



**ROCK COUNTY BOARD OF SUPERVISORS' MEETING
THURSDAY, NOVEMBER 19, 2015 – 6:00 P.M.**

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

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES – November 2, 2015, November 4, 2015 and November 10, 2015
6. PUBLIC HEARING
 - A. Amending the County's Personnel Ordinance (First Reading)
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
 - A. Appointments to Emergency Medical Services Advisory Council
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. Purchase of Mobile Field Lab Using HIDTA Grant Funds
 2. Awarding Contract for Security/Mass Notification Improvements at the UW-Rock County Campus
 3. Authorizing Acceptance of 2015-16 OWI Task Force and Alcohol Grants

NOTE: Item 12. A.4. will be considered by the Public Safety and Justice Committee on November 16, 2015 and Finance Committee on November 19, 2015

ROCK COUNTY BOARD OF SUPERVISORS

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12. NEW BUSINESS (Continued)

4. Acceptance of Wisconsin Department of Natural Resources County Fish and Game Project Grant Funds and Amending Parks Budget
5. Approving Dental Insurance Contract
6. Approving Reinsurance Contract for Stop-Loss Coverage
7. Authorizing Contract for Section 125 Plan (Flexible Spending Account)
8. Authorizing Contract for Benefit Consulting Services with Associated Financial Group for 2016

NOTE: Items 12.A.4., 2.A.5., 12. A.6., 12.A.7. and 12.A.8. will be considered by the Finance Committee on November 19, 2015

- B. Bills Over \$10,000 – No Roll Call
- C. Encumbrances Over \$10,000 – Roll Call
- D. Contracts – Roll Call

1. Motor Pool Budget Purchase Authorization
2. Awarding a Contract for DPW Main Shop Switchgear and Generator Upgrades – Public Works Department
3. Awarding Contract for Restaurant White Box Build-Out
4. Awarding Contract for Boiler/Stack Replacement at the Courthouse
5. Authorization to Begin Acquisition of the Sayre Property Agricultural Conservation Easement
6. Authorizing Purchase of IP Phones for Human Resources and Child Support Enforcement
7. Providing for a New Post Employment Health Plan Provider for AMHS-HSD and AMHS-RH

NOTE: Items 12. D.6. and 12.D.7. will be considered by the Finance Committee on November 19, 2015

- E. Approve Relocation Order for CTH G (Dollar General Drive Access)
- F. Amending Chapter 3 (Public Peace and Order) of the Rock County Code of Ordinances (Second Reading and Adoption)
- G. Recognizing Constance Lambert for Service to Rock Haven
- H. Recognizing Judith Wallander
- I. Setting the 2015 Salary of the County Administrator

13. ADJOURNMENT

ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS

Annette Mikula
INITIATED BY

Annette Mikula, Human Resource Director
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 2, 2015
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

1 WHEREAS, Rock County has an established Personnel Ordinance; and
2
3 WHEREAS, it is good practice to review the personnel ordinance language on an annual basis; and
4
5 WHEREAS, certain additional changes have been suggested by Employees and Department Managers; and
6
7 WHEREAS, the County wants to incorporate these additional changes to the Personnel Ordinance effective at
8 12:01 a.m. January 1, 2016.
9
10 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this
11 day of _____, 2015 does hereby amend Chapter XVIII, the County's Personnel
12 Ordinance as follows:

CHAPTER XVIII
PERSONNEL ORDINANCE
SECTION 1
OBJECTIVES AND SCOPE

18.101 Authority.

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

18.102 Purposes.

The purposes of this Ordinance shall be to:

- A. Establish a clear understanding of responsibilities in the establishment and maintenance of a personnel program for Rock County.
B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and maintain an effective and responsive workforce for the County. The Ordinance shall be based on the following objectives:
(a1) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.
(b2) To provide internally equitable and externally competitive compensation for all employees.
(e3) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner.
(d4) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs, race,

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

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 53 (e5) To protect employees against coercive political activities and to prohibit the
 54 use of official authority for the purpose of interfering with or affecting the
 55 result of an election or a nomination for office.
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57 C. Provide a system of standardized titles and standardized class descriptions for the eff-
 58 ective administration of personnel activities such as: manpower planning and
 59 budgeting, standards of job performance, fair and equitable pay, valid selection and
 60 recruitment programs, training programs and career development.
 61

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

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

18.103

74 Scope.

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

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

- 85
 86 (a) members of the Rock County Board of Supervisors;
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 88 (b) elected County Officials;
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 90 (c) members of boards, commissions, and committees (including citizens);
 91
 92 (d) persons employed to conduct temporary and special inquiry, investigation or
 93 examination on behalf of the County Board, a committee thereof, or the County
 94 Administrator;
 95
 96 (e) persons employed by employment services agreements or purchase of service
 97 contracts, unless expressly included in said contract or agreement;
 98
 99 (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats.,
 100 which shall be handled by the Public Safety and Justice Committee of the Rock
 101 County Board of Supervisors in accordance with statute.
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103 This Ordinance shall not be interpreted as infringing upon the Constitutional powers of
 104 Elected Department Heads.

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18.104 Collective Bargaining Agreements.

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

18.105 Human Resources Section of the Administrative Policies and Procedures Manual

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

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

18.106 Department Work Rules.

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

18.107 Non Elected Department Heads.

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

18.108 Administrator Position.

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

18.109 Sheriff's Office Command Staff.

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

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

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*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.

18.109(a) Correctional Supervisor

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

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.

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- (2) review and approve County Personnel Ordinance and amendments.
 - (3) confirm department head appointments made by the County Administrator.
 - (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.

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

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- (24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.
- (25) develop and maintain the County wide training program within budgetary limitations.
- (26) administer and manage the County's Worker's Compensation program.
- (27) insure that Department Work Rules are fairly designed and administered.

F. Department Heads. Department Heads shall:

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

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

- (1) interview and recommend applicants for appointments to and removal from subordinate positions.

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

SECTION 2

CLASSIFICATION PLAN

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 430 18.201 Development and Administration.
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432 The Human Resources Director shall be responsible for the overall development and
 433 administration of the Classification Plan, in cooperation with Department Heads, key staff
 434 employees and other appropriate resources. The County Administrator position shall be
 435 an unclassified position.
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 439 18.202 Position Description.
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441 Each employee shall have an accurate position description that describes the knowledge,
 442 skills and abilities necessary to do the work of that position; goals of the position and job
 443 tasks to accomplish the goals; and identifies the essential job functions.
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445 18.203 Allocation of New Positions.
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447 The Human Resources Director shall allocate new positions that have been approved by
 448 the County Board to one of the classifications in the Classification Plan. If a suitable class
 449 does not exist, the Human Resources Director shall establish a new classification. An
 450 appropriate pay range for the classification shall be assigned subject to the approval of the
 451 County Board Staff Committee, and confirmation of the County Board unless otherwise
 452 established through the budgetary process.
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454 18.204 Abolition of Unnecessary Classifications.
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456 When it is determined that a classification or classifications are no longer useful or
 457 appropriate, the Human Resources Director shall inform the County Board Staff
 458 Committee that such classes have been abolished.
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460 18.205 Reclassification Requests.
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462 A reclassification is the re assignment of a position from one existing class to another
 463 class to recognize a change in the duties and responsibilities of a position.
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465 Reclassification requests shall normally be contained within the annual budget. In such
 466 situations, prior to approval of the budget, the Human Resources Department shall audit
 467 the position and make a written recommendation to the County Administrator who shall
 468 then recommend approval or denial of reclassification requests. If a reclassification
 469 request is denied, the position shall not be reconsidered for reclassification until there is a
 470 significant change in the duties and responsibilities of the position. If, in exceptional cases,
 471 duties of a position change during a budget year, the County Board may approve a
 472 reclassification request upon the performance of a job audit and the recommendation of
 473 the Human Resources Director and County Administrator and with the confirmation of the
 474 County Board Staff Committee.
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 477 18.206 Reallocation Requests.

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18.207

Reorganization of Department.

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Position Description Questionnaires/Job Audits.

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18.209

Review of Classification Plan.

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18.210

Underslotting.

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Upgrade.

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

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

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

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

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

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

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

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

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

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

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SECTION 3

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RECRUITMENT AND SELECTION

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542 18.301

Recruitment.

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

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

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(a) Job Announcements and Publicity.

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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.)

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(b) Application Form.

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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.

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(c) Rejection of Applications.

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

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

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

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

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

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

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

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

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(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.

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

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

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

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

605 18.302 Relocation Expense.

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

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617 18.303 Selection.

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

624
625 (a) Selection Devices.

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

635
636
637 (b) Confidentiality.

638
639 Formal selection materials shall be known only to the Human Resources Director
640 and to other individuals designated by the Human Resources Director. Every
641 precaution shall be exercised by all persons participating in the development and
642 maintenance of materials to ensure the highest level of integrity and
643 confidentiality.

644
645
646 18.304 Eligibility Lists.

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

657
658 (a) Layoff List for unilateral employees.

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

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

670
 671 (b) Open Competitive and Promotional Eligibility.

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

675
 676
 677 (c) Duration of Eligibility Lists.

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

680
 681 (d) Removal of Candidates from Eligibility Lists.

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

- 684
 685
 686
 687
 688
 689 (1) receives a regular appointment to a position in the same class or another
 690 class having the same or higher pay grade.
 691
 692 (2) files a written statement indicating unwillingness to accept appointment.
 693
 694 (3) declines an offer of employment under such conditions previously
 695 indicated by the candidate as acceptable.
 696
 697 (4) fails to respond within a specified time period to any official written
 698 inquiry regarding relative availability.
 699
 700 (5) fails to report for an interview or for duty at the time specified by the
 701 Human Resources Director or appointing authority.
 702
 703 (6) is disqualified for employment under County policies or state law.
 704
 705 (7) factors covered under Section 18.301.

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

711
 712 18.305 Certification and Appointment.

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

717
 718 Appointment of Eligible Candidates.

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

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

727
728 18.306 Probationary Period.

729
730 Except for Department Heads and the County Administrator, original appointments to all
731 positions shall be made with a Probationary Period of one (1) calendar year.

732
733 The length of the Probationary Period shall be specified in the written offer of
734 employment, which will be written by the Human Resources Department.

735
736 (1) Regular status begins on the first workday following completion of the
737 Probationary Period.

738
739 (2) The Probationary Period may be extended for a period of time not to
740 exceed six (6) months, with prior approval of the Human Resources
741 Director. This request must be made in writing citing the reason for the
742 request.

743
744 (3) An employee shall automatically be appointed at the end of the prescribed
745 Probationary Period, unless the appointing authority, with approval of the
746 Human Resources Director, notifies the probationary employee of the
747 extension, or the unsuccessful completion of the Probationary Period at
748 which time the employee shall have their Probationary Period extended or
749 be dismissed.

750
751 (4) Dismissal of an employee during the initial Probationary Period shall be at
752 the sole discretion of the employer and without recourse to the grievance
753 procedures herein provided.

754
755 (5) An employee appointed to a position in an acting capacity by the County
756 Administrator and subsequently selected as the regular employee in that
757 position shall have his/her total time of continuous employment, including
758 the time spent in an interim capacity, counted for seniority purposes, but
759 shall serve at least a six month Probationary Period after regular
760 appointment. When an employee is in an acting capacity, the employee
761 will continue to receive step increases as provided under Section 18.405.

762
763 (6) Probationary employees, with the exception of Pool Staff, and Relief Staff,
764 and Project Staff (i.e. YSC relief staff, pool psych techs, project staff), will
765 not be permitted to apply for other positions until they have completed six
766 twelve months of employment. An employee who has completed at least
767 six months of their probationary period, may sign for a lateral transfer in
768 the same classification with in the same division. In unusual
769 circumstances, this requirement may be waived by the Department Head
770 and Human Resources Director.

771
772 (7) Completion of the Probationary period does not guarantee continued
773 employment for any specified period of time, nor does it modify or change
774 the employee's at will status.

775
776
777 18.307 Part-time and Seasonal Employment.

778
779 When possible, employment shall be on a full time year round basis. However, when it is
780 determined to be in the best interest of the County, part-time and seasonal employees may
781 be hired.

782
783 18.308 Temporary Appointments.

784
785 Temporary appointments may be made from appropriate eligibility lists. If no eligibility
786 list is available or if the eligible candidates are not available for temporary work, the
787 Human Resources Director may authorize the appointment of a qualified individual. The

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

790 18.309 Overlap of Positions.

791
 792
 793 Any request for hiring in excess of the budgeted personnel roster must be approved by the
 794 County Board. This would include cases where the Department Head requests an overlap
 795 of personnel for more than one payroll period in order to train the new employee. The
 796 request should be approved by the governing committee and County Board Staff
 797 Committee prior to submission to the Board.
 798

799 18.310 Other Appointments May Follow Ordinance.

800
 801 Nothing herein shall preclude an appointing authority from filling those positions not
 802 covered by this Ordinance in a manner consistent with it.
 803
 804

805 **SECTION 4**

806 **SALARY ADMINISTRATION**

807
 808 18.401 Pay Plans.

809
 810 ~~The Pay Plans shall include the schedules of pay ranges for all unilaterals and all~~
 811 ~~employees covered by a collective bargaining agreement that has limited bargaining rights~~
 812 ~~under Wisconsin Statutes Section 111.70 County employees.~~
 813

814 Schedules shall consist of minimum and maximum rates of pay and the intermediate pay
 815 steps. The objectives of the Pay Plans shall be:
 816

- 817 (a) To provide an appropriate salary structure, to recruit and retain an adequate number
 818 of competent employees; and,
 819
 820 (b) To provide appropriate pay incentives for satisfactory or outstanding job
 821 performance.
 822

823 The pay plan schedules described above shall be contained in the County's Administrative
 824 Policy and Procedures Manual.
 825
 826
 827

828 18.402 Development and Administration.

829
 830 The Human Resources Director shall be responsible for the development and
 831 administration of the Pay Plan, through periodic reviews and comparative studies of
 832 pertinent factors affecting levels of pay. When appropriate, the Human Resources
 833 Director shall recommend necessary amendments to the County Board Staff Committee,
 834 which shall become effective upon approval of the County Board.
 835

836 18.403 Linkage.

837
 838 The Pay Plan shall be directly linked to the Classification Plan and shall be based on the
 839 principle of equal pay for equal work. Pay ranges within the Pay Plan shall be determined
 840 with regard to such factors as: uniformity of pay for each class, relative difficulty,
 841 complexity, and responsibility of work, recruiting experience, prevailing rates of pay for
 842 similar jobs in public and private service, changes in cost of living indices, and the finan-
 843 cial policies of the County.
 844

845 18.404 Entrance Pay Rate.

