services Department annually receives funding from the State of Wisconsin Department of Administration (DOA) Wisconsin Home Energy Assistance Program (WHEAP) to assist eligible low-income Rock County residents with their utility costs.

Based on current trending an additional \$35,000 needs to be added to the 2015 HSD Budget. These funds have been provided in the new contract from DOA that began on October 1<sup>st</sup>, 2015. Funding is allocated on a federal fiscal year that starts on October 1<sup>st</sup> and ends September 30<sup>th</sup>.

Energy Services, Inc. is the agency that has been contracted to provide WHEAP services in Rock County (RFP #2014-52). Per state requirements funding is divided between general operations, outreach, public benefits operations, crisis client services, and weatherization operations.

General services provided by Energy Services include:

- Publicizing a telephone number where persons can call for WHEAP information year-round and provide information on transportation to application site (s).
- Publicizing eligibility requirements, information on how to apply, location of application sites, times to apply, the availability of heating assistance, crisis assistance and weatherization.
- Provide outreach services to targeted population groups including high-risk households, the elderly, and the handicapped. This is to include assistance with the preparation and submittal of application by persons who are homebound. Provide an annual written detailed "Outreach Plan and Strategy" and "Coordination Plan" to Rock County Human Services Department.
- Establish a central location for the distribution and receipt of applications.
- Assure that all sites are accessible to all potential applicants including those with physical disabilities and that these sites are physically and geographically located throughout Rock County. Allow for flexible office hours to accommodate clients who cannot apply during normal business hours.
- Verify application information and supporting documents and certify that the application is correct. Enter certified application (s) into the WHEAP System.
- Resolve application and check issuance problems.
- Coordinate with other local agencies serving low-income persons.

No additional county funds are required.

APPROVAL OF BILLS OVER \$10,000.00

Rock County

12/02/2015

RESOLUTION NO. 15-12A-432 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 DEC 10 2015, 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>
P1500358	SHERIFF	CORR.FACILITY	ADVANCED CORRECTIONAL HEALTHC/	27,751.06
P1500361	SHERIFF	RECAP OPERATIONS	BLACKHAWK TECHNICAL COLLEGE	14,829.66
P1503262	NOT APPLICABLE	GENERAL FUND	ADVANCED CORRECTIONAL HEALTHC/	70,167.97
P1503302	HUMAN RESOURCES	HUMAN RESOURCES	HENRICKSEN	13,078.76
P1503411	HEALTH DEPT	HEALTH DEPARTMNT	SANOPI PASTEUR INC	13,748.17
P1503528	NOT APPLICABLE	GENERAL FUND	ELECTION SYSTEMS AND SOFTWARE	26,558.87

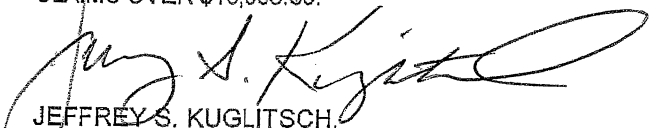
CLAIMS IN THE AMOUNT OF \$166,134.49 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

LEGAL NOTE:

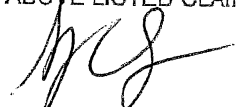
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER \$10,000.00.

  
JEFFREY S. KUGLITSCH,  
CORPORATION COUNSEL

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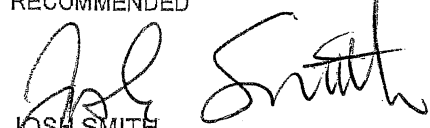
FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

  
SHERRY OJA,  
FINANCE DIRECTOR

ADMINISTRATIVE NOTE:

RECOMMENDED

  
JOSH SMITH,  
COUNTY ADMINISTRATOR

15-12A-432



APPROVAL OF ENCUMBRANCES OVER \$10,000.00

2016. . .

Rock County

12/02/2015

RESOLUTION NO. 15-12A-433 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 DEC 10 2015, 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>
R1600088	ROCK HAVEN	SUPP SERV E SERV	ADVANCED DISPOSAL SERVICES	17,000.00
R1600089	ROCK HAVEN	SUPP SERV E SERV	ARAMARK UNIFORM SERVICES INC	99,000.00
R1600090	ROCK HAVEN	SUPP SERV F SERV	CENTRAD HEALTHCARE INC	35,000.00
R1600095	ROCK HAVEN	SUPP SERV ADMIN	LEADINGAGE WISCONSIN	11,000.00
R1600096	ROCK HAVEN	SUPP SERV E SERV	MCKESSON MEDICAL SURGICAL MN S	176,000.00
R1600097	ROCK HAVEN	SUPP SERV MAT	MCKESSON MEDICAL SURGICAL MN S	26,000.00
R1600099	ROCK HAVEN	RH CONT SERV T18	MERCY HEALTH SYSTEM	25,500.00
R1600100	ROCK HAVEN	RH CONT SERV T18	MJ CARE INC	398,505.00
R1600101	ROCK HAVEN	RH-PRG.SER.ADM.	CHARTER COMMUNICATIONS	20,000.00
R1600105	ROCK HAVEN	SUPP SERV E SERV	NORTH AMERICAN	11,000.00
R1600106	ROCK HAVEN	SUPP SERV E SERV	PROFESSIONAL MEDICAL INC	43,000.00
R1600109	ROCK HAVEN	SUPP SERV M STAF	RAO,RAMACHANDRA	35,000.00
R1600121	ROCK HAVEN	SUPP SERV ADMIN	WISCONSIN DEPARTMENT OF HEALTH	261,120.00
R1600122	ROCK HAVEN	GEN SERV INS	WISCONSIN HEALTH CARE LIABILT	35,000.00
R1600123	ROCK HAVEN	SUPP SERV M STAF	WEST MD,WILLIAM PETER	150,000.00
R1600128	ROCK HAVEN	SUPP SERV PHAR	OMNICARE PHARMACIES OF WISCONS	225,795.00
R1600152	ROCK HAVEN	SUPP SERV F SERV	COUNTRY QUALITY DAIRY	40,000.00
R1600153	ROCK HAVEN	SUPP SERV F SERV	TROPIC JUICES INC	16,000.00
R1600154	ROCK HAVEN	SUPP SERV F SERV	GORDON FOOD SERVICE	95,000.00
R1600155	ROCK HAVEN	SUPP SERV F SERV	PAN-O-GOLD BAKING CO	10,000.00
R1600156	ROCK HAVEN	SUPP SERV F SERV	SYSCO FOODS OF BARABOO LLC	156,500.00

15-12A-433

2016

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

Rock County

12/02/2015

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 DEC 1 0 2015, 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>
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CLAIMS IN THE AMOUNT OF \$1,886,420.00 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

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

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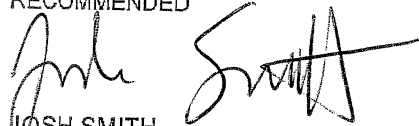
FISCAL NOTE:

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

12/02/2015

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 **DEC 10 2015**, 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>
R1600104	UW EXTENSION	FAIRGROUNDS	MANPOWER GROUP US INC	35,000.00
R1600130	PLANNING	HG CLRING A/C	WISCONSIN PARTNERSHIP FOR HOUS	118,359.00
R1600290	ALL OTHER GEN	WORKER'S COMP.	WILLIS OF WISCONSIN INC	40,500.00
R1600293	ALL OTHER GEN	WORKER'S COMP.	ASSOCIATED FINANCIAL GROUP	39,000.00
R1600294	ALL OTHER GEN	HEALTH INSURANCE	COMPSYCH	45,000.00

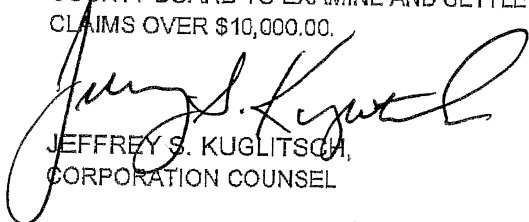
CLAIMS IN THE AMOUNT OF **\$277,859.00** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

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

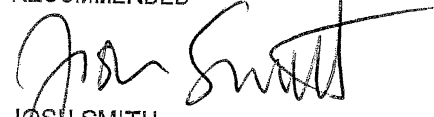
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FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

  
SHERRY OVA,  
FINANCE DIRECTOR

ADMINISTRATIVE NOTE:  
RECOMMENDED

  
JOSH SMITH,  
COUNTY ADMINISTRATOR

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

2016

Rock County

12/02/2015

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 DEC 10 2015, 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>
R1600008	SR CIT PROG	E & H TRANSPORT	BUDGET TRUCK AND AUTO BODY INC	20,000.00
R1600009	SR CIT PROG	E & H TRANSPORT	FAGAN TRUCK AND TRAILER	30,000.00
R1600013	SR CIT PROG	E & H TRANSPORT	MANPOWER GROUP US INC	323,310.00
R1600017	SR CIT PROG	E & H TRANSPORT	WRIGHT EXPRESS FSC	60,000.00
R1600018	SR CIT PROG	DELIVERED MEALS	BELOIT MEALS ON WHEELS INC	37,000.00
R1600019	SR CIT PROG	DELIVERED MEALS	BEST EVENTS	202,700.00
R1600020	SR CIT PROG	NUTRITION PROG	NUTRITION AND HEALTH ASSOCIATE	15,570.00
R1600023	SR CIT PROG	SPAP	SENIOR SERVICES OF ROCK COUNTY	24,152.00
R1600026	SR CIT PROG	COMMUNITY SERV	RETIRED SENIOR VOLUNTEER PROGR	11,335.00
R1600027	SR CIT PROG	BENE.SPEC.GRANT	JP MORGAN CHASE BANK NA	11,550.00

CLAIMS IN THE AMOUNT OF \$735,617.00 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

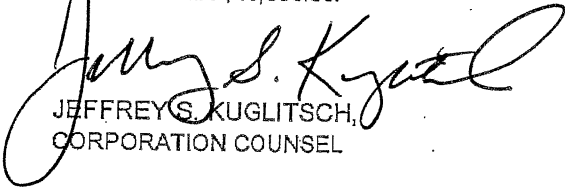
RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

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LEGAL NOTE:

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

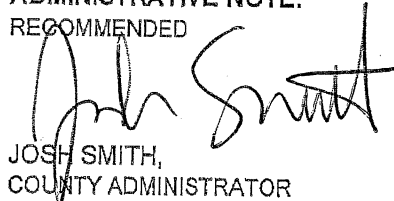
  
JEFFREY S. KUGLITSCH,  
CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

  
SHERRY OJA,  
FINANCE DIRECTOR

ADMINISTRATIVE NOTE:  
RECOMMENDED

  
JOSH SMITH,  
COUNTY ADMINISTRATOR

2015...

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

Rock County

12/02/2015

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.

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<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1504024	NOT APPLICABLE	ISF-CS	NETSMART TECHNOLOGIES INC	69,801.60

CLAIMS IN THE AMOUNT OF \$69,801.60 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

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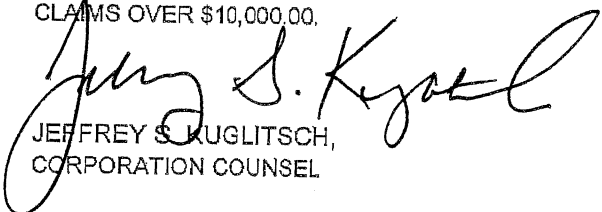
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LEGAL NOTE:

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



JEFFREY S. KUGLITSCH,  
CORPORATION COUNSEL

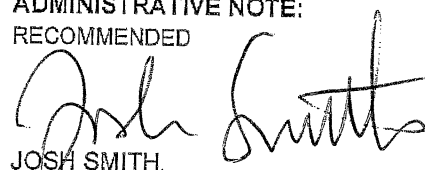
FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.



SHERRY OJA,  
FINANCE DIRECTOR

ADMINISTRATIVE NOTE:  
RECOMMENDED



JOSH SMITH,  
COUNTY ADMINISTRATOR

## APPROVAL OF ENCUMBRANCES OVER \$10,000.00

2016...

Rock County

12/02/2015

RESOLUTION NO. \_\_\_\_\_ AGENDA NO. \_\_\_\_\_

INITIATED: FINANCE DIRECTOR

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<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1600085	INFORMATION TECH	IT-CROSS CHARGES	NAVANT INC	10,410.00
R1600102	INFORMATION TECH	IT-CROSS CHARGES	AERCOR WIRELESS INC	11,193.75
R1600111	INFORMATION TECH	INFORMATION TECH	AE BUSINESS SOLUTIONS	15,523.30
R1600112	FINANCE DIRECTOR	AUDIT/SPEC.ACCT.	BAKER TILLY VIRCHOW KRAUSE LLP	94,000.00
R1600114	ALL OTHER GEN	P & L INSURANCE	WMMIC	270,000.00
R1600115	ALL OTHER EDUC	RSVP ASST TRANS	RETIRED SENIOR VOLUNTEER PROGR	50,897.00
R1600116	ALL OTHER EDUC	HERITAGE ROCK CO	ROCK COUNTY HISTORICAL SOCIETY	22,546.00
R1600117	ALL OTHER PS	COMMUNITY SERV.	ROCK VALLEY COMMUNITY PROGRAMS	73,505.00
R1600125	INFORMATION TECH	LAW RECORDS	JP MORGAN CHASE BANK NA	42,900.00
R1600126	INFORMATION TECH	IT-CROSS CHARGES	FIDLAR COMPANIES	65,000.00
R1600127	INFORMATION TECH	INFORMATION TECH	CHARTER COMMUNICATIONS	15,120.00
R1600132	INFORMATION TECH	IT-CROSS CHARGES	CORE BTS INC	32,613.62
R1600151	INFORMATION TECH	IT-CROSS CHARGES	ENTERPRISE SYSTEMS GROUP	77,264.00
R1600295	INFORMATION TECH	IT-CROSS CHARGES	ESRI INC	46,218.11

2016...

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

Rock County

12/02/2015

RESOLUTION NO. \_\_\_\_\_ AGENDA NO. \_\_\_\_\_

INITIATED: FINANCE DIRECTOR

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<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
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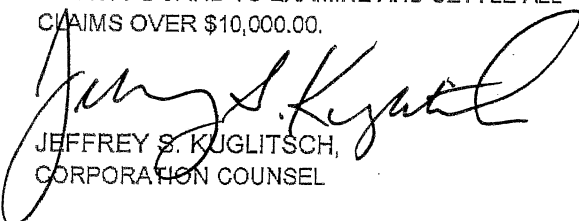
CLAIMS IN THE AMOUNT OF \$827,190.78 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

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

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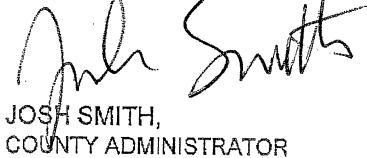
FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.



SHERRY OJA,  
FINANCE DIRECTOR

ADMINISTRATIVE NOTE:  
RECOMMENDED



JOSH SMITH,  
COUNTY ADMINISTRATOR

2016...

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

Rock County

12/02/2015

RESOLUTION NO. \_\_\_\_\_ AGENDA NO. \_\_\_\_\_

INITIATED: FINANCE DIRECTOR

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<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1600029	GENERAL SERVICES	HCC BLDG.COMPLEX	ALLIANT ENERGY/WP&L	65,494.38
R1600032	GENERAL SERVICES	HCC BLDG.COMPLEX	DIVERSIFIED BUILDING MAINTENAN	87,394.00
R1600319	NOT APPLICABLE	GENERAL FUND	MIDLAND PAPER	22,500.00
R1600320	NOT APPLICABLE	GENERAL FUND	OFFICE PRO INC	50,000.00
R1600322	GENERAL SERVICES	GENERAL SERVICES	KONICA MINOLTA BUSINESS SOLUTI	11,276.64
R1600323	GENERAL SERVICES	GENERAL SERVICES	KONICA MINOLTA BUSINESS SOLUTI	11,800.00
R1600325	GENERAL SERVICES	COMM.CTR.OPER.	SIMPLEX GRINNELL LP	11,995.67
R1600328	GENERAL SERVICES	COMM.CTR.OPER.	ADVANCED DISPOSAL SERVICES	12,108.00
R1600329	GENERAL SERVICES	DIVERSION/ASC	DIVERSIFIED BUILDING MAINTENAN	250,811.40
R1600330	GENERAL SERVICES	GENERAL SERVICES	JBM PATROL AND PROTECTION CORP	65,780.00

CLAIMS IN THE AMOUNT OF \$589,160.09 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

LEGAL NOTE:

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

*Jeffrey S. Kuglitsch*  
JEFFREY S. KUGLITSCH,  
CORPORATION COUNSEL

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FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

*Sherry Oja*  
SHERRY OJA,  
FINANCE DIRECTOR

ADMINISTRATIVE NOTE:

RECOMMENDED

*Josh Smith*  
JOSH SMITH,  
COUNTY ADMINISTRATOR



APPROVAL OF ENCUMBRANCES OVER \$10,000.00

2016

Rock County

12/02/2015

RESOLUTION NO. \_\_\_\_\_ AGENDA NO. \_\_\_\_\_

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<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1600069	CLK OF CTS	MED/FAM.CT.SERV.	FAMILY MATTERS PACT INC	14,000.00
R1600070	CLK OF CTS	MED/FAM.CT.SERV.	STRATEGIC RESOLUTIONS LLC	14,000.00
R1600134	CHILD SUPPORT	CHILD SUPPORT	O BRIEN AND ASSOCIATES INC	28,900.00
R1600136	CHILD SUPPORT	CHILD SUPPORT	DNA DIAGNOSTICS CENTER	27,200.00
R1600137	911 COMM.	911 OPERATIONS	GLOBAL TOWER PARTNERS	10,041.00
R1600143	911 COMM.	911 OPERATIONS	JP MORGAN CHASE BANK NA	19,580.00
R1600145	911 COMM.	911 OPERATIONS	GENERAL COMMUNICATIONS INC	324,132.00
R1600146	911 COMM.	911 OPERATIONS	INTRADO INC	13,200.00

CLAIMS IN THE AMOUNT OF \$451,053.00 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

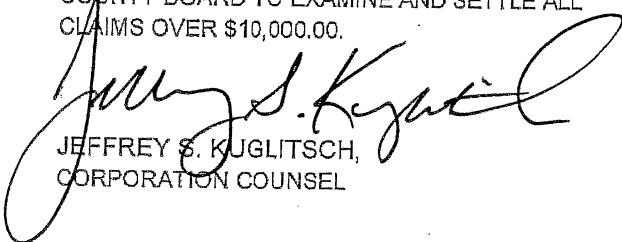
RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

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LEGAL NOTE:

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

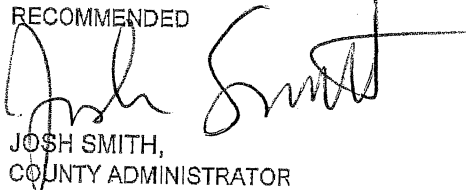
  
JEFFREY S. KUGLITSCH,  
CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

  
SHERRY OJA,  
FINANCE DIRECTOR

ADMINISTRATIVE NOTE:  
RECOMMENDED

  
JOSH SMITH,  
COUNTY ADMINISTRATOR

2016. . . .

## APPROVAL OF ENCUMBRANCES OVER \$10,000.00

Rock County

12/02/2015

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.

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<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1600159	HUMAN SERVICES	ELECT MONITORING	3M ELECTRONIC MONITORING	31,409.00
R1600160	HUMAN SERVICES	YOUTH SERVICES	ADVANCED CORRECTIONAL HEALTHCA	61,256.00
R1600161	HUMAN SERVICES	JOB CENTER	ALLIANT ENERGY	79,500.00
R1600162	HUMAN SERVICES	YOUTH SERVICES	ARAMARK CORRECTIONAL SERVICES	83,209.00
R1600163	HUMAN SERVICES	AURORA	AURORA HEALTH CARE	75,000.00
R1600164	HUMAN SERVICES	OUTPATIENT SER	PSYCHOLOGY CLINIC INC,THE	43,680.00
R1600165	HUMAN SERVICES	OWI COURT	CAMPBELL PROPERTIES	25,200.00
R1600167	HUMAN SERVICES	HOMEVISIT 15/16	CHILDRENS SERVICE SOCIETY OF W	194,879.00
R1600169	HUMAN SERVICES	CLEARVIEW	CLEARVIEW NORTH	105,195.00
R1600170	HUMAN SERVICES	PATHS 8/15-7/16	COMMUNITY ACTION INC OF ROCK &	175,315.00
R1600171	HUMAN SERVICES	DETOX SERVICES	DANE COUNTY DEPARTMENT OF HUMA	207,108.00
R1600173	HUMAN SERVICES	LIHEAP	ENERGY SERVICES INC	433,047.00
R1600176	HUMAN SERVICES	OUTPATIENT SER	HEALTH NET OF JANESVILLE INC	57,867.00
R1600177	HUMAN SERVICES	AODA BLOCK GRANT	JANESVILLE MOBILIZING 4 CHANGE	56,785.00
R1600179	HUMAN SERVICES	OVERHEAD	JP MORGAN CHASE BANK NA	100,000.00
R1600180	HUMAN SERVICES	IM CONSORTIUM	LANGUAGE LINE SERVICES	23,280.00
R1600181	HUMAN SERVICES	OUTPATIENT SER	MARCUS,JEFFREY A	101,920.00
R1600182	HUMAN SERVICES	COM TREATMENT 61	MANPOWER GROUP US INC	60,000.00
R1600184	HUMAN SERVICES	MERCY	MERCY HEALTH SYSTEM	205,000.00
R1600185	HUMAN SERVICES	IM CONSORTIUM	O BRIEN AND ASSOCIATES INC	62,000.00
R1600186	HUMAN SERVICES	CHILD CARE	O BRIEN AND ASSOCIATES INC	31,250.00
R1600187	HUMAN SERVICES	OVERHEAD	PACKAGE PRO EXPRESS DELIVERY I	43,500.00
R1600188	HUMAN SERVICES	OVERHEAD	PITNEY BOWES INC	46,500.00
R1600189	HUMAN SERVICES	JACKSON HOUSE	ROCK VALLEY COMMUNITY PROGRAMS	803,576.00
R1600190	HUMAN SERVICES	HOMEVISIT 15/16	ROCK WALWORTH COMPREHENSIVE FA	77,670.00
R1600192	HUMAN SERVICES	JOB CENTER	SERVICE MASTER COMMERCIAL CLEA	51,040.00
R1600195	HUMAN SERVICES	CRISIS	US SECURITY ASSOCIATES INC	172,407.00
R1600199	HUMAN SERVICES	YOUTH SERVICES	MADISON UNITED HEALTHCARE LINE	10,238.00
R1600200	HUMAN SERVICES	CSP	FRANKLIN STREET PROPERTY GROUP	121,904.00

2016.11.11

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

Rock County

12/02/2015

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<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
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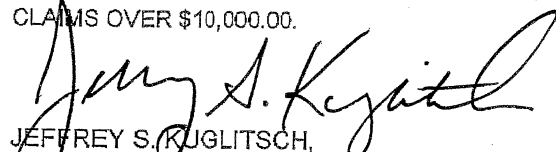
CLAIMS IN THE AMOUNT OF \$3,539,735.00 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

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

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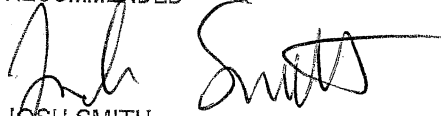
FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.



SHERRY OJA,  
FINANCE DIRECTOR

ADMINISTRATIVE NOTE:  
RECOMMENDED



JOSH SMITH,  
COUNTY ADMINISTRATOR

PURCHASE ORDER NUMBER P1600008 PEID 052519

### 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](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) and Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto: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 11/20/15

DEPARTMENT FINANCE - PURCHASING

COMMITTEE FINANCE

VENDOR NAME JP MORGAN CHASE

ACCOUNT NUMBER 05-1500-0000-68010

FUNDS DESCRIPTION FINANCE DIRECTOR EXPENSE ALLOCATIONS

AMOUNT OF INCREASE \$ 40,000.00

INCREASE FROM \$ 10,000.00 TO \$ 50,000.00

ACCOUNT BALANCE AVAILABLE \$ Clearing account to allocate to other Depts *805 11/23/15*

REASON FOR AMENDMENT WILL BE PAYING THE QUARTERLY COPY

CHARGES FROM RHYME WITH THE CREDIT CARD INSTEAD OF BY CHECK

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair Date

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

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

RESOLUTION NO. 15-12A-434

AGENDA NO. 12.D.1.(1)

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Annette Mikula, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

November 17, 2015  
DATE DRAFTED

**TO RATIFY THE 2016 LABOR AGREEMENT BETWEEN ROCK COUNTY  
AND  
DEPUTY SHERIFF'S SUPERVISORS ASSOCIATION**

- 1 **WHEREAS**, the County is subject to 111.70 of the Wisconsin Statutes; and
- 2
- 3 **WHEREAS**, representatives of the Deputy Sheriff's Supervisors Association have met with the County's
- 4 Bargaining Team in an attempt to arrive at a mutual agreement on wages, hours and conditions of employment;
- 5 and
- 6
- 7 **WHEREAS**, the proposed wage settlement represents a wage increase of 1.25% effective January 1, 2016; and
- 8
- 9 **WHEREAS**, the membership of the Association has ratified the agreement; and
- 10
- 11 **WHEREAS**, a summary of the contractual agreement is attached.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 14 \_\_\_\_\_ day of \_\_\_\_\_, 2015 does hereby ratify the terms and conditions of the 2016 labor
- 15 agreement between Rock County and the Deputy Sheriff's Supervisors Association.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

15-12A-434

TO RATIFY THE 2016 LABOR AGREEMENT BETWEEN ROCK COUNTY AND THE DEPUTY  
SHERIFF'S SUPERVISORS ASSOCIATION

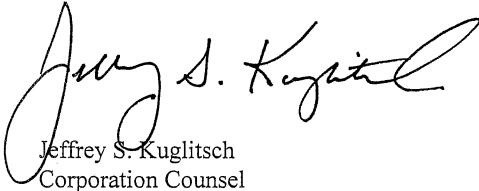
Page 2

FISCAL NOTE:

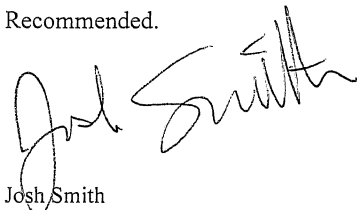
	<u>Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>	<u>Overall % Inc.</u>
2016	1,583,632.00	19,795.40	1.25% eff. 1/1/2016	1.25%

Sherry Oja  
Finance DirectorLEGAL NOTICE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 111.70, Wis. Stats.

Jeffrey S. Kuglitsch  
Corporation CounselADMINISTRATIVE NOTE:

Recommended.

Josh Smith  
County Administrator

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert Spoden  
INITIATED BY



Capt. Gary L. Groelle  
DRAFTED BY

Public Safety and Justice  
Committee  
SUBMITTED BY

November 29, 2015  
DATE DRAFTED

**AUTHORIZING PURCHASE OF VEHICLES PER STATE OF WISCONSIN  
CONTRACT FOR THE ROCK COUNTY SHERIFF'S OFFICE**

- 1 **WHEREAS**, funds are included in the 2016 budget for the purchase of vehicles to be used by the
- 2 Rock County Sheriff's Office; and,
- 3
- 4 **WHEREAS**, Section 19.08(4) of the Purchasing Ordinance does allow Rock County to purchase
- 5 these vehicles through a cooperative purchasing agreement with the State of Wisconsin under
- 6 Contract #505ENT-M16-2016VEHICS-00; and,
- 7
- 8 **WHEREAS**, Ewald Automotive of Oconomowoc, Wisconsin was awarded the State contract for
- 9 Dodge Chargers, Dodge Grand Caravans, and Ford Transit Cargo Vans; and,
- 10
- 11 **WHEREAS**, The Sheriff's Office and Purchasing staff have reviewed the State of Wisconsin bid
- 12 specifications and recommend purchasing four Dodge Chargers, three Ford Utility Interceptors,
- 13 one Dodge Grand Caravan, one Chevrolet Express Van, and one Chevrolet Tahoe from Ewald
- 14 Automotive.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board duly assembled this
- 17 \_\_\_\_\_ day of \_\_\_\_\_, 2015 that a Purchase Order be issued as follows:
- 18
- 19 \$74,467.50 to Ewald Automotive for 3 Dodge Chargers
- 20 \$85,963.50 to Ewald Automotive for 3 Ford Utility Interceptors
- 21 \$23,299.50 to Ewald Automotive for 1 Dodge Charger for Sheriff
- 22 \$23,950.50 to Ewald Automotive for 1 Dodge Grand Caravan
- 23 \$29,737.50 to Ewald Automotive for 1 Chevrolet Express Van
- 24 \$37,612.50 to Ewald Automotive for 1 Chevrolet Tahoe
- 25
- 26 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon receipt and
- 27 acceptance by the Rock County Sheriff.

15-12A-435

Respectfully Submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

\_\_\_\_\_  
Mary Beaver, Chair

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Brian Knudson

\_\_\_\_\_  
Larry Wiedenfeld

AUTHORIZING PURCHASE OF VEHICLES PER STATE OF WISCONSIN CONTRACT FOR  
THE ROCK COUNTY SHERIFF'S OFFICE

Page 2

FISCAL NOTE:

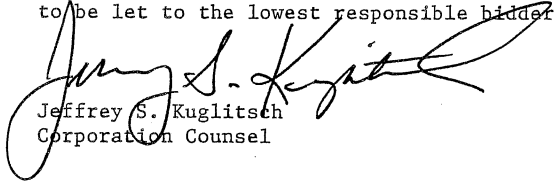
Sufficient funds are available in the Sheriff's 2016 vehicle account, A/C 21-2100-0000-67105, for these purchases. This account is funded by a combination of sales tax revenue and tax levy.



Sherry Oja  
Finance Director

LEGAL NOTE:

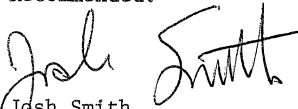
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator



**EXECUTIVE SUMMARY**

Funds are included in the 2016 budget for the purchase of vehicles to be used by the Rock County Sheriff's Office. Under Section 19.08(4) of the Purchasing Ordinance, Rock County can utilize State of Wisconsin bids to purchase vehicles through cooperative purchasing agreement #505ENT-M16-2016VEHICS-00.

The Sheriff's Office and the Purchasing Staff reviewed the State of Wisconsin bid specifications to verify that they meet the Sheriff's Office's needs. The total cost breakdown for the vehicles is as follows:

\$74,467.50 for 3 Dodge Chargers  
\$85,963.50 for 3 Ford Utility Interceptors  
\$23,299.50 for 1 Dodge Charger for Sheriff  
\$23,950.50 for 1 Dodge Grand Caravan  
\$29,737.50 for 1 Chevrolet Express Van  
\$37,612.50 for 1 Chevrolet Tahoe

We are expecting trade in allowances to be approximately \$25,800.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Kathren Sukus  
INITIATED BY



Kathren Sukus, Director  
DRAFTED BY

Public Safety and Justice  
SUBMITTED BY

December 1, 2015  
DATE DRAFTED

**BACK-UP RADIO CONTROL STATION COMBINER SYSTEM**

- 1 **WHEREAS**, the Communications Center has several control station radios located at the Rock County
- 2 Sheriff's Office that are used as backup for the public safety radio system; and,
- 3
- 4 **WHEREAS**, due to the proximity of the mobile radios and multiple antennas required, radio bleed-over
- 5 and interference occurs when several radios are simultaneously active; and,
- 6
- 7 **WHEREAS**, in order to eliminate the radio interference, control station combiners and new antennas are
- 8 necessary; and,
- 9
- 10 **WHEREAS**, General Communications, Inc., of Madison, Wisconsin is the Rock County public safety
- 11 radio system maintenance vendor and the only certified Raytheon technician in the area; and,
- 12
- 13 **WHEREAS**, the design, equipment, and labor involved in this project is \$44,869.35; and,
- 14
- 15 **WHEREAS**, these funds were budgeted in the Communications Center's 2015 capital projects; and,
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 18 this \_\_\_\_\_ day of \_\_\_\_\_, 2015 that a contract in the amount of \$44,869.35 be awarded to
- 19 General Communications, Inc., of Madison, Wisconsin for the design, equipment, and labor necessary to
- 20 complete the control station combiner project.

15-12A-436

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

\_\_\_\_\_  
Mary Beaver, Chair

\_\_\_\_\_  
Henry Brill, Vice Chair

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Brian Knudson

\_\_\_\_\_  
Larry Wiedenfeld

**ADMINISTRATIVE NOTE:**

Recommended  
  
Josh Smith  
County Administrator

**FISCAL NOTE:**

Sufficient funds are available in the Communication Center's capital account, A/C 23-2400-0000-67161, for this project. This account is funded by sales tax revenue.

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. General Communications, Inc. is the sole source provider.

Jeffrey S. Kuglitsch  
Corporation Counsel

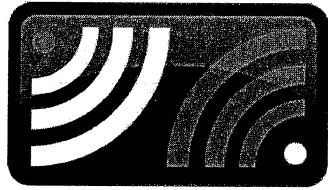
## EXECUTIVE SUMMARY

The public safety radio system backup control stations are located at the Rock County Sheriff's Office. Due to the proximity of the equipment in the radio room, there are times that radio interference (bleed over) occurs when multiple backup channels are in use. This interference makes transmissions inaudible. To alleviate this interference, customized control station combiners are necessary to reduce the amount of antennas connected to the individual control station radios.

This is an upgrade to the existing equipment, which is maintained by General Communications, Madison. The project requires an in depth knowledge of the County's public safety radio system. General Communications has been the maintenance provider for the public safety radio system for over 20 years and they designed the current radio system with the radio equipment provider, Raytheon JPS. This upgrade will be integrated with the Raytheon system for which General Communications is the only certified dealer and maintenance provider in this area.

Total cost for system design, equipment, installation and removal of old equipment is \$44,869.35.

This project was approved in the Communications Center's 2015 budget and the funds are available.



**GENERAL  
COMMUNICATIONS**  
— your safety is our business

November 12, 2015

Rock County Communications  
3636 N County Highway F  
Janesville, WI 53545

**RE: Back-Up Radio Antenna System**

The following is our quote to install two control station combiner systems for the back-up radios as the sheriff's tower. During this project we will remove all the unused cables and antennas on the tower, install new cables and wide band antennas for the combiner and inventory all the antennas on the tower.

<u>Qty</u>	<u>Description</u>
1	VHF Control Station Combiner, 8 Chan
1	UHF Control Station Combiner, 2 Chan
1	19" Rack
240'	1/2" Super-Flex Cable
20'	1/2" N-Male Connectors
2	VHF Antenna, 148-162 MHz
1	UHF Antenna, 450-470 MHz
300'	7/8" Hardline Cable
6	7/8" Ground Kits
6	7/8" Hard Line Cable
1	Tower labor to remove old cable and antennas, and installation of new cable and antennas

Total Cost \$44,869.35

If you have any questions please email [rwestgard@gencomm.com](mailto:rwestgard@gencomm.com) or call 608-310-7127.

Sincerely,

*Richard Westgard*

Richard Westgard  
Service Manager

**Madison**  
2880 Commerce Park Drive  
Madison, WI 53719  
(608) 271-4848/(800) 356-3200

**Milwaukee**  
N57 W13466 Reichert Avenue  
Menomonee Falls, WI 53051  
(262) 439-2000/(800) 546-9468

[www.gencomm.com](http://www.gencomm.com)

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Mickey Crittenden, Director of IT  
INITIATED BY



Mickey Crittenden, Director of IT  
DRAFTED BY

Finance Committee  
SUBMITTED BY

December 1, 2015  
DATE DRAFTED

**Authorizing Purchase of a Unitrends Disk-to-Disk Backup Expansion Unit**

- 1 **WHEREAS**, the expansion of the County's disk-to-disk backup system is an Information Technology
- 2 strategic initiative, with funding provided as part of the 2016 budget; and,
- 3
- 4 **WHEREAS**, the 98 terabyte expansion of the backup system will allow for safeguarding the County's
- 5 increasing information storage related to all County systems and enhancing disaster recovery capacity;
- 6 and,
- 7
- 8 **WHEREAS**, the Information Technology Department staff did specify the configuration of an
- 9 appropriate disk-to-disk backup system expansion unit; and,
- 10
- 11 **WHEREAS**, the specified disk-to-disk backup expansion unit will be purchased using the pricing and
- 12 terms of the State of Wisconsin UW Contract #MV10-2052.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 15 this \_\_\_\_\_ day of \_\_\_\_\_, 2015 that a Purchase Order for a disk-to-disk backup system be
- 16 issued to Contingency Planning Solutions, Inc. in the amount of \$96,000.00.
- 17
- 18 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon approval and acceptance
- 19 by the Finance Committee.

15-12A-437

Respectfully submitted,

**FINANCE COMMITTEE**

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
J. Russell Podzilni

**FISCAL NOTE:**

Sufficient funds are available in the 2016 IT capital projects account, A/C 07-1444-0000-67131, for this purchase. This account is funded by sales tax revenue.

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.

Jeffrey S. Kuglitsch  
Corporation Counsel

**Administrative Note:**

Recommended.

Josh Smith  
County Administrator

## Executive Summary for the Purchase of a Unitrends Backup System Expansion Unit

One of the budgeted 2016 Information Technology strategic initiatives is the expansion of the County's disk-to-disk information backup system. The backup system expansion is required in order to accommodate the increased usage of disk storage throughout all of the County's systems and to provide for the recovery of critical information for disaster recovery and business continuity purposes.

The major components of the network recovery server include:

- Unitrends RC936 Backup Appliance with 98 terabytes of capacity;
- Network components for connectivity to the County's storage area network, and
- 3 Years of 24/7 support, software upgrades, and next business day warranty replacement.

The planned, useful life for the backup expansion unit is 5-7 years, and it can be further expanded to accommodate additional capacity, as may be dictated by future County requirements.

The total cost of the Unitrends backup expansion unit and components is \$96,000.00, which includes installation and 3 years of support services and software upgrades. The system will be purchased using the pricing and terms of the State of Wisconsin UW Contract MV10-2052 and funded by the IT Capital Projects account.



ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS

Annette Mikula
INITIATED BY

Annette Mikula, Human Resource Director
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 2, 2015
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

1 WHEREAS, Rock County has an established Personnel Ordinance; and
2
3 WHEREAS, it is good practice to review the personnel ordinance language on an annual basis; and
4
5 WHEREAS, certain additional changes have been suggested by Employees and Department Managers; and
6
7 WHEREAS, the County wants to incorporate these additional changes to the Personnel Ordinance effective at
8 12:01 a.m. January 1, 2016.
9
10 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this
11 day of \_\_\_\_\_, 2015 does hereby amend Chapter XVIII, the County's Personnel
12 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:
(a1) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.
(b2) To provide internally equitable and externally competitive compensation for all employees.
(e3) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner.
(d4) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs, race,

15-11D-408

46 color, national origin or ancestry, sex, age, religion, disability, sexual  
 47 orientation, gender identity, gender expression, genetic information,  
 48 pregnancy, creed, arrest/conviction record, marital status, military services, or  
 49 outside use of lawful products or any other cause for discrimination as  
 50 defined by law, except as allowable as a bonafide occupational requirement  
 51 and with proper regard for their rights as citizens.  
 52

53 (e5) To protect employees against coercive political activities and to prohibit the  
 54 use of official authority for the purpose of interfering with or affecting the  
 55 result of an election or a nomination for office.  
 56

57 C. Provide a system of standardized titles and standardized class descriptions for the ef-  
 58 fective administration of personnel activities such as: manpower planning and  
 59 budgeting, standards of job performance, fair and equitable pay, valid selection and  
 60 recruitment programs, training programs and career development.  
 61

62 D. Provide a system to recruit and select the most qualified persons for positions in  
 63 County service. Recruitment and selection shall be conducted in an affirmative  
 64 manner to ensure open competition, provide equal employment opportunity, prohibit  
 65 discrimination based on the categories identified above because of race, political  
 66 affiliation or beliefs, sex, national origin or ancestry, age, disability, sexual identity  
 67 and orientation, genetic information, or any other cause for discrimination as defined  
 68 by law, to ensure that persons of disadvantaged groups are fairly represented in the  
 69 County workforce.  
 70

71 E. Provide an effective career development plan for qualified employees through  
 72 promotional opportunities in an environment free of discrimination.  
 73

74 18.103 Scope.

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

83 This Ordinance shall govern personnel administration for all employees and departments  
 84 of the County of Rock except:  
 85

- 86 (a) members of the Rock County Board of Supervisors;  
 87  
 88 (b) elected County Officials;  
 89  
 90 (c) members of boards, commissions, and committees (including citizens);  
 91  
 92 (d) persons employed to conduct temporary and special inquiry, investigation or  
 93 examination on behalf of the County Board, a committee thereof, or the County  
 94 Administrator;  
 95  
 96 (e) persons employed by employment services agreements or purchase of service  
 97 contracts, unless expressly included in said contract or agreement;  
 98  
 99 (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats.,  
 100 which shall be handled by the Public Safety and Justice Committee of the Rock  
 101 County Board of Supervisors in accordance with statute.  
 102

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



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18.104 Collective Bargaining Agreements.

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

18.105 Human Resources Section of the Administrative Policies and Procedures Manual

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

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

18.106 Department Work Rules.

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

18.107 Non Elected Department Heads.

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

18.108 Administrator Position.

The position of the County Administrator shall be included under the coverage of this Ordinance, except where there are exclusions or where this Ordinance conflicts with the resolution establishing the administrator form of government. In the case of any such conflict, the resolution shall control.

18.109 Sheriff's Office Command Staff.

In addition to the benefits provided to other unilateral employees, if the following provisions of the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such modifications shall be extended to the Chief Deputy (CB Resolution Nov. 9, 1993 93-12A-118); Commanders (CB Resolution Nov. 15, 1994 94-11D-118); and Captains (CB Resolution Dec. 31, 2008 09-1B-189).

- Education
- Health insurance for retirees\*
- Life insurance
- Retirement
- Sick Leave Accumulation
- Sick leave payout
- Sick leave payment
- Uniform allowance
- Worker's compensation

167  
168 \*For Command Staff who are at least age 53 and retire after January 1, 2014, the  
169 County shall pay 100% of the health insurance premiums for the applicable coverage for  
170 the retired and eligible dependents thru the end of the month before they turn 65.  
171

172 18.109(a) Correctional Supervisor

173 In addition to the benefits provided to other unilateral employees, if the retirement  
174 provision of the labor agreement with the Rock County Deputy Sheriffs Supervisors  
175 Association are modified, such modification shall be extended to the Correctional  
176 Supervisor.  
177

178 18.110 Amendments.

179  
180 This Ordinance may be amended by the Rock County Board of Supervisors in the same  
181 manner as adopted.  
182

183 18.111 Management Rights.

184  
185 The management of Rock County and the direction of the workforce is vested  
186 exclusively in the County, including but not limited to the right to:  
187

- 188 1) Hire, promote, demote, suspend, discipline, and discharge;
- 189
- 190 2) Decide job qualifications for hiring;
- 191
- 192 3) Transfer or layoff because of lack of work, discontinuance of services, or other
- 193 legitimate reasons;
- 194
- 195 4) Subcontract for economic reasons or when it is not feasible for county employees to
- 196 perform the work;
- 197
- 198 5) Abolish or create positions;
- 199
- 200 6) Create job descriptions and determine the composition thereof;
- 201
- 202 7) Plan and schedule work;
- 203
- 204 8) Determine the methods and processes and manner of performing work;
- 205
- 206 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
- 207
- 208 10) Determine the location, operation and type of physical structures, facilities,
- 209 equipment of the county;
- 210
- 211 11) Plan and schedule any training programs,
- 212
- 213 12) Create, promulgate and enforce reasonable work rules;
- 214
- 215 13) Determine and enforce regulations governing conduct and safety;
- 216
- 217 14) Determine what constitutes good and efficient county service, and all other
- 218 functions of management and direction.  
219

220 The County shall have the right to operate and manage its affairs in all respects in  
221 accordance with its rights, duties, and responsibilities.  
222

223 18.112 Responsibilities and Authority.

224  
225 A. County Board. The County Board shall:

- 226 (1) approve the annual County budget, including requests for personnel
- 227 adjustments.
- 228
- 229

- 230 (2) review and approve County Personnel Ordinance and amendments.  
 231  
 232 (3) confirm department head appointments made by the County Administrator.  
 233  
 234 (4) delegate such duties to the County Board Staff Committee as  
 235 necessary.  
 236  
 237 (5) hear grievance appeals as outlined in Section 18.806.  
 238  
 239  
 240 B. County Board Staff Committee. The County Board Staff Committee shall:  
 241  
 242 (1) advise the County Administrator on matters concerning implementation of  
 243 Personnel Ordinance.  
 244  
 245 (2) review proposed Personnel Ordinance and amendments as developed and  
 246 recommended by the Human Resources Director and make  
 247 recommendations to the County Board for consideration and legislative  
 248 action.  
 249  
 250 (3) perform other related duties as assigned by the County Board.  
 251  
 252  
 253 C. County Board Governing Committees. Each Governing Committee shall:  
 254  
 255 (1) review all appointments made by the County Administrator as provided in  
 256 Section 18.112(d)(1) and make such recommendations to the Board as  
 257 appropriate.  
 258  
 259 D. County Administrator. Except as prohibited by State and Federal law, the County  
 260 Administrator shall:  
 261  
 262 (1) appoint and remove all Department Heads, subject to the provisions of  
 263 Section 18.107.  
 264  
 265 (2) advise the Governing Committee of the final interview schedule of the  
 266 best-qualified applicants. The Governing Committee may participate in  
 267 the scheduled interviews.  
 268  
 269 (3) submit terms of employment for Department Heads to the Governing  
 270 Committee for review before submission to the County Board.  
 271  
 272 (4) approve Personnel Ordinance prior to submittal to the County Board Staff  
 273 Committee and the County Board.  
 274  
 275 (5) apply appropriate disciplinary actions as defined in Section 18.1108 to  
 276 subordinate employees.  
 277  
 278 (6) approve new positions, reallocations, and upgrades of existing positions  
 279 subject to County Board approval.  
 280  
 281 E. Human Resources Director. The Human Resources Director under the authority of  
 282 the County Administrator shall:  
 283  
 284 (1) administer the Personnel Ordinance adopted by the County Board.  
 285  
 286 (2) establish, maintain and coordinate personnel transactions and records  
 287 management for all County employees and positions.  
 288  
 289 (3) establish and maintain a central personnel file for each County employee  
 290 showing name, title, salary, change in status, annual performance ratings  
 291 and such pertinent information as may be necessary for effective personnel  
 292 administration and for compliance with Federal and State laws.

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- (4) advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.
  - (5) notify the payroll section of all relevant changes.
  - (6) review appointments and removal of personnel to County positions pursuant to Section 18.607.
  - (7) maintain complete employment and performance records of all County employees.
  - (8) establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.
  - (9) make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.
  - (10) develop and maintain the Classification Plan.
  - (11) develop and administer the recruitment and selection program.
  - (12) establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.
  - (13) monitor temporary and overtime assignments.
  - (14) approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the re employment of laid off employees in other appropriate County positions.
  - (15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.
  - (16) establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.
  - (17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.
  - (18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.
  - (19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.
  - (20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
  - (21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.
  - (22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
  - (23) develop such regulations as necessary to carry out the intent of this Ordinance.

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- (24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.
- (25) develop and maintain the County wide training program within budgetary limitations.
- (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).
- (13) develop and monitor department budget

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.

- 417 (2) implement the Personnel Ordinance, HR Policies and Procedures and  
 418 Department Work Rules in their unit.  
 419  
 420 (3) conduct performance reviews of all immediate subordinate employees on  
 421 no less frequent than an annual basis.  
 422  
 423 (4) administer discipline to employees as necessary.  
 424  
 425 (5) conduct first step grievance hearings as may be necessary under Section  
 426 18.806, and adjust such grievances as may be appropriate.

## SECTION 2

### CLASSIFICATION PLAN

428  
 429  
 430 18.201 Development and Administration.  
 431

432 The Human Resources Director shall be responsible for the overall development and  
 433 administration of the Classification Plan, in cooperation with Department Heads, key staff  
 434 employees and other appropriate resources. The County Administrator position shall be  
 435 an unclassified position.  
 436  
 437  
 438

439 18.202 Position Description.  
 440

441 Each employee shall have an accurate position description that describes the knowledge,  
 442 skills and abilities necessary to do the work of that position; goals of the position and job  
 443 tasks to accomplish the goals; and identifies the essential job functions.  
 444

445 18.203 Allocation of New Positions.  
 446

447 The Human Resources Director shall allocate new positions that have been approved by  
 448 the County Board to one of the classifications in the Classification Plan. If a suitable class  
 449 does not exist, the Human Resources Director shall establish a new classification. An  
 450 appropriate pay range for the classification shall be assigned subject to the approval of the  
 451 County Board Staff Committee, and confirmation of the County Board unless otherwise  
 452 established through the budgetary process.  
 453

454 18.204 Abolition of Unnecessary Classifications.  
 455

456 When it is determined that a classification or classifications are no longer useful or  
 457 appropriate, the Human Resources Director shall inform the County Board Staff  
 458 Committee that such classes have been abolished.  
 459

460 18.205 Reclassification Requests.  
 461

462 A reclassification is the re assignment of a position from one existing class to another  
 463 class to recognize a change in the duties and responsibilities of a position.  
 464

465 Reclassification requests shall normally be contained within the annual budget. In such  
 466 situations, prior to approval of the budget, the Human Resources Department shall audit  
 467 the position and make a written recommendation to the County Administrator who shall  
 468 then recommend approval or denial of reclassification requests. If a reclassification  
 469 request is denied, the position shall not be reconsidered for reclassification until there is a  
 470 significant change in the duties and responsibilities of the position. If, in exceptional cases,  
 471 duties of a position change during a budget year, the County Board may approve a  
 472 reclassification request upon the performance of a job audit and the recommendation of  
 473 the Human Resources Director and County Administrator and with the confirmation of the  
 474 County Board Staff Committee.  
 475  
 476

477 18.206 Reallocation Requests.

478  
479 A reallocation is the re assignment of a position from one pay range to another pay range  
480 to correct an error in the original assignment, to reflect changing labor market conditions,  
481 or to reflect significant changes over a period of time in the duties and the responsibilities  
482 of the position  
483 Salary adjustments shall be part of the budget process. If salary reallocations are  
484 approved, they will become effective the first day of the fiscal year. Persons in positions  
485 reallocated shall normally be advanced to the step with the next highest dollar amount in  
486 the new pay range. In unusual circumstances, the reallocated individual may be placed in  
487 a higher step upon approval of the Human Resources Director and the County  
488 Administrator.

489  
490 If the employee's current rate of pay is greater than the maximum of the new range, the  
491 employee will be red-circled in accordance with section 18.411.  
492

493  
494 When a position becomes vacant and it is determined by the Human Resources Director  
495 and the County Administrator that a reallocation of the position is necessary for  
496 recruitment purposes, such reallocation may occur outside the budget process upon the  
497 confirmation of the County Board Staff Committee and approval of the County Board.

498 18.207 Reorganization of Department.  
499

500 Each time a department or division of a department is reorganized, class descriptions for  
501 all affected employees shall be submitted to the Human Resources Director for review and  
502 approval as part of such reorganization.  
503

504 18.208 Position Description Questionnaires/Job Audits.  
505

506 The Human Resources Director may require departments or employees to submit Position  
507 Description Questionnaires when vacancies occur, any time there is reason to believe that  
508 there has been a significant change in the duties and responsibilities of one or more  
509 positions, or as part of a job audit conducted by the Human Resources Department.  
510

511 18.209 Review of Classification Plan.  
512

513 At least every three years, or as often as may be appropriate, the Human Resources  
514 Director shall review the Classification Plan to ensure that the plan accurately reflects  
515 existing position responsibilities and market conditions. The Human Resources Director  
516 shall take whatever action is appropriate to amend and update the Classification Plan,  
517 subject to the review of the County Board Staff Committee and approval of the County  
518 Board.  
519

520 18.210 Underslotting.  
521

522 As a vacancy occurs, the Department Head may recommend the position not be filled at  
523 the existing level. With the concurrence of the Human Resources Director and County  
524 Administrator, the position may be filled at a lower classification.  
525

526 18.211 Upgrade.  
527

528 Upgrades shall be part of the annual budget process. Prior to approval of the budget, the  
529 Human Resources Department shall audit the position and make a written  
530 recommendation to the County Administrator who shall then recommend approval or  
531 denial of the upgrade request. If an upgrade request is denied, the position shall not be  
532 reconsidered for upgrade until there is a significant change in the duties and  
533 responsibilities of the position.  
534

535 When a position is upgraded, an open recruitment shall be conducted to fill the position.  
536 Hiring procedures for approved upgraded positions shall be subject to guidelines  
537 established by the Human Resources Director.  
538

539

**SECTION 3**

540

**RECRUITMENT AND SELECTION**

541

542

18.301

Recruitment.

543

544

The Human Resources Director shall develop and conduct an active recruitment program designed to meet current and projected County manpower needs.

545

546

547

Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates.

548

549

550

(a) Job Announcements and Publicity.

551

552

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.)

553

554

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560

(b) Application Form.

561

562

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.

563

564

565

566

(c) Rejection of Applications.

567

568

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

569

570

(1) does not meet the minimum qualifications established for the position.

571

572

(2) provides any false or misleading information in the application process.

573

574

(3) is physically, mentally or otherwise unable to perform the duties of the position, with or without a reasonable accommodation, as permitted under applicable State and Federal laws.

575

576

577

578

(4) has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable State and Federal laws.

579

580

581

(5) is not within the legal age limits prescribed for the position or for County employment.

582

583

584

(6) has established an unsatisfactory employment record, which demonstrates unsuitability for the position.

585

586

587

(7) is a member of an organization, which advocates the violent overthrow of the government of the United States.

588

589

590

(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.

591

592

593

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

594

595

596

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

597

598



599 (f) Where written exams are used as part of the recruitment process, applicants will  
600 not be eligible to re take the exam until a period of six months has lapsed.  
601

602 (g) Applicants that are not selected for a position have the ability to review their  
603 individual results. Candidates who do not agree with their recruitment process  
604 results may request the Human Resources Director to review the results.  
605

18.302 Relocation Expense.

606  
607 An employee, newly hired to fill an FLSA exempt position, who resides outside of  
608 reasonable commuting distance (i.e. a distance greater than 40 miles) wishing to relocate  
609 his or her domicile to Rock County may be eligible for a contribution toward moving  
610 expenses, if it is determined, upon recommendation of the County Administrator and  
611 approval of the County Board Staff Committee, to be in the best interest of Rock County  
612 to offer such contribution. An employee receiving a contribution toward moving expenses  
613 shall remain a resident and employee of Rock County for not less than three (3) years.  
614 Failure to meet this requirement will result in the repayment of said moving expense on a  
615 pro rata basis.  
616

18.303 Selection.

617  
618 The selection process shall maximize reliability, objectivity, and validity through a  
619 practical and job related assessment of applicant attributes necessary for successful job  
620 performance and career potential. The selection process shall also be balanced to provide  
621 promotional opportunities as well as open competitive opportunities at all levels of County  
622 employment.  
623  
624

625 (a) Selection Devices.

626  
627 The Human Resources Director shall be responsible for determining when formal  
628 selection devices are to be used to screen applicants for job vacancies which may  
629 include, but need not be limited to a review of training and experience, work  
630 sample and performance tests, practical written tests, physical fitness  
631 examinations, and background and reference inquiries. In the development of  
632 selection devices, the Human Resources Director shall confer with Department  
633 Heads, consultants, or others familiar with the knowledge, skills and abilities  
634 required and specific devices to best measure these factors.  
635  
636

637  
638 (b) Confidentiality.

639  
640 Formal selection materials shall be known only to the Human Resources Director  
641 and to other individuals designated by the Human Resources Director. Every  
642 precaution shall be exercised by all persons participating in the development and  
643 maintenance of materials to ensure the highest level of integrity and  
644 confidentiality.  
645

18.304 Eligibility Lists.

646  
647 The Human Resources Director shall be responsible for establishing and maintaining  
648 eligibility lists as may be necessary or desirable upon authorization of the department. An  
649 established eligibility list will be used to fill future vacancies for the same position.  
650 Before the next candidate on the eligibility list will be considered, internal vacancies or  
651 new positions will be posted on bulletin boards throughout the county per policy. In  
652 filling job vacancies or new positions, employees within the department with the vacancy  
653 will be given consideration. Both internal and external candidates may be considered. All  
654 candidates must successfully complete a reference and background screen before final  
655 selection.  
656

657  
658 (a) Layoff List for unilateral employees.

659  
660 An employee laid off or demoted in lieu of layoff may be considered for re-  
661 employment when a vacancy occurs for which he/she is qualified. Human

662 Resources shall notify said employee of any vacancy arising in the same job from  
 663 which the employee was laid off. Said employee shall make application for the  
 664 vacant position. Once application is made, the laid off employee shall participate  
 665 in a competitive hiring process and, if most qualified, shall be required to accept  
 666 an offer of employment for the position within 10 days of said offer. Failure to  
 667 make application or accept an offer of employment for the position from which the  
 668 employee was laid off shall result in the forfeiture of notification rights for future  
 669 openings.

670  
 671 (b) Open Competitive and Promotional Eligibility.

672 The Human Resources Director may establish and maintain such open competitive  
 673 and promotional eligibility lists of applicants who have qualified for a particular  
 674 job or class of County positions.

675  
 676  
 677  
 678 (c) Duration of Eligibility Lists.

679 The duration of eligibility lists shall be not less than one year, or as provided for in  
 680 a Department's Work Rules.

681  
 682  
 683  
 684 (d) Removal of Candidates from Eligibility Lists.

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

- 687  
 688  
 689 (1) receives a regular appointment to a position in the same class or another  
 690 class having the same or higher pay grade.  
 691  
 692 (2) files a written statement indicating unwillingness to accept appointment.  
 693  
 694 (3) declines an offer of employment under such conditions previously  
 695 indicated by the candidate as acceptable.  
 696  
 697 (4) fails to respond within a specified time period to any official written  
 698 inquiry regarding relative availability.  
 699  
 700 (5) fails to report for an interview or for duty at the time specified by the  
 701 Human Resources Director or appointing authority.  
 702  
 703 (6) is disqualified for employment under County policies or state law.  
 704  
 705 (7) factors covered under Section 18.301.

706  
 707 (e) The Human Resources Director shall notify each candidate in writing of his/her  
 708 removal from an eligibility list. The candidate may appeal his/her removal from  
 709 an eligibility list and, at the discretion of the Human Resources Director, the  
 710 candidate may be reinstated.

711  
 712 18.305 Certification and Appointment.

713 Whenever a vacancy in County employment is to be filled, the appointing authority  
 714 shall submit a request to the Human Resources Director to provide names of eligible  
 715 candidates.  
 716

717  
 718 Appointment of Eligible Candidates.

719 The appointing authority shall make an appointment from among the names submitted by  
 720 the Human Resources Director. The appointing authority shall justify to the Human  
 721 Resources Director each candidate's unsuitability if they are bypassed on the list. Such  
 722 justification must be acceptable to the Human Resources Director.  
 723  
 724

725 The date upon which a new employee commences employment shall be jointly  
726 determined by the Human Resources Director and Department Head.  
727

728 18.306 Probationary Period.  
729

730 Except for Department Heads and the County Administrator, original appointments to all  
731 positions shall be made with a Probationary Period of one (1) calendar year.  
732

733 The length of the Probationary Period shall be specified in the written offer of  
734 employment, which will be written by the Human Resources Department.  
735

- 736 (1) Regular status begins on the first workday following completion of the  
737 Probationary Period.  
738
- 739 (2) The Probationary Period may be extended for a period of time not to  
740 exceed six (6) months, with prior approval of the Human Resources  
741 Director. This request must be made in writing citing the reason for the  
742 request.  
743
- 744 (3) An employee shall automatically be appointed at the end of the prescribed  
745 Probationary Period, unless the appointing authority, with approval of the  
746 Human Resources Director, notifies the probationary employee of the  
747 extension, or the unsuccessful completion of the Probationary Period at  
748 which time the employee shall have their Probationary Period extended or  
749 be dismissed.  
750
- 751 (4) Dismissal of an employee during the initial Probationary Period shall be at  
752 the sole discretion of the employer and without recourse to the grievance  
753 procedures herein provided.  
754
- 755 (5) An employee appointed to a position in an acting capacity by the County  
756 Administrator and subsequently selected as the regular employee in that  
757 position shall have his/her total time of continuous employment, including  
758 the time spent in an interim capacity, counted for seniority purposes, but  
759 shall serve at least a six month Probationary Period after regular  
760 appointment. When an employee is in an acting capacity, the employee  
761 will continue to receive step increases as provided under Section 18.405.  
762
- 763 (6) Probationary employees, with the exception of Pool Staff, and Relief Staff,  
764 and Project Staff (i.e. YSC relief staff, pool psych techs, project staff), will  
765 not be permitted to apply for other positions until they have completed six  
766 twelve months of employment. An employee who has completed at least  
767 six months of their probationary period, may sign for a lateral transfer in  
768 the same classification with in the same division. In unusual  
769 circumstances, this requirement may be waived by the Department Head  
770 and Human Resources Director.  
771
- 772 (7) Completion of the Probationary period does not guarantee continued  
773 employment for any specified period of time, nor does it modify or change  
774 the employee's at will status.  
775  
776

777 18.307 Part-time and Seasonal Employment.  
778

779 When possible, employment shall be on a full time year round basis. However, when it is  
780 determined to be in the best interest of the County, part-time and seasonal employees may  
781 be hired.  
782

783 18.308 Temporary Appointments.  
784

785 Temporary appointments may be made from appropriate eligibility lists. If no eligibility  
786 list is available or if the eligible candidates are not available for temporary work, the  
787 Human Resources Director may authorize the appointment of a qualified individual. The

788 acceptance or refusal by an eligible candidate of a temporary appointment shall not affect  
789 the candidate's standing on the eligibility list for regular appointment.

790  
791 18.309 Overlap of Positions.

792  
793 Any request for hiring in excess of the budgeted personnel roster must be approved by the  
794 County Board. This would include cases where the Department Head requests an overlap  
795 of personnel for more than one payroll period in order to train the new employee. The  
796 request should be approved by the governing committee and County Board Staff  
797 Committee prior to submission to the Board.

798  
799 18.310 Other Appointments May Follow Ordinance.

800  
801 Nothing herein shall preclude an appointing authority from filling those positions not  
802 covered by this Ordinance in a manner consistent with it.

803  
804

805

**SECTION 4**

806

**SALARY ADMINISTRATION**

807

808 18.401 Pay Plans.

809

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

813

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

816

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

819

820 (b) To provide appropriate pay incentives for satisfactory or outstanding job  
821 performance.

822

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

825

826

827

828 18.402 Development and Administration.

829

830 The Human Resources Director shall be responsible for the development and  
831 administration of the Pay Plan, through periodic reviews and comparative studies of  
832 pertinent factors affecting levels of pay. When appropriate, the Human Resources  
833 Director shall recommend necessary amendments to the County Board Staff Committee,  
834 which shall become effective upon approval of the County Board.

835

836 18.403 Linkage.

837

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

844

845 18.404 Entrance Pay Rate.

846

847 The entrance pay rate for new County employees shall normally be the minimum rate of  
848 the pay range prescribed for the class. A Department Head may recommend that a

849 particular appointment be made above the entrance pay rate. Such requests must be made  
 850 in writing, approved in advance by the Human Resources Director in recognition of  
 851 relevant experience and /or exceptional qualifications.  
 852

853 Elected Department Heads that wish to appeal the decision for placement of a new County  
 854 employee made by the Human Resources Director and/or County Administrator may do so  
 855 in writing to the County Board Staff Committee, whose decision shall be final.  
 856

857 18.405 In Range Increment.  
 858

859 In range increments shall be based on satisfactory work performance and length of service  
 860 in a class. Such increments shall not be granted automatically. Whenever an employee is  
 861 promoted, their annual pay increments (step increase) shall be based on the length of  
 862 service in that range or class. The employee shall have an overall performance evaluation  
 863 of "satisfactory" or "meets expectations" or higher in order for an in range increment to be  
 864 granted. If the rater plans to recommend the denial of an in grade salary increment, the  
 865 report shall be discussed with the Human Resources Director prior to review with the  
 866 employee. The performance of the employee will be evaluated in accordance with  
 867 procedures outlined in Section 7 of this Ordinance.  
 868

869 18.406 Productivity/Incentive Awards.  
 870

871 Extraordinary productivity/incentive awards may be granted in recognition of exceptional  
 872 performance in addition to an employee's regular pay. Recommendations for such pay  
 873 shall be initiated by the employee's supervisor and/or Department Head, reviewed and  
 874 approved by the Human Resources Director, County Administrator, appropriate  
 875 Governing Committee and the County Board Staff Committee. Specific guidelines for the  
 876 administration of the Productivity/Incentive Awards Program shall be the responsibility of  
 877 the Human Resources Director to establish and maintain subject to approval by the County  
 878 Administrator and County Board Staff Committee. Such requests shall be in writing and  
 879 supported by evidence of the following:  
 880

881 (a) The employee has personally conceived and suggested a procedure or device  
 882 which has resulted in substantially greater operating efficiency or in a marked  
 883 decrease in operating expenses; or,  
 884

885 (b) The employee has performed extensive collateral duties or has continually  
 886 completed difficult work assignments, which significantly increased the efficiency  
 887 and effectiveness of his/her department's program or the County service.  
 888

889 18.407 Seasonal Employment.  
 890

891 Seasonal employees shall be compensated on an hourly basis at a rate established within  
 892 the parameters of the annual budget as determined annually by the Human Resources  
 893 Director.  
 894

895 18.408 Temporary employment  
 896

897 Temporary employees shall be compensated by placing them on a step in the  
 898 appropriate salary schedule.  
 899

900 Should a non regular employee be reclassified as a regular employee in the same job,  
 901 he/she shall be advanced in pay to the appropriate salary rate of his/her classified  
 902 position. His/her total time of continuous employment including his/her temporary  
 903 employment, shall be counted as part of his/her probationary period.  
 904

905  
 906 18.409 Pay Rate Adjustments.  
 907

908 The following actions shall affect the pay status of an employee:  
 909

910 (a) Transfer.  
 911

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

914  
 915 (b) Promotion.

