

ROCK COUNTY, WISCONSIN



COUNTY BOARD STAFF COMMITTEE
TUESDAY – MAY 14, 2019 – 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST

Agenda

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – April 23, 2019
5. Transfers
6. Review of Payments
7. Resolutions
 - A. Recognizing David Hayes for Service to Rock Haven
 - B. In Support of Reforming Wisconsin's Eminent Domain Laws
 - C. Amending the Rules of Procedure for the Rock County Board of Supervisors
8. Committee Action and Updates
 - A. Proposed Changes to the Rock County Administrative Policy 5.31 Overtime, Flex and After Hours Payments
9. **EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. - Confer with Legal Counsel Regarding Potential Litigation
10. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



COUNTY BOARD STAFF COMMITTEE
Minutes – April 23, 2019

Call to Order. Chair Podzilni called the meeting of the County Board Staff Committee to order at 4:00 P.M. in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: Supervisors Podzilni, Mawhinney, Brill, Bostwick, Bussie, Sweeney, Peer, Thomas and Yeomans.

Committee Members Excused: None.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Richard Greenlee, Corporation Counsel; Annette Mikula, Human Resources Director; Lance Horozewski, Human Services Division Manager.

Others Present: None.

Approval of Agenda. Supervisor Bostwick moved approval of the agenda as presented, second by Supervisor Yeomans. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Approval of Minutes – April 9, 2019. Supervisor Yeomans moved approval of the minutes of April 9, 2019 as presented, second by Supervisor Bussie. ADOPTED.

Transfers. None.

Resolutions.

Recognizing Judith Eggen for Service to Rock County

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this ____ day of _____, 2019, does hereby thank Judith Eggen for her dedication and contributions to the citizens of Rock County.”

Supervisor Brill moved approval of the above resolution, second by Supervisor Peer. ADOPTED.

Recognizing Correctional Officer Daniel D. Keen

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2019, does hereby recognize Correctional Officer Daniel D. Keen for his over 16 years of faithful service and recommends that a sincere expression of appreciation be given to Correctional Officer Daniel D. Keen along with best wishes for the future.”

Supervisor Yeomans moved approval of the above resolution, second by Supervisor Brill. ADOPTED.

Recognizing Connie McLain for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019 does hereby recognize Connie McLain for her 19 years of service and extend their best wishes to her in her future endeavors.”

Supervisor Bussie moved approval of the above resolution, second by Supervisor Brill. ADOPTED.

Recognizing Myrna Garunay for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this ____ day of _____, 2019 does hereby recognize Myrna Garunay for her 33 years, 4 months of service and extend their best wishes to her in her future endeavors.”

Supervisor Yeomans moved approval of the above resolution, second by Supervisor Peer. ADOPTED.

Recognizing Darla Boldt

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this ____ day of _____, 2019, does hereby recognize Darla Boldt for her thirty-five (35) years of service and extend best wishes to her in her future endeavors.”

Supervisor Yeomans moved approval of the above resolution, second by Supervisor Thomas. ADOPTED.

Reallocating the Master Electrician

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019, does hereby increase the pay range for the Master Electrician from Unilateral Pay Range 21 to Unilateral Pay Range 23.”

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Peer.

Ms. Mikula explained the change and answered questions.

ADOPTED.

Amending the 2019 Human Services Department Budget to Accept Family Drug Treatment Court Grant Funds

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019, does hereby authorize the acceptance of Family Drug Treatment Court funding.

BE IT FURTHER RESOLVED, that the Human Services Department budget for 2019 be amended as follows:

...”

Supervisor Thomas moved approval of the above resolution, second by Supervisor Yeomans. ADOPTED.

In Support of Reforming Wisconsin’s Eminent Domain Laws

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019, does hereby request that the State of Wisconsin establish a special legislative commission on the use of eminent domain in order to allow the state legislature to pursue a change of law for the protection of its citizens’ private property rights.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Governor, Wisconsin State Legislature, the Public Service Commissioners and to the Wisconsin Counties Association.”

Supervisor Sweeney moved approval of the above resolution, second by Supervisor Bussie.

The Committee had questions they would have liked to ask Supervisor Davis.

Supervisor Mawhinney moved to postpone to the next meeting for Supervisor Davis to answer questions, second by Supervisor Yeomans. POSTPONED to next meeting.

Committee Action and Updates.

