

**ORDINANCE  
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell  
INITIATED BY

Dave O'Connell, Human Resource Director  
DRAFTED BY

County Board  
Staff Committee  
SUBMITTED BY



June 18, 2014  
DATE DRAFTED

**AMENDING THE COUNTY'S PERSONNEL ORDINANCE**

1 **WHEREAS**, Act 10 and Act 32 of the 2011 Wisconsin State Legislature made numerous changes to Chapter  
2 111.70 of Wisconsin Statutes; and,  
3  
4 **WHEREAS**, those changes significantly impacted the County's traditional bargaining relationship with the  
5 unions representing Rock County Employees; and,  
6  
7 **WHEREAS**, many of the subjects which had traditionally been covered in collective bargaining agreements  
8 with general employee units are now covered in the Rock County Personnel Ordinance (Chapter XVIII) and  
9 Rock County Policies and Procedures (Section 5 of the Administrative Policy and Procedures Handbook); and,  
10  
11 **WHEREAS**, additional changes to the Ordinance are periodically suggested by Rock County managers in order  
12 to more effectively and productively manage County operations; and,  
13  
14 **WHEREAS**, the County wants to incorporate such a change to the Personnel Ordinance effective at 12:01 a.m.  
15 September 1, 2014.  
16  
17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this  
18 14 day of August, 2014 does hereby amend Chapter XVIII, the County's Personnel  
19 Ordinance, as follows:

**CHAPTER XVIII**

**PERSONNEL ORDINANCE**

**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 of the employees' choice
- (k) Any additional holiday granted by the County Board.
- (l) The County Administrator may designate additional holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair.

14-7A-067

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

51  
52 For employees not working the standard work schedule see the HR Policies and Procedures.

53  
54 The Director of Nurses, the Assistant Director of Nurses and Nursing Supervisors working in  
55 Rock Haven who are required to work a holiday; will be paid or granted compensatory time off at  
56 a rate of time and one half and receive an additional day in lieu thereof.

57  
58 The Youth Services Center Supervisors who are required to work a holiday, will be paid or  
59 granted compensatory time off at a rate of time and one half.

60  
61 For supervisors working at the 911 Communication Center, who are required to work on a  
62 holiday, they will be paid or granted compensatory time off at a rate of time and one half for all  
63 hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the  
64 holiday.

65  
66 Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.

67  
68 Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall  
69 be granted in lieu thereof.

70  
71 Regular part-time employees who normally work sixteen or more hours per week shall be paid for  
72 holidays which fall on days for which they would otherwise be scheduled to work, according to  
73 the number of hours for which they would be scheduled to work on that day.

74  
75 When a holiday falls within a period of leave with pay, the employee shall receive pay for the  
76 holiday.

77  
78 When a holiday falls within a pay period of leave without pay, the employee shall receive no pay  
79 for the holiday.

80  
81 In order to receive holiday pay, employees must normally be scheduled to work for not less than 4  
82 hours the regular workday before and not less than 4 hours the regular workday after the holiday,  
83 unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

84  
85 Floating holidays must be taken in whole day increments (pro rated for part-time employees).

86  
87 The floating holiday shall accrue to the employee effective any work shift starting on or after 4  
88 a.m. of January 1<sup>st</sup> of each year. During their first year of employment, Employees hired after  
89 November 30, will have until January 31 of the following year to use their floater from the  
90 previous year.

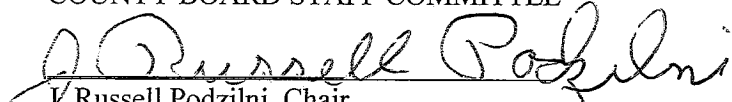
91  
92 The floating holiday may be taken upon at least ~~twenty-four (24) hours~~ 7 days advance notice  
93 prior to the beginning of the shift. The floating holiday request will normally be approved,  
94 however, it may be denied by the Department Head, even with a 7 day advance notice, if granting  
95 the request would put the department, division, unit, or shift below the minimum staffing needs of  
96 the department, division, unit or shift. A floating holiday with less than a ~~twenty-four (24) hours~~ 7  
97 day notice may be ~~taken granted~~ in an emergency circumstance at the discretion of the Department  
98 Head or his/her designee. Employees are strongly encouraged to use their floating holiday prior to  
99 the last payroll period of the calendar year.

AMENDING THE COUNTY'S PERSONNEL ORDINANCE


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Respectfully Submitted,

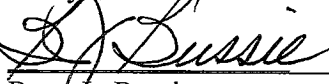
COUNTY BOARD STAFF COMMITTEE

  
J. Russell Podzilni, Chair

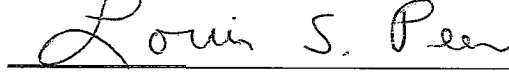
  
Sandra Kraft, Vice Chair


  
Eva Arnold

  
Henry Brill

  
Betty Jo Bussie

Absent  
Mary Mawhinney

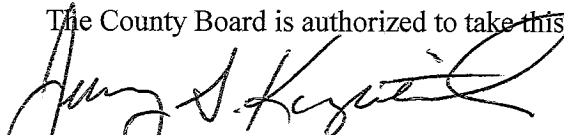
  
Louis Peer

  
Alan Sweeney

Vacant  
Kurtis Yankee

LEGAL NTOE:

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

  
Jeffrey Kuglitsch  
Corporation Counsel

FISCAL NOTE:

No fiscal impact.

  
Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator