1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES
6. PUBLIC HEARING
   A. Amending the County’s Personnel Ordinance   (First Reading)

7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
   A. Appointments to the Coordinated Services Team (CST) Advisory Committee
   B. Appointments to the Land Information Council
   C. Appointment to the Rock County Housing Authority
   D. Appointments to the Transportation Coordinating Committee

9. RECOGNITION OF COUNTY EMPLOYEES OR OTHERS
   A. Recognizing Timothy Banwell for Service to Rock County
   B. Recognizing Correctional Officer Thomas J. Roth
   C. Recognizing Wendy King for Service to Rock Haven

10. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE

11. REPORTS
   A. Groundwater Nitrates in Rock County – Kevin Masarik, UW Stevens Point

12. NEW BUSINESS
   A. Supplementary Appropriations and Budget Changes - Roll Call
      1) Authorizing Purchase of Furniture and Amending the 2016 Human Services Department Budget
      2) Authorizing Purchase of Spillman Mobile Arrest Form and Amend the 2016 Budget
12. NEW BUSINESS (Continued)

3) Awarding the Contract for Elevator Modernization of the Human Services Elevator Located in the Health Care Center Building and Amending the 2016 Facilities Management Budget
4) Awarding the Contract for Job Center Public Restroom Renovations and Amending 2016 Facilities Management Budget
5) Accepting the 2017 EPCRA Planning Grant and Approving the 2017 Local Emergency Planning Committee Budget
6) Acceptance of Wisconsin Department of Natural Resources County Fish and Game Project Grant Funds and Amending Parks Budget
7) Approval of Contract with Angus Young and Associates for the Architectural Design Services for Comprehensive Community Services (CCS) Program and Amend the 2016 Facilities Management Capital Budget

NOTE: Item 12.A.7. will be considered by the General Services Committee on November 15, 2016

B. Contracts – Roll Call
1) Authorizing Purchase of Budgeted Network Servers
2) Approving Reinsurance Contract for Stop-Loss Coverage
3) Awarding Contract for the Installation of Cleanout Treble Hooks at the Jail
5) Awarding Contract for 2017-2019 for Cleaning Services for Various County Buildings
6) Awarding Contract for Upgrading (52) 400 Watt Metal Halide Light Fixtures to LED Light Fixtures at the Job Center


C. Amending Rock County’s Purchasing Ordinance
   (Second Reading and Adoption)

D. To Designate a Qualified Newspaper for all Rock County Legal Publications for 2017

13. ADJOURNMENT
AMENDING THE COUNTY'S PERSONNEL ORDINANCE

WHEREAS, Rock County has an established Personnel Ordinance; and,

WHEREAS, it is good practice to review the personnel ordinance language on an annual basis; and

WHEREAS, certain additional changes have been suggested by Employees and Department Managers; and,

WHEREAS, the County wants to incorporate these additional changes to the Personnel Ordinance effective at 12:01 a.m. January 1, 2017.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this day of __________, 2016 does hereby amend Chapter XVIII, the County's Personnel Ordinance as follows:

CHAPTER XVIII

Section 1: Objectives and Scope

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

Purposes

18.102

The purposes of this Ordinance shall be to:

A. Establish a clear understanding of responsibilities in the establishment and maintenance of a personnel program for Rock County.

B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and maintain an effective and responsive workforce for the County. The Ordinance shall be based on the following objectives:

(1) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.

(2) To provide internally equitable and externally competitive compensation for all employees.

(3) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner.

(4) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs, race, color, national origin or ancestry, sex, age, religion, disability, sexual orientation, gender identity, gender expression, genetic information, pregnancy, creed, arrest/conviction record, marital status, military services, or outside use of lawful products or any other cause for discrimination as
defined by law, except as allowable as a bonafide occupational requirement and with proper regard for their rights as citizens.

(5) To protect employees against coercive political activities and to prohibit the use of official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

C. Provide a system of standardized titles and standardized class descriptions for the effective administration of personnel activities such as: manpower planning and budgeting, standards of job performance, fair and equitable pay, valid selection and recruitment programs, training programs and career development.

D. Provide a system to recruit and select the most qualified persons for positions in County service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity, prohibit discrimination based on the categories identified above to ensure that persons of disadvantaged groups are fairly represented in the County workforce.

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

Scope

18.103

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

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

(a) members of the Rock County Board of Supervisors;

(b) elected County Officials;

(c) members of boards, commissions, and committees (including citizens);

(d) persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the County Board, a committee thereof, or the County Administrator;

(e) persons employed by employment services agreements or purchase of service contracts, unless expressly included in said contract or agreement;

(f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats., which shall be handled by the Public Safety and Justice Committee of the Rock County Board of Supervisors in accordance with statute.

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

Collective Bargaining Agreements

18.104

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

18.105

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

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

Department Work Rules

18.106

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

Non-Elected Department Heads

18.107

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

Administrator Position

18.108

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

Sheriff’s Office Command Staff

18.109

In addition to the benefits provided to other unilateral employees, if the following provisions of the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such modifications shall be extended to the Chief Deputy (Resolution 93-12A-118); Commanders (Resolution 91-11D-118); and Captains (Resolution 09-1B-189).

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

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

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

Amendments
18.110

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

Management Rights
18.111

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

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

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

Responsibilities and Authority
18.112

A. County Board. The County Board shall:

1) approve the annual County budget, including requests for personnel
   adjustments.
2) review and approve County Personnel Ordinance and amendments.
B. County Board Staff Committee. The County Board Staff Committee shall:

1. advise the County Administrator on matters concerning implementation of Personnel Ordinance.

2. review proposed Personnel Ordinance and amendments as developed and recommended by the Human Resources Director and make recommendations to the County Board for consideration and legislative action.

3. perform other related duties as assigned by the County Board.

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

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

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

1. appoint and remove all Department Heads, subject to the provisions of Section 18.107.

2. advise the Governing Committee of the final interview schedule of the best-qualified applicants. The Governing Committee may participate in the scheduled interviews.

3. submit terms of employment for Department Heads to the Governing Committee for review before submission to the County Board.

4. approve Personnel Ordinance prior to submittal to the County Board Staff Committee and the County Board.

5. apply appropriate disciplinary actions as defined in Section 18.1108 to subordinate employees.

6. approve new positions, reallocations, and upgrades of existing positions subject to County Board approval.

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

1. administer the Personnel Ordinance adopted by the County Board.

2. establish, maintain and coordinate personnel transactions and records management for all County employees and positions.

3. establish and maintain a central personnel file for each County employee showing name, title, salary, change in status, annual performance ratings and such pertinent information as may be necessary for effective personnel administration and for compliance with Federal and State laws.

4. advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.
(5) notify the payroll section of all relevant changes.

(6) review appointments and removal of personnel to County positions pursuant to Section 18.607.

(7) maintain complete employment and performance records of all County employees.

(8) establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.

(9) make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.

(10) develop and maintain the Classification Plan.

(11) develop and administer the recruitment and selection program.

(12) establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.

(13) monitor temporary and overtime assignments.

(14) approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the re-employment of laid off employees in other appropriate County positions.

(15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.

(16) establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.

(17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.

(18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.

(19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.

(20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.

(21) lead the County’s negotiations with labor representatives, unless otherwise delegated by the County Board.

(22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.

(23) develop such regulations as necessary to carry out the intent of this Ordinance.

(24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.
(25) develop and maintain the County wide training program within budgetary limitations.

(26) administer and manage the County's Worker's Compensation program.

(27) insure that Department Work Rules are fairly designed and administered.

F. Department Heads. Department Heads shall:

(1) enforce the Personnel Ordinance, and the Human Resource Policies and Procedures in their respective department.

(2) adopt such additional Department Work Rules as required by law and/or necessary for the operations of the Department subject to approval of the Human Resources Director.

(3) initiate and process personnel transactions affecting their employees using forms provided by the Human Resources Director.

(4) maintain an employee service record for each employee.

(5) notify the Human Resources Director of all changes in permanent personnel records including change of address, insurance coverage and other relevant information.

(6) keep employees informed of current personnel policies.

(7) conduct second step grievance procedures hearings as may be necessary under Section 18.805, and adjust such grievances as may be appropriate.

(8) appoint and remove employees to positions subject to Section 18.304 and 18.806, and consistent with applicable State Statutes and inform governing committee of said appointments.

(9) in collaboration with the Human Resources Director, develop employee orientation and in service training programs.

(10) administer discipline and delegate such authority to supervisory personnel as appropriate subject to Section 18.806.

(11) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.

(12) obtain prior approval of the County Administrator when taking vacation days, or when traveling out of the County on County business. (This provision does not apply to elected County Officials.) The memo making the request should include a designated department contact person, as well as a phone number where the Department Head can be reached (if possible).

(13) develop and monitor department budget.

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

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

(2) implement the Personnel Ordinance, HR Policies and Procedures and Department Work Rules in their unit.

(3) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.
Section 2: Classification Plan

Development and Administration

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

Position Description

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

Allocation of New Positions

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

Abolition of Unnecessary Classifications

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

Reclassification Requests

A reclassification is the reassignment of a position from one existing class to another class to recognize a change in the duties and responsibilities of a position. Reclassification requests shall normally be contained within the annual budget. In such situations, prior to approval of the budget, the Human Resources Department shall audit the position and make a written recommendation to the County Administrator who shall then recommend approval or denial of reclassification requests. If a reclassification request is denied, the position shall not be reconsidered for reclassification until there is a significant change in the duties and responsibilities of the position. If, in exceptional cases, duties of a position change during a budget year, the County Board may approve a reclassification request upon the performance of a job audit and the recommendation of the Human Resources Director and County Administrator and with the confirmation of the County Board Staff Committee.

Reallocation Requests

A reallocation is the reassignment of a position from one pay range to another pay range to correct an error in the original assignment, to reflect changing labor market conditions, or to reflect significant changes over a period of time in the duties and the responsibilities of the position. Salary adjustments shall be part of the budget process. If salary reallocations are approved, they will become effective the first day of the fiscal year. Persons in positions reallocated shall normally be
advanced to the step with the next highest dollar amount in the new pay range. Future step increases will be paid according to the employee's new employee group or pay grid. In unusual circumstances, the reallocated individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator.

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

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

Reorganization of Department

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

Position Description Questionnaires/Job Audits

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

Review of Classification Plan

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

Underslotting

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

Upgrade

Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human Resources Department shall audit the position and make a written recommendation to the County Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade request is denied, the position shall not be reconsidered for upgrade until there is a significant change in the duties and responsibilities of the position. When a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring procedures for approved upgraded positions shall be subject to guidelines established by the Human Resources Director.

Section 3: Recruitment and Selection

The Human Resources Director shall develop and conduct an active recruitment program designed to meet current and projected County manpower needs.
Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates.

(a) **Job Announcements and Publicity.**

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

(b) **Application Form.**

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

(c) **Rejection of Applications.**

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

1. does not meet the minimum qualifications established for the position.
2. provides any false or misleading information in the application process.
3. is physically, mentally or otherwise unable to perform the duties of the position, with or without a reasonable accommodation, as permitted under applicable State and Federal laws.
4. has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable State and Federal laws.
5. is not within the legal age limits prescribed for the position or for County employment.
6. has established an unsatisfactory employment record, which demonstrates unsuitability for the position.
7. is a member of an organization, which advocates the violent overthrow of the government of the United States.
8. based on job related factors, is found by the Human Resources Director to be clearly unsuitable for the position for which he/she has applied.

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

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

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

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

Relocation Expense 18.302
An employee, newly hired to fill an FLSA exempt position, who resides outside of reasonable commuting distance (i.e., a distance greater than 40 miles) wishing to relocate his or her domicile to Rock County may be eligible for a contribution toward moving expenses, if it is determined, upon recommendation of the County Administrator and approval of the County Board Staff Committee, to be in the best interest of Rock County to offer such contribution. An employee receiving a contribution toward moving expenses shall remain a resident and employee of Rock County for not less than three (3) years. Failure to meet this requirement will result in the repayment of said moving expense on a pro rata basis.

Selection

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

(a) Selection Devices.

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

(b) Confidentiality.

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

Eligibility Lists

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

(a) Layoff List for unilateral employees.

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

(b) Open Competitive and Promotional Eligibility.

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

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

(d) **Removal of Candidates from Eligibility Lists.**

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

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

2. files a written statement indicating unwillingness to accept appointment.

3. declines an offer of employment under such conditions previously indicated by the candidate as acceptable.

4. fails to respond within a specified time period to any official written inquiry regarding relative availability.

5. fails to report for an interview or for duty at the time specified by the Human Resources Director or appointing authority.

6. is disqualified for employment under County policies or state law.

7. factors covered under Section 18.301.

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

**Certification and Appointment**

**18.305**

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

**Appointment of Eligible Candidates.**

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

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

**Probationary Period**

**18.306**

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

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

1. Regular status begins on the first workday following completion of the Probationary Period.

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

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

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

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

(6) Probationary employees, with the exception of Pool Staff, Relief Staff, and Project Staff, will not be permitted to apply for other positions until they have completed twelve months of employment. An employee who has completed at least six months of their probationary period, may sign for a lateral transfer in the same classification with in the same division. In unusual circumstances, this requirement may be waived in advance and in writing by the current Department Head and Human Resources Director.

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

Part-time and Seasonal Employment

18.307

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

Temporary Appointments

18.308

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

Overlap Double Fill of Positions

18.309

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

Other Appointments May Follow Ordinance

18.310

Nothing herein shall preclude an appointing authority from filling those positions not covered by this Ordinance in a manner consistent with it.
Section 4: Salary Administration

Pay Plans

The Pay Plans shall include the schedules of pay ranges for all County employees.

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

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

(b) To provide appropriate pay incentives for satisfactory or outstanding job performance.

The pay plan schedules described above shall be contained in the County’s Administrative Policy and Procedures Manual.

Development and Administration

The Human Resources Director shall be responsible for the development and administration of the Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of pay.

When appropriate, the Human Resources Director shall recommend necessary amendments to the County Board Staff Committee, which shall become effective upon approval of the County Board.

Linkage

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

Entrance Pay Rate

The entrance pay rate for new County employees shall normally be the minimum rate of the pay range prescribed for the class. A Department Head may recommend that a particular appointment be made above the entrance pay rate. Such requests must be made in writing, approved in advance by the Human Resources Director in recognition of relevant experience and/or exceptional qualifications.

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

In Range Increment

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

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

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

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

Seasonal Employment

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

Temporary Employment

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

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

Pay Rate Adjustments

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

(a) Transfer

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

(b) Promotion

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

(c) Demotion

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

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

(e) Compensation During Temporary Assignment

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

Overtime

18.410

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

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

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

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

Red Circled Classifications

18.411

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

Section 5: Fringe Benefits

Holidays

18.501

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

(a) New Year's Day
(b) Spring Holiday to be observed the Friday immediately preceding Easter
(c) Memorial Day
(d) July 4th
(e) Labor Day
(f) Thanksgiving Day
(g) Friday following Thanksgiving
(h) Day before Christmas
(i) Christmas Day
(j) One Floating Holiday
Any additional holiday granted by the County Board.

