



**COUNTY BOARD STAFF COMMITTEE  
TUESDAY – FEBRUARY 11, 2014 – 4:00 P.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order & Approval of Agenda
2. Approval of Minutes – January 9, 2014 and January 14, 2014
3. Citizen Participation, Communications and Announcements
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolutions
  - A. Recognizing Carlyn DeHaan for Service to Rock Haven
  - B. Recognizing Annette Smith for Service to Rock Haven
  - C. Recognizing Russell Bue for Service to Rock Haven
  - D. Recognizing Suzanne Kaminskas for Service to Rock Haven
  - E. To Ratify the 2014 Labor Agreement between Rock County and AFSCME, Local 1258 (Rock Haven)
  - F. To Ratify the 2014 Labor Agreement between Rock County and AFSCME, Local 1077 (Public Works/General Services)
  - G. To Ratify the 2014 Labor Agreement between Rock County and SEIU Healthcare Wisconsin, United for Quality Care (Public Health Nurses)
  - H. To Ratify the 2014 Labor Agreement between Rock County and the Association of Mental Health Specialists – Rock Haven
  - I. To Ratify the 2014 Labor Agreement between Rock County and the Association of Mental Health Specialists – Human Services Department
  - J. To Ratify the 2014 Labor Agreement between Rock County and the Rock County Attorney's Association
  - K. To Ratify the 2013-2014 Labor Agreement between Rock County and Deputy Sheriff's Association
6. Discussion and Possible Action on Update to Administrative Policy 5.17 Health Insurance
7. Discussion and Possible Action on Administrative Policy 3.04 Use of Portable Electric Space Heaters

8. Request for Vacation Carryover – County Administrator
9. Discussion and Possible Action on Hiring Process for County Administrator
10. **EXECUTIVE SESSION:** Per Section 19.85(1)(e), Wis. Stats.  
Update on Collective Bargaining
11. Adjournment

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-63100	OFC SUPP & EXP	P1300608	12/31/2013	PAPER RECOVERY SERVICE CORPOF	3.85
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,800.00	4,226.19	0.00	3.85	(430.04)
<b>HUMAN RESOURCES PROG TOTAL</b>				<b>3.85</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$3.85**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 11 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63107	PUBL & LEGAL	P1400519	01/22/2014	JANESVILLE GAZETTE INC	840.16
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	18,247.00	0.00	0.00	840.16	17,406.84
<b>COUNTY BOARD PROG TOTAL</b>				<b>840.16</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$840.16**  
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:  
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.  
 B. Bills under \$10,000 to be paid.  
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 11 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

2014

Rock County

COMMITTEE APPROVAL REPORT

02/05/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
06-1620-0000-63200	PUBL/SUBCR/DUES				
		P1400921	01/16/2014	WISCONSIN CHILD SUPPORT ENFORC	180.00
		P1401070	01/29/2014	WISCONSIN ASSOCIATION OF COUNT	70.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,400.00	0.00	0.00	250.00	4,150.00
<b>CORPORATION COUNSEL PROG TOTAL</b>				<b>250.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$250.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: FEB 11 2014

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

# Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 2/4/2014  
Requested By Human Resources  
Department

Transfer No. 14-03  
David O'Connell  
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 08-1420-0000-62119 Description: Other Contracted Services Current Balance: \$7,500	1500.00	Account #: 08-1420-0000-67160 Description: Capital assets-less than \$5000	1500.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

New budget year.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

Need to purchase a replacement AED for the Health Dept-South location. Need to purchase a replacement battery pack for AED at the HCC.

**FISCAL NOTE:**

Sufficient funds are available for transfer.

*82-417*

**ADMINISTRATIVE NOTE:**

Recommended.

*DSK 2-4-14*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee

Finance Committee

# Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 2/3/14  
 Requested By Human Resources  
Department

Transfer No. 13-104  
David O'Connell  
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 08-1420-0000-63107 Description: Legal Notices Current Balance: \$6,961	\$6,000	Account #: 08-1420-0000-67130 Description: Terminals and PCs	\$6,000
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Costs for legal notices were less than expected.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

2014 budget included funding for a smart board. A portion of the funding was to come from the carryover of 2013 funds. Once this transfer is completed, the funds will be carried over to 2014.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *8/2/14*

**ADMINISTRATIVE NOTE:**

Recommended. *[Signature]*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee \_\_\_\_\_

Finance Committee \_\_\_\_\_

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee  
INITIATED BY



Sue Prostko  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

January 28, 2014  
DATE DRAFTED

### RECOGNIZING CARLYN DEHAAN FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Carlyn DeHaan has served the citizens of Rock County over the past 32 years, 4 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Carlyn DeHaan began her career with Rock Haven as a Certified Nursing Assistant on November
- 5 2, 1981; and,
- 6
- 7 **WHEREAS**, Carlyn DeHaan has worked diligently in that position until her retirement on March 1, 2014; and,
- 8
- 9 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 10 commend Carlyn DeHaan for her long and faithful service.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 13 \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby recognize Carlyn DeHaan for her 18 years, 7 months of service
- 14 and extend their best wishes to her in her future endeavors; and,
- 15
- 16 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 17 resolution to Carlyn DeHaan.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Betty Jo Bussie, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Beaver, Vice Chair

