

ROCK COUNTY, WISCONSIN



COUNTY BOARD STAFF COMMITTEE TUESDAY – NOVEMBER 12, 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 – October 22, 2019
5. Transfers
6. Review of Payments
7. Resolutions and Committee Approvals
 - A. Recognizing Jon Furseth
 - B. Amending the County's Personnel Ordinance
8. Committee Action, Updates and Possible Action
 - A. Review and Possible Action on Proposed Changes to the Rock County Administrative Policy and Procedural Manual
9. 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 – October 22, 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, Peer, Sweeney and Thomas.

Committee Members Excused: Supervisor Yeomans.

Staff Members Present: Josh Smith, County Administrator; Annette Mikula, Human Resources Director; Richard Greenlee, Corporation Counsel; Kate Luster, Human Services Director.

Others Present: None.

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

Citizen Participation, Communications and Announcements. Discussion that the old Clocktower site may be the site for the casino in Rockford.

Approval of Minutes – October 10, 2019. Supervisor Sweeney moved approval of the minutes of October 10, 2019 as presented, second by Supervisor Mawhinney. ADOPTED.

Transfers. None.

Resolutions.

Approving Quit Claim Deed from WisDOT and Authorizing Other Actions Regarding Shopiere Lane Public Works Garage in the Town of Turtle

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2019 does hereby authorize the acceptance of conveyance of a certain parcel of land abutting the property located at 3503 E. Shopiere Lane (Parcel #6-19-97A) by acceptance quit claim deed from the Wisconsin Department of Transportation and the Town of Turtle for \$1 to each party.

BE IT FURTHER RESOLVED that the County Board Chair and the County Clerk are authorized to execute required property acquisition documents.

BE IT FURTHER RESOLVED that the Rock County staff are authorized to take all necessary steps to prepare and execute all documents necessary to effectuate the construction of a Rock County Public Works Garage on said site, including but not limiting to, combining the property with the properties located at 3503 E. Shopiere Lane (Parcel #6-16-97A) and 3501 E. Shopiere Lane (Parcel #6-19-97B), and rezone all properties for use as a highway garage.”

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

Amending the 2019 HSD Budget to Accept CLTS Funds and Creating 1.0 FTE Human Services Supervisor Position

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2019 does hereby approve the creation of 1.0 FTE Human Services Supervisor I position in CLTS, and the purchase of a computer, phone and furniture for the new position.

BE IT FURTHER RESOLVED, that the 2019 Budget be amended as follows:

...“

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

Authorizing Double Fill of Chief Deputy Position

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2019, does hereby authorize the temporary double fill of the Chief Deputy position.“

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

Authorizing Thirteen Months and Three Days of Double Fill of One Correctional Officer Position

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2019, does hereby authorize the temporary double fill of one Correctional Officer position not to exceed thirteen months and three days.“

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

Establishing the Rock Haven Compliance and Ethics Program

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2019 does hereby approve the establishment of a Rock Haven Compliance and Ethics Program.”

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

Mr. Smith explained this is comprised of Rock Haven staff and is not creating a committee but a program, which is required by federal law.

ADOPTED.

Committee Action, Updates and Possible Action.

Review and Discussion of 2020 Recommended Budget

County Administrator Mr. Smith went over the highlights, said there is not much change, and the County Administrator’s budget is heavily personnel related.

Corporation Counsel. Mr. Smith went over the highlights, and said most of the changes to the budget are associated with the Risk Manager position.

Human Resources. Mr. Smith went over the highlights and said most of the change is for a consultant for a blue-ribbon study project, which the County Board approved in the fall of 2019.

Adjournment. Supervisor Bostwick moved adjournment at 4:29 P.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY

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

10/31/2019

| Account Number | Account Name | PO# | Check Date | Vendor Name | Description | Inv/Enc Amt |
|--|-----------------|----------|------------|-------------|-----------------------------|---------------|
| 01-1320-0000-63100 | Office&Misc Exp | P1900719 | 10/31/2019 | US BANK | CALENDARS | 101.83 |
| 01-1320-0000-64200 | Training | P1900719 | 10/03/2019 | US BANK | WATCP COORDINATOR CONF. EPM | 82.00 |
| County Administrator PROG TOTAL | | | | | | 183.83 |

I have reviewed the preceding payments in the total amount of **\$183.83**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

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

10/31/2019

| Account Number | Account Name | PO# | Check Date | Vendor Name | Description | Inv/Enc Amt |
|--------------------|----------------|----------|------------|------------------------------|---------------------------------|-----------------|
| 03-1110-0000-63107 | Legal Notices | P1900013 | 10/17/2019 | GREATER BELOIT PUBLISHING CO | PUBL OF 9/26/19 AGENDA | 751.46 |
| 03-1110-0000-64201 | Convention Exp | P1900719 | 10/31/2019 | US BANK | WCA CONF HOTEL (\$226 REIMB WIL | 1,666.80 |
| | | | | | County Board PROG TOTAL | 2,418.26 |

I have reviewed the preceding payments in the total amount of **\$2,418.26**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

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

10/31/2019

| Account Number | Account Name | PO# | Check Date | Vendor Name | Description | Inv/Enc Amt |
|---------------------------------------|-----------------|----------|------------|-------------|------------------------------|-----------------|
| 06-1620-0000-63100 | Office&Misc Exp | P1900533 | 10/24/2019 | US BANK | OFFICE SUPPLIES - CALENDAR | 7.99 |
| 06-1620-0000-64200 | Training | P1900533 | 10/24/2019 | US BANK | COMFORT SUITES BRYAN FISCHER | 1,049.70 |
| Corporation Counsel PROG TOTAL | | | | | | 1,057.69 |

I have reviewed the preceding payments in the total amount of **\$1,057.69**

Date:

Dept Head _____

Committee Chair _____

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

| Account Number | Account Name | PO# | Check Date | Vendor Name | Description | Inv/Enc Amt |
|-----------------------------------|-----------------|----------|------------|--------------------------------|--------------------------------|-----------------|
| 08-1420-0000-61925 | Background/Test | | | | | |
| | | P1900598 | 10/17/2019 | WISCONSIN DEPARTMENT OF JUSTIC | BACKGROUND AND TESTING | 167.66 |
| | | P1902177 | 10/03/2019 | ILLINOIS STATE POLICE | BACKGROUND AND TESTING IL | 16.00 |
| 08-1420-0000-63100 | Office&Misc Exp | | | | | |
| | | P1900593 | 10/17/2019 | US BANK | OFFICE SUPPLIES-NAME CARDS | 421.23 |
| 08-1420-0000-63300 | Travel | | | | | |
| | | P1900593 | 10/24/2019 | US BANK | TRAVEL EXPENSES | 746.65 |
| 08-1420-0000-64200 | Training | | | | | |
| | | P1900593 | 10/17/2019 | US BANK | TRAINING-SHRM CREDIT | (55.00) |
| | | P1902337 | 10/10/2019 | GOVERNMENTJOBS.COM INC | TRAINING NEOGOV USER CONFERENC | 1,150.00 |
| | | P1902438 | 10/24/2019 | BLACKHAWK TECHNICAL COLLEGE | TRAINING-REAL COLORS | 223.00 |
| 08-1420-0000-64215 | Recruitment | | | | | |
| | | P1902434 | 10/24/2019 | STATE BAR OF WISCONSIN | RECRUITMENT-CORP COUNSEL | 440.00 |
| 08-1420-0000-64216 | Cultural Comp | | | | | |
| | | P1902437 | 10/24/2019 | COMMUNITY ACTION INC OF ROCK A | TRAINING-MARC PERRY | 2,625.00 |
| | | P1902443 | 10/24/2019 | BELOIT EVEN START DANCERS | PERFORMANCE BY SCHOOL DISTRICT | 100.00 |
| 08-1420-0000-64417 | RH Expenses | | | | | |
| | | P1900598 | 10/17/2019 | WISCONSIN DEPARTMENT OF JUSTIC | BACKGROUND AND TESTING | 29.59 |
| Human Resources PROG TOTAL | | | | | | 5,864.13 |