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

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

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

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

Unilateral A Positions who are required to work a holiday, will be paid or granted compensatory time off at a rate of time and one half and receive an additional day in lieu thereof.

Pool Relief of Unilateral A positions who are required to work a holiday will be paid at a rate of time and one half.

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

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

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

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

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

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

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

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

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

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

The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of January 1st of each year. Employees need to use the floating holiday before December 31 of each calendar year. If the floating holiday is not used by December 31, the floating holiday will be forfeited. During their first year of employment, Employees hired after November 30, will have until January 31 of the following year to use their float from the previous year.

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

Health and Dental Insurance

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

B. For non-represented employees hired after September 1, 2009 into positions with an FTE of 0.5 or greater but less than 1.0 FTE Rock County will provide single coverage health insurance. If the employee chooses to select employee and spouse, employee and child, or family coverage, the employee will pay a pro-rated share of the premium difference between single coverage and the coverage of their choice based on their FTE [CB Resolution 14-12A-170].

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

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

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

Life Insurance

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

Retirement

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

Unemployment Compensation

County employment is covered by Wisconsin Unemployment Compensation laws.

Vacation

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

(b) Starting with their anniversary date in 2016, Unilateral employees hired after January 1, 2008, shall earn vacation according to the following schedule:
<table>
<thead>
<tr>
<th>Completed Years of Service</th>
<th>Unilateral A &amp; B</th>
<th>Unilateral C</th>
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<td>19 Years</td>
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Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six months. Any time used between six (6) months and one year, will result in a reduction of the days available after one year. (Example: a Unilateral A employee uses 2 days after six months but prior to his one year anniversary date, that person would have 8 days to use after completing one year of service. 10 – 2 = 8.)

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

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

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

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

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

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

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

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

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

(k) An employee who moves from one employee group to another employee group in the County service, by transfer, promotion or re-assignment, will have their vacation entitlement determined by a number of factors (i.e. years of service, FTE previously worked, entitlement under new employee group, etc.).

(l) An employee, whose appointment status is changed from temporary to regular status without a break in service, shall receive vacation credits from the date of his/her original appointment to temporary status.

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

(n) Vacation credits shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensable status, should such period without pay exceed thirty working days in any calendar year.

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

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

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

(r) Unilateral “C” employees whose position has been moved to Unilateral “A” will have their vacation allotment frozen at current level until the employee’s length of service would provide additional vacation under the Unilateral “A” schedule.

Workers Compensation

18.507

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

Rock County strives to insure all work assignments are performed safely and work areas are maintained in a safe manner. The County promotes a light duty program for injured employees on worker compensation. All on the job accidents must be reported to the Human Resources Director or his/her designee immediately and proper forms must be completed in full.
Any employee, who is receiving worker's compensation, may at the employee's option, take sufficient
sick leave or vacation to make up the difference between the worker's compensation payment and his/her regular wage. When the employee's sick leave and/or vacation account is exhausted, he/she shall receive worker's compensation payments only. If an employee is on worker's compensation for a period of twelve (12) months, that employee shall have his/her earned vacation paid out, unless the employee asks for deferral of vacation payout in writing.

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

Leave of Absence Policy (Non FMLA)

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

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

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

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

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

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

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

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

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

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

18.509

In the event of a death in an employee's immediate family, he/she may be excused from work without loss of pay for up to a maximum of thirty-two (32) hours annually for the purpose of attending a wake, visitation, memorial service, funeral, or make necessary arrangements regarding the death, within a reasonable time from after the occurrence. Immediate family shall not include former "in-laws" due to divorce. The appointing authority may require documentation to substantiate the leave.

a. Up to three days (24 hours) for any member of the employee's immediate family as defined in section 18.1025.

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

If additional time is required beyond the thirty-two (32) hours annually, an employee may request to use accumulated vacation, holiday or comp-time. Sick leave cannot be used.

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

Bereavement leave cannot be accrued from one year to the next.

Bereavement leave can be used in increments of quarter hours.

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

Jury Duty

18.510

Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from his/her regular and normal daily schedule of working hours with pay, for such jury service provided such employee shall remit to Employer all fees received from the Clerk of Courts for such service, and further provided that no claim for overtime pay or compensatory time off shall be made by such employee as a result of his/her jury services. If a second or third shift employee is selected to serve on a jury panel, the employee will not be required to work their next scheduled shift, if such shift begins on the same calendar day. If the employee does not remit the fee, he/she shall be considered to be on leave of absence without pay while performing jury duty. The County shall pay a reasonable amount for the difference if the employee has to pay parking fees and reimbursement from the Court does not fully cover the fee.

Should an employee not be selected to serve on a jury panel, the employee will report back to work within one hour of dismissal by the court.

If the employee chooses not to return to work, they may use available benefit time to take the rest of the day off. Sick Leave cannot be used.

Medical Leave

18.511

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

Military Leave

18.512
An employee who leaves the service of the County to join the military forces of the United States during time of war or other national emergency, or who is drafted into the military service at any time, shall be granted military leave without pay, such leave to extend through a date ninety days after being relieved from such service. Proof must be filed with the Human Resources Director. Such employee shall be restored to the position which he/she vacated or to a comparable position with full rights and without loss of seniority or benefits accrued and not taken while serving in the position he/she occupied at the time the leave was granted, provided that application is made to the Human Resources Director within ninety days after the date of his/her honorable discharge, or fifteen days after rejection, and is physically and mentally capable of performing the work of his/her former position. Failure of an employee to notify the County within this time period of his/her intention to return to work shall be considered as a termination of his/her employment. Leave will be granted in compliance with State and Federal law.

Military Reserve Leave

18.513

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

(2) An employee who has active membership in the U.S. Military Reserve or National Guard and who is ordered to active duty in the U.S. Armed Forces shall be granted military leave with supplemental pay equal to the difference between the employee’s basic military pay and his/her normal County daily wage. Supplemental pay granted under this section is provided for the duration of an employee’s military service, not exceeding 5 years. Proof must be filed with the Human Resources Director. To receive compensation the employee must submit a copy of his/her Military Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay to an employee may be an estimate with final pay reconciliation by the County's Payroll Office after receipt of the employee's military pay vouchers, either during the course of military service or after completion. Accrual of seniority and benefits, and reinstatement rights and limitations, shall be consistent with those outlined in section (d) and as required by law. An employee who voluntarily extends his/her military service shall not be granted supplemental pay, but may apply for additional unpaid military leave under section (d). The effect of this subsection is retroactive to January 1, 2004, and is subject to the rights of the various unions representing County employees to object to said compensation policy prior to implementation and request that this subsection be subject to the collective bargaining process.

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

Non Work Related Witness or Personal Litigation

18.514

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

Sick Leave

18.515

Sick leave pay shall commence on the first day of any period of illness due to accident, injury or disease.
(1) All full-time employees shall earn one sick leave day per month of continuous employment. All part-time employees whose regular workweek is sixteen hours or more shall earn one sick leave day on a prorata basis directly in relation to the normal full time employment period. All part-time employees, who work less than sixteen hours per week, shall not earn sick leave. Temporary and seasonal employees are not eligible for sick leave.

(2) Sick leave shall be granted after six months continuous service (from original hire date) when an employee is required to be absent from work because of:

  (a) Illness of the employee.

  (b) Illness of an employee’s spouse

  (c) Illness of a minor child (includes stepparent, current foster child, grandchild, or any other child they are legally responsible for and can provide legal documentation supporting the responsibility) or a child who meets the definition of a disabled adult child.

  (d) Illness of a parent (includes stepparents and current foster parents).

  (e) Contact with or exposure to a contagious disease rendering the employee’s presence hazardous to fellow workers.

  (f) Reasonable medical or dental attention that cannot be scheduled during non-working hours.

(3) Sick leave shall accrue to a maximum of one hundred thirty days.

(4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor as close to their regular starting time as possible in accordance with Department Work Rules.

(5) A supervisor may identify a potential problem with an employee’s sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to:

  a) It occurs before or after a holiday,

  b) It occurs before or after a scheduled day off,

  c) An employee takes sick leave in excess of three days which has not been reported to FMLA, or

  d) The employee has a history of using short amounts of sick leave repeatedly over an extended period of time.

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

When a problem has been identified and the employee has not voluntarily changed their behavior, a Department Head or the Human Resources Director may require the employee to submit a medical statement, stating the specific illness, period of treatment, and date that the employee may return to work.
The Department Head or Human Resources Director may require an employee to take a medical examination on returning from sick leave or on such occasions that it is in the best interest of the County. The medical examination shall be given by a physician designated by the Human Resources Director.

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

(6) An employee on vacation who presents an acceptable medical certificate giving the dates of illness may have that portion of his/her vacation leave converted to sick leave.

(7) Sick leave shall be debited in no less than quarter hour units.

(8) No credit for sick leave shall be granted for time worked by an employee in excess of his/her normal workweek.

(9) A regular employee who moves from one department to another by transfer, promotion or demotion shall have his/her total sick leave credits transferred to the new department.

(10) Unilateral employees who resign or retire with ten or more years of continuous service shall be paid for one half of the accumulated sick leave days, not to exceed a total of sixty-five days. In the event of the death of an employee, the County shall make the same sick leave payment to the employee's estate. In the event of a discharge, the employee will not receive this benefit.

Subpoenaed Witness

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

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

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

Training/Educational Leave

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

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

For language covering leaves with pay, see HR Policies and Procedures.
Voluntary Public Service Leave

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

Voting

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

Section 6: Conditions of Employment

Communications and Confidentiality

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

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

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

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

Conflict of Interest

Except for the salary or compensation received from the County, no County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his/her own business activity, accept private employment or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of the employee’s official duties or would impair his/her independence or judgment or action in the performance of the employee's official duties. Such employment, business activity or service shall not be engaged in or promoted during normal working hours for which such employee is being remunerated by the County and such employment, business activity or service shall not involve the use of County facilities or materials. No employee shall use or disclose "privileged information" gained in the course of or by reason of the employee's official position or activities. Failure to comply with these conditions shall be considered grounds for discipline up to and including immediate dismissal.

County Administrator (Tenure)

The County Administrator shall hold his/her position at the pleasure of the County Board. The action of the County Board in removing the County Administrator shall be final. Dismissal actions against the County Administrator may be initiated by individual supervisors as per County Board rules.
<table>
<thead>
<tr>
<th>1584</th>
<th>County Equipment (return of)</th>
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<tbody>
<tr>
<td>1585</td>
<td>18.604</td>
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<td>1586</td>
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<tr>
<td>1587</td>
<td>Employees leaving County employment must return County identification cards, keys, tools and equipment on or before their last day of work.</td>
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<tr>
<td>1589</td>
<td><strong>County Residence</strong></td>
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<td>18.605</td>
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<td>1592</td>
<td>Key County officials, as determined by the County Administrator, shall reside in the County.</td>
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<tr>
<td>1594</td>
<td><strong>Demotions</strong></td>
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<td>1595</td>
<td>18.606</td>
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<tr>
<td>1597</td>
<td>Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be voluntary.</td>
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<tr>
<td>1598</td>
<td>Demotions must be approved in advance by the Human Resources Director.</td>
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<tr>
<td>1601</td>
<td><strong>Discipline/Investigations</strong></td>
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<td>1602</td>
<td>18.607</td>
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<td>1603</td>
<td></td>
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<tr>
<td>1604</td>
<td>The purpose of discipline is correcting job behavior and performance problems of employees.</td>
</tr>
<tr>
<td>1605</td>
<td>Employees shall be informed of standards of conduct and performance. No disciplinary action will be taken until a thorough investigation has been completed. Employees under investigation shall have the right to union representation during the investigatory process. If a local union does not choose to represent the employee, the employee will be allowed to have a representative of their choice who is a supervisor or manager within Rock County. The representative will be limited to listening and advising the employee but will not be allowed to speak in place of the employee. Unilateral employees other than Department Heads shall be allowed to have a representative of their choice who has equal or less authority than they do. Employees may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules and standards shall be consistently applied. Penalties shall be uniform and shall match the infraction. Persons administering corrective discipline shall systematically document the case. Records of written reprimands, suspensions, demotions and terminations shall be provided to Human Resources and kept in the employee's personnel file. Written reprimands will remain in effect for a period not to exceed one year, and at the end of such period shall be removed from the employee's personnel file. Records of suspension shall remain in the Employee's personnel file for a period of two years and at the end of such period shall be removed from the Employee's personnel file. (This section does not necessarily apply if the employee is represented by an attorney.)</td>
</tr>
<tr>
<td>1617</td>
<td>Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the County Administrator before such actions are taken. In the event that the immediate dismissal action is required and the HR Director or the County Administrator cannot be reached, the employee shall be suspended with pay pending investigation.</td>
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<tr>
<td>1620</td>
<td><strong>Disciplinary Action (Grounds for)</strong></td>
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<tr>
<td>1621</td>
<td>18.608</td>
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<td>1622</td>
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<tr>
<td>1623</td>
<td>The following shall be grounds for disciplinary action ranging from a written reprimand to immediate discharge depending upon the seriousness of the offense in the judgment of management:</td>
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<tr>
<td>1625</td>
<td>(a) Dishonesty or falsification of records.</td>
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<td>1626</td>
<td>(b) Use, possession, distribution, selling, or being under the influence of alcohol or illegal drugs while on Rock County premises or while conducting business related activities off Rock County premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.</td>
</tr>
<tr>
<td>1628</td>
<td>(c) Unauthorized use or abuse of County equipment or property.</td>
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<tr>
<td>1629</td>
<td>(d) Theft or destruction of County equipment or property.</td>
</tr>
<tr>
<td>1631</td>
<td>(e) Work stoppages such as strikes or slowdowns.</td>
</tr>
</tbody>
</table>
(f) Insubordination or refusal to comply with the proper order of an authorized supervisor.

(g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws, ordinances and regulations.

(h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or repeated attempts to use unpaid leave when the employee does not have benefit time available.

(i) Use of official position or authority for personal or political profit or advantage.

(j) Disregard or repeated violations of safety rules and regulations.

(k) Incompetence, unprofessional or poor work performance.

(l) Discrimination because of race, color, creed, national origin, marital status, sex, sexual orientation, or any other grounds prohibited by State or Federal law.

(m) Violations of Section 18.601 “Communications and Confidentiality”.

(n) Failure to call in or report to work.

(o) Sleeping during scheduled work hours.

(p) Being disrespectful or bullying in dealing with fellow employees or the general public.

(q) Failure to exercise good professional judgment and/or failure to conform to the County’s or your Department’s goals and mission.

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

Exit Interview

18.609

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

Gifts and Gratuities

18.610

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

Harassment

18.611

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

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

Nonstandard work schedules may be approved by a Department Head, when doing so is in the interest of County operations. Notice of nonstandard work schedules shall be made to Human Resources and payroll.

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

Employees included in Sections 18.1004, 18.1002, 18.1010, 18.1011, and 18.1018 are considered salaried exempt employees. These employees must cover a partial day taken off with paid vacation, sick leave or comp time (where applicable). If the employee has insufficient paid time to cover the entire day off, the employee must take the entire day off without pay.

Layoffs

The appointing authority may lay off an employee: a) whenever it is necessary to reduce the workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has exhausted all available leave options and is unable to return to work, or c) when an employee has failed to successfully complete their probationary period after a promotion or d) when an employee can no longer perform the essential functions of the job.

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

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

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

Lunch Periods and Break Time

(a) Lunch Periods.

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

(b) Break Time.

Employees may leave their workstation and return fifteen minutes later for two breaks in an eight hour shift, one during the first four hours of their first shift, and the second during the last four hours of their shift. Breaks not taken are lost. Breaks cannot be accumulated or used to extend lunch periods or to shorten the workday. Breaks must be used in 15 minute increments.

Lunch periods and break times are to be arranged between the employee and his/her supervisor or Department Head. Since most County offices remain open continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the Department Head's responsibility to assure that lunch periods and breaks are scheduled so that adequate staff coverage is provided at all times.
Employees who are on a nonstandard work schedule or work 2nd or 3rd shift shall follow Department Work Rules for lunches and breaks.

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

More than One County Position

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

Nepotism

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

Outside Employment

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

Outside Services

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

Payday

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

Pre-Employment Physicals

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

Political Activity

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

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

(a) Use his/her official authority or influence for the purpose of interfering
with or affecting the result of an election or nomination for office;

(b) directly or indirectly coerce, attempt to coerce, command, or advise a state
or local officer or employee to pay, lend or contribute anything of value to a
party, committee, organization, agency or person for political purposes; or

(c) Be a candidate for partisan elective office.

Professional Liability Insurance

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

Resignations

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

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

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

Safety

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

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

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

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

The first report of injury form must be in filled out completely, usually the day of the incident, if not, as
soon as possible.
The employer has established the following protocols for evacuation of the premises. When employees are advised to evacuate the building, the employees should:

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

**Telephone**

18.625

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

**Travel**

18.626

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

**Meals allowed while in travel status:**

- Breakfast—up to $8.00 including tip, may be claimed when the employee is out of the County prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to 10:30 a.m.
- Lunch—up to $10.00 including tip, may be claimed when the employee is out of the County between 10:30 a.m. and 2:30 p.m. on county business.
- Dinner—up to $20.00 including tip, may be claimed when the employee is out of the County after 6:00 p.m. on county business. The dinner rate will be paid for meals after 2:30 p.m.

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

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

**Section 7: Performance Evaluation**
The performance evaluation program is used to assess an employee's work effectiveness and to suggest constructive actions on how he/she may improve. Performance evaluation reports shall be considered in decisions affecting placement, salary advancement, overtime assignment, promotions, demotions, dismissal, order of layoff, reemployment, and training.

Administration

18.702

Each employee shall be evaluated at the following periods:

(a) **Probationary Period.**

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

(b) **Annual.**

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

(c) **Special.**

A special performance evaluation shall be completed:

(1) Whenever there is significant change in the employee's performance,

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

(3) When an employee has accepted a new position with in Rock County, the current supervisor should complete a performance evaluation for the employee if they have not received a performance evaluation in the last six months.

**Rater**

18.703

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

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

**Review of Performance Report**

18.704

Supervisors serving as raters shall review all performance reports with Department Heads before discussing the report with the employee and before the report is filed in the employee's personnel folder.

If the rater plans to recommend the denial of an in-grade salary increment, the report shall be discussed with the Human Resources Director prior to review with the employee.

**Human Resources Director**

18.705

The Human Resources Director shall be responsible for the overall administration of the employee performance evaluation programs and shall advise and assist employees, raters and Department Heads to ensure that performance evaluation procedures are handled according to the provisions of this Section.
Employee
18.706

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

Performance Improvement Plan
18.707

The Performance Improvement Plan (PIP) is a great way to give struggling employees the opportunity to succeed while still holding them accountable for past performance. The PIP may be done in conjunction with a performance evaluation or as a stand alone assessment. The goal of the PIP is to improve performance and provide guidance to the employee, and the documentation helps put the employee back on track. The employee may need more training or help in understanding what is expected of them in order to be successful in meeting the criteria of the PIP. The supervisor should document the areas of the employee's performance that need improvement, as well as establish a provisional action plan for improvement. The employee is expected to demonstrate continued improvement. The supervisor will monitor and provide feedback to the employee regarding his or her performance on the PIP and may take additional disciplinary action, if warranted, through the progressive discipline process, up to and including termination at any time.

Section 8: Grievance Procedure
18.801

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

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

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

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

Definitions
18.802

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

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

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

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

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

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

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

Administration

18.803

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

Filing a Grievance

18.804

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

Limitations:

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

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

3. A grievance filed outside of the specified time lines in 18.806 will be denied. The
   employee will forfeit all rights to participate in the grievance procedure as
   spelled out in 18.806.

Discussion of Problem with Immediate Supervisor

18.805

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

Grievance Procedure

18.806

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

STEP 1. Supervisor.

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

STEP 2. Department Head.
In the event that the immediate supervisor's decision is not satisfactory to the employee or the immediate supervisor is the subject matter of the grievance, the employee may within seven (7) calendar days, present the grievance in writing to his/her Department Head. The Department Head, or his/her designee, shall, within five (5) calendar days, meet and discuss the grievance with the employee and then reply in writing within five (5) calendar days.

STEP 3. **Human Resources Director.**

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

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

STEP 4. **Impartial Hearing Officer (IHO).**

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

a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with the name of an Impartial Hearing Officer. The Impartial Hearing Officer must not be an employee of the County. The Impartial Hearing Officer may be a lawyer, a professional mediator/arbitrator or other qualified individual as determined by the County Administrator.

b. The Impartial Hearing Officer shall be impartial and may not have any prior knowledge of the grievance.

c. The Human Resources Director will contact the hearing officer and schedule a meeting with the employee and the IHO to discuss the hearing. This meeting shall occur within two weeks of the date the Human Resource Director receives the request for the hearing. If the employee does not respond to the HR Director’s attempt to schedule the meeting or does not attend a scheduled meeting, the request for a hearing shall be considered withdrawn and the decision of the HR Director shall stand.

d. The Impartial Hearing Officer may decide the case on the existing record or may conduct a hearing. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The Impartial Hearing Officer may reschedule the hearing with permission of both parties.

e. The Impartial Hearing Officer, with the consent of both parties, may use his/her best efforts to mediate the grievance.

f. The employee has a right to be represented at the hearing (at the employee's expense) by a person of the employee’s choosing.

g. The County has the burden of proof in a reprimand, suspension or termination grievance to show that its actions were not arbitrary or capricious. The employee has the burden of proof in a workplace safety grievance.

h. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.
i. The hearing shall be recorded by a court reporter, who will make a record of the proceedings, and the costs will be shared equally by the parties.

j. Formal rules of civil procedure will not be followed.

k. Both parties may introduce exhibits and present witnesses. Witnesses shall be sworn to tell the truth.

l. The Impartial Hearing Officer shall provide a written decision within thirty (30) calendar days following the close of the record. The written decision should include a case caption; the parties and appearances; a statement of the issues, findings of fact; any necessary conclusions of law; the final decision and order; and any other information the hearing officer deems appropriate.

m. The Impartial Hearing Officer shall have the power to sustain or deny the grievance. He or she shall have the power to order only the following remedies: withdrawal of a written reprimand, reduction of suspension, transfer to original position from demoted position, reinstatement with or without some or all back pay. The Impartial Hearing Officer may recommend other remedies, however, all other remedial authority shall be subject to the determination and approval of the County Board, and shall be addressed by the County Board in the event the grievance is sustained.

STEP 5. County Board.

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

a. The written notice of appeal must contain: (1) a statement explaining the reason for the appeal, (2) a copy of the written grievance filed with the County, (3) the County’s response to the grievance, and (4) a copy of the Impartial Hearing Officer decision. The notice of appeal may not contain any information that was not admitted into evidence at the hearing.

b. The appeal will be placed on the agenda for a County Board meeting that is held at no longer than sixty (60) calendar days after the County Clerk receives a written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal, licensing, or suspension of a public employee. The County Clerk will provide a copy of the meeting notice to the employee, and the employee may request that an open session be held.

c. The employee has the right to representation by a person of the employee’s choosing and at the employee’s request. The employee and the employee’s representative may attend the closed session.

d. The employee or the employee’s representative and a representative of the County may address the County Board for an equal period to be determined by the County Board Chair. The appealing party will go first and may reserve a part of his/her time for rebuttal. The responding party will go second. The appealing party may present a rebuttal, if he/she has reserved any time and not used it.

e. The employee and the employee’s representative, and the person speaking on behalf of the County, will be excluded from any closed session during the County Board’s discussion or deliberation.

f. The County Board’s consideration of the appeal will be limited to a review of the Impartial Hearing Officer’s written decision, the appealing party’s reason(s) as to why the decision is wrong, and the response by the other party along with any oral presentations made by the parties.

g. Should the County Board Chair become aware of some relevant piece of information that could have had a significant impact on the decision of the
impartial hearing officer, that neither party was aware of, or could have been expected to be aware of, prior to the impartial hearing officer's decision, the County Board Chair, with the advice of the Corporation Counsel, may take whatever action he/she deems appropriate so as not to disadvantage either party, and report such action to the County Board.

h. The County Board shall give due deference to the decision and recommendation of the Impartial Hearing Officer and his/her decision shall not be overturned unless the Board finds by a simple majority vote that: (1) the hearing was not conducted fairly, (2) there was fraud or corruption on the part of the hearing officer, or (3) the hearing officer made an error in fact or law.

i. In the event the County Board does not sustain the Impartial Hearing Officer's decision, then the Board may render a new decision and remedy, or take other action as appropriate.

j. The County Board Chair shall prepare and sign a written determination reflecting the County Board decision. The County Board Chair may enlist the assistance of the Corporation Counsel in preparing the determination. A copy of the determination will be provided to the employee within ten (10) calendar days following the County Board's decision.

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

Grievance of Termination
18.807

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

Section 9: Transactions and Records Management

Policy
18.901

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

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

(a) Establish and maintain uniform, easily accessible and complete employment records of all County employees and employee transactions.

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

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

Public Inspection
18.902

Information as to the name, class title and salary of employees and former employees is available for public inspection at times in accordance with procedures prescribed by the Human Resources Director.

Other information shall be considered confidential and shall be available as authorized by State and Federal law.
Destruction of Records

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

Reports

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

Section 10: Definitions

Accrued Benefits

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

Administrative Personnel

Administrative employees act as an advisor, limited function department head, or a specialist in a management or supportive service who meet all the following criteria:

(a) A primary duty of the employee includes the performance of office or non-manual work directly related to the management or general business operations of the County or its citizens.

(b) A primary duty of the employee includes the exercise of discretion and independent judgment with respect to matters of significance.

Allocation

The assignment of a position to a pay range.

Anniversary Date

The date an employee begins County employment. The anniversary date may be modified by subsequent personnel actions – leave of absence and layoff.

Appointing Authority

A County official who has the authority to appoint and remove individuals to and from positions in the County service.

Board

The Rock County Board of Supervisors.

Class

One or more positions which are substantially alike in duties and responsibilities to warrant using the same title, similar qualifications, selection procedures and the same pay range.
Class Description
18.1008

A written description of a class containing the class title, a general statement of the duties and responsibilities, examples of duties performed, and minimum qualifications required.

Class Title
18.1009

The official designation or name of the class as stated in the class description. The class title shall be used on all personnel records and other official personnel actions.

Classification Plan
18.1010

The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.

County Administrator
18.1011

The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.

Demotion
18.1012

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

Department Head
18.1013

A County official with the responsibility for the operation of a County department.

Disciplinary Action
18.1014

The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.

Earned Benefits
18.1015

Those benefits that employees have on the books which are currently available to use (i.e. vacation after reaching an anniversary date, sick leave earned a day a month, floating holiday, etc.).

Eligible Candidate
18.1016

A person certified by the Human Resources Director as meeting the training and experience requirements and as successfully completing all parts of the selection process when formal selection devices are used.

Eligibility List
18.1017

A list of Eligible Candidates to fill positions in a particular job class.

Employee
18.1018

An individual who is employed by the County and is paid in part or in whole through the County payroll.
Entrance Pay Rate
18.1019

The rate of pay a newly hired employee is assigned at commencement of employment.

Executive Personnel
18.1020

An executive employee is an administrator who meets all of the following criteria:

(a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County.

(b) The employee customarily and regularly directs the work of two or more other employees full time employees or their equivalent.

(c) The employee has the authority to hire or fire other employees, or their recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees is given particular weight.

Flexible Time
18.1021

Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy and Procedures.

Full Time Equivalent (FTE)
18.1022

A way to measure the amount of time a person assigned to a county position is scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time position, while an FTE of 0.5 means that the position is only half time. FTE is measured in tenths from 0.1 to 1.0.

Grievance
18.1023

A formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.

Human Resources Director
18.1024

The Director of the Rock County Human Resources Department and the person responsible for implementing all County Personnel Policies and Procedures.

Immediate Family
18.1025

Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, aunt (the sister of one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.

In Range Increment
18.1026

A pay step within a pay range.
Layoff

The involuntary separation of an employee because of a) whenever it is necessary to reduce the workforce for any reason (e.g., lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has exhausted all available leave options and is unable to return to work, or c) when an employee has failed to successfully complete their probationary period after a promotion or d) when an employee no longer perform the essential functions of the job.

Limited Term Employee (LTE)

An employee who is hired to perform a job for a determinate amount of time with a specific ending date at the time of hire and who meets all of the qualifications to perform the job. Limited Term Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Limited Term Employee may not work more than 25 hours per week.

Part-time Employees

Employees shall be considered part-time when they are normally scheduled to work less than 40 hours per calendar week, or on a regular 5-2/5-3 work rotation on a 15 day work cycle.

Pay Plan Grid

A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective Bargaining Agreement.

Pay Range

A salary range to which positions are assigned, consisting of a minimum wage rate, designated as "Step 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall be compensated at one of the steps contained in the pay range to which the position is assigned.

Pool

An employee who is hired to perform a certain job and who meets all of the qualifications to perform the job (e.g., Pool Psych Techs, Pool C.N.A., Pool RN). Pool staff are not guaranteed a set number of work hours. Specific rules and guidelines for the completion of Pool duties are contained within Departmental Work Rules. Pool are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Pool may not work more than 25 hours per week. If a current FTE employee wished to become a pool employee, he/she must resign from his/her regular employment with Rock County and reapply as a pool employee.

