ROCK COUNTY BOARD OF SUPERVISORS’ MEETING
THURSDAY, NOVEMBER 19, 2015 – 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 2, 2015, November 4, 2015 and November 10, 2015
6. PUBLIC HEARING

A. Amending the County’s Personnel Ordinance (First Reading)

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

A. Appointments to Emergency Medical Services 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. Purchase of Mobile Field Lab Using HIDTA Grant Funds
2. Awarding Contract for Security/Mass Notification Improvements at the UW-Rock County Campus
3. Authorizing Acceptance of 2015-16 OWI Task Force and Alcohol Grants

NOTE: Item 12, A.4. will be considered by the Public Safety and Justice Committee on November 16, 2015 and Finance Committee on November 19, 2015
12. NEW BUSINESS (Continued)

4. Acceptance of Wisconsin Department of Natural Resources County Fish and Game Project Grant Funds and Amending Parks Budget
5. Approving Dental Insurance Contract
6. Approving Reinsurance Contract for Stop-Loss Coverage
7. Authorizing Contract for Section 125 Plan (Flexible Spending Account)


B. Bills Over $10,000 – No Roll Call
C. Encumbrances Over $10,000 – Roll Call
D. Contracts – Roll Call

1. Motor Pool Budget Purchase Authorization
2. Awarding a Contract for DPW Main Shop Switchgear and Generator Upgrades – Public Works Department
3. Awarding Contract for Restaurant White Box Build-Out
4. Awarding Contract for Boiler/Stack Replacement at the Courthouse
5. Authorization to Begin Acquisition of the Sayre Property Agricultural Conservation Easement
6. Authorizing Purchase of IP Phones for Human Resources and Child Support Enforcement
7. Providing for a New Post Employment Health Plan Provider for AMHS-HSD and AMHS-RH

NOTE: Items 12. D.6. and 12.D.7. will be considered by the Finance Committee on November 19, 2015

E. Approve Relocation Order for CTH G (Dollar General Drive Access)
F. Amending Chapter 3 (Public Peace and Order) of the Rock County Code of Ordinances (Second Reading and Adoption)
G. Recognizing Constance Lambert for Service to Rock Haven
H. Recognizing Judith Wallander
I. Setting the 2015 Salary of the County Administrator

13. ADJOURNMENT
ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS

Annette Mikula
INITIATED BY
County Board
Staff Committee
SUBMITTED BY

Annette Mikula, Human Resource Director
DRAFTED BY
November 2, 2015
DATE DRAFTED

AMENDING THE COUNTY’S PERSONNEL ORDINANCE

WHEREAS, Rock County has an established Personnel Ordinance; and
WHEREAS, it is good practice to review the personnel ordinance language on an annual basis; and
WHEREAS, certain additional changes have been suggested by Employees and Department Managers; and
WHEREAS, the County wants to incorporate these additional changes to the Personnel Ordinance effective at
12:01 a.m. January 1, 2016.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this
_______ day of ____________, 2015 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 orientation, gender identity, gender expression, genetic information, pregnancy, creed, arrest/conviction record, national origin, marital status, military service, off outside use of tobacco products or any other cause for discrimination as defined by law, except as allowable as a bona fide occupational requirement and with proper regard for their rights as citizens.

(e5) To protect employees against coercive political activities and to prohibit the use of official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

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

D. Provide a system to recruit and select the most qualified persons for positions in County service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity, prohibit discrimination based on the categories identified above because of race, political affiliation or beliefs, sex, national origin or ancestry, age, disability, sexual identity and orientation, genetic information, or any other cause for discrimination as defined herein, 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.

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.

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 Ordinances and Human Resource Policies and Procedures.

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.

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.

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 No. 9-199391-12A-11R); Commanders (CB Resolution Nov. 15, 199391-11D-11R), and Captains (CB Resolution Dec. 31, 199391-1R-189).

- Education
- Health insurance for retirees*
- Life insurance
- Retirement
- Sick Leave Accumulation
- Sick leave payout
- Sick leave payment
- Uniform allowance
- Worker’s compensation
*For Command Staff who are at least age 53 and retire after January 1, 2014, the County shall pay 100% of the health insurance premiums for the applicable coverage for the retired and eligible dependents thru the end of the month before they turn 65.

18.109(a) Correctional Supervisor

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

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.
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).

(13) **develop and monitor department budgets**

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

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. In unusual circumstances, the reallocated individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator.

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

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

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

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.

When a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring procedures for approved upgraded positions shall be subject to guidelines established by the Human Resources Director.
SECTION 3
RECRUITMENT AND SELECTION

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, with or without a reasonable accommodation, as permitted under applicable State and Federal laws.

(4) has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable State and Federal laws.

(5) is not within the legal age limits prescribed for the position or for County employment.

(6) has established an unsatisfactory employment record, which demonstrates unsuitability for the position.

(7) is a member of an organization, which advocates the violent overthrow of the government of the United States.

(8) based on job related factors, is found by the Human Resources Director to be clearly unsuitable for the position for which he/she has applied.

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

(e) The Human Resources Director may select only the best qualified applicants for screening and final consideration.
(f) Where written exams are used as part of the recruitment process, applicants will not be eligible to re take the exam until a period of six months has lapsed.

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

Relocation Expense.

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

Selection.

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

(a) Selection Devices.

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

(b) Confidentiality.

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

Eligibility Lists.

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

(a) Layoff List for unilateral employees.

An employee laid off or demoted in lieu of layoff may be considered for 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) **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.

**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. When an employee is in an acting capacity, the employee will continue to receive step increases as provided under Section 18.405.

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

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

**Part-time and Seasonal Employment.**

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 Plans.

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

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

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

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

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

Development and Administration.

The Human Resources Director shall be responsible for the development and administration of the Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of pay. When appropriate, the Human Resources Director shall recommend necessary amendments to the County Board Staff Committee, which shall become effective upon approval of the County Board.

Linkage.

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

Entrance Pay Rate.

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

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

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

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

18.501 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
(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.

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.

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

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

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

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 employees who are in a .5 or higher FTE position and hired after September 1, 2009 the employee shall contribute toward health coverage provided to the FTE of the position they hold. [CB Resolution 09-12A-170] For non-represented employees, hired after September 1, 2010 into positions with an FTE of 0.5 or greater but less than 1.0 FTE Rock County will provide single coverage health insurance. If the employee chooses to select employee and spouse, employee and child, or family coverage, the employee will pay a pro-rated share of the premium difference between single coverage and the coverage of their choice based on their FTE. [CB Resolution 14-12A-170]

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

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

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 the premium for the highest 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.

**Retirement.**

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

**Unemployment Compensation.**

County employment is covered by Wisconsin Unemployment Compensation laws.

**Vacation.**

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

(b) Starting with their anniversary date in 2011 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>
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<tr>
<td>2 Years</td>
<td>110 Days</td>
<td>15 Days</td>
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<tr>
<td>3 Years</td>
<td>120 Days</td>
<td>15 Days</td>
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<tr>
<td>4 Years</td>
<td>130 Days</td>
<td>15 Days</td>
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<tr>
<td>5 Years</td>
<td>140 Days</td>
<td>20 Days</td>
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<tr>
<td>6 Years</td>
<td>152 Days</td>
<td>&quot;</td>
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<tr>
<td>7 Years</td>
<td>164 Days</td>
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<tr>
<td>8 Years</td>
<td>174 Days</td>
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<tr>
<td>9 Years</td>
<td>185 Days</td>
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<tr>
<td>10 Years</td>
<td>196 Days</td>
<td>25 Days</td>
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<tr>
<td>11 Years</td>
<td>201 Days</td>
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<tr>
<td>12 Years</td>
<td>211 Days</td>
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<tr>
<td>13 Years</td>
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<td>14 Years</td>
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<td>17 Years</td>
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<td>18 Years</td>
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<td>&quot;</td>
</tr>
<tr>
<td>19 Years</td>
<td>25 Days</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. This service credit shall be awarded at the time of initial employment, or at the time promoted into a new employee group.

(e) An employee shall take earned vacation time within the twelve month period immediately following eligibility. Earned vacation time not taken within the designated twelve month period shall be forfeited, unless the Department Head and Human Resources Director specifically approves the 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.

One employee group to another employee group language needed. An employee who moves from one employee group to another employee group in the County service, by transfer, promotion or re-assignment, will have their vacation entitlement determined by a number of factors (i.e., years of service, prior employment, etc.) and will receive vacation credits from the date of his/her original appointment.

(k) 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.

(e) 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.

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

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

18.507 Workers Compensation.

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

Rock County strives to insure all work assignments are performed safely and work areas are maintained in a safe manner. The County promotes a light duty program for injured employees on worker compensation. All on the job accidents must be reported to the Human Resources Director or his/her designee immediately and proper forms must be completed in full.

Any employee, who is receiving worker's compensation, may at the employee's option, take sufficient sick leave or vacation to make up the difference between the worker's compensation payment and his/her regular wage. When the employee's sick leave and/or vacation account is exhausted, he/she shall receive worker's compensation payments only. If an employee is on worker's compensation for a period of twelve (12) months, that employee shall have his/her earned vacation paid out, unless the employee asks for deferral of vacation payout in writing.

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

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.

18.509 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 wake, visitation, memorial service, funeral, or make necessary arrangements regarding the death, within a reasonable time from after the occurrence or grieve for the loved one.

Immediate family shall not include former “in-laws” due to divorce.

The appointing authority may require an obituary documentation to substantiate the leave.

18.510 Jury Duty.

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

If additional time is required, 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.
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.

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.

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.

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 as far in advance as is reasonable under the circumstances (preference is at least two weeks advance notice) prior to date such training or encampment leave is to commence.

(2) An employee who has active membership in the U.S. Military Reserve or National Guard and who is ordered to active duty in the U.S. Armed Forces shall be granted military leave with supplemental pay equal to the difference between the employee’s basic military pay and his/her normal County daily wage. Supplemental pay granted under this section is provided for the duration of an employee’s military service, not 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.

Non Work Related Witness or Personal Litigation.

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

Sick Leave.

Sick leave pay shall commence on the first day of any period of illness due to accident, injury or disease.

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

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

(a) illness of the employee.

(b) illness of an employee's spouse, or domestic partner (as defined by the State of Wisconsin);

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

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

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

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

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

(4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor as close to their regular starting time as possible in accordance with Department Work Rules.
A supervisor may identify a potential problem with an employee's sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to:

a) it occurs before or after a holiday,

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

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

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

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

When a problem has been identified and the employee has not voluntarily changed their behavior, a Department Head or the Human Resources Director may require the employee to submit a medical statement, stating the specific illness, period of treatment, and date that the employee may return to work.

The Department Head or Human Resources Director may require an employee to take a medical examination on returning from sick leave or on such occasions that it is in the best interest of the County. The medical examination shall be given by a physician designated by the Human Resources Director.

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

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

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

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

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

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

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

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

Training/Educational Leave.