ROCK COUNTY

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

10/31/2019

| <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 **\$5,864.13**

Date:

Dept Head _____

Committee Chair _____

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

| Account Number | Account Name | PO# | Check Date | Vendor Name | Description | Inv/Enc Amt |
|--|----------------|----------|------------|--------------------------------|--------------------------------|-----------------|
| 19-1912-0063-61710 | Workers Comp | | | | | |
| | | P1900150 | 10/17/2019 | MINUTE MEN HR MANAGEMENT OF WI | NOVEMBER 2019 INSTALLMENT | 2,850.00 |
| | | P1902269 | 10/03/2019 | BELOIT HEALTH SYSTEM | MIKE STALKER AUDIOGRAM SCREENI | 38.45 |
| Worker's Compensation PROG TOTAL | | | | | | 2,888.45 |
| 19-1932-0000-64904 | Sundry Expense | | | | | |
| | | P1900593 | 10/31/2019 | US BANK | EMPLOYEE RECOGNITION PICNIC | 89.56 |
| | | P1902365 | 10/24/2019 | MMPR POWERED BY HALO | RECOG GIFTS-ROSEWOOD CLOCK | 329.70 |
| Employee Recognition Committee PROG TOTAL | | | | | | 419.26 |

I have reviewed the preceding payments in the total amount of **\$3,307.71**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

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

10/31/2019

| Account Number | Account Name | PO# | Check Date | Vendor Name | Description | Inv/Enc Amt |
|--|----------------|----------|------------|-------------|-------------|---------------|
| 29-9005-0000-64904 | Sundry Expense | P1900719 | 10/17/2019 | US BANK | UNITED | 496.00 |
| Evidence Based Decision Making PROG TOTAL | | | | | | 496.00 |

I have reviewed the preceding payments in the total amount of **\$496.00**

Date:

Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland-Director
Facilities Management
DRAFTED BY

General Services Committee
SUBMITTED BY

October 21, 2019
DATE DRAFTED

RECOGNIZING JON FURSETH

- 1 **WHEREAS**, Jon Furseth has served the citizens of Rock County for the past 32 ½ years as a
- 2 dedicated and valued employee, and is retiring effective January 11, 2020; and
- 3
- 4 **WHEREAS**, Jon Furseth began his career with General Services on January 7, 1987 as a
- 5 Mechanical Maintenance Worker IV at the Sheriff's Office; and
- 6
- 7 **WHEREAS**, Jon Furseth, on February 17, 2002, was promoted to Crew leader; and
- 8
- 9 **WHEREAS**, Jon Furseth, on December 19, 2016, was promoted to Facilities Superintendent taking
- 10 on the duties of managing multiple County owned buildings; and
- 11
- 12 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County,
- 13 wishes to recognize Jon Furseth for his long, dedicated and faithful service.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors, at its
- 16 regular meeting this ____ day of _____, 2019, directs that a sincere expression of recognition
- 17 be given to Jon Furseth for his 32 ½ years of service and expresses to him best wishes for the future.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Henry Brill, Chair

J. Russell Podzilni, Chair

Jeremy Zajac, Vice Chair

Mary Mawhinney, Vice Chair

Tom Brien

Richard Bostwick

Robert Potter

Henry Brill

Yuri Rashkin

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Annette Mikula
INITIATED BY

Amy Spoden, Asst. Human Resource Director
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 6, 2019
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
 8 December 13, 2019
 9
 10 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this
 11 _____ day of _____, 2019 does hereby amend Chapter XVIII, the County's Personnel
 12 Ordinance as follows:

19-11D-351

**CHAPTER XVIII
Section 3: Recruitment and Selection**

Recruitment
18.301

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

Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates. Applications received are maintained by Applicant Tracking Software. Candidates are notified by the system as they progress thru the life cycle of the recruitment.

(a) Job Announcements and Publicity.

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

(b) Application Form.

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

(c) Rejection of Applications.

Human Resources may reject any application if the applicant:

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

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- 47 (2) is physically, mentally or otherwise unable to perform the duties of the
 48 position, with or without a reasonable accommodation, as permitted under
 49 applicable State and Federal laws.
 50
 51 (3) has been convicted of a crime, which renders him/her unsuitable for the
 52 position, as permitted under applicable State and Federal laws.
 53
 54 (4) is not within the legal age limits prescribed for the position or for County
 55 employment.
 56
 57 (5) has established an unsatisfactory employment record, which demonstrates
 58 unsuitability for the position.
 59
 60 (6) is a member of an organization, which advocates the violent overthrow of
 61 the government of the United States.
 62
 63 (7) based on job related factors, is found by Human Resources to be clearly
 64 unsuitable for the position for which he/she has applied.
 65
 66 ~~(d) Whenever an application is rejected, notice of such rejection shall be promptly~~
 67 ~~made to the applicant.~~
 68
 69 (d) Human Resources may select only the best qualified applicants for screening and
 70 final consideration.
 71
 72 (e) Applicants that are not selected for a position have the ability to review their
 73 individual results. Candidates who do not agree with their recruitment process
 74 results may request the Human Resources Director to review the results.
 75
 76

Section 5: Fringe Benefits

Holidays
18.501

81 The following holidays are observed by the County and shall be granted to regular employees with pay
 82 and to temporary employees without pay, unless such employees are required to be on scheduled work:
 83

- 84 (a) New Year's Day
 85 (b) Spring Holiday to be observed the Friday immediately preceding
 86 Easter
 87 (c) Memorial Day
 88 (d) July 4th
 89 (e) Labor Day
 90 (f) Thanksgiving Day
 91 (g) Friday following Thanksgiving
 92 (h) Day before Christmas
 93 (i) Christmas Day
 94 (j) One Floating Holiday
 95 (k) Any additional holiday granted by the County Board.
 96 (l) The County Administrator may designate additional holidays in
 97 unusual circumstances with the approval of the County Board
 98 Chair and/or Vice Chair.
 99

100 For employees working the standard work schedule, when a holiday falls on Saturday, it shall be
 101 observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be
 102 observed.
 103

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

105
 106 Floating holidays must be taken in whole day increments (pro-rated for part-time employees).
 107

108 The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of
109 January 1st of each year. Employees need to use the floating holiday on or before December 31 of each
110 calendar year. If the floating holiday is not used by December 31, the floating holiday will be
111 forfeited. During their first year of employment, Employees hired after November 30, will have until
112 January 31 of the following year to use their floater from the previous year.

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Jury Duty

116

18.510

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118 Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from
119 his/her regular and normal daily schedule of working hours with pay, for such jury service provided
120 such employee shall remit to ~~Employer~~ Rock County Treasurer's Office all fees received from the
121 Clerk of Courts for such service, and further provided that no claim for overtime pay or compensatory
122 time off shall be made by such employee as a result of his/her jury services. If a second or third shift
123 employee is selected to serve on a jury panel, the employee will not be required to work their next
124 scheduled shift, if such shift begins on the same calendar day. If the employee does not remit the fee,
125 he/she shall be considered to be on leave of absence without pay while performing jury duty. The
126 County shall pay a reasonable amount for the difference if the employee has to pay parking fees and
127 reimbursement from the Court does not fully cover the fee.

128

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

131

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

134

135

136

Sick Leave

137

18.515

138

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

140

141

(1) All full-time employees shall earn one sick leave day per month of
142 continuous employment. All part-time employees whose regular workweek
143 is sixteen hours or more shall earn one sick leave day on a prorata basis
144 directly in relation to the normal full time employment period. All part-
145 time employees, who work less than sixteen hours per week, shall not earn
146 sick leave. Temporary and seasonal employees are not eligible for sick
147 leave.

148

149

(2) Sick leave shall be granted after three months continuous service (from
150 original hire date) when an employee is required to be absent from work
151 because of:

152

153

(a) Illness of the employee.