Position

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

Position Description

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

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

Probationary Period

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

Promotion

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

Reallocation

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

Reclassification

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

If the incumbent in the position is not qualified for the position, an open recruitment shall be conducted to fill the position.

Regular Appointment

A regular appointment of an eligible candidate to a budgeted County position.

Regular Employee

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

Reinstatement

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

Relief

An employee who is hired to perform a certain job and who meets all of the qualifications to perform the job (e.g. Relief Youth Specialist). Relief Staff are not guaranteed a set number of work hours.

Specific rules and guidelines for the completion of Relief duties are contained within Departmental Work Rules. Relief staff are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage.

Employees working as a Relief Staff may not work more than 25 hours per week. If a current FTE
employee wished to become a pool employee, he/she must resign from his/her regular employment with Rock County and reapply as a pool employee.

Retiree

An employee who terminates employment with the County to immediately and actively draw an annuity from the Wisconsin Retirement System (WRS).

Seasonal Employee

An employee who is hired for a period of time to do a specific function (example: cut the grass), which cannot cumulatively exceed a period of nine months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Seasonal employee may not work more than 25 hours per week.

Selection Device

A formal measurement device used to evaluate and/or rank applicants for County positions.

Seniority

Seniority is continuous length of service as a County employee. Seniority shall, upon completion of the Probationary Period, begin with the original date of continuous employment subject to the conditions of 18.1004. Seniority shall be used to determine accrual of vacation and sick leave.

Supervisor

The person responsible for the assignment, direction and evaluation of the work of another employee, usually a full time County employee.

Temporary Appointment

An appointment of an individual who meets the qualifications for a position appointed to fill that position for an unspecified term. Temporary Appointees may be eligible for fringe benefits.

Termination

The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement or death.

Transfer

The assignment of an employee from one position to another in the same class or to a class with the same pay range.

Travel Status

An employee shall be considered to be in “travel status” when he or she is on County business outside of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 10:30 a.m. and 2:30 p.m.
Understaffing
18.1053
The filling of a vacant position at a lower classification.

Unilateral Employees
18.1054
Those County employees who are not covered by a collective bargaining agreement, excluding the
County Elected Officials and the County Administrator. The Unilaterals are divided into three groups
for purposes of overtime and vacation:

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

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

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

Upgrade
18.1055
The reassignment of a position from one existing class to a current or newly created class to recognize
a change in the duties and responsibilities of a position. When a position is upgraded, an open
recruitment shall be conducted to fill the position (e.g., HR Secretary to HR Office Coordinator).

Work Schedule
18.1056
The standard typical work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m.
with a one-hour lunch period. All full time employees are expected to work at least 40 hours per week
unless work rotation (i.e. 5/2/5-3), or a Department Work Rule dictates otherwise. Work schedule and
hours of work may be determined by the operational needs of the department.

Respectfully Submitted,
COUNTY BOARD STAFF COMMITTEE
Russell Podzinski, Chair
Sandra Kraft, Vice Chair
Eva Arnold
Henry Brill
Betty Jo Russie
Mary Mawhinney
Louis Pea
Alan Sweeney
Terry Thomas
AMENDING THE COUNTY'S PERSONNEL ORDINANCE
Page 46

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

Jeffrey Kugiitsch
Corporation Counsel

FISCAL NOTE:
Minimal fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
Executive Summary

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

It is important to give our workforce a voice in the process, and in 2016 a survey was sent to managers and employees to solicit input into suggestions for modifications to the current personnel ordinances and for suggestions for new ordinances. Overall there were 185 individuals that responded to the survey. The Human Resources Department identified several areas that were brought to their attention during 2016.

A draft of the proposed changes was reviewed with the County Administrator. There were some additional suggestions offered and a final version of proposed changes was compiled.

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

Proposed Personnel Ordinance Changes

Summary

18.105 – Add that the Personnel Ordinance takes precedence over Department Work Rule
18.206 – Clarified how future step increases will be paid on a reallocation
18.211 – Deletion of upgrade language
18.301-18.310-Changed Human Resource Director to Human Resources
18.301 - Provided additional flexibility for recruitment timelines; eliminated the requirement to wait six months for retaking of written exams.
18.305 – Changed department head to hiring manager
18.306 – Updated language to reflect current process.
18.309 – Retitled section
18.411 – Eliminated ten year requirement for red circled employees.
18.501 – Provide guidance on how Unilateral “A” positions will be paid after working a holiday.
18.506 – Removed outdated language; Added language when employees move between Unilateral “A” and Unilateral “C”.
18.507 – Removed reference to supplemental benefits.
18.509 – Simplified the bereavement leave policy
18.510 – Added language for second and third shift employees.
18.607 – Removed out dated language.
18.612 – Updated reference sections due to numbering.
18.613 – Updated language to reflect current practice.
18.614 – Clarified that breaks are in 15 minute increments only.
18.626 – Updated language from resolution passed in early 2016.
18.702 – Provide guidance as to when performance evaluations need to be completed
18.707-New language for Performance Improvement Plans
18.804-Clarified grievance timelines
18.1020-Updated language to reflect Fair Labor Standards Act
18.1027-Updated layoff definition
18.1032-Updated language to reflect current practice
18.1039-Updated definition to reflect combination of reclassification and upgrade language
18.1043-Updated language to reflect current practice
18.1055-Removed upgrade language to reflect combination of reclassification and upgrade
18.1056-Updated to reflect current practice.
APPOINTMENT TO THE COORDINATED SERVICES TEAM (CST) ADVISORY COMMITTEE

POSITION: Member of the Coordinated Services Team (CST) Advisory Committee

AUTHORITY: County Board Resolution 12-4A-642

TERM: Unexpired Term Ending April 30, 2017

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

PRESENT MEMBERS: Beth Blum

CONFIRMATION: Yes, by County Board of Supervisors

APPOINTMENTS: Gabrielle Berget
CST Coordinator
Rock County Human Services

EFFECTIVE DATE: November 17, 2016
APPOINTMENTS TO LAND INFORMATION COUNCIL

POSITION: Members of the Land Information Council

AUTHORITY: County Board Resolution #10-8A-113

TERM: Terms Ending 8/31/19

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

CONFIRMATION: Yes, by County Board of Supervisors

PRESENT MEMBERS: Michelle Schultz
Mickey Crittenden
Deb DeWitt

NEW APPOINTMENTS: Michelle Schultz
Real Property Lister
Mickey Crittenden
Information Technology Director
Deb DeWitt
C21 Affiliated
5715 Kennedy Road
Janesville, WI 53545

EFFECTIVE DATE: November 17, 2016
APPOINTMENT TO ROCK COUNTY HOUSING AUTHORITY

POSITION: Member of the Rock County Housing Authority

AUTHORITY: County Board Resolution #04-6B-038

TERM: Five Year Term Expiring October 14, 2021

PER DIEM: $25 Per Meeting

PRESENT MEMBER: Billy Bob Grahn

CONFIRMATION: Yes, for County Board of Supervisors Only

NEW APPOINTMENT: Billy Bob Grahn
152 S. Locust
Janesville, WI 53548

EFFECTIVE DATE: November 17, 2015
APPOMENTS TO THE TRANSPORTATION COORDINATING COMMITTEE

POSITIONS: Members of the Transportation Coordinating Committee

AUTHORITY: County Board Resolution 13-1B-241

TERMS: Terms Ending 12/31/2019 & 12/31/2018

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

PRESENT MEMBERS: Joyce Lubben
Rob Wilkinson
Parry Hansberry
Alt. Dave Lowe
Jennifer Anselmi
Karl Shulte
John Hanewall (Exp.12/31/18)

CONFIRMATION: Yes, by County Board of Supervisors

APPOINTMENTS: Joyce Lubben
Council on Aging Director

Karl Dommershausen
2419 Plymouth Ave.
Janesville, WI 53545

Patty Hansberry
RSVP
2433 S. Riverside, Suite B
Beloit, WI 53511

Karl Shulte
(Alternate to Dave Lowe)
Brown Cab Service
PO Box 66
Fort Atkinson, WI 53538

Roseann Tremain
ADRC of Rock County

Dave Lowe
Running Inc.
PO Box 454
Janesville, WI 53547

Kim Burkharter (Exp. 12/31/18)
1837 Alden Rd #22
Janesville, WI 53545

EFFECTIVE DATE: November 17, 2016
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY
Sandra Kraft, Chair
Louis Peer, Vice Chair

Board of Health
SUBMITTED BY
Richard Boswick
Dr. Keith Konkol, M.D.

COUNTY BOARD STAFF COMMITTEE

Russell Podzilni, Chair
Sandra Kraft, Vice Chair

Dr. Dean Peterson, DVM
Dr. Connie Winter, DDS
Judith Wade, WHNP
Eric Gresens, R.Ph

RESOLUTION NO. 16-11D-149

AGENDA NO. 9.A.

RECOGNIZING TIMOTHY BANWELL FOR SERVICE TO ROCK COUNTY

WHEREAS, Timothy Banwell has dedicated almost 30 years of his career to protecting the health of Rock County citizens; and,

WHEREAS, Timothy began his career with Rock County Public Health as a Sanitarian II on March 9, 1987; and,

WHEREAS, Timothy filled the role of Acting Environmental Health Director from February 17, 1999 until September 6, 1999 when he accepted the position of Environmental Health Director, where he diligently served in that role until his retirement on December 2, 2016; and,

WHEREAS, Timothy made countless contributions during his tenure with Rock County Public Health. Along with his leadership in Environmental Health, he contributed substantially by directing a number of innovative programs and projects, including the Local Emergency Planning Committee (LEPC), surface water sampling program, town water well sampling program, Rx collection, Brownfield project, food advisory committee, newsletter and operator training, rabies/animal control program and low cost vaccination community clinic, healthy homes/lead program, pool operators training, and CAFO health impact assessment. Timothy was named Wisconsin’s 2015 Environmental Health Professional of the Year. His dedication to Public Health has been vital to the Department for many years and his contributions will have a positive impact on the health of Rock County for years to come.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this day of , 2016, does hereby thank Timothy Banwell for his dedication and contributions to the citizens of Rock County and offer their best wishes for his future plans.

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair
Louis Peer, Vice Chair

COUNTY BOARD STAFF COMMITTEE

Russell Podzilni, Chair
Sandra Kraft, Vice Chair

Dr. Dean Peterson, DVM
Dr. Connie Winter, DDS
Judith Wade, WHNP
Eric Gresens, R.Ph
RESOLUTION NO. 16-11B-150

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN
INITIATED BY

PUBLIC SAFETY & JUSTICE
SUBMITTED BY

CHIEF DEPUTY
BARBARA J. TILLMAN
DRAFTED BY

NOVEMBER 1, 2016
DATE DRAFTED

RECOGNIZING CORRECTIONAL OFFICER THOMAS J. ROTH

WHEREAS, Thomas J. Roth began his employment with Rock County on May 16, 1976, as a Correctional Officer in the Rock County Sheriff's Office; and,

WHEREAS, Correctional Officer Roth has worked in both the Jail and Community Corrections Bureau; and,

WHEREAS, throughout his tenure with the Sheriff's Office, Correctional Officer Roth has served under six Sheriffs over the course of his career: Sheriffs Archie Devine Jr., Frederick Falk, F. Joseph Black, Howard Erickson, Eric Runaas, and Robert Spoden; and,

WHEREAS, Correctional Officer Roth has received numerous commendations and letters of appreciation; and,

WHEREAS, Correctional Officer Roth will retire from public service on December 16, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of ________, 2016, does hereby recognize Correctional Officer Thomas J. Roth for his over 40 years of faithful service and recommends that a sincere expression of appreciation be given to Correctional Officer Thomas J. Roth along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Absent
Mary Beaver, Chair

Henry Brill, Vice Chair

Absent
Terry Fell

Brian Knudson

Phil Owens

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Loretta Russie

Mary Macchhiney

Louise Peer

Alan Sweeney

Terry Thomas
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY

Sue Prostko
DRAFTED BY

October 25, 2016
DATE DRAFTED

Health Services Committee
SUBMITTED BY

RECOGNIZING WENDY KING FOR SERVICE TO ROCK HAVEN

WHEREAS, Wendy King has served the citizens of Rock County over the past 36 years, 8 months as a dedicated and valued employee of Rock County; and,

WHEREAS, Wendy King began her career with Rock Haven as a Certified Nursing Assistant on February 4, 1980; and,

WHEREAS, Wendy King accepted an Activity Therapy Assistant position on July 29, 1996; and,

WHEREAS, Wendy King has been caring with the residents and always had a smile on her face. She brought in her dog and shared her with the clients; and,

WHEREAS, Wendy King has worked diligently in that position until her retirement on October 26, 2016; and,

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to recognize Wendy King for her long and faithful service.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this day of , 2016 does hereby recognize Wendy King for her 36 years, 8 months of service and extend their best wishes to her in her future endeavors.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Norvain Pleasant, Chair

Brenton Driscoll, Vice Chair

Terry Fell

Dave Homan

Kara Hawes

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Betty Jo Bussie

Eva Arnold

Mary McWhinney

Alan Sweeney

Henry Brill

Louis Peer

Terry Thomas
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY

Greg Winkler/Sara Moore
DRAFTED BY

October 28, 2016
DATE DRAFTED

Authorizing Purchase of Furniture and Amending the
2016 Human Services Department Budget

WHEREAS, the Human Services Department operates two Outpatient Clinic and Community Support
Program locations at 113 S. Franklin Street in Janesville and the Eclipse Center in Beloit; and,

WHEREAS, the current furniture at each location is not appropriate or functional for the setting and the
needs of the clients at each location; and,

WHEREAS, the Department is requesting to purchase new furniture for the lobbies and other client
locations at both of these sites using County bid #2015-08; and,

WHEREAS, the purchase would include two end tables and 82 chairs of various sizes made with
healthcare grade vinyl that is anti-bacterial, anti-microbial and non-absorbent; and,

WHEREAS, sales tax is the requested source of funds for this purchase.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
this _____ day of ______, 2016, does hereby authorize that a Purchase Order be issued in
the amount of $29,647 to Hendrickson.

BE IT FURTHER RESOLVED, that the Human Services Department budget for 2016 be amended
as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget 11/1/16</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36-3690-0000-47500</td>
<td>$0</td>
<td>$29,647</td>
<td>$29,647</td>
</tr>
<tr>
<td>Sales Tax</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Funds</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>36-3690-0000-67160</td>
<td>$535</td>
<td>$29,647</td>
<td>$30,182</td>
</tr>
<tr>
<td>Equipment under $5,000</td>
<td></td>
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</tr>
</tbody>
</table>
Amending the 2016 Human Services Department Budget to Accept Funding for Juvenile Early Intervention Services

Page 2

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair
Sally Jean Weaver-Landers, Vice Chair
Karl Dommershausen

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair
Date

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

FISCAL NOTE:

This resolution authorizes the transfer of $29,647 in prior year sales tax for the purchase of furniture for HSD client locations.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

Jeffrey C. Kuglitsch
Corporation Counsel
Authorizing Purchase of Furniture and Amending the
2016 Human Services Department Budget

Executive Summary

The Human Services Department is requesting $29,647 in sales tax funds to purchase lobby and client
furniture for the Franklin Street and Eclipse Center program locations. HSD operates both Outpatient
and Community Support Program services at each of these locations.

The current furniture used by clients is not appropriate or functional for the settings and needs of the
clients. HSD has requested to replace the current furniture in both lobby areas and other places at
these locations used by clients. The purchase would include a total of 82 chairs (66 single, 11 wide, 5
double chairs with table) and two end tables. The chairs are made with healthcare vinyl that is anti-
bacterial, anti-microbial, and non-absorbent.
RESOLUTION NO. _16-11P-153_  

AGENDA NO. _12.A.2.(1)_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee  
INITIATED BY  
Dara Mosley  
DRAFTED BY  

Finance Committee  
SUBMITTED BY  
October 27, 2016  
DATE DRAFTED

AUTHORIZING PURCHASE OF SPILLMAN MOBILE ARREST FORM AND AMEND THE 2016 BUDGET

WHEREAS, Rock County has recently migrated to the Spillman Jail Module for managing jail inmate information; and,

WHEREAS, Spillman has developed a software product to allow officers to use their mobile data computers to enter arrest information faster and with greater accuracy than their current software; and,

WHEREAS, nine Rock County Law Enforcement agencies utilize Spillman and will benefit from this software; and,

WHEREAS, funding is available through a Communication Center capital project fund.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of ______, 2016 that a Purchase Order be issued to Spillman Technologies in an amount not to exceed a total of $26,101 for the purchase and installation of the data replication tool.

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget</th>
<th>Increase/Decrease</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
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<td>Source of Funds</td>
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<td>$26,101</td>
<td>$26,101</td>
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<td>21-2415-0000-64903</td>
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<tr>
<td>911 Capital Projects</td>
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<tr>
<td>Use of Funds</td>
<td>$0</td>
<td>$26,101</td>
<td>$26,101</td>
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<tr>
<td>07-1445-0000-67161</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Law Records Management System</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair
Sandra Kraft, Vice Chair
Absent
Mary Beaver

Brent Fox
J. Russell Podzilni
PUBLIC SAFETY & JUSTICE COMMITTEE

Absent
Mary Beaver, Chair

Absent
Henry Brill, Vice Chair

Absent
Terry Fell

Brian Knudson

Phil Owens

FISCAL NOTE:

Funds remaining from the CAD project will be transferred from the 911 capital project fund to the Law Records Management account to fund this purchase.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stats. As an amendment to the adopted 2016 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats. Spillman is a proprietary system that can only integrate with other Spillman components.

Jeffrey D. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
EXECUTIVE SUMMARY

The Rock County Sheriff's Office began using the Spillman records management system to store its jail inmate information on December 14, 2015.

Since the purchase of the Spillman jail module, Spillman Technologies has introduced a new module that works in conjunction with the field reporting module used by nine of the law enforcement agencies in Rock County. This new module is designed for the officers to be able to quickly enter arrest data from their mobile data computers so that the arrest information is already in the Spillman system when the arrestee arrives at the jail. Because it is integrated with the existing field reporting system, inmate data that has already been entered into the incident form can be imported into the arrest form, saving the officer from having to enter the information a second time. In addition, the new form will validate the data, ensuring that the officer fills in the necessary data and removing data elements that don't need to be collected.

This resolution authorizes the County to issue a Purchase Order to Spillman Technologies for a total not to exceed $26,101 for the purchase and installation of Spillman's Mobile Arrest Form.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY

Brent Sutherland –
Director of Facilities Management
DRAFTED BY

October 31, 2016
DATE DRAFTED

Awarding the Contract for Elevator Modernization of the Human Services
Elevator Located in the Health Care Center Building and Amend the 2016
Facilities Management Budget

WHEREAS, funds were budgeted in 2016 for the modernization of the Humans Services public
elevator at the Health Care Center building; and,

WHEREAS, the elevator is 44 years old with increasing repair needs and repair parts availability
is diminishing; and,

WHEREAS, specifications were drafted and bids solicited from qualified contractors with one
contractor submitting a bid that was $6,000 over budget.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
assembled this ______ day of ______, 2016 does hereby approve and authorize
awarding a contract in the amount of $186,000 to OTIS Elevator, Madison, WI for the
modernization of the Human Services public elevator.

BE IT FURTHER RESOLVED, that the Facilities Management 2016 budget be amended as
follows:

<table>
<thead>
<tr>
<th>ACCOUNT/DESCRIPTION</th>
<th>BUDGET</th>
<th>INCREASE/ (DECREASE)</th>
<th>AMENDED BUDGET</th>
</tr>
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<tbody>
<tr>
<td>Source of Funds</td>
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<td>$30,111</td>
<td>$6,000</td>
</tr>
<tr>
<td>18-1849-0000-47500</td>
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<td>Sales Tax</td>
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<td>18-1849-0000-67200</td>
<td>$748,088</td>
<td>$6,000</td>
<td>$754,088</td>
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<tr>
<td>Capital Improvements</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Respectfully submitted,

GENERAL SERVICES COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 40

Mary Mavhinney, Chair

Hank Brill, Chair
Jason Heidenreich, Vice Chair
Robert Yeomans
David Homlar
Jeremy Zajac
Awarding the Contract for Elevator Modernization of the Human Services Elevator Located in the Health Care Center Building and Amend the 2016 Facilities Management Capital Budget
Page 2

FISCAL NOTE:
The 2016 budget included $180,000 of sales tax revenue to fund the HCC elevator replacement. This resolution authorizes an additional $6,000 of sales tax revenue for the project and awards the contract to Otis Elevator.

[Signature]
Sherry Oja
Finance Director

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

[Signature]
Jeffrey J. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

[Signature]
Josh Smith
County Administrator
Executive Summary

Awarding the Contract for Elevator Modernization of the Human Services
Elevator Located in the Health Care Center Building and Amend the 2016
Facilities Management Budget

The Health Care Center, Human Services Elevator is one of four Elevators that are 44 years old and in need of modernization. A modernization will replace all the obsolete controls, motor, cables and car.

This elevator is the primary elevator used by the public to access the Human Services Department.

Bids were solicited and OTIS Elevator submitted a bid that was $6,000 over the $180,000 that was budgeted.

The County Administrator is recommending amending the 2016 Facilities Management budget to include the additional funds needed.

Director of Facilities Management and Purchasing Manager are recommending awarding the contract to OTIS Elevator located in Madison, Wisconsin.
BID SUMMARY FORM

BID NUMBER  2016-53
BID NAME   ELEVATOR MODERNIZATION AT THE ROCK COUNTY HEALTH CARE CENTER
BID DUE DATE  OCTOBER 13, 2016 – 1:30 P.M.
DEPARTMENT  FACILITIES MANAGEMENT

<table>
<thead>
<tr>
<th></th>
<th>OTIS ELEVATOR</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>MADISON WI</td>
</tr>
<tr>
<td>BASE BID</td>
<td>$ 186,000.00</td>
</tr>
<tr>
<td>QUALIFICATIONS</td>
<td>YES</td>
</tr>
<tr>
<td>ADDENDA</td>
<td>YES</td>
</tr>
<tr>
<td>START DATE</td>
<td>JULY 2017</td>
</tr>
<tr>
<td>COMPLETION</td>
<td>OCTOBER 2017</td>
</tr>
</tbody>
</table>

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Seven additional vendors were solicited that did not respond. Two vendors submitted “No Bids”.

PREPARED BY:  JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION:  I recommend Otis Elevator

SIGNATURE  10-19-16

GOVERNING COMMITTEE APPROVAL:

CHAIR  S-0
VOTE  10/11/16
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY

Brent Sutherland –
Director of Facilities Management
DRAFTED BY
October 31, 2016
DATE DRAFTED

Awarding the Contract for Job Center Public Restroom Renovations and Amending 2016 Facilities Management Budget

WHEREAS, funds were budgeted in 2016 for the Job Center public restroom renovations; and,

WHEREAS, the restrooms are not ADA accessible and are in need of renovation; and,

WHEREAS, specifications were drafted and bids solicited from qualified contractors for this work with five bidders responding; and,

WHEREAS, the lowest most responsible and responsive bidder was $20,000 over what was budgeted; and,

WHEREAS, the Engineer, the Contractor, and Facilities Management Director will conduct a value engineering assessment prior to contract execution, to identify what caused this project’s bids to come in so high. This will identify any opportunities to implement a change order to lower the cost of this contract.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of __________, 2016 does hereby approve and authorize awarding a contract for the Job Center restroom renovation in the amount of $264,975 to Glen Fern Construction LLC., Lake Geneva, WI.

BE IT FURTHER RESOLVED, that the Facilities Management 2016 budget be amended as follows:

<table>
<thead>
<tr>
<th>ACCOUNT/DESCRIPTION</th>
<th>BUDGET</th>
<th>INCREASE/DECREASE</th>
<th>AMENDED BUDGET</th>
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<td>18-1821-0000-68000</td>
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<td>Cost Allocations</td>
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<td>($20,000)</td>
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<tr>
<td>Use of Funds:</td>
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<td></td>
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<tr>
<td>18-1821-0000-67200</td>
<td></td>
<td>$488,893</td>
<td>$508,893</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td></td>
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</tr>
</tbody>
</table>

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Hank Brill, Chair

Jason Heidemich, Vice Chair

Robert Yeomans

David Homer

Jeremy Zane

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 7-0

Mary Mawhinney, Chair
FISCAL NOTE:

This resolution awards the Job Center restroom renovation contract to Glen Fern Construction, LLC. Sales tax revenue was included in the 2016 budget for this project. Due to bid amounts, this resolution authorizes up to $20,000 of Job Center fund balance funds to be used for the project as well.

Sherry Oja
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
Executive Summary

Awarding the Contract for Job Center Public Restroom Renovations and Amending 2016 Facilities Management Capital Budget

The Job Center Public Restrooms are not ADA accessible and are in need of repair. Funds were budgeted in 2016 Facilities management Capital budget for the renovation of these restrooms.

Bids were solicited with five contractors responding. The lowest most responsive and responsible bidder’s bid was $264,975.00. Which was over what was budgeted for this project. County Administrator and the Finance Director recommended using appropriations from 18-1821-0000-68000 to fund the $20,000 to complete the project.

Prior to contract execution, the Engineer, the contractor and the Facilities Management Director will conduct a value engineering assessment to determine what caused the project to come in over budget. A change order will be implemented for any changes that would reduce cost.

Director of Facilities Management and Purchasing Manager are recommending awarding the bid to the lowest, most responsive and responsible bidder, Glen Fern Construction LLC., from Lake Geneva, WI.
# BID SUMMARY FORM

**BID NUMBER** | 2016-45  
**BID NAME** | JOB CENTER RESTROOM RENOVATIONS  
**BID DUE DATE** | OCTOBER 18, 2016 – 1:30 P.M.  
**DEPARTMENT** | FACILITIES MANAGEMENT  

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<tr>
<th></th>
<th>GLEN FERN LAKE GENEVA WI</th>
<th>SCHERRER BURLINGTON WI</th>
<th>GILBANK CLINTON WI</th>
<th>KLOBUCAR BELOIT WI</th>
<th>ADVANCED BUILDING VERONA WI</th>
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</thead>
<tbody>
<tr>
<td>BASE BID</td>
<td>$ 264,975.00</td>
<td>$ 266,537.00</td>
<td>$ 270,900.00</td>
<td>$ 277,000.00</td>
<td>$ 301,500.00</td>
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<td>BID BOND</td>
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<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>QUALIFICATIONS</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>ADDENDA</td>
<td>YES</td>
<td></td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>START DATE</td>
<td>11/14/16</td>
<td>UPON AWARD</td>
<td>11/1/16</td>
<td>12/1/16</td>
<td>11/15/16</td>
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<td>COMPLETION</td>
<td>1/27/17</td>
<td>3 MONTHS</td>
<td>1/15/17</td>
<td>2/28/17</td>
<td>2/15/17</td>
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</table>

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Thirteen additional vendors were solicited that did not respond.

**PREPARED BY:** JODI MILLIS, PURCHASING MANAGER

**DEPARTMENT HEAD RECOMMENDATION:** I recommend GLEN FERN

**SIGNATURE**

**DATE:** 10-19-16  

**GOVERNING COMMITTEE APPROVAL:**  
**CHAIR**

**VOTE:** 5-0  
**DATE:** 11/1/16
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden ICTIATED BY Sergeant Shena Kohler
Public Safety & Justice Committee DRAFTED BY

ACCEPTING THE 2017 EPCRA PLANNING GRANT AND APPROVING THE 2017 LOCAL EMERGENCY PLANNING COMMITTEE BUDGET

WHEREAS, the Rock County Sheriff's Office - Emergency Management Bureau oversees the annual budget of the Local Emergency Planning Committee (LEPC); and,

WHEREAS, the State of Wisconsin has awarded the County of Rock – Local Emergency Planning Committee the 2017 Emergency Planning and Community Right – to - Know Act (EPCRA) Planning Grant in the amount of $39,135; and,

WHEREAS, the 2017 EPCRA Planning Grant will be used to maintain operations of the LEPC functions in Federal Fiscal Year 2017.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ______ day of _______, 2016, accepts the 2017 EPCRA Planning Grant award and approves the 2017 Local Emergency Planning Committee Budget as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
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<th>Increase (Decrease)</th>
<th>Budget</th>
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<td>21-2560-2017-42200</td>
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<tr>
<td>State Aid</td>
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<tr>
<td>Use of Funds</td>
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<td>21-2560-2017-62119</td>
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<td>21-2560-2017-62210</td>
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<td>Telephone</td>
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<td>Postage</td>
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<td>Printing and Duplicating</td>
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<td>Policing and First Aid</td>
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<td>21-2560-2017-64200</td>
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<td>$1,000</td>
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<tr>
<td>Cost Allocations</td>
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</tbody>
</table>
Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Absent
Mary Beaver, Chair

Absent
Henry Brill, Vice Chair

Absent
Terry Fell

Brian Knudson
Phil Owens

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of
4/0

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of $39,135 in State Aid for the Local Emergency Planning Committee. No County matching funds are required.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2016 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
ACCEPTING THE 2017 EPCRA PLANNING GRANT AND APPROVING THE 2017 LOCAL EMERGENCY PLANNING COMMITTEE BUDGET

EXECUTIVE SUMMARY

The Rock County Local Emergency Planning Committee (LEPC) operates under Rock County Emergency Management through state funding received annually to cover operating costs. Annually, Rock County Emergency Management submits for the Emergency Planning and Community Right-to-Know Act (EPCRA) Planning Grant under Wisconsin Emergency Management Guidance. As required under the EPCRA Planning Grant, Rock County Emergency Management serves the LEPC in accordance with Wisconsin requirements, including the control of the annual LEPC budget. The 2017 LEPC budget operates on the Federal Fiscal Year (FFY) schedule, thus operating from October 1st, 2016 to September 30th, 2017.

