



**ROCK COUNTY BOARD OF SUPERVISORS' MEETING
THURSDAY, DECEMBER 14, 2017 – 6:00 P.M.**

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

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES - November 6, 2017, November 8, 2017, November 14, 2017 and November 16, 2017
6. PUBLIC HEARING
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
 - A. Appointments to the Council on Aging Advisory Board / Council on Aging Nutrition Advisory Council
 - B. Appointments to the Transportation Coordinating Committee
 - C. Appointment to General Services Committee
 - D. Appointment to Planning & Development Committee
9. RECOGNITION OF COUNTY EMPLOYEES OR OTHERS
 - A. Recognizing Jenny Dopkins
10. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
11. REPORTS
 - A. UW Whitewater and UW Rock County Restructuring – Chancellor Kopper
 - B. Courthouse Security Project – Brent Sutherland
12. NEW BUSINESS
 - A. Supplementary Appropriations and Budget Changes - Roll Call
 - 1) Authorizing Acceptance of Highway Safety Grant

ROCK COUNTY BOARD OF SUPERVISORS

DECEMBER 14, 2017

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12. NEW BUSINESS

B. Contracts – Roll Call

- 1) Approving Dental Insurance Contract
- 2) Reauthorization of Self-Insurance
- 3) Awarding Contract for Pharmaceutical and Pharmacist Services for Rock Haven for 2018-2022
- 4) Authorizing Purchase of Patrol Squads and Fleet Vehicles
- 5) Awarding the Contract for Upgrading the Current Department of Public Works Parking Lot Lighting and Adding Additional Pole Lights
- 6) Awarding Contract for Process Services
- 7) Approving Reinsurance Contract for Stop-Loss Coverage
- 8) Retaining an Architectural & Engineering Firm to Prepare Plans and Specifications for the Renovation of the Shelter Care Space to Secured Detention Center Space for Housing the ACTIONS Program at the Youth Services Building

- C. Amending the County's Personnel Ordinance (Second Reading and Adoption)
- D. Authorizing Acceptance of Carol Miller Land Donation
- E. Finalizing Purchase of the McNall and Lux/Pulera Agricultural Conservation Easements
- F. Allowing for Alternative Members of the CST/CCOP Advisory Committees
- G. Approval of Courthouse Security Phase 2 and 3 Building Access, Security Screening and East Parking Structure Options
- H. Establishing an Ad Hoc Committee to Study the Future of the Airport

13. ADJOURNMENT

**APPOINTMENTS TO COUNCIL ON AGING ADVISORY BOARD/COUNCIL ON
AGING NUTRITION ADVISORY COUNCIL**

POSITION: Members of the Council on Aging Advisory Board/
Council on Aging Nutrition Advisory Council

AUTHORITY: County Board Resolution #79-6B-280

TERM: Two Year Terms Expiring December 31, 2020
Unexpired Term Ending 12/31/2019

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

CONFIRMATION: Yes, by County Board of Supervisors

PRESENT MEMBER:	Jean Boyle	Suzanne Rasmussen
	Nancy Arnold	Dawn Fossum
	Aaron Thomas	JoAnn Kolyk (exp 12/31/19)

NEW APPOINTMENT:	Jean Boyle	Suzanne Rasmussen
	4242 E. Saturn Dr.	2411 E. West Hart Rd.
	Janesville, WI 53546	Beloit, WI 53511-1813
	Janice Turner	Amy Woodstock
	233 W. Church St.	ADRC of Rock County
	Evansville, WI 53536	
	Johnny Owens	Mark Richardson (exp 12/31/19)
	213 Merrill St.	1520 Killdeer Ln.
	Beloit, WI 53511	Janesville, WI 53546

DATE: December 14, 2017

APPOINTMENT TO GENERAL SERVICES COMMITTEE

POSITION: Member of the General Services Committee

AUTHORITY: County Board Rule IV.G.

TERM: To Complete the Unexpired Term of Supervisor
Jason Heidenreich, ending April, 2018

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

PRESENT MEMBER: Vacant

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Supervisor J. Russell Podzilni

EFFECTIVE DATE: Immediately (December 14, 2017)

APPOINTMENT TO PLANNING & DEVELOPMENT COMMITTEE

POSITION: Member of the Planning & Development Committee

AUTHORITY: County Board Rule IV.G.

TERM: To Complete the Unexpired Term of Supervisor
Jason Heidenreich, ending April, 2018

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

PRESENT MEMBER: Vacant

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Supervisor Phillip Owens

EFFECTIVE DATE: Immediately (December 14, 2017)

**RESOLUTION
ROCK COUNTY BOARD OF
SUPERVISORS**

Katherine Luster
INITIATED BY



Jennifer Thompson
DRAFTED BY

Human Service Board
SUBMITTED BY

December 6, 2017
DATE DRAFTED

TO RECOGNIZE JENNY DOPKINS

1 **WHEREAS**, Jenny Dopkins has served the citizens of Rock County for over eighteen (18) years as a
2 dedicated and valued employee of Rock County; and,
3

4 **WHEREAS**, Ms. Dopkins began her career on June 1, 1999 in the Child Protective Services (CPS)
5 Division of the Human Services Department. In this position, Ms. Dopkins served in the Intake and
6 Assessment unit conducting investigations of child abuse and/or neglect. In 2004, Ms. Dopkins
7 continued to use her social work skills in the CPS unit and began working on a grant focusing on
8 children who were taken into custody due to substantiated abuse or neglect. Ms. Dopkins conducted
9 home studies with families with the hope the child could be placed with the biological family as
10 opposed to foster homes. In addition, she worked with the biological fathers of these children, again,
11 with the goal of keeping a family together; and,
12

13 **WHEREAS**, when the CPS grant ended in 2005, Ms. Dopkins transitioned into the Long Term
14 Support (LTS) Division on January 16, 2006, where she assisted elderly and disabled adults by
15 coordinating services to keep them independently living in the community. Her case management
16 skills kept people safely living in their own homes and prevented hundreds of people from moving into
17 nursing homes. In the summer of 2010, Ms. Dopkins took on an additional role in LTS as the sole
18 Adult Protective Services worker investigating allegations of abuse and neglect of vulnerable adults;
19 and,
20

21 **WHEREAS**, in 2012 Ms. Dopkins transitioned into the Chapter 54/55 Court Services role within the
22 LTS Division. While in this position, Ms. Dopkins worked closely with the Rock County Corporation
23 Council office assisting individuals who no longer had the ability to make decisions for themselves,
24 through guardianship proceedings. In this role, Ms. Dopkins had to make difficult decisions regarding
25 individual's rights; always cognizant of what was the least restrictive while maintaining the
26 individual's safety. Ms. Dopkins also conducted WATT's reviews for individuals placed in facilities,
27 again assuring the courts these placements were the least restrictive. Lastly, Ms. Dopkins was
28 responsible for assisting individuals who were detained on a Chapter 51 and converted to a Chapter 55
29 by working with local facilities and programs for community placement - often under strict time
30 frames; and,
31

32 **WHEREAS**, Ms. Dopkins has decided to move on to her next career endeavor and leave Rock County
33 employment on January 5th, 2018; and,
34

35 **WHEREAS**, Ms. Dopkins has shown a variety of skill, knowledge and compassion for the clients she
36 has served in Rock County. She has given of herself in many ways; protecting children from
37 abuse/neglect, maintaining independence for our elderly and disabled adults, and assisted in legal
38 protection of many of Rock County's most vulnerable adults. Her advocacy for Rock County residents
39 is admired and will be missed; and,
40

41 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
42 to recognize Jenny Dopkins for her achievements and significant contributions to the citizens of Rock
43 County and her many dedicated years of service.
44

45 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
46 assembled this ____ day of _____ does hereby recognize Jenny Dopkins for her 18 years
47 of service and extend best wishes to her in her future endeavors.

17-12A-415

To Recognize Jenny Dopkins
Page 2

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

Linda Garrett

Karl Dommershausen

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

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

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

November 27, 2017
DATE DRAFTED

Authorizing Acceptance of Highway Safety Grant

1 **WHEREAS**, the Wisconsin Department of Transportation, Bureau of Transportation Safety, makes
 2 Federal Highway Safety funds available to local law enforcement agencies for various traffic safety
 3 programs; and,
 4
 5 **WHEREAS**, these funds are earmarked to allow law enforcement agencies to provide additional patrols
 6 directed at improving traffic safety by deploying seatbelt, speed, and alcohol enforcements; and,
 7
 8 **WHEREAS**, the Rock County Sheriff's Office is eligible to receive a grant of \$70,000 to participate in
 9 this program; and,
 10
 11 **WHEREAS**, grant funds will be used for overtime wages and related benefits; and,
 12
 13 **WHEREAS**, this grant requires a local match of 25%; and,
 14
 15 **WHEREAS**, the match may be an in-kind match or a hard match.
 16
 17 **NOW, THEREFORE BE IT RESOLVED** by the Rock County Board of Supervisors assembled this
 18 _____ day of _____ 2017, that the Rock County Sheriff is authorized to accept funds under the
 19 Highway Safety Grants and,
 20

21 **BE IT FURTHER RESOLVED**, that the 2017 budget be amended as follows:

23 Account Description	Budget at	Amount	Amended
24 & Account Number	<u>11/01/17</u>	<u>Incr (Decr)</u>	<u>Budget</u>
25 <u>Source of Funds</u>			
26 Federal Aid			
27 21-2120-2018-42100	\$0	\$70,000	\$70,000
28 <u>Use of Funds</u>			
29 Overtime Wages			
30 21-2120-2018-61210	\$0	\$40,000	\$40,000
31 Aid to Localities			
32 21-2120-2018-69501	\$0	\$30,000	\$30,000

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver
Mary Beaver, Chair

Absent
Terry Fell

Henry Brill
Henry Brill, Vice Chair

Phillip Owens
Phillip Owens

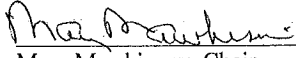
Brian Knudson
Brian Knudson

17-12A-416

Authorizing Acceptance of Highway Safety Grant
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FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 4-0.



Mary Mawhinney, Chair Date

FISCAL NOTE:

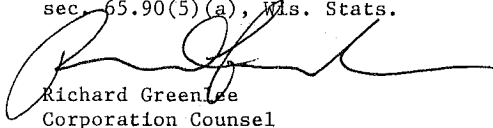
This resolution authorizes the acceptance and expenditure of \$70,000 in Federal Aid for the Highway Safety Program. Funding for the required 25% match is available in the budget.



Sherry Oja
Finance Director

LEGAL NOTE:

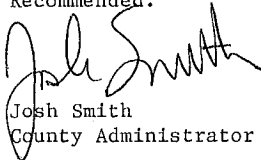
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2017 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

The Wisconsin Department of Transportation, Bureau of Transportation Safety, makes Federal Highway Safety funds available to local law enforcement agencies for various traffic safety programs. These funds are earmarked to allow law enforcement agencies to provide additional patrols directed at improving traffic safety by deploying seatbelt, speed, and alcohol enforcements. The Rock County Sheriff's Office is eligible to receive a grant of \$70,000 to participate in this program. Grant funds will be used for overtime wages and related benefits. This grant requires a local match of 25%. The match may be an in-kind match or a hard match.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Amy Spoden, Human Resource Manager
DRAFTED BY

Finance Committee
SUBMITTED BY

November 10, 2017
DATE DRAFTED

APPROVING DENTAL INSURANCE CONTRACT

- 1 **WHEREAS**, Delta Dental Plan of Wisconsin currently administers the County's dental insurance program; and
- 2
- 3 **WHEREAS**, Delta Dental is a preferred provider for the Alliance, a consortium of Employers who purchase
- 4 services together in order to reduce costs; and
- 5
- 6 **WHEREAS**, Rock County offers dental plans with both "high" and "low" coverage options for all its
- 7 employees, with the County's contribution being 60% of the premium for the lowest cost, or "low" plan,
- 8 regardless of which coverage option is selected; and
- 9
- 10 **WHEREAS**, Delta Dental has quoted a two year rate guarantee, January 1, 2018 thru December 31, 2018; and
- 11
- 12 **WHEREAS**, Delta Dental has provided a quote for family coverage for the "low" option at \$92.44 per month
- 13 and has provided a quote for single coverage for the "low" at \$31.25 per month for two years.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 16 day of , 2017 does hereby authorize the execution of a contract with Delta Dental
- 17 for the County's dental insurance for the period of January 1, 2018 through December 31, 2019.

17-12A-417

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney

Mary Mawhinney, Chair

Sandra Kraft

Sandra Kraft, Vice Chair

Mary Beaver

Mary Beaver

Absent

Brent Fox

J. Russell Podzilni
J. Russell Podzilni

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51(1) and 59.52(11)(c), Wis. Stats.

Richard Greenlee

Richard Greenlee
Corporation Counsel

FISCAL NOTE:

Based upon the current census of 347 single and 757 family plans for employees, the County's 60% share of annual dental premiums would be \$580,542.60 per year. Sufficient funds are included in the departmental 2018 budget requests for these premiums.

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

Sherry Oja
Sherry Oja
Finance Director

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

FINANCE COMMITTEE
INITIATED BY



RICHARD GREENLEE
DRAFTED BY

FINANCE COMMITTEE
SUBMITTED BY

NOVEMBER 13, 2017
DATE DRAFTED

REAUTHORIZATION OF SELF-INSURANCE

1 WHEREAS, the County of Rock is a qualified political subdivision of the State of Wisconsin; and

2
3 WHEREAS, the Wisconsin Worker's Compensation Act (Act) provides that employers covered
4 by the Act either insure their liability with worker's compensation insurance carriers authorized to do
5 business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby
6 assuming the responsibility for its own worker's compensation risk and payment; and

7
8 WHEREAS, the State and its political subdivisions may self-insure worker's compensation
9 without a special order from the Department of Workforce Development (Department) if they agree to
10 report faithfully all compensible injuries and agree to comply with the Act and rules of the Department;
11 and

12
13 WHEREAS, it is in the County's best interest to approve the continuation of the self-insured
14 worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3);
15 and

16
17 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly
18 assembled this ____ day of _____, 201__, that the County Board:

- 19 (1) Provide for the continuation of a self-insured worker's compensation program that
- 20 is currently in effect.
- 21
- 22 (2) Continue to stay in compliance with all requirements of Wisconsin Administrative Code
- 23 DWD 80.60(3)
- 24
- 25 (3) Authorize the County Clerk to forward certified copies of this resolution to the Worker's
- 26 Compensation Division, Wisconsin Department of Workforce Development.
- 27

RESPECTFULLY SUBMITTED:

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

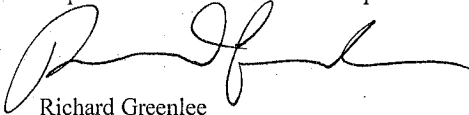
Absent
Brent Fox

J. Russell Podzilni
J. Russell Podzilni

17-12A-418

LEGAL NOTE:

Pursuant to sec. DWD 80.60(3), Wis. Adm. Code the County is required every 3 years to notify the Department of Workforce Development of its election to self-insure for worker's compensation exposure.



Richard Greenlee
Corporation Counsel

FISCAL NOTE:

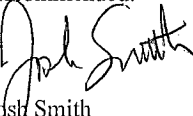
This resolution addresses a compliance issue and has no fiscal impact on Rock County operations in and by itself.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

Rock County has been self-insured for worker's compensation coverage for many years. Part of the self-insured requirement, pursuant to the Wisconsin Administrative Code, is that the County is required every three years to notify the Department of Workforce Development of their intent to continue in self-insured status. This resolution accomplishes that and continues the status quo.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sue L. Prostko
INITIATED BY



Sue L. Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

November 13, 2017
DATE DRAFTED

**Awarding Contract for Pharmaceutical and Pharmacist Services for Rock Haven
for 2018 - 2022**

1 **WHEREAS**, funds have been incorporated into the 2018 Rock Haven Budget to contract for
2 pharmaceuticals and pharmacist service; and,
3
4 **WHEREAS**, proposals were requested from qualified vendors to provide pharmaceutical products and
5 pharmacist services; and,
6
7 **WHEREAS**, six pharmaceutical companies submitted proposals and were reviewed by three (3) Rock
8 Haven staff members; and,
9
10 **WHEREAS**, the company Thrifty White met all the specifications of the RFP for pharmacy services;
11 and,
12
13 **WHEREAS**, pharmaceutical and pharmacist services are a critical component to the care and services
14 provided to the residents of Rock Haven.
15
16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
17 this _____ day of _____, 2017, that a contract for resident pharmacist and pharmaceutical
18 services commencing on January 1, 2018 be awarded to Thrifty White of New Berlin, Wisconsin, based
19 on the submitted proposal for a duration of three (3) years (2018-2020) with the option to renew for two
20 (2) additional one-year periods (2021 & 2022), based on the terms and conditions set forth in the contract.

17-12A-419

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Norvain Pleasant, Chair

Brenton Driscoll, Vice Chair

Terry Fell

Kara Hawes

Dave Homan

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

FISCAL NOTE:

Funds were included in the 2018 Rock Haven budget for these services.

Sherry Oja
Finance Director

LEGAL NOTE;

The County Board is authorized to take this action pursuant to sections 59.01 and 59.51, Wisconsin Statutes.

Richard Greenlee
Corporation Counsel

EXECUTIVE SUMMARY

AWARDING CONTRACT FOR PHARMACEUTICAL AND PHARMACIST SERVICES FOR ROCK HAVEN

Rock Haven maintains and administers medications to the clients served at Rock Haven. These services are a requirement under both state and federal law, to maintain the well-being of the clients served at Rock Haven.