154

155

(b) Illness of an employee's spouse

156

157

(a) Illness of a minor child (includes stepchild, current foster child,
158 grandchild, or any other child they are legally responsible for and
159 can provide legal documentation supporting the responsibility) or
160 a child who meets the definition of a disabled adult child.

161

162

(b) Adult child when covered by an approved FMLA.

163

164

(c) Illness of a parent (includes stepparents and current foster
165 parents).

166

167

(d) Contact with or exposure to a contagious disease rendering the
168 employee's presence hazardous to fellow workers

- 169 (e) Reasonable medical or dental attention that cannot be scheduled during
170 non-working hours.
- 171
- 172 (3) Sick leave shall accrue to a maximum of one hundred thirty days.
- 173
- 174 (4) Employees who are absent from work for reasons which entitle them to
175 sick leave shall notify their supervisor in accordance with Department
176 Work Rules.
- 177
- 178 (5) A supervisor may identify a potential problem with an employee's sick
179 leave usage. Patterns that may indicate a problem with sick leave usage
180 include but are not limited to:
- 181
- 182 a) It occurs before or after a holiday,
- 183
- 184 b) It occurs before or after a scheduled day off,
- 185
- 186 c) An employee takes sick leave in excess of three days which has not been
187 reported to FMLA, or
- 188
- 189 d) The employee has a history of using short amounts of sick leave
190 repeatedly over an extended period of time.
- 191
- 192 e) It occurs on a day that an employee previously requested off and was
193 denied.
- 194
- 195
- 196 Once a potential problem with sick leave usage has been identified the
197 supervisor shall meet with the employee to discuss the reason(s) for the
198 absences. The goal of the meeting is to gather information, counsel the
199 employee and if there is an admitted problem, have the employee change
200 his/her behavior.
- 201
- 202 When a problem has been identified and the employee has not voluntarily
203 changed their behavior, a Department Head or the Human Resources
204 Director may require the employee to submit a medical statement, stating
205 the specific illness, period of treatment, and date that the employee may
206 return to work.
- 207
- 208 The Department Head or Human Resources Director may require an
209 employee to take a medical examination on returning from sick leave or on
210 such occasions that it is in the best interest of the County. The medical
211 examination shall be given by a physician designated by the Human
212 Resources Director.
- 213
- 214 The Department Head or the HR Director may investigate the alleged
215 illness of an employee absent from work on sick leave. False or fraudulent
216 use of sick leave shall be cause for disciplinary action against the
217 employee, up to and including dismissal.
- 218
- 219 (6) An employee on vacation who presents an acceptable medical certificate
220 giving the dates of illness may have that portion of his/her vacation leave
221 converted to sick leave.
- 222
- 223 (7) Sick leave shall be debited in no less than quarter hour units.
- 224
- 225 (8) No credit for sick leave shall be granted for time worked by an employee in
226 excess of his/her normal workweek.
- 227
- 228 (9) A regular employee who moves from one department to another by
229 transfer, promotion or demotion shall have his/her total sick leave credits
230 transferred to the new department.
- 231

232 Employees who resign or retire with ten or more
233 years of continuous service shall be paid for one half of the accumulated
234 sick leave days, not to exceed a total of sixty-five days. In the event of the
235 death of an employee, the County shall make the same sick leave payment
236 to the employee's estate. In the event of a discharge, the employee will not
237 receive this benefit.

238
239 Subpoenaed Witness
240 18.516

241
242 When subpoenaed to appear before a court, public body, or commission in connection with County
243 business on regular work time, the employee shall be paid at his/her regular rate of pay and the employee
244 shall remit his/her fee to the County.

245
246 Employees who are off duty and are subpoenaed to appear in court as a result of their work assignment
247 shall receive a minimum of two hours pay at the rate of time and one half. If the employee is required by
248 the court to be present in court for time over and above the minimum, the employee will be paid at the
249 rate of time and one half. Employees shall be reimbursed for mileage costs incurred because of court
250 appearances required under this provision. Employees shall sign and turn over to the County any and all
251 fees and reimbursements paid because of court appearances resulting from their work assignment.

252
253 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off duty time and are not
254 notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to the time
255 scheduled for appearance, shall be paid two hours of pay at their regular rate of pay. There shall be a
256 maximum of two (2) canceled subpoenas per day.

257
258 Employees subpoenaed to appear before a court, public body, or commission for reasons outside of their
259 County employment will be given time off of work if they must appear during their normally scheduled
260 shift. The time away from work will be covered by the employee's benefit time or will be leave without
261 pay if the employee does not have appropriate benefit time to cover.

262
263 Section 6: Conditions of Employment
264 Discipline/Investigations
265 18.607

266
267 The purpose of discipline is correcting job behavior and performance problems of employees.
268 Employees shall be informed of standards of conduct and performance. All staff must notify their
269 immediate supervisor within twenty-four (24) hours of all arrests and convictions for any ordinance
270 (other than minor traffic violations), misdemeanor or felony violations that may impact their ability to
271 complete the essential functions of their position.

272
273 No disciplinary action will be taken until a thorough investigation has been completed. Employees
274 under investigation shall have the right to representation during the investigatory process. The
275 employee will be allowed to have a representative of their choice who is not a supervisor or manager
276 within Rock County. The representative will be limited to listening and advising the employee but will
277 not be allowed to speak in place of the employee. Unilateral employees other than Department Heads
278 shall be allowed to have a representative of their choice who has equal or less authority than they do.
279 Employees may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules
280 and standards shall be consistently applied. Penalties shall be uniform and shall match the infraction.
281 Persons administering corrective discipline shall systematically document the case. Records of written
282 reprimands, suspensions, demotions and terminations shall be provided to Human Resources and kept
283 in the employee's personnel file. Written reprimands will remain in effect for a period not to exceed
284 one year, and at the end of such period shall be removed from the active Employee's personnel file.
285 Records of suspension shall remain in the active Employee's personnel file for a period of two years
286 and at the end of such period shall be removed from the Employee's personnel file.

287
288 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the
289 County Administrator before such actions are taken. In the event that the immediate dismissal action is
290 required and the HR Director or the County Administrator cannot be reached, the employee shall be
291 suspended with pay pending investigation.
292

293 An employee may only be suspended, demoted, or terminated for just cause. In determining whether
294 just cause exists, the following standards must be applied to the extent applicable:

- 295
- 296 (a) Whether the employee could reasonably be expected to have had knowledge of the likely
- 297 consequences of the alleged conduct
- 298 (b) Whether the rule or order that the employee allegedly violated was reasonable.
- 299 (c) Whether the County made a reasonable effort to investigate and discover whether the
- 300 employee did in fact violate a rule or order.
- 301 (d) Whether the investigation was fair and objective.
- 302 (e) Whether the County discovered substantial evidence that the employee violated the rule or
- 303 order
- 304 (f) Whether the County is applying the rule or order fairly and without discrimination against
- 305 the employee.
- 306 (g) Whether the proposed discipline reasonably relates to the seriousness of the alleged
- 307 violation and the employee's record of service with the County.
- 308

309 Notwithstanding the above, whenever an employee is laid off under section 18.613, it shall
310 not be considered discipline and the employee shall not be considered terminated under this
311 section. Dismissal of an employee during his or her initial Probationary Period shall not be
312 considered a termination under this section.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Alan Sweeney

Mary Mawhinney, Vice Chair

Terry Thomas

Richard Bostwick

Bob Yeomans

Henry Brill

Betty Jo Bussie

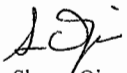
Louis Peer


FISCAL NOTE:

Minimal fiscal impact.

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes §§ 59.03 and 59.52(8).


Sherry Oja
Finance Director


Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Executive Summary

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

It is important to give our workforce a voice in the process, and in 2019 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 58 employee responses. The Human Resources Department identified several areas that were brought to their attention during 2019.

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

Rock County Ordinance

- **18.301 – Recruitment**

Updates candidate notification process.

- **18.501 – Holidays**

Updates floating holiday language to clarify it can be used on December 31st.

- **18.510 Jury Duty**

Clarifies where jury duty pay should be remitted to the Rock County Treasurer's Office.

