

ROCK COUNTY, WISCONSIN



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – JUNE 12, 2018 – 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – May 22, 2018
5. Transfers
6. Review of Payments
7. Resolutions
 - A. Amending County Board Rule 1.B.
 - B. Reclassifying 0.6 FTE Position from Bachelor's Level Crisis Worker to Master's Level Behavioral Health Clinician
8. Updates
 - A. Update, Discussion and Possible Action on Town of Beloit Incorporation
 - B. Review and Possible Action on Policy 5.31, Overtime, Flex and After Hours Payments
9. Adjournment

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
00-0000-0063-29663	W C TRUST	P1800067	05/24/2018	MINUTE MEN HR MANAGEMENT OF WI	2,850.00
ISF-SELF INS PROG TOTAL					2,850.00

I have reviewed the preceding payments in the total **\$2,850.00**

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
01-1320-0000-63200	PUBL/SUBCR/DUES				
		P1800069	05/17/2018	JP MORGAN CHASE BANK NA	75.00
01-1320-0000-64200	TRAINING EXP				
		P1800069	05/17/2018	JP MORGAN CHASE BANK NA	549.00
COUNTY ADMINISTRATOR PROG TOTAL					624.00

I have reviewed the preceding payments in the total \$624.00

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63100	OFC SUPP & EXP	P1800069	05/17/2018	JP MORGAN CHASE BANK NA	6.42
03-1110-0000-63107	PUBL & LEGAL	P1800068	05/10/2018	BLISS COMMUNICATIONS INC	1,613.28
03-1110-0000-64201	CONVENTION EXP	P1800069	05/17/2018	JP MORGAN CHASE BANK NA	150.00
03-1110-0000-64904	SUNDRY EXPENSE	P1801681	05/31/2018	CENTERWAY FLORAL	46.50
COUNTY BOARD PROG TOTAL					1,816.20

I have reviewed the preceding payments in the total \$1,816.20

Date: _____ Dept _____

 Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
06-1620-0000-63100	OFC SUPP & EXP				
		P1800114	06/03/2018	STAPLES BUSINESS ADVANTAGE	305.55
06-1620-0000-63202	LAW BOOKS				
		P1800111	06/17/2018	STATE BAR OF WISCONSIN	51.38
		P1801580	06/17/2018	WISCONSIN SUPREME COURT	10.80
CORPORATION COUNSEL PROG TOTAL					367.73

I have reviewed the preceding payments in the total **\$367.73**

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS				
		P1800117	05/17/2018	JP MORGAN CHASE BANK NA	57.25
		P1800119	05/24/2018	WISCONSIN DEPARTMENT OF JUSTIC	252.45
		P1801492	05/03/2018	MERCY HEALTH SYSTEM	70.00
		P1801595	05/17/2018	WISCONSIN CHIEFS OF POLICE ASS	532.75
08-1420-0000-62119	OTHER SERVICES				
		P1801491	05/03/2018	TK GROUP INC	3,136.55
		P1801563	05/17/2018	OCCUPATIONAL HEALTH AND	158.91
		P1801642	05/24/2018	MERCY HEALTH SYSTEM	70.00
08-1420-0000-63100	OFC SUPP & EXP				
		P1800117	05/17/2018	JP MORGAN CHASE BANK NA	54.53
		P1801594	05/17/2018	AMC3 IDENTITY SOLUTIONS LLC	78.00
08-1420-0000-63200	PUBL/SUBCR/DUES				
		P1800117	05/17/2018	JP MORGAN CHASE BANK NA	334.00
		P1801630	05/24/2018	AMC3 IDENTITY SOLUTIONS LLC	110.00
08-1420-0000-64215	RECRUITMENT				
		P1801574	05/17/2018	DEPARTMENT OF ADMINISTRATION	175.00
08-1420-0000-64417	RH EXPENSES				
		P1800119	05/24/2018	WISCONSIN DEPARTMENT OF JUSTIC	44.55
HUMAN RESOURCES PROG TOTAL					5,073.99

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
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I have reviewed the preceding payments in the total \$5,073.99

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
14-1411-0000-64604	PROGRAM EXPENSE				
		P1800069	05/17/2018	JP MORGAN CHASE BANK NA	249.04
				ELECTIONS PROG TOTAL	<u>249.04</u>

I have reviewed the preceding payments in the total \$249.04

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
19-1910-0000-65103	PUBLIC LIABILITY				
		P1801611	05/24/2018	MARKLEY INVESTIGATIONS INC	33.00
		P1801669	05/31/2018	BLISS COMMUNICATIONS INC	135.97
		P1801713	05/31/2018	VEDDERPRICE PC	1,137.80
		PROPERTY & LIABILITY INSURANCE PROG TOTAL			<u>1,306.77</u>
19-1932-0000-64904	SUNDRY EXPENSE				
		P1800116	05/17/2018	JP MORGAN CHASE BANK NA	744.42
		P1801391	05/10/2018	PROFORMA PRINTWORKS	458.33
		EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL			<u>1,202.75</u>

I have reviewed the preceding payments in the total \$2,509.52

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
41-4453-4110-63306	MEALS	P1800069	05/17/2018	JP MORGAN CHASE BANK NA	122.23
SO.WI.REGIONAL AIRPORT-ADMIN PROG TOTAL					122.23

I have reviewed the preceding payments in the total \$122.23

Date: _____ Dept _____
Committee _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

RICK RICHARD
INITIATED BY



RICHARD GREENLEE
DRAFTED BY

COUNTY BOARD STAFF
COMMITTEE
SUBMITTED BY

MAY 15, 2018
DATE DRAFTED

AMENDING COUNTY BOARD RULE I. B.

1 WHEREAS, the County Board is required to elect a Chair and Vice Chair at its organizational
2 meeting held the first Tuesday following the Spring election in even numbered years; and

3
4 WHEREAS, it is of the utmost importance and in the public's interest to provide an opportunity
5 for the candidates for Chair and Vice Chair to address the Board as to their qualifications for the office of
6 Chair and Vice Chair in full view of the public at the organizational meeting of the County Board; and

7
8 WHEREAS, it is desirable for the Board Rules to guarantee each candidate such an opportunity.

9
10 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
11 assembled this ____ day of _____, 2018 hereby amends Rule I. B. of the Rules of Procedure of
12 the Rock County Board of Supervisors as follows:

13
14 RULE I

15 ...

16
17 B. The Chair and Vice Chair shall be elected biennially by the Board at the April
18 organizational meeting in even numbered years. After submission of nominations for
19 Chair and Vice Chair, but before the taking of any vote on the election of each officer, the
20 presiding official shall allow each candidate who has put forth his or her name, the
21 opportunity to address the Board as to his or her qualifications for, and desirability of
22 selection to the office that he or she is seeking. Such officers shall take office upon
23 election.

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Alan Sweeney

Henry Brill

Terry Thomas

Betty Jo Bussie

Bob Yeomans

Louis Peer

FISCAL NOTE:

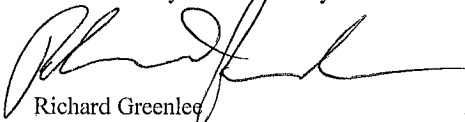
No fiscal impact.



Sherry Oja
Finance Director

LEGAL NOTE:

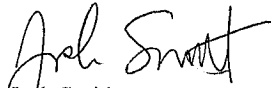
Pursuant to Rule X(C) of the Rock County Board of Supervisors Rules of Procedure, the Rules of Procedure may be amended by a 2/3 vote of all members present.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster
INITIATED BY

Human Services Board
SUBMITTED BY



Greg Winkler
DRAFTED BY

June 1, 2018
DATE DRAFTED

Reclassifying 0.6 FTE Position from Bachelor's Level Crisis Worker to
Master's Level Behavioral Health Clinician

