



MONROE COUNTY BOARD OF SUPERVISORS

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SPARTA, WISCONSIN 54656
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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
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Tuesday September 13, 2022

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of August 9, 2022
4. County Clerk – Request for Line Item Transfer – Discussion/Action
5. Information Technology Director Report
 - Fiber to Zoning / IT
6. Personnel Director
 - a. Resolutions – Discussion/Action
 - Resolution Authorizing a Children and Family Services Supervisor Position
 - Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Adoption and Compensation Plan
 - b. Health Insurance 2023 Premium Rate Establishment – Discussion/Action
 - c. Dental Insurance 2023 Premium Rate Establishment – Discussion/Action
 - d. Request for Permission for a Request for Proposal (RFP) Regarding Establishment of Employee Wellness Plan – Discussion/Action
 - e. Director Report
7. County Administrator Report
8. Next Month's Agenda Items
9. CLOSED SESSION under WI Statutes 19.82(1) with the Monroe County Professional Police Association to discuss a potential memorandum of agreement to the current contract.
10. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: September 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
August 9, 2022

Present: Wallace Habegger, Jason Jandt, Toni Wissestad, James Kuhn; Todd Sparks joined the meeting at 8:32 a.m.

Others: Tina Osterberg, Cedric Schnitzler, Charles Weaver, Pamela Pipkin, Rick Folkedahl, Jeremiah Erickson, Lisa Aldinger Hamblin, Gary Dechant, Deb Brandt, Chris Weaver, Wes Revels, Ed Smudde, Cedric Schnitzler, Hannah Olsen, David Ohnstad

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

- Next Month's Meeting Date/Time – The next meeting is September 13, 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 July 12, 2022 minutes. Carried 4-0.

Todd Sparks joined the meeting at 8:32 a.m.

- 2023 Budget Presentations –
 - Veterans Services – Charles Weaver provided the Veterans Services budget and answered questions.
- Child Support Line Item Transfer – Motion by James Kuhn second by Jason Jandt to adopt the line item transfer. Pamela Pipkin, Child Support Director explained the 2022 line item transfer in the amount of \$39,531.00 Assistant Corporation Counsel. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. Resolution –
 - Resolution Authorizing the Establishment of an Additional Full-Time Bailiff Within the Sheriff's Office – Motion by Toni Wissestad second by Todd Sparks to adopt resolution. Ed Smudde, Personnel Director explained creating a full-time Bailiff to replace the Per Mar contract. Sheriff Wes Revels explained operational changes to include an increase in security. Discussion. The effective date of the position is October 30, 2022. Carried 5-0.
 - Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Adoption and Compensation Plan. Motion by Jason Jandt second by Todd Sparks to adopt resolution. Ed Smudde, Personnel Director explained updates to emergency overtime. David Ohnstad, Highway Commissioner expressed concern regarding elimination of Highway Patrol Superintendent and Highway Supervisor compensation at straight hourly pay rate with one hour for each hour of emergency comp-time acquired on weekends and holidays. Discussion. Motion to table until the next meeting by James Kuhn second by Toni Wissestad. Discussion. Carried 5-0.
 - b. Health and Dental Insurance Update – Ed Smudde, Personnel Director explained that health trends are below from last year at this time. No firm numbers have been provided at this time.
 - c. Ed Smudde provided the monthly Personnel Directors report.
- 2023 Budget Presentations –
 - a. Surveyor – Gary Dechant provided the Surveyors budget and answered questions.

James Kuhn was excused from the meeting at 9:58 a.m.

- b. Child Support – Pamela Pipkin provided the Child Support budget and answered questions.
- c. Land Information – Jeremiah Erickson provided the Land Information budget and answered questions.
- d. Register of Deeds – Deb Brandt provided the Register of Deeds budget and answered questions.

- e. Corporation Counsel – Lisa Aldinger Hamblin provided the Corporation Counsel budget and answered questions.
 - f. Information Technology – Rick Folkedahl provided the Information Technology budget and answered questions.
 - g. Personnel - Ed Smudde provided the Personnel budget and answered questions.
 - h. County Board – Tina Osterberg provided the County Board budget and answered questions.
 - i. County Clerk – Shelley Bohl provided the County Clerk budget and answered questions.
 - j. County Administrator – Tina Osterberg provided the County Administrators budget and answered questions.
- Tina Osterberg provided the County Administrator Report.
 - Next Month's Agenda Items: Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Adoption and Compensation Plan; Health/Dental Insurance.
 - Chair Wallace Habegger adjourned the meeting at 10:33 a.m.

Shelley Bohl, Monroe County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ County Clerk
 Budget Year Amended: _____ 2022

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11421000 531000	Election Office Supplies	\$ 7,000.00	\$ 939.24	\$ 1,146.44	\$ 6,060.76
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 939.24		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11420000 531000	Office Supplies	\$ 800.00	\$ 939.24	\$ 1,363.47	\$ 1,739.24
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 939.24		

Explanation for Transfer:

Marriage License scanner had to be updated immediately due to technology upgrades

Department Head Approval

Shelley Bohl 08/30/2022

Governing Committee Approval

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

Revised 02/20/2014

RESOLUTION NO. _____

RESOLUTION AUTHORIZING A CHILDREN AND FAMILY SERVICES SUPERVISOR POSITION

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WHEREAS, Monroe County Health & Human Services Committee and the Administrator/Personnel Committee request the establishment of a Children and Family Services Supervisor position in the Children & Family Services (CFS) unit of the Human Services Department at the pay grade Q effective November 1, 2022; and

WHEREAS, it has become apparent that an additional supervisor position is a greater necessity to the CFS unit in order to meet the requirements related to changes brought on by the Federal Families First Act rather than to fill the vacant CFS Social Worker position that was approved in the 2022 budget; and

WHEREAS, the Families First Act will require more significant evidence-based community interventions and services from our CFS staff. With the majority of the child protective services workforce being entry-level social workers, there is a need for more significant supervisory support and guidance so staff are better equipped to accurately and quickly identify danger threats, implement appropriate safety plans, and effectively work with families in the community; and

WHEREAS, funds that were earmarked in the 2022 budget for the vacant CFS Social Worker position, will be redirected to cover the costs of the CFS Supervisor Position. The vacant position will not be filled. Expanded Targeted Safety Support funding from the State will cover the additional cost of a supervisor position. No additional tax levy will be required; and

WHEREAS, by creating this CFS Supervisor position to oversee the direct supervision and support of staff, it will also allow the CFS Manager to focus on developing policies that conform with Family First, pursue new funding opportunities, ensuring compliance with state requirements, collaborating with community partners, and continuing overall management of the very large CFS Unit that includes Child Protective Services, Youth Justice Services, the Foster Care Program, Children's Long-Term Support Program, and the Birth to Three Program.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Children and Family Services Supervisor position in the Children and Family Services unit of the Human Services Department effective November 1, 2022.

Dated this 28th day of September 2022.

Offered by the Administration/Personnel Committee.

Purpose: Approve a new Children & Family Services Supervisor position for 2022.

Fiscal Note: Position will be paid through existing budgeted funds for 2022 with no additional tax levy at a cost of \$18,773 in 2022 and \$96,898 annually thereafter.

Reviewed as to form on _____
Lisa Aldinger Hamblin, Corporation Counsel

Finance Vote (If required):
____ Yes ____ No ____ Absent

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: September 6, 2022
9 Yes 0 No 0 Absent
Committee Chair: David A. Preece
Mary J. Cook Jason D. [Signature]
Jerry Eskelin

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 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

Date: 8/10/2022	Department: Human Services
Department Head Name: Tracy Thorsen	

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):

Rather than fill the vacant CFS Social Worker position that was approved in the 2022 budget, it has become apparent that an additional supervisor position is a greater necessity in order to meet the requirements related to changes brought on by the Federal Families First Act. The Families First Act will require more significant evidence-based community interventions and services from our CFS staff. With the majority of the child protective services workforce being entry-level social workers, there is a need for more significant supervisory support and guidance so staff are better equipped to accurately and quickly identify danger threats, implement appropriate safety plans, and effectively work with families in the community. The vacant CFS Social Worker position will not be filled and the funds that were earmarked for that position will be redirected to cover the costs of the CFS Supervisor Position. Greater supervisory support will also insure our ability to capture expanded funding from the state for these safety support activities which will cover the additional cost of a supervisor position. Also, by creating this CFS Supervisor position to oversee the direct supervision and support of staff, it will allow the CFS Manager to focus on developing policies that conform with Family First, expanding pursuit of new funding opportunities, ensuring compliance with state requirements, collaborating with community partners, and continuing overall management of the very large CFS Unit that includes Child Protective Services, Youth Justice Services, the Foster Care Program, Children's Long-Term Support Program, and the Birth to Three Program.

Suggested Title: Children and Family Services Supervisor			
Personnel Director's Recommended Classification:		Grade: Q	FLSA Class: Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 11/1/2022

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: *Using 2022 Salary Schedule*

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
\$29.88	\$62,150.40	\$4,226.23	\$3,853.32	\$901.18	\$714.73	\$21,376.08	\$783.96	\$18.00

1. Where will the funds for this position come from?
 Using existing funds in the 2022 Budget that were earmarked for the vacant Children and Family Social Worker position which will not be filled. Funding sources include Wisconsin DCF Children & Families Aids Allocation, DCF Targeted Safety Support Funds, and County Levy.
2. What equipment will need to be purchased for this position (desk, etc.)?
 Computer and cell phone
 - a. Is office space presently available? Yes _____ Where? Human Services / Telework
 - b. Estimated cost of needed equipment? \$2,500
 - c. Is the cost of needed equipment in the department budget? Yes
3. What is the grand total cost of all items this fiscal year? (Assuming costs for 9 weeks in 2022) \$16,273 + \$2,500 = \$18,773
4. What is the annual cost of salary and fringes, thereafter? \$64,636 (using 2023 anticipated wage rate) + \$32,261 (fringe) = \$96,898 (annual cost)

Supervisory Responsibility (if applicable):

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

This position will provide direct supervision, workload assignments, and annual performance evaluations to approximately 6 - 8 social workers in the Children and Family Unit of Human Services (primarily child protective services and foster care staff and possibly youth justice staff).

2. Number of employees Directly supervised: 6 - 8 Indirectly: 4 - 6

List the position titles that will report to this position:

CFS Social Worker Staff		

3. What position title will this position report to? Children and Family Services Manager

County Administrator – Action:

Date: 8/1/2022	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>
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Committee of Jurisdiction: Health and Human Services – Action:

Date: 9/6/2022	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of: <u>9-0</u>
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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

Job Title:	Children and Family Services Supervisor	Department:	Human Services
Location:	112 S. Court Street, Room 3000, Sparta	FLSA Category	Exempt- Administrative
Immediate Supervisor:	Children and Family Services Manager	Salary Grade	Grade Q
Supervision Exercised:	Quasi-administrative and functional supervision of designated Human Services Social Worker positions.	Position Type:	Full-time:

Basic Functions and Responsibilities

Under direction of the Children and Family Services Manager, the Children and Family Services Supervisor assists in the overall leadership, supervision and management of the unit; provides direction and development of social workers and evaluates performance; designs and evaluates program development; coordinates services with various community agencies.

Job Description

ROLE AND RESPONSIBILITIES

- Assumes responsibility for and provides staff and program supervision for specific program areas as delegated
- Reviews referrals and assigns cases, authorizes financial client payments, coordinates internal agency activity, develops and monitors case records and manages caseloads for contracted services
- Assumes primary program responsibility as coordinator of services with contract agencies, develops formal relationships and referral network
- Serves as liaison to contracted and community agencies and related committees and boards (i.e., circuit court, schools, and law enforcement services)
- Conducts quality assurance review of cases
- Establishes intake policies and procedures
- Establishes service provision policies and procedures
- Participates as administrative team member in program development and planning, in-service, budget development, recruitment, training and evaluation
- Reports to and serves as resource person for Human Services Board, sub-committees and the advisory committee on intake/assessment and youth/family related services
- Serves as resource person in state and community planning process
- Participates in interviews for positions in unit
- Directs, monitors, and establishes agency on-call, crisis services on a 24- hour rotational schedule
-
- Directs, monitors, and evaluates foster/group home placements and rate setting

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum of bachelor's degree (prefer Master's Degree) in area closely related to Human Services.
- Minimum of three years in a social work-type working situation including a minimum of one year in a supervisory capacity or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

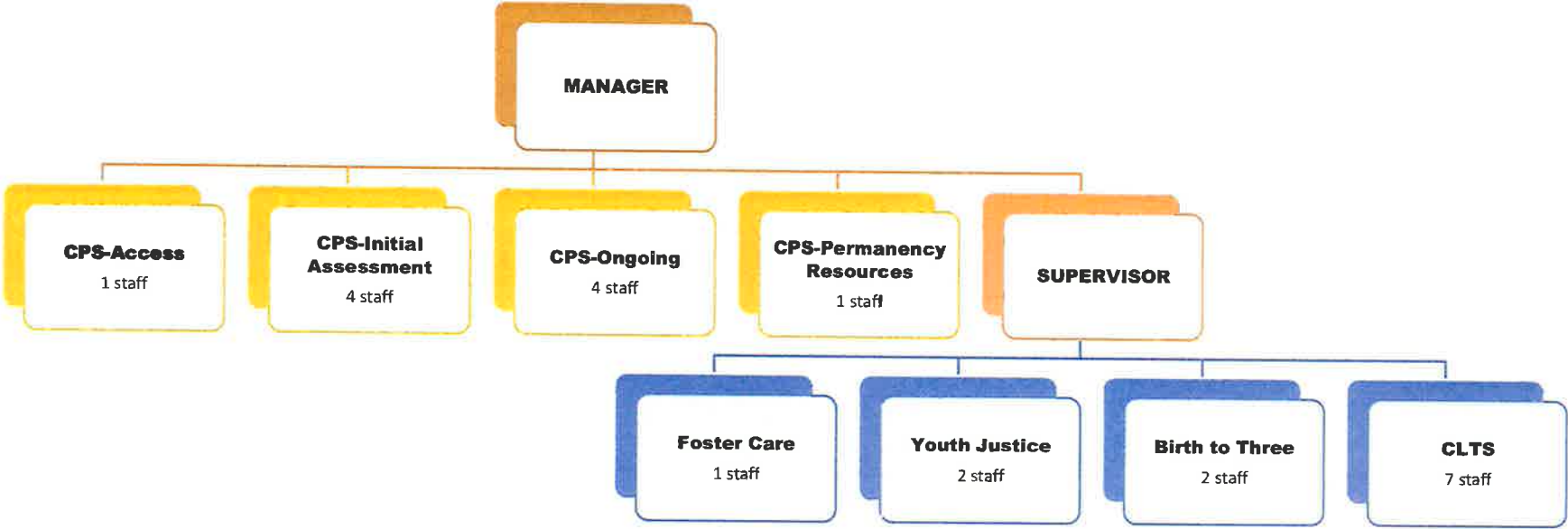
PHYSICAL DEMANDS

A large percentage of time is spent sitting, talking, hearing, keyboarding, using near and far vision, judgment. Walks, stands, stoops, climbs, bends, reaches, handles, lifts, carries, pushes/pulls up to 40 pounds, is exposed to extreme weather, potential for physical attack, adverse atmospheric conditions, travels to and moves about homes intermittently.