- **18.515 –Sick Leave**

Clarifies language that sick leave can be used for an adult child when covered by approved family medical leave.

- **18.516 - Subpoenaed Witness**

Clarifies that if an employee is subpoenaed for reasons outside of their County employment, and they must miss work, they need to use benefit time or take it as time without pay.

- **18.607 – Discipline/Investigations**

Clarifies that employees who are laid off or dismissed during probation are not considered terminated for cause.

Memo



Rock County Human Resources Department

DATE: November 6, 2019

TO: County Board Staff Committee

FROM: Annette Mikula

CC: Josh Smith
Rich Greenlee

RE: Proposed Changes to the Rock County Administrative Policy and Procedural Manual and Rock County Personnel Ordinance.

Attached please find the proposed changes to the Rock County Administrative Policy and Procedures Manual and Rock County Personnel Ordinance.

These changes are being recommended to the County Board Staff Committee and County Board for their consideration. A summary of each change is listed below.

Administrative Policy and Procedural Manual

- **Section 1**

New policy being added on Workplace Inclusion and Diversity.

- **Policy 5.01– ADA**

Corrects typo.

- **Policy 5.12-Family and Medical Leave Act**

Updates language to allow employees to take up to two weeks of the federal portion of their family medical leave entitlement as un-paid time. This change will enable staff to keep up to ten days of benefit time in their time off banks as opposed to requiring them to burn all available leave balances while on federal portion of FMLA.

- **Policy 5.17 – Health Insurance**

Updates policy to incorporate the language from the health insurance summary plan document that describes the coverage levels when two married individuals are both employed by Rock County and eligible for health insurance.

- **Policy 5.20-Inclement Weather/Facility Closing**

Updates Personnel Ordinance reference, includes language for closures that are non-weather related at individual County building(s), and broadens notification to include local media sources.

- **Policy 5.27-Motor Pool**

Updates current language to include non-employee drivers.

- **Policy 5.28-New Employee Orientation**

Updates current language to including department level onboarding process for all new employees.

- **Policy 5.31-Overtime, Flex and After Hours Payment**

Updates Environmental Health Specialist position title. Increases maintenance and airport on-call pay.

- **Policy 5.37-Shift Differential/Incentive Pay**

Updates current language to add incentive pay of \$2.00 per hour for Human Services Professionals in pay ranges 2-5, working in the Access Unit, the Initial Assessment Unit, the Ongoing Unit, or the Training Unit.

- **Policy 5.46-Union/Association/Employee Group**

Corrects typos.

- **Policy 5.47-Vacation Schedules**

Updates vacation accrual process for all AMHS-HSD employees hired as of 1/1/2020 to the standard vacation accrual in place for all other employee groups.

- **Appendix A – Unilateral Pay Plan**

Retitle Cartographer to GIS Specialist
Update MDS Nurse to a Unilateral A* position.

In addition, final updates will include all additional changes as approved in the 2020 budget

Rock County Ordinance

- **18.301 – Recruitment**

Updates candidate notification process.

- **18.501 – Holidays**

Updates floating holiday language to clarify it can be used on December 31st.

- **18.510 Jury Duty**

Clarifies jury duty pay should be remitted to the Rock County Treasurer's Office.

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- **18.607 – Discipline/Investigations**

Clarifies that employees who are laid off or dismissed during probation are not considered terminated for cause.



ROCK COUNTY

ADMINISTRATIVE

POLICY AND PROCEDURE

~~January 1, 2019~~ January 1,
2020

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Rock County is committed to a workforce and culture that seeks out and celebrates the diversity of our County residents and employees. We strive to create an inclusive workplace where we treat others the way they want to be treated, instead of the way in which we want to be treated. We recognize the positive attributes of diversity and value the differences in people and communities. By valuing diversity and focusing on the mutual respect for employee job related differences, we encourage employees to work towards a common goal of serving our citizens where they are at. Our focus on inclusion positively affects client outcomes.

Rock County has woven diversity and inclusion into the mission, vision, and values of the County by incorporating diversity in job recruitment, onboarding, training, transfer, promotion, separation, compensation, and benefits. We do this through inclusion in order to retain and grow our diverse workforce. We are able to achieve positive outcome through embracing a culturally inclusive workforce.

Employees will receive annual training on diversity and inclusion. Rock County is committed to making a good faith effort toward achieving our diversity and inclusion objectives and fostering a culturally competent and inclusive workplace.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) are federal laws that require employers to not discriminate against qualified individuals with disabilities and when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations so that they may perform the essential functions of the position. It is County policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, Rock County will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

DEFINITION OF DISABILITY

Disability is a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such impairment.

REASONABLE ACCOMMODATION

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform the functions of that position without undue hardship to the County.

To determine the appropriate reasonable accommodation, the applicant or employee must make a request for accommodation and Rock County will engage in an interactive process with the applicant or employee regarding the need of an accommodation, and the types of accommodations that will allow the individual to perform the essential functions of the position. This process should identify the precise limitations resulting from the disability and potential reasonable accommodations that could overcome those limitations. The County is required to provide such an accommodation unless it creates an undue hardship on the County. In order to facilitate and better inform the interactive process, the applicant or employee is required to provide medical verification with suggested potential accommodations for the disability to Human Resources.

THE STATE AND FEDERAL FAMILY AND MEDICAL LEAVE ACTS

This Policy applies to all eligible salaried and hourly employees ('employees') of Rock County ('County') in the United States.

Rationale for the adoption of this policy and use of an outside provider by Rock County:

- To safe guard employees' rights to use their protected time.
- To make sure that all decisions about FMLA are made fairly and without regard to the status of the employee.
- To insure that all HIPPA guidelines in regard to protected employee information are followed.
- To guard against misuse and abuse of the benefit.
- To effectively and efficiently administer a program that is at times difficult to understand, labor intensive and requires a substantial amount of documentation and written communications.

Initiating a request for FMLA:

A. Employee Responsibilities:

Generally a "serious medical condition" is defined as: (a) illness, injury, impairment, or mental condition that involves an inpatient stay, or (b) outpatient care that requires continuing treatment or supervision. (For a more detailed definition see the definitions under federal and state FMLA included within this policy.)

Any time you are absent from work (planned or unplanned leave) due to a "serious medical condition" you **must** do the following:

Contact your Supervisor or other appropriate contact pursuant to your department absence reporting policies.

Call 877-GO2-FMLA (877-462-3652) or log onto www.fmlasource.com

- a) Your information will be verified by a specialist who will initiate the Family/Medical Leave process and answer any questions that you may have.
- b) The specialist will send you a letter confirming your request, your notification or rights under the FMLA and a medical certification form to be completed by your healthcare provider.

Use of paid leave for FMLA purposes:

During your FMLA leave your medical, dental, vision and life insurance will continue at the same level of coverage you had prior to your leave. Premiums deductions will continue for any period of leave where any Paid Time Off (PTO) is authorized.

Under Wisconsin law, an employee may choose to substitute any paid leave for up to six weeks of FMLA leave for the birth or adoption of a child or up to two weeks for leave for their own serious health condition or for the care of an eligible family member. Thereafter, under Federal law, the employee is required to substitute any remaining sick leave, floating holiday, compensatory time, vacation, and holiday time that the employee has available, in the order that the employee designates at their FTE Status. Should the employee fail to designate the benefit time to be used, it will be utilized by the County in the order outlined above (See chart below). Under no circumstances will employees be entitled to FMLA leave in excess of the authorized 12 weeks as a result of the substitution of paid leave.

Any leave, paid or unpaid, that is designated as leave under FMLA will count against the employee's FMLA entitlement. Worker's Compensation will also run concurrently with FMLA.

Unpaid time off that continues beyond the 12 weeks of FMLA leave is subject to prior approval by your Department Head and Human Resources in accordance with the County Ordinance.

If at any time during your leave you are not receiving pay, your benefits will not be terminated. Any premiums due and owing may be paid during your absence. If you do not pay your premiums during your absence, they will be deducted by payroll in accordance with Finance Department policy upon your return to work.

If you do not return to work following FMLA leave for a reason other than (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse the County for its share of health insurance premiums paid on your behalf.

| | Week 1-6 8 (240 320 hours) | Week 7 9-12 (240 160 hours) |
|---|--|------------------------------------|
| Birth, Adoption | Paid Unpaid Combination of Paid and Unpaid | Paid at your FTE Status |
| | Week 1-2 4 (80 160 hours) | Week 3 5-12 (400 320 hours) |
| Employee's Own Serious Health Condition | Paid Unpaid Combination of Paid and Unpaid | Paid at your FTE Status |

| | Week 1-2 4 (80 160 hours) | Week 3 5-12 (400 320 hours) |
|--|--|------------------------------------|
| Employee's Parent, Spouse, or Child's Serious Health Condition | Paid Unpaid Combination of Paid and Unpaid | Paid at your FTE Status |

Requirements for taking a FMLA leave of absence:

You may request a FMLA leave of absence by making the request to FMLASource via the toll free number, 877-GO2-FMLA (877-462-3652), or online at www.FMLASource.com. You must give notice of the need for a leave of absence at least thirty (30) days before any foreseeable leave. If thirty (30) days' notice is not practical because of an emergency or other circumstance, the leave should be requested as soon as possible (typically within two business days of learning of the need for leave).

After notification to your supervisor you must call FMLASource to report the circumstances of your leave. FMLASource will provide you with applicable forms and information about your rights and responsibilities under the FMLA.

To request a leave for a serious health condition, you will be required to submit information from an appropriate health care provider confirming the existence of the serious health condition and other relevant information. FMLASource will provide you with a Medical Certification of Health Care Provider form for this certification. A certification form will also be required for intermittent medical treatment or continuous leave.

Periodic reports and additional physician certifications may also be required during a leave. The County may, at its own expense, require a second (or third) opinion regarding a medical certification. If you fail to provide timely certifications, your leave request may be delayed or denied.

For a serious health condition of your family member, a medical certification about the needed care for the family member, information about the care of the family member and an estimate of the time needed must be provided from your eligible family member's physician.

For care of an injured service member, a medical certification about the needed care for the service member, information about the care of the service member, relationship to the service member, and an estimate of time needed must be provided from your service member's physician.

For a qualifying exigency, a copy of the service member's orders will be necessary to prove the active duty status or impending call to active duty status in support of a contingency operation. In addition, an estimate of time needed must be provided by the employee.

- A. Medical Insurance. A group comprehensive and major medical insurance plan shall be in force for all employees that enroll for such coverage. Regularly scheduled part-time employees shall be covered by said medical insurance, provided the employee is normally scheduled to work eighty-five hours or more per month.

If an employee (Employee A) and their spouse (Employee B) are both employed by the County, either Employee A or Employee B (but not both), may elect dependent Coverage. If Employee A chooses to enroll for coverage as Employee B's dependent, then Employee A is not eligible to also enroll for Single Coverage. If there are no eligible children, Employee A and Employee B may both elect Single Coverage.

The County will pay 90% of the premium for health insurance and the Employee will pay 10% of the premium, based on the terms of participation of the Healthy Employee Incentive Program.

The premium shall be established annually by the County. Premiums shall be determined for the following four categories:

- Employee
 - Employee Plus Spouse
 - Employee Plus Child(ren)
 - Family
- B. Premium while on approved leave of absence. Any employee on a leave of absence for more than thirty continuous calendar days unpaid shall be allowed to continue their health, dental, and life insurance coverage provided they reimburse the County for the premium. In the case of an FMLA absence or approved paid medical leave of absence-Non FMLA, the County will continue to pay health, dental, and life insurance premiums for no more than three months.
- C. Effective Date. Health and dental insurance for new hires will become effective on the first of the month following the employee's hire date. To enroll eligible dependents on the health, dental, or vision insurance, new hires will be required to provide proper documentation.
- D. End Date. Health insurance for will end at Midnight of the employees last paid day for resigning/terminated employees. Dental and Vision Insurance will end on the last day of the month for resigning/terminated employees. Health, Vision and dental insurance will end on the last day of the month for employees who qualify for the County's retirement benefit.

The County's policy is to maintain all work schedules without interruption regardless of inclement weather.

Inclement Weather:

The County's policy is to maintain all work schedules without interruption regardless of inclement weather, however if weather conditions make it impossible for an employee to come to work as scheduled the following provisions shall apply:

Coming to Work. Such absence will be charged to unused vacation, compensatory time, or absence without pay if the employee does not have any benefit time available. Flex time may be used at the discretion of the supervisor. Sick leave may not be used. Unused vacation will be used first if an employee does not designate other benefit time.

Leaving Work. If a department head allows his/her employees to leave work early due to weather conditions, such absences will be charged to unused vacation, compensatory time, or absence without pay if the employee does not have any benefit time available. Flex time may be used at the discretion of the supervisor. Sick leave may not be used. Unused vacation will be used first if an employee does not designate other benefit time.

Calculating Time. If absence because of weather is charged to unused vacation, increments of unused vacation will be in accordance with the Personnel Ordinance. Extra hours of work due to weather will be paid in accordance with the Personnel Ordinance or the HR Policies and Procedures.

Facility Closing:

Authorization to Close Building (s). Under the provisions of the Personnel Ordinance Section 18.1001 (1) ~~501(D)~~, the County Administrator may designate holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair. Unusual circumstance might include ~~very~~ inclement weather that dictates closing non-essential facilities, ~~or conditions at County Building(s).~~

Employees designated as "essential to operations". Approximately 600 county employees in public safety departments, 24-hour operations, and support departments have been designated as "essential to operations" even if county facilities are closed due ~~to inclement weather.~~ Employees filling those positions are required to report to work if possible. If they are unable to report to work, the time off must be covered with benefit time-off such as vacation, floating holiday, comp time or absence without pay if the employee does not have any benefit time available. Under this circumstance, an absence will not count toward the department's

disciplinary track. Sick leave may not be used. Click on link to see list of employees designated as "essential to operation"

http://www.co.rock.wi.us/rchr/images/intranet_documents/departments/human_resources/increment_essentials.doc

Payment if Facilities are Closed. If the above authorization has been given to close facility(ies) work places because of weather conditions, employees who have not been designated as essential, and are not otherwise scheduled to be off, will be paid. Employees who are approved for scheduled time off (i.e. vacation, compensatory time, sick time, etc) shall be required to utilize the time off as scheduled, regardless of facility closure. Radio aNotice of authorized closings will be given when possible thru local media.

Understanding and Acceptance. Such unscheduled work variance because of weather or facility closing will likely result in perceptions of unequal treatment in terms of work time. This is as regrettable as it is unavoidable. The public safety and general welfare of Rock County may require extra effort and unequal work times, which is the responsibility of County employees to accept.

I. WHO MAY USE A MOTOR POOL VEHICLE

This policy establishes the rules and guidelines for the authorized use of County Owned vehicles in the motor pool as well as the passenger cars, vans and pick-up trucks assigned to individual departments. County employees with the appropriate valid driver's license are authorized to drive County vehicles for County business. (For the purposes of this section only, *employee* shall mean an employee of Rock County, or an employee of a third-party under contract with Rock County to provide services to consumers of a Rock County services. A multiple passenger van or bus might may require a commercial driver's license.) Employees are prohibited from driving a County owned vehicle if their driver's license is suspended, revoked, or on restricted (not due to corrective lenses) status. All employees and contract drivers who drive a county vehicle must have the required statement on file with the Departmental Motor Pool Coordinator (which must be updated annually). It is the responsibility of the driver to reveal any changes in the status of their driver's license.

Any department that is assigned a motor pool vehicle must designate a Departmental Motor Pool Coordinator.

II. VEHICLE USAGE

Rock County vehicles shall be used for official business only. Vehicles may not be used for non-business mileage. Travel to and from motels, restaurants, etc., on out-of-county business trips shall be considered a part of the business trip.