Rock Haven has contracted for these services since its licensure was awarded. An RFP was released in 2017 with six companies responding. The proposals were reviewed by a three-member team and Thrifty White was found to be the highest rank response that meets the required qualifications in the RFP. Rock Haven recommends that the contract be awarded to Thrifty White.

Containing cost while maintaining the optimum services provided to our clients has been a key component in the RFP process. The proposed contract includes an interface with the current electronic record used at Rock Haven with the pharmacy, helping to reduce error and cost. This will help improve the quality of life of residents as it will reduce delivery time for medications. The Pharmacist will complete medication review for Rock Haven clients and make recommendations to physicians as needed. The pharmacist will also serve on the Quality Assurance Committee.

Rock Haven is committed to deliver the best services available to our clients while maintaining cost, and meeting requirements of both state and federal regulations.



PROPOSAL SUMMARY FORM

PROPOSAL NUMBER 2018-06
 PROPOSAL NAME PHARMACY SERVICES
 PROPOSAL DUE DATE NOVEMBER 7, 2017 - 12 NOON
 DEPARTMENT ROCK HAVEN

	THRIFTY WHITE PLYMOUTH MN	SYMBRIA WARRENVILLE IL	OMNICARE MADISON WI	MALLATT'S MADISON WI	ALIXA RX EDEN PRAIRIE MN	PHARMERICA LOUISVILLE KY
RATER 1	95	75	70	75	50	35
RATER 2	90	65	65	65	50	30
RATER 3	100	80	80	75	70	0
TOTAL	285	220	215	215	170	65

Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response 25 MAXIMUM POINTS
 - Completeness and thoroughness
 - Understanding of the project
 - Responsiveness to terms and conditions
2. Organization, personnel and experience 25 MAXIMUM POINTS
 - Qualification of personnel
 - Experience of personnel
 - Experience of firm
3. Reasonableness of cost estimates 50 MAXIMUM POINTS
 - Cost for medications
 - Other costs and fees
 - Total costs

Request for Proposals was advertised in the Beloit Daily News and on the Internet.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

Jodi Millis

SIGNATURE

11/13/17

DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

November 27, 2017
DATE DRAFTED

Authorizing Purchase of Patrol Squads and Fleet Vehicles

1 **WHEREAS**, funds are included in the Sheriff's Office's 2018 budget for the purchase three Dodge
2 Chargers, one Dodge Grand Caravan, two Ford Interceptor Utilities, and two Chevrolet Tahoes; and,
3
4 **WHEREAS**, section 2.218 (4) of the Purchasing Ordinance does allow Rock County to purchase vehicles
5 through a cooperative purchasing agreement with the State of Wisconsin under Contract #505ENT-M18-
6 2018VEHICS-01 (Dodge), #505ENT-M18-2018VEHICS-02 (Ford), #505ENT-M18-2018VEHICS-03
7 (Chevrolet); and,
8
9 **WHEREAS**, Ewald Automotive Group, of Oconomowoc, Wisconsin, and Ewald Hartford Ford, of
10 Hartford, Wisconsin, were awarded the State contracts for law enforcement vehicles; and,
11
12 **WHEREAS**, the Sheriff's Office and the Purchasing staff have reviewed the State of Wisconsin bid
13 specifications and do recommend purchasing three Dodge Chargers, one Dodge Grand Caravan, two Ford
14 Interceptor Utilities, and two Chevrolet Tahoes.
15
16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
17 this _____ day of _____, 2017 that Purchase Orders be issued to Ewald Automotive Group,
18 of Oconomowoc, Wisconsin, and Ewald Hartford Ford, of Hartford, Wisconsin, in the amount of \$223,246,
19 for the purchase of the 2018 Sheriff's Office's fleet.

17-12A-420

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

FISCAL NOTE:

Mary Beaver
Mary Beaver, Chair

Sufficient funds were included in the Sheriff's 2018 budget for the purchase of these fleet vehicles.

Henry Brill
Henry Brill, Vice Chair

Sherry Oja
Sherry Oja
Finance Director

Brian Knudson
Brian Knudson

Absent
Terry Fell

LEGAL NOTE:

Phillip Owens
Phillip Owens

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

ADMINISTRATIVE NOTE:

Recommended.

Richard Greenlee
Richard Greenlee
Corporation Counsel

Josh Smith
Josh Smith
County Administrator

Authorizing Purchase of Patrol Squads and Fleet Vehicles
Page 2.

Executive Summary

Funds are included in the Sheriff's Office's 2018 budget for the purchase of a patrol squads and other fleet vehicles. Under Section 2.218 (4) of the Purchasing Ordinance, Rock County can utilize the State of Wisconsin bid to purchase vehicles through a cooperative purchasing agreement.

Ewald Automotive Group, of Oconomowoc, Wisconsin, and Ewald Hartford Ford, of Hartford, Wisconsin, were awarded the State contract for law enforcement vehicles. The Sheriff's Office and the Purchasing staff have reviewed the State of Wisconsin bid specifications and do recommend purchasing three Dodge Chargers, one Dodge Grand Caravan, two Ford Interceptor Utilities, and two Chevrolet Tahoes from Ewald Automotive Group, of Oconomowoc, Wisconsin.

<u>Description</u>	<u>Qty.</u>	<u>Price Each</u>	<u>Total</u>
Dodge Charger Police	1	\$21,715.50	\$21,715.50
Dodge Charger Police	2	\$22,477.50	\$44,955.00
Dodge Grand Caravan	1	\$23,145.50	\$23,145.50
Ford Police Interceptor Utility	2	\$30,239.50	\$60,479.00
Chevrolet Tahoe	<u>2</u>	\$36,475.50	\$72,951.00
Total	8		\$223,246.00

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY



Brent Sutherland –
Facilities Management Director
DRAFTED BY

General Services Committee
SUBMITTED BY

November 15, 2017
DATE DRAFTED

Awarding the Contract for Upgrading the Current Department of Public Works Parking Lot Lighting and Adding Additional Pole Lights

- 1 WHEREAS, funds were budgeted in 2017 for upgrading exterior lights at the Public Works facility and
- 2 the 2018 budget contains funds to add four (4) additional fixtures and poles at the parking lot at the
- 3 same facility; and
- 4
- 5 WHEREAS, the current fixtures are metal halide higher energy consuming fixture and will be
- 6 replaced with LED low energy consuming fixture; and
- 7
- 8 WHEREAS, Focus on Energy incentives will be applied to this project; and
- 9
- 10 WHEREAS, specifications were drafted and bids solicited with five qualified contractors responding;
- 11 and,
- 12
- 13 WHEREAS, Van Brocklin Electric, LLC of Janesville, WI submitted the lowest, most responsive and
- 14 responsible bid that met all specifications.
- 15
- 16 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
- 17 assembled this ____ day of _____, 2017 does hereby approve and authorize awarding a
- 18 contract in the amount of \$38,600 with Van Brocklin Electric LLC of Janesville WI, for the upgrade,
- 19 installation and replacement of the exterior and parking lot lights at the Department of Public Works.

17-12A-421

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Bob Yeomans

Dave Homan

Jeremy Zajac

Awarding the Contract for Upgrading the Current Department of Public Works Parking Lot Lighting and Adding Additional Pole Lights
Page 2

FISCAL NOTE:

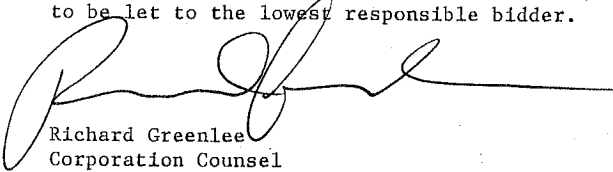
Funds were included in the 2017 budget for the cost of this lighting project.



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.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

**AWARDING THE CONTRACT FOR UPGRADING PARKING LOT LIGHTING
AND ADDING ADDITIONAL POLE LIGHTS AT THE PUBLIC WORKS
GARAGE IN JANESVILLE**

This project will upgrade current light fixtures and add additional pole lights at the Public Works garage in Janesville. The lights are metal halide higher energy consuming fixtures and will be replaced with new LED low energy consuming fixtures. Bids were solicited for the replacement of these lights with five qualified contractors responding.

The resolution before you approves contracting the lowest, most responsive and responsible bidder, Van Brocklin Electric LLC of Janesville WI, in the amount of \$38,600.00.

Funds were budgeted in 2017 and 2018 for this project.



BID SUMMARY FORM

BID NUMBER 2017-50
 BID NAME DPW EXTERIOR LIGHTING UPGRADES
 BID DUE DATE NOVEMBER 13, 2017 - 1:30 P.M.
 DEPARTMENT FACILITIES MANAGEMENT

	VAN BROCKLIN JANESVILLE WI	MORSE GROUP FREEPORT IL	FOLEY ELECTRIC BELOIT WI	PIEPER ELECTRIC JANESVILLE WI	VINII SOLAR MILWAUKEE WI
BASE BID	\$ 20,400.00	\$ 44,122.00	\$ 19,500.00	\$ 22,456.00	\$ 30,488.00
ALTERNATE #1	\$ 18,200.00	INCLUDED	\$ 24,950.00	\$ 22,100.00	\$ 19,663.00
TOTAL BID	\$ 38,600.00	\$ 44,122.00	\$ 44,450.00	\$ 44,556.00	\$ 50,151.00
ADDENDA	YES	YES	YES	YES	NO
START DATE	1/15/18	1/22/18	1/2/18	3/15/18	12/20/17
COMPLETION	2/2/18	2/9/18	1/16/18	3/30/18	2/23/18

Alternate #1 - New light pole bases, poles, fixtures and circuit extensions.

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

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: C94 Brocklin Electric LLC

SIGNATURE *Jodi Millis* DATE 11-14-17

GOVERNING COMMITTEE APPROVAL: *[Signature]* CHAIR VOTE DATE

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Safety & Justice
Committee
INITIATED BY



Kris Baker Ellis, Child Support Director
DRAFTED BY

Public Safety & Justice
Committee
SUBMITTED BY

November 15, 2017
DATE DRAFTED

Awarding Contract for Process Services

- 1 **WHEREAS**, funds have been incorporated into the 2018 Child Support Budget to contract with a
- 2 private firm for process service; and,
- 3
- 4 **WHEREAS**, Rock County requested sealed proposals from qualified vendors to provide process service
- 5 for the department, with one vendor responding; and,
- 6
- 7 **WHEREAS**, the proposal from Gregg Investigations, Inc. met the required specifications of RFP
- 8 #2018-03.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors, duly assembled
- 11 this _____ day of _____, 2017 that a contract for Process Service commencing January 1, 2018,
- 12 be awarded to Gregg Investigations, Inc. of Janesville, Wisconsin, based on the terms and conditions set
- 13 forth in the contract.

Respectfully Submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Beaver
Mary Beaver, Chair

Henry Brill
Henry Brill, Vice Chair

Terry Fell
Terry Fell

Brian Knudson
Brian Knudson

Phillip Owens
Phillip Owens

FISCAL NOTE:

Funds have been recommended in the 2018 Child Support Budget for process service.

Sherry Oja

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.

Richard Greenlee
Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

17-12A-422

Executive Summary

The purpose of this resolution is to authorize a contract with Gregg Investigations, Inc. for process service for Child Support Enforcement.

COUNTY OF ROCK
FINANCE DIRECTOR

ORIGINAL

PURCHASING DIVISION



PROJECT NUMBER #2018-03
PROJECT NAME PROCESS SERVICE
PROPOSAL DUE DATE OCTOBER 5, 2017 - 12:00 NOON
DEPARTMENT CHILD SUPPORT ENFORCEMENT

	GREGG INVESTIGATIONS JANESVILLE WI
2018 COST PER SERVICE WITHIN ROCK COUNTY	\$ 33.00
2018 COST PER SERVICE OUTSIDE OF ROCK COUNTY	\$ 48.00
2019 INCREASE	\$ 1.00 PER SERVICE
2020 INCREASE	\$ 1.00 PER SERVICE

Request for Proposals was advertised in the Beloit Daily News and on the Internet.
Two additional vendors were solicited that did not respond.

PREPARED BY: JODI L. MILLIS
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION:

Christine G. Baker Ellis 10/10/17
Signature Date

GOVERNING COMMITTEE APPROVAL:

Mark Bauer 5-0 11/20/17
Chair Vote Date

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Amy Spoden, HR Manager
DRAFTED BY

Finance Committee
SUBMITTED BY

November 9, 2017
DATE DRAFTED

APPROVING REINSURANCE CONTRACT FOR STOP-LOSS COVERAGE

- 1 **WHEREAS**, Associated Risk and Benefits Consulting., Rock County's Insurance Consultant, solicited
- 2 proposals from Stop-loss carriers; and,
- 3
- 4 **WHEREAS**, QBE Insurance Corporation currently administers the Stop-Loss coverage for Rock
- 5 County; and,
- 6
- 7 **WHEREAS**, QBE Insurance Corporation has offered renewal terms of a twenty-three (23%) percent
- 8 increase with our current Stop-Loss retention level of \$175,000 for monthly premiums of \$30.45 per
- 9 single plan and \$98.70 for a family plan.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 12 assembled on this _____ day of _____, 2017 hereby authorizes the execution of a
- 13 contract with QBE Insurance Corporation for administration of the County's Stop-Loss Coverage
- 14 effective January 1, 2018 thru December 31, 2018.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

Absent
Brent Fox

J. Russell Podzilni
J. Russell Podzilni

FISCAL NOTE:

Sufficient funds are available in the 2018 Budget for administering the County's self-insurance health plan and specific stop-loss coverage. Based upon the current census of 332 Single Plans and 859 Family Plans, the annual stop-loss premium would be \$1,138,712.00

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

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

Richard Greenlee
Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended

Josh Smith
Josh Smith
County Administrator

17-12A-423

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland- Director-
Facilities Management
DRAFTED BY

General Services Committee
SUBMITTED BY

November 29, 2017
DATE DRAFTED

**Retaining an Architectural & Engineering Firm to Prepare Plans and Specifications
for the Renovation of the Shelter Care Space to Secured Detention Center Space for
Housing the ACTIONS Program at the Youth Services Building**

- 1 WHEREAS, the 2017 budget included funds for the renovation of the Shelter Care space to secure space;
- 2 and
- 3
- 4 WHEREAS, the Shelter Care Space to be renovated is located within the Youth Services Center building
- 5 located at 210 East Highway 14; and
- 6
- 7 WHEREAS, the Shelter Care Program was moved to an off site leased building and the space vacated by
- 8 Shelter Care Program is in need of renovations to accommodate the ACTIONS Program; and
- 9
- 10 WHEREAS, the ACTIONS Program requires the space to be secure detention center space.
- 11
- 12 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
- 13 this _____ day of _____, 2017 that a purchase order be issued to Potter Lawson
- 14 Architects/Engineering firm of Madison, Wisconsin, in the amount of \$36,000 to prepare project plans
- 15 and specifications to renovate the Shelter Care space at the Youth Services Center.
- 16
- 17 BE IT FURTHER RESOLVED, that a \$5,000.00 contingency also be approved to cover any possible
- 18 unforeseen items.

17-12A-424

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill
Henry Brill, Chair

Vacant
Vacant, Vice Chair

Bob Yeomans
Bob Yeomans

David Homan
David Homan

Jeremy Zajac
Jeremy Zajac

Retaining an Architectural & Engineering Firm to Prepare Plans and Specifications for the Renovation of the Shelter Care Space to Secured Detention Center Space for Housing the ACTIONS Program at the Youth Services Building
Page 2

FISCAL NOTE:

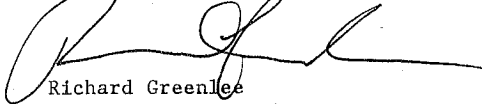
Funds were included in the 2017 budget for this project. This project is being funded by sales tax revenue.



Sherry Oja
Finance Director

LEGAL NOTE:

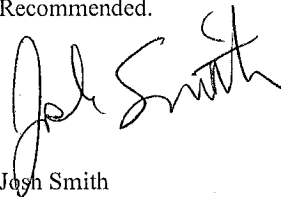
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

Retaining an Architectural & Engineering Firm to Prepare Plans and Specifications for the Renovation of the Shelter Care Space to Secured Detention Center Space for Housing the ACTIONS Program at the Youth Services Building

The resolution before you awards a contract to Potter-Lawson Architects for the preparation of plans and specifications for space renovations at the Youth Services Center building. This space was vacated by the Shelter Care Program and is now in need of renovations to accommodate the ACTION program.

The space is in the Youth Services Center building located at 210 East on Highway 14. This space is currently non-secure and will be renovated to be secure.

Completing this renovation will allow the Human Services Department to expand the ACTIONS program. The 2018 budget also included a new 1.0 FTE Behavioral Health Clinician to support the ACTIONS program. Combined, these steps will allow the department to increase services to youth with greater needs and reduce more expensive placements in state correctional facilities and other locations.

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Annette Mikula
INITIATED BY

Amy Spoden, Human Resource Manager
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 8, 2017
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, 2018.
 9
 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
 11 _____ day of _____, 2017 does hereby amend Chapter XVIII, the County's Personnel
 12 Ordinance as follows:

**CHAPTER XVIII
Section 1: Objectives and Scope**

Authority
18.101

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

Purposes
18.102

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:
 - (1) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.
 - (2) To provide internally equitable and externally competitive compensation for all employees.
 - (3) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner.
 - (4) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs, race, color, national origin or ancestry, sex, age, religion, disability, sexual orientation, gender identity, gender expression, genetic information, pregnancy, creed, arrest/conviction record, marital status, military services, or outside use of lawful products or any other cause for discrimination as

17-11D-401

48 defined by law, except as allowable as a bonafide occupational requirement
49 and with proper regard for their rights as citizens.