Discussion and Possible Action on Fairgrounds Cell Tower Proposal Supervisor Sweeney moved to deny the proposal, second by Supervisor Thomas. DENIED.

Discussion on Pre-Budget Meetings Mr. Smith handed out a memo with the dates of the upcoming pre-budget meetings and went over it.

Adjournment. Supervisor Brill moved adjournment at 4:23 P.M., second by Supervisor Bostwick. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF APRIL 2019**

04/25/2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
01-1320-0000-64200	TRAINING EXP	P1900719	04/18/2019	US BANK	EPM&RT CONVENTIONS & RECORDER	191.04
COUNTY ADMINISTRATOR PROG TOTAL						191.04

I have reviewed the preceding payments in the total amount of **\$191.04**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF APRIL 2019

04/25/2019

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
03-1110-0000-63100	OFC SUPP & EXP	P1900719	04/18/2019	US BANK	2019 BLANKET PURCHASE ORDER	44.33
03-1110-0000-63107	PUBL & LEGAL	P1900013	04/18/2019	BELOIT DAILY NEWS	PUBL OF 3/28/19 CB AGENDA	1,439.74
COUNTY BOARD PROG TOTAL						1,484.07

I have reviewed the preceding payments in the total amount of **\$1,484.07**

Date: Dept Head _____

Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF APRIL 2019

04/25/2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63200	PUBL/SUBCR/DUES					
		P1901217	04/04/2019	WISCONSIN ASSOCIATION OF COUNT	2019 MEMBERSHIP DUES TO	70.00
06-1620-0000-63300	TRAVEL					
		P1900533	04/18/2019	US BANK	APRIL 2019 BILL	224.28
06-1620-0000-64200	TRAINING EXP					
		P1900533	04/18/2019	US BANK	APRIL 2019 BILL	199.00
CORPORATION COUNSEL PROG TOTAL						493.28

I have reviewed the preceding payments in the total amount of \$493.28

Date: Dept Head _____

Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF APRIL 2019**

04/25/2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	BACKGROUND/TEST					
		P1900593	04/18/2019	US BANK	4485-5941-0021-5118	35.00
		P1900598	04/25/2019	WISCONSIN DEPARTMENT OF JUSTIC	HR BACKGROUND DOJ MARCH	80.00
		P1901305	04/11/2019	WISCONSIN CHIEFS OF POLICE ASS	DISCOUNTED SHIPPING	149.26
		P1901309	04/11/2019	STANARD AND ASSOCIATES INC	SHIPPING	1,265.00
		P1901310	04/11/2019	STANARD AND ASSOCIATES INC	SHIPPING	153.77
		P1901312	04/11/2019	CONNELLY PHD,M DENISE	PSYCHOLOGICAL ASSESSMENT FOR R	175.00
		P1901344	04/18/2019	ILLINOIS STATE POLICE	ILLINOIS BACKGROUND CHECK	32.00
08-1420-0000-63100	OFC SUPP & EXP					
		P1900593	04/18/2019	US BANK	4485-5941-0021-5118	268.32
08-1420-0000-63200	PUBL/SUBCR/DUES					
		P1900593	04/18/2019	US BANK	4485-5941-0021-5118	652.80
08-1420-0000-64215	RECRUITMENT					
		P1900340	04/18/2019	GREATER BELOIT PUBLISHING CO	BELOIT STATELINE ADVIRTISEMENT	576.30
		P1900593	04/18/2019	US BANK	4485-5941-0021-5118	121.58
		P1901399	04/25/2019	DEPARTMENT OF ADMINISTRATION	WISCJOBS ANNOUNCEMENTS ANALYST	350.00
08-1420-0000-64417	RH EXPENSES					
		P1900332	04/18/2019	JANESVILLE GAZETTE INC	GAZETTE AD RN NOC SHIFT	261.90
		P1900340	04/18/2019	GREATER BELOIT PUBLISHING CO	BELOIT STATELINE ADVIRTISEMENT	101.70
		P1900598	04/25/2019	WISCONSIN DEPARTMENT OF JUSTIC	RH BACKGROUNDS	14.00
HUMAN RESOURCES PROG TOTAL						4,236.63

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF APRIL 2019**

04/25/2019

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
-----------------------	---------------------	------------	-------------------	--------------------	--------------------	--------------------

I have reviewed the preceding payments in the total amount of \$4,236.63

Date: Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF APRIL 2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1910-0000-65103	PUBLIC LIABILITY					
		P1901355	04/18/2019	LUBKEMAN,JODI L	TRANSCRIPT AND APPEARANCE FEES	232.50
					PROPERTY & LIABILITY INSURANCE PROG TOTAL	232.50
19-1932-0000-64904	SUNDRY EXPENSE					
		P1900592	04/18/2019	US BANK	RACHELLE RECOGN CARD-CLOSED	674.87
		P1901303	04/11/2019	JANESVILLE JETS HOCKEY CLUB	TICKETS TO JANESVILLE JETS	516.00
					EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL	1,190.87
19-1991-0000-64904	SUNDRY EXPENSE					
			04/25/2019	YWCA MADISON	2018 RACIAL JUSTICE TICKETS	1,175.00
					ADDITIONAL EXPENSE-PRIOR YEARS PROG TOTAL	1,175.00

I have reviewed the preceding payments in the total amount of \$2,598.37

Date:

Dept Head _____

Committee Chair _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Clayton Kalmon
DRAFTED BY

Health Services Committee
SUBMITTED BY

April 15, 2019
DATE DRAFTED

RECOGNIZING DAVID HAYES FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, David Hayes has served the citizens of Rock County over the past 25 years, 2 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, David Hayes began his career with Rock Haven as a Food Service Manager on April 19, 1994;
- 5 and,
- 6
- 7 **WHEREAS**, David Hayes has worked diligently in that position until his retirement on June 3, 2019; and,
- 8
- 9 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 10 recognize David Hayes for his long and faithful service.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 13 _____ day of _____, 2019 does hereby recognize David Hayes for his 25 years, 2 months of service
- 14 and extend their best wishes to him in his future endeavors.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Norvain Pleasant
Norvain Pleasant, Chair

J. Russell Podzilni, Chair

Brenton Driscoll
Brenton Driscoll, Vice Chair

Mary Mawhinney, Vice Chair

Kathy Schulz
Kathy Schulz

Henry Brill

Tom Brien
Tom Brien

Betty Jo Bussie

(A) Kara Hawes
Kara Hawes

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

Richard Bostwick

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Wesley Davis
INITIATED BY



Supervisor Wesley Davis
DRAFTED BY

Public Works Committee &
County Board Staff Committee
SUBMITTED BY

March 28, 2019
DATE DRAFTED

In Support of Reforming Wisconsin's Eminent Domain Laws

- 1 **WHEREAS**, many private property owners in Rock County feel that their private property rights,
- 2 under current Wisconsin law, are not adequately protected from encroachment by outside entities, be
- 3 they local, out of state, or international; and
- 4
- 5 **WHEREAS**, eminent domain has historically been used sparingly for ensuring the public good with
- 6 provable need and just compensation; and
- 7
- 8 **WHEREAS**, public good cannot be construed to mean promotion of projects for private gain by
- 9 outside corporate entities; and
- 10
- 11 **WHEREAS**, a clearly defined and demonstrated "public good" might be things demonstrating a true
- 12 community need like roadways, schools, public parks, public housing, and community centers; and
- 13
- 14 **WHEREAS**, any other claimed cause for the taking of private property shall be proven to be for a public
- 15 good in a court of law by jury trial only; and
- 16
- 17 **WHEREAS**, eminent domain shall not be used for any taking which is not for public good; and
- 18
- 19 **WHEREAS**, a special legislative commission on the use of eminent domain shall be established to allow
- 20 the public and local communities to voice their concerns over its use and for the State Legislature to
- 21 explore revisions and amendments to the current eminent domain requirements in Chapter 32 Wisconsin
- 22 Statutes.
- 23
- 24 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 25 assembled this _____ day of _____, 2019, does hereby request that the State of
- 26 Wisconsin establish a special legislative commission on the use of eminent domain in order to allow
- 27 the state legislature to pursue a change of law for the protection of its citizens' private property rights.
- 28
- 29 **BE IT FURTHER RESOLVED** that a copy of this resolution will be forwarded to the Governor,
- 30 Wisconsin State Legislature, the Public Service Commissioners and to the Wisconsin Counties
- 31 Association.

19-4B-234

Respectfully submitted:

PUBLIC WORKS COMMITTEE

Betty Jo Bissie
Betty Jo Bissie, Chair

Rick Richard
Rick Richard

Absent
Brent Fox, Vice Chair

Jeremy Zajac
Jeremy Zajac

Absent
Brenton Driscoll

In Support of Reforming Wisconsin's Eminent Domain Laws
Page 2

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Louis Peer

Mary Mawhinney, Vice Chair

Alan Sweeney

Richard Bostwick

Terry Thomas

Henry Brill

Bob Yeomans

Betty Jo Bussie

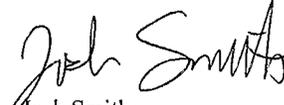
FISCAL NOTE:

This resolution is advisory only and has no direct fiscal impact on Rock County operations in and by itself.


Sherry Oja
Finance Director

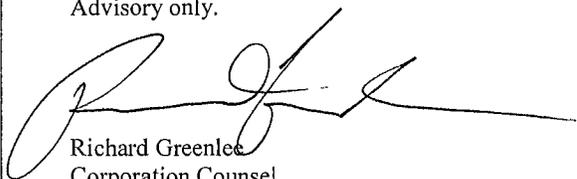
ADMINISTRATIVE NOTE:

Matter of Policy.


Josh Smith
County Administrator

LEGAL NOTE:

Advisory only.


Richard Greenlee
Corporation Counsel

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Yuri Rashkin
INITIATED BY



Supervisor Yuri Rashkin
DRAFTED BY

County Board Staff
SUBMITTED BY

April 25, 2019
DATE DRAFTED

**AMENDING THE RULES OF PROCEDURE FOR THE
ROCK COUNTY BOARD OF SUPERVISORS**

1 **WHEREAS**, it is in the interest of the County of Rock to foster as much diversity of experience,
2 perspective and thought in the group of persons who participate in local government by serving on the
3 Committees of the Rock County Board of Supervisors, and
4

5 **WHEREAS**, that diversity is best fostered by allowing for the movement of individuals on and off of the
6 Board's committees in regular intervals, and
7

8 **WHEREAS**, such movement frequently brings fresh ideas, fresh perspectives and new energy which
9 assists in creating creative solutions to the many challenges that our community faces, and
10

11 **WHEREAS**, as a way of achieving that movement, it is beneficial to proscribe term limits upon the
12 individuals who serve on the Board's Committees.
13

14 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly assembled
15 this ___ day of _____, 2019, resolves that the Rock County Board Rules of Procedure be
16 amended as follows:
17

18 **RULE IV**

19 * * *

20
21
22 G. Appointments to committees, commissions and boards shall be made by the Chair,
23 including chairships subject to County Board confirmation. The Chairs of all standing
24 committees shall be County Board members. Vice Chairships shall be elected by the committee
25 membership. Supervisors shall be limited to service on a standing committee to two
26 consecutive full terms of two years, after which, members drawn may serve additional terms
27 under the preceding limitation after absence from a standing committee for not less than one
28 year. Terms shall commence upon appointment immediately following the organizational
29 meeting and end upon the first County Board Meeting following the succeeding organizational
30 meeting. Vacancies during the term of any committee member shall be filled by the County
31 Board Chair with confirmation by the County Board. If practicable, this shall be done within
32 30 working days of the date on which the vacancy was created.
33

34 * * *

35
36 **RULE V**

37 * * *

38
39 **C. Board of Health**

40
41 (1) The Board of Health shall be composed of nine (9) members, of which four (4) shall be
42 County Board Supervisors. At least three (3) of the members shall be persons who are not elected
43 officials or employees of Rock County and who have a demonstrated interest or competence in the
44 field of public health or community health. A good faith effort shall be made to appoint a
45 registered nurse and a physician. Members shall also reflect the diversity of the community. The
46 members of the body drawn from the community shall serve terms of three years, and be limited
47 to service of two consecutive full terms, after which, members drawn from the community may
48 serve additional terms under the preceding limitation after absence from the board of not less than
49 one year.

50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75

(2) The Board of Health shall have policy supervision over the Health Department. The Health Department shall include the activities of the public health nurses, environmental health (including pollution control), and powers and responsibilities conferred by State Statute and County Board policy. The Board of Health shall also act as liaison for community health planning.

J. Human Services Board

(1) The Human Services Board shall be comprised of six County Board Supervisors and three other Rock County residents. The members of the body drawn from the community shall serve terms of three years, and be limited to service of two consecutive full terms, after which, members drawn from the community may serve additional terms under the preceding limitation after absence from the board of not less than one year.

(2) The Human Services Board shall have policy supervision over the Human Services Department including, but not limited to: The Aging and Disability Resource Center; Behavioral Health Services, Child Protective Services, Economic Support Services, and Juvenile Justice Services.

(3) The Human Services Board shall provide policy supervision for the Rock County Job Center.

NOW, THEREFORE BE IT FURTHER RESOLVED that this amendment to the Rock County Board Rules of Procedure shall be effective and construed such that the first term of each supervisor or citizen member shall be counted from the next organizational meeting forward.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer

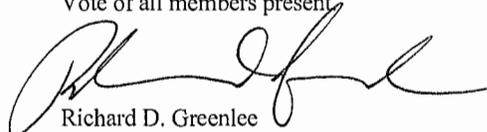
Alan Sweeney

Terry Thomas

Bob Yeomans

LEGAL NOTE:

Pursuant to Rule X(C) of the Rock County Board of Supervisors Rules of Procedure, the Rules of Procedure may be amended by a 2/3 Vote of all members present.



Richard D. Greenlee
Corporation Counsel

FISCAL NOTE:

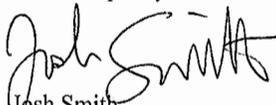
No fiscal impact.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith
County Administrator

Overtime for Unilateral Employees.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

- (A) Unilateral A employees are eligible for overtime compensation on a time and one-half basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.

- (B) Unilateral B Employees (those employees in the following job classifications) shall be eligible for overtime compensation on a straight time basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and the approval of the Department Head:

Assistant to the Information Technology Director
Communications Center Shift Supervisor
Computer Programmer/Analyst I
Computer Programmer/Analyst II
GEO Application Specialist
Materials & Environmental Services Manager
Network Support Administrator
Network Technician
Payroll Manager
Planner I
Planner II
Planner III
Public Safety Systems Manager
Public Works Superintendent
Sanitarian I
Shop Superintendent
Victim/Witness Specialist

(C) Unilateral C employees, shall not be eligible for overtime. The only exceptions would be:

- (1) in the case of an employment services agreement, which contained such a provision; and
- (2) employees in the following job classifications who are eligible for overtime compensation on a time and one-half basis over forty hours worked per week:

Assistant Food Service Manager

~~Food Services Manager~~

Nursing Supervisor

YSC Supervisor

Full-time, FLSA exempt (salaried), employees classified as "Unilateral C" shall exercise discretion over the methods and manners in which they effectively utilize work time. Exempt employees are expected to average not less than forty (40) hours of work per week. They may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis. "Unilateral C" employees shall follow departmental rules regarding time off requests in which only eight (8) hours may be accounted for by flex. To use additional hours of flex time, the employee must receive specific supervisor approval.

All employees shall keep accurate accounts of all hours worked, on time sheets promulgated by the County.

Flex time may be used contiguous to any other paid benefit time (vacation, sick leave, holiday, etc.).

Flex time is intended to allow some flexibility in work schedules. It is not intended to be an hour-for-hour exchange. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee.

Any violations or abuse of this Policy shall be reported to the Human Resources Director for appropriate disciplinary action, up to and including termination.

- (D) The accumulation of compensatory time off for unilateral employees shall not exceed eighty hours. Compensatory time must be taken in the calendar year in which it was generated or it will be paid out on the last paycheck of the calendar year.
- (E) Overtime for unilateral employees shall be approved in advance by a Department Head or supervisor and reviewed periodically by the Human Resources Director. Overtime shall be

kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.

- (F) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.
- (G) Unilateral Employees in the classifications of Human Services Supervisors I and II assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive two hours of pay or compensatory time for each weekday (Monday thru Thursday), and three hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday. On county recognized holidays and days of observation, supervisors will receive four hours of pay or compensatory time for each 24-hour period.
- (H) The Communication Center Operations Manager and the Information Technology employee who is on-call for the Communication Center shall receive four hours of pay for each week of on-call coverage.
- (I) Unilateral Employees in the classification of Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week in compensatory time off, or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.
- J) Employees in the Public Works Department in the classifications of Storekeeper, Public Works Superintendent, Shop Superintendent, and Assistant Public Works Director who is on call for Public Works shall receive four hours of pay for each week of on-call coverage.
- (K) A Council on Aging employee whose job requires the ability to be reached after hours for the transportation program will follow the procedure listed below:
 - a. After hours are designated as:
 - Monday, thru Friday 6:00 am to start of shift and end of shift to 6:30pm
 - Saturday 8:45am-6:30pm
 - b. Compensation for on-call hours will be paid as follows:
 - 1. The on call worker is compensated at a rate of \$3.50 per hour while on call.
- (L) For Unilateral Employees in the classification of Correctional Supervisor the work schedule shall consist of an eight and one half hours work day with scheduled work days as follows: work five (5) days, off work two days (2) days, work five (5) days, off work three (3) days, with above cycle repeating itself every two weeks. For payroll purposes, base hours will be (79.55) hours in each fourteen (14) day cycle. The work period is defined as a regular recurring period of twenty eight (28) days.

Each regular full-time employee shall receive time and one-half his or her hourly wage or time and one half compensatory time off for all hours worked in excess of eight and one-half hours per day for a 5-2/5-3 schedule; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

The following are exceptions to the County Ordinance, which provides for overtime compensation on a time and a one-half basis over forty hours per week. Comp time used will not be considered as hours worked for the purpose of computing overtime.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day or forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

(AFSCME 1077)

(Public Works) Employees shall be expected to respond to a call and report to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she works less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two hour period of time; further provided, that the aforesaid two hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

(Airport) Employees shall be expected to respond to a call and report to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she works less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two hour period of time; further provided, that the aforesaid two hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any airport Employee required by management to carry a cell phone during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the cell phone.

(Facilities Management) Each regular full-time Employee shall receive time and one-half of his/her hourly wage rate for all hours worked in excess of eight hours per day, or forty hours per week. In the event an Employee is off duty and called in to work in excess of eight hours per day, he/she shall be paid a minimum of time and one-half for two hours.

Employees shall be expected to respond to a call to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she work less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two-hour period of time; further provided, that the aforesaid two-hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any Maintenance Staff at the Youth Services Center, Rock Haven, or the Jail that is required by management to carry a County issued cell phone during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the cell phone.

(AFSCME 2489)

Each regular full-time employee shall receive time and one-half his/her hourly wage or time and one-half compensatory time off for all hours worked in excess of eight hours per day or forty hours per week; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

In order to accommodate Skill Development Specialist and Family Service Coordinators, who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(AMHS RH)

14.01 (E) Registered Nurses volunteering to pick up open shifts and/or volunteer to work on short notice as a result of call-offs, shall receive one and one-half times the regular rate of pay for such duty.

14.03 Overtime Pay.

1. All hours worked in excess of forty hours per week by regular full-time employees of the Social Work Division shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.
2. All hours worked in excess of eight hours per day, or forty hours per week, by members of the Nurses Division shall be compensated at the rate of time and one-half the regular rate of pay.

The only exception would be those Nurses assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Overtime pay may be taken in cash or time and one-half compensatory time off, at the option of the employee.

(AFSCME 1258)

Overtime and Comp Time: Time and one-half shall be paid for all time worked over eight hours per day and forty hours per week. The only exception would be those Full Time Employees assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Employees will be permitted to accumulate up to eighty hours of compensatory time. Employees may, with the Department Head's approval, elect to take compensatory time off. An employee may use compensatory time on weekend shifts, but only when they arrange for their own replacement to cover their shift at straight-time wages (except for the four hours of overtime that naturally occur in a regular twelve-hour shift).

In order to accommodate non-crisis Psychiatric Technicians within the Human Services Department who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(SEIU NURSES)

Overtime. The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees governed by this labor agreement, if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the Assistant Director. Occasions where the most senior employees refuse such overtime work consistent with this provision, the least senior employee of the unit shall be required to perform the overtime work. Refusals shall not apply to required evening and weekend meetings.

All time worked in excess of forty (40) hours per week shall be paid at the rate of one and one-half times the employee's regular salary. When the employee is required to attend an evening or weekend meeting, this shall be considered overtime. Overtime compensation shall be paid in

cash or compensatory time off at the rate of time and one-half as the employee may elect, with the approval of the Assistant Director. Employees shall be permitted to accumulate up to forty (40) hours of compensatory time in a "comp time bank".