Vehicles shall be returned to their assigned parking space upon return from a trip. Vehicles shall not be taken home, unless the County Board Staff Committee has granted permission to an employee to do so under the provisions of Section 5.48 of the Rock County Policies and Procedures Manual. The Department Head may authorize an employee to take a vehicle home overnight for special, one-time-only situations where the employee can save time/mileage by reporting directly from their home.

An employee given permission to take a vehicle home shall fill out the proper reports for IRS tax purposes documenting any personal use of the vehicle.

III. RECORD KEEPING REQUIREMENTS

For all trips, employees shall record destination, and beginning and ending odometer readings on departmental forms and in the vehicle logbook that is kept in the vehicle. The department head or his/her designee is responsible for verifying the accuracy of logbook entries. The logbooks are subject to audit for accuracy and completeness on a periodic basis.

MOTOR POOL OPERATION/COUNTY VEHICLE OPERATION STATEMENT

All county employees, as defined by section 5.27 of the Rock County Policies and Procedures Manual, who operate a motor pool vehicle or a vehicle assigned to their department agree to the following conditions outlined in the Motor Pool Operation Statement. Motor Pool Coordinators are responsible to give anyone who drives a motor pool vehicle a copy of this policy and have a signed statement on file for everyone who uses motor pool vehicles. For those Departments where vehicles are assigned, the Department Head has the responsibility to distribute this policy and have signed statements on file for everyone (including the Department Head) who uses the vehicle(s) assigned to that department.

1. I possess a valid driver's license (enter # _____, State _____)
which expires on _____.
2. I understand that I lose the privilege of operating a motor pool vehicle or vehicle assigned to the department should my license be suspended, revoked, and/or on restricted (not due to corrective lenses) status.
3. I have read and understand my responsibilities under Section 5.27 of the Rock County Policies & Procedures Manual that pertain to Motor Pool Policy.
4. I realize that failure to follow the driver responsibilities outlined in Part VIII of these procedures may subject me to disciplinary action.

Name (please print)

Signature

Date

All new employees with Rock County are required to attend general orientation on their first day of employment with the Human Resources Department. General orientation is held on Monday, following payday. The purpose of general orientation is to have the new employee sign the necessary employment papers and to educate them about Rock County policies and procedures as well as to notify them of available benefits and the time frame in either accepting or rejecting those benefits.

All new employees and their supervisors commit to following the onboarding process.

Onboarding is the process of welcoming a new employee into Rock County and familiarizing them with their new job duties, co-workers, policies, and day to day operations in a manner that is engaging, well thought out, and not overwhelming.

[Link to Onboarding Tool Kit \(SharePoint on intranet\).](#)

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
Environmental Health Specialist I&II
GEO Application Specialist
Network Support Administrator
Network Technician
Planner I
Planner II
Planner III
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
MDS Nurse
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.

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~~ \$100 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~~ \$100 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.

Shift Differential

Unilateral

Communication Center Shift Supervisors will receive 2% of their base wages as a shift differential for all hours worked.

Employees in the classification of Nursing Supervisor shall receive shift differential equal to the amount received by Registered Nurses in accordance with the provisions as outlined in HR Policy and Procedure.

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.

(AFSCME 2489)

Telecommunicators and Call Takers who work the second shift (3:00 p.m.-11:00 p.m.) shall receive 1% of their base pay as shift differential, those who work the third shift (11:00 p.m.-7:00 a.m.) shall receive 2% of their base pay as shift differential, those who work the mid-shift of 11:00 a.m. to 7:00 p.m. shall receive 1% of their base pay between 3:00 p.m. and 7:00 p.m. and those who work the mid-shift 7:00 p.m. to 3:00 a.m. shall receive 1% between 7:00 p.m. and 11:00 p.m. and 2% between 11:00 p.m. and 3:00 a.m. as shift differential.

Support staff who work at the Sheriff's Department shall receive 1% of their base pay as a shift differential if they begin their work shift on or between 2:00 p.m. and 10:00 p.m. Third shift employees in either classification shall receive 2% of their base pay as shift differential if they begin their shift on or between the hours of 10:00 p.m. to 1:00 a.m.

(AMHS RH)

Shift Differential - Nurses. All nursing personnel working the 2:00 pm-10:30 p.m.shift or the 10:15 p.m.- 6:45 a.m. shift on a regular basis shall receive \$2.00 per hour in addition to their regular hourly salary.

(AFSCME1258)

Shift Differential. Shift differential will be paid based on the position code of the employee's regularly held position. (i.e. a day shift employee shall not receive shift differential regardless of any particular shift worked).

1. Any employee, whose work shift starts after 11:30 a.m. and before 8:00 p.m., will receive a shift premium of \$1.00 for all hours worked. An employee, whose work shift starts after 8:00 p.m. and before 4:00 a.m., will receive a shift premium of \$1.00 for all hours worked.

The three shifts are as follows:

- Day Shift – any work shift starting at, or after 4:00 a.m. and before 12:00 noon.
- PM Shift – any work shift starting at, or after 11:30 a.m. and before 8:00 p.m.
- Night Shift – any work shift starting at, or after 8:00 p.m. and before 4:00 a.m.

(AFSCME 1077)

A Rock County Airport Maintenance Worker or Facilities Management Worker IV whose regularly scheduled work shift starts after 11:30am shall receive 1% of their base pay as shift differential.

(YSC)

Youth Services Workers who work the second shift (2:00 p.m.-11:00 p.m.) shall receive 1% of their base pay as shift differential, those who work the third shift (10:30 p.m.-7:00 a.m.) shall receive 2% of their base pay as shift differential,

| | | | |
|--------------|------------|---|------------|
| First shift | 6:30 a.m. | - | 3:00 p.m. |
| Second shift | 2:30 p.m. | - | 11:00 p.m. |
| Third shift | 10:30 p.m. | - | 7:00 a.m. |

Lead Youth Workers will receive an additional \$1.00 per hour for all hours worked in the lead role.

(AMHS HSD)

Any employee working in the Crisis Unit or AODA Program between the hours of 7:00 pm - 7:00 am, Monday through Thursday or between 7:00 pm Friday and 7:00 am Monday will be paid a night/weekend differential of \$2.65 per hour for each night or weekend hour worked.

Bulletin Boards. The Employer shall provide bulletin boards or bulletin board space in designated areas that all employees going about their normal duties shall be able to see. The group representative shall have the right to post group related notices on such bulletin board.

Collective Bargaining/Labor Management. Group representatives shall be permitted to participate in collective bargaining sessions and labor management sessions. If the sessions are conducted during the regular and normal schedule of daily working hours for such representative, or in the case of a representative who works a 2nd or 3rd shift, the County shall pay straight time wages for the time spent in such sessions to two representatives from the employee group.

Seniority Rosters. Will be provided upon request.

Union/Association/Employee Group. The Union /Association/Employee group shall not conduct union / association/employee group business during working hours of employees. Whenever a representative is conducting business with the employer they will be paid at straight time. This time will not be used to calculate overtime.

Representation. If an employee chooses to have a representative during a meeting with the employer, it is the employee's responsibility to make arrangements for that representative to attend. 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. When an employee is acting as a representative, the employee must request a release from their appropriate Supervisor at least twenty-four hours in advance of such activity. The time limit shall be waived when the scheduling of said activity is subject to control of the County.

Payment for Representation. Whenever an employee is acting as a representative they will be paid at straight time. This time will not be used to calculate overtime.

Union/Association/Employee Group. The Union/Association/Employee Group agrees to notify the Human Resource Director in writing of the names of representatives who have been selected to represent Employees in meetings with management. One ~~R~~ representative shall be permitted to investigate and process a grievance during working hours without loss of pay.

Deductions: Rock County will not make fair share deductions or union dues deductions from compensation of general municipal employees.

The Unilateral Vacation Scheduled can be found in the Rock County Ordinance 18.506.
(<http://www.co.rock.wi.us/hr>)

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.