846
 847 The entrance pay rate for new County employees shall normally be the minimum rate of
 848 the pay range prescribed for the class. A Department Head may recommend that a

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

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

857 18.405 In Range Increment.
 858

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

869 18.406 Productivity/Incentive Awards.
 870

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

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

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

889 18.407 Seasonal Employment.
 890

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

895 18.408 Temporary employment
 896

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

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

905
 906 18.409 Pay Rate Adjustments.
 907

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

910 (a) Transfer.
 911

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

914
 915 (b) Promotion.
 916

917 When an employee is promoted from one class to another having a higher pay
 918 range, he/she shall normally advance to the pay step in the new range which is
 919 immediately above his/her former rate of pay. In unusual circumstances, the
 920 promoted individual may be placed in a higher step upon approval of the Human
 921 Resources Director and the County Administrator.
 922

923 (c) Demotion.
 924

925 When an employee is demoted for any reason, the Human Resources Director shall
 926 consult with the supervisor(s) involved to decide the pay for the re-assignment. In
 927 no case will it exceed the maximum of the pay range of the job to which the
 928 employee is demoted.
 929

930 (d) Reinstatement.
 931

932 When an employee is reinstated to his/her former job he/she shall normally be paid
 933 the same pay step as before leaving. When the employee is reinstated to a job with
 934 a lower pay range, the Human Resources Director shall decide on the new pay rate
 935 in accordance with the employee's experience and qualifications. In no case, will it
 936 exceed the maximum of the pay range to which the employee is assigned.
 937
 938
 939

940
 941 (e) Compensation During Temporary Assignment.
 942

943 In a situation where an employee is assigned all of the duties of a higher
 944 classification anticipated to be for a period in excess of ten (10) consecutive
 945 working days, the employee will be assigned a temporary pay rate in the range of
 946 the higher classified position. Payment for hours over 8 in a day or 40 a week
 947 will be paid according to the FLSA status of the higher position. Such pay will be
 948 for the period of the temporary assignment. Temporary assignments must be
 949 approved by the Human Resources Director. An employee who is temporarily
 950 assigned to a position with a lower pay range, for any period, shall not receive a
 951 reduction in pay. No such temporary assignment shall exceed six months unless
 952 approved by the County Administrator upon recommendation of the Human
 953 Resources Director.
 954

955 18.410 Overtime.
 956

957 "Unilateral A" employees earn overtime at time and one half over 40 hours per week.
 958

959 "Unilateral B" employees earn overtime at straight time over 40 hours per week.
 960

961 "Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act
 962 (FLSA), do not earn overtime.
 963

964 For additional policies and procedures regarding overtime for unilaterals and other
 965 employees see the HR Policy and Procedure Manual.
 966
 967

968 18.411 Red Circled Classifications.
 969

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

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

977

SECTION 5

978

FRINGE BENEFITS

979

980

18.501

Holidays.

981

982

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

983

984

985

986

(a) New Year's Day

987

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

988

(c) Memorial Day

989

(d) July 4th

990

(e) Labor Day

991

(f) Thanksgiving Day

992

(g) Friday following Thanksgiving

993

(h) Day before Christmas

994

(i) Christmas Day

995

(j) One Floating Holiday

996

997

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

998

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

999

1000

1001

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

1002

1003

1004

1005

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

1006

1007

1008

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

1009

1010

1011

1012

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

1013

1014

1015

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.

1016

1017

1018

1019

1020

1021

1022

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

1023

1024

1025

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

1026

1027

1028

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.

1029

1030

1031

1032

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

1033

1034

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

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

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

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

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

1059

1060

1061

1062

1063

1064

1065 18.502 Health and Dental Insurance.

1066

1067 A. The County shall pay that portion of the employee's health insurance as is approved by the
1068 County Board.

1069

1070 B. For part time employees who are in a .5 or higher FTE position and hired after September
1071 1, 2009 the employee shall contribute toward health coverage prorated to the FTE of the
1072 position they hold [CB resolution September 2009.] For Non-represented employees
1073 hired after September 1, 2009 into positions with an FTE of 0.5 or greater but less than 1.0
1074 FTE Rock County will provide single coverage health insurance. If the employee chooses
1075 to select employee and spouse, employee and child, or family coverage, the employee will
1076 pay a pro-rated share of the premium difference between single coverage and the coverage
1077 of their choice based on their FTE[CB Resolution 14-12A-170].

1078

1079 C. Part-time employees who are normally scheduled to work less than twenty hours per week
1080 are not eligible for County health and dental benefits. Employees who normally work
1081 twenty hours or more per week are eligible to receive dental insurance and health benefits.
1082 Part-time employees may participate in vision insurance at their own cost provided it is
1083 allowable under the plan rules in effect at the time of participation.

1084

1085 D. Employees retiring from the County who are eligible for a WRS annuity may retain their
1086 insurance coverage under the County's group policy if they pay the premium.

1087

1088 E. Dental coverage will be provided consistent with coverage and co payments as set by the
1089 County Board. Eligibility for coverage shall be governed by the policy issued by the
1090 carrier/administrator. The employer shall pay 60% of applicable premium of the lowest
1091 cost available plan and the employee shall pay the remainder of the applicable premium.

1092

1093 18.503 Life Insurance.

1094

1095 Regular full-time employees are eligible for group life insurance in an amount equal to the
1096 next highest thousand dollars of their annual salary. Unless they specifically waive such
1097 coverage, a portion of the premium shall be deducted monthly from their regular salary as

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

1100
 1101 18.504 Retirement.

1102
 1103 Retirement benefits are administered by the State of Wisconsin Retirement System
 1104 (WRS). The benefits are governed by applicable State statutes and regulations.

1105
 1106 18.505 Unemployment Compensation.

1107
 1108 County employment is covered by Wisconsin Unemployment Compensation laws.

1109
 1110 18.506 Vacation.

1111
 1112 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid
 1113 vacation after one year of continuous service. Thereafter, he/she shall earn one
 1114 additional day per year for each year of continuous employment to a maximum of
 1115 twenty two days. Employees shall continue to earn vacation until the employee's
 1116 length of service would provide additional vacation under paragraph (b) below, at
 1117 which time they shall be placed on that schedule.

1118
 1119 (b) Starting with their anniversary date in 2016 Unilateral employees hired after
 1120 January 1, 2008, shall earn vacation according
 1121 to the following schedule:

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

1123
 1124
 1125 Unilateral A & B Employees may use up to 5 of their 10 days after they
 1126 have been with the County for six months. Unilateral C employees may
 1127 use 7.5 of their 15 days after they have been with the County for six
 1128 months. Any time used between six (6) months and one year, will result in a
 1129 reduction of the days available after one year. (Example: a Unilateral B
 1130 employee uses 2 days after six months but prior to his one year
 1131 anniversary date, that person would have 8 days to use after completing
 1132 one year of service. $10 - 2 = 8$.)

1133
 1134 (c) Vacation schedules for those employees covered by a bargaining agreement that has
 1135 limited bargaining rights as of January 1, 2012 are contained in the HR Policies and
 1136 Procedures manual.

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

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

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

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

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

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

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

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

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

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

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

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

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

1202
 1203 (h) There shall be charged against accrued vacation only those days on which an
 1204 employee normally would have worked. In the event a legal holiday falls within the
 1205 vacation period, the holiday shall not be charged against vacation.

1206
 1207 (e) Use of vacation time must be approved in advance by the Department Head or his
 1208 or her designee. Use of vacation by appointed Department Heads must be
 1209 approved in advance by the County Administrator.

1210
 1211 (q) All vacation shall be utilized in not less than thirty minute increments.

1212

1213

1214

1215 18.507 Workers Compensation.

1216

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

1219

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

1225

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

1233

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

1236

1237 18.508 Leave Of Absence Policy (Non FMLA).

1238

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

1242

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

1247

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

1253

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

1257

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

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

- (5) A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with the approval of the Human Resources Director.
- (6) Employees on leave of absence from the County may not be employed full time elsewhere. Employees holding employment elsewhere during a leave of absence shall be deemed to have voluntarily resigned from employment with Rock County.
- (7) If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend the leave of absence, subject to the approval of the County Administrator or Department Head and the HR Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to his/her position, the employee shall be considered to have voluntarily resigned from County employment.
- (8) Unauthorized Absence. It is recognized that there may be extenuating circumstances for unauthorized absence, and due consideration shall be given each case. However, an employee who is absent from duty without approval shall receive no pay for the duration of the absence, and shall be subject to disciplinary action, which may include dismissal.

18.509 Bereavement Leave.

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

Immediate family shall not include former "in-laws" due to divorce. The appointing authority may require an obituary documentation to substantiate the leave.

- Up to three days (24 hours) for spouse, domestic partner as defined by the state of Wisconsin, child, parent, mother in law, father in law, brother, or sister
- b. Up to two days (16 hours) for an employee's stepparent, stepchild, grandparents, or grandchildren.
- c. Up to one day (8 hours) for an employee's sister in law, brother in law, son in law, daughter in law, aunt, uncle, niece or nephew any member of the employees immediate family as defined in section 18.1025.

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

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

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

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

18.510 Jury Duty.

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

1335
 1336 18.511 Medical Leave.
 1337

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

1343 18.512 Military Leave.
 1344

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

1359 18.513 Military Reserve Leave.
 1360

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

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

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

1399
 1400 18.514 Non Work Related Witness or Personal Litigation.

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

1405
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 1407
 1408 18.515 Sick Leave.

1409
 1410 Sick leave pay shall commence on the first day of any period of illness due to
 1411 accident, injury or disease.

- 1412
 1413 (1) All full-time employees shall earn one sick leave day per month of
 1414 continuous employment. All part-time employees whose regular workweek
 1415 is sixteen hours or more shall earn one sick leave day on a prorata basis
 1416 directly in relation to the normal full time employment period. All part-
 1417 time employees, who work less than sixteen hours per week, shall not earn
 1418 sick leave. Temporary and seasonal employees are not eligible for sick
 1419 leave.
 1420
 1421 (2) Sick leave shall be granted after six months continuous service (from
 1422 original hire date) when an employee is required to be absent from work
 1423 because of:
 1424
 1425 (a) illness of the employee.
 1426
 1427 (b) illness of an employee's spouse, or domestic partner (as defined by
 1428 the State of Wisconsin);
 1429
 1430 (c) illness of a minor child (includes stepchild, current foster child,
 1431 grandchild, or any other child they are legally responsible for and
 1432 can provide legal documentation supporting the responsibility) or
 1433 a child who meets the definition of a disabled adult child.
 1434
 1435 (d) illness of a parent (includes stepparents and current foster
 1436 parents).
 1437
 1438 (e) contact with or exposure to a contagious disease rendering the
 1439 employee's presence hazardous to fellow workers.
 1440
 1441 (f) reasonable medical or dental attention that cannot be scheduled
 1442 during non working hours.
 1443
 1444 (3) Sick leave shall accrue to a maximum of one hundred thirty days.
 1445
 1446 (4) Employees who are absent from work for reasons which entitle them to
 1447 sick leave shall notify their supervisor as close to their regular starting time
 1448 as possible in accordance with Department Work Rules.
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- (5) A supervisor may identify a potential problem with an employee's sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to:
- a) it occurs before or after a holiday,
 - b) it occurs before or after a scheduled day off,
 - c) an employee takes sick leave in excess of three days which has not been reported to FMLA, or
 - d) the employee has a history of using short amounts of sick leave repeatedly over an extended period of time.

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

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

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

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

- (6) an employee on vacation who presents an acceptable medical certificate giving the dates of illness may have that portion of his/her vacation leave converted to sick leave.
- (7) sick leave shall be debited in no less than quarter hour units.
- (8) no credit for sick leave shall be granted for time worked by an employee in excess of his/her normal workweek.
- (9) a regular employee who moves from one department to another by transfer, promotion or demotion shall have his/her total sick leave credits transferred to the new department.
- (10) Unilateral employees who resign or retire with ten or more years of continuous service shall be paid for one half of the accumulated sick leave days, not to exceed a total of sixty-five days. In the event of the death of an employee, the County shall make the same sick leave payment to the employee's estate. In the event of a discharge, the employee will not receive this benefit.

18.516

Subpoenaed Witness.

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

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

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

1530 18.517 Training/Educational Leave.
 1531

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

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

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

1542 18.518 Voluntary Public Service Leave.
 1543

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

1548 18.519 Voting.
 1549

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

SECTION 6

CONDITIONS OF EMPLOYMENT

1554
 1555
 1556 18.601 Communications and Confidentiality.
 1557

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

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

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

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

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

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18.602 Conflict of Interest.

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18.603 County Administrator (Tenure).

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18.604 County Equipment (return of).

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18.605 County Residence.

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18.606 Demotions.

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18.607 Discipline /Investigations.

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

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

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

1654 18.608 Disciplinary Action (Grounds for).
 1655

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

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

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

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

1710 18.609 Exit Interview.
 1711

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

1716 18.610 Gifts And Gratuities.
 1717

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

1726 18.611 Harassment.
 1727

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

1739 18.612 Hours of Work.
 1740

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

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

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

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

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

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

1831
 1832 18.618 Outside Services.

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

1842
 1843 18.619 Payday.

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

1849
 1850 18.620 Pre-Employment Physicals.

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

1856
 1857 18.621 Political Activity.

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

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

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

1878
 1879 18.622 Professional Liability Insurance.

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

1883
 1884 18.623 Resignations.

1885

1886 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and
 1887 wishing to leave Rock County employment shall submit a resignation in writing to their
 1888 Department Head at least two weeks in advance of their planned departure. Employees in
 1889 positions in Pay Range 17 or higher, shall submit their resignation in writing at least four
 1890 weeks in advance of their planned departure (see Unilateral Pay Grid).
 1891

1892 Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave
 1893 Rock County employment shall submit a resignation in writing to their Department Head
 1894 at least two weeks in advance of their planned departure. FLSA exempt employees shall
 1895 submit their resignation in writing at least four weeks in advance of their planned
 1896 departure.
 1897

1898 Employees who do not give sufficient notice shall lose the vacation benefits they are
 1899 accruing for use after they reach their next anniversary date, unless such requirement is
 1900 waived by the Human Resources Director. It is expected that employees will give as much
 1901 notice as possible in order to facilitate recruitment and orientation of new staff members.
 1902 A resignation, once accepted, may not be rescinded.
 1903

1904 18.624 Safety.
 1905

1906 Safety is very important to each employee and Rock County. Employees must conduct
 1907 themselves carefully at all times. All employees must act in a safe manner and practice
 1908 good safety procedures. Similarly, all work areas are to be kept clean and free from
 1909 debris, and tools and equipment are to be kept clean and in good repair.
 1910

1911 The employer will comply with all applicable safety laws and regulations in order to
 1912 provide a safe and secure workplace for its employees and clients.
 1913

1914 Any accident, hazards or potentially unsafe conditions of equipment are to be reported
 1915 to an employee's supervisor immediately for action. If the unsafe condition can be
 1916 corrected immediately as to avoid any additional hazard, then the employee should
 1917 implement the corrective action.
 1918

1919 Any employee who is injured or becomes ill while performing service related to his or
 1920 her employment must contact his or her supervisor immediately on the same day the
 1921 injury or illness occurs and report the incident. If necessary the employee should secure
 1922 the necessary medical attention on the job site to the extent practicable.
 1923

1924 The first report of injury form must be in filled out completely, usually the day of the
 1925 incident, if not, as soon as possible.
 1926

1927 The employer has established the following protocols for evacuation of the premises.
 1928 When employees are advised to evacuate the building, the employees should:
 1929

- 1930 • Stop all work immediately.
- 1931 • Contact outside emergency response agencies, if needed.
- 1932 • Shut off all electrical equipment and machines, if possible.
- 1933 • Walk to the nearest exit, including emergency exit doors.
- 1934 • Exit quickly, but do not run. Do not stop for personal belongings.
- 1935 • Proceed, in an orderly fashion, to a parking lot near the building.
- 1936 • Do not reenter the building until instructed to do so.
- 1937 • Employees must know the location of fire extinguishers, emergency exits
 1938 and first aid kits.
 1939

1940 18.625 Telephone.
 1941

1942 As a condition of employment, employees must have a telephone or a place of telephone
 1943 contact. Employees shall be requested to notify the Department Head of any change of
 1944 name, address, telephone number or contact place.
 1945

1946 18.626 Travel.
 1947

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

1965 Meals allowed while in travel status:
 1966

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

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

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

1989 SECTION 7

PERFORMANCE EVALUATION

1990
 1991
 1992 18.701 Policy.
 1993

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

2000 18.702 Administration.
 2001

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

2006 (a) Probationary Period.
 2007

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

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(b) Annual.

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

(c) Special.

A special performance evaluation shall be completed:

- (1) whenever there is significant change in the employee's performance,
- (2) whenever a supervisor permanently leaves his/her position, in which case, the supervisor shall complete a performance report on each employee under his/her supervision that has not been evaluated within six months prior to the date the supervisor expects to leave.

18.703 Rater.

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

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

18.704 Review of Performance Report.

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

18.705 Human Resources Director.

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

18.706 Employee

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

SECTION 8

GRIEVANCE PROCEDURE

18.801 Policy.

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

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

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

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

2081
 2082
 2083
 2084 18.802 Definitions.