An employee required by management to carry a pager shall be compensated at the rate of two dollars and fifty cents (\$2.50) per hour. If the employee is required to report to work while carrying a pager, the employee will be paid the greater of two (2) hours pay paid at time and one-half or pay for time actually worked paid at time and one-half. The employee shall also be reimbursed for mileage which is in excess of the distance which she/he travels from his/her residence to the Rock County Public Health Department at the mileage rate specified by the Internal Revenue Service. The two hour minimum pay provision shall apply only if the employee called into work is sent home prior to the commencement of his/her next regular schedule of daily work hours. Any employee will be required to carry a pager only in the event of an emergent public health need.

(YSC)

Employees working overtime shall be compensated at a rate of time and one-half the regular rate of pay, or time and one-half in compensatory time, at the option of the employee, not to exceed a total of sixty (60) hours in a calendar year, for any hours worked over eight and one half (8 ½) in one day or any hours worked outside of their normal 5/2 – 5/3 work schedule.

Please see Policy 5.04: Compensatory Time, for information regarding the use of comp time.

(AMHS HSD)

14.03. Overtime Pay.

1. For employees working an eight (8) hour day, all hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

For employees working a ten (10) hour day schedule, all hours worked in excess of ten (10) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

2. In order to accommodate the specified needs of an HSD client, or insure the fidelity of a treatment model for an HSD client and stay in compliance with state statutes with respect to the care, treatment or supervision of HSD clients, or as a means to prevent the removal of an adult, child or youth from the community, staff may sometimes need to report to work before or stay after their normally scheduled work hours.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day, the eight (8) hour overtime provision does not apply.

3. An employee who is designated for after-hours coverage is not eligible for time and one-half until the end of his/her regularly scheduled shift.

Child Protective Services Division

After-hours procedures for those employees whose job duties require carrying an after hours cell phone are generally as follows:

After hours are designated as:

Monday, 5:00 pm to Tuesday, 8:00 am	(15 hrs.)
Tuesday, 5:00 pm to Wednesday, 8:00 am	(15 hrs.)
Wednesday, 5:00 pm to Thursday, 8:00 am	(15 hrs.)
Thursday, 5:00 pm to Friday, 8:00 am	(15 hrs.)
Fri. 5 p.m.-Sat. 8 a.m.	(15 hrs.)
Sat. 8 a.m.-Sat. 5 p.m.	(9 hrs)
Sat. 5 p.m.-Sun. 8 a.m.	(15 hrs)
Sun. 8 a.m.-Sun. 5 p.m.	(9 hrs)
Sunday, 5:00 pm to Monday, 8:00 am	(15 hrs.)

The County will provide the designated after-hours cell phones to employees on call during after-hours.

An initial after-hours schedule will be established covering a minimum three (3) month period of time. Using seniority, employees within the Division who have been designated by the County as trained may sign up for after-hours duty on a daily or weekly basis for after-hours shifts during the scheduled period. The maximum number of days scheduled in succession will not exceed seven (7) days. For those trained employees who sign up for and keep at least one shift, will be exempt from being mandated to an assigned after-hours shift. If no employee signs up for a shift, employees who have not signed up and fulfilled a shift will be assigned on a rotating basis starting with the least senior qualified trained employee.

Employees who have the qualifications and training may be designated to respond to after-hours duties during their off hours will be paid at the applicable overtime rate.

Each documented Afterhours Access report involving a separate family will be compensated at a one hour minimum. Actual time over the hour will be compensated at time and one-half. Compensation for phone calls on currently open cases will be handled in the same manner.

A back-up pool of qualified and trained employees will be established to provide coverage if the employee scheduled is unavailable.

When an employee is off duty and directed to report to work by a supervisor outside of his/her normal schedule he/she will receive time and one-half of his/her hourly rate of pay for all hours actually worked. The two-hour minimum call-in provision may apply only if the employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours.

If an employee receives an off-duty phone call and performs services for the County without leaving home, the employee will receive time and one-half of his/her hourly rate of pay for all hours actually worked

In addition to the normal scheduled work hours, employees will be paid \$3.50 per hour for hours they are on call. Employees will be paid \$5.75 per hour for hours they are on-call on holidays. No employee will be required to take after hours duty for both Thanksgiving and Christmas holidays in the same year or for the same of those holidays in successive years.

Crisis Intervention

If a part-time employee is called in to cover a vacant shift, the employee shall be paid at a straight time rate until they reach eight (8) hours in a day. If he/she receives less than four hours advance notice of such assignment, he/she shall receive one and one-half his/her regular pay for their entire shift.