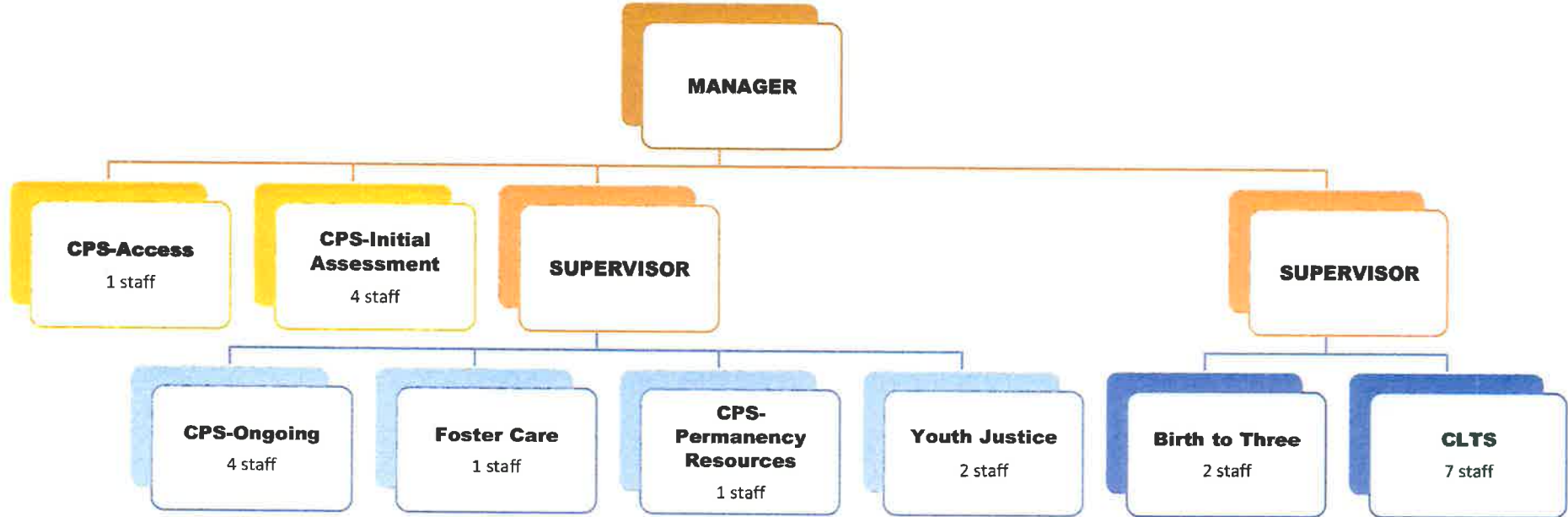
ADDITIONAL NOTES

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.

CURRENT CHILDREN AND FAMILY UNIT ORGANIZATION



PROPOSED ORGANIZATION CHANGE WITH ADDITIONAL SUPERVISOR



RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – ADOPTION AND 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 4.01 Adoption, section 4.25
3 Compensation Plan, and section 4.27 Rules for Administration of the Compensation Plan, as referenced on the
4 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 section 4.25 and section 4.27; and

8
9 **WHEREAS**, to add language that is highlighted in yellow of the attached document. This language
10 references changes in policy to allow the County Administrator and Personnel Director to update policy language
11 to remain in compliance with state and federal laws in section 4.01; and

12
13 **WHEREAS**, to add language that is highlighted in yellow of the attached document. This language
14 references changes to section 4.25 and section 4.27 referencing Highway, Sheriff, and Rolling Hills department
15 staff and emergency comp, managerial coverage, and overtime;

16
17 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that effective this
18 date they do hereby authorize the proposed Personnel Policy Manual changes as set out in the attached document
19 adjusting the language in section 4.01 Adoption, section 4.25 Compensation Plan, and section 4.27 Rules for
20 Administration of the Compensation Plan to go into effect immediately.

21
22 Dated this 28th day of September 2022.

23
24 Offered by the Administration & Personnel Committee.

25
26 Purpose: Approve changes to Personnel Policy Manual in section 4.01 Adoption, 4.25 Compensation Plan, and
27 section 4.27 Rules for Administration of the Compensation Plan to go into effect immediately as recommended by
28 the Personnel Director.

29
30 Fiscal note: No direct costs outside of currently established budgets.