The Rock County 2017 EPCRA Planning Grant Award was announced in October 2016, after the annual budget process was near completion. The State of Wisconsin has awarded the Rock County LEPC $39,135 to operate in the 2017 FFY. State aid received through the award is used to sustain LEPC operations and manage onsite facility plans for Rock County facilities and farms that are in possession of hazardous chemicals.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
Initiated by

Public Works Committee
& Parks Advisory Committee
Submitted by

Lori Williams, Parks Director
Drafted by

October 31, 2016
Date Drafted

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

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

WHEREAS, Rock County made application to participate in unallocated county fish and game
projects pursuant to provisions of s.23.09(12) of the Wisconsin Statutes and as authorized by Rock
County Board Resolution 16-9A-108; and

WHEREAS, $3500 is in the 2017 budget as an estimated amount for this grant; and

WHEREAS, unallocated matching grant funds are available above and beyond the normal award
amount of $1,963, from the Wisconsin DNR, but less than the estimated budgeted amount, and a
resolution accepting the same is required; and

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
assembled this _____ day of _________, 2016 does hereby accept these funds, directs the
Parks Director to sign the grant agreements and that these documents be submitted to the Wisconsin
Department of Natural Resources; and

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

BE IT FURTHER RESOLVED that the Department of Public Works Parks Division’s 2017
budget be amended as follows:

<table>
<thead>
<tr>
<th>Sources of Funds Parks:</th>
<th>Budget</th>
<th>Increase/(Decrease)</th>
<th>Amended Budget</th>
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<tbody>
<tr>
<td>41-4592-4788-42200</td>
<td>$3,500</td>
<td>($537)</td>
<td>$2,963</td>
</tr>
<tr>
<td>DNR Conservation Grant</td>
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<tr>
<td>41-4592-4788-69999</td>
<td>$3,500</td>
<td>($537)</td>
<td>$2,963</td>
</tr>
<tr>
<td>Non-Converted Expense</td>
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</table>
RESOLUTION ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES COUNTY FISH AND GAME PROJECT GRANT FUNDS AND AMENDING PARKS BUDGET

Page 2

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty J. Russie, Chair

Brent Fox, Vice Chair

Eva M. Arnold

Abs

Rick Richard

Brenton Driscoll

PARKS ADVISORY COMMITTEE

Audrey Dole

Dean Paynter

Floyd Finney

Tom Presny

Finance Committee Endorsement

Reviewed and approved on a vote of 4-0

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution accepts $2,963 in state aid for the Fish and Game Project. The County will use budgeted wages, budgeted materials and community resources for the required 50% match. This resolution also amends the 2017 budget to match the actual award amount.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2016 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
-EXECUTIVE SUMMARY-

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

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

Rock County was originally allotted $1,963 in Fish and Game Project grant funds. An additional $1,000
in Fish and Game Project funds have become available, for a total award of $2,963 for 2017. The
recommended 2017 budget includes $3,500 for this grant. This resolution accepts the $2,963 in Fish and
Game Project funds and reduces the 2017 budget from $3,500 to $2,963.

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

Though this funding source required a 50% match by the County, all time and materials supplied by the
Parks and Highway Divisions, as well as other community resources, may be used as in-kind match.
Approval of Contract with Angus Young and Associates for the Architectural Design Services for Comprehensive Community Services (CCS) Program and Amend the 2016 Facilities Management Capital Budget

WHEREAS, Comprehensive Community Services (CCS) is a 100% Medicaid funded outpatient psychosocial rehabilitation program to improve the quality of life for adults and children with mental illness, substance abuse or a co-occurring diagnosis; and,

WHEREAS, the demand for CCS has exceeded the Human Services Department capacity to serve clients and expanding the Program is vital to its continuity and responsiveness to client needs; and,

WHEREAS, the County Board has included funds in its 2017 Budget for the expansion of the CCS Program as well as capital funding to renovate space for a clinic and offices; and,

WHEREAS, Human Services in conjunction with the County Administration and Facilities Management has studied the options for the CCS Program space and deems that the best location for such a facility is in the Job Center; and,

WHEREAS, in order to expedite the expansion and consolidation of the CCS Program by the Human Services Department in 2017, the Human Services Department request that architectural services be contracted in 2016 so that space can be renovated in the Job Center and ready for operations in spring of 2017.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this _____ day of __________, 2016 does hereby authorize a contract with Angus Young and Associates of Janesville, Wisconsin, in the amount of $10,530 for Architectural Services that include schematic design, design development and construction documents relating to the renovation of space in the Job Center for the CCS program; and,

BE IT FURTHER RESOLVED that the 2016 Facilities Management capital budget be amended as follows to pay for architectural services:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget 10/31/16</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
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<td>18-1856-0000-47500</td>
<td>$0</td>
<td>$10,530</td>
<td>$10,530</td>
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<tr>
<td>Capital Improvements</td>
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<td>$10,530</td>
<td>$10,530</td>
</tr>
</tbody>
</table>
Approval of Contract with Angus Young and Associates for the Architectural Design Services for Comprehensive Community Services (CCS) Program and Amend the 2016 Facilities Management Capital Budget
Page 2

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

David Homan

Jeremy Zajac

Bob Yeomans

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jo Weaver-Landers, Vice-Chair

ABSENT

Terry Fell

Karl Dommershausen

ABSENT

Ashley Keven

Linda Garrett

Terry Thomas

Shirley Williams

Kathy Schrat

FISCAL NOTE:

This resolution authorizes a transfer in of $10,530 of prior year sales tax revenue for design services relating to the renovation of Job Center space for the CCS program.

Sherry Opa
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of sec. 59.52(29), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
Executive Summary

Approval of Contract with Angus Young and Associates for the Architectural Design Services for Comprehensive Community Services (CCS) Program and Amend the 2016 Facilities Management Capital Budget

The purpose of the attached resolution is to authorize a contract with Angus Young and Associates (AYA) for the Architectural design of the Comprehensive Community Services (CCS) program space that will be located in the Job Center.

The design calls for renovating the space formerly occupied by the Long Term Support Division of the Human Services Department. Included in the renovation are the build-out of 10 rooms and a reception area. The rooms include a medications room, two doctor offices, a nurse office, three clinical rooms, a supervisor office and two conference rooms.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Mickey Crittenden, Director of IT
INITIATED BY
Finance Committee
SUBMITTED BY

Mickey Crittenden, Director of IT
DRAFTED BY
November 1, 2016
DATE DRAFTED

Authorizing Purchase of Budgeted Network Servers

WHEREAS, the improvement and upgrade of the County’s network server capacity is an active Information Technology strategic initiative and Capital Improvement Program project; and,

WHEREAS, the replacement of older and under-performing servers is a key component for meeting the current and future network server requirements associated with the County systems; and,

WHEREAS, the 2016 Information Technology Capital Projects budget (07-1444-0000-67131) did include funding for the replacement of aging, under-performing, and non-supported general purpose servers; and,

WHEREAS, the Information Technology Department staff did specify the configuration of 5 Cisco UCS replacement network servers and associated components to complete the 2016 planned replacements; and,

WHEREAS, the specified Cisco servers will be purchased using the pricing and terms of the State of Wisconsin Cisco Contract #50SENT-M16-DACOMMUN-01.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _______ day of ______________, 2016 that a Purchase Order for a Cisco enclosure and Cisco blade servers be issued to Core BTS, Inc. of Madison, WI in the amount of $21,546.25.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

Russell Podzinski

ADMINISTRATIVE NOTE:

Recommended:

Josh Smith
County Administrator

FISCAL NOTE:

Sufficient funds were included in the 2016 budget for the cost of these servers. This purchase is funded by sales tax revenue.

Sherry Oja
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel
Executive Summary for the Purchase of Network Servers

This is the second of two resolutions authorizing the purchase of replacements for aging and underperforming general application servers and to add capacity to the County's virtual server environment. As one of the budgeted 2016 IT Capital Projects, this server purchase includes:

- 5 Cisco UCS physical Blade Servers for hosting general business applications and databases within the County's virtual server environment;
- All associated memory and cables;
- Installation and three years' maintenance and support.

The Blade Servers will be located in the data center at the Health Care Center. They will be network-attached and use the County's Storage Area Network for primary disk storage. These servers will have a useful life to the County of 5 – 7 years.

The total cost of the Cisco UCS Blade Servers, chassis, and associated component, as listed above is $21,546.25, and will be purchased from Core BTS, Inc. of Madison, WI using the pricing and terms of the State of Wisconsin Cisco contract #50SENT-M16-DATACOMMUN-01.
RESOLUTION NO. 16-11D-160

AGENDA NO. 12.B.2.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee  INITIATED BY
Amy Spoden, HR Manager  DRAFTED BY
Finance Committee  SUBMITTED BY
November 2, 2016  DATE DRAFTED

APPROVING REINSURANCE CONTRACT FOR STOP-LOSS COVERAGE

WHEREAS, Associated Risk and Benefits Consulting, Rock County’s Insurance Consultant, solicited proposals from Stop-loss carriers; and,

WHEREAS, QBE Insurance Corporation currently administers the Stop-Loss coverage for Rock County; and,

WHEREAS, QBE Insurance Corporation has offered renewal terms of a zero (0%) percent increase with our current Stop-Loss retention level of $175,000 for monthly premiums of $27.74 per single plan and $78.84 for a family plan.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this day of __________, 2016 hereby authorizes the execution of a contract with QBE Insurance Corporation for administration of the County’s Stop-Loss Coverage effective January 1, 2017 thru December 31, 2017.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair
Sandra Kraft, Vice Chair
Mary Beaver
Brent Fox
Russell Podzilni

FISCAL NOTE:
Sufficient funds have been recommended in the 2017 Budget for administering the County’s self-insurance health plan and specific stop-loss coverage. Based upon the current census of 321 Single Plans and 848 Family Plans, the annual stop-loss premium would be $909,130.

Sherry Oto
Finance Director

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

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended

Josh Smith
County Administrator
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee
INITIATED BY

The General Services Committee
SUBMITTED BY

Brent Sutherland- Director-
Facilities Management
DRAFTED BY

November 4, 2016
DATE DRAFTED

Awarding Contract for the Installation of Cleanout Treble Hooks at the Jail

1. WHEREAS, the 2016 budget included funds for an upgrade to the sanitary grinder / lift station at the Jail; and

2. WHEREAS, clothing and sheets were being flushed and jamming up the sanitary grinder; and

3. WHEREAS, two options were designed with estimated costs between $228,000- $600,000; and

4. WHEREAS, an alternate option was pursued to install cleanout treble hooks in the Jail sanitary sewer stack to catch the clothing before it gets to the grinder; and

5. WHEREAS, specifications were prepared for the installation of 44 cleanout treble hooks in the Jail sanitary sewer stack; and

6. WHEREAS, bids were solicited from qualified contractors with the attached results.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ______ day of ____________, 2016, that a contract to install 44 cleanout treble hooks at the Jail in the amount of $34,946.00, be awarded to DeGarmo Plumbing Inc. of Janesville, WI.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Bob Yeomans

David Homan

Jeremy Zajac

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator

FISCAL NOTE:
Funding for this project is available due to not upgrading the sanitary grinder/lift station. This project is being funded with sales tax revenue.

Sherry Oja
Finance Director

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

Jeffrey S. Kuglitsch
Corporation Counsel
Executive Summary

Awarding Contract for the Installation of Clean-out Treble Hooks at the Jail

The resolution before you authorizes the installation of 44 clean-out treble hooks at the Jail. The inmates are flushing clothes and sheets down the sanitary sewer and jamming the lift station grinder.

These hooks will catch this clothing prior to it reaching the lift station grinder which will allow for easy removal and prevent damage to the lift station grinder.

Bids were solicited from qualified contractors with two contractors responding. The low bid from DeGarmo Plumbing Inc. of Janesville was reviewed by the Purchasing Manager and the Facilities Management Director for compliance and was found to meet the specifications.
BID SUMMARY FORM

<table>
<thead>
<tr>
<th>BID NUMBER</th>
<th>2016-60</th>
</tr>
</thead>
<tbody>
<tr>
<td>BID NAME</td>
<td>INSTALLATION OF CLEANOUT TREBLE HOOKS AT THE JAIL</td>
</tr>
<tr>
<td>BID DUE DATE</td>
<td>NOVEMBER 4, 2016 – 1:30 P.M.</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>DEGARMO PLUMBING JANESVILLE WI</th>
<th>MONONA PLUMBING MADISON WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASE BID</td>
<td>$34,946.00</td>
<td>$43,703.06</td>
</tr>
<tr>
<td>START DATE</td>
<td>1/1/17</td>
<td>11/28/16</td>
</tr>
<tr>
<td>COMPLETION</td>
<td>1/15/17</td>
<td>12/14/16</td>
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</tbody>
</table>

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Two additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Degarmo Plumbing Inc.

SIGNATURE

DATE: 11-8-16

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee
INITIATED BY

The General Services Committee
SUBMITTED BY

Brent Sutherland- Director- Facilities Management
DRAFTED BY

November 2, 2016
DATE DRAFTED

Awarding Contract for 2017-2019 for Waste & Recyclables Collection
For Various County Buildings

WHEREAS, Facilities Management Department has multiple size compactors and dumpsters for the waste and recyclables collection at various County buildings; and

WHEREAS, the Purchasing Division solicited sealed bids from qualified waste collection contractors for a 3-year contract starting January 1, 2017, based on a cost per ton and per pull rate; and

WHEREAS, only one bid was received that was substantially higher than current charges for the same services; and

WHEREAS, it was determined the bidder did not correctly bid as the specifications lacked some clarity; and

WHEREAS, the specification were revised to add more clarity, rebid, with one bid was received; and

WHEREAS, the bid was reviewed by Facilities Management and Purchasing staff with the recommendation to award the contract to Advanced Disposal of Fort Atkinson, Wisconsin.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ______ day of __________, 2016 that a contract for 2017 through 2019 for waste and recyclable collection be awarded to Advanced Disposal Inc., of Fort Atkinson, Wisconsin, based on the terms and conditions set forth in Invitation to Bid #2017-15 Rebid.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Bob Yeomans

David Homan

Jeremy Zajac
Executive Summary

Awarding the 2017-2019 Contract for Waste & Recyclables Collection for Several Rock County Facilities


One bid was received that was substantially higher than the current prices we are paying for the same services. It was determined the bidder did not bid it correctly and the specification lacked some clarity. The specifications were revised to add clarity and rebid. Again one bid was received.