- 1 **WHEREAS**, the Human Services Department requests that the County Board reclassify a Bachelor's
- 2 Level Crisis Worker position to a Master's Level Behavioral Health Clinician position; and,
- 3
- 4 **WHEREAS**, the Department believes there are programmatic and community service advantages to
- 5 Rock County by filling the position with a higher skill set employee; and,
- 6
- 7 **WHEREAS**, the addition of a Behavioral Health Clinician will reduce stress on other emergency
- 8 response agencies in the community; and,
- 9
- 10 **WHEREAS**, the addition of a Behavioral Health Clinician provides additional resource within Crisis for
- 11 clinical intervention and follow up with clients after the initial crisis has passed; and,
- 12
- 13 **WHEREAS**, this change is cost neutral in 2018 with a start date of July 1 since the position has been
- 14 open for several months.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 17 this _____ day of _____, 2018 does hereby reclassify the 0.6 FTE Bachelor's Level Crisis
- 18 Worker to a 0.6 Master's Level Behavioral Health Clinician based on the recommendation of the Human
- 19 Services Director and authorize the Human Services Department to fill the position.

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Ashley Kleven

Sally Jean Weaver-Landers, Vice Chair

Kathy Schulz

Stephanie Aegerter

Terry Thomas

Vicki Brown

Shirley Williams

Terry Fell

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Robert Yeomans

ADMINISTRATIVE NOTE:

Recommended.



Nick Osborne
Acting County Administrator

FISCAL NOTE:

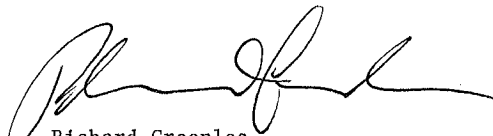
Funding from position vacancies will cover the cost of reclassifying this position.



Sherry Oja
Finance Director

LEGAL NOTE:

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



Richard Greenlee
Corporation Counsel

Reclassifying Position from Bachelor's to Master's Crisis Intervention Worker

This resolution authorizes the reclassification of a Bachelor's Level Crisis Worker to a Master's Level Crisis Worker. The reclassification advances our ongoing priority of improving services for clients by supporting a more clinical approach in our Crisis Services. This reclass is similar to approvals in March and June of 2017 and consistent with the strategy to change education requirements from Bachelors to Masters as positions become available.


The previous employee transferred from Crisis Interventions to Crisis Stabilization Services earlier this year leaving this position open. This resolution will reclassify the 0.6 FTE Bachelor's to a 0.6 FTE Master's position.

This action is cost neutral for the remainder of 2018 as the additional expense for a Masters Level clinician is more than offset by several months of the position being open.

ROCK COUNTY, WISCONSIN



County Administrator
51 South Main Street
Janesville, WI 53545
(608)757-5510
Fax (608)757-5511

DATE: May 31, 2018
TO: Ian Haas
Administrator, Town of Beloit
FROM: Josh Smith, County Administrator 
RE: Shared Revenue Utility Aid

Following our meeting on April 9 to discuss the possibility of negotiating a different allocation of shared revenue utility aid that would include a change in the County's official position opposing incorporation, the County Board Staff Committee met on two occasions to consider options. At its meeting on May 22, the Committee authorized me to share with you the Committee's interest in continuing to have discussions about the allocation of the shared revenue utility aid, if certain concerns could be addressed.

First, as we have discussed, the Committee is concerned regarding the enforceability of any agreement on the allocation of shared revenue utility aid between the Town and the County. Not only is there no statutory provision specifically allowing for such an agreement, future Town Boards could choose to allocate those funds differently without legal remedy for the County.

Second, there is concern that a bilateral agreement with the Town could damage the relationship between the County and the City of Beloit in a manner that would not be in the County's or the region's long-term interests.

Therefore, the Committee is interested in continuing negotiations with the Town as part of the overall discussions that include the City of Beloit in a way that would ensure the interests of all three parties can be satisfied. Although we did not discuss this when we spoke, this could also address the County's concerns about the enforceability of an agreement if terms related to shared revenue allocation could be incorporated into a boundary agreement. The County believes that its involvement, including introducing the shared revenue utility aid allocation among the parties into the negotiation, could be helpful in advancing the likelihood of a positive outcome.

Finally, please pass along our thanks to the Town Board for passing Resolution No. 18-19 to provide funds to Rock County due to the timing of incorporation.

I look forward to your response.

Overtime for Unilateral Employees.

Comp time used will not be considered as hours worked for the purpose of computing overtime.

- (A) Unilateral A employees are eligible for overtime compensation on a time and one-half basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.

- (B) Unilateral B Employees (those employees in the following job classifications) shall be eligible for overtime compensation on a straight time basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and the approval of the Department Head:

Assistant to the Information Technology Director
Communications Center Shift Supervisor
Computer Programmer/Analyst I
Computer Programmer/Analyst II
GEO Application Specialist
Materials & Environmental Services Manager
Mobility Manager
Network Support Administrator
Network Technician
Office Manager
Payroll Coordinator/Manager
Planner I
Planner II
Planner III
Public Safety Systems Manager
Public Works Accounting Supervisor
Public Works Superintendent
Sanitarian I

Senior Conservation Specialist
Shop Superintendent
~~Victim/Witness Coordinator~~
Victim/Witness Specialist

(C) Unilateral C employees, shall not be eligible for overtime. The only exceptions would be:

- (1) in the case of an employment services agreement, which contained such a provision; and
- (2) employees in the following job classifications who are eligible for overtime compensation on a time and one-half basis over forty hours per week:

Assistant Food Service Manager
Food Services Manager
Nursing Supervisor
Admission Nurse
YSC Supervisor

Full-time, FLSA exempt (salaried), employees classified as “Unilateral C” shall exercise discretion over the methods and manners in which they effectively utilize work time. Exempt employees are expected to average not less than forty (40) hours of work per week. They may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis, which means that “Unilateral C” employees shall take no more than eight (8) hours off per calendar week for hours worked in excess of forty (40) hours, without approval of their supervisor.

All employees shall keep accurate accounts of all hours worked, on time sheets promulgated by the County.

Flex time may be used contiguous to any other paid benefit time (vacation, sick leave, holiday, etc.).

Flex time is intended to allow some flexibility in work schedules. It is not intended to be an hour-for-hour exchange. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee.

Any violations or abuse of this Policy shall be reported to the Human Resources Director for appropriate disciplinary action, up to and including termination.

- (D) The accumulation of compensatory time off for unilateral employees shall not exceed eighty hours. Compensatory time must be taken in the calendar year in which it was generated or it will be paid out on the last paycheck of the calendar year.
- (E) Overtime for unilateral employees shall be approved in advance by a Department Head or supervisor and reviewed periodically by the Human Resources Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.
- (F) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.
- (G) Unilateral Employees in the classifications of Human Services Supervisors I and II assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive one hour of pay or compensatory time for each weekday and two hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday.
- (H) The Communication Center Operations Manager and the Information Technology employee who is on-call for the Communication Center shall receive four hours of pay for each week of on-call coverage.
- (I) Unilateral Employees in the classification of Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week in compensatory time off, or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.
- J) Employees in the Public Works Department in the classifications of Storekeeper, Public Works Superintendent, Shop Superintendent, and Assistant Public Works Director who is on call for Public Works shall receive four hours of pay for each week of on-call coverage.
- (K) A Council on Aging employee whose job requires the ability to be reached after hours for the transportation program will follow the procedure listed below:
 - a. After hours are designated as:
 - Monday, thru Friday 6:00 am to start of shift and end of shift to 6:30pm
 - Saturday 8:45am-6:30pm
 - b. Compensation for on-call hours will be paid as follows:
 - 1. The on call worker is compensated at a rate of \$3.50 per hour while on call.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

The following are exceptions to the County Ordinance, which provides for overtime compensation on a time and a one-half basis over forty hours per week. Comp time used will not be considered as hours worked for the purpose of computing overtime.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day or forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

(AFSCME 1077)

(Public Works) Employees shall be expected to respond to a call and report to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she works less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two hour period of time; further provided, that the aforesaid two hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any airport Employee required by management to carry a pager during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the pager.

(Facilities Management) Each regular full-time Employee shall receive time and one-half of his/her hourly wage rate for all hours worked in excess of eight hours per day, or forty hours per week. In the event an Employee is off duty and called in to work in excess of eight hours per day, he/she shall be paid a minimum of time and one-half for two hours.

Employees shall be expected to respond to a call to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she work less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two-hour period of time; further provided, that the aforesaid two-hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any Maintenance Staff at the Youth Services Center, Rock Haven, or the Jail that is required by management to carry a pager during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the pager.

(AFSCME 2489)

14.01 Section B. Each regular full-time employee shall receive time and one-half his/her hourly wage or time and one-half compensatory time off for all hours worked in excess of eight hours per day or forty hours per week; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

In order to accommodate Family Skills Specialists and Family Service Coordinators, who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(AMHS RH)

14.01 (E) Registered Nurses volunteering to pick up open shifts and/or volunteer to work on short notice as a result of call-offs, shall receive one and one-half times the regular rate of pay for such duty.

14.03 Overtime Pay.

1. All hours worked in excess of forty hours per week by regular full-time employees of the Social Work Division shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.
2. All hours worked in excess of eight hours per day, or forty hours per week, by members of the Nurses Division shall be compensated at the rate of time and one-half the regular rate of pay.

The only exception would be those Nurses assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Overtime pay may be taken in cash or time and one-half compensatory time off, at the option of the employee.

(AFSCME 1258)

C. Overtime and Comp Time: Time and one-half shall be paid for all time worked over eight hours per day and forty hours per week. The only exception would be those Full Time Employees assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Employees will be permitted to accumulate up to eighty hours of compensatory time. Employees may, with the Department Head's approval, elect to take compensatory time off. An employee may use compensatory time on weekend shifts, but only when they arrange for their own replacement to cover their shift at straight-time wages (except for the four hours of overtime that naturally occur in a regular twelve-hour shift). Up to forty (40) hours of unused compensatory time will be carried over into the following year. Each year, as of December 31, accumulated compensatory time in excess of forty (40) hours will be paid.

In order to accommodate non-crisis Psychiatric Technicians within the Human Services Department who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(SEIU NURSES)

Section B. Overtime. The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees governed by this labor agreement, if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the Assistant Director. Occasions where the most senior employees refuse such overtime work consistent with this provision, the least senior employee of the unit shall be required to perform the overtime work. Refusals shall not apply to required evening and weekend meetings.

All time worked in excess of forty (40) hours per week shall be paid at the rate of one and one-half times the employee's regular salary. When the employee is required to attend an evening or weekend meeting, this shall be considered overtime. Overtime compensation shall be paid in cash or compensatory time off at the rate of time and one-half as the employee may elect, with the approval of the Assistant Director. Employees shall be permitted to accumulate up to forty (40) hours of compensatory time in a "comp time bank". Each year, as of December 31, accumulated compensatory time in excess of twenty (20) hours will be paid on the next pay period.

Section C. An employee required by management to carry a pager shall be compensated at the rate of two dollars and fifty cents (\$2.50) per hour. If the employee is required to report to work while carrying a pager, the employee will be paid the greater of two (2) hours pay paid at time and one-half or pay for time actually worked paid at time and one-half. The employee shall also be reimbursed for mileage which is in excess of the distance which she/he travels from his/her residence to the Rock County Public Health Department at the mileage rate specified by the Internal Revenue Service. The two hour minimum pay provision shall apply only if the employee called into work is sent home prior to the commencement of his/her next regular schedule of daily work hours. Any employee will be required to carry a pager only in the event of an emergent public health need.

(YSC)

Employees working overtime shall be compensated at a rate of time and one-half the regular rate of pay, or time and one-half in compensatory time, at the option of the employee, not to exceed a total of sixty (60) hours in a calendar year, for any hours worked over eight and one half (8 ½) in one day or any hours worked outside of their normal 5/2 – 5/3 work schedule.

Please see Policy 5.04: Compensatory Time, for information regarding the use of comp time.

(AMHS HSD)

14.03. Overtime Pay.

1. For employees working an eight (8) hour day, all hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

For employees working a ten (10) hour day schedule, all hours worked in excess of ten (10) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

2. In order to accommodate the specified needs of an HSD client, or insure the fidelity of a treatment model for an HSD client and stay in compliance with state statutes with respect to the care, treatment or supervision of HSD clients, or as a means to prevent the removal of an adult, child or youth from the community, staff may sometimes need to report to work before or stay after their normally scheduled work hours.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day, the eight (8) hour overtime provision does not apply.

3. An employee who is designated for after-hours coverage is not eligible for time and one-half until the end of his/her regularly scheduled shift.

Child Protective Services Division

After-hours procedures for those employees whose job duties require carrying an after hours cell phone are generally as follows:

After hours are designated as:

Monday, 5:00 pm to Tuesday, 8:00 am	(15 hrs.)
Tuesday, 5:00 pm to Wednesday, 8:00 am	(15 hrs.)

Wednesday, 5:00 pm to Thursday, 8:00 am	(15 hrs.)
Thursday, 5:00 pm to Friday, 8:00 am	(15 hrs.)
Fri. 5 p.m.-Sat. 8 a.m.	(15 hrs.)
Sat. 8 a.m.-Sat. 5 p.m.	(9 hrs)
Sat. 5 p.m.-Sun. 8 a.m.	(15 hrs)
Sun. 8 a.m.-Sun. 5 p.m.	(9 hrs)
Sunday, 5:00 pm to Monday, 8:00 am	(15 hrs.)

The County will provide the designated after-hours cell phones to employees on call during after-hours.

An initial after-hours schedule will be established covering a minimum three (3) month period of time. Using seniority, employees within the Division who have been designated by the County as trained may sign up for after-hours duty on a daily or weekly basis for after-hours shifts during the scheduled period. The maximum number of days scheduled in succession will not exceed seven (7) days. For those trained employees who sign up for and keep at least one shift, will be exempt from being mandated to an assigned after-hours shift. If no employee signs up for a shift, employees who have not signed up and fulfilled a shift will be assigned on a rotating basis starting with the least senior qualified trained employee.

Employees who have the qualifications and training may be designated to respond to after-hours duties during their off hours will be paid at the applicable overtime rate.

Each documented Afterhours Access report involving a separate family will be compensated at a one hour minimum. Actual time over the hour will be compensated at time and one-half. Compensation for phone calls on currently open cases will be handled in the same manner.

A back-up pool of qualified and trained employees will be established to provide coverage if the employee scheduled is unavailable.

When an employee is off duty and directed to report to work by a supervisor outside of his/her normal schedule he/she will receive time and one-half of his/her hourly rate of pay for all hours actually worked. The two-hour minimum call-in provision may apply only if the employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours.

If an employee receives an off-duty phone call and performs services for the County without leaving home, the employee will receive time and one-half of his/her hourly rate of pay for all hours actually worked

In addition to the normal scheduled work hours, employees will be paid \$3.50 per hour for hours they are on call. Employees will be paid \$5.75 per hour for hours they are on-call on holidays. No employee will be required to take after hours duty for both Thanksgiving and Christmas holidays in the same year or for the same of those holidays in successive years.

Crisis Intervention

If a part-time employee is called in to cover a vacant shift, the employee shall be paid at a straight time rate until they reach eight (8) hours in a day. If he/she receives less than four hours advance notice of such assignment, he/she shall receive one and one-half his/her regular pay for their entire shift.

Compensation for on-call hours will be paid as follows:

- a. The on call Crisis worker is compensated at a rate of \$3.50 per hour while on call.
- b. The on call worker is compensated at a rate \$5.75 per hour on holidays while on call.
- c. The on call worker is compensated at straight time for the actual time worked on a documented call/response until they have worked eight (8) hours per day, or forty (40) hours in a week. Overtime hours will be compensated at a rate of time and one-half their hourly wage.