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:

Page 1

PERSONNEL POLICY MANUAL

4.01 ADOPTION.

- (1) This chapter contains the provisions of a comprehensive Personnel Policy Manual designed to promote consistent personnel management throughout the County. The Manual has been developed for use by and with suggestions from committees, department heads, and supervisors. All departments and County Board Supervisors are encouraged to give input to Personnel Director when policies needing updating or possible revision are identified.
- (2) Nothing in these policies shall be construed as a written or implied contract of employment for any employee of the County. Monroe County reserves the right to make unilateral changes to policy terms without prior notice. This Manual supersedes and replaces all prior personnel policies, handbooks and procedures, whether written or established by past practice.
- (3) The policies set forth in the Manual cover all employees of the County, except as noted otherwise. These policies may be superseded by union contract. Departments may have supplemental policies in addition to those outlined in this Personnel Policy Manual.
- (4) Should any part of this Manual be ruled obsolete, the balance of the document will remain intact.
- (5) This Manual has been reviewed by the County Board and adopted as County policy by Resolution No.359-81, dated November 12, 1981. Effective January 4, 1982, the County accepted Personnel Administration Delegation of the Merit Principles of the Federal Merit System Standards as offered by the Department of Health and Social Services. On December 28, 2011, the County Board reviewed and approved a revision of this Manual. All revisions must be approved by the County Board. The Personnel Director shall notify all employees and the Monroe County Board of any substantive changes to this Policy Manual.
- (6) The County Administrator and Personnel Director may update the Personnel Policy Manual to be in compliance with federal and state law without further action by the county board. Any such needed updates that conflict in any way with prior resolutions that established policy changes, that prior resolution shall be rescinded at that time. Any updates to the Personnel Policy Manual under these circumstances will be reported to the Administration and Personnel Committee at the next scheduled meeting.

COMPENSATION PLAN

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 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, 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 market of the grade or the approval of increased benefit levels on a case-by-case basis. <6/22><10/00> In rare recruiting circumstances the County Administrator may exceed the market 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. <6/22>
 - (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. 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 the scope of the Monroe County Personnel Policy these are to be approved by the County Administrator on a case by case basis. <6/22>
- (f) Other Wage Adjustments. In times of extreme need due to market demand or other external factors the County Administrator would have the authority to authorize wage increases outside of pay for performance if the determination was warranted by the department head and Personnel Director and remained within current established department budget without the need for any additional funding requests.

(4) 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. Increments of time should be rounded to the nearest one-half hour. <6/22>
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 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.

(5) 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. <6/22> 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 9:00 AM of the 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.~~ When a Registered Nurse is operating in the capacity as a Supervising Nurse, providing the nurse does all supervisory duties normally associated with the supervisory position, they shall be paid an additional amount above their normal base pay, as established and approved by the County Administrator.

(8) UNIVERSITY OF WISCONSIN EXTENSION AGENTS. Monroe County and the University of Wisconsin-Extension have entered into a "133" contract. 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. Chief Deputy, Captains, and 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.

89-84

RESOLUTION AUTHORIZING AN EMERGENCY COMPENSATORY TIME REIMBURSEMENT
FOR CERTAIN MANAGEMENT POSITIONS IN THE
MONROE COUNTY HIGHWAY DEPARTMENT

WHEREAS, Monroe County Highway Commissioner George Baker has advised the Monroe County Highway Committee of the need for a emergency comp time reimbursement for the Highway Department Patrol Superintendent and Highway Supervisor.

WHEREAS, the present system may allow a non-management employee to receive substantially more pay than these management positions because of the loss of emergency comp time and the inability to take periodic time off.

WHEREAS, the reimbursement for emergency comp time is substantially less costly than the wage and fringes of a new full time employee.

WHEREAS, most emergency comp time is acquired during the winter months which also include the major holiday seasons.

WHEREAS, the State of Wisconsin Department of Transportation will pay the cost of 50 percent of these two positions so the county cost will be 50 percent, also.

WHEREAS, the Monroe County Highway Department supports and recommends that the Patrol Superintendent and the Highway Supervisor be allowed to be reimbursed for emergency comp time that is acquired on weekends and holidays at a straight pay reimbursement rate at the discretion of the Highway Commissioner.

WHEREAS, the Monroe County Highway Committee recommends that this emergency comp time reimbursement be effective July 1, 1989, through December 31, 1989, and that the estimated total cost to be \$3920 with the state's share to be \$1960 and the county's share to be \$1960.

