



**ROCK COUNTY BOARD OF SUPERVISORS' MEETING
THURSDAY, DECEMBER 11, 2014 – 6:00 P. M.**

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

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES - NOVEMBER 20, 2014
6. PUBLIC HEARING
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
 - A. Appointments to the Behavioral Health Redesign Steering Commission
 - B. Appointments to Council on Aging Advisory Board/Council on Aging Nutrition Advisory Council
 - C. Appointment to the Criminal Justice Coordinating Council
 - D. Appointments to Local Emergency Planning Committee
 - E. Appointments to Transportation Coordinating Committee
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - A. Supplementary Appropriations and Budget Changes - Roll Call
 1. Authorizing Acceptance of 2015 Highway Safety Project Grants
 2. Amending the Sheriff's 2014 Budget to Use Equitably Shared Funds for Unmarked Vehicle
 - B. Bills Over \$10,000 – No Roll Call
 - C. Encumbrances Over \$10,000 – Roll Call

ROCK COUNTY BOARD OF SUPERVISORS

December 11, 2014

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12. NEW BUSINESS (Continued)

D. Contracts – Roll Call

1. Authorizing 2015 Orthoimagery Contract with Sidwell and Authorizing Memorandums of Understanding (MOU) with Participating Municipalities
2. Authorizing Contract for Section 125 Plan (Flexible Spending Account)
3. Authorizing Purchase of Floor Coverings for the Courthouse

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

F. Amending Chapter 4 Part 2 of the Rock County Ordinance Regarding the Zoning of Shorelands, Creating 4.218, and Authorizing an Intergovernmental Agreement between Rock County and all 20 Towns in Rock County (Second Reading and Adoption)

G. Authorizing the Creation of the Weight Limits for Implements of Husbandry Ordinance (Section 3.112) (Second Reading and Adoption)

H. Support for a Full Environmental Impact Statement and Increase Public Hearings for the Enbridge Energy, Limited Partnership Line 61 Expansion

I. Recognizing Roger Eychaner, R.S. II for Service to Rock County

J. Recognizing Eldred Mielke for Service to Rock County

K. Workers Compensation Loss Control Consulting Services for 2015 and 2016

L. To Provide Single Health Insurance Coverage for all Part-Time Unilateral Employees

M. Recognizing Julie Apted for Service to Rock Haven

N. Recognizing Vicki Neumueller for Service to Rock Haven

O. To Recognize Sue Zastoupil for Twenty-Eight Years of Service to Rock County

NOTE: Items 12.J, 12.K., 12.L., 12.M., 12.N. and 12.O. will be considered by the County Board Staff Committee on December 9, 2014

P. To Recognize Nancy Brikowski

Q. Recognizing Kathleen Voelz

NOTE: Items 12.P. and 12.Q. will be considered by the County Board Staff Committee on December 9, 2014 and Human Services Board on December 10, 2014

13. ADJOURNMENT

**APPOINTMENTS TO THE BEHAVIORAL HEALTH REDESIGN STEERING
COMMITTEE**

POSITIONS: Members of the Behavioral Health Redesign
Steering Committee

AUTHORITY: County Board Resolution 12-3A-608

TERM: Unexpired Terms Ending April 30, 2015

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

PRESENT MEMBERS: Tom Gubbin
Tricia Murray (Alternate to Tom Gubbin)

CONFIRMATION: Yes, by County Board of Supervisors

APPOINTMENTS: Tricia Murray
Wisconsin Department of Corrections
1146 Grant Street
Beloit, WI 53511

Jim Neitzel (Alternate to Tricia Murray)
CFS Beloit, Unit 106
1146 Grant Street
Beloit, WI 53511

EFFECTIVE DATE: December 11, 2014

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

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

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

TERM: Terms ending 12/31/17
Unexpired Term Ending 12/31/16

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

CONFIRMATION: Yes, by County Board of Supervisors

PRESENT MEMBERS: Nancy Arnold
Dawn Fossum
Daryl Porter
Mike Santucci
Diane Tester
Jessica Day (Term Ending 12/31/16)

NEW APPOINTMENTS:

	<u>Term Ending 12/31/17</u>
Nancy Arnold 3031 N. Whitetail Lane Janesville, WI 53545	Dawn Fossum ADRC of Rock County Job Center
Daryl Porter 2877 S. Riverside Beloit, WI 53511	Suzanne Rasmussen 2411 E. West Hart Rd. Beloit, WI 53511
Jean Boyle 4242 E. Saturn Drive Janesville, WI 53546	<u>Term Ending 12/31/16</u> Jan Kinnaman 1213 Columbus Circle Janesville, WI 53545

DATE: December 11, 2014

**APPOINTMENT TO THE CRIMINAL JUSTICE COORDINATING COUNCIL
(CJCC)**

POSITION: Member of the Criminal Justice Coordinating
Council (CJCC)

AUTHORITY: County Board Resolution 06-5B-014

TERM: Permanent

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

PRESENT MEMBER: Vacant

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Troy Enger, Region One Assistant Chief
Wisconsin Department of Corrections
Division of Community Corrections
2418 Crossroads Dr. Suite 1400
Madison, WI 53718

EFFECTIVE DATE: December 11, 2014

APPOINTMENTS TO LOCAL EMERGENCY PLANNING COMMITTEE

POSITIONS: Members of the Local Emergency Planning Committee

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

TERMS: Term Ending 7/31/2016
Term Ending 7/31/2017

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

PRESENT MEMBERS: Tim Schuster
Vacant

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: **Term Ending 7/31/2016**
Virginia Purvis
Evonik Industries
900 S. Palm Street
Janesville, WI 53548-5080

Term Ending 7/31/2017
David Botts, Director
Janesville Water Utility
123 E. Delavan Drive
Janesville, WI 53546

EFFECTIVE DATE: December 11, 2014

APPOINTMENTS TO THE TRANSPORTATION COORDINATING COMMITTEE**POSITIONS:** Members of the Transportation Coordinating Committee**AUTHORITY:** County Board Resolution 13-1B-241**TERMS:** Terms Ending 12/31/2017
Unexpired Term Ending December 31, 2015**PER DIEM:** For County Board Supervisors Only
(Per Board Rule IV.J.)**PRESENT MEMBERS:** Michelle Gavin Terry Nolan
Steve Skelly Lynn Jones
Supervisor Brenton Driscoll James Thompson (Alt for Gavin)
Duane Cherek (Alt for Nolan)
Dave Mumma**CONFIRMATION:** Yes, by County Board of Supervisors**APPOINTMENTS:** Michelle Gavin Terry Nolan
Beloit Transit System Janesville MPO
1225 Willowbrook 18 N. Jackson Street
Beloit, WI 53511 Janesville, WI 53545

Steve Skelly Lynn Jones
Rock County Transit Community Action
20 Eclipse Center
Supervisor Brenton Driscoll Beloit, WI 53511
620 Weirick Ave
Beloit, WI 53511 James Thompson (alt for Gavin)
Beloit Transit System
Duane Cherek (Alt for Nolan) 1225 Willowbrook
Janesville Municipal Bldg Beloit, WI 53511
18 N. Jackson Street
Janesville, WI 53545

Rebecca Smith (term expiring 12/31/2015)
Janesville Transit System
900 N. Parker Drive
Janesville, WI 53545**EFFECTIVE DATE:** December 11, 2014

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Captain Gary L. Groelle
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY

November 24, 2014
DATE DRAFTED

**AUTHORIZING ACCEPTANCE OF
2015 HIGHWAY SAFETY PROJECT GRANTS**

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

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

9 WHEREAS, the Rock County Sheriff's Office is eligible to receive three grants for a total of \$50,000 to
10 participate in these programs; and,
11

12 WHEREAS, grant funds in the amount of \$45,001 will be used for overtime wages and related benefits;
13 and,
14

15 WHEREAS, grant funds in the amount of \$4,999 will be used to purchase In-Squad Video Camera/s
16 with accessories; and,
17

18 WHEREAS, these grants require a local match of 25%; and,
19

20 WHEREAS, the match may be an in-kind match or a hard match.
21

22 NOW, THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors assembled this
23 ____ day of _____ 2014, that the Rock County Sheriff is authorized to accept funds under the
24 Highway Safety Project Grants; and,
25

26 BE IT FURTHER RESOLVED, that the 2014 budget be amended as follows:
27

<u>Account Description</u> <u>Account Number</u>	<u>Budget at</u> <u>01/01/14</u>	<u>Amount</u> <u>Incr (Decr)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
Federal Aid			
21-2120-2015-42100	\$0	\$ 50,000	\$ 50,000
<u>Use of Funds</u>			
Overtime Wages			
21-2120-2015-61210	\$0	\$ 45,001	\$ 45,001
Capital Assets - \$1,000/More			
21-2120-2015-67171	\$0	\$ 4,999	\$ 4,999

14-12A-159

Respectfully submitted,

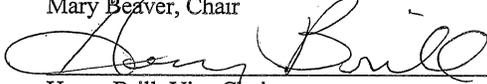
Public Safety and Justice Committee

Finance Committee Endorsement

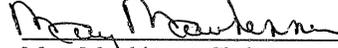


Mary Beaver, Chair

Reviewed and approved on a vote
of 5/0



Henry Brill, Vice Chair



Mary Mawhinney, Chair

7-7 Fall

Terry Fell

Brian Knudson

Brian Knudson

Larry Wiedenfeld

Larry Wiedenfeld

FISCAL NOTE:

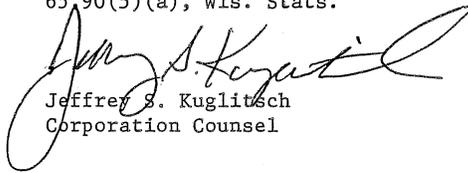
This resolution authorizes the acceptance and expenditure of \$50,000 in Federal Aid for the Sheriff's Highway Safety Program. Sufficient funding is included in the Sheriff's 2015 budget for the required 25% match.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

**Executive Summary
Authorizing Acceptance of
2015 Highway Safety Project Grants**

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

The Wisconsin Bureau of Transportation Safety (BOTS) continues to make motor vehicle and motorcycle crash reduction a priority in Wisconsin, especially where specific events with high participant levels are expected. There is an ongoing need for (HVE) high visibility law enforcement to increase the perception of law enforcement's presence, with everyone's safety being of primary concern. Traffic laws will be enforced in and around the cities, towns and general locations where specific events and activities occur.

The 2015 Alcohol grant is for \$35,000 and includes an equipment purchase of up to \$4,999. The 2015 Multi-County OWI Task Force is for \$10,000 and the Motorcycle "HOG" grant is for \$5,000. There is no equipment purchase component associated with the Multi-County and Motorcycle Grant. The Multi-County OWI Task Force Grant is a \$40,000 grant which is equally divided among four counties. Dane County is the administrating agency, and include Jefferson and Sauk counties. The Motorcycle Grant is a Rock County Sheriff's Office grant that will only run from July 7-11, 2015. On these selected days the Motorcycle Grant will be deployed over most of Rock County.

Together, grant funds in the amount \$45,001 will be used for wages and related benefits. Grant funds in the amount of \$4,999.00 will be used to purchase law enforcement equipment. In this case, the Sheriff's Office will purchase an additional In-Squad Video Camera with accessories.

The grants require a local match of \$12,500.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Robert D. Spoden, Sheriff
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

November 24, 2014
DATE DRAFTED

**Amending the Sheriff's 2014 Budget to
Use Equitably Shared Funds for
Unmarked Vehicle**

- 1 **WHEREAS**, federal law authorizes the Attorney General to share federally forfeited property with
- 2 participating state and local law enforcement agencies through the Department of Justice Asset Forfeiture
- 3 Program; and,
- 4
- 5 **WHEREAS**, equitably shared funds are required to be used by law enforcement agencies for law
- 6 enforcement purposes only; and,
- 7
- 8 **WHEREAS**, the intent of the transfer is to enhance law enforcement, and it must increase, not supplant
- 9 the recipient's appropriated operating budget; and,
- 10
- 11 **WHEREAS**, for their participation in the program, the Sheriff's Office received funds in the amount of
- 12 \$3,038; and,
- 13
- 14 **WHEREAS**, the Sheriff's Office plans to use the funds to acquire an unmarked vehicle.

15
16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
17 this _____ day of _____, 2014 that the 2014 budget be amended as follows:
18

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>12/01/14</u>	<u>(Decrease)</u>	<u>Budget</u>
21-2195-0000-46000			
Contributions	\$30,886.00	\$3,038.00	\$33,924.00
Use of Funds			
21-2195-0000-67105			
Motor Vehicles	\$1,450.00	\$3,038.00	\$4,488.00

Respectfully submitted,

Public Safety and Justice Committee

Finance Committee Endorsement

Reviewed and approved on a vote of

Mary Beaver
Mary Beaver, Chair

4-0

Henry Brill
Henry Brill, Vice Chair

Mary Mawhinney
Mary Mawhinney, Chair

Terry Fell
Terry Fell

Brian Knudson
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

14-12A-160

Amending the Sheriff's 2014 Budget to Use Equitably Shared Funds for Unmarked Vehicle
Page 2

FISCAL NOTE:

This resolution authorizes a transfer in from the Sheriff's FBI Forfeiture account, A/C 00-0000-0070-29637, which has a current balance of \$41,263.



Sherry Oja
Finance Director

LEGAL NOTE:

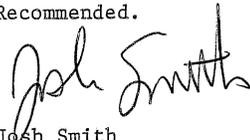
As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary
Amending the Sheriff's 2014 Budget to
Use Equitably Shared Funds for
Unmarked Vehicle

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

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

For their participation in the program, the Sheriff's Office received funds in the amount of \$3,038. The Sheriff's Office plans to use the funds to acquire an unmarked vehicle.

The Sheriff's Office filed a sharing request with the Drug Enforcement Administration (DEA) seeking equitable distribution of seized property (vehicle). The sharing request was granted. The Sheriff's Office is required to pay 20% of vehicle's wholesale value at the time of the seizure, plus the United States Marshals Service (USMS) expenses related to the vehicle.

Wholesale value	\$10,475.00
Twenty percent sharing	\$2,095.00
USMS expenses	<u>\$942.64</u>
Total sharing amount due	\$3,037.64

APPROVAL OF BILLS OVER \$10,000.00

Rock County

12/03/2014

RESOLUTION NO. 14-12A-161 AGENDA NO. 12.B.(1)

INITIATED: FINANCE DIRECTOR

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

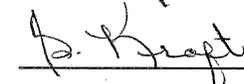
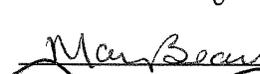
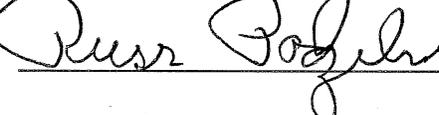
NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 11 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
P1400016	HEALTH DEPT	HEALTH DEPARTMNT	MERCK AND CO INC	17,032.60

CLAIMS IN THE AMOUNT OF **\$17,032.60** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

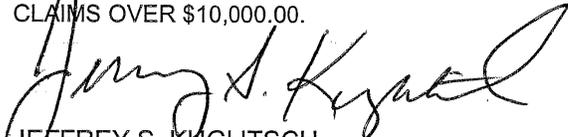
RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

LEGAL NOTE:

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


 JEFFREY S. KUGLITSCH,
 CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.


 SHERRY OJA,
 FINANCE DIRECTOR

ADMINISTRATIVE NOTE:

RECOMMENDED


 JOSH SMITH,
 COUNTY ADMINISTRATOR

14-12A-161

APPROVAL OF BILLS OVER \$10,000.00

Rock County

12/03/2014

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 11 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

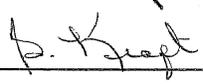
<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
	DPW	SWRA-CAPITAL IMP	WISCONSIN DEPARTMENT OF TRANSP	660,000.00
P1402774	HUMAN SERVICES	FOOD SHARE BONUS	HENRICKSEN	12,827.57
P1403790	NOT APPLICABLE	ISF-SELF INS	MIDLAND HEALTH TESTING SERVICE	46,266.75

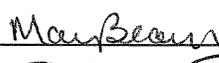
CLAIMS IN THE AMOUNT OF **\$719,094.32** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

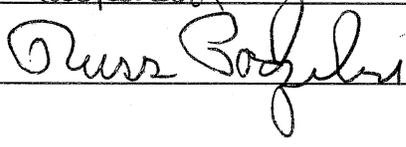
RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE



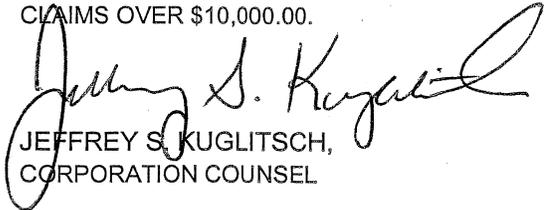






LEGAL NOTE:

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


 JEFFREY S. KUGLITSCH,
 CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.


 SHERRY OJA,
 FINANCE DIRECTOR

ADMINISTRATIVE NOTE:

RECOMMENDED


 JOSH SMITH,
 COUNTY ADMINISTRATOR

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

2015

Rock County

12/03/2014

RESOLUTION NO. 14-12A-162 AGENDA NO. 12.C.(1)

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 11 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

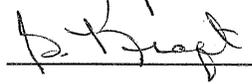
<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1500003	FINANCE DIRECTOR	FINANCE DIRECTOR	RHYME BUSINESS PRODUCTS	40,000.00
R1500004	LAND CONSERV.	LAND CONSERVATIO	SILHA LLC,DAN	11,424.96
R1500093	NOT APPLICABLE	IT-CROSS CHARGES	VERIPIC INC	25,437.33
R1500098	INFORMATION TECH	INFORMATION TECH	CITRIX SYSTEMS INC	17,130.28
R1500102	INFORMATION TECH	INFORMATION TECH	CORE BTS INC	30,393.03
R1500105	INFORMATION TECH	INFORMATION TECH	AE BUSINESS SOLUTIONS	15,139.08
R1500111	INFORMATION TECH	IT-CROSS CHARGES	ORACLE CORPORATION	13,418.62
R1500113	HEALTH DEPT	HEALTH DEPARTMNT	SANOFI PASTEUR	15,000.00

CLAIMS IN THE AMOUNT OF **\$167,943.30** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

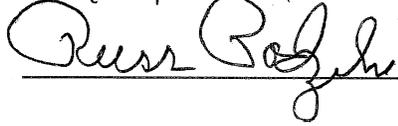
RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE



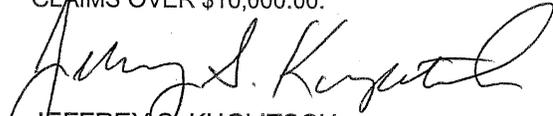






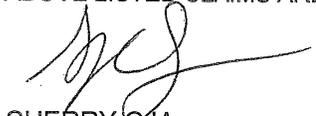
LEGAL NOTE:

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


 JEFFREY S. KUGLITSCH,
 CORPORATION COUNSEL

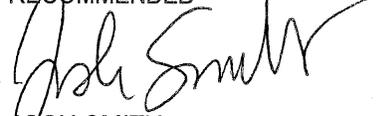
FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.


 SHERRY OJA,
 FINANCE DIRECTOR

ADMINISTRATIVE NOTE:

RECOMMENDED


 JOSH SMITH,
 COUNTY ADMINISTRATOR

14-12A-162

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

2015
12/03/2014

Rock County

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 11 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

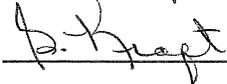
<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1500099	INFORMATION TECH	IT-CROSS CHARGES	ESRI INC	42,600.00
R1500100	INFORMATION TECH	IT-CROSS CHARGES	FIDLAR COMPANIES	65,000.00
R1500101	NOT APPLICABLE	INFORMATION TECH	JP MORGAN CHASE BANK NA	39,900.00
R1500103	INFORMATION TECH	IT-CROSS CHARGES	NETSMART TECHNOLOGIES INC	52,218.90
R1500109	INFORMATION TECH	IT-CROSS CHARGES	AERCOR WIRELESS INC	11,173.00

CLAIMS IN THE AMOUNT OF **\$210,891.90** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE









LEGAL NOTE:

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


 JEFFREY S. KUGLITSCH,
 CORPORATION COUNSEL

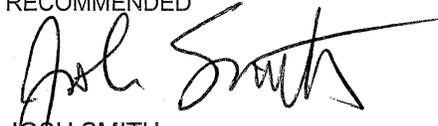
FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.


 SHERRY OJA,
 FINANCE DIRECTOR

ADMINISTRATIVE NOTE:

RECOMMENDED


 JOSH SMITH,
 COUNTY ADMINISTRATOR

2015

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

Rock County

12/02/2014

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 11 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

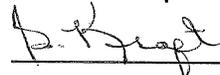
<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1500130	SHERIFF	SHERIFF	GORDIE BOUCHER FORD LINCOLN ME	50,000.00
R1500133	SHERIFF	CORR.FACILITY	JAYS BIG ROLLS INC	13,000.00
R1500135	SHERIFF	CORR.FACILITY	JP MORGAN CHASE BANK NA	25,850.00
R1500140	SHERIFF	SHERIFF	POMPS TIRE SERVICE INC	50,000.00
R1500144	SHERIFF	SHERIFF	WRIGHT EXPRESS FSC	312,000.00
R1500169	911 COMM.	911 OPERATIONS	JP MORGAN CHASE BANK NA	15,580.00
R1500211	911 COMM.	911 OPERATIONS	INTRADO INC	59,825.00

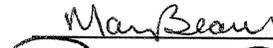
CLAIMS IN THE AMOUNT OF **\$526,255.00** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

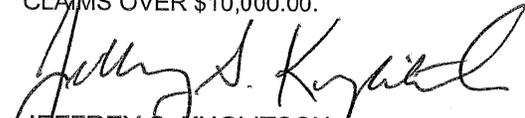







LEGAL NOTE:

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


JEFFREY S. KUGLITSCH,
CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.


SHERRY OJA,
FINANCE DIRECTOR

ADMINISTRATIVE NOTE:

RECOMMENDED


JOSH SMITH,
COUNTY ADMINISTRATOR

2015 . . .

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

Rock County

12/02/2014

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

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

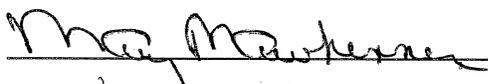
NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 11 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

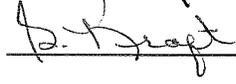
<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1500055	CLK OF CTS	MED/FAM.CT.SERV.	FAMILY MATTERS PACT INC	14,000.00
R1500056	CLK OF CTS	MED/FAM.CT.SERV.	STRATEGIC RESOLUTIONS LLC	16,000.00
R1500122	SHERIFF	CORR.FACILITY	ADVANCED CORRECTIONAL HEALTHCA	826,000.00
R1500123	SHERIFF	CORR.FACILITY	ARAMARK CORRECTIONAL SERVICES	507,500.00
R1500124	SHERIFF	CORR.FACILITY	ARAMARK UNIFORM SERVICES INC	97,000.00
R1500126	SHERIFF	CORR.FACILITY	BI INC	226,000.00
R1500127	SHERIFF	RECAP OPERATIONS	CESA 2	138,300.00

CLAIMS IN THE AMOUNT OF **\$1,824,800.00** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE









LEGAL NOTE:

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


 JEFFREY S. KUGLITSCH,
 CORPORATION COUNSEL

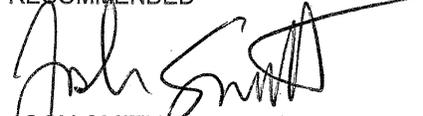
FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.


 SHERRY OJA,
 FINANCE DIRECTOR

ADMINISTRATIVE NOTE:

RECOMMENDED


 JOSH SMITH,
 COUNTY ADMINISTRATOR

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

2015

Rock County

12/03/2014

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

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

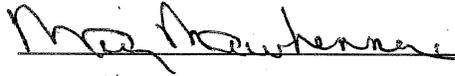
NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 11 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

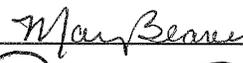
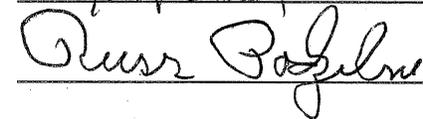
<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1500199	GENERAL SERVICES	DIVERSION/ASC	DIVERSIFIED BUILDING MAINTENAN	249,590.00
R1500200	GENERAL SERVICES	COURTHS FAC PROJ	HALVERSON CARPET CENTER LTD	30,000.00
R1500203	GENERAL SERVICES	GENERAL SERVICES	HENDRICKS COMMERCIAL PROPERTIE	135,315.96
R1500205	GENERAL SERVICES	GENERAL SERVICES	JBM PATROL AND PROTECTION CORP	64,504.00
R1500207	GENERAL SERVICES	COMM.CTR.OPER.	JOHNSON CONTROLS INC	28,634.00

CLAIMS IN THE AMOUNT OF **\$508,043.96** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

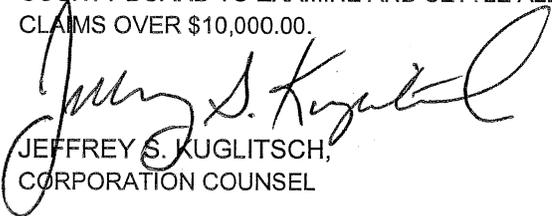
FINANCE COMMITTEE



LEGAL NOTE:

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


 JEFFREY S. KUGLITSCH,
 CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.


 SHERRY OJA,
 FINANCE DIRECTOR

ADMINISTRATIVE NOTE:

RECOMMENDED


 JOSH SMITH,
 COUNTY ADMINISTRATOR

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

2015 . . .

Rock County

12/03/2014

RESOLUTION NO. _____ AGENDA NO. _____

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 11 2014, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1500009	GENERAL SERVICES	HCC BLDG.COMPLEX	ALLIANT ENERGY/WP&L	112,276.08
R1500011	GENERAL SERVICES	HCC BLDG.COMPLEX	DIVERSIFIED BUILDING MAINTENAN	94,350.00
R1500184	GENERAL SERVICES	GENERAL SERVICES	KONICA MINOLTA BUSINESS SOLUTI	11,800.00
R1500185	NOT APPLICABLE	GENERAL FUND	MIDLAND PAPER	20,500.00
R1500186	NOT APPLICABLE	GENERAL FUND	OFFICE PRO	75,000.00
R1500187	GENERAL SERVICES	GENERAL SERVICES	KONICA MINOLTA BUSINESS SOLUTI	11,276.64
R1500188	NOT APPLICABLE	GENERAL FUND	STAPLES ADVANTAGE	150,000.00
R1500198	GENERAL SERVICES	COMM.CTR.OPER.	ADVANCED DISPOSAL SERVICES	12,108.00

CLAIMS IN THE AMOUNT OF **\$487,310.72** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

LEGAL NOTE:

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

JEFFREY S. KUGLITSCH,
CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA,
FINANCE DIRECTOR

ADMINISTRATIVE NOTE:

RECOMMENDED

JOSH SMITH,
COUNTY ADMINISTRATOR

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Land Information Office
INITIATED BY



Michelle Schultz
DRAFTED BY

Finance Committee
SUBMITTED BY

November 18, 2014
DATE DRAFTED

**AUTHORIZING 2015 ORTHOIMAGERY CONTRACT
WITH SIDWELL AND AUTHORIZING MEMORANDUMS
OF UNDERSTANDING (MOU) WITH PARTICIPATING MUNICIPALITIES**

1 **WHEREAS**, the Rock County Land Information Office, the Cities of Beloit, Janesville and Milton wish
2 to update their digital aerial photography by way of a joint project in the spring of 2015; and,
3

4 **WHEREAS**, Request for Proposals were solicited from Orthoimagery Contractors with eight firms
5 responding; and,
6

7 **WHEREAS**, the Proposals were reviewed by the Project Partners for compliance to the project
8 specifications with Sidwell, who received the highest ranking, selected to conduct the project and work
9 with the Project Partners to update their respective orthoimagery; and,
10

