ROCK COUNTY BOARD OF SUPERVISORS’ MEETING
THURSDAY, DECEMBER 12, 2013 – 6:00 P. M.

COUNTY BOARD ROOM/COURTROOM H
FOURTH FLOOR/COURTHOUSE EAST

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES – November 21, 2013
6. PUBLIC HEARING

   A. Creating Section 2.105 of the Rock County Code of Ordinances (First Reading)

7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION

   A. Appointments to the Arrowhead Library System Board
   B. Appointments to Disabled Parking Enforcement Assistance Council
   C. Appointments to Council on Aging Advisory Board/Council on Aging Nutrition Advisory Council

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

10. REPORTS
11. UNFINISHED BUSINESS
12. NEW BUSINESS

   A. Supplementary Appropriations and Budget Changes - Roll Call

      1. Amending the Sheriff’s 2014 Budget to Use Equitably Shared Funds to Purchase Maintenance for VeriPic Software
      2. Amending 2014 Local Emergency Planning Committee Budget
      3. Amending the 2013 UW-Extension Budget to use Transform Wisconsin Grant Funds

NOTE: Item 12.A.3. will be considered by the Agriculture & Extension Education Committee on December 11, 2013
ROCK COUNTY BOARD OF SUPERVISORS
December 12, 2013
Page 2

12. NEW BUSINESS

B. Bills Over $10,000 – No Roll Call

C. Encumbrances Over $10,000 – Roll Call

D. Contracts – Roll Call

1. Approval of Conveyance Agreement and Escrow Instructions for the Purchase of Agricultural Conservation Easements Program
2. Authorizing Purchase of Computer Equipment for Human Services in 2013
3. Authorizing Purchase of a Unitrends Disk-to-Disk Backup Expansion Unit
4. Awarding Contract for Rock County’s Outdoor Warning Siren System – Preventative Maintenance Program
5. Awarding Bid for Sanitation Products at the Rock County Sheriff’s Office and Jail
6. Authorizing Agreement with Woodland Enhanced Health Service (WEHS) Commission

NOTE: Item 12.D.6. will be considered by the Human Services Board on December 11, 2013

7. Approval of Final Site Plan and Legal Description for a Residence Hall on the UW Rock County Campus

NOTE: Item 12.D.7. will be considered by the General Services Committee on December 10, 2013

8. Highway Jurisdictional Transfer Agreement – County Trunk Highway Y
9. Highway Jurisdictional Transfer Agreement – Ex. McCormick Drive (New CTH Y), City of Janesville,

NOTE: Items 12.D.8. and 12.D.9. will be considered by the Public Works Committee on December 12, 2013

E. Amending the County’s Personnel Ordinance (Second Reading and Adoption)

F. Urging Wisconsin to Use Federal Medicaid Funding to Improve BadgerCare

NOTE: Item 12.F. will be considered by the County Board Staff Committee on December 10, 2013

G. Recognizing Robert Kane for Service to Rock Haven

H. Recognizing Carol McKeown for Service to Rock Haven

I. Recognizing Patti Stedman for Service to Rock Haven

NOTE: Items 12.G., 12.H. and 12.I., will be considered by the County Board Staff Committee on December 10, 2013 and Health Services Committee on December 11, 2013
ROCK COUNTY BOARD OF SUPERVISORS
December 12, 2013
Page 3

12. NEW BUSINESS

J. EXECUTIVE SESSION: Per Section 19.85(1)(e), Wis. Stats. Update on Collective Bargaining

13. ADJOURNMENT
RESOLUTION NO. 13-12A-465

ORNANCE
ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT SPODEN
INITIATED BY

PUBLIC SAFETY & JUSTICE
COMMITTEE
SUBMITTED BY

JEROME A. LONG
DRAFTED BY
NOVEMBER 13, 2013
DATE DRAFTED

CREATING SECTION 2.105 OF THE ROCK COUNTY CODE OF ORDINANCES

WHEREAS, the Rock County Board of Supervisors finds it desirable that the Rock County
Sheriff and his/her deputies shall have the ability to issue abatement orders under sec. 173.11, Wis. Stats.;
and

WHEREAS, that sec. 173.03(2) of the Wisconsin Statutes requires that a county official who may
modify or withdraw abatement orders issued under sec. 173.11, Wis. Stats., be designated by county
ordinance.

NOW, THEREFORE, BE IT ORDINATED by the Rock County Board of Supervisors in session
this ___ day of ____________, 2013, that Section 2.105 of the Rock County Code of
Ordinances be created to read as follows:

2.105 Abatement Orders

The Rock County Administrator, or his/her delegate, shall serve as the official who
may modify or withdraw abatement orders issued under sec. 173.11, Wis. Stats.

Section 2.105 shall be effective upon publication.

Respectfully submitted:

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins, Chair

Henry Brill, Vice Chair

Mary Beaver

Brian Knudson

Larry Wiedenfeld

LEGAL NOTE:

County Board is authorized to take this action
pursuant to § 59.01, 59.51 & 173.03(2), Wis. Stats.

Jerome A. Long
Deputy Corporation Counsel

FISCAL NOTE:

No fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Craig Kautz
County Administrator

Abatement Orders Ord
EXECUTIVE SUMMARY

Section 173.11 provides a mechanism whereby minor violations of a statute that cause or have the potential to cause injury to animals may be stopped and corrective action taken without the need for the imposition of criminal charges against the violator.

In order to avail itself of this tool, the county must designate, by ordinance, a county official to serve in an informal appellate capacity with the authority to modify or withdraw any issued abatement order. (§ 173.03(2)) This ordinance designates the County Administrator or his delegate as that person.
APPOINTMENTS TO ARROWHEAD LIBRARY SYSTEM BOARD

POSITION: Members of the Arrowhead Library System Board

AUTHORITY: Wis. Stats. 43.19 and County Board Resolution 73-7-64

TERM: Terms Ending December 31, 2016

PER DIEM: Yes, Per Board Rule IV.J.

PRESENT MEMBERS: Richard Bostwick
Jose Carrillo
Chuck Goldstein

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Richard Bostwick
61 Harrison Street
Janesville, WI 53545

Jose Carrillo
125 Winesap Drive
Janesville, WI 53548

Chuck Goldstein
4027 Wilshire Lane
Janesville, WI 53546

EFFECTIVE DATE: December 12, 2013
APPOINTMENTS TO DISABLED PARKING
ENFORCEMENT ASSISTANCE COUNCIL

POSITION: Members of the Disabled Parking Enforcement
Assistance Council

AUTHORITY: Wis. Stats. 349.145 and County Board Resolution
#95-9B-068

TERM: Three Years Ending December 31, 2016

PER DIEM: No

PRESENT MEMBERS: Jay J. Buswell Linda Gregg
Janet McCarthy Robert D. Mills
Ronald Yttri

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Jay J. Buswell Janet McCarthy
1052 Morningside Dr. 3502 Hemingway Dr.
Janesville, WI 53546 Janesville, WI 53548

Ronald Yttri Robert D. Mills
214 Sunset Dr. 837 Sentinel Dr.
Janesville, WI 53548 Janesville, WI 53546

EFFECTIVE DATE: December 12, 2013
APPOINTMENTS TO COUNCIL ON AGING ADVISORY BOARD/COUNCIL ON AGING NUTRITION ADVISORY COUNCIL

POSITION: Members of the Council on Aging Advisory Board/Council on Aging Nutrition Advisory Council

AUTHORITY: County Board Resolution #79-6B-280

TERM: Terms ending 12/31/16

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

CONFIRMATION: Yes, by County Board of Supervisors

PRESENT MEMBERS: Ronnie Thomas
Janet Kopp
Hjordis Olson

NEW APPOINTMENTS: Ronnie Thomas
2120 Garden Drive
Janesville, WI 53546

Pam Strom
427 Highland Park Avenue
Clinton, WI 53525

Jessica Day
842 Parkview Drive #6
Milton, WI 543563

DATE: December 12, 2013
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Robert D. Spoden, Sheriff
INITIATED BY

Public Safety and Justice Committee
SUBMITTED BY

Diane Michaelis
DRAFTED BY
November 25, 2013
DATE DRAFTED

Amending the Sheriff’s 2014 Budget to Use Equitably Shared Funds
To Purchase Maintenance for VeriPic Software

WHEREAS, federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies through the Department of Justice Asset Forfeiture Program; and,

WHEREAS, equitably shared funds are required to be used by law enforcement agencies for law enforcement purposes only; and,

WHEREAS, the intent of the transfer is to enhance law enforcement, and it must increase, not supplant the recipient’s appropriated operating budget; and,

WHEREAS, for their participation in the program, and through the efforts of the Special Investigations Unit and the Detective Bureau, the Sheriff’s Office received funds in the amount of $7,400; and,

WHEREAS, the Rock County Sheriff’s Office owns a software product called VeriPic Digital Media Evidence Storage System; and,

WHEREAS, the VeriPic Digital Media Evidence Storage System is used to meet digital evidence handling needs; and,

WHEREAS, a maintenance contract is needed for the VeriPic Digital Media Evidence Storage System.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ______ day of __________, 2013, that the 2014 budget be amended as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget 01/01/14</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>21-2195-0000-46000</td>
<td>$0.00</td>
<td>$7,400.00</td>
<td>$7,400.00</td>
</tr>
<tr>
<td>Contributions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21-2195-0000-62491</td>
<td>$0.00</td>
<td>$7,400.00</td>
<td>$7,400.00</td>
</tr>
<tr>
<td>Software Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that a purchase order be issued to VeriPic of Santa Clara, CA in the amount of $7,399.95, for the purchase of a one-year maintenance contract.
AMENDING THE SHERIFF’S 2014 BUDGET TO USE EQUITABLY SHARED FUNDS TO PURCHASE MAINTENANCE FOR VERIPIC SOFTWARE

Respectfully submitted,

Public Safety and Justice Committee

Ivan Collins, Chair

Henry Brill, Vice Chair

Absent

Mary Beaver

Absent

Brian Knudson

Larry Wiedenfeld

Finance Committee Endorsement

Reviewed and approved on a vote of 5-0

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes a transfer in from the Sheriff’s Trust Account, FBI Forfeitures, A/C 00-0000-0070-29637, which has a current balance of $76,360.

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. As an amendment to the adopted 2014 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.

Craig Knudson
County Administrator
Executive Summary

Amending the Sheriff's 2014 Budget to
Use Equitably Shared Funds
To Maintenance for VeriPic Software

The Department of Justice Asset Forfeiture Program is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations and deprives wrongdoers of the proceeds of their crimes. Federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies.

Equitably shared funds are required to be used by law enforcement agencies for law enforcement purposes only. The intent of the transfer is to enhance law enforcement. It must increase, not supplant the recipient's appropriated operating budget.

For their participation in the program, and through the efforts of the Special Investigations Unit (SIU) and the Detective Bureau, the Sheriff's Office received funds in the amount of $7,400.