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Sandra Kraft, Vice Chair

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Terry Fell

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Betty Jo Bussie

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Billy Bob Grahm

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Eva Arnold

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Steve Howland

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Mary Mawhinney

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Marilynn Jensen

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Kurtis Yankee

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Louis Peer



# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee  
INITIATED BY



Sue Prostko  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

January 16, 2014  
DATE DRAFTED

### RECOGNIZING ANNETTE SMITH FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Annette Smith has served the citizens of Rock County over the past 32 years, 6 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Annette Smith began her career with Rock Haven as a Certified Nursing Assistant on July 16,
- 5 1981; and,
- 6
- 7 **WHEREAS**, Annette Smith has worked diligently in that position until her retirement on January 27, 2014;
- 8 and,
- 9
- 10 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 11 commend Annette Smith for her long and faithful service.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 14 \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby recognize Annette Smith for her 32 years, 6 months of service
- 15 and extend their best wishes to her in her future endeavors; and,
- 16
- 17 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 18 resolution to Annette Smith.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Betty Jo Bussie, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

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Mary Beaver, Vice Chair

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Sandra Kraft, Vice Chair

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Terry Fell

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Betty Jo Bussie

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Billy Bob Grahn

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Eva Arnold

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Steve Howland

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Mary Mawhinney

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Marilynn Jensen

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Kurtis Yankee

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Henry Brill

\_\_\_\_\_  
Louis Peer

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee  
INITIATED BY



Sue Prostko  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

January 8, 2014  
DATE DRAFTED

### RECOGNIZING RUSSELL BUE FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Russell Bue has served the citizens of Rock County over the past 16 years as a dedicated and
- 2 valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Russell Bue began his career with Rock Haven as a Registered Nurse on January 6, 1998; and,
- 5
- 6 **WHEREAS**, Russell Bue has worked diligently in that position until his retirement on January 5, 2014; and,
- 7
- 8 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 9 commend Russell Bue for his long and faithful service.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 12 \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby recognize Russell Bue for his 16 years of service and extend
- 13 their best wishes to him in his future endeavors; and,
- 14
- 15 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 16 resolution to Russell Bue.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Betty Jo Bussie, Chair

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J. Russell Podzilni, Chair

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Mary Beaver, Vice Chair

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Sandra Kraft, Vice Chair

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Terry Fell

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Betty Jo Bussie

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Billy Bob Grahm

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Eva Arnold

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Steve Howland

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Mary Mawhinney

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Marilynn Jensen

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Kurtis Yankee

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Henry Brill

\_\_\_\_\_  
Louis Peer

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee  
INITIATED BY



Sue Prostko  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

January 16, 2014  
DATE DRAFTED

### RECOGNIZING SUZANNE KAMINSKAS FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Suzanne Kaminskas has served the citizens of Rock County over the past 34 years, 2 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Suzanne Kaminskas began her career with Rock Haven as a Certified Nursing Assistant on
- 5 January 7, 1980; and,
- 6
- 7 **WHEREAS**, Suzanne Kaminskas has worked diligently in that position until her retirement on March 1, 2014;
- 8 and,
- 9
- 10 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 11 commend Suzanne Kaminskas for her long and faithful service.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 14 \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby recognize Suzanne Kaminskas for her 34 years, 2 months of
- 15 service and extend their best wishes to her in her future endeavors; and,
- 16
- 17 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 18 resolution to Suzanne Kaminskas.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Betty Jo Bussie, Chair

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J. Russell Podzilni, Chair

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Mary Beaver, Vice Chair

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Sandra Kraft, Vice Chair

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Terry Fell

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Betty Jo Bussie

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Billy Bob Grahm

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Eva Arnold

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Steve Howland

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Mary Mawhinney

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Marilynn Jensen

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Kurtis Yankee

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Henry Brill

\_\_\_\_\_  
Louis Peer

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Dave O'Connell, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

February 3, 2014  
DATE DRAFTED

**TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY  
AND  
AFSCME, LOCAL 1258 (ROCK HAVEN)**

- 1 **WHEREAS**, the County is subject to 111.70 of the Wisconsin Statutes; and,
- 2
- 3 **WHEREAS**, representatives of the AFSCME, Local 1258 (Rock Haven) have met with the Rock
- 4 County Management bargaining team and arrived at a mutual agreement on base wages; and,
- 5
- 6 **WHEREAS**, AFSCME Local 1258 has ratified the agreement; and,
- 7
- 8 **WHEREAS**, the proposed settlement represents a base wage increase of 1.5% effective January 1,
- 9 2014.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 12 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby ratify the terms and conditions
- 13 of the 2014 labor agreement with AFSCME, LOCAL 1258 (Rock Haven).

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Marilynn Jensen

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Sandra Kraft, Vice Chair

\_\_\_\_\_  
Mary Mawhinney

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Eva Arnold

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Louis Peer


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Henry Brill

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Kurtis L. Yankee

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Betty Jo Bussie

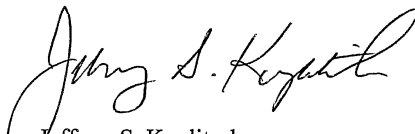
**FISCAL NOTE:**

	<u>Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>	<u>Overall % Increase</u>
2014	\$10,701,460	\$125,051	1.5% eff. 1/1/2014	1.17%

  
Sherry Oja  
Finance Director

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to secs. 59.01 and 111.70, Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.

  
Craig Knutson  
County Administrator

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Dave O'Connell, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

February 3, 2014  
DATE DRAFTED

**TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY  
AND  
AFSCME, LOCAL 1077 (PUBLIC WORKS/GENERAL SERVICES)**

- 1 **WHEREAS**, the County is subject to 111.70 of the Wisconsin Statutes; and,
- 2
- 3 **WHEREAS**, representatives of AFSCME, Local 1077 labor union have met with the Rock County
- 4 Management bargaining team and arrived at a mutual agreement on base wages; and,
- 5
- 6 **WHEREAS**, the proposed base wage settlement represents a base wage increase of 1.5% effective
- 7 January 1, 2014; and,
- 8
- 9 **WHEREAS**, AFSCME Local 1077 has ratified the agreement.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 12 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby ratify the terms and conditions
- 13 of the 2014 labor agreement with AFSCME, Local 1077 (Public Works/General Services).

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Kurtis L. Yankee

\_\_\_\_\_  
Betty Jo Bussie

TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY AND AFSCME,  
LOCAL 1077(PUBLIC WORKS/GENERAL SERVICES).

Page 2

**FISCAL NOTE:**

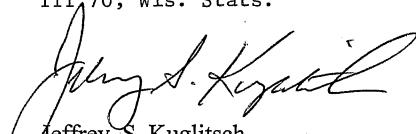
	<u>Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>	<u>Overall % Increase</u>
2014	\$5,691,045	\$61,819	1.5% eff. 1/1/2014	1.1%



Sherry Oja  
Finance Director

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to secs. 59.01 and 111.70, Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.



Craig Knutson  
County Administrator

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Dave O'Connell, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

February 3, 2014  
DATE DRAFTED

**TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY  
AND  
SEIU HEALTHCARE WISCONSIN, UNITED FOR QUALITY CARE  
(PUBLIC HEALTH NURSES)**

- 1 **WHEREAS**, the County is subject to 111.70 of the Wisconsin Statutes; and,
- 2
- 3 **WHEREAS**, representatives of SEIU Healthcare Wisconsin, United For Quality Care (Public Health
- 4 Nurses) have met with the Rock County Management bargaining team and arrived at a mutual
- 5 agreement on base wages; and,
- 6
- 7 **WHEREAS**, the proposed settlement represents a base wage increase of 1.5% effective January 1,
- 8 2014; and,
- 9
- 10 **WHEREAS**, the Public Health Nurses have ratified the agreement.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 13 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby ratify the terms and conditions
- 14 of the 2014 labor agreement between Rock County and SEIU Healthcare Wisconsin, United For
- 15 Quality Care (Public Health Nurses).

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Eva Arnold

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Louis Peer

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Henry Brill

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Kurtis L. Yankee

\_\_\_\_\_  
Betty Jo Bussie



TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY AND SEIU  
HEALTHCARE WISCONSIN, UNITED FOR QUALITY CARE (PUBLIC HEALTH NURSES)  
Page 2

**FISCAL NOTE:**

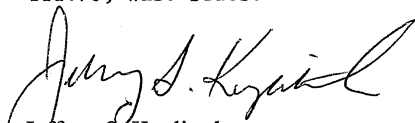
	<u>Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>	<u>Overall % Increase</u>
2014	\$1,425,994	\$16,710	1.5 % eff. 1/1/2014	1.17%



Sherry L. Oja  
Finance Director

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to secs. 59.01 and 111.70, Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.



Craig Knutson  
County Administrator

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Dave O'Connell, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

February 3, 2014  
DATE DRAFTED

**TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY  
AND THE  
ASSOCIATION OF MENTAL HEALTH SPECIALISTS –  
ROCK HAVEN**

- 1 **WHEREAS**, the County is subject to 111.70 of the Wisconsin Statutes; and,
- 2
- 3 **WHEREAS**, representatives of the Association of Mental Health Specialists – Rock Haven have met
- 4 with the Rock County Management bargaining team and arrived at a mutual agreement on base wages;
- 5 and,
- 6
- 7 **WHEREAS**, the proposed settlement represents a base wage increase of 1.5% effective January 1,
- 8 2014; and,
- 9
- 10 **WHEREAS**, AMHS – RH has ratified the agreement.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 13 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby ratify the terms and conditions
- 14 of the 2014 labor agreement with Association of Mental Health Specialists – Rock Haven.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Sandra Kraft, Vice Chair

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Mary Mawhinney

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Eva Arnold

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Louis Peer


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Henry Brill

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Kurtis L. Yankee

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Betty Jo Bussie

**FISCAL NOTE:**

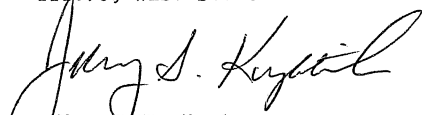
	<u>Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>	<u>Overall % Increase</u>
2014	\$2,459,879	\$31,621	1.5% eff. 1/1/2014	1.29%



Sherry L. Oja  
Finance Director

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to secs. 59.01 and 111.70, Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.