(AFSCME 1077, 1258, 2489, AMHS RH, AMHS-HSD, ATTORNEYS, YSC, Public Health Nurses)

Employees shall be entitled to annual paid vacation as follows: upon the completion of one year, ten working days; in addition, Employees shall be entitled to one additional day of vacation per year for each additional year of employment, up to a maximum of twenty-five working days of vacation per year according to the following schedule:

| | |
|-------------------------|--------------------------|
| After 2 years – 11 days | After 10 years – 19 days |
| After 3 years – 12 days | After 11 years – 20 days |
| After 4 years – 13 days | After 12 years – 21 days |
| After 5 years – 14 days | After 13 years – 22 days |
| After 6 years – 15 days | After 17 years – 23 days |
| After 7 years – 16 days | After 18 years – 24 days |
| After 8 years – 17 days | After 19 years – 25 days |
| After 9 years – 18 days | |

(AMHS-HSD)

For employees who are in job classes that were in positions covered by the AMHS HSD wage scale contract on 12/31/2011 as of 12/31/2019, vacation pay and/or time off, shall be earned on a pay period rate, and available for immediate use in the following pay period and thereafter. Said time off may be used in time blocks of eight hours or less to a minimum of thirty minutes. Probationary Employees—Employees as of 12/31/2019 shall accrue, but not be entitled to utilize vacation benefits during the first six (6) months of probation.

For employees hired as of 1/1/2020 into positions covered on the AMHS HSD wage scale, vacation shall accrue vacation according to the vacation schedule listed above for all other employee groups.

APPENDIX A
UNILATERAL PAY PLAN
Salaries Effective January 1, 2020

| | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|----------|-------------------------------------|-------------|------------------------------------|------------------------------|-------------|
| Range 1 | | | | | |
| Range 2 | | | | | |
| Range 3 | | | | | |
| Range 4 | | | | | |
| Range 5 | | | | | |
| Range 6 | \$16.42 | \$17.30 | \$18.07 | \$19.04 | \$20.00 |
| | \$34,284.96 | \$36,122.40 | \$37,730.16 | \$39,755.52 | \$41,760.00 |
| | Environmental Health Technician (A) | | Vehicle Maintenance Technician (A) | | |
| Range 7 | \$16.99 | \$17.85 | \$18.82 | \$19.69 | \$20.70 |
| | \$35,475.12 | \$37,270.80 | \$39,296.16 | \$41,112.72 | \$43,221.60 |
| | Secretary I (A) | | | | |
| Range 8 | \$17.70 | \$18.48 | \$19.46 | \$20.38 | \$21.42 |
| | \$36,957.60 | \$38,586.24 | \$40,632.48 | \$42,553.44 | \$44,724.96 |
| | Purchasing Specialist (A) | | | | |
| Range 9 | \$18.30 | \$19.11 | \$20.13 | \$21.13 | \$22.16 |
| | \$38,210.40 | \$39,901.68 | \$42,031.44 | \$44,119.44 | \$46,270.08 |
| | Nursing Staff Coordinator (A) | | | | |
| Range 10 | \$18.89 | \$19.78 | \$20.80 | \$21.84 | \$22.94 |
| | \$39,442.32 | \$41,300.64 | \$43,430.40 | \$45,601.92 | \$47,898.72 |
| | Court Attendant (A) | | | Judicial Assistant (A) | |
| | Human Resources Secretary (A) | | | Legal Assistant (A) | |
| | Secretary II (A) | | | Administrative Secretary (A) | |
| | | | | Payroll Specialist (A) | |

Range 11

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$19.54 | \$20.49 | \$21.52 | \$22.59 | \$23.72 |
| \$40,799.52 | \$42,783.12 | \$44,933.76 | \$47,167.92 | \$49,527.36 |

Community Coordinator (A)
 Conservationist I (A)
 Health Promotion Coordinator (A)
 Victim Witness Specialist (B)
 Vehicle Maintenance Supervisor (A)

Range 12

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$20.23 | \$21.24 | \$22.30 | \$23.43 | \$24.58 |
| \$42,240.24 | \$44,349.12 | \$46,562.40 | \$48,921.84 | \$51,323.04 |

Range 13

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$20.92 | \$21.98 | \$23.03 | \$24.21 | \$25.45 |
| \$43,680.96 | \$45,894.24 | \$48,086.64 | \$50,550.48 | \$53,139.60 |

Division Leader Deputy Clerk (A)
 Help Desk/Operations Technician (A)
 Mobility Manager (C)
 Office Coordinator (A)
 Administrative Services Supervisor (C)
 RECAP Site Supervisor (A)
 Environmental Health Specialist I (B)
 Storekeeper (A)
 Nutrition Program Supervisor (C)
 Transportation Program Supervisor (C)

Range 14

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$21.64 | \$22.71 | \$23.87 | \$25.07 | \$26.34 |
| \$45,184.32 | \$47,418.48 | \$49,840.56 | \$52,346.16 | \$54,997.92 |

Assistant Food Services Manager (A)*
 Cartographer I (A)
 GIS Specialist (A)
 Employee Benefits Specialist (A)
 Investigator (A)

Range 15

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$22.45 | \$23.52 | \$24.71 | \$25.94 | \$27.21 |
| \$46,875.60 | \$49,109.76 | \$51,594.48 | \$54,162.72 | \$56,814.48 |

Application Support Specialist (A)
 Support Services Supervisor (C)

Range 16

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$23.16 | \$24.37 | \$25.56 | \$26.87 | \$28.24 |
| \$48,358.08 | \$50,884.56 | \$53,369.28 | \$56,104.56 | \$58,965.12 |

Youth Services Center Supervisor (A)*

Range 17

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$24.03 | \$25.19 | \$26.44 | \$27.76 | \$29.14 |
| \$50,174.64 | \$52,596.72 | \$55,206.72 | \$57,962.88 | \$60,844.32 |

Accountant (C)
 Environmental Health Specialist II (B)
 Conservation Specialist II (C)
 Materials & Environmental Services Manager (C)
 GEO Application Specialist (B)
 Human Resources Analyst (C)
 Victim/Witness Coordinator (C)

Range 18

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$24.84 | \$26.14 | \$27.40 | \$28.76 | \$30.21 |
| \$51,865.92 | \$54,580.32 | \$57,211.20 | \$60,050.88 | \$63,078.48 |

Activity Director (C)
 DA Office Manager (C)
 Child Support Supervisor (C)
 Conservation Specialist III (C)
 Economic Support Supervisor (C)
 Financial Supervisor (C)
 Planner III (B)
 User Support Specialist (A)

Range 19

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$25.72 | \$27.01 | \$28.36 | \$29.77 | \$31.22 |
| \$53,703.36 | \$56,396.88 | \$59,215.68 | \$62,159.76 | \$65,187.36 |

Accounting Supervisor (C)
 Chief Deputy Clerk of Circuit Court (C)
 Circuit Court Office Manager (C)
 Communication Center Shift Supervisor (B)
 Court Reporter (A)
 Deputy Superintendent (C)
 Food Service Manager (C)
 Health Educator (A)
 Instructor/Support Specialist (A)
 Lead Economic Support Supervisor (C)
 Medicolegal Investigator (A)
 Payroll Manager (C)
 Senior Conservation Specialist (C)

Range 20

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$26.62 | \$27.96 | \$29.36 | \$30.81 | \$32.34 |
| \$55,582.56 | \$58,380.48 | \$61,303.68 | \$64,331.28 | \$67,525.92 |

AODA Coordinator (C)
 Analyst (C)
 Financial Office Manager (C)
 Medical Records Manager (C)

Range 21

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$27.57 | \$28.92 | \$30.41 | \$31.86 | \$33.51 |
| \$57,566.16 | \$60,384.96 | \$63,496.08 | \$66,523.68 | \$69,968.88 |

Deferred Prosecution Director (C)
 Mediation & Fam Court Services Manager (C)
 Master Electrician (A)
 Public Works Accounting Supervisor (C)
 Public Works Superintendent (B)
 Real Property Lister (C)
 Shop Superintendent (B)
 Surveyor (C)
 Veterans Service Officer (C)