11 **WHEREAS**, in order to achieve administrative efficiency, economy of scale and mutual cost savings
12 Rock County would serve as Fiscal Agent and Contractor with Sidwell, on behalf of the Project Partners;
13 and,
14

15 **WHEREAS**, each party to the MOU agrees it will be responsible for its proportional local share of the
16 project, not to exceed the amount identified in contracts with Sidwell for the orthoimagery attributable to
17 those jurisdictions; and,
18

19 **WHEREAS**, Rock County's share of the project is included in the 2015 Land Records budget.
20

21 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
22 this ____ day of _____, 2014 does hereby authorize the County Board Chairman to enter into
23 the contract with Sidwell, per the terms and conditions set forth in the Request for Proposal, to perform
24 the work necessary to provide participating municipalities and Rock County with updated orthoimagery,
25 as well as sign the Memorandums of Understanding between Rock County and the municipalities
26 participating in this project.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice-Chair

Mary Beaver
Mary Beaver

Absent
Brent Fox

J. Russell Podzilni
J. Russell Podzilni

14-12A-163

AUTHORIZING 2015 ORTHOIMAGERY CONTRACT WITH SIDWELL AND AUTHORIZING
MEMORANDUMS OF UNDERSTANDING (MOU) WITH PARTICIPATING MUNICIPALITIES
Page 2

FISCAL NOTE:

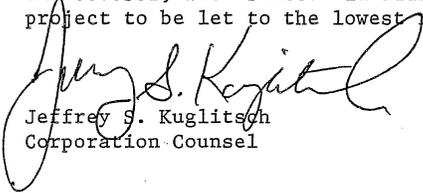
Funding has been included in the 2015 budget for this project. This project is funded by Land Records fees.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51, and 66.0301, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

The purpose of this Resolution is to award the contract for the 2015 Orthoimagery Joint Project. Request for Proposals were submitted to Rock County and reviewed by Rock County, the City of Beloit, the City of Janesville and the City of Milton staff. Eight proposals were received and reviewed, with four being rejected as not meeting project specifications. Of the remaining four proposals, Sidwell received the highest ranking and is the recommended Vendor.

Rock County will serve as Fiscal Agent and Contractor with Sidwell on behalf of the Project Partners in order to achieve administrative efficiency, economy of scale and mutual cost savings.

Estimated Total Project Cost is \$57,920.00. The Project Partners will contribute to the total project cost based on their proportion of the flight area. The County's proportionate cost will not exceed \$54,000 and is part of 2015 Land Records Budget.

The MOU'S identify the County as the administrative and fiscal agent on behalf of its partners, and those partners agree to repay the County for their cost of participating in the project.

The information derived from the project has many functions and is the basis for the sophisticated Geographical Information Systems (GIS) operated by the City of Beloit, City of Janesville, City of Milton and Rock County.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



PROJECT NUMBER 2014-46
PROJECT NAME ORTHOIMAGERY
PROJECT DUE DATE JULY 14, 2014 - 12:00 NOON
DEPARTMENT LAND RECORDS

	SIDWELL ST CHARLES IL	AERIAL SERVICES CEDAR FALLS IA	KUCERA WILLOUGHBY OH	SANBORN COLORADO SPRINGS CO
RATER 1	75	94	88	77
RATER 2	86	61	48	56
RATER 3	95	95	92	82
RATER 4	85	66	60	55
RATER 5	86	74	95	73
RATER 6	98	90	85	95
TOTAL	525	480	468	438

Request for Proposals was advertised in the Janesville Gazette and on the internet. Five additional vendors submitted proposals that did not meet the specifications.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: SIDWELL

Michelle Schultz 11-21-14
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

David Newberry 4-0 12-4-14
CHAIR VOTE DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Amy Spoden, Human Resource Manager
DRAFTED BY

Finance Committee
SUBMITTED BY

November 8, 2013
DATE DRAFTED

AUTHORIZING CONTRACT FOR SECTION 125 PLAN (FLEXIBLE SPENDING ACCOUNT)

- 1 **WHEREAS**, Section 125 of the Internal Revenue Code allows employees to fund certain specific expenses
- 2 with pre-tax dollars; and,
- 3
- 4 **WHEREAS**, the allowable expenses include employee portions of group insurance premiums, uninsured
- 5 medical expenses (such as deductibles; co-pays and vision insurance) and qualified child and/or dependent care
- 6 expenses; and,
- 7
- 8 **WHEREAS**, amounts employees elect to deduct for Section 125 qualified expenses are not subject to Federal,
- 9 State or Social Security taxation; and,
- 10
- 11 **WHEREAS**, Rock County has offered a Section 125 Plan to its employees since July 1, 1991, which has been
- 12 administered by Employee Benefits Cooperative of Madison, Wisconsin; and,
- 13
- 14 **WHEREAS**, EBC has provided a rate guarantee for calendar year 2015 at \$3.35 per participant per month;
- 15 which is the same rate as the current year contract; and,
- 16
- 17 **WHEREAS**, EBC has contractually committed to guarantee that Rock County's savings from the employer's
- 18 portion of Social Security taxes will meet or exceed the costs of administering the program; and,
- 19
- 20 **WHEREAS**, EBC's contract costs from 1991 to present have been less than the actual Rock County savings
- 21 from the exemption of the employer's share of Social Security taxes.
- 22
- 23 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled on
- 24 this _____ day of _____, 2014 does hereby authorize and direct the County Board Chair and County
- 25 Clerk to enter into a contract with Employee Benefits Cooperative of Madison, Wisconsin to administer Rock
- 26 County's Section 125 Plan (Flexible Spending Account) for the period January 1, 2015 through December 31,
- 27 2015 at a cost of \$3.35 per participant per month.

14-12A-164

Respectfully Submitted,

LEGAL NOTE:

FINANCE COMMITTEE

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

Mary Mawhinney
Mary Mawhinney, Chair

Jeffrey S. Kuglitsch
Jeffrey Kuglitsch
Corporation Counsel

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

Absent
Brent Fox

FISCAL NOTE:

As stated in the body of the resolution, the contract administrator has guaranteed that the County's savings will meet or exceed the costs of this program.

J. Russell Podzilni
J. Russell Podzilni

ADMINISTRATIVE NOTE

Sherry Oja
Sherry Oja
Finance Director

Recommended.
Josh Smith
Josh Smith
County Administrator

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Robert Leu
DRAFTED BY

The General Services Committee
SUBMITTED BY

November 21, 2014
DATE DRAFTED

Authorizing Purchase of Floor Coverings for the Courthouse

- 1 **WHEREAS**, funds were placed in the 2015 Budget to continue replacing worn carpet installed in the
- 2 Courthouse 15 years ago; and,
- 3
- 4 **WHEREAS**, the floor coverings will be purchased using pricing and terms of the State of Wisconsin
- 5 Contract #11-36020-900.
- 6
- 7 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 8 this _____ day of _____, 2014 that a Purchase Order for flooring replacement in
- 9 selective areas of the Courthouse be issued to Halverson Carpet Center, LTD of Janesville in the amount
- 10 of \$30,000.00.

Respectfully submitted,

GENERAL SERVICES COMMITTEE:

Henry Brill
Henry Brill, Chair

Jason Heidenreich
Jason Heidenreich, Vice Chair

Tom Brien
Tom Brien

Edwin Nash
Edwin Nash

Jeremy Zajac
Jeremy Zajac

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

FISCAL NOTE:

Sufficient funding was included in the Courthouse Facility capital improvement account, A/C 18-1842-0000-67200, for the cost of the carpet replacement. This account is funded by sales tax revenue.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

14-12A-165

Executive Summary

Courthouse Carpet Replacement in 2015

The Resolution before you authorizes the purchase of floor coverings in 2015 from Halverson Carpet of Janesville. \$30,000.00 was approved in the 2015 budget for this purpose.

The process of replacing worn out carpet began in 2013. The amount of carpet replaced each year is dependent on funds appropriated in the budget. The process of doing the worst areas first will continue.

Carpet tiles are being installed rather than broadloom carpet. The carpet tiles can be easily replaced if they become soiled or worn, without having to re-carpet an entire area.

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell _____
INITIATED BY

Dave O'Connell, Human Resource Director
DRAFTED BY

County Board
Staff Committee _____
SUBMITTED BY



November 4, 2014
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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

14-11D-143

19
20 **CHAPTER XVIII**
21
22 **PERSONNEL ORDINANCE**
23 **SECTION 1**
24 **OBJECTIVES AND SCOPE**

- 25
26 18.101 **Authority.**
27
28 This Ordinance is promulgated under the authority of Wisconsin Statute 59.22 (2)(c) 1.c.
29
30 18.102 **Purposes.**
31
32 The purposes of this Ordinance shall be to:
33
34 A. Establish a clear understanding of responsibilities in the establishment and
35 maintenance of a personnel program for Rock County.
36
37 B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop
38 and maintain an effective and responsive workforce for the County. The Ordinance
39 shall be based on the following objectives:
40
41 (a) To recruit, select and advance employees on the basis of their relative
42 knowledge, skills, and abilities.
43

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

18.103

Scope.

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

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

- 88
89 (a) members of the Rock County Board of Supervisors;
90
91 (b) elected County Officials;
92
93 (c) members of boards, commissions, and committees (including citizens);
94
95 (d) persons employed to conduct temporary and special inquiry, investigation or
96 examination on behalf of the County Board, a committee thereof, or the County
97 Administrator;
98
99 (e) persons employed by employment services agreements or purchase of service
100 contracts, unless expressly included in said contract or agreement;
101
102 (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats.,
103 which shall be handled by the Public Safety and Justice Committee of the Rock
104 County Board of Supervisors in accordance with statute.
105

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

108
 109 18.104 Collective Bargaining Agreements.

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

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

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

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

125
 126 18.106 Department Work Rules.

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

132
 133 18.107 Non Elected Department Heads.

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

145
 146 18.108 Administrator Position.

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

152
 153 18.109 Sheriff's Office Command Staff.

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

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

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- Uniform allowance
- Worker's compensation

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

18.110 Amendments.

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

18.111 Management Rights.

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

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

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

18.112 Responsibilities and Authority.

A. County Board. The County Board shall:

- (1) approve the annual County budget, including requests for personnel adjustments.
- (2) review and approve County Personnel Ordinance and amendments.
- (3) confirm department head appointments made by the County Administrator.

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- (4) delegate such duties to the County Board Staff Committee as necessary.
- (5) hear grievance appeals as outlined in Section 18.806.

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

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

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

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

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

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

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

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

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

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- (26) administer and manage the County's Worker's Compensation program.
- (27) insure that Department Work Rules are fairly designed and administered.

F. Department Heads. Department Heads shall:

- (1) enforce the Personnel Ordinance, and the Human Resource Policies and Procedures in their respective department.
- (2) adopt such additional Department Work Rules as required by law and/or necessary for the operations of the Department subject to approval of the Human Resources Director.
- (3) initiate and process personnel transactions affecting their employees using forms provided by the Human Resources Director.
- (4) maintain an employee service record for each employee.
- (5) notify the Human Resources Director of all changes in permanent personnel records including change of address, insurance coverage and other relevant information.
- (6) keep employees informed of current personnel policies.
- (7) conduct second step grievance procedures hearings as may be necessary under Section 18.805, and adjust such grievances as may be appropriate.
- (8) appoint and remove employees to positions subject to Section 18.304 and 18.806, and consistent with applicable State Statutes and inform governing committee of said appointments.
- (9) in collaboration with the Human Resources Director, develop employee orientation and in service training programs.
- (10) administer discipline and delegate such authority to supervisory personnel as appropriate subject to Section 18.806.
- (11) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis
- (12) obtain prior approval of the County Administrator when taking vacation days, or when traveling out of the County on County business. (This provision does not apply to elected County Officials.) The memo making the request should include a designated department contact person, as well as a phone number where the Department Head can be reached (if possible).

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

- (1) interview and recommend applicants for appointments to and removal from subordinate positions.
- (2) implement the Personnel Ordinance, HR Policies and Procedures and Department Work Rules in their unit.
- (3) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.
- (4) administer discipline to employees as necessary.

418 (5) conduct first step grievance hearings as may be necessary under Section
 419 18.806, and adjust such grievances as may be appropriate.
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421 **SECTION 2**

422 **CLASSIFICATION PLAN**

423
 424 18.201 Development and Administration.

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

431 18.202 Position Description.

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

437 18.203 Allocation of New Positions.

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

446 18.204 Abolition of Unnecessary Classifications.

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

452 18.205 Reclassification Requests.

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

457
 458 Reclassification requests shall normally be contained within the annual budget. In such
 459 situations, prior to approval of the budget, the Human Resources Department shall audit
 460 the position and make a written recommendation to the County Administrator who shall
 461 then recommend approval or denial of reclassification requests. If a reclassification
 462 request is denied, the position shall not be reconsidered for reclassification until there is a
 463 significant change in the duties and responsibilities of the position. If, in exceptional cases,
 464 duties of a position change during a budget year, the County Board may approve a
 465 reclassification request upon the performance of a job audit and the recommendation of
 466 the Human Resources Director and County Administrator and with the confirmation of the
 467 County Board Staff Committee.
 468

469 18.206 Reallocation Requests.

470
 471 A reallocation is the re assignment of a position from one pay range to another pay range
 472 to correct an error in the original assignment, to reflect changing labor market conditions,
 473 or to reflect significant changes over a period of time in the duties and the responsibilities
 474 of the position.
 475

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

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

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

486
487 18.207 Reorganization of Department.

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

492
493 18.208 Position Description Questionnaires/Job Audits.

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

500
501 18.209 Review of Classification Plan.

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

509
510 18.210 Underslotting.

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

515
516 18.211 Upgrade.

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

524
525 When a position is upgraded, an open recruitment shall be conducted to fill the position.
526 Hiring procedures for approved upgraded positions shall be subject to guidelines
527 established by the Human Resources Director.

528
529 **SECTION 3**

530 **RECRUITMENT AND SELECTION**

531
532 18.301 Recruitment.

533
534 The Human Resources Director shall develop and conduct an active recruitment program
535 designed to meet current and projected County manpower needs.

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

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(a) Job Announcements and Publicity.

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

(b) Application Form.

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

(c) Rejection of Applications.

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

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

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

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

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

18.302 Relocation Expense.

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

603 18.303

Selection.

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

(a) Selection Devices.

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

(b) Confidentiality.

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

629 630 18.304

Eligibility Lists.

The Human Resources Director shall be responsible for establishing and maintaining eligibility lists as may be necessary or desirable.

(a) Layoff List for unilateral employees.

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

(b) Open Competitive and Promotional Eligibility.

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

(c) Duration of Eligibility Lists.

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

(d) Removal of Candidates from Eligibility Lists.

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

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

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- (2) files a written statement indicating unwillingness to accept appointment.
 - (3) declines an offer of employment under such conditions previously indicated by the candidate as acceptable.
 - (4) fails to respond within a specified time period to any official written inquiry regarding relative availability.
 - (5) fails to report for an interview or for duty at the time specified by the Human Resources Director or appointing authority.
 - (6) is disqualified for employment under County policies or state law.
 - (7) factors covered under Section 18.301.
- (e) The Human Resources Director shall notify each candidate in writing of his/her removal from an eligibility list. The candidate may appeal his/her removal from an eligibility list and, at the discretion of the Human Resources Director, the candidate may be reinstated.

687 18.305 Certification and Appointment.

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

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Appointment of Eligible Candidates.

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

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

705 18.306 Probationary Period.

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

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

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

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

748 18.307 Part-time and Seasonal Employment.

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

754 18.308 Temporary Appointments.

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

762 18.309 Overlap of Positions.

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

770 18.310 Other Appointments May Follow Ordinance.

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

775 **SECTION 4**

776 **SALARY ADMINISTRATION**

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778 18.401 Pay Plan.

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

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

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

- 790 (b) To provide appropriate pay incentives for satisfactory or outstanding job
791 performance.
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- 793 The pay plan schedules described above shall be contained in the County's Administrative
794 Policy and Procedures Manual.
795
- 796 18.402 Development and Administration.
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- 798 The Human Resources Director shall be responsible for the development and
799 administration of the Pay Plan, through periodic reviews and comparative studies of
800 pertinent factors affecting levels of pay. When appropriate, the Human Resources
801 Director shall recommend necessary amendments to the County Board Staff Committee,
802 which shall become effective upon approval of the County Board.
803
- 804 18.403 Linkage.
805
- 806 The Pay Plan shall be directly linked to the Classification Plan and shall be based on the
807 principle of equal pay for equal work. Pay ranges within the Pay Plan shall be determined
808 with regard to such factors as: uniformity of pay for each class, relative difficulty,
809 complexity, and responsibility of work, recruiting experience, prevailing rates of pay for
810 similar jobs in public and private service, changes in cost of living indices, and the finan-
811 cial policies of the County.
812
- 813 18.404 Entrance Pay Rate.
814
- 815 The entrance pay rate for new County employees shall normally be the minimum rate of
816 the pay range prescribed for the class. A Department Head may recommend that a
817 particular appointment be made above the entrance pay rate. Such requests must be made
818 in writing, approved in advance by the Human Resources Director in recognition of
819 relevant experience and /or exceptional qualifications.
820
- 821 Elected Department Heads that wish to appeal the decision for placement of a new County
822 employee made by the Human Resources Director and/or County Administrator may do so
823 in writing to the County Board Staff Committee, whose decision shall be final.
824
- 825 18.405 In Range Increment.
826
- 827 In range increments shall be based on satisfactory work performance and length of service
828 in a class. Such increments shall not be granted automatically. Whenever an employee is
829 promoted, their annual pay increments (step increase) shall be based on the length of
830 service in that range or class. The employee shall have an overall performance evaluation
831 of "satisfactory" or "meets expectations" or higher in order for an in range increment to be
832 granted. If the rater plans to recommend the denial of an in grade salary increment, the
833 report shall be discussed with the Human Resources Director prior to review with the
834 employee. The performance of the employee will be evaluated in accordance with
835 procedures outlined in Section 7 of this Ordinance.
836
- 837 18.406 Productivity/Incentive Awards.
838
- 839 Extraordinary productivity/incentive awards may be granted in recognition of exceptional
840 performance in addition to an employee's regular pay. Recommendations for such pay
841 shall be initiated by the employee's supervisor and/or Department Head, reviewed and
842 approved by the Human Resources Director, County Administrator, appropriate
843 Governing Committee and the County Board Staff Committee. Specific guidelines for the
844 administration of the Productivity/Incentive Awards Program shall be the responsibility of
845 the Human Resources Director to establish and maintain subject to approval by the County
846 Administrator and County Board Staff Committee. Such requests shall be in writing and
847 supported by evidence of the following:
848
- 849 (a) The employee has personally conceived and suggested a procedure or device
850 which has resulted in substantially greater operating efficiency or in a marked
851 decrease in operating expenses; or,
852

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

856
 857 18.407 Seasonal Employment.

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

862
 863 18.408 Temporary employment

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

867
 868 Should a non regular employee be reclassified as a regular employee in the same job,
 869 he/she shall be advanced in pay to the appropriate salary rate of his/her classified
 870 position. His/her total time of continuous employment including his/her temporary
 871 employment, shall be counted as part of his/her probationary period.

872
 873 18.409 Pay Rate Adjustments.

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

876
 877 (a) Transfer.

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

881
 882 (b) Promotion.

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

889
 890 (c) Demotion.

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

896
 897 (d) Reinstatement.

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

904
 905 (e) Compensation During Temporary Assignment.

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

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

918

919 18.410 Overtime.

920

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

922

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

924

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

927

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

930

931 18.411 Red Circled Classifications.

932

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

939

940

SECTION 5

941

FRINGE BENEFITS

942

943 18.501 Holidays.

944

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

948

949 (a) New Year's Day

950

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

951

(c) Memorial Day

952

(d) July 4th

953

(e) Labor Day

954

(f) Thanksgiving Day

955

(g) Friday following Thanksgiving

956

(h) Day before Christmas

957

(i) Christmas Day

958

(j) One Floating Holiday ~~of the employees' choice~~

959

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

960

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

963

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

967

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

970

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

974

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

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

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

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

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

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

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

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

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

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

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

18.502 Health and Dental Insurance.

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

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

18.503 Life Insurance.

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

18.504 Retirement.

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

18.505 Unemployment Compensation.

County employment is covered by Wisconsin Unemployment Compensation laws.

18.506 Vacation.

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

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

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

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

- (c) Vacation schedules for those employees covered by a bargaining agreement that has limited bargaining rights as of January 1, 2012 are contained in the HR Policies and Procedures manual.
- (d) Credit for years of service may be awarded to an employee based on years of prior related experience plus years of service with the County. Prior related experience shall be determined by the Human Resources Director and the Corporation Counsel, and will only be awarded for service in jobs that are substantially related to the work performed for the County.
- (e) An employee shall take earned vacation time within the twelve month period immediately following eligibility. Earned vacation time not taken within the designated twelve month period shall be forfeited, unless the Department Head and Human Resources Director specifically approves the carry over of an employee's vacation, in writing, due to an inability of the employee to utilize the time requested to be carried over because of work requirements or other legitimate reasons; or paid out according to HR Policy and Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by the employee in writing prior to his or her anniversary date, or within ten weeks of his or her anniversary date, and shall state with specificity the reason for the request. Failure to make a timely request shall result in the vacation being forfeited.
- (f) The amount of vacation days deferred shall not exceed the number of vacation days that the employee earns on that anniversary date. Vacation may be granted in advance only upon the approval of the Department Head and the Human Resources Director.

Department Heads shall establish work and vacation schedules with the first consideration to be given to the efficient operation of the department. Senior employees in terms of length of service shall be given vacation schedule preferences when practicable. Deferral of vacation for the County Administrator shall be at the discretion of the County Board Staff Committee.
- (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation time on a pro rata basis directly proportionate to the amount of time worked in relation to the normal full time employment period. Part-time employees whose regular workweek is less than sixteen hours shall not earn vacation credits.
- (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of absence, earned vacation time may be used for this purpose if the employee or employer so elects.
- (i) Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits provided the employee has completed six consecutive months of service, except as modified by the rules governing resignation without sufficient notice.
- (j) An employee who moves from one position to another in the County service, by transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation leave in the new position.
- (k) An employee, whose appointment status is changed from temporary to regular status without a break in service, shall receive vacation credits from the date of his/her original appointment to temporary status.
- (l) No credit for vacation leave shall be granted for time worked by an employee in excess of his/her normal workweek.

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

1156 18.507 Workers Compensation.

1157
 1158 Worker compensation benefits will be provided in accordance with applicable statutory
 1159 provisions and administrative codes.
 1160

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

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

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

1178 18.508 Leave Of Absence Policy (Non FMLA).

1179
 1180 The County Administrator or the Department Head after consulting with the Human
 1181 Resources Director, may grant a regular employee leave without pay for a period up to one
 1182 year except for an educational leave, subject to the following conditions:
 1183

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

1203 When a leave of more than thirty (30) consecutive days is taken, the
 1204 employee's anniversary date shall be moved ahead by the total number of
 1205 days of the leave.

1206
 1207 (5) A return to work earlier than the scheduled termination of leave date may
 1208 be arranged by the supervisor and the employee, with the approval of the
 1209 Human Resources Director.

1210
 1211 (6) Employees on leave of absence from the County may not be employed full
 1212 time elsewhere. Employees holding employment elsewhere during a leave
 1213 of absence shall be deemed to have voluntarily resigned from employment
 1214 with Rock County.

1215
 1216 (7) If an employee is unable to return to work on the date stipulated, he/she
 1217 may submit a written request to extend the leave of absence, subject to the
 1218 approval of the County Administrator or Department Head and the HR
 1219 Director. If, on the date following the expiration of the leave of absence, an
 1220 extension is not requested and granted and the employee has not returned
 1221 to his/her position, the employee shall be considered to have voluntarily
 1222 resigned from County employment.

1223
 1224 (8) Unauthorized Absence. It is recognized that there may be extenuating
 1225 circumstances for unauthorized absence, and due consideration shall be
 1226 given each case. However, an employee who is absent from duty without
 1227 approval shall receive no pay for the duration of the absence, and shall be
 1228 subject to disciplinary action, which may include dismissal.

1229

1230 18.509 Bereavement Leave.

1231

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

1237

1238 a. Up to three days (24 hours) for spouse, domestic partner as defined by the state of
 1239 Wisconsin, child, parent, mother-in-law, father-in-law, brother, or sister.

1240

1241 b. Up to two days (16 hours) for an employee's stepparent, stepchild, grandparents, or
 1242 grandchildren.

1243

1244 c. Up to one day (8 hours) for an employee's sister-in-law, brother-in-law, son-in-law,
 1245 daughter-in-law, aunt, uncle, niece or nephew.

1246

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

1252

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

1255

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

1259

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

1261

1262 18.510 Jury Duty.

1263

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

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

1273

1274 18.511 Medical Leave.

1275

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

1280

1281 18.512 Military Leave.

1282

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

1296

1297 18.513 Military Reserve Leave.

1298

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

1312

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

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

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

18.514 Non Work Related Witness or Personal Litigation.

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

18.515 Sick Leave.

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

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

- 1391 c) an employee takes sick leave in excess of three days which has not been
1392 reported to FMLA, or
1393
- 1394 d) the employee has a history of using short amounts of sick leave
1395 repeatedly over an extended period of time.
1396
- 1397 Once a potential problem with sick leave usage has been identified the
1398 supervisor shall meet with the employee to discuss the reason(s) for the
1399 absences. The goal of the meeting is to gather information, counsel the
1400 employee and if there is an admitted problem, have the employee change
1401 his/her behavior.
1402
- 1403 When a problem has been identified and the employee has not voluntarily
1404 changed their behavior, a Department Head or the Human Resources
1405 Director may require the employee to submit a medical statement, stating
1406 the specific illness, period of treatment, and date that the employee may
1407 return to work.
1408
- 1409 The Department Head or Human Resources Director may require an
1410 employee to take a medical examination on returning from sick leave or on
1411 such occasions that it is in the best interest of the County. The medical
1412 examination shall be given by a physician designated by the Human
1413 Resources Director.
1414
- 1415 The Department Head or the HR Director may investigate the alleged
1416 illness of an employee absent from work on sick leave. False or fraudulent
1417 use of sick leave shall be cause for disciplinary action against the
1418 employee, up to and including dismissal.
1419
- 1420 (6) an employee on vacation who presents an acceptable medical certificate
1421 giving the dates of illness may have that portion of his/her vacation leave
1422 converted to sick leave.
1423
- 1424 (7) sick leave shall be debited in no less than quarter hour units.
1425
- 1426 (8) no credit for sick leave shall be granted for time worked by an employee in
1427 excess of his/her normal workweek.
1428
- 1429 (9) a regular employee who moves from one department to another by transfer,
1430 promotion or demotion shall have his/her total sick leave credits
1431 transferred to the new department.
1432
- 1433 (10) Unilateral employees who resign or retire with ten or more years of con-
1434 tinuous service shall be paid for one half of the accumulated sick leave
1435 days, not to exceed a total of sixty-five days. In the event of the death of
1436 an employee, the County shall make the same sick leave payment to the
1437 employee's estate. In the event of a discharge, the employee will not
1438 receive this benefit.
1439
- 1440 18.516 Subpoenaed Witness.
1441
- 1442 When subpoenaed to appear before a court, public body, or commission in connection
1443 with County business on regular work time, the employee shall be paid at his her regular
1444 rate of pay and the employee shall remit his/her fee to the County.
1445
- 1446 Employees who are off duty and are subpoenaed to appear in court as a result of their
1447 work assignment shall receive a minimum of two hours pay at the rate of time and one
1448 half. If the employee is required by the court to be present in court for time over and
1449 above the minimum, the employee will be paid at the rate of time and one half.
1450 Employees shall be reimbursed for mileage costs incurred because of court appearances
1451 required under this provision. Employees shall sign and turn over to the County any and
1452 all fees and reimbursements paid because of court appearances resulting from their work
1453 assignment.

