

ROCK COUNTY, WISCONSIN



Board of Supervisors  
51 South Main Street  
Janesville, WI 53545  
(608)757-5510

**COUNTY BOARD STAFF COMMITTEE  
TUESDAY – FEBRUARY 25, 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 – February 11, 2014
3. Citizen Participation, Communications and Announcements
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolutions
  - A. Creation of New Nonpartisan Procedures for Legislative and Congressional Redistricting Support
  - B. Creating One Bachelor Level Case Manager I/II/Social Worker Position
  - C. Amending and Approving the 2014 Base Wage Rates for Employees Covered by the Unilateral Pay Plan
  - D. Setting the 2014 Salary of the County Administrator
  - E. Recognizing Roger Goodger
6. Discussion and Possible Action on Amending Administrative Policy 5.31 Overtime, Flex and After Hours Payments
7. Claim
8. Adjournment

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
01-1320-0000-63200	PUBL/SUBCR/DUES	P1401185	02/12/2014	WCEA	50.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	2,983.00	593.58	1,159.00	50.00	1,180.42	
<b>COUNTY ADMINISTRATOR PROG TOTAL</b>					<b>50.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$50.00**

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 25 2014**

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

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

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
06-1620-0000-67160	CA \$500-\$4,999	P1400680	01/20/2014	HENRICKSEN	1,373.66	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	0.00	0.00	0.00	1,373.66	(1,373.66)	
<b>CORPORATION COUNSEL PROG TOTAL</b>				<b>1,373.66</b>		

I have examined the preceding bills and encumbrances in the total amount of **\$1,373.66**  
 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 25 2014**

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

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

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-63100	OFC SUPP & EXP				
		P1400431	01/20/2014	HENRICKSEN	334.42
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,500.00	94.94	0.00	334.42	3,070.64
08-1420-0000-63107	PUBL & LEGAL				
		P1400389	01/31/2014	BELOIT DAILY NEWS	2,502.40
		P1400390	01/31/2014	JANESVILLE GAZETTE INC	3,301.71
		P1400391	01/25/2014	CHRONICLE,THE	819.00
		P1400429	01/15/2014	MADISON TIMES WEEKLY NEWSPAPE	401.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	30,000.00	0.00	10,476.99	7,024.11	12,498.90
08-1420-0000-64200	TRAINING EXP				
		P1401157	02/04/2014	SOCIETY FOR HUMAN RESOURCE MA	185.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	24,000.00	291.96	208.04	185.00	23,315.00
08-1420-0000-64417	RH EXPENSES				
		P1400390	01/31/2014	JANESVILLE GAZETTE INC	24.32
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,500.00	538.02	24.31	24.32	7,913.35
<b>HUMAN RESOURCES PROG TOTAL</b>				<b>7,567.85</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$7,567.85**  
 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 25 2014**

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

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

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1932-0000-64904	SUNDRY EXPENSE				
		P1401085	02/01/2014	STAPLES ADVANTAGE	17.62
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,873.00	0.00	840.00	17.62	8,015.38
<b>EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL</b>					<b>17.62</b>

I have examined the preceding bills and encumbrances in the total amount of **\$17.62**

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 25 2014**

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

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

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

SUPERVISOR MARILYNN  
JENSEN  
INITIATED BY



JEFFREY S. KUGLITSCH  
DRAFTED BY

FEBRUARY 12, 2014  
DATE DRAFTED

SUPERVISOR MARILYNN  
JENSEN and COUNTY  
BOARD STAFF COMMITTEE  
SUBMITTED BY

**CREATION OF NEW NONPARTISAN PROCEDURES FOR LEGISLATIVE AND  
CONGRESSIONAL REDISTRICTING SUPPORT**

1 WHEREAS, currently under the state constitution, the legislature is directed to redistrict  
2 legislative districts according to the number of inhabitants at its next session following the decennial  
3 federal census by the majority party; at the same intervals, the legislature also reapportions congressional  
4 districts in this state pursuant to federal law; and,  
5

6 WHEREAS, legislative and congressional redistricting plans enacted pursuant to this procedure  
7 are used to elect members of the state legislature and members of the U.S. Congress in the fall of the  
8 second year following the year of the census; and,  
9

10 WHEREAS, the 2011 process to draw the maps and fight lawsuits cost taxpayers nearly \$1.9  
11 million; and,  
12

13 WHEREAS, historically, legislative and congressional plans in Wisconsin have been subject to  
14 partisan influence that put the desires of politicians ahead of the needs of the people.  
15

16 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly  
17 assembled on this 27th day of February, 2014, recommends the creation of a nonpartisan procedure for  
18 the preparation of state legislative and congressional redistricting plans.  
19

20 BE IT FURTHER RESOLVED that this process promotes more accountability and transparency  
21 and prohibits the consideration of voting patterns, party information, and incumbents' residence  
22 information or demographic information in drawing the maps, except as necessary to ensure minority  
23 participation as required by the U.S. Constitution.  
24

25 BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this resolution  
26 to the Governor of the State of Wisconsin, the Wisconsin Counties Association, the Wisconsin  
27 Towns Association, the Wisconsin League of Municipalities, all members of the state legislature, and to  
28 each Wisconsin County.

CREATION OF NEW NONPARTISAN PROCEDURES FOR LEGISLATIVE AND  
CONGRESSIONAL REDISTRICTING SUPPORT

Page 2

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Eva Arnold

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Henry Brill

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Marilynn Jensen

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Mary Mawhinney

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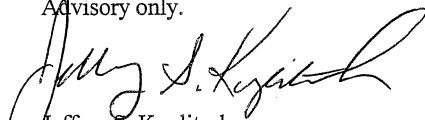
Louis Peer

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Kurtis Yankee

LEGAL NOTE:

Advisory only.



Jeffrey S. Kuglitsch  
Corporation Counsel

FISCAL NOTE:


No fiscal impact.



Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Matter of policy.



Craig Knutson  
County Administrator

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Behavioral Health Redesign Steering  
Committee  
INITIATED BY

Human Services Board, Staff  
Committee  
SUBMITTED BY



Elizabeth Pohlman McQuillen  
DRAFTED BY

February 10, 2014  
DATE DRAFTED

**CREATING ONE BACHELOR LEVEL CASE MANAGER I/II/SOCIAL WORKER POSITION**

- 1 **WHEREAS**, Rock County was awarded a Justice and Mental Health Collaboration Planning and  
2 Implementation Grant beginning October 1, 2013, which included \$250,000 in federal aid; and  
3  
4 **WHEREAS**, the main purpose of the grant is to provide dedicated reentry services to jail inmates with  
5 mental illness or mental illness and co-occurring substance abuse disorders (MI/COD); and  
6  
7 **WHEREAS**, this reentry initiative requires the hiring of a grant-funded, bachelor level, reentry social  
8 worker to provide wraparound case management to MI/COD inmates to facilitate their transition back  
9 into the community by using evidence-based practices and principles, connecting them with  
10 community-based services and support, including applying for benefits, integrated mental health and  
11 alcohol and other drug treatment services, medications, housing, education, transportation, and other  
12 needs as necessary; and,  
13  
14 **WHEREAS**, this is a grant-funded position, ending upon completion of the grant/depletion of grant  
15 funds; and,  
16  
17 **WHEREAS**, grant funds were previously accepted and appropriated by the County Board via  
18 resolution on September 26, 2013; and,  
19  
20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
21 this \_\_\_\_ day of \_\_\_\_\_, 2014 does hereby approve the creation of the grant-funded 1.0 FTE  
22 Bachelor Level Case Manager I/II/Social Worker position and authorize the Human Services Department  
23 to fill this position.

Respectfully submitted,

**HUMAN SERVICES BOARD**

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Phillip Owens

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
William Grahn

\_\_\_\_\_  
Marvin Wopat

\_\_\_\_\_  
Ashley Kleven



**COUNTY BOARD STAFF COMMITTEE**

\_\_\_\_\_  
J. Russell Poszilni, Chair

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

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Sandra Kraft, Vice Chair

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

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

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

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Hank Brill

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Kurtis Yankee

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Betty Jo Bussie

FISCAL NOTE:

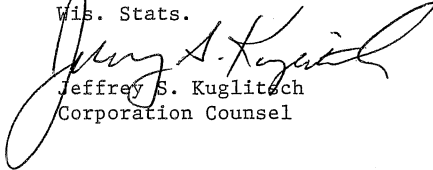
This resolution authorizes the creation of a limited term Bachelor Level Case Manager I/II Social Worker position to be funded by the Justice and Mental Health Collaboration Grant.



Sherry Oja  
Finance Director

LEGAL NOTE:

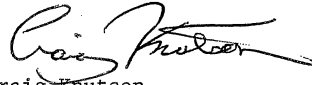
The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## Executive Summary

### **CREATING ONE BACHELOR LEVEL CASE MANAGER I/II/SOCIAL WORKER POSITION**

On September 5, 2013, Rock County was awarded a \$250,000 federal Justice and Mental Health Collaboration Program Planning and Implementation grant to provide dedicated reentry services to jail inmates with mental illness or mental illness and co-occurring substance abuse disorders (MI/COD). On September 26, 2013, the County Board accepted the grant funds and amended the budget to account for the grant activities.

The target population consists of offenders in the jail charged with a non-violent offense and a diagnosis or suspected diagnosis of an Axis I mental health disorder or relevant Axis II disorder appropriate for MI treatment and rehabilitation services. It is expected 75% of these individuals will have a COD. In 2012, 151 inmates were identified as having a previously diagnosed Axis I disorder, or Axis I disorder with a COD. At any given time, a reentry social worker will serve 20 individuals both in the jail and for a period of 30-90 days post-release, until permanent services are established in the community. It is estimated 120 individuals will be served during the grant's implementation phase. A reentry social worker will provide wraparound case management to MI/COD inmates to facilitate their transition back into the community by using evidence based practices and principles, connecting them with community-based services and support, including applying for benefits, integrated MI and AODA treatment services, medications, housing, education, transportation, and other needs as necessary.

This position will cease upon completion of the grant when all grant funds are expended. At that time, the County Board will decide whether to continue funding the position and/or the services it provides.

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Craig Knutson  
INITIATED BY



Dave O'Connell, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

February 17, 2014  
DATE DRAFTED

**AMENDING AND APPROVING THE 2014 BASE WAGE RATES FOR EMPLOYEES  
COVERED BY THE UNILATERAL PAY PLAN**

- 1 **WHEREAS**, it is necessary to adjust the Unilateral Pay Plan periodically to ensure that it continues to  
2 reflect salary rates which are competitive for those job classes covered by the Plan; and,  
3  
4 **WHEREAS**, those employees who are excluded from the collective bargaining units solely on the  
5 basis of their confidential assignments should receive a salary base rate increase of no less than that  
6 which they would have received had their positions been included in the bargaining unit; and,  
7  
8 **WHEREAS**, the eight non-law enforcement bargaining units and one of the law enforcement units  
9 have received 2014 base wage increases of 1.5% effective January 1, 2014; and,  
10  
11 **WHEREAS**, the County is currently bargaining with the other two law enforcement bargaining units;  
12 and,  
13  
14 **WHEREAS**, it is proposed to increase the Unilateral Pay Plan by 1.5% effective January 1, 2014; and,  
15  
16 **WHEREAS**, it is proposed to increase the Unilateral Pay Plan (Grid A-1) for the Sheriff's Command  
17 Staff (Captains, Commanders, and Chief Deputy), by 1.5% effective January 1, 2014.  
18  
19 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors  
20 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby approve the County's 2014  
21 Unilateral Pay Plan including Grid A-1 by increasing each step by 1.5% effective January 1, 2014; and,  
22  
23 **BE IT FURTHER RESOLVED**, that the County continue to provide the current health insurance  
24 plan for employees covered by the Unilateral Pay Plan; and,  
25  
26 **BE IT FURTHER RESOLVED**, that the County will provide dental insurance coverage for  
27 employees covered by the Unilateral Pay Plan and pay 60% of the lowest coverage dental insurance  
28 premium; and,  
29  
30 **BE IT FURTHER RESOLVED**, that all provisions of this resolution are for employees of record as  
31 of the date of approval by the County Board; and,  
32  
33 **BE IT FURTHER RESOLVED**, that those employees who are excluded from the collective  
34 bargaining units solely on the basis of their confidential assignments shall receive a salary rate of no  
35 less than that which they would have received had their positions been included in the bargaining units.

AMENDING AND APPROVING THE 2014 BASE WAGE RATES FOR EMPLOYEES  
COVERED BY THE UNILATERAL PAY PLAN  
Page 2

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

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

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

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Sandra Kraft, Vice Chair

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Mary Mawhinney

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

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

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

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

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

FISCAL NOTE:

Unilateral Pay Plan, including Grid A-1

	<u>Base Compensation</u>	<u>Wage Increase</u>	<u>Add'l Base Compensation</u>	<u>Overall % Increase</u>
2014	\$20,436,646.60	1.5% eff 1/1/14	\$248,386.46	1.215 %

  
Sherry Oja  
Finance Director

LEGAL NOTE:

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

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended

  
Craig Knutson  
County Administrator

**Executive Summary**

The purpose of this resolution is to provide for salary increases for those County employees who are not covered by a labor agreement (unilaterals).

In 2014 employees in all of the eight non-law enforcement bargaining units received a 1.5% across the board salary increase effective January 1, 2014. To date one of the three law enforcement units has settled with the County for 2014 and they accepted across the board increases equal to a 1.5% increase.

To keep the unilaterals on pace with the represented employees this resolution provides for a 1.5% across the board salary increase for the unilaterals effective January 1, 2014.

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 17, 2014  
DATE DRAFTED

**SETTING THE 2014 SALARY OF THE COUNTY ADMINISTRATOR**

- 1 **WHEREAS**, the County Administrator's current salary is \$129,605.73; and,
- 2
- 3 **WHEREAS**, the County Board Staff Committee reviewed the County Administrator's salary, other benefits,
- 4 and the annual adjustments received by other County employees in 2014; and,
- 5
- 6 **WHEREAS**, the County Board Staff Committee recommends a 1.5% increase to the County Administrator's
- 7 salary and benefits effective 1-1-14, which is consistent with adjustments for other County employees.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled on
- 10 this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby authorize that the County Administrator's salary
- 11 be adjusted by 1.5% effective 1-1-14.
- 12
- 13 **BE IT FURTHER RESOLVED**, that the health insurance plan granted other Unilateral employees be
- 14 continued.
- 15
- 16 **BE IT FURTHER RESOLVED**, that the dental plan available to Unilateral employees be continued.
- 17
- 18 **BE IT FURTHER RESOLVED**, that the current car allowance of \$6,000 annually be continued and the
- 19 current expense allowance of \$2,000 annually be continued.
- 20
- 21 **BE IT FURTHER RESOLVED**, that the County continues to contribute annually to a deferred compensation
- 22 program and the contribution in 2014 be \$15,285.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

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

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

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Eva Arnold

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Henry Brill

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Betty Jo Bussie

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Marilynn Jensen

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Mary Mawhinney

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Louis Peer

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Kurtis Yankee

**ADMINISTRATIVE NOTE:**

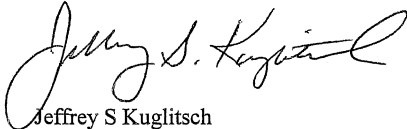
Matter of policy.



Craig Knutson  
County Administrator

**LEGAL NOTE:**

The County Board has the authority to take this action pursuant to 59.18(4) Wis. Stats.



Jeffrey S Kuglitsch  
Corporation Counsel

**FISCAL NOTE:**

	<u>Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>% Wage Increase</u>	<u>Overall % Increase</u>
2014	\$200,047	\$2,108	1.5% eff. 1/1/2014	1.054%

Sufficient funds are available in the Budget for the cost of this position.



Sherry Oja  
Finance Director

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

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

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY \_\_\_\_\_



Benjamin J. Coopman, Jr., P.E.,  
Director of Public Works  
DRAFTED BY \_\_\_\_\_

Public Works Committee  
SUBMITTED BY \_\_\_\_\_

February 19, 2014  
DATE DRAFTED \_\_\_\_\_

### RECOGNIZING ROGER GOODGER

- 1 **WHEREAS**, Roger Goodger has served the citizens of Rock County over the past sixteen years  
 2 and one month as a dedicated and valued employee of the Rock County Department of Public  
 3 Works; and,  
 4  
 5 **WHEREAS**, Roger Goodger will retire from public service effective March 1, 2014 and,  
 6  
 7 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County,  
 8 wishes to recognize Mr. Goodger for his long and faithful service.  
 9  
 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors at its  
 11 regular meeting this \_\_\_\_ day of \_\_\_\_\_, 2014, that a sincere expression of recognition be  
 12 given to Roger Goodger for his sixteen years and one month of service and best wishes for the  
 13 future; and,  
 14  
 15 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a  
 16 copy of this resolution to Mr. Goodger.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Kurtis L. Yankee, Chair

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

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

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

\_\_\_\_\_  
Eva M. Arnold

\_\_\_\_\_  
Eva M. Arnold

\_\_\_\_\_  
Brent Fox

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

\_\_\_\_\_  
Rick Richard

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

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

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

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

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



# ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Section: Human Resources  
Policy: Overtime, Flex and After Hours  
Payments  
Policy No: 5.31  
Effective: 1/1/2014  
Revising: 6/16/2013

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## Overtime for Unilateral Employees.

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

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

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

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

Assistant to the Information Technology Director  
County Engineer  
Communications Center Shift Supervisor  
Computer Programmer/Analyst I  
Computer Programmer/Analyst II  
Construction Superintendent  
Youth Services Center Supervisor  
Developmental Disabilities Financial Supervisor  
Financial Office Manager  
GEO Application Specialist  
Housing Specialist  
Instructor/Support Specialist  
Materials & Environmental Services Manager  
Mobility Manager  
Network Support Administrator  
Network Technician  
Office Manager  
Payroll Coordinator/Manager  
Planner I  
Planner II  
Planner III  
Public Health Nursing Supervisor

Public Safety Systems Manager  
Public Works Accounting Supervisor  
Public Works Superintendent  
Sanitarian I  
Sanitarian II  
Senior Buyer  
Senior Conservation Specialist  
Senior Planner  
Senior Planner/GIS Manager  
Shop Superintendent  
Tele/Network Specialist  
User Support Specialist  
Victim/Witness Coordinator  
Victim/Witness Specialist

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

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

Assistant Food Service Manager  
Food Services Manager  
Assistant Director of Nursing  
Nursing Supervisor

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

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

Employees classified as "Unilateral C" may utilize "flex" hours under this policy, upon approval from his or her supervisor from hours accumulated in the current pay period and the pay period immediately preceding that in which the flex time usage occurs.

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

Flex time is intended to allow some flexibility in work schedules. It is not intended to be an hour-for-hour exchange. Under no circumstances will compensation be paid for any

additional time upon separation, termination, resignation or any other departure for any exempt salaried employee.

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

- (D) The accumulation of compensatory time off for unilateral employees shall not exceed eighty hours. No more than twenty (20) hours shall be carried over into the next calendar year.
- (E) Overtime for unilateral employees shall be approved in advance by a Department Head or supervisor and reviewed periodically by the Human Resources Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.
- (F) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.
- (G) Unilateral Employees in the classifications of Human Services Supervisors I and II assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive one hour of pay or compensatory time for each weekday and two hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday.

**Beginning March 3, 2014 and ending May 19, 2014 the three Program Managers in the Mental Health/AODA Services Division shall also be eligible for these payments.**

- (H) The Communication Center Operations Manager and the Information Technology employee who is on-call for the Communication Center shall receive four hours of pay for each week of on-call coverage.
- (I) Unilateral Employees in the classification of Assistant Director of Nursing and Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week in compensatory time off, or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.
- (J) Employees in the classification of Assistant Director of Nursing and Nursing Supervisor shall receive shift differential equal to the amount received by Registered Nurses in accordance with the provisions as outlined in HR Policy and Procedure.
- (K) The Economic Support Supervisor and Lead Economic Support Supervisor have traditionally been Unilateral C employees, not eligible for overtime. As of August 19, 2013, the employees they supervise are being required (mandated) to work four (4) hours of overtime every week in order to meet the demands of the Affordable Care Act (ACA). This will require supervisors to be at work before the normal starting time each day, after the normal ending time each day and on weekends. In order to adequately compensate the supervisors and not force them to flex their time or lose it, these supervisors will be paid for their overtime as if they are Unilateral B employees from August 19, 2013 until March 31, 2014. They will not have the ability to bank the time as comp time. This

Unilateral B overtime provision only applies to overtime the supervisors work in supervising employees mandated to work extra hours to meet ACA demands.

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

The following are exceptions to the County Ordinance, which provides for overtime compensation on a time and a one-half basis over forty hours per week.

(AFSCME 1077)

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

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

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

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

(AFSCME 2489)

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

the calendar year in which it was earned.

Correctional Officers who receive training as a result of being on a specialty team (SWAT, CERT, Dive, and Honor Guard) will receive straight time for all hours of training unless overtime is required under the FLSA.

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

(AMHS RH)

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

14.03 Overtime Pay.

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

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

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

(AFSCME 1258)

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

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

compensatory time will be carried over into the following year. Each year, as of December 31, accumulated compensatory time in excess of forty (40) hours will be paid out.

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

(SEIU NURSES)

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

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

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

(YSC)

25.10 Employees working FLSA overtime shall be compensated at a rate of time and one-half the regular rate of pay, or time and one-half in compensatory time, at the option of the employee, not to exceed a total of sixty (60) hours in a calendar year. Once an employee banks sixty (60) hours of Compensatory Time, no additional overtime shall be permitted to be banked as Compensatory Time in the same calendar year, regardless of usage. Utilization of Compensatory Time shall be subject to staffing requirements and approved by the Superintendent or his/her designee. Requests for use of Compensatory Time shall be submitted at least ten (10) days in advance of the date requested. Denial of Compensatory Time off shall not be subject to the grievance procedure.

Compensatory time in excess of twenty (20) hours as of December 31<sup>st</sup>, of each calendar year shall be paid out in January of the subsequent year.

(AMHS HSD)

14.03. Overtime Pay.

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

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

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

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

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

**Child Protective Services Division**

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

After hours are designated as:

Monday, 5:00 pm to Tuesday, 8:00 am	(15 hrs.)
Tuesday, 5:00 pm to Wednesday, 8:00 am	(15 hrs.)
Wednesday, 5:00 pm to Thursday, 8:00 am	(15 hrs.)
Thursday, 5:00 pm to Friday, 8:00 am	(15 hrs.)
Friday, 5:00 pm to Saturday, 5:00 pm	(24 hrs.)
Saturday, 5:00 pm to Sunday, 5:00 pm	(24 hrs.)
Sunday, 5:00 pm to Monday, 8:00 am	(15 hrs.)

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

after-hours.

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

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

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

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

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

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

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

### **Crisis Intervention**

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

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

- a. The on call Crisis worker is compensated at a rate of \$3.50 per hour while on call.
- b. The on call worker is compensated at a rate \$5.75 per hour on holidays while on call.
- c. The on call worker is compensated at straight time for the actual time worked on a documented call/response until they have worked eight (8) hours per day, or forty



(40) hours in a week. Overtime hours will be compensated at a rate of time and one-half their hourly wage.

Registered Nurses:

A full-time Registered Nurse providing services to the Rock County Youth Services Center, over the telephone, outside his or her regular work hours shall be compensated at applicable overtime rates for actual time rounded to the nearest 15-minute increment. A call lasting less than 7 minutes shall be counted as 15 minutes. In a calendar day period in which such service totals less than one-hour, such service shall be compensated as one hour of pay.

ROCK COUNTY, WISCONSIN



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**MEMORANDUM**

**TO:** County Board Staff Committee  
**FROM:** Jeffrey S. Kugitsch, Corporation Counsel  
**DATE:** February 6, 2014  
**RE:** Notice of Claim

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**CLAIMANT:** John Crull  
**DATE OF INCIDENT:** October 27, 2013-November 8, 2013  
**DATE OF NOTICE OF CLAIM:** January 15, 2014  
**AMOUNT CLAIMED:** \$6,500.20  
**NATURE OF CLAIM:** Repair of damage to rental unit caused by criminal investigation conducted by the Sheriff's Department.  
**INFORMATION:** Denied by WMMIC