

ROCK COUNTY, WISCONSIN



Board of Supervisors
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**ROCK COUNTY BOARD OF SUPERVISORS' MEETING
THURSDAY, NOVEMBER 16, 2017 – 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
6. PUBLIC HEARING
 - A. Amending the County's Personnel Ordinance (First Reading)
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
 - A. Appointment to the Board of Health
 - B. Appointment to Veterans Service Commission
9. RECOGNITION OF COUNTY EMPLOYEES OR OTHERS
 - A. To Recognize the YWCA Rock County for 95 Years of Service
10. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
11. REPORTS
12. NEW BUSINESS
 - A. Supplementary Appropriations and Budget Changes - Roll Call
 - 1) Amending the 2017 Child Support Budget to Accept Additional Funding from the Wisconsin Department of Children and Families for Additional Expenditures Related to E-Filing

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12. NEW BUSINESS

B. Contracts – Roll Call

- 1) Awarding Contract for Courier Services
- 2) Awarding Contract for Copier Purchases & Copier Service Agreements 2018-2022
- 3) Authorizing Procurement of Accela System Software
- 4) Awarding Contract for Rental Services of Uniforms, Shop Towels and Walk-Off Mats for Facilities Management Department 2018-2020
- 5) Awarding Contract for Primary Gas Purchases
- 6) Authorizing Purchase of Patrol Squad and SWAT Truck
- 7) Awarding Contract for Uniforms, Shop Towels and Walk-Off Mats Department of Public Works Airport, Parks, Highway 2018-2020
- 8) Authorizing Purchase of Budgeted Network Servers

C. Extending the Deadline for the Workgroup to Study the High Nitrates Levels in Rock County's Groundwater

D. Authorizing Acceptance of Carol Miller Land Donation

E. Authorizing Purchase of Rye Farms Inc. Property and Amending the Department of Public Works – Parks Division Budget

13. ADJOURNMENT

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Annette Mikula
INITIATED BY

Amy Spoden, Human Resource Manager
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 8, 2017
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

- 1 **WHEREAS**, Rock County has an established Personnel Ordinance; and,
- 2
- 3 **WHEREAS**, it is good practice to review the personnel ordinance language on an annual basis; and
- 4
- 5 **WHEREAS**, certain additional changes have been suggested by Employees and Department Managers; and,
- 6
- 7 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance effective at
- 8 12:01 a.m. January 1, 2018.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 11 _____ day of _____, 2017 does hereby amend Chapter XVIII, the County's Personnel
- 12 Ordinance as follows:

**CHAPTER XVIII
Section 1: Objectives and Scope**

Authority
18.101

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

Purposes
18.102

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:
 - (1) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.
 - (2) To provide internally equitable and externally competitive compensation for all employees.
 - (3) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner.
 - (4) 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, marital status, military services, or outside use of lawful products or any other cause for discrimination as

17-11D-401

48 defined by law, except as allowable as a bonafide occupational requirement
49 and with proper regard for their rights as citizens.

- 50
51 (5) To protect employees against coercive political activities and to prohibit the
52 use of official authority for the purpose of interfering with or affecting the
53 result of an election or a nomination for office.

54
55 C. Provide a system of standardized titles and standardized class descriptions for the ef-
56 fective administration of personnel activities such as: manpower planning and
57 budgeting, standards of job performance, fair and equitable pay, valid selection and
58 recruitment programs, training programs and career development.

59
60 D. Provide a system to recruit and select the most qualified persons for positions in
61 County service. Recruitment and selection shall be conducted in an affirmative
62 manner to ensure open competition, provide equal employment opportunity, prohibit
63 discrimination based on the categories identified above to ensure that persons of
64 disadvantaged groups are fairly represented in the County workforce.

65
66 E. Provide an effective career development plan for qualified employees through
67 promotional opportunities in an environment free of discrimination.

68
69 Scope
70 18.103

71
72 THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT. The
73 provisions of this Ordinance do not vary or modify the at will employment relationship between the
74 employee and the County. Any individual may voluntarily cease employment upon proper notice and
75 may be terminated by Rock County at any time and for any reason. Any oral or written statements of
76 promises to the contrary are expressly disallowed and should not be relied upon by any prospective or
77 existing employee. The contents of this ordinance are subject to change at any time by action of the
78 County Board.

79
80 This Ordinance shall govern personnel administration for all employees and departments of the County
81 of Rock except:

- 82
83 (a) members of the Rock County Board of Supervisors;
84
85 (b) elected County Officials;
86
87 (c) members of boards, commissions, and committees (including citizens);
88
89 (d) persons employed to conduct temporary and special inquiry, investigation or
90 examination on behalf of the County Board, a committee thereof, or the County
91 Administrator;
92
93 (e) persons employed by employment services agreements or purchase of service
94 contracts, unless expressly included in said contract or agreement;
95
96 (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats.,
97 which shall be handled by the Public Safety and Justice Committee of the Rock
98 County Board of Supervisors in accordance with statute.
99

100 This Ordinance shall not be interpreted as infringing upon the Constitutional powers of Elected
101 Department Heads.

102
103 Collective Bargaining Agreements
104 18.104

105
106 This Ordinance applies to employees not covered by collective bargaining agreements and to employees
107 so covered when specific contracts are silent on a particular issue, or otherwise do not apply to the
108 contrary.
109

110	<u>Human Resources Section of the Administrative Policies and Procedures Manual</u>	
111		18.105
112	<hr/>	
113	The Human Resource Department shall develop a standard set of policies and procedures to administer	
114	the personnel system based upon the Policies established in this Ordinance. These policies and	
115	procedures shall be a part of the County's Administrative Policies and Procedures Manual. The	
116	Human Resource Policies and Procedures shall be subject to review and approval by the County Board	
117	Staff Committee.	
118		
119	The Ordinance shall take precedence over the Human Resource Policies and Procedures and	
120	Department Work Rules.	
121		
122	<u>Department Work Rules</u>	
123		18.106
124	<hr/>	
125	Nothing herein shall preclude an Appointing Authority from promulgating Department Work Rules	
126	covering topics not covered by this Ordinance or the Human Resource Department's Policies and	
127	Procedures. Work rules so promulgated must be consistent with this Ordinances and Human Resource	
128	Policies and Procedures.	
129		
130	<u>Non-Elected Department Heads</u>	
131		18.107
132	<hr/>	
133	Any non-elected Department Head hired shall be employed pursuant to a personal employment contract	
134	of up to two (2) years. Non-elected Department Heads serving on the date of adoption of this section may	
135	voluntarily negotiate a personal employment contract of up to two (2) years. Non-elected Department	
136	Heads shall continue to be at will employees and may be removed at the pleasure of the County	
137	Administrator. Removal of the Corporation Counsel by the County Administrator requires the	
138	concurrence of the County Board. The County Administrator shall remain the appointing authority for	
139	non-elected Department Heads. The personal employment contract covering the initial appointment of a	
140	non-elected Department Head is subject to approval by the County Board after action by the appropriate	
141	Governing Committee.	
142		
143	<u>Administrator Position</u>	
144		18.108
145	<hr/>	
146	The position of the County Administrator shall be included under the coverage of this Ordinance,	
147	except where there are exclusions or where this Ordinance conflicts with the resolution establishing the	
148	administrator form of government. In the case of any such conflict, the resolution shall control.	
149		
150	<u>Sheriff's Office Command Staff</u>	
151		18.109
152	<hr/>	
153	In addition to the benefits provided to other unilateral employees, if the following provisions of the	
154	labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such	
155	modifications shall be extended to the Chief Deputy (Resolution 93-12A-118); Commanders	
156	(Resolution 91-11D-118); and Captains (Resolution 09-1B-189).	
157		
158	• Education	
159	• Health insurance for retirees*	
160	• Life insurance	
161	• Retirement	
162	• Sick Leave Accumulation	
163	• Sick leave payout	
164	• Sick leave payment	
165	• Uniform allowance	
166	• Worker's compensation	
167		
168	*For Command Staff who are at least age 53 and retire after January 1, 2014, the County shall pay	
169	100% of the health insurance premiums for the applicable coverage for the retired and eligible	
170	dependents thru the end of the month before they turn 65.	

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Correctional Supervisor
18.109(a)

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.

Amendments
18.110

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

Management Rights
18.111

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.

Responsibilities and Authority
18.112

A. County Board. The County Board shall:

- (1) approve the annual County budget, including requests for personnel adjustments.

- 233 (2) review and approve County Personnel Ordinance and amendments.
234
235 (3) confirm department head appointments made by the County Administrator.
236
237 (4) delegate such duties to the County Board Staff Committee as
238 necessary.
239
240 (5) hear grievance appeals as outlined in Section 18.806.
241
- 242 B. County Board Staff Committee. The County Board Staff Committee shall:
243
244 (1) advise the County Administrator on matters concerning implementation of
245 Personnel Ordinance.
246
247 (2) review proposed Personnel Ordinance and amendments as developed and
248 recommended by the Human Resources Director and make
249 recommendations to the County Board for consideration and legislative
250 action.
251
252 (3) perform other related duties as assigned by the County Board.
253
- 254 C. County Board Governing Committees. Each Governing Committee shall:
255
256 (1) review all appointments made by the County Administrator as provided in
257 Section 18.112(d)(1) and make such recommendations to the Board as
258 appropriate.
259
- 260 D. County Administrator. Except as prohibited by State and Federal law, the County Administrator
261 shall:
262
263 (1) appoint and remove all Department Heads, subject to the provisions of
264 Section 18.107.
265
266 (2) advise the Governing Committee of the final interview schedule of the
267 best-qualified applicants. The Governing Committee may participate in
268 the scheduled interviews.
269
270 (3) submit terms of employment for Department Heads to the Governing
271 Committee for review before submission to the County Board.
272
273 (4) approve Personnel Ordinance prior to submittal to the County Board Staff
274 Committee and the County Board.
275
276 (5) apply appropriate disciplinary actions as defined in Section 18.1108 to
277 subordinate employees.
278
279 (6) approve new positions, reallocations, and upgrades of existing positions
280 subject to County Board approval.
281
- 282 E. Human Resources Director. The Human Resources Director under the authority of the County
283 Administrator shall:
284
285 (1) administer the Personnel Ordinance adopted by the County Board.
286
287 (2) establish, maintain and coordinate personnel transactions and records
288 management for all County employees and positions.
289
290 (3) establish and maintain a central personnel file for each County employee
291 showing name, title, salary, change in status, annual performance ratings
292 and such pertinent information as may be necessary for effective personnel
293 administration and for compliance with Federal and State laws.
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- (4) advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.
 - (5) notify the payroll section of all relevant changes.
 - (6) review appointments and removal of personnel to County positions pursuant to Section 18.607.
 - (7) maintain complete employment and performance records of all County employees.
 - (8) establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.
 - (9) make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.
 - (10) develop and maintain the Classification Plan.
 - (11) develop and administer the recruitment and selection program.
 - (12) establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.
 - (13) monitor temporary and overtime assignments.
 - (14) approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the re-employment 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.

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- (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 budget.

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.

- 420 (3) conduct performance reviews of all immediate subordinate employees on
421 no less frequent than an annual basis.
422
423 (4) administer discipline to employees as necessary.
424
425 (5) conduct first step grievance hearings as may be necessary under Section
426 18.806, and adjust such grievances as may be appropriate.

427 Section 2: Classification Plan

428 Development and Administration

429 18.201

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432 The Human Resources Director shall be responsible for the overall development and administration of the
433 Classification Plan, in cooperation with Department Heads, key staff employees and other appropriate
434 resources. The County Administrator position shall be an unclassified position.

435 Position Description

436 18.202

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439 Each employee shall have an accurate position description that describes the knowledge, skills and
440 abilities necessary to do the work of that position; goals of the position and job tasks to accomplish the
441 goals; and identifies the essential job functions.

442 Allocation of New Positions

443 18.203

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446 The Human Resources Director shall allocate new positions that have been approved by the County
447 Board to one of the classifications in the Classification Plan. If a suitable class does not exist, the
448 Human Resources Director shall establish a new classification. An appropriate pay range for the
449 classification shall be assigned subject to the approval of the County Board Staff Committee, and
450 confirmation of the County Board unless otherwise established through the budgetary process.

451 Abolition of Unnecessary Classifications

452 18.204

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455 When it is determined that a classification or classifications are no longer useful or appropriate, the
456 Human Resources Director shall inform the County Board Staff Committee that such classes have been
457 abolished.

458 Reclassification Requests

459 18.205

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461
462 A reclassification is the re assignment of a position from one existing class to another class to
463 recognize a change in the duties and responsibilities of a position. Reclassification is considered a
464 promotion.

465
466 Persons in positions reclassified shall normally be advanced to the step with the next highest dollar
467 amount in the new pay range. Future step increases will be paid according to the employee's new
468 employee group or pay grid. In unusual circumstances, the reclassified individual may be placed in a
469 higher step upon approval of the Human Resources Director and the County Administrator.

470
471 Reclassification requests shall normally be contained within the annual budget. In such situations,
472 prior to approval of the budget, the Human Resources Department shall audit the position and make a
473 written recommendation to the County Administrator who shall then recommend approval or denial of
474 reclassification requests. If a reclassification request is denied, the position shall not be reconsidered
475 for reclassification until there is a significant change in the duties and responsibilities of the position.
476 If, in exceptional cases, duties of a position change during a budget year, the County Board may
477 approve a reclassification request upon the performance of a job audit and the recommendation of the
478 Human Resources Director and County Administrator and with the confirmation of the County Board
479 Staff Committee.
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Reallocation Requests
18.206

A reallocation is the re assignment 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. Future step increases will be paid according to the employee's new employee group or pay grid. 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 red-circled 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.

Reorganization of Department
18.207

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.

Position Description Questionnaires/Job Audits
18.208

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.

Review of Classification Plan
18.209

~~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.~~

Underslotting
18.210

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.

Section 3: Recruitment and Selection

Recruitment
18.301

542 The Human Resources Director shall develop and conduct an active recruitment program designed to
 543 meet current and projected County manpower needs.

544

545 Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield
 546 qualified candidates.

547

548 (a) Job Announcements and Publicity.

549

550 Human Resources shall issue job announcements and otherwise publicize
 551 vacancies as may be appropriate. Job vacancies shall be formally announced for a
 552 minimum of five working days prior to the closing date for filing applications.
 553 Depending upon the vacancy and the scope of the recruitment process, this period
 554 may be adjusted accordingly. The Human Resources Director may also initiate
 555 continuous recruitment programs for any class of positions. (See HR Policies and
 556 Procedures.)

557

558 (b) Application Form.

559

560 All applications for employment shall be made on forms prescribed by the Human
 561 Resources Director. The Human Resources Director may require proof of
 562 application statements.

563

564 (c) Rejection of Applications.

565

566 Human Resources may reject any application if the applicant:

567

568 (1) does not meet the minimum qualifications established for the position.

569

570 (2) provides any false or misleading information in the application process.

571

572 (3) is physically, mentally or otherwise unable to perform the duties of the
 573 position, with or without a reasonable accommodation, as permitted under
 574 applicable State and Federal laws.

575

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

578

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

581

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

584

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

587

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

590

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

593

594 (e) Human Resources may select only the best qualified applicants for screening and
 595 final consideration.

596

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

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Relocation Expense

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18.302

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

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 614 Selection
 615 18.303

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

621
 622 (a) Selection Devices.

623
 624 Human Resources shall be responsible for determining when formal selection devices are to be used to
 625 screen applicants for job vacancies which may include, but need not be limited to a review of training
 626 and experience, work sample and performance tests, practical written tests, physical fitness
 627 examinations, and background and reference inquiries. In the development of selection devices,
 628 Human Resources shall confer with Department Heads, consultants, or others familiar with the
 629 knowledge, skills and abilities required and specific devices to best measure these factors.

630
 631 (b) Confidentiality.

632
 633 Formal selection materials shall be known only to the Human Resources Director and to other
 634 individuals designated. Every precaution shall be exercised by all persons participating in the
 635 development and maintenance of materials to ensure the highest level of integrity and confidentiality.

636
 637 Eligibility Lists
 638 18.304

639
 640 Human Resources shall be responsible for establishing and maintaining eligibility lists as may be
 641 necessary or desirable upon authorization of the department. An established eligibility list will be used to
 642 fill future vacancies for the same position. Before the next candidate on the eligibility list will be
 643 considered, internal vacancies or new positions will be posted on bulletin boards throughout the county
 644 per policy. In filling job vacancies or new positions, employees within the department with the vacancy
 645 will be given consideration. Both internal and external candidates may be considered. All candidates
 646 must successfully complete a reference and background screen before final selection.

647
 648 (a) Layoff List for unilateral employees.

649
 650 An employee laid off or demoted in lieu of layoff may be considered for re-
 651 employment when a vacancy occurs for which he/she is qualified. Human
 652 Resources shall notify said employee of any vacancy arising in the same job from
 653 which the employee was laid off. Said employee shall make application for the
 654 vacant position. Once application is made, the laid off employee shall participate
 655 in a competitive hiring process and, if most qualified, shall be required to accept
 656 an offer of employment for the position within 10 days of said offer. Failure to
 657 make application or accept an offer of employment for the position from which the
 658 employee was laid off shall result in the forfeiture of notification rights for future
 659 openings.

660
 661 (b) Open Competitive and Promotional Eligibility.

662
 663 Human Resources may establish and maintain such open competitive and
 664 promotional eligibility lists of applicants who have qualified for a particular job or
 665 class of County positions.

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(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.

Human Resources 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.
- (2) 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 or appointing authority.
- (6) is disqualified for employment under County policies or state law.
- (7) factors covered under Section 18.301.

- (e) Human Resources shall notify each candidate in writing of his/her removal from an eligibility list. The candidate may appeal his/her removal from an eligibility list and, at the discretion of the Human Resources Director, the candidate may be reinstated.

Certification and Appointment
18.305

Whenever a vacancy in County employment is to be filled, the appointing authority shall submit a request to Human Resources to provide names of eligible candidates.

Appointment of Eligible Candidates.

The appointing authority shall make an appointment from among the names submitted by Human Resources. 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 Human Resources and Hiring Manager.

Probationary Period
18.306

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.