- 50
51 (5) To protect employees against coercive political activities and to prohibit the
52 use of official authority for the purpose of interfering with or affecting the
53 result of an election or a nomination for office.

54
55 C. Provide a system of standardized titles and standardized class descriptions for the ef-
56 fective administration of personnel activities such as: manpower planning and
57 budgeting, standards of job performance, fair and equitable pay, valid selection and
58 recruitment programs, training programs and career development.

59
60 D. Provide a system to recruit and select the most qualified persons for positions in
61 County service. Recruitment and selection shall be conducted in an affirmative
62 manner to ensure open competition, provide equal employment opportunity, prohibit
63 discrimination based on the categories identified above to ensure that persons of
64 disadvantaged groups are fairly represented in the County workforce.

65
66 E. Provide an effective career development plan for qualified employees through
67 promotional opportunities in an environment free of discrimination.

68
69 Scope
70 18.103

71
72 THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT. The
73 provisions of this Ordinance do not vary or modify the at will employment relationship between the
74 employee and the County. Any individual may voluntarily cease employment upon proper notice and
75 may be terminated by Rock County at any time and for any reason. Any oral or written statements of
76 promises to the contrary are expressly disallowed and should not be relied upon by any prospective or
77 existing employee. The contents of this ordinance are subject to change at any time by action of the
78 County Board.

79
80 This Ordinance shall govern personnel administration for all employees and departments of the County
81 of Rock except:

- 82
83 (a) members of the Rock County Board of Supervisors;
84
85 (b) elected County Officials;
86
87 (c) members of boards, commissions, and committees (including citizens);
88
89 (d) persons employed to conduct temporary and special inquiry, investigation or
90 examination on behalf of the County Board, a committee thereof, or the County
91 Administrator;
92
93 (e) persons employed by employment services agreements or purchase of service
94 contracts, unless expressly included in said contract or agreement;
95
96 (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats.,
97 which shall be handled by the Public Safety and Justice Committee of the Rock
98 County Board of Supervisors in accordance with statute.
99

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

102
103 Collective Bargaining Agreements
104 18.104

105
106 This Ordinance applies to employees not covered by collective bargaining agreements and to employees
107 so covered when specific contracts are silent on a particular issue, or otherwise do not apply to the
108 contrary.
109

Human Resources Section of the Administrative Policies and Procedures Manual110
111 18.105

112

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

118

119 The Ordinance shall take precedence over the Human Resource Policies and Procedures and
 120 Department Work Rules.

121

Department Work Rules

122 18.106

123

124
 125 Nothing herein shall preclude an Appointing Authority from promulgating Department Work Rules
 126 covering topics not covered by this Ordinance or the Human Resource Department's Policies and
 127 Procedures. Work rules so promulgated must be consistent with this Ordinance and Human Resource
 128 Policies and Procedures.

129

Non-Elected Department Heads

130 18.107

131

132
 133 Any non-elected Department Head hired shall be employed pursuant to a personal employment contract
 134 of up to two (2) years. Non-elected Department Heads serving on the date of adoption of this section may
 135 voluntarily negotiate a personal employment contract of up to two (2) years. Non-elected Department
 136 Heads shall continue to be at will employees and may be removed at the pleasure of the County
 137 Administrator. Removal of the Corporation Counsel by the County Administrator requires the
 138 concurrence of the County Board. The County Administrator shall remain the appointing authority for
 139 non-elected Department Heads. The personal employment contract covering the initial appointment of a
 140 non-elected Department Head is subject to approval by the County Board after action by the appropriate
 141 Governing Committee.

142

Administrator Position

143 18.108

144

145
 146 The position of the County Administrator shall be included under the coverage of this Ordinance,
 147 except where there are exclusions or where this Ordinance conflicts with the resolution establishing the
 148 administrator form of government. In the case of any such conflict, the resolution shall control.

149

Sheriff's Office Command Staff

150 18.109

151

152
 153 In addition to the benefits provided to other unilateral employees, if the following provisions of the
 154 labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such
 155 modifications shall be extended to the Chief Deputy (Resolution 93-12A-118); Commanders
 156 (Resolution 91-11D-118); and Captains (Resolution 09-1B-189).

157

- 158 • Education
- 159 • Health insurance for retirees*
- 160 • Life insurance
- 161 • Retirement
- 162 • Sick Leave Accumulation
- 163 • Sick leave payout
- 164 • Sick leave payment
- 165 • Uniform allowance
- 166 • Worker's compensation

167

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

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232

Correctional Supervisor
18.109(a)

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

Amendments
18.110

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

Management Rights
18.111

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

- 1) Hire, promote, demote, suspend, discipline, and discharge;
- 2) Decide job qualifications for hiring;
- 3) Transfer or layoff because of lack of work, discontinuance of services, or other legitimate reasons;
- 4) Subcontract for economic reasons or when it is not feasible for county employees to perform the work;
- 5) Abolish or create positions;
- 6) Create job descriptions and determine the composition thereof;
- 7) Plan and schedule work;
- 8) Determine the methods and processes and manner of performing work;
- 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
- 10) Determine the location, operation and type of physical structures, facilities, equipment of the county;
- 11) Plan and schedule any training programs,
- 12) Create, promulgate and enforce reasonable work rules;
- 13) Determine and enforce regulations governing conduct and safety;
- 14) Determine what constitutes good and efficient county service, and all other functions of management and direction.

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

Responsibilities and Authority
18.112

A. County Board. The County Board shall:

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

- 233 (2) review and approve County Personnel Ordinance and amendments.
234
235 (3) confirm department head appointments made by the County Administrator.
236
237 (4) delegate such duties to the County Board Staff Committee as
238 necessary.
239
240 (5) hear grievance appeals as outlined in Section 18.806.
241
- 242 B. County Board Staff Committee. The County Board Staff Committee shall:
243
244 (1) advise the County Administrator on matters concerning implementation of
245 Personnel Ordinance.
246
247 (2) review proposed Personnel Ordinance and amendments as developed and
248 recommended by the Human Resources Director and make
249 recommendations to the County Board for consideration and legislative
250 action.
251
252 (3) perform other related duties as assigned by the County Board.
253
- 254 C. County Board Governing Committees. Each Governing Committee shall:
255
256 (1) review all appointments made by the County Administrator as provided in
257 Section 18.112(d)(1) and make such recommendations to the Board as
258 appropriate.
259
- 260 D. County Administrator. Except as prohibited by State and Federal law, the County Administrator
261 shall:
262
263 (1) appoint and remove all Department Heads, subject to the provisions of
264 Section 18.107.
265
266 (2) advise the Governing Committee of the final interview schedule of the
267 best-qualified applicants. The Governing Committee may participate in
268 the scheduled interviews.
269
270 (3) submit terms of employment for Department Heads to the Governing
271 Committee for review before submission to the County Board.
272
273 (4) approve Personnel Ordinance prior to submittal to the County Board Staff
274 Committee and the County Board.
275
276 (5) apply appropriate disciplinary actions as defined in Section 18.1108 to
277 subordinate employees.
278
279 (6) approve new positions, reallocations, and upgrades of existing positions
280 subject to County Board approval.
281
- 282 E. Human Resources Director. The Human Resources Director under the authority of the County
283 Administrator shall:
284
285 (1) administer the Personnel Ordinance adopted by the County Board.
286
287 (2) establish, maintain and coordinate personnel transactions and records
288 management for all County employees and positions.
289
290 (3) establish and maintain a central personnel file for each County employee
291 showing name, title, salary, change in status, annual performance ratings
292 and such pertinent information as may be necessary for effective personnel
293 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.
 - (24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.

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

- 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.

427 **Section 2: Classification Plan**

428 Development and Administration

18.201

431
 432 The Human Resources Director shall be responsible for the overall development and administration of the
 433 Classification Plan, in cooperation with Department Heads, key staff employees and other appropriate
 434 resources. The County Administrator position shall be an unclassified position.

435 Position Description

18.202

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 437
 438
 439 Each employee shall have an accurate position description that describes the knowledge, skills and
 440 abilities necessary to do the work of that position; goals of the position and job tasks to accomplish the
 441 goals; and identifies the essential job functions.

442 Allocation of New Positions

18.203

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

451 Abolition of Unnecessary Classifications

18.204

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

458 Reclassification Requests

18.205

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 461
 462 A reclassification is the re assignment of a position from one existing class to another class to
 463 recognize a change in the duties and responsibilities of a position. Reclassification is considered a
 464 promotion.

465
 466 Persons in positions reclassified shall normally be advanced to the step with the next highest dollar
 467 amount in the new pay range. Future step increases will be paid according to the employee's new
 468 employee group or pay grid. In unusual circumstances, the reclassified individual may be placed in a
 469 higher step upon approval of the Human Resources Director and the County Administrator.

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

18.206

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

Salary adjustments shall be part of the budget process. If salary reallocations are approved, they will become effective the first day of the fiscal year. Persons in positions reallocated shall normally be advanced to the step with the next highest dollar amount in the new pay range. Future step increases will be paid according to the employee's new employee group or pay grid. In unusual circumstances, the reallocated individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator.

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

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

Reorganization of Department

18.207

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

Position Description Questionnaires/Job Audits

18.208

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

Review of Classification Plan

18.209

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

Underslotting

18.210

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

Section 3: Recruitment and Selection

Recruitment

18.301

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

544

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

547

548 (a) Job Announcements and Publicity.

549

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

557

558 (b) Application Form.

559

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

563

564 (c) Rejection of Applications.

565

566 Human Resources may reject any application if the applicant:

567

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

569

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

571

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

575

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

578

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

581

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

584

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

587

588 (8) based on job related factors, is found by Human Resources to be clearly
 589 unsuitable for the position for which he/she has applied.

590

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

593

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

596

597 (f) Applicants that are not selected for a position have the ability to review their
 598 individual results. Candidates who do not agree with their recruitment process
 599 results may request the Human Resources Director to review the results.

600

601

Relocation Expense

602

18.302

603

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

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Selection
 18.303

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

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(a) Selection Devices.

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

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(b) Confidentiality.

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

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Eligibility Lists
 18.304

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

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(a) Layoff List for unilateral employees.

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An employee laid off or demoted in lieu of layoff may be considered for re-employment when a vacancy occurs for which he/she is qualified. Human Resources shall notify said employee of any vacancy arising in the same job from which the employee was laid off. Said employee shall make application for the vacant position. Once application is made, the laid off employee shall participate in a competitive hiring process and, if most qualified, shall be required to accept an offer of employment for the position within 10 days of said offer. Failure to make application or accept an offer of employment for the position from which the employee was laid off shall result in the forfeiture of notification rights for future openings.

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(b) Open Competitive and Promotional Eligibility.

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

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(c) Duration of Eligibility Lists.

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

(d) Removal of Candidates from Eligibility Lists.

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

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

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

Certification and Appointment
18.305

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

Appointment of Eligible Candidates.

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

The date upon which a new employee commences employment shall be jointly determined by Human Resources and Hiring Manager.

Probationary Period
18.306

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

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

- (1) Regular status begins on the first workday following completion of the Probationary Period.

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- (2) The Probationary Period may be extended for a period of time not to exceed six (6) months, with prior approval of the Human Resources Director. This request must be made in writing citing the reason for the request.
 - (3) An employee shall automatically be appointed at the end of the prescribed Probationary Period, unless the appointing authority, with approval of the Human Resources Director, notifies the probationary employee of the extension, or the unsuccessful completion of the Probationary Period at which time the employee shall have their Probationary Period extended or be dismissed.
 - (4) Dismissal of an employee during the initial Probationary Period shall be at the sole discretion of the employer and without recourse to the grievance procedures herein provided.
 - (5) An employee appointed to a position in an acting capacity by the County Administrator and subsequently selected as the regular employee in that position shall have his/her total time of continuous employment, including the time spent in an interim capacity, counted for seniority purposes, but shall serve at least a six month Probationary Period after regular appointment. When an employee is in an acting capacity, the employee will continue to receive step increases as provided under Section 18.405.
 - (6) Probationary employees, with the exception of Pool Staff, Relief Staff, and Project Staff, will not be permitted to apply for other positions until they have completed twelve months of employment. An employee who has completed at least six months of their probationary period, may sign for a lateral transfer in the same classification with in the same division. In unusual circumstances, this requirement may be waived in advance and in writing by the current Department Head and Human Resources Director.
 - (7) Completion of the Probationary period does not guarantee continued employment for any specified period of time, nor does it modify or change the employee's at will status.
 - (8) Probationary employees, who have not completed their initial twelve (12) month probationary period, who are either promoted or demoted to another position will be required to serve a new one year probationary period starting from the date of their new position.

Part-time and Seasonal Employment

18.307

770
771 When possible, employment shall be on a full time year round basis. However, when it is determined
772 to be in the best interest of the County, part-time and seasonal employees may be hired.

Temporary Appointments

18.308

776
777 Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is
778 available or if the eligible candidates are not available for temporary work, Human Resources may
779 authorize the appointment of a qualified individual. The acceptance or refusal by an eligible candidate
780 of a temporary appointment shall not affect the candidate's standing on the eligibility list for regular
781 appointment.

Double Fill of Positions

18.309

785
786 Any request for hiring in excess of the budgeted personnel roster must be approved by the County
787 Board. This would include cases where the Department Head requests an overlap of personnel for

788 more than one payroll period in order to train the new employee. The request should be approved by
 789 the governing committee and County Board Staff Committee prior to submission to the Board.

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791

Other Appointments May Follow Ordinance

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18.310

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

Section 4: Salary Administration

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Pay Plans

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18.401

800

801 The Pay Plans shall include the schedules of pay ranges for all County employees.

802

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

805

806

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

808

809

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

811

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

814

815

Development and Administration

816

18.402

817

818 The Human Resources Director shall be responsible for the development and administration of the Pay
 819 Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of pay.

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Linkage

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18.403

825

826 The Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle of
 827 equal pay for equal work. Pay ranges within the Pay Plan shall be determined with regard to such
 828 factors as: uniformity of pay for each class, relative difficulty, complexity, and responsibility of work,
 829 recruiting experience, prevailing rates of pay for similar jobs in public and private service, changes in
 830 cost of living indices, and the financial policies of the County.

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832

Entrance Pay Rate

833

18.404

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

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In Range Increment

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18.405

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847 In range increments shall be based on satisfactory work performance and length of service in a class.

848

Such increments shall not be granted automatically. Whenever an employee is promoted, their annual

849 pay increments (step increase) shall be based on the length of service in that range or class. The
 850 employee shall have an overall performance evaluation of "satisfactory" or "meets expectations" or
 851 higher in order for an in range increment to be granted. If the rater plans to recommend the denial of
 852 an in grade salary increment, the report shall be discussed with the Human Resources Director prior to
 853 review with the employee. The performance of the employee will be evaluated in accordance with
 854 procedures outlined in Section 7 of this Ordinance.

855

856

Productivity/Incentive Awards

857

18.406

858

859 Extraordinary productivity/incentive awards may be granted in recognition of exceptional performance in
 860 addition to an employee's regular pay. Recommendations for such pay shall be initiated by the employee's
 861 supervisor and/or Department Head, reviewed and approved by the Human Resources Director, County
 862 Administrator, appropriate Governing Committee and the County Board Staff Committee. Specific
 863 guidelines for the administration of the Productivity/Incentive Awards Program shall be the responsibility
 864 of the Human Resources Director to establish and maintain subject to approval by the County
 865 Administrator and County Board Staff Committee. Such requests shall be in writing and supported by
 866 evidence of the following:

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Seasonal Employment

18.407

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

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Temporary Employment

18.408

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Pay Rate Adjustments

18.409

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

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904

(a) Transfer

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

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908

(b) Promotion

When an employee is promoted from one class to another having a higher pay range, he/she shall normally advance to the pay step in the new range which is

909 immediately above his/her former rate of pay. In unusual circumstances, the
 910 promoted individual may be placed in a higher step upon prior approval of the
 911 Human Resources Director and the County Administrator.
 912

913 (c) Demotion

914
 915 When an employee is demoted for any reason, the Human Resources Director shall
 916 consult with the supervisor(s) involved to decide the pay for the re-assignment. In
 917 no case will it exceed the maximum of the pay range of the job to which the
 918 employee is demoted.
 919

920 (d) Reinstatement

921
 922 When an employee is reinstated to his/her former job he/she shall normally be paid
 923 the same pay step as before leaving. When the employee is reinstated to a job with
 924 a lower pay range, the Human Resources Director shall decide on the new pay rate
 925 in accordance with the employee's experience and qualifications. In no case, will it
 926 exceed the maximum of the pay range to which the employee is assigned.
 927

928 (e) Compensation During Temporary Assignment

929
 930 In a situation where an employee is assigned all of the duties of a higher
 931 classification anticipated to be for a period in excess of ten (10) consecutive
 932 working days, the employee will be assigned a temporary pay rate in the range of
 933 the higher classified position. Payment for hours over 8 in a day or 40 a week
 934 will be paid according to the FLSA status of the higher position. Such pay will be
 935 for the period of the temporary assignment. Temporary assignments must be
 936 approved by the Human Resources Director. An employee who is temporarily
 937 assigned to a position with a lower pay range, for any period, shall not receive a
 938 reduction in pay. No such temporary assignment shall exceed six months unless
 939 approved by the County Administrator upon recommendation of the Human
 940 Resources Director.

Overtime
 18.410

944
 945 "Unilateral A" employees earn overtime at time and one half over 40 hours per week.

946
 947 "Unilateral B" employees earn overtime at straight time over 40 hours per week.