The Rock County Sheriff's Office owns a software product called VeriPic Digital Media Evidence Storage System. The Sheriff's Office plans to spend $7,400 of equitably shared funds to purchase software maintenance for the VeriPic Digital Media Evidence Storage System. The storage system is used by law enforcement officers to meet digital evidence handling needs.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY
Public Safety & Justice Committee
SUBMITTED BY

Sergeant Shena Kohler
DRAFTED BY
November 25th, 2013
DATE DRAFTED

AMENDING 2014 LOCAL EMERGENCY PLANNING COMMITTEE BUDGET

WHEREAS, Rock County Sheriff’s Office - Emergency Management Bureau budgeted $39,353 in its Local Emergency Planning Committee (LEPC) Grant Program for the period October 1, 2013 to September 30, 2014; and,

WHEREAS, the State has increased the amount available under that Program to $42,609, which represents an increase of $3,256 in the total allocation for the 2014 EPCRA Planning Grant; and,

WHEREAS, the increased State Aid will be used to offset the cost of office supplies supporting the LEPC in Federal Fiscal Year 2014.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of ___ 2013, does approve and authorize the increase of $3,256 in State Aid and amends the 2014 Local Emergency Planning Committee Budget as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget 10/1/2013</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td>$39,353</td>
<td>$3,256</td>
<td>$42,609</td>
</tr>
<tr>
<td>21-2560-2014-42200</td>
<td>$39,353</td>
<td>$3,256</td>
<td>$42,609</td>
</tr>
<tr>
<td>State Aid</td>
<td>$39,353</td>
<td>$3,256</td>
<td>$42,609</td>
</tr>
<tr>
<td>Use of Funds</td>
<td>$1,190</td>
<td>$3,256</td>
<td>$4,446</td>
</tr>
<tr>
<td>21-2560-2014-63100</td>
<td>$1,190</td>
<td>$3,256</td>
<td>$4,446</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$1,190</td>
<td>$3,256</td>
<td>$4,446</td>
</tr>
</tbody>
</table>

Respectfully Submitted,

Public Safety and Justice Committee

Finance Committee Endorsement
Reviewed and approved on a vote of 5-0

Ivan Collins, Chair
Mary Beaver
Henry Brill
Larry Wiedenfeld

Mary Mawhinney, Chair

Absent
Absent
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of $3,256 in additional State Aid for the LEPC program. No County matching funds are required.

Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(3)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator
AMENDING 2014 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 Grant, Rock County Emergency Management serves the LEPC in accordance with Wisconsin requirements, including the control of the annual LEPC budget. The 2014 LEPC budget operates on the Federal Fiscal Year schedule, thus operating from October 1st, 2013 to September 30th, 2014.

The 2014 LEPC budget was submitted during the 2012 budget cycle, when the award amount was unknown. The Rock County 2014 EPCRA Grant Award was announced in 2013, which now supplements additional funds in the amount of $3,256 to the 2014 LEPC budget.

The additional funds will be allocated to LEPC Office Supplies (21-2560-2014-63100) for possible uses to include increasing outreach measures, and purchasing letterhead and general office supplies and equipment to be utilized for LEPC operations.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Jim Stute
INITIATED BY

Agriculture and Extension Education
SUBMITTED BY

Jim Stute
DRAFTED BY

December 5, 2013
DATE DRAFTED

Amending the 2013 UW-Extension Budget to use Transform Wisconsin Grant Funds

WHEREAS, The Rock County Health Department was awarded a 2012 Transform Wisconsin grant with the goal of creating healthier places to live, work and play; and,

WHEREAS, UW-Extension is a project partner working on project components including “Farm to School”: getting students to eat fresh, local produce at school; and “Get Active”: using local schools to provide physical activity opportunities for community members: and,

WHEREAS, $9,000 were transferred to UW-Extension for project supplies; and,

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of ____________, 2013 to amend the 2013 UW-Extension as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget 12/1/13</th>
<th>Increase (Decrease)</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds</td>
<td>$30,000</td>
<td>$9,000</td>
<td>$39,000</td>
</tr>
<tr>
<td>Fees</td>
<td>$25,000</td>
<td>$9,000</td>
<td>$34,000</td>
</tr>
<tr>
<td>Use of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundry Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Respectfully submitted,

Agriculture & Education

Richard Bostwick, Chair

Eva Arnold, Vice Chair

Norvain Pleasant Jr.

Alan Sweeney

Larry Wiedenfeld
Amending the 2013 UW-Extension Budget to use Transform Wisconsin Grant Funds
Page 2

FISCAL NOTE:

This resolution authorizes the expenditure by UW-Extension of Transform Wisconsin Grant funds. These funds will be used for the ‘Farm to School’ program. No additional County funds are required.

Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2013 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

ADMINISTRATIVE NOTE:

Recommended.

Craig Kautson
County Administrator
RESOLUTION NO. 13-12A-469  
AGENDA NO. 12.B.(1)  

INITIATED: FINANCE DIRECTOR  
SUBMITTED BY: FINANCE COMMITTEE  
DATE: DEC 05 2013

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 12 2013, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Fund Name</th>
<th>Department Name</th>
<th>Program Name</th>
<th>Amount</th>
<th>Claim Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACKHAWK TECHNICAL COLLEGE</td>
<td>GENERAL FUND</td>
<td>SHERIFF</td>
<td>RECAP OPERATI S0215722</td>
<td>16,513.42</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16,513.42</td>
</tr>
<tr>
<td>BOARD OF REGENTS</td>
<td>GENERAL FUND</td>
<td>UW EXTENSION</td>
<td>U.W.EXTENSION EX0206805 01</td>
<td>55,218.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>55,218.00</td>
</tr>
<tr>
<td>NAMI WAUKESHA INC</td>
<td>SRF-GRANTS</td>
<td>SHERIFF</td>
<td>JAG CIT GRANT NAMI2013</td>
<td>14,573.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14,573.20</td>
</tr>
<tr>
<td>REED, ROGER</td>
<td>SRF-GRANTS</td>
<td>LAND CONSERV.</td>
<td>LWC PLAN IMPL 0012896</td>
<td>12,582.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12,582.50</td>
</tr>
</tbody>
</table>
CLAIMS IN THE AMOUNT OF 98,887.12

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER $10,000.00

JEFFREY S. KNOCH
CORPORATION COUNSEL

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA
FINANCE DIRECTOR

RESPECTFULLY SUBMITTED.

FINANCE COMMITTEE

[Signatures]

ADMINISTRATIVE NOTE

RECOMMENDED

[Signature]

CRAIG KUTSCH
COUNTY ADMINISTRATOR
RESOLUTION NO. 13-12A-470  AGENDA NO. 12.C.(1)

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 12 2013 APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name                  Fund Name          Department Name       Program Name        PR Number       Claim Amount
MIDLAND HEALTH TESTING SERVICES ISF-SELF INS NOT APPLICABLE BAL.SHEET A/C R1400211 100,000.00
WILLIS OF WISCONSIN INC       GENERAL FUND       ALL OTHER GEN WORKERS COMP R1400215 30,000.00

CLAIMS IN THE AMOUNT OF 130,000.00 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER $10,000.00

JEFFREY S. KUHLLITZSCH  CORPORATION COUNSEL

FISCAL NOTE
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

FINANCE COMMITTEE

ADMINISTRATIVE NOTE
RECOMMENDED

CRAIG KUHLLITZSCH  COUNTY ADMINISTRATOR
RESOLUTION NO. _______________ 
AGENDA NO. _______________

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DECEMBER 2, 2013, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name 
INTERNATIONAL ACADEMY OF PUBLIC SAFETY 
NETSMART TECHNOLOGIES INC 

Fund Name 
GENERAL FUND 
ISF-CS

Department Name 
NOT APPLICABLE 
NOT APPLICABLE

Program Name 
BAL.SHEET A/C 
BAL.SHEET A/C

PR Number 
R1304084 
R1304085

Claim Amount 
25,000.00 
48,703.80

CLAIMS IN THE AMOUNT OF 73,703.80 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER $10,000.00

DEPARTMENT: PUBLIC SAFETY

FISCAL NOTE
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

FINANCE COMMITTEE

SIGNATURES

DEPARTMENT: PUBLIC SAFETY

RECOMMENDED

CRAIG KNOTTON
COUNTY ADMINISTRATOR
RESOLUTION NO. _______________    AGENDA NO. _______________

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 12 2013, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME. UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Fund Name</th>
<th>Department Name</th>
<th>Program Name</th>
<th>PR Number</th>
<th>Claim Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITRIX SYSTEMS INC</td>
<td>ISF-CS</td>
<td>INFORMATION TECH</td>
<td>INFORMATION TECH</td>
<td>R1400101</td>
<td>14,838.36</td>
</tr>
<tr>
<td>CORE BTS INC</td>
<td>ISF-CS</td>
<td>INFORMATION TECH</td>
<td>INFORMATION TECH</td>
<td>R1400156</td>
<td>29,937.99</td>
</tr>
<tr>
<td>ELECTION SYSTEMS AND SOFTWARE INC</td>
<td>ISF-CS</td>
<td>INFORMATION TECH</td>
<td>INFORMATION TECH</td>
<td>R1400100</td>
<td>24,974.12</td>
</tr>
<tr>
<td>ESRI INC</td>
<td>ISF-CS</td>
<td>INFORMATION TECH</td>
<td>INFORMATION TECH</td>
<td>R1400113</td>
<td>43,500.00</td>
</tr>
<tr>
<td>FIDLAR COMPANIES</td>
<td>ISF-CS</td>
<td>INFORMATION TECH</td>
<td>INFORMATION TECH</td>
<td>R1400117</td>
<td>60,000.00</td>
</tr>
<tr>
<td>JP MORGAN CHASE BANK NA</td>
<td>ISF-CS</td>
<td>INFORMATION TECH</td>
<td>INFORMATION TECH</td>
<td>R1400118</td>
<td>37,450.00</td>
</tr>
<tr>
<td>LEXIPOL LLC</td>
<td>ISF-CS</td>
<td>INFORMATION TECH</td>
<td>INFORMATION TECH</td>
<td>R1400103</td>
<td>10,593.00</td>
</tr>
<tr>
<td>ORACLE CORPORATION</td>
<td>ISF-CS</td>
<td>INFORMATION TECH</td>
<td>INFORMATION TECH</td>
<td>R1400114</td>
<td>10,939.70</td>
</tr>
</tbody>
</table>

CLAIMS IN THE AMOUNT OF 232,233.17

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER $10,000.00

JEFFREY S. KUHLITSCHE
CORPORATION COUNSEL

FISCAL NOTE
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA
FINANCE DIRECTOR

FINANCE COMMITTEE

June A. Ashman

Craig Knudtson
COUNTY ADMINISTRATOR

ADMINISTRATIVE NOTE
RECOMMENDED

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON **DEC 1 2 2013**, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Fund Name</th>
<th>Department Name</th>
<th>Program Name</th>
<th>PR Number</th>
<th>Claim Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAKER TILLY VIRCHOW KRAUSE LLP</td>
<td>GENERAL FUND</td>
<td>FINANCE DIRECTOR AUDITING, ETC.</td>
<td>R1400029</td>
<td>87,000.00</td>
<td></td>
</tr>
<tr>
<td>RETIRED SENIOR VOLUNTEER PROGRAM</td>
<td>GENERAL FUND</td>
<td>ALL OTHER EDUC</td>
<td>R1400034</td>
<td>50,897.00</td>
<td></td>
</tr>
<tr>
<td>RHYME BUSINESS PRODUCTS</td>
<td>GENERAL FUND</td>
<td>RSVP ATST TRANS</td>
<td>R1400002</td>
<td>40,000.00</td>
<td></td>
</tr>
<tr>
<td>ROCK COUNTY HISTORICAL SOCIETY</td>
<td>GENERAL FUND</td>
<td>HERITAGE ROCK CO</td>
<td>R1400035</td>
<td>22,546.00</td>
<td></td>
</tr>
<tr>
<td>ROCK VALLEY COMMUNITY PROGRAMS INC</td>
<td>GENERAL FUND</td>
<td>ALL OTHER PS</td>
<td>R1400037</td>
<td>73,505.00</td>
<td></td>
</tr>
<tr>
<td>SILHA LLC, DAN</td>
<td>GENERAL FUND</td>
<td>COMMUNITY SERV.</td>
<td>R1400019</td>
<td>11,424.96</td>
<td></td>
</tr>
<tr>
<td>WILLIS OF WISCONSIN INC</td>
<td>ISF-SELF INS</td>
<td>BAL.SHEET A/C</td>
<td>R1400025</td>
<td>36,000.00</td>
<td></td>
</tr>
<tr>
<td>WMMIC</td>
<td>GENERAL FUND</td>
<td>ALL OTHER GEN P &amp; L INSURANCE</td>
<td>R1400031</td>
<td>270,000.00</td>
<td></td>
</tr>
</tbody>
</table>

CLAIMS IN THE AMOUNT OF 591,372.96

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

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

JEFFREY S. KEGLOTSCH
CORPORATION COUNSEL

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA
FINANCE DIRECTOR

FINANCE COMMITTEE

Mary Mauer

L. Krueger

Mary Bean

Fiscus Brosh

ADMINISTRATIVE NOTE

RECOMMENDED

CRAIG SATZSCH
COUNTY ADMINISTRATOR
RESOLUTION NO._________________  AGENDA NO._________________

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 12 2013, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Fund Name</th>
<th>Department Name</th>
<th>Program Name</th>
<th>PR Number</th>
<th>Claim Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLIANT ENERGY/AVP &amp; LC</td>
<td>GENERAL FUND</td>
<td>GENERAL SERVICES</td>
<td>HCC BLDG.COMPLEX</td>
<td>R1400020</td>
<td>112,276.08</td>
</tr>
<tr>
<td>CONTINGENCY PLANNING SOLUTION INC</td>
<td>ISF-CS</td>
<td>INFORMATION TECH</td>
<td>IT CAPITAL PROJ</td>
<td>R1400157</td>
<td>47,717.58</td>
</tr>
<tr>
<td>DIVERSIFIED BUILDING MAINTENANCE</td>
<td>GENERAL FUND</td>
<td>GENERAL SERVICES</td>
<td>HCC BLDG.COMPLEX</td>
<td>R1400152</td>
<td>86,704.00</td>
</tr>
<tr>
<td>DIVERSIFIED BUILDING MAINTENANCE</td>
<td>GENERAL FUND</td>
<td>GENERAL SERVICES</td>
<td>GENERAL SERVICES</td>
<td>R1400160</td>
<td>248,410.00</td>
</tr>
<tr>
<td>JP MORGAN CHASE BANK NA</td>
<td>GENERAL FUND</td>
<td>NOT APPLICABLE</td>
<td>BAL.SHEET A/C</td>
<td>R1400139</td>
<td>150,000.00</td>
</tr>
<tr>
<td>KONICA MINOLTA BUSINESS SOLUTIONS</td>
<td>GENERAL FUND</td>
<td>GENERAL SERVICES</td>
<td>GENERAL SERVICES</td>
<td>R1400130</td>
<td>10,800.00</td>
</tr>
<tr>
<td>KONICA MINOLTA BUSINESS SOLUTIONS</td>
<td>GENERAL FUND</td>
<td>GENERAL SERVICES</td>
<td>GENERAL SERVICES</td>
<td>R1400137</td>
<td>11,276.64</td>
</tr>
<tr>
<td>MIDLAND PAPER</td>
<td>GENERAL FUND</td>
<td>NOT APPLICABLE</td>
<td>BAL.SHEET A/C</td>
<td>R1400135</td>
<td>27,500.00</td>
</tr>
<tr>
<td>OFFICE PRO</td>
<td>GENERAL FUND</td>
<td>NOT APPLICABLE</td>
<td>BAL.SHEET A/C</td>
<td>R1400136</td>
<td>65,000.00</td>
</tr>
</tbody>
</table>

CLAIMS IN THE AMOUNT OF 759,684.30

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER $10,000.00

FINANCE COMMITTEE

JEFFREY S. KISLITSCH
CORPORATION COUNSEL

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA
FINANCE DIRECTOR

ADMINISTRATIVE NOTE

RECOMMENDED

CRAIG KNUTSON
COUNTY ADMINISTRATOR
RESOLUTION NO. ________________  AGENDA NO. ________________

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 12 2013, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

CLAIMS IN THE AMOUNT OF 196,049.78 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER $10,000.00

ABOVE Listed CLAIMS ARE FULLY FUNDED.

FINANCE DIRECTOR

JEFFREY S. KURTISCH
CORPORATION COUNSEL

FISCAL NOTE

SHERRY QUA
FINANCE DIRECTOR

FINANCE COMMITTEE

ADMINISTRATIVE NOTE
RECOMMENDED

COUNTY ADMINISTRATOR
RESOLUTION NO. AGENDA NO.

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 12 2013, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name | Fund Name | Department Name | Program Name | PR Number | Claim Amount |
-------------|-----------|-----------------|--------------|-----------|--------------|
CHARTER COMMUNICATIONS | EF-HCC | ROCK HAVEN | ROCK HAVEN | R1400033 | 18,000.00 |
KALEMBER MD,ROBERT L | EF-HCC | ROCK HAVEN | ROCK HAVEN | R1400048 | 44,000.00 |
MANPOWER US INC | SPF-ALL OTHER | UW EXTENSION | 4-H FAIRGROUNDS | R1400090 | 35,000.00 |
MERCY HEALTH SYSTEM | EF-HCC | ROCK HAVEN | ROCK HAVEN | R1400038 | 13,000.00 |
RAO, RAMACHANDRA | EF-HCC | ROCK HAVEN | ROCK HAVEN | R1400043 | 30,000.00 |
WEST MD, WILLIAM PETER | EF-HCC | ROCK HAVEN | ROCK HAVEN | R1400045 | 130,000.00 |
WISCONSIN DEPARTMENT OF HEALTH AND SOCIAL SERVICES | EF-HCC | ROCK HAVEN | ROCK HAVEN | R1400040 | 261,120.00 |
WISCONSIN HEALTH CARE LIABILITY | EF-HCC | ROCK HAVEN | ROCK HAVEN | R1400046 | 35,000.00 |

CLAIMS IN THE AMOUNT OF 566,120.00

HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

LEGAL NOTE: THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER $10,000.00

JEFFREY L. JUGLITSCH CORPORATION COUNSEL

FISCAL NOTE

ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SMERRY OJ. FINANCE DIRECTOR

FINANCE COMMITTEE

ADMINISTRATIVE NOTE

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 1 2013, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name        Fund Name  Department Name  Program Name  PR Number  Claim Amount
CENTRAD HEALTHCARE INC  EF-HCC   ROCK HAVEN     ROCK HAVEN     R1400106   35,500.00
DBR BUILDERS INC       CPF-ALL OTHER DPRW   PARKS CAP PROJ R1400140   33,237.00
GULF SOUTH MEDICAL SUPPLY  EF-HCC   ROCK HAVEN     ROCK HAVEN     R1400109   163,000.00
JP MORGAN CHASE BANK NA  SRF-HUMAN SERVIC HUMAN SERVICES AERC R1400154   66,500.00
REINHART FOODSERVICE INC EF-HCC   ROCK HAVEN     ROCK HAVEN     R1400112   131,000.00
SYSCO FOODS OF BARABOO LLC EF-HCC   ROCK HAVEN     ROCK HAVEN     R1400096   112,700.00

CLAIMS IN THE AMOUNT OF 541,937.00 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

LEGAL NOTE:
THE COUNTY BOARD RULE CITED REQUIRES THE COUNTY BOARD TO EXAMINE AND SETTLE ALL CLAIMS OVER $10,000.00

JEFFREY S. KUGLITSCH CORPORATION COUNSEL
FISCAL NOTE
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA
FINANCE DIRECTOR

FINANCE COMMITTEE

[Signatures]

ADMINISTRATIVE NOTE
RECOMMENDED

CRAIG KNOTSON
COUNTY ADMINISTRATOR
RESOLUTION NO.______ AGENDA NO.______

INITIATED: FINANCE DIRECTOR

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

NOW THEREFORE BE IT RESOLVED, THE ROCK COUNTY BOARD OF SUPERVISORS AT ITS REGULAR MEETING ON DEC 12 2013, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME, UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

Vendor Name                        Fund Name | Department Name | Program Name | PR Number  | Claim Amount |
-----------------------------------|-----------|---------------|-------------|-------------|--------------|
AMSAN LLC                          EF-HCC     | ROCK HAVEN   | ROCK HAVEN   | R1400094    | 11,000.00    |
ARAMARK UNIFORM SERVICES INC       EF-HCC     | ROCK HAVEN   | ROCK HAVEN   | R1400080    | 108,000.00   |
COUNTRY QUALITY DAIRY              EF-HCC     | ROCK HAVEN   | ROCK HAVEN   | R1400076    | 40,000.00    |
PINECARE INC                       EF-HCC     | ROCK HAVEN   | ROCK HAVEN   | R1400086    | 265,000.00   |
PROFESSIONAL MEDICAL INC           EF-HCC     | ROCK HAVEN   | ROCK HAVEN   | R1400088    | 150,000.00   |
SHERMAN SANITATION SERVICES LLC    EF-HCC     | ROCK HAVEN   | ROCK HAVEN   | R1400092    | 30,000.00    |
TROPIC JUICES INC                  EF-HCC     | ROCK HAVEN   | ROCK HAVEN   | R1400084    | 15,000.00    |

CLAIMS IN THE AMOUNT OF 632,000.00 HAVE BEEN APPROVED AND CHECKED BY THE GOVERNING COMMITTEES.

LEGAL NOTE:
The County Board Rule cited requires the County Board to examine and settle all claims over $10,000.00.

JEFFREY S. KULITSCH
CORPORATION COUNSEL

FISCAL NOTE
ABOVE LISTED CLAIMS ARE FULLY FUNDED.

SHERRY OJA
FINANCE DIRECTOR

FINANCE COMMITTEE

Maurice Mallen

Dee Hufnagel

Mary Beauch

Craig Knutsen
COUNTY ADMINISTRATOR
RESOLUTION NO. 13-12A-471

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

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

LAND CONSERVATION COMMITTEE
INITIATED BY

THOMAS SWEENEY
DRAFTED BY

NOVEMBER 14, 2013
DATE DRAFTED

LAND CONSERVATION COMMITTEE
SUBMITTED BY

APPROVAL OF CONVEYANCE AGREEMENT AND ESCRROW INSTRUCTIONS FOR THE PURCHASE OF AGRICULTURAL CONSERVATION EASEMENTS PROGRAM

WHEREAS, the Rock County Board of Supervisors officially approved the Rock County Purchase of Agricultural Conservation Easements (PACE) Program and adopted the document entitled Rock County PACE Program Manual, identifying and outlining all aspects of Program development and implementation, on January 13, 2011; and,

WHEREAS, the Rock County Board of Supervisors officially authorized staff to accept applications to the PACE Program for the full donation of an Agricultural Conservation Easement and process applications according to the PACE program policies and procedures, on June 13, 2013; and,

WHEREAS, the Program works to achieve its mission by acquiring agricultural conservation easements (Easements) on eligible lands throughout unincorporated Rock County; and,

WHEREAS, applications were submitted by landowners to the Program in 2013, with said applications reviewed and approved by Rock County Land Conservation Department (LCD) staff, the Rock County PACE Council, and the Rock County Land Conservation Committee (LCC), all in accordance with the Rock County PACE Program Manual; and,

WHEREAS, application approval by the LCC authorizes the LCD to begin the Easement acquisition process on properties identified in said applications, subject to the consent of the landowners, as follows:


2. Sweeney Property (Full Donation) – Rock County tax parcel numbers 6-16-137 and 6-16-1753, Sections 16 and 21, Township 4N, Range 11E, Porter Township (approximately 60 total acres), and,

WHEREAS, to move towards completion of the Easement acquisition process, each of the owners of the aforementioned Properties, Rock County, and Brabazon Title Company, Inc. will sign and execute a Rock County – Conveyance Agreement and Escrow Instructions – Agricultural Conservation Easement document, identifying and outlining all aspects of the Easement acquisition process, including but not limited to, the following activities, subject to all terms and conditions as stated therein:

1. Opening escrow with Brabazon Title Company, Inc. and Securing a Minimum Title Insurance Commitment of $15,000 (Title Report) for each Property - County Activity;

2. Landowner depositing three thousand five hundred dollars ($3,500) in the established escrow account

3. Rock County contracting with an appraiser to determine the fair market value of an Easement on each Property; and,

NOW, THEREFORE, BE IT RESOLVED, the Rock County Board of Supervisors duly assembled this day of ________, 2013, do by enactment of this Resolution approve a Rock County – Conveyance Agreement and Escrow Instructions – Agricultural Resources Conservation Easement for each Property, authorizing the LCD to undertake activities identified therein and obligate all necessary funds to complete said activities.
Respectfully submitted:

LAND CONSERVATION COMMITTEE

[Signatures]

Richard Bostwick, Chair
Larry Wiedenfeld, Vice-Chair

Absent:
Eva Arnold
Ed Nash
Norvain A. Pleasant Jr.
Jim Quade

Abstain:
Alan Sweeney

Fred Yoss

FISCAL NOTE:

Sufficient funds are available in the PDR/PACE program account for the cost of these activities.

[Signature]
Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take these actions pursuant to secs. 59.01, 59.31, 93.73 and 700.40, Wis. Stats.

[Signature]
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

[Signature]
Craig Knutson
County Administrator
EXECUTIVE SUMMARY

This resolution authorizes the County to enter into a Rock County – Conveyance Agreement and Escrow Instructions – Agricultural Conservation Easement (Agreement) with landowners and Brabazon Title Company for two PACE applications located in unincorporated Rock County. The Agreement identifies and outlines the agricultural conservation easement (Easement) acquisition process to be undertaken by the Rock County PACE Program, including establishing an escrow account to be held by Brabazon Title Company, purchasing title insurance, and contracting for appraisals of the Easements. Acquisition of Easements will protect and preserve productive agricultural lands in Rock County, encouraging and promoting the goals of a strong agricultural economy and community identity, and intergovernmental cooperation.

This resolution includes one application for the purchase component of the PACE program and one application for the full donation component. If this resolution is approved, the LCD will continue with the Easement acquisition process on each of the two applications as follows:

**Application for purchase:** Following a title review, appraisal and acceptance of the value by the landowner an Option to Purchase will be drafted and presented to the LCC and County Board for approval. If approved, the application will be submitted to the USDA-Farm and Ranch Land Protection Program, which constitutes funding for 50% of the easement value. Acquisition of the easements by Rock County is contingent upon funding from the USDA.

**Application for donation:** Following a title review, appraisal and acceptance of the value by the landowner, a resolution will be drafted and presented to the LCC and County Board to accept the easement donation.
RESOLUTION NO. 13-2A-472
AGENDA NO. 12.D.2.(1)

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Diana Arneson
INITIATED BY

Finance Committee
SUBMITTED BY

Diana Arneson
DRAFTED BY

November 25, 2013
DATE DRAFTED

Authorizing Purchase of Computer Equipment for Human Services in 2013

WHEREAS, the Rock County Information Technology Department is authorized to purchase computer equipment on behalf of the County; and,

WHEREAS, the Information Technology Director and staff did review equipment available on the Wisconsin Counties Association Computer Contract number #WCASI-100103D and chose and configured equipment from this contract; and,

WHEREAS, the 2013 Budget did designate funds for the purchase of this computer equipment for the Human Services Department.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ______ day of __________, 2013 that a Purchase Order be issued to CDW Government, 230 North Milwaukee Ave., Vernon Hills, IL 60061 for 54 19" LCD monitors, 7 Fujitsu fi-6130z scanners, 18 Targus messenger bags, 20 HP docking stations, 18 HP SB 6570b laptops, and 20 keyboard and mouse kits in an amount not to exceed $31,085.54.

NOW, THEREFORE, BE IT FURTHER RESOLVED that payment in an amount not to exceed $31,085.54 be made to CDW Government upon receipt and acceptance by the Finance Committee.

Respectfully submitted,

Finance Committee

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

J. Russell Podzizni

Mary Beaver

Brent Fox

FISCAL NOTE:

Computer equipment is purchased by the Information Technology Department, then cross-charged to the user department. Sufficient funding is available in the Human Services Department for the purchase of this equipment.

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.

Craig Knutson
County Administrator
Executive Summary for Authorizing Purchase of 2013 Human Services Budgeted Computer Equipment

This resolution is to authorize the purchase of budgeted computer equipment for the Human Services department. All of the computer equipment in this resolution represent replacements for obsolete equipment and new equipment for additional HSD positions. The IT Department specified the computer equipment based on the application and operational needs of the Human Services Department. The items to be purchased are:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>Acer V195L 19” monitors ($99.54 ea)</td>
<td>$ 5,375.16</td>
</tr>
<tr>
<td>7</td>
<td>Fujitsu fi-6130z scanners w maint ($999.28 ea)</td>
<td>6,994.96</td>
</tr>
<tr>
<td>18</td>
<td>HP SB 6570b I5-3230 laptops ($794.00 ea)</td>
<td>14,292.00</td>
</tr>
<tr>
<td>18</td>
<td>Targus messenger bags ($18.09 ea)</td>
<td>325.62</td>
</tr>
<tr>
<td>20</td>
<td>HP keyboard and mouse kits ($24.18 ea)</td>
<td>483.60</td>
</tr>
<tr>
<td>20</td>
<td>HP SB 120W docking stations ($180.71 ea)</td>
<td>3,614.20</td>
</tr>
</tbody>
</table>

Total Authorized Purchase $ 31,085.54

Pricing for these items is based on terms specified by the Wisconsin Counties Association contract# WCASI-100103D.
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 26, 2013
DATE DRAFTED

Authorizing Purchase of a Unitrends Disk-to-Disk Backup Expansion Unit

WHEREAS, the expansion of the County’s disk-to-disk backup system is an Information Technology strategic initiative, with funding provided as part of the 2014 budget; and,

WHEREAS, the expansion of the backup system will allow for safeguarding the County’s increasing information storage related to all County systems and enhancing disaster recovery capacity; and,

WHEREAS, the Information Technology Department staff did specify the configuration of an appropriate disk-to-disk backup system expansion unit; and,

WHEREAS, the specified disk-to-disk backup expansion unit will be purchased using the pricing and terms of the State of Wisconsin UW Contract #MV10-2052.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this day of , 2013 that a Purchase Order for a disk-to-disk backup system be issued to Contingency Planning Solutions, Inc. in the amount of $47,717.58.

BE IT FURTHER RESOLVED that payment be made to the vendor upon approval and acceptance by the Finance Committee.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair
Sandra Kraft, Vice Chair
Mary Beaver
Brent Fox
J. Russell Podz经济增长

FISCAL NOTE:
Sufficient funds are available in the IT Capital Projects account, A/C 07-1444-0000-67131, for the cost of this purchase.

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.

Craig Emerson
County Administrator
Executive Summary for the Purchase of a Unitrends Backup System Expansion Unit

One of the budgeted 2014 Information Technology strategic initiatives is the expansion of the County's disk-to-disk information backup system. The backup system expansion is required in order to accommodate the increased usage of disk storage throughout all of the County's systems and to provide for the recovery of critical information for disaster recovery and business continuity purposes.

The major components of the network recovery server include:

- Unitrends RC833 Backup Expansion Unit;
- One Rotational Archive unit for off-site placement of redundantly stored data, and
- Network components for connectivity to the County's storage area network.

The planned, useful life for the backup expansion unit is 5-7 years, and it can be further expanded to accommodate additional capacity, as may be dictated by future County requirements.

The total cost of the Unitrends backup expansion unit is $47,717.58 which includes installation and two years of support services. The system will be purchased using the pricing and terms of the State of Wisconsin UW Contract MV10-2052 and funded by the IT Capital Projects account.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY

Public Safety & Justice Committee
SUBMITTED BY

Sergeant Shena Kohler
DRAFTED BY

November 25, 2013
DATE DRAFTED

AWARDING CONTRACT FOR ROCK COUNTY'S OUTDOOR WARNING SIREN SYSTEM - PREVENTATIVE MAINTENANCE PROGRAM

WHEREAS, Rock County Emergency Management recognizes the need for preventative maintenance of the outdoor warning system located in Rock County due to the age of the 40 sirens; and,

WHEREAS, Rock County wants to establish a three-year preventative maintenance cycle for the siren system; and,

WHEREAS, Rock County Purchasing Department did advertise and solicit bids for the preventative maintenance of the sirens (summary attached); and,

WHEREAS, the bids received were reviewed by Rock County Emergency Management and the Rock County Purchasing Manager with the recommendation that a contract be awarded to the lowest, most responsive and responsible bidder, Bandt Communications of Janesville, Wisconsin.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ______ day of ______, 2013 that a contract be awarded to Bandt Communications of Janesville, Wisconsin for maintenance of the 40 sirens over the next three years at a cost of $3,780.00 for 2014, $3,660.00 for 2015 and $3,430.00 for 2016.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins, Chair
Absent

Mary Beaver

Henry Brill
Absent

Brian Knudson

Larry Wiedenfeld

ADMINISTRATIVE NOTE:
Recommended.

Craig Knutson
County Administrator

FISCAL NOTE:
Sufficient funds are available in the Emergency Management repair and maintenance account, A/C 21-2500-0000-63500, for the 2014 portion of this contract.

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.

Jeffrey S. Roglisch
Corporation Counsel
AWARDING CONTRACT FOR ROCK COUNTY’S OUTDOOR WARNING SIREN SYSTEM - PREVENTATIVE MAINTENANCE PROGRAM

EXECUTIVE SUMMARY

Rock County Emergency Management has recognized the need for preventative maintenance on the 40 outdoor warning system sirens located in Rock County. Currently, siren maintenance is completed on a three-year cycle through the previously awarded preventative maintenance contract. If a siren is not functioning correctly, the awarded contractor is called to repair the siren and do the preventative maintenance at that time.

Bids were requested from qualified contractors to continue a three-year cycle of preventative maintenance for the county-wide outdoor warning system. The awarded bid will allow continued service to the 40 sirens in Rock County, utilizing a three-year maintenance rotation with 13 to 14 sirens being completed each calendar year. This cycle will continue the previous maintenance schedule from 2011 through 2013.

Preventative maintenance for each siren will consist of the following components:

1. Siren Site Observation and Inspection.
2. Siren Control.
4. Siren Head Inspection and Testing.
5. Software Testing (where applicable).

The bids were reviewed by Rock County Emergency Management and the Rock County Purchasing Manager for compliance with the specifications. The recommendation is to award the contract to Bandt Communications of Janesville, Wisconsin. The award will be made as follows:

- 2014 - $3,780.00 for Maintenance of 14 Sirens
- 2015 - $3,660.00 for Maintenance of 14 Sirens
- 2016 - $3,430.00 for Maintenance of 13 Sirens

Funds for siren maintenance will come from the existing budget for siren repairs and maintenance. Due to the age and complexity of Siren 19 – Evansville, preventative maintenance is scheduled for the first and third year of the awarded contract.
**BID SUMMARY FORM**

**PROJECT NUMBER**  
#2014-11

**PROJECT NAME**  
PREVENTATIVE MAINTENANCE PROGRAM
WEATHER ALERT SIREN SYSTEM

**BID DUE DATE**  
OCTOBER 14, 2013 – 1:30 P.M.

**DEPARTMENT**  
EMERGENCY MANAGEMENT

<table>
<thead>
<tr>
<th></th>
<th>BANDT COMMUNICATION JANESVILLE WI</th>
<th>ANS SERVICES LLC SWEDESBORO NJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 COST-14 SIRENS</td>
<td>3,780.00</td>
<td>9,364.00</td>
</tr>
<tr>
<td>2015 COST-14 SIRENS</td>
<td>3,660.00</td>
<td>9,433.00</td>
</tr>
<tr>
<td>2016 COST-13 SIRENS</td>
<td>3,430.00</td>
<td>8,613.00</td>
</tr>
<tr>
<td><strong>TOTAL 3 YEAR COST</strong></td>
<td><strong>$ 10,870.00</strong></td>
<td><strong>$ 27,410.00</strong></td>
</tr>
<tr>
<td><strong>PER LABOR HOUR COST</strong></td>
<td><strong>$ 80.00 HOUR</strong></td>
<td><strong>$ 120.00 HOUR 8 HR STANDARD</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$ 175.00 HOUR 8 HR + 2 HR OVERTIME</strong></td>
</tr>
<tr>
<td><strong>PARTS DISCOUNT</strong></td>
<td>20%</td>
<td>COST PLUS 15%</td>
</tr>
<tr>
<td><strong>ADDENDA RECEIVED</strong></td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

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

**PREPARED BY:**  
ALAN DRANSFIELD, SENIOR BUYER

**DEPARTMENT HEAD RECOMMENDATION:**  
Bandt

**SIGNATURE:**  
Robert Fosdick  
11-13-13  
**DATE**

**GOVERNING COMMITTEE APPROVAL:**  

**CHAIR:**  
Ivan Olson  
3-0-2  
12-2-2013  
**DATE**
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert Spoden
INITIATED BY

Public Safety and Justice Committee
SUBMITTED BY

Cmdr. Erik Chellevold
DRAFTED BY
November 21, 2013
DATE DRAFTED

AWARDING BID FOR SANITATION PRODUCTS AT THE ROCK COUNTY SHERIFF’S OFFICE AND JAIL

WHEREAS, funds have been incorporated into the 2014 Budget for the purchase of sanitation products to be used at the Rock County Sheriff’s Office and Jail; and,

WHEREAS, the Rock County Sheriff’s Office is committed to the safe, efficient and cost effective operation of the Rock County Sheriff’s Office and Jail; and,

WHEREAS, Purchasing did solicit bids from sanitation vendors with the results attached; and,

WHEREAS, Sheriff and Purchasing staff did review all bids submitted and determined that Devere Chemical, Nassco and Med-Port were the most responsive and responsible bidders.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ______ day of ________, 2013 that Purchase Orders be issued as follows:

Devere Chemical for: Detergent Disinfectant, Glass Cleaner, HD Multi-Purpose Cleaner, Bowl Cleaner, Unwrapped Bar Soap.
Nassco for: Floor Stripper, Floor Restorer, Floor Finish, Neutral Floor Cleaner, Metered Air Freshener.
Med-Port for: Hand Sanitizer.

RESPECTFULLY SUBMITTED

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins, Chair
Absent
Mary Beaver
Henry Brill
Absent
Brian Knudson
Larry Wiedenfeld

ADMINISTRATIVE NOTE:
Recommended.

Fiscal Note:
Sufficient funds are available in the Sheriff’s budget for the cost of these items.

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.

Jeffrey S. Kuglitsch
Corporation Counsel
AWARDING BID FOR SANITATION PRODUCTS AT THE ROCK COUNTY SHERIFF’S OFFICE AND JAIL

EXECUTIVE SUMMARY

The 2014 budget contains funds for the provision of sanitation products at the Rock County Sheriff’s Office and Jail. This contract runs through 2014, with options to renew for two additional one-year periods, not to exceed a total of three years.

The Purchasing Division solicited bids from vendors for providing sanitation products. Five vendors submitted complete bids. Cmdr. Chellevold and Capt. Strouse reviewed the bids for compliance with the bid specifications.

Based on the information provided, the recommendation of the Sheriff’s Office is to contract as follows:

**Devere Chemical:** Detergent Disinfectant, Glass Cleaner, HD Multi-Purpose Cleaner, Bowl Cleaner, Unwrapped Bar Soap.

**Nasco:** Floor Stripper, Floor Restorer, Floor Finish, Neutral Floor Cleaner, Metered Air Freshener.

**Med-Port:** Hand Sanitizer.
## PROPOSAL SUMMARY FORM

**PROJECT NUMBER:** 2014-10  
**PROJECT NAME:** SANITATION PRODUCTS  
**DUE DATE:** OCTOBER 1, 2013 – 12:00 NOON  
**DEPARTMENT:** SHERIFF’S OFFICE AND JAIL

<table>
<thead>
<tr>
<th></th>
<th>DEVERE JANESVILLE WI</th>
<th>NASSCO NEW BERLIN WI</th>
<th>BADGERLAND CHEMICAL MIDDLETON WI</th>
<th>JANESVILLE INDUSTRIAL SUPPLY JANESVILLE WI</th>
<th>ER ABERTNATHY WAUKESHA WI</th>
<th>MED-PORT BROOKLYN NY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DETERGENT DISINFECTANT</td>
<td>4,273.92</td>
<td>5,189.76</td>
<td>10,074.24</td>
<td>11,721.48</td>
<td>16,688.64</td>
<td></td>
</tr>
<tr>
<td>2. GLASS CLEANER</td>
<td>3,655.68</td>
<td>7,546.64</td>
<td>10,190.20</td>
<td>12,052.38</td>
<td>13,480.32</td>
<td></td>
</tr>
<tr>
<td>3. HD MULTI-PURPOSE CLEANER</td>
<td>4,032.00</td>
<td>6,854.40</td>
<td>10,321.92</td>
<td>8,460.00</td>
<td>9,216.00</td>
<td></td>
</tr>
<tr>
<td>4. BOWL CLEANER</td>
<td>3,542.40</td>
<td>12,831.60</td>
<td>11,689.92</td>
<td>11,608.56</td>
<td>13,933.44</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ESTIMATED ANNUAL COST ITEMS 1 - 4</strong></td>
<td><strong>15,504.00</strong></td>
<td><strong>32,422.40</strong></td>
<td><strong>42,276.28</strong></td>
<td><strong>43,842.42</strong></td>
<td><strong>53,318.40</strong></td>
<td></td>
</tr>
<tr>
<td>5. FLOOR STRIPPER</td>
<td>249.00</td>
<td>249.24</td>
<td>946.00</td>
<td>234.85</td>
<td>446.25</td>
<td></td>
</tr>
<tr>
<td>6. FLOOR RESTORER</td>
<td>83.20</td>
<td>114.80</td>
<td>85.76</td>
<td>159.96</td>
<td>640.00</td>
<td></td>
</tr>
<tr>
<td>7. FLOOR FINISH</td>
<td>1,452.65</td>
<td>855.10</td>
<td>891.65</td>
<td>1,072.70</td>
<td>1,517.25</td>
<td></td>
</tr>
<tr>
<td>11. NEUTRAL FLOOR CLEANER</td>
<td>8,448.31</td>
<td>4,762.42</td>
<td>NO BID</td>
<td>6,084.00</td>
<td>4,625.88</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ESTIMATED ANNUAL COST ITEMS 5, 6, 7, 11 (FLOOR PRODUCTS)</strong></td>
<td><strong>10,233.16</strong></td>
<td><strong>5,981.56</strong></td>
<td><strong>1,923.41</strong></td>
<td><strong>7,551.51</strong></td>
<td><strong>7,229.38</strong></td>
<td></td>
</tr>
<tr>
<td>8. UNWRAPPED BAR SOAP</td>
<td>3,217.50</td>
<td>7,350.72</td>
<td>3,564.60</td>
<td><strong>1,813.11</strong></td>
<td>6,194.00</td>
<td></td>
</tr>
<tr>
<td>9. HAND SANITIZER</td>
<td>1,978.80</td>
<td>1,277.21</td>
<td>2,652.00</td>
<td>1,696.60</td>
<td>2,013.00</td>
<td>699.86</td>
</tr>
<tr>
<td>10. METERED AIR FRESHENER</td>
<td>568.20</td>
<td>332.80</td>
<td>604.80</td>
<td>548.90</td>
<td>813.00</td>
<td></td>
</tr>
</tbody>
</table>

- Products 1-4 will be bought in concentrate form and diluted for use in a chemical dispensing system. Items 1 through 4 will be awarded to one vendor. The amount listed is for the annual cost based on estimated quantities provided in the Proposal specifications.
- Items 5, 6, 7 & 11 are all floor care products and will be purchased from the same vendor.
- Item 8 - Bar soap is priced per case of 500 unwrapped bars.
- Item 9 – Hand Sanitizer is priced per case of 4 bottles.
- Item 10 - Air Freshener is priced per case of 12 cans.
- Items 8 through 10 will be awarded item-by-item to the lowest, most responsive and responsible Proposer.

**NOTES:**
Three vendors submitted non-responsive Proposals because they did not include literature on the products bid as required in the specifications. The three vendors are Staples, Unisource and Amercare.
Request for Proposal was advertised in the Beloit Daily News and on the Internet. Five additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION:

ITEMS 1 – 4 TO DEVERE CHEMICAL
FLOOR CARE ITEMS 5, 6, 7, & 11 TO NASCCO
BAR SOAP TO DEVER
HAND SANITIZER TO MED PORT
METERED AIR FRESHENER TO NASSCO

Signature: Robert Spoor
Date: 11-20-13

GOVERNING COMMITTEE APPROVAL: Chair Veda 3-0-2 Vote 12-2-2013 Date
RESOLUTION NO. 13-12A-476  
AGENDA NO. 12.D.6.(1)

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board  
INITIATED BY  

Phil Beutwell, Deputy Director  
DRAFTED BY  

Human Services Board  
SUBMITTED BY  

December 2, 2013  
DATE DRAFTED

Authorizing Agreement with Woodland Enhanced Health Service (WEHS) Commission

WHEREAS, Under state law Rock County is required to make protective placements of individuals who are of danger to themselves or others; and,

WHEREAS, at times some of those individuals may have complex medical conditions that are difficult to accommodate and require specialized care that may not be available within Rock County; and,

WHEREAS, Clark County currently owns and operates a facility known as Clark County Health Care Center ("CCHCC") which, among other things, is a skilled nursing facility that has capacity to accept out-of-county placements; and,

WHEREAS, Clark County and other counties, including Bayfield, Taylor, Rusk, Chippewa, Eau Claire, Portage, Wood, Douglas, Barron and Florence counties formed the WEHS Commission under an intergovernmental agreement and offer other Wisconsin Counties an affiliation through an Associate Membership Agreement; and,

WHEREAS, Rock County believes it is advantageous to join WEHS as an Associate Member in order to make sure it has options to make residential placements of Rock County citizens who have very specialized needs that can be accommodated by the CCHCC.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this __________ day of __________, 2013 does hereby authorize the Associate Member Agreement with the WEHS and directs the Rock County Human Services Board Chair to sign the document on behalf of Rock County.

BE IT FURTHER RESOLVED that upon execution of the Associate Member Agreement, Rock County is authorized to expend funds related to the placement of persons in CCHCC and otherwise comply with the terms and conditions of the Associate Member Agreement.

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair  

Phillip Owens

Sally Jean Weaver-Landers, Vice Chair  

Terry Thomas

Terry Fell  

Marvin Wopat

William Grahn  

Shirley Williams

Ashley Kleven
FISCAL NOTE:
This resolution authorizes the County to join the Woodland Enhanced Health Service Commission and to place individuals in the Clark County Health Care Center when necessary. Funds are included in the 2014 budget for protective placements.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action by Wisconsin Statutes sections 46.18(15), 59.03, 59.51(2), 59.52(7) and 66.0301.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig R. Watson
County Administrator
EXECUTIVE SUMMARY

At present, Rock County is a member of two Intergovernmental Cooperation Agreements: Marsh Country Health Alliance and Mississippi Valley Health Services Corporation. The Agreements allow Rock County to make residential placements in either Clearview in Juneau, WI or Lakeview Health Center in La Crosse, WI. Membership gives Rock County the option to make placements for roughly $40 to $50/day over the Medical Assistance rate for a bed in one of those skilled nursing facilities. At times those facilities are near capacity and there might not be a bed available should Rock County be required to place an individual.

It would be advantageous for Rock County to join the Woodland Enhance Health Services (WEHS) Commission as an Associate Member. Membership allows Rock County to make residential placements in the Clark County Health Care Center (CCHCC) in Neillsville, WI. The CCHCC gives Rock County another placement alternative to Clearview and Lakeview if those facilities are unable to take a Rock County resident.

Passage of this resolution authorizes Rock County to join the WEHS as an Associate Member. There is no initial membership fee but the rate as an Associate Member is twice the rate of the regular Commission members or $80/day over and above the Medical Assistance rate.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

UW ROCK COUNTY
FOUNDATION
INITIATED BY

JEFFREY S. KUGLITSCH
DRAFTED BY

COUNTY BOARD STAFF
COMMITTEE AND GENERAL
SERVICES COMMITTEE
SUBMITTED BY

DECEMBER 3, 2013
DATE DRAFTED

APPROVAL OF FINAL SITE PLAN AND LEGAL DESCRIPTION FOR A RESIDENCE HALL
ON THE UW ROCK COUNTY CAMPUS

WHEREAS, on November 21, 2013 the Rock County Board of Supervisors approved the transfer
of not more than four acres of land to the Rock Residential Foundation, Inc., (once they are incorporated)
for the purpose of building a residence hall on the UW Rock County campus; and

WHEREAS, final approval was dependent on approval of a final site plan and legal description by
the General Services Committee and County Board; and

WHEREAS, the UW Rock County has brought a new plan back to the County moving the
residence hall west of the previously proposed parking lot, with the property further being described as
follows:

A part of the Northeast ¼, Southeast ¼, Southwest ¼ and Northwest ¼ of the Southeast ¼ of
Section 10, Township 2 North, Range 12 East, City of Janesville, Rock County, Wisconsin,
bounded and described as follows:

Commencing at the Southeast corner of said Section 10; thence North 00°17’12” West along the
east line of said Section 10, 597.76 feet; thence South 89°27’00” West, 990.14 feet to the
southwest corner of Lot 1 of Certified Survey Map Volume 23, Pages 400-402; thence North
00°16’50” West along the west line of said Certified Survey Map and then along the west line of
Wick Addition (a recorded subdivision plat), 311.10 feet to the northeast corner of University
Heights (a recorded subdivision plat); thence South 89°22’32” West along the north line of said
University Heights (a recorded subdivision plat), 108.50 feet to the point of beginning;

Thence South 89°22’32” West along said north line, 276.00 feet; thence North 00°16’50” West,
563.13 feet; thence North 89°43’10” East, 276.00 feet; thence North 00°16’50” West, 35.00 feet;
thence North 89°43’10” East, 108.50 feet to the northwest corner of Burbank Avenue (said point
also being the southwest corner of Lot One of Certified Survey Map Volume 11, Page 548);
thence South 00°16’50” East along the west right of way line of said Burbank Avenue, 70.00 feet
to the southwest corner of said Burbank Avenue (said point also being the northwest corner of
Lot 1 – Block 10 of Valley Park (a recorded subdivision plat)); thence South 89°43’10” West,
108.50 feet; thence South 00°16’50” East, 526.47 feet to the point of beginning.

Containing in all 162,790 square feet (3.7372 acres) gross and 155,195 square feet (3.5628 acres)
et of land, more or less. Dedicating 7,595 square feet (0.1744 acres) of land, as graphically
shown, for public roadway purposes.

; and

WHEREAS, the new plan puts it farther away from the residences on Garden Drive; and

WHEREAS, the General Services Committee has reviewed the site plan and its description and
recommended its adoption.
NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors in session this 12th day of December, 2013, that they approve the final site plan and legal description of the new proposed residence hall on the UW Rock County campus consisting of 3.5628 acres as described above.

BE IT FURTHER RESOLVED that all other requirements and actions approved by Resolution No. 13-11D-447 on November 21, 2013 remain in effect.

Respectfully submitted:

GENERAL SERVICES COMMITTEE

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Jason Heidenreich

Edwin Nash

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01, 59.51, 59.52(6)(e), and 59.56(4), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:
This resolution transfers approximately 3.5628 acres of land to the Rock Residential Foundation, Inc. for the purpose of building a residence hall. All transaction costs to be paid by Rock Residential Foundation, Inc.

Sherry Oja
Finance Director

UW Rock Final Site Plan and Legal.txt
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Ben Coopman, Director of Public Works
DRAFTED BY

Public Works Committee
SUBMITTED BY

December 4, 2013
DATE DRAFTED

HIGHWAY JURISDICTIONAL TRANSFER AGREEMENT -
COUNTY TRUNK HIGHWAY Y

WHEREAS, the functional/jurisdictional relationship of present State and Local Highway Systems have been cooperatively reviewed by the Town of Harmony and Rock County; and,

WHEREAS, Rock County and the Town of Harmony have cooperated in developing this jurisdictional change; and,

WHEREAS, Section 83.025, Wis. Stats, allows the County Board to make changes to the County Trunk Highway System with the approval of the governing body of the communities in which the proposed changes are located.

NOW, THEREFORE, BE IT RESOLVED, that the County Board of Rock County duly assembled this ______ day of ________, 2013 approves the following segments of highway be removed from the County highway system:

Existing CTH Y from a point at the intersection of McCormick Drive, thence southerly 0.44 miles; also including only the west half of the road from a point 0.44 miles south of the intersection with McCormick Drive and extending southerly 0.03 miles. This section of roadway is 0.44 miles in length for full width and 0.03 miles in length for half width.

BE IT FURTHER RESOLVED, that the County Board of Rock County approves the following segments of highway be added to the County highway system:

Existing McCormick Drive from a point at the intersection with CTH Y, thence easterly 0.21 miles to the Town limits; also including from a point at the intersection with WIS 26, thence northerly 0.08 miles to the Town limits. These sections of roadway total 0.29 miles in length.

BE IT FURTHER RESOLVED, that the County Board of Rock County authorizes the County Board Chair to execute the Jurisdictional Transfer Agreement with the Town of Harmony, effective December 31, 2013.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis L. Yankee, Chair
Betty Jo Bussie, Vice-Chair
Eva M. Arnold

Brent Fox
Rick Richard
FISCAL NOTE:

This resolution authorizes the acceptance of jurisdiction and responsibility of a portion of McCormick Drive. This resolution also turns over a portion of former CTH Y to the Town of Harmony. No significant impact to the County’s highway maintenance expenses is expected.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.51 and 83.025, Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator
EXECUTIVE SUMMARY

The Wisconsin Department of Transportation (WisDOT) has constructed STH 26 as a new multilane expressway between Janesville and Milton. To eliminate a safety problem at the intersection of STH 26 and CTH Y, the roadway for CTH Y was redirected at McCormick Drive out to the new STH 26. The portion of CTH Y between STH 26 and McCormick Drive now only provides local access to adjoining properties.

This resolution authorizes a Jurisdictional Transfer Agreement turning over approximately 0.44 miles of the former CTH Y between STH 26 and McCormick Drive to the Town of Harmony. WisDOT has agreed to make some pavement improvements on this segment of roadway. The Town has agreed in concept to the transfer and is expected to pass a similar resolution and enter the agreement.

This resolution also authorizes a Jurisdictional Transfer Agreement adding approximately 0.29 miles of the former McCormick Drive to the County road system.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Ben Coopman, Director of Public Works
DRAFTED BY

Public Works Committee
SUBMITTED BY

December 4, 2013
DATE DRAFTED

HIGHWAY JURISDICTIONAL TRANSFER AGREEMENT -
EX. MCCORMICK DRIVE (NEW CTH Y), CITY OF JANESVILLE

WHEREAS, the functional/jurisdictional relationship of present State and Local Highway Systems have been cooperatively reviewed by the City of Janesville and Rock County; and,

WHEREAS, Rock County and the City of Janesville have cooperated in developing this jurisdictional change; and,

WHEREAS, Section 83.025, Wis. Stats, allows the County Board to make changes to the County Trunk Highway System with the approval of the governing body of the communities in which the proposed changes are located.

NOW, THEREFORE, BE IT RESOLVED, that the County Board of Rock County duly assembled this ______ day of __________, 2013 approves the following segments of highway be added to the County highway system:

Existing McCormick Drive from a point 0.21 miles southeasterly of the intersection with existing CTH Y, thence southeasterly 0.04 miles to the City limits. The end point is 0.08 miles northwest of WIS 26. This section of roadway is 0.04 miles in length.

BE IT FURTHER RESOLVED, that the County Board approves the following segments of highway be deleted from the County highway system:

Existing CTH Y from the intersection of STH 26, thence northwesterly 0.18 miles to the City limits. This section of roadway is 0.18 miles in length.

BE IT FURTHER RESOLVED, that the County Board of Rock County authorizes the County Board Chair to execute the Jurisdictional Transfer Agreement with the City of Janesville, effective December 31, 2013.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis L. Yankee, Chair

Brent Fox

Betty Jo Bussie, Vice-Chair

Rick Richard

Eva M. Arnold
FISCAL NOTE:
This resolution authorizes the acceptance of jurisdiction and responsibility of a portion of McCormick Drive. This resolution also turns over a portion of former CTH Y to the City of Janesville. No significant impact to the County’s highway maintenance expenses is expected.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.51 and 83.025, Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Craig Knutson
County Administrator
EXECUTIVE SUMMARY

The Wisconsin Department of Transportation (WisDOT) has constructed STH 26 as a new multilane expressway between Janesville and Milton. To eliminate a safety problem at the intersection of STH 26 and CTH Y, the roadway for CTH Y was redirected at McCormick Drive out to the new STH 26. The portion of CTH Y between STH 26 and McCormick Road now only provides local access to adjoining properties.

This resolution authorizes a Jurisdictional Transfer Agreement turning over a portion of the existing McCormick Drive between CTH Y and STH 26 to the County.

This resolution authorizes a Jurisdictional Transfer Agreement turning over a portion of the former CTH Y between STH 26 and McCormick Drive to the City of Janesville. WisDOT has agreed to make some pavement improvements on this segment of roadway. The City has agreed in concept to the transfer and is expected to pass a similar resolution and enter the agreement.
ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS

Dave O’Connell INITIATED BY
County Board
Staff Committee SUBMITTED BY

Dave O’Connell, Human Resource Director DRAFTED BY
November 13, 2013 DATE DRAFTED

AMENDING THE COUNTY’S PERSONNEL ORDINANCE

WHEREAS, Act 10 and Act 32 of the 2011 Wisconsin State Legislature made numerous changes to Chapter 111.70 of Wisconsin Statutes; and,

WHEREAS, those changes significantly impacted the County’s Personnel Ordinance (Chapter XVIII) and the bargaining agreements between Rock County and the ten unions representing Rock County Employees; and,

WHEREAS, the County Board adopted changes to the Personnel Ordinance in 2011 in order to comply with the changes to Chapter 111.70, to the union contracts for Rock County Employees and the Personnel Ordinance covering unilateral employees; and,

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

WHEREAS, the County wants to incorporate these additional changes to the Personnel Ordinance effective at 12:01 a.m. January 1, 2014.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this day of ____________, 2013 does hereby amend Chapter XVIII, the County’s Personnel Ordinance as follows:

CHAPTER XVIII
PERSONNEL ORDINANCE
SECTION 1
OBJECTIVES AND SCOPE

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

18.102 Purposes.
The purposes of this Ordinance shall be to:

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

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

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

(b) To provide internally equitable and externally competitive compensation for all employees.
(c) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner.