Craig Knutson  
County Administrator

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Dave O'Connell, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

February 3, 2014  
DATE DRAFTED

**TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY  
AND THE  
ASSOCIATION OF MENTAL HEALTH SPECIALISTS  
- HUMAN SERVICES DEPARTMENT**

- 1 **WHEREAS**, the County is subject to 111.70 of the Wisconsin Statutes; and,
- 2
- 3 **WHEREAS**, representatives of the Association of Mental Health Specialists – Human Services
- 4 Department have met with the Rock County Management bargaining team and arrived at a mutual
- 5 agreement on base wages; and,
- 6
- 7 **WHEREAS**, the proposed settlement represents a base wage increase of 1.5% effective January 1,
- 8 2014; and,
- 9
- 10 **WHEREAS**, AMHS – HSD has ratified the agreement.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 13 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby ratify the terms and conditions
- 14 of the 2014 labor agreement with Association of Mental Health Specialists – Human Services
- 15 Department.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Henry Brill

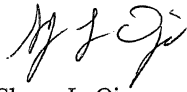
\_\_\_\_\_  
Kurtis L. Yankee

\_\_\_\_\_  
Betty Jo Bussie

TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY AND ASSOCIATION  
OF MENTAL HEALTH SPECIALISTS – HUMAN SERVICES DEPARTMENT  
Page 2

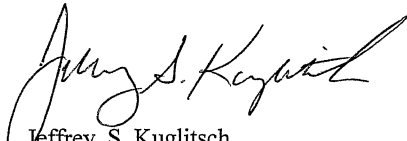
**FISCAL NOTE:**

	<u>Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>	<u>Overall % Increase</u>
2014	\$12,178,593	\$140,737	1.5% eff. 1/1/2014	1.16%

  
Sherry L. Oja  
Finance Director


**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to secs. 59.01 and 111.70, Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.

  
Craig Knutson  
County Administrator

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Dave O'Connell, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

February 3, 2014  
DATE DRAFTED

**TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY  
AND  
THE ROCK COUNTY ATTORNEY'S ASSOCIATION**

- 1 **WHEREAS**, the County is subject to 111.70 of the Wisconsin Statutes; and,
- 2
- 3 **WHEREAS**, representatives of the Attorney's Association have met with the Rock County
- 4 Management bargaining team and arrived at a mutual agreement on base wages; and,
- 5
- 6 **WHEREAS**, the proposed wage settlement represents a base wage increase of 1.5% effective January
- 7 1, 2014; and,
- 8
- 9 **WHEREAS**, the leadership of Attorney's Association has ratified the agreement.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 12 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby ratify the terms and conditions
- 13 of the 2014 labor agreement with the Rock County Attorney's Association.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Kurtis L. Yankee

\_\_\_\_\_  
Betty Jo Bussie

TO RATIFY THE 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY AND THE ROCK COUNTY ATTORNEY'S ASSOCIATION

Page 2

**FISCAL NOTE:**

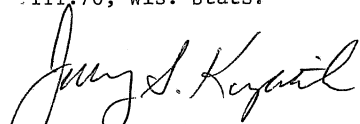
	<u>Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>	<u>Overall % Increase</u>
2014	\$585,467	\$7,578	1.5 % eff 1/1/2014	1.29%



Sherry L. Oja  
Finance Director

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to secs. 59.01 and 111.70, Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.



Craig Knutson  
County Administrator

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Dave O'Connell, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

February 5, 2014  
DATE DRAFTED

**TO RATIFY THE 2013 – 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY  
AND  
DEPUTY SHERIFF'S ASSOCIATION**

- 1 **WHEREAS**, the County is subject to 111.70 of the Wisconsin Statutes; and,
- 2
- 3 **WHEREAS**, representatives of the Deputy Sheriff's Association have met with the County's Bargaining Team
- 4 in an attempt to arrive at a mutual agreement on wages, hours and conditions of employment; and,
- 5
- 6 **WHEREAS**, the parties participated in a mediation session on January 22, 2014 with a mediator from the
- 7 Wisconsin Employment Relations Commission (WERC) and as a result arrived at a mutual agreement on
- 8 wages, hours and conditions of employment; and,
- 9
- 10 **WHEREAS**, the proposed wage settlement represents an across the board wage increase of 1.5% effective
- 11 January 1, 2013, and an across the board wage increases of 1% plus an additional \$0.42 per hour for Detectives
- 12 and Deputy Sheriffs in salary range F effective January 1, 2014; and,
- 13
- 14 **WHEREAS**, the membership of the Association has ratified the agreement; and,
- 15
- 16 **WHEREAS**, a summary of the contractual agreement is attached.
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 19 \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby ratify the terms and conditions of the 2013 - 2014 labor
- 20 agreement between Rock County and the Deputy Sheriff's Association.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Kurtis Yankee



TO RATIFY THE 2013 - 2014 LABOR AGREEMENT BETWEEN ROCK COUNTY AND THE DEPUTY SHERIFF'S ASSOCIATION

Page 2

FISCAL NOTE:

	<u>Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>	<u>Overall % Inc.</u>
2013	\$5,581,514	\$66,582	1.5% eff. 1/1/2013	1.2%
2014	\$5,692,484	\$67,581	1.0% plus \$0.42 per hr for range F eff 1/1/2014	1.2%

Increase in Uniform Reimbursement effective 1/1/2014:

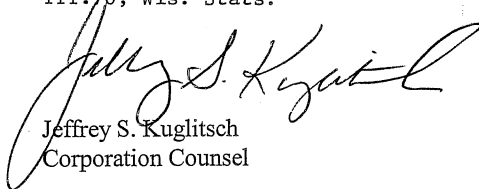
<u>2013 Rate</u>	<u>2014 Rate</u>	<u>Increase</u>	<u># of Officers</u>	<u>New Cost</u>
\$700	\$1,025	\$325	65	\$21,125



Sherry Oja  
Finance Director

**LEGAL NOTICE:**

The County Board is authorized to take this action pursuant to secs. 59.01 and 111.70, Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.