2085
 2086 "Arbitrary and capricious" means a decision which was made on unreasonable grounds
 2087 or without any proper consideration of circumstances.

2088
 2089
 2090 "Grievance" means a formal complaint by an employee concerning: employee discipline,
 2091 employee termination, or workplace safety.

2092
 2093 "Employee discipline" shall include written reprimands, suspensions without pay,
 2094 and demotions.

2095
 2096 "Termination" means a separation from employment, but does not include job loss
 2097 resulting from a reduction in force.

2098
 2099 "Workplace safety" shall include violations of state and federal laws and regulations
 2100 on health and safety.

2101
 2102 The following personnel actions shall not be subject to the grievance process:
 2103 oral or written evaluations; counseling; job coaching; placing an employee on
 2104 paid administrative leave pending an internal investigation; change in job
 2105 assignments; voluntary quits; layoff or failure to return to work when recalled;
 2106 retirement; job abandonment or failure to report to work; inability to perform job
 2107 duties due to physical or medical limitations; and loss of required licensure,
 2108 certification or other requirement necessary to perform the job.

2109
 2110 "Preponderance of the evidence" means the greater weight of the evidence - superior
 2111 evidentiary weight, that, though not sufficient to free the mind wholly from doubt, is
 2112 still sufficient to incline a fair and impartial mind to one side of the issue rather than the
 2113 other.

2114
 2115 18.803 Administration.

2116
 2117 The Human Resources Director shall supervise and administer the grievance process.
 2118 Supervisors and Department Heads shall keep the Human Resources Director informed of
 2119 all grievances in process.

2120
 2121 18.804 Filing a Grievance

2122
 2123 This grievance procedure is available to all unilateral County employees (except
 2124 Department Heads and elected County Officials), members of a bargaining unit that
 2125 previously contained a grievance procedure, seasonal and temporary employees of the
 2126 County.

2127
 2128 Limitations:

- 2129
 2130 1. A grievance that may be brought by or on behalf of a law enforcement officer using
 2131 the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this
 2132 section.

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

18.805 Discussion of Problem with Immediate Supervisor.

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

18.806 Grievance Procedure.

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

STEP 1. Supervisor.

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

STEP 2. Department Head.

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

STEP 3. Human Resources Director.

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

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

STEP 4. Impartial Hearing Officer (IHO).

In the event the decision of the Human Resources Director does not resolve the grievance, the employee may, within seven (7) calendar days, request a hearing before an Impartial Hearing Officer and pay the filing fee (if one is established) by the County Board. The cost of the impartial hearing officer shall be equally shared by the parties.

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- a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with the name of an Impartial Hearing Officer. The Impartial Hearing Officer must not be an employee of the County. The Impartial Hearing Officer may be an employee of another county or municipality, a retired human resources professional, a lawyer, a professional mediator/arbitrator or other qualified individual as determined by the County Administrator.
- b. The Impartial Hearing Officer shall be impartial and may not have any prior knowledge of the grievance.
- c. The Human Resources Director will contact the hearing officer and schedule a meeting with the employee and the IHO to discuss the hearing. This meeting shall occur within two weeks of the date the Human Resource Director receives the request for the hearing. If the employee does not respond to the HR Director's attempt to schedule the meeting or does not attend a scheduled meeting, the request for a hearing shall be considered withdrawn and the decision of the HR Director shall stand.
- d. The Impartial Hearing Officer may decide the case on the existing record or may conduct a hearing. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The Impartial Hearing Officer may reschedule the hearing with permission of both parties.
- e. The Impartial Hearing Officer, with the consent of both parties, may use his/her best efforts to mediate the grievance.
- f. The employee has a right to be represented at the hearing (at the employee's expense) by a person of the employee's choosing.
- g. The County has the burden of proof in a reprimand, suspension or termination grievance to show that its actions were not arbitrary or capricious. The employee has the burden of proof in a workplace safety grievance.
- h. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.
- i. The hearing shall be recorded by a court reporter, who will make a record of the proceedings, and the costs will be shared equally by the parties.
- j. Formal rules of civil procedure will not be followed.
- k. Both parties may introduce exhibits and present witnesses. Witnesses shall be sworn to tell the truth.
- l. The Impartial Hearing Officer shall provide a written decision within thirty (30) calendar days following the close of the record. The written decision should include a case caption; the parties and appearances; a statement of the issues, findings of fact; any necessary conclusions of law; the final decision and order; and any other information the hearing officer deems appropriate.
- m. The Impartial Hearing Officer shall have the power to sustain or deny the grievance. He or she shall have the power to order only the following remedies: withdrawal of a written reprimand, reduction of suspension, transfer to original position from demoted position, reinstatement with or without some or all back pay. The Impartial Hearing Officer may recommend other remedies, however, all other remedial authority shall be subject to the determination and approval of the County Board, and shall be addressed by the County Board in the event the grievance is sustained.

2258 STEP 5. County Board.

2259
2260 An employee or the County, within ten (10) calendar days of receipt of the hearing
2261 officer's decision, may appeal the decision to the County Board by filing a written
2262 notice of appeal with the County Clerk.

- 2263
2264 a. The written notice of appeal must contain: (1) a statement explaining the reason
2265 for the appeal, (2) a copy of the written grievance filed with the County, (3) the
2266 County's response to the grievance, and (4) a copy of the Impartial Hearing
2267 Officer decision. The notice of appeal may not contain any information that was
2268 not admitted into evidence at the hearing.
2269
- 2270 b. The appeal will be placed on the agenda for a County Board meeting that is held
2271 at no longer than sixty (60) calendar days after the County Clerk receives a
2272 written notice of appeal. The appeal will be noticed for consideration in closed
2273 session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal,
2274 licensing, or suspension of a public employee. The County Clerk will provide a
2275 copy of the meeting notice to the employee, and the employee may request that
2276 an open session be held.
2277
- 2278 c. The employee has the right to representation by a person of the employee's
2279 choosing and at the employee's request. The employee and the employee's
2280 representative may attend the closed session.
2281
- 2282 d. The employee or the employee's representative and a representative of the
2283 County may address the County Board for an equal period to be determined by
2284 the County Board Chair. The appealing party will go first and may reserve a part
2285 of his/her time for rebuttal. The responding party will go second. The appealing
2286 party may present a rebuttal, if he/she has reserved any time and not used it.
2287
- 2288 e. The employee and the employee's representative, and the person speaking on
2289 behalf of the County, will be excluded from any closed session during the
2290 County Board's discussion or deliberation.
2291
- 2292 f. The County Board's consideration of the appeal will be limited to a review of
2293 the Impartial Hearing Officer's written decision, the appealing party's reason(s)
2294 as to why the decision is wrong, and the response by the other party along with
2295 any oral presentations made by the parties.
2296
- 2297 g. Should the County Board Chair become aware of some relevant piece of
2298 information that could have had a significant impact on the decision of the
2299 impartial hearing officer, that neither party was aware of, or could have been
2300 expected to be aware of, prior to the impartial hearing officer's decision, the
2301 County Board Chair, with the advice of the Corporation Counsel, may take
2302 whatever action he/she deems appropriate so as not to disadvantage either party,
2303 and report such action to the County Board.
2304
- 2305 h. The County Board shall give due deference to the decision and recommendation
2306 of the Impartial Hearing Officer and his/her decision shall not be overturned
2307 unless the Board finds by a simple majority vote that: (1) the hearing was not
2308 conducted fairly, (2) there was fraud or corruption on the part of the hearing
2309 officer, or (3) the hearing officer made an error in fact or law.
2310
- 2311 i. In the event the County Board does not sustain the Impartial Hearing Officer's
2312 decision, then the Board may render a new decision and remedy, or take other
2313 action as appropriate.
2314
- 2315 j. The County Board Chair shall prepare and sign a written determination
2316 reflecting the County Board decision. The County Board Chair may enlist the
2317 assistance of the Corporation Counsel in preparing the determination. A copy of
2318 the determination will be provided to the employee within ten (10) calendar days
2319 following the County Board's decision.
2320

2321 k. The County Board's decision is final and may not be appealed.
2322

2323
2324 18.807 Grievances of Termination.
2325

2326 All grievances regarding termination shall be initiated at the third step of the grievance
2327 procedure.
2328

2329
2330 **SECTION 9**

2331 **TRANSACTIONS AND RECORDS MANAGEMENT**

2332
2333 18.901 Policy.
2334

2335 The development and maintenance of an effective personnel transaction procedure and
2336 personnel records management system is essential to a sound personnel program. All
2337 appointments, separations, and other personnel transactions shall be made on forms
2338 designated by the Human Resources Director. The primary purpose of these systems and
2339 procedures shall be to:
2340

2341 (a) Establish and maintain clear lines of authority for the processing of personnel
2342 transactions and management of personnel records.
2343

2344 (b) Establish and maintain uniform, easily accessible and complete employment
2345 records of all County employees and employee transactions.
2346

2347 The Payroll Unit shall convert data from personnel transactions to payroll records and
2348 shall maintain cumulative records of vacation, overtime, sick leave, and payroll
2349 deductions. Payroll records and data shall be developed in cooperation with the Human
2350 Resources Director and Finance Director to provide current and meaningful personnel and
2351 position information, summaries and statistics.
2352

2353 All employees shall be responsible for notifying their supervisor of any changes, which
2354 affect their personal status.
2355

2356 18.902 Public Inspection.
2357

2358 Information as to the name, class title and salary of employees and former employees is
2359 available for public inspection at times in accordance with procedures prescribed by the
2360 Human Resources Director. Other information shall be considered confidential and shall
2361 be available as authorized by State and Federal law.
2362

2363 18.903 Destruction Of Records.
2364

2365 Employee service records shall be kept for seven years after separation from County
2366 employment. Applications and examinations may will be destroyed after two years.
2367

2368 18.904 Reports.
2369

2370 The Human Resources Director shall provide the Board and the County Board Staff
2371 Committee with reports and information relating to personnel actions upon request or as
2372 may be appropriate.
2373

2374 **SECTION 10**

2375 **DEFINITIONS**

2376 18.1001 Accrued benefits.
2377

2378 This refers to vacation benefits that the employees are accumulating which they will only
2379 be able to use once they reach their next anniversary date.
2380

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

2444		
2445		
2446	18.1014	<u>Disciplinary Action.</u>
2447		
2448		The action taken to discipline an employee, including: written reprimand, suspension
2449		without pay, demotion, and discharge.
2450		
2451		
2452	18.1015	<u>Earned Benefits.</u>
2453		
2454		Those benefits that employees have on the books which are currently available to use
2455		(ie. vacation after reaching an anniversary date, sick leave earned a day a month,
2456		floating holiday , etc.).
2457		
2458	18.1016	<u>Eligible Candidate.</u>
2459		
2460		A person certified by the Human Resources Director as meeting the training and
2461		experience requirements and as successfully completing all parts of the selection process
2462		when formal selection devices are used.
2463		
2464	18.1017	<u>Eligibility List.</u>
2465		
2466		A list of Eligible Candidates to fill positions in a particular job class.
2467		
2468	18.1018	<u>Employee.</u>
2469		
2470		An individual who is employed by the County and is paid in part or in whole through the
2471		County payroll.
2472		
2473	18.1019	<u>Entrance Pay Rate.</u>
2474		
2475		The rate of pay a newly hired employee is assigned at commencement of employment.
2476		
2477		
2478		
2479	18.1020	<u>Executive Personnel.</u>
2480		
2481		An executive employee is an administrator who meets all of the following criteria:
2482		
2483		(a) The employee's primary duty consists of management of the County or a
2484		customarily recognized department or division of the County.
2485		
2486		(b) The employee customarily and regularly directs the work of two or more other
2487		employees.
2488		
2489		(c) The employee has the authority to hire or fire other employees, or their
2490		recommendations as to the hiring, firing, advancement, promotion or any other
2491		change of status of other employees is given particular weight.
2492		
2493	18.1021	<u>Flexible Time.</u>
2494		
2495		Time off allowed at the discretion of the Department Head, in recognition of excess hours
2496		worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy
2497		and Procedures.
2498		
2499	18.1022	<u>Full Time Equivalent (FTE).</u>
2500		

- 2501 A way to measure the amount of time a person assigned to a county position is
 2502 scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time
 2503 position, while an FTE of 0.5 means that the position is only half time. FTE is
 2504 measured in tenths from 0.1 to 1.0.
- 2505
- 2506 18.1023 Grievance.
- 2507
- 2508 A formal complaint by an employee concerning: employee discipline, employee
 2509 termination, or workplace safety.
- 2510
- 2511 18.1024 Human Resources Director.
- 2512
- 2513 The Director of the Rock County Human Resources Department and the person
 2514 responsible for implementing all County Personnel Policies and Procedures.
- 2515
- 2516 18.1025 Immediate Family.
- 2517
- 2518 Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-
 2519 in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's
 2520 brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the
 2521 husband of one's spouse's sister), son-in-law, daughter-in-law, grandparent, grandchild or
 2522 step grandchild, ~~domestic partner (as defined by the state of Wisconsin)~~ aunt (the sister of
 2523 one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or
 2524 mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not
 2525 include former "in-laws" due to divorce.
- 2526
- 2527 18.1026 In Range Increment.
- 2528
- 2529 A pay step within a pay range.
- 2530
- 2531 18.1027 Layoff.
- 2532
- 2533 The involuntary separation of an employee because of lack of work, lack of funds, or the
 2534 abolishment of a position.
- 2535
- 2536 18.1028 Limited Term Employee (LTE).
- 2537
- 2538 An employee who is hired to perform a job for a determinant amount of time with a
 2539 specific ending date at the time of hire and who meets all of the qualifications to perform
 2540 the job. Limited Term Employees are not eligible to receive fringe benefits other than
 2541 Wisconsin Retirement if anticipated to work enough hours in a year to qualify for
 2542 Wisconsin Retirement System coverage. Employees working as a Limited Term
 2543 Employee may not work more than 25 hours per week.
- 2544
- 2545 18.1029 Part-time Employees.
- 2546
- 2547 Employees shall be considered part-time when they are normally scheduled to work less
 2548 than 40 hours per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work
 2549 cycle.
- 2550
- 2551 18.1030 Pay Plan.
- 2552
- 2553 A schedule of pay ranges for all classes of positions in the County that are not covered by
 2554 a Collective Bargaining Agreement.
- 2555
- 2556 18.1031 Pay Range.
- 2557
- 2558 A salary range to which positions are assigned, consisting of a minimum wage rate,
 2559 designated as "Step 1," and multiple additional steps, culminating in a maximum wage
 2560 rate. All positions shall be compensated at one of the steps contained in the pay range to
 2561 which the position is assigned.
- 2562

2563 18.1032 Pool

2564

2565

2566

2567

2568

2569

2570

2571

2572

2573

18.10332 Position.

2574

2575

2576

2577

2578

18.3 Position Description.

2579

2580

2581

2582

2583

18.10354 Probationary Employee.

2584

2585

2586

2587

2588

2589

18.10365 Probationary Period.

2590

2591

2592

2593

2594

18.10376 Promotion.

2595

2596

2597

2598

18.10387 Reallocation.

2599

2600

2601

2602

2603

2604

2605

2606

2607

18.10398 Reclassification.

2608

2609

2610

2611

2612

2613

2614

18.10409 Regular Appointment.

2615

2616

2617

2618

18.10410 Regular Employee.

2619

2620

2621

2622

2623

18.10421 Reinstatement.

2624

2625

An employee who is hired to perform a certain job and who meets all of the qualifications to perform the job (eg. Pool Psych Techs, Pool C.N.A., Pool RN). Pool staff are not guaranteed a set number of work hours. Specific rules and guidelines for the completion of Pool duties are contained within Departmental Work Rules. Pool are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Pool may not work more than 25 hours per week.

A grouping of duties and responsibilities to be performed by an employee. A position may be filled or vacant, full time or part-time, regular or temporary.

A written document that describes the individual employee's duties and responsibilities and is specific to that position.

A person who has been properly appointed to a regular Rock County position and who is serving in his/her Trial Period to determine if he/she can do the job.

The probationary period is a try out time for the employee. It is also used for determination of certain benefits.

The assignment of an employee from one class to another class with a higher pay range.

The reassignment of a position from one pay range to another to correct an error in the original assignment, to reflect changing labor market conditions, or to reflect significant changes over a period of time in the duties and the responsibilities of the position (eg. moving the Medical Record Manager position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position shall move with the position.

The reassignment of a position from one existing class to another class to recognize a change in the duties and responsibilities of a position (eg. a position is currently assigned as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with the position if they are qualified for the position.

An assignment of an eligible candidate to a budgeted County position.

A person who has been properly appointed to a regular Rock County position and has successfully completed the Probationary Period.

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

2626		
2627	18.1043	<u>Relief</u>
2628		
2629		<u>An employee who is hired to perform a certain job and who meets all of the qualifications to perform the job (eg. Relief Youth Specialist). Relief Staff are not guaranteed a set</u>
2630		<u>number of work hours. Specific rules and guidelines for the completion of Relief duties</u>
2631		<u>are contained within Departmental Work Rules. Relief staff are not eligible to receive</u>
2632		<u>fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a</u>
2633		<u>year to qualify for Wisconsin Retirement System coverage. Employees working as a</u>
2634		<u>Relief Staff may not work more than 25 hours per week.</u>
2635		
2636		
2637	18.1044 2	<u>Retiree.</u>
2638		
2639		An employee who terminates employment with the County to immediately and actively
2640		draw an annuity from the Wisconsin Retirement System (WRS).
2641		
2642		
2643		
2644		
2645	18.1045 3	<u>Seasonal Employee.</u>
2646		
2647		An employee who is hired for a period of time to do a specific function (example: cut the
2648		grass), which cannot cumulatively exceed a period of nine months in a calendar year.
2649		Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin
2650		Retirement if anticipated to work enough hours in a year to qualify for Wisconsin
2651		Retirement System coverage. Employees working as a Seasonal employee may not work
2652		more than 25 hours per week.
2653		
2654	18.1046 4	<u>Selection Device.</u>
2655		
2656		A formal measurement device used to evaluate and/or rank applicants for County
2657		positions.
2658		
2659	18.1047 5	<u>Seniority.</u>
2660		
2661		Seniority is continuous length of service as a County employee. Seniority shall, upon
2662		completion of the Probationary Period, begin with the original date of continuous
2663		employment subject to the conditions of 18.1004. Seniority shall be used to determine
2664		accrual of vacation and sick leave.
2665		
2666	18.1048 6	<u>Supervisor.</u>
2667		
2668		The person responsible for the assignment, direction and evaluation of the work of another
2669		employee, usually a full time County employee.
2670		
2671	18.1049 7	<u>Temporary Appointment.</u>
2672		
2673		An appointment of an individual who meets the qualifications for a position appointed to
2674		fill that position for an unspecified term. Temporary Appointees may be eligible for fringe
2675		benefits.
2676		
2677	18.1050 48	<u>Termination.</u>
2678		
2679		The removal of an employee from the payroll for voluntary or involuntary reasons,
2680		including dismissal, resignation, retirement or death.
2681		
2682	18.1051 49	<u>Transfer.</u>
2683		
2684		The assignment of an employee from one position to another in the same class or to a class
2685		with the same pay range.
2686		
2687	18.1052 0	<u>Travel Status.</u>
2688		

2689 An employee shall be considered to be in "travel status" when he or she is on County
 2690 business outside of the County either for an entire day (before 7:00 a.m. and after 6:00
 2691 p.m.); or for part of a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of
 2692 10:30 a.m. and 2:30 p.m.
 2693
 2694
 2695

2696 18.10534 Underslotting.
 2697

2698 The filling of a vacant position at a lower classification.
 2699
 2700

2701 18.10542 Unilateral Employees
 2702

2703 Those County employees who are not covered by a collective bargaining agreement,
 2704 excluding the County Elected Officials and the County Administrator. The Unilaterals
 2705 are divided into three groups for purposes of overtime and vacation:
 2706

- 2707 • Unilateral A's are "Non-Exempt". This means that they are subject to the
 2708 requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law
 2709 that requires, among other things, that employees who work more than 40
 2710 hours in a week get paid time and one half for any overtime hours.
 2711
- 2712 • Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of
 2713 their position. However, the County has chosen to pay them straight time
 2714 overtime after 40 hours a week even though the County is not required to do
 2715 this by federal law.
 2716
- 2717 • Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of
 2718 their position. Employees in these positions do not receive any form of
 2719 overtime but are allowed to "flex" their time in accordance with HR Policy and
 2720 Procedure.
 2721

2722
 2723
 2724 18.10553 Upgrade.
 2725

2726 The reassignment of a position from one existing class to a current or newly created class
 2727 to recognize a change in the duties and responsibilities of a position. When a position is
 2728 upgraded, an open recruitment shall be conducted to fill the position (eg. HR Secretary to
 2729 HR Office Coordinator).
 2730
 2731

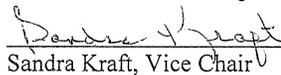
2732 18.10564 Work Schedule.
 2733

2734 The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00
 2735 p.m. with a one hour lunch period. All full time employees are expected to work at least
 2736 40 hours per week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates
 2737 otherwise.
 2738

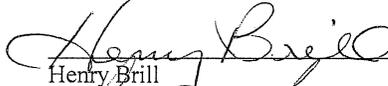
Respectfully Submitted,

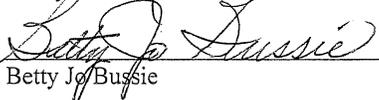
COUNTY BOARD STAFF COMMITTEE

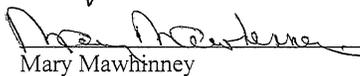

J. Russell Podzilni, Chair

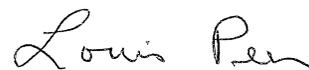

Sandra Kraft, Vice Chair

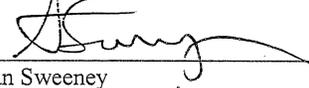

Eva Arnold


Henry Brill


Betty Jo Bussie


Mary Mawhinney


Louis Peer


Alan Sweeney


Terry Thomas

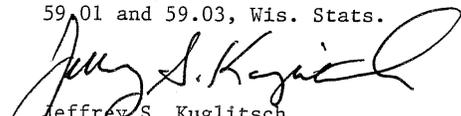
FISCAL NOTE:

Minimal fiscal impact.


Sherry Oja
Finance Director

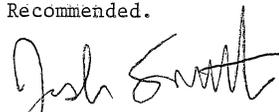
LEGAL NOTE:

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


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Executive Summary

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

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

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

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

Proposed Personnel Ordinance Changes

Summary

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

APPOINTMENTS TO EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

POSITION: Members of the Emergency Medical Services Advisory Council

AUTHORITY: County Board Resolution #96-9A-071

TERM: Terms Expiring September 30, 2018

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

PRESENT MEMBER: Steve Ryan
Deputy Chief Peter Mory

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Steve Ryan
Orfordville Fire Department
PO Box 498
Orfordville, WI 53576

Deputy Chief Peter Mory
Milton Fire Department
614 W. Madison Avenue
Milton, WI 53563

EFFECTIVE DATE: November 19, 2015

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY



Diane Michaelis
DRAFTED BY

**Public Safety and Justice
Committee**
SUBMITTED BY

October 10, 2015
DATE DRAFTED

**Purchase of Mobile Field Lab
Using HIDTA Grant Funds**

1 **WHEREAS**, the Rock County Sheriff's Office Special Investigations Unit (SIU) has identified a need for
2 testing un-identifiable prescription medications and illegal drugs; and,
3

4 **WHEREAS**, the Special Investigations Unit intends to purchase the MFL-3000 Mobile Field Lab from
5 TeamIntel, LLC; and,
6

7 **WHEREAS**, Centice Corporation is the sole manufacturer and distributor of the MFL-3000, and
8 TeamIntel, LLC is the authorized dealer for the MFL-3000 Mobile Field Lab in Wisconsin; and,
9

10 **WHEREAS**, funds are available under the High Intensity Drug Trafficking Area (HIDTA) grant.
11

12 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
13 this _____ day of _____, 2015 that a purchase order be issued to TeamIntel, LLC, of
14 Stevensville, MI, in the amount of \$14,950.
15

16 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon receipt and acceptance by the
17 Rock County Sheriff and the Finance Committee.
18

19 **BE IT FURTHER RESOLVED** that the Sheriff's Office budget be amended as follows:
20

<u>Account/ Description</u>	<u>Budget 10/27/15</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Source of Funds</u>			
21-2140-2015-67160	\$15,200	(\$14,950)	\$250
Capital Assets \$500-\$4,999			
<u>Use of Funds</u>			
21-2140-2015-67161	\$0	\$14,950	\$14,950
Capital Assets \$5,000/More			

15-11D-409

Purchase of Mobile Field Lab Using HIDTA Grant Funds

Page 2

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver
Mary Beaver, Chair

Henry Brill
Henry Brill

Brian Knudson
Brian Knudson

Terry Fell
Terry Fell

Absent
Larry Wiedenfeld

FINANCE COMMITTEE

Reviewed and approved on a vote of
4-0

Mary Mawhinney
Mary Mawhinney, Chair

FISCAL NOTE:

This resolution approves the purchase of a Mobile Field Lab from HIDTA Grant funds. This resolution also approves the transfer of \$14,950 in grant funds to the correct budget line.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stats. As an amendment to the adopted 2015 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
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

Executive Summary

The Rock County Sheriff's Office Special Investigations Unit (SIU) has identified a need for testing un-identifiable prescription medications and illegal drugs.

The Special Investigations Unit intends to purchase the MFL-3000 Mobile Field Lab from TeamIntel, LLC. The mobile field lab is manufactured by Centice Corporation. Centice Corporation is the sole manufacturer and distributor of the MFL-3000. TeamIntel, LLC is the authorized dealer for the MFL-3000 Mobile Field Lab in Wisconsin.

The MFL-3000 Mobile Field Lab will be used to identify pharmaceutical pills using a database that includes over 3,500 prescription pills. The MFL-3000 will also be used to identify illicit narcotics using a database that includes over 100 narcotics, precursors, and cutting agents. The MFL-3000 performs chemical analysis which allows it to identify powders, liquids, partial and crushed tablets, tablets with markings removed, and counterfeit tablets. Samples are not destroyed during testing and can be preserved for evidence purposes. Officers will be able to quickly determine if a substance is legal to possess.

The cost of the lab is \$14,950. The cost includes a two year warranty and two years of automatic software upgrades. The lab will be paid for with High Intensity Drug Trafficking Area (HIDTA) funds from the 2015 grant.

The budget will be amended to transfer funds from 21-2140-2015-67160 to 21-2140-2015-67161, Capital Assets \$5,000/More.



TEAM INTEL

INTELLIGENCE EQUIPMENT

Date: September 17, 2015

Sales Quotation for:

Sergeant Aaron Burdick

Rock County Sheriff's Department (Wisconsin)

Qty.	Catalog No.	Description	Price	Total
1	MFL-3000	Mobile Field Lab 3000 unit -- for prescription drug identification and other drugs. Housed in a ruggedized case, uses sophisticated patented laser technology, identifies prescription drugs within 15 seconds of analysis. Uses Raman Spectroscopy technology. Includes Class 1 laser, built-in notebook PC, internal batteries, AC power or DC powering options. 4-hour battery for the computer, 10-hour battery for the system. Includes two year warrant and two years of automatic upgrades to the software with new drugs.	\$14,900.00	\$14,900.00
1	Freight	Shipping, Handling & Insurance	\$50.00	\$50.00
			Subtotal	\$14,950.00
			6% NC Tax	\$0.00
			Total	\$14,950.00

Make All Purchase Orders to:

TeamIntel LLC
P.O. Box 407
Stevensville, MI 49127
e-mail: mwitt@teamintel.com

Cell Phone: 269-408-6087 (Mark)
Cell Phone: 269-208-0922 (Clark)
Office Fax: 773-541-8900

- Quotation prepared by Mark A. Witt, TeamIntel LLC partner.
- The quotation shall be honored if an order is received within thirty (30) days from the issue date.
- Freight and insurance charges will be prepaid and added to the invoice.
- This equipment is provided with a 1-year warranty on parts and labor.

Terms of Payment:	Open Account/Net thirty (30) days.
Delivery:	Thirty (30) days A.R.O.
Freight:	Terms are FOB Stevensville, MI



September 16, 2015

This letter serves as a sole source document for the Mobile Field Lab-3000 manufactured by Centice Corporation.

The MFL-3000 is the only drug identification device that identifies pharmaceutical pills, with a database that includes over 3,500 prescription pills. In addition, the MFL-3000 will identify illicit narcotics, with a database that includes over 100 narcotics, precursors, and cutting agents.

The MFL-3000 performs chemical analysis which allows it to identify powders, liquids, partial and crushed tablets, tablets with markings removed, and counterfeit tablets. Samples are not destroyed during testing and can be preserved for evidence purposes. In addition, the MFL-3000 includes visual pill identification capability, which provides a corroborating test in certain cases.

The presence of unique technology called Coded Aperture Raman Spectroscopy allows for less costly lasers and no moving parts for light apertures. The technology provides greater reliability between sample measurements and greater consistency of data collection between systems.

Centice is the sole manufacturer and distributor of the MFL-3000. Centice owns the intellectual property rights related to the MFL-3000 including patents and trademarks. MFL-3000 is covered by U.S. patent nos. 7,301,625; 7,218,395; 7,720,694; 8,144,320.

Teamintel LLC is our authorized dealer for the MFL-3000 for the state of Wisconsin. Please contact Mark Witt at 269-408-6087 or Clark Lybbert at 269-208-0922 to request a quote or proposal, or place an order.

Please contact us if there are any additional concerns or questions on this matter.

Sincerely,

Mark Parker
Director of Sales
Centice Corporation

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Robert Leu
DRAFTED BY

The General Services Committee
SUBMITTED BY

October 27, 2015
DATE DRAFTED

**Awarding Contract for Security/Mass Notification Improvements
at the UW-Rock County Campus**

1 **WHEREAS**, in 2011 Campus officials approached the County with the need to improve security and
2 study options for a public address/mass notification system, given the increasing number of shootings on
3 college campuses; and
4

5 **WHEREAS**, the security and mass notification feasibility study recommended the installation of several
6 security systems, that together, would result in an integrated security solution for the Campus; and
7

8 **WHEREAS**, in 2013, the General Services Committee, in consult with Campus officials, recommended
9 implementation of the consultant's recommendations, and with approval from the County Board, hired
10 Arnold & O'Sheridan Engineering and then Mead & Hunt, to prepare the plans and specifications for
11 bidding; and
12

13 **WHEREAS**, the security systems bid include: emergency mass notification, door control & monitoring,
14 card access, duress alarm, cameras, and voice communication; and
15

16 **WHEREAS**, the fire alarm system serving the south half of the campus is old technology, no longer
17 serviceable, and cannot be integrated with the new security systems, an alternate bid was solicited for a
18 new system to match the system serving the north half of the campus.
19

20 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
21 this _____ day of _____, 2015, that a contract for the purchase and installation
22 of the security/mass notification and fire alarm systems be awarded to Gilbank Construction of Clinton
23 WI, in the base bid amount of \$826,100.00, plus the alternate bid of \$239,000.00 for the fire alarm
24 system; and
25

26 **BE IT FURTHER RESOLVED**, that a project contingency in the amount of \$105,000.00 be established
27 to cover change orders approved by the General Services Committee, and miscellaneous project costs;
28 and
29

30 **BE IT FURTHER REOLVED** that the 2015 General Services Budget be amended as follows:
31

Account/Description	Budget <u>10/22/15</u>	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>	\$501,049	\$550,000	\$1,051,040
18-1843-0000-41501 Prior Years Sales Tax Revenue			
<u>Use of Funds</u>	\$1,456,675	\$550,000	\$2,006,675
18-1843-0000-67200 Capital Improvements			

42
43 **BE IT FURTHER RESOLVED**, that payments be made to the vendor upon approval of the General
44 Services Committee.

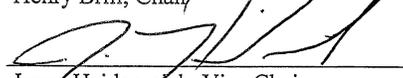
15-11D-410

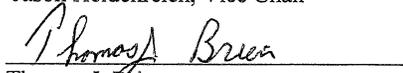
Awarding Contract for Security/Mass Notification Improvements at the UW-Rock
County Campus
Page 2

Respectfully submitted,

GENERAL SERVICES COMMITTEE:


Henry Brill, Chair


Jason Heidenreich, Vice Chair


Thomas J. Brien

Dissent
Edwin Nash


Jeremy Zajac

LEGAL NOTE:

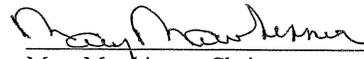
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2015 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of:

4-0


Mary Mawhinney, Chair

FISCAL NOTE:

This resolution awards the purchase and installation of the security/mass notification system at UW-Rock County to Gilbank Construction. Due to the amount of the bid, additional funding is needed. This resolution increases the current budget for the project by \$550,000. The additional funding will come from excess sales tax proceeds. The balance of excess sales tax proceeds is estimated to be \$2.9 million at 12/31/15.


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

In 2013 and 2014, \$690,000 was set aside for this project. After reducing this amount for design costs, and adding available revenue totaling \$72,000 from insurance proceeds and unspent funds for parking lot repairs, about \$623,000 remains available for this project. The approximately \$550,000 in additional funding needed for the project includes \$203,000 to pay for a higher than expected base bid; \$239,000 for an unanticipated upgrade to the fire alarm system; and \$105,000 for project contingency. Despite these cost increases, I recommend this resolution as the quickest and most cost-effective way to complete this project.


Josh Smith
County Administrator

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545

**General Services**

- Facilities Management
- Maintenance
- Duplicating
- Central Stores
(608)757-5518

Executive Summary

Awarding Contract for Security/Mass Notification Improvements at UW Rock County

The resolution before you will hire Gilbank Construction for the installation of security, mass notification, and fire alarm systems, for a total project cost of \$1,170,100.00.

Included, and integrated together will be:

- Mass Notification
- Duress
- Card Access
- Door Control/Monitoring
- Video Surveillance
- Voice Communication
- Fire Alarm for the South Campus

The concerns for security, and the need to notify students and staff in an emergency situation, is not limited to UW-Rock County, but is a growing concern and need nationwide. The most recent shooting was at a community college in Oregon, 10 are dead.

The systems being installed each serve a purpose, but operating together can be very effective when an emergency situation occurs. The systems will also address building access concerns, deter vandalism, and provide useful information campus wide during severe weather events.

During the study phase and design phase of the project, the scope of the project changed. In some areas, the scope was scaled back to help offset the cost of such items as the fire alarm. With original budget estimates dating back to 2012, changes in the scope, and rapidly rising prices in the industry, additional funds are needed. Sales tax proceeds is the recommended funding source.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Capt. Gary L. Groelle
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY

November 9, 2015
DATE DRAFTED

**AUTHORIZING ACCEPTANCE OF
2015-16 OWI TASK FORCE AND ALCOHOL 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
6 enforcement patrols directed at improving traffic safety by impaired driving 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 and other Rock County Law Enforcement Agencies are
10 eligible to receive a grant of \$110,000 to participate in these programs; and,
11

12 **WHEREAS**, grant funds in the amount of \$110,000 will be used for overtime wages and related
13 benefits; and,
14

15 **WHEREAS**, this grant requires a local match of 25%.
16

17 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
18 this _____ day of _____ 2015, that the Rock County Sheriff is authorized to accept funds under
19 the Highway Safety Project Grants.
20

21 **BE IT FURTHER RESOLVED**, that the 2015 budget be amended as follows:
22

<u>Account/ Description</u>	<u>Budget 11/09/15</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
25 21-2119-2016-42100 26 Federal Aid	\$0	\$75,000	\$75,000
28 21-2120-2016-42100 29 Federal Aid	\$0	\$35,000	\$35,000
31 <u>Use of Funds</u>			
32 21-2119-2016-61210 33 Overtime Wages-Productive	\$0	\$20,000	\$20,000
35 21-2119-2016-69501 36 Aid to Localities	\$0	\$55,000	\$55,000
38 21-2120-2016-61210 39 Overtime Wages-Productive	\$0	\$35,000	\$35,000

15-11D-411

AUTHORIZING ACCEPTANCE OF 2015-16 OWI TASK FORCE GRANT

Page 2

Respectfully submitted,

Public Safety and Justice Committee

Mary Beaver, Chair

Henry Brill

Brian Knudson

Terry Fell

Larry Wiedenfeld

Finance Committee Endorsement

Reviewed and approved on a vote
of _____

Mary Mawhinney, Chair

FISCAL NOTE:

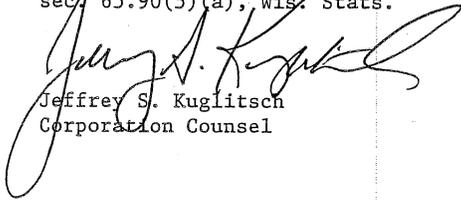
This resolution authorizes the acceptance and expenditure of \$110,000 in Federal Aid for Highway Safety Projects. Currently budgeted funds will provide the 25% required match.



Sherry Oja
Finance Director

LEGAL NOTE:

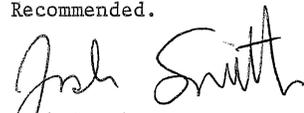
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2015 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

**Executive Summary
Authorizing Acceptance of
2015-16 OWI Task Force and Alcohol Grants**

Alcohol-impaired Driving: In Wisconsin during 2014 alcohol was listed as a contributing factor in 4.1% of all crashes. 33.8% of all vehicle crash fatalities in 2014 were alcohol-related, resulting in 171 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.

Enforcement Area (Targeting): WisDOT analysis has identified roadway segments patrolled by this agency as 'at-risk'. All alcohol and speed-related crash data from the three previous years for every jurisdiction in Wisconsin were analyzed, including those involving property damage through all ranges of injuries to those that resulted in death. This data was scientifically weighted, following established statistical protocol. Using the weighted data, the Bureau identified those places in Wisconsin with the largest crash frequency due to excess alcohol use or speed. After factoring in each identified, at-risk location's population density, a snapshot of the state's most likely places for similar crashes per capita was established. *Source: BOTS Analysis*

The OWI Task Force Grant is a "Joint Task Force" which includes the participation of other Law Enforcement agencies in Rock County. Those included at this time are: Beloit Police Department; Beloit Township Police Department; Edgerton Police Department; Evansville Police Department; Janesville Police Department; Milton Police Department and Rock County Sheriff's Office.

The grants are for a total of \$110,000, all of which will be used for overtime expenses.

The Sheriff Office estimates that they will use \$55,000 of the grant funds. The remaining grant funds will be distributed to the other participating municipalities for overtime.

The grant requires a 25% match.

This is the fifth consecutive year that the Rock County Sheriff's Office has participated in these grants.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee

Initiated by

Public Works Committee
& Parks Advisory Committee

Submitted by



Lori Williams, Parks Director

Drafted by

October 21, 2015

Date Drafted

**ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
COUNTY FISH AND GAME PROJECT GRANT FUNDS
AND AMENDING PARKS BUDGET**

1 **WHEREAS**, the legislature of the State of Wisconsin enacted legislation providing for allocation
2 to the respective counties in that state on an acreage basis for the county fish and game projects,
3 including conservation of resources and habitat, on the condition that the counties match the state
4 allocation; and
5

6 **WHEREAS**, Rock County made application to participate in unallocated county fish and game
7 projects pursuant to provisions of s.23.09(12) of the Wisconsin Statutes and as authorized by
8 County Board Resolution 15-8A-359; and
9

10 **WHEREAS**, \$2,600 is the 2016 budget for this grant in 2016; and
11

12 **WHEREAS**, unallocated matching grant funds totaling \$1,400 are available from the Wisconsin
13 DNR and a resolution accepting the same is required.
14

15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
16 assembled this ____ day of _____, 2015 does hereby approve the acceptance of these funds and
17 amend the Department of Public Works Parks Division 2016 Budget as follows:
18

	<u>Budget</u>	<u>Increase/(Decrease)</u>	<u>Amended Budget</u>
19 Sources of Funds Parks:			
20 41-4592-4788-42200	\$2,600	\$1,400	\$4,000
21 DNR Conservation Grant			
22			
23 Use of Funds Parks:			
24 41-4592-4788-69999	\$2,600	\$1,400	\$4,000
25 Non-Converted Expense			
26			
27			

28 **BE IT FURTHER RESOLVED** that the Parks Director be hereby authorized and directed to sign
29 the grant agreements and that these documents be submitted to the Wisconsin Department of
30 Natural Resources; and
31

32 **BE IT FURTHER RESOLVED**, that the Parks Director be authorized to file all necessary
33 documents for administration and reimbursement of this program.

15-11D-412

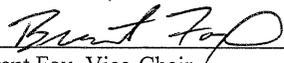
RESOLUTION ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL
RESOURCES COUNTY FISH AND GAME PROJECT GRANT FUNDS AND AMENDING
PARKS BUDGET

Page Two

Respectfully submitted,

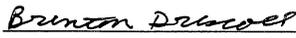
PUBLIC WORKS COMMITTEE


Betty Jo Hussie, Chair

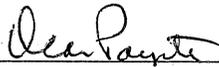

Brent Fox, Vice-Chair

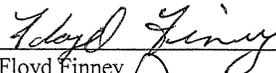
absent
Eva M. Arnold

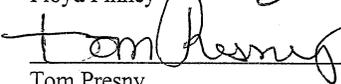
absent
Rick Richard


Brenton Driscoll

PARKS ADVISORY COMMITTEE


Dean Paynter


Floyd Finney


Tom Presny

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

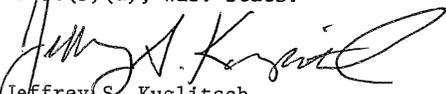
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$1,400 in additional State Aid for fish and game projects. The County will use budgeted wages and community resources for the required 50% match.


Sherry Oja
Finance Director

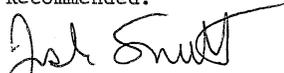
LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2015 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-

**ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
COUNTY FISH AND GAME PROJECT GRANT FUNDS AND AMENDING PARKS BUDGET**

Each Wisconsin County is allocated a certain amount of money annually to fund small projects on a 50/50 match basis. This year we used our allocated funds to help pay for invasive species control at Carver-Roehl Park.

If a county does not use their funding, that money gets divided between the remaining counties. We made application for additional funds and have been awarded \$1,400.

The additional funds will be used to expand our annual herbicide treatment and prescribed burn land management program. We will expand treatment areas and burns in Magnolia Bluff County Park.

Though this funding source required a 50% match by the County, all time and materials supplied by the Parks and Highway Divisions, as well as other community resources, may be used as in-kind match.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY

Finance Committee
SUBMITTED BY



Amy Spoden, Human Resource Manager
DRAFTED BY

November 2, 2015
DATE DRAFTED

APPROVING DENTAL INSURANCE CONTRACT

- 1 **WHEREAS**, Delta Dental Plan of Wisconsin currently administers the County's dental insurance program; and
- 2
- 3 **WHEREAS**, Delta Dental is a preferred provider for the Alliance, a consortium of Employers who purchase
- 4 services together in order to reduce costs; and
- 5
- 6 **WHEREAS**, Rock County offers dental plans with both "high" and "low" coverage options for all its
- 7 employees, with the County's contribution being 60% of the premium for the lowest cost, or "low" plan,
- 8 regardless of which coverage option is selected; and
- 9
- 10 **WHEREAS**, Delta Dental has quoted a two year rate guarantee, January 1, 2016 thru December 31, 2017; and
- 11
- 12 **WHEREAS**, Delta Dental has provided a quote for family coverage for the "low" option at \$92.44 per month
- 13 and has provided a quote for single coverage for the "low" at \$31.25 per month for two years.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 16 _____ day of _____, 2015 does hereby authorize the execution of a contract with Delta Dental
- 17 for the County's dental insurance for the period of January 1, 2016 through December 31, 2017.

15-11D-413

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

LEGAL NOTE:

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

Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:

Based upon the current census of 310 single and 734 family plans for employees, the County's 60% share of annual dental premiums would be \$558,276 per year. Sufficient funds are included in the departmental 2016 budget requests for these premiums.

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

Sherry Oja
Finance Director

RESOLUTION NO. 15-11D-414

AGENDA NO. 12.A.6.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Amy Spoden, HR Manager
DRAFTED BY

Finance Committee
SUBMITTED BY

November 2, 2015
DATE DRAFTED

APPROVING REINSURANCE CONTRACT FOR STOP-LOSS COVERAGE

- 1 **WHEREAS**, Willis of Wisconsin, Inc., Rock County's Insurance Consultant, solicited proposals from Stop-
- 2 loss carriers; and,
- 3
- 4 **WHEREAS** QBE Insurance Corporation is the most competitive option for Stop-Loss coverage for Rock
- 5 County; and,
- 6
- 7 **WHEREAS**, the Finance Committee has reviewed the options and selected a Stop-Loss retention level of
- 8 \$175,000 for monthly premiums of \$27.74 per single plan and \$78.84 for a family plan.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled on
- 11 this _____ day of _____, 2015 hereby authorizes the execution of a contract with QBE Insurance
- 12 Corporation for administration of the County's Stop-Loss Coverage effective January 1, 2016 thru December
- 13 31, 2016.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

FISCAL NOTE:

Sufficient funds are available in the 2016 Budget for administering the County's self-insurance health plan and specific stop-loss coverage. Based upon the current census of 339 Single Plans and 846 Family Plans, the annual stop-loss premium would be \$913,230.

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

15-11D-414

RESOLUTION NO. 15-11D-415

AGENDA NO. 12-A.7.(1)

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Amy Spoden, Human Resource Manager
DRAFTED BY

Finance Committee
SUBMITTED BY

November 2, 2015
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 2016 at \$3.50 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 _____, 2015 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, 2016 through December 31,
27 2016 at a cost of \$3.50 per participant per month.

15-11D-415

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

AUTHORIZING CONTRACT FOR SECTION 125 PLAN (FLEXIBLE SPENDING ACCOUNT)

Page 2

LEGAL NOTE:

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



Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:

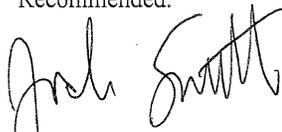
As stated in the body of the resolution, the contract administrator has guaranteed that the County's savings will meet or exceed the costs of this program.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

RESOLUTION NO. 15-11D-416

AGENDA NO. 12.A.8.(1)

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Amy Spoden, Human Resource Manager
DRAFTED BY

Finance Committee
SUBMITTED BY

November 2, 2015
DATE DRAFTED

**AUTHORIZING CONTRACT FOR BENEFIT CONSULTING SERVICES WITH ASSOCIATED
FINANCIAL GROUP FOR 2016**

- 1 **WHEREAS**, the Rock County Self-Funded Health Plan provides health coverage to approximately
- 2 1,200 County employees; and,
- 3
- 4 **WHEREAS**, in 2015, total health plan costs will near \$21,000,000.00; and,
- 5
- 6 **WHEREAS**, Human Resources is charged with continuing efforts to contain the ever-growing costs of
- 7 providing health care coverage to County employees, which requires the assistance of consultants who
- 8 possess particular expertise in furthering such efforts; and,
- 9
- 10 **WHEREAS**, Rock County, solicited proposals for Benefit Consulting Services; and
- 11
- 12 **WHEREAS**, After review of proposals and interviews, Associated Financial Group was selected as the
- 13 provider; and.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 16 assembled on this ____ day of _____, 2015, hereby awards the contract to Associated Financial
- 17 Group for Benefit Consulting Services, effective January 1, 2016, in the amount of \$39,000 per year
- 18 for the initial 3 year term. Rock County also has the option to extend the agreement with up to two
- 19 one-year extensions.
- 20
- 21 **BE IT FURTHER RESOLVED**, that the Finance Committee has authority to approve all extensions
- 22 of this agreement.

15-11D-416

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

FISCAL NOTE:

Sufficient funds are available in the Health Insurance Trust Fund, A/C 19-1915-0000-62104, for the cost of this contract.



Sherry Oja
Finance Director

LEGAL NOTE:

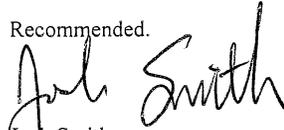
The County Board is authorized to take this action, pursuant to Secs 59.01, 59.51 and 59.52(11).



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator



QUALIFICATIONS AND COST PROPOSAL SUMMARY FORM

PROJECT NUMBER 2016-08
PROJECT NAME EMPLOYEE BENEFIT CONSULTING SERVICES
DUE DATE: OCTOBER 15, 2015 - 12:00 NOON
DEPARTMENT: HUMAN RESOURCES

	ASSOCIATED FINANCIAL MADISON WI	HAYS MILWAUKEE WI	HORTON GROUP WAUKESHA WI	WILLIS BROOKFIELD WI	COTTINGHAM & BUTLER DUBUQUE IA
WRITTEN QUALIFICATIONS & COST PROPOSAL SCORE					
RATER 1	100	88	97	63	53
RATER 2	97	89	87	66	58
RATER 3	93	88	78	73	63
RATER 4	94	91	82	74	57
RATER 5	95	96	82	75	70
TOTAL SCORE	479	452	426	351	301
INTERVIEW RANKING					
RATER 1	1	2	3	4	NOT INTERVIEWED
RATER 2	2	3	1	4	NOT INTERVIEWED
RATER 3	1	2	3	4	NOT INTERVIEWED
RATER 4	1	2	3	4	NOT INTERVIEWED
RATER 5	2	1	3	4	NOT INTERVIEWED
PROPOSED COST	\$ 39,000.00	\$ 54,500.00	\$ 40,000.00	\$ 60,000.00	\$ 95,000.00

NOTE: Cottingham & Butler was not interviewed due to low score and high annual cost.

APPROVAL OF BILLS OVER \$10,000.00

Rock County

11/04/2015

RESOLUTION NO. 15-11D-417 AGENDA NO. 12.B.

INITIATED: FINANCE DIRECTOR

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

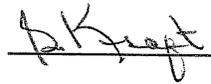
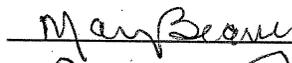
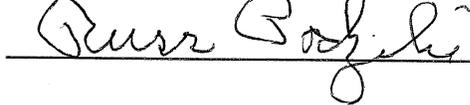
NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON NOV 19 2015, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
P1500118	DD BOARD	D.D.BOARD	OPPORTUNITIES INC	14,182.56
P1503225	INFORMATION TECH	INFORMATION TECH	PARK PLACE TECHNOLOGIES	25,786.68
P1503310	HUMAN SERVICES	HOMEVISIT 14/15	CHILDRENS SERVICE SOCIETY OF W	15,896.00
P1503477	HUMAN SERVICES	CRISIS	MARSH COUNTY HEALTH ALLIANCE	14,340.50

CLAIMS IN THE AMOUNT OF **\$70,205.74** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

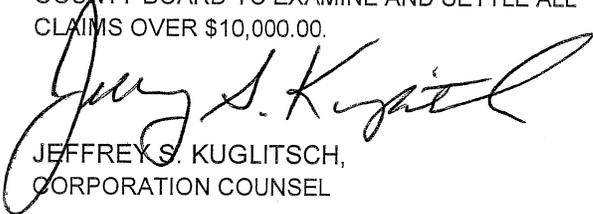
RESPECTFULLY SUBMITTED,

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

15-11D-417

APPROVAL OF ENCUMBRANCES OVER \$10,000.00

Rock County

11/04/2015

RESOLUTION NO. 15-11D-418 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 NOV 19 2015, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

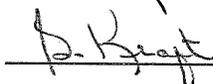
<u>PR number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Claim Amount</u>
R1503529	LAND CONSERV.	HH CLEAN SWEEP	VEOLIA ES TECHNICAL SOLUTIONS	15,352.96

CLAIMS IN THE AMOUNT OF **\$15,352.96** HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

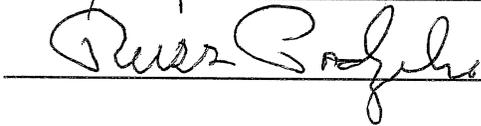
RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE



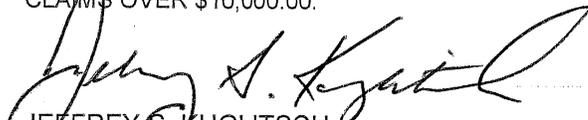






LEGAL NOTE:

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

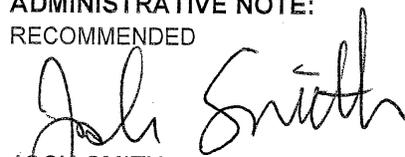

 JEFFREY S. KUGLITSCH,
 CORPORATION COUNSEL

FISCAL NOTE:

ABOVE LISTED CLAIMS ARE FULLY FUNDED.


 SHERRY OJA,
 FINANCE DIRECTOR

ADMINISTRATIVE NOTE:
RECOMMENDED


 JOSH SMITH,
 COUNTY ADMINISTRATOR

15-11D-418

PURCHASE ORDER NUMBER P1502534 PEID 053996

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 10/22/15

DEPARTMENT Developmental Disabilities Board

COMMITTEE Developmental Disabilities Board

VENDOR NAME PALS Pinnacle Assisted Living Services, LLC

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE \$ 111,716.00

INCREASE FROM \$ 334,914.00 TO \$ 446,630.00

ACCOUNT BALANCE AVAILABLE \$ 424,868.02 SB 10/22/15

REASON FOR AMENDMENT One new client moving into residential services

APPROVALS

GOVERNING COMMITTEE Lon Peay 10/28/15
Chair Date

FINANCE COMMITTEE Maya Boush 11-5-15
(If over \$10,000) Chair Date

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

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee
INITIATED BY



Ben Coopman, Public Works Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

November 4, 2015
DATE DRAFTED

Motor Pool Budget Purchase Authorization

- 1 **WHEREAS**, the Rock County Board of Supervisors approves an annual budget for a pool of
- 2 vehicles used by various Rock County departments; and,
- 3
- 4 **WHEREAS**, Ewald Automotive of Oconomowoc, Wisconsin was awarded the 2016 State
- 5 Contract for Ford Escape SUV vehicles; and,
- 6
- 7 **WHEREAS**, the staff of Public Works did review the State of Wisconsin bid #505ENT-M16-
- 8 2016VEHICS-03 specifications and recommends purchasing one 2016 Ford Escape SUV vehicle
- 9 from Ewald Automotive of Oconomowoc.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 12 assembled this ____ day of _____, 2015, authorizes the purchase
- 13 through the State Contract of one 2016 Ford Escape SUV vehicle from Ewald Automotive for
- 14 \$21,318.
- 15
- 16 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon receipt and acceptance
- 17 by the Public Works Director.

Respectfully submitted,
PUBLIC WORKS COMMITTEE

Betty Jo Bussie
Betty Jo Bussie, Chair

Brent Fox
Brent Fox, Vice-Chair

Absent
Eva M. Arnold

Brenton Driscoll
Brenton Driscoll

Absent
Rick Richard

15-11D-419

Motor Pool Budget Purchase Authorization
Page 2

FISCAL NOTE:

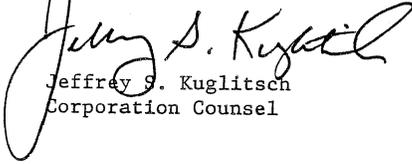
Sufficient funds were included in the Motor Pool Vehicle Account, A/C 41-4290-4290-67105, for the cost of this vehicle. This account is funded by mileage charge backs to user departments.



Sherry Oja
Finance Director

LEGAL NOTE:

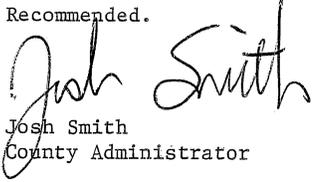
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

- Executive Summary -

The purpose of this resolution is to authorize the purchase of one replacement vehicle for the Motor Pool. The Public Works Department is purchasing off the State of Wisconsin's vehicle procurement bid. The low bidder is Ewald Automotive of Oconomowoc for \$21,318.

Prepared For:
 JODI MILLIS
 ROCK COUNTY PURCHASING
 51 S. MAIN ST
 JANESVILLE, WI 53545
 Phone: (608) 757-5517
 Email: jodi@co.rock.wi.us

Prepared By:
 Scott Kussow
 Ewald Automotive Group
 36833 E. Wisconsin Ave.
 Oconomowoc, WI 53066
 Phone: (262) 567-5555
 Fax: (262) 560-1303
 Email: skfleet@ewaldauto.com

2016 Fleet/Non-Retail Ford Escape 4WD 4dr SE U9G

QUOTE WORKSHEET

QUOTE WORKSHEET - 2016 Fleet/Non-Retail U9G 4WD 4dr SE

MSRP		\$27,540.00
Destination Charge		\$895.00
Optional Equipment		(\$490.00)
Dealer Advertising		\$0.00
PRE-TAX ADJUSTMENTS:		
STATE OF WISCONSIN MUNICIPAL DISCOUNT		(\$6,627.00)
Total Pre-Tax Adjustments		(\$6,627.00)
Taxable Price		\$21,318.00
TOTAL		\$21,318.00

Customer Signature / Date

Dealer Signature / Date

2016 FORD ESCAPE SE 4WD REVISED TO YOUR SPECS AS DETAILED. REGISTRATION FEES ARE EXTRA. DELIVERY CAN BE ANTICIPATED 90-120 DAYS FROM RECEIPT OF YOUR ORDER. PAYMENT TERMS ARE NET TEN DAYS.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 410.0, Data updated 10/27/2015
 © Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

November 04, 2015 8:46:34 AM

Page 1

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Ben Coopman, Director of Public Works
DRAFTED BY

Public Works Committee
SUBMITTED BY

October 14, 2015
DATE DRAFTED

AWARDING A CONTRACT FOR DPW MAIN SHOP SWITCHGEAR
AND GENERATOR UPGRADES - PUBLIC WORKS DEPARTMENT

1 **WHEREAS**, the Department of Public Works (DPW) Main Shop on Newville Road was built in
2 1981; and
3
4 **WHEREAS**, the current standby power generator and related switchgear no longer meet the needs
5 of the DPW Building and need to be upgraded; and
6
7 **WHEREAS**, DPW staff contracted with Angus Young Associates, Inc. for engineering design
8 services; and
9
10 **WHEREAS**, Angus Young Associates, Inc. prepared specifications and the county Purchasing
11 Division solicited bids for removing and replacing the existing standby power generator with a new
12 standby power generator and upgrading switchgear.
13
14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
15 assembled this ____ day of _____, 2015 does hereby award the bid for removing and
16 replacing the existing standby power generator with a new standby power generator and upgrading
17 switchgear at DPW's Main Shop to the lowest responsible bidder, Foley Electric of Beloit, WI in the
18 total bid amount of \$333,995.00.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie
Betty Jo Bussie, Chair

Brent Fox
Brent Fox, Vice Chair

Absent
Eva M. Arnold

Brenton Driscoll
Brenton Driscoll

Absent
Rick Richard

15-11D-420

AWARDING A CONTRACT FOR DPW MAIN SHOP SWITCHGEAR AND GENERATOR
UPGRADES - PUBLIC WORKS DEPARTMENT

Page 2

FISCAL NOTE:

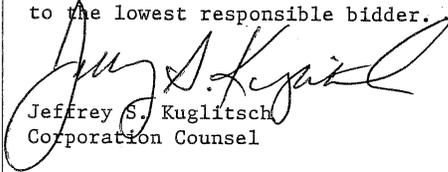
Sufficient funds are available in the Highway Building and Grounds account for the cost of this project.
This project will be funded by cash and then depreciated over the next several years.



Sherry Oja
Finance Director

LEGAL NOTE:

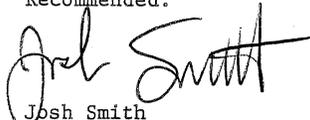
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51,
Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let
to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

- Executive Summary -

The Department of Public Works Building was built in 1981. The building currently relies on the original standby power generator to maintain power for portions of the facilities operations during a power outage. The existing generator is fueled by diesel fuel and is located in the mezzanine area directly above the superintendent's office. Currently, the generator provides power to the main shop and garage area and only provides safety lighting throughout the rest of the facility.

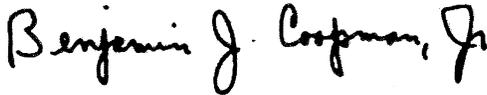
With the proposed generator upgrade, many electrical panels (switchgear) will be affected. These electrical panels have original breakers that are no longer manufactured. New replacement breakers are not available and we have had to utilize refurbished breakers when breakers have failed. This has resulted in the affected area being down for at least three days while the refurbished breakers are ordered and shipped.

The generator replacement and switchgear upgrades are scheduled to be completed in 2016. The upgrades are approved by the County Board as part of the DPW budget.

The Department, in conjunction with the county Purchasing Division, solicited bids for removing and replacing the existing standby power generator with a new standby power generator and upgrading switchgear at DPW's Main Shop.

Staff is recommending the award of a contract to lowest responsible bidder, Foley Electric of Beloit, WI in the total bid amount of \$333,995.00.

Respectfully submitted,



Benjamin J. Coopman, Jr., P.E.
Public Works Director



BID SUMMARY FORM

BID NUMBER #2016-06
 BID NAME STANDBY GENERATOR & ELECTRICAL DISTRIBUTION EQUIPMENT REPLACEMENT
 BID DUE DATE OCTOBER 5, 2015 - 1:30 P.M.
 DEPARTMENT PUBLIC WORKS

	FOLEY ELECTRIC BELOIT WI	A1 ELECTRIC MONROE WI	HADY ELECTRIC WATERTOWN WI	PIEPER ELECTRIC JANESVILLE WI	WESTPHAL ELECTRIC MADISON WI
BASE BID	127,495.00	198,700.00	163,453.00	183,187.00	195,900.00
ALTERNATE 1	199,000.00	174,800.00	195,000.00	217,284.00	230,900.00
ALTERNATE 2	7,500.00	6,700.00	37,635.00	7,958.00	18,850.00
TOTAL BID	\$ 333,995.00	\$ 380,200.00	\$ 396,088.00	\$ 408,429.00	\$ 445,350.00
BID BOND	YES	YES	YES	YES	YES
ADDENDUM	YES	YES	YES	YES	YES
START DATE	1/2/16	11/1/15	5/31/16	11/1/15	12/1/15
COMPLETION DATE	7/1/16	4/30/16	9/4/16	9/5/16	9/1/16

ALTERNATE #1 - Provide & install 350 KW natural gas generator with 1000A circuit breaker.
 ALTERNATE #2 - Provide 1200A service in lieu of 1000A service.

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

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Foley Electric; Total Bid; \$333,995.00
 SIGNATURE Benjamin J. Koopman, Jr. DATE 10-28-15

GOVERNING COMMITTEE APPROVAL: [Signature] DATE 11-11-15
 CHAIR [Signature] VOTE 3/0* DATE 11-11-15
 * [Signature] absent

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**



Public Works Committee
INITIATED BY

Ben Coopman, Public Works Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

October 23, 2015
DATE DRAFTED

Awarding Contract for Restaurant White Box Build-Out

- 1 **WHEREAS**, Rock County owns an airport known as the Southern Wisconsin Regional Airport; and
- 2
- 3 **WHEREAS**, the Department of Public Works, Airport Division budgeted to improve the
- 4 restaurant space located within the main terminal building; and
- 5
- 6 **WHEREAS**, specifications for the space were prepared and the County Purchasing Division
- 7 solicited bids for the construction.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 10 assembled this _____ day of _____, 2015, does authorize the award of a
- 11 contract of \$64,000 for the white box build-out of the restaurant space at the Southern Wisconsin
- 12 Regional Airport to the lowest responsible bidder, Klobucar Construction of Beloit, WI.
- 13
- 14 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon approval of the Public
- 15 Works Committee.

15-11D-421

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty J. Bussie
Betty J. Bussie, Chair

Brent Fox
Brent Fox, Vice Chair

absent
Eva M. Arnold

Brenton Driscoll
Brenton Driscoll

absent
Rick Richard

ADMINISTRATIVE NOTE:

Recommended.
Josh Smith
Josh Smith
County Administrator

FISCAL NOTE:

Sufficient funds are available in the Airport Capital Improvement account, A/C 41-4453-4454-67200, for this project. This project is being funded with sales proceeds.

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

EXECUTIVE SUMMARY
For
AWARDING CONTRACT FOR RESTAURANT WHITE BOX BUILD-OUT

The Resolution before you awards the contract to update the restaurant space in the Southern Wisconsin Regional Airport's terminal building. The airport terminal building underwent a major three-year renovation during which the space designated for a restaurant was gutted, expanded and upgraded in regards to electrical rough-ins, HVAC, and plumbing, without completing interior wall coverings (gray box condition). In February 2015 the airport put out a request for proposal seeking a new restaurant tenant and received no responses. It was determined that by completing the interior walls (white box condition) it would significantly reduce start-up costs and make the space more enticing to a potential tenant. In April, the airport budget was amended by adding \$75,000 in capital funds to complete the white box. After completing plans and specification, bids were solicited for the construction cost and there were two respondents. Klobucar Construction of Beloit, Wisconsin was the lowest bidder at \$64,000.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

 ORIGINAL

PURCHASING DIVISION



BID SUMMARY FORM

BID NUMBER 2015-47
 BID NAME RESTAURANT WHITE BOX BUILDOUT
 BID DUE DATE OCTOBER 20, 2015
 DEPARTMENT SOUTHERN WISCONSIN REGIONAL AIRPORT

	KLOBUCAR CONSTRUCTION BELOIT WI	GILBANK CONSTRUCTION CLINTON WI
BASE BID	\$ 64,000.00	\$ 64,700.00
BID BOND	YES	YES
ADDENDUM	YES	YES
START DATE	11/30/15	11/30/15
COMPLETION	2/15/16	1/1/16

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

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Klobucar Const. \$64,000

Benjamin J. Coopman, Jr. 10-28-15
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

D. Dussie 3/0 11/11/15
 CHAIR VOTE DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Robert Leu
DRAFTED BY
October 26, 2015
DATE DRAFTED

The General Services Committee
SUBMITTED BY

Awarding Contract for Boiler/Stack Replacement at the Courthouse

- 1 **WHEREAS**, the six package condensing boilers that heat the Courthouse went into service in 1998 and
- 2 were a newer technology with exceptionally high efficiency ratings; and
- 3
- 4 **WHEREAS**, more manufacturers have entered the market with improved designs, longer lifespans, and
- 5 fewer issues, which has been the case with our newer package boilers at 911, Health Care center and
- 6 Rock Haven; and
- 7
- 8 **WHEREAS**, one of the six Courthouse Boilers is out of service and cannot be repaired, plus
- 9 condensation in the metal boiler stack has caused corrosion which needs to be addressed; and
- 10
- 11 **WHEREAS**, engineered plans and specifications were prepared and bids solicited for the work.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 14 this _____ day of _____, 2015, that a contract for boiler/stack replacement at
- 15 the Courthouse be awarded to Butters Fetting of Janesville in the Base Bid amount of \$246,000.00; and
- 16
- 17 **BE IT FURTHER RESOLVED**, that a project contingency in the amount of \$15,000.00 be established
- 18 to cover General Services Committee approved Change Orders, and project related costs; and
- 19
- 20 **BE IT FURTHER RESOLVED**, that payments be made to the vendor upon approval of the General
- 21 Services Committee.

15-11D-422

Respectfully submitted,

General Services Committee:

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Thomas J. Brien

Edwin Nash

Jeremy Zajac

Awarding Contract for Boiler/Stack Replacement at the Courthouse
Page 2

FISCAL NOTE:

Sufficient funds are available in the Courthouse Capital Project account, A/C 18-1842-0000-67200 for the boiler/stack replacement. This account is funded by sales tax revenues.



Sherry Oja
Finance Director

LEGAL NOTE:

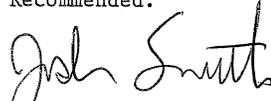
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545

**General Services**

- Facilities Management
- Maintenance
- Duplicating
- Central Stores
(608)757-5518

Executive Summary**Awarding Contract for Courthouse Boiler/Stack Replacement**

The resolution before you hires Butters Fetting for the replacement of one boiler, plus the breeching and stack that carries the combustion vapors up five stories to the roof. In addition to the base-bid amount of \$221,000.00, a \$15,000.00 contingency is being set up to cover any change orders approved by the General Services Committee.

In time, the other five boilers will need replacing. Even though these package boilers are extremely efficient, they do not last as long as the old fire tube boilers, which sent a lot of heat up the stack and into the air. Work will be completed in about three months.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



BID SUMMARY FORM

PROJECT NUMBER 2015-56
 PROJECT NAME COURTHOUSE BOILER REPLACEMENT
 BID DUE DATE OCTOBER 13, 2015 - 1:30 PM (LOCAL TIME)
 DEPARTMENT GENERAL SERVICES

	BUTTERS FETTING JANESVILLE WI	HOOPER CORP MADISON WI
BASE BID	\$ 246,000.00	\$ 287,480.00
BID BOND	YES	YES
START DATE	UPON APPROVAL OF SUBMITTALS	12/1/15
COMPLETION DATE	90 DAYS AFTER APPROVAL	2/1/16

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

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Low Bid - Butters Fetting
[Signature] 10/30/15
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:
[Signature]
 CHAIR VOTE DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

LAND CONSERVATION
COMMITTEE
INITIATED BY



THOMAS SWEENEY AND
ANDREW BAKER
DRAFTED BY

LAND CONSERVATION
COMMITTEE
SUBMITTED BY

OCTOBER 23, 2015
DATE DRAFTED

**AUTHORIZATION TO BEGIN ACQUISITION OF THE SAYRE PROPERTY
AGRICULTURAL CONSERVATION EASEMENT**

- 1 **WHEREAS**, the Rock County Board of Supervisors officially approved the Rock County Purchase of
2 Agricultural Conservation Easements (PACE) Program and adopted the document entitled Rock County PACE
3 Program Manual, identifying and outlining all aspects of Program development and implementation, on
4 January 13, 2011; and,
5
6 **WHEREAS**, the Rock County Board of Supervisors officially authorized staff to accept applications to the PACE
7 Program for the donation of an Agricultural Conservation Easement and process applications according to the
8 PACE program policies and procedures, on June 13, 2013; and,
9
10 **WHEREAS**, a PACE application was submitted by Sayre Joint Farms LLC (Landowner) to the Land
11 Conservation Department (LCD) in 2015 for PACE easement on real property located in part of Sections 8, 17 and
12 18, Township 3 North, Range 11 East, Center Township, part of Rock County tax parcel numbers 6-4-59, 6-4-
13 129.1, 6-4-131, 6-4-132 and 6-4-135.2; and,
14
15 **WHEREAS**, the acquisition of the Easement will take place through a partnership with The Natural Heritage
16 Land Trust, which has received tentative approval for Wisconsin State Stewardship funding for a portion of
17 the value of the Easement; and,
18
19 **WHEREAS**, the remaining value of the Easement will be considered a partial donation by the Landowner to
20 the PACE Program, therefore Rock County will not be contributing toward the purchase price of the
21 Easement but will pay the administrative related costs, such as title work, appraisal, closing costs and long
22 term monitoring, which is authorized for any PACE Program acquisition, including donations; and,
23
24 **WHEREAS**, the application was recommended for approval by LCD and the PACE Council and approved by the
25 LCC in accordance with the Rock County PACE Program Manual; and,
26
27 **WHEREAS**, to formalize the Easement acquisition process, the Landowner, The Natural Heritage Land Trust,
28 Rock County and Brabazon Title Company, Inc, will execute a *Conveyance Agreement – Agricultural
29 Conservation Easement* document, identifying and outlining all aspects of the Easement acquisition process,
30 including but not limited to, the following activities, subject to all terms and conditions as stated therein:
31
32 1. Opening an escrow with Brabazon Title Company, Inc. and securing a minimum title insurance
33 commitment of \$15,000 (Title Report) for each property;
34 2. Landowner depositing three thousand five hundred dollars (\$3,500) in the established escrow account;
35 3. Rock County contracting with a qualified appraiser to determine the fair market value of an Easement
36 on the property; and,
37
38 **WHEREAS**, final approval and acquisition of the Easement will take place only after future action by the County
39 Board.
40
41 **NOW, THEREFORE, BE IT RESOLVED**, the Rock County Board of Supervisors duly assembled this
42 _____ day of _____, 2015, does by enactment of this Resolution approve a *Conveyance Agreement
43 – Agricultural Conservation Easement* document, authorizes the LCD to undertake necessary activities
44 identified therein and obligates all necessary funds to complete said activities to proceed with acquisition of the
45 Agricultural Conservation Easement on the Sayre Property.
46
47 **BE IT FURTHER RESOLVED**, the County Board Chair or the County Clerk will act as the County’s agent for
48 purposes of signing the *Conveyance Agreement – Agricultural Conservation Easement* document.
49

15-11D-423

AUTHORIZATION TO BEGIN ACQUISITION OF THE SAYRE PROPERTY AGRICULTURAL
CONSERVATION EASEMENT

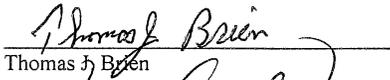
Page 2

Respectfully submitted:

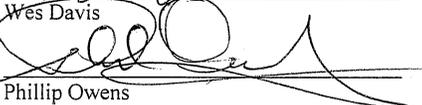
LAND CONSERVATION COMMITTEE


Richard Bostwick, Chair

Absent
Alan Sweeney, Vice Chair


Thomas J. Brien


Wes Davis


Phillip Owens


David Rebout, USDA-FSA Representative

Absent
Larry Wiedenfeld


Jeremy Zajac

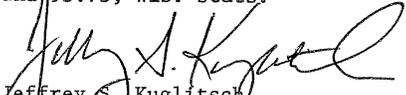
FISCAL NOTE:

Sufficient funds are available in the Land Conservation Department's PACE budget for the estimated appraisal and related costs necessary to accept the Agricultural Easement donation.

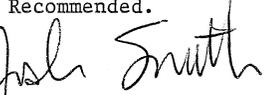

Sherry Oja
Finance Director

LEGAL NOTE:

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


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

EXECUTIVE SUMMARY

This resolution authorizes the Land Conservation Department (LCD) to complete the necessary tasks to being the process to acquire an Agricultural Conservation Easement, under the Purchase of Agricultural Conservation Easement Program (PACE), on the Sayre Property. This action is consistent with the recommendation from the PACE Council and approval by the Land Conservation Committee at the October 13, 2015 meeting to being acquisition of an Easement on approximately 400 acres of land.

The acquisition of this Easement will be in cooperation with the Natural Heritage Land Trust, a non-profit organization, which has received tentative funding for up to 50% of the easement value through the Wisconsin State Stewardship Program. The remaining value of the easement may be considered a non-cash charitable donation by the landowner to the County and the Land Trust.

Rock County is processing this acquisition under the donation component of the PACE Program, therefore the County will not be contributing funding toward the purchase price of the Easement. As part of the PACE Program administration, though, the County will pay the cost of the appraisal, Title Insurance Policy and recording fees and be responsible for long term monitoring and enforcement.

Acquisition of easements such as this are intended to protect and preserve productive agricultural lands in Rock County, encouraging and promoting the goals of a strong agricultural economy and community identity, intergovernmental cooperation, and a regional land use vision throughout the County. Cooperating with other entities, like the Natural Heritage Land Trust, provides an opportunity to access funding sources for easement acquisition which would otherwise not be available to the County.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Diana Arneson, Asst. to IT Dir.
INITIATED BY



Diana Arneson, Asst. to IT Dir.
DRAFTED BY

Finance Committee
SUBMITTED BY

November 10, 2015
DATE DRAFTED

Authorizing Purchase of IP Phones for Human Resources and Child Support Enforcement

- 1 **WHEREAS**, the Human Resources and Child Support Enforcement departments have plans to replace
- 2 old telephone sets within their departments with new IP phone sets; and,
- 3
- 4 **WHEREAS**, the new IP phones will allow for Human Resources and Child Support Enforcement staff
- 5 to take advantage of Voice-Over-IP technology; and,
- 6
- 7 **WHEREAS**, the 2015 Human Resources and Child Support Enforcement 2015 budgets include
- 8 funding for the purchase of replacement phone sets and two cordless handsets; and,
- 9
- 10 **WHEREAS**, the Information Technology Department staff did specify the IP phone models that meet
- 11 the needs of Human Resources and Child Support Enforcement staff members; and,
- 12
- 13 **WHEREAS**, the specified IP phones will be purchased using the pricing and terms of the State of
- 14 Wisconsin contract #DC4616.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 17 this _____ day of _____, 2015 that a Purchase Order for 42 Mitel IP phones and 2
- 18 Cordless Handsets be issued to Enterprise Systems Group of Little Chute, WI in the amount of
- 19 \$10,291.25.

15-11D-424

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

FISCAL NOTE:

Funding is available in the 2015 Departmental budgets for the purchase of these phones and handsets.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.71, Wis. Stats.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

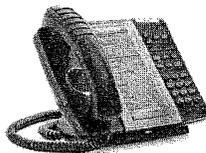
Executive Summary for the Purchase of IP Phones for Human Resources and Child Support Enforcement

The Human Resources and Child Support Enforcement Departments have developed a plan to replace aging telephones within those departments with new IP Phones. This will allow the Human Resources and Child Support Enforcement staff members to take advantage of the County's Voice-Over-IP telephone system and that system's enhanced technology. The purchase includes:

• 6 Mitel 5340e IP Phones (\$371.25 ea.)	\$2,227.50;
• 2 Mitel 5330e IP Phones (\$296.25 ea.)	\$ 592.50;
• 34 Mitel 5320e IP Phones (\$243.75 ea.)	\$8,287.50;
• 42 Mitel Voice Enterprise Business Licenses (\$175.00 ea.)	\$7,350.00;
• 42 Standard Software Assurance MiVoice Business User modules (\$10.00 ea.)	\$ 420.00;
• 2 Cordless Handset Bundles (\$273.75 ea.)	\$ 547.50;
• Shipping & Handling (\$95)	<u>\$ 95.00,</u>
• Less Make the Move to IP Phones Promotion	(\$9,228.75)
• PO total	\$10,291.25

These IP phones will be installed for both departments at the Rock County Courthouse, 51 S. Main Janesville, WI.

The total cost of the IP phones, headsets, and shipping is \$10,291.25, and the equipment will be purchased from Enterprise Systems Group using the pricing terms of the State of Wisconsin contract #DC4616. By placing the order before 12/31/2015, Rock County is in the position to be included in the "Make the Move to IP Phones" promotion which allows for the 5340e, 5330e and 5320e model phones bundled with corresponding licenses to be purchased in a buy one get one free pricing structure. The only things not included in the promotion are cordless handsets, MiVoice Business User modules, and shipping and handling.



RESOLUTION NO. 15-11D-425

AGENDA NO. 12.D.7.(1)

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Finance Committee
INITIATED BY



Amy Spoden, HR Manager
DRAFTED BY

County Board Finance Committee
SUBMITTED BY

November 2, 2015
DATE DRAFTED

**Providing for a New Post Employment Health Plan Provider
For AMHS-HSD and AMHS-RH**

- 1 **WHEREAS**, Rock County currently provides a Post Employment Health Plan (PEHP), pursuant to
- 2 Section 501(c)(9) of the Internal Revenue code, for AMHS-HSD and AMHS-RH; and
- 3
- 4 **WHEREAS**, Nationwide is the current provider; and
- 5
- 6 **WHEREAS**, Human Resources has met and discussed with AMHS-HSD and AMHS-RH the
- 7 opportunity to provide a different vendor for that plan; and
- 8
- 9 **WHEREAS**, current employees covered under the AMHS-HSD and AMHS-RH agreement have to be
- 10 with the same provider so this will necessitate a switch by all current employees from Nationwide to
- 11 Security Benefit Group; and
- 12
- 13 **WHEREAS**, there is no cost to the County with this change; and
- 14
- 15 **WHEREAS**, the County is agreeable to adding Security Benefit Group as a provider.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 18 assembled this ____ day of _____, 2015, authorizes Human Resources and the Finance Department
- 19 to take the necessary steps to add Security Benefit Group as a provider for the PEHP Plan for AMHS-
- 20 HSD and AMHS-RH and transfer their accounts from Nationwide to Security Benefit Group.

15-11D-425

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

Providing for a New Post Employment Health Plan Provider For AMHS-HSD and AMHS-RH
Page 2

COUNTY BOARD STAFF COMMITTEE

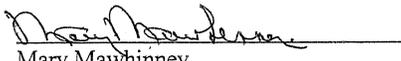

J. Russell Podzilni, Chair

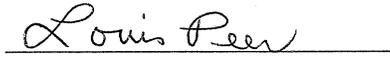

Sandra Kraft, Vice Chair


Eva Arnold


Henry Brill


Betty Jo Bussie


Mary Mawhinney


Louis Peer


Alan Sweeney


Terry Thomas

LEGAL NOTE:

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


Jeffrey Kuglisch
Corporation Counsel

FISCAL NOTE:

No fiscal impact.


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Executive Summary

Rock County Human Resources has had a discussion with AMHS-HSD and AMHS-RH with a recommendation that they move from their current provide, Nationwide, to the provider that all other employee groups with a PHEP account have, Security Benefit Group.

Security Benefit Group current provides PEHP Plans for the Deputy Sheriff Association, Deputy Sheriff Supervisors, Attorneys, and AFSCME 1077.

There is no fiscal impact to the County in having one provider or another.

All current employees covered under the AMHS-HSD and AMHS-RH agreement have to be with the same provider so this will necessitate a switch by all members from Nationwide to Security Benefit Group. Retirees that currently have account balances with Nationwide will remain with Nationwide until their fund balances are depleted. This transition will occur over a 60 day period once the County Board approves this resolution and the contract with Security Benefit Group is signed.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Benjamin J. Coopman, Jr., P.E.
DRAFTED BY

Benjamin J. Coopman, Jr., P.E.
SUBMITTED BY

October 26, 2015
DATE DRAFTED

APPROVE RELOCATION ORDER FOR CTH G (DOLLAR GENERAL DRIVE ACCESS)

- 1 **WHEREAS**, the Rock County Board of Supervisors approved an access for Dollar General Drive
- 2 to the City of Janesville; and
- 3
- 4 **WHEREAS**, the City of Janesville has developed plans and specifications for the construction of
- 5 modifications to CTH G and for an access intersection on CTH G for Dollar General Drive, in Sections
- 6 13 & 24 of the Town of Rock and City of Janesville; and
- 7
- 8 **WHEREAS**, the project requires purchase of right of way to complete the project.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 11 assembled this ____ day of _____, 2015, in accordance with Wisconsin State Statute
- 12 32.05, does hereby approve a Relocation Order and related Right of Way Plat for the above
- 13 referenced project; and
- 14
- 15 **BE IT FURTHER RESOLVED** that the Rock County Public Works Committee and Director of
- 16 Public Works are authorized to enter negotiations for said interests and make minor modifications
- 17 to the Relocation Order or Right of Way Plat that may become necessary during negotiations; and
- 18
- 19 **BE IT FURTHER RESOLVED** that the costs associated with acquiring said real estate interests
- 20 shall be the total responsibility of the City of Janesville; and
- 21
- 22 **BE IT FURTHER RESOLVED** that said Relocation Order and Right of Way Plat shall be filed
- 23 within twenty (20) days of adoption or modification with the County Clerk and at the Public
- 24 Works Department.

15-11D-426

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Hussie
Betty Jo Hussie, Chair

Brent Fox
Brent Fox, Vice Chair

Absent
Eva M. Arnold

Brenton Driscoll
Brenton Driscoll

Absent
Rick Richard

Approve Relocation Order for CTH G (Dollar General Drive Access)
Page 2

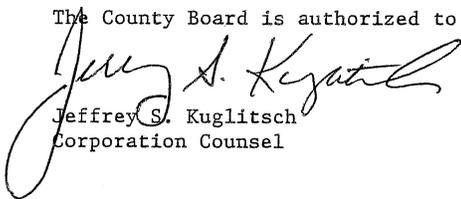
FISCAL NOTE:

No fiscal impact to the County. The costs of acquiring any right of way will be the responsibility of the City of Janesville.


Sherry Oja
Finance Director

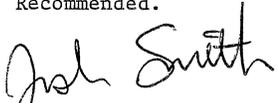
LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 32.05, Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

- EXECUTIVE SUMMARY -

APPROVE RELOCATION ORDER FOR CTH G
(DOLLAR GENERAL DRIVE ACCESS)

The design for the construction of a new access intersection for Dollar General Drive onto CTH G is nearly complete. To carry out the project, additional right of way and releases from utilities are required. While the design and construction of these improvements is the responsibility of the City of Janesville, the County has agreed to acquire certain interests in land in Sections 13 & 24 of the Town of Rock and City to facilitate an efficient legal process. Staff, consultant and acquisition costs will be reimbursed to the County by the City. This assures that the City can receive reimbursement for these costs through its Transportation Economic Assistance (TEA) Grant from the State. It is required by Statute that the County Board pass a relocation order as the first legal step in the process.

This resolution adopts a relocation order for the lands requested and delegates responsibility for implementation to the Public Works Committee and Director of Public Works.

RELOCATION ORDER

12.E.(4)

Ipa1708 08/2011 (Replaces LPA3006)

Project G-2	Road name CTHG	Highway CTH G	County Rock
Right of way plat date	Plat sheet number(s) Four 1- Page TPP's	Previously approved Relocation Order date	

Description of termini of project: BEGIN RELOCATION ORDER:

At a point 1967 feet south, (286+00), and 75 feet west, more or less, of the Southeast corner of section 13, (also known as the Northeast corner of section 24 and station 305+67, more or less), Township 2 North, Range 12 East of the Fourth P.M., Town of Rock, County of Rock, Wisconsin; thence in a northerly direction 3,400 feet, more or less, to a point 1333 feet north, (319+00), and 152 feet west, more or less of the Southeast corner of section 13 aforesaid, being the point of terminus for this Relocation Order. Portions of this Relocation Order are situated in the City of Janesville.

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the highway designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Sections 83.07 and 83.08, Wisconsin Statutes, the County of Rock orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: County of Rock
3. This order supersedes and amends any previous order issued by the:

Name and Title

Date

ORDINANCE

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Benjamin J. Coopman
DRAFTED BY

Public Works Committee
SUBMITTED BY

October 14, 2015
DATE DRAFTED

AMENDING CHAPTER 3 (PUBLIC PEACE AND ORDER)
OF THE ROCK COUNTY CODE OF ORDINANCES

1
2
3
4
5
6
7
8
9
10

The County Board of Supervisors of the County of Rock does ordain as follows:

Part 1 – Traffic Code, Sec. 3.103 – Specific Speed Limits, of the Rock County Code of Ordinances shall be amended to read as follows (~~crossed out language being deleted and~~ underlined language being added):

(7) County Trunk Highway “G”

(e) 45 miles per hour, Towns of Rock and La Prairie, Rock County, from a point ~~0.61~~ 1.00 mile south of the intersection with STH 11 northerly to the intersection of STH 11, for a distance of ~~0.61 mi (3200 feet)~~ 1.00 mi (5,280 feet).

Respectfully Submitted:

PUBLIC WORKS COMMITTEE

Betty Jo Bussie
Betty Jo Bussie, Chair

Brent Fox
Brent Fox, Vice-Chair

Eva Arnold
Eva Arnold

Brenton Driscoll
Brenton Driscoll

Rick Richard
Rick Richard

LEGAL NOTE:

The County Board is authorized to adopt this ordinance by majority vote of a quorum, by Secs. 59.02, 59.03(1) and 346.57, Wis. Stats.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

FISCAL NOTE:

No fiscal impact.

Sherry Oja
Sherry Oja
Finance Director

15-10B-398

Executive Summary
Amending Chapter Three of Ordinances
Specific Speed Limits - CTH G

On October 23, 2014, the Rock County Board of Supervisors approved amendments to the speed limits on many county trunk highways. These amendments included speed zone changes on CTH G between the City of Beloit city limits and City of Janesville city limits. This amendment was consistent with the speed zones planned for the CTH G reconstruction project. The project design provided a 45 mile per hour (mph) speed zone beginning 0.61 miles (3,200 feet) south of WIS 11 continuing northerly to the intersection of CTH G and WIS 11.

With the recently approved Dollar General Drive access on CTH G, adjustments to the speed zone are necessary.

Based on the plan for the Dollar General Drive access intersection, an extension of the speed zone from 0.61 miles (3,200 feet) south of WIS 11, to a point 1.00 mile (5,280 feet) south of WIS 11 is recommended.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

October 29, 2015
DATE DRAFTED

RECOGNIZING CONSTANCE LAMBERT FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Constance Lambert has served the citizens of Rock County over the past 42 years, 4 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Constance Lambert began her career with Rock Haven as a Certified Nursing Assistant on June
- 5 16, 1972; and,
- 6
- 7 **WHEREAS**, Constance Lambert also worked as a Physical Therapy Aide, she accepted an Environmental
- 8 Service Worker position; and,
- 9
- 10 **WHEREAS**, Constance Lambert has worked diligently in that position until her retirement on November 2,
- 11 2015; and,
- 12
- 13 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 14 commend Constance Lambert for her long and faithful service.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 17 _____ day of _____, 2015 does hereby recognize Constance Lambert for her 42 years, 4 months of
- 18 service and extend their best wishes to her in her future endeavors; and,
- 19
- 20 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 21 resolution to Constance Lambert.

15-11D-427

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

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni
J. Russell Podzilni, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Betty Jo Bussie
Betty Jo Bussie

Eva Arnold
Eva Arnold

Mary Mawhinney
Mary Mawhinney

Alan Sweeney
Alan Sweeney

Henry Brill
Henry Brill

Louis Peer
Louis Peer

Terry Thomas
Terry Thomas

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Kathren Sukus
INITIATED BY



Kathren Sukus, Director
DRAFTED BY

Public Safety and Justice
SUBMITTED BY

October 13, 2015
DATE DRAFTED

RECOGNIZING JUDITH WALLANDER

- 1 WHEREAS, Judith Wallander has served the citizens of Rock County for over twenty-five (25) years as
2 a loyal and dedicated employee of Rock County; and,
3
4 WHEREAS, Judith Wallander started her career with Rock County as a dispatcher for the Sheriff's
5 Office on August 27, 1990. Answering calls from citizens and dispatching public safety resources; and,
6
7 WHEREAS, on October 18, 1993, Ms. Wallander was hired as a telecommunicator for the newly formed
8 county-wide consolidated 911 Center. On July 9, 2002 Judith was promoted to the position of shift
9 supervisor; and,
10
11 WHEREAS, Ms. Wallander was an integral part of the Communications Center's training program, filling
12 the role of training coordinator since 2003. In this role Judy did an exemplary job of guiding trainers and
13 trainees as well as making sure training documentation and learning materials were kept up-to-date and in
14 order; and,
15
16 WHEREAS, Ms. Wallander will retire from public service on December 5, 2015.
17
18 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
19 this _____ day of _____, 2015, does hereby recognize Judith Wallander for her twenty-five
20 (25) years of service and wishes to express their sincere appreciation on behalf of Rock County along with
21 best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver
Mary Beaver, Chair

J. Russell Podzilni
J. Russell Podzilni, Chair

Henry Brill
Henry Brill, Vice Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Terry Fell
Terry Fell

Eva Arnold
Eva Arnold

Brian Knudson
Brian Knudson

Henry Brill
Henry Brill

Larry Wiedenfied
Larry Wiedenfied

Betty jo Bussie
Betty jo Bussie

Absent
Mary Mawhinney

Louis Peer
Louis Peer

Absent
Alan Sweeney

Terry Thomas
Terry Thomas

15-11D-428

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee
INITIATED BY



Annette Mikula, HR Director
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

October 28, 2015
DATE DRAFTED

SETTING THE 2015 SALARY OF THE COUNTY ADMINISTRATOR

- 1 **WHEREAS**, the County Administrator's current salary is \$127,500.00; and,
- 2
- 3 **WHEREAS**, the County Board Staff Committee reviewed the County Administrator's salary, other benefits,
- 4 and the annual adjustments received by other County employees in 2015; and,
- 5
- 6 **WHEREAS**, the County Board Staff Committee recommends a 1.5% increase to the County Administrator's
- 7 salary and benefits effective January 1, 2015, which is consistent with adjustments for other County employees.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled on
- 10 this _____ day of _____, 2015 does hereby authorize that the County Administrator's salary
- 11 be adjusted by 1.5% effective January 1, 2015.
- 12
- 13 **BE IT FURTHER RESOLVED**, that the health insurance plan granted other Unilateral employees be
- 14 continued.
- 15
- 16 **BE IT FURTHER RESOLVED**, that the dental plan available to Unilateral employees be continued.
- 17
- 18 **BE IT FURTHER RESOLVED**, that the current car allowance of \$6,000 annually be continued and the
- 19 current expense allowance of \$2,000 annually be continued.
- 20
- 21 **BE IT FURTHER RESOLVED**, that the County continues to contribute annually to a deferred compensation
- 22 program and the contribution in 2015 be \$4,500.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni
J. Russell Podzilni, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Eva Arnold
Eva Arnold

Henry Brill
Henry Brill

Betty J. Bussie
Betty J. Bussie

Mary Malwhinney
Mary Malwhinney

Louis Peet
Louis Peet

Alan Sweeney
Alan Sweeney

Terry Thomas
Terry Thomas

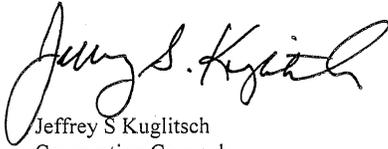
15-11D-429

RESOLUTION SETTING THE 2015 SALARY OF THE COUNTY ADMINISTRATOR

Page 2

LEGAL NOTE:

The County Board has the authority to take this action pursuant to 59.18(4) Wis. Stats.



Jeffrey S Kuglitsch
Corporation Counsel

FISCAL NOTE:

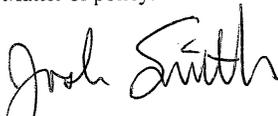
	<u>Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>% Wage Increase</u>	<u>Overall % Increase</u>
2015	\$185,747.12	\$2,070.28	1.5% eff. 1/1/2015	1.115%



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith
County Administrator