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

1460
 1461 18.517 Training/Educational Leave.

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

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

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

1472
 1473 18.518 Voluntary Public Service Leave.

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

1478
 1479 18.519 Voting.

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

1484
 1485

SECTION 6

CONDITIONS OF EMPLOYMENT

1486
 1487
 1488 18.601 Communications and Confidentiality.

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

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

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

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

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

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

18.608 Disciplinary Action (Grounds for).

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

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

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

18.609 Exit Interview.

1641 An exit interview shall be conducted when possible with every employee who is
 1642 separating from County employment regardless of his/ her length of service, position or
 1643 circumstances or separation.
 1644

1645 18.610 Gifts and Gratuities.

1646
 1647 No County employee shall use their position to solicit or accept for himself/herself or
 1648 another person any gift, campaign contribution, gratuity, favor, services, promise of future
 1649 employment, entertainment, loan or any other thing of monetary value. This does not
 1650 include acceptance of loans from banks or other financial institutions on customary terms
 1651 of finance for personal use, such as home mortgage loans, the acceptance of unsolicited
 1652 advertising or promotional material, such as pens and calendars, and acceptance of an
 1653 award for meritorious public or personal contributions or achievements.
 1654

1655 18.611 Harassment.

1656
 1657 It is the policy of Rock County that all employees should be able to enjoy a work
 1658 environment free from all forms of harassment. Employees who engage in harassment
 1659 not only hurt others, but they also expose both themselves and the County to potential
 1660 legal liability. Consequently, Rock County will not condone or tolerate any conduct in
 1661 the workplace on the part of its employees (whatever their positions), elected officials,
 1662 vendors, or members of the public, if that conduct violates the right of someone else to
 1663 be free from harassment. County employees who violate this policy will be subject to
 1664 appropriate discipline, up to and including termination. (See HR Policies and
 1665 Procedures for a detailed description of the procedures employees should follow in
 1666 regard to this policy.)
 1667

1668 18.612 Hours of Work.

1669
 1670 The normal workweek for County employees shall be forty hours per week. Most County
 1671 employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since
 1672 some County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00
 1673 p.m. schedule, some County employees may have different work schedules which are
 1674 designated in Department work rules.
 1675

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

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

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

1690 18.613 Layoffs.

1691
 1692 The appointing authority may layoff an employee: a) whenever it is necessary to reduce
 1693 the workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position,
 1694 etc.), b) when an employee has exhausted all available leave options and is unable to
 1695 return to work, or c) when an employee has failed to successfully complete their
 1696 probationary period after a promotion.
 1697

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

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

1705
 1706 Laid-off employees shall be held in a layoff pool for a period of time equal to their length
 1707 of service, but in no case longer than two years.

1708
 1709 18.614 Lunch Periods and Break Time.

1710
 1711 (a) Lunch Periods.

1712
 1713 Lunch periods are normally scheduled midway in an eight hour shift. Lunch
 1714 periods shall not be longer than one hour nor shorter than thirty minutes.

1715
 1716 (b) Break Time.

1717
 1718 Employees may leave their workstation and return fifteen minutes later for two
 1719 breaks in an eight hour shift, one during the first four hours of their first shift, and
 1720 the second during the last four hours of their shift. Breaks not taken are lost.
 1721 Breaks cannot be accumulated or used to extend lunch periods or to shorten the
 1722 workday.

1723
 1724 Lunch periods and break times are to be arranged between the employee and
 1725 his/her supervisor or Department Head. Since most County offices remain open
 1726 continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the
 1727 Department Head's responsibility to assure that lunch periods and breaks are
 1728 scheduled so that adequate staff coverage is provided at all times.

1729
 1730 Employees who are on a non standard work schedule or work 2nd or 3rd shift shall
 1731 follow Department Work Rules for lunches and breaks.

1732
 1733 (c) The Lunch Period and Break Times cannot be combined to the start or end of the
 1734 shift in order to come in late or leave early.

1735
 1736 18.615 More Than One County Position.

1737
 1738 No person shall hold more than one full or part-time County position at the same time
 1739 without written consent of the County Administrator.

1740
 1741 18.616 Nepotism.

1742
 1743 Members of immediate families shall not be hired or transferred into a position that would
 1744 create a direct or indirect superior subordinate relationship. This policy does not include
 1745 situations where the superior subordinate relationship would be incidental.

1746
 1747 18.617 Outside Employment.

1748
 1749 The County's policy on outside duties or employment shall be as follows: County
 1750 employees may engage in outside employment, unless such employment conflicts with or
 1751 affects the performance of their duties. Prior to engaging outside employment, the County
 1752 employee must give written assurance prescribed by the Human Resources Director that
 1753 said employment does not violate Section 18.602 of the Rock County Ordinance. The fact
 1754 that an employee has reported outside employment does not mean that management has
 1755 given its approval to that employment.

1756
 1757 18.618 Outside Services.

1758
 1759 All fees, gratuities, honorarium or any other form of compensation for outside services
 1760 performed during normal County work hours or while being paid by the County shall be
 1761 turned over to the County and any such activities for which said compensation is paid
 1762 shall be reported to the County Board Staff Committee. This subsection shall not be
 1763 construed to apply to activities performed after regular work hours, or while an employee
 1764 is on a bona fide vacation, or taking a floating or other holidays, or to part-time employees.

1765		Failure to comply with these conditions shall be considered grounds for discipline up to
1766		and including immediate dismissal.
1767		
1768	18.619	<u>Payday.</u>
1769		
1770		Employees shall be paid biweekly on alternate Fridays, except when those days fall on a
1771		holiday in which case employees shall receive their pay on the day preceding the
1772		holiday. If an employee is on vacation or leave of absence, his/her pay shall be mailed
1773		to him/her upon request. (See HR Policy and Procedures.)
1774		
1775	18.620	<u>Pre-Employment Physicals.</u>
1776		
1777		New full time and regular part-time employees may be required to pass a physical
1778		examination before they are employed. Such exams shall measure the individual's
1779		physical capabilities in terms of the job to be performed. When pre-employment physicals
1780		are required, they shall be conducted by a licensed physician at the County's expense.
1781		
1782	18.621	<u>Political Activity.</u>
1783		
1784		Employees are precluded from engaging in political activity that interferes with their
1785		normal work performance or is conducted during hours for which the employee is being
1786		paid by the County. Employees may not use County equipment or property for political
1787		purposes. Employees are specifically prohibited from using their County position or their
1788		official authority with the County for the purpose of directly or indirectly coercing any
1789		person to hold or contribute monetary or other types of assistance to any political
1790		candidate, party or purpose.
1791		
1792		Under provisions of the federal Hatch Act, employees who are principally employed in an
1793		activity which is financed in whole or in part by federal loans or grants cannot:
1794		
1795		(a) use his/her official authority or influence for the purpose of interfering with or
1796		affecting the result of an election or nomination for office;
1797		
1798		(b) directly or indirectly coerce, attempt to coerce, command, or advise a state or local
1799		officer or employee to pay, lend or contribute anything of value to a party,
1800		committee, organization, agency or person for political purposes; or
1801		
1802		(c) be a candidate for partisan elective office.
1803		
1804	18.622	<u>Professional Liability Insurance.</u>
1805		
1806		The County shall provide professional liability insurance for employees for performance
1807		of their duties within the scope of their employment.
1808		
1809	18.623	<u>Resignations.</u>
1810		
1811		Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and
1812		wishing to leave Rock County employment shall submit a resignation in writing to their
1813		Department Head at least two weeks in advance of their planned departure. Employees in
1814		positions in Pay Range 17 or higher, shall submit their resignation in writing at least four
1815		weeks in advance of their planned departure (see Unilateral Pay Grid).
1816		
1817		Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave
1818		Rock County employment shall submit a resignation in writing to their Department Head
1819		at least two weeks in advance of their planned departure. FLSA exempt employees shall
1820		submit their resignation in writing at least four weeks in advance of their planned
1821		departure.
1822		

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

1828
 1829 18.624 Safety.

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

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

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

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

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

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

- 1854
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 1864
- Stop all work immediately.
 - Contact outside emergency response agencies, if needed.
 - Shut off all electrical equipment and machines, if possible.
 - Walk to the nearest exit, including emergency exit doors.
 - Exit quickly, but do not run. Do not stop for personal belongings.
 - Proceed, in an orderly fashion, to a parking lot near the building.
 - Do not reenter the building until instructed to do so.
 - Employees must know the location of fire extinguishers, emergency exits and first aid kits.

1865 18.625 Telephone.

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

1870
 1871 18.626 Travel.

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

1885 (except tolls) in excess of five dollars. Clerical employees who are required to return to
 1886 work to take minutes at evening meetings shall be reimbursed for mileage to and from
 1887 their residence. (This reimbursement is taxable to the employee.)
 1888

1889 Meals allowed while in travel status:
 1890

1891 • Breakfast - up to \$8.00 including tip, may be claimed when the employee is out of the
 1892 County prior to 7:00 a.m. on county business. The breakfast rate will be paid for
 1893 meals prior to 10:30 a.m.
 1894

1895 • Lunch - up to \$10.00 including tip, may be claimed when the employee is out of the
 1896 County between 10:30 a.m. and 2:30 p.m. on county business.
 1897

1898 • Dinner - up to \$20.00 including tip, may be claimed when the employee is out of the
 1899 County after 6:00 p.m. on county business. The dinner rate will be paid for meals
 1900 after 2:30 p.m.
 1901

1902 The above are maximums and it is not the intent that the employees should always spend
 1903 the maximum allowed.
 1904

1905 Meals are allowed when an employee is on County business out of Rock County. An
 1906 itemized receipt from the point of purchase showing the details for what was purchased
 1907 shall be required for reimbursement for all meals. No reimbursement shall be authorized
 1908 for alcoholic beverages.
 1909

1910 **SECTION 7**
 1911 **PERFORMANCE EVALUATION**

1912
 1913 18.701 Policy.
 1914

1915 The performance evaluation program is used to assess an employee's work effectiveness
 1916 and to suggest constructive actions on how he/she may improve. Performance evaluation
 1917 reports shall be considered in decisions affecting placement, salary advancement, overtime
 1918 assignment, promotions, demotions, dismissal, order of layoff, reemployment, and
 1919 training.
 1920

1921 18.702 Administration.
 1922

1923 Each employee shall be evaluated at the following periods:
 1924

1925 (a) Probationary Period.
 1926

1927 Each employee shall be evaluated midway through their probationary period and
 1928 one month prior to the completion of the probationary period.
 1929

1930 (b) Annual.
 1931

1932 Each employee shall receive an annual performance evaluation close to his/her
 1933 anniversary date, or at another specified time if the Department Head elects to
 1934 evaluate members of a classification or the whole department together at one time.
 1935

1936 (c) Special.
 1937

1938 A special performance evaluation shall be completed:
 1939

1940 (1) whenever there is significant change in the employee's performance,
 1941

1942 (2) whenever a supervisor permanently leaves his/her position, in which case,
 1943 the supervisor shall complete a performance report on each employee
 1944 under his/her supervision that has not been evaluated within six months
 1945 prior to the date the supervisor expects to leave.
 1946

1947 18.703 Rater.
 1948
 1949 The rater shall normally be the employee's immediate supervisor. The rater shall be
 1950 responsible for completing a performance evaluation on forms prescribed by the Human
 1951 Resources Director at the time prescribed for each employee under his/her supervision.
 1952 The Human Resources Director, upon approval of the County Administrator, may also
 1953 initiate rating procedures and mechanisms involving the Governing Committee, peers
 1954 and/or subordinates.

1955
 1956 The County Administrator shall be evaluated by the County Board Staff Committee.
 1957

1958 18.704 Review of Performance Report.
 1959

1960 Supervisors serving as raters shall review all performance reports with Department Heads
 1961 before discussing the report with the employee and before the report is filed in the
 1962 employee's personnel folder. If the rater plans to recommend the denial of an in-grade
 1963 salary increment, the report shall be discussed with the Human Resources Director prior to
 1964 review with the employee.
 1965

1966 18.705 Human Resources Director.
 1967

1968 The Human Resources Director shall be responsible for the overall administration of the
 1969 employee performance evaluation programs and shall advise and assist employees, raters
 1970 and Department Heads to ensure that performance evaluation procedures are handled
 1971 according to the provisions of this Section.
 1972

1973 SECTION 8

1974 GRIEVANCE PROCEDURE

1975 18.801 Policy.
 1976

1977 This grievance procedure is intended to meet all of the requirements set out in Wisconsin
 1978 Statute Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin
 1979 Legislature.
 1980

1981 It is the policy of the County to treat all employees equitably and fairly in matters affecting
 1982 their employment. Each employee of the County shall be provided ample opportunity to
 1983 understand and resolve matters affecting employment, which the employee believes to be
 1984 unjust. The presentation of a formal grievance shall be considered to be the right of each
 1985 regular County employee without fear of reprisal. Nothing contained herein alters the "at
 1986 will" status of those employees.
 1987

1988 The County Administrator shall not have access to the grievance procedure.
 1989

1990 Department Heads shall not have access to the grievance process based on Wisconsin
 1991 Statutes Section 59.18 (2)(b).
 1992

1993 18.802 Definitions.
 1994

1995 "Arbitrary and capricious" means a decision which was made on unreasonable grounds
 1996 or without any proper consideration of circumstances.
 1997

1998
 1999 "Grievance" means a formal complaint by an employee concerning: employee discipline,
 2000 employee termination, or workplace safety.
 2001

2002 "Employee discipline" shall include written reprimands, suspensions without pay,
 2003 and demotions.
 2004

2005 "Termination" means a separation from employment, but does not include job loss
 2006 resulting from a reduction in force.
 2007

