

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health  
INITIATED BY

Board of Health  
SUBMITTED BY



Amy Spoden, Acting HR Director  
DRAFTED BY

March 17, 2015  
DATE DRAFTED

**CONFIRMATION OF APPOINTMENT OF  
HEALTH OFFICER**

- 1 **WHEREAS**, the current Health Officer, Karen Cain will be retiring on April 10, 2015; and,
- 2
- 3 **WHEREAS**, the County has conducted a recruitment effort to fill the job of Health Officer; and,
- 4
- 5 **WHEREAS**, the candidates were screened with the most qualified being interviewed; and,
- 6
- 7 **WHEREAS**, the County Administrator has appointed Marie-Noel Sandoval, who has been recommended by
- 8 the Board of Health.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 11 9 day of April, 2015, confirms the appointment of Marie-Noel Sandoval, as Health Officer in
- 12 accordance with the attached conditions of employment.

Respectfully Submitted,

BOARD OF HEALTH

Sandra Kraft  
Sandra Kraft, Chair

Louis S. Peer  
Louis Peer, Vice Chair

Richard Bostwick  
Richard Bostwick

Greg Addie  
Greg Addie

Keith Konkol, MD  
Dr. Keith Konkol

Dean Peterson DVM  
Dr. Dean Peterson, DVM

ABSENT  
Eric Grsens RPh

Judith Wage  
Judith Wage

Connie Winter, DDS  
Connie Winter, DDS

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni  
J. Russell Podzilni, Chair

Sandra Kraft  
Sandra Kraft, Vice Chair

Eva Arnold  
Eva Arnold

Henry Brill  
Henry Brill

Betty Jo Bussie  
Betty Jo Bussie

Absent  
Mary Mawhinney

Louis S. Peer  
Louis Peer

Alan Sweeney  
Alan Sweeney

Terry Thomas  
Terry Thomas

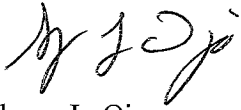
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CONFIRMATION OF APPOINTMENT OF HEALTH OFFICER

Page 2

FISCAL NOTE:

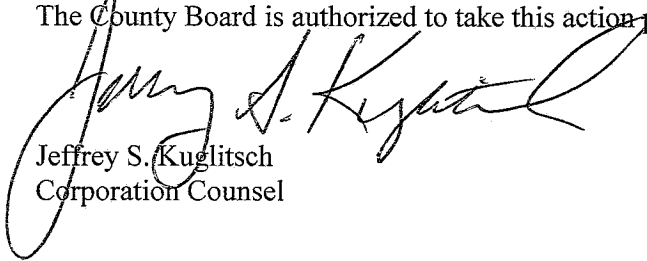
Sufficient funds are available in the 2015 Health Department budget for the cost of this position.



Sherry L. Oja  
Finance Director

LEGAL NOTE:

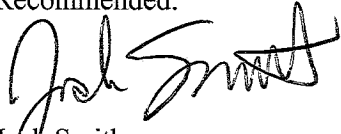
The County Board is authorized to take this action pursuant to sec. 59.22 ( 2 ), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

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# COUNTY OF ROCK, WISCONSIN

## Employment Services Agreement

THIS AGREEMENT, made and entered into by and between the County of Rock (hereinafter referred to as "EMPLOYER") and Marie-Noel Sandoval (hereinafter, "EMPLOYEE"),

### WITNESSETH:

WHEREAS EMPLOYER whose address is c/o County Administrator, 51 South Main Street, Janesville, WI 53545, desires to obtain the services of Marie-Noel Sandoval to serve as Health Officer,

WHEREAS EMPLOYEE, whose current address is W181 Hillendale Drive, Oconomowoc, WI, 53066 is able and willing to serve as Health Officer;

NOW, THEREFORE, in consideration of the promises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, EMPLOYER and EMPLOYEE do agree as follows:

1. **CONDITIONS OF EMPLOYMENT; GENERAL PROVISIONS.** Employment of EMPLOYEE is subject to the general supervision and shall be conducted pursuant to the orders, advice and direction of the County Administrator and be governed by the terms and conditions of Chapter 18 of the Rock County Ordinance, except as to the terms and conditions that are herein modified. Employment is further subject to EMPLOYEE's compliance with and implementation of policies established from time to time by EMPLOYER in the exercise of its lawful authority. EMPLOYEE shall perform such other duties as are customarily performed by one holding the same or similar positions in other governmental organizations or businesses which provide similar services. EMPLOYER reserves to the County Administrator the right to require EMPLOYEE to render such other and unrelated services and duties as may be assigned from time to time by the County Administrator.

2. **DUTIES OF EMPLOYEE; GENERAL PROVISIONS.** EMPLOYEE agrees to perform lawfully, faithfully, industriously, competently, dutifully and to the best of EMPLOYEE's ability, all of the duties that may be required of EMPLOYEE pursuant to the express or implied terms of this agreement, to the level of satisfaction that the County Administrator may reasonably require.

3. **DUTIES OF EMPLOYEE; JOB DESCRIPTION.** The duties of EMPLOYEE shall include but not be limited to those expressly stated or implied in the job description for the position, as may be revised from time to time by EMPLOYER as circumstances change, and as set forth in applicable state statutes. This paragraph is further subject to the right of assignment reserved to the County Administrator, as set forth in paragraph 1 hereof.

4. **DUTIES OF EMPLOYEE; OFFICIAL ACTS OF COUNTY BOARD.** The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in the ordinances, resolutions or motions of EMPLOYER's county board or any of its committees acting within the scope of their lawful authority.

5. **DUTIES OF EMPLOYEE; DIRECTIVES OF COUNTY ADMINISTRATOR.** The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in orders, directives, or rules of the County Administrator.

53 6. TERM OF AGREEMENT. The term of this agreement shall be a period of 1 year,  
 54 commencing at 8:00 a.m., Monday, April 13, 2015, and expiring as of Midnight, April 13, 2016,  
 55 unless earlier terminated under other provisions of this agreement or by operation of law.  
 56

57 7. NONRENEWAL OF AGREEMENT. At its expiration this agreement shall not be considered  
 58 renewed unless extended in writing by mutual agreement of the parties. If it is the County  
 59 Administrator's intention not to renew this agreement, the County Administrator will attempt to give  
 60 EMPLOYEE three (3) months advance written notice of the intent not to renew this agreement,  
 61 provided, however, that failure to give such notice shall create no obligation on EMPLOYER to  
 62 continue EMPLOYEE's employment beyond the expiration date of this agreement. The County  
 63 Administrator may extend EMPLOYEE's employment on a month-to-month basis for a period not to  
 64 exceed 3 months, pending renewal of this agreement.  
 65

66 8. EMPLOYEE'S RESPONSIBILITIES; ETHICAL CONSIDERATIONS. EMPLOYEE shall at  
 67 all times observe and comply with all ethical obligations imposed or required by constitution, statute,  
 68 ordinance or other provision of law and shall at all times conduct EMPLOYEE's personal affairs in  
 69 such a manner as to avoid a conflict of interest or appearance of conflict and in accordance with the  
 70 duties and responsibilities of public officials. During normal work hours EMPLOYEE shall at all times  
 71 devote all of EMPLOYEE's time, attention, knowledge and skills solely to the interests of the  
 72 EMPLOYER, and EMPLOYEE shall never use EMPLOYEE's position or confidential information  
 73 gained in such work position for EMPLOYEE's personal gain, either directly or indirectly.  
 74

75 9. EMPLOYEE'S RESPONSIBILITIES; CONFIDENTIAL INFORMATION. EMPLOYEE shall  
 76 not at any time or in any manner, either during the term of this agreement or thereafter, either directly  
 77 or indirectly divulge, disclose or communicate to any person any confidential information gained in  
 78 the performance of EMPLOYEE's duties except as otherwise required or compelled by law.  
 79

80 10. EMPLOYEE'S RESPONSIBILITIES; EXCLUSIVE EMPLOYMENT. EMPLOYEE agrees to  
 81 remain in the exclusive employ of EMPLOYER throughout the term of this agreement. The term  
 82 "exclusive employ" shall not be construed to prohibit occasional teaching, writing or consulting which  
 83 is performed on EMPLOYEE's time off and which does not affect EMPLOYEE's job performance,  
 84 subject to prior approval of the County Administrator.  
 85

86 11. HOURS OF WORK. The usual and customary hours of business of EMPLOYER are from  
 87 8:00 a.m. to 5:00 p.m., Monday through Friday, however, as a managerial employee, EMPLOYEE  
 88 shall have as a condition of employment a job to perform and shall work such hours as are  
 89 necessary to accomplish the tasks assigned to EMPLOYEE.  
 90

91 12. EVALUATION AND GOALS. At least annually, the County Administrator or his or her  
 92 designee shall meet with EMPLOYEE to discuss job performance and to define goals and objectives  
 93 for both EMPLOYEE and EMPLOYER.  
 94

95 13. EMPLOYEE'S DUTIES; LIMITED CONTRACTING AUTHORITY. EMPLOYEE shall not  
 96 have the right to make contracts or commitments for or on behalf of EMPLOYER except as expressly  
 97 authorized in advance by statute, ordinance, or express written consent of EMPLOYER.  
 98

99 14. COMPENSATION OF EMPLOYEE; BASE COMPENSATION. EMPLOYER shall pay  
 100 EMPLOYEE, and EMPLOYEE shall accept from EMPLOYER in payment for EMPLOYEE's services,  
 101 direct compensation at a rate provided for in the Unilateral Pay Plan for the position occupied by the  
 102 EMPLOYEE.  
 103

104 15. COMPENSATION OF EMPLOYEE; COMPENSATION FOR EXPENSES. EMPLOYER  
 105 shall reimburse EMPLOYEE for all necessary expenses incurred in the service of EMPLOYER, in  
 106 accordance with Rock County ordinances and regulations on reimbursement of expenses, provided  
 107 that EMPLOYEE complies with all applicable provisions of law and Rock County ordinances and  
 108 procedures prior to incurring or claiming reimbursement for such expenses. It is expressly

109 understood that prior approval of the County Administrator is required for attendance at conferences  
110 held outside of Wisconsin and that attendance is further subject to the rules, regulations and  
111 ordinances applicable to managerial employees employed by the EMPLOYER.  
112

113 16. COMPENSATION OF EMPLOYEE; FRINGE BENEFITS. Except as otherwise set forth in  
114 this agreement, and in addition to the monetary compensation set forth above EMPLOYEE shall  
115 receive fringe benefits as are enumerated from time to time in resolutions and general ordinances of  
116 EMPLOYER, on the same terms as these are made available to non-represented managerial and  
117 professional employees of EMPLOYER.  
118

119 17. VACATION. EMPLOYEE shall receive twenty (20) days of vacation commencing with  
120 date of hire, April 13, 2015. Carry-over of unused vacation shall be allowed under such conditions  
121 as are contained in the Rock County Personnel Policy.  
122

123 18. COMPENSATION OF EMPLOYEE; TREATMENT OF DIRECT COMPENSATION FOR  
124 TAX PURPOSES. The direct financial compensation paid EMPLOYEE under this Agreement shall  
125 be treated as wages for federal and state tax purposes and for purposes of allowing EMPLOYEE to  
126 participate in the Wisconsin retirement system. EMPLOYEE recognizes that EMPLOYER will  
127 withhold taxes, Social Security and the like from direct compensation. EMPLOYEE shall be allowed  
128 to participate in EMPLOYER's deferred compensation program(s) and Section 125 Flexible  
129 Spending Account, at EMPLOYEE's option and to the extent permitted by law.  
130

131 19. TERMINATION OF AGREEMENT BY EMPLOYEE; NOTICE REQUIRED FOR  
132 RESIGNATION. This agreement may be terminated by EMPLOYEE on 30-days' written notice to  
133 the County Administrator. Any such notice, once accepted by the County Administrator, may not be  
134 withdrawn or rescinded. The fact that the County Administrator has asked EMPLOYEE for  
135 EMPLOYEE's resignation shall not invalidate any such resignation once tendered to, and accepted  
136 by, the County Administrator. Accrued but unused vacation and holiday time shall be paid out to  
137 EMPLOYEE upon resignation, provided sufficient notice as required above is received.  
138

139 20. TERMINATION OF AGREEMENT BY EMPLOYER; EMPLOYER'S RIGHT TO  
140 TERMINATE AT WILL. This agreement may be terminated, or any obligation of EMPLOYER under  
141 this agreement may be suspended, by the County Administrator at any time during its term, in the  
142 sole discretion of the County Administrator. EMPLOYEE shall be deemed to be an at-will employee  
143 of EMPLOYER who shall have no remedy or recourse in the event of disciplinary action, up to and  
144 including discharge.  
145

146 21. TERMINATION OF AGREEMENT BY EMPLOYER; DISCIPLINARY ACTION;  
147 PROCEDURE FOR DISCIPLINARY ACTION. All disciplinary action shall originate from the County  
148 Administrator and be accomplished by the County Administrator.  
149

150 22. EMPLOYER TO INDEMNIFY AND DEFEND EMPLOYEE FOR OFFICIAL ACTS.  
151 EMPLOYER shall indemnify, defend and hold harmless EMPLOYEE, in accordance with the  
152 requirements of s. 895.46, Wis. Stats. EMPLOYER reserves the right to compromise or settle any  
153 such litigation in any fashion deemed advantageous to EMPLOYER, regardless of whether  
154 EMPLOYEE consents thereto.  
155

156 23. CONSTRUCTION OF AGREEMENT; NO ASSIGNMENT. EMPLOYEE shall not assign or  
157 transfer any interest or obligation in this Agreement, whether by assignment or novation. It is  
158 expressly understood EMPLOYER will not consent to any assignment of EMPLOYEE's duties and  
159 obligations.  
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161 24. CONSTRUCTION OF AGREEMENT; SEVERABILITY. All parts of this agreement are  
162 severable from all other parts and invalidity of any part shall not operate to invalidate any other part.  
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25. CONSTRUCTION OF AGREEMENT; WISCONSIN LAW CONTROLS. It is expressly understood and agreed that in the event of any dispute between the parties, arising under this agreement, Wisconsin law shall control to the extent that it is not superseded by any applicable federal law.

26. CONSTRUCTION OF AGREEMENT; ENTIRE AGREEMENT. This Agreement constitutes the entire agreement of the parties and supersedes any and all negotiations of the parties relating to the subject matter hereof. Any prior employment agreement between the parties, together with any extension or renewal of such agreement, is likewise terminated and superseded by this Agreement. All of EMPLOYEE's rights, of any nature whatsoever, arising from, by or under any prior employment agreement between the parties are hereby compromised in their entirety.

IN WITNESS WHEREOF, EMPLOYER and EMPLOYEE have executed this agreement effective as of the day and date by which EMPLOYER's authorized representative and EMPLOYEE have affixed their respective signatures, as indicated below.

**FOR EMPLOYER:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Josh Smith, Rock County Administrator

**BY EMPLOYEE:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Marie-Noel Sandoval, Health Officer

**WITNESS:**

Date: \_\_\_\_\_

\_\_\_\_\_

ROCK COUNTY HUMAN RESOURCES  
51 S MAIN STREET  
JANESVILLE WI 53545  
(608) 757-5520

March 17, 2015

Marie-Noel Sandoval  
W181 Hillendale Drive  
Oconomowoc WI 53066

Dear Marie-Noel:

This will confirm our verbal offer of the Health Officer position with the Rock County Health Department. This appointment is based on the following terms of employment:

-Date of Employment: April 13, 2015 (contingent upon the Rock County Board of Supervisors approval of your appointment).

-Salary: \$40.07 per hour

-Benefits: All benefits as outlined in the Rock County Personnel Ordinance and Rock County Administrative Policy and Procedures for the Health Officer position with the exception of vacation. As discussed, the County Administrator is providing four (4) weeks which is included in the Employment Services Agreement

-Probationary Period: One (1) year ending April 12, 2016

-Computer Orientation: At 8:15am on **April 13, 2015**, report to the Health Care Center Ground Floor training room for computer orientation. This will take approximately 1 hour.

-Human Resources/Payroll Processing: At 9:30am on **April 13, 2015**, you will be sent to the Rock County Human Resource Office located at the Rock County Court House to complete processing. Please bring the enclosed papers with you to processing. (This processing may take a couple of hours to complete.) Please bring a letter stating that you are accepting the above stated position with the listed terms of employment.

-Verification of Employability: Verification of Employability is required by Federal Law. This will be checked by Human Resources **April 13, 2015**. Common forms include: Picture I.D. or Driver's License AND Social Security Card or Passport. It is important that you have both forms of identification. You cannot start work unless this authorization is completed.

Direct Deposit: All employees are required to do direct deposit. Please bring the enclosed form with you to processing. A voided check, deposit slip, or copy of a savings account statement must be attached to the form.

Retirement: We will need a copy of your social security card in order for you to be signed up for the retirement benefits. Please bring this along with you to processing. In order to qualify for Wisconsin Retirement Benefits, you must work for at least one full year and be expected to work at least 1,200 hours a year. The contribution rate for January 1, 2015 is 6.8% and has the potential for adjustments. If you have any questions on this matter, please contact me.

General Orientation: After Human Resource Processing, you will meet with the County Administrator.

Please feel free to call me if you have any questions. I hope you enjoy your new position with Rock County.

Sincerely,

  
Amy Spoden

Acting Human Resource Director

cc: Josh Smith  
Personnel File