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

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

For language covering leaves with pay, see HR Policies and Procedures.

Voluntary Public Service Leave.

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

Voting.

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

SECTION 6

CONDITIONS OF EMPLOYMENT

Communications and Confidentiality.

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

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

Because of an employee’s responsibilities at the County, an employee may have access to confidential County, resident, personnel or other sensitive information. This may include information concerning a resident’s financial status, the County’s business
practices including purchasing and negotiating strategies, and employee records. This sensitive information 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 employee 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 under investigation shall have the right to union representation during the investigatory process. If a local union does not choose to represent the employee, the employee will be allowed to have a representative of their choice who is not a supervisor or manager within Rock County. The representative will be limited to listening and advising the employee but will not be allowed to speak in place of the employee.
Unilateral employees other than Department Heads shall be allowed to have a representative of their choice who has equal or less authority than they do. Employees may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules and standards shall be consistently applied. Penalties shall be uniform and shall match the infraction. Persons administering corrective discipline shall systematically document the case. Records of written reprimands, suspensions, demotions and terminations shall be provided to Human Resources and kept in the employee's personnel file. Written reprimands will remain in effect for a period not to exceed one year, and at the end of such period shall be removed from the employee's personnel file. Records of suspension shall remain in the Employee's personnel file for a period of two years and at the end of such period shall be removed from the Employee's personnel file. (This section does not necessarily apply if the employee is represented by an attorney.)

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.

**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.

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

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

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

Exit Interview.

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.

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.

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.)

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.
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, abolition 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.

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.

More Than One County Position.

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

Nepotism.

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

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

Outside Services.

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

Payday.

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

Pre-Employment Physicals.

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

Political Activity.

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

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

(a) use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;
(b) directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes; or
(c) be a candidate for partisan elective office.

Professional Liability Insurance.

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

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

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

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

Safety.

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

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

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

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

The first report of injury form must be in filled out completely, usually the day of the incident, if not, as soon as possible.

The employer has established the following protocols for evacuation of the premises. When employees are advised to evacuate the building, the employees should:

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

Telephone.

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.

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.

18.703 **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.

18.704 **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.

18.705 **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.

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

**SECTION 8**

**GRIEVANCE PROCEDURE**

18.801 **Policy.**

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).

18.802 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.

18.803 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.

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

STEP 2. Department Head.

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

STEP 3. Human Resources Director.

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

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

STEP 4. Impartial Hearing Officer (IHO).

In the event the decision of the Human Resources Director does not resolve the grievance, the employee may, within seven (7) calendar days, request a hearing before an Impartial Hearing Officer and pay the filing fee (if one is established) by the County Board. The cost of the impartial hearing officer shall be equally shared by the parties.
a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with the name of an Impartial Hearing Officer. The Impartial Hearing Officer must not be an employee of the County. The Impartial Hearing Officer may be an employee of another county or municipality, a retired human resources professional, a lawyer, a professional mediator or arbitrator or other qualified individual as determined by the County Administrator.

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

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

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

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

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

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

h. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.

i. The hearing shall be recorded by a court reporter, who will make a record of the proceedings, and the costs will be shared equally by the parties.

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

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

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

m. The Impartial Hearing Officer shall have the power to sustain or deny the grievance. He or she shall have the power to order only the following remedies: withdrawal of a written reprimand, reduction of suspension, transfer to original position from demoted position, reinstatement with or without some or all back pay. The Impartial Hearing Officer may recommend other remedies, however, all other remedial authority shall be subject to the determination and approval of the County Board, and shall be addressed by the County Board in the event the grievance is sustained.
STEP 5. County Board.

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

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

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

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

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

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

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

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

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

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

j. The County Board Chair shall prepare and sign a written determination reflecting the County Board decision. The County Board Chair may enlist the assistance of the Corporation Counsel in preparing the determination. A copy of the determination will be provided to the employee within ten (10) calendar days following the County Board’s decision.
k. The County Board's decision is final and may not be appealed.

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.

18.903 Destruction Of Records.

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

18.904 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

18.1001 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.

County Administrator.

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

Demotion.

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

Department Head.

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

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

Earned Benefits.

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

Eligible Candidate.

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

Eligibility List.

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

Employee.

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

Entrance Pay Rate.

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

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.

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.

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.

**Grievance.**

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

**Human Resources Director.**

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

**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 spouse’s 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.

**In Range Increment.**

A pay step within a pay range.

**Layoff.**

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

**Limited Term Employee (LTE).**

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

**Part-time Employees.**

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

**Pay Plan.**

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

**Pay Range.**

A salary range to which positions are assigned, consisting of a minimum wage rate, designated as “Step 1,” and multiple additional steps, culminating in a maximum wage rate. All positions shall be compensated at one of the steps contained in the pay range to which the position is assigned.
An employee who is hired to perform a certain job and who meets all of the qualifications to perform the job (e.g., Pool Psych, Techs, Pool CNA, Pool RN). Pool staff are not guaranteed a set number of work hours. Specific rules and guidelines for the completion of Pool duties are contained within Departmental Work Rules. Pool are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Pool may not work more than 25 hours per week.

18.1033 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.

18.3 Position Description.

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

18.10354 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.

18.10365 Probationary Period.

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

18.10376 Promotion.

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

18.10382 Reallocation.

The reallocation 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 the responsibilities of the position (e.g. moving the Medical Record Manager position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position shall move with the position.

18.10398 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 (e.g. a position is currently assigned as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with the position if they are qualified for the position.

18.104039 Regular Appointment.

An assignment of an eligible candidate to a budgeted County position.

18.10410 Regular Employee.

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

18.10424 Reinstatement.

To restore or be placed back into a former or substantially equivalent position.
An employee who is hired to perform a certain job and who meets all of the qualifications to perform the job (e.g., Relief Youth Specialist). Relief Staff are not guaranteed a set number of work hours. Specific rules and guidelines for the completion of Relief duties are contained within Departmental Work Rules. Relief staff are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Relief Staff may not work more than 25 hours per week.

Retiree.

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

Seasonal Employee.

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

Selection Device.

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

Seniority.

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

Supervisor.

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

Temporary Appointment.

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

Termination.

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

Transfer.

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

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

18.10534 Underslotting.

The filling of a vacant position at a lower classification.

18.10542 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.

18.10553 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).

18.10564 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

J. Russell Podzilni, Chair
Sandra Kraft, Vice Chair
Eva Arnold
Henry Brill
Betty Jo Bussie
Mary Mawhinney

Louis Peer
Alan Sweeney
Terry Thomas

FISCAL NOTE:
Minimal fiscal impact.

Sherry Oja
Finance Director

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

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
Executive Summary

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

It is important to give our workforce a voice in the process, and in 2016 a survey was sent to managers and employees to solicit input into suggestions for modifications to the current personnel ordinances and for suggestions for new ordinances. Overall there were 204 individuals that responded to the survey and there were 48 suggestions for ordinance modifications. In addition the Human Resources Department identified several areas that were brought to their attention during 2015.

A draft of the proposed changes was reviewed with the County Administrator, the formerly represented employee groups, and the Department Heads. There were some additional suggestions offered and a final version of proposed changes was compiled.

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

Proposed Personnel Ordinance Changes

Summary

18.102 – Modify employee protected status language to be all inclusive.

18.109 – Update resolution references in Command Staff provision, add provision for Correctional Supervisor.

18.112 F – Add in new bullet on Department Head functions to develop and monitor the budget.

18.206 – Add a reference to red circle in reallocation requests.

18.301 – Insert with or without a reasonable accommodation to an applicant’s ability to perform the duties of a position. Add in new component that allow an applicant who was not chosen the ability to review their recruitment results and request the HR Director to review.

18.304 – Clarify the eligibility list language to state that if an eligibility list is created that it will be used for future recruitments for the same position while following the requirements for posting and filling vacancies.

18.306 – Increase requirement for length of service for an employee to apply for a new position and clarify eligibility for a probationary employee to sign for a lateral transfer.

18.401 – Simplify pay plan language to County employees.


18.506 – Modify vacation language so that it is equal across employee groups with days earned by length of service, beginning with their 2016 anniversary date allocation. Clarify what happens if an employee changes employee groups.

18.509 – Modify bereavement leave to define what it can be used for and to simplify to up to 3 days for all defined immediate family members.

18.515 – Remove Domestic Partner reference for sick leave, and include grandchild if grandparent has supporting responsibility.

18.706 – Add new language that states an employee has the right to augment a performance evaluation and have that include with the evaluation in their personnel file.

18.806 – Modify the IHO definition in the Grievance section and require that the cost of the IHO be split be the parties.

18.903 – Clarify the time line for destruction of records to seven years after separation from County employment.

18.1025 – Delete Domestic Partner from definition of immediate family.

18.1032 – Add in new definition of Pool employee.

18.1043 – Add in new definition of Relief employee.
APPOINTMENTS TO EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

POSITION: Members of the Emergency Medical Services Advisory Council

AUTHORITY: County Board Resolution #96-9A-071

TERM: Terms Expiring September 30, 2018

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

PRESENT MEMBER: Steve Ryan
Deputy Chief Peter Mory

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Steve Ryan
Orfordville Fire Department
PO Box 498
Orfordville, WI 53576

Deputy Chief Peter Mory
Milton Fire Department
614 W. Madison Avenue
Milton, WI 53563

EFFECTIVE DATE: November 19, 2015
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY

Public Safety and Justice Committee
SUBMITTED BY

Diane Michaels
DRAFTED BY

October 10, 2015
DATE DRAFTED

Purchase of Mobile Field Lab
Using HIDTA Grant Funds

WHEREAS, the Rock County Sheriff’s Office Special Investigations Unit (SIU) has identified a need for testing un-identifiable prescription medications and illegal drugs; and,

WHEREAS, the Special Investigations Unit intends to purchase the MFL-3000 Mobile Field Lab from TeamIntel, LLC; and,

WHEREAS, Centice Corporation is the sole manufacturer and distributor of the MFL-3000, and TeamIntel, LLC is the authorized dealer for the MFL-3000 Mobile Field Lab in Wisconsin; and,

WHEREAS, funds are available under the High Intensity Drug Trafficking Area (HIDTA) grant.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _________, 2015 that a purchase order be issued to TeamIntel, LLC, of Stevensville, MI, in the amount of $14,950.

BE IT FURTHER RESOLVED that payment be made to the vendor upon receipt and acceptance by the Rock County Sheriff and the Finance Committee.

BE IT FURTHER RESOLVED that the Sheriff’s Office budget be amended as follows:

<table>
<thead>
<tr>
<th>Account/Description</th>
<th>Budget 10/27/15</th>
<th>Increase/Decrease</th>
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<td>21-2140-2015-67160</td>
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<td>Capital Assets $5,000/More</td>
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Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver, Chair

Henry Brill

Brian Knudson

Terry Fell

Larry Wiedenfeld

FINANCE COMMITTEE

Reviewed and approved on a vote of 4-0

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution approves the purchase of a Mobile Field Lab from HIDTA Grant funds. This resolution also approves the transfer of $14,950 in grant funds to the correct budget line.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stats. As an amendment to the adopted 2015 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 62.90(3)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
Executive Summary

The Rock County Sheriff's Office Special Investigations Unit (SIU) has identified a need for testing un-identifiable prescription medications and illegal drugs.

The Special Investigations Unit intends to purchase the MFL-3000 Mobile Field Lab from TeamIntel, LLC. The mobile field lab is manufactured by Centice Corporation. Centice Corporation is the sole manufacturer and distributor of the MFL-3000. TeamIntel, LLC is the authorized dealer for the MFL-3000 Mobile Field Lab in Wisconsin.

The MFL-3000 Mobile Field Lab will be used to identify pharmaceutical pills using a database that includes over 3,500 prescription pills. The MFL-3000 will also be used to identify illicit narcotics using a database that includes over 100 narcotics, precursors, and cutting agents. The MFL-3000 performs chemical analysis which allows it to identify powders, liquids, partial and crushed tablets, tablets with markings removed, and counterfeit tablets. Samples are not destroyed during testing and can be preserved for evidence purposes. Officers will be able to quickly determine if a substance is legal to possess.

The cost of the lab is $14,950. The cost includes a two year warranty and two years of automatic software upgrades. The lab will be paid for with High Intensity Drug Trafficking Area (HIDTA) funds from the 2015 grant.

The budget will be amended to transfer funds from 21-2140-2015-67160 to 21-2140-2015-67161, Capital Assets $5,000/More.
Date: September 17, 2015

Sales Quotation for:

Sergeant Aaron Burdick  
Rock County Sheriff’s Department (Wisconsin)

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<th>Qty</th>
<th>Catalog No.</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
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<tr>
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<td>MFL-3000</td>
<td>Mobile Field Lab 3000 unit -- for prescription drug identification and other drugs. Housed in a ruggedized case, uses sophisticated patented laser technology, identifies prescription drugs within 15 seconds of analysis. Uses Raman Spectroscopy technology. Includes Class 1 laser, built-in notebook PC, internal batteries, AC power or DC powering options. 4-hour battery for the computer, 10-hour battery for the system. Includes two year warrant and two years of automatic upgrades to the software with new drugs.</td>
<td>$14,900.00</td>
<td>$14,900.00</td>
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<tr>
<td>1</td>
<td>Freight</td>
<td>Shipping, Handling &amp; Insurance</td>
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<td>$50.00</td>
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Subtotal $14,950.00  
6% NC Tax $0.00  
Total $14,950.00

Make All Purchase Orders to:  
TeamIntel LLC  
P.O. Box 407  
Stevensville, MI 49127  
e-mail: mwitt@teamintel.com

Cell Phone: 269-408-6087 (Mark)  
Cell Phone: 269-208-0922 (Clark)  
Office Fax: 773-541-8900

- Quotation prepared by Mark A. Witt, TeamIntel LLC partner.  
- The quotation shall be honored if an order is received within thirty (30) days from the issue date.  
- Freight and insurance charges will be prepaid and added to the invoice.  
- This equipment is provided with a 1-year warranty on parts and labor.

| Terms of Payment: | Open Account/Net thirty (30) days.  
| Delivery:         | Thirty (30) days A.R.O.  
| Freight:          | Terms are FOB Stevensville, MI |
September 16, 2015

This letter serves as a sole source document for the Mobile Field Lab-3000 manufactured by Centice Corporation.

The MFL-3000 is the only drug identification device that identifies pharmaceutical pills, with a database that includes over 3,500 prescription pills. In addition, the MFL-3000 will identify illicit narcotics, with a database that includes over 100 narcotics, precursors, and cutting agents.

The MFL-3000 performs chemical analysis which allows it to identify powders, liquids, partial and crushed tablets, tablets with markings removed, and counterfeit tablets. Samples are not destroyed during testing and can be preserved for evidence purposes. In addition, the MFL-3000 includes visual pill identification capability, which provides a corroborating test in certain cases.

The presence of unique technology called Coded Aperture Raman Spectroscopy allows for less costly lasers and no moving parts for light apertures. The technology provides greater reliability between sample measurements and greater consistency of data collection between systems.

Centice is the sole manufacturer and distributor of the MFL-3000. Centice owns the intellectual property rights related to the MFL-3000 including patents and trademarks. MFL-3000 is covered by U.S. patent nos. 7,301,625; 7,218,395; 7,720,694; 8,144,320.

Teamintel LLC is our authorized dealer for the MFL-3000 for the state of Wisconsin. Please contact Mark Witt at 269-408-6087 or Clark Lybber at 269-208-0922 to request a quote or proposal, or place an order.

Please contact us if there are any additional concerns or questions on this matter.

Sincerely,

Mark Parker
Director of Sales
Centice Corporation
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Awarding Contract for Security/Mass Notification Improvements
at the UW-Rock County Campus

WHEREAS, in 2011 Campus officials approached the County with the need to improve security and study options for a public address/mass notification system, given the increasing number of shootings on college campuses; and

WHEREAS, the security and mass notification feasibility study recommended the installation of several security systems, that together, would result in an integrated security solution for the Campus; and

WHEREAS, in 2013, the General Services Committee, in consult with Campus officials, recommended implementation of the consultant’s recommendations, and with approval from the County Board, hired Arnold & O’Sheridan Engineering and then Mead & Hunt, to prepare the plans and specifications for bidding; and

WHEREAS, the security systems bid include: emergency mass notification, door control & monitoring, card access, duress alarm, cameras, and voice communication; and

WHEREAS, the fire alarm system serving the south half of the campus is old technology, no longer serviceable, and cannot be integrated with the new security systems, an alternate bid was solicited for a new system to match the system serving the north half of the campus.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ______ day of ________, 2015, that a contract for the purchase and installation of the security/mass notification and fire alarm systems be awarded to Gilbank Construction of Clinton WI, in the base bid amount of $826,100.00, plus the alternate bid of $239,000.00 for the fire alarm system; and

BE IT FURTHER RESOLVED, that a project contingency in the amount of $105,000.00 be established to cover change orders approved by the General Services Committee, and miscellaneous project costs; and

BE IT FURTHER RESOLVED that the 2015 General Services Budget be amended as follows:

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<tr>
<th>Account/Description</th>
<th>Budget 10/22/15</th>
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<td>Use of Funds</td>
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<td>18-1843-0000-67200</td>
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</tr>
<tr>
<td>Capital Improvements</td>
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</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that payments be made to the vendor upon approval of the General Services Committee.
Awarding Contract for Security/Mass Notification Improvements at the UW-Rock County Campus
Page 2

Respectfully submitted,

GENERAL SERVICES COMMITTEE:

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Thomas J. Breun

Dissent

Edwin Nash

Jeremy Zalac

FINANCE COMMITTEE ENDORSEMENT
Reviewed and approved on a vote of:
4-0

Mary Mawhinney, Chair

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2015 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

FISCAL NOTE:

This resolution awards the purchase and installation of the security/mass notification system at UW-Rock County to Gilbank Construction. Due to the amount of the bid, additional funding is needed. This resolution increases the current budget for the project by $550,000. The additional funding will come from excess sales tax proceeds. The balance of excess sales tax proceeds is estimated to be $2.9 million at 12/31/15.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

In 2013 and 2014, $690,000 was set aside for this project. After reducing this amount for design costs, and adding available revenue totaling $72,000 from insurance proceeds and unspent funds for parking lot repairs, about $623,000 remains available for this project. The approximately $550,000 in additional funding needed for the project includes $203,000 to pay for a higher than expected base bid; $239,000 for an unanticipated upgrade to the fire alarm system; and $105,000 for project contingency. Despite these cost increases, I recommend this resolution as the quickest and most cost-effective way to complete this project.

Josh Smith
County Administrator
Executive Summary

Awarding Contract for Security/Mass Notification Improvements at UW Rock County

The resolution before you will hire Gilbank Construction for the installation of security, mass notification, and fire alarm systems, for a total project cost of $1,170,100.00.

Included, and integrated together will be:

-Mass Notification
-Duress
-Card Access
-Door Control/Monitoring
-Video Surveillance
-Voice Communication
-Fire Alarm for the South Campus

The concerns for security, and the need to notify students and staff in an emergency situation, is not limited to UW-Rock County, but is a growing concern and need nationwide. The most recent shooting was at a community college in Oregon, 10 are dead.

The systems being installed each serve a purpose, but operating together can be very effective when an emergency situation occurs. The systems will also address building access concerns, deter vandalism, and provide useful information campus wide during severe weather events.

During the study phase and design phase of the project, the scope of the project changed. In some areas, the scope was scaled back to help offset the cost of such items as the fire alarm. With original budget estimates dating back to 2012, changes in the scope, and rapidly rising prices in the industry, additional funds are needed. Sales tax proceeds is the recommended funding source.
# BID SUMMARY

**PROJECT NUMBER**: 2015-33  
**PROJECT NAME**: UW-ROCK COUNTY SECURITY SYSTEM UPGRADE AND MASS NOTIFICATION SYSTEM  
**BID DUE DATE**: AUGUST 25, 2015 – 1:30 PM (LOCAL TIME)  
**DEPARTMENT**: GENERAL SERVICES

<table>
<thead>
<tr>
<th></th>
<th>GILBANK CONSTRUCTION CLINTON WI</th>
<th>KLOBUCAR CONSTRUCTION BELOIT WI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASE BID</strong></td>
<td>$ 826,100.00</td>
<td>$ 886,685.00</td>
</tr>
<tr>
<td><strong>ALTERNATE 1-ADD</strong></td>
<td>239,000.00</td>
<td>244,155.00</td>
</tr>
<tr>
<td><strong>ALTERNATE 2-ADD</strong></td>
<td>54,900.00</td>
<td>54,379.00</td>
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<tr>
<td><strong>TOTAL BID WITH ALTERNATES</strong></td>
<td>$ 1,120,000.00</td>
<td>$ 1,185,219.00</td>
</tr>
</tbody>
</table>

**ADDENDA RECEIVED**: YES  
**BID BOND RECEIVED**: YES  
**START DATE**: OCTOBER 1, 2015  
**COMPLETION DATE**: FEBRUARY 1, 2016

ALTERNATE 1: Upgrade the existing fire alarm system  
ALTERNATE 2: Expand Emergency Communications Pedestal System

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. Seventeen additional vendors were solicited that did not respond. One vendor submitted a “No Bid”.

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

**DEPARTMENT HEAD RECOMMENDATION**: Gilbank - Base Bid plus Alternate 1 only.  
**SIGNATURE**: [Signature]  
**DATE**: 10/27/15

**GOVERNING COMMITTEE APPROVAL**:  
**CHAIR**: [Signature]  
**VOTE**: [Signature]  
**DATE**: [Signature]
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden  Capt. Gary L. Groelle
INITIATED BY  DRAFTED BY
Public Safety and Justice  November 9, 2015
Committee  DATE DRAFTED
SUBMITTED BY

AUTHORIZING ACCEPTANCE OF
2015-16 OWI TASK FORCE AND ALCOHOL GRANTS

WHEREAS, the Wisconsin Department of Transportation, Bureau of Transportation Safety, makes
Federal Highway Safety funds available to local law enforcement agencies for various traffic safety
programs; and,

WHEREAS, these funds are earmarked to allow law enforcement agencies to provide additional
enforcement patrols directed at improving traffic safety by impaired driving enforcement, thus reducing
hazardous motorist behavior on roadways with a high incidence of injury or fatal accidents; and,

WHEREAS, the Rock County Sheriff’s Office and other Rock County Law Enforcement Agencies are
eligible to receive a grant of $110,000 to participate in these programs; and,

WHEREAS, grant funds in the amount of $110,000 will be used for overtime wages and related
benefits; and,

WHEREAS, this grant requires a local match of 25%.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
this ___ day of ________, 2015, that the Rock County Sheriff is authorized to accept funds under
the Highway Safety Project Grants.

BE IT FURTHER RESOLVED, that the 2015 budget be amended as follows:

<table>
<thead>
<tr>
<th>Account/Use of Funds</th>
<th>Budget 11/09/15</th>
<th>Increase/Decrease</th>
<th>Amended Budget</th>
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<tr>
<td>21-2119-2016-42100 Federal Aid</td>
<td>$0</td>
<td>$75,000</td>
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<tr>
<td>21-2120-2016-42100 Federal Aid</td>
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<td>$35,000</td>
<td>$35,000</td>
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<tr>
<td>21-2119-2016-61210 Overtime Wages-Productive</td>
<td>$0</td>
<td>$20,000</td>
<td>$20,000</td>
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<tr>
<td>21-2119-2016-69501 Aid to Localities</td>
<td>$0</td>
<td>$55,000</td>
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</tr>
<tr>
<td>21-2120-2016-61210 Overtime Wages-Productive</td>
<td>$0</td>
<td>$35,000</td>
<td>$35,000</td>
</tr>
</tbody>
</table>
Respectfully submitted,

Public Safety and Justice Committee

Mary Beaver, Chair

Henry Brill

Brian Knudson

Terry Fell

Larry Wiedenfeld

Finance Committee Endorsement

Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of $110,000 in Federal Aid for Highway Safety Projects. Currently budgeted funds will provide the 25% required match.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2015 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.

Josh Smith
County Administrator
Executive Summary
Authorizing Acceptance of
2015-16 OWI Task Force and Alcohol Grants

Alcohol-impaired Driving: In Wisconsin during 2014 alcohol was listed as a contributing factor in 4.1% of all crashes. 33.8% of all vehicle crash fatalities in 2014 were alcohol-related, resulting in 171 deaths. Alcohol-impaired driving is associated with other high-risk behaviors that increase the likelihood of a crash and of significant injury or death occurring; these include speeding, and failure to wear safety belts.

Enforcement Area (Targeting): WisDOT analysis has identified roadway segments patrolled by this agency as ‘at-risk’. All alcohol and speed-related crash data from the three previous years for every jurisdiction in Wisconsin were analyzed, including those involving property damage through all ranges of injuries to those that resulted in death. This data was scientifically weighted, following established statistical protocol. Using the weighted data, the Bureau identified those places in Wisconsin with the largest crash frequency due to excess alcohol use or speed. After factoring in each identified, at-risk location’s population density, a snapshot of the state’s most likely places for similar crashes per capita was established. Source: BOTS Analysis

The OWI Task Force Grant is a “Joint Task Force” which includes the participation of other Law Enforcement agencies in Rock County. Those included at this time are: Beloit Police Department; Beloit Township Police Department; Edgerton Police Department; Evansville Police Department; Janesville Police Department; Milton Police Department and Rock County Sheriff’s Office.

The grants are for a total of $110,000, all of which will be used for overtime expenses.

The Sheriff Office estimates that they will use $55,000 of the grant funds. The remaining grant funds will be distributed to the other participating municipalities for overtime.

The grant requires a 25% match.

This is the fifth consecutive year that the Rock County Sheriff’s Office has participated in these grants.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
Initiated by

Public Works Committee
& Parks Advisory Committee
Submitted by

Lori Williams, Parks Director
Drafted by

October 21, 2015
Date Drafted

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

1 WHEREAS, the legislature of the State of Wisconsin enacted legislation providing for allocation
2 to the respective counties in that state on an acreage basis for the county fish and game projects,
3 including conservation of resources and habitat, on the condition that the counties match the state
4 allocation; and
5
6 WHEREAS, Rock County made application to participate in unallocated county fish and game
7 projects pursuant to provisions of s.23.09(12) of the Wisconsin Statutes and as authorized by
8 County Board Resolution 15-8A-359; and
9
10 WHEREAS, $2,600 is the 2016 budget for this grant in 2016; and
11
12 WHEREAS, unallocated matching grant funds totaling $1,400 are available from the Wisconsin
13 DNR and a resolution accepting the same is required.
14
15 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
16 assembled this _____day of_______, 2015 does hereby approve the acceptance of these funds and
17 amend the Department of Public Works Parks Division 2016 Budget as follows:
18
20  Budget  Increase/(Decrease)  Amended Budget
21 Sources of Funds Parks:
22  41-4592-4788-42200  $2,600  $1,400  $4,000
23 DNR Conservation Grant
24
24 Use of Funds Parks:
25  41-4592-4788-69999  $2,600  $1,400  $4,000
26 Non-Converted Expense
27
28 BE IT FURTHER RESOLVED that the Parks Director be hereby authorized and directed to sign
29 the grant agreements and that these documents be submitted to the Wisconsin Department of
30 Natural Resources; and
31
32 BE IT FURTHER RESOLVED, that the Parks Director be authorized to file all necessary
33 documents for administration and reimbursement of this program.
RESOLUTION ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES COUNTY FISH AND GAME PROJECT GRANT FUNDS AND AMENDING PARKS BUDGET
Page Two

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Russian, Chair

Brent Fox, Vice-Chair

PARKS ADVISORY COMMITTEE

Dean Paynter

Floyd Finney

Tom Presny

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of $1,400 in additional State Aid for fish and game projects. The County will use budgeted wages and community resources for the required 50% match.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2015 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.40(3)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
-EXECUTIVE SUMMARY-

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

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

If a county does not use their funding, that money gets divided between the remaining counties. We made application for additional funds and have been awarded $1,400.

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

Though this funding source required a 50% match by the County, all time and materials supplied by the Parks and Highway Divisions, as well as other community resources, may be used as in-kind match.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Amy Spoden, Human Resource Manager
DRAFTED BY

Finance Committee
SUBMITTED BY

November 2, 2015
DATE DRAFTED

APPROVING DENTAL INSURANCE CONTRACT

WHEREAS, Delta Dental Plan of Wisconsin currently administers the County’s dental insurance program; and

WHEREAS, Delta Dental is a preferred provider for the Alliance, a consortium of Employers who purchase services together in order to reduce costs; and

WHEREAS, Rock County offers dental plans with both “high” and “low” coverage options for all its employees, with the County’s contribution being 60% of the premium for the lowest cost, or “low” plan, regardless of which coverage option is selected; and

WHEREAS, Delta Dental has quoted a two year rate guarantee, January 1, 2016 thru December 31, 2017; and

WHEREAS, Delta Dental has provided a quote for family coverage for the “low” option at $92.44 per month and has provided a quote for single coverage for the “low” at $31.25 per month for two years.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this day of __________, 2015 does hereby authorize the execution of a contract with Delta Dental for the County’s dental insurance for the period of January 1, 2016 through December 31, 2017.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01, 59.51(1) and 59.52(11)(c), Wis. Stats.

Jeffrey Kulginski
Corporation Counsel

FISCAL NOTE:
Based upon the current census of 310 single and 734 family plans for employees, the County’s 60% share of annual dental premiums would be $558,276 per year. Sufficient funds are included in the departmental 2016 budget requests for these premiums.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
RESOLUTION NO. 15-11D-414
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS
Finance Committee
INITIATED BY
Finance Committee
SUBMITTED BY
Amy Spoden, HR Manager
DRAFTED BY
November 2, 2015
DATE DRAFTED

APPROVING REINSURANCE CONTRACT FOR STOP-LOSS COVERAGE

1 WHEREAS, Willis of Wisconsin, Inc., Rock County’s Insurance Consultant, solicited proposals from Stop-loss carriers; and,

2 WHEREAS QBE Insurance Corporation is the most competitive option for Stop-Loss coverage for Rock County; and,

3 WHEREAS, the Finance Committee has reviewed the options and selected a Stop-Loss retention level of $175,000 for monthly premiums of $27.74 per single plan and $78.84 for a family plan.

4 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this day of , 2015 hereby authorizes the execution of a contract with QBE Insurance Corporation for administration of the County’s Stop-Loss Coverage effective January 1, 2016 thru December 31, 2016.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzlini

FISCAL NOTE:

Sufficient funds are available in the 2016 Budget for administering the County’s self-insurance health plan and specific stop-loss coverage. Based upon the current census of 339 Single Plans and 446 Family Plans, the annual stop-loss premium would be $913,230.

Sherry Oja
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action Pursuant to secs. 59.01, 59.51, and 59.52 (11)(c), Wis. Stats.

Jeffrey S. Keglish
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended

Josh Smith
County Administrator
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

INITIATED BY
Finance Committee

DRAFTED BY
Amy Spoden, Human Resource Manager

SUBMITTED BY
Finance Committee

DATE DRAFTED
November 2, 2015

AUTHORIZING CONTRACT FOR SECTION 125 PLAN
(FLEXIBLE SPENDING ACCOUNT)

1 WHEREAS, Section 125 of the Internal Revenue Code allows employees to fund certain specific expenses with pre-tax dollars; and,

4 WHEREAS, the allowable expenses include employee portions of group insurance premiums, uninsured medical expenses (such as deductibles; co-pays and vision insurance) and qualified child and/or dependent care expenses; and,

7 WHEREAS, amounts employees elect to deduct for Section 125 qualified expenses are not subject to Federal, State or Social Security taxation; and,

10 WHEREAS, Rock County has offered a Section 125 Plan to its employees since July 1, 1991, which has been administered by Employee Benefits Cooperative of Madison, Wisconsin; and,

13 WHEREAS, EBC has provided a rate guarantee for calendar year 2016 at $3.50 per participant per month; which is the same rate as the current year contract; and,

16 WHEREAS, EBC has contractually committed to guarantee that Rock County’s savings from the employer’s portion of Social Security taxes will meet or exceed the costs of administering the program; and,

19 WHEREAS, EBC’s contract costs from 1991 to present have been less than the actual Rock County savings from the exemption of the employer’s share of Social Security taxes.

22 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this ______ day of __________, 2015 does hereby authorize and direct the County Board Chair and County Clerk to enter into a contract with Employee Benefits Cooperative of Madison, Wisconsin to administer Rock County’s Section 125 Plan (Flexible Spending Account) for the period January 1, 2016 through December 31, 2016 at a cost of $3.50 per participant per month.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni
LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51(1) and 59.52(11)(c), Wis. Stats.

Jeffrey Koglitsch  
Corporation Counsel

FISCAL NOTE:

As stated in the body of the resolution, the contract administrator has guaranteed that the County’s savings will meet or exceed the costs of this program.

Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith  
County Administrator
RESOLUTION NO. 15-11D-416
AGENDA NO. 12: A. 8. (1)

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee INITIATED BY
Amy Spoden, Human Resource Manager DRAFTED BY
Finance Committee SUBMITTED BY
November 2, 2015 DATE DRAFTED

AUTHORIZING CONTRACT FOR BENEFIT CONSULTING SERVICES WITH ASSOCIATED FINANCIAL GROUP FOR 2016

1 WHEREAS, the Rock County Self-Funded Health Plan provides health coverage to approximately
2 1,200 County employees; and,
3
4 WHEREAS, in 2015, total health plan costs will near $21,000,000.00; and,
5
6 WHEREAS, Human Resources is charged with continuing efforts to contain the ever-growing costs of
7 providing health care coverage to County employees, which requires the assistance of consultants who
8 possess particular expertise in furthering such efforts; and,
9
10 WHEREAS, Rock County, solicited proposals for Benefit Consulting Services; and
11
12 WHEREAS, After review of proposals and interviews, Associated Financial Group was selected as the
13 provider; and.
14
15 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
16 assembled on this ____ day of ____ , 2015, hereby awards the contract to Associated Financial
17 Group for Benefit Consulting Services, effective January 1, 2016, in the amount of $39,000 per year
18 for the initial 3 year term. Rock County also has the option to extend the agreement with up to two
19 one-year extensions.
20
21 BE IT FURTHER RESOLVED, that the Finance Committee has authority to approve all extensions
22 of this agreement.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni
FISCAL NOTE:
Sufficient funds are available in the Health Insurance Trust Fund, A/C 19-1915-0000-62104, for the cost of this contract.

Sherry Ojia
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action, pursuant to Secs 59.01, 59.51 and 59.52(11).

Jeffrey S. Buglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
# QUALIFICATIONS AND COST PROPOSAL SUMMARY FORM

**PROJECT NUMBER**: 2016-08  
**PROJECT NAME**: EMPLOYEE BENEFIT CONSULTING SERVICES  
**DUE DATE**: OCTOBER 15, 2015 – 12:00 NOON  
**DEPARTMENT**: HUMAN RESOURCES

<table>
<thead>
<tr>
<th></th>
<th>ASSOCIATED FINANCIAL MADISON WI</th>
<th>HAYS MILWAUKEE WI</th>
<th>HORTON GROUP WAUKESHA WI</th>
<th>WILLIS BROOKFIELD WI</th>
<th>COTTINGHAM &amp; BUTLER DUBUQUE IA</th>
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</thead>
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<tr>
<td><strong>RATER 1</strong></td>
<td>100</td>
<td>88</td>
<td>97</td>
<td>63</td>
<td>53</td>
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<td><strong>RATER 2</strong></td>
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<td><strong>RATER 3</strong></td>
<td>93</td>
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<tr>
<td><strong>RATER 4</strong></td>
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<td><strong>RATER 5</strong></td>
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<td><strong>TOTAL SCORE</strong></td>
<td><strong>479</strong></td>
<td><strong>452</strong></td>
<td><strong>426</strong></td>
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<td><strong>301</strong></td>
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**INTERVIEW RANKING**

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<tr>
<th></th>
<th>RATER 1</th>
<th>RATER 2</th>
<th>RATER 3</th>
<th>RATER 4</th>
<th>RATER 5</th>
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<tbody>
<tr>
<td>PROPOSED COST</td>
<td>$ 39,000.00</td>
<td>$ 54,500.00</td>
<td>$ 40,000.00</td>
<td>$ 60,000.00</td>
<td>$ 95,000.00</td>
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</tbody>
</table>

NOTE: Cottingham & Butler was not interviewed due to low score and high annual cost.
Qualifications were evaluated based on the following criteria and Interviews:

Completeness of the Proposal – 10 POINTS MAXIMUM
- Including clear understanding of requirements
- Ability to meet the minimum requirements
- Provided completed Proposal form
- Provided completed Exhibit A

Experience & References – 30 POINTS MAXIMUM
- Qualification of personnel
- Experience of personnel
- Experience of firm
- References shall include companies of similar size with similar requirements

Services Provided – 30 POINTS MAXIMUM
- Ability of consultant to render satisfactory service
- Sufficient resources knowledgeable in employee benefits, wellness, labor negotiations and financial analysis related to employee benefit functions.
- Evaluation of consultant's standard response time.
- Distinctive service characteristics.
- Evaluators will consider whether the list of exceptions hinder consultant's ability to perform the requirements of RFP

Proposed Pricing – 30 POINTS MAXIMUM
- Reasonableness of cost proposal
- Evidence of efficient use of resources

Request for Qualifications and Cost Proposal was advertised in the Beloit Daily News and on the Internet.

PREPARED BY: JODI MILLIS
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ASSOCIATED FINANCIAL GROUP

SIGNATURE
DATE

GOVERNING COMMITTEE APPROVAL: CHAIR VOTE DATE

12.A.8.(4)
APPROVAL OF BILLS OVER $10,000.00

RESOLUTION NO. 15-11D-417 AGENDA NO. 12.B.

INITIATED: FINANCE DIRECTOR

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 NOV 19 2015, APPROVES PAYMENT AND AUTHORIZES AND DIRECTS THE COUNTY CLERK AND COUNTY TREASURER TO PAY THE SAME.

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Department Name</th>
<th>Program Name</th>
<th>Vendor Name</th>
<th>Claim Amount</th>
</tr>
</thead>
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<td>P1500118</td>
<td>DD BOARD</td>
<td>D.D.BOARD</td>
<td>OPPORTUNITIES INC</td>
<td>14,182.66</td>
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<tr>
<td>P1503225</td>
<td>INFORMATION TECH</td>
<td>INFORMATION TECH</td>
<td>PARK PLACE TECHNOLOGIES</td>
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<td>P1503310</td>
<td>HUMAN SERVICES</td>
<td>HOMEVISIT 14/15</td>
<td>CHILDRENS SERVICE SOCIETY OF W</td>
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<tr>
<td>P1503477</td>
<td>HUMAN SERVICES</td>
<td>CRISIS</td>
<td>MARSH COUNTY HEALTH ALLIANCE</td>
<td>14,340.50</td>
</tr>
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</table>

CLAIMS IN THE AMOUNT OF $70,205.74 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

RESPECTFULLY SUBMITTED,
FINANCE COMMITTEE

ADMINISTRATIVE NOTE:
RECOMMENDED

JOSH SMITH, COUNTY ADMINISTRATOR
APPROVAL OF ENCUMBRANCES OVER $10,000.00

RESOLUTION NO. 15-11D-418 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 NOV 19 2015, 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>PR number</th>
<th>Department Name</th>
<th>Program Name</th>
<th>Vendor Name</th>
<th>Claim Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1503529</td>
<td>LAND CONSERV.</td>
<td>HH CLEAN SWEEP</td>
<td>VEOLIA ES TECHNICAL SOLUTIONS</td>
<td>15,352.96</td>
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</table>

CLAIMS IN THE AMOUNT OF $15,352.96 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. KUGLITSCH, CORPORATION COUNSEL

FISCAL NOTE:
Above listed claims are fully funded.

SHERRIE OJA, FINANCE DIRECTOR

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

[Signatures]

ADMINISTRATIVE NOTE:
RECOMMENDED

JOSH SMITH, COUNTY ADMINISTRATOR

[Signatures]
PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over $10,000).

DATE 10/22/15

DEPARTMENT Developmental Disabilities Board

COMMITTEE Developmental Disabilities Board

VENDOR NAME PALS Pinnacle Assisted Living Services, LLC

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE $111,716.00

INCREASE FROM $334,914.00 TO $446,630.00

ACCOUNT BALANCE AVAILABLE $424,868.02 SB 10/22/15

REASON FOR AMENDMENT One new client moving into residential services

APPROVALS

GOVERNING COMMITTEE
Chair

FINANCE COMMITTEE (If over $10,000)
Chair

COUNTY BOARD (If over $10,000)
Resolution # Adoption Date

12.C.(2)
AMENDFORM 10/12
Motor Pool Budget Purchase Authorization

WHEREAS, the Rock County Board of Supervisors approves an annual budget for a pool of vehicles used by various Rock County departments; and,

WHEREAS, Ewald Automotive of Oconomowoc, Wisconsin was awarded the 2016 State Contract for Ford Escape SUV vehicles; and,

WHEREAS, the staff of Public Works did review the State of Wisconsin bid #505ENT-M16-2016VEHICS-03 specifications and recommends purchasing one 2016 Ford Escape SUV vehicle from Ewald Automotive of Oconomowoc.

NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this day of , 2015, authorizes the purchase through the State Contract of one 2016 Ford Escape SUV vehicle from Ewald Automotive for $21,318.

BE IT FURTHER RESOLVED that payment be made to the vendor upon receipt and acceptance by the Public Works Director.

Respectfully submitted,
PUBLIC WORKS COMMITTEE

[Signatures]

Betty Jo Bussie, Chair
Brent Fox, Vice-Chair
Eva M. Arnold
Brenton Driscoll
Rick Richard
FISCAL NOTE:

Sufficient funds were included in the Motor Pool Vehicle Account, A/C 41-4290-4290-67105, for the cost of this vehicle. This account is funded by mileage charge backs to user departments.

Sherry Oja
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
- Executive Summary -

The purpose of this resolution is to authorize the purchase of one replacement vehicle for the Motor Pool. The Public Works Department is purchasing off the State of Wisconsin's vehicle procurement bid. The low bidder is Ewald Automotive of Oconomowoc for $21,318.
2016 Fleet/Non-Retail Ford Escape 4WD 4dr SE U9G

QUOTE WORKSHEET

<table>
<thead>
<tr>
<th>QUOTE WORKSHEET - 2016 Fleet/Non-Retail U9G 4WD 4dr SE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSRP</td>
</tr>
<tr>
<td>Destination Charge</td>
</tr>
<tr>
<td>Optional Equipment</td>
</tr>
<tr>
<td>Dealer Advertising</td>
</tr>
<tr>
<td>PRE-TAX ADJUSTMENTS:</td>
</tr>
<tr>
<td>STATE OF WISCONSIN MUNICIPAL DISCOUNT</td>
</tr>
<tr>
<td>Total Pre-Tax Adjustments</td>
</tr>
<tr>
<td>Taxable Price</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

Customer Signature / Date

Dealer Signature / Date

2016 FORD ESCAPE SE 4WD REVISED TO YOUR SPECS AS DETAILED. REGISTRATION FEES ARE EXTRA. DELIVERY CAN BE ANTICIPATED 90-120 DAYS FROM RECEIPT OF YOUR ORDER. PAYMENT TERMS ARE NET TEN DAYS.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 410.0, Data updated 10/27/2015
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November 04, 2015 8:46:34 AM
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

AWARDING A CONTRACT FOR DPW MAIN SHOP SWITCHGEAR AND GENERATOR UPGRADES - PUBLIC WORKS DEPARTMENT

WHEREAS, the Department of Public Works (DPW) Main Shop on Newville Road was built in 1981; and

WHEREAS, the current standby power generator and related switchgear no longer meet the needs of the DPW Building and need to be upgraded; and

WHEREAS, DPW staff contracted with Angus Young Associates, Inc. for engineering design services; and

WHEREAS, Angus Young Associates, Inc. prepared specifications and the county Purchasing Division solicited bids for removing and replacing the existing standby power generator with a new standby power generator and upgrading switchgear.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ___ day of __________, 2015 does hereby award the bid for removing and replacing the existing standby power generator with a new standby power generator and upgrading switchgear at DPW’s Main Shop to the lowest responsible bidder, Foley Electric of Beloit, WI in the total bid amount of $333,995.00.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussig, Chair

Brent Fox, Vice Chair

Eva M. Arnold

Brenton Driscoll

Rick Richard
FISCAL NOTE:
Sufficient funds are available in the Highway Building and Grounds account for the cost of this project. This project will be funded by cash and then depreciated over the next several years.

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 A. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
- Executive Summary -

The Department of Public Works Building was built in 1981. The building currently relies on the original standby power generator to maintain power for portions of the facilities operations during a power outage. The existing generator is fueled by diesel fuel and is located in the mezzanine area directly above the superintendent’s office. Currently, the generator provides power to the main shop and garage area and only provides safety lighting throughout the rest of the facility.

With the proposed generator upgrade, many electrical panels (switchgear) will be affected. These electrical panels have original breakers that are no longer manufactured. New replacement breakers are not available and we have had to utilize refurbished breakers when breakers have failed. This has resulted in the affected area being down for at least three days while the refurbished breakers are ordered and shipped.

The generator replacement and switchgear upgrades are scheduled to be completed in 2016. The upgrades are approved by the County Board as part of the DPW budget.

The Department, in conjunction with the county Purchasing Division, solicited bids for removing and replacing the existing standby power generator with a new standby power generator and upgrading switchgear at DPW’s Main Shop.

Staff is recommending the award of a contract to lowest responsible bidder, Foley Electric of Beloit, WI in the total bid amount of $333,995.00.

Respectfully submitted,

Benjamin J. Coopman, Jr.

Benjamin J. Coopman, Jr., P.E.
Public Works Director
# BID SUMMARY FORM

**BID NUMBER**  #2016-06  
**BID NAME**  STANDBY GENERATOR & ELECTRICAL DISTRIBUTION EQUIPMENT REPLACEMENT  
**BID DUE DATE**  OCTOBER 5, 2015 – 1:30 P.M.  
**DEPARTMENT**  PUBLIC WORKS

<table>
<thead>
<tr>
<th></th>
<th>FOLEY ELECTRIC BELOIT WI</th>
<th>A1 ELECTRIC MONROE WI</th>
<th>HADY ELECTRIC WATERTOWN WI</th>
<th>PIEPER ELECTRIC JANESVILLE WI</th>
<th>WESTPHAL ELECTRIC MADISON WI</th>
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<tr>
<td><strong>BASE BID</strong></td>
<td>127,495.00</td>
<td>198,700.00</td>
<td>163,453.00</td>
<td>183,187.00</td>
<td>195,900.00</td>
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<tr>
<td><strong>ALTERNATE 1</strong></td>
<td>199,000.00</td>
<td>174,800.00</td>
<td>195,000.00</td>
<td>217,284.00</td>
<td>230,900.00</td>
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<tr>
<td><strong>ALTERNATE 2</strong></td>
<td>7,500.00</td>
<td>6,700.00</td>
<td>37,635.00</td>
<td>7,958.00</td>
<td>18,850.00</td>
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<tr>
<td><strong>TOTAL BID</strong></td>
<td>$ 333,995.00</td>
<td>$ 380,200.00</td>
<td>$ 396,088.00</td>
<td>$ 408,429.00</td>
<td>$ 445,350.00</td>
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</tbody>
</table>

**BID BOND**  YES  
**ADDENDUM**  YES  
**START DATE**  1/2/16  
**COMPLETION DATE**  7/1/16

**ALTERNATE #1** – Provide & install 350 KW natural gas generator with 1000A circuit breaker.  
**ALTERNATE #2** – Provide 1200A service in lieu of 1000A service.

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

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

**DEPARTMENT HEAD RECOMMENDATION:**  Foley Electric  Total Bid: $333,995.00

**SIGNATURE**  Benjamin J. Cooperman  
**DATE**  10-28-15

**GOVERNING COMMITTEE APPROVAL:**  Betty Zusse  
**VOTE**  3/0  
**DATE**  11-11-15  
**ABSENT:**  2
RESOLUTION NO. 15-11D-421

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

INITIATED BY
Public Works Committee

SUBMITTED BY
Public Works Committee

Ben Coopman, Public Works Director
DRAFTED BY
October 23, 2015
DATE DRAFTED

Awarding Contract for Restaurant White Box Build-Out

WHEREAS, Rock County owns an airport known as the Southern Wisconsin Regional Airport; and

WHEREAS, the Department of Public Works, Airport Division budgeted to improve the restaurant space located within the main terminal building; and

WHEREAS, specifications for the space were prepared and the County Purchasing Division solicited bids for the construction.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ________ day of ______________, 2015, does authorize the award of a contract of $64,000 for the white box build-out of the restaurant space at the Southern Wisconsin Regional Airport to the lowest responsible bidder, Klobucar Construction of Beloit, WI.

BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of the Public Works Committee.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty J. Busse, Chair
Brent Fox, Vice Chair
Eva M. Arnold
Brenton Driscoll
Rick Richard

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator

FISCAL NOTE:
Sufficient funds are available in the Airport Capital Improvement account, A/C 41-4453-4454-67200, for this project. This project is being funded with sales proceeds.

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. 59.32(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey Kuglitsch
Corporation Counsel
EXECUTIVE SUMMARY

For

AWARDING CONTRACT FOR RESTAURANT WHITE BOX BUILD-OUT

The Resolution before you awards the contract to update the restaurant space in the Southern Wisconsin Regional Airport’s terminal building. The airport terminal building underwent a major three-year renovation during which the space designated for a restaurant was gutted, expanded and upgraded in regards to electrical rough-ins, HVAC, and plumbing, without completing interior wall coverings (gray box condition). In February 2015 the airport put out a request for proposal seeking a new restaurant tenant and received no responses. It was determined that by completing the interior walls (white box condition) it would significantly reduce start-up costs and make the space more enticing to a potential tenant. In April, the airport budget was amended by adding $75,000 in capital funds to complete the white box. After completing plans and specification, bids were solicited for the construction cost and there were two respondents. Klobucar Construction of Beloit, Wisconsin was the lowest bidder at $64,000.
**BID SUMMARY FORM**

**BID NUMBER**  2015-47  
**BID NAME**  RESTAURANT WHITE BOX BUILDOUT  
**BID DUE DATE**  OCTOBER 20, 2015  
**DEPARTMENT**  SOUTHERN WISCONSIN REGIONAL AIRPORT

<table>
<thead>
<tr>
<th></th>
<th>KLOBUCAR CONSTRUCTION BELOIT WI</th>
<th>GILBANK CONSTRUCTION CLINTON WI</th>
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<tr>
<td>BASE BID</td>
<td>$ 64,000.00</td>
<td>$ 64,700.00</td>
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<tr>
<td>BID BOND</td>
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<td>YES</td>
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<tr>
<td>ADDENDUM</td>
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</tr>
<tr>
<td>START DATE</td>
<td>11/30/15</td>
<td>11/30/15</td>
</tr>
<tr>
<td>COMPLETION</td>
<td>2/15/16</td>
<td>1/1/16</td>
</tr>
</tbody>
</table>

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

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

**DEPARTMENT HEAD RECOMMENDATION:**  Klobucar Const. $64,000

**SIGNATURE**  

**DATE**  10-28-15

**GOVERNING COMMITTEE APPROVAL:**  

**CHAIR**  

**VOTE**  3/10  
**DATE**  11/11/15
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee
INITIATED BY

The General Services Committee
SUBMITTED BY

Robert Leu
DRAFTED BY
October 26, 2015
DATE DRAFTED

Awarding Contract for Boiler/Stack Replacement at the Courthouse

WHEREAS, the six package condensing boilers that heat the Courthouse went into service in 1998 and were a newer technology with exceptionally high efficiency ratings; and

WHEREAS, more manufacturers have entered the market with improved designs, longer lifespans, and fewer issues, which has been the case with our newer package boilers at 911, Health Care center and Rock Haven; and

WHEREAS, one of the six Courthouse Boilers is out of service and cannot be repaired, plus condensation in the metal boiler stack has caused corrosion which needs to be addressed; and

WHEREAS, engineered plans and specifications were prepared and bids solicited for the work.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this __________ day of __________, 2015, that a contract for boiler/stack replacement at the Courthouse be awarded to Butters Fetting of Janesville in the Base Bid amount of $246,000.00; and

BE IT FURTHER RESOLVED, that a project contingency in the amount of $15,000.00 be established to cover General Services Committee approved Change Orders, and project related costs; and

BE IT FURTHER RESOLVED, that payments be made to the vendor upon approval of the General Services Committee.

Respectfully submitted,

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Thomas J. Baten

Edwin Nash

Jeremy Zajac
FISCAL NOTE:

Sufficient funds are available in the Courthouse Capital Project account, A/C 18-1842-0000-67200 for the boiler/stack replacement. This account is funded by sales tax revenues.

Sherry Oja
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
Executive Summary

Awarding Contract for Courthouse Boiler/Stack Replacement

The resolution before you hires Butters Fetting for the replacement of one boiler, plus the breeching and stack that carries the combustion vapors up five stories to the roof. In addition to the base-bid amount of $221,000.00, a $15,000.00 contingency is being set up to cover any change orders approved by the General Services Committee.

In time, the other five boilers will need replacing. Even though these package boilers are extremely efficient, they do not last as long as the old fire tube boilers, which sent a lot of heat up the stack and into the air. Work will be completed in about three months.
BID SUMMARY FORM

<table>
<thead>
<tr>
<th>PROJECT NUMBER</th>
<th>2015-56</th>
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</thead>
<tbody>
<tr>
<td>PROJECT NAME</td>
<td>COURTHOUSE BOILER REPLACEMENT</td>
</tr>
<tr>
<td>BID DUE DATE</td>
<td>OCTOBER 13, 2015 – 1:30 PM (LOCAL TIME)</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>GENERAL SERVICES</td>
</tr>
<tr>
<td></td>
<td>BUTTERS FETTING JANESVILLE WI</td>
</tr>
<tr>
<td>BASE BID</td>
<td>$246,000.00</td>
</tr>
<tr>
<td>BID BOND</td>
<td>YES</td>
</tr>
<tr>
<td>START DATE</td>
<td>UPON APPROVAL OF SUBMITTALS</td>
</tr>
<tr>
<td>COMPLETION DATE</td>
<td>90 DAYS AFTER APPROVAL</td>
</tr>
</tbody>
</table>

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

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Low Bid – Butters Fetting

SIGNATURE: [Signature] 10/30/15

GOVERNING COMMITTEE APPROVAL:

CHAIR [Signature] VOTE DATE
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

LAND CONSERVATION COMMITTEE
INITIATED BY
THOMAS Sweeney AND
ANDREW BAKER
DRAFTED BY

OCTOBER 23, 2015
DATE DRAFTED

AUTHORIZATION TO BEGIN ACQUISITION OF THE SAYRE PROPERTY AGRICULTURAL CONSERVATION EASEMENT

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 donation of an Agricultural Conservation Easement and process applications according to the PACE program policies and procedures, on June 13, 2013; and,

WHEREAS, a PACE application was submitted by Sayre Joint Farms LLC (Landowner) to the Land Conservation Department (LCD) in 2015 for PACE easement on real property located in part of Sections 8, 17 and 18, Township 3 North, Range 11 East, Center Township, part of Rock County tax parcel numbers 6-4-59, 6-4-129.1, 6-4-131, 6-4-132 and 6-4-135.2; and,

WHEREAS, the acquisition of the Easement will take place through a partnership with The Natural Heritage Land Trust, which has received tentative approval for Wisconsin State Stewardship funding for a portion of the value of the Easement; and,

WHEREAS, the remaining value of the Easement will be considered a partial donation by the Landowner to the PACE Program, therefore Rock County will not be contributing toward the purchase price of the Easement but will pay the administrative related costs, such as title work, appraisal, closing costs and long term monitoring, which is authorized for any PACE Program acquisition, including donations; and,

WHEREAS, the application was recommended for approval by LCD and the PACE Council and approved by the LCC in accordance with the Rock County PACE Program Manual; and,

WHEREAS, to formalize the Easement acquisition process, the Landowner, The Natural Heritage Land Trust, Rock County and Brabazon Title Company, Inc. will execute a Conveyance Agreement – 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 an escrow with Brabazon Title Company, Inc. and securing a minimum title insurance commitment of $15,000 (Title Report) for each property;
2. Landowner depositing three thousand five hundred dollars ($3,500) in the established escrow account;
3. Rock County contracting with a qualified appraiser to determine the fair market value of an Easement on the property; and,

WHEREAS, final approval and acquisition of the Easement will take place only after future action by the County Board.

NOW, THEREFORE, BE IT RESOLVED, the Rock County Board of Supervisors duly assembled this day of __________, 2015, does by enactment of this Resolution approve a Conveyance Agreement – Agricultural Conservation Easement document, authorizes the LCD to undertake necessary activities identified therein and obligates all necessary funds to complete said activities to proceed with acquisition of the Agricultural Conservation Easement on the Sayre Property.

BE IT FURTHER RESOLVED, the County Board Chair or the County Clerk will act as the County’s agent for purposes of signing the Conveyance Agreement – Agricultural Conservation Easement document.
AUTHORIZATION TO BEGIN ACQUISITION OF THE SAYRE PROPERTY AGRICULTURAL CONSERVATION EASEMENT
Page 2

Respectfully submitted:

LAND CONSERVATION COMMITTEE

Richard Bostwick, Chair

Absent

Alan Sweeney, Vice Chair

Thomas H. Brien

Wes Davis

Phillip Owens

David Rebout, USDA-FSA Representative

Absent

Larry Wiedenfeld

Jeremy Zajac

FISCAL NOTE:

Sufficient funds are available in the Land Conservation Department’s PACE budget for the estimated appraisal and related costs necessary to accept the Agricultural Easement donation.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 93.73, Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator
EXECUTIVE SUMMARY

This resolution authorizes the Land Conservation Department (LCD) to complete the necessary tasks to being the process to acquire an Agricultural Conservation Easement, under the Purchase of Agricultural Conservation Easement Program (PACE), on the Sayre Property. This action is consistent with the recommendation from the PACE Council and approval by the Land Conservation Committee at the October 13, 2015 meeting to being acquisition of an Easement on approximately 400 acres of land.

The acquisition of this Easement will be in cooperation with the Natural Heritage Land Trust, a non-profit organization, which has received tentative funding for up to 50% of the easement value through the Wisconsin State Stewardship Program. The remaining value of the easement may be considered a non-cash charitable donation by the landowner to the County and the Land Trust.

Rock County is processing this acquisition under the donation component of the PACE Program, therefore the County will not be contributing funding toward the purchase price of the Easement. As part of the PACE Program administration, though, the County will pay the cost of the appraisal, Title Insurance Policy and recording fees and be responsible for long term monitoring and enforcement.

Acquisition of easements such as this are intended to protect and preserve productive agricultural lands in Rock County, encouraging and promoting the goals of a strong agricultural economy and community identity, intergovernmental cooperation, and a regional land use vision throughout the County. Cooperating with other entities, like the Natural Heritage Land Trust, provides an opportunity to access funding sources for easement acquisition which would otherwise not be available to the County.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Diana Arneson, Asst. to IT Dir.
INITIATED BY
Finance Committee
SUBMITTED BY

Diana Arneson, Asst. to IT Dir.
DRAFTED BY
November 10, 2015
DATE DRAFTED

Authorizing Purchase of IP Phones for Human Resources and Child Support Enforcement

WHEREAS, the Human Resources and Child Support Enforcement departments have plans to replace old telephone sets within their departments with new IP phone sets; and,

WHEREAS, the new IP phones will allow for Human Resources and Child Support Enforcement staff to take advantage of Voice-Over-IP technology; and,

WHEREAS, the 2015 Human Resources and Child Support Enforcement 2015 budgets include funding for the purchase of replacement phone sets and two cordless handsets; and,

WHEREAS, the Information Technology Department staff did specify the IP phone models that meet the needs of Human Resources and Child Support Enforcement staff members; and,

WHEREAS, the specified IP phones will be purchased using the pricing and terms of the State of Wisconsin contract #DC4616.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ______ day of __________, 2015 that a Purchase Order for 42 Mitel IP phones and 2 Cordless Handsets be issued to Enterprise Systems Group of Little Chute, WI in the amount of $10,291.25.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

ADMINISTRATIVE NOTE:
Recommended.

John Smith
County Administrator

FISCAL NOTE:
Funding is available in the 2015 Departmental budgets for the purchase of these phones and handsets.

[Signature]
Sherry Ojs
Finance Director

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.71, Wis. Stats.

[Signature]
Jeffrey S. Kuglitsch
Corporation Counsel
Executive Summary for the Purchase of IP Phones for Human Resources and Child Support Enforcement

The Human Resources and Child Support Enforcement Departments have developed a plan to replace aging telephones within those departments with new IP Phones. This will allow the Human Resources and Child Support Enforcement staff members to take advantage of the County’s Voice-Over-IP telephone system and that system’s enhanced technology. The purchase includes:

- 6 Mitel 5340e IP Phones ($371.25 ea.) $2,227.50;
- 2 Mitel 5330e IP Phones ($296.25 ea.) $592.50;
- 34 Mitel 5320e IP Phones ($243.75 ea.) $8,287.50;
- 42 Mitel Voice Enterprise Business Licenses ($175.00 ea.) $7,350.00;
- 42 Standard Software Assurance MiVoice Business User modules ($10.00 ea.) $420.00;
- 2 Cordless Handset Bundles ($273.75 ea.) $547.50;
- Shipping & Handling ($95) $95.00
- Less Make the Move to IP Phones Promotion ($9,228.75)
- PO total $10,291.25

These IP phones will be installed for both departments at the Rock County Courthouse, 51 S. Main Janesville, WI.

The total cost of the IP phones, headsets, and shipping is $10,291.25, and the equipment will be purchased from Enterprise Systems Group using the pricing terms of the State of Wisconsin contract #DC4616. By placing the order before 12/31/2015, Rock County is in the position to be included in the “Make the Move to IP Phones” promotion which allows for the 5340e, 5330e and 5320e model phones bundled with corresponding licenses to be purchased in a buy one get one free pricing structure. The only things not included in the promotion are cordless handsets, MiVoice Business User modules, and shipping and handling.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

County Board Finance Committee INITIATED BY Amy Spoden, HR Manager
County Board Finance Committee SUBMITTED BY

Providing for a New Post Employment Health Plan Provider
For AMHS-HSD and AMHS-RH

1 WHEREAS, Rock County currently provides a Post Employment Health Plan (PEHP), pursuant to
2 Section 501(c)(9) of the Internal Revenue code, for AMHS-HSD and AMHS-RH; and
3
4 WHEREAS, Nationwide is the current provider; and
5
6 WHEREAS, Human Resources has met and discussed with AMHS-HSD and AMHS-RH the
7 opportunity to provide a different vendor for that plan; and
8
9 WHEREAS, current employees covered under the AMHS-HSD and AMHS-RH agreement have to be
10 with the same provider so this will necessitate a switch by all current employees from Nationwide to
11 Security Benefit Group; and
12
13 WHEREAS, there is no cost to the County with this change; and
14
15 WHEREAS, the County is agreeable to adding Security Benefit Group as a provider.
16
17 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
18 assembled this ______ day of ________, 2015, authorizes Human Resources and the Finance Department
19 to take the necessary steps to add Security Benefit Group as a provider for the PEHP Plan for AMHS-
20 HSD and AMHS-RH and transfer their accounts from Nationwide to Security Benefit Group.

Respectfully submitted,

FINANCE COMMITTEE

________________________
Mary Mawhinney, Chair

________________________
Sandra Kraft, Vice Chair

________________________
Mary Beaver

________________________
Brent Fox

________________________
J. Russell Podzilni
COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair
Sandra Kraft, Vice Chair
Eva Arnold
Henry Brill
Betty Jo Bussie
Mary Mawhinney
Louis Peer
Alan Sweeney
Terry Thomas

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01, 59.51(1) and 59.52(11)(c), Wis. Stats.

Jeffrey Kudlicki
Corporation Counsel

FISCAL NOTE:
No fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
Executive Summary

Rock County Human Resources has had a discussion with AMHS-HSD and AMHS-RH with a recommendation that they move from their current provider, Nationwide, to the provider that all other employee groups with a PHEP account have, Security Benefit Group.


There is no fiscal impact to the County in having one provider or another.

All current employees covered under the AMHS-HSD and AMHS-RH agreement have to be with the same provider so this will necessitate a switch by all members from Nationwide to Security Benefit Group. Retirees that currently have account balances with Nationwide will remain with Nationwide until their fund balances are depleted. This transition will occur over a 60 day period once the County Board approves this resolution and the contract with Security Benefit Group is signed.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY
Benjamin J. Coopman, Jr., P.E.
SUBMITTED BY
October 26, 2015
DATE DRAFTED

APPROVE RELOCATION ORDER FOR CTH G (DOLLAR GENERAL DRIVE ACCESS)

1. WHEREAS, the Rock County Board of Supervisors approved an access for Dollar General Drive to the City of Janesville; and

2. WHEREAS, the City of Janesville has developed plans and specifications for the construction of modifications to CTH G and for an access intersection on CTH G for Dollar General Drive, in Sections 13 & 24 of the Town of Rock and City of Janesville; and

3. WHEREAS, the project requires purchase of right of way to complete the project.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of __________, 2015, in accordance with Wisconsin State Statute 32.05, does hereby approve a Relocation Order and related Right of Way Plat for the above referenced project; and

BE IT FURTHER RESOLVED that the Rock County Public Works Committee and Director of Public Works are authorized to enter negotiations for said interests and make minor modifications to the Relocation Order or Right of Way Plat that may become necessary during negotiations; and

BE IT FURTHER RESOLVED that the costs associated with acquiring said real estate interests shall be the total responsibility of the City of Janesville; and

BE IT FURTHER RESOLVED that said Relocation Order and Right of Way Plat shall be filed within twenty (20) days of adoption or modification with the County Clerk and at the Public Works Department.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Rusin, Chair
Brent Fox, Vice Chair
Eva M. Arnold
Brenton Driscoll
Rick Richard
FISCAL NOTE:

No fiscal impact to the County. The costs of acquiring any right of way will be the responsibility of the City of Janesville.

\[Signature\]
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 32.05, Wis. Stats.

\[Signature\]
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

\[Signature\]
Josh Smith
County Administrator
- EXECUTIVE SUMMARY -

APPROVE RELOCATION ORDER FOR CTH G
(DOLLAR GENERAL DRIVE ACCESS)

The design for the construction of a new access intersection for Dollar General Drive onto CTH G is nearly complete. To carry out the project, additional right of way and releases from utilities are required. While the design and construction of these improvements is the responsibility of the City of Janesville, the County has agreed to acquire certain interests in land in Sections 13 & 24 of the Town of Rock and City to facilitate an efficient legal process. Staff, consultant and acquisition costs will be reimbursed to the County by the City. This assures that the City can receive reimbursement for these costs through its Transportation Economic Assistance (TEA) Grant from the State. It is required by Statute that the County Board pass a relocation order as the first legal step in the process.

This resolution adopts a relocation order for the lands requested and delegates responsibility for implementation to the Public Works Committee and Director of Public Works.
RELOCATION ORDER

12.E.(4)  lpa1708  08/2011  (Replaces LPA3006)

Project G-2  Road name CTHG  Highway CTH G  County Rock

Right of way plat date  Plat sheet number(s)  Previously approved Relocation Order date
Four 1- Page TPP's

Description of termini of project: BEGIN RELOCATION ORDER:

At a point 1967 feet south, (286+00), and 75 feet west, more or less, of the Southeast corner of section 13, (also known as the Northeast corner of section 24 and station 305+67, more or less), Township 2 North, Range 12 East of the Fourth P.M., Town of Rock, County of Rock, Wisconsin; thence in a northerly direction 3,400 feet, more or less, to a point 1333 feet north, (319+00), and 152 feet west, more or less of the Southeast corner of section 13 aforesaid, being the point of terminus for this Relocation Order. Portions of this Relocation Order are situated in the City of Janesville.

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the highway designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Sections 83.07 and 83.08, Wisconsin Statutes, the County of Rock orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: County of Rock
3. This order supersedesore and amends any previous order issued by the:

Name and Title

Date
ORDINANCE

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Benjamin J. Coopman
DRAFTED BY

October 14, 2015
DATE DRAFTED

SUBMITTED BY

AMENDING CHAPTER 3 (PUBLIC PEACE AND ORDER)
OF THE ROCK COUNTY CODE OF ORDINANCES

The County Board of Supervisors of the County of Rock does ordain as follows:

Part 1 – Traffic Code, Sec. 3.103 – Specific Speed Limits, of the Rock County Code of
Ordinances shall be amended to read as follows (crossed out language being deleted and underlined
language being added):

(7) County Trunk Highway “G”
(e) 45 miles per hour, Towns of Rock and La Prairie, Rock County, from a point
0.61 1.00 mile south of the intersection with STH 11 northerly to the intersection of STH
11, for a distance of 0.61-mi (3200 feet) 1.00 mi (5,280 feet).

Respectfully Submitted:

PUBLIC WORKS COMMITTEE

Betty B Bussie, Chair

Brent Fox, Vice-Chair

Eva Arnold

Brenton Driscoll

Rick Richard

LEGAL NOTE:
The County Board is authorized to adopt this ordinance by majority
vote of a quorum, by Secs.59.02,
59.03(1) and 346.57, Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:
No fiscal impact.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator
Executive Summary
Amending Chapter Three of Ordinances
Specific Speed Limits - CTH G

On October 23, 2014, the Rock County Board of Supervisors approved amendments to the speed limits on many county trunk highways. These amendments included speed zone changes on CTH G between the City of Beloit city limits and City of Janesville city limits. This amendment was consistent with the speed zones planned for the CTH G reconstruction project. The project design provided a 45 mile per hour (mph) speed zone beginning 0.61 miles (3,200 feet) south of WIS 11 continuing northerly to the intersection of CTH G and WIS 11.

With the recently approved Dollar General Drive access on CTH G, adjustments to the speed zone are necessary.

Based on the plan for the Dollar General Drive access intersection, an extension of the speed zone from 0.61 miles (3,200 feet) south of WIS 11, to a point 1.00 mile (5,280 feet) south of WIS 11 is recommended.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY

Health Services Committee
SUBMITTED BY

Sue Prostko
DRAFTED BY

October 29, 2015
DATE DRAFTED

RECOGNIZING CONSTANCE LAMBERT FOR SERVICE TO ROCK HAVEN

WHEREAS, Constance Lambert has served the citizens of Rock County over the past 42 years, 4 months as a dedicated and valued employee of Rock County; and,

WHEREAS, Constance Lambert began her career with Rock Haven as a Certified Nursing Assistant on June 16, 1972; and,

WHEREAS, Constance Lambert also worked as a Physical Therapy Aide, she accepted an Environmental Service Worker position; and,

WHEREAS, Constance Lambert has worked diligently in that position until her retirement on November 2, 2015; and,

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

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ___ day of ___, 2015 does hereby recognize Constance Lambert for her 42 years, 4 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 Constance Lambert.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

J. Russell Podzilni, Chair
Billy Bob Grahn, Chair
Norvair Pleasant, Vice Chair
Terry Fell
Brenton Driscoll
Linda Garrett

COUNTY BOARD STAFF COMMITTEE

Sandra Kraft, Vice Chair
Betty Jo Bussie
Eva Arnold
Mary Mawhinney
Alan Sweeney
Henry Brill
Louis Peer
Terry Thomas
RESOLUTION NO. 15-11D-428

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Kathren Sukus
INITIATED BY

Public Safety and Justice
SUBMITTED BY

Kathren Sukus, Director
DRAFTED BY

October 13, 2015
DATE DRAFTED

RECOGNIZING JUDITH WALLANDER

WHEREAS, Judith Wallander has served the citizens of Rock County for over twenty-five (25) years as a loyal and dedicated employee of Rock County; and,

WHEREAS, Judith Wallander started her career with Rock County as a dispatcher for the Sheriff’s Office on August 27, 1990. Answering calls from citizens and dispatching public safety resources; and,

WHEREAS, on October 18, 1993, Ms. Wallander was hired as a telecommunicator for the newly formed county-wide consolidated 911 Center. On July 9, 2002 Judith was promoted to the position of shift supervisor; and,

WHEREAS, Ms. Wallander was an integral part of the Communications Center’s training program, filling the role of training coordinator since 2003. In this role Judy did an exemplary job of guiding trainers and trainees as well as making sure training documentation and learning materials were kept up-to-date and in order; and,

WHEREAS, Ms. Wallander will retire from public service on December 5, 2015.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _______ day of _________, 2015, does hereby recognize Judith Wallander for her twenty-five (25) years of service and wishes to express their sincere appreciation on behalf of Rock County along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver, Chair
Henry Brill, Vice Chair
Terry Fell
Brian Knudson
Larry Wiedehfeld

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair
Sandra Kraft, Vice Chair
Eva Arnold
Henry Brill
Betty jo Bussie
Mary Mackinney
Louis Peer
Terry Thomas

Absent
Absent
Absent
Absent
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

County Board Staff Committee INITIATED BY Annette Mikula, HR Director DRAFTED BY

County Board Staff Committee SUBMITTED BY

October 28, 2015 DATE DRAFTED

SETTING THE 2015 SALARY OF THE COUNTY ADMINISTRATOR

1 WHEREAS, the County Administrator’s current salary is $127,500.00; and,

2 WHEREAS, the County Board Staff Committee reviewed the County Administrator’s salary, other benefits, and the annual adjustments received by other County employees in 2015; and,

3 WHEREAS, the County Board Staff Committee recommends a 1.5% increase to the County Administrator’s salary and benefits effective January 1, 2015, which is consistent with adjustments for other County employees.

4 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled on this _____ day of __________, 2015 does hereby authorize that the County Administrator’s salary be adjusted by 1.5% effective January 1, 2015.

5 BE IT FURTHER RESOLVED, that the health insurance plan granted other Unilateral employees be continued.

6 BE IT FURTHER RESOLVED, that the dental plan available to Unilateral employees be continued.

7 BE IT FURTHER RESOLVED, that the current car allowance of $6,000 annually be continued and the current expense allowance of $2,000 annually be continued.

8 BE IT FURTHER RESOLVED, that the County continues to contribute annually to a deferred compensation program and the contribution in 2015 be $4,500.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

[Signatures of board members]

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Biehl

Betty J. Bussle

Mary Machinney

Lou Piel

Louis Peet

Alan Sweeney

Terry Thomas
LEGAL NOTE:
The County Board has the authority to take this action pursuant to 59.18(4) Wis. Stats.

Jeffrey S Kuglitsch
Corporation Counsel

FISCAL NOTE:

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Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:
Matter of policy.

Josh Smith
County Administrator