2008		“Workplace safety” shall include violations of state and federal laws and regulations on health and safety.
2009		
2010		
2011		The following personnel actions shall not be subject to the grievance process:
2012		oral or written evaluations; counseling; job coaching; placing an employee on
2013		paid administrative leave pending an internal investigation; change in job
2014		assignments; voluntary quits; layoff or failure to return to work when recalled;
2015		retirement; job abandonment or failure to report to work; inability to perform job
2016		duties due to physical or medical limitations; and loss of required licensure,
2017		certification or other requirement necessary to perform the job.
2018		
2019		“Preponderance of the evidence” means the greater weight of the evidence - superior
2020		evidentiary weight that, though not sufficient to free the mind wholly from doubt, is still
2021		sufficient to incline a fair and impartial mind to one side of the issue rather than the
2022		other.
2023		
2024	18.803	<u>Administration.</u>
2025		
2026		The Human Resources Director shall supervise and administer the grievance process.
2027		Supervisors and Department Heads shall keep the Human Resources Director informed of
2028		all grievances in process.
2029		
2030	18.804	<u>Filing a Grievance</u>
2031		
2032		This grievance procedure is available to all unilateral County employees (except
2033		Department Heads and elected County Officials), members of a bargaining unit that
2034		previously contained a grievance procedure, seasonal and temporary employees of the
2035		County.
2036		
2037		<u>Limitations:</u>
2038		
2039		1. A grievance that may be brought by or on behalf of a law enforcement officer using
2040		the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this
2041		section.
2042		
2043		2. A grievance that may be brought by or on behalf of an employee under a grievance
2044		procedure that is contained in a collective bargaining agreement may not be brought
2045		under this section.
2046		
2047	18.805	<u>Discussion of Problem with Immediate Supervisor.</u>
2048		
2049		Any employee having a problem regarding his/her employment shall first discuss the
2050		problem with his/her immediate supervisor. If the problem is not settled to the employee's
2051		satisfaction and is a grievance according to Section 18.802, the employee may present
2052		his/her grievance according to Section 18.806.
2053		
2054	18.806	<u>Grievance Procedure.</u>
2055		
2056		A formal grievance of an employee shall be handled in accordance with the following
2057		procedure.
2058		
2059		<u>STEP 1. Supervisor.</u>
2060		
2061		The employee shall, within seven (7) calendar days of the event giving rise to the
2062		grievance or within ten calendar days of the date he/she could reasonably be expected to
2063		have knowledge of the grievance, present his/her formal grievance in writing on the form
2064		designated by the County to his/her immediate supervisor unless the immediate supervisor
2065		is the subject matter of the grievance, in which case, the employee may immediately
2066		proceed to Step 2. If the Department Head is the subject matter of the grievance, the
2067		employee may immediately proceed to Step 3. The supervisor shall within three calendar
2068		days meet and discuss the grievance with the employee and then reply in writing within
2069		three calendar days.
2070		

2071 STEP 2. Department Head.

2072
2073 In the event that the immediate supervisor's decision is not satisfactory to the employee or
2074 the immediate supervisor is the subject matter of the grievance, the employee may within
2075 seven (7) calendar days, present the grievance in writing to his/her Department Head. The
2076 Department Head, or his/her designee, shall, within five (5) calendar days, meet and
2077 discuss the grievance with the employee and then reply in writing within five (5) calendar
2078 days.

2080 STEP 3. Human Resources Director.

2081
2082 In the event that the Department Head's decision does not satisfy the employee's grievance
2083 or if the Department Head is the subject matter of the grievance, the employee may, within
2084 seven (7) calendar days, present the grievance in writing to the Human Resources
2085 Director. The Human Resources Director shall arrange to meet within ten (10) calendar
2086 days of receipt of the grievance with the employee, his/her representative, if any, and any
2087 other person the Human Resources Director deems necessary. If, in the judgment of the
2088 Human Resources Director, a hearing is necessary to ascertain the facts surrounding the
2089 dispute, one shall be scheduled as soon as practicable. After the hearing, the Human
2090 Resources Director shall respond to the grievance in writing to the employee within ~~five~~
2091 ~~(5) ten calendar~~ days.

2092
2093 By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2
2094 and 3 may be extended.

2096 STEP 4. Impartial Hearing Examiner Officer (IHO).

2097
2098 In the event the decision of the Human Resources Director does not resolve the grievance,
2099 the employee may, within seven (7) calendar days, request a hearing before an Impartial
2100 Hearing ~~examiner~~ ~~Officer~~ and pay the filing fee (if one is established) by the County
2101 Board.

- 2102
2103 a. The Human Resources Director shall upon receipt of a written hearing request,
2104 provide the employee with the name of an Impartial Hearing ~~examiner~~ ~~Officer~~. The
2105 Impartial Hearing Officer must not be an employee of the County. The Impartial
2106 Hearing Officer may be an employee of another county or municipality, a retired
2107 human resources professional, a lawyer, a professional mediator/arbitrator or
2108 other qualified individual.
- 2109
2110 b. The Impartial Hearing ~~examiner~~ ~~Officer~~ shall be impartial and may not have any
2111 prior knowledge of the grievance.
- 2112
2113 c. The Human Resources Director will contact the hearing examiner and schedule a
2114 hearing meeting with the employee and the Hearing Examiner IHO to discuss the
2115 hearing. This meeting shall occur within two weeks of the date the Human Resource
2116 Director receives the request for the hearing. If the employee does not respond to
2117 the HR Director's attempt to schedule the meeting or does not attend a scheduled
2118 meeting, the request for a hearing shall be considered withdrawn and the decision of
2119 the HR Director shall stand.
- 2120
2121 d. The Impartial Hearing Officer may decide the case on the existing record or may
2122 conduct a hearing. A hearing will be scheduled within 30 calendar days of receipt
2123 of the hearing request and filing fee. The Impartial Hearing ~~examiner~~ ~~Officer~~ may
2124 reschedule the hearing with permission of both parties.
- 2125
2126 e. The Impartial Hearing ~~examiner~~ ~~Officer~~, with the consent of both parties, may use
2127 his/her best efforts to mediate the grievance.
- 2128
2129 f. The employee has a right to be represented at the hearing (at the employee's
2130 expense) by a person of the employee's choosing.
- 2131

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

2162 STEP 5. County Board.
2163

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

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

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2256
- f. The County Board's consideration of the appeal will be limited to a review of the impartial hearing examiners written decision, the appealing party's reason(s) as to why the decision is wrong, and the response by the other party along with any oral presentations made by the parties.
- g. Should the County Board Chair become aware of some relevant piece of information that could have had a significant impact on the decision of the impartial hearing examiner, that neither party was aware of, or could have been expected to be aware of, prior to the impartial hearing officer's decision, the County Board Chair, with the advice of the Corporation Counsel, may take whatever action he/she deems appropriate so as not to disadvantage either party, and report such action to the County Board.
- h. The County Board shall give due deference to the decision and recommendation of the Impartial Hearing Officer and his/her decision shall not be overturned unless the Board finds by a simple majority vote that: (1) the hearing was not conducted fairly, (2) there was fraud or corruption on the part of the hearing examiner, or (3) the hearing examiner made an error in fact or law.
- i. In the event the County Board does not sustain the Impartial Hearing Officer's decision, then the Board may render a new decision and remedy, or take other action as appropriate.
- j. The County Board Chair shall prepare and sign a written determination reflecting the County Board decision. The County Board Chair may enlist the assistance of the Corporation Counsel in preparing the determination. A copy of the determination will be provided to the employee within ten (10) calendar days following the County Board's decision.
- k. The County Board's decision is final and may not be appealed.

18.807 Grievances of Termination.

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

SECTION 9

TRANSACTIONS AND RECORDS MANAGEMENT

18.901 Policy.

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

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

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

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

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

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

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

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

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

2569 18.1051 Underslotting.

2570

2571

The filling of a vacant position at a lower classification.

2572

2573 18.1052 Unilateral Employees

2574

2575

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

2576

2577

2578

2579

- Unilateral A's are "Non-Exempt". This means that they are subject to the requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law that requires, among other things, that employees who work more than 40 hours in a week get paid time and one half for any overtime hours.

2580

2581

2582

2583

2584

- Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of their position. However, the County has chosen to pay them straight time overtime after 40 hours a week even though the County is not required to do this by federal law.

2585

2586

2587

2588

2589

- Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of their position. Employees in these positions do not receive any form of overtime but are allowed to "flex" their time in accordance with HR Policy and Procedure.

2590

2591

2592

2593

2594 18.1053 Upgrade.

2595

2596

The reassignment of a position from one existing class to a current or newly created class to recognize a change in the duties and responsibilities of a position. When a position is upgraded, an open recruitment shall be conducted to fill the position (eg. HR Secretary to HR Office Coordinator).

2597

2598

2599

2600

2601 18.1054 Work Schedule.

2602

2603

The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m. with a one hour lunch period. All full time employees are expected to work at least 40 hours per week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise.

2604

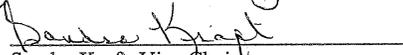
2605

2606

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE


J. Russell Podzilni, Chair


Sandra Kraft, Vice Chair

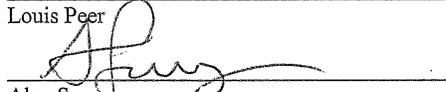

Absent
Eva Arnold

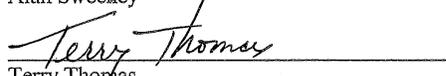

Henry Brill


Betty Jo Bussie


Mary Mawhinney


Louis Peer


Alan Sweeley


Terry Thomas

AMENDING THE COUNTY'S PERSONNEL ORDINANCE
Page 44

LEGAL NTOE:

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



Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:

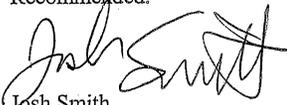
Minimal fiscal impact.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

COLIN BYRNES
INITIATED BY



JODI TIMMERMAN
DRAFTED BY

PLANNING & DEVELOPMENT
COMMITTEE
SUBMITTED BY

OCTOBER 17, 2014
DATE DRAFTED

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

1 WHEREAS, the Rock County Board of Supervisors supports the Farmland Preservation
2 Program, and
3
4 WHEREAS, the goal of the Farmland Preservation Program is to preserve Wisconsin farmland
5 through land use planning and zoning while also offering tax relief to farmland owners, and
6
7 WHEREAS, the Wisconsin Court of Appeals issued a recent decision in Hegwood v. Town of
8 Eagle Zoning Board of Appeals, 351 Wis.2d 196, 839 N.W.2d 111 (2013), holding that towns do not
9 have the authority to zone inside a county shoreland district, and
10
11 WHEREAS, landowners enrolled in the Farmland Preservation Program can only claim
12 farmland preservation tax credits on land that is covered by a certified farmland preservation zoning
13 ordinance, and
14
15 WHEREAS, the impact of the Hegwood decision is that landowners enrolled in the Farmland
16 Preservation Program in towns currently under town zoning may not be able to claim the tax credit on
17 land that is within the county shoreland district, unless action is taken to address this issue, and
18
19 WHEREAS, in order to preserve the tax credits for each landowner in Rock County in the
20 Farmland Preservation Program, Rock County needs to amend Chapter 4 Part 2 of the Rock County
21 Code to adopt and incorporate by reference the zoning ordinance for each town in Rock County, by text
22 and map, to the extent that said town ordinance does not conflict with Chapter 4, Part 2, of the Rock
23 County Code and Wisconsin Administrative Code section NR 115; and
24
25 WHEREAS, pursuant to Wis. Stat §59.692(4) and 66.0301, and by an intergovernmental
26 agreement with each town in Rock County, the County will delegate administrative and enforcement
27 authority for the incorporated terms of each town's zoning ordinances back to each respective town
28 upon incorporation of the town's zoning ordinance into Rock County's Shoreland Zoning Ordinance,
29 and
30
31 WHEREAS, Rock County shall maintain administrative authority over Chapter 4, Part 2,
32 Zoning of Shoreland, and
33
34 WHEREAS, this amendment to Chapter 4, Part 2, along with each intergovernmental
35 agreement with the respective towns in Rock County shall be repealed on December 31, 2016, unless a
36 legislative change allows for an earlier repeal or an extension is agreed upon by the parties,
37

14-11D-144

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

44
45 **4.218 Town Zoning in Shoreland Zoning**

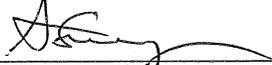
- 46
47 (1) The County Board adopts and incorporates by reference, as if set forth in full, the town
48 zoning ordinances for each of the 20 respective towns in Rock County, by text and by
49 map as may be amended from time to time.
50
51 (2) The County Board authorizes the creation of an Intergovernmental Agreement with each
52 town in Rock County, pursuant to Wis. Stat. §§ 59.692(4) and 66.0301 for the purpose
53 of delegating the administration and enforcement of town zoning, as it relates to
54 shoreland areas, back to each respective town in Rock County.
55
56 (3) This subsection shall be repealed effective December 31, 2016, along with each
57 Intergovernmental Agreement, unless earlier repealed or extended upon the agreement
58 of the parties.
59

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

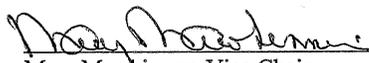
65
66 BE IT FURTHER ORDAINED that this amendment shall be effective upon passage and
67 publication.

Respectfully submitted:

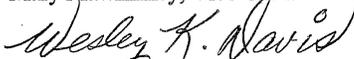
PLANNING & DEVELOPMENT COMMITTEE



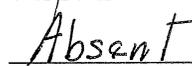
Alan Sweeney, Chair



Mary Mawhinney, Vice Chair



Wesley K. Davis



Wayne Gustina



Jason Heidenreich

LEGAL NOTE:

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



Jodi Timmerman
Deputy Corporation Counsel

FISCAL NOTE:

Minimal fiscal impact.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

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

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

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

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

ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Benjamin J. Coopman
DRAFTED BY

Public Works Committee
SUBMITTED BY

November 3, 2014
DATE DRAFTED

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

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

4
5 WHEREAS, Sec. 348.15(9)(f)1., Wisconsin Statutes, authorizes the municipality or county to require
6 compliance with axle weight limitations established under Sec. 348.15(3)(g) for Category B Implements of
7 Husbandry on all highways under its jurisdiction.