916  
 917 When an employee is promoted from one class to another having a higher pay  
 918 range, he/she shall normally advance to the pay step in the new range which is  
 919 immediately above his/her former rate of pay. In unusual circumstances, the  
 920 promoted individual may be placed in a higher step upon approval of the Human  
 921 Resources Director and the County Administrator.

922  
 923 (c) Demotion.

924  
 925 When an employee is demoted for any reason, the Human Resources Director shall  
 926 consult with the supervisor(s) involved to decide the pay for the re-assignment. In  
 927 no case will it exceed the maximum of the pay range of the job to which the  
 928 employee is demoted.

929  
 930 (d) Reinstatement.

931  
 932 When an employee is reinstated to his/her former job he/she shall normally be paid  
 933 the same pay step as before leaving. When the employee is reinstated to a job with  
 934 a lower pay range, the Human Resources Director shall decide on the new pay rate  
 935 in accordance with the employee's experience and qualifications. In no case, will it  
 936 exceed the maximum of the pay range to which the employee is assigned.

937  
 938  
 939  
 940  
 941 (e) Compensation During Temporary Assignment.

942  
 943 In a situation where an employee is assigned all of the duties of a higher  
 944 classification anticipated to be for a period in excess of ten (10) consecutive  
 945 working days, the employee will be assigned a temporary pay rate in the range of  
 946 the higher classified position. Payment for hours over 8 in a day or 40 a week  
 947 will be paid according to the FLSA status of the higher position. Such pay will be  
 948 for the period of the temporary assignment. Temporary assignments must be  
 949 approved by the Human Resources Director. An employee who is temporarily  
 950 assigned to a position with a lower pay range, for any period, shall not receive a  
 951 reduction in pay. No such temporary assignment shall exceed six months unless  
 952 approved by the County Administrator upon recommendation of the Human  
 953 Resources Director.

954  
 955 18.410 Overtime.

956  
 957 "Unilateral A" employees earn overtime at time and one half over 40 hours per week.

958  
 959 "Unilateral B" employees earn overtime at straight time over 40 hours per week.

960  
 961 "Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act  
 962 (FLSA), do not earn overtime.

963  
 964 For additional policies and procedures regarding overtime for unilaterals and other  
 965 employees see the HR Policy and Procedure Manual.

966  
 967  
 968 18.411 Red Circled Classifications.

969  
 970 Employees in classifications that are to be red circled will be frozen at their current salary  
 971 until the salary of the pay range to which they are assigned equals or exceeds their rate of  
 972 pay. Employees with ten years of service, whose classification has been red circled, shall  
 973 receive one half of the across the board increase granted to employees on the Unilateral

974 Pay Plan until the salary of the pay range to which they are assigned equals or exceeds  
 975 their rate of pay.  
 976

977

**SECTION 5**

978

**FRINGE BENEFITS**

979

980

18.501

Holidays.

981

982

983

984

985

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

986

(a) New Year's Day

987

(b) Spring Holiday to be observed the Friday immediately preceding Easter

988

(c) Memorial Day

989

(d) July 4th

990

(e) Labor Day

991

(f) Thanksgiving Day

992

(g) Friday following Thanksgiving

993

(h) Day before Christmas

994

(i) Christmas Day

995

(j) One Floating Holiday

996

997

(k) Any additional holiday granted by the County Board.

998

(l) The County Administrator may designate additional holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair.

999

1000

1001

For employees working the standard work schedule, when a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be observed.

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1005

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

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1008

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

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

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

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

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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.

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

1033

1034

1035 When a holiday falls within a pay period of leave without pay, the employee shall receive  
1036 no pay for the holiday.

1037  
1038 In order to receive holiday pay, employees must normally be scheduled to work for not  
1039 less than 4 hours the regular workday before and not less than 4 hours the regular workday  
1040 after the holiday, unless on authorized paid time off (sick leave, vacation) or on paid  
1041 FMLA.

1042  
1043 Floating holidays must be taken in whole day increments (pro rated for part-time  
1044 employees).

1045  
1046 The floating holiday shall accrue to the employee effective any work shift starting on or  
1047 after 4 a.m. of January 1<sup>st</sup> of each year. During their first year of employment, Employees  
1048 hired after November 30, will have until January 31 of the following year to use their  
1049 floater from the previous year.

1050  
1051 The floating holiday may be taken upon at least 7 days advance notice. The floating  
1052 holiday request will normally be approved, however, it may be denied by the  
1053 Department Head, even with a 7 day advance notice, if granting the request would put  
1054 the department, division, unit, or shift below the minimum staffing needs of the  
1055 department, division, unit or shift. A floating holiday with less than 7 day notice may  
1056 be granted in an emergency circumstance at the discretion of the Department Head or  
1057 his/her designee. Employees are strongly encouraged to use their floating holiday prior  
1058 to the last payroll period of the calendar year.

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1065 18.502

Health and Dental Insurance.

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- A. The County shall pay that portion of the employee's health insurance as is approved by the  
1068 County Board.

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- B. For part time employees who are in a .5 or higher FTE position and hired after September  
1, 2009 the employee shall contribute toward health coverage prorated to the FTE of the  
position they hold [CB resolution September 2009.] For Non-represented employees  
hired after September 1, 2009 into positions with an FTE of 0.5 or greater but less than 1.0  
FTE Rock County will provide single coverage health insurance. If the employee chooses  
to select employee and spouse, employee and child, or family coverage, the employee will  
pay a pro-rated share of the premium difference between single coverage and the coverage  
of their choice based on their FTE [CB Resolution 14-12A-170].

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18.503

Life Insurance.

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Regular full-time employees are eligible for group life insurance in an amount equal to the  
next highest thousand dollars of their annual salary. Unless they specifically waive such  
coverage, a portion of the premium shall be deducted monthly from their regular salary as



1098 approved by the County Board. Regular part-time employees are also eligible if they work  
 1099 enough hours in a year to qualify for Wisconsin Retirement System coverage.

1101 18.504 Retirement.

1102 Retirement benefits are administered by the State of Wisconsin Retirement System  
 1103 (WRS). The benefits are governed by applicable State statutes and regulations.

1106 18.505 Unemployment Compensation.

1107 County employment is covered by Wisconsin Unemployment Compensation laws.

1110 18.506 Vacation.

1111 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid  
 1112 vacation after one year of continuous service. Thereafter, he/she shall earn one  
 1113 additional day per year for each year of continuous employment to a maximum of  
 1114 twenty two days. Employees shall continue to earn vacation until the employee's  
 1115 length of service would provide additional vacation under paragraph (b) below, at  
 1116 which time they shall be placed on that schedule.

1117 (b) Starting with their anniversary date in 2016, Unilateral employees hired after  
 1118 January 1, 2008, shall earn vacation according  
 1119 to the following schedule:

Completed Years of Service	<u>Unilateral A &amp; B</u>	Unilateral C
1 year	<u>10 Days</u>	15 Days
2 Years	<u>110 Days</u>	15 Days
3 Years	<u>120 Days</u>	15 Days
4 Years	<u>130 Days</u>	15 Days
5 Years	<u>141 Days</u>	20 Days
6 Years	<u>152 Days</u>	"
7 Years	<u>163 Days</u>	"
8 Years	<u>174 Days</u>	"
9 Years	<u>185 Days</u>	"
10 Years	<u>196 Days</u>	25 Days
11 Years	<u>207 Days</u>	"
12 Years	<u>218 Days</u>	"
13 Years	<u>229 Days</u>	"
14 Years	<u>220 Days</u>	"
15 Years	<u>22 Days</u>	"
16 Years	22 Days	"
17 Years	23 Days	"
18 Years	24 Days	"
19 Years	25 Days	"

1123 Unilateral A & B Employees may use up to 5 of their 10 days after they  
 1124 have been with the County for six months. Unilateral C employees may  
 1125 use 7.5 of their 15 days after they have been with the County for six  
 1126 months. Any time used between six (6) months and one year, will result in a  
 1127 reduction of the days available after one year. (Example: a Unilateral B  
 1128 employee uses 2 days after six months but prior to his one year  
 1129 anniversary date, that person would have 8 days to use after completing  
 1130 one year of service.  $10 - 2 = 8$ .)

1131 (c) Vacation schedules for those employees covered by a bargaining agreement that has  
 1132 limited bargaining rights as of January 1, 2012 are contained in the HR Policies and  
 1133 Procedures manual.

1137  
1138 (d) Credit for years of service may be awarded to an employee based on years of prior  
1139 related experience plus years of service with the County. Prior related experience shall  
1140 be determined by the Human Resources Director and the Corporation Counsel, and  
1141 will only be awarded for service in jobs that are substantially related to the work  
1142 performed for the County. This service credit shall be awarded at the time of initial  
1143 employment, or at the time promoted into a new employee group.  
1144

1145 (e) An employee shall take earned vacation time within the twelve month period  
1146 immediately following eligibility. Earned vacation time not taken within the  
1147 designated twelve month period shall be forfeited, unless the Department Head and  
1148 Human Resources Director specifically approves the carry over of an employee's  
1149 vacation, in writing, due to an inability of the employee to utilize the time requested to  
1150 be carried over because of work requirements or other legitimate reasons; or paid out  
1151 according to HR Policy and Procedures. Vacation deferral or carry over of one (1)  
1152 hour or more shall be requested by the employee in writing prior to his or her  
1153 anniversary date, or within ten weeks of his or her anniversary date, and shall state  
1154 with specificity the reason for the request. Failure to make a timely request shall result  
1155 in the vacation being forfeited.  
1156

1157 (f) The amount of vacation days deferred shall not exceed the number of vacation days  
1158 that the employee earns on that anniversary date. Vacation may be granted in  
1159 advance only upon the approval of the Department Head and the Human Resources  
1160 Director.  
1161

1162 Department Heads shall establish work and vacation schedules with the first  
1163 consideration to be given to the efficient operation of the department. Senior  
1164 employees in terms of length of service shall be given vacation schedule preferences  
1165 when practicable. Deferral of vacation for the County Administrator shall be at the  
1166 discretion of the County Board Staff Committee.  
1167

1168 (g) Part-time employees whose regular workweek is sixteen hours or more shall earn  
1169 vacation time on a pro rata basis directly proportionate to the amount of time worked  
1170 in relation to the normal full time employment period. Part-time employees whose  
1171 regular workweek is less than sixteen hours shall not earn vacation credits.  
1172

1173 (h) In the event an employee is on authorized sick leave and has insufficient sick leave  
1174 credits to cover the period of absence, earned vacation time may be used for this  
1175 purpose if the employee or employer so elects.  
1176

1177 (i) Upon separation, an employee shall be paid for the unused portion of his/her  
1178 accrued vacation credits provided the employee has completed six consecutive  
1179 months of service, except as modified by the rules governing resignation without  
1180 sufficient notice.  
1181

1182 (j) An employee who moves from one position to another in the County service, by  
1183 transfer, promotion or re-assignment, shall be credited with his/her accumulated  
1184 vacation leave in the new position.  
1185

1186 One employee group to another employee group language needed. An employee who  
1187 moves from one an employee group to another employee group in the County service, by  
1188 transfer, promotion or re-assignment, will have their vacation entitlement determined by a  
1189 number of factors (i.e. years of service, FTE previously worked, entitlement under new  
1190 employee group, etc). (k) n employee, whose appointment status is changed from  
1191 temporary to regular

1192 status without a break in service, shall receive vacation credits from the date of  
1193 his/her original appointment to temporary status.  
1194

1195 (l) No credit for vacation leave shall be granted for time worked by an employee in  
1196 excess of his/her normal workweek.  
1197

1198 (m) Vacation credits shall not be earned by an employee during a leave of absence

1199 without pay, a suspension without pay, or when the employee is otherwise in a non  
 1200 compensable status, should such period without pay exceed thirty working days in  
 1201 any calendar year.  
 1202

1203 (m) There shall be charged against accrued vacation only those days on which an  
 1204 employee normally would have worked. In the event a legal holiday falls within the  
 1205 vacation period, the holiday shall not be charged against vacation.  
 1206

1207 (n) Use of vacation time must be approved in advance by the Department Head or his  
 1208 or her designee. Use of vacation by appointed Department Heads must be  
 1209 approved in advance by the County Administrator.  
 1210

1211 (q) All vacation shall be utilized in not less than thirty minute increments.  
 1212  
 1213

1214

1215 18.507 Workers Compensation.  
 1216

1217 Worker compensation benefits will be provided in accordance with applicable statutory  
 1218 provisions and administrative codes.  
 1219

1220 Rock County strives to insure all work assignments are performed safely and work areas  
 1221 are maintained in a safe manner. The County promotes a light duty program for injured  
 1222 employees on worker compensation. All on the job accidents must be reported to the  
 1223 Human Resources Director or his/her designee immediately and proper forms must  
 1224 be completed in full.  
 1225

1226 Any employee, who is receiving worker's compensation, may at the employee's option,  
 1227 take sufficient sick leave or vacation to make up the difference between the worker's  
 1228 compensation payment and his/ her regular wage. When the employee's sick leave and/or  
 1229 vacation account is exhausted, he/she shall receive worker's compensation payments only.  
 1230 If an employee is on worker's compensation for a period of twelve (12) months, that  
 1231 employee shall have his/her earned vacation paid out, unless the employee asks for  
 1232 deferral of vacation payout in writing.  
 1233

1234 Workers compensation supplemental benefits will be provided in accordance with HR  
 1235 Policy and Procedures.  
 1236

1237 18.508 Leave Of Absence Policy (Non FMLA).  
 1238

1239 The County Administrator or the Department Head after consulting with the Human  
 1240 Resources Director, may grant a regular employee leave without pay for a period up to  
 1241 one year except for an educational leave, subject to the following conditions:  
 1242

1243 (1) Leave without pay may be granted when it is in the best interest of the  
 1244 County to do so. Requests for leave of absence shall be approved prior to  
 1245 the taking of such leave. When such leave is requested as an extension of  
 1246 sick leave, an acceptable physician's certificate shall be required.  
 1247

1248 (2) At the expiration of a leave without pay, the employee shall be reinstated  
 1249 to the position he/she vacated or to an equivalent position which is vacant  
 1250 at the time, provided the employee meets the stated qualifications. If there  
 1251 is not a suitable vacancy available, the employee's name shall be placed on  
 1252 an appropriate reinstatement list.  
 1253

1254 (3) Credit toward vacation and sick leave shall not be earned after 30 days  
 1255 while an employee is on leave without pay. Insurance benefits may be  
 1256 retained according to HR Policy and Procedure.  
 1257

1258 (4) Leave without pay shall not constitute a break in service; however, if the  
 1259 employee is absent more than thirty days during a calendar year, it shall  
 1260 change the employee's anniversary date.  
 1261

- 1262 When a leave of more than thirty (30) consecutive days is taken, the  
 1263 employee's anniversary date shall be moved ahead by the total number of  
 1264 days of the leave.  
 1265  
 1266 (5) A return to work earlier than the scheduled termination of leave date may  
 1267 be arranged by the supervisor and the employee, with the approval of the  
 1268 Human Resources Director.  
 1269  
 1270 (6) Employees on leave of absence from the County may not be employed  
 1271 full time elsewhere. Employees holding employment elsewhere  
 1272 during a leave of absence shall be deemed to have voluntarily resigned  
 1273 from employment with Rock County.  
 1274  
 1275 (7) If an employee is unable to return to work on the date stipulated, he/she  
 1276 may submit a written request to extend the leave of absence, subject to the  
 1277 approval of the County Administrator or Department Head and the HR  
 1278 Director. If, on the date following the expiration of the leave of absence, an  
 1279 extension is not requested and granted and the employee has not returned  
 1280 to his/her position, the employee shall be considered to have voluntarily  
 1281 resigned from County employment.  
 1282  
 1283 (8) Unauthorized Absence. It is recognized that there may be extenuating  
 1284 circumstances for unauthorized absence, and due consideration shall be  
 1285 given each case. However, an employee who is absent from duty without  
 1286 approval shall receive no pay for the duration of the absence, and shall be  
 1287 subject to disciplinary action, which may include dismissal.  
 1288  
 1289

1290 18.509 Bereavement Leave.  
 1291

1292 In the event of a death in an employee's immediate family, he/she may be  
 1293 excused from work without loss of pay according to the following schedule  
 1294 to attend the wake, visitation, memorial service, funeral, or make necessary arrangements  
 1295 regarding the death, within a reasonable time from after the occurrence or grieve for  
 1296 the loved one.

1297 Immediate family shall not include former "in-laws" due to divorce.

1298 The appointing authority may require an obituary documentation to substantiate the leave.  
 1299

1300 Up to three days (24 hours) for spouse, domestic partner as defined by the state of  
 1301 Wisconsin, child, parent, mother-in-law, father-in-law, brother, or sister

1302 b. Up to two days (16 hours) for an employee's stepparent, stepchild,  
 1303 grandparents, or grandchildren.

1304 c. Up to one day (8 hours) for an employee's sister-in-law, brother-in-law, son-  
 1305 in-law, daughter-in-law, aunt, uncle, niece or nephew, any member of the  
 1306 employees immediate family as defined in section 18.1025.  
 1307

1308 For those employees working a non-traditional schedule they will only be able to use 8  
 1309 hours per day and will have to make up the other hours per day through other benefit  
 1310 time (other benefit time does not include sick leave). For example, someone working a  
 1311 4 ten hour a day schedule will only have one day (8 hours) in the case of a sister-in-law  
 1312 and the employee will have to make up the extra 2 hours for that day.  
 1313

1314 If additional time is required, an employee may request to use accumulated vacation,  
 1315 holiday or comp-time. Sick leave cannot be used.  
 1316

1317 In the event that an employee is required to act as a pallbearer for a funeral not  
 1318 otherwise eligible for funeral leave, he/she shall be granted up to one day to serve  
 1319 without the loss of pay.  
 1320

1321 All leaves under this section shall be prorated based upon the employee's FTE.  
 1322

1323 18.510 Jury Duty.  
 1324

1325 Any employee called for jury duty in any court of competent jurisdiction shall be  
 1326 granted time off from his/her regular and normal daily schedule of working hours with  
 1327 pay, for such jury service provided such employee shall remit to Employer all fees  
 1328 received from the Clerk of Courts for such service, and further provided that no claim  
 1329 for overtime pay or compensatory time off shall be made by such employee as a result  
 1330 of his/her jury services. If the employee does not remit the fee, he/she shall be considered  
 1331 to be on leave of absence without pay while performing jury duty. The County shall pay a  
 1332 reasonable amount for the difference if the employee has to pay parking fees and  
 1333 reimbursement from the Court does not fully cover the fee.  
 1334  
 1335

1336 18.511 Medical Leave.  
 1337

1338 Employees requiring a leave of absence for a period of medical disability shall request the  
 1339 leave in accordance with HR Policy and Procedure. Employees are entitled to medical  
 1340 leave in accordance with applicable Federal and State laws and HR Policy and Procedures.  
 1341 Any leave granted under this section will run concurrently with State and Federal FMLA.  
 1342

1343 18.512 Military Leave.  
 1344

1345 An employee who leaves the service of the County to join the military forces of the  
 1346 United States during time of war or other national emergency, or who is drafted into  
 1347 the military service at any time, shall be granted military leave without pay, such leave to  
 1348 extend through a date ninety days after being relieved from such service. Proof must be  
 1349 filed with the Human Resources Director. Such employee shall be restored to the position  
 1350 which he/she vacated or to a comparable position with full rights and without loss of  
 1351 seniority or benefits accrued and not taken while serving in the position he/she occupied at  
 1352 the time the leave was granted, provided that application is made to the Human Resources  
 1353 Director within ninety days after the date of his/her honorable discharge, or fifteen days  
 1354 after rejection, and is physically and mentally capable of performing the work of his/her  
 1355 former position. Failure of an employee to notify the County within this time period of  
 1356 his/her intention to return to work shall be considered as a termination of his/her  
 1357 employment. Leave will be granted in compliance with State and Federal law.  
 1358

1359 18.513 Military Reserve Leave.  
 1360

- 1361 (1) An employee who, by reason of membership in the United States Military Reserve, or  
 1362 ordered by the appropriate authorities to attend a training or encampment under the  
 1363 supervision of the United States Armed Forces, or by reason of membership in the  
 1364 National Guard, is required by the authorities thereof to do so, shall be granted a  
 1365 leave of absence from his/her position without loss of pay for a period not to exceed  
 1366 fifteen working days in any calendar year. It is intended that this shall be done  
 1367 without financial penalty to the employee. The County will therefore pay such  
 1368 employee for this time lost in an amount equaling the difference between his/her  
 1369 daily military pay and the employee's normal County daily wage. To receive such  
 1370 leave, the employee must file a copy of his/her orders with the Human Resources  
 1371 Director as far in advance as is reasonable under the circumstances (preference is at  
 1372 least two weeks advance notice) prior to date such training or encampment leave is  
 1373 to commence.  
 1374  
 1375  
 1376 (2) An employee who has active membership in the U.S. Military Reserve or  
 1377 National Guard and who is ordered to active duty in the U.S. Armed Forces shall be  
 1378 granted military leave with supplemental pay equal to the difference between the  
 1379 employee's basic military pay and his/her normal County daily wage. Supplemental  
 1380 pay granted under this section is provided for the duration of an employee's military  
 1381 service, not to exceed 5 years. Proof must be filed with the Human Resources  
 1382 Director. To receive compensation the employee must submit a copy of his/her  
 1383 Military Leave & Earnings statement to the County Payroll Office on a monthly  
 1384 basis. The net pay to an employee may be an estimate with final pay reconciliation  
 1385 by the County's Payroll Office after receipt of the employee's military pay vouchers,  
 1386 either during the course of military service or after completion. Accrual of seniority  
 1387 and benefits, and reinstatement rights and limitations, shall be consistent with those

1388 outlined in section (d) and as required by law. An employee who voluntarily  
 1389 extends his/her military service shall not be granted supplemental pay, but may apply  
 1390 for additional unpaid military leave under section (d). The effect of this subsection  
 1391 is retroactive to January 1, 2004, and is subject to the rights of the various unions  
 1392 representing County employees to object to said compensation policy prior to  
 1393 implementation and request that this subsection be subject to the collective  
 1394 bargaining process.

