



MONROE COUNTY BOARD OF SUPERVISORS

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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 October 11, 2022

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of September 13, 2022
4. Information Technology Director Report
5. Personnel Director
 - a. Resolutions – Discussion/Action
 - Resolution Authorizing the Establishment of a Full-Time Agronomist Position Within the Land Conservation Department
 - Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Compensation Plan October 2022
 - b. Health Insurance 2023 Premium Rate Establishment – Discussion/Action
 - c. Dental Insurance 2023 Premium Rate Establishment – Discussion/Action
 - d. Director Report
6. Conference Policy – Discussion/Action
7. Next Month's Agenda Items
8. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: October 5, 2022

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
September 13, 2022

Present: Wallace Habegger, Jason Jandt, Toni Wissestad, James Kuhn; Todd Sparks
Others: Tina Osterberg, Pamela Pipkin, Rick Folkedahl, Chris Weaver, Wes Revels, Ed Smudde, Cedric Schnitzler, Tracy Thorsen, Lisa Aldinger Hamblin, Hannah Olsen, Adrian Lockington, 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 October 11, 2022 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by James Kuhn to approve the August 9, 2022 minutes. Carried 5-0.
- County Clerk Line Item Transfer – Motion by Toni Wissestad second by Todd Sparks to approve line item transfer. Shelley Bohl, County Clerk explained the 2022 line item transfer in the amount of \$939.24 for a scanner update due to state technology upgrades. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
*Fiber to Zoning / IT – Rick explained that fiber services are being removed from Building A, north of town. Lynxx has provided fiber to the 48 Building, north of town. Devices will be reconfigured.
- Personnel Director
 - a. Resolution –
Resolution Authorizing a Children and Family Services Supervisor Position – Motion by Jason Jandt second by Toni Wissestad to adopt resolution. Tracy Thorsen, Human Services Director explained the request for a new Children & Family Services Supervisor position for 2022. Funds earmarked in the 2022 budget for the vacant CFS Social Worker position will be redirected to cover the costs of the CFS Supervisor Position. Discussion. Carried 4-1.

Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Adoption and Compensation Plan - Motion by Kuhn second by Jason Jandt to place the resolution on the table. Carried 5-0.

Motion by Toni Wissestad second by Todd Sparks to adopt resolution. The resolution was opened up for discussion.

Motion by James Kuhn second by Wallace Habegger to remove the entire section #6 from section 4.01 - page 1: "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". Discussion. Carried 5-0.

Motion by James Kuhn second by Wallace Habegger to remove the entire section (1) (f) from section 4.27 - page 3: "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". Discussion. Carried 4-1.

Sheriff Revels asked that the following be added to the end of section (e) page 3: for any establishment of work rules outside the scope of the Monroe County Personnel Policy, not otherwise vested by law in Boards or Commissions, or in other elected Officers, these are to be approved by the County Administrator on a case by case basis. This insert was discussed at the past meeting and was to be inserted into the policy. Ed Smudde, Personnel Director explained that he will add the language to the policy.

The floor was opened for discussion on section 4, Overtime/Compensatory Time. David Ohnstad, Highway Commissioner is concerned regarding the elimination of straight hourly pay rate with one hour for each hour of emergency comp-time. David provided members with a three year summary of overtime for the Operations Managers emergency response. Discussion. Sheriff Revels further explained concern regarding loss of the emergency comp-time. Discussion. Call the question by James Kuhn. No second, the discussion continued. Motion by Jason Jandt second by James Kuhn to adopt policy as amended by removing #6 from section 4.01 - page 1 and removing section (1) (f) from section 4.27 - page 3. Discussion. A roll call vote was taken. The motion failed 2 yes, 3 no. Jandt-Yes; Kuhn-Yes; Sparks-No; Wissestad-No; Habhegger-No.

Toni Wissestad was excused from the meeting at 11:06 a.m.

- b. Health Insurance 2023 Premium Rate Establishment – This item will be visited next month.
 - c. Dental Insurance 2023 Premium Rate Establishment – This item will be visited next month.
 - d. Request for Permission for a Request for Proposal (RFP) Regarding Establishment of Employee Wellness Plan – Ed Smudde explained the potential of an employee wellness plan to help improve claims. Biometric screenings were discussed. Motion by Jason Jandt and Todd Sparks to approve going out for an RFP for a biometric/wellness plan. Discussion. Carried 4-0.
 - e. Ed Smudde provided the monthly Personnel Directors report.
- Tina Osterberg provided the County Administrator Report.
 - Next Month's Agenda Items: Health Insurance 2023 Premium Rate Establishment; Dental Insurance 2023 Premium Rate Establishment.
 - Motion James Kuhn second Jason Jandt to move into closed session at 11:13 a.m. James Kuhn, Jason Jandt, Todd Sparks and Wallace Habhegger all voted yes.
 - 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.
 - Motion by James Kuhn second by Jason Jandt to return to open session at 11:35 a.m. James Kuhn, Jason Jandt, Todd Sparks and Wallace Habhegger all voted yes.
 - Chair Wallace Habhegger announced that OIC compensation requirements should be set to a 2 hour minimum.
 - Chair Wallace Habhegger adjourned the meeting at 11:37 a.m.

Shelley Bohl, Monroe County Clerk
Recorder

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A FULL-TIME AGRONOMIST POSITION WITHIN THE LAND CONSERVATION DEPARTMENT

WHEREAS, the Monroe County Natural Resource and Extension Committee and Administrative & Personnel Committee request the establishment of a full-time Agronomist position in the Land Conservation Department effective January 3, 2023; and

WHEREAS, the current UW-Extension Office is no longer supporting Monroe County with a full-time Livestock/Ag Agent, this position would replace this state position with a Monroe County employee with an annual cost of \$82,321, with 55% covered through UW-Extension and the remaining 45% of the cost funded through WEDC, RCP or NRCS; and

WHEREAS, the Agronomist position, as a Monroe County employee would have more flexibility to provide the services previously provided by the UW-Extension but also have the flexibility to assist in other areas within the Land Conservation Department such as nutrient management, soil health practices, and any and all soil and water conservation programs.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors, that they do hereby authorize the establishment of a full-time Agronomist position in place of the current UW-Extension Livestock/Ag Agent within the Land Conservation Department, effective January 3, 2023.

Dated this 26th day of October, 2022.

Offered by the Administrative & Personnel Committee.

Purpose: To create a full-time Agronomist position to replace UW-Extension Livestock/Ag Agent effective January 3, 2023.

Fiscal Note: The cost for salary and fringe benefits for a full-time Agronomist position would be \$82,321 annually, with 55% of the costs covered through UW-Extension, and the other 45% covered through WEDC, RCP, or NRCS. The funding for this position would reallocate the funding designated for the UW-Extension Livestock/Ag Agent in 2023 to a full-time Agronomist within the Land Conservation Department and subsequent years going forward. This resolution will require a simple majority vote of the entire membership of the Monroe County Board of Supervisors for approval.

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

Committee of Jurisdiction Forwarded on: _____, 20____
____ Yes ____ No ____ Absent

Drafted & 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.

New Position Analysis



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

Date: 8/29/2022	Department: Land Conservation
Department Head Name: Bob Micheel	

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):

#1 - The creation of the Agronomist position is a direct response to the UWEX not supporting a full time Livestock/Ag Agent position that is currently vacant in Monroe County.

#2 - A full time Agronomist position will be a direct and local resource of information, consulting and support to all farmers in Monroe County as well as encompass the underserved (Amish, Spanish, Native American, etc.) of our communities.

#3 - The NR&E Committee believes that providing an in-person resource to farmers, farmer led watershed groups, landowners, absentee landowners, and the general public will continue to provide the education and support necessary in a predominantly rural agriculture county with a long history of Agricultural Agents.

Suggested Title: Agronomist		
Personnel Director's Recommended Classification:	Grade:	FLSA Class:
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: January 1, 2023

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	3,549	3,236	757	411	21,376	784	18

1. Where will the funds for this position come from?
 County funds previously dedicated to the UWEX-Livestock Agent will cover 55% (\$44,900) of the position needs while (WEDC or NRCS) will cover the remaining 45% position cost.