8
9 I. The Rock County Board of Supervisors at its regular meeting this ___ day of _____, 2014,
10 does ordain as follows:

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

12 That sec. 3.112 of the Rock County Code of Ordinances is hereby created to read as follows:
13
14

15
16 **3.112 Weight Limits**

17
18 (1) Implements of Husbandry

19 (a) Class A Highway

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

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

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

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

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

Respectfully Submitted:

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice Chair

Eva Arnold

Brenton Driscoll

Rick Richard

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

Page 2

FISCAL NOTE:

No fiscal impact.



Sherry Oja
Finance Director

LEGAL NOTE:

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



Jerome A. Long
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Land Conservation Committee
INITIATED BY



Thomas Sweeney
DRAFTED BY

Land Conservation Committee and
Board of Health
SUBMITTED BY

November 4, 2014
DATE DRAFTED

**SUPPORT FOR A FULL ENVIRONMENTAL IMPACT STATEMENT
AND INCREASE PUBLIC HEARINGS FOR THE
ENBRIDGE ENERGY, LIMITED PARTNERSHIP LINE 61 EXPANSION**

1 **WHEREAS**, Enbridge Energy, Limited Partnership (Enbridge Energy) constructed two pipelines through
2 the eastern part of Rock County in 2008 and commenced operation in 2009, consisting of, a forty two
3 inch (42") pipeline, hence forth referred to as Line 61, primarily moves heavy crude oil, (Diluted
4 Bitumen), in a southerly direction and a twenty inch (20") pipeline, hence forth referred to as Line 13,
5 which moves Diluents in a northerly direction; and,
6

7 **WHEREAS**, Enbridge Energy, acquired all necessary permits from the Federal, State, and Local
8 governments for said construction and operation of the aforementioned pipelines; and,
9

10 **WHEREAS**, Enbridge Energy, has recently proposed to increase the volume of materials moved through
11 Line 61 (Diluted Bitumen) to established markets from five hundred and sixty thousand (560,000) barrels
12 per day to one million two hundred thousand (1,200,000) barrels per day in the southern direction. No
13 increase in the volume of diluents moved north through Line 13 back to the point of origin is planned at
14 this time; and,
15

16 **WHEREAS**, to accomplish the goal of increasing the volume of product moved through aforementioned
17 pipeline, Enbridge Energy must construct numerous new pump stations and upgrade existing pump
18 stations along the pipeline corridor, which transverses the State of Wisconsin from Superior through the
19 eastern portion of Rock County to mid state Illinois; and,
20

21 **WHEREAS**, Enbridge Energy completed and submitted an Environmental Assessment (EA) of stated
22 new construction as required by the Wisconsin Department of Natural Resources (DNR) and Army Corp
23 of Engineers, and the DNR conducted three (3) public hearings and issued required permits for this
24 project; and,
25

26 **WHEREAS**, The EA as required by the National Environmental Policy Act for certain projects that are
27 likely to "significantly affect the quality of the human environment". The EA is the tool that determines
28 if a full Environmental Impact Statement (EIS) is required. The EA for this proposed project only
29 recognizes the construction impacts of said upgrades and air quality components at the Enbridge Energy's
30 Superior Facility and does not recognize or address any impacts from potential pipeline failures on the
31 Natural Resources, Farmland, and/or Human Health, Safety, and Welfare of residents in Rock County or
32 the State of Wisconsin as directly related to the Enbridge Energy proposal; and,
33

34 **WHEREAS**, The Land Conservation Committee met on October 15, 2014 to gather information
35 regarding Enbridge Energy's proposed project and possible ramifications to the increase flow rates and
36 pressures in line 61; and,
37

38 **WHEREAS**, The Land Conservation Committee concluded and firmly believes that a full EIS should
39 have been completed which identifies the impacts from the construction of needed improvements to
40 increase the product movement, but also identify and address environmental impacts from potential
41 pipeline failures to the Natural Resources and Farmland and address issues associated with Human
42 Health, Safety, and Welfare of the residents of Rock County and the State of Wisconsin.

14-12A-166

SUPPORT FOR A FULL ENVIRONMENTAL IMPACT STATEMENT AND INCREASED PUBLIC COMMENT PERIODS FOR THE ENBRIDGE ENERGY, LIMITED PARTNERSHIP LINE 61 EXPANSION

Page 2

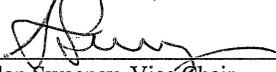
43 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
44 this _____ day of _____, 2014, urges the State of Wisconsin Department of Natural
45 Resources to under take a full EIS of the Enbridge Energy's aforementioned pipelines and conduct further
46 public hearings and information meetings along the pipeline corridor. In addition, if any further pipeline
47 projects are proposed for the State of Wisconsin, require a full EIS for construction, operation and
48 potential failure of said improvements and increase the number of public hearings and or public
49 informational meetings along the proposed project areas.

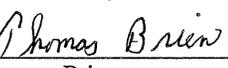
50
51 BE IT FURTHER RESOLVED that the County Clerk forward this Resolution to Wisconsin Governor
52 Scott Walker; Secretary of the Department of Natural Resources, Cathy Stepp; Representative for Senate
53 District 11 (vacant); Senator Tim Cullen; Representative Andy Jorgensen; Representative Deb Kolste;
54 Representative Amy Loudenbeck; and Representative Janis Ringhand.

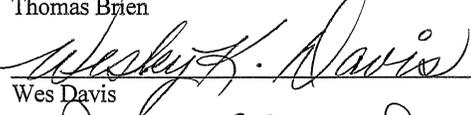
Respectfully submitted,

Land Conservation Committee


Richard Bostwick, Chair

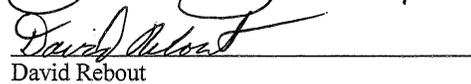

Alan Sweeney, Vice Chair


Thomas Brien


Wes Davis


Jason Dowd


Rick Richard


David Rebout


Larry Wiedenfeld

FISCAL NOTE:

No fiscal impact

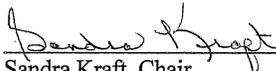

Sherry Oja
Finance Director

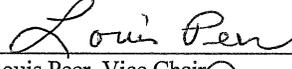
ADMINISTRATIVE NOTE:

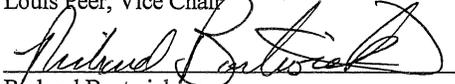
Matter of policy.

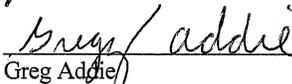

Josh Smith
County Administrator

Board of Health

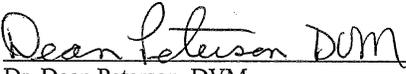

Sandra Kraft, Chair


Louis Peer, Vice Chair


Richard Bostwick

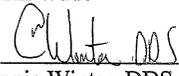

Greg Addie

Dr. Keith Konkol


Dr. Dean Peterson, DVM

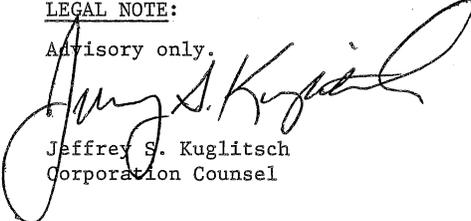
Eric Gresens, RPh

Judith Wade


Connie Winter, DDS

LEGAL NOTE:

Advisory only.


Jeffrey S. Kuglitsch
Corporation Counsel

**SUPPORT FOR A FULL ENVIRONMENTAL IMPACT STATEMENT
AND INCREASE PUBLIC HEARINGS FOR THE
ENBRIDGE ENERGY, LIMITED PARTNERSHIP LINE 61 EXPANSION**

EXECUTIVE SUMMARY

Enbridge Energies constructed a new crude oil pipeline through the eastern part of Rock County which runs from Superior, Wisconsin to Northern Illinois. Enbridge Energies seeks to expand Line 61 from the initial flow rate of 560,000 barrels per day to a proposed 1.2 million barrels per day. The material transported in this pipeline is primarily a heavy crude oil, referred to as Bitumen, which must be diluted with lighter hydrocarbon products to flow. Some refer to this material as oil sands or tar oil, but the proper name is Bitumen. Once the Diluted Bitumen has reached the refinery, the Diluent is removed from the product and returned through a sister pipeline, Line 13 back to its point of origin for further use.

Enbridge has acquired all necessary permits to construct and operate the pipeline from the Federal, State, and Local Governments. The US Department of Transportation Pipeline and Hazardous Materials Safety Administration oversees the construction and operation of the pipeline, the Army Corp of Engineers issued permits under the Clean Water Act, the Wisconsin Department of Natural Resources (DNR) issued permits for all waterway crossings, which include all surface water and wetlands and air quality permits for updating the Superior terminal, and the local units of government issue CUP's for the construction of the pump facilities and the County issues an Erosion Control and Storm Water Management Permit.

As part of the permitting process, the DNR required Enbridge Energies to submit an Environmental Analysis (EA) as required under the National Environmental Policy Act. The EA is required for certain projects that are likely to "significantly affect the quality of the human environment". The EA is the tool that determines if a full Environmental Impact Statement (EIS) is required. The EA for this proposed project only recognizes the construction impacts of said upgrades and air quality components at the Enbridge Energy Superior Facility and does not recognize or address any impacts from potential pipeline failures on the Natural Resources, Farmland, and/or Human Health, Safety, and Welfare of the residents in Rock County or the State of Wisconsin as directly related to the Enbridge Energy proposal.

Enbridge operates many pipelines throughout the eastern United States since the early sixties and has had numerous pipeline failures, which release large volumes of heavy crude hydrocarbons. Cleanup of this product is very complex and daunting. Impacts from said failures, to land and water resources, have heightened concerns amongst numerous Local Units of Government and citizens of Wisconsin. Short term human exposure to the numerous chemicals found in this product, as long term exposure as defined by the CDC as greater than one year, have resulted in health issues in some instances.

A large oil spill occurred in July 2010 near Marshall, Michigan as the result a ruptured pipeline. Costs associated with the clean up of this large oil spill have surpassed \$1 billion. The timeframe for the cleanup has surpassed three years to complete. Many families were displaced as a direct result of this failure. Other failures have also occurred in Wisconsin and other states where Enbridge owns and operates pipeline systems in the recent past.

The Land Conservation Committee conducted an informational meeting on October 15, 2014 and concluded that due to the nature of the materials moved through Line 61 and it's sister line, the DNR should have required a full Environmental Impact Statement and conducted more public hearings along the pipeline corridor.

This resolution, being advisory in nature, urges the State of Wisconsin Departments of Natural Resources to undertake a full EIS of the Enbridge Energy's Line 61 and the sister pipeline and conduct further public hearings and information meetings along the full pipeline corridor. In addition if any further pipeline projects are proposed for the State of Wisconsin, require a full EIS for construction, operation and potential failure of said improvements and increase the number of public hearings and or public informational meetings along the proposed project areas.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY

Karen Cain
DRAFTED BY

Board of Health
SUBMITTED BY

November 5, 2014
DATE DRAFTED



RECOGNIZING ROGER EYCHANER, R.S II FOR SERVICE TO ROCK COUNTY

- 1 **WHEREAS**, Roger Eychaner, R.S. II began employment at the Rock County Health Department on
- 2 June 6, 1988; and,
- 3
- 4 **WHEREAS**, Roger Eychaner, R.S. II retired from the Rock County Health Department on November
- 5 30, 2014; and,
- 6
- 7 **WHEREAS**, Roger Eychaner, R.S. II has provided Environmental Health Services to Rock County
- 8 residents for 26.5 years; and,
- 9
- 10 **WHEREAS**, Roger Eychaner, R.S. II has made a contribution in many Environmental Health areas that
- 11 protect the health of the public including Food Safety and Public Lodging inspections, Mobile Home
- 12 Park inspections, Tattoo Shop inspections, and Recreation and Educational Camp inspections.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 15 on this ____ day of _____, 2014, does hereby thank Roger Eychaner for his dedication
- 16 and contributions to the citizens of Rock County; and,
- 17
- 18 **BE IT FURTHER RESOLVED**, that a copy of this resolution be presented to Roger Eychaner with the
- 19 Rock County Board of Supervisors' best wishes for his retirement.

14-12A-167

Respectfully submitted,

BOARD OF HEALTH

COUNTY BOARD STAFF COMMITTEE

Sandra Kraft
Sandra Kraft, Chair

J. Russell Podzilni
J. Russell Podzilni, Chair

Louis Peer
Louis Peer, Vice Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Gregory Addie
Gregory Addie

Eva Arnold
Eva Arnold

Richard Bostwick
Richard Bostwick

Henry Brill
Henry Brill

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

Betty Jo Bussie
Betty Jo Bussie

Dr. Dean Peterson, DVM
Dr. Dean Peterson, DVM

Mary Mawhinney
Mary Mawhinney

Dr. Connie Winter, DDS
Dr. Connie Winter, DDS

Louis Peer
Louis Peer

Judith Wade, WHNP
Judith Wade, WHNP

Alan Sweeney
Alan Sweeney

Eric Gresens, R.Ph
Eric Gresens, R.Ph

Terry Thomas
Terry Thomas

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Lori R. Bienema
INITIATED BY



Lori R. Bienema
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

December 1, 2014
DATE DRAFTED

RECOGNIZING ELDRED MIELKE FOR SERVICE TO ROCK COUNTY

- 1 **WHEREAS**, Eldred Mielke was independently elected as Clerk of Circuit Court Elect of Rock County
- 2 on November 5, 1996; and,
- 3
- 4 **WHEREAS**, Eldred Mielke took oath of office as Clerk of Circuit Court of Rock County on January 6,
- 5 1997; and,
- 6
- 7 **WHEREAS**, Eldred Mielke is a constitutional officer who works in close cooperation with the chief
- 8 judges, district court administrators, and staff of the Director of State Courts Office; and,
- 9
- 10 **WHEREAS**, Eldred Mielke, for 18 years, has faithfully and impartially discharged the duties of Clerk
- 11 of Circuit Court in accordance with §59.40 of the Wisconsin State Statutes; and,
- 12
- 13 **WHEREAS**, Eldred Mielke will retire as Clerk of Circuit Court of Rock County on January 2, 2015; and,
- 14
- 15 **WHEREAS**, the Clerk of Circuit Court of Rock County staff and the Public Safety and Justice
- 16 Committee wishes to recognize Eldred Mielke for service and significant contributions to Rock County.
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 19 this _____ day of _____, 2014, does hereby recognize Eldred Mielke for his 18 years of
- 20 faithful service and extends its best wishes to him in his future endeavors; and,
- 21
- 22 **BE IT FURTHER RESOLVED**, that the County Clerk of Rock County be authorized and directed to
- 23 furnish a copy of this resolution to Eldred Mielke.