Craig Knutson  
County Administrator

## Executive Summary – Deputy Sheriff's 2013-2014 Agreement

### Wages:

Since the parties were not able to reach a voluntary agreement on wages and other terms for a 2013 agreement, a State mediator from the WERC was asked to work with the parties. After meeting with each side and listening to their issues, the mediator suggested the structure for a settlement. As a result of his suggestion the parties were able to agree on this settlement which was approved by the Deputy Sheriff's Association.

The proposed wage settlement for 2013 represents an across the board wage increase of 1.5% effective January 1, 2013. This is done by increasing each step in each range in the Detective classification (C, D, E, and F) and the Deputy Sheriff classification (A, B, C, D, E, and F) by 1.5%.

The proposed wage settlement for 2014 is equivalent to the cost of a 1.5% across the board increase effective January 1, 2014. However the increase is not the same for each range and step. The 2014 salary grid was constructed by increasing each step in each range in the Detective classification (C, D, E, and F) and the Deputy Sheriff classification (A, B, C, D, E, and F) by 1%. The difference between increasing each range and step by 1.5% and 1.0% was then calculated. The difference between 1.5% and 1% was then applied equally to the top range (F) in the Detective classification and the top range in the Deputy Sheriff classification (F). This amount was calculated to be 42 cents. So 42 cents was added to each step in the F ranges. This means that the increase for the Detectives in Range F and the Deputy Sheriffs in Range F effective January 1, 2014 are between 2.2% and 2.4%, whereas the raises for everyone else are 1%.

- Employees are normally hired at Step A of the Deputy Sheriff's grid.
- Employees are advanced to Step B upon completion of twelve months of service (1 year).
- Employees are advanced to Step C upon completion of twenty-four months of service (2 years).
- Employees are advanced to Step D upon completion of forty-eight months of service (4 years).
- Employees are advanced to Step E upon completion of one hundred-eight months of service (9 years).
- Employees are advanced to Step F upon completion of one-hundred sixty-eight months of service (14 years).

### Vacation

6.03 Employees hired after February 1, 2002 shall be entitled to annual paid vacation as follows: upon the completion of one year, ten working days. Each year starting with the completion of ~~5~~ 2 years of service, an employee shall receive 1 additional day of paid vacation up to a maximum of 25 days according to the following schedule:

After <del>5</del> <u>2</u> years -	11 days	After <del>13</del> <u>10</u> years -	19 days
After <del>6</del> <u>3</u> years -	12 days	After <del>14</del> <u>11</u> years -	20 days
After <del>7</del> <u>4</u> years -	13 days	After <del>15</del> <u>12</u> years -	21 days
After <del>8</del> <u>5</u> years -	14 days	After <del>16</del> <u>13</u> years -	22 days
After <del>9</del> <u>6</u> years -	15 days	After 17 years -	23 days
After <del>10</del> <u>7</u> years -	16 days	After 18 years -	24 days
After <del>11</del> <u>8</u> years -	17 days	After 19 years -	25 days
After <del>12</del> <u>9</u> years -	18 days		

7.04 Funeral Leave. ~~In the event of a death in an employee's immediate family, absence of no more than three days may be allowed without loss of pay in conjunction with attendance at the funeral. In the event of the death of a brother in-law or sister in-law, absence of no more than one day may be allowed without loss of pay to attend the funeral.~~

Bereavement Leave. In the event of a death in an employee's immediate family, he/she may be excused from work without loss of pay according to the following schedule to attend the funeral, make necessary arrangements, or grieve for the loved one. Immediate family shall not include former "in-laws" due to divorce. The Department may require an obituary to substantiate the leave.

- a. Up to three days for spouse, domestic partner as defined by the state of Wisconsin, child, parent, mother-in-law, father-in-law, brother, or sister.
- b. Up to two days for an employee's stepparent, stepchild, grandparents, or grandchildren.
- c. Up to one day for an employee's sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew.

9.02 Uniform Allowance. Effective January 1, 2014 each full-time employee shall be granted an annual uniform allowance of ~~no more than \$700.00~~ \$1,025.00. ~~from which he/she may draw as necessary. This shall be paid to the employee on or before January 15 of each year by separate check.~~ Newly hired employees who leave the County employment within one calendar year of date of employment, shall be required to return all uniform equipment purchased by the County. Employees may purchase bullet-proof vests from their basic allowance.

9.04 Health Insurance For Retirees.

- A. Effective January 1, 2014, for employees retiring after attaining age 53, the County shall pay 100% of the health insurance premiums for the applicable coverage for the retired and eligible dependents ~~in accordance with the schedule set forth below~~ until such time as the employee becomes eligible for

coverage under any federal health insurance plan, which is understood to be Medicare / Medicaid eligible.

Schedule Retirement Age — Premium Payment by County

53-56	100%
57-58	80%
59-over	60%

DEPUTY SHERIFF

No. of People at Step

Hire rate	1/1/2014	A	4
After 12 months	1/1/2014	B	4
After 24 months	1/1/2014	C	16
After 48 months	1/1/2014	D	16
After 108 months	1/1/2014	E	3
After 168 months	1/1/2014	F	17

DETECTIVE

	1/1/2014	C	0
	1/1/2014	D	1
	1/1/2014	E	0
	1/1/2014	F	4

**APPENDIX A  
WAGE APPENDIX  
DEPUTY SHERIFF  
1/1/2013**

<b>CLASSIFICATION</b>	<b>Step</b>	<b>1ST</b>		<b>2ND(1%)</b>		<b>3RD &amp; MID (2%)</b>
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DEPUTY SHERIFF

Hire Rate	1/1/2013	A	21.64		21.85		22.08
After 12 months	1/1/2013	B	22.84		23.07		23.28
After 24 months	1/1/2013	C	24.89		25.14		25.39
After 48 months	1/1/2013	D	27.65		27.92		28.21
After 108	1/1/2013	E	28.44		28.72		29.01
After 168	1/1/2013	F	29.40		29.70		29.98

DETECTIVE

1/1/2013	C	26.95		27.22		27.49
1/1/2013	D	29.73		30.02		30.33
1/1/2013	E	31.40		31.73		32.03
1/1/2013	F	32.39		32.71		33.04

**APPENDIX A  
WAGE APPENDIX  
DEPUTY SHERIFF  
1/1/2014**

<b>CLASSIFICATION</b>	<b>Step</b>	<b>1ST</b>	<b>2ND(1%)</b>	<b>3RD &amp; MID (2%)</b>
-----------------------	-------------	------------	----------------	-------------------------------

DEPUTY SHERIFF

Hire rate	1/1/2014	A	21.86	22.07	22.30
After 12 months	1/1/2014	B	23.07	23.30	23.51
After 24 months	1/1/2014	C	25.14	25.39	25.64
After 48 months	1/1/2014	D	27.93	28.20	28.49
After 108 months	1/1/2014	E	28.72	29.01	29.30
After 168 months	1/1/2014	F	30.11	30.42	30.70

DETECTIVE

1/1/2014	C	27.22	27.49	27.76
1/1/2014	D	30.03	30.32	30.63
1/1/2014	E	31.71	32.05	32.35
1/1/2014	F	33.13	33.46	33.79

## ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Section: Human Resources

Policy: Health insurance

Policy No: 5.17

Effective: **3/1/2014**

Revising: 1/1/2014

- 
- A. Medical Insurance. A group comprehensive and major medical insurance plan shall be in force for all employees that enroll for such coverage. Regularly scheduled part-time employees shall be covered by said medical insurance, provided the employee is normally scheduled to work eighty-five hours or more per month.

The County will pay 90% of the premium for health insurance and the Employee will pay 10% of the premium. (See section B. below.)

The premium shall be established annually by the County. Premiums shall be determined for the following four categories:

- Employee
- Employee Plus Spouse/**Domestic Partner**
- Employee Plus Child(ren)
- Family

- B. Healthy Employee Incentive Program. Rock County's wellness program is called the Healthy Employee Incentive Program (HEIP). The County will give a 10% premium incentive towards the cost of the health insurance premium for satisfactory completion of all three parts of the HEIP.

The HEIP shall include all of the following:

- 1) Completion of a Clinical Health Risk Assessment as provided by the County, at no cost to the employee, (but paid 100% as a claim through the health plan) through a third party. A spouse/**domestic partner** may participate (without cost to the employee) in the Clinical Health Risk Assessment (CHRA), but family members are not required to participate, and
- 2) Participation in at least one follow up counseling session with a Wellness Coach through the County Wellness vendor, and
- 3) Meeting the required number of points for health and wellness activities as established by the Rock County Points Committee for the appropriate category.
  - Employee (single) must earn 125 points annually
  - Employee Plus Spouse/**Domestic Partner** must earn 250 points annually
  - Employee Plus Child(ren) must earn 145 points annually
  - Family must earn 270 points annually



Employees failing to satisfactorily complete any part of the HEIP, or who voluntarily choose not to participate, shall not receive the 10% premium incentive.

If an employee fails to complete the CHRA he or she shall begin paying the 10% premium in the 2<sup>nd</sup> quarter of each year and will continue paying until the following year and he or she has satisfactorily met all the requirements of the program.

If an employee fails to reach his or her required points goal he or she shall begin paying the 10% premium in the 2<sup>nd</sup> quarter of each year and will continue paying until he or she has satisfactorily met the requirements of the program.

For example, if by the end of the second quarter the Employee earns a total of two-thirds (66%) of the following year's required points, the incentive shall be awarded for the third quarter of the year. Or, if by the end of the third quarter the Employee earns one hundred percent (100%) of the following year's required points, the incentive shall be awarded for the remainder of the year.

- C. Premium while on approved leave of absence. Any employee on a leave of absence for more than thirty continuous calendar days shall be allowed to continue their health, dental, and life insurance coverage provided they reimburse the County for the premium. In the case of an FMLA absence or approved medical leave of absence-Non FMLA, the County will continue to pay health, dental, and life insurance premiums for no more than three months.
- D. Effective Date. Health and dental insurance for new hires will become effective on the first of the month following the employee's hire date. To enroll eligible dependents on the health, dental, or vision insurance, new hires will be required to provide proper documentation. **To enroll a domestic partner the employee must provide their Affidavit of Domestic Partnership and additional documentation as required**
- E. Retirement. An employee who retires from County employment (immediately draws an annuity from the Wisconsin retirement system), or spouse/**domestic partner** thereof, shall be allowed to remain in the County's Group Insurance Plan, provided they submit the required monthly premium to the County Financial Accounting Office, made payable to the County Treasurer.

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

- F. (AFSCME 1258)

For part-time employees with hire dates after May 1, 2002, the County shall pay a pro-rated share of the premium as follows:

During the initial period of employment, the employee must be scheduled for at least 0.5 FTE and the employee's premium share will be based on upon the employee's scheduled FTE rounded to the nearest 10%. For example, if the employee is scheduled

for a 0.7 position, the employee's premium share will be 30% and the employee will pay the 30% until the first day of the quarter following one full calendar quarter of employment. At that point, the employee's premium share will be based upon the employee's total paid hours during the previous calendar quarter as a percent of full-time and rounded to the nearest 10%. For example, if the employee is paid for 260 hours during the calendar quarter, the employee will pay 50% of the premium during the following calendar quarter. For the purposes of this section, paid hours will include workers compensation time, State and Federal FMLA and all overtime. An employee who's scheduled FTE is below 0.5 will be eligible for insurance by accumulating paid hours above 0.5 during a calendar quarter.

## ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Section: Safety  
Policy: Use of Portable Electric Space Heaters  
Policy No: 3.04  
Effective: 2/12/2014  
Revising: All New

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The following shall be the County's policy on the use of portable electric space heaters:

**General:** Every effort should be made to maintain an employee's work area to a "comfortable" temperature without resorting to the need for a personal space heater. This is not easy given that "comfortable" for one person may not be comfortable for another. Employees often have to share space and share control of the temperature. Some county buildings/windows/offices are not as air tight as others, making it difficult to maintain a temperature that all employees feel is comfortable.

Electric space heaters should only be used when there is a need for an additional degree of comfort over and above what a facility's heating system can deliver. With the use of portable electric space heaters comes the increased risk of fire, damage to other equipment and potential injury. Therefore, it is necessary to establish and maintain strict guidelines for the use of such heaters and for an assurance by each employee using such a heater that they will maintain the heater in accordance with this policy.

**Approval for use.** Approval for an employee to bring a portable electric space heater into an office building where the employee works will only be granted after General Services has attempted to raise the temperature in the work area, and such attempts have not resolved the temperature issue.

[For Rock County employees in buildings not owned and/or maintained by the County's General Services Department, the same provisions shall apply but the entity doing the inspections will be the maintenance staff for that building, a building manager or a Department Head/or his/her designee.]

To be acceptable for use the space heater must meet the following criteria:

- Non-electric heaters, such as fuel powered propane or kerosene space heaters, including propane fired open flame heaters like "Mr. Heater Buddy", will not be permitted in any building for employee use under this policy.
- The space heater must have a thermostat for heat regulation. The thermostat will sense when an area has reached a certain temperature and will shut off until called to heat. Heaters without thermostats, that only have an on/off, high/low switch will not be permitted.
- Space heaters must be fan driven.
- Heaters with metal coils are not permitted.

- Space heaters must have a tip-over shutdown feature.
- Space heaters must only be located on the floor, nothing should ever be placed on top of the space heater.
- At least three (3) feet of clearance must be maintained around the heater at all times. (This includes keeping waste baskets, plastic containers, storage boxes, etc. away from the space heater.) The heater must be kept out of traffic paths.
- Heaters must be unplugged (not just turned off) at the end of the work day.
- Heaters must be inspected by their owner prior to their use each year and any time a new device is introduced into the workplace.
- Space heaters are classified as a personal item. The County will not provide space heaters and will not be responsible for damage to, or the theft of a personal space heater.

In order to reach the nearest electrical outlet a space heater may be plug into a power strip under the following conditions: The power strip must be approved by the Underwriters Laboratory (UL) or Factory Mutual (FM) the Canadian equivalent to UL. The power strip must be in excellent working order, with no frayed cords or exposed wires. The model for the power strip must be capable of accommodating the space heater along with any other equipment that might be plugged into it. If the model is overloaded and shorts out it cannot continue to be used.

Certain buildings or areas of buildings may not allow the use of any personal portable electric space heaters (e.g. the 911 Communication Center Building dispatch room).

In buildings and areas where personal portable electric space heaters are permitted, they will only be allowed in office areas for temporary use and only after the following conditions are met:

- (A) Rock County employees in Rock County buildings requesting the use of a portable electric space heater shall inspect their heater and fill out the “**Employee Safety Inspection Check List**” form. Forms can be obtained through the General Services Department or on the employee intranet under the Safety tab.

Employees who want to utilize a portable electric space heater shall physically inspect it and its work location on a daily basis for compliance with the *Rock County Policy and Procedures Regarding the Use of Electric Space Heaters*. Any electric space heater not in compliance with Rock County policy and procedures will not be allowed. To assist employees with determining compliance, the following safety checklist is provided.

All checklist questions must have a "Yes" answer for compliance with the *Policy and Procedures Regarding the Use of Electric Space Heaters*. A "No" answer to any of the following questions means the electric space heater can not be used.

- (B) The employee shall sign the "**Employee Acknowledgement Form**" stating that the employee has read and understands the policy regarding the proper use of said heaters. Forms can be obtained through the General Services Department or on the employee intranet under the Safety tab.
- (C) Employees who have inspected their portable electric space heaters and determined that it is in compliance; and who have signed the acknowledgement form, should turn these forms into their supervisor, Department Head or his/her designee.
- (D) The Department Head or his/her designee will then have the space heater inspected by the General Services Department (or the building maintenance staff if it is not a County owned building).
- (E) General Services (or the building maintenance staff) shall inspect the electric space heater, any power strip it is plugged into and its location to determine compliance. They shall use the "**Employer Safety Inspection Report**" form.