(d) 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 identity and orientation, genetic information, or any other cause for discrimination as defined by law, and with proper regard for their rights as citizens.

(e) 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 because of race, political affiliation or beliefs, religion, sex, national origin or ancestry, age, disability, sexual identity and orientation, genetic information, or any other cause for discrimination as defined by law, 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.

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.

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

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

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

18.106 **Department Work Rules.**

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

18.107 **Non Elected Department Heads.**

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

18.108 **Administrator Position.**

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

18.109 **Sheriff's Office Command Staff.**

In addition to the benefits provided to other unilateral employees, if the following provisions of the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such modifications shall be extended to the Chief Deputy (CB resolution Nov 9, 1993); Commanders (CB resolution Nov 15, 1991); and Captains (CB resolution Dec. 31, 2008).

- 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.

18.110 **Amendments.**

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

18.111 **Management Rights.**

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

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

18.112 Responsibilities and Authority.
A. County Board. The County Board shall:
   (1) approve the annual County budget, including requests for personnel adjustments.
   (2) review and approve County Personnel Ordinance and amendments.
   (3) confirm department head appointments made by the County Administrator.
   (4) delegate such duties to the County Board Staff Committee as necessary.
   (5) hear grievance appeals as outlined in Section 18.806.

B. County Board Staff Committee. The County Board Staff Committee shall:
   (1) advise the County Administrator on matters concerning implementation of Personnel Ordinance.
   (2) review proposed Personnel Ordinance and amendments as developed and recommended by the Human Resources Director and make recommendations to the County Board for consideration and legislative action.
   (3) perform other related duties as assigned by the County Board.

C. County Board Governing Committees. Each Governing Committee shall:
   (1) review all appointments made by the County Administrator as provided in Section 18.112(d)(1) and make such recommendations to the Board as appropriate.
D. **County Administrator.** Except as prohibited by State and Federal law, the County Administrator shall:

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

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

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

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

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

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

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

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

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

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

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 reemployment 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).

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.

(4) administer discipline to employees as necessary.

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

**SECTION 2**

**CLASSIFICATION PLAN**

18.201 **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.

18.202 **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.

18.203 **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.

18.204 **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.

18.205 **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. In exceptional cases, duties or a position change during a budget year, the County Board may approve a reclassification request upon the performance of an audit and the recommendation of the Human Resources Director and County Administrator and with the confirmation of the County Board Staff Committee.

18.206 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. With approval of the Human Resources Director and the County Administrator, an employee may be advanced a step over and above the next highest dollar amount. In unusual circumstances, the reallocated individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator.

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.

18.207 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.

18.208 Position Description Questionnaires.

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 position audit conducted by the Human Resources Department.

18.209 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.

18.210 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.

18.211 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.
SECTION 3

RECRUITMENT AND SELECTION

18.301 Recruitment.

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. 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, 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.

18.302 Relocation Expense.
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.

18.303 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.

18.304 Eligibility Lists.

The Human Resources Director shall be responsible for establishing and maintaining eligibility lists as may be necessary or desirable.

(a) Layoff List for unilateral employees.

An employee laid off or demoted in lieu of layoff may be considered for re-employment 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.

18.305 Certification and Appointment.

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.

18.306 Probationary Period.

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.
Probationary employees will not be permitted to apply for other positions until they have completed after six months of employment. In unusual circumstances, this requirement may be waived by the Department Head and Human Resources Director.

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.

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.

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 of Positions.

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.

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 Plan.

The Pay Plan shall include the schedules of pay ranges for all unitarians and all employees covered by a collective bargaining agreement that has limited bargaining rights under Wisconsin Statutes Section 111.70.

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

18.404 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.

18.405 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.

18.406 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.

18.407 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.

18.408 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.

18.409 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 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. 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.

18.410 **Overtime.**

“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.

18.411 **Red Circled Classifications.**

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.

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 of the employees' choice
(k) Any additional holiday granted by the County Board.
(l) 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.

Employees normally granted time and one half: 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.

The Youth Services Center Supervisors 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.

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. During their first year of employment, Employees hired after November 30, will have until January 31 of the following year to use their floater from the previous year.
The floating holiday may be taken upon at least twenty-four (24) hours notice prior to the beginning of the shift. A floating holiday with less than twenty-four (24) hours notice may be taken in an emergency circumstance at the discretion of the Department Head or his/her designee.

18.502 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 part-time unilateral employees who are in a .5 or higher FTE position and hired after September 1, 2009 the employee shall contribute toward health coverage pro-rated to the FTE of the position they hold. [CB resolution – September 2009.]

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.

E. Dental coverage will be provided consistent with coverage and co payments 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.

18.503 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.

18.504 Retirement.

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

18.505 Unemployment Compensation.

County employment is covered by Wisconsin Unemployment Compensation laws.

18.506 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) 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>
</tr>
</thead>
<tbody>
<tr>
<td>1 year</td>
<td>10 Days</td>
<td>15 Days</td>
</tr>
<tr>
<td>2 Years</td>
<td>10 Days</td>
<td>15 Days</td>
</tr>
<tr>
<td>3 Years</td>
<td>10 Days</td>
<td>15 Days</td>
</tr>
<tr>
<td>4 Years</td>
<td>10 Days</td>
<td>15 Days</td>
</tr>
<tr>
<td>5 Years</td>
<td>11 Days</td>
<td>20 Days</td>
</tr>
<tr>
<td>6 Years</td>
<td>12 Days</td>
<td>&quot;</td>
</tr>
<tr>
<td>7 Years</td>
<td>13 Days</td>
<td>&quot;</td>
</tr>
<tr>
<td>8 Years</td>
<td>14 Days</td>
<td>&quot;</td>
</tr>
<tr>
<td>Years</td>
<td>Days</td>
<td>&quot;</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>9</td>
<td>15</td>
<td>25</td>
</tr>
<tr>
<td>10</td>
<td>16</td>
<td>&quot;</td>
</tr>
<tr>
<td>11</td>
<td>17</td>
<td>&quot;</td>
</tr>
<tr>
<td>12</td>
<td>18</td>
<td>&quot;</td>
</tr>
<tr>
<td>13</td>
<td>19</td>
<td>&quot;</td>
</tr>
<tr>
<td>14</td>
<td>20</td>
<td>&quot;</td>
</tr>
<tr>
<td>15</td>
<td>21</td>
<td>&quot;</td>
</tr>
<tr>
<td>16</td>
<td>22</td>
<td>&quot;</td>
</tr>
<tr>
<td>17</td>
<td>23</td>
<td>&quot;</td>
</tr>
<tr>
<td>18</td>
<td>24</td>
<td>&quot;</td>
</tr>
<tr>
<td>19</td>
<td>25</td>
<td>&quot;</td>
</tr>
</tbody>
</table>

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 B 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 those 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.

(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 carry over 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, 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.

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

(m) 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.

(n) 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.

(o) 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.

(p) All vacation shall be utilized in not less than one-hour thirty minute increments.

18.507 Workers Compensation.

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

Rock County strives to assure 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.

18.508 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.

In the event of a death in an employee's immediate family, he/she may be excused from work without loss of pay according to the following schedule to attend the funeral, make necessary arrangements, or grieve for the loved one. Immediate family shall not include former "in-laws" due to divorce. The appointing authority may require an obituary to substantiate the leave.

a. Up to three days for spouse, domestic partner as defined by the state of Wisconsin, child, parent, mother-in-law, father-in-law, brother, or sister.

b. Up to two days for an employee's stepparent, stepchild, grandparents, or grandchildren.

c. Up to one day for an employee's sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew.

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

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

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

Jury Duty.

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 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.
18.511 **Medical Leave.**

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.

18.512 **Military Leave.**

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.

18.513 **Military Reserve Leave.**

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 at least two weeks 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 long-term active duty of 30 days or more 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 to exceed 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.

18.514 **Non Work Related Witness or Personal Litigation.**

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

18.515 **Sick Leave.**

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 when an employee is required to be absent from work because of:

(a) illness of the employee.

(b) illness of an employee’s spouse or domestic partner (as defined by the State of Wisconsin).

(c) illness of a minor child (includes stepchild, current foster child, or any other child they are legally responsible for) 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: when:

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) when 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.
[Note: numbers 5 and 6 have been combined so the other paragraphs 7 – 11 need to be renumbered.]

(7) 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.

(8) sick leave shall be debited in no less than quarter hour units.

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

(10) 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.

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

18.516 Subpoenaed Witness.

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.

18.517 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.

18.518 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.

18.519 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 can not 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 employees 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.

County Equipment (return of).

Employees leaving County employment must return County identification cards, keys, tools and equipment on or before their last day of work.

County Residence.

Key County officials, as determined by the County Administrator, shall reside in the County.

Demotions.

Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be voluntary. Demotions must be approved in advance by the Human Resources Director.

Discipline/Investigations.

The purpose of discipline is correcting job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance. No disciplinary action
will be taken until a thorough investigation has been completed. Employees 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.

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.

18.608 Disciplinary Action (Grounds for).

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:

(a) Dishonesty or falsification of records.

(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.

(c) Unauthorized use or abuse of County equipment or property.

(d) Theft or destruction of County equipment or property.

(e) Work stoppages such as strikes or slow downs.

(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.

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

18.609 Exit Interview.

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 or
separation.
18.610 Gifts And Gratuities.

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.

18.611 Harassment.

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.)

18.612 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.

Non standard work schedules may be approved by a Department Head, when doing so is in the interest of County operations. Notice of non standard 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 18.1001, 18.1010, 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.

18.613 Layoffs.

The appointing authority may layoff 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.

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. 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.

18.614 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.

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 non standard work schedule or work 2nd or 3rd shift shall follow Department Work Rules for lunches and breaks.

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

18.615 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.

18.616 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.

18.617 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. This written assurance, by the employee, shall not be binding in any on-management if a conflict arises. The fact that an employee has reported outside employment does not mean that management has given its approval to that employment.

18.618 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.

18.619 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.)

18.620 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 preemployment physicals are required, they shall be conducted by a licensed physician at the County's expense.
18.621 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.

18.622 Professional Liability Insurance.

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

18.623 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.

18.624 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.**

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.**

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. 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 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.

- **The breakfast rate will be paid for meals prior to 10:30 a.m.**
- **The lunch rate will be paid for meals between 10:30 a.m. and 2:30 p.m.**
- **The dinner rate will be paid for meals after 2:30 p.m.**
SECTION 7

PERFORMANCE EVALUATION

Policy.

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.

Each employee shall be evaluated at the following periods:

(a) Probationary Period.

Each employee shall be evaluated midway through 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.

Rater.

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

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

Review of Performance Report.

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

Human Resources Director.

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

SECTION 8

GRIEVANCE PROCEDURE

Policy.

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.

“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.

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

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.
Discussion of Problem with Immediate Supervisor.

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

Grievance Procedure.

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

STEP 1. Supervisor.

The employee shall, within seven (7) working calendar days of the event giving rise to the grievance or within ten working 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 working calendar days meet and discuss the grievance with the employee and then reply in writing within three working 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 working days, present the grievance in writing to his/her Department Head. The Department Head, or his/her designee, shall, within five (5) calendar working days, meet and discuss the grievance with the employee and then reply in writing within five (5) calendar working 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 working days, present the grievance in writing to the Human Resources Director. The Human Resources Director shall arrange to meet within ten (10) calendar working 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 five (5) calendar working 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 Examiner.

In the event the decision of the Human Resources Director does not resolve the grievance, the employee may, within seven (7) calendar working days, request a hearing before an impartial hearing examiner and pay the filing fee (if one is established) by the County Board.

a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with the name of a hearing examiner.

b. The Human Resources Director will contact the hearing examiner and schedule a hearing.

c. The hearing examiner shall be impartial and may not have any prior knowledge of the grievance.

d. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The hearing examiner may reschedule the hearing with permission of both parties.
e. The hearing examiner, 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 hearing examiner 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 examiner deems appropriate.

m. The hearing examiner 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 hearing examiner 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 examiner’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 hearing examiner’s 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 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 examiners 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 examiner, 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 examiner, or (3) the hearing examiner 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.

18.807 Grievances of Termination.

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

SECTION 9

TRANSACTIONS AND RECORDS MANAGEMENT

18.901 Policy.

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.

(b) 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.

18.902 Public Inspection.

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. Applications and examinations may 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.

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.

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

18.1011 County Administrator.
The person hired by the Rock County Board of Supervisors as the chief administrative officer for
the County.

18.1012 Demotion.
The assignment of an employee from one class to another class with a lower pay range.

18.1013 Department Head.
A County official with the responsibility for the operation of a County department.

18.1014 Disciplinary Action.
The action taken to discipline an employee, including: written reprimand, suspension without pay,
demotion, and discharge.

18.1015 Earned Benefits.
Those benefits that employees have on the books which are currently available to use (ie.
vacation after reaching an anniversary date, sick leave earned a day a month, etc.).

18.1016 Eligible Candidate.
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.

18.1017 Eligibility List.
A list of Eligible Candidates to fill positions in a particular job class.

18.1018 Employee.
An individual who is employed by the County and is paid in part or in whole through the County
payroll.

18.1019 Entrance Pay Rate.
The rate of pay a newly hired employee is assigned at commencement of employment.

18.1020 Executive Personnel.
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.

(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.

18.1021 Flexible Time.
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.

18.1022 Full Time Equivalent (FTE).
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.

18.1023 Grievance.
A formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.

18.1024 Human Resources Director.
The Director of the Rock County Human Resources Department and the person responsible for implementing all County Personnel Policies and Procedures.

18.1025 Immediate Family.
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, domestic partner (as defined by the state of Wisconsin), 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.

18.1026 In Range Increment.
A pay step within a pay range.

18.1027 Layoff.
The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.

18.1028 Limited Term Employee (LTE).
An employee who meets the qualifications to perform a job, who is hired to perform that job for a determinate amount of time with a specific ending date at the time of hire. LTEs may be eligible for benefits.

18.1029 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.

18.1030 Pay Plan.
A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective Bargaining Agreement.

18.1031 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.

18.1032 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.

18.1033 Position Description.
A written document that describes the individual employee’s duties and responsibilities and is specific to that position.

18.1034 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 (eg. moving the Medical Record Manager position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position shall move with the position.

Reclassification.

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

Regular Appointment.

An assignment 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.

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 limited term, which cannot cumulatively exceed a period of six months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work in enough hours in a year to qualify for Wisconsin Retirement System coverage.

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 18.1003. 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 10:20 a.m. and 2:00 p.m.

Underslotting.
The filling of a vacant position at a lower classification.

Unilateral Employees
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.
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.
The standard 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.
Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

/S/ J. Russell Podzilni
J. Russell Podzilni, Chair

/S/ Sandra Kraft
Sandra Kraft, Vice Chair

/S/ Eva Arnold
Eva Arnold

Absent
Henry Brill

/S/ Betty Jo Bussie
Betty Jo Bussie

/S/ Marilynn Jensen
Marilynn Jensen

/S/ Mary Mawhinney
Mary Mawhinney

/S/ Louis Peer
Louis Peer

/S/ Kurtis Yankee
Kurtis Yankee

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01, 59.03 and 59.22, Wis. Stats.

Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:
Minimal fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Craig Krueger
County Administrator
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

SUPERVISOR STEVE HOWLAND
INITIATED BY

COUNTY BOARD STAFF COMMITTEE and HUMAN SERVICES BOARD SUBMITTED BY

SUPERVISOR STEVE HOWLAND DRAFTED BY

OCTOBER 24, 2013 DATE DRAFTED

URGING WISCONSIN TO USE FEDERAL MEDICAID FUNDING TO IMPROVE BADGERCARE

WHEREAS, the governor has rejected billions of new federal dollars for Medicaid which would have improved the state’s BadgerCare program; and

WHEREAS, the federal Affordable Care Act encourages innovation in states with the goal of a greater level of health care coverage; and

WHEREAS, the decision to turn down federal funding for the State of Wisconsin will not increase health care coverage; it actually makes it harder for people to qualify for BadgerCare, with an estimated 88,000 adults who currently qualify for the program being dropped; and

WHEREAS, not only does the decision to reject federal Medicaid funding shrink the number of Wisconsin residents who have health care coverage, but it also increases the costs to the state for the program; and

WHEREAS, if Medicaid was fully expanded, Wisconsin would have received $4.4 billion in federal support over six years. However, according to the Legislative Fiscal Bureau, the state budget will require more than $100 million more this budget cycle by rejecting these federal funds; and

WHEREAS, in 2014 thousands of Medicaid recipients will be placed in private health insurance exchanges and required to pay premiums. The transition from Medicaid to private insurance and the premium cost could result in the loss of health care due to confusion and inability to pay; and

WHEREAS, being uninsured impacts county human services departments because it can lead to untreated mental health or substance abuse and lack of preventive health care that can lead to loss of jobs, the inability to function, and loss of self-sufficiency; and

WHEREAS, the Wisconsin Counties Association passed a resolution September 22, 2013 stating, “Now, therefore, be it resolved, that the Wisconsin Counties Association, in conference assembled, does hereby urge the Wisconsin Legislature to support Assembly Bill 53 and Senate Bill 38 and accept enhanced federal Medicaid funding to improve the state’s BadgerCare program,”

WHEREAS, Wisconsin Assembly Bill 53 and its companion, Senate Bill 38, require the state to take action to qualify for enhanced Medicaid funding.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, in session this day of 2013, does hereby urge the Wisconsin Legislature to support Assembly Bill 53 and Senate Bill 38 and accept enhanced federal Medicaid funding to improve the state’s BadgerCare program;
URGING WISCONSIN TO USE FEDERAL MEDICAID FUNDING TO
IMPROVE BADGERCARE

BE IT FURTHER RESOLVED that, as an alternative, the Rock County Board of Supervisors encourages the Governor and the Wisconsin Legislature to authorize and enable counties to access enhanced Medicaid funding at the county level, thereby ensuring their citizens in participating counties have access to affordable health coverage.

BE IT FINALLY RESOLVED that a copy of this resolution be provided to Governor Walker, Wisconsin Department of Health Services Secretary Kitty Rhoades, U.S. Department of Human Services Secretary Kathleen Sebelius and the Rock County state legislative delegation.

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

<table>
<thead>
<tr>
<th>J. Russell Podzilni, Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra Kraft, Vice Chair</td>
</tr>
<tr>
<td>Eva Arnold</td>
</tr>
<tr>
<td>Henry Brill</td>
</tr>
<tr>
<td>Betty Jo Bussie</td>
</tr>
<tr>
<td>Marilynn Jensen</td>
</tr>
<tr>
<td>Mary Mawhinney</td>
</tr>
<tr>
<td>Louis Peer</td>
</tr>
<tr>
<td>Kurtis Yankee</td>
</tr>
</tbody>
</table>

HUMAN SERVICES BOARD

<table>
<thead>
<tr>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Knudson, Chair</td>
</tr>
<tr>
<td>Sally Wever-Landers, Vice Chair</td>
</tr>
<tr>
<td>Terry Fell</td>
</tr>
<tr>
<td>/s/ Billy Bob Grahn</td>
</tr>
<tr>
<td>Billy Bob Grahn</td>
</tr>
<tr>
<td>Ashley Kleven</td>
</tr>
<tr>
<td>Philip Owens</td>
</tr>
<tr>
<td>Terry Thomas</td>
</tr>
<tr>
<td>Shirley Williams</td>
</tr>
<tr>
<td>Absent</td>
</tr>
<tr>
<td>Marvin Wopot</td>
</tr>
</tbody>
</table>

FISCAL NOTE:

This resolution addresses a legislative policy issue and has no direct fiscal impact on Rock County operations in and by itself.

Sherry Oya
Finance Director

LEGAL NOTE:

Advisory only.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of policy.

Craig Kristin
County Administrator

Urging Use of Federal Medicaid Funding.res
RESOLUTION NO. 13-12A-481

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY

Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

November 18, 2013
DATE DRAFTED

RECOGNIZING ROBERT KANE FOR SERVICE TO ROCK HAVEN

WHEREAS, Robert Kane has served the citizens of Rock County over the past 36 years, 4 months as a dedicated and valued employee of Rock County; and,

WHEREAS, Robert Kane began his career with Rock County Health Care Center/Rock Haven as an Environmental Service Worker on August 25, 1977; and,

WHEREAS, Robert Kane has worked diligently in that position until his retirement on December 21, 2013; and,

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to commend Robert Kane for his long and faithful service.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ______ day of ______________, 2013 does hereby recognize Robert Kane for his 36 years, 4 months of service and extend their best wishes to him in his future endeavors; and,

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Robert Kane.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Betty Jo Bussie

Bobby Bob Grahn

Steve Howland

COUNTY BOARD STAFF COMMITTEE

Terry Fell

Eva Arnold

Mary Mawhinney

Marilynn Jensen

Kurtis Yankee

Hank Brill

Louis Peer
RECOGNIZING CAROL MCKEOWN FOR SERVICE TO ROCK HAVEN

WHEREAS, Carol McKeown has served the citizens of Rock County over the past 18 years, 7 months as a dedicated and valued employee of Rock County; and,

WHEREAS, Carol McKeown began her career with Rock Haven as a Registered Nurse on December 2, 2013; and,

WHEREAS, Carol McKeown has worked diligently in that position until her retirement on December 1, 2013; and,

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to commend Carol McKeown for her long and faithful service.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ______ day of ________, 2013 does hereby recognize Carol McKeown for her 18 years, 7 months of service and extend their best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Carol McKeown.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Betty Jo Bussie, Chair

Mary Beaver, Vice Chair

Terry Fell

Billy Bob Grahn

Steve Howland

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Betty Jo Bussie

Eva Arnold

Mary Mawhinney

Marilynn Jensen

Kurtis Yankee

Hank Brill

Louis Peer
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY

Health Services Committee
SUBMITTED BY

Sue Prosko
DRAFTED BY

November 18, 2013
DATE DRAFTED

RECOGNIZING PATTI STEDMAN FOR SERVICE TO ROCK HAVEN

WHEREAS, Patti Stedman has served the citizens of Rock County over the past 34 years, 3 months as a dedicated and valued employee of Rock County; and,

WHEREAS, Patti Stedman began her career with Rock County Health Care Center/Rock Haven as a Unit Clerk Coordinator on December 2, 2013; and,

WHEREAS, Patti Stedman has worked diligently in that position until her retirement on December 2, 2013; and,

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to commend Patti Stedman for her long and faithful service.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this [_____] day of [_______], 2013 does hereby recognize Patti Stedman for her 34 years, 3 months of service and extend their best wishes to her in her future endeavors; and,

BE IT FURTHER RESOLVED, that the County Clerk be authorized and directed to furnish a copy of this resolution to Patti Stedman.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

__________________________
Betty Jo Bussie, Chair

__________________________
Mary Beaver, Vice Chair

__________________________
Terry Fell

__________________________
Billy Bob Grahn

__________________________
Steve Howland

COUNTY BOARD STAFF COMMITTEE

__________________________
J. Russell Podzilni, Chair

__________________________
Sandra Kraft, Vice Chair

__________________________
Betty Jo Bussie

__________________________
Eva Arnold

__________________________
Mary Mawhinney

__________________________
Marilynn Jensen

__________________________
Kurtis Yankee

__________________________
Hank Brill

__________________________
Louis Peer