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- (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, Relief Staff, and Project Staff, will not be permitted to apply for other positions until they have completed twelve 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 in advance and in writing by the current 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.
 - (8) Probationary employees, who have not completed their initial twelve (12) month probationary period, who are either promoted or demoted to another position will be required to serve a new one year probationary period starting from the date of their new position.

Part-time and Seasonal Employment

18.307

770
771 When possible, employment shall be on a full time year round basis. However, when it is determined
772 to be in the best interest of the County, part-time and seasonal employees may be hired.

Temporary Appointments

18.308

776
777 Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is
778 available or if the eligible candidates are not available for temporary work, Human Resources may
779 authorize the appointment of a qualified individual. The acceptance or refusal by an eligible candidate
780 of a temporary appointment shall not affect the candidate's standing on the eligibility list for regular
781 appointment.

Double Fill of Positions

18.309

785
786 Any request for hiring in excess of the budgeted personnel roster must be approved by the County
787 Board. This would include cases where the Department Head requests an overlap of personnel for

788 more than one payroll period in order to train the new employee. The request should be approved by
789 the governing committee and County Board Staff Committee prior to submission to the Board.

790

791

Other Appointments May Follow Ordinance

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18.310

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794

Nothing herein shall preclude an appointing authority from filling those positions not covered by this
795 Ordinance in a manner consistent with it.

796

Section 4: Salary Administration

797

798

Pay Plans

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18.401

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801

The Pay Plans shall include the schedules of pay ranges for all County employees.

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

805

806

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

808

809

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

811

812

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

814

815

Development and Administration

816

18.402

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818

The Human Resources Director shall be responsible for the development and administration of the Pay
819 Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of pay.

820

When appropriate, the Human Resources Director shall recommend necessary amendments to the
821 County Board Staff Committee, which shall become effective upon approval of the County Board.

822

823

Linkage

824

18.403

825

826

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

831

832

Entrance Pay Rate

833

18.404

834

835

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

839

840

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

843

844

In Range Increment

845

18.405

846

847

In range increments shall be based on satisfactory work performance and length of service in a class.

848

Such increments shall not be granted automatically. Whenever an employee is promoted, their annual

849 pay increments (step increase) shall be based on the length of service in that range or class. The
 850 employee shall have an overall performance evaluation of "satisfactory" or "meets expectations" or
 851 higher in order for an in range increment to be granted. If the rater plans to recommend the denial of
 852 an in grade salary increment, the report shall be discussed with the Human Resources Director prior to
 853 review with the employee. The performance of the employee will be evaluated in accordance with
 854 procedures outlined in Section 7 of this Ordinance.

855
 856 Productivity/Incentive Awards

857 18.406

858
 859 Extraordinary productivity/incentive awards may be granted in recognition of exceptional performance in
 860 addition to an employee's regular pay. Recommendations for such pay shall be initiated by the employee's
 861 supervisor and/or Department Head, reviewed and approved by the Human Resources Director, County
 862 Administrator, appropriate Governing Committee and the County Board Staff Committee. Specific
 863 guidelines for the administration of the Productivity/Incentive Awards Program shall be the responsibility
 864 of the Human Resources Director to establish and maintain subject to approval by the County
 865 Administrator and County Board Staff Committee. Such requests shall be in writing and supported by
 866 evidence of the following:

- 867
 868 (a) The employee has personally conceived and suggested a procedure or device
 869 which has resulted in substantially greater operating efficiency or in a marked
 870 decrease in operating expenses; or,
 871
 872 (b) The employee has performed extensive collateral duties or has continually
 873 completed difficult work assignments, which significantly increased the efficiency
 874 and effectiveness of his/her department's program or the County service.
 875
 876
 877

878 Seasonal Employment

879 18.407

880
 881 Seasonal employees shall be compensated on an hourly basis at a rate established within the parameters
 882 of the annual budget as determined annually by the Human Resources Director.
 883

884 Temporary Employment

885 18.408

886
 887 Temporary employees shall be compensated by placing them on a step in the appropriate salary
 888 schedule.
 889

890 Should a non-regular employee be reclassified as a regular employee in the same job, he/she shall be
 891 advanced in pay to the appropriate salary rate of his/her classified position. His/her total time of
 892 continuous employment including his/her temporary employment, shall be counted as part of his/her
 893 probationary period.
 894

895 Pay Rate Adjustments

896 18.409

897
 898 The following actions shall affect the pay status of an employee:
 899

900 (a) Transfer

901
 902 When an employee is transferred from one class to another with a common pay
 903 range, he/she shall continue to receive the same pay rate.
 904

905 (b) Promotion

906
 907 When an employee is promoted from one class to another having a higher pay
 908 range, he/she shall normally advance to the pay step in the new range which is

909 immediately above his/her former rate of pay. In unusual circumstances, the
 910 promoted individual may be placed in a higher step upon prior approval of the
 911 Human Resources Director and the County Administrator.
 912

913 (c) Demotion

914
 915 When an employee is demoted for any reason, the Human Resources Director shall
 916 consult with the supervisor(s) involved to decide the pay for the re-assignment. In
 917 no case will it exceed the maximum of the pay range of the job to which the
 918 employee is demoted.
 919

920 (d) Reinstatement

921
 922 When an employee is reinstated to his/her former job he/she shall normally be paid
 923 the same pay step as before leaving. When the employee is reinstated to a job with
 924 a lower pay range, the Human Resources Director shall decide on the new pay rate
 925 in accordance with the employee's experience and qualifications. In no case, will it
 926 exceed the maximum of the pay range to which the employee is assigned.
 927

928 (e) Compensation During Temporary Assignment

929
 930 In a situation where an employee is assigned all of the duties of a higher
 931 classification anticipated to be for a period in excess of ten (10) consecutive
 932 working days, the employee will be assigned a temporary pay rate in the range of
 933 the higher classified position. Payment for hours over 8 in a day or 40 a week
 934 will be paid according to the FLSA status of the higher position. Such pay will be
 935 for the period of the temporary assignment. Temporary assignments must be
 936 approved by the Human Resources Director. An employee who is temporarily
 937 assigned to a position with a lower pay range, for any period, shall not receive a
 938 reduction in pay. No such temporary assignment shall exceed six months unless
 939 approved by the County Administrator upon recommendation of the Human
 940 Resources Director.
 941

942 Overtime

943 18.410

944
 945 "Unilateral A" employees earn overtime at time and one half over 40 hours per week.
 946

947 "Unilateral B" employees earn overtime at straight time over 40 hours per week.
 948

949 "Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act (FLSA), do not
 950 earn overtime.
 951

952 For additional policies and procedures regarding overtime for unilaterals and other employees see the
 953 HR Policy and Procedure Manual.
 954

955 Red Circled Classifications

956 18.411

957
 958 Employees in classifications that are to be red circled will be frozen at their current salary until the
 959 salary of the pay range to which they are assigned equals or exceeds their rate of pay. Employees,
 960 whose classification has been red circled, shall receive one half of the across the board increase granted
 961 to employees until the salary of the pay range to which they are assigned equals or exceeds their rate of
 962 pay.
 963

Section 5: Fringe Benefits

Holidays

18.501

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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.

Unilateral A Positions 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.

Pool/Relief of Unilateral A positions who are required to work a holiday will be paid 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

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

Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day 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. Employees need to use the floating holiday before December 31 of each calendar year. If the floating holiday is not used by December 31, the floating holiday will be

1026 forfeited. During their first year of employment, Employees hired after November 30, will have until
 1027 January 31 of the following year to use their floater from the previous year.

1028
 1029 The floating holiday may be taken upon at least 7 days advance notice. The floating holiday request
 1030 will normally be approved, however, it may be denied by the Department Head, even with a 7 day
 1031 advance notice, if granting the request would put the department, division, unit, or shift below the
 1032 minimum staffing needs of the department, division, unit or shift. A floating holiday with less than 7
 1033 day notice may be granted in an emergency circumstance at the discretion of the Department Head or
 1034 his/her designee. Employees are strongly encouraged to use their floating holiday prior to the last
 1035 payroll period of the calendar year.

1036
 1037 Health and Dental Insurance

1038 18.502

- 1039
 1040 A. The County shall pay that portion of the employee's health insurance as is approved by the
 1041 County Board.
 1042
 1043 B. For non-represented employees hired after September 1, 2009 into positions with an
 1044 FTE of 0.5 or greater but less than 1.0 FTE Rock County will provide single coverage
 1045 health insurance. If the employee chooses to select employee and spouse, employee
 1046 and child, or family coverage, the employee will pay a pro-rated share of the premium
 1047 difference between single coverage and the coverage of their choice based on their FTE
 1048 [CB Resolution 14-12A-170].
 1049
 1050 C. Part-time employees who are normally scheduled to work less than twenty hours per week
 1051 are not eligible for County health and dental benefits. Employees who normally work
 1052 twenty hours or more per week are eligible to receive dental insurance and health benefits.
 1053 Part-time employees may participate in vision insurance at their own cost provided it is
 1054 allowable under the plan rules in effect at the time of participation.
 1055
 1056 D. Employees retiring from the County who are eligible for a WRS annuity may retain their
 1057 insurance coverage under the County's group policy if they pay the premium.
 1058
 1059 F. Dental coverage will be provided consistent with coverage and copayments as set by the
 1060 County Board. Eligibility for coverage shall be governed by the policy issued by the
 1061 carrier/administrator. The employer shall pay 60% of applicable premium of the lowest
 1062 cost available plan and the employee shall pay the remainder of the applicable premium.

1063
 1064 Life Insurance

1065 18.503

1066
 1067 Regular full-time employees are eligible for group life insurance in an amount equal to the next highest
 1068 thousand dollars of their annual salary. ~~Unless they specifically waive such coverage~~ Once an employee
 1069 has elected coverage, a portion of the premium shall be deducted monthly from their regular salary as
 1070 approved by the County Board. Regular part-time employees are also eligible if they work enough hours
 1071 in a year to qualify for Wisconsin Retirement System coverage.

1072
 1073 Retirement

1074 18.504

1075
 1076 Retirement benefits are administered by the State of Wisconsin Retirement System (WRS). The benefits
 1077 are governed by applicable State statutes and regulations.

1078
 1079 Unemployment Compensation

1080 18.505

1081
 1082 County employment is covered by Wisconsin Unemployment Compensation laws.

1083
 1084 Vacation

1085 18.506

1086

1087 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after
 1088 one year of continuous service. Thereafter, he/she shall earn one additional day per year
 1089 for each year of continuous employment to a maximum of twenty two days. Employees
 1090 shall continue to earn vacation until the employee's length of service would provide
 1091 additional vacation under paragraph (b) below, at which time they shall be placed on that
 1092 schedule.

1093
 1094 (b) Unilateral employees hired after January 1, 2008, shall earn vacation according to
 1095 the following schedule:
 1096

Completed Years of Service	Unilateral A & B	Unilateral C
1 year	10 Days	15 Days
2 Years	11 Days	15 Days
3 Years	12 Days	15 Days
4 Years	13 Days	15 Days
5 Years	14 Days	20 Days
6 Years	15 Days	"
7 Years	16 Days	"
8 Years	17 Days	"
9 Years	18 Days	"
10 Years	19 Days	25 Days
11 Years	20 Days	"
12 Years	21 Days	"
13 Years	22 Days	"
14 Years	22 Days	"
15 Years	22 Days	"
16 Years	22 Days	"
17 Years	23 Days	"
18 Years	24 Days	"
19 Years	25 Days	"

1097
 1098 Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six
 1099 months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six
 1100 months. Any time used between six (6) months and one year, will result in a
 1101 reduction of the days available after one year. (Example: a Unilateral B employee uses 2 days after six
 1102 months but prior to his one year anniversary date, that person would have 8 days to use after completing
 1103 one year of service. $10 - 2 = 8$.)

1104
 1105 (c) Vacation schedules for non unilateral employees are contained in the HR Policies and
 1106 Procedures manual.

1107
 1108 (d) Credit for years of service may be awarded to an employee based on years of prior related
 1109 experience plus years of service with the County. Prior related experience shall be
 1110 determined by the Human Resources Director and the Corporation Counsel, and will only
 1111 be awarded for service in jobs that are substantially related to the work performed for the
 1112 County. This service credit shall be awarded at the time of initial employment, or at the
 1113 time promoted into a new employee group.

1114
 1115 (e) An employee shall take earned vacation time within the twelve month period immediately
 1116 following eligibility. Earned vacation time not taken within the designated twelve month
 1117 period shall be forfeited, unless the Department Head and Human Resources Director
 1118 specifically approves the carryover of an employee's vacation, in writing, due to an
 1119 inability of the employee to utilize the time requested to be carried over because of work
 1120 requirements or other legitimate reasons; or paid out according to HR Policy and
 1121 Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by
 1122 the employee in writing prior to his or her anniversary date, or within ten weeks of his or
 1123 her anniversary date, and shall state with specificity the reason for the request. Failure to
 1124 make a timely request shall result in the vacation being forfeited.
 1125

- 1126 (f) The amount of vacation days deferred shall not exceed the number of vacation days that
1127 the employee earns on that anniversary date. Vacation may be granted in advance only
1128 upon the approval of the Department Head and the Human Resources Director.
1129
- 1130 Department Heads shall establish work and vacation schedules with the first consideration
1131 to be given to the efficient operation of the department. Senior employees in terms of
1132 length of service shall be given vacation schedule preferences when practicable. Deferral
1133 of vacation for the County Administrator shall be at the discretion of the County Board
1134 Staff Committee.
1135
- 1136 (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation
1137 time on a pro rata basis directly proportionate to the amount of time worked in relation to
1138 the normal full time employment period. Part-time employees whose regular workweek is
1139 less than sixteen hours shall not earn vacation credits.
1140
- 1141 (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits
1142 to cover the period of absence, earned vacation time may be used for this purpose if the
1143 employee or employer so elects.
1144
- 1145 (i) Upon separation, an employee shall be paid for the unused portion of his/her
1146 accrued vacation credits provided the employee has completed ~~six~~ twelve consecutive
1147 months of service, except as modified by the rules governing resignation without
1148 sufficient notice.
1149
- 1150 (j) An employee who moves from one position to another in the County service, by
1151 transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation
1152 leave in the new position.
1153
- 1154 (k) An employee who moves from one an employee group to another employee group in the
1155 County service, by transfer, promotion or re-assignment, will have their vacation
1156 entitlement determined by a number of factors (i.e. years of service, FTE previously
1157 worked, entitlement under new employee group, etc.).
1158
- 1159 (l) An employee, whose appointment status is changed from temporary to regular
1160 status without a break in service, shall receive vacation credits from the date of his/her
1161 original appointment to temporary status.
1162
- 1163 (m) No credit for vacation leave shall be granted for time worked by an employee in
1164 excess of his/her normal workweek.
1165
- 1166 (n) Vacation credits shall not be earned by an employee during a leave of absence
1167 without pay, a suspension without pay, or when the employee is otherwise in a non-
1168 compensable status, should such period without pay exceed thirty working days in any
1169 calendar year.
1170
- 1171 (o) There shall be charged against accrued vacation only those days on which an
1172 employee normally would have worked. In the event a legal holiday falls within the
1173 vacation period, the holiday shall not be charged against vacation.
1174
- 1175 (p) Use of vacation time must be approved in advance by the Department Head or his
1176 or her designee. Use of vacation by appointed Department Heads must be
1177 approved in advance by the County Administrator.
1178
- 1179 (q) All vacation shall be utilized in not less than thirty minute increments.
1180
- 1181 (r) Unilateral "C" employees whose position has been moved to Unilateral "A" will have
1182 their vacation allotment frozen at current level until the employee's length of service
1183 would provide additional vacation under the Unilateral "A" schedule.
1184
1185

Workers Compensation

18.507

1186
1187
1188
1189 Worker compensation benefits will be provided in accordance with applicable statutory provisions and
1190 administrative codes.

1191
1192 Rock County strives to insure all work assignments are performed safely and work areas are
1193 maintained in a safe manner. The County promotes a light duty program for injured employees on
1194 worker compensation. All on the job accidents must be reported to the Human Resources Director or
1195 his/her designee immediately and proper forms must be completed in full.

1196
1197 Any employee, who is receiving worker's compensation, may at the employee's option, take sufficient
1198 sick leave or vacation to make up the difference between the worker's compensation payment and his/
1199 her regular wage. When the employee's sick leave and/or vacation account is exhausted, he/she shall
1200 receive worker's compensation payments only. If an employee is on worker's compensation for a
1201 period of twelve (12) months, that employee shall have his/her earned vacation paid out, unless the
1202 employee asks for deferral of vacation payout in writing.

Leave of Absence Policy (Non FMLA)

18.508

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1205
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1207
1208 The County Administrator or the Department Head after consulting with the Human
1209 Resources Director, may grant a regular employee leave without pay for a period up to one year except for
1210 an educational leave, subject to the following conditions:

1211
1212 (1) Leave without pay may be granted when it is in the best interest of the
1213 County to do so. Requests for leave of absence shall be approved prior to
1214 the taking of such leave. When such leave is requested as an extension of
1215 sick leave, an acceptable physician's certificate shall be required.

1216
1217 (2) At the expiration of a leave without pay, the employee shall be reinstated
1218 to the position he/she vacated or to an equivalent position which is vacant
1219 at the time, provided the employee meets the stated qualifications. If there
1220 is not a suitable vacancy available, the employee's name shall be placed on
1221 an appropriate reinstatement list.

1222
1223 (3) Credit toward vacation and sick leave shall not be earned after 30 days
1224 while an employee is on leave without pay. Insurance benefits may be
1225 retained according to HR Policy and Procedure.

1226
1227 (4) Leave without pay shall not constitute a break in service; however, if the
1228 employee is absent more than thirty days during a calendar year, it shall
1229 change the employee's anniversary date.

1230
1231 When a leave of more than thirty (30) consecutive days is taken, the
1232 employee's anniversary date shall be moved ahead by the total number of
1233 days of the leave.

1234
1235 (5) A return to work earlier than the scheduled termination of leave date may
1236 be arranged by the supervisor and the employee, with the approval of the
1237 Human Resources Director.

1238
1239 (6) Employees on leave of absence from the County may not be employed
1240 full time elsewhere. Employees holding employment elsewhere during a
1241 leave of absence shall be deemed to have voluntarily resigned from
1242 employment with Rock County.

1243
1244 (7) If an employee is unable to return to work on the date stipulated, he/she
1245 may submit a written request to extend the leave of absence, subject to the
1246 approval of the County Administrator or Department Head and the HR
1247 Director. If, on the date following the expiration of the leave of absence, an

1248 extension is not requested and granted and the employee has not returned
 1249 to his/her position, the employee shall be considered to have voluntarily
 1250 resigned from County employment.

1251

1252 (8) Unauthorized Absence. It is recognized that there may be extenuating
 1253 circumstances for unauthorized absence, and due consideration shall be
 1254 given each case. However, an employee who is absent from duty without
 1255 approval shall receive no pay for the duration of the absence, and shall be
 1256 subject to disciplinary action, which may include dismissal.

1257

1258

Bereavement Leave

1259

18.509

1260

1261 In the event of a death an employee may be excused from work without loss of pay for up to a maximum
 1262 of thirty-two (32) hours annually for the purpose of attending a person's wake, visitation, memorial
 1263 service, funeral, or make necessary arrangements regarding the person's death, within a reasonable time
 1264 after the occurrence.

1265

1266 If additional time is required beyond the thirty-two (32) hours annually, an employee may request to use
 1267 accumulated vacation, holiday or comp-time. Sick leave cannot be used.

1268

1269 Bereavement leave cannot be accrued from one year to the next.

1270

1271 Bereavement leave can be used in increments of quarter hours.

1272

1273 All leaves under this section shall be prorated based upon the employee's FTE.

1274

1275

Jury Duty

1276

18.510

1277

1278 Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from
 1279 his/her regular and normal daily schedule of working hours with pay, for such jury service provided
 1280 such employee shall remit to Employer all fees received from the Clerk of Courts for such service, and
 1281 further provided that no claim for overtime pay or compensatory time off shall be made by such
 1282 employee as a result of his/her jury services. If a second or third shift employee is selected to serve on a
 1283 jury panel, the employee will not be required to work their next scheduled shift, if such shift begins on
 1284 the same calendar day. If the employee does not remit the fee, he/she shall be considered to be on
 1285 leave of absence without pay while performing jury duty. The County shall pay a reasonable amount
 1286 for the difference if the employee has to pay parking fees and reimbursement from the Court does not
 1287 fully cover the fee.

1288

1289 Should an employee not be selected to serve on a jury panel, the employee will report back to work
 1290 within one hour of dismissal by the court.

1291

1292 If the employee chooses not to return to work, they may use available benefit time to take the rest of the
 1293 day off. Sick Leave cannot be used.

1294

1295

Medical Leave

1296

18.511

1297

1298 Employees requiring a leave of absence for a period of medical disability shall request the leave in
 1299 accordance with HR Policy and Procedure. Employees are entitled to medical leave in accordance with
 1300 applicable Federal and State laws and HR Policy and Procedures. Any leave granted under this section
 1301 will run concurrently with State and Federal FMLA.

1302

1303

Military Leave

1304

18.512

1305

1306 An employee who leaves the service of the County to join the military forces of the United States
 1307 during time of war or other national emergency, or who is drafted into the military service at any time,
 1308 shall be granted military leave without pay, such leave to extend through a date ninety days after being
 1309 relieved from such service. Proof must be filed with the Human Resources Director. Such employee

1310 shall be restored to the position which he/she vacated or to a comparable position with full rights and
 1311 without loss of seniority or benefits accrued and not taken while serving in the position he/she
 1312 occupied at the time the leave was granted, provided that application is made to the Human Resources
 1313 Director within ninety days after the date of his/her honorable discharge, or fifteen days after rejection,
 1314 and is physically and mentally capable of performing the work of his/her former position. Failure of an
 1315 employee to notify the County within this time period of his/her intention to return to work shall be
 1316 considered as a termination of his/her employment. Leave will be granted in compliance with State
 1317 and Federal law.

1318
 1319 Military Reserve Leave

1320 18.513

1321

1322

- (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.

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- (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.

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- (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.

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1360

Non Work Related Witness or Personal Litigation

18.514

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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

18.515

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

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- (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~~ three 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
 - (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.
 - (5) A supervisor may identify a potential problem with an employee's sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to:
 - 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.

1434 The Department Head or Human Resources Director may require an
 1435 employee to take a medical examination on returning from sick leave or on
 1436 such occasions that it is in the best interest of the County. The medical
 1437 examination shall be given by a physician designated by the Human
 1438 Resources Director.

1439
 1440 The Department Head or the HR Director may investigate the alleged
 1441 illness of an employee absent from work on sick leave. False or fraudulent
 1442 use of sick leave shall be cause for disciplinary action against the
 1443 employee, up to and including dismissal.

1444
 1445 (6) An employee on vacation who presents an acceptable medical certificate
 1446 giving the dates of illness may have that portion of his/her vacation leave
 1447 converted to sick leave.

1448
 1449 (7) Sick leave shall be debited in no less than quarter hour units.

1450
 1451 (8) No credit for sick leave shall be granted for time worked by an employee in
 1452 excess of his/her normal workweek.

1453
 1454 (9) A regular employee who moves from one department to another by
 1455 transfer, promotion or demotion shall have his/her total sick leave credits
 1456 transferred to the new department.

1457
 1458 (10) Unilateral employees who resign or retire with ten or more years of con-
 1459 tinuous service shall be paid for one half of the accumulated sick leave
 1460 days, not to exceed a total of sixty-five days. In the event of the death of
 1461 an employee, the County shall make the same sick leave payment to the
 1462 employee's estate. In the event of a discharge, the employee will not
 1463 receive this benefit.

1464
 1465 Subpoenaed Witness

1466 18.516

1467
 1468 When subpoenaed to appear before a court, public body, or commission in connection with County
 1469 business on regular work time, the employee shall be paid at his her regular rate of pay and the employee
 1470 shall remit his/her fee to the County.

1471
 1472 Employees who are off duty and are subpoenaed to appear in court as a result of their work assignment
 1473 shall receive a minimum of two hours pay at the rate of time and one half. If the employee is required by
 1474 the court to be present in court for time over and above the minimum, the employee will be paid at the
 1475 rate of time and one half. Employees shall be reimbursed for mileage costs incurred because of court
 1476 appearances required under this provision. Employees shall sign and turn over to the County any and all
 1477 fees and reimbursements paid because of court appearances resulting from their work assignment.

1478
 1479 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off duty time and are not
 1480 notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to the time
 1481 scheduled for appearance, shall be paid two hours of pay at their regular rate of pay. There shall be a
 1482 maximum of two (2) canceled subpoenas per day.

1483
 1484 Training/Educational Leave

1485 18.517

1486
 1487 Employees may be granted a full time leave of absence without pay to further their education for a period
 1488 not to exceed eighteen months if it is determined to be in the best interest of the County.

1489
 1490 At the expiration of the leave, the employee may be reinstated to his/her position if it is available or an
 1491 equivalent position if one is available and if it is determined to be in the best interest of the County.

1492
 1493 For language covering leaves with pay, see HR Policies and Procedures.

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Voluntary Public Service Leave

18.518

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

18.519

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.

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Section 6: Conditions of Employment

Communications and Confidentiality

18.601

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 cannot 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

18.602

Except for the salary or compensation received from the County, no County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his/her own business activity, accept private employment or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of the employees official duties or would impair his/her independence or judgment or action in the performance of the employee's official duties. Such employment, business activity or service shall not be engaged in or promoted during normal working hours for which such employee is being remunerated by the County and such employment, business activity or service shall not involve the use of County facilities or materials. No employee shall use or disclose "privileged information" gained in the course of or by reason of the employee's official position or activities. Failure to comply with these conditions shall be considered grounds for discipline up to and including immediate dismissal.

County Administrator (Tenure)

18.603

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)

18.604

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

County Residence

18.605

1568 Key County officials, as determined by the County Administrator, shall reside in the County.

1569

1570

Demotions

1571

18.606

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1573 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be voluntary.

1574 Demotions must be approved in advance by the Human Resources Director.

1575

1576

Discipline/Investigations

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18.607

1578

1579 The purpose of discipline is correcting job behavior and performance problems of employees.

1580 Employees shall be informed of standards of conduct and performance. All staff must notify their

1581 immediate supervisor within twenty-four (24) hours of all arrests and convictions for any ordinance

1582 (other than minor traffic violations), misdemeanor or felony violations that may impact their ability to

1583 complete the essential functions of their position.

1584

1585 No disciplinary action will be taken until a thorough investigation has been completed. Employees

1586 under investigation shall have the right to representation during the investigatory process. The

1587 employee will be allowed to have a representative of their choice who is not a supervisor or manager

1588 within Rock County. The representative will be limited to listening and advising the employee but will

1589 not be allowed to speak in place of the employee. Unilateral employees other than Department Heads

1590 shall be allowed to have a representative of their choice who has equal or less authority than they do.

1591 Employees may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules

1592 and standards shall be consistently applied. Penalties shall be uniform and shall match the infraction.

1593 Persons administering corrective discipline shall systematically document the case. Records of written

1594 reprimands, suspensions, demotions and terminations shall be provided to Human Resources and kept

1595 in the employee's personnel file. Written reprimands will remain in effect for a period not to exceed

1596 one year, and at the end of such period shall be removed from the employee's personnel file. Records

1597 of suspension shall remain in the Employee's personnel file for a period of two years and at the end of

1598 such period shall be removed from the Employee's personnel file. (This section does not necessarily

1599 apply if the employee is represented by an attorney.)

1600

1601 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the

1602 County Administrator before such actions are taken. In the event that the immediate dismissal action is

1603 required and the HR Director or the County Administrator cannot be reached, the employee shall be

1604 suspended with pay pending investigation.

1605

1606

Disciplinary Action (Grounds for)

1607

18.608

1608

1609 The following shall be grounds for disciplinary action ranging from a written reprimand to immediate

1610 discharge depending upon the seriousness of the offense in the judgment of management:

1611

1612 (a) Dishonesty or falsification of records.

1613

1614 (b) Use, possession, distribution, selling, or being under the influence of alcohol or

1615 illegal drugs while on Rock County premises or while conducting business

1616 related activities off Rock County premises. The legal use of prescribed drugs is

1617 permitted on the job only if it does not impair an employee's ability to perform

1618 the essential functions of the job effectively and in a safe manner that does not

1619 endanger other individuals in the workplace.

1620

1621 (c) Unauthorized use or abuse of County equipment or property.

1622

1623 (d) Theft or destruction of County equipment or property.

1624

1625 (e) Work stoppages such as strikes or slowdowns.

1626

1627 (f) Insubordination or refusal to comply with the proper order of an authorized

1628 supervisor.

1629

- 1630 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent
1631 laws, ordinances and regulations.
1632
1633 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or
1634 repeated attempts to use unpaid leave when the employee does not have benefit
1635 time available.
1636
1637 (i) Use of official position or authority for personal or political profit or advantage.
1638
1639 (j) Disregard or repeated violations of safety rules and regulations.
1640
1641 (k) Incompetence, unprofessional or poor work performance.
1642
1643 (l) Discrimination because of race, color, creed, national origin, marital status, sex,
1644 sexual orientation, or any other grounds prohibited by State or Federal law.
1645
1646 (m) Violations of Section 18.601 "Communications and Confidentiality".
1647
1648 (n) Failure to call in or report to work.
1649
1650 (o) Sleeping during scheduled work hours.
1651
1652 (p) Being disrespectful or bullying in dealing with fellow employees or the general
1653 public.
1654
1655 (q) Failure to exercise good professional judgment and/or failure to conform to the
1656 County's or your Department's goals and mission.
1657

1658 Other circumstances may warrant disciplinary action and will be treated on a case by case basis.
1659

1660 Exit Interview

1661 18.609

1662
1663 An exit interview shall be conducted when possible with every employee who is separating from County
1664 employment regardless of his/ her length of service, position or circumstances or separation.
1665

1666 Gifts and Gratuities

1667 18.610

1668
1669 No County employee shall use their position to solicit or accept for himself/herself or another person any
1670 gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan
1671 or any other thing of monetary value. This does not include acceptance of loans from banks or other
1672 financial institutions on customary terms of finance for personal use, such as home mortgage loans, the
1673 acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance
1674 of an award for meritorious public or personal contributions or achievements.
1675

1676 Harassment

1677 18.611

1678 It is the policy of Rock County that all employees should be able to enjoy a work environment free from
1679 all forms of harassment. Employees who engage in harassment not only hurt others, but they also expose
1680 both themselves and the County to potential legal liability. Consequently, Rock County will not condone
1681 or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected
1682 officials, vendors, or members of the public, if that conduct violates the right of someone else to be free
1683 from harassment. County employees who violate this policy will be subject to appropriate discipline, up
1684 to and including termination. (See HR Policies and Procedures for a detailed description of the
1685 procedures employees should follow in regard to this policy.)
1686

1687 Hours of Work

1688 18.612

1689
1690 The normal workweek for County employees shall be forty hours per week. Most County employees
1691 work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some County services are

1692 provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule, some County employees
 1693 may have different work schedules which are designated in Department work rules.

1694

1695 Nonstandard work schedules may be approved by a Department Head, when doing so is in the interest of
 1696 County operations. Notice of nonstandard work schedules shall be made to Human Resources and
 1697 payroll.

1698

1699 Staffing needs and operational demands may necessitate variations in starting and ending times, days of
 1700 the week worked, as well as variations in the total hours that may be scheduled each day and week.

1701

1702 Employees included in Sections 18.1002, 18.011, and 18.1020 are considered salaried exempt employees.
 1703 These employees must cover a partial day taken off with paid vacation, sick leave or comp time (where
 1704 applicable). If the employee has insufficient paid time to cover the entire day off, the employee must take
 1705 the entire day off without pay.

1706

1707

1708

Layoffs

1709

18.613

1710

1711 The appointing authority may layoff an employee: a) whenever it is necessary to reduce the workforce for
 1712 any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has
 1713 exhausted all available leave options and is unable to return to work, c) when an employee has failed to
 1714 successfully complete their probationary period after a promotion or d) when an employee can no longer
 1715 perform the essential functions of the job.

1716

1717 In situation (a) above, no regular employees shall be laid off while there are temporary or probationary
 1718 employees serving in the same classification, in the same department. Layoffs shall be based on the needs
 1719 of the County.

1720

1721 The appointing authority shall notify each person laid off of all his/her rights. Regular employees shall
 1722 receive at least thirty (30) calendar days' notice prior to layoff in situation a) above. Layoff plans shall be
 1723 approved by the Human Resources Director before they are implemented.

1724

1725 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of service, but
 1726 in no case longer than two years.

1727

1728

Lunch Periods and Break Time

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18.614

1730

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(a) Lunch Periods.

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Lunch periods are normally scheduled midway in an eight hour shift. Lunch
 1734 periods shall not be longer than one hour nor shorter than thirty minutes.

1735

1736

(b) Break Time.

1737

1738

Employees may leave their workstation and return fifteen minutes later for two
 1739 breaks in an eight hour shift, one during the first four hours of their first shift, and
 1740 the second during the last four hours of their shift. Breaks not taken are lost.
 1741 Breaks cannot be accumulated or used to extend lunch periods or to shorten the
 1742 workday. Breaks must be used in 15 increments.

1743

1744

1745

Lunch periods and break times are to be arranged between the employee and
 1746 his/her supervisor or Department Head. Since most County offices remain open
 1747 continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the
 1748 Department Head's responsibility to assure that lunch periods and breaks are
 1749 scheduled so that adequate staff coverage is provided at all times.

1749

1750

Employees who are on a nonstandard work schedule or work 2nd or 3rd shift shall
 1751 follow Department Work Rules for lunches and breaks.

1752

1753 (c)The Lunch Period and Break Times cannot be combined to the start or end of the shift in order to
1754 come in late or leave early.

1755

1756

More than One County Position

1757

18.615

1758

1759

No person shall hold more than one full or part-time County position at the same time without written
1760 consent of the County Administrator.

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1762

Nepotism

1763

18.616

1764

1765

Members of immediate families shall not be hired or transferred into a position that would create a direct
1766 or indirect superior subordinate relationship. This policy does not include situations where the superior
1767 subordinate relationship would be incidental.

1768

1769

Outside Employment

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18.617

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1772

The County's policy on outside duties or employment shall be as follows: County employees may engage
1773 in outside employment, unless such employment conflicts with or affects the performance of their duties.
1774 Prior to engaging outside employment, the County employee must give written assurance prescribed by
1775 the Human Resources Director that said employment does not violate Section 18.602 of the Rock County
1776 Ordinance. The fact that an employee has reported outside employment does not mean that management
1777 has given its approval to that employment.

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Outside Services

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All fees, gratuities, honorarium or any other form of compensation for outside services performed during
1783 normal County work hours or while being paid by the County shall be turned over to the County and any
1784 such activities for which said compensation is paid shall be reported to the County Board Staff
1785 Committee. This subsection shall not be construed to apply to activities performed after regular work
1786 hours, or while an employee is on a bona fide vacation, or taking a floating or other holidays, or to part-
1787 time employees. Failure to comply with these conditions shall be considered grounds for discipline up to
1788 and including immediate dismissal.

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Payday

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Employees shall be paid biweekly on alternate Fridays, except when those days fall on a holiday in which
1794 case employees shall receive their pay on the day preceding the holiday. If an employee is on vacation or
1795 leave of absence, his/her pay shall be mailed to him/her upon request. (See HR Policy and Procedures.)

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Pre-Employment Physicals

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18.620

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1800

New full time and regular part-time employees may be required to pass a physical examination before
1801 they are employed. Such exams shall measure the individual's physical capabilities in terms of the job to
1802 be performed. When pre-employment physicals are required, they shall be conducted by a licensed
1803 physician at the County's expense.

1804

1805

Political Activity

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Employees are precluded from engaging in political activity that interferes with their normal work per-
1809 formance or is conducted during hours for which the employee is being paid by the County. Employees
1810 may not use County equipment or property for political purposes. Employees are specifically prohibited
1811 from using their County position or their official authority with the County for the purpose of directly or
1812 indirectly coercing any person to hold or contribute monetary or other types of assistance to any political
1813 candidate, party or purpose.

1814

1815 Under provisions of the federal Hatch Act, employees who are principally employed in an activity which
1816 is financed in whole or in part by federal loans or grants cannot:

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- (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;

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- (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

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Professional Liability Insurance

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

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Resignations

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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).

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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.

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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

18.624

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.

1876 The employer has established the following protocols for evacuation of the premises. When employees
 1877 are advised to evacuate the building, the employees should:

- 1878
- 1879 • Stop all work immediately.
 - 1880 • Contact outside emergency response agencies, if needed.
 - 1881 • Shut off all electrical equipment and machines, if possible.
 - 1882 • Walk to the nearest exit, including emergency exit doors.
 - 1883 • Exit quickly, but do not run. Do not stop for personal belongings.
 - 1884 • Proceed, in an orderly fashion, to a parking lot near the building.
 - 1885 • Do not reenter the building until instructed to do so.
 - 1886 • Employees must know the location of fire extinguishers, emergency exits
 1887 and first aid kits.

1888 Telephone

1889 18.625

1891 As a condition of employment, employees must have a telephone or a place of telephone contact.
 1892 Employees shall be requested to notify the Department Head of any change of name, address, telephone
 1893 number or contact place.

1894 Travel

1895 18.626

1898 The County shall reimburse employees for actual necessary and reasonable itemized travel costs incurred
 1899 while on official authorized County business. Commuting expenses between an employee's residence and
 1900 normal place of employment are not reimbursable. All travel must be authorized by the Department Head
 1901 in order to be eligible for reimbursement. Department Heads shall inform the County Administrator of
 1902 any out of County travel plans. There will be no reimbursement for meals within the County, except as
 1903 authorized by the Board Chair or Vice Chair. Out of County meals will be reimbursed at the IRS allowed
 1904 rates. Receipts are required for all meals. Employees shall receive mileage reimbursement at the IRS
 1905 allowed rate for all authorized travel in their personal automobile. Employees shall be required to
 1906 complete an expense voucher before reimbursement will be made. All automobile allowances in all
 1907 County departments shall be paid in a manner similar to that in which salaries are paid. Receipts are also
 1908 required for air, train, bus or taxi travel, hotels or motels, conference registration and all other items
 1909 (except tolls) in excess of five dollars. Clerical employees who are required to return to work to take
 1910 minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This
 1911 reimbursement is taxable to the employee.)
 1912

1913

1914 Section 7: Performance Evaluation

1915 Policy

1916 18.701

1918 The performance evaluation program is used to assess an employee's work effectiveness and to suggest
 1919 constructive actions on how he/she may improve. Performance evaluation reports shall be considered
 1920 in decisions affecting placement, salary advancement, overtime assignment, promotions, demotions,
 1921 dismissal, order of layoff, reemployment, and training.

1922 Administration

1923 18.702

1924 Each employee shall be evaluated at the following periods:

- 1925
- 1926
- 1927 (a) Probationary Period (of one year).

1928

1929

1930

1931 Each employee shall be evaluated during their probationary period and one month
 1932 prior to the completion of the probationary period.

- 1933
- 1934 (b) Probationary Period (of less than one year).
- 1935

1936 Each employee shall be evaluated one month prior to the completion of the
1937 probationary period.

1938
1939 (c) Annual.

1940
1941 Each employee shall receive an annual performance evaluation close to his/her
1942 anniversary date, or at another specified time if the Department Head elects to
1943 evaluate members of a classification or the whole department together at one time.

1944
1945 (d) Special.

1946
1947 A special performance evaluation shall be completed:

- 1948
1949 (1) Whenever there is significant change in the employee's performance,
1950
1951 (2) Whenever a supervisor permanently leaves his/her position, in which case,
1952 the supervisor shall complete a performance report on each employee
1953 under his/her supervision that has not been evaluated within six months
1954 prior to the date the supervisor expects to leave.
1955
1956 (3) When an employee has accepted a new position with in Rock County, the
1957 current supervisor should complete a performance evaluation for the
1958 employee if they have not received a performance evaluation in the last six
1959 months.

1960
1961
1962 Rater
18.703

1963
1964 The rater shall normally be the employee's immediate supervisor. The rater shall be responsible for
1965 completing a performance evaluation on forms prescribed by the Human Resources Director at the time
1966 prescribed for each employee under his/her supervision. The Human Resources Director, upon
1967 approval of the County Administrator, may also initiate rating procedures and mechanisms involving
1968 the Governing Committee, peers and/or subordinates.

1969
1970 The County Administrator shall be evaluated by the County Board Staff Committee.

1971
1972 Review of Performance Report
1973 18.704

1974
1975 Supervisors serving as raters shall review all performance reports with Department Heads before
1976 discussing the report with the employee and before the report is filed in the employee's personnel folder.
1977 If the rater plans to recommend the denial of an in-grade salary increment, the report shall be discussed
1978 with the Human Resources Director prior to review with the employee.

1979
1980 Human Resources Director
1981 18.705

1982
1983 The Human Resources Director shall be responsible for the overall administration of the employee
1984 performance evaluation programs and shall advise and assist employees, raters and Department Heads
1985 to ensure that performance evaluation procedures are handled according to the provisions of this
1986 Section.

1987
1988 Employee
1989 18.706

1990
1991 If the employee does not agree with any information contained in the performance report, a removal or
1992 correction of that information may be mutually agreed upon by the employee and the rater. If an
1993 agreement cannot be reached, the employee may submit a written statement explaining the employee's
1994 position to the Human Resources Director. The Human Resources Director shall attach the employee's
1995 statement to the disputed portion of the performance report.

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Performance Improvement Plan

18.707

The Performance Improvement Plan (PIP) is a great way to give struggling employees the opportunity to succeed while still holding them accountable for past performance. The PIP may be done in conjunction with a performance evaluation or as a stand alone assessment. The goal of the PIP is to improve performance and provide guidance to the employee, and the documentation helps put the employee back on track. The employee may need more training or help in understanding what is expected of them in order to be successful in meeting the criteria of the PIP. The supervisor should document the areas of the employee's performance that need improvement, as well as establish a provisional action plan for improvement. The employee is expected to demonstrate continued improvement. The supervisor will monitor and provide feedback to the employee regarding his or her performance on the PIP and may take additional disciplinary action, if warranted, through the progressive discipline process, up to and including termination at any time. At the completion of the Performance Improvement Plan, the supervisor shall document the outcome in writing and provide a copy to the Human Resources Office.

Section 8: Grievance Procedure

Policy

18.801

This grievance procedure is intended to meet all of the requirements set out in Wisconsin Statute Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin Legislature.

It is the policy of the County to treat all employees equitably and fairly in matters affecting their employment. Each employee of the County shall be provided ample opportunity to understand and resolve matters affecting employment, which the employee believes to be unjust. The presentation of a formal grievance shall be considered to be the right of each regular County employee without fear of reprisal. Nothing contained herein alters the "at will" status of those employees.

The County Administrator shall not have access to the grievance procedure.

Department Heads shall not have access to the grievance process based on Wisconsin Statutes Section 59.18 (2)(b).

Definitions

18.802

"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.

2057 "Preponderance of the evidence" means the greater weight of the evidence - superior evidentiary
 2058 weight that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair
 2059 and impartial mind to one side of the issue rather than the other.

2060

2061

Administration

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18.803

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2064 The Human Resources Director shall supervise and administer the grievance process. Supervisors and
 2065 Department Heads shall keep the Human Resources Director informed of all grievances in process.

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Filing a Grievance

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18.804

2069

2070 This grievance procedure is available to all unilateral County employees (except Department Heads
 2071 and elected County Officials), members of a bargaining unit that previously contained a grievance
 2072 procedure, seasonal and temporary employees of the County.

2073

2074

Limitations:

2075

2076

1. A grievance that may be brought by or on behalf of a law enforcement officer using
 2077 the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this
 2078 section.

2079

2080

2. A grievance that may be brought by or on behalf of an employee under a grievance
 2081 procedure that is contained in a collective bargaining agreement may not be brought
 2082 under this section.

2081

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2083

3. A grievance filed outside of the specified time lines in 18.806 will be denied. The
 2084 employee will forfeit all rights to participate in the grievance procedure as spelled out
 2085 in 18.806.

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Discussion of Problem with Immediate Supervisor

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18.805

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Grievance Procedure

18.806

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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.

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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 a lawyer, a professional mediator/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.

- 2182 k. Both parties may introduce exhibits and present witnesses. Witnesses shall be
2183 sworn to tell the truth.
2184
- 2185 l. The Impartial Hearing Officer shall provide a written decision within thirty (30)
2186 calendar days following the close of the record. The written decision should
2187 include a case caption; the parties and appearances; a statement of the issues,
2188 findings of fact; any necessary conclusions of law; the final decision and order; and
2189 any other information the hearing officer deems appropriate.
2190
- 2191 m. The Impartial Hearing Officer shall have the power to sustain or deny the
2192 grievance. He or she shall have the power to order only the following remedies:
2193 withdrawal of a written reprimand, reduction of suspension, transfer to original
2194 position from demoted position, reinstatement with or without some or all back
2195 pay. The Impartial Hearing Officer may recommend other remedies, however, all
2196 other remedial authority shall be subject to the determination and approval of the
2197 County Board, and shall be addressed by the County Board in the event the
2198 grievance is sustained.
2199

2200 STEP 5. County Board.
2201

2202 An employee or the County, within ten (10) calendar days of receipt of the hearing officer's decision,
2203 may appeal the decision to the County Board by filing a written notice of appeal with the County Clerk.
2204

- 2205 a. The written notice of appeal must contain: (1) a statement explaining the reason
2206 for the appeal, (2) a copy of the written grievance filed with the County, (3) the
2207 County's response to the grievance, and (4) a copy of the Impartial Hearing
2208 Officer decision. The notice of appeal may not contain any information that was
2209 not admitted into evidence at the hearing.
2210
- 2211 b. The appeal will be placed on the agenda for a County Board meeting that is held
2212 at no longer than sixty (60) calendar days after the County Clerk receives a
2213 written notice of appeal. The appeal will be noticed for consideration in closed
2214 session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal,
2215 licensing, or suspension of a public employee. The County Clerk will provide a
2216 copy of the meeting notice to the employee, and the employee may request that
2217 an open session be held.
2218
- 2219 c. The employee has the right to representation by a person of the employee's
2220 choosing and at the employee's request. The employee and the employee's
2221 representative may attend the closed session.
2222
- 2223 d. The employee or the employee's representative and a representative of the
2224 County may address the County Board for an equal period to be determined by
2225 the County Board Chair. The appealing party will go first and may reserve a part
2226 of his/her time for rebuttal. The responding party will go second. The appealing
2227 party may present a rebuttal, if he/she has reserved any time and not used it.
2228
- 2229 e. The employee and the employee's representative, and the person speaking on
2230 behalf of the County, will be excluded from any closed session during the
2231 County Board's discussion or deliberation.
2232
- 2233 f. The County Board's consideration of the appeal will be limited to a review of
2234 the Impartial Hearing Officer's written decision, the appealing party's reason(s)
2235 as to why the decision is wrong, and the response by the other party along with
2236 any oral presentations made by the parties.
2237
- 2238 g. Should the County Board Chair become aware of some relevant piece of
2239 information that could have had a significant impact on the decision of the
2240 impartial hearing officer, that neither party was aware of, or could have been
2241 expected to be aware of, prior to the impartial hearing officer's decision, the
2242 County Board Chair, with the advice of the Corporation Counsel, may take
2243 whatever action he/she deems appropriate so as not to disadvantage either party,
2244 and report such action to the County Board.

- 2245
2246 h. The County Board shall give due deference to the decision and recommendation
2247 of the Impartial Hearing Officer and his/her decision shall not be overturned
2248 unless the Board finds by a simple majority vote that: (1) the hearing was not
2249 conducted fairly, (2) there was fraud or corruption on the part of the hearing
2250 officer, or (3) the hearing officer made an error in fact or law.
2251
2252 i. In the event the County Board does not sustain the Impartial Hearing Officer's
2253 decision, then the Board may render a new decision and remedy, or take other
2254 action as appropriate.
2255
2256 j. The County Board Chair shall prepare and sign a written determination
2257 reflecting the County Board decision. The County Board Chair may enlist the
2258 assistance of the Corporation Counsel in preparing the determination. A copy of
2259 the determination will be provided to the employee within ten (10) calendar days
2260 following the County Board's decision.
2261
2262 k. The County Board's decision is final and may not be appealed.

2263
2264 Grievance of Termination

2265 18.807

2266
2267 All grievances regarding termination shall be initiated at the third step of the grievance procedure.
2268

2269 **Section 9: Transactions and Records Management**

2270
2271 Policy

2272 18.901

2273
2274 The development and maintenance of an effective personnel transaction procedure and personnel records
2275 management system is essential to a sound personnel program. All appointments, separations, and other
2276 personnel transactions shall be made on forms designated by the Human Resources Director. The
2277 primary purpose of these systems and procedures shall be to:
2278

- 2279 (a) Establish and maintain clear lines of authority for the processing of personnel
2280 transactions and management of personnel records.
2281
2282 (a) Establish and maintain uniform, easily accessible and complete employment
2283 records of all County employees and employee transactions.
2284

2285 The Payroll Unit shall convert data from personnel transactions to payroll records and shall maintain
2286 cumulative records of vacation, overtime, sick leave, and payroll deductions. Payroll records and data
2287 shall be developed in cooperation with the Human Resources Director and Finance Director to provide
2288 current and meaningful personnel and position information, summaries and statistics.
2289

2290 All employees shall be responsible for notifying their supervisor of any changes, which affect their
2291 personal status.

2292
2293 Public Inspection

2294 18.902

2295
2296 Information as to the name, class title and salary of employees and former employees is available for
2297 public inspection at times in accordance with procedures prescribed by the Human Resources Director.
2298 Other information shall be considered confidential and shall be available as authorized by State and
2299 Federal law.

2300
2301 Destruction of Records

2302 18.903

2303
2304 Employee service records shall be kept for seven years after separation from County employment.
2305 Applications and examinations will be destroyed after two years.

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Reports
18.904

The Human Resources Director shall provide the Board and the County Board Staff Committee with reports and information relating to personnel actions upon request or as may be appropriate.

Section 10: Definitions

Accrued Benefits
18.1001

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
18.1002

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
18.1003

The assignment of a position to a pay range.

Anniversary Date
18.1004

The date an employee begins County employment. The anniversary date may be modified by subsequent personnel actions – leave of absence and layoff.

Appointing Authority
18.1005

A County official who has the authority to appoint and remove individuals to and from positions in the County service.

Board
18.1006

The Rock County Board of Supervisors.

Class
18.1007

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
18.1008

2365	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.	
2366		
2367		
2368		<u>Class Title</u>
2369		18.1009
2370		
2371	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.	
2372		
2373		
2374		<u>Classification Plan</u>
2375		18.1010
2376		
2377	The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.	
2378		
2379		
2380		<u>County Administrator</u>
2381		18.1011
2382		
2383	The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.	
2384		
2385		
2386		<u>Demotion</u>
2387		18.1012
2388		
2389	The assignment of an employee from one class to another class with a lower pay range.	
2390		
2391		<u>Department Head</u>
2392		18.1013
2393		
2394	A County official with the responsibility for the operation of a County department.	
2395		
2396		<u>Disciplinary Action</u>
2397		18.1014
2398		
2399	The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.	
2400		
2401		
2402		<u>Earned Benefits</u>
2403		18.1015
2404		
2405	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.).	
2406		
2407		
2408		<u>Eligible Candidate</u>
2409		18.1016
2410		
2411	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.	
2412		
2413		
2414		
2415		<u>Eligibility List</u>
2416		18.1017
2417		
2418	A list of Eligible Candidates to fill positions in a particular job class.	
2419		
2420		<u>Employee</u>
2421		18.1018
2422		
2423	An individual who is employed by the County and is paid in part or in whole through the County payroll.	
2424		
2425		

2426		<u>Entrance Pay Rate</u>
2427		18.1019
2428	<hr/>	
2429	The rate of pay a newly hired employee is assigned at commencement of employment.	
2430		
2431		<u>Executive Personnel</u>
2432		18.1020
2433	<hr/>	
2434	An executive employee is an administrator who meets all of the following criteria:	
2435		
2436	(a)	The employee's primary duty consists of management of the County or a customarily
2437		recognized department or division of the County.
2438		
2439	(b)	The employee customarily and regularly directs the work of two or more other full
2440		time employees or their equivalent.
2441		
2442	(c)	The employee has the authority to hire or fire other employees, or their
2443		recommendations as to the hiring, firing, advancement, promotion or any other
2444		change of status of other employees is given particular weight.
2445		
2446		<u>Flexible Time</u>
2447		18.1021
2448	<hr/>	
2449	Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by	
2450	an FLSA exempt employee not receiving overtime, consistent with HR Policy and Procedures.	
2451		
2452		<u>Full Time Equivalent (FTE)</u>
2453		18.1022
2454	<hr/>	
2455	A way to measure the amount of time a person assigned to a county position is scheduled to work. An	
2456	FTE of 1.0 means that the position is equivalent to a full time position, while an FTE of 0.5 means that	
2457	the position is only half time. FTE is measured in tenths from 0.1 to 1.0.	
2458		
2459		<u>Grievance</u>
2460		18.1023
2461	<hr/>	
2462	A formal complaint by an employee concerning: employee discipline, employee termination, or	
2463	workplace safety.	
2464		
2465		<u>Human Resources Director</u>
2466		18.1024
2467	<hr/>	
2468	The Director of the Rock County Human Resources Department and the person responsible for	
2469	implementing all County Personnel Policies and Procedures.	
2470		
2471		<u>Immediate Family</u>
2472		18.1025
2473	<hr/>	
2474	Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law (the	
2475	sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), brother-in-law	
2476	(the brother of one's spouse or the husband of one's sister, or the husband of one's spouses sister), son-	
2477	in-law, daughter-in-law, grandparent, grandchild or step grandchild, aunt (the sister of one's father or	
2478	mother, or the wife of one's uncle), uncle (the brother of one's father or mother, or the husband of	
2479	one's aunt), niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.	
2480		
2481		<u>In Range Increment</u>
2482		18.1026
2483	<hr/>	
2484	A pay step within a pay range.	
2485		

2486		<u>Layoff</u>
2487		18.1027
2488	<hr/>	
2489	The involuntary separation of an employee a) whenever it is necessary to reduce the workforce for any	
2490	reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has	
2491	exhausted all available leave options and is unable to return to work, c) when an employee has failed to	
2492	successfully complete their probationary period after a promotion or d) when an employee no longer	
2493	perform the essential functions of the job.	
2494		
2495		<u>Limited Term Employee (LTE)</u>
2496		18.1028
2497	<hr/>	
2498	An employee who is hired to perform a job for a determinant amount of time with a specific ending	
2499	date at the time of hire and who meets all of the qualifications to perform the job. Limited Term	
2500	Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to	
2501	work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees	
2502	working as a Limited Term Employee may not work more than 25 hours per week.	
2503		
2504		<u>Part-time Employees</u>
2505		18.1029
2506	<hr/>	
2507	Employees shall be considered part-time when they are normally scheduled to work less than 40 hours	
2508	per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work cycle.	
2509		
2510		<u>Pay Grid</u>
2511		18.1030
2512	<hr/>	
2513	A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective	
2514	Bargaining Agreement.	
2515		
2516		<u>Pay Range</u>
2517		18.1031
2518	<hr/>	
2519	A salary range to which positions are assigned, consisting of a minimum wage rate, designated as "Step	
2520	1," and multiple additional steps, culminating in a maximum wage rate. All positions shall be	
2521	compensated at one of the steps contained in the pay range to which the position is assigned.	
2522		
2523		<u>Pool</u>
2524		18.1032
2525	<hr/>	
2526	An employee who is hired to perform a certain job and who meets all of the qualifications to perform	
2527	the job (e.g. Pool Psych Techs, Pool C.N.A., Pool RN). Pool staff are not guaranteed a set number of	
2528	work hours. Specific rules and guidelines for the completion of Pool duties are contained within	
2529	Departmental Work Rules. Pool are not eligible to receive fringe benefits other than Wisconsin	
2530	Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System	
2531	coverage. Employees working as a Pool may not work more than 25 hours per week. If a current FTE	
2532	employee wished to become a pool employee, he/she must resign from his/her regular employment	
2533	with Rock County and reapply as a pool employee.	
2534		
2535		<u>Position</u>
2536		18.1033
2537	<hr/>	
2538	A grouping of duties and responsibilities to be performed by an employee. A position may be filled or	
2539	vacant, full time or part-time, regular or temporary.	
2540		
2541		<u>Position Description</u>
2542		18.1034
2543	<hr/>	
2544	A written document that describes the individual employee's duties and responsibilities and is specific	
2545	to that position.	
2546		

2547		<u>Probationary Employee</u>
2548		18.1035
2549	<hr/>	
2550	A person who has been properly appointed to a regular Rock County position and who is serving in	
2551	his/her <u>Probationary Period</u> to determine if he/she can do the job.	
2552		
2553		<u>Probationary Period</u>
2554		18.1036
2555	<hr/>	
2556	The probationary period is a try out time for the employee. It is also used for determination of certain	
2557	benefits.	
2558		
2559		<u>Promotion</u>
2560		18.1037
2561	<hr/>	
2562	The assignment of an employee from one class to another class with a higher pay range.	
2563		
2564		<u>Reallocation</u>
2565		18.1038
2566	<hr/>	
2567	The reassignment of a position from one pay range to another to correct an error in the original	
2568	assignment, to reflect changing labor market conditions, or to reflect significant changes over a period	
2569	of time in the duties and the responsibilities of the position (e.g. moving the Medical Record Manager	
2570	position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position	
2571	shall move with the position.	
2572		
2573		<u>Reclassification</u>
2574		18.1039
2575	<hr/>	
2576	The reassignment of a position from one existing class to another existing or newly created class to	
2577	recognize a change in the duties and responsibilities of a position (e.g. a position is currently assigned	
2578	as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with	
2579	the position if they are qualified for the position.	
2580		
2581	If the incumbent in the position is not qualified for the position, an open recruitment shall be conducted	
2582	to fill the position.	
2583		
2584		<u>Regular Appointment</u>
2585		18.1040
2586	<hr/>	
2587	An assignment of an eligible candidate to a budgeted County position.	
2588		
2589		<u>Regular Employee</u>
2590		18.1041
2591	<hr/>	
2592	A person who has been properly appointed to a regular Rock County position and has successfully	
2593	completed the Probationary Period.	
2594		
2595		<u>Reinstatement</u>
2596		18.1042
2597	<hr/>	
2598	To restore or be placed back into a former or substantially equivalent position.	
2599		
2600		<u>Relief</u>
2601		18.1043
2602	<hr/>	
2603	An employee who is hired to perform a certain job and who meets all of the qualifications to perform	
2604	the job (e.g. Relief Youth Specialist). Relief Staff are not guaranteed a set number of work hours.	
2605	Specific rules and guidelines for the completion of Relief duties are contained within Departmental	
2606	Work Rules. Relief staff are not eligible to receive fringe benefits other than Wisconsin Retirement if	
2607	anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage.	

2608 Employees working as a Relief Staff may not work more than 25 hours per week. . If a current FTE
 2609 employee wished to become a pool employee, he/she must resign from his/her regular employment
 2610 with Rock County and reapply as a pool employee.

2611

2612

Retiree

2613

18.1044

2614

2615 An employee who terminates employment with the County to immediately and actively draw an
 2616 annuity from the Wisconsin Retirement System (WRS).

2617

2618

Seasonal Employee

2619

18.1045

2620

2621 An employee who is hired for a period of time to do a specific function (example: cut the grass), which
 2622 cannot cumulatively exceed a period of nine months in a calendar year. Seasonal Employees are not
 2623 eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours
 2624 in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Seasonal
 2625 employee may not work more than 25 hours per week.

2626

2627

Selection Device

2628

18.1046

2629

2630 A formal measurement device used to evaluate and/or rank applicants for County positions.

2631

2632

Seniority

2633

18.1047

2634

2635 Seniority is continuous length of service as a County employee. Seniority shall, upon completion of
 2636 the Probationary Period, begin with the original date of continuous employment subject to the con-
 2637 ditions of 18.1004. Seniority shall be used to determine accrual of vacation and sick leave.

2638

2639

Supervisor

2640

18.1048

2641

2642 The person responsible for the assignment, direction and evaluation of the work of another employee,
 2643 usually a full time County employee.

2644

2645

Temporary Appointment

2646

18.1049

2647

2648 An appointment of an individual who meets the qualifications for a position appointed to fill that position
 2649 for an unspecified term. Temporary Appointees may be eligible for fringe benefits.

2650

2651

Termination

2652

18.1050

2653

2654 The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal,
 2655 resignation, retirement or death.

2656

2657

Transfer

2658

18.1051

2659

2660 The assignment of an employee from one position to another in the same class or to a class with the
 2661 same pay range.

2662

2663

Travel Status

2664

18.1052

2665

2666 An employee shall be considered to be in "travel status" when he or she is on County business outside
 2667 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
 2668 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 10:30 a.m. and 2:30 p.m.

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 2689
 2690
 2691
 2692
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 2695
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 2697
 2698
 2699
 2700
 2701
 2702
 2703
 2704

Underslotting
 18.1053

The filling of a vacant position at a lower classification.

Unilateral Employees
 18.1054

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.

Work Schedule
 18.1056

The typical work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m. with a 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. Work schedules and hours of work may be determined by the operational needs of the department.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

 J. Russell Podzilni, Chair

 Louis Peer

 Sandra Kraft, Vice Chair

 Alan Sweeney

 Eva Arnold

 Terry Thomas

 Henry Brill

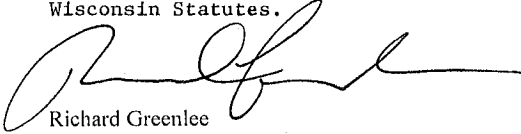
 Betty Jo Bussie

 Mary Mawhinney

AMENDING THE COUNTY'S PERSONNEL ORDINANCE
Page 46

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sections 59.03 and 59.52(8) of the Wisconsin Statutes.



Richard Greenlee
Corporation Counsel

FISCAL NOTE:

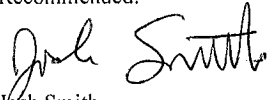
No material fiscal impact.



Sherry Oja
Finance Director

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 2017 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 75 individuals that responded to the survey. The Human Resources Department identified several areas that were brought to their attention during 2017.

A draft of the proposed changes was reviewed with the County Administrator. 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

18.104 – Deletion of reference to Unilaterals

18.205 – Clarified that a reclassification is considered a promotion. Provide additional flexibility for placement of an employee on the wage scale.

18.209 – Deletion of Review of Classification Plan language

18.306 -Provided clarification when a probationary employee is promoted/demoted, their probationary period starts over.

18.409 – Provide clarification that prior approval is required before being placed in a higher step.

18.503 – Provide clarification that life insurance must be elected for coverage.

18.506– Update language when an employee receives a payout of their accrued vacation.

18.509 – Clarify that bereavement leave is used for people

18.515 – Update language to allow use of sick time after three months.

18.607 – Add language that requires employees to notify Rock County of all arrests or convictions that impact their ability to do their job.

18.614-Correct numbering.

18.702-Provide guidance as to when performance evaluations need to be completed

18.707-New language for Performance Improvement Plans

18.1035-Eliminate Trial period language

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Supervisor Sandra Kraft
INITIATED BY

Randy Terronez
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

September 27, 2017
DATE DRAFTED



TO RECOGNIZE THE YWCA ROCK COUNTY FOR 95 YEARS OF SERVICE

1 **WHEREAS**, the YWCA Rock County is a valuable community organization that is dedicated
2 to eliminating racism, empowering women and promoting peace, justice, freedom and dignity
3 for all; and
4

5 **WHEREAS**, through the CARE House child advocacy center, the YWCA Rock County
6 provides a safe environment for children who are victims of abuse, which assists the District
7 Attorney's Office, Human Services Department, Sheriff's Office, and other local law
8 enforcement agencies; and
9

10 **WHEREAS**, the YWCA Rock County's Racial Justice programming is a valuable resource
11 for the community in promoting diversity, inclusion, and cultural competency; and
12

13 **WHEREAS**, the YWCA Rock County's domestic violence shelter provides a safe
14 environment for victims of abuse, while helping to empower women through employment,
15 housing, and life skills training; and
16

17 **WHEREAS**, the YWCA Rock County's child care programs fill an important gap in the
18 community by ensuring children receive the education and care they need and deserve; and
19

20 **WHEREAS**, the YWCA Rock County was established in 1922 and is celebrating 95 years of
21 service in Rock County.
22

23 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,
24 duly assembled this _____ day of _____, 2017, does hereby recognize YWCA
25 Rock County for achieving 95 years of service to Rock County and wish them well on this
26 milestone.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney

Sandra Kraft, Vice Chair

Louis Peer

Eva Arnold

Alan Sweeney

Henry Brill

Terry Thomas

Betty Jo Bussie

17-11D-402

APPOINTMENT TO THE BOARD OF HEALTH

POSITION: Member of the Board of Health

AUTHORITY: Wis. Stats. 251.03(4)

TERMS: Unexpired Term Ending March 31, 2019

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

PRESENT MEMBERS: Dr. Keith Konkol

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENTS: Dr. Vijaya Somaraju
Beloit Memorial Hospital
1969 W. Hart Road
Beloit, WI 53511

EFFECTIVE DATE: November 16, 2017

APPOINTMENT TO VETERANS SERVICE COMMISSION

POSITION: Member of the Veterans Service Commission

AUTHORITY: Wisconsin Statutes 45.81

TERM: Three Years – 1/1/18-12/31/20

PER DIEM: Yes, Per Wis. Stats. 45.81(5)

PRESENT MEMBER: Patrick Brown

CONFIRMATION: Yes, by County Board of Supervisors

NEW APPOINTMENT: Patrick Brown
1420 N. Pontiac Drive
Janesville, WI 53545

EFFECTIVE DATE: November 16, 2017

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Kristine A. Baker Ellis
INITIATED BY



Kristine A. Baker Ellis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

October 25, 2017
DATE DRAFTED

**Amending the 2017 Child Support Budget to Accept Additional Funding From the
Wisconsin Department of Children and Families for Additional Expenditures
Related to E-Filing**

1 **WHEREAS**, the Department of Children and Families (DCF) have awarded the Rock County Child
2 Support Agency \$34,485 in funding for the additional costs of E-Filing and for equipment needed for this
3 project; and,
4

5 **WHEREAS**, the Wisconsin State Court System has been implementing this new system throughout the
6 State of Wisconsin for all County Circuit Courts to be in compliance by December 2017; and,
7

8 **WHEREAS**, the Rock County Child Support Agency started E-Filing in August of 2017, and will be
9 purchasing additional scanning equipment and using the funds for other costs related to this new system;
10 and,
11

12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
13 this _____ day of _____, 2017, does hereby authorize the acceptance of the additional
14 funds for E-Filing.
15

16 **BE IT FURTHER RESOLVED** that the 2017 Child Support budget be amended as follows:
17

18 Account Number/ 19 Description	Budget 20 10/25/2017	Increase 21 (Decrease)	Amended 22 Budget
23 SOURCE OF FUNDS:			
24 34-3850-0000-42200			
25 State Aid Revenue	\$705,504	\$34,485	\$739,989
USE OF FUNDS:			
34-3850-0000-67160			
Capital Assets \$100-\$4,999	\$ 1,089	\$34,485	\$ 35,574

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver
Mary Beaver, Chair

Henry Brill
Henry Brill

Terry Fell
Terry Fell

Brian Knudson
Brian Knudson

Phillip Owens
Phillip Owens

FINANCE COMMITTEE

Reviewed and approved on a vote of
5-0

Mary Mawhinney 11-9-17
Mary Mawhinney, Chair Date

17-11D-403

Amending the 2017 Child Support Budget to Accept Additional Funding From the Wisconsin
Department of Children and Families for Additional Expenditures Related to E-Filing
Page 2

FISCAL NOTE:

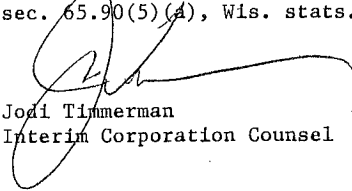
This resolution authorizes the acceptance and expenditure of an additional \$34,485 in State Aid for Rock County Child Support e-filing project. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

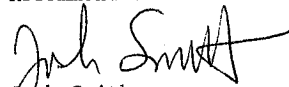
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2017 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. stats.



Jodi Timmerman
Interim Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Executive Summary

The Rock County Child Support Agency was awarded an additional \$34,485 for the implementation, equipment, and additional costs related to E-Filing.

The additional funds will be used for additional scanning equipment, overtime, and other costs associated with the new E-Filing system.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY



Jodi Millis, Purchasing Manager
DRAFTED BY

Finance Committee
SUBMITTED BY

October 27, 2017
DATE DRAFTED

Awarding Contract for Courier Services

- 1 **WHEREAS**, funds have been incorporated into the 2018 Financial Services Budget to contract with a
- 2 private firm for courier services; and,
- 3
- 4 **WHEREAS**, Rock County requested sealed proposals from qualified vendors to provide courier services
- 5 for the delivery of all departmental mail for all Rock County departments, with one vendor responding;
- 6 and,
- 7
- 8 **WHEREAS**, the proposal from Package Pro met the required specifications of RFP #2018-01.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors, duly assembled
- 11 this _____ day of _____, 2017 that a contract for Courier Services commencing January 1,
- 12 2018, be awarded to Package Pro of Janesville, Wisconsin, based on the terms and conditions set forth in
- 13 the contract.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

Brent Fox
Brent Fox

J Russell Podzilni
J Russell Podzilni

FISCAL NOTE:

Funds have been recommended in various departmental 2018 budgets for courier services.

Sherry Oja

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.

Jodi Timmerman
Jodi Timmerman
Interim Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Jodi Smith
Jodi Smith
County Administrator

17-11D-404

Executive Summary

The purpose of this resolution is to authorize a contract with Package Pro for courier services for the delivery of all departmental mail for Rock County. The contract will be overseen by the Financial Services, Purchasing Division with costs allocated out to all departments that utilize the service.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



PROPOSAL SUMMARY FORM

PROJECT NUMBER #2018-01
PROJECT NAME COURIER SERVICES
PROPOSAL DUE DATE OCTOBER 11, 2017 – 12:00 NOON
DEPARTMENT FINANCIAL SERVICES – PURCHASING DIVISION

	PACKAGE PRO JANESVILLE WI
DAILY RATE TO PROVIDE COURIER SERVICES 2018-2020	160.00 PER DAY
DAILY RATE 2021	\$ 163.20 PER DAY
DAILY RATE 2022	\$ 166.46 PER DAY
OTHER COURIER SERVICES	\$ 40.00 PER HOUR OR \$ 15.00 PER STOP ON ROUTE
FUEL CHARGE	BASED ON AVERAGED FUEL COST PER MONTH

Request for Proposals was advertised in the Beloit Daily News.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: 

SIGNATURE

DATE

GOVERNING COMMITTEE APPROVAL:



CHAIR

5-0

VOTE

11-9-17

DATE

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
Initiated By

Jodi Millis, Purchasing Manager
Drafted By

Finance Committee
Submitted By

October 27, 2017
Date Drafted



AUTHORIZING CONTRACT FOR COPIER PURCHASES & COPIER SERVICE
AGREEMENTS
2018 - 2022

- 1 **WHEREAS**, the current contract for the purchase of copiers to be used County-wide and the
- 2 associated service/maintenance agreement expires on December 31, 2017; and,
- 3
- 4 **WHEREAS**, Section 2.218 (4) of the Rock County Purchasing Ordinance does allow for cooperative
- 5 purchasing agreements with the State of Wisconsin and other purchasing cooperatives; and,
- 6
- 7 **WHEREAS**, Rock County is a member of the National Joint Powers Alliance (NJPA) and can utilize
- 8 the Sharp Electronics Contract #083116-SEC through Rhyme Business Products for the purchase of
- 9 multi-function copiers and the associated service agreements.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 12 assembled this _____ day of _____, 2017, does hereby approve entering into a contract with
- 13 Rhyme Business Products of Janesville, Wisconsin, for the purchase of any needed copiers and service
- 14 agreements for 2018 through 2020 and authorizes the County Board Chair to approve the contract.

Respectfully Submitted,

FINANCE COMMITTEE

FISCAL NOTE:

Mary Mawhinney, Chair

Funds have been recommended in various departmental 2018 budgets for the purchase of copiers and for service agreements.

Sandra Kraft, Vice Chair

Mary Beaver

Sherry Oja
Finance Director

Brent Fox

LEGAL NOTE:

J Russell Podzilni

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats., as well as Section 2.218(4) of the Rock County Purchasing Ordinance.

ADMINISTRATIVE NOTE:

Recommended.

Jodi Timmerman
Interim Corporation Counsel

Josh Smith
County Administrator

17-11D-405

EXECUTIVE SUMMARY**AUTHORIZING CONTRACT FOR COPIERS AND SERVICE AGREEMENTS
2018 - 2022**

The current contract for the purchase of multi-function copiers and the related service agreements will expire on December 31, 2017. The Purchasing Ordinance allows for Rock County to utilize cooperative purchasing agreements in lieu of bidding. Rock County is a member of the National Joint Powers Alliance (NJPA) and is eligible to use contract #083116-SEC through Rhyme Business Products of Janesville, Wisconsin, for these purchases. Rhyme would then service the copier through a cost-per-copy service/maintenance agreement. This agreement would cover all costs associated with repairs and supplies with the exception of paper.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Mickey Crittenden, Director of IT
INITIATED BY



Mickey Crittenden, Director of IT
DRAFTED BY

Finance Committee
SUBMITTED BY

October 31, 2017
DATE DRAFTED

Authorizing Procurement of Accela System Software

- 1 **WHEREAS**, the Information Technology Department's 2017 Budget provides funding for an Agenda
- 2 & Minutes software system for managing agenda and minutes related documents for County Board and
- 3 Committee meetings with a more streamlined workflow; and,
- 4
- 5 **WHEREAS**, an RFP was issued in coordination with Purchasing to solicit proposals for such a software
- 6 system; and,
- 7
- 8 **WHEREAS**, a team whose members represented the County Board, County Clerk's Office,
- 9 Administration, Finance, and Information Technology reviewed all contending solutions and attended
- 10 demonstrations of three (3) finalist solutions; and,
- 11
- 12 **WHEREAS**, the review team selected Accela, Inc. as the solution provider that best meets the functional
- 13 system requirements and budgetary constraints, with the Cloud-based modules to include: Agenda &
- 14 Minutes, Boards & Commissions, and Digital Boardroom.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 17 this _____ day of _____, 2017 that a Purchase Order for the system modules noted above
- 18 be issued to Accela, Inc. in the amount of \$35,859.99.

17-11D-406

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

Brent Fox
Brent Fox

J. Russell Podzilni
J. Russell Podzilni

FISCAL NOTE:

Funds were included in the 2017 budget for this purchase. The software is being funded by IT fund balance.

Sherry Oja

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.

Jodi Timmerman
Jodi Timmerman
Interim Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

Executive Summary

Authorizing Procurement of Accela System Software

The County's 2017 Information Technology budget included funding for implementing an Agenda & Minutes management system to be used for streamlining the workflow associated with preparing and distributing agenda and minutes materials for the County Board and Committees.

A team with representation from the County Board, County Clerk's Office, Administration, Finance, and Information Technology worked with Purchasing to develop and issue an RFP to solicit proposals from prospective solution providers. After reviewing several proposals and attending demonstrations of the three finalist solutions, the team selected software from Accela, Inc. as the best fit for the County's requirements.

The selected Accela software includes the following modules:

- **Agenda and Minutes (\$17,159.99)**
 - Agenda building, distribution and automatic routing of agenda items
 - Compiles, stores, and tracks minutes and agenda items
 - Simplifies meeting management and improves information flow online
 - Saves staff and County Board time with a more streamlined flow of meeting- related information
 - Fully searchable meeting content, accessible via the Web.
- **Boards and Commissions (\$7,200.00)**
 - Manages board and commission appointments and applications
 - Online application process, driven by seat qualifications
 - Tracks, manages, and reports unique requirements and simplifies the appointment and applicant process
 - Integrates with the Agenda and Minutes module.
- **Digital Boardroom (\$11,500).**
 - Replaces the current Voting Board with one or more strategically placed display screens
 - Shows real-time voting results and meeting content
 - Displays content to a prospective online audience
 - Enables County Board Supervisors to use a browser capable tablet device for viewing meeting content and electronic voting (which directly updates the meeting minutes)
 - Easy agenda navigation with touch screen design and automatic page turning
 - Allows private sticky notes to allow preparation of talking points per agenda item

The total annual expense for the Cloud-based system is \$35,859.99.



PROPOSAL SUMMARY FORM

PROPOSAL NUMBER **2017-38**
 PROPOSAL NAME **AGENDA & MINUTES MANAGEMENT SOFTWARE**
 PROPOSAL DUE DATE **AUGUST 15, 2017 - 12:00 NOON**
 DEPARTMENT **ADMINISTRATION / INFORMATION TECHNOLOGY**

	GRANICUS DENVER CO	ACCELA SAN RAMON CA	NOVUSOLUTIONS TAMPA FL	PROVOX SYSTEMS MCKINNEY TX	PRIME GOV OREM UT	NAVIAANT VERONA WI
RATER 1	87	90	82	82	85	70
RATER 2	96	98	95	78	84	71
RATER 3	75	75	53	68	51	65
RATER 4	70	60	75	69	64	45
RATER 5	84	85	90	90	80	70
TOTAL SCORE	412	408	395	387	364	321

Rock County received seven Proposals for Agenda & Minutes Management Software. One Proposal did not meet the indemnification requirements. The other six Proposals were evaluated based on the following criteria:

- VENDOR PROFILE - MAXIMUM 5 POINTS
 - Company Information
 - Client List
 - References
- FUNCTIONALITY MATRIX - MAXIMUM 60 POINTS
 - Agenda Preparation Features
 - Agenda Creation/Document Routing Features
 - Meeting Activity Tracking Features
 - Meeting Minutes Features
 - Video, Web, Mobile Component
- PRICING - MAXIMUM 35 POINTS
 - Software License Costs
 - Training Costs
 - Configuration & Implementation
 - Total Initial Project Costs
 - Yearly Maintenance/Subscription Costs

The top three ranked firms were asked to provide demonstrations. Additional staff attended the demos along with the original five raters. The ranking after the demonstrations is as follows:

	ACCELA	GRANICUS	NOVUSOLUTIONS
RATER 1 MB	1	2	3
RATER 2 RT	1	3	2
RATER 3 DA	1	2	3
RATER 4 LT	1	2	3
RATER 5 MM	1	2	3
RATER 6 MC	1	2	3
RATER 7 ST	1	2	3
RATER 8 JM	1	2	3
ONE TIME COSTS	NONE	\$ 23,765.00	NONE
ANNUAL COST	\$ 35,860.00	\$ 42,000.00	\$ 17,950.00
ON-SITE TRAINING	\$1,500/DAY IF REQUESTED BUT NOT NEEDED	\$ 5,100.00	\$ 7,500.00

Above numbers represent each Rater's 1st, 2nd & 3rd choice of vendors after the demonstrations, interviews and reference checks. Software costs include the cost for Agenda & Minutes Software, County Boardroom Software including voting, website software for boards and committee openings.

Request for Proposals was advertised in the Beloit Daily News and on the Internet. Five vendors were solicited that did not respond. One vendor submitted a "No Bid".

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ACCELA

Michen Castle
SIGNATURE 10/31/17
DATE

GOVERNING COMMITTEE APPROVAL:

Mark Headman
CHAIR 50 VOTE 11-9-17 DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland, Facilities
Management Director
DRAFTED BY

October 25, 2017
DATE DRAFTED

AWARDING CONTRACT FOR RENTAL SERVICES OF UNIFORMS, SHOP TOWELS AND
WALK-OFF MATS FOR FACILITIES MANAGEMENT DEPARTMENT
2018-2020

- 1 **WHEREAS**, funds are incorporated into the budget each year for the rental of uniforms, shop
- 2 towels and walk-off mats that are used by Facilities Management Department at all locations; and,
- 3
- 4 **WHEREAS**, specifications were prepared and solicited from five vendors with only one vendor
- 5 submitting a bid (results attached); and,
- 6
- 7 **WHEREAS**, the bids were reviewed by Purchasing and Facilities Management staff with the
- 8 recommendation to accept the low bid from ALSCO of Wauwatosa, WI.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 11 assembled this _____ day of _____, 2017 that a contract for uniforms, shop towels and
- 12 walk-off mats be awarded to ALSCO of Wauwatosa, WI based on the terms and conditions set
- 13 forth in the contract and Invitation to Bid #2018-04.

17-11D-407

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Bob Yeomans

David Homan

Jeremy Zajac

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

FISCAL NOTE:

Funds have been included in the 2018 recommended budget for this contract.

Sherry Oja
Finance Director

LEGAL NOTE:

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

Jodi Timmerman
Interim Corporation Counsel

Executive Summary

AWARDING CONTRACT FOR RENTAL SERVICES OF UNIFORMS, SHOP TOWELS AND WALK-OFF MATS FOR FACILITIES MANAGEMENT

Facilities Management contracts with a private vendor to provide employee uniforms, shop towels and walk-off mats for all locations. Bids were solicited from five vendors with one responding. The only, most responsible and responsive bid was received from ALSCO of Wauwatosa, WI.

The contract will begin January 1, 2018 and terminate December 31, 2018. Facilities Management may opt to renew the contract for two additional years, 2019 and 2020. The total contract shall not exceed three years.

ROCK COUNTY, WISCONSIN

FINANCE DEPARTMENT
PURCHASING DIVISION

PROJECT NUMBER #2018-04
 PROJECT NAME UNIFORMS, SHOP TOWELS & WALK-OFF MATS
 DEPARTMENT FACILITIES MANAGEMENT
 BID DUE DATE OCTOBER 10, 2017 - 1:30 P.M.

	ALSCO - WAUWATOSA WI
2018 FACILITIES	4,644.64
2019 FACILITIES	4,644.64
2020 FACILITIES	4,644.64
TOTAL 3 YEAR CONTRACT	\$ 13,933.92

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

PREPARED BY: Jodi Millis, Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: ALSCO

[Signature]
Signature

10-5-17
Date

GOVERNING COMMITTEE APPROVAL:

[Signature]
Chair

5-0
Vote

11/7/17
Date

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY

Public Safety & Justice Committee
SUBMITTED BY



Captain Gary L. Groelle
DRAFTED BY

October 26, 2017
DATE DRAFTED

AWARDING CONTRACT FOR PRIMARY GAS PURCHASES

- 1 **WHEREAS**, proposals were solicited from qualified gas companies to provide a gas card program for
- 2 Rock County; and,
- 3
- 4 **WHEREAS**, proposals were received from three vendors and reviewed by Sheriff staff, Council on
- 5 Aging staff, Facilities Management staff and the Purchasing Manager for compliance with the
- 6 specifications; and,
- 7
- 8 **WHEREAS**, the proposal received from Kwik Trip offered the highest per gallon rebate and is most
- 9 advantageous for the County; and,
- 10
- 11 **WHEREAS**, the Council on Aging and Facilities Management will be piggy-backing off of this
- 12 contract for their gas purchases; and,
- 13
- 14 **WHEREAS**, this will be a three-year contract (2018-2020) with the option to renew for two additional
- 15 one-year periods (2021 & 2022).
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 18 assembled this _____ day of _____, 2017 approves and authorizes awarding the Rock
- 19 County Gas Card contract to Kwik Trip of LaCrosse, WI. Per the terms and conditions set forth in
- 20 Request for Proposals #2018-05.

17-11D-408

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Beavet
Mary Beavet, Chair

Henry Brill
Henry Brill

Terry Fell
Terry Fell

Brian Knudson
Brian Knudson

Phillip Owens
Phillip Owens

FISCAL NOTE:

Funds have been included in the Sheriff, Council on Aging and Facilities Management 2018 Recommended budgets for gasoline purchases.

Sherry Oja
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.

ADMINISTRATIVE NOTE:

Recommended.
Josh Smith
Josh Smith
County Administrator

Jodi Timmerman
Jodi Timmerman
Interim Corporation Counsel

AWARDING CONTRACT FOR PRIMARY GAS PURCHASES

EXECUTIVE SUMMARY

Proposals were solicited from qualified gas companies to provide a gas card program for the Rock County Sheriff's Office. Proposals were received from three vendors and reviewed by Sheriff's staff, Council on Aging staff, Facilities Management staff and the Purchasing Manager. Council on Aging and Facilities will be piggy-backing off of this contract for their gas purchases.

While Kwik Trip and Cambeck Petroleum were tied in scoring, Kwik Trip provided a better financial savings for the County.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

ORIGINAL

PURCHASING DIVISION



PROPOSAL SUMMARY FORM

PROPOSAL NUMBER 2018-05
 PROPOSAL NAME GAS CARDS
 PROPOSAL DUE DATE OCTOBER 3, 2017 - 12:00 NOON
 DEPARTMENT SHERIFF, COUNCIL ON AGING, FACILITIES MANAGEMENT

	KWIK TRIP LACROSSE WI	CAMBECK PETROLEUM JANESVILLE WI	MANSFIELD OIL GAINESVILLE GA
RATER 1	99	75	55
RATER 2	95	62	52
RATER 3	90	75	85
RATER 4	88	93	94
RATER 5	75	95	70
TOTAL SCORE	400	400	356
DISCOUNT	.10 PER GALLON DOES NOT DEDUCT STATE TAX	.06 AT EXXON MOBIL STATIONS ADDITIONAL .03 AT CAMBECK STATIONS (7 IN JANESVILLE & 1 IN EDGERTON, NONE IN BELOIT) ADDITIONAL FEES FOR ADD'L SERVICES (REPORTS/INVOICES)	3/4 OF 1% DISCOUNT

Proposals were evaluated based on the following criteria:

- Understanding of services to be provided. **Maximum 10 points**
- Number and locations of stations. **Maximum 25 points**
- Experience of firm & personnel. **Maximum 15 points**
- Cost Proposal. **Maximum 50 points**

Request for Proposal advertised in the Beloit Daily News and on the Internet. Two additional vendors were solicited that did not respond. One vendor submitted a "No Bid".

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Kwik Trip

Robert Spoder
SIGNATURE

10-26-17
DATE

GOVERNING COMMITTEE APPROVAL:

Mar Bacon
CHAIR

5-0
VOTE

11/6/17
DATE

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

October 30, 2017
DATE DRAFTED

Authorizing Purchase of Patrol Squad and SWAT Truck

- 1 **WHEREAS**, funds are included in the Sheriff's Office's 2017 budget for the purchase a patrol squad and
- 2 for a SWAT truck; and,
- 3
- 4 **WHEREAS**, section 2.218 (4) of the Purchasing Ordinance does allow Rock County to purchase vehicles
- 5 through a cooperative purchasing agreement with the State of Wisconsin under Contract #505ENT-M18-
- 6 2018VEHICS-02; and,
- 7
- 8 **WHEREAS**, Ewald Automotive Group, of Oconomowoc, Wisconsin, was awarded the State contract for
- 9 law enforcement vehicles; and,
- 10
- 11 **WHEREAS**, the Sheriff's Office and the Purchasing staff have reviewed the State of Wisconsin bid
- 12 specifications and recommend purchasing one Dodge Charger and one Ford Super Duty F450 Crew Cab
- 13 from Ewald Automotive Group.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 16 this _____ day of _____, 2017 that a Purchase Order be issued to Ewald Automotive Group,
- 17 of Oconomowoc, Wisconsin, in the amount of \$72,740.50, for the purchase of a 2018 Dodge Charger and
- 18 a 2018 Ford Super Duty F450 Crew Cab.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver
Mary Beaver, Chair

Henry Brill
Henry Brill, Vice Chair

Brian Knudson
Brian Knudson

Terry Fell
Terry Fell

Phillip Owens
Phillip Owens

FISCAL NOTE:

Sufficient funds were included in the 2017 budget for the purchase of the patrol squad and SWAT truck. These purchases are being funded with sales tax.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats., as well as Section 2.218(4) of the Rock County Purchasing Ordinance.

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

Jodi Timmerman
Jodi Timmerman
Interim Corporation Counsel

17-11D-409

Executive Summary

Funds are included in the Sheriff's Office's 2018 budget for the purchase of a patrol squad and a SWAT truck. Under Section 2.218 (4) of the Purchasing Ordinance, Rock County can utilize the State of Wisconsin bid to purchase vehicles through a cooperative purchasing agreement.

Ewald Automotive Group, of Oconomowoc, Wisconsin, was awarded the State contract for law enforcement vehicles. The Sheriff's Office and the Purchasing staff reviewed the State of Wisconsin bid specifications and recommend purchasing a 2018 Dodge Charger and a 2018 Ford Super Duty F450 Crew Cab from Ewald Automotive Group, of Oconomowoc, Wisconsin.

Dodge Charger	\$24,471.50
Ford Super Duty F450 Crew Cab	<u>\$48,269.00</u>
Total	\$72,740.50

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Lori Williams, Parks Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

October 25, 2017
DATE DRAFTED

AWARDING CONTRACT FOR UNIFORMS, SHOP TOWELS AND WALK-OFF MATS
DEPARTMENT OF PUBLIC WORKS AIRPORT, PARKS, HIGHWAY
2018-2020

- 1 **WHEREAS**, funds are incorporated into the budget each year for the rental of uniforms, shop
- 2 towels and walk-off mats that are used by all three divisions of the Department of Public Works;
- 3 and,
- 4
- 5 **WHEREAS**, specifications were prepared and solicited from five vendors with only one vendor
- 6 submitting a bid (results attached); and,
- 7
- 8 **WHEREAS**, the bids were reviewed by Purchasing and Public Works staff with the
- 9 recommendation to accept the low bid from ALSCO of Wauwatosa, WI.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 12 assembled this _____ day of _____, 2017 that a contract for uniforms, shop towels and
- 13 walk-off mats be awarded to ALSCO of Wauwatosa, WI based on the terms and conditions set
- 14 forth in the contract and Invitation to Bid #2018-04.

Respectfully Submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie
Betty Jo Bussie, Chair

Brent Fox
Brent Fox, Vice Chair

Absent
Eva Arnold

Rick Richard
Rick Richard

Brenton Driscoll
Brenton Driscoll

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

FISCAL NOTE:

Funds have been included in the 2018 recommended budget for this contract.

Sherry Oja
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.

Jodi Timmerman
Jodi Timmerman
Interim Corporation Counsel

17-11D-410

EXECUTIVE SUMMARY

DEPARTMENT OF PUBLIC WORKS
UNIFORMS, SHOP TOWELS AND WALK-OFF MATS

All three divisions of the Rock County Department of Public Works (Airport, Parks, Highway) contract with a private vendor to provide employee uniforms, shop towels and walk-off mats. Bids were solicited from five vendors with one responding. The only, most responsible and responsive bid was received from ALSCO of Wauwatosa, WI.

The contract will begin January 1, 2018 and terminate December 31, 2018. The Department of Public Works may opt to renew the contract for two additional years, 2019 and 2020. The total contract shall not exceed three years.

ROCK COUNTY, WISCONSIN

FINANCE DEPARTMENT
PURCHASING DIVISION

PROJECT NUMBER #2018-04
 PROJECT NAME UNIFORMS, SHOP TOWELS & WALK-OFF MATS
 DEPARTMENT PUBLIC WORKS-HIGHWAY, AIRPORT, PARKS
 BID DUE DATE OCTOBER 10, 2017 - 1:30 P.M.

	ALSCO - WAUWATOSA WI
2018 PARKS	617.76
2018 AIRPORT	1,348.88
2018 HIGHWAY	5,155.28
2018 TOTAL	\$ 7,121.92
2019 PARKS	617.76
2019 AIRPORT	1,348.88
2019 HIGHWAY	5,155.28
2019 TOTAL	\$ 7,121.92
2020 PARKS	617.76
2020 AIRPORT	1,348.88
2020 HIGHWAY	5,155.28
2020 TOTAL	\$ 7,121.92
3 YEAR TOTAL - PARKS	\$ 1,853.28
3 YEAR TOTAL - AIRPORT	\$ 4,046.64
3 YEAR TOTAL - HIGHWAY	\$ 15,465.84
TOTAL 3 YEAR CONTRACT	\$ 21,365.76

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

PREPARED BY: Jodi Millis, Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: AlSCO - Wauwatosa WI

[Signature] 10-25-17
 Signature Date

GOVERNING COMMITTEE APPROVAL:

[Signature] 4/0 11/9/2017
 Chair Vote Date

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Mickey Crittenden, IT Director
INITIATED BY



Mickey Crittenden, IT Director
DRAFTED BY

Finance Committee
SUBMITTED BY

November 8, 2016
DATE DRAFTED

Authorizing Purchase of Budgeted Network Servers

1 **WHEREAS**, the improvement and upgrade of the County's network server capacity is an active
 2 Information Technology strategic initiative and Capital Improvement Program project; and,
 3
 4 **WHEREAS**, the replacement of older and under-performing servers is a key component for meeting
 5 the current and future network server requirements associated with the County systems; and,
 6
 7 **WHEREAS**, the 2017 Information Technology Capital Projects budget (07-1444-0000-67131) did
 8 include funding for the replacement of aging, under-performing, and non-supported general purpose
 9 servers; and,
 10
 11 **WHEREAS**, the Information Technology Department staff did specify the configuration of 4 Cisco
 12 UCS replacement network servers and associated components to complete the 2017 planned
 13 replacements; and,
 14
 15 **WHEREAS**, the specified Cisco servers will be purchased using the pricing and terms of the State of
 16 Wisconsin Cisco Contract #50SENT-M16-DATACOMMUN-01.
 17
 18 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
 19 this _____ day of _____, 2017 that a Purchase Order for 4 Cisco blade servers and
 20 associated components be issued to CDW-G in the amount of \$65,000.

17-11D-411

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

FISCAL NOTE:

Funding was included in the 2017 budget for the cost of these servers.

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.

Richard Greenlee
Corporation Counsel

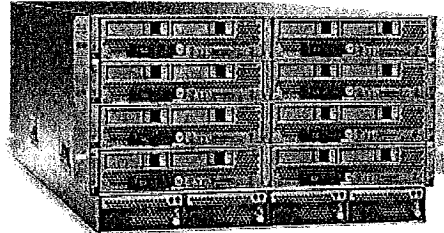
Executive Summary for the Purchase of Network Servers

This resolution authorizes the purchase of replacements for aging and under-performing general database and application servers and to add capacity to the County's virtual server environment. As one of the budgeted 2017 IT Capital Projects, this server purchase includes:

- 4 Cisco UCS physical Blade Servers for hosting general business applications and databases within the County's virtual server environment;
- 2 Cisco Fiber Interconnect units for connecting the UCS servers to network and storage resources;
- All associated memory and cables;
- Installation and three years' maintenance and support.

The Blade Servers will be located in the data center at the Health Care Center. They will be network-attached and use the County's Storage Area Network for primary disk storage. These servers will have a useful life to the County of 5 – 7 years.

The total cost of the Cisco UCS Blade Servers, Fabric Interconnect units, and associated components, as listed above is \$65,000, and will be purchased from CDW-G using the pricing and terms of the State of Wisconsin Cisco contract #50SENT-M16-DATACOMMUN-01.



**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Groundwater Nitrate
Workgroup
INITIATED BY



Thomas Sweeney
DRAFTED BY

Board of Health and Land
Conservation Committee
SUBMITTED BY

October 11, 2017
DATE DRAFTED

**Extending the Deadline for the Workgroup to Study the High Nitrates Levels
in Rock County's Groundwater**

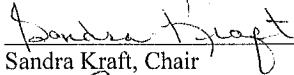
- 1 **WHEREAS**, the level of nitrates in Rock County's groundwater has increased over the past two decades
- 2 in private and public wells, with over 30% of the county wells exceeding the drinking water nitrate health
- 3 advisory of 10 mg/L; and,
- 4
- 5 **WHEREAS**, the County Board of Supervisors passed resolution 17-5A-282 during their May 11, 2017
- 6 County Board meeting establishing a workgroup composed of the following representatives, Public
- 7 Health, Land Conservation, Planning and Development, UW Extension, a representative from the
- 8 Agricultural Service Sector, two at large County Board members and one Farmer currently working with
- 9 a research project overseen by UW-Discovery Farms to commence research on nitrate reduction strategies
- 10 that are available; and,
- 11
- 12 **WHEREAS**, this workgroup was to complete its tasks of compiling existing well water nitrate data,
- 13 evaluating nitrate sources, and researching groundwater nitrate reduction initiatives and strategies being
- 14 conducted in other parts of Wisconsin and the United States by December 2017. After the tasks were
- 15 completed, the Workgroup was to make recommendations to the County Board regarding the
- 16 Groundwater Nitrate issues; and,
- 17
- 18 **WHEREAS**, after numerous meetings regarding the aforesaid tasks, it was determined by the workgroup
- 19 that a pilot project, conducted in Rock County, would offer the greatest insight to the County's Aquifers;
- 20 and,
- 21
- 22 **WHEREAS**, the workgroup will not be able to meet the aforementioned deadline and requests the
- 23 County Board extend the existing deadline to December 31, 2020; and,
- 24
- 25 **WHEREAS**, the new deadline will allow the workgroup to develop, implement, and monitor a small
- 26 scale pilot project to reduce nitrates in the Groundwater through implementation of Best Management
- 27 Practices.
- 28
- 29 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors in session this
- 30 _____ day of _____, 2017, approves the extension of the workgroup for the period of May
- 31 2017 through December 2020 for the sole purpose of researching and developing recommendations to
- 32 decrease or reduce the rate of increase of nitrates entering Rock County's Groundwater.

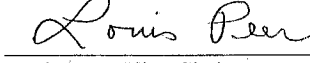
17-11D-412

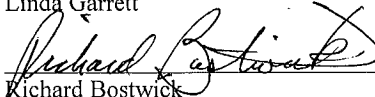
Extending the Deadline for the Workgroup to Study the High Nitrates Levels in Rock County's Groundwater.
Page 2


Respectfully submitted,

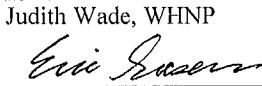
BOARD OF HEALTH


Sandra Kraft, Chair


Louis Peer, Vice Chair

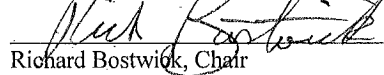
Linda Garrett

Richard Bostwick

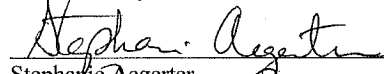
Dr. Keith Konkol, M.D.

Dr. Kaitlin Meyers, DVM, MPH

Dr. Connie Winter, DDS

Judith Wade, WHNP

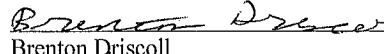

Eric Gresens, R.Ph


LAND CONSERVATION COMMITTEE


Richard Bostwick, Chair

Alan Sweeney, Vice Chair

Stephanie Aegerter


Wes Davis


Brenton Driscoll



Kara Hawes


James Quade, USDA-FSA Representative


Jeremy Zajac

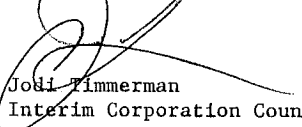
FISCAL NOTE:

Per County Board Rule IV-C, County Board Supervisors who are members of additional special, single purpose or ad hoc committees are eligible for per meeting allowances and mileage reimbursement. Citizen members of such committees shall be eligible for mileage reimbursement only.

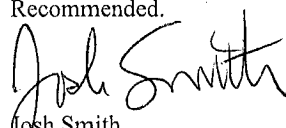

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sections 59.01 and 59.51, Wis. Stats. as well as Rule IV-C of the County Board Rules.


Jodi Timmerman
Interim Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

Extending the Deadline for the Workgroup to Study the High Nitrates Levels in Rock County's Groundwater.
Page 3

EXECUTIVE SUMMARY

This resolution requests County Board approval to extend the deadline for the established Groundwater Nitrate Workgroup as per County Board Resolution 17-5A-282. The current deadline was set for December 31, 2017. The Board of Health along with the Committees represented on the Workgroup request the deadline be extended to December 31, 2020 to accommodate the implementation of a small scale pilot groundwater nitrate reduction project. Implementation of this type of project will allow the workgroup to refine its recommendations of Nitrate reduction in the County's Groundwater Aquifers.

It is anticipated that this workgroup will meet 2-4 times per year during the pilot project to review updates, evaluate progress, and determine ongoing actions needed.

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

November 1, 2017
Date Drafted

AUTHORIZING ACCEPTANCE OF CAROL MILLER LAND DONATION

1 **WHEREAS**, Carol Miller has expressed a desire to make a donation of her land to Rock County. The
2 legal description of this property is attached. Said property is located in Fulton Township at the
3 confluence of the Yahara and Rock Rivers; and
4

5 **WHEREAS**, the Department of Public Works Parks Division toured Ms. Miller's property and found it
6 to provide an opportunity for Rock County to expand its Parks land holdings by approximately fifty-four
7 (54) acres; and
8

9 **WHEREAS**, said property is subject to a perpetual easement to the Wisconsin River Company for the
10 right to erect and maintain a line of towers and wires for the transmission of electrical current; and
11

12 **WHEREAS**, said property is also subject to a perpetual easement of approximately thirteen (13) acres to
13 the United States of America, the purpose of which is to restore, protect, manage, maintain and enhance
14 the functional values of wetlands and other lands and for the conservation of natural values including
15 fish and wildlife and their habitat, water quality improvement, flood water retention, groundwater
16 discharge, open space, aesthetic values and environmental education. This easement does allow for
17 fishing and other recreational uses that are consistent with the long-term protection and enhancement of
18 the wetland and other natural values of the easement area.
19

20 **NOW THEREFORE BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
21 this _____ day of _____, 2017 does hereby authorize the acceptance of the land
22 donation by Carol Miller, as set forth in the attached legal description, and;
23

24 **BE IT FURTHER RESOLVED** that the County Board Chair and the County Clerk be authorized to
25 execute legal documents related to the land donation on behalf of the County, and;
26

27 **BE IT FURTHER RESOLVED** that the property received by Rock County through this land donation
28 will remain park and wildlife area, open to the public for passive recreation. Improvements such as a
29 gravel roadway, small parking area and hiking trails will be permissible.
30


31 **BE IT FURTHER RESOLVED** that a sign shall be erected honoring Carol Miller and her family for
32 this donation.

17-11D-413

AUTHORIZING ACCEPTANCE OF CAROL MILLER LAND DONATION


Page 2

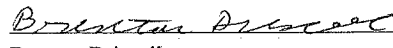
Respectfully submitted,
PUBLIC WORKS COMMITTEE


Betty Jo Bussie, Chair

Absent
Brent Fox, Vice-Chair

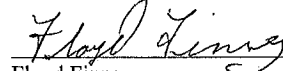
Absent
Eva M. Arnold



Rick Richard


Brenton Driscoll

PARKS ADVISORY COMMITTEE

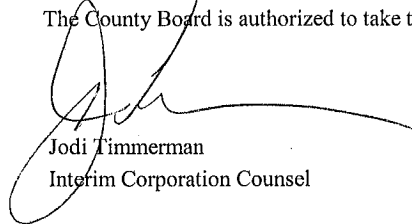
Absent
Tom Presny


Floyd Finney


Dean Paynter

LEGAL NOTE:

The County Board is authorized to take this action pursuant to section 59.52(6), Wis. Stats.


Jodi Timmerman
Interim Corporation Counsel

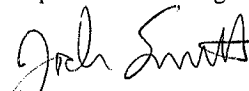
FISCAL NOTE:

Costs associated with this donation include the upfront costs of title insurance and the survey. Costs also include the ongoing maintenance and improvement of the property.


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

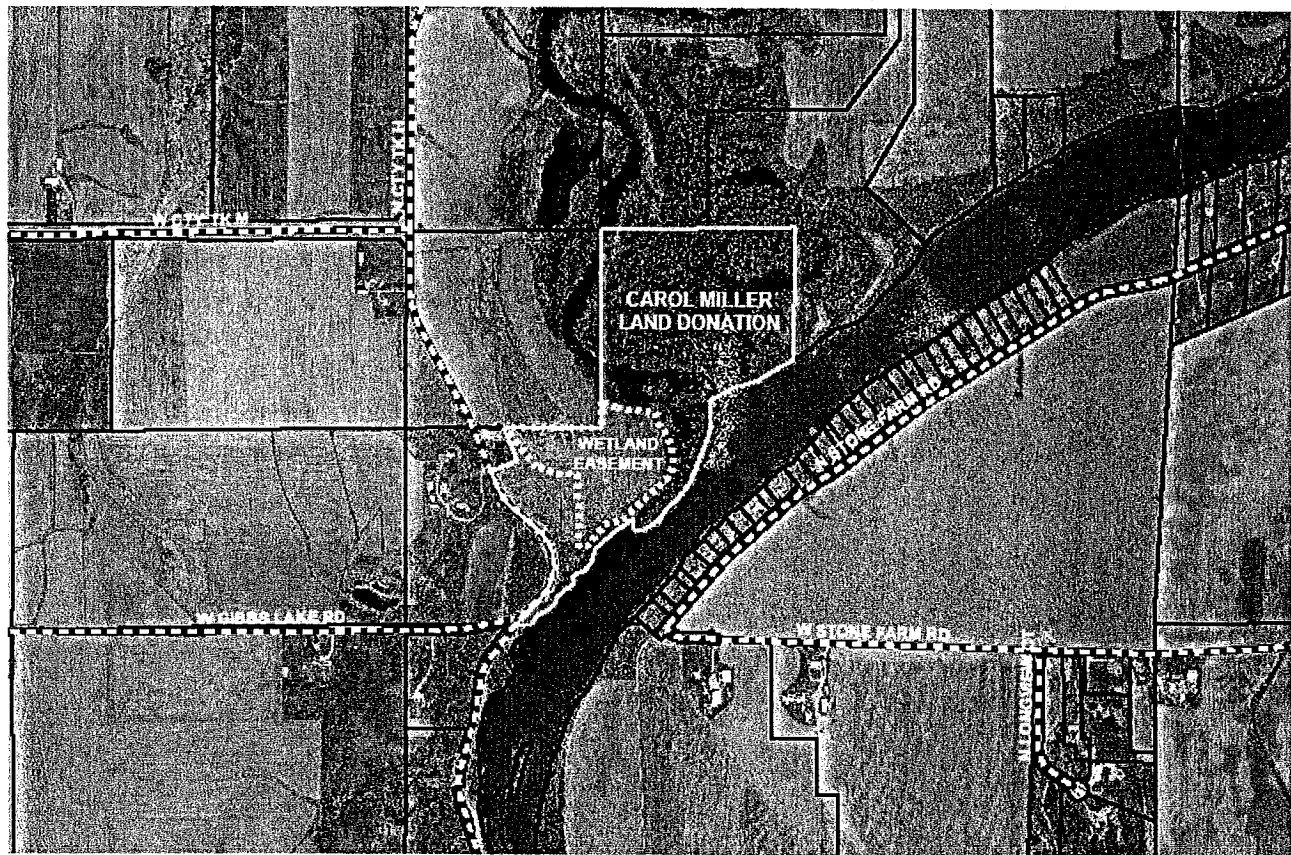
Increasing County park land is consistent with Goal 12.16 ("Acquire additional park space to address gaps in level of service") of Rock County's Parks, Outdoor Recreation and Open Space (POROS) plan, and land donations are a cost-effective way to acquire and preserve natural spaces. I should note that in the 2018 budget I did not recommend the Public Works Department's request to add 1.0 FTE staff to help with maintaining the growing park system.


Josh Smith
County Administrator

- EXECUTIVE SUMMARY -
**AUTHORIZING ACCEPTANCE OF
 CAROL MILLER LAND DONATION**

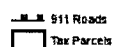
Rock County Parks was contacted by Carol Miller regarding her desire to donate land to the County.

The parcel is approximately 54 acres of land, parcel number 6-6-303, comprised of FRL LOT 3 & 4 E OF HWY (EXC VOL 442 P 492) (EXC 132-13) - plat. The parcel is adjacent to the Yahara River where it convenes with the Rock River. Part of the Donation is in the Wetland Reserve Program as an easement and remains with the land in perpetuity.



**Carol Miller Land Donation
 Yahara & Rock River Confluence**

Legend



**Airphoto: Spring 2016
 1 inch = 800 feet**



Rock County Planning, Zoning & Development
 1000 West Main Street, Room 200, Janesville, WI 53402

Rock County Parks will be responsible for all costs associated with the land donation: the title insurance policy and a land boundary survey.

The Public Works Committee voted unanimously in favor of pursuing the acceptance of this land donation at their March 14, 2017 meeting.

SCHEDULE C

Commitment No. 17-105665

PROPERTY DESCRIPTION

The land referred to in this Commitment is described as follows:

55 acres of land more or less in Section 19, T.4N., R.12E., Township of Fulton, Rock County, Wisconsin, described as follows: That part of the East 1/2 of the SW 1/4 of said Section 19, lying West of Rock River and that part of the SW 1/4 of the SW 1/4 of Section 19, lying East of the Highway, ALSO known as Fractional Lot 3, and that part of Fractional Lot 4 lying East of the Highway, EXCEPTING THEREFROM, the following described premises: Commencing at a point on the Northeasterly margin of State Trunk Highway No. 184, located 80 feet Southeasterly from the North line of the SW 1/4 of the SW 1/4 of Section 19, T.4N., R.12E., Rock County, Wisconsin; thence Southeasterly along the Northeasterly margin of said Highway 100 feet; thence at a right angle Northeasterly 66 feet; thence at a right angle Northwesterly 100 feet; thence at a right angle Southwesterly 66 feet to the point of beginning, FURTHER EXCEPTING THEREFROM, Part of the SW 1/4 of the SW 1/4 of Section 19, T.4N., R.12E. of the 4th P.M., Fulton Township, Rock County, Wisconsin, described as follows: Commencing at the West 1/4 corner of Section 19, T.4N., R.12E.; thence South, along the West line of the SW 1/4 of said Section, 1325.17 feet; thence N.89°32'27"E., along the North line of the SW 1/4 of the SW 1/4 of said Section, 457.16 feet to the place of beginning for the land to be herein described; thence continuing N.89°32'27"E. 210.00 feet; thence S.21°57'47"E. 235.10 feet; thence S.68°02'13"W. 195.40 feet; thence N.21°57'47"W. along the centerline of S.T.H. "184", 119.10 feet; thence N.68°02'13"E. 99.00 feet; thence N.21°57'47"W. 100.00 feet; thence S.68°02'13"W. 99.00 feet; thence N.21°57'47"W. along said centerline, 93.00 feet to the place of beginning.

First American Title Insurance Company
1 First American Way, Santa Ana, CA 92707

Authorized Agent - Brabazon Title Co., Inc., PO Box 901, Beloit, WI 53512

Schedule C (6/17/06) ALTA Commitment Copyright 2006-2009 American Land Title Association. All rights reserved.

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AMERICAN
LAND TITLE
ASSOCIATION



**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

PUBLIC WORKS COMMITTEE
INITIATED BY



Lori A. Williams, Parks Director
DRAFTED BY

PUBLIC WORKS COMMITTEE
SUBMITTED BY

September 27, 2017
DATE DRAFTED

AUTHORIZING PURCHASE OF RYE FARMS INC. PROPERTY AND AMENDING THE
DEPARTMENT OF PUBLIC WORKS - PARKS DIVISION BUDGET

1 **WHEREAS**, the Rock County Department of Public Works Parks Division was approached by Rye
2 Farms Inc. regarding the County's interest in purchasing 1.52 acres of their property located east of the
3 State Highway 140 bridge over Turtle Creek in Bradford Township, north of the Village of Clinton,
4 Wisconsin for use as part of the County Parks System; and,
5

6 **WHEREAS**, the Department of Public Works Parks Division toured the property, which has access for
7 canoeing, kayaking, and fishing to Turtle Creek, which the Wisconsin Department of Natural
8 Resources has identified as an "Exceptional Water Resource"; and,
9

10 **WHEREAS**, the Parks Division believes this land provides an exciting opportunity for the County to
11 develop this land for recreational use by the general public; and,
12

13 **WHEREAS**, the County has completed a preliminary Certified Survey Map (CSM) of the property, a
14 copy of which is attached hereto; and,
15

16 **WHEREAS**, prior to the purchase of the property, the Rock County Planning and Development
17 Committee and the Town of Bradford will need to approve the requested land division as this property
18 is a remnant that was created by the State Highway 140 Right of Way and a requested zoning change
19 will need to be approved by the Town of Bradford; and,
20

21 **WHEREAS**, the Public Works Parks Division will need to make necessary site improvements to the
22 land if it is purchased by the County; and,
23

24 **WHEREAS**, the Rock County Trail Coalition has committed \$3,000 as a contribution toward \$16,000
25 purchase price.
26

27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
28 assembled this _____ day of _____, 2017 does hereby authorize the purchase
29 of Rye Farms Inc. property, located at State Highway 140, East Creek Road in Clinton, WI, for the
30 sum of \$16,000, which is to include a \$3,000 contribution from the Rock County Trail Coalition and;
31

32 **BE IT FURTHER RESOLVED** that the County Board Chair and the County Clerk be authorized to
33 execute legal documents related to the sale transaction on behalf of the County, but only after the land
34 division has been properly approved and the Town of Bradford has rezoned the property.
35

36 **BE IT FURTHER RESOLVED** the Department of Public Works Parks Division budget be amended as
37 follows:
38

39 Account No.	Budget	Increase/Decrease	Amended
40 Description	2017		Budget
41 Source of Funds:	0	\$3,000	\$3,000
42 41-4592-4800-4600			
43 Contributions			
44 Use of Funds:			
45 41-4592-4800-67200	\$342,800	\$3,000	\$345,800

17-11D-414

Authorizing Purchase of Rye Farm Highway 140 Property and Amending the Department of Public Works -- Parks Division Budget

Page 2

Respectfully submitted:

PUBLIC WORKS COMMITTEE

Betty Jo Bussie
Betty Jo Bussie, Chair

Absent
Brent Fox, Vice Chair

Absent
Eva M. Arnold

Rick Richard
Rick Richard

Brenton Driscoll
Brenton Driscoll

PARKS ADVISORY COMMITTEE

Absent
Tom Presny

/s/Floyd Finney
Floyd Finney

/s/Dean Paynter
Dean Paynter

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 5-0

Mary Mawhinney
Mary Mawhinney, Chair Date

Authorizing Purchase of Rye Farm Highway 140 Property and Amending the Department of Public Works – Parks Division Budget

Page 3

FISCAL NOTE:

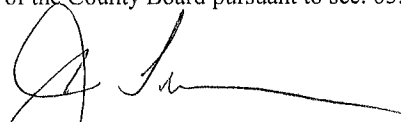
Sufficient funds remain in the Parks' 2017 budget for the County share of the purchase price due to other projects being under budget. However, the purchase of additional property will also add to our annual maintenance and improvement costs.



Sherry Oja
Finance Director

LEGAL NOTE:


The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. As an amendment to the 2017 budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a) Wis. Stats.



Jodi Timmerman
Interim Corporation Counsel

ADMINISTRATIVE NOTE:

Increasing County park land is consistent with Goal 12.16 ("Acquire additional park space to address gaps in level of service") of Rock County's Parks, Outdoor Recreation and Open Space (POROS) plan, and land donations are a cost-effective way to acquire and preserve natural spaces. I should note that in the 2018 budget I did not recommend the Public Works Department's request to add 1.0 FTE staff to help with maintaining the growing park system.



Josh Smith
County Administrator

Executive Summary

Authorizing Purchase of Rye Farms 140 Property

The purpose of this Resolution is to authorize the purchase of the Rye Farms HWY 140 property as a canoe/kayak launch for the Department of Public Works Parks Division. It also authorizes the County Board Chairman and County Clerk to execute required documents to effect the sale.

The Rye Farms Inc. approached the County in early 2017 to gauge interest in the Rye Farms Property on HWY 140. The Committee has expressed interest in acquiring the property. The Department of Public Works Parks Division has toured the creek front property that has a great creek access at the 140 Bridge. Possible uses for the site include canoeing, kayaking, fishing, and parking.

This purchase is of approximately 1.52 acres of land and an existing paved driveway, parking area, and canoe/kayak launch purchase price of \$16,000. We also have a \$3,000 commitment of contribution from the Rock County Trail Coalition towards the purchase. The site will require minor modifications and maintenance. The Department has already invested \$1,500 on professional services for appraisal and survey work done by the county. Therefore, the total estimated cost of the project is \$16,000 and staff time and is within county negotiation parameters. The appraisal was paid for through the Rock County Green Fund.



This resolution also authorizes use of surplus funds from other projects in the Capital Budget funds in The Public Works Parks Division budget. There are currently surplus funds available in the 2017 capital improvement budget to cover this expense.

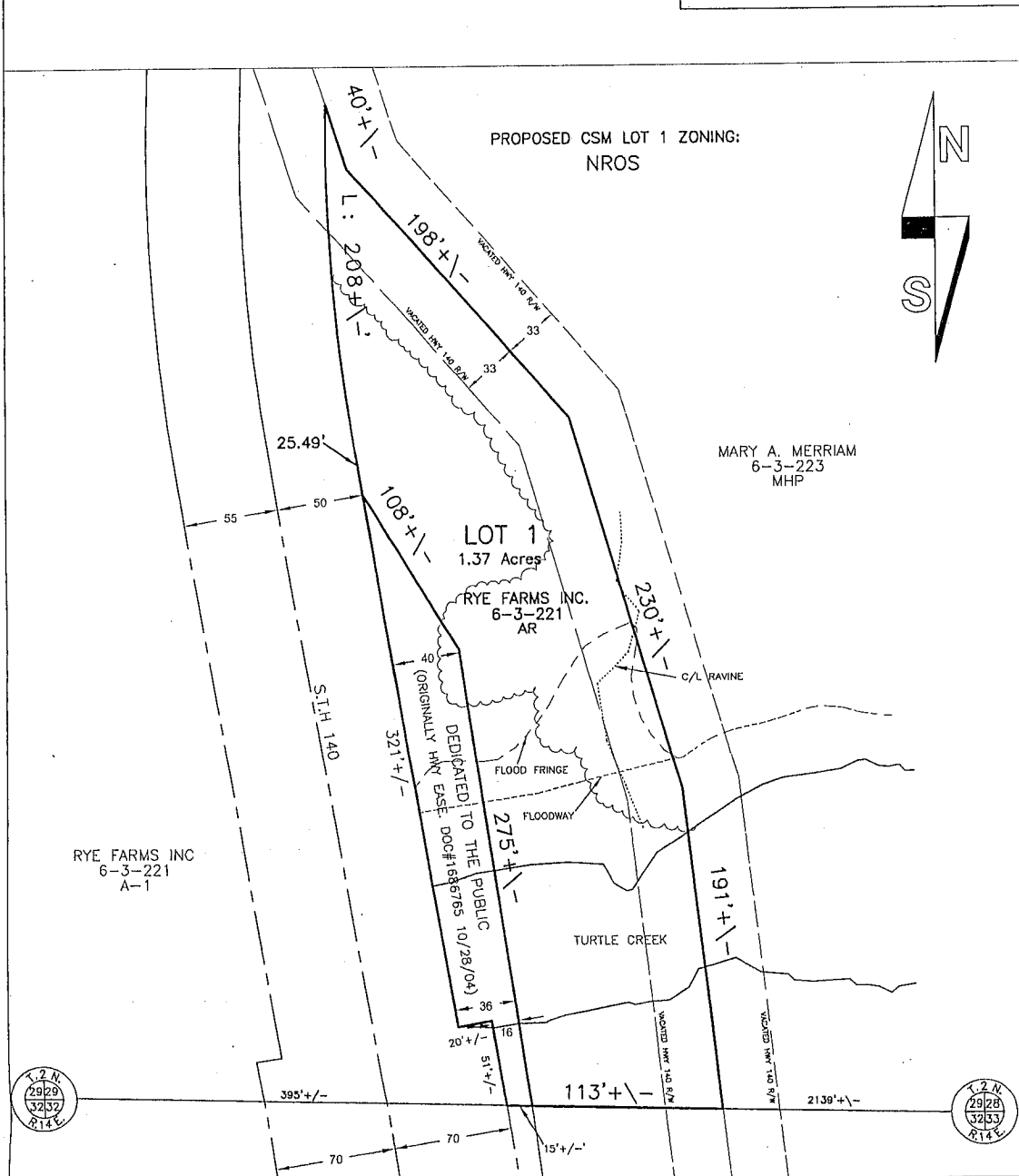
Respectfully submitted,

Lori Williams

Lori A. Williams
Parks Director

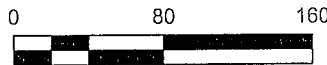
PRELIMINARY CERTIFIED SURVEY MAP OF

PART OF THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION
29, TOWNSHIP 2 NORTH, RANGE 14 EAST



ROCK COUNTY SURVEYORS OFFICE

COURTHOUSE BUILDING
51 S. MAIN STREET - JANESVILLE, WI. 53545
PH. 608-757-5658



- LEGEND
- - 3/4" IRON ROD SET
 - ⊙ - IRON ROD W/ CAP FOUND
 - ~ - TREE LINE
 - - PROPERTY LINE
 - - - - - WIS. DNR FLOODWAY
 - - - - - WIS. DNR FLOOD FRINGE
 - - CENTERLINE OF RAVINE

PROJECT NO. 2017-29BR-RYE
FOR: ROCK COUNTY PARKS DEPT
DATE: 10/09/2017
FIELDBOOK: PROJECTS 2017 PG: 113
SHEET 1 OF 1



Rock County Geographic Information System GIS
 Rock County Planning, Economic and Community Development Agency

Airphoto: Spring 2016

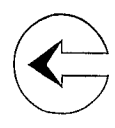
1 inch = 200 feet

Legend

— 911 Roads

□ Tax Parcels

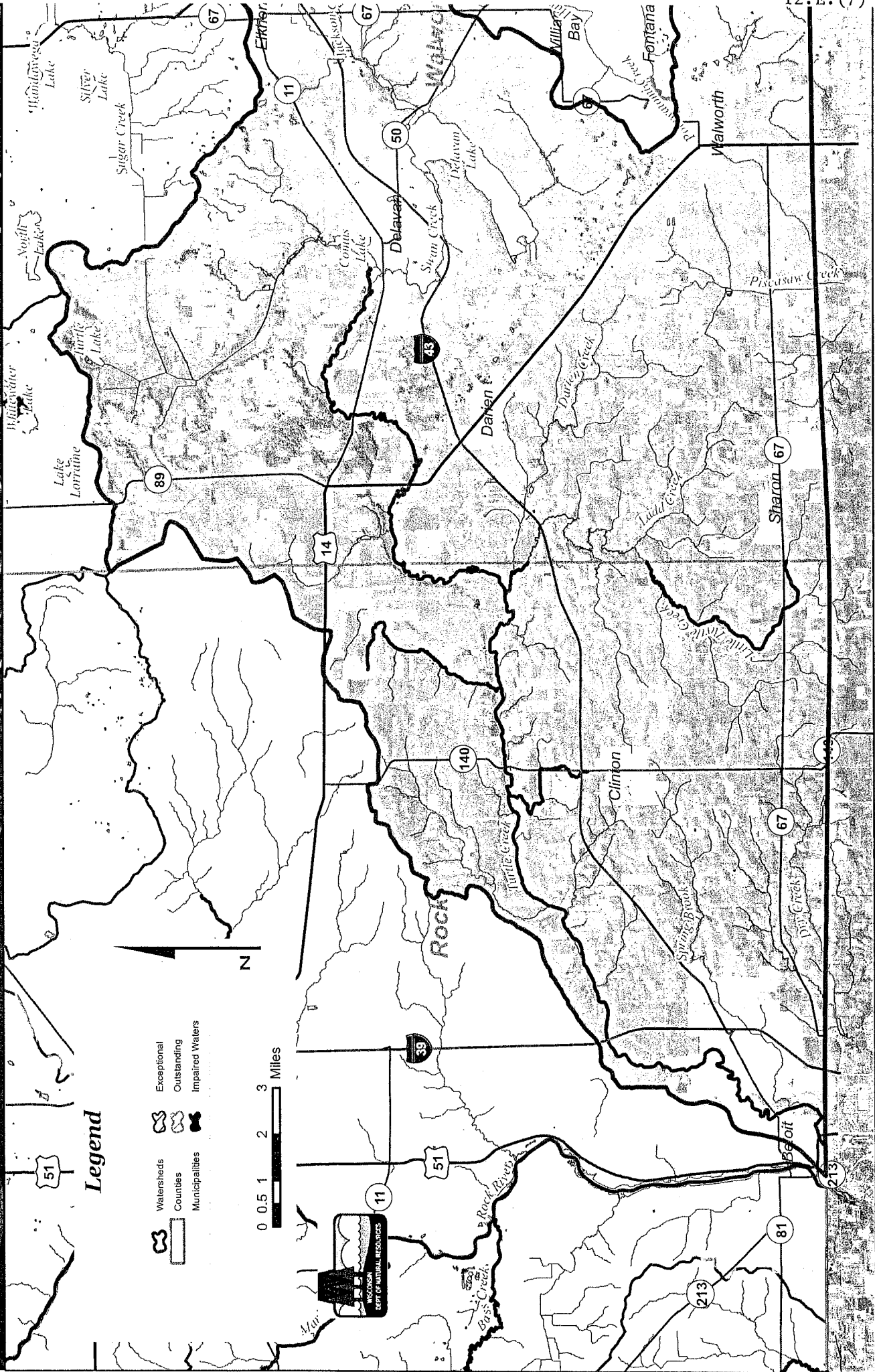
Rock Co. Public Works Parks Division
 Proposed Purchase - Turtle Creek Access



Wisconsin Watersheds

Turtle Creek Watershed

Outstanding Waters / Impaired Waters & Exceptional Resource Waters



Legend

- Watersheds
- Counties
- Municipalities
- Exceptional
- Outstanding
- Impaired Waters