The Purchasing Manager and Facilities Management Director reviewed the bid received to make sure that it met the specifications, which it did. The Purchasing Manager and the Facilities Management Director recommend awarding the 2017 through 2019 contract for waste and recycling collection to Advanced Disposal Inc. of Fort Atkinson, Wisconsin, Advanced is also our current vendor.
FISCAL NOTE:
Funds have been included in various accounts in the 2017 budget for these services.

Sherry Oja
Finance Director

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

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
### BID SUMMARY FORM

<table>
<thead>
<tr>
<th>BID NUMBER</th>
<th>#2017-15 - REBID</th>
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</thead>
<tbody>
<tr>
<td>BID NAME</td>
<td>WASTE COLLECTION FOR VARIOUS ROCK COUNTY BUILDINGS</td>
</tr>
<tr>
<td>BID DUE DATE</td>
<td>OCTOBER 27, 2016 – 1:30 P.M.</td>
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<td>DEPARTMENT</td>
<td>ROCK COUNTY FACILITIES MANAGEMENT</td>
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#### ADVANCED DISPOSAL – BELOIT WI

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<th>Location</th>
<th>Service</th>
<th>Cost</th>
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<tbody>
<tr>
<td>2017</td>
<td>ROCK HAVEN</td>
<td>30 YARD LEASED WASTE COMPACTOR</td>
<td>$255.00 PER MONTH</td>
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<td></td>
<td></td>
<td>COST PER PULL/HAULING-COMPACTOR</td>
<td>$221.00 PER PULL</td>
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<td>DISPOSAL COST</td>
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<td>2017</td>
<td>ALL OTHER BUILDINGS</td>
<td>TRASH &amp; RECYCLING</td>
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<th>Year</th>
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<td>30 YARD LEASED WASTE COMPACTOR</td>
<td>$262.65 PER MONTH</td>
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<td>COST PER PULL/HAULING-COMPACTOR</td>
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<th>Cost</th>
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<tr>
<td>2018</td>
<td>ALL OTHER BUILDINGS</td>
<td>TRASH &amp; RECYCLING</td>
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<tbody>
<tr>
<td>2019</td>
<td>ROCK HAVEN</td>
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<td>$270.53 PER MONTH</td>
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<td></td>
<td>COST PER PULL/HAULING-COMPACTOR</td>
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<td>DISPOSAL COST</td>
<td>$42.44 PER TON</td>
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<th>Year</th>
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<th>Cost</th>
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<tr>
<td>2019</td>
<td>ALL OTHER BUILDINGS</td>
<td>TRASH &amp; RECYCLING</td>
<td>$24,593.36</td>
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Invitation to Bid was advertised in the Janesville Gazette and on the Internet. One additional vendors were solicited that did not respond.

**PREPARED BY:** JODI MILLIS, PURCHASING MANAGER

**DEPARTMENT HEAD RECOMMENDATION:** Advanced Disposal Inc.

**SIGNATURE**

**DATE:** Nov 2, 2016

**GOVERNING COMMITTEE APPROVAL:**

**CHAIR**

**VOTE**

**DATE**
RESOLUTION NO. 16-11D-163

AGENDA NO. 12.B.5.(1)

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee
INITIATED BY

The General Services Committee
SUBMITTED BY

Brent Sutherland - Director - Facilities Management
DRAFTED BY

November 2, 2016
DATE DRAFTED

Awarding Contract for 2017-2019 for Cleaning Services for Various County Buildings

1. WHEREAS, Facilities Management Department contracts for cleaning services at various County buildings; and,
2. WHEREAS, the Purchasing Division solicited sealed bids from qualified cleaning contractors for a 3-year contract starting January 1, 2017, based on a cost per square foot; and,
3. WHEREAS, bids were received from five (5) contractors with results attached; and,
4. WHEREAS, the bids were reviewed by Facilities Management and Purchasing staff with the recommendation to award the contract to the lowest, most responsible and responsive bidder, Petersen Cleaning of Rockford IL, at .66 per square foot.
5. NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of __________, 2016 that a contract in the amount for .66 per square foot for cleaning services be awarded to Petersen Cleaning of Rockford IL, based on the terms and conditions set forth in Invitation to Bid #2017-12.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

______________________________
Henry Brill, Chair

______________________________
Jason Heidenreich, Vice Chair

______________________________
Bob Yeomans

______________________________
David Homan

______________________________
Jeremy Zajac
FISCAL NOTE:

Funds have been included in various accounts in the 2017 budget for these services.

Sherry Oja
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

John Smith
County Administrator
Executive Summary

Awarding the Contract for 2017-2019 for Cleaning Services for Various Rock County Facilities

The resolution before you awards a 3-year contract for cleaning services for several buildings managed by Facilities Management, starting January 1, 2017.

The Purchasing Division solicited bids on a cost per square foot basis for cleaning of all of these facilities. Bids were received from five cleaning contractors with the lowest, most responsible and responsive bidder being Peterson Cleaning of Rockford, Illinois, at $.66 per square foot. Peterson had previously provided these services with good results. Our current contractor is Diversified Building Maintenance of Janesville.

The Purchasing Manager and Facilities Management Director recommending awarding the contract to Petersen Cleaning.
<table>
<thead>
<tr>
<th>BUILDING</th>
<th>SQ FT</th>
<th>AT .66 SQ FT</th>
<th>2017</th>
<th>2016</th>
<th>DIFF</th>
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<td>6,600.00</td>
<td>17,716.00</td>
<td>(11,116.00)</td>
<td></td>
</tr>
<tr>
<td>COURTHOUSE</td>
<td>176,500</td>
<td>116,490.00</td>
<td>134,700.00</td>
<td>(18,210.00)</td>
<td></td>
</tr>
<tr>
<td>DIVERSION</td>
<td>6,575</td>
<td>4,339.50</td>
<td>11,600.00</td>
<td>(7,260.50)</td>
<td></td>
</tr>
<tr>
<td>HEALTH DEPT/COA</td>
<td>14,712</td>
<td>9,709.92</td>
<td>17,396.00</td>
<td>(7,686.08)</td>
<td></td>
</tr>
<tr>
<td>SHERIFF/JAIL</td>
<td>24,500</td>
<td>16,170.00</td>
<td>58,802.00</td>
<td>(42,632.00)</td>
<td></td>
</tr>
<tr>
<td>JOB CENTER</td>
<td>64,250</td>
<td>42,405.00</td>
<td>45,400.00</td>
<td>(2,995.00)</td>
<td></td>
</tr>
<tr>
<td>FRANKLIN ST</td>
<td>12,461</td>
<td>8,224.26</td>
<td>11,753.59</td>
<td>(3,529.33)</td>
<td></td>
</tr>
<tr>
<td>COURT ST</td>
<td>2,857</td>
<td>1,885.62</td>
<td>5,640.00</td>
<td>(3,754.38)</td>
<td></td>
</tr>
<tr>
<td>ECLIPSE CENTER</td>
<td>13,019</td>
<td>8,592.54</td>
<td>14,230.00</td>
<td>(5,637.46)</td>
<td></td>
</tr>
<tr>
<td>YSC</td>
<td>18,000</td>
<td>11,880.00</td>
<td>12,269.00</td>
<td>(389.00)</td>
<td></td>
</tr>
<tr>
<td>HCC</td>
<td>222,087</td>
<td>146,577.42</td>
<td>104,362.00</td>
<td>42,215.42</td>
<td></td>
</tr>
</tbody>
</table>

372,874.26  433,868.59  (60,994.33)

NOTE: The square footage for the HCC is the total building. The 4th floor and most of the ground floor is vacant and will probably not be cleaned.
# BID SUMMARY FORM

**BID NUMBER**: 2017-12  
**BID NAME**: CONTRACTED CLEANING SERVICES  
**BID DUE DATE**: NOVEMBER 1, 2016 – 1:30 P.M.  
**DEPARTMENT**: FACILITIES MANAGEMENT

<table>
<thead>
<tr>
<th>COST PER SQUARE FOOT</th>
<th>PETERSON ROCKFORD IL</th>
<th>SERVICEMASTER JANESVILLE WI</th>
<th>DIVERSIFIED JANESVILLE WI</th>
<th>JANI-KING MADISON WI</th>
<th>ABM MILWAUKEE WI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>.66</td>
<td>.6828</td>
<td>.71</td>
<td>1.00</td>
<td>1.16</td>
</tr>
<tr>
<td>2018</td>
<td>.66</td>
<td>.6918</td>
<td>.72</td>
<td>1.02</td>
<td>1.19</td>
</tr>
<tr>
<td>2019</td>
<td>.66</td>
<td>.7013</td>
<td>.73</td>
<td>1.03</td>
<td>1.22</td>
</tr>
<tr>
<td>2020</td>
<td>.66</td>
<td>.7068</td>
<td>.73</td>
<td>1.04</td>
<td>1.25</td>
</tr>
<tr>
<td>2021</td>
<td>.66</td>
<td>.7080</td>
<td>.74</td>
<td>1.04</td>
<td>1.28</td>
</tr>
</tbody>
</table>

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Five additional vendors were solicited that did not respond.

**PREPARED BY**: JODI MILLIS, PURCHASING MANAGER

**DEPARTMENT HEAD RECOMMENDATION**: Peterson out of Rockford IL.

**SIGNATURE**

**DATE**: November 2, 2016

**GOVERNING COMMITTEE APPROVAL**:  
**CHAIR**  
**VOTE**  
**DATE**
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY
General Services Committee
SUBMITTED BY

November 7, 2016
DATE DRAFTED

Awarding Contract for Upgrading (52) 400 Watt Metal Halide Light Fixtures to LED Light Fixtures at the Job Center

WHEREAS, the 2016 budget included funds for needed work at the Job Center; and

WHEREAS, the open cubical office space has (52) 400 watt metal halide light fixtures that cost approximately $5,472.30 annually to operate; and

WHEREAS, the lighting shines up and staff are having to use desk lamps to conduct their business; and

WHEREAS, the (52) LED light fixtures annual cost to operate is $525.15 and staff will not need to use desk lamps; and

WHEREAS, we have an agreement with Focus on Energy to give us an incentive check for $3,570; and

WHEREAS, bids were solicited from qualified contractors with the results attached.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ______ day of __________, 2016, that a contract to remove (52) 400 watt Metal halide light fixtures and install (52) LED light fixtures at the Job Center in the amount of $16,160.00, be awarded to
Van Brocklin Electric of Janesville, WI.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair
Jason Heidenreich, Vice Chair
Bob Yeomans
David Homan
Jeremy Zajac

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

FISCAL NOTE:
Funds are available in the 2016 budget for this project. This project is being funded by sales tax revenue.

ADMINISTRATIVE NOTE:
Recommended.

Jeffrey C. Kuglitsch
Corporation Counsel

Sherry Oja
Finance Director

Josh Smith
County Administrator
Executive Summary

Awarding Contract for Upgrading (52) 400 Watt Metal Halide Light Fixtures to LED Light Fixtures at the Job Center

The resolution before you authorizes a contract to remove (52) 400 watt Metal halide light fixtures and install (52) LED light fixtures at the Job Center in the amount of $16,160.00, be awarded to Van Brocklin Electric of Janesville, WI.

The current light fixtures have an annual operating cost of $5,472.30. The lights also shine up against the ceiling causing inadequate lighting and staff are having to use desk lamps to compensate. The new LED lights are brighter and have an annual operating cost of $525.15.

Focus on energy is giving us an incentive of $3,570.00 to change them out. The payback just based on energy savings is 2.5 years. When you add in the maintenance cost of $1,500 for bulbs and ballast replacement that brings the payback 1.9 years.

Bids were solicited from qualified contractors with five contractors responding. The low bid from Van Brocklin Electric of Janesville was reviewed by the Purchasing Manager and the Facilities Management Director for compliance and was found to meet the specifications.
**BID SUMMARY FORM**

<table>
<thead>
<tr>
<th></th>
<th>VAN BROCKLIN</th>
<th>FOLEY</th>
<th>PIEPER</th>
<th>WESTPHAL</th>
<th>AGSUN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JANESVILLE WI</td>
<td>BELOIT WI</td>
<td>JANESVILLE WI</td>
<td>MADISON WI</td>
<td>JANESVILLE WI</td>
</tr>
<tr>
<td><strong>BASE BID</strong></td>
<td>$16,160.00</td>
<td>$18,975.00</td>
<td>$19,944.00</td>
<td>$22,600.00</td>
<td>$22,770.00</td>
</tr>
<tr>
<td><strong>START DATE</strong></td>
<td>11/21/16</td>
<td>1/2/17</td>
<td>1/2/17</td>
<td>TBD</td>
<td>11/19/16</td>
</tr>
<tr>
<td><strong>COMPLETION</strong></td>
<td>12/31/16</td>
<td>2/3/17</td>
<td>1/13/17</td>
<td>12/30/16</td>
<td>12/4/16</td>
</tr>
</tbody>
</table>

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Four additional vendors were solicited that did not respond.

**PREPARED BY:**  JODI MILLIS, PURCHASING MANAGER

**DEPARTMENT HEAD RECOMMENDATION:**  Van Brocklin Electric

**SIGNATURE**

**DATE**  Nov 7, 2016

**GOVERNING COMMITTEE APPROVAL:**

**CHAIR**  

**VOTE**  

**DATE**  

12.B.6.(3)
RESOLUTION NO. 16-108-138

ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY
Sherry Oja, Finance Director
DRAFTED BY
Finance Committee
SUBMITTED BY
October 11, 2016
DATE DRAFTED

Amending Rock County’s Purchasing Ordinance

WHEREAS, Rock County has an established Purchasing Ordinance; and,

WHEREAS, certain changes have been suggested by Department Heads and Purchasing Staff;

NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this _______ day of __________, 2016 does hereby amend Chapter 2, Part 2, Subpart 2, of the County’s Purchasing Ordinance as follows (deleted language crossed out, added language underscored):

CHAPTER 2, PART 2, SUBPART 2
PURCHASING ORDINANCE

2.211 Purpose

(1) This ordinance is intended to achieve greater efficiency and economy in the operation of Rock County government and to encourage competition and business in Rock County by centralizing all County purchasing within the Finance Department, except insofar as otherwise specifically authorized by provisions of this ordinance.

(2) This ordinance shall not be construed to grant any rights to any vendor or any person applying to be a vendor of goods or services to Rock County.

(3) This ordinance shall be administered and construed in a manner consistent with all applicable State and Federal laws and, insofar as any State or Federal law is intended to preempt local authority, any provision of this ordinance which is inconsistent with such State or Federal law, that provision of this ordinance shall be null and void to the extent of the inconsistency.