Range 22

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$28.49 | \$29.99 | \$31.45 | \$33.04 | \$34.66 |
| \$59,487.12 | \$62,619.12 | \$65,667.60 | \$68,987.52 | \$72,370.08 |

Admissions Registered Nurse (C)
 Community Health Education Coordinator (C)
 Epidemiologist (C)
 Human Resources Manager (C)
~~MDS Nurse (C)~~(A*)
 Environmental Health Specialist III (C)
 Purchasing Manager (C)
 Senior Planner/GIS Manager (C)
 Senior Planner (C)

Range 23

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$29.51 | \$31.02 | \$32.56 | \$34.18 | \$35.86 |
| \$61,616.88 | \$64,769.76 | \$67,985.28 | \$71,367.84 | \$74,875.68 |

Computer Programmer/Analyst I (B)
 Lead Medicolegal Investigator (C)
 Network Technician (B)
 Parks Manager (C)

Range 24

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$30.56 | \$32.09 | \$33.66 | \$35.33 | \$37.14 |
| \$63,809.28 | \$67,003.92 | \$70,282.08 | \$73,769.04 | \$77,548.32 |

Human Services Supervisor I (C)
 Director of Council on Aging (C)
 Facilities Superintendent (C)

Range 25

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$31.66 | \$33.20 | \$34.84 | \$36.61 | \$38.43 |
| \$66,106.08 | \$69,321.60 | \$72,745.92 | \$76,441.68 | \$80,241.84 |

Environmental Health Supervisor (C)
 Human Services Supervisor II (C)
 Nursing Supervisor (A)*
 Public Health Supervisor (C)

Range 26

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$33.10 | \$34.32 | \$36.11 | \$37.86 | \$39.78 |
| \$69,112.80 | \$71,660.16 | \$75,397.68 | \$79,051.68 | \$83,060.64 |

Airport Director(C)
 Assistant Human Resources Director (C)
 Assistant to Information Technology Director (B)
 Computer Programmer/Analyst II (B)
 Child Support Director (C)
 Information Technology Project Manager (B)

Controller (C)
 County Conservationist (C)
 Environmental Protection Director (C)
 Network Support Administrator (B)
 Justice System Manager (C)

Range 27

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$33.84 | \$35.58 | \$37.32 | \$39.20 | \$41.15 |
| \$70,657.92 | \$74,291.04 | \$77,924.16 | \$81,849.60 | \$85,921.20 |

Assistant Public Works Director (C)
 Assistant Director of Nursing (C)
 Assistant Director (C)
 Program Manager (C)
 Public Safety Systems Manager (B)

Communications Center Operations
 Manager (C)
 Risk Manager (C)
 Youth Services Center Superintendent (C)
 Information Technology Service Operations M

Range 28

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$35.08 | \$36.81 | \$38.66 | \$40.57 | \$42.60 |
| \$73,247.04 | \$76,859.28 | \$80,722.08 | \$84,710.16 | \$88,948.80 |

Assistant to County Administrator (C)
 Assistant Finance Director (C)

Range 29

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$36.27 | \$38.08 | \$40.01 | \$42.01 | \$44.09 |
| \$75,731.76 | \$79,511.04 | \$83,540.88 | \$87,716.88 | \$92,059.92 |

Economic Support Division Manager (C)
 ADRC/Adult Protective Services
 Division Manager (C)

Range 30

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$37.51 | \$39.39 | \$41.42 | \$43.50 | \$45.58 |
| \$78,320.88 | \$82,246.32 | \$86,484.96 | \$90,828.00 | \$95,171.04 |

Computer Network Engineer (C)

Range 31

| | | | | |
|-------------|-------------|-------------|-------------|-------------|
| \$38.74 | \$40.68 | \$42.73 | \$44.83 | \$47.02 |
| \$80,889.12 | \$84,939.84 | \$89,220.24 | \$93,605.04 | \$98,177.76 |

Economic Development Manager (C)
 Director of Nursing (C)

Range 32

| | | | | |
|-------------|-------------|-------------|-------------|--------------|
| \$40.01 | \$42.01 | \$44.12 | \$46.27 | \$48.64 |
| \$83,540.88 | \$87,716.88 | \$92,122.56 | \$96,611.76 | \$101,560.32 |

Administrative Services Division Manager (C)
 Children, Youth & Families Division Manager (C)
 Behavioral Health Division Mgr (C)

Court Commissioner (C)
 Communication Center Director (C)

Range 33

| | | | | |
|-------------|-------------|-------------|-------------|--------------|
| \$41.32 | \$43.37 | \$45.54 | \$47.84 | \$50.25 |
| \$86,276.16 | \$90,556.56 | \$95,087.52 | \$99,889.92 | \$104,922.00 |

Deputy Corporation Counsel (C)
 Health Officer (C)
 HSD Deputy Director (C)

Information Technology Deputy
 Director (C)

Range 34

| | | | | |
|-------------|-------------|-------------|--------------|--------------|
| \$42.68 | \$44.80 | \$47.01 | \$49.38 | \$51.85 |
| \$89,115.84 | \$93,542.40 | \$98,156.88 | \$103,105.44 | \$108,262.80 |

Director of Planning and Development (C)
 Facilities Management Director (C)

Public Works Director (C)

Range 35

| | | | | |
|-------------|-------------|--------------|--------------|--------------|
| \$44.05 | \$46.22 | \$48.54 | \$50.97 | \$53.56 |
| \$91,976.40 | \$96,507.36 | \$101,351.52 | \$106,425.36 | \$111,833.28 |

Range 36

| | | | | |
|-------------|-------------|--------------|--------------|--------------|
| \$45.46 | \$47.76 | \$50.12 | \$52.64 | \$55.28 |
| \$94,920.48 | \$99,722.88 | \$104,650.56 | \$109,912.32 | \$115,424.64 |

Human Resources Director (C)

Range 37

| | | | | |
|-------------|--------------|--------------|--------------|--------------|
| \$46.95 | \$49.28 | \$51.73 | \$54.34 | \$57.08 |
| \$98,031.60 | \$102,896.64 | \$108,012.24 | \$113,461.92 | \$119,183.04 |

Director of Information Technology (C)

Range 38

| | | | | |
|--------------|--------------|--------------|--------------|--------------|
| \$48.48 | \$50.91 | \$53.48 | \$56.08 | \$58.88 |
| \$101,226.24 | \$106,300.08 | \$111,666.24 | \$117,095.04 | \$122,941.44 |

Finance Director (C)

Range 39

| | | | | |
|--------------|--------------|--------------|--------------|--------------|
| \$50.04 | \$52.60 | \$55.23 | \$57.94 | \$60.83 |
| \$104,483.52 | \$109,828.80 | \$115,320.24 | \$120,978.72 | \$127,013.04 |

Nursing Home Administrator (C)

Range 40

| | | | | |
|--------------|--------------|--------------|--------------|--------------|
| \$51.65 | \$54.22 | \$56.99 | \$59.78 | \$62.79 |
| \$107,845.20 | \$113,211.36 | \$118,995.12 | \$124,820.64 | \$131,105.52 |

Range 41

| | | | | |
|--------------|--------------|--------------|--------------|--------------|
| \$53.35 | \$56.01 | \$58.79 | \$61.75 | \$64.88 |
| \$111,394.80 | \$116,948.88 | \$122,753.52 | \$128,934.00 | \$135,469.44 |

Corporation Counsel (C)

Director of Human Services (C)

Unilateral (A) employees are non-exempt FLSA covered employees, which means they are eligible for overtime compensation on a time and one-half basis over 40 hours per week.

Unilateral (B) employees are exempt employees for purposes of the FLSA, but we have decided that they are eligible for overtime compensation on a straight time basis over 40 hours per week.

Unilateral (C) employees are exempt employees for purposes of FLSA and we have decided that they are not eligible for overtime, but may utilize "flex" hours.

An * indicates that the position is exempt for the purposes of FLSA, but we have decided to pay them overtime on a time and one half basis over 40 hours per week.