WHEREAS, the Monroe County Highway Committee has met with the Personnel Committee several times from February 1989 to the present and discussed three different options for the compensation of these two management positions.

WHEREAS, the Monroe County Personnel and Bargaining Committee met with George Baker, Highway Commissioner, on October 17, 1989, and reviewed the request of the Highway Committee and concurred with the request provided that comp time reimbursement be defined as emergency comp time accumulating on weekends and holidays and further that comp time records indicating the time and reasons for accumulations and use of emergency comp time be kept in detail and be made available upon request for the Highway Committee and/or the Personnel Committee.

WHEREAS, the Monroe County Finance Committee has reviewed the request and notes that \$1960 is available in the Highway Department's 1989 budget.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize emergency comp time reimbursements for the Patrol Superintendent and the Highway Supervisor management positions with the Monroe County Highway Department upon approval of the Highway Commissioner for weekend and holiday emergency comp time at the straight hourly pay rate with one hour for each hour of emergency comp time acquired.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Monroe County Board of Supervisors that the emergency comp time accumulation on weekends and holidays be recorded in records which indicate the time and reasons for accumulation and use of the emergency comp time and that said records be made available upon request to the Highway Committee and the Personnel Committee.

NOW, THEREFORE, BE IT FURTHER RESOLVED that said emergency comp time reimbursement is effective July 1, 1989, through December 31, 1989, and that the total estimated cost is to be \$3920 with the state paying \$1960 and the county paying \$1960 out of the Highway Department's 1989 budget.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the above mentioned emergency comp time reimbursements for the Patrol Superintendent and the Highway Supervisor in the Monroe County Highway Department for weekends and holidays is also authorized for the 1990 and subsequent budget years and that the Highway Department shall plan for those costs in the 1990 budget and continuing year budgets.

DATED this 8th day of November, 1989.

Highway Committee

Personnel and Bargaining Committee

Harry J. [Signature]
Harry W. [Signature]
Carl M. [Signature]
Loren [Signature]

David A. Shudlick
David A. Shudlick
Corporation Counsel

RESOLUTION NO. 147-371

ESTABLISHING FULL TIME SUPERVISORY/MANAGEMENT POSITIONS
WITHIN THE MONROE COUNTY POLICE DEPARTMENT

WHEREAS, on July 10, 1991, the Law Enforcement Committee did review the need for five (5) full-time supervisory/management positions to assist in realignment and accountability concerning the operations of the Monroe County Police Department, and on a vote of 4-0 recommended to the Personnel and Bargaining Committee that such positions be established; and

WHEREAS, on July 25, 1991, the Personnel and Bargaining Committee reviewed the Law Enforcement Committee's recommendation and needs of the department and did recommend the establishment of the positions to be placed in classification grade 13, of the current Monroe County Classification and Compensation Plan and all other benefits entitled to non-represented employees in the police department including uniform allowance, comp time, plus emergency comp time payout at straight pay as approved for Highway Patrol Superintendent and Highway Supervisor positions for call-ins on weekends and holidays, on a vote of 3-0; effective upon passage by the Monroe County Board of Supervisors; and

WHEREAS, on July 29, 1991, the Finance Committee reviewed the positions along with the fiscal impact components, and did recommend that the supervisory/management positions be established on a vote of 3-0.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that there be established five (5) full-time supervisory/management positions and the present five (5) sergeant positions be deleted from the table of organization within the Monroe County Police Department effective on or about August 19, 1991.

Dated this 7th day of August, 1991.

Fiscal Note: The estimated additional cost for the balance of 1991; based on a 3% increase already in the Police Department budget, including wages and benefits, and excluding previously anticipated overtime costs equates to \$4,054. Said amount to be transferred from the contingency and/or general fund as a part of the annual wage and benefit adjustments.

OFFERED BY THE LAW ENFORCEMENT AND
PERSONNEL & BARGAINING COMMITTEES:

[Handwritten signatures]

[Handwritten signature]

David A. Shudlick
Corporation Counsel