1395  
 1396 (3) Any employee described in subsection (2) shall also be entitled to  
 1397 continue paid coverage under the County's group medical plan for four (4)  
 1398 weeks.  
 1399

1400 18.514 Non Work Related Witness or Personal Litigation.

1401  
 1402 A leave of absence without pay shall be granted to an employee upon his/her request to  
 1403 appear under subpoena or in his/her own behalf in litigation involving personal or private  
 1404 matters  
 1405

1406  
 1407  
 1408 18.515 Sick Leave.  
 1409

1410 Sick leave pay shall commence on the first day of any period of illness due to  
 1411 accident, injury or disease.  
 1412

1413 (1) All full-time employees shall earn one sick leave day per month of  
 1414 continuous employment. All part-time employees whose regular workweek  
 1415 is sixteen hours or more shall earn one sick leave day on a prorata basis  
 1416 directly in relation to the normal full time employment period. All part-  
 1417 time employees, who work less than sixteen hours per week, shall not earn  
 1418 sick leave. Temporary and seasonal employees are not eligible for sick  
 1419 leave.  
 1420

1421 (2) Sick leave shall be granted after six months continuous service (from  
 1422 original hire date) when an employee is required to be absent from work  
 1423 because of:  
 1424

1425 (a) illness of the employee.  
 1426  
 1427 (b) illness of an employee's spouse, or domestic partner (as defined by  
 1428 the State of Wisconsin).  
 1429

1430 (c) illness of a minor child (includes stepchild, current foster child,  
 1431 grandchild, or any other child they are legally responsible for and  
 1432 can provide legal documentation supporting the responsibility) or  
 1433 a child who meets the definition of a disabled adult child.  
 1434

1435 (d) illness of a parent (includes stepparents and current foster  
 1436 parents).  
 1437

1438 (e) contact with or exposure to a contagious disease rendering the  
 1439 employee's presence hazardous to fellow workers.  
 1440

1441 (f) reasonable medical or dental attention that cannot be scheduled  
 1442 during non working hours.  
 1443

1444 (3) Sick leave shall accrue to a maximum of one hundred thirty days.  
 1445

1446 (4) Employees who are absent from work for reasons which entitle them to  
 1447 sick leave shall notify their supervisor as close to their regular starting time  
 1448 as possible in accordance with Department Work Rules.  
 1449

- 1450 (5) A supervisor may identify a potential problem with an employee's sick  
 1451 leave usage. Patterns that may indicate a problem with sick leave usage  
 1452 include but are not limited to:  
 1453  
 1454 a) it occurs before or after a holiday,  
 1455  
 1456 b) it occurs before or after a scheduled day off,  
 1457  
 1458 c) an employee takes sick leave in excess of three days which has not been  
 1459 reported to FMLA, or  
 1460  
 1461 d) the employee has a history of using short amounts of sick leave  
 1462 repeatedly over an extended period of time.  
 1463

1464  
 1465 Once a potential problem with sick leave usage has been identified the  
 1466 supervisor shall meet with the employee to discuss the reason(s) for the  
 1467 absences. The goal of the meeting is to gather information, counsel the  
 1468 employee and if there is an admitted problem, have the employee change  
 1469 his/her behavior.  
 1470

1471 When a problem has been identified and the employee has not voluntarily  
 1472 changed their behavior, a Department Head or the Human Resources  
 1473 Director may require the employee to submit a medical statement, stating  
 1474 the specific illness, period of treatment, and date that the employee may  
 1475 return to work.  
 1476

1477 The Department Head or Human Resources Director may require an  
 1478 employee to take a medical examination on returning from sick leave or on  
 1479 such occasions that it is in the best interest of the County. The medical  
 1480 examination shall be given by a physician designated by the Human  
 1481 Resources Director.  
 1482

1483 The Department Head or the HR Director may investigate the alleged  
 1484 illness of an employee absent from work on sick leave. False or fraudulent  
 1485 use of sick leave shall be cause for disciplinary action against the  
 1486 employee, up to and including dismissal.  
 1487

1488 (6) an employee on vacation who presents an acceptable medical certificate  
 1489 giving the dates of illness may have that portion of his/her vacation leave  
 1490 converted to sick leave.  
 1491

1492 (7) sick leave shall be debited in no less than quarter hour units.  
 1493

1494 (8) no credit for sick leave shall be granted for time worked by an employee in  
 1495 excess of his/her normal workweek.  
 1496

1497 (9) a regular employee who moves from one department to another by transfer,  
 1498 promotion or demotion shall have his/her total sick leave credits  
 1499 transferred to the new department.  
 1500

1501 (10) Unilateral employees who resign or retire with ten or more years of con-  
 1502 tinuous service shall be paid for one half of the accumulated sick leave  
 1503 days, not to exceed a total of sixty-five days. In the event of the death of  
 1504 an employee, the County shall make the same sick leave payment to the  
 1505 employee's estate. In the event of a discharge, the employee will not  
 1506 receive this benefit.  
 1507  
 1508

1509 18.516 Subpoenaed Witness.  
 1510

1511 When subpoenaed to appear before a court, public body, or commission in connection  
 1512 with County business on regular work time, the employee shall be paid at his/her regular  
 1513 rate of pay and the employee shall remit his/her fee to the County.  
 1514

1515 Employees who are off duty and are subpoenaed to appear in court as a result of their  
 1516 work assignment shall receive a minimum of two hours pay at the rate of time and one  
 1517 half. If the employee is required by the court to be present in court for time over and  
 1518 above the minimum, the employee will be paid at the rate of time and one half.  
 1519 Employees shall be reimbursed for mileage costs incurred because of court appearances  
 1520 required under this provision. Employees shall sign and turn over to the County any and  
 1521 all fees and reimbursements paid because of court appearances resulting from their work  
 1522 assignment.  
 1523

1524 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off duty time  
 1525 and are not notified of the cancellation or dismissal of said subpoena at least twenty-  
 1526 four hours prior to the time scheduled for appearance, shall be paid two hours of pay at  
 1527 their regular rate of pay. There shall be a maximum of two (2) canceled subpoenas per  
 1528 day.  
 1529

1530 18.517 Training/Educational Leave.  
 1531

1532 Employees may be granted a full time leave of absence without pay to further their  
 1533 education for a period not to exceed eighteen months if it is determined to be in the best  
 1534 interest of the County.  
 1535

1536 At the expiration of the leave, the employee may be reinstated to his/her position if it is  
 1537 available or an equivalent position if one is available and if it is determined to be in the  
 1538 best interest of the County.  
 1539

1540 For language covering leaves with pay, see HR Policies and Procedures.  
 1541

1542 18.518 Voluntary Public Service Leave.  
 1543

1544 County employees may be allowed time off with pay to serve on public or nonprofit  
 1545 boards, committees, or commissions if such service received the prior approval of the  
 1546 County Board Staff Committee.  
 1547

1548 18.519 Voting.  
 1549

1550 Any employee who can satisfactorily show that he/she cannot vote during his/her off  
 1551 duty hours shall be allowed time off with pay to cast his/her ballot in all legally  
 1552 constituted elections.  
 1553

**SECTION 6**

**CONDITIONS OF EMPLOYMENT**

1554  
 1555  
 1556 18.601 Communications and Confidentiality.  
 1557

1558 Communication is a joint responsibility shared by the County and all employees. No  
 1559 information, which is confidential in nature, concerning the internal operations of the  
 1560 County, including but not limited to the release of records of the County, may occur  
 1561 except through, and with the permission of, the County Administrator or individual  
 1562 Department Head if designated by the County Administrator.  
 1563

1564 If requests for information are received by employees, whether on or off duty, from any  
 1565 person, then the employee is required to politely decline to provide such information  
 1566 and to direct that individual to the County Administrator or Department Head for a  
 1567 response to that inquiry.  
 1568

1569 Because of an employee's responsibilities at the County, an employee may have access  
 1570 to confidential County, resident, personnel or other sensitive information. This may  
 1571 include information concerning a resident's financial status, the County's business



1572 practices including purchasing and negotiating strategies, and employee records. This  
 1573 sensitive information can not be disclosed to any personnel who do not have a  
 1574 legitimate business need to know such information or to persons outside of the County  
 1575 without the determination of the County Administrator or Department Head designated  
 1576 by the Administrator. All employees are responsible for protecting the confidentiality of  
 1577 this information.

1578  
 1579 The County acknowledges the right of its employees, as citizens in a democratic society,  
 1580 to speak out on issues of public concern. When those issues are related to the County,  
 1581 however, the employee's expression must be balanced against the interests of the  
 1582 County. In situations in which the employee is not engaged in the performance of  
 1583 professional duties, the employee should state clearly that his or her expression  
 1584 represents personal views and not necessarily those of the County.

1585  
 1586

1587 18.602 Conflict of Interest.

1588

1589 Except for the salary or compensation received from the County, no County employee  
 1590 shall use his/her office or position for personal financial gain or the financial gain of  
 1591 his/her family. No employee shall engage in his/her own business activity, accept private  
 1592 employment or render services for private interests when such employment, business  
 1593 activity or service is incompatible with the proper discharge of the employees official  
 1594 duties or would impair his/her independence or judgment or action in the performance of  
 1595 the employee's official duties. Such employment, business activity or service shall not be  
 1596 engaged in or promoted during normal working hours for which such employee is being  
 1597 remunerated by the County and such employment, business activity or service shall not in-  
 1598 volve the use of County facilities or materials. No employee shall use or disclose  
 1599 "privileged information" gained in the course of or by reason of the employee's official  
 1600 position or activities. Failure to comply with these conditions shall be considered grounds  
 1601 for discipline up to and including immediate dismissal.

1602

1603 18.603 County Administrator (Tenure).

1604

1605 The County Administrator shall hold his/her position at the pleasure of the County Board.  
 1606 The action of the County Board in removing the County Administrator shall be final.  
 1607 Dismissal actions against the County Administrator may be initiated by individual  
 1608 supervisors as per County Board rules.

1609

1610 18.604 County Equipment (return of).

1611

1612 Employees leaving County employment must return County identification cards, keys,  
 1613 tools and equipment on or before their last day of work.

1614

1615 18.605 County Residence.

1616

1617 Key County officials, as determined by the County Administrator, shall reside in the  
 1618 County.

1619

1620 18.606 Demotions.

1621

1622 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can  
 1623 be voluntary. Demotions must be approved in advance by the Human Resources Director.

1624

1625 18.607 Discipline /Investigations.

1626

1627 The purpose of discipline is correcting job behavior and performance problems of  
 1628 employees. Employees shall be informed of standards of conduct and performance. No  
 1629 disciplinary action will be taken until a thorough investigation has been completed.  
 1630 Employees under investigation shall have the right to union representation during the  
 1631 investigatory process. If a local union does not choose to represent the employee, the  
 1632 employee will be allowed to have a representative of their choice who is not a supervisor  
 1633 or manager within Rock County. The representative will be limited to listening and  
 1634 advising the employee but will not be allowed to speak in place of the employee.

1635 Unilateral employees other than Department Heads shall be allowed to have a  
 1636 representative of their choice who has equal or less authority than they do. Employees  
 1637 may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules  
 1638 and standards shall be consistently applied. Penalties shall be uniform and shall match the  
 1639 infraction. Persons administering corrective discipline shall systematically document the  
 1640 case. Records of written reprimands, suspensions, demotions and terminations shall be  
 1641 provided to Human Resources and kept in the employee's personnel file. Written  
 1642 reprimands will remain in effect for a period not to exceed one year, and at the end of such  
 1643 period shall be removed from the employee's personnel file. Records of suspension shall  
 1644 remain in the Employee's personnel file for a period of two years and at the end of such  
 1645 period shall be removed from the Employee's personnel file. (This section does not  
 1646 necessarily apply if the employee is represented by an attorney.)  
 1647  
 1648

1649 Suspensions, demotions, and terminations shall be discussed with the Human Resources  
 1650 Director or the County Administrator before such actions are taken. In the event that the  
 1651 immediate dismissal action is required and the HR Director or the County Administrator  
 1652 cannot be reached, the employee shall be suspended with pay pending investigation.  
 1653

1654 18.608 Disciplinary Action (Grounds for).  
 1655

1656 The following shall be grounds for disciplinary action ranging from a written reprimand to  
 1657 immediate discharge depending upon the seriousness of the offense in the judgment of  
 1658 management:  
 1659

- 1660 (a) Dishonesty or falsification of records.  
 1661  
 1662 (b) Use, possession, distribution, selling, or being under the influence of alcohol or  
 1663 illegal drugs while on Rock County premises or while conducting business  
 1664 related activities off Rock County premises. The legal use of prescribed drugs is  
 1665 permitted on the job only if it does not impair an employee's ability to perform  
 1666 the essential functions of the job effectively and in a safe manner that does not  
 1667 endanger other individuals in the workplace.  
 1668  
 1669 (c) Unauthorized use or abuse of County equipment or property.  
 1670  
 1671 (d) Theft or destruction of County equipment or property.  
 1672  
 1673 (e) Work stoppages such as strikes or slow downs.  
 1674  
 1675 (f) Insubordination or refusal to comply with the proper order of an authorized  
 1676 supervisor.  
 1677  
 1678 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent  
 1679 laws, ordinances and regulations.  
 1680  
 1681 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or  
 1682 repeated attempts to use unpaid leave when the employee does not have benefit  
 1683 time available.  
 1684  
 1685 (i) Use of official position or authority for personal or political profit or advantage.  
 1686  
 1687 (j) Disregard or repeated violations of safety rules and regulations.  
 1688  
 1689 (k) Incompetence, unprofessional or poor work performance.  
 1690  
 1691 (l) Discrimination because of race, color, creed, national origin, marital status, sex,  
 1692 sexual orientation, or any other grounds prohibited by State or Federal law.  
 1693  
 1694 (m) Violations of Section 18.601 "Communications and Confidentiality".  
 1695  
 1696 (n) Failure to call in or report to work.  
 1697

- 1698 (o) Sleeping during scheduled work hours.  
 1699  
 1700 (p) Being disrespectful or bullying in dealing with fellow employees or the general  
 1701 public.  
 1702  
 1703 (q) Failure to exercise good professional judgment and/or failure to conform to the  
 1704 County's or your Department's goals and mission.  
 1705

1706  
 1707 Other circumstances may warrant disciplinary action and will be treated on a case by case  
 1708 basis.  
 1709

1710 18.609 Exit Interview.  
 1711

1712 An exit interview shall be conducted when possible with every employee who is  
 1713 separating from County employment regardless of his/ her length of service, position or  
 1714 circumstances or separation.  
 1715

1716 18.610 Gifts And Gratuities.  
 1717

1718 No County employee shall use their position to solicit or accept for himself/herself or  
 1719 another person any gift, campaign contribution, gratuity, favor, services, promise of future  
 1720 employment, entertainment, loan or any other thing of monetary value. This does not  
 1721 include acceptance of loans from banks or other financial institutions on customary terms  
 1722 of finance for personal use, such as home mortgage loans, the acceptance of unsolicited  
 1723 advertising or promotional material, such as pens and calendars, and acceptance of an  
 1724 award for meritorious public or personal contributions or achievements.  
 1725

1726 18.611 Harassment.  
 1727

1728 It is the policy of Rock County that all employees should be able to enjoy a work  
 1729 environment free from all forms of harassment. Employees who engage in harassment  
 1730 not only hurt others, but they also expose both themselves and the County to potential  
 1731 legal liability. Consequently, Rock County will not condone or tolerate any conduct in  
 1732 the workplace on the part of its employees (whatever their positions), elected officials,  
 1733 vendors, or members of the public, if that conduct violates the right of someone else to  
 1734 be free from harassment. County employees who violate this policy will be subject to  
 1735 appropriate discipline, up to and including termination. (See HR Policies and  
 1736 Procedures for a detailed description of the procedures employees should follow in  
 1737 regard to this policy.)  
 1738

1739 18.612 Hours of Work.  
 1740

1741 The normal workweek for County employees shall be forty hours per week. Most County  
 1742 employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since  
 1743 some County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00  
 1744 p.m. schedule, some County employees may have different work schedules which are  
 1745 designated in Department work rules.  
 1746

1747 Non standard work schedules may be approved by a Department Head, when doing so is  
 1748 in the interest of County operations. Notice of non standard work schedules shall be made  
 1749 to Human Resources and payroll.  
 1750

1751 Staffing needs and operational demands may necessitate variations in starting and  
 1752 ending times, days of the week worked, as well as variations in the total hours that may  
 1753 be scheduled each day and week.  
 1754

1755 Employees included in Sections 18.1001, 18.1010, and 18.1018 are considered salaried  
 1756 exempt employees. These employees must cover a partial day taken off with paid  
 1757 vacation, sick leave or comp time (where applicable). If the employee has insufficient  
 1758 paid time to cover the entire day off, the employee must take the entire day off without  
 1759 pay.  
 1760

- 1761 18.613 Layoffs.  
 1762  
 1763 The appointing authority may layoff an employee: a) whenever it is necessary to reduce  
 1764 the workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position,  
 1765 etc.), b) when an employee has exhausted all available leave options and is unable to  
 1766 return to work, or c) when an employee has failed to successfully complete their  
 1767 probationary period after a promotion.  
 1768  
 1769 In situation (a) above, no regular employees shall be laid off while there are temporary or  
 1770 probationary employees serving in the same classification, in the same department.  
 1771 Layoffs shall be based on the needs of the County.  
 1772  
 1773 The appointing authority shall notify each person laid off of all his/her rights. Regular  
 1774 employees shall receive at least thirty (30) calendar days notice prior to layoff. Layoff  
 1775 plans shall be approved by the Human Resources Director before they are implemented.  
 1776  
 1777 Laid-off employees shall be held in a layoff pool for a period of time equal to their length  
 1778 of service, but in no case longer than two years.  
 1779
- 1780 18.614 Lunch Periods and Break Time.  
 1781  
 1782 (a) Lunch Periods.  
 1783  
 1784 Lunch periods are normally scheduled midway in an eight hour shift. Lunch  
 1785 periods shall not be longer than one hour nor shorter than thirty minutes.  
 1786  
 1787 (b) Break Time.  
 1788  
 1789 Employees may leave their workstation and return fifteen minutes later for two  
 1790 breaks in an eight hour shift, one during the first four hours of their first shift, and  
 1791 the second during the last four hours of their shift. Breaks not taken are lost.  
 1792 Breaks cannot be accumulated or used to extend lunch periods or to shorten the  
 1793 workday.  
 1794  
 1795 Lunch periods and break times are to be arranged between the employee and  
 1796 his/her supervisor or Department Head. Since most County offices remain open  
 1797 continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the  
 1798 Department Head's responsibility to assure that lunch periods and breaks are  
 1799 scheduled so that adequate staff coverage is provided at all times.  
 1800  
 1801 Employees who are on a non standard work schedule or work 2nd or 3<sup>rd</sup> shift shall  
 1802 follow Department Work Rules for lunches and breaks.  
 1803  
 1804 (c) The Lunch Period and Break Times can not be combined to the start or end of the  
 1805 shift in order to come in late or leave early.  
 1806
- 1807 18.615 More Than One County Position.  
 1808  
 1809 No person shall hold more than one full or part-time County position at the same  
 1810 time without written consent of the County Administrator.  
 1811  
 1812  
 1813  
 1814
- 1815 18.616 Nepotism.  
 1816  
 1817  
 1818 Members of immediate families shall not be hired or transferred into a position that would  
 1819 create a direct or indirect superior subordinate relationship. This policy does not include  
 1820 situations where the superior subordinate relationship would be incidental.  
 1821
- 1822 18.617 Outside Employment.  
 1823

1824 The County's policy on outside duties or employment shall be as follows: County  
 1825 employees may engage in outside employment, unless such employment conflicts with or  
 1826 affects the performance of their duties. Prior to engaging outside employment, the County  
 1827 employee must give written assurance prescribed by the Human Resources Director that  
 1828 said employment does not violate Section 18.602 of the Rock County Ordinance. The fact  
 1829 that an employee has reported outside employment does not mean that management has  
 1830 given its approval to that employment.

1831  
 1832 18.618 Outside Services.

1833  
 1834 All fees, gratuities, honorarium or any other form of compensation for outside services  
 1835 performed during normal County work hours or while being paid by the County shall  
 1836 be turned over to the County and any such activities for which said compensation is  
 1837 paid shall be reported to the County Board Staff Committee. This subsection shall not  
 1838 be construed to apply to activities performed after regular work hours, or while an  
 1839 employee is on a bona fide vacation, or taking a floating or other holidays, or to part-  
 1840 time employees. Failure to comply with these conditions shall be considered grounds  
 1841 for discipline up to and including immediate dismissal.

1842  
 1843 18.619 Payday.

1844  
 1845 Employees shall be paid biweekly on alternate Fridays, except when those days fall on a  
 1846 holiday in which case employees shall receive their pay on the day preceding the  
 1847 holiday. If an employee is on vacation or leave of absence, his/her pay shall be mailed  
 1848 to him/her upon request. (See HR Policy and Procedures.)

1849  
 1850 18.620 Pre-Employment Physicals.

1851  
 1852 New full time and regular part-time employees may be required to pass a physical  
 1853 examination before they are employed. Such exams shall measure the individual's  
 1854 physical capabilities in terms of the job to be performed. When pre-employment physicals  
 1855 are required, they shall be conducted by a licensed physician at the County's expense.

1856  
 1857 18.621 Political Activity.

1858  
 1859 Employees are precluded from engaging in political activity that interferes with their  
 1860 normal work performance or is conducted during hours for which the employee is being  
 1861 paid by the County. Employees may not use County equipment or property for political  
 1862 purposes. Employees are specifically prohibited from using their County position or their  
 1863 official authority with the County for the purpose of directly or indirectly coercing any  
 1864 person to hold or contribute monetary or other types of assistance to any political  
 1865 candidate, party or purpose.

1866  
 1867 Under provisions of the federal Hatch Act, employees who are principally employed in an  
 1868 activity which is financed in whole or in part by federal loans or grants cannot:

- 1869  
 1870 (a) use his/her official authority or influence for the purpose of interfering  
 1871 with or affecting the result of an election or nomination for office;  
 1872  
 1873 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state  
 1874 or local officer or employee to pay, lend or contribute anything of value to a  
 1875 party, committee, organization, agency or person for political purposes; or  
 1876  
 1877 (c) be a candidate for partisan elective office.

1878  
 1879 18.622 Professional Liability Insurance.

1880  
 1881 The County shall provide professional liability insurance for employees for performance  
 1882 of their duties within the scope of their employment.

1883  
 1884 18.623 Resignations.

1885

1886 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and  
 1887 wishing to leave Rock County employment shall submit a resignation in writing to their  
 1888 Department Head at least two weeks in advance of their planned departure. Employees in  
 1889 positions in Pay Range 17 or higher, shall submit their resignation in writing at least four  
 1890 weeks in advance of their planned departure (see Unilateral Pay Grid).

1891  
 1892 Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave  
 1893 Rock County employment shall submit a resignation in writing to their Department Head  
 1894 at least two weeks in advance of their planned departure. FLSA exempt employees shall  
 1895 submit their resignation in writing at least four weeks in advance of their planned  
 1896 departure.

1897  
 1898 Employees who do not give sufficient notice shall lose the vacation benefits they are  
 1899 accruing for use after they reach their next anniversary date, unless such requirement is  
 1900 waived by the Human Resources Director. It is expected that employees will give as much  
 1901 notice as possible in order to facilitate recruitment and orientation of new staff members.  
 1902 A resignation, once accepted, may not be rescinded.

1903  
 1904 18.624 Safety.

1905  
 1906 Safety is very important to each employee and Rock County. Employees must conduct  
 1907 themselves carefully at all times. All employees must act in a safe manner and practice  
 1908 good safety procedures. Similarly, all work areas are to be kept clean and free from  
 1909 debris, and tools and equipment are to be kept clean and in good repair.

1910  
 1911 The employer will comply with all applicable safety laws and regulations in order to  
 1912 provide a safe and secure workplace for its employees and clients.

1913  
 1914 Any accident, hazards or potentially unsafe conditions of equipment are to be reported  
 1915 to an employee's supervisor immediately for action. If the unsafe condition can be  
 1916 corrected immediately as to avoid any additional hazard, then the employee should  
 1917 implement the corrective action.

1918  
 1919 Any employee who is injured or becomes ill while performing service related to his or  
 1920 her employment must contact his or her supervisor immediately on the same day the  
 1921 injury or illness occurs and report the incident. If necessary the employee should secure  
 1922 the necessary medical attention on the job site to the extent practicable.

1923  
 1924 The first report of injury form must be in filled out completely, usually the day of the  
 1925 incident, if not, as soon as possible.

1926  
 1927 The employer has established the following protocols for evacuation of the premises.  
 1928 When employees are advised to evacuate the building, the employees should:

- 1929  
 1930  
 1931  
 1932  
 1933  
 1934  
 1935  
 1936  
 1937  
 1938
- 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.

1939  
 1940 18.625 Telephone.

1941  
 1942 As a condition of employment, employees must have a telephone or a place of telephone  
 1943 contact. Employees shall be requested to notify the Department Head of any change of  
 1944 name, address, telephone number or contact place.

1945  
 1946 18.626 Travel.

1947

1948 The County shall reimburse employees for actual necessary and reasonable itemized travel  
 1949 costs incurred while on official authorized County business. Commuting expenses  
 1950 between an employee's residence and normal place of employment are not reimbursable.  
 1951 All travel must be authorized by the Department Head in order to be eligible for  
 1952 reimbursement. Department Heads shall inform the County Administrator of any out of  
 1953 County travel plans. There will be no reimbursement for meals within the County, except  
 1954 as authorized by the Board Chair or Vice Chair. Employees shall receive mileage  
 1955 reimbursement at the IRS allowed rate for all authorized travel in their personal  
 1956 automobile. Employees shall be required to complete an expense voucher before  
 1957 reimbursement will be made. All automobile allowances in all County departments shall  
 1958 be paid in a manner similar to that in which salaries are paid. Receipts are required for air,  
 1959 train, bus or taxi travel, hotels or motels, meals, conference registration and all other items  
 1960 (except tolls) in excess of five dollars. Clerical employees who are required to return to  
 1961 work to take minutes at evening meetings shall be reimbursed for mileage to and from  
 1962 their residence. (This reimbursement is taxable to the employee.)  
 1963  
 1964

1965 Meals allowed while in travel status:  
 1966

- 1967 • Breakfast - up to \$8.00 including tip, may be claimed when the employee is out of the  
 1968 County prior to 7:00 a.m. on county business. The breakfast rate will be paid for  
 1969 meals prior to 10:30 a.m.  
 1970
- 1971 • Lunch - up to \$10.00 including tip, may be claimed when the employee is out of the  
 1972 County between 10:30 a.m. and 2:30 p.m. on county business.  
 1973
- 1974 • Dinner - up to \$20.00 including tip, may be claimed when the employee is out of  
 1975 the County after 6:00 p.m. on county business. The dinner rate will be paid for  
 1976 meals after 2:30 p.m.  
 1977

1978  
 1979 The above are maximums and it is not the intent that the employees should always spend  
 1980 the maximum allowed.  
 1981

1982 Meals are allowed when an employee is on County business out of Rock County. An  
 1983 itemized receipt from the point of purchase showing the details for what was purchased  
 1984 shall be required for reimbursement for all meals. No reimbursement shall be authorized  
 1985 for alcoholic beverages.  
 1986  
 1987  
 1988  
 1989

## 1990 SECTION 7

### PERFORMANCE EVALUATION

1991  
 1992 18.701 Policy.  
 1993

1994 The performance evaluation program is used to assess an employee's work effectiveness  
 1995 and to suggest constructive actions on how he/she may improve. Performance evaluation  
 1996 reports shall be considered in decisions affecting placement, salary advancement, overtime  
 1997 assignment, promotions, demotions, dismissal, order of layoff, reemployment, and  
 1998 training.  
 1999

2000 18.702 Administration.  
 2001

2002 Each employee shall be evaluated at the following periods:  
 2003  
 2004  
 2005

2006 (a) Probationary Period.  
 2007

2008 Each employee shall be evaluated midway through their probationary period and  
 2009 one month prior to the completion of the probationary period.

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(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.

18.703 Rater.

The rater shall normally be the employee's immediate supervisor. The rater shall be responsible for completing a performance evaluation on forms prescribed by the Human Resources Director at the time prescribed for each employee under his/her supervision. The Human Resources Director, upon approval of the County Administrator, may also initiate rating procedures and mechanisms involving the Governing Committee, peers and/or subordinates.

The County Administrator shall be evaluated by the County Board Staff Committee.

18.704 Review of Performance Report.

Supervisors serving as raters shall review all performance reports with Department Heads before discussing the report with the employee and before the report is filed in the employee's personnel folder. If the rater plans to recommend the denial of an in-grade salary increment, the report shall be discussed with the Human Resources Director prior to review with the employee.

18.705 Human Resources Director.

The Human Resources Director shall be responsible for the overall administration of the employee performance evaluation programs and shall advise and assist employees, raters and Department Heads to ensure that performance evaluation procedures are handled according to the provisions of this Section.

18.706 Employee

If the employee does not agree with any information contained in the performance report, a removal or correction of that information may be mutually agreed upon by the employee and the rater. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position to the Human Resources Director. The Human Resources Director shall attach the employee's statement to the disputed portion of the performance report.

SECTION 8

GRIEVANCE PROCEDURE

18.801 Policy.

This grievance procedure is intended to meet all of the requirements set out in Wisconsin Statute Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin Legislature.



2070 It is the policy of the County to treat all employees equitably and fairly in matters affecting  
 2071 their employment. Each employee of the County shall be provided ample opportunity to  
 2072 understand and resolve matters affecting employment, which the employee believes to be  
 2073 unjust. The presentation of a formal grievance shall be considered to be the right of each  
 2074 regular County employee without fear of reprisal. Nothing contained herein alters the "at  
 2075 will" status of those employees.

2076  
 2077 The County Administrator shall not have access to the grievance procedure.

2078  
 2079 Department Heads shall not have access to the grievance process based on Wisconsin  
 2080 Statutes Section 59.18 (2)(b).

2081

2082

2083

2084 18.802 Definitions.

2085

2086 "Arbitrary and capricious" means a decision which was made on unreasonable grounds  
 2087 or without any proper consideration of circumstances.

2088

2089

2090 "Grievance" means a formal complaint by an employee concerning: employee discipline,  
 2091 employee termination, or workplace safety.

2092

2093 "Employee discipline" shall include written reprimands, suspensions without pay,  
 2094 and demotions.

2095

2096 "Termination" means a separation from employment, but does not include job loss  
 2097 resulting from a reduction in force.

2098

2099 "Workplace safety" shall include violations of state and federal laws and regulations  
 2100 on health and safety.

2101

2102 The following personnel actions shall not be subject to the grievance process:  
 2103 oral or written evaluations; counseling; job coaching; placing an employee on  
 2104 paid administrative leave pending an internal investigation; change in job  
 2105 assignments; voluntary quits; layoff or failure to return to work when recalled;  
 2106 retirement; job abandonment or failure to report to work; inability to perform job  
 2107 duties due to physical or medical limitations; and loss of required licensure,  
 2108 certification or other requirement necessary to perform the job.

2109

2110 "Preponderance of the evidence" means the greater weight of the evidence - superior  
 2111 evidentiary weight, that, though not sufficient to free the mind wholly from doubt, is  
 2112 still sufficient to incline a fair and impartial mind to one side of the issue rather than the  
 2113 other.

2114

2115 18.803 Administration.

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2117 The Human Resources Director shall supervise and administer the grievance process.  
 2118 Supervisors and Department Heads shall keep the Human Resources Director informed of  
 2119 all grievances in process.

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2121 18.804 Filing a Grievance

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2123 This grievance procedure is available to all unilateral County employees (except  
 2124 Department Heads and elected County Officials), members of a bargaining unit that  
 2125 previously contained a grievance procedure, seasonal and temporary employees of the  
 2126 County.

2127

2128 Limitations:

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2130 1. A grievance that may be brought by or on behalf of a law enforcement officer using  
 2131 the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this  
 2132 section.

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2. A grievance that may be brought by or on behalf of an employee under a grievance procedure that is contained in a collective bargaining agreement may not be brought under this section.

18.805 Discussion of Problem with Immediate Supervisor.

Any employee having a problem regarding his/her employment shall first discuss the problem with his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and is a grievance according to Section 18.802, the employee may present his/her grievance according to Section 18.806.

18.806 Grievance Procedure.

A formal grievance of an employee shall be handled in accordance with the following procedure.

STEP 1. Supervisor.

The employee shall, within seven (7) calendar days of the event giving rise to the grievance or within ten calendar days of the date he/she could reasonably be expected to have knowledge of the grievance, present his/her formal grievance in writing on the form designated by the County to his/her immediate supervisor unless the immediate supervisor is the subject matter of the grievance, in which case, the employee may immediately proceed to Step 2. If the Department Head is the subject matter of the grievance, the employee may immediately proceed to Step 3. The supervisor shall within three (3) calendar days meet and discuss the grievance with the employee and then reply in writing within three (3) calendar days.

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 ten (10) 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 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 Officer and pay the filing fee (if one is established ) by the County Board. The cost of the impartial hearing officer shall be equally shared by the parties

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- a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with the name of an Impartial Hearing 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 as determined by the County Administrator.
- b. The Impartial Hearing Officer shall be impartial and may not have any prior knowledge of the grievance.
- c. The Human Resources Director will contact the hearing officer and schedule a meeting with the employee and the 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 Officer may reschedule the hearing with permission of both parties.
- e. The Impartial Hearing 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.
- g. The County has the burden of proof in a reprimand, suspension or termination grievance to show that its actions were not arbitrary or capricious. The employee has the burden of proof in a workplace safety grievance.
- h. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.
- i. The hearing shall be recorded by a court reporter, who will make a record of the proceedings, and the costs will be shared equally by the parties.
- j. Formal rules of civil procedure will not be followed.
- k. Both parties may introduce exhibits and present witnesses. Witnesses shall be sworn to tell the truth.
- l. The Impartial Hearing Officer shall provide a written decision within thirty (30) calendar days following the close of the record. The written decision should include a case caption; the parties and appearances; a statement of the issues, findings of fact; any necessary conclusions of law; the final decision and order; and any other information the hearing officer deems appropriate.
- m. The Impartial Hearing Officer shall have the power to sustain or deny the grievance. He or she shall have the power to order only the following remedies: withdrawal of a written reprimand, reduction of suspension, transfer to original position from demoted position, reinstatement with or without some or all back pay. The Impartial Hearing Officer may recommend other remedies, however, all other remedial authority shall be subject to the determination and approval of the County Board, and shall be addressed by the County Board in the event the grievance is sustained.

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STEP 5. County Board.

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

- a. The written notice of appeal must contain: (1) a statement explaining the reason for the appeal, (2) a copy of the written grievance filed with the County, (3) the County's response to the grievance, and (4) a copy of the Impartial Hearing Officer decision. The notice of appeal may not contain any information that was not admitted into evidence at the hearing.
- b. The appeal will be placed on the agenda for a County Board meeting that is held at no longer than sixty (60) calendar days after the County Clerk receives a written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal, licensing, or suspension of a public employee. The County Clerk will provide a copy of the meeting notice to the employee, and the employee may request that an open session be held.
- c. The employee has the right to representation by a person of the employee's choosing and at the employee's request. The employee and the employee's representative may attend the closed session.
- d. The employee or the employee's representative and a representative of the County may address the County Board for an equal period to be determined by the County Board Chair. The appealing party will go first and may reserve a part of his/her time for rebuttal. The responding party will go second. The appealing party may present a rebuttal, if he/she has reserved any time and not used it.
- e. The employee and the employee's representative, and the person speaking on behalf of the County, will be excluded from any closed session during the County Board's discussion or deliberation.
- f. The County Board's consideration of the appeal will be limited to a review of the Impartial Hearing Officer's 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 officer, 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 officer, or (3) the hearing officer 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.

2321 k. The County Board's decision is final and may not be appealed.  
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18.807 Grievances of Termination.

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All grievances regarding termination shall be initiated at the third step of the grievance procedure.

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**SECTION 9**

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**TRANSACTIONS AND RECORDS MANAGEMENT**

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18.901 Policy.

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

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(a) Establish and maintain clear lines of authority for the processing of personnel transactions and management of personnel records.

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(b) Establish and maintain uniform, easily accessible and complete employment records of all County employees and employee transactions.

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

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

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18.902 Public Inspection.

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Information as to the name, class title and salary of employees and former employees is available for public inspection at times in accordance with procedures prescribed by the Human Resources Director. Other information shall be considered confidential and shall be available as authorized by State and Federal law.

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18.903 Destruction Of Records.

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Employee service records shall be kept for seven years after separation from County employment. Applications and examinations may will be destroyed after two years.

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18.904 Reports.

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The Human Resources Director shall provide the Board and the County Board Staff Committee with reports and information relating to personnel actions upon request or as may be appropriate.

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**SECTION 10**

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**DEFINITIONS**

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18.1001 Accrued benefits.

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This refers to vacation benefits that the employees are accumulating which they will only be able to use once they reach their next anniversary date.

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2381	18.1002	<u>Administrative Personnel.</u>
2382		
2383		Administrative employees act as an advisor, limited function department head, or a
2384		specialist in a management or supportive service who meet all the following criteria:
2385		
2386		(a) A primary duty of the employee includes the performance of office or non-manual
2387		work directly related to the management or general business operations of the
2388		County or its citizens.
2389		
2390		(b) A primary duty of the employee includes the exercise of discretion and independent
2391		judgment with respect to matters of significance.
2392		
2393	18.1003	<u>Allocation.</u>
2394		
2395		The assignment of a position to a pay range.
2396		
2397	18.1004	<u>Anniversary Date.</u>
2398		
2399		The date an employee begins County employment. The anniversary date may be modified
2400		by subsequent personnel actions – leave of absence and layoff.
2401		
2402	18.1005	<u>Appointing Authority.</u>
2403		
2404		A County official who has the authority to appoint and remove individuals to and from
2405		positions in the County service.
2406		
2407	18.1006	<u>Board.</u>
2408		
2409		The Rock County Board of Supervisors.
2410		
2411	18.1007	<u>Class.</u>
2412		
2413		One or more positions which are substantially alike in duties and responsibilities to
2414		warrant using the same title, similar qualifications, selection procedures and the same pay
2415		range.
2416		
2417	18.1008	<u>Class Description.</u>
2418		
2419		A written description of a class containing the class title, a general statement of the duties
2420		and responsibilities, examples of duties performed, and minimum qualifications required.
2421		
2422	18.1009	<u>Class Title.</u>
2423		
2424		The official designation or name of the class as stated in the class description. The class
2425		title shall be used on all personnel records and other official personnel actions.
2426		
2427	18.1010	<u>Classification Plan.</u>
2428		
2429		The sum total of all job class descriptions in the County service and a system showing
2430		salary and classification relationships.
2431		
2432	18.1011	<u>County Administrator.</u>
2433		
2434		The person hired by the Rock County Board of Supervisors as the chief administrative
2435		officer for the County.
2436		
2437	18.1012	<u>Demotion.</u>
2438		
2439		The assignment of an employee from one class to another class with a lower pay range.
2440		
2441	18.1013	<u>Department Head.</u>
2442		
2443		A County official with the responsibility for the operation of a County department.

2444		
2445		
2446	18.1014	<u>Disciplinary Action.</u>
2447		
2448		The action taken to discipline an employee, including: written reprimand, suspension
2449		without pay, demotion, and discharge.
2450		
2451		
2452	18.1015	<u>Earned Benefits.</u>
2453		
2454		Those benefits that employees have on the books which are currently available to use
2455		(ie. vacation after reaching an anniversary date, sick leave earned a day a month,
2456		floating holiday , etc.).
2457		
2458	18.1016	<u>Eligible Candidate.</u>
2459		
2460		A person certified by the Human Resources Director as meeting the training and
2461		experience requirements and as successfully completing all parts of the selection process
2462		when formal selection devices are used.
2463		
2464	18.1017	<u>Eligibility List.</u>
2465		
2466		A list of Eligible Candidates to fill positions in a particular job class.
2467		
2468	18.1018	<u>Employee.</u>
2469		
2470		An individual who is employed by the County and is paid in part or in whole through the
2471		County payroll.
2472		
2473	18.1019	<u>Entrance Pay Rate.</u>
2474		
2475		The rate of pay a newly hired employee is assigned at commencement of employment.
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2479	18.1020	<u>Executive Personnel.</u>
2480		
2481		An executive employee is an administrator who meets all of the following criteria:
2482		
2483		(a) The employee's primary duty consists of management of the County or a
2484		customarily recognized department or division of the County.
2485		
2486		(b) The employee customarily and regularly directs the work of two or more other
2487		employees.
2488		
2489		(c) The employee has the authority to hire or fire other employees, or their
2490		recommendations as to the hiring, firing, advancement, promotion or any other
2491		change of status of other employees is given particular weight.
2492		
2493	18.1021	<u>Flexible Time.</u>
2494		
2495		Time off allowed at the discretion of the Department Head, in recognition of excess hours
2496		worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy
2497		and Procedures.
2498		
2499	18.1022	<u>Full Time Equivalent (FTE).</u>
2500		

2501		A way to measure the amount of time a person assigned to a county position is
2502		scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time
2503		position, while an FTE of 0.5 means that the position is only half time. FTE is
2504		measured in tenths from 0.1 to 1.0.
2505		
2506	18.1023	<u>Grievance.</u>
2507		
2508		A formal complaint by an employee concerning: employee discipline, employee
2509		termination, or workplace safety.
2510		
2511	18.1024	<u>Human Resources Director.</u>
2512		
2513		The Director of the Rock County Human Resources Department and the person
2514		responsible for implementing all County Personnel Policies and Procedures.
2515		
2516	18.1025	<u>Immediate Family.</u>
2517		
2518		Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-
2519		in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's
2520		brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the
2521		husband of one's spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or
2522		step grandchild, <del>domestic partner (as defined by the state of Wisconsin)</del> aunt (the sister of
2523		one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or
2524		mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not
2525		include former "in-laws" due to divorce.
2526		
2527	18.1026	<u>In Range Increment.</u>
2528		
2529		A pay step within a pay range.
2530		
2531	18.1027	<u>Layoff.</u>
2532		
2533		The involuntary separation of an employee because of lack of work, lack of funds, or the
2534		abolishment of a position.
2535		
2536	18.1028	<u>Limited Term Employee (LTE).</u>
2537		
2538		An employee who is hired to perform a job for a determinant amount of time with a
2539		specific ending date at the time of hire and who meets all of the qualifications to perform
2540		the job. Limited Term Employees are not eligible to receive fringe benefits other than
2541		Wisconsin Retirement if anticipated to work enough hours in a year to qualify for
2542		Wisconsin Retirement System coverage. Employees working as a Limited Term
2543		Employee may not work more than 25 hours per week.
2544		
2545	18.1029	<u>Part-time Employees.</u>
2546		
2547		Employees shall be considered part-time when they are normally scheduled to work less
2548		than 40 hours per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work
2549		cycle.
2550		
2551	18.1030	<u>Pay Plan.</u>
2552		
2553		A schedule of pay ranges for all classes of positions in the County that are not covered by
2554		a Collective Bargaining Agreement.
2555		
2556	18.1031	<u>Pay Range.</u>
2557		
2558		A salary range to which positions are assigned, consisting of a minimum wage rate,
2559		designated as "Step 1," and multiple additional steps, culminating in a maximum wage
2560		rate. All positions shall be compensated at one of the steps contained in the pay range to
2561		which the position is assigned.
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2563 18.1032 Pool

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18.10332 Position.

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18.3 Position Description.

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18.10354 Probationary Employee.

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18.10365 Probationary Period.

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18.10376 Promotion.

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18.10387 Reallocation.

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18.10398 Reclassification.

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18.104039 Regular Appointment.

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18.10410 Regular Employee.

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18.10421 Reinstatement.

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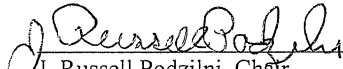
To restore or be placed back into a former or substantially equivalent position.

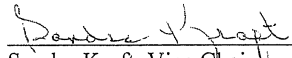
2626		
2627	18.1043	<u>Relief</u>
2628		
2629		<u>An employee who is hired to perform a certain job and who meets all of the qualifications to perform the job (eg. Relief Youth Specialist). Relief Staff are not guaranteed a set number of work hours. Specific rules and guidelines for the completion of Relief duties are contained within Departmental Work Rules. Relief staff are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Relief Staff may not work more than 25 hours per week.</u>
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2637	18.1044 <del>2</del>	<u>Retiree.</u>
2638		
2639		An employee who terminates employment with the County to immediately and actively draw an annuity from the Wisconsin Retirement System (WRS).
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2645	18.1045 <del>3</del>	<u>Seasonal Employee.</u>
2646		
2647		An employee who is hired for a period of time to do a specific function (example: cut the grass), which cannot cumulatively exceed a period of nine months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Seasonal employee may not work more than 25 hours per week.
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2654	18.1046 <del>4</del>	<u>Selection Device.</u>
2655		
2656		A formal measurement device used to evaluate and/or rank applicants for County positions.
2657		
2658		
2659	18.1047 <del>5</del>	<u>Seniority.</u>
2660		
2661		Seniority is continuous length of service as a County employee. Seniority shall, upon completion of the Probationary Period, begin with the original date of continuous employment subject to the conditions of 18.1004. Seniority shall be used to determine accrual of vacation and sick leave.
2662		
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2666	18.1048 <del>6</del>	<u>Supervisor.</u>
2667		
2668		The person responsible for the assignment, direction and evaluation of the work of another employee, usually a full time County employee.
2669		
2670		
2671	18.1049 <del>7</del>	<u>Temporary Appointment.</u>
2672		
2673		An appointment of an individual who meets the qualifications for a position appointed to fill that position for an unspecified term. Temporary Appointees may be eligible for fringe benefits.
2674		
2675		
2676		
2677	18.1050 <del>48</del>	<u>Termination.</u>
2678		
2679		The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement or death.
2680		
2681		
2682	18.1051 <del>49</del>	<u>Transfer.</u>
2683		
2684		The assignment of an employee from one position to another in the same class or to a class with the same pay range.
2685		
2686		
2687	18.1052 <del>0</del>	<u>Travel Status.</u>
2688		

- 2689 An employee shall be considered to be in "travel status" when he or she is on County  
 2690 business outside of the County either for an entire day (before 7:00 a.m. and after 6:00  
 2691 p.m.); or for part of a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of  
 2692 10:30 a.m. and 2:30 p.m.  
 2693  
 2694  
 2695  
 2696 18.10534 Underslotting.  
 2697  
 2698 The filling of a vacant position at a lower classification.  
 2699  
 2700  
 2701 18.10542 Unilateral Employees  
 2702  
 2703 Those County employees who are not covered by a collective bargaining agreement,  
 2704 excluding the County Elected Officials and the County Administrator. The Unilaterals  
 2705 are divided into three groups for purposes of overtime and vacation:  
 2706  
 2707 • Unilateral A's are "Non-Exempt". This means that they are subject to the  
 2708 requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law  
 2709 that requires, among other things, that employees who work more than 40  
 2710 hours in a week get paid time and one half for any overtime hours.  
 2711  
 2712 • Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of  
 2713 their position. However, the County has chosen to pay them straight time  
 2714 overtime after 40 hours a week even though the County is not required to do  
 2715 this by federal law.  
 2716  
 2717 • Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of  
 2718 their position. Employees in these positions do not receive any form of  
 2719 overtime but are allowed to "flex" their time in accordance with HR Policy and  
 2720 Procedure.  
 2721  
 2722  
 2723  
 2724 18.10553 Upgrade.  
 2725  
 2726 The reassignment of a position from one existing class to a current or newly created class  
 2727 to recognize a change in the duties and responsibilities of a position. When a position is  
 2728 upgraded, an open recruitment shall be conducted to fill the position (eg. HR Secretary to  
 2729 HR Office Coordinator).  
 2730  
 2731  
 2732 18.10564 Work Schedule.  
 2733  
 2734 The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00  
 2735 p.m. with a one hour lunch period. All full time employees are expected to work at least  
 2736 40 hours per week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates  
 2737 otherwise.  
 2738

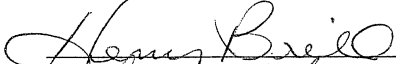
Respectfully Submitted,

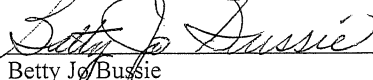
COUNTY BOARD STAFF COMMITTEE

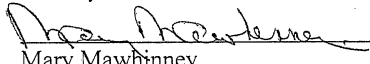
  
J. Russell Podzilni, Chair

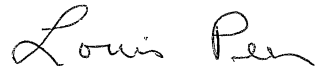
  
Sandra Kraft, Vice Chair

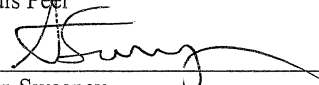
  
Eva Arnold

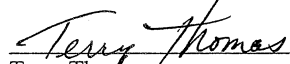
  
Henry Brill

  
Betty Jo Bussie

  
Mary Mawhinney

  
Louis Peer

  
Alan Sweeney

  
Terry Thomas

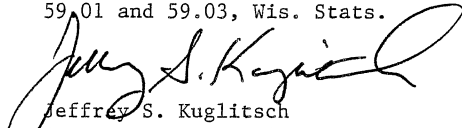
FISCAL NOTE:

Minimal fiscal impact.

  
Sherry Oja  
Finance Director

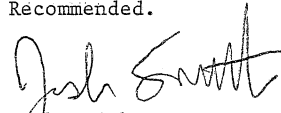
LEGAL NOTE:

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

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

## Executive Summary

Rock County has a Personnel Ordinance that establishes a uniform personnel program for Rock County. The ordinance is reviewed annually and suggestions for modifications are brought forward to the County Board Staff Committee and the County Board.

It is important to give our workforce a voice in the process, and in 2016 a survey was sent to managers and employees to solicit input into suggestions for modifications to the current personnel ordinances and for suggestions for new ordinances. Overall there were 204 individuals that responded to the survey and there were 48 suggestions for ordinance modifications. In addition the Human Resources Department identified several areas that were brought to their attention during 2015.

A draft of the proposed changes was reviewed with the County Administrator, the formerly represented employee groups, and the Department Heads. There were some additional suggestions offered and a final version of proposed changes was compiled.

These changes are summarized below and a full version of the Ordinance language is included with the resolution.

### Proposed Personnel Ordinance Changes

#### Summary

- 18.102 – Modify employee protected status language to be all inclusive.
- 18.109 – Update resolution references in Command Staff provision, add provision for Correctional Supervisor.
- 18.112 F – Add in new bullet on Department Head functions to develop and monitor the budget.
- 18.206 – Add a reference to red circle in reallocation requests.
- 18.301 – Insert with or without a reasonable accommodation to an applicant's ability to perform the duties of a position. Add in new component that allow an applicant who was not chosen the ability to review their recruitment results and request the HR Director to review.
- 18.304 – Clarify the eligibility list language to state that if an eligibility list is created that it will be used for future recruitments for the same position while following the requirements for posting and filling vacancies.
- 18.306 – Increase requirement for length of service for an employee to apply for a new position and clarify eligibility for a probationary employee to sign for a lateral transfer.
- 18.401 – Simplify pay plan language to County employees.
- 18.502 – Health and Dental Insurance updated with 2014 resolution language.
- 18.506 – Modify vacation language so that it is equal across employee groups with days earned by length of service, beginning with their 2016 anniversary date allocation. Clarify what happens if an employee changes employee groups.
- 18.509 – Modify bereavement leave to define what it can be used for and to simplify to up to 3 days for all defined immediate family members.
- 18.515 – Remove Domestic Partner reference for sick leave, and include grandchild if grandparent has supporting responsibility.
- 18.706 – Add new language that states an employee has the right to augment a performance evaluation and have that include with the evaluation in their personnel file.
- 18.806 – Modify the IHO definition in the Grievance section and require that the cost of the IHO be split be the parties.
- 18.903 – Clarify the time line for destruction of records to seven years after separation from County employment.
- 18.1025 – Delete Domestic Partner from definition of immediate family.
- 18.1032 – Add in new definition of Pool employee.
- 18.1043 – Add in new definition of Relief employee.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Annette Mikula, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

November 6, 2015  
DATE DRAFTED

**APPROVING THE 2016 BASE WAGE RATES FOR ALL EMPLOYEES EXCEPT  
REPRESENTED LAW ENFORCEMENT EMPLOYEES, AND AMENDING THE  
PERSONNEL POLICY WAGE APPENDIXES**

- 1 **WHEREAS**, it is necessary to adjust the Employee Pay Plans periodically to ensure that they continue  
2 to reflect salary rates which are competitive for those job classes covered by the Plans; and,  
3  
4 **WHEREAS**, the Deputy Sheriff's and Correctional Officers labor units have received 2016 base wage  
5 increases of 1.25% effective January 1, 2016; and,  
6  
7 **WHEREAS**, the County is still in the process of collective bargaining with the Deputy Sheriff's  
8 Supervisors Association for a successor agreement that includes the 2016 wages; and,  
9  
10 **WHEREAS**, it is proposed to increase all employee, with the exception of the Deputy Sheriff's  
11 Supervisors Association, Pay Plans by 1.25% effective January 1, 2016.  
12  
13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
14 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2015 does hereby approve the County's 2016 Pay  
15 Plans by increasing each step by 1.25% effective January 1, 2016, with the above noted exception.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Terry Thomas


\_\_\_\_\_  
Betty Jo Bussie

15-12A-438

APPROVING THE 2016 WAGE RATES FOR EMPLOYEES, EXCEPT REPRESENTED LAW  
ENFORCEMENT EMPLOYEES, AND AMENDING THE PERSONNEL POLICY WAGE  
APPENDIXES  
Page 2

**FISCAL NOTE:**

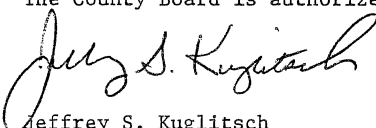
	<u>Projected Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>	<u>Overall % Increase</u>
2016	\$54,630,255.24	\$682,878.19	1.25% eff. 1/1/2016	1.25%



Sherry Oja  
Finance Director

**LEGAL NOTE:**

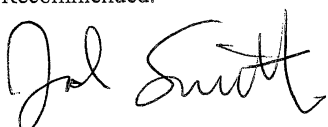
The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.



Josh Smith  
County Administrator

APPROVING THE 2016 WAGE RATES FOR EMPLOYEES, EXCEPT REPRESENTED LAW  
ENFORCEMENT EMPLOYEES, AND AMENDING THE PERSONNEL POLICY WAGE  
APPENDIXES

Page 2

**Executive Summary**

The purpose of this resolution is to provide wage rate increases for County employees who are not represented by a law enforcement labor unit.

The County has already settled with the Deputy Sheriff's Association and the Correctional Officers Association for a contract with a total wage increase of 1.25% effective January 1, 2016. The County is currently bargaining with the Deputy Sheriff Supervisor's Association for a successor agreement, and therefore this resolution does not apply to these groups of employees.

To keep employees on pace with cost of living, inflation, and external market factors this resolution provides for a 1.25% increase for wage rates effective January 1, 2016.



**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Planning and Development Agency  
INITIATED BY



Colin Byrnes  
DRAFTED BY

Planning & Development Committee  
SUBMITTED BY

November 30, 2015  
DATE DRAFTED

**ROCK COUNTY AGRICULTURAL PRESERVATION PLAN 2013 UPDATE**  
**MAP AMENDMENT**

- 1 **WHEREAS**, the Wisconsin legislature adopted the Chapter 91 Farmland Preservation Act as an incentive
- 2 for property owners to preserve agricultural land, and,
- 3
- 4 **WHEREAS**, the Rock County Board of Supervisors, through Resolution 14-11D-158 (November 20,
- 5 2014), adopted the Rock County Agricultural Preservation Plan 2013 Update as an element of the Rock
- 6 County Comprehensive (Plan), and
- 7
- 8 **WHEREAS**, the Plan is a comprised of the Towns' land use plans then prepared by Rock County Planning
- 9 and Development Department; and,
- 10
- 11 **WHEREAS**, the Plan will help to facilitate Farmland Preservation for the benefit of the citizens and the
- 12 economy of Rock County; and,
- 13
- 14 **WHEREAS**, the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) has
- 15 requested changes to the Farmland Preservation Plan Map in the Towns of Bradford, Beloit, Janesville and
- 16 Turtle for consistency between the Plan and Town Zoning Ordinances and,
- 17
- 18 **WHEREAS**, The Wisconsin Department of Agriculture, Trade and Consumer Protection issued an order
- 19 certifying the Farmland Preservation Plan Text and Map Amendment under s. 91.16 Wis. Stats. Through
- 20 December 31, 2024; and,
- 21
- 22 **WHEREAS**, a Public Hearing was to be held on December 10, 2015 by the Rock County Planning and
- 23 Development Committee.
- 24
- 25 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 26 this 10th day of December, 2015 does hereby amend the Rock County Agricultural Preservation Plan 2013
- 27 Update Plan Map as certified by DATCP on November 23, 2015.

15-12A-439

Respectfully submitted,

PLANNING AND DEVELOPMENT COMMITTEE

\_\_\_\_\_  
Alan Sweeney, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Wayne Gustina

\_\_\_\_\_  
Jason Heidenreich

\_\_\_\_\_  
Wes Davis

ROCK COUNTY AGRICULTURAL PRESERVATION PLAN 2013 UPDATE MAP AMENDMENT  
Page 2

FISCAL NOTE:

No direct fiscal impact to County operations.



Sherry Oja  
Finance Director

LEGAL NOTE:

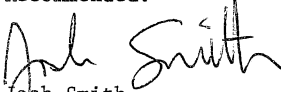
Rock County is authorized to take this action pursuant to secs. 59.01, 59.51 and 91.10, Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

## EXECUTIVE SUMMARY

The Rock County Agricultural Preservation Plan 2013 Update was adopted November 20, 2014 and a Plan Map Amendment was adopted on May 14, 2015 by the Rock County Board. The purpose of an agricultural preservation plan is to help preserve our high quality agricultural lands and to help farmland owners qualify for the Wisconsin Farmland Preservation Program. The plan was drafted in accordance with the Wisconsin Statutes Chapter 91 Farmland Preservation which requires it, among other things, to “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 it was adopted, the Plan provided 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, the landowner 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.

In order for a Town to be certified for Farmland Preservation tax credits, the Town Zoning Map and the Rock County Farmland Preservation Plan Map must be consistent with respect to eligible and non-eligible parcels for tax credits. During the Town Zoning certification process, areas of inconsistency were noted. Typically, as the Town reviews their Zoning Map, specific issues arise and changes are made. This potentially creates an inconsistency with previously adopted Rock County Farmland Preservation Plan Map. In order to resolve these inconsistencies, the Rock County Planning, Economic and Community Development Agency is recommending an amendment to the Farmland Preservation Plan Map in the Towns of Bradford, Beloit, Janesville and Turtle.

The Rock County Agricultural Preservation Plan Map Amendment was certified by DATCP on November 23, 2015.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

LAND CONSERVATION  
COMMITTEE  
INITIATED BY



THOMAS SWEENEY and  
ANDREW BAKER  
DRAFTED BY

LAND CONSERVATION  
COMMITTEE  
SUBMITTED BY

NOVEMBER 9, 2015  
DATE DRAFTED

**APPROVAL TO BEGIN ACQUISITION PROCESS FOR SELECTED 2015 PACE PROGRAM  
APPLICATIONS**

- 1 **WHEREAS**, the Rock County Board of Supervisors officially approved the Rock County Purchase of  
2 Agricultural Conservation Easements (PACE) Program and adopted the document entitled Rock County PACE  
3 Program Manual, identifying and outlining all aspects of Program development and implementation, on  
4 January 13, 2011; and,  
5  
6 **WHEREAS**, the Program works to achieve the mission by acquiring agricultural conservation easements  
7 (Easements) on eligible lands throughout unincorporated Rock County; and,  
8  
9 **WHEREAS**, nine applications were submitted by landowners for the purchase component of the Program in 2015;  
10 and,  
11  
12 **WHEREAS**, the applications have been reviewed by Rock County Land Conservation Department (LCD) staff,  
13 the Rock County PACE Council, and the Rock County Land Conservation Committee (LCC), all in accordance  
14 with the Rock County PACE Program Manual; and,  
15  
16 **WHEREAS**, the LCC voted to approve the PACE application and begin Easement acquisition process on the  
17 following four properties, which are each within a Primary Target Acquisition Area:  
18  
19 1. Francis Property - Rock County tax parcel number 6-20-162, Part of the SW 1/4 of Section 20,  
20 Township 4N, Range 10E, Union Township (approximately 112.5 total acres)  
21  
22 2. Kraus Property - Rock County tax parcel numbers 6-10-2 and 6-10-7, Part of the E 1/2 of Section 1,  
23 Township 2N, Range 13E, LaPrairie Township (approximately 117 total acres)  
24  
25 3. Oberdeck Property - Rock County tax parcel number 6-6-50, Part of the E 1/2 of the W 1/2 of Section 7,  
26 Township 4N, Range 12E, Fulton Township (approximately 107 total acres)  
27  
28 4. Lee Property - Rock County tax parcel number 6-6-45.1, Part of the NW 1/4 of the SW 1/4 of Section 6,  
29 Township 4N, Range 12E, Fulton Township (approximately 35 total acres); and,  
30  
31 **WHEREAS**, to proceed with the Easement acquisition process, the LCD will submit Easement acquisition  
32 funding applications for the aforementioned properties to the USDA-Natural Resources Conservation Service  
33 ("NRCS"), which, if approved, provides funding for fifty percent of the Easement value; and,  
34  
35 **WHEREAS**, the NRCS requires, as a component of its application process, a signed purchase agreement between  
36 Rock County and the owners of the aforementioned properties; and,  
37  
38 **WHEREAS**, the agreement will be based on an estimated value of the Easement and is contingent on a final value  
39 being determined by an appraisal, which will be contracted by Rock County only if the property is selected by the  
40 NRCS for funding; and,  
41  
42 **WHEREAS**, to formalize the Easement acquisition process, each of the owners of the aforementioned Properties,  
43 Rock County, and Brabazon Title Company, Inc. will sign and execute an *Agricultural Conservation Easement*  
44 *Conveyance Agreement* document, which will include the estimated purchase price and will outline all aspects of  
45 the Easement acquisition process, including but not limited to, the following activities, subject to all terms and  
46 conditions as stated therein:  
47  
48 1. Opening an escrow with Brabazon Title Company, Inc. and securing a minimum Title Insurance  
49 Commitment of \$15,000 (Title Report) for each Property

15-12A-440


- 50 2. Landowner depositing three thousand five hundred dollars (\$3,500) in the established escrow account
- 51 3. LCD submitting an application to the NRCS for the federal portion of the purchase funding
- 52 4. If selected for funding by the NRCS, Rock County contracting with an appraiser to determine the fair
- 53 market value of the Easement; and,

54  
 55 **WHEREAS**, final acquisition of any or all of the Easements will take place only after future action by the County  
 56 Board.

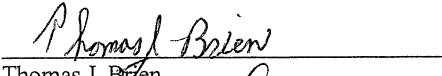
57  
 58 **NOW, THEREFORE, BE IT RESOLVED**, the Rock County Board of Supervisors duly assembled this  
 59 \_\_\_\_\_ day of \_\_\_\_\_, 2015, does by enactment of this Resolution approve an *Agricultural*  
 60 *Conservation Easement Conveyance Agreement* for each Property, authorizing the LCD to undertake activities  
 61 identified therein and obligate all necessary funds to complete said activities.

Respectfully submitted:

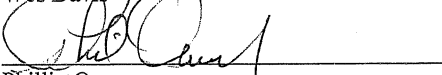
LAND CONSERVATION COMMITTEE

  
 Richard Bostwick, Chair

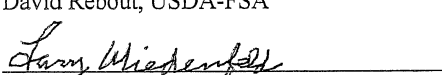
  
 Alan Sweeney, Vice Chair


  
 Thomas J. Brien

  
 Wes Davis

  
 Phillip Owens

  
 David Rebout, USDA-FSA

  
 Larry Wiedenfeld

  
 Jeremy Zajac

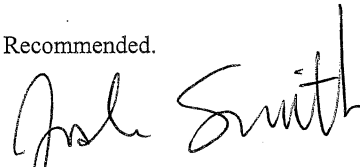
FISCAL NOTE:

This resolution authorizes Agricultural Conservation Easement Conveyances on four properties. Once we have estimated purchase prices, sufficiency of available funding will need to be determined. Purchase of these easements is subject to funding from the Natural Resources Conservation Service.

  
 Sherry Oja  
 Finance Director

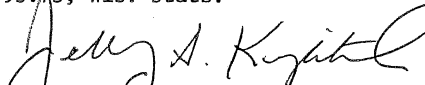
ADMINISTRATIVE NOTE:

Recommended.

  
 Josh Smith  
 County Administrator

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 93.73, Wis. Stats.

  
 Jeffrey S. Kuglitsch  
 Corporation Counsel

**EXECUTIVE SUMMARY****APPROVAL TO BEGIN ACQUISITION PROCESS FOR SELECTED 2015 PACE PROGRAM APPLICATIONS**

This resolution authorizes the County to enter into an *Agricultural Conservation Easement Conveyance Agreement* (Agreement) with landowners and Brabazon Title Company for four PACE applications located in unincorporated Rock County. The Agreement identifies and outlines the agricultural conservation easement (Easement) acquisition process to be undertaken by the Rock County PACE Program. The first steps in the process include establishing an escrow account to be held by Brabazon Title Company, purchasing title insurance, submitting applications to the USDA-NRCS funding of a portion of the easement value and contracting for appraisals if approved for funding by the USDA-NRCS. Acquisition of the easements by Rock County is contingent upon funding from the USDA-NRCS and will be finalized only after future action by the County Board.

Acquisition of Easements will protect and preserve productive agricultural lands in Rock County, encouraging and promoting the goals of a strong agricultural economy and community identity, and intergovernmental cooperation.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN  
INITIATED BY



CHIEF DEPUTY BARBARA J. TILLMAN  
DRAFTED BY

PUBLIC SAFETY & JUSTICE  
SUBMITTED BY

NOVEMBER 12, 2015  
DATE DRAFTED

RECOGNIZING SERGEANT STEVEN R. SELBY

- 1 **WHEREAS**, Steven Selby began his employment with Rock County on May 21, 1986, as a Correctional Officer
- 2 in the Rock County Sheriff's Office; and,
- 3
- 4 **WHEREAS**, Steven Selby was promoted to the rank of Deputy on August 25, 1988 working in the Jail and
- 5 Patrol Divisions; and,
- 6
- 7 **WHEREAS**, Deputy Selby was promoted to the rank of Sergeant on August 24, 1997; and,
- 8
- 9 **WHEREAS**, throughout his tenure with the Sheriff's Office, Sergeant Selby has served in many capacities
- 10 including: Field Training Officer, SWAT, SLANT, Metro Unit, DAAT Instructor, Firearms Instructor, Less
- 11 Lethal Munitions Instructor, and as Commander of the Honor Guard and Mobile Field Force, and,
- 12
- 13 **WHEREAS**, Sergeant Selby has received numerous commendations and letters of appreciation; and,
- 14
- 15 **WHEREAS**, Sergeant Selby will retire from public service on December 23, 2015.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
- 18 \_\_\_\_\_ day of \_\_\_\_\_, 2015, does hereby recognize Sergeant Steven R. Selby for his over 29 years of
- 19 faithful service and recommends that a sincere expression of appreciation be given to Sergeant Steven R. Selby
- 20 along with best wishes for the future.
- 21
- 22 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 23 resolution to Sergeant Steven R. Selby.

15-12A-441

Respectfully submitted,

**PUBLIC SAFETY & JUSTICE COMMITTEE**

**COUNTY BOARD STAFF COMMITTEE**

\_\_\_\_\_  
Mary Beaver, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Brian Knudson

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Larry Wiedenfeld

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Board of Health  
INITIATED BY

Marie-Noel Sandoval  
DRAFTED BY



Board of Health  
SUBMITTED BY

11/23/2015  
DATE DRAFTED

### RECOGNIZING ANN KLESIC FOR SERVICE TO ROCK COUNTY

1 WHEREAS, Ann Klesic began her employment at the Rock County Health Department on September 8, 1981 as  
 2 a Public Health Nurse; and,  
 3  
 4 WHEREAS, Ann Klesic will resign from the Rock County Health Department on December 31, 2015; and,  
 5  
 6 WHEREAS, Ann Klesic has provided services to Rock County citizens for over 34 years; and,  
 7  
 8 WHEREAS, throughout her tenure with Rock County, Ann Klesic served as a Public Health Nurse; and,  
 9  
 10 WHEREAS, Ann Klesic has made countless contributions in the lives of individual citizens as a Public Health  
 11 Nurse and as member of many public health committees. Her diligence and dedication have been instrumental to  
 12 the success of several of our public health programs, including the HIV-Partner Services and School Nurse  
 13 Programs. Her knowledge and passion for Public Health has been vital to the Health Department for many years.  
 14  
 15 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this  
 16 \_\_\_\_\_ day of \_\_\_\_\_ 2015, does hereby thank Ann Klesic for her dedication and  
 17 contributions to the citizens of Rock County; and,  
 18  
 19 BE IT FURTHER RESOLVED that a copy of this resolution be presented to Ann Klesic with the Rock County  
 20 Board of Supervisors' best wishes for her future plans.

Respectfully submitted,

#### BOARD OF HEALTH

#### COUNTY BOARD STAFF COMMITTEE

Absent  
Sandra Kraft, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

Louis Peer  
Louis Peer, Vice Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

Gregory Addie  
Gregory Addie

\_\_\_\_\_  
Eva Arnold

Richard Bostwick  
Richard Bostwick

\_\_\_\_\_  
Henry Brill

Keith Konkol, M.D.  
Dr. Keith Konkol, M.D.

\_\_\_\_\_  
Betty Jo Bussie

Dean Peterson, DVM  
Dr. Dean Peterson, DVM

\_\_\_\_\_  
Mary Mawhinney

Absent  
Dr. Connie Winter, DDS

\_\_\_\_\_  
Louis Peer

Judith Wade  
Judith Wade, WHNP

\_\_\_\_\_  
Alan Sweeney

Eric Gresens  
Eric Gresens, R.Ph

\_\_\_\_\_  
Terry Thomas

15-12A-442



**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee  
INITIATED BY



Robert Leu  
DRAFTED BY

The General Services Committee  
SUBMITTED BY

November 25, 2015  
DATE DRAFTED

**Recognizing Jackie Frat**

1 **WHEREAS**, Jackie Frat has served the citizens of Rock County for 38 years and 3 months, as a  
2 dedicated and valued employee of Rock County; and,  
3

4 **WHEREAS**, Jackie Frat began her career with Rock County on October 8, 1977 as a Unit Aide. She  
5 became a Nurse's Aide on October 27, 1977, and a Housekeeper on December 4, 1984. Jackie switched  
6 career paths, and on August 13, 1991, began working as a Mechanical Maintenance Worker II, then on  
7 October 1, 2000, a Mechanical Maintenance Worker III, and since October 3, 2011, Mechanical  
8 Maintenance Supervisor; and,  
9

10 **WHEREAS**, beyond her work ethic, Jackie's green thumb and knack for decorating for the Holidays will  
11 be missed by residents and employees alike.  
12

13 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
14 this \_\_\_\_\_ day of \_\_\_\_\_, 2015, does hereby recognize Jackie Frat for over 38 years of faithful  
15 service, and wishes her the best in all her future endeavors; and,  
16

17 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of  
18 this resolution to Jackie Frat.

Respectfully Submitted:

GENERAL SERVICES COMMITTEE:

COUNTY BOARD STAFF COMMITTEE:

\_\_\_\_\_  
Henry Brill, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Jason Heidenreich, Vice Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Thomas J. Brien

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Edwin Nash

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Jeremy Zajac

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

15-12A-443

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Joyce Lubben  
INITIATED BY



Joyce Lubben  
DRAFTED BY

Education, Veterans & Aging  
Services Committee  
SUBMITTED BY

November 24, 2015  
DATE DRAFTED

**RECOGNIZING SHERRY MUTH FOR SERVICE TO ROCK COUNTY**

- 1 **WHEREAS**, Sherry Muth was hired on September 10, 1995 as a Food Service worker for Health Care
- 2 Center; and,
- 3
- 4 **WHEREAS**, Sherry Muth was hired as a Communications Clerk on February 2, 1996 for Human
- 5 Services; and,
- 6
- 7 **WHEREAS**, Sherry Muth was hired as a Clerk III on January 13, 1997 for Human Services; and,
- 8
- 9 **WHEREAS**, Sherry Muth was hired as an Administrative Assistance on February 22, 1999 for Economic
- 10 Support/Human Services; and,
- 11
- 12 **WHEREAS**, Sherry Muth was hired as a Specialized Transit Scheduler for the Council on Aging on May
- 13 30, 2011; and,
- 14
- 15 **WHEREAS**, Sherry Muth is retiring from Rock County effective June 28, 2016.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 18 this \_\_\_\_\_ day of \_\_\_\_\_, 2015 does hereby recognize Sherry Muth for her 20 ½ years of
- 19 service to Rock County and its citizens.

15-12A-444

Respectfully submitted,

EDUCATION, VETERANS & AGING SERVICES COMMITTEE

\_\_\_\_\_  
Rick Richard, Chair

\_\_\_\_\_  
Jeremy Zajac, Vice Chair

\_\_\_\_\_  
Edwin Nash

\_\_\_\_\_  
Norvain A. Pleasant, Jr.

\_\_\_\_\_  
Kathy Schulz

**RECOGNIZING SHERRY MUTH FOR SERVICE TO ROCK COUNTY**

Page 2

COUNTY BOARD STAFF COMMITTEE

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Eva Arnold

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Henry Brill

---

Betty Jo Bussie

---

Mary Mawhinney

---

Louis Peer

---

Alan Sweeney

---

Terry Thomas

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board  
INITIATED BY

Human Services Board  
SUBMITTED BY



Charmian Klyve, Director  
DRAFTED BY

December 2, 2015  
DATE DRAFTED

**Opposition to Senate Bill 326/Assembly Bill 429 Affecting Child Welfare Practice**

1 **WHEREAS**, Senate Bill 326/Assembly Bill 429 proposes changes to when and how cases of suspected  
2 or threatened child abuse or neglect are referred to law enforcement and significantly modifies the  
3 requirements for coordination of the investigation with law enforcement of all cases of abuse and neglect  
4 cases and referral of certain cases to the district attorney for criminal prosecution; and,  
5

6 **WHEREAS**, the bills require more deliberation and discussion with stakeholders to arrive at the desired  
7 outcome; and,  
8

9 **WHEREAS**, the County Human Services agencies, Wisconsin County Human Services Association,  
10 Wisconsin Counties Association and the State Department of Children and Families have not had  
11 sufficient opportunity to work collaboratively with the authors on the proposed legislation; and,  
12

13 **WHEREAS**, in 2014, Rock County Human Services received 3,507 reports of suspected or threatened  
14 child abuse and neglect, and consequently, the bills have a significant workload impact on the Human  
15 Services Department, as well as all Rock County law enforcement jurisdictions; and,  
16

17 **WHEREAS**, some of the concerns with the proposed legislation include:  
18

19 Not all referrals of child abuse and neglect are screened in to be investigated by the County  
20 Human Services Department, therefore, it would be inconsistent to mandate the Human Services  
21 Department coordinate an investigation with law enforcement when the Human Services  
22 Department lacks statutory authority to act;  
23

24 The investigation of all reports (including screened out cases) of suspected or threatened child  
25 abuse by the Human Services Department would violate the Department of Children and Families  
26 state standards;  
27

28 Law enforcement involvement in all child welfare cases may result in families being less willing  
29 to accept voluntary services or engage in alternative or community response programs for fear of  
30 criminal charges;  
31

32 All reports of child abuse and neglect are to be referred to law enforcement as soon as practicable  
33 but no later than 12 hours after the report is received with no prioritization of these cases;  
34

35 There are complex jurisdictional issues to address when abuse or neglect occurs in multiple  
36 jurisdictions or across county lines and how coordination of investigations would be handled.  
37

38 **WHEREAS**, concerns relating to this bill appear to have arisen in the more populous counties, namely,  
39 Milwaukee and Dane, therefore, could be addressed through specific legislation for counties over 500,000  
40 in population; and,  
41

42 **WHEREAS**, Rock County Human Services and local law enforcement agencies have good working  
43 relationships and current Memorandums of Understanding with regard to how and when local law  
44 enforcement and Human Services agencies respond to and coordinate their investigations; and,  
45

46 **WHEREAS**, counties have requested that the authors of the legislation bring the parties impacted by the  
47 legislation together to arrive at a compromise to this proposed legislation.  
48

15-12A-445

48 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly  
49 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2015 does hereby oppose Senate Bill 326/Assembly Bill  
50 429 in its current form; and,

51  
52 **BE IT FURTHER RESOLVED** that the County Clerk be directed to send a copy of this resolution to  
53 Rock County's legislative delegation, the authors of the bill, and the Wisconsin Counties Association.

54

Respectfully submitted,

HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
J. Russell Podzilni

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Linda Garrett

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
William Grahn

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Kathy Schulz

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Terry Thomas

PUBLIC SAFETY & JUSTICE COMMITTEE

\_\_\_\_\_  
Mary Beaver, Chair

\_\_\_\_\_  
Henry Brill, Vice Chair

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Brian Knudson

\_\_\_\_\_  
Larry Wiedenfeld

Opposition to Senate Bill 326/Assembly Bill 429 Affecting Child Welfare Practice  
Page 2

FISCAL NOTE:

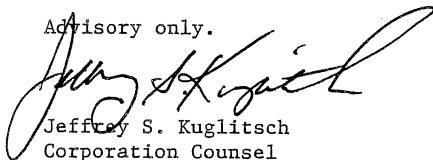
This resolution registers opposition of proposed legislation and has no direct fiscal impact on Rock County operations in and by itself.



Sherry Oja  
Finance Director

LEGAL NOTE:

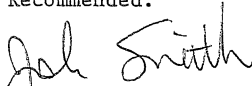
Advisory only.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

ROCK COUNTY, WISCONSIN



Corporation Counsel Office  
51 South Main Street  
Janesville, WI 53545  
(608) 757-5530  
Fax: (608) 757-5511

**MEMORANDUM**

**TO:** County Board Staff Committee  
**FROM:** Jeffrey S. Kuglitsch, Corporation Counsel  
**DATE:** November 19, 2015  
**RE:** Notices of Claims

---

**CLAIMANT:** Ashley Sparks  
**DATE OF INCIDENT:** August 1, 2015  
**DATE OF NOTICE OF CLAIM:** November 25, 2015  
**AMOUNT CLAIMED:** \$40,000 Medical Expenses  
\$50,000 Damages  
**NATURE OF CLAIM:** Claim for bodily injuries sustained in an automobile accident. Claimant asserts the County is responsible due to improper road maintenance. WMMIC has concluded that the County is not responsible for the damage.  
**RECOMMENDATION:** Denial.

\*\*\*\*\*

**CLAIMANT:** Lyssa Sparks  
**DATE OF INCIDENT:** August 1, 2015  
**DATE OF NOTICE OF CLAIM:** November 13, 2015  
**AMOUNT CLAIMED:** \$22,000 Medical Expenses  
\$50,000 Damages  
**NATURE OF CLAIM:** Claim for bodily injuries sustained in an automobile accident. Claimant asserts the County is responsible due to improper road maintenance. WMMIC has concluded that the County is not responsible for the damage.  
**RECOMMENDATION:** Denial.

ROCK COUNTY, WISCONSIN



Corporation Counsel Office  
51 South Main Street  
Janesville, WI 53545  
(608) 757-5530  
Fax: (608) 757-5511

**MEMORANDUM**

**TO:** County Board Staff Committee  
**FROM:** Jeffrey S. Kuglitsch, Corporation Counsel  
**DATE:** November 19, 2015  
**RE:** Notice of Claim

---

**CLAIMANT:** American Family Insurance  
**DATE OF INCIDENT:** August 1, 2015  
**DATE OF NOTICE OF CLAIM:** October 13, 2015  
**AMOUNT CLAIMED:** \$13,819.01 and \$3,233.46  
**NATURE OF CLAIM:** Property damage claim for a 2013 Dodge Avenger and property fixtures damaged in an accident on 8/1/15 in Union Township. Claimant asserts the County responsible due to improper road maintenance. WMMIC has concluded that the County is not responsible for the damage.  
**RECOMMENDATION:** Denial.



ROCK COUNTY, WISCONSIN



Corporation Counsel Office  
51 South Main Street  
Janesville, WI 53545  
(608) 757-5530  
Fax: (608) 757-5511

**MEMORANDUM**

**TO:** County Board Staff Committee  
**FROM:** Jeffrey S. Kuglitsch, Corporation Counsel  
**DATE:** November 19, 2015  
**RE:** Notices of Claims

---

**CLAIMANT:** David Coleman  
**DATE OF INCIDENT:** August 1, 2015  
**DATE OF NOTICE OF CLAIM:** November 13, 2015  
**AMOUNT CLAIMED:** \$44,469 Medical Expenses  
\$50,000 Damages  
**NATURE OF CLAIM:** Claim for bodily injuries sustained in an automobile accident. Claimant asserts the County is responsible due to improper road maintenance. WMMIC has concluded that the County is not responsible for the damage.  
**RECOMMENDATION:** Denial.

CLAIMANT: David Coleman  
DATE OF INCIDENT: August 1, 2015  
DATE OF NOTICE OF CLAIM: November 13, 2015  
AMOUNT CLAIMED: \$350,000 Loss of society & companionship  
\$50,000 Damages  
NATURE OF CLAIM: Claim for the wrongful death of Kay Coleman in an automobile accident. Claimant asserts the County is responsible due to improper road maintenance. WMMIC has concluded that the County is not responsible for the damage.  
RECOMMENDATION: Denial.

CLAIMANT: Estate of Kay Coleman  
DATE OF INCIDENT: August 1, 2015  
DATE OF NOTICE OF CLAIM: November 13, 2015  
AMOUNT CLAIMED: \$13,696.19 Funeral expenses  
\$499,200 Loss of future earnings  
\$50,000 Damages  
NATURE OF CLAIM: Claim for wrongful death of Kay Coleman in an automobile accident. Claimant asserts the County is responsible due to improper road maintenance. WMMIC has concluded that the County is not responsible for the damage.  
RECOMMENDATION: Denial.

CLAIMANT: Joshua Coleman  
DATE OF INCIDENT: August 1, 2015  
DATE OF NOTICE OF CLAIM: November 13, 2015  
AMOUNT CLAIMED: \$350,000 Loss of society & companionship  
\$50,000 Damages  
NATURE OF CLAIM: Claim for the wrongful death of Kay Coleman in an automobile accident. Claimant asserts the County is responsible due to improper road maintenance. WMMIC has concluded that the County is not responsible for the damage.  
RECOMMENDATION: Denial.

CLAIMANT: Carey Elwood  
DATE OF INCIDENT: August 1, 2015  
DATE OF NOTICE OF CLAIM: November 13, 2015  
AMOUNT CLAIMED: \$350,000 Loss of society & companionship  
\$50,000 Damages  
NATURE OF CLAIM: Claim for the wrongful death of Kay Coleman in an automobile accident. Claimant asserts the County is responsible due to improper road maintenance. WMMIC has concluded that the County is not responsible for the damage.  
RECOMMENDATION: Denial.

CLAIMANT: Casey Reeve  
DATE OF INCIDENT: August 1, 2015  
DATE OF NOTICE OF CLAIM: November 13, 2015  
AMOUNT CLAIMED: \$350,000 Loss of society & companionship  
\$50,000 Damages  
NATURE OF CLAIM: Claim for the wrongful death of Kay Coleman in an automobile accident. Claimant asserts the County is responsible due to improper road maintenance. WMMIC has concluded that the County is not responsible for the damage.  
RECOMMENDATION: Denial.

CLAIMANT: Estate of Michael Crotty  
DATE OF INCIDENT: August 1, 2015  
DATE OF NOTICE OF CLAIM: November 13, 2015  
AMOUNT CLAIMED: \$12,122.77 Funeral expenses  
\$815,347 Loss of future earnings  
\$50,000 Damages  
NATURE OF CLAIM: Claim for the wrongful death of Michael Crotty in an automobile accident. Claimant asserts the County is responsible due to improper road maintenance. WMMIC has concluded that the County is not responsible for the damage.  
RECOMMENDATION: Denial.

CLAIMANT: Cody Crotty

DATE OF INCIDENT: August 1, 2015

DATE OF NOTICE OF CLAIM: November 13, 2015

AMOUNT CLAIMED: \$350,000 Loss of society & companionship  
\$50,000 Damages

NATURE OF CLAIM: Claim for the wrongful death of Michael Crotty in an automobile accident. Claimant asserts the County is responsible due to improper road maintenance. WMMIC has concluded that the County is not responsible for the damage.

RECOMMENDATION: Denial.

CLAIMANT: Adalyn Elwood

DATE OF INCIDENT: August 1, 2015

DATE OF NOTICE OF CLAIM: November 13, 2015

AMOUNT CLAIMED: \$350,000 Loss of society & companionship  
\$50,000 Damages

NATURE OF CLAIM: Claim for the wrongful death of Michael Crotty in an automobile accident. Claimant asserts the County is responsible due to improper road maintenance. WMMIC has concluded that the County is not responsible for the damage.

RECOMMENDATION: Denial.