948
 949 "Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act (FLSA), do not
 950 earn overtime.

951
 952 For additional policies and procedures regarding overtime for unilaterals and other employees see the
 953 HR Policy and Procedure Manual.

Red Circled Classifications
 18.411

954
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 956
 957
 958 Employees in classifications that are to be red circled will be frozen at their current salary until the
 959 salary of the pay range to which they are assigned equals or exceeds their rate of pay. Employees,
 960 whose classification has been red circled, shall receive one half of the across the board increase granted
 961 to employees until the salary of the pay range to which they are assigned equals or exceeds their rate of
 962 pay.
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Section 5: Fringe Benefits

Holidays

18.501

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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:

- (a) New Year's Day
- (b) Spring Holiday to be observed the Friday immediately preceding Easter
- (c) Memorial Day
- (d) July 4th
- (e) Labor Day
- (f) Thanksgiving Day
- (g) Friday following Thanksgiving
- (h) Day before Christmas
- (i) Christmas Day
- (j) One Floating Holiday
- (k) Any additional holiday granted by the County Board.
- (l) The County Administrator may designate additional holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair.

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.

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

Unilateral A Positions 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.

Pool/Relief of Unilateral A positions who are required to work a holiday will be paid at a rate of time and one half.

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

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

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

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

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

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

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

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

The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of January 1st of each year. Employees need to use the floating holiday before December 31 of each calendar year. If the floating holiday is not used by December 31, the floating holiday will be

1026 forfeited. During their first year of employment, Employees hired after November 30, will have until
1027 January 31 of the following year to use their floater from the previous year.

1028

1029 The floating holiday may be taken upon at least 7 days advance notice. The floating holiday request
1030 will normally be approved, however, it may be denied by the Department Head, even with a 7 day
1031 advance notice, if granting the request would put the department, division, unit, or shift below the
1032 minimum staffing needs of the department, division, unit or shift. A floating holiday with less than 7
1033 day notice may be granted in an emergency circumstance at the discretion of the Department Head or
1034 his/her designee. Employees are strongly encouraged to use their floating holiday prior to the last
1035 payroll period of the calendar year.

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1037

Health and Dental Insurance

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18.502

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1040 A. The County shall pay that portion of the employee's health insurance as is approved by the
1041 County Board.

1042

1043 B. For non-represented employees hired after September 1, 2009 into positions with an
1044 FTE of 0.5 or greater but less than 1.0 FTE Rock County will provide single coverage
1045 health insurance. If the employee chooses to select employee and spouse, employee
1046 and child, or family coverage, the employee will pay a pro-rated share of the premium
1047 difference between single coverage and the coverage of their choice based on their FTE
1048 [CB Resolution 14-12A-170].

1049

1050 C. Part-time employees who are normally scheduled to work less than twenty hours per week
1051 are not eligible for County health and dental benefits. Employees who normally work
1052 twenty hours or more per week are eligible to receive dental insurance and health benefits.
1053 Part-time employees may participate in vision insurance at their own cost provided it is
1054 allowable under the plan rules in effect at the time of participation.

1055

1056 D. Employees retiring from the County who are eligible for a WRS annuity may retain their
1057 insurance coverage under the County's group policy if they pay the premium.

1058

1059 F. Dental coverage will be provided consistent with coverage and copayments as set by the
1060 County Board. Eligibility for coverage shall be governed by the policy issued by the
1061 carrier/administrator. The employer shall pay 60% of applicable premium of the lowest
1062 cost available plan and the employee shall pay the remainder of the applicable premium.

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1064

Life Insurance

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18.503

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1067 Regular full-time employees are eligible for group life insurance in an amount equal to the next highest
1068 thousand dollars of their annual salary. ~~Unless they specifically waive such coverage~~ Once an employee
1069 has elected coverage, a portion of the premium shall be deducted monthly from their regular salary as
1070 approved by the County Board. Regular part-time employees are also eligible if they work enough hours
1071 in a year to qualify for Wisconsin Retirement System coverage.

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Retirement

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18.504

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1076 Retirement benefits are administered by the State of Wisconsin Retirement System (WRS). The benefits
1077 are governed by applicable State statutes and regulations.

1078

1079

Unemployment Compensation

1080

18.505

1081

1082 County employment is covered by Wisconsin Unemployment Compensation laws.

1083

1084

Vacation

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18.506

1086

1087 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after
 1088 one year of continuous service. Thereafter, he/she shall earn one additional day per year
 1089 for each year of continuous employment to a maximum of twenty two days. Employees
 1090 shall continue to earn vacation until the employee's length of service would provide
 1091 additional vacation under paragraph (b) below, at which time they shall be placed on that
 1092 schedule.

1093
 1094 (b) Unilateral employees hired after January 1, 2008, shall earn vacation according to
 1095 the following schedule:
 1096

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

1097
 1098 Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six
 1099 months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six
 1100 months. Any time used between six (6) months and one year, will result in a
 1101 reduction of the days available after one year. (Example: a Unilateral B employee uses 2 days after six
 1102 months but prior to his one year anniversary date, that person would have 8 days to use after completing
 1103 one year of service. $10 - 2 = 8$.)
 1104

1105 (c) Vacation schedules for non unilateral employees are contained in the HR Policies and
 1106 Procedures manual.

1107
 1108 (d) Credit for years of service may be awarded to an employee based on years of prior related
 1109 experience plus years of service with the County. Prior related experience shall be
 1110 determined by the Human Resources Director and the Corporation Counsel, and will only
 1111 be awarded for service in jobs that are substantially related to the work performed for the
 1112 County. This service credit shall be awarded at the time of initial employment, or at the
 1113 time promoted into a new employee group.
 1114

1115 (e) An employee shall take earned vacation time within the twelve month period immediately
 1116 following eligibility. Earned vacation time not taken within the designated twelve month
 1117 period shall be forfeited, unless the Department Head and Human Resources Director
 1118 specifically approves the carryover of an employee's vacation, in writing, due to an
 1119 inability of the employee to utilize the time requested to be carried over because of work
 1120 requirements or other legitimate reasons; or paid out according to HR Policy and
 1121 Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by
 1122 the employee in writing prior to his or her anniversary date, or within ten weeks of his or
 1123 her anniversary date, and shall state with specificity the reason for the request. Failure to
 1124 make a timely request shall result in the vacation being forfeited.
 1125

- 1126 (f) The amount of vacation days deferred shall not exceed the number of vacation days that
1127 the employee earns on that anniversary date. Vacation may be granted in advance only
1128 upon the approval of the Department Head and the Human Resources Director.
1129
- 1130 Department Heads shall establish work and vacation schedules with the first consideration
1131 to be given to the efficient operation of the department. Senior employees in terms of
1132 length of service shall be given vacation schedule preferences when practicable. Deferral
1133 of vacation for the County Administrator shall be at the discretion of the County Board
1134 Staff Committee.
1135
- 1136 (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation
1137 time on a pro rata basis directly proportionate to the amount of time worked in relation to
1138 the normal full time employment period. Part-time employees whose regular workweek is
1139 less than sixteen hours shall not earn vacation credits.
1140
- 1141 (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits
1142 to cover the period of absence, earned vacation time may be used for this purpose if the
1143 employee or employer so elects.
1144
- 1145 (i) Upon separation, an employee shall be paid for the unused portion of his/her
1146 accrued vacation credits provided the employee has completed ~~six~~ twelve consecutive
1147 months of service, except as modified by the rules governing resignation without
1148 sufficient notice.
1149
- 1150 (j) An employee who moves from one position to another in the County service, by
1151 transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation
1152 leave in the new position.
1153
- 1154 (k) An employee who moves from one an employee group to another employee group in the
1155 County service, by transfer, promotion or re-assignment, will have their vacation
1156 entitlement determined by a number of factors (i.e. years of service, FTE previously
1157 worked, entitlement under new employee group, etc.).
1158
- 1159 (l) An employee, whose appointment status is changed from temporary to regular
1160 status without a break in service, shall receive vacation credits from the date of his/her
1161 original appointment to temporary status.
1162
- 1163 (m) No credit for vacation leave shall be granted for time worked by an employee in
1164 excess of his/her normal workweek.
1165
- 1166 (n) Vacation credits shall not be earned by an employee during a leave of absence
1167 without pay, a suspension without pay, or when the employee is otherwise in a non-
1168 compensable status, should such period without pay exceed thirty working days in any
1169 calendar year.
1170
- 1171 (o) There shall be charged against accrued vacation only those days on which an
1172 employee normally would have worked. In the event a legal holiday falls within the
1173 vacation period, the holiday shall not be charged against vacation.
1174
- 1175 (p) Use of vacation time must be approved in advance by the Department Head or his
1176 or her designee. Use of vacation by appointed Department Heads must be
1177 approved in advance by the County Administrator.
1178
- 1179 (q) All vacation shall be utilized in not less than thirty minute increments.
1180
- 1181 (r) Unilateral "C" employees whose position has been moved to Unilateral "A" will have
1182 their vacation allotment frozen at current level until the employee's length of service
1183 would provide additional vacation under the Unilateral "A" schedule.
1184
1185

Workers Compensation

18.507

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

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

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

Leave of Absence Policy (Non FMLA)

18.508

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

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

When a leave of more than thirty (30) consecutive days is taken, the employee's anniversary date shall be moved ahead by the total number of days of the leave.
- (5) A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with the approval of the Human Resources Director.
- (6) Employees on leave of absence from the County may not be employed full time elsewhere. Employees holding employment elsewhere during a leave of absence shall be deemed to have voluntarily resigned from employment with Rock County.
- (7) If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend the leave of absence, subject to the approval of the County Administrator or Department Head and the HR Director. If, on the date following the expiration of the leave of absence, an

1248 extension is not requested and granted and the employee has not returned
 1249 to his/her position, the employee shall be considered to have voluntarily
 1250 resigned from County employment.

1251

1252 (8) Unauthorized Absence. It is recognized that there may be extenuating
 1253 circumstances for unauthorized absence, and due consideration shall be
 1254 given each case. However, an employee who is absent from duty without
 1255 approval shall receive no pay for the duration of the absence, and shall be
 1256 subject to disciplinary action, which may include dismissal.

1257

1258 Bereavement Leave
 1259 18.509

1260

1261 In the event of a death an employee may be excused from work without loss of pay for up to a maximum
 1262 of thirty-two (32) hours annually for the purpose of attending a person's wake, visitation, memorial
 1263 service, funeral, or make necessary arrangements regarding the person's death, within a reasonable time
 1264 after the occurrence.

1265

1266 If additional time is required beyond the thirty-two (32) hours annually, an employee may request to use
 1267 accumulated vacation, holiday or comp-time. Sick leave cannot be used.

1268

1269 Bereavement leave cannot be accrued from one year to the next.

1270

1271 Bereavement leave can be used in increments of quarter hours.

1272

1273 All leaves under this section shall be prorated based upon the employee's FTE.

1274

1275 Jury Duty
 1276 18.510

1277

1278 Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from
 1279 his/her regular and normal daily schedule of working hours with pay, for such jury service provided
 1280 such employee shall remit to Employer all fees received from the Clerk of Courts for such service, and
 1281 further provided that no claim for overtime pay or compensatory time off shall be made by such
 1282 employee as a result of his/her jury services. If a second or third shift employee is selected to serve on a
 1283 jury panel, the employee will not be required to work their next scheduled shift, if such shift begins on
 1284 the same calendar day. If the employee does not remit the fee, he/she shall be considered to be on
 1285 leave of absence without pay while performing jury duty. The County shall pay a reasonable amount
 1286 for the difference if the employee has to pay parking fees and reimbursement from the Court does not
 1287 fully cover the fee.

1288

1289 Should an employee not be selected to serve on a jury panel, the employee will report back to work
 1290 within one hour of dismissal by the court.

1291

1292 If the employee chooses not to return to work, they may use available benefit time to take the rest of the
 1293 day off. Sick Leave cannot be used.

1294

1295 Medical Leave
 1296 18.511

1297

1298 Employees requiring a leave of absence for a period of medical disability shall request the leave in
 1299 accordance with HR Policy and Procedure. Employees are entitled to medical leave in accordance with
 1300 applicable Federal and State laws and HR Policy and Procedures. Any leave granted under this section
 1301 will run concurrently with State and Federal FMLA.

1302

1303 Military Leave
 1304 18.512

1305

1306 An employee who leaves the service of the County to join the military forces of the United States
 1307 during time of war or other national emergency, or who is drafted into the military service at any time,
 1308 shall be granted military leave without pay, such leave to extend through a date ninety days after being
 1309 relieved from such service. Proof must be filed with the Human Resources Director. Such employee

1310 shall be restored to the position which he/she vacated or to a comparable position with full rights and
 1311 without loss of seniority or benefits accrued and not taken while serving in the position he/she
 1312 occupied at the time the leave was granted, provided that application is made to the Human Resources
 1313 Director within ninety days after the date of his/her honorable discharge, or fifteen days after rejection,
 1314 and is physically and mentally capable of performing the work of his/her former position. Failure of an
 1315 employee to notify the County within this time period of his/her intention to return to work shall be
 1316 considered as a termination of his/her employment. Leave will be granted in compliance with State
 1317 and Federal law.

1318
 1319 Military Reserve Leave

1320 18.513

1321

1322 (1) An employee who, by reason of membership in the United States Military Reserve, or
 1323 ordered by the appropriate authorities to attend a training or encampment under the
 1324 supervision of the United States Armed Forces, or by reason of membership in the
 1325 National Guard, is required by the authorities thereof to do so, shall be granted a
 1326 leave of absence from his/her position without loss of pay for a period not to exceed
 1327 fifteen working days in any calendar year. It is intended that this shall be done
 1328 without financial penalty to the employee. The County will therefore pay such
 1329 employee for this time lost in an amount equaling the difference between his/her
 1330 daily military pay and the employee's normal County daily wage. To receive such
 1331 leave, the employee must file a copy of his/her orders with the Human Resources
 1332 Director as far in advance as is reasonable under the circumstances (preference is at
 1333 least two weeks advance notice) prior to date such training or encampment leave is
 1334 to commence.

1335

1336

1337 (2) An employee who has active membership in the U.S. Military Reserve or
 1338 National Guard and who is ordered to active duty in the U.S. Armed Forces shall be
 1339 granted military leave with supplemental pay equal to the difference between the
 1340 employee's basic military pay and his/her normal County daily wage. Supplemental
 1341 pay granted under this section is provided for the duration of an employee's military
 1342 service, not to exceed 5 years. Proof must be filed with the Human Resources
 1343 Director. To receive compensation the employee must submit a copy of his/her
 1344 Military Leave & Earnings statement to the County Payroll Office on a monthly
 1345 basis. The net pay to an employee may be an estimate with final pay reconciliation
 1346 by the County's Payroll Office after receipt of the employee's military pay vouchers,
 1347 either during the course of military service or after completion. Accrual of seniority
 1348 and benefits, and reinstatement rights and limitations, shall be consistent with those
 1349 outlined in section (d) and as required by law. An employee who voluntarily
 1350 extends his/her military service shall not be granted supplemental pay, but may apply
 1351 for additional unpaid military leave under section (d). The effect of this subsection
 1352 is retroactive to January 1, 2004, and is subject to the rights of the various unions
 1353 representing County employees to object to said compensation policy prior to
 1354 implementation and request that this subsection be subject to the collective
 1355 bargaining process.

1356

1357 (3) Any employee described in subsection (2) shall also be entitled to continue paid
 1358 coverage under the County's group medical plan for four (4) weeks.

1359

1360

Non Work Related Witness or Personal Litigation

1361 18.514

1362

1363 A leave of absence without pay shall be granted to an employee upon his/her request to appear under
 1364 subpoena or in his/her own behalf in litigation involving personal or private matters

1365

1366

Sick Leave

1367 18.515

1368

1369 Sick leave pay shall commence on the first day of any period of illness due to accident, injury or disease.

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1433
- (1) All full-time employees shall earn one sick leave day per month of continuous employment. All part-time employees whose regular workweek is sixteen hours or more shall earn one sick leave day on a prorata basis directly in relation to the normal full time employment period. All part-time employees, who work less than sixteen hours per week, shall not earn sick leave. Temporary and seasonal employees are not eligible for sick leave.
- (2) Sick leave shall be granted after ~~six~~ three months continuous service (from original hire date) when an employee is required to be absent from work because of:
- (a) Illness of the employee.
- (b) Illness of an employee's spouse
- (c) Illness of a minor child (includes stepchild, current foster child, grandchild, or any other child they are legally responsible for and can provide legal documentation supporting the responsibility) or a child who meets the definition of a disabled adult child.
- (d) Illness of a parent (includes stepparents and current foster parents).
- (e) Contact with or exposure to a contagious disease rendering the employee's presence hazardous to fellow workers.
- (f) Reasonable medical or dental attention that cannot be scheduled during non-working hours.
- (3) Sick leave shall accrue to a maximum of one hundred thirty days.
- (4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor as close to their regular starting time as possible in accordance with Department Work Rules.
- (5) A supervisor may identify a potential problem with an employee's sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to:
- a) It occurs before or after a holiday,
- b) It occurs before or after a scheduled day off,
- c) An employee takes sick leave in excess of three days which has not been reported to FMLA, or
- d) The employee has a history of using short amounts of sick leave repeatedly over an extended period of time.
- Once a potential problem with sick leave usage has been identified the supervisor shall meet with the employee to discuss the reason(s) for the absences. The goal of the meeting is to gather information, counsel the employee and if there is an admitted problem, have the employee change his/her behavior.
- When a problem has been identified and the employee has not voluntarily changed their behavior, a Department Head or the Human Resources Director may require the employee to submit a medical statement, stating the specific illness, period of treatment, and date that the employee may return to work.