Respectfully submitted:

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver
Mary Beaver, Chair

Henry Brill
Henry Brill, Vice Chair

Terry Fell
Terry Fell

Brian Knudson
Brian Knudson

Larry Wiedenfeld
Larry Wiedenfeld

14-12A-168

RECOGNIZING ELDRED MIELKE FOR SERVICE TO ROCK COUNTY
Page 2

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell, HR Director
INITIATED BY



Amy Spoden, HR Manager
DRAFTED BY

Finance Committee
SUBMITTED BY

November 19, 2014
DATE DRAFTED

Worker's Compensation Loss Control Consulting Services for 2015 and 2016

- 1 **WHEREAS**, Willis of Wisconsin currently provides loss control consulting services to assist Rock
- 2 County in complying with safety regulations and reducing workers compensation losses; and,
- 3
- 4 **WHEREAS**, the Human Resources Department is charged with overseeing the County's safety
- 5 compliance efforts as well as the workers compensation program; and,
- 6
- 7 **WHEREAS**, these activities require the assistance of consultants who possess particular expertise in
- 8 furthering such efforts;
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 11 assembled this ____ day of _____, 2014, hereby contracts with Willis of Wisconsin for loss
- 12 control consulting services for 2015 and 2016 at the rate of \$40,500 per year.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

Absent
Brent Fox

J. Russell Podzilni
J. Russell Podzilni

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

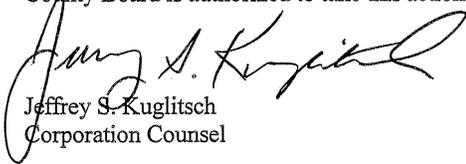
Alan Sweeny

Terry Thomas

14-12A-169

LEGAL NOTE:

County Board is authorized to take this action pursuant to sec. 59.01 & 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

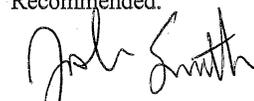
Sufficient funding has been requested in the 2015 budget and will need to be included in the 2016 budget for the cost of this contract.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell, HR Director
INITIATED BY



Amy Spoden, HR Manager
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

November 19, 2014
DATE DRAFTED

**TO PROVIDE SINGLE HEALTH INSURANCE COVERAGE FOR ALL
PART-TIME UNILATERAL EMPLOYEES**

1 WHEREAS, the cost of health care continues to increase, and
2
3 WHEREAS, budgetary constraints require that every effort be made to control costs wherever possible, and
4
5 WHEREAS, one method of controlling costs is to prorate the County's contribution to employee health
6 coverage to be commensurate with the employee's Full Time Equivalency (FTE), and
7
8 WHEREAS, Rock County needs to comply with the requirements under the Affordable Care Act; and
9
10 WHEREAS, employees holding positions with an FTE of 0.5 or greater are currently eligible for a prorated %
11 contribution toward their health coverage.
12
13 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this
14 _____ day of _____, 2014 does hereby authorize that non-represented employees hired after
15 September 1, 2009 into positions with an FTE of 0.5 or greater but less than 1.0 FTE Rock County will provide
16 single coverage health insurance. If the employee chooses to select employee and spouse, employee and child,
17 or family coverage, the employee will pay a prorated share of the premium difference between single coverage
18 and the coverage of their choice based on their FTE.
19
20 BE IT FURTHER RESOLVED, that the proration of health contribution shall not apply to employees of the
21 County as of September 1, 2009 who maintain continuous service with the County.

14-12A-170

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

TO PROVIDE SINGLE HEALTH INSURANCE COVERAGE FOR ALL PART-TIME UNILATERAL
EMPLOYEES
Page 2

FISCAL NOTE:

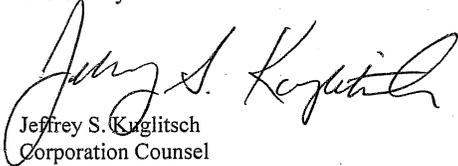
This resolution authorizes the County to provide single coverage health insurance to non-represented employees hired after September 1, 2009 with an FTE of .5 for greater. Currently these staff members pay a prorated portion of their health insurance. The estimated cost in 2015 for this change is \$2,418.



Sherry Oja
Finance Director

LEGAL NOTE:

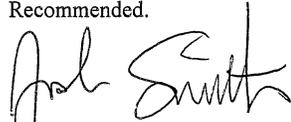
The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 59.52(11)(c), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

Since September 1, 2009, Unilateral employees holding positions with an FTE of 0.5 or greater have been paying a prorated premium contribution toward their health coverage. Due to the Affordable Care Act, Rock County must provide health insurance coverage to employees that meets the minimum essential coverage and is affordable. Rock County's Health Plan current exceeds the minimum essential criteria. To meet the affordability requirement, Rock County had to make a change to the Health Insurance language in the Administrative Policy and Procedure Manual. This change provided single coverage to all benefit eligible part time AFSCME 1258 employees at no cost, and then the employee must pay the difference between single coverage and the level of coverage that they elect based on their FTE.

By taking this action, we will meet both the affordability requirement and the minimum essential coverage criteria under the Affordable Care Act and maintain Rock County's goal to keep benefits equal across all employee groups.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

November 11, 2014
DATE DRAFTED

RECOGNIZING JULIE APTED FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Julie Apted has served the citizens of Rock County over the past 27 years, 2 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Julie Apted began her career with Rock Haven as a Certified Nursing Assistant on September 22,
- 5 1987; and,
- 6
- 7 **WHEREAS**, Julie Apted has worked diligently in that position until her retirement on December 1, 2014; and,
- 8
- 9 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 10 commend Julie Apted for her long and faithful service.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 13 _____ day of _____, 2014 does hereby recognize Julie Apetd for her 27 years, 2 months of service and
- 14 extend their best wishes to her in her future endeavors; and,
- 15
- 16 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 17 resolution to Julie Apted.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Billy Bob Grahn
Billy Bob Grahn, Chair

Norvain Pleasant
Norvain Pleasant, Vice Chair

Terry Fell
Terry Fell

Brenton Driscoll
Brenton Driscoll

Linda Garrett
Linda Garrett

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

14-12A-171

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

November 11, 2014
DATE DRAFTED

RECOGNIZING VICKI NEUMUELLER FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Vicki Neumueller has served the citizens of Rock County over the past 30 years, 6 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Vicki Neumueller began her career with Rock Haven as a Registered Nurse on May 29, 1984;
- 5 and,
- 6
- 7 **WHEREAS**, Vicki Neumueller accepted a Nursing Supervisor position on August 24, 2008; and,
- 8
- 9 **WHEREAS**, Vicki Neumueller has worked diligently in that position until her retirement on December 3,
- 10 2014; and,
- 11
- 12 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 13 commend Vicki Neumueller for her long and faithful service.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 16 _____ day of _____, 2014 does hereby recognize Vicki Neumueller for her 30 years, 6 months of
- 17 service and extend their best wishes to her in her future endeavors; and,
- 18
- 19 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 20 resolution to Vicki Neumueller.

14-12A-172

COUNTY BOARD STAFF COMMITTEE

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Billy Bob Grahn
Billy Bob Grahn, Chair

Norvain A Pleasant
Norvain Pleasant, Vice Chair

Terry Fell
Terry Fell

Brenton Driscoll
Brenton Driscoll

Linda Garrett
Linda Garrett

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell
INITIATED BY



Dave O'Connell
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

December 3, 2014
DATE DRAFTED

To Recognize Sue Zastoupil
For Twenty-eight Years of Service to Rock County

WHEREAS, Sue Zastoupil has given the citizens of Rock County 28 years of dedicated public service; and,

WHEREAS, in November of 1986 Sue began her employment with Rock County as a part time Secretary in the Human Resource's Office located in the Health Care Center, and subsequently in 2002 moved to a full time Secretary position in the Human Resources Department at the Courthouse, and has served in that position until her retirement on January 2, 2015; and,

WHEREAS, Sue's knowledge of the office, attention to detail, and pleasant personality will be greatly missed by the Human Resources Department, and her many coworkers; and,

WHEREAS, the Rock County Administrator and Human Resource Director, the Rock County Board Staff Committee, with the Rock County Board of Supervisors, representing the citizens of Rock County, wish to recognize Sue Zastoupil for her significant contributions to the Human Resources Department, and to the citizens of Rock County, and to thank her for her many years of valued service.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2014, does hereby recognize Sue Zastoupil for her 28 years of dedicated service and extends its sincere expression of appreciation to Sue along with best wishes for the future; and,

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Sue Zastoupil.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

14-12A-173

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Klyve
INITIATED BY

Jennifer Thompson
DRAFTED BY



Human Service Board
SUBMITTED BY

November 26, 2014
DATE DRAFTED

TO RECOGNIZE NANCY BRIKOWSKI

1 **WHEREAS**, Nancy Brikowski has served the citizens of Rock County for over thirty-four (34) years
2 as a dedicated and valued employee of Rock County; and
3

4 **WHEREAS**, Nancy Brikowski began her career on February 13, 1980 as an Income Maintenance
5 worker in the Economic Support division where she assisted all types of clients in pursuing financial
6 benefits. After a brief time there, Ms. Brikowski took a position in the Single Parent Family Services
7 unit where one-half of her caseload was working with single parents and teaching them good parenting
8 skills and assisting them to find childcare while they pursued additional education; the other one-half
9 of her caseload was working with families to support them in meeting their daily needs when times
10 were tough. In 1982, Ms. Brikowski began working as the Court Services worker assisting with
11 guardianships, court ordered protective placements, and WATTS reviews. In 1983, Ms. Brikowski
12 moved to the General Intake unit where she took calls and followed up on neglected children. Ms.
13 Brikowski also completed home studies on families and children who were placed in foster care. After
14 working in this capacity for several years, Ms. Brikowski then began working in the Youth Aids unit.
15 While there, she maintained a caseload of 12-17 troubled teenagers in the juvenile system; helping
16 children who were run-away's, pregnant, in/out of foster care, and who had alcohol and drug issues.
17 Ms. Brikowski then became the Foster Care Coordinator in this unit; certifying homes who took in
18 these troubled teenagers. In 1991, Ms. Brikowski took her final position with Rock County, by moving
19 to the Long Term Support (LTS) division. She began in LTS taking intake calls and then later doing
20 both intake and case managing the ongoing elderly and disabled-adult cases. Ms. Brikowski worked in
21 LTS for over twenty years, assisting vulnerable adults by connecting them to the services and supports
22 they needed in order to remain independent in their homes; and
23

24 **WHEREAS**, her compassion over the years to help young children and teenagers out of difficult
25 situations, and frail elders and individuals with disabilities to remain in the community, has benefited
26 many people in Rock County. Ms. Brikowski will be retiring from Rock County Department of
27 Human Services on January 5, 2015; and
28

29 **WHEREAS**, Nancy Brikowski has proven herself to be an empathetic, kind, and caring employee,
30 advocating on behalf of Rock County residents; and
31

32 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
33 to recognize Nancy Brikowski for her achievements and significant contributions to the citizens of
34 Rock County and her lifelong and faithful service.
35

36 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
37 assembled this _____ day of _____, 2014, does hereby recognize Nancy Brikowski for
38 her 34 years of service and extend best wishes to her in her future endeavors; and
39

40 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish a copy of
41 this resolution to Nancy Brikowski.

14-12A-174

RECOGNIZING NANCY BRIKOWSKI

Page 2

Respectfully submitted,

ROCK COUNTY HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

Linda Garrett

William Grahn

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY



Jennifer Thompson
DRAFTED BY

Human Service Board
SUBMITTED BY

October 1, 2014
DATE DRAFTED

RECOGNIZING KATHLEEN VOELZ

1 **WHEREAS**, Kathleen Voelz has served the citizens of Rock County for over thirty-eight (38) years as
2 a dedicated and valued employee of Rock County; and

3
4 **WHEREAS**, Kathleen Voelz began her career on July 26, 1976 as a Financial Aid worker in the
5 Economic Support Division. Ms. Voelz assisted families applying for the "Aid to Families with
6 Dependent Children" (AFDC) program. In January 1979 Ms. Voelz took a position in the Child
7 Protected Services Division. During her time there, she worked in both the intake and ongoing unit
8 with the children and families affected by child abuse and neglect. Later, this unit split and Ms. Voelz
9 worked solely in the ongoing unit; developing relationships with families and supporting them to make
10 better decisions for a more stable future. After working in this capacity for ten years, Ms. Voelz then
11 took a position in the Adult Services Division in January 1989. As a social worker in this division Ms.
12 Voelz worked predominately with the Basic County Allocation and COP funds to support elderly and
13 disabled adults in the community. Later, the Adult Services programs grew into Long Term Support
14 and additional Waiver funds were provided by the State of Wisconsin to serve more people. Ms. Voelz
15 carried a case load of adults in Long Term Support for twenty-five years and helped hundreds of people
16 with disabilities to remain independent in their homes; and

17
18 **WHEREAS**, her compassion to assist frail elders and individuals with disabilities has benefited many
19 people in the community. Ms. Voelz will be retiring from Rock County Department of Human
20 Services on October 10, 2014; and

21
22 **WHEREAS**, Kathleen Voelz has proven herself to be an empathetic, kind, and caring employee,
23 advocating on behalf of Rock County residents; and

24
25 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
26 to recognize Kathleen Voelz for her achievements and significant contributions to the citizens of Rock
27 County and her lifelong and faithful service.

28
29 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
30 assembled this _____ day of _____, 2015 does hereby recognize Kathleen Voelz for her
31 38 years of service and extend best wishes to her in her future endeavors; and

32
33 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish a copy of
34 this resolution to Kathleen Voelz.

14-12A-175

RECOGNIZING KATHLEEN VOELZ

Page 2

Respectfully Submitted,

ROCK COUNTY HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

Linda Garrett

William Grahn

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas