



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## AMENDED NOTICE OF MEETING

**COMMITTEE:** ADMINISTRATION &  
PERSONNEL COMMITTEE  
**TIME:** 9:00 a.m.  
**PLACE:** Monroe County Justice Center  
Monroe County Board Assembly Room  
\*South Side/Oak Street Entrance\*  
1<sup>st</sup> Floor – Room #1200  
112 South Court Street  
Sparta, WI 54656  
**DATE:** Tuesday June 14, 2022

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of May 17, 2022
4. Information Technology Director Report
5. Personnel Director
  - a. Resolution(s) – Discussion/Action
    - Resolution Authorizing the Establishment of a Full-time Community Health Educator in the Monroe County Health Department
    - Resolution Authorizing Changes to the Monroe County Personnel Policy Manual - Compensation Plan
    - Resolution Authorizing Changes to the Monroe County Personnel Policy Manual to Add Section 4.583 Infectious Disease Policy
  - b. Director Report
6. County Administrator Report
7. Next Month's Agenda Items
8. Adjournment

Wallace Habegger, Committee Chair  
Date notices mailed: June 10, 2022

*Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations.  
We ask that if you are running a temperature or not feeling well, please do not place others at risk.*

**PLEASE NOTE:** A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.



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  - a. Resolution(s) – Discussion/Action
    - Resolution Authorizing Changes to the Monroe County Personnel Policy Manual - Compensation Plan
    - Resolution Authorizing the Establishment of a Full-time Community Health Educator in the Monroe County Health Department
  - b. Long Term Infectious Disease Policy – Discussion
  - c. Director Report
6. County Administrator Report
7. Next Month's Agenda Items
8. Adjournment

Wallace Habegger, Committee Chair  
Date notices mailed: June 8, 2022

*Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations.  
We ask that if you are running a temperature or not feeling well, please do not place others at risk.*

**PLEASE NOTE:** A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Administration & Personnel Committee  
May 17, 2022

Present: Wallace Habhegger, Jason Jandt, Todd Sparks, Toni Wissestad

Absent: James Kuhn

Others: Tina Osterberg, Ed Smudde, Rick Folkedahl, Cedric Schnitzler, Jeremiah Erickson, Lisa Aldinger Hamblin, Ron Hamilton, Alison Elliott, Chad Ziegler, Linda Smith, Adrian Lockington, Chris Weaver, Wes Revels, Pamela Pipkin

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Wallace Habhegger.

- Election of Committee Vice Chair – Motion by Todd Sparks second by Toni Wissestad to nominate Jason Jandt as Vice Chair. Chair Habhegger called 3 times for any more nominations. Carried 4-0.
- Establishment of Monthly Meeting Date/Time – 2<sup>nd</sup> Tuesday of the month at 9:00 a.m.
- Next Month's Meeting Date/Time – The next meeting is June 14, 2022 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Toni Wissestad second by Jason Jandt to approve the April 12, 2022 minutes. Carried 4-0.
- Administrator Line Item Transfer – Motion by Toni Wissestad second by Todd Sparks to approve line item transfer. Tina Osterberg, County Administrator explained the 2022 line item transfer in the amount of \$755.00 for a portable PA system. Carried 4-0.
- Land Information
  - a. Notice of Budget Adjustment – Motion by Todd Sparks second by Jason Jandt to approve budget adjustment. Jeremiah Erickson, GIS Specialist/LIO explained 2022 budget adjustment in the amount of \$10,000.00 for strategic initiative grant. Carried 4-0.
  - b. RFP, PLSS Corner Remonumentation & GPS Coordinate Acquisition – Jeremiah explained request for proposal for corner remonumentation and GPS coordinates.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
  - a. Resolutions:
    1. Resolution Authorizing One Children's Long Term Support Services (CLTS) Social Worker Position in Monroe County. Motion by Jason Jandt second by Toni Wissestad to adopt resolution. Ron Hamilton, Human Services Director explained request for one CLTS Social Worker. Discussion. Carried 4-0.
    2. Resolution Authorizing the Establishment of a Park Manager Position in the Forestry and Parks Department. Motion by Toni Wissestad second by Jason Jandt to adopt resolution. Chad Ziegler, Forestry & Parks Administrator explained request for Park Manager Position. Discussion. Carried 3 yes, 1 no.
    3. Resolution Authorizing an Additional Sanitation and Zoning Officer Position in Monroe County. Motion by Jason Jandt second by Toni Wissestad to adopt resolution. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained request for Sanitation and Zoning Officer Position. Discussion. Carried 4-0.
    4. Resolution Authorizing the Establishment of Personal Care Assistant Positions within Rolling Hills Senior Living. Motion by Todd Sparks second by Toni Wissestad to adopt resolution. Linda Smith, Nursing Home Administrator explained request for Personal Care Assistant Positions. Discussion. Carried 4-0.
    5. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Compensation Plan. Ed Smudde, Personnel Director provided revisions to the Personnel Policy Manual to members. Ed asked the committee to review and requested to place the resolution on next month's agenda so that members had time to review the policy. Chair Habhegger noted that the resolution would be placed on next month's agenda.

- b. Long Term Infectious Disease Policy – Ed Smudde explained that a policy is currently being drafted to cover all infectious diseases within the County.
  - c. Ed Smudde provided the monthly Personnel Directors report.
- Resolution Amending Board Rules for In Person Meeting Attendance Clarification and Emergency Declarations – Motion by Jason Jandt second by Toni Wissestad to adopt resolution. Tina Osterberg, County Administrator explained updates to the County Board Rules clarifying emergency declarations. Discussion. Carried 4-0.
  - Review of COVID-19 Emergency Declaration – Cedric Schnitzler explained that a Declaration Ending Extraordinary Circumstances will be included on the May 25, 2022 board agenda.
  - Extraordinary County Board Rules for Long-term Emergency Events and a Procedure for Declaring and Ratifying Use of those Rules – Resolution Amending Board Rules for In Person Meeting Attendance Clarification and Emergency Declaration was already established and adopted above.
  - Tina Osterberg provided the County Administrator Report.
  - Next Month's Agenda Items: Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Compensation Plan; Long Term Infectious Disease Policy.
  - Chair Wallace Habegger adjourned the meeting at 11:59 a.m.

Shelley Bohl, Monroe County Clerk  
Recorder

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A FULL-TIME COMMUNITY HEALTH EDUCATOR IN THE MONROE COUNTY HEALTH DEPARTMENT**

**WHEREAS**, the Monroe County Health and Human Services Board and Administration & Personnel Committee request the establishment of a full-time Community Health Educator position in the Health Department; and

**WHEREAS**, Monroe County Health Department's goal is to protect, promote and improve the health of the community; and

**WHEREAS**, the Monroe County Health Department's role is to assess the needs, resources, and capacity of individuals and communities; and

**WHEREAS**, the Monroe County Health Department plans, implements, and conducts evaluation and research related to health education and promotion; and

**WHEREAS**, education of the public is a key factor for preventing, promoting, and protecting the health of communities; and

**WHEREAS**, a Community Health Educator would bring a level of expertise and focus to meet the objectives as set forth in the American Rescue Plan Act; and

**WHEREAS**, a Community Health Educator would bring additional grant-writing skills to Monroe County, further supporting the health of Monroe County residents in a cost-effective manner; and

**WHEREAS**, public health is a rapidly evolving area of public service requiring ongoing education for public health workers and continued development of approaches to public health issues; and

**NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they authorize the establishment of a full-time Community Health Educator position in the Health Department effective July 1, 2022.

Dated this 22<sup>nd</sup> day of June, 2022

Offered by the Administrative & Personnel Committee

Purpose: Approve a new Community Health Educator full-time position for July 1, 2022.

Fiscal Note: Funding for the position (\$41,417 in the first year and \$82,368 years thereafter) will be through grants. If grant funding ceases for this position, this position will be reviewed.

Finance Vote (If required):

\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Drafted & Approved as to form on \_\_\_\_\_

\_\_\_\_\_  
Lisa Aldinger Hamblin, Corporation Counsel

ADOPTED  FAILED  AMENDED

OTHER \_\_\_\_\_

County Board Vote on: \_\_\_\_\_ 20\_\_

\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: \_\_\_\_\_, 20\_\_

\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee Chair: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

STATE OF WISCONSIN  
COUNTY OF MONROE

I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # \_\_\_\_\_ acted on by the Monroe County Board of Supervisors at the meeting held on \_\_\_\_\_.

\_\_\_\_\_  
SHELLEY R. BOHL, MONROE COUNTY CLERK

*A raised seal certifies an official document.*

# New Position Analysis



- New position
- Increased hours to current position
- Additional existing position

<b>Date:</b> May 23, 2022	<b>Department:</b> Health
<b>Department Head Name:</b> Tiffany Giesler	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

The COVID-19 pandemic brought to light the lack of emergency response infrastructure within the health department. All efforts were focused on COVID-19 response, and we were unable to continue other public health programming at the same level. Many initiatives and programs were paused which greatly impacts our community. Through the pandemic we were able to identify gaps in care that our community experiences, especially as a rural county. To increase capacity of our department and to better serve our community, we are requesting a full-time Community Health Educator position. Having an additional full-time staff member would help us to build our programs, improve our preparedness efforts, and help us to move past working in crisis mode.

According to a study conducted by the National Association of City and County Health Officials, for a county with a population of our size ( up to 50,000), our department should have the equivalent of 21.6 FTE's. The Health Department currently has 11.5 FTE's. (12.5 including current contact tracer time)

The role of this position is to reestablish a foundation for the health department and help to identify how we can better serve and meet the needs of our community. This work will be guided by data collected from our Community Health Assessment, statutory requirements from Wisconsin Department of Health Services, and the 10 essential services of public health. We currently have funding slated to build our workforce and implement recovery efforts through AARPA and workforce development funds.

<b>Suggested Title:</b> Community Health Educator			
<b>Personnel Director's Recommended Classification:</b>	<b>Grade:</b> 12	<b>FLSA Class:</b> Exempt-Professional	
<b>Full-time:</b> <input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b> July 1, 2022	

\*Current or newly created Job Description in current County format must be attached.\*  
\*A completed and approved Resolution must also accompany this Position Analysis.\*

## Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
\$25.09	\$52,187	\$3,393	\$3,236	\$757	\$617	\$21,376	\$784	\$18

1. Where will the funds for this position come from?  
 ARPA and Worforce Development grant dollars  
 \_\_\_\_\_
2. What equipment will need to be purchased for this position (desk, etc.)?  
 none  
 \_\_\_\_\_
  - a. Is office space presently available? yes      Where? Community Services Building
  - b. Estimated cost of needed equipment? None
  - c. Is the cost of needed equipment in the department budget? none
3. What is the grand total cost of all items this fiscal year? \$41,417
4. What is the annual cost of salary and fringes, thereafter? \$82,368

**Supervisory Responsibility** (if applicable):

1. In brief detail, explain the supervisory authority this position will have:

--

2. Number of employees Directly supervised: \_\_\_\_\_ Indirectly: \_\_\_\_\_

List the position titles that will report to this position:


3. What position title will this position report to? Director/Health Officer

**County Administrator – Action:**

Date: May 23, 2022	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>	
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**Committee of Jurisdiction:** \_\_\_\_\_ – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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**Administration & Personnel Committee – Action:**

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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**Finance Committee – Action on Fiscal Note:**

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	by a vote of:
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**County Board – Action:**

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
By a vote of:	aye	nay	absent/abstention



<b>Job Title:</b>	<b>Community Health Educator</b>	<b>Department:</b>	Health Department
<b>Location:</b>	315 West Oak Street, Suite B, Sparta, WI	<b>FLSA Category:</b>	Exempt- Professional
<b>Immediate Supervisor:</b>	Health Department Director/Health Officer	<b>Salary Grade:</b>	12
<b>Supervision Exercised:</b>	None	<b>Position Type:</b>	Full-time

**Basic Functions and Responsibilities**

Under direction of the Director, The Community Health Educator (CHE) is responsible for gathering input and collaborating with community partners to inform the development and implementation of community-based public health policies and programs. Emphasis is on community mobilization, program planning and development, communication, cultural competency and policy development. Interaction with socio-economic and culturally diverse populations and community organizational partners is a key component of work activities. Work is performed independently and as part of an interdisciplinary team.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Provide assessment and surveillance of public health to identify community needs to support activities focused at the individual, community and systems levels
- Develop and maintain coalitions, task forces and/or collaborations with local health care providers and other sector agencies and/or individuals involved in similar programs and services
- Prepare and conduct population-based educational programs
- Assure the availability and accessibility of the department programs
- Perform and/or assist a PHN or other staff in clinically-oriented duties
- Facilitate workgroups to determine program goals, objectives, and outcomes
- Record keeping for individually focused programs that assures proper documentation and tracking of information
- Develop and provide information, education and outreach such as newsletters or press releases on various public health and/or grant programs
- Market, develop, deliver and evaluate various programs and services
- Program specific data collection, analysis, and reporting to assure that program goals are met or to identify gaps that need to be addressed
- Involvement in monitoring budgets within each assigned program
- Actively participate in quality improvement/performance management projects and may provide education to staff on QI processes and project results
- Represent the Health Department on applicable coalitions and committees
- Assume responsibility for professional development by participating in continuing education program/training
- Participate in Health Department response during public health emergency
- Complete other duties that may be assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Graduation from an accredited college or university with a Bachelor's Degree in Community Health Education, Public Health, or other suitably related field.
- Experience working as a Community Health Educator in health promotion or similar area preferred.
- Certification as Health Education Specialist preferred.
- Valid driver's license and reliable transportation with sufficient liability insurance.

**PHYSICAL DEMANDS**

A large percentage of time is spent sitting, standing, feeling, talking, hearing, using near vision, judgment. Walks, stoops, climbs, reaches, handles, keyboarding, uses far vision, lifts, carries, pushes/pulls up to 80 pounds intermittently. A lesser amount of time is spent traveling to and moving about the WIC sites.

**ADDITIONAL NOTES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**MONROE COUNTY  
PERSONNEL COSTS  
2022 BUDGET**

DEPARTMENT: Health Department

\*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
Grade N (25.09)												
Community Health Educ.	2080 hrs	\$ 52,187		\$ 3,393	\$ 3,236	\$ 757	\$ 21,376	\$ 784	\$ 18	\$ 29,564	\$ 617	\$ 82,368
Full Year												
Community Health Educ.	1048 hrs	\$ 26,294		\$ 1,710	\$ 1,631	\$ 382	\$ 10,688	\$ 392	\$ 9	\$ 14,812	\$ 311	\$ 41,417
Begin July 1, 2022												
<b>Grand Total</b>		\$ 78,482		\$ 5,103	\$ 4,867	\$ 1,139	\$ 32,064	\$ 1,176	\$ 27	\$ 44,376	\$ 928	\$ 123,786

Wisconsin Retirement

General Employee - 0.0650  
Protective Employee - 0.1204

2022 Workers Compensation Rate

Street Const. 0.0186  
Protective 0.0095  
Municipal Oper. 0.0118  
Office/Clerical 0.0006

2022 Health Insurance

87% CoShare  
Single \$734.96  
Family \$1,781.34

Social Security 0.062  
Medicare 0.0145

2022 Dental Insurance

87% CoShare  
Single \$21.01  
Family \$65.33

Life Insurance \$1.50

**\*Insurance Rates for part-time employees are different - please call Personnel or Finance for rates**

**RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – COMPENSATION PLAN**

1 **WHEREAS**, the Monroe County Administration and Personnel Committee, recommends approval of the  
2 Personnel Policy Manual changes proposed by the Personnel Director to section 4.25 Compensation Plan, section  
3 4.26 Format of Compensations Plan, section 4.27 Rules for Administration of the Compensation Plan, and section  
4 4.61 Resignation as referenced on the attached document; and  
5

6 **WHEREAS**, to remove the language in red on the attached document referencing language for our  
7 previous compensation plan in sections 4.25-4.27 and section 4.61; and  
8

9 **WHEREAS**, to replace that language with the highlighted text in yellow of the attached document. This  
10 language references changes in policy to reflect the McGrath Human Resources Group wage and benefit study  
11 that was completed and implemented by a previous resolution; and  
12

13 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that effective this  
14 date they do hereby authorize the proposed Personnel Policy Manual changes as set out in the attached document  
15 adjusting the language in sections 4.25 Compensation Plan, section 4.26 Format of Compensations Plan, section  
16 4.27 Rules for Administration of the Compensation Plan, and section 4.61 Resignation to go into effect  
17 immediately.  
18

19 Dated this 22<sup>nd</sup> day of June 2022.  
20

21 Offered by the Administration & Personnel Committee.  
22

23 Purpose: Approve changes to Personnel Policy Manual in sections 4.25 Compensation Plan, section 4.26 Format  
24 of Compensations Plan, section 4.27 Rules for Administration of the Compensation Plan, and section 4.61  
25 Resignation to go into effect immediately to comply with the newly implemented compensation plan as  
26 recommended by McGrath Human Resources Group.  
27

28 Fiscal note: No direct costs.

Finance Vote (If required):  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: \_\_\_\_\_, 20\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Approved as to form on \_\_\_\_\_  
\_\_\_\_\_  
Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADOPTED  FAILED  AMENDED  
 OTHER \_\_\_\_\_  
County Board Vote on: \_\_\_\_\_ 20\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

STATE OF WISCONSIN  
COUNTY OF MONROE  
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is  
a true and correct copy of Resolution # \_\_\_\_\_ acted on by the Monroe  
County Board of Supervisors at the meeting held on \_\_\_\_\_.  
\_\_\_\_\_  
SHELLEY R. BOHL, MONROE COUNTY CLERK  
*A raised seal certifies an official document.*

# Monroe County Proposed Personnel Policy Manual Changes regarding Compensation Resolution:

Pages 14 - 19

## COMPENSATION PLAN

### 4.25 INTRODUCTION.

- (1) The compensation plan shall include the schedule of salary grades each consisting of a salary range for each grade. The objective of this plan is to provide an appropriate salary structure to recruit and retain an adequate number of competent employees.
- (2) The Administration and Personnel Committee shall be responsible for the development and administration of the Compensation Plan through periodic reviews and comparative studies of pertinent factors affecting levels of salary. When appropriate, the Personnel Director shall recommend necessary changes to the County Administrator and the Administration and Personnel Committee which shall become effective upon approval of the County Board.
- (3) The Compensation Plan shall be based on the principle of equal pay for equal work. Placement in salary grades shall be determined by factors that may include, but are not limited to, education and experience required, scope of supervisory responsibility, knowledge and discretion, customer and client service orientation, occupational skills, exposure to risks and hazards, and physical effort involved. ~~<12/00> These weighted factors provide a score for positions which determines placement in a salary grade.~~

### 4.26 FORMAT OF COMPENSATION PLAN.

- (1) **SALARY GRADES.** Salary grades shall be established to differentiate between positions within the county by providing compensation based on market analysis, internal equity, education and experience required, scope of the duties, level of supervision exercised, exposure to risks, and hazards. ~~providing fair pay differentials between groups with similar weighted factor scores.~~
- (2) **RANGES.** The salary ranges have been developed around the market rate of the schedule, which is set at average market for each position. There is a 12% range between the minimum and market point. The total spread from minimum to maximum is 30%. There is 6-12% between pay grades. ~~Each grade shall have a salary range where the market rate for the position is at 100 percent which is the midpoint, 80 percent is the minimum for the grade, and 120 percent is the maximum for the grade. Wage adjustments shall normally be attained in 12 month intervals providing the employee receives a satisfactory performance review.~~

### 4.27 RULES FOR ADMINISTRATION OF THE COMPENSATION PLAN.

- (1) AUTHORIZED SALARY GRADES SHALL BE INTERPRETED AND APPLIED AS FOLLOWS.
  - (a) Initial Employment. The hire rate shall be the entrance rate payable to any employee upon appointment to a position. If recruitment difficulties exist, or if a potential appointee possesses unusual qualifications directly related to the requirements of the position, the Personnel Department may authorize appointment up to eight percent (8%) above the minimum rate ~~88 percent~~ in the grade, as long as the wage remains within the established budget for the department that is hiring. If hiring difficulties still exist after the initial recruitment due to

hiring salary range (~~80-88%~~), an appeal may be made to the County Administrator for further consideration which may include approval of a higher rate above 8% above the minimum rate up to the ~~100 percent midpoint market~~ of the grade or the approval of increased benefit levels on a case-by-case basis. In rare recruiting circumstances the County Administrator may exceed the market ~~midpoint~~ of the salary range with the recommendation of the Personnel Director. New employees may receive salary adjustments in coordination with the performance evaluation process.

- (b) Promotion or Demotion. If an employee is promoted or demoted and the new salary rate is the range minimum, the employee will remain at that rate until the next performance evaluation at which time the rate may be adjusted. Starting salary due to promotion or demotion would be recommended by the Personnel Director, with the approval of the County Administrator.
  - (c) Part-time Employment. Unless indicated otherwise, all rates prescribed in the salary grades are the rates authorized for full-time employment. Part-time employees are paid the hire rate which is equivalent to or compatible with the hire rate established for similar full-time positions. Subsequent adjustments shall be in accordance with the performance evaluation process.
  - (d) Compensation During Temporary Assignment. An employee who is temporarily assigned to a position in a higher salary grade than the employee's current rate for a period of sixty days or more, shall be paid at the rate in the higher grade which gives the employee an increase for the period worked in the temporary assignment. An employee who is temporarily assigned to a position with a lower salary grade, for any period, shall not receive a reduction in salary. ~~No temporary assignment shall exceed six months.~~ In any instance, the salary rate during temporary assignment shall be handled on a case-by-case basis between the department head and the Personnel Director with approval of the County Administrator. The department head is responsible for reporting any temporary assignments to the appropriate committee and the Personnel Director is responsible for reporting any temporary wage rate changes to the Administration and Personnel Committee.
  - (e) Establishment of Departmental Work Rules. For any establishment of work rules outside of the scope of the Monroe County Personnel Policy these are to be approved by the County Administrator on a case by case basis.
  - (f) Other Wage Adjustments. In times of extreme need due to market demand or external factors the County Administrator would have the authority to authorize wage increases outside of pay for performance if the determination was warranted and within current established department budget, by the department head and Personnel Director.
- (2) PAY FOR PERFORMANCE. The Monroe County pay for performance compensation system is designed to link employee work performance to the strategic plan and mission of Monroe County, as well as motivate employees to develop and contribute to the maximum of their ability by compensating those employees based on job performance.
- (a) OUTCOMES. The County's pay for performance compensation system will produce the following outcomes:
1. Aligns pay and performance with the County's mission, strategic plan, values, leadership and culture.

2. Differentiates among performers in evaluation and recognizes varying levels of performance through variations in compensation.
3. Directs the focus on outcomes and results that benefit the public, and strengthens public confidence that the County will listen, adapt, and produce results.
4. Maintains the County's competitive position in the labor market in order to attract and retain the best talent possible.
5. Provides incentives for continuous performance improvement and high achievement.

(b) STANDARDS. The County's pay for performance compensation system has the following standards:

1. The pay for performance compensation policy will be understood and accepted by employees.
2. All departments are responsible for establishing operational goals for each of its units and employees that are specific, measurable, attainable, realistic and timely.
3. All employees will be evaluated in an appropriate category for his/her position as outlined by a standard set of core competencies.
4. All departments will be expected to engage in continuous measurement, assessment, coaching and feedback.
5. All departments will use the official evaluation format provided by the Personnel Department for all evaluations ~~to include introductory period and annual reviews.~~
6. All employees' annual performance evaluations shall be reviewed by the Department Head or designated managers, prior to submission to the Personnel Department.
7. The Personnel Director shall review the effectiveness of the County's performance evaluation system upon which pay for performance is based and, in consultation with the County Administrator, make revisions to the program as necessary to encourage employee performance that strives to attain the mission and goals of the County.

(c) FUNDING. Each fiscal year the County Administrator shall recommend an appropriate funding level to be available for pay for performance wage adjustments through the budget process. The County Administrator will take into account the County's overall financial state in establishing a budget for pay for performance, and cost of living adjustment for the wage scale, which is part of the overall budget submitted to the County Board of Supervisors.

(d) SCOPE. The pay for performance compensation system applies to all regular full-time and part-time employees whose pay is not subject to some other pay system, contract or agreement. Exceptions to the pay for performance compensation system include elected officials, union employees, and temporary, on-call and casual call employees. Eligible employees may be considered for pay for performance adjustments only once in each fiscal year. Employees at the maximum of their pay grade are not eligible to be considered for pay for performance adjustments, but the County Administrator may grant an exception for extenuating circumstances.

(3) COMPENSATION RATES FOR POSITIONS. The compensation rate for each position uses the following terms and figures.

- (a) Hourly rate = straight time rate (ST).
- (b) Pay period rate = 80 hours x ST.
- (c) Monthly rate = annual rate divided by 12 or 173 hours x ST.
- (d) Annual rate = 2080 hours x ST.

(4) ESTABLISHMENT AND MAINTENANCE OF COMPENSATION RATES.

- (a) Hourly and annual rates are to be established or maintained according to established procedure on file in the Personnel Department.
- (b) The compensation plan will be updated on a periodic basis so that rates remain current and competitive.

(5) OVERTIME/COMPENSATORY TIME.

- (a) Exempt employees (see 4.18(7)) shall be compensated as follows:

1. Overtime shall be allowed for necessary work in excess of 40 hours worked in a work week, excluding paid time off, with prior approval of the employee's department head or designee. Paid time off shall not be counted as hours worked. For an hour of overtime, the employee is entitled to an hour of compensatory time. Compensatory time may be accumulated to a maximum of forty hours. <9/90> No excess time less than one-half hour segments thereof (rounded to the nearest one-half hour) in any day shall be considered.
2. Compensatory time may be used with prior approval of the employee's department head or designee. The use of compensatory time shall not conflict with the needs of the department. It is expected that compensatory time be used on an ongoing basis as work loads permit. Compensatory time may be used in segments of one-half hour or increments of same.
3. Exceptions must be approved by the County Administrator.
4. Accumulated time, when an employee is assigned to regular shifts to fill in for other employees, such as Registered Nurses, will not be included in the forty hour maximum accumulation. Full-time Registered Nurses overtime hours will be compensated at the rate of one and one-half times the regular rate of pay when filling in for shifts as assigned. <6/89>
5. The Highway Patrol Superintendent and Highway Supervisor will be compensated at the straight hourly pay rate with one hour for each hour of emergency comp time acquired on weekends and holidays per Resolution 89-84, November 8, 1989.
6. Each department head is responsible to ensure that accumulation of, reasons for, and use of compensatory time by department is being done correctly, and is submitted through the appropriate payroll timekeeping system for review each bi-weekly payroll. ~~Each department head is responsible for maintaining permanent records showing accumulation of, reasons for, and use of compensatory time by department staff. Forms for this purpose are available in the Personnel Office. Increments of time should be rounded to the nearest one-half hour. Compensatory time records will be submitted to the Personnel Office on a semi-annual basis, on April 15 for the period October 1 through March 31 and on October 15 for the period April 1 through September 30. <5/90>~~



7. As stated in 4.27(5)(a)(1), compensatory time accrual/usage must be approved by the employee's department head or designee; in addition, compensatory time accrual/usage by a department head must be approved **bi-weekly** ~~on a monthly basis~~ by the County Administrator. <5/90>
8. Under no circumstances shall employees be permitted to use compensatory time prior to actually earning the time.
9. In all instances, use of compensatory time shall count as time worked.
10. An exempt employee's salary may be reduced for partial day absences for personal reasons or because of illness or injuries when accrued leave is not used by the employee because the employee's accrued leave has been exhausted or the employee chooses to use leave without pay while on state FMLA leave.

This policy is established pursuant to principles of public accountability and complies with the requirements of 29 C.F.R. §541.710.

(b) Non-exempt employees [see 4.18(7)] shall be compensated as follows:

1. Overtime shall be allowed for necessary work in excess of 40 hours worked in a work week, excluding paid time off, with prior approval of the employee's department head or designee. Paid time off shall not count as hours worked. Hours eligible for overtime compensation are any hours worked over forty in a seven day work week (for Sheriff Department officers any hours over 86 in a 14 day work period). These hours must be compensated at time and one-half the regular rate of pay.
2. Employees may be assigned work in excess of eight hours per day without being compensated at time and one-half, if corresponding adjustments are made in the weekly work schedule, providing that the total hours worked do not exceed forty in one week.

(c) Employees covered by a collective bargaining agreement shall be governed by contractual language relative to overtime and/or compensatory time.

(6) PAYROLL TIME SHEETS.

- (a) There shall be 26 two week pay periods annually, **on a typical year, with the potential of 27 pay periods on some years based on the calendar of bi-weekly pay periods.** Employees shall be paid every other Friday (effective July 5, 2019) after a holdback not exceeding two weeks. <5/19>
- (b) Time sheets shall be submitted in the prescribed format to the Finance Department by ~~noon~~ **9:00 AM** of the **Monday Tuesday** following each two week period. Each department head is responsible for the accuracy of the information contained on time sheets.
- (c) Pay checks shall be direct deposit with pay stubs distributed to employees on the Friday (effective July 5, 2019) following a Monday submission of time sheets. If a pay day falls on a holiday, pay checks will be issued the day before the holiday. <1/95><1/98><5/19>

- (7) ROLLING HILLS REGISTERED NURSE SUPERVISORY PAYMENT. The hire rate for Nursing Supervisor shall be paid to a Registered Nurse assigned a full eight hour shift as a Supervising Nurse, providing the nurse does all supervisory duties normally associated with the supervisory position.
- (8) UNIVERSITY OF WISCONSIN EXTENSION AGENTS. Monroe County and the University of Wisconsin-Extension have entered into a "133" contract ~~assuring the equity in the 40/60 salary and benefits arrangement~~. Monroe County may decide on an annual basis to continue, modify, or discontinue the "133" contract. <Resolution 62-90, November 14, 1990>.
- (9) SHERIFF DEPARTMENT LIEUTENANTS. Lieutenants shall receive the established uniform allowance; and emergency comp time payout as provided for certain Highway Department administrative employees. <Resolution 147-91, August 7, 1991>
- (10) ON-CALL AVAILABILITY. Departments that require on-call availability (e.g., Human Services, Maintenance, Information Technology, Highway, Health Department, Medical Examiner) a coverage and compensation plan specific to the department's needs, with approval of the County Administrator prior to implementation.

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#### 4.61 RESIGNATION.

(1) WRITTEN NOTICE. An employee deciding to leave County employment shall submit a resignation in writing stating the last working day for Monroe County. This notice shall be given to the employee's department head. It is expected that employees will give as much notice as possible to facilitate the hiring and orientation of new staff members. Paid time off (i.e., vacation, sick leave, floating holiday) may not be used to extend the last day worked. The County reserves the right to determine the last day of employment once notice is given. <12/98> Failure to give the required notice of termination shall cause forfeiture of payout of any accumulated benefits, including vacation <6/94>, unless required by law or applicable collective bargaining agreement provisions. Exempt employees who terminate without giving the required notice shall also forfeit accumulated compensatory time.<3/99> The final pay check shall include payment of hours actually worked since the last pay check.

- (a) Employees in classification grades ~~18 A~~ through ~~20 F~~ shall give notice in writing at least two weeks in advance of the planned departure. <1/96><1/01>
- (b) Employees who are not department heads in classification grades ~~6 G~~ through ~~17 Q~~ shall give notice in writing at least three weeks in advance of the planned departure. <1/96><1/01>
- (c) Employees in classification grades R-Z, ~~All-recognized~~ County department heads, and Rolling Hills individual Department Managers/Coordinator, and Registered Nursing Staff as listed below, ~~including and all registered nurses~~, shall give notice in writing at least thirty days in advance of the planned departure.

Rolling Hills/Senior Living Administrator
Director of Nursing
Social Services Manager
Food Service Manager
Medical Records Coordinator
CBRF & Activities Manager
Registered Nurse/Staff Nurse (any position requiring an RN)

- (d) Employees failing to give the required advance notification of termination shall not be considered for reemployment except for unusual reasons and with the consent of the Personnel Director.

**RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL TO ADD SECTION 4.583 INFECTIOUS DISEASE POLICY**

1 **WHEREAS**, the Monroe County Board adopted numerous resolutions over the past three years  
2 to address a Monroe County COVID-19 Response Policy, this resolution is to adapt a long-term solution  
3 and permanent policy manual language; and  
4

5 **WHEREAS**, the need to have an established long-term policy that would address any potential  
6 serious health concern or public health emergency, the attached language in section 4.583 Infectious  
7 Disease Policy addresses this in a manner to provide guidance for employees of Monroe County; and  
8

9 **WHEREAS**, this gives Monroe County the ability to adopt and have clear guidance in times of a  
10 public health emergency; and  
11

12 **NOW, THEREFORE BE IT RESOLVED**, the Monroe County Board of Supervisors, that as  
13 of June 22, 2022, they do hereby establish section 4.583 Infectious Disease Policy as a matter of the full  
14 Monroe County Personnel Policy Manual; and  
15

16 **NOW, THEREFORE BE IT RESOLVED**, that nothing within this resolution should be  
17 construed to limit the constitutional and statutorily granted powers of the Judiciary, the Sheriff, the  
18 District Attorney or any other county office which is granted authority under the Constitution or  
19 Wisconsin Statutes; and  
20

21 **FURTHER BE IT RESOLVED** that the Monroe County Board of Supervisors acknowledges the  
22 authority of the County Administrator and Personnel Department to adopt the Personnel Policies in  
23 accordance with evolving state and federal rules, regulations and policies and directs that substantive  
24 changes shall be presented to the Administration and Personnel Committee and County Board for  
25 consideration for ratification.  
26

27 Offered by the Administration & Personnel Committee this 22<sup>nd</sup> day of June, 2022  
28

29 Purpose: To ratify Personnel Policies created to address the county operations and health, safety and  
30 welfare concerns for the county employees and residents..  
31

32 Fiscal note: No direct budget impact. Any budget impact will be addressed by a separate action or  
33 resolution.

Finance Vote (If required):  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Approved as to form on \_\_\_\_\_  
\_\_\_\_\_  
Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADOPTED  FAILED  AMENDED  
 OTHER \_\_\_\_\_  
County Board Vote on: \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

STATE OF WISCONSIN  
COUNTY OF MONROE  
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is  
a true and correct copy of Resolution # \_\_\_\_\_ acted on by the Monroe  
County Board of Supervisors at the meeting held on \_\_\_\_\_.  
\_\_\_\_\_  
SHELLEY R. BOHL, MONROE COUNTY CLERK  
*A raised seal certifies an official document.*



## Monroe County Personnel Department

124 North Court Street  
Sparta, WI 54656  
(608) 269-8719

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### Monroe County Personnel Policy Manual – Infectious Disease Policy

#### 4.583 Infectious Disease Policy

##### Purpose

The purpose of this plan is to provide guidance to Monroe County Department Heads and employees on Monroe County's plan for responding to any public health emergency. In order for this policy language to be put into action a serious health concern must be determined by the Monroe County Health Director in accordance with the County Administrator.

##### Administration of Infection Disease Policy:

- Once a determination has been made and approved by the Monroe County Health Officer and County Administrator an official announcement will be given to all Monroe County employees as to what the expectations and guidelines will be for the public health emergency.
- All communication will be sent by the Monroe County Personnel Department.
- Any requirements of social distancing, face coverings or masking, or any other precautionary matters will be outlined in detail to assist all staff with expectations and compliance in reference to this policy.

This plan is to provide clarity and guidance regarding taking time off during the public health emergency. With new laws enacted we are looking to give our staff a few options to help them navigate through this difficult time.

#### What does this mean for Monroe County Employees?

##### Employees are expected to follow the guidance listed below:

- Any staff that may be experiencing one or more of the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, chills and fatigue should remain home until cleared by a medical provider or the Monroe County Health Department.
- If a mask or face-covering requirement for certain buildings is put in place, staff working outdoors with the ability to social distance from other individuals will not be required to wear a mask.
- Those who fail to comply with this policy will be subject to discipline per the Monroe County Personnel Policy.
- Some departments and buildings may have additional requirements above and beyond this policy, which may state face coverings are required (example: Rolling Hills). Department Heads would have the authority to implement these requirements.

## Staffing

- Department Heads that wish to continue with the alternate scheduling are authorized to do so. Due to these measures staff may still be working rotating schedules with a combination of telework and office time. It is recommended that you contact the Personnel Department regarding the need to take any of the leave due to public health emergency related circumstances.

Employee – defined as a Monroe County staff member that works full-time (40 hrs. /wk.) or at least part-time status (20 hrs. /wk. or more) that are currently benefit eligible per Monroe County’s Personnel Policy Manual.

## Leave Options

For those who have to take time off due to public health emergency related circumstances whether it be personal illness or child care will have the following options to consider.

Compensation during any public health emergency related leave will be through the use of earned vacation, **sick leave**, floating holiday, comp time or leave without pay. Employee’s will have the choice of the accrual bank or leave without pay during any circumstances directly related to the public health emergency, whether it is a quarantine order, positive test result, own serious illness, or care for an immediate family member. During this process the required certification from a health care facility will be waived unless there is a cause to believe the employee falsified the request and this will be evaluated on a case by case basis. Determination if telework would be an alternative to accrual usage would be dictated by the Department Head. Certain departments may have more strict enforcement to adhere to state and other guidelines for a health care or other type of facility.

Employees shall notify their manager of any leave being taken. All employees taking leave must contact their manager or the Personnel Department for accrual bank usage wishes. If staff do not specifically communicate accrual bank usage to their manager or the Personnel Department their time will be charged as such:

1. Vacation
2. Floating Holiday
3. Sick Leave
4. Comp Time (if applicable)
5. Leave without pay (LWOP)

## Process

All requests for any leave options must be completed on the appropriate Personnel Leave Request Form as maintained by the Monroe County Personnel Department.

## When to Stay Home from Work

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness, including Family & Medical Leave Act leave, and leave without pay.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing one or more of the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

When you communicate to your normal department contact that you are sick or concerned about coming to work, you will be asked to report the following types of information:

- 1) Are you staying home because you are sick, or because you are caring for someone else who is sick?
- 2) Does the illness present flu-like symptoms (fever, cough, sore throat, headache/body aches), or something else?
- 3) If it is flu-like symptoms, do you have any reason to believe you may have contracted COVID-19 or any other designated ailment per the public health emergency?

**If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but not sure whether you should stay home, please stay home and consult your physician via telephone for additional guidance.**

Given the potential seriousness and magnitude of the situation, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise have reason to believe they may have been infected. In addition, a Department Head, in consultation with the Monroe County Health Department may send an employee home who reports to work exhibiting signs of illness as described below.

- The employee is exhibiting flu-like symptoms.
- Someone in the employee's family or household is exhibiting flu-like symptoms.
- The employee has been exposed to someone who is being quarantined due to suspicion of or potential exposure to COVID-19 or other designated ailment per the public health emergency.

If staff are sent home by a supervisor they will have the option to use earned vacation, sick leave, floating holiday, comp time or leave without pay.

In these circumstances, dates of time frames could vary on a case by case basis and will be reviewed with the Personnel Department under the advisement of the Monroe County Health Department. During this process the required certification from a health care facility will be waived unless there is a cause to believe the employee falsified the request and this will be evaluated on a case by case basis. Determination if telework would be an alternative to accrual usage would be dictated by the Department Head. Certain departments may have more strict enforcement to adhere to state and other guidelines for a health care or other type of facility.

Employees shall notify their manager of any leave being taken. All employees taking leave must contact their manager or the Personnel Department for accrual bank usage wishes. If staff do not specifically communicate accrual bank usage to their manager or the Personnel Department their time will be charged as such:

1. Vacation
  2. Floating Holiday
  3. Sick Leave
  4. Comp Time (if applicable)
  5. Leave without pay (LWOP)
- 1) County travel must be approved by department head prior to any travel for conducting County business or operations.
  - 2) County travel required for a court proceeding, a bona fide law enforcement purpose, or by the medical examiner for a death investigation, is exempt from the restriction under section 1.

### School or Daycare Closure

Any employee that must miss work due to school or daycare closures will be required to use their accrued vacation, sick leave, floating holiday, comp time, or leave without pay within the guidelines established within this policy if leave is in direct relation to the public health emergency.

Taking leave without pay under this section will not affect accruals of benefits provided by the county.

For tracking purposes, the Department Head or Supervisor shall have the employee complete the proper form and report the time on the timesheet accordingly for approval.

We are asking departments to be flexible, if possible, with hours of work for staff members to continue to complete tasks. We ask all staff to be in communication and ensure approval through their manager before taking time off.

### Reporting to Work

- 1) Employees should continue to report to work unless directed otherwise. As county employees, we have obligations to maintain services to the extent possible during an emergency. We will be making every effort to reduce exposure in our workplace.
- 2) **Employees who fail to come to work without supervisor approval in a public health emergency will be treated as if they failed to come to work at any other time and may be subject to disciplinary action.**
- 3) Employees may request leave time and it will be reviewed, and approved or denied, in accordance with the leave provisions in this section of the Monroe County Personnel Manual. In general, our objective is to ensure the health and safety of our county employees while continuing the County's critical services. At this time, our goal is to encourage healthy employees that are able, to report to work.
- 4) Employees must work as assigned unless granted leave. Employees may be required to assist in performing work for absent or ill co-workers to ensure that the County is able to provide essential services. The County will make an effort to provide the appropriate protective measures to employees assigned to work in a situation that would put them at greater risk of exposure than the typical interactions encountered in conducting usual life activities.

### Social Distancing

Social distancing includes any action to limit contact with others. General actions we are directing departments to take:

- Limiting face-to-face meetings: To the greatest extent possible, you should be considering how to limit face-to-face meetings, including using email, phone conferences, or videoconferencing when possible. Consider whether any meetings, either within the department or within the community, can be cancelled/rescheduled or conducted remotely with the use of technology. Our default position should be that in-person meetings will be cancelled unless there is a compelling need. If additional technology conferencing tools are needed please reach out to the IT Director and County Administrator for approval of such need.



**Office Closure**

Complete county department/office closure will only be authorized by the County Administrator, with the guidance of Public Health Officials.

**Exceptions to Monroe County Policies and Procedures and this Infectious Disease Policy may be considered and approved by the County Administrator on a case by case basis.**