2. What equipment will need to be purchased for this position (desk, etc.)?
 Computer and desk - use UW Ag Educator equipment and desk
 - a. Is office space presently available? Yes _____ Where? LCD office _____
 - b. Estimated cost of needed equipment? <\$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? _____

4. What is the annual cost of salary and fringes, thereafter? \$82,318 _____

Supervisory Responsibility (if applicable):

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

N/A

2. Number of employees Directly supervised: N/A Indirectly: _____

List the position titles that will report to this position:

3. What position title will this position report to? LCD - Director

County Administrator – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>
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Committee of Jurisdiction: Natural Resource & Extension – 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	

Job Title:	Agronomist	Department:	Land Conservation (LCD)
Location:	820 Industrial Dr., Sparta	FLSA Category:	Exempt- Professional
Immediate Supervisor:	Land Conservation Dept. - Director	Salary Grade:	N
Supervision Exercised:	None	Position Type:	Full-time

Basic Functions and Responsibilities

Under the general supervision of the LCD Director, the Agronomist will provide agronomic services to landowners & groups in Monroe County. The job will include but not limited to: education, planning, and technical assistance for agronomic practices, nutrient & conservation planning, soil health, community based agriculture and natural resource education.

Job Description

ROLE AND RESPONSIBILITIES

- Gather information and provide program guidance to the Land Conservation Department in the areas of agricultural crop production, soil management, nutrient and pest management, weed and invasive species control for the purpose of sustaining agricultural production, and protecting the environment.
- Programmatic focus will include: crop production and management, cropping systems, agriculture technology, integrated pest management, alternative crops, soil health and nutrient management, agricultural economics, agricultural entrepreneurship, farm sustainability and agricultural risk management.
- Review and evaluate resource conservation and nutrient management plans developed by the private sector. Determine whether plans meet state specifications and technical standards.
- Direct and supervise on-farm agronomic, farm planning, and nutrient management services provided through Land Conservation.
- Work with farmers one on one to develop nutrient management and rotational grazing plans.
- Conduct and supervise field reviews and record audits of resource conservation and nutrient management plans.
- Provide soil health practice resources in the form of demonstrations, and the latest technology to encourage adoption of soil health practices.
- Focus efforts in watersheds with a history of water quality degradation and flooding. Develop and maintain farmer led watershed groups to share information and create adoption of flood resilient practices along with carbon sequestration measures.
- Create site specific resource conservation plans using GIS software to create and update GIS spatial data (shapefiles), add and update landowner attribute data (name, address parcel number, etc.)
- Participate on county groups/committees relevant to agronomist duties which include the Agriculture Advisory Team, Monroe County Climate Change Task Force, Farmer Led Watershed groups, etc.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in Agronomy, Soil Science, or plant-based Biology or Botany required.
- Two (2) year minimum professional experience in production agriculture involving field based agronomic consulting, nutrient and pest management, and on-farm planning required.
- Professional certification (Associate or Certified Professional Agronomist, State Certified Crop Advisor, or comparable professional certification), or capacity to attain certification within one (1) year required.
- Working knowledge of soil fertility, cropping systems, and weed and pest control required.
- Working knowledge of soil health principles, conservation tillage, residue management, nutrient management, cover cropping, and current conservation farming practices required.
- Proficiency in proper techniques for sampling soil, plants and water, and interpreting and conveying test results required.
- Working knowledge of agricultural markets and farm economics required.
- WI Commercial Pesticide Applicator Certification and USDA-NRCS Conservation Planner Certification preferred.
- Working knowledge of ArcView GIS software and spreadsheets with RUSLE2 and SNAP Plus software experience preferred.
- Working knowledge of GPS data loggers and database management preferred.
- A valid driver's license required.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, walking, standing, climbing, talking, hearing, using near and far vision, working outdoors. Stoops, reaches, handles, keyboards, lifts, carries, pushes/pulls up to 40 pounds intermittently. A lesser amount of time is spent traveling to and moving about the various work 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:** _____

RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – COMPENSATION PLAN OCTOBER 2022

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 4.27 Rules for Administration of
3 the Compensation Plan, as referenced on the attached document; and
4

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

8 **WHEREAS**, to add language that is highlighted in yellow of the attached document. This language
9 references changes to section 4.27 referencing Highway, Sheriff, and Rolling Hills department staff and
10 emergency comp, managerial coverage, and overtime;
11

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

17 Dated this 26th day of October 2022.

18 Offered by the Administration & Personnel Committee.

19 Purpose: Approve changes to Personnel Policy Manual in section 4.27 Rules for Administration of the
20 Compensation Plan to go into effect immediately as recommended by the Personnel Director.
21

22 Fiscal note: No direct costs outside of currently established budgets.
23
24

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

4.27 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, **not otherwise vested by law in boards or commissions, or in other elected officers,** these are to be approved by the County Administrator on a case by case basis. <6/22>

(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~~ ~~NON-REPRESENTED MANAGEMENT LIEUTENANTS~~. Chief Deputy, Captains, Lieutenants, and the Emergency Management Coordinator shall receive the established uniform allowance; ~~and emergency comp time payout as provided for certain Highway Department administrative employees per 4.25(5)(5).~~ <Resolution 147-91, August 7, 1991> Under mutual aid, assisting another agency and/or grant reimbursement, sworn law enforcement personnel who are classified as exempt or salaried employees of the County, may receive hour for hour pay for each hour worked beyond 40 hrs. within a week, in lieu of compensatory time. These hours worked must be approved by the Sheriff or his designee before it is performed. The cost of this straight pay shall be reimbursed by the grant, or requesting agency/jurisdiction. This additional pay would also apply to the Warrens Cranberry Festival each year for those exempt law enforcement staff assigned to work if their wages are reimbursed by the governing body of this event.

(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.



2022 Health and Dental Insurance Rates for Monroe County Employees

2022 Monroe County Self-Insured – Health Insurance Monthly Premium Rates

(these costs are split over the first 2 paychecks each month)

<u>Health Insurance Plan</u>	<u>Single</u>	<u>Family</u>
Full Time - Full Premium	\$ 854.60	\$ 2,071.34
Employee Monthly Premium	\$ 119.64	\$ 290.00
<i>Split per paycheck</i>	\$ 59.82	\$ 145.00
County Paid Monthly Premium	\$ 734.96	\$ 1,781.34
3/4 Time - Full Premium	\$ 854.60	\$ 2,071.34
Employee Monthly Premium	\$ 296.98	\$ 719.78
<i>Split per paycheck</i>	\$ 148.49	\$ 359.89
County Paid Monthly Premium	\$ 557.62	\$ 1,351.56
1/2 Time - Full Premium	\$ 854.60	\$ 2,071.34
Employee Monthly Premium	\$ 482.84	\$ 1,170.30
<i>Split per paycheck</i>	\$ 241.42	\$ 585.15
County Paid Monthly Premium	\$ 371.75	\$ 901.04

****Deductible \$2,000 Single/\$4,000 Family, Neighborhood Family Clinics – No Cost****

2022 Delta Dental – Dental Insurance Monthly Premium Rates

(these costs are taken out of the first paycheck each month)

<u>Dental Insurance Plan</u>	<u>Single</u>	<u>Family</u>
Full Time - Full Premium	\$ 24.15	\$ 75.09
Employee Monthly Premium	\$ 3.14	\$ 9.76
County Paid Monthly Premium	\$ 21.01	\$ 65.33
3/4 Time - Full Premium	\$ 24.15	\$ 75.09
Employee Monthly Premium	\$ 8.39	\$ 26.09
County Paid Monthly Premium	\$ 15.76	\$ 49.00
1/2 Time - Full Premium	\$ 24.15	\$ 75.09
Employee Monthly Premium	\$ 13.64	\$ 42.43
County Paid Monthly Premium	\$ 10.51	\$ 32.66