The Department Head or his/her designee will be notified of the determination by General Services.

- Those that are approved shall be issued a permit and tagged "Approved for Use" by General Services. All appropriate information on the permit shall be completed by the General Services Department.
  - The Department Head or his/her designee of an employee with a non-conforming electric space heater will notify the employee's supervisor.
  - Employees will be notified by their supervisor and the non-conforming equipment/situation shall either be corrected or the employee will be directed to take the space heater off the premises.
- (F) The Rock County General Services Department shall maintain the Inspection Reports for County Buildings and a list of all approved portable electric space heaters. Department Heads for all buildings which County employees have offices shall also maintain a file.
- (G) The Rock County General Services Department will be responsible for monitoring purposes which will be done by maintenance and custodial staff.

**ELECTRIC SPACE HEATER POLICY**  
**EMPLOYEE SAFETY INSPECTION CHECK LIST**  
**to be completed by the Employee**

<b>SAFETY INSPECTION CHECKLIST to be completed by the Employee</b>	<b>YES</b>	<b>NO</b>
Does the heater bear a listing label from Underwriters Laboratory (UL) or Factory Mutual (FM) the Canadian equivalent to UL, which indicates that the model has been evaluated and found to operate in a safe manner when the manufacturer's instructions are followed?		
Has the heater and its cord been inspected to ensure that it is operating in a safe manner and showing no signs of wear or damage?		
Does the heater have all its parts (guards, knobs, feet, etc.)?		
Does the heater contain a built-in circuit to shut off the appliance if accidentally tipped over?		
Does the heater have a low center of gravity to minimize the potential for tipping over?		
Is the electric space heater plugged directly into an electrical outlet or an appropriate UL or FM approved power strip?		
Has the heater been placed in a well-ventilated space for heat to escape and for air to circulate around it?		
Has the heater been placed at least three (3) feet away from all combustible materials (e.g. furniture, paper, curtains, clothing, plastic containers, waste baskets, etc.),		
Has the heater been placed at least three (3) feet away from other equipment so that it does not cause a meltdown of the case or internal components of the other equipment (e.g. computers, monitors, etc.)		
Has the heater been properly located so there is a means of egress around it and no one will trip over it? (e.g. no cords crossing a doorway, paths of travel, corridors, etc., or in any high traffic area)		
Is the heater turned off and left unplugged at the end of the working day?		

All questions must be answered "YES" in order to use the space heater.

**ELECTRIC SPACE HEATER POLICY**  
**EMPLOYEE ACKNOWLEDGEMENT FORM**

I have read, reviewed, and fully understand the *Rock County Policy and Procedures Regarding the Use of Electric Space Heaters* and the attached Electric Space Heater Safety Checklist. I agree to comply with said policy and procedures. Should my space heater not meet any of the requirements of this policy in the future, I agree to immediately remove it.

Location of heater: \_\_\_\_\_

Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

Department: \_\_\_\_\_

Date Heater Placed in Service: \_\_\_\_\_

Type of Heater: \_\_\_\_\_

Employee Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisors Name and phone number: \_\_\_\_\_

Keep a copy of this form for yourself  
Give a copy to your supervisor  
Give the Original to your Department Head or his/her designee

**ELECTRIC SPACE HEATER POLICY  
EMPLOYER SAFETY INSPECTION REPORT**

All checklist questions must have a "YES" answer for the use of the electric space heater to be approved.

A "NO" answer to any of the following questions shall prevent the employer from allowing the employee to put the electric space heater into service.

<b>EMPLOYER SAFETY INSPECTION REPORT</b>	<b>YES</b>	<b>NO</b>
Will the electrical circuit for the room where the space heater is located safely accommodate the use of a portable electrical space heater and/or power strip?		
Does the space heater bear a listing label from UL (Underwriters Laboratory) or Factory Mutual (FM), the Canadian equivalent to UL, for its intended use?		
Has the space heater and its cord been inspected and checked for signs of wear and/or damage?		
Does the heater have all its parts (guards, knobs, feet, etc.)?		
Does the space heater have a low center of gravity to minimize its potential for tipping over?		
Does the space heater contain a built-in circuit to shut off the appliance if accidentally tipped over?		
Is the space heater located far enough away from paper and other combustibles (3 feet) to insure that there is no chance of starting a fire?		
Has the heater been placed at least three (3) feet away from other equipment so that it does not cause a meltdown of the case or internal components of the other equipment (e.g. computers, monitors, etc.)		
Has the employee requesting the use of the space heater in their work area signed the <b><i>Electric Space Heater Employee Acknowledgement Form</i></b> stating they have read, reviewed and fully understand the County's policy and procedures in regard to electric space heaters, and agree to comply with them?		
Has the space heater been inspected, approved and has a tag/label been attached to the unit with room number and building in which the unit will be used?		



**ELECTRIC SPACE HEATER POLICY**  
**EMPLOYER SAFETY INSPECTION REPORT**  
**(Page 2)**

Date Inspected by General Services or other appropriate entity: \_\_\_\_\_

Name of person who did the inspection: \_\_\_\_\_

Approved (  )      Denied (  )

If denied a permit, state the reason why and what (if anything) the employee can do to correct the situation:

General Services will keep this form and return a copy to the employee's Department Head or designee.