1434 The Department Head or Human Resources Director may require an
 1435 employee to take a medical examination on returning from sick leave or on
 1436 such occasions that it is in the best interest of the County. The medical
 1437 examination shall be given by a physician designated by the Human
 1438 Resources Director.

1439
 1440 The Department Head or the HR Director may investigate the alleged
 1441 illness of an employee absent from work on sick leave. False or fraudulent
 1442 use of sick leave shall be cause for disciplinary action against the
 1443 employee, up to and including dismissal.

1444
 1445 (6) An employee on vacation who presents an acceptable medical certificate
 1446 giving the dates of illness may have that portion of his/her vacation leave
 1447 converted to sick leave.

1448
 1449 (7) Sick leave shall be debited in no less than quarter hour units.

1450
 1451 (8) No credit for sick leave shall be granted for time worked by an employee in
 1452 excess of his/her normal workweek.

1453
 1454 (9) A regular employee who moves from one department to another by
 1455 transfer, promotion or demotion shall have his/her total sick leave credits
 1456 transferred to the new department.

1457
 1458 (10) Unilateral employees who resign or retire with ten or more years of con-
 1459 tinuous service shall be paid for one half of the accumulated sick leave
 1460 days, not to exceed a total of sixty-five days. In the event of the death of
 1461 an employee, the County shall make the same sick leave payment to the
 1462 employee's estate. In the event of a discharge, the employee will not
 1463 receive this benefit.

1464
 1465 Subpoenaed Witness
 1466 18.516

1467
 1468 When subpoenaed to appear before a court, public body, or commission in connection with County
 1469 business on regular work time, the employee shall be paid at his/her regular rate of pay and the employee
 1470 shall remit his/her fee to the County.

1471
 1472 Employees who are off duty and are subpoenaed to appear in court as a result of their work assignment
 1473 shall receive a minimum of two hours pay at the rate of time and one half. If the employee is required by
 1474 the court to be present in court for time over and above the minimum, the employee will be paid at the
 1475 rate of time and one half. Employees shall be reimbursed for mileage costs incurred because of court
 1476 appearances required under this provision. Employees shall sign and turn over to the County any and all
 1477 fees and reimbursements paid because of court appearances resulting from their work assignment.

1478
 1479 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off duty time and are not
 1480 notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to the time
 1481 scheduled for appearance, shall be paid two hours of pay at their regular rate of pay. There shall be a
 1482 maximum of two (2) canceled subpoenas per day.

1483
 1484 Training/Educational Leave
 1485 18.517

1486
 1487 Employees may be granted a full time leave of absence without pay to further their education for a period
 1488 not to exceed eighteen months if it is determined to be in the best interest of the County.

1489
 1490 At the expiration of the leave, the employee may be reinstated to his/her position if it is available or an
 1491 equivalent position if one is available and if it is determined to be in the best interest of the County.

1492
 1493 For language covering leaves with pay, see HR Policies and Procedures.

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Voluntary Public Service Leave

18.518

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

Voting

18.519

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

1507
1508**Section 6: Conditions of Employment**1509
1510
1511Communications and Confidentiality1512
1513

18.601

1514 Communication is a joint responsibility shared by the County and all employees. No information,
1515 which is confidential in nature, concerning the internal operations of the County, including but not
1516 limited to the release of records of the County, may occur except through, and with the permission of,
1517 the County Administrator or individual Department Head if designated by the County Administrator.

1518

1519 If requests for information are received by employees, whether on or off duty, from any person, then
1520 the employee is required to politely decline to provide such information and to direct that individual to
1521 the County Administrator or Department Head for a response to that inquiry.

1522

1523 Because of an employee's responsibilities at the County, an employee may have access to confidential
1524 County, resident, personnel or other sensitive information. This may include information concerning a
1525 resident's financial status, the County's business practices including purchasing and negotiating
1526 strategies, and employee records. This sensitive information cannot be disclosed to any personnel who
1527 do not have a legitimate business need to know such information or to persons outside of the County
1528 without the determination of the County Administrator or Department Head designated by the
1529 Administrator. All employees are responsible for protecting the confidentiality of this information.

1530

1531 The County acknowledges the right of its employees, as citizens in a democratic society, to speak out
1532 on issues of public concern. When those issues are related to the County, however, the employee's
1533 expression must be balanced against the interests of the County. In situations in which the employee is
1534 not engaged in the performance of professional duties, the employee should state clearly that his or her
1535 expression represents personal views and not necessarily those of the County.

1536

Conflict of Interest1537
1538

18.602

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1540 Except for the salary or compensation received from the County, no County employee shall use his/her
1541 office or position for personal financial gain or the financial gain of his/her family. No employee shall
1542 engage in his/her own business activity, accept private employment or render services for private
1543 interests when such employment, business activity or service is incompatible with the proper discharge
1544 of the employees official duties or would impair his/her independence or judgment or action in the
1545 performance of the employee's official duties. Such employment, business activity or service shall not
1546 be engaged in or promoted during normal working hours for which such employee is being
1547 remunerated by the County and such employment, business activity or service shall not involve the use
1548 of County facilities or materials. No employee shall use or disclose "privileged information" gained in
1549 the course of or by reason of the employee's official position or activities. Failure to comply with these
1550 conditions shall be considered grounds for discipline up to and including immediate dismissal.

1551

County Administrator (Tenure)1552
1553

18.603

1554

1555 The County Administrator shall hold his/her position at the pleasure of the County Board. The action
1556 of the County Board in removing the County Administrator shall be final. Dismissal actions against
1557 the County Administrator may be initiated by individual supervisors as per County Board rules.

1558

County Equipment (return of)1559
1560

18.604

1561

1562 Employees leaving County employment must return County identification cards, keys, tools and
1563 equipment on or before their last day of work.

1564

County Residence1565
1566

18.605

1567

1568 Key County officials, as determined by the County Administrator, shall reside in the County.

1569

1570

Demotions

1571

18.606

1572

1573 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be voluntary.

1574

Demotions must be approved in advance by the Human Resources Director.

1575

1576

Discipline/Investigations

1577

18.607

1578

1579 The purpose of discipline is correcting job behavior and performance problems of employees.

1580

1581

1582

1583

Employees shall be informed of standards of conduct and performance. All staff must notify their immediate supervisor within twenty-four (24) hours of all arrests and convictions for any ordinance (other than minor traffic violations), misdemeanor or felony violations that may impact their ability to complete the essential functions of their position.

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No disciplinary action will be taken until a thorough investigation has been completed. Employees under investigation shall have the right to representation during the investigatory process. The employee will be allowed to have a representative of their choice who is not a supervisor or manager within Rock County. The representative will be limited to listening and advising the employee but will not be allowed to speak in place of the employee. Unilateral employees other than Department Heads shall be allowed to have a representative of their choice who has equal or less authority than they do. Employees may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules and standards shall be consistently applied. Penalties shall be uniform and shall match the infraction. Persons administering corrective discipline shall systematically document the case. Records of written reprimands, suspensions, demotions and terminations shall be provided to Human Resources and kept in the employee's personnel file. Written reprimands will remain in effect for a period not to exceed one year, and at the end of such period shall be removed from the employee's personnel file. Records of suspension shall remain in the Employee's personnel file for a period of two years and at the end of such period shall be removed from the Employee's personnel file. (This section does not necessarily apply if the employee is represented by an attorney.)

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1603

1604

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

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1606

Disciplinary Action (Grounds for)

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18.608

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

- (a) Dishonesty or falsification of records.
- (b) Use, possession, distribution, selling, or being under the influence of alcohol or illegal drugs while on Rock County premises or while conducting business related activities off Rock County premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
- (c) Unauthorized use or abuse of County equipment or property.
- (d) Theft or destruction of County equipment or property.
- (e) Work stoppages such as strikes or slowdowns.
- (f) Insubordination or refusal to comply with the proper order of an authorized supervisor.

- 1630 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent
1631 laws, ordinances and regulations.
1632
- 1633 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or
1634 repeated attempts to use unpaid leave when the employee does not have benefit
1635 time available.
1636
- 1637 (i) Use of official position or authority for personal or political profit or advantage.
1638
- 1639 (j) Disregard or repeated violations of safety rules and regulations.
1640
- 1641 (k) Incompetence, unprofessional or poor work performance.
1642
- 1643 (l) Discrimination because of race, color, creed, national origin, marital status, sex,
1644 sexual orientation, or any other grounds prohibited by State or Federal law.
1645
- 1646 (m) Violations of Section 18.601 "Communications and Confidentiality".
1647
- 1648 (n) Failure to call in or report to work.
1649
- 1650 (o) Sleeping during scheduled work hours.
1651
- 1652 (p) Being disrespectful or bullying in dealing with fellow employees or the general
1653 public.
1654
- 1655 (q) Failure to exercise good professional judgment and/or failure to conform to the
1656 County's or your Department's goals and mission.
1657

1658 Other circumstances may warrant disciplinary action and will be treated on a case by case basis.
1659

1660 Exit Interview

1661 18.609

1662
1663 An exit interview shall be conducted when possible with every employee who is separating from County
1664 employment regardless of his/ her length of service, position or circumstances or separation.
1665

1666 Gifts and Gratuities

1667 18.610

1668
1669 No County employee shall use their position to solicit or accept for himself/herself or another person any
1670 gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan
1671 or any other thing of monetary value. This does not include acceptance of loans from banks or other
1672 financial institutions on customary terms of finance for personal use, such as home mortgage loans, the
1673 acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance
1674 of an award for meritorious public or personal contributions or achievements.
1675

1676 Harassment

18.611

1677
1678 It is the policy of Rock County that all employees should be able to enjoy a work environment free from
1679 all forms of harassment. Employees who engage in harassment not only hurt others, but they also expose
1680 both themselves and the County to potential legal liability. Consequently, Rock County will not condone
1681 or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected
1682 officials, vendors, or members of the public, if that conduct violates the right of someone else to be free
1683 from harassment. County employees who violate this policy will be subject to appropriate discipline, up
1684 to and including termination. (See HR Policies and Procedures for a detailed description of the
1685 procedures employees should follow in regard to this policy.)
1686

1687 Hours of Work

1688 18.612

1689
1690 The normal workweek for County employees shall be forty hours per week. Most County employees
1691 work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some County services are

1692 provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule, some County employees
 1693 may have different work schedules which are designated in Department work rules.

1694

1695 Nonstandard work schedules may be approved by a Department Head, when doing so is in the interest of
 1696 County operations. Notice of nonstandard work schedules shall be made to Human Resources and
 1697 payroll.

1698

1699 Staffing needs and operational demands may necessitate variations in starting and ending times, days of
 1700 the week worked, as well as variations in the total hours that may be scheduled each day and week.

1701

1702 Employees included in Sections 18.1002, 18.011, and 18.1020 are considered salaried exempt employees.
 1703 These employees must cover a partial day taken off with paid vacation, sick leave or comp time (where
 1704 applicable). If the employee has insufficient paid time to cover the entire day off, the employee must take
 1705 the entire day off without pay.

1706

1707

1708

Layoffs

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18.613

1710

1711 The appointing authority may layoff an employee: a) whenever it is necessary to reduce the workforce for
 1712 any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has
 1713 exhausted all available leave options and is unable to return to work, c) when an employee has failed to
 1714 successfully complete their probationary period after a promotion or d) when an employee can no longer
 1715 perform the essential functions of the job.

1716

1717 In situation (a) above, no regular employees shall be laid off while there are temporary or probationary
 1718 employees serving in the same classification, in the same department. Layoffs shall be based on the needs
 1719 of the County.

1720

1721 The appointing authority shall notify each person laid off of all his/her rights. Regular employees shall
 1722 receive at least thirty (30) calendar days' notice prior to layoff in situation a) above. Layoff plans shall be
 1723 approved by the Human Resources Director before they are implemented.

1724

1725 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of service, but
 1726 in no case longer than two years.

1727

1728

Lunch Periods and Break Time

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18.614

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1731

(a) Lunch Periods.

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1733

Lunch periods are normally scheduled midway in an eight hour shift. Lunch
 1734 periods shall not be longer than one hour nor shorter than thirty minutes.

1735

1736

(b) Break Time.

1737

1738

Employees may leave their workstation and return fifteen minutes later for two
 1739 breaks in an eight hour shift, one during the first four hours of their first shift, and
 1740 the second during the last four hours of their shift. Breaks not taken are lost.
 1741 Breaks cannot be accumulated or used to extend lunch periods or to shorten the
 1742 workday. Breaks must be used in 15 increments.

1743

1744

1745

Lunch periods and break times are to be arranged between the employee and
 1746 his/her supervisor or Department Head. Since most County offices remain open
 1747 continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the
 1748 Department Head's responsibility to assure that lunch periods and breaks are
 1749 scheduled so that adequate staff coverage is provided at all times.

1749

1750

Employees who are on a nonstandard work schedule or work 2nd or 3rd shift shall
 1751 follow Department Work Rules for lunches and breaks.

1751

1752

1753 (c)The Lunch Period and Break Times cannot be combined to the start or end of the shift in order to
1754 come in late or leave early.

1755

1756

More than One County Position

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18.615

1758

1759 No person shall hold more than one full or part-time County position at the same time without written
1760 consent of the County Administrator.

1761

1762

Nepotism

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18.616

1764

1765 Members of immediate families shall not be hired or transferred into a position that would create a direct
1766 or indirect superior subordinate relationship. This policy does not include situations where the superior
1767 subordinate relationship would be incidental.

1768

1769

Outside Employment

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18.617

1771

1772 The County's policy on outside duties or employment shall be as follows: County employees may engage
1773 in outside employment, unless such employment conflicts with or affects the performance of their duties.
1774 Prior to engaging outside employment, the County employee must give written assurance prescribed by
1775 the Human Resources Director that said employment does not violate Section 18.602 of the Rock County
1776 Ordinance. The fact that an employee has reported outside employment does not mean that management
1777 has given its approval to that employment.

1778

1779

Outside Services

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18.618

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1782 All fees, gratuities, honorarium or any other form of compensation for outside services performed during
1783 normal County work hours or while being paid by the County shall be turned over to the County and any
1784 such activities for which said compensation is paid shall be reported to the County Board Staff
1785 Committee. This subsection shall not be construed to apply to activities performed after regular work
1786 hours, or while an employee is on a bona fide vacation, or taking a floating or other holidays, or to part-
1787 time employees. Failure to comply with these conditions shall be considered grounds for discipline up to
1788 and including immediate dismissal.

1789

1790

Payday

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18.619

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1793 Employees shall be paid biweekly on alternate Fridays, except when those days fall on a holiday in which
1794 case employees shall receive their pay on the day preceding the holiday. If an employee is on vacation or
1795 leave of absence, his/her pay shall be mailed to him/her upon request. (See HR Policy and Procedures.)

1796

1797

Pre-Employment Physicals

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18.620

1799

1800 New full time and regular part-time employees may be required to pass a physical examination before
1801 they are employed. Such exams shall measure the individual's physical capabilities in terms of the job to
1802 be performed. When pre-employment physicals are required, they shall be conducted by a licensed
1803 physician at the County's expense.

1804

1805

Political Activity

1806

18.621

1807

1808 Employees are precluded from engaging in political activity that interferes with their normal work per-
1809 formance or is conducted during hours for which the employee is being paid by the County. Employees
1810 may not use County equipment or property for political purposes. Employees are specifically prohibited
1811 from using their County position or their official authority with the County for the purpose of directly or
1812 indirectly coercing any person to hold or contribute monetary or other types of assistance to any political
1813 candidate, party or purpose.

1814

1815 Under provisions of the federal Hatch Act, employees who are principally employed in an activity which
1816 is financed in whole or in part by federal loans or grants cannot:

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1875

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

(a) Use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office:

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

(b) Be a candidate for partisan elective office.

Professional Liability Insurance

18.622

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

Resignations

18.623

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

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

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

Safety

18.624

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

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

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

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

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

1876 The employer has established the following protocols for evacuation of the premises. When employees
 1877 are advised to evacuate the building, the employees should:

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- 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.

Telephone

18.625

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

Travel

18.626

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

Section 7: Performance Evaluation

Policy

18.701

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

Administration

18.702

Each employee shall be evaluated at the following periods:

- (a) Probationary Period (of one year).

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

- (b) Probationary Period (of less than one year).

1936 Each employee shall be evaluated one month prior to the completion of the
1937 probationary period.

1938
1939 (c) Annual.

1940
1941 Each employee shall receive an annual performance evaluation close to his/her
1942 anniversary date, or at another specified time if the Department Head elects to
1943 evaluate members of a classification or the whole department together at one time.

1944
1945 (d) Special.

1946
1947 A special performance evaluation shall be completed:

- 1948
1949 (1) Whenever there is significant change in the employee's performance,
1950
1951 (2) Whenever a supervisor permanently leaves his/her position, in which case,
1952 the supervisor shall complete a performance report on each employee
1953 under his/her supervision that has not been evaluated within six months
1954 prior to the date the supervisor expects to leave.
1955
1956 (3) When an employee has accepted a new position with in Rock County, the
1957 current supervisor should complete a performance evaluation for the
1958 employee if they have not received a performance evaluation in the last six
1959 months.

1960
1961 Rater
1962 18.703

1963
1964 The rater shall normally be the employee's immediate supervisor. The rater shall be responsible for
1965 completing a performance evaluation on forms prescribed by the Human Resources Director at the time
1966 prescribed for each employee under his/her supervision. The Human Resources Director, upon
1967 approval of the County Administrator, may also initiate rating procedures and mechanisms involving
1968 the Governing Committee, peers and/or subordinates.

1969
1970 The County Administrator shall be evaluated by the County Board Staff Committee.

1971
1972 Review of Performance Report
1973 18.704

1974
1975 Supervisors serving as raters shall review all performance reports with Department Heads before
1976 discussing the report with the employee and before the report is filed in the employee's personnel folder.
1977 If the rater plans to recommend the denial of an in-grade salary increment, the report shall be discussed
1978 with the Human Resources Director prior to review with the employee.

1979
1980 Human Resources Director
1981 18.705

1982
1983 The Human Resources Director shall be responsible for the overall administration of the employee
1984 performance evaluation programs and shall advise and assist employees, raters and Department Heads
1985 to ensure that performance evaluation procedures are handled according to the provisions of this
1986 Section.

1987
1988 Employee
1989 18.706

1990
1991 If the employee does not agree with any information contained in the performance report, a removal or
1992 correction of that information may be mutually agreed upon by the employee and the rater. If an
1993 agreement cannot be reached, the employee may submit a written statement explaining the employee's
1994 position to the Human Resources Director. The Human Resources Director shall attach the employee's
1995 statement to the disputed portion of the performance report.

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Performance Improvement Plan

18.707

The Performance Improvement Plan (PIP) is a great way to give struggling employees the opportunity to succeed while still holding them accountable for past performance. The PIP may be done in conjunction with a performance evaluation or as a stand alone assessment. The goal of the PIP is to improve performance and provide guidance to the employee, and the documentation helps put the employee back on track. The employee may need more training or help in understanding what is expected of them in order to be successful in meeting the criteria of the PIP. The supervisor should document the areas of the employee's performance that need improvement, as well as establish a provisional action plan for improvement. The employee is expected to demonstrate continued improvement. The supervisor will monitor and provide feedback to the employee regarding his or her performance on the PIP and may take additional disciplinary action, if warranted, through the progressive discipline process, up to and including termination at any time. At the completion of the Performance Improvement Plan, the supervisor shall document the outcome in writing and provide a copy to the Human Resources Office.

Section 8: Grievance Procedure

Policy

18.801

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.

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

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

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

Definitions

18.802

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

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

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

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

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

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

2057 "Preponderance of the evidence" means the greater weight of the evidence - superior evidentiary
 2058 weight that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair
 2059 and impartial mind to one side of the issue rather than the other.

2060

2061

Administration

2062

18.803

2063

2064

The Human Resources Director shall supervise and administer the grievance process. Supervisors and
 2065 Department Heads shall keep the Human Resources Director informed of all grievances in process.

2066

2067

Filing a Grievance

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18.804

2069

2070

This grievance procedure is available to all unilateral County employees (except Department Heads
 2071 and elected County Officials), members of a bargaining unit that previously contained a grievance
 2072 procedure, seasonal and temporary employees of the County.

2073

2074

Limitations:

2075

2076

1. A grievance that may be brought by or on behalf of a law enforcement officer using
 2077 the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this
 2078 section.

2079

2080

2. A grievance that may be brought by or on behalf of an employee under a grievance
 2081 procedure that is contained in a collective bargaining agreement may not be brought
 2082 under this section.

2083

2084

3. A grievance filed outside of the specified time lines in 18.806 will be denied. The
 2085 employee will forfeit all rights to participate in the grievance procedure as spelled out
 2086 in 18.806.

2087

2088

Discussion of Problem with Immediate Supervisor

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18.805

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2091

Any employee having a problem regarding his/her employment shall first discuss the problem with
 2092 his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and is a
 2093 grievance according to Section 18.802, the employee may present his/her grievance according to
 2094 Section 18.806.

2095

2096

Grievance Procedure

2097

18.806

2098

2099

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

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2101

STEP 1. Supervisor.

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2103

The employee shall, within seven (7) calendar days of the event giving rise to the grievance or within ten
 2104 calendar days of the date he/she could reasonably be expected to have knowledge of the grievance,
 2105 present his/her formal grievance in writing on the form designated by the County to his/her immediate
 2106 supervisor unless the immediate supervisor is the subject matter of the grievance, in which case, the
 2107 employee may immediately proceed to Step 2. If the Department Head is the subject matter of the
 2108 grievance, the employee may immediately proceed to Step 3. The supervisor shall within three (3)
 2109 calendar days meet and discuss the grievance with the employee and then reply in writing within three (3)
 2110 calendar days.

2111

2112

STEP 2. Department Head.

2113

2114

In the event that the immediate supervisor's decision is not satisfactory to the employee or the immediate
 2115 supervisor is the subject matter of the grievance, the employee may within seven (7) calendar days,
 2116 present the grievance in writing to his/her Department Head. The Department Head, or his/her designee,
 2117 shall, within five (5) calendar days, meet and discuss the grievance with the employee and then reply in
 2118 writing within five (5) calendar days.

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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.

- 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 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.

- 2182 k. Both parties may introduce exhibits and present witnesses. Witnesses shall be
2183 sworn to tell the truth.
2184
- 2185 l. The Impartial Hearing Officer shall provide a written decision within thirty (30)
2186 calendar days following the close of the record. The written decision should
2187 include a case caption; the parties and appearances; a statement of the issues,
2188 findings of fact; any necessary conclusions of law; the final decision and order; and
2189 any other information the hearing officer deems appropriate.
2190
- 2191 m. The Impartial Hearing Officer shall have the power to sustain or deny the
2192 grievance. He or she shall have the power to order only the following remedies:
2193 withdrawal of a written reprimand, reduction of suspension, transfer to original
2194 position from demoted position, reinstatement with or without some or all back
2195 pay. The Impartial Hearing Officer may recommend other remedies, however, all
2196 other remedial authority shall be subject to the determination and approval of the
2197 County Board, and shall be addressed by the County Board in the event the
2198 grievance is sustained.
2199
- 2200 STEP 5. County Board.
2201
- 2202 An employee or the County, within ten (10) calendar days of receipt of the hearing officer's decision,
2203 may appeal the decision to the County Board by filing a written notice of appeal with the County Clerk.
2204
- 2205 a. The written notice of appeal must contain: (1) a statement explaining the reason
2206 for the appeal, (2) a copy of the written grievance filed with the County, (3) the
2207 County's response to the grievance, and (4) a copy of the Impartial Hearing
2208 Officer decision. The notice of appeal may not contain any information that was
2209 not admitted into evidence at the hearing.
2210
- 2211 b. The appeal will be placed on the agenda for a County Board meeting that is held
2212 at no longer than sixty (60) calendar days after the County Clerk receives a
2213 written notice of appeal. The appeal will be noticed for consideration in closed
2214 session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal,
2215 licensing, or suspension of a public employee. The County Clerk will provide a
2216 copy of the meeting notice to the employee, and the employee may request that
2217 an open session be held.
2218
- 2219 c. The employee has the right to representation by a person of the employee's
2220 choosing and at the employee's request. The employee and the employee's
2221 representative may attend the closed session.
2222
- 2223 d. The employee or the employee's representative and a representative of the
2224 County may address the County Board for an equal period to be determined by
2225 the County Board Chair. The appealing party will go first and may reserve a part
2226 of his/her time for rebuttal. The responding party will go second. The appealing
2227 party may present a rebuttal, if he/she has reserved any time and not used it.
2228
- 2229 e. The employee and the employee's representative, and the person speaking on
2230 behalf of the County, will be excluded from any closed session during the
2231 County Board's discussion or deliberation.
2232
- 2233 f. The County Board's consideration of the appeal will be limited to a review of
2234 the Impartial Hearing Officer's written decision, the appealing party's reason(s)
2235 as to why the decision is wrong, and the response by the other party along with
2236 any oral presentations made by the parties.
2237
- 2238 g. Should the County Board Chair become aware of some relevant piece of
2239 information that could have had a significant impact on the decision of the
2240 impartial hearing officer, that neither party was aware of, or could have been
2241 expected to be aware of, prior to the impartial hearing officer's decision, the
2242 County Board Chair, with the advice of the Corporation Counsel, may take
2243 whatever action he/she deems appropriate so as not to disadvantage either party,
2244 and report such action to the County Board.

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- 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.
- k. The County Board's decision is final and may not be appealed.

Grievance of Termination

18.807

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

Section 9: Transactions and Records Management

Policy

18.901

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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.
- (a) 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.

Public Inspection

18.902

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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.

Destruction of Records

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

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Reports
18.904

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.

Section 10: Definitions

Accrued Benefits
18.1001

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.

Administrative Personnel
18.1002

Administrative employees act as an advisor, limited function department head, or a specialist in a management or supportive service who meet all the following criteria:

- (a) A primary duty of the employee includes the performance of office or non-manual work directly related to the management or general business operations of the County or its citizens.
- (b) A primary duty of the employee includes the exercise of discretion and independent judgment with respect to matters of significance.

Allocation
18.1003

The assignment of a position to a pay range.

Anniversary Date
18.1004

The date an employee begins County employment. The anniversary date may be modified by subsequent personnel actions – leave of absence and layoff.

Appointing Authority
18.1005

A County official who has the authority to appoint and remove individuals to and from positions in the County service.

Board
18.1006

The Rock County Board of Supervisors.

Class
18.1007

One or more positions which are substantially alike in duties and responsibilities to warrant using the same title, similar qualifications, selection procedures and the same pay range.

Class Description
18.1008

2365	A written description of a class containing the class title, a general statement of the duties and	
2366	responsibilities, examples of duties performed, and minimum qualifications required.	
2367		
2368		<u>Class Title</u>
2369		18.1009
2370		
2371	The official designation or name of the class as stated in the class description. The class title shall be	
2372	used on all personnel records and other official personnel actions.	
2373		
2374		<u>Classification Plan</u>
2375		18.1010
2376		
2377	The sum total of all job class descriptions in the County service and a system showing salary and	
2378	classification relationships.	
2379		
2380		<u>County Administrator</u>
2381		18.1011
2382		
2383	The person hired by the Rock County Board of Supervisors as the chief administrative officer for the	
2384	County.	
2385		
2386		<u>Demotion</u>
2387		18.1012
2388		
2389	The assignment of an employee from one class to another class with a lower pay range.	
2390		
2391		<u>Department Head</u>
2392		18.1013
2393		
2394	A County official with the responsibility for the operation of a County department.	
2395		
2396		<u>Disciplinary Action</u>
2397		18.1014
2398		
2399	The action taken to discipline an employee, including: written reprimand, suspension without pay,	
2400	demotion, and discharge.	
2401		
2402		<u>Earned Benefits</u>
2403		18.1015
2404		
2405	Those benefits that employees have on the books which are currently available to use (i.e. vacation	
2406	after reaching an anniversary date, sick leave earned a day a month, floating holiday, etc.).	
2407		
2408		<u>Eligible Candidate</u>
2409		18.1016
2410		
2411	A person certified by the Human Resources Director as meeting the training and experience	
2412	requirements and as successfully completing all parts of the selection process when formal selection	
2413	devices are used.	
2414		
2415		<u>Eligibility List</u>
2416		18.1017
2417		
2418	A list of Eligible Candidates to fill positions in a particular job class.	
2419		
2420		<u>Employee</u>
2421		18.1018
2422		
2423	An individual who is employed by the County and is paid in part or in whole through the County	
2424	payroll.	
2425		

2426		<u>Entrance Pay Rate</u>
2427		18.1019
2428		
2429	The rate of pay a newly hired employee is assigned at commencement of employment.	
2430		
2431		<u>Executive Personnel</u>
2432		18.1020
2433		
2434	An executive employee is an administrator who meets all of the following criteria:	
2435		
2436	(a)	The employee's primary duty consists of management of the County or a customarily recognized department or division of the County.
2437		
2438		
2439	(b)	The employee customarily and regularly directs the work of two or more other full time employees or their equivalent.
2440		
2441		
2442	(c)	The employee has the authority to hire or fire other employees, or their recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees is given particular weight.
2443		
2444		
2445		
2446		<u>Flexible Time</u>
2447		18.1021
2448		
2449	Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy and Procedures.	
2450		
2451		
2452		<u>Full Time Equivalent (FTE)</u>
2453		18.1022
2454		
2455	A way to measure the amount of time a person assigned to a county position is scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time position, while an FTE of 0.5 means that the position is only half time. FTE is measured in tenths from 0.1 to 1.0.	
2456		
2457		
2458		
2459		<u>Grievance</u>
2460		18.1023
2461		
2462	A formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.	
2463		
2464		
2465		<u>Human Resources Director</u>
2466		18.1024
2467		
2468	The Director of the Rock County Human Resources Department and the person responsible for implementing all County Personnel Policies and Procedures.	
2469		
2470		
2471		<u>Immediate Family</u>
2472		18.1025
2473		
2474	Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's spouse's sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, aunt (the sister of one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.	
2475		
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2479		
2480		
2481		<u>In Range Increment</u>
2482		18.1026
2483		
2484	A pay step within a pay range.	
2485		

2486		<u>Layoff</u>
2487		18.1027
2488		
2489	The involuntary separation of an employee a) whenever it is necessary to reduce the workforce for any	
2490	reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has	
2491	exhausted all available leave options and is unable to return to work, c) when an employee has failed to	
2492	successfully complete their probationary period after a promotion or d) when an employee no longer	
2493	perform the essential functions of the job.	
2494		
2495		<u>Limited Term Employee (LTE)</u>
2496		18.1028
2497		
2498	An employee who is hired to perform a job for a determinant amount of time with a specific ending	
2499	date at the time of hire and who meets all of the qualifications to perform the job. Limited Term	
2500	Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to	
2501	work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees	
2502	working as a Limited Term Employee may not work more than 25 hours per week.	
2503		
2504		<u>Part-time Employees</u>
2505		18.1029
2506		
2507	Employees shall be considered part-time when they are normally scheduled to work less than 40 hours	
2508	per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work cycle.	
2509		
2510		<u>Pay Grid</u>
2511		18.1030
2512		
2513	A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective	
2514	Bargaining Agreement.	
2515		
2516		<u>Pay Range</u>
2517		18.1031
2518		
2519	A salary range to which positions are assigned, consisting of a minimum wage rate, designated as "Step	
2520	1," and multiple additional steps, culminating in a maximum wage rate. All positions shall be	
2521	compensated at one of the steps contained in the pay range to which the position is assigned.	
2522		
2523		<u>Pool</u>
2524		18.1032
2525		
2526	An employee who is hired to perform a certain job and who meets all of the qualifications to perform	
2527	the job (e.g. Pool Psych Techs, Pool C.N.A., Pool RN). Pool staff are not guaranteed a set number of	
2528	work hours. Specific rules and guidelines for the completion of Pool duties are contained within	
2529	Departmental Work Rules. Pool are not eligible to receive fringe benefits other than Wisconsin	
2530	Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System	
2531	coverage. Employees working as a Pool may not work more than 25 hours per week. If a current FTE	
2532	employee wished to become a pool employee, he/she must resign from his/her regular employment	
2533	with Rock County and reapply as a pool employee.	
2534		
2535		<u>Position</u>
2536		18.1033
2537		
2538	A grouping of duties and responsibilities to be performed by an employee. A position may be filled or	
2539	vacant, full time or part-time, regular or temporary.	
2540		
2541		<u>Position Description</u>
2542		18.1034
2543		
2544	A written document that describes the individual employee's duties and responsibilities and is specific	
2545	to that position.	
2546		

2547		<u>Probationary Employee</u>
2548		18.1035
2549	<hr/>	
2550	A person who has been properly appointed to a regular Rock County position and who is serving in	
2551	his/her Trial <u>Probationary Period</u> to determine if he/she can do the job.	
2552		
2553		<u>Probationary Period</u>
2554		18.1036
2555	<hr/>	
2556	The probationary period is a try out time for the employee. It is also used for determination of certain	
2557	benefits.	
2558		
2559		<u>Promotion</u>
2560		18.1037
2561	<hr/>	
2562	The assignment of an employee from one class to another class with a higher pay range.	
2563		
2564		<u>Reallocation</u>
2565		18.1038
2566	<hr/>	
2567	The reassignment of a position from one pay range to another to correct an error in the original	
2568	assignment, to reflect changing labor market conditions, or to reflect significant changes over a period	
2569	of time in the duties and the responsibilities of the position (e.g. moving the Medical Record Manager	
2570	position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position	
2571	shall move with the position.	
2572		
2573		<u>Reclassification</u>
2574		18.1039
2575	<hr/>	
2576	The reassignment of a position from one existing class to another existing or newly created class to	
2577	recognize a change in the duties and responsibilities of a position (e.g. a position is currently assigned	
2578	as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with	
2579	the position if they are qualified for the position.	
2580		
2581	If the incumbent in the position is not qualified for the position, an open recruitment shall be conducted	
2582	to fill the position.	
2583		
2584		<u>Regular Appointment</u>
2585		18.1040
2586	<hr/>	
2587	An assignment of an eligible candidate to a budgeted County position.	
2588		
2589		<u>Regular Employee</u>
2590		18.1041
2591	<hr/>	
2592	A person who has been properly appointed to a regular Rock County position and has successfully	
2593	completed the Probationary Period.	
2594		
2595		<u>Reinstatement</u>
2596		18.1042
2597	<hr/>	
2598	To restore or be placed back into a former or substantially equivalent position.	
2599		
2600		<u>Relief</u>
2601		18.1043
2602	<hr/>	
2603	An employee who is hired to perform a certain job and who meets all of the qualifications to perform	
2604	the job (e.g. Relief Youth Specialist). Relief Staff are not guaranteed a set number of work hours.	
2605	Specific rules and guidelines for the completion of Relief duties are contained within Departmental	
2606	Work Rules. Relief staff are not eligible to receive fringe benefits other than Wisconsin Retirement if	
2607	anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage.	

2608	Employees working as a Relief Staff may not work more than 25 hours per week. . If a current FTE	
2609	employee wished to become a pool employee, he/she must resign from his/her regular employment	
2610	with Rock County and reapply as a pool employee.	
2611		
2612		<u>Retiree</u>
2613		18.1044
2614	<hr/>	
2615	An employee who terminates employment with the County to immediately and actively draw an	
2616	annuity from the Wisconsin Retirement System (WRS).	
2617		
2618		<u>Seasonal Employee</u>
2619		18.1045
2620	<hr/>	
2621	An employee who is hired for a period of time to do a specific function (example: cut the grass), which	
2622	cannot cumulatively exceed a period of nine months in a calendar year. Seasonal Employees are not	
2623	eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours	
2624	in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Seasonal	
2625	employee may not work more than 25 hours per week.	
2626		
2627		<u>Selection Device</u>
2628		18.1046
2629	<hr/>	
2630	A formal measurement device used to evaluate and/or rank applicants for County positions.	
2631		
2632		<u>Seniority</u>
2633		18.1047
2634	<hr/>	
2635	Seniority is continuous length of service as a County employee. Seniority shall, upon completion of	
2636	the Probationary Period, begin with the original date of continuous employment subject to the con-	
2637	ditions of 18.1004. Seniority shall be used to determine accrual of vacation and sick leave.	
2638		
2639		<u>Supervisor</u>
2640		18.1048
2641	<hr/>	
2642	The person responsible for the assignment, direction and evaluation of the work of another employee,	
2643	usually a full time County employee.	
2644		
2645		<u>Temporary Appointment</u>
2646		18.1049
2647	<hr/>	
2648	An appointment of an individual who meets the qualifications for a position appointed to fill that position	
2649	for an unspecified term. Temporary Appointees may be eligible for fringe benefits.	
2650		
2651		<u>Termination</u>
2652		18.1050
2653	<hr/>	
2654	The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal,	
2655	resignation, retirement or death.	
2656		
2657		<u>Transfer</u>
2658		18.1051
2659	<hr/>	
2660	The assignment of an employee from one position to another in the same class or to a class with the	
2661	same pay range.	
2662		
2663		<u>Travel Status</u>
2664		18.1052
2665	<hr/>	
2666	An employee shall be considered to be in "travel status" when he or she is on County business outside	
2667	of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of a day before	
2668	7:00 a.m.; after 6:00 p.m.; and/or between the hours of 10:30 a.m. and 2:30 p.m.	

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Underslotting
18.1053

The filling of a vacant position at a lower classification.

Unilateral Employees
18.1054

Those County employees who are not covered by a collective bargaining agreement, excluding the County Elected Officials and the County Administrator. The Unilaterals are divided into three groups for purposes of overtime and vacation:

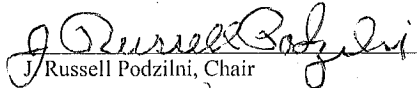
- Unilateral A's are "Non-Exempt". This means that they are subject to the requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law that requires, among other things, that employees who work more than 40 hours in a week get paid time and one half for any overtime hours.
- Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of their position. However, the County has chosen to pay them straight time overtime after 40 hours a week even though the County is not required to do this by federal law.
- Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of their position. Employees in these positions do not receive any form of overtime but are allowed to "flex" their time in accordance with HR Policy and Procedure.

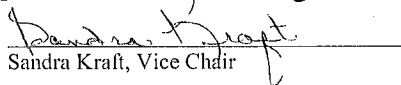
Work Schedule
18.1056

The typical work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m. with a lunch period. All full time employees are expected to work at least 40 hours per week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise. Work schedules and hours of work may be determined by the operational needs of the department.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

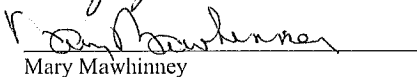

J. Russell Podzilni, Chair

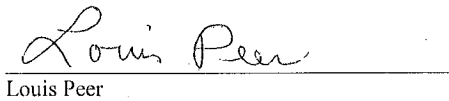

Sandra Kraft, Vice Chair

Absent
Eva Arnold

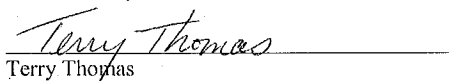

Henry Brill


Betty Jo Busse


Mary Mawhinney


Louis Peer

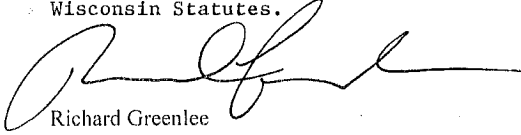
Absent
Alan Sweeney


Terry Thomas

AMENDING THE COUNTY'S PERSONNEL ORDINANCE
Page 46

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sections 59.03 and 59.52(8) of the Wisconsin Statutes.



Richard Greenlee
Corporation Counsel

FISCAL NOTE:

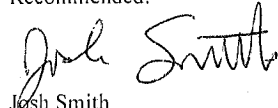
No material fiscal impact.



Sherry Oja
Finance Director

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 2017 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 75 individuals that responded to the survey. The Human Resources Department identified several areas that were brought to their attention during 2017.

A draft of the proposed changes was reviewed with the County Administrator. 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

18.104 – Deletion of reference to Unilaterals

18.205 – Clarified that a reclassification is considered a promotion. Provide additional flexibility for placement of an employee on the wage scale.

18.209 – Deletion of Review of Classification Plan language

18.306 -Provided clarification when a probationary employee is promoted/demoted, their probationary period starts over.

18.409 – Provide clarification that prior approval is required before being placed in a higher step.

18.503 – Provide clarification that life insurance must be elected for coverage.

18.506– Update language when an employee receives a payout of their accrued vacation.

18.509 – Clarify that bereavement leave is used for people

18.515 – Update language to allow use of sick time after three months.

18.607 – Add language that requires employees to notify Rock County of all arrests or convictions that impact their ability to do their job.

18.614-Correct numbering.

18.702-Provide guidance as to when performance evaluations need to be completed

18.707-New language for Performance Improvement Plans

18.1035-Eliminate Trial period language

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
Initiated by

Public Works Committee
& Parks Advisory Committee
Submitted by



Lori Williams, Parks Director
Drafted by

November 1, 2017
Date Drafted

AUTHORIZING ACCEPTANCE OF CAROL MILLER LAND DONATION

1 **WHEREAS**, Carol Miller has expressed a desire to make a donation of her land to Rock County. The
2 legal description of this property is attached. Said property is located in Fulton Township at the
3 confluence of the Yahara and Rock Rivers; and
4

5 **WHEREAS**, the Department of Public Works Parks Division toured Ms. Miller's property and found it
6 to provide an opportunity for Rock County to expand its Parks land holdings by approximately fifty-four
7 (54) acres; and
8

9 **WHEREAS**, said property is subject to a perpetual easement to the Wisconsin River Company for the
10 right to erect and maintain a line of towers and wires for the transmission of electrical current; and
11

12 **WHEREAS**, said property is also subject to a perpetual easement of approximately thirteen (13) acres to
13 the United States of America, the purpose of which is to restore, protect, manage, maintain and enhance
14 the functional values of wetlands and other lands and for the conservation of natural values including
15 fish and wildlife and their habitat, water quality improvement, flood water retention, groundwater
16 discharge, open space, aesthetic values and environmental education. This easement does allow for
17 fishing and other recreational uses that are consistent with the long-term protection and enhancement of
18 the wetland and other natural values of the easement area.
19

20 **NOW THEREFORE BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
21 this _____ day of _____, 2017 does hereby authorize the acceptance of the land
22 donation by Carol Miller, as set forth in the attached legal description, and;
23

24 **BE IT FURTHER RESOLVED** that the County Board Chair and the County Clerk be authorized to
25 execute legal documents related to the land donation on behalf of the County, and;
26

27 **BE IT FURTHER RESOLVED** that the property received by Rock County through this land donation
28 will remain park and wildlife area, open to the public for passive recreation. Improvements such as a
29 gravel roadway, small parking area and hiking trails will be permissible.
30


31 **BE IT FURTHER RESOLVED** that a sign shall be erected honoring Carol Miller and her family for
32 this donation.

17-11D-413

AUTHORIZING ACCEPTANCE OF CAROL MILLER LAND DONATION

Page 2

Respectfully submitted,
PUBLIC WORKS COMMITTEE


Betty Jo Bussie, Chair

Absent

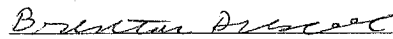
Brent Fox, Vice-Chair

Absent

Eva M. Arnold



Rick Richard

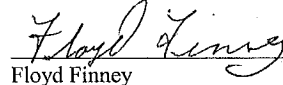


Brenton Driscoll

PARKS ADVISORY COMMITTEE

Absent

Tom Presny



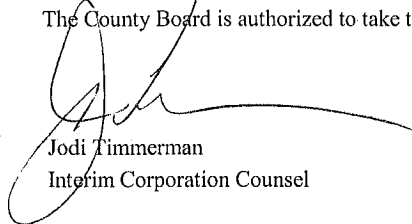
Floyd Finney



Dean Paynter

LEGAL NOTE:

The County Board is authorized to take this action pursuant to section 59.52(6), Wis. Stats.


Jodi Timmerman
Interim Corporation Counsel

FISCAL NOTE:

Costs associated with this donation include the upfront costs of title insurance and the survey. Costs also include the ongoing maintenance and improvement of the property.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Increasing County park land is consistent with Goal 12.16 ("Acquire additional park space to address gaps in level of service") of Rock County's Parks, Outdoor Recreation and Open Space (POROS) plan, and land donations are a cost-effective way to acquire and preserve natural spaces. I should note that in the 2018 budget I did not recommend the Public Works Department's request to add 1.0 FTE staff to help with maintaining the growing park system.

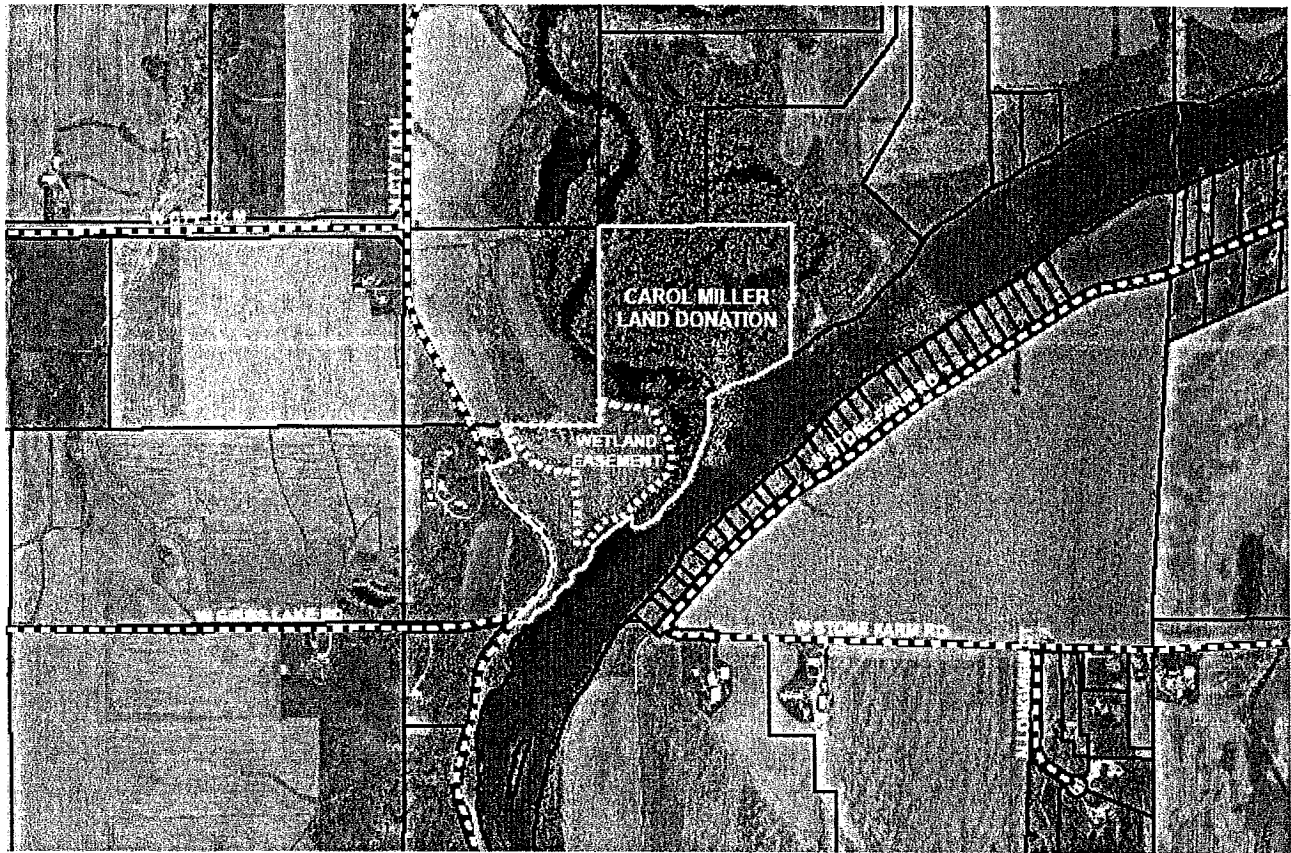


Josh Smith
County Administrator

- EXECUTIVE SUMMARY -
**AUTHORIZING ACCEPTANCE OF
 CAROL MILLER LAND DONATION**



Rock County Parks was contacted by Carol Miller regarding her desire to donate land to the County.

The parcel is approximately 54 acres of land, parcel number 6-6-303, comprised of FRL LOT 3 & 4 E OF HWY (EXC VOL 442 P 492) (EXC 132-13) - plat. The parcel is adjacent to the Yahara River where it convenes with the Rock River. Part of the Donation is in the Wetland Reserve Program as an easement and remains with the land in perpetuity.



**Carol Miller Land Donation
 Yahara & Rock River Confluence**

Legend

-  911 Roads
-  Tax Parcels

Airphoto: Spring 2016
 1 inch = 800 feet



STATE OF WISCONSIN
 DEPARTMENT OF NATURAL RESOURCES
 DIVISION OF LAND AND WATER MANAGEMENT

Rock County Parks will be responsible for all costs associated with the land donation: the title insurance policy and a land boundary survey.

The Public Works Committee voted unanimously in favor of pursuing the acceptance of this land donation at their March 14, 2017 meeting.

SCHEDULE C

Commitment No. 17-105665

PROPERTY DESCRIPTION

The land referred to in this Commitment is described as follows:

55 acres of land more or less in Section 19, T.4N., R.12E., Township of Fulton, Rock County, Wisconsin, described as follows: That part of the East 1/2 of the SW 1/4 of said Section 19, lying West of Rock River and that part of the SW 1/4 of the SW 1/4 of Section 19, lying East of the Highway, ALSO known as Fractional Lot 3, and that part of Fractional Lot 4 lying East of the Highway, EXCEPTING THEREFROM, the following described premises: Commencing at a point on the Northeasterly margin of State Trunk Highway No. 184, located 80 feet Southeasterly from the North line of the SW 1/4 of the SW 1/4 of Section 19, T.4N., R.12E., Rock County, Wisconsin; thence Southeasterly along the Northeasterly margin of said Highway 100 feet; thence at a right angle Northeasterly 66 feet; thence at a right angle Northwesterly 100 feet; thence at a right angle Southwesterly 66 feet to the point of beginning, FURTHER EXCEPTING THEREFROM, Part of the SW 1/4 of the SW 1/4 of Section 19, T.4N., R.12E. of the 4th P.M., Fulton Township, Rock County, Wisconsin, described as follows: Commencing at the West 1/4 corner of Section 19, T.4N., R.12E.; thence South, along the West line of the SW 1/4 of said Section, 1325.17 feet; thence N.89°32'27"E., along the North line of the SW 1/4 of the SW 1/4 of said Section, 457.16 feet to the place of beginning for the land to be herein described; thence continuing N.89°32'27"E. 210.00 feet; thence S.21°57'47"E. 235.10 feet; thence S.68°02'13"W. 195.40 feet; thence N.21°57'47"W. along the centerline of S.T.H. "184", 119.10 feet; thence N.68°02'13"E. 99.00 feet; thence N.21°57'47"W. 100.00 feet; thence S.68°02'13"W. 99.00 feet; thence N.21°57'47"W. along said centerline, 93.00 feet to the place of beginning.

First American Title Insurance Company
1 First American Way, Santa Ana, CA 92707

Authorized Agent - Brabazon Title Co., Inc., PO Box 901, Beloit, WI 53512

Schedule C (6/17/06) ALTA Commitment Copyright 2006-2009 American Land Title Association. All rights reserved.