2.212 Authority

This ordinance is created pursuant to the authority granted by, without limitation by reason of enumeration, Sections 59.03(1), 59.51(2), 59.52(6), 59.52(8), 59.52(9) and 59.52(29) of the Wisconsin Statutes.

2.213 Administration

The provisions of this ordinance and any regulations adopted hereunder shall be administered, supervised and enforced by the Finance Director, subject to the authority of the County Administrator and policy review by the Finance Committee. Administrative rules shall be developed which are appropriate to ensure compliance with the terms of this ordinance and on-going administrative, financial and legal review of all contract documents entered into on behalf of Rock County. The Finance Committee may by rule require additional procedures or impose limitations beyond those expressly set forth in this ordinance insofar as the Committee determines that such action will further the intent and purpose of this ordinance.
2.214 Appropriations

All procurement transactions shall be in accordance with the appropriations made by the County Board for the operation of the respective County departments and agencies. No transaction shall be substantially completed unless adequate funds have been appropriated for the purpose. Items not separately enumerated in the annual County budget, including furniture and equipment, must be approved for purchase, in advance, by the County Administrator or designee upon written justification.

2.215 Definitions

(1) Bidder - shall mean all natural persons, corporations, partnerships, associations, joint ventures, trusts, or any other form of business affiliation whatever, submitting an offer for the provision of goods or services to the County in accord with specifications supplied by the County, or making an offer to purchase an item in accord with a call for bids issued by the County.

(2) Decentralized purchasing authority - shall mean the authority to determine the need for and procure goods and services in accordance with the delegation of such authority by the Finance Committee to a department other than the Purchasing Division of the Finance Department. Such authority may only be exercised in the requisitioning of specified purchases in a designated period of time as described in a written purchase order issued by the Purchasing Division.

(3) Most responsible and responsive bidder - shall mean that Bidder who offers, as appropriate, either lowest cost or highest payment, the best quality to the County, and who possesses the necessary financial responsibility, skill, ability and integrity to perform the obligations required by the transaction. However, in no instance may a bidder who has been convicted of bid rigging or price fixing within three years of submission of the bid involved and which involved a contract with the County, be considered the most responsible and responsive bidder.

(4) Professional Services - shall mean unique or technical functions performed by independent contractors whose primary occupation is the rendering of these services. Such services are characterized by extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field. Examples of professional services include, without limitation by reason of enumeration, medicine and the medical arts, management and systems consultation, research, the performing arts, surveyor and surveyor services, engineering and architectural design services.

(5) Purchase of Goods - shall mean any transaction between the County and any party or parties by which the County is to receive a tangible commodity or property, excepting real property, in exchange for money or other valuable consideration.

(6) Purchase of Services - shall mean any transaction between the County and any party by which the County is to receive useful labor or activity in return for money or other valuable consideration, but does not include labor performed as an employee of Rock County.

(7) County Auction - shall mean an auction conducted on behalf of Rock County which is advertised in advance and open to the general public.

(8) Regulations - shall mean those rules or guidelines issued by the Finance Committee to implement the provisions or administration of this ordinance.

(9) Transactions - shall mean any act or agreement between the County and any other party or parties which alters the legal relationship between them, such as, but not limited to, contracts or agreements for services or goods or any real or personal property, concessions, leases and rentals.
2.216 Finance Director and Finance Committee

The Finance Director, acting under the administrative authority of the County Administrator and the policy oversight of the Finance Committee, shall exercise the following duties and functions relating to this ordinance:

(1) Implement the provisions of this ordinance through the activities of the Purchasing Division of the Finance Department, and by providing administrative assistance, training and support to all County officials and employees in activities governed by this ordinance.

(2) Ensure that sufficient appropriate written regulations are in place to provide guidance to those engaged in activities within the scope of this ordinance, and monitor the administration of prescribed policies and procedures.

(3) Enforce the provisions of the ordinance by suitable measures.

(4) Advise and consult with all concerned departments and committees concerning the conduct of transactions in accordance with this ordinance, upon request, or as deemed necessary by the Finance Director, the County Administrator, or the Finance Committee.

(5) Promote standardization of equipment and supplies within Rock County government.

(6) In conjunction with the Finance Committee, provide suitable safeguards and procedures so that relatively small or routine matters need not be automatically referred to the Board or its committees.

(7) Refer to the County Administrator or County Board any transactions which the Finance Director or Finance Committee views as affecting general County policy.

(8) In conjunction with the Finance Committee, designate decentralized buying authorities, as provided for under sec. 2.218(3)(a) of this ordinance.

2.217 Disposal of Unsuitable or Unusable Goods

All equipment or supplies which have become unsuitable or unnecessary to their needs shall be disposed of through a County auction, except for items which are to be traded in or applied on any purchases or are determined to be worthless. Exceptions may be made by the Finance Committee for the sale of certain items on the open market at a minimum predetermined price to be approved by the Committee, and for items needed by any county department or municipality. Sales of items to another municipality shall be at a price approved by the Committee. Surplus County property shall not be sold to any County employee, officer or agent, except through a County auction.

In addition, the Finance Committee may authorize the Purchasing Division to dispose of items by alternative means including but not limited to: outside auctions, listings on the Internet, either government or private, by donation to not-for-profit organizations or other means that may become available in the future.

2.218 Procedure (Purchase of Goods and Certain Contracts for Professional Services)

(1) Procedure and Bids - General

(a) Compliance with sec. 59.52 (29). All public work, as defined under state statutes and including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work exceeds $25,000, shall be let by contract to the lowest responsible bidder in accordance with sec. 66.09(1)(2), Wis. Stats, except that the County Board may by a three-fourths vote provide that any class of public work or any part thereof may be done directly by the County without submitting the same for bids. If the estimated cost of any public work is between $5,000 and $25,000, the board shall give a class I notice under ch. 985 before it contracts for the work or shall contract with a person qualified as a bidder under s. 66.09(1)(2). The requirements under this subsection shall be interpreted and applied as being in addition to any requirements created or arising under this ordinance.
This subsection does not apply to highway contracts which the county highway committee or the county highway commissioner is authorized by law to let or make, or to the emergency repair or reconstruction of public facilities when the County Board by resolution determines that the public health or welfare of the County is endangered by damage or threatened damage to such facilities.

(b) All invitations for furnishing goods, and non-professional services, where the estimated cost exceeds $10,000 to $25,000 shall be bid only after notice by publication, once (class I notice) in the official newspaper of Rock County. Additional newspapers or trade magazines may be used to obtain the best advertising and widest notice at the most reasonable cost. The advertisement shall call for sealed bids to furnish the desired items, or supplies or services, in accordance with specifications prepared or approved by the Purchasing Division, which specifications shall describe completely the items, supplies or services to be furnished, the department for which the same are required, and the quantities desired.

Bids shall be received and opened by the Finance Director's designee on the date and at the time and place specified in the Advertisement for Bid. The reading of all bids shall be open to the public. A Bid bond or certified check in the amount required by the bid specifications may be required to accompany the bid. A performance bond or material/payment bond may also be required of the bidder upon acceptance of the bid.

(e) All contracts for purchases not defined as public work in Section 2.218(1)(a), where the estimated costs exceeds $5,000 but does not exceed $10,000 shall be made only after attempting to obtain at least three sealed quotations, where possible, in lieu of advertised bids. Sealed quotations shall be received and opened by the Finance Director's designee on the date and at the time and place specified in the quote specifications. All quotations shall be available for viewing by the public.

(f)(c) All contracts for purchases where the estimated cost is between $1,000 to $5,000 and $5,000 to $25,000 may be made on the open market and directly from a dealer or supplier without obtaining sealed quotations, but such contracts shall be made only after multiple quotations or proposals have been solicited, where practicable. Quotations obtained in this manner shall be confirmed by the successful quoter.

(e)(d) Purchases under $1,000 to $5,000 may be made directly by the Purchasing Division from approved dealers or suppliers.

(f)(e) The Finance Committee or Purchasing Division may reject any or all bids, proposals or quotations; waive any technicality or error in any bid, proposal or quotation, or part thereof, and to accept the same, or combinations thereof, in whole or in part, whenever such waiver and acceptance is deemed to be in the best interest of Rock County.

(g)(f) Contracts for purchases shall be awarded to the lowest, most responsible and responsive bidder or quoter.

(2) Procedure and Bids – Direct Purchases Allowed

(a) If bids, quotations or proposals are not obtainable, or in cases of immediate need for the items or supplies due to an emergency situation, purchases may be made directly from an approved supplier. The County Administrator or Finance Committee may also authorize direct purchases without bids or multiple quotations under circumstances deemed justified and advantageous to Rock County.

(b) The justification and reasons for awards of contracts for purchases made by the procedures authorized above, shall be recorded and kept on file in the Finance Director's office.
(3) Special Purchases

(a) Goods and Services. Consistent with all other provisions of this ordinance, departments requiring goods and services may be granted decentralized purchasing authority by the Finance Committee, in consultation with the Finance Director, in accordance with sec. 2.216(8) of this ordinance. Such authority shall be exercised by the requisitioning department only after the issuance of a purchase order by the Purchasing Division covering specified purchase(s) for a designated period of time.

(b) Highway Purchases. The Highway Commissioner is authorized to make purchases directly related to highway construction and maintenance in accordance with sec. 83.015(2)(b), Wis. Stats. Purchases not directly related to highway construction and maintenance shall be made through the Purchasing Division. The Highway Commissioner, at his/her discretion, may utilize the services of the Purchasing Division for any or all highway related purchases. All purchases related to County highway, parks and airport activities not specifically otherwise regulated by state statute or County Board Resolution shall be made through the Purchasing Division.

(c) Purchases from Governmental Units. Materials, supplies, machinery and equipment offered for sale by the federal government or by any municipality may be purchased without bids, at prices to be agreed upon between the Purchasing Division and the respective department or agency for whom the item is to be acquired.

(d) December Purchases. With the exception of repair parts, foods, stock office supplies, expendable maintenance housekeeping supplies, fuel, gas and oil for automobiles, trucks and equipment, and necessary medical supplies, there shall be no purchases made during the month of December in any year, except as approved in advance by the County Administrator or designee.

(4) Intergovernmental Cooperative Purchases. The Finance Committee is herein authorized to enter into cooperative purchasing agreements with the State of Wisconsin and other Wisconsin municipalities consistent with sec. 16.73 and 66.0301 or 66.0303, Wis. Stats. for the purpose of administering, sponsoring or conducting purchasing transactions under a joint contract for the purchase of materials, supplies, equipment, permanent personal property, miscellaneous capital or contractual services.

2.219 Purchase of Services

(1) Purchases of services shall be made by contract or purchase order through the Purchasing Division. The department or agency which requires the services shall prepare relevant specifications or standards and shall forward the same to the Purchasing Division for distribution to at least two prospective, qualified providers of the services desired.

(2) Purchases of professional services are exempt from bidding requirements, but are subject to all other purchasing policies and procedures.

(3) Services specifically required under State and/or Federal regulations may be purchased with the approval of the County Committee or Board administering such services, where the demand for services and market conditions do not allow for compliance with bidding and Request for Qualification procedures established under this ordinance.

2.220 Severability

Should any section or provision of this ordinance be declared unconstitutional or invalid or be repealed, the constitutionality or validity of the remainder shall not be affected thereby.

2.221 Effect on Other Ordinances

Provisions of other ordinances of Rock County inconsistent herewith are hereby repealed.

2.222 Time of Effectiveness

This ordinance shall take effect immediately upon passage and publication.
Amending Rock County’s Purchasing Ordinance

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair
Sandra Kraft, Vice Chair
Mary Beaver
Absent
Brent Fox
Russell Podzilni

FISCAL NOTE:
Fiscal savings could be realized from lower legal notice costs and less professional service costs related to writing bid specifications.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action by Wisconsin Statutes sections 59.02(2).

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.
Josh Smith
County Administrator
EXECUTIVE SUMMARY

The Purchasing Ordinance was reviewed by the Finance Director and Purchasing Manager (with input from County Departments) and the following changes to the ordinance are recommended:

Currently, purchases of goods and non-professional services require the following:
- Purchases under $1,000 may be made directly by the Purchasing Division.
- Contracts costing $1,000 - $5,000 can be made after multiple quotations have been solicited, where practicable.
- Contracts costing $5,000 - $10,000 require sealed quotations where possible.
- Contracts costing over $10,000 require an official bid process.

Proposed new limits for the purchase of goods and non-professional services:
- Purchases under $5,000 may be made directly by the Purchasing Division.
- Contracts costing $5,000 - $25,000 could be made after multiple quotations have been solicited, where practicable.
- Contracts costing over $25,000 would require an official bid process.

Benefits from the proposed changes:
- Many vendors are not set up to provide official sealed bids. These changes will give these vendors a chance to provide quotes for goods and services costing $25,000 or less.
- The County would save legal notice costs for not needing to bid purchases in the $10,000 - $25,000 range.
- The County would also save professional service costs for the writing of bid specs for purchases in the $10,000 - $25,000 range.
- The new purchasing limits would follow the limits specified in sec. 59.52 (29), Wis Stats for Public Work related procurement. Thereby, being less confusing for staff and vendors.

Note: These changes do not affect items identified as a Public Work. All public work related procurement is governed by sec. 59.52 (29), Wis. Stat and includes any contract for the construction, repair, remodeling or improvement of any public work or building.

In addition, the current ordinance limits what can be purchased in December (see lines 257-261 in the resolution). This was originally included in the ordinance because many times goods ordered in December would not be received until January (a new budget year). However, over the years the purchasing process has been streamlined with the use of electronic purchase orders and electronic ordering systems. Therefore, this section is no longer necessary.
RESOLUTION NO. 16-11D-165

TO DESIGNATE A QUALIFIED NEWSPAPER FOR ALL ROCK COUNTY LEGAL PUBLICATIONS FOR 2017

WHEREAS, per Wisconsin Statute sec. 985.03(1)(a), the Rock County Board may designate a qualified newspaper as certified by the Department of Administration having a general circulation in the county as its official newspaper; and,

WHEREAS, the Rock County Board of Supervisors designated one official newspaper for all legal publications beginning in 2003 in accordance with County policy stating that legal publications are to be published in the Beloit Daily News in odd years and Janesville Gazette in even years, alternating publishing years between the two newspapers; and,

WHEREAS, Rock County’s budgeted expense for legal notices is reduced with the designation of an official county newspaper.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ______ day of __________, 2016 does hereby designate the Beloit Daily News as the official county newspaper for all county legal publications for 2017.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair
Sandra Kraft, Vice Chair
Russell Podzilni
Mary Beaver
Brent Fox

FISCAL NOTE:

This resolution designates the Beloit Daily News as the County’s official newspaper for 2017. Designating one newspaper results in publication cost savings.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sec. 985.05(1), Wis. Stats.

Josh Smith
County Administrator

Jeffrey Kuglitsch
Corporation Counsel