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AMERICAN
LAND TITLE
ASSOCIATION



**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

LAND CONSERVATION
COMMITTEE
INITIATED BY



THOMAS SWEENEY
DRAFTED BY

LAND CONSERVATION
COMMITTEE
SUBMITTED BY

NOVEMBER 17, 2017
DATE DRAFTED

**FINALIZING PURCHASE OF THE MCNALL AND LUX/PULERA
AGRICULTURAL CONSERVATION EASEMENTS**

1 **WHEREAS**, the Rock County Board of Supervisors officially approved the Rock County Purchase of Agricultural
2 Conservation Easements (PACE) Program and adopted the document entitled Rock County PACE Program Manual,
3 identifying and outlining all aspects of Program development and implementation, on January 13, 2011; and,
4

5 **WHEREAS**, the Rock County Board of Supervisors adopted resolution 16-9A-092 which officially approved an
6 amendment to the PACE Program, allowing the County to purchase agricultural conservation easements with or
7 without federal funding, on September 26, 2016; and,
8

9 **WHEREAS**, the mission of the PACE Program to work in cooperation with local units of government to enhance
10 Rock County's quality of life by building consensus towards a regional vision, to included preservation of
11 agricultural land, the agricultural economy and the county's rural character, and responsible growth and
12 development in appropriate areas; and,
13

14 **WHEREAS**, the following PACE applications were submitted for funding consideration:

- 15
- 16 1. William R. McNall and Jacqueline F. McNall Revocable Trust property (2017 application) for
- 17 approximately one hundred and fourteen (114.0) acres of real property located in part of Section 30,
- 18 Township 3 North, Range 14 East, Johnstown Township, Rock County Tax Parcel Number 6-9-259.
- 19
- 20 2. Anna Marie Lux and Margaret L. Pulera property (2017 application) for approximately seventy four (74.0)
- 21 acres of real property located in part of Section 20, Township 3 North, Range 13 East, Harmony Township,
- 22 Rock County Tax Parcel Number 6-7-389;and,
23

24 **WHEREAS**, the applications were recommended for approval by the Land Conservation Department (LCD) and
25 the PACE Council, approved by the Land Conservation Committee (LCC) and County Board in accordance with
26 the Rock County PACE Program Manual; and,
27

28 **WHEREAS**, the PACE program requires that easement appraisals be completed by a State of Wisconsin
29 Certified General Appraiser and meet the Uniform Standards of Professional Appraisal Practice (USPAP) to
30 determine the purchase price of each easement; and,
31

32 **WHEREAS**, the PACE program policy and procedures require a signed Option to Purchase agreement between
33 Rock County and the Landowners of the aforementioned properties, identifying the purchase price of the Easement,
34 which were previously authorized by separate action; and,
35

36 **WHEREAS**, each party to the aforementioned easements are required to have financial interests as follows
37 Landowners will donate a minimum of fifty percent (50%) of the easement value, the County will contribute
38 remaining percentage, not to exceed a maximum of \$2,100.00 per acre or (50%) of the easement value;

- 39 1. William R. McNall and Jacqueline F. McNall Revocable Trust appraised easement value \$513,000; County
- 40 contribution \$239,400 (46.66%); and,
- 41 2. Anna Marie Lux and Margaret L. Pulera appraised easement value \$370,000; County contribution \$155,400
- 42 (42%); and,
43

44 **NOW, THEREFORE, BE IT RESOLVED**, the Rock County Board of Supervisors duly assembled this _____
45 day of _____, 2017, do by enactment of this Resolution, and approves the purchase of the Agricultural
46 Conservation Easements on the William R. McNall and Jacqueline F. McNall Revocable Trust and the Anna Marie
47 Lux and Margaret L. Pulera properties, authorizes the LCD to make payments to landowners for said easements, and
48 authorizes the LCD to undertake final necessary activities identified therein.
49

50 **BE IT FURTHER RESOLVED**, the County Board Chair and/or the County Clerk will act as the County's agent(s)
51 for closing of said easements.

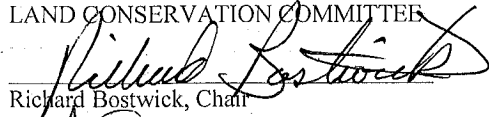
17-12A-425

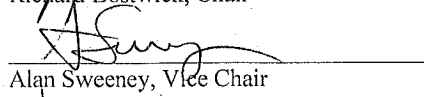
FINALIZING PURCHASE OF THE MCNALL AND LUX/PULERA AGRICULTURAL
CONSERVATION EASEMENTS

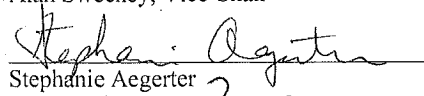
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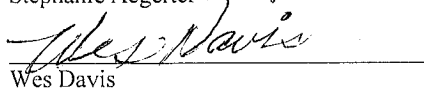
Respectfully submitted:

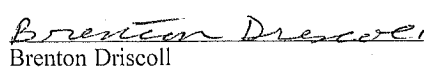
LAND CONSERVATION COMMITTEE

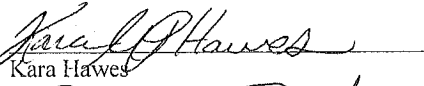

Richard Bostwick, Chair


Alan Sweeney, Vice Chair


Stephanie Aegerter


Wes Davis


Brenton Driscoll


Kara Hawes


James Quade, USDA-FSA Representative


Jeremy Zafac

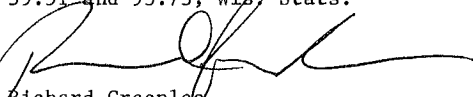
FISCAL NOTE:

Funds were included in the 2018 budget for the purchase of PACE easements.


Sherry Oja
Finance Director

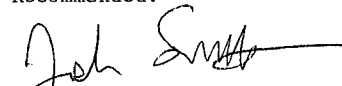
LEGAL NOTE:

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


Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

EXECUTIVE SUMMARY

This resolution authorizes the Land Conservation Department (LCD) to finalize acquisition of the Agricultural Conservation Easement under the Purchase of Agricultural Conservation Easement Program (PACE) for the William R. McNall and Jacqueline F. McNall Revocable Trust and the Anna Marie Lux and Margaret L. Pulera properties. The acquisition of aforesaid easements will occur in early 2018.

Acquisition of the easements such as this is intended to protect and preserve productive agricultural lands in Rock County, encouraging and promoting the goals of a strong agricultural economy and community identity, intergovernmental cooperation, and a regional land use vision throughout the County.

The value of the Easement was determined by a qualified Real Estate Appraiser as per USDA and County program guidelines.

An Option to Purchase was executed for each of these acquisitions, based on the current appraisals of the proposed easements.

If this resolution is approved, the LCD will, complete the Easement acquisition process on the William R. McNall and Jacqueline F. McNall Revocable Trust and the Anna Marie Lux and Margaret L. Pulera properties.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY



Phil Boutwell
DRAFTED BY

November 8, 2017
DATE DRAFTED

Allowing for Alternative Members of the CST/CCOP Advisory Committees

- 1 **WHEREAS**, the Board of Supervisors created the 21-member Coordinated Services Team (CST) in March of
- 2 2012 and created the 11-member Children's Community Options Program (CCOP) in December of 2016 with dual
- 3 membership on the CST Committee; and,
- 4
- 5 **WHEREAS**, appointments to the Committees were made based on a variety of factors, including each individual's
- 6 role as a stakeholder in Rock County's system of care for children who have physical, developmental and/or
- 7 emotional disabilities; and,
- 8
- 9 **WHEREAS**, in order to ensure that the unique perspectives of each member are represented at each meeting, the
- 10 CST/CCOP desires to have the ability to each suggest one alternate member who can attend Committee meetings
- 11 and provide input in the limited circumstances under which members may not be able to attend; and,
- 12
- 13 **WHEREAS**, such alternate members would have the rights and responsibilities of the members of the CST/CCOP
- 14 Committees when attending in their place, including the ability to form a quorum and vote, if necessary; and,
- 15
- 16 **WHEREAS**, the naming of alternate members is not intended to allow members to avoid their responsibilities as
- 17 members of the CST/CCOP Committees, and members understand that if they are unable to fulfill their obligations
- 18 as members of the respective Committees, they will resign and allow the Chair of the Board of Supervisors to
- 19 appoint a new member; and,
- 20
- 21 **WHEREAS**, such alternate members would be appointed by the Chair of the Board of Supervisors and confirmed
- 22 by the Board of Supervisors.
- 23
- 24 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
- 25 _____ day of _____, 2017 does hereby authorize each member of the CST/CCOP Committees to suggest
- 26 one alternate member to participate in the deliberations of the Committees if the member is unable to attend.
- 27
- 28 **BE IT FURTHER RESOLVED**, that the ability of such alternate members to participate in the deliberations of
- 29 the Committees with the rights to vote and serve as part of a quorum is contingent upon the confirmation of their
- 30 appointment to that role by the Board of Supervisors.

17-12A-426

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Terry Thomas

Sally Jean Weaver-Landers, Vice Chair

Shirley Williams

Karl Dommershausen

Kathy Schulz

Terry Fell

Ashley Kleven

Linda Garrett

Allowing for Alternate Member of CST/COP Advisory Committee
Page 2

FISCAL NOTE:

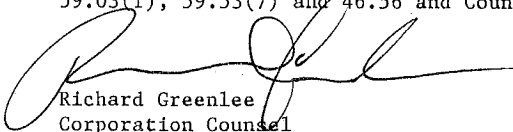
Per County Board Rule IV-C, County Board Supervisors who are members of additional special, single purpose or ad hoc committees are eligible for per meeting allowances and mileage reimbursement. Citizen members of such committees shall be eligible for mileage reimbursement only.



Sherry Oja
Finance Director

LEGAL NOTE:

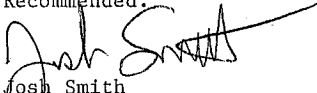
The County Board is authorized to take this action pursuant to Wis. Stat. §§ 59.03(1), 59.53(7) and 46.56 and County Board Rule IV-C.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

In order to ensure that the unique perspectives of each member are represented at each meeting, the Coordinated Services Team (CST)/ Children's Community Options (CCOP) Committee desires to have the option of each member to recommend one alternate. The alternate member will attend Committee meetings and provide input in the limited circumstances under which members may not be able to attend. Such alternates, if appointed by the County Board, would have the rights and responsibilities of the members of the Committee when acting in their place. Members will remain committed to their membership and the duties required of them.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland
DRAFTED BY

General Services Committee
SUBMITTED BY

November 14, 2017
DATE DRAFTED

Approval of Courthouse Security Phase 2 and 3 Building Access, Security Screening and East Parking Structure Options

- 1 **WHEREAS**, the Rock County Board of Supervisors has approved Courthouse Security Phase 1, which
- 2 has a completion date of April 2018; and,
- 3
- 4 **WHEREAS**, Courthouse Security Phase 2, Option 3R will include screening all the public in the front,
- 5 west entrance and having employees enter with a badge through the back, east entrance; and,
- 6
- 7 **WHEREAS**, Phase 2, Option 3R includes making upgrades to the east parking structure by adding a 4"
- 8 concrete overlay which is the lowest cost option over a 25-year timeline; and,
- 9
- 10 **WHEREAS**, Phase 2, Option 3R also includes adding a new stairwell and elevator at the back, east
- 11 entrance making that entrance ADA accessible; and,
- 12
- 13 **WHEREAS**, Phase 2, Option 3R also included a new loading dock upgrade, but this option will not be
- 14 included at this time; and,
- 15
- 16 **WHEREAS**, Phase 3, which includes adding millwork and separation of public and staff in high-risk
- 17 areas, be combined with Phase 2 for cost saving measures.
- 18
- 19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
- 20 assembled this ____ day of _____, 2017, hereby approves Option 3R, excluding the new
- 21 loading dock option, for an estimated cost of \$4,550,000, for renovation related to Phase 2 security
- 22 improvements at the Courthouse; and,
- 23
- 24 **BE IT FURTHER RESOLVED** that Phase 3 renovations to be completed at the same time as Phase 2
- 25 with Phase 3 renovation cost estimated between \$700,000 - \$1,000,000.

17-12A-427

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Bob Yeomans

Dave Homan

Jeremy Zajac

Approval of Courthouse Security Phase 2 and 3 Building Access, Security Screening and East Parking
Structure Options
Page 2

FISCAL NOTE:

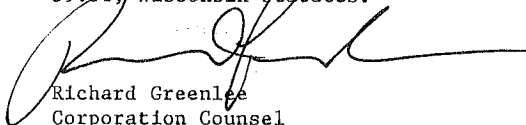
This resolution approves what will be included in Phase 2 and Phase 3 of the Courthouse Security funding. Another resolution will be needed after the bidding process to approve the contract and funding source(s).



Sherry Oja
Finance Direct

LEGAL NOTE:

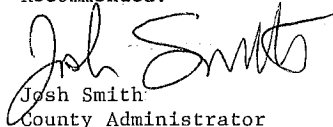
The County Board is authorized to take this action pursuant to section 59.01 and 59.51, Wisconsin Statutes.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Approval of Courthouse Security Phase 2 and 3 Building Access, Security Screening and East Parking Structure Options

The resolution before you is approving option 3R, Phase 2 building access and security screening at the Courthouse. Option 3R includes screening all public in the front, west entrance and badging all staff in the back, east entrance. It also includes repairs to the front, west parking structure and security upgrades in the front lobby. This option also includes repairs to the back, east parking structure by adding new stairs and an elevator to make it ADA accessible. Security Phase 3 renovation which includes adding millwork and separation between the public and staff in high risk areas, will be combined and completed with Phase 2 renovations for cost saving measures.

The estimated costs for Phase 2 and 3 construction is up to \$5,550,000 plus engineering cost estimated at \$500,000 for a total project estimate of up to \$6,050,000.

The 2018 budget includes \$500,000 in sales tax for this purpose. Funding sources for the remaining costs will be determined following the results of bidding, but will include future sales tax collections and potentially borrowed funds.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee
INITIATED BY



Randy Terronez
DRAFTED BY

Public Works Committee
SUBMITTED BY

December 4, 2017
DATE DRAFTED

Establishing an Ad Hoc Committee to Study the Future of the Airport

1 **WHEREAS**, the Southern Wisconsin Regional Airport (SWRA) contains a variety of general aviation
2 related businesses and operations, including air cargo, maintenance, service, storage and charter activities;
3 and,
4

5 **WHEREAS**, the recent retirement of the long-serving airport director provides the opportunity to explore
6 management changes and to consider operational changes; and,
7

8 **WHEREAS**, an Ad Hoc Committee to Study the Future of the Airport is hereby established to make
9 recommendations that will position the airport in meeting future challenges and opportunities; and,
10

11 **WHEREAS**, the scope of the Ad Hoc Committee would include:

- 12 A. A review of the implications of FAA 139 certification (importance of being authorized to
- 13 provide public passenger service, effect on businesses operations, need for fire suppression
- 14 function, and impact on County operational activities);
- 15 B. Economic development opportunities;
- 16 C. Management structure (s);
- 17 D. Operational and facility functions.

18
19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors in session this
20 _____ day of _____, 2017, does hereby approve the creation of the Airport Planning
21 Advisory Committee to Study the Airport's Future as a workgroup for the period of February 2018
22 through July 2018 (or earlier) for the purpose of researching and developing recommendations per the
23 project scope identified above; and,
24

25 **BE IT FURTHER RESOLVED**, the Chair of the Rock County Board of Supervisors is authorized to
26 appoint members to serve on the Ad Hoc Committee for the term of the project, and is authorized to
27 appoint the Chair of the workgroup. Membership of this Ad Hoc Committee shall include the following:

- 28 1. A member of the Public Works Committee
- 29 2. Not more than five (5) members of SWRA businesses and users
- 30 3. Not more than four (4) members of the greater Rock County business community
- 31 4. A representative of the City of Janesville
- 32 5. A representative of the Town of Rock
- 33 6. The Rock County Planning & Development Department Economic Development
- 34 Manager

35
36 Ex-Officio/Non-voting:

- 37 1. Director of the Department of Public Works
- 38 2. Interim Airport Manager
- 39 3. Representative of the Wisconsin Department of Transportation Bureau of Aeronautics

40
41 **BE IT FINALLY RESOLVED**, that the Ad Hoc Committee to Study the Future of the Airport will
42 dissolve upon submission of a report to the County Board of Supervisors no later than August 1, 2018.

17-12A-428

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brenton Driscoll


Brent Fox, Vice Chair

Rick Richard

Eva Arnold

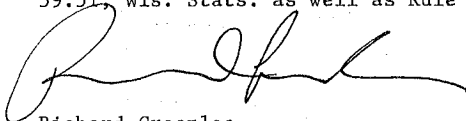
FISCAL NOTE:

Per County Board Rule IV-C, County Board Supervisors who are members of additional special, single purpose or ad hoc committees are eligible for per meeting allowances and mileage reimbursement. Citizen members of such committees shall be eligible for mileage reimbursement only.


Sherry Oja
Finance Director

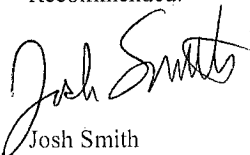
LEGAL NOTE:

The County Board is authorized to take this action pursuant to sections 59.01 and 59.51, Wis. Stats. as well as Rule IV-C of the County Board rules.


Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

EXECUTIVE SUMMARY

With the recent retirement of the long-time airport director, Rock County has filled the vacant position with an interim contract employee pending the study of the Airport's future.

This resolution requests County Board authorization to establish an Ad Hoc Advisory Committee to Study the Airport's Future for the period of February 2018 through July 2018 (or earlier), to allow the County Board Chair to populate it, and appoint a Chair; and establishes the project scope.

The scope of the Ad Hoc Committee would include:

- A. A review of the implications of FAA 139 certification (importance of being authorized to provide public passenger service, effect on businesses operations, need for fire suppression function, and impact on County operational activities);
- B. Economic development opportunities;
- C. Management structure (s); and
- D. Operational and facility functions.

Membership of the Ad Hoc Committee would include the following representatives:

1. A member of the Public Works Committee
2. Not more than five (5) members of SWRA businesses and users
3. Not more than four (4) members of the greater Rock County business community
4. A representative of the City of Janesville
5. A representative of the Town of Rock
6. The Rock County Planning & Development Department Economic Development Manager

Ex-Officio/Non-voting:

1. Director of the Department of Public Works
2. Interim Airport Manager
3. Representative of the Wisconsin Department of Transportation Bureau of Aeronautics