



**ROCK COUNTY BOARD OF SUPERVISORS' MEETING
THURSDAY, NOVEMBER 17, 2016 – 6:00 P.M.**

**COUNTY BOARD ROOM/COURTROOM H
FOURTH FLOOR/COURTHOUSE EAST**

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES
6. PUBLIC HEARING
 - A. Amending the County's Personnel Ordinance (First Reading)
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
 - A. Appointments to the Coordinated Services Team (CST) Advisory Committee
 - B. Appointments to the Land Information Council
 - C. Appointment to the Rock County Housing Authority
 - D. Appointments to the Transportation Coordinating Committee
9. RECOGNITION OF COUNTY EMPLOYEES OR OTHERS
 - A. Recognizing Timothy Banwell for Service to Rock County
 - B. Recognizing Correctional Officer Thomas J. Roth
 - C. Recognizing Wendy King for Service to Rock Haven
10. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
11. REPORTS
 - A. Groundwater Nitrates in Rock County – Kevin Masarik, UW Stevens Point
12. NEW BUSINESS
 - A. Supplementary Appropriations and Budget Changes - Roll Call
 - 1) Authorizing Purchase of Furniture and Amending the 2016 Human Services Department Budget
 - 2) Authorizing Purchase of Spillman Mobile Arrest Form and Amend the 2016 Budget

ROCK COUNTY BOARD OF SUPERVISORS

NOVEMBER 17, 2016

Page 2

12. NEW BUSINESS (Continued)

- 3) Awarding the Contract for Elevator Modernization of the Human Services Elevator Located in the Health Care Center Building and Amending the 2016 Facilities Management Budget
- 4) Awarding the Contract for Job Center Public Restroom Renovations and Amending 2016 Facilities Management Budget
- 5) Accepting the 2017 EPCRA Planning Grant and Approving the 2017 Local Emergency Planning Committee Budget
- 6) Acceptance of Wisconsin Department of Natural Resources County Fish and Game Project Grant Funds and Amending Parks Budget
- 7) Approval of Contract with Angus Young and Associates for the Architectural Design Services for Comprehensive Community Services (CCS) Program and Amend the 2016 Facilities Management Capital Budget

NOTE: Item 12.A.7. will be considered by the General Services Committee on November 15, 2016

B. Contracts – Roll Call

- 1) Authorizing Purchase of Budgeted Network Servers
- 2) Approving Reinsurance Contract for Stop-Loss Coverage
- 3) Awarding Contract for the Installation of Cleanout Treble Hooks at the Jail
- 4) Awarding Contract for 2017-2019 for Waste & Recyclables Collection for Various County Buildings
- 5) Awarding Contract for 2017-2019 for Cleaning Services for Various County Buildings
- 6) Awarding Contract for Upgrading (52) 400 Watt Metal Halide Light Fixtures to LED Light Fixtures at the Job Center

NOTE: Items 12.B.3., 12.B.4., 12.B.5. and 12.B.6. will be considered by the General Services Committee on November 15, 2016

C. Amending Rock County's Purchasing Ordinance
(Second Reading and Adoption)

D. To Designate a Qualified Newspaper for all Rock County Legal Publications for 2017

13. ADJOURNMENT

ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS

Annette Mikula
INITIATED BY

Amy Spoden, Human Resource Manager
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 2, 2016
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

1 WHEREAS, Rock County has an established Personnel Ordinance; and,
2
3 WHEREAS, it is good practice to review the personnel ordinance language on an annual basis; and
4
5 WHEREAS, certain additional changes have been suggested by Employees and Department Managers; and,
6
7 WHEREAS, the County wants to incorporate these additional changes to the Personnel Ordinance effective at
8 12:01 a.m. January 1, 2017.
9
10 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this
11 day of _____, 2016 does hereby amend Chapter XVIII, the County's Personnel
12 Ordinance as follows:

CHAPTER XVIII
Section 1: Objectives and Scope

Authority
18.101

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

Purposes
18.102

The purposes of this Ordinance shall be to:

- A. Establish a clear understanding of responsibilities in the establishment and maintenance of a personnel program for Rock County.
B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and maintain an effective and responsive workforce for the County. The Ordinance shall be based on the following objectives:
(1) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.
(2) To provide internally equitable and externally competitive compensation for all employees.
(3) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner.
(4) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs, race, color, national origin or ancestry, sex, age, religion, disability, sexual orientation, gender identity, gender expression, genetic information, pregnancy, creed, arrest/conviction record, marital status, military services, or outside use of lawful products or any other cause for discrimination as

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

- (5) To protect employees against coercive political activities and to prohibit the use of official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.
- C. Provide a system of standardized titles and standardized class descriptions for the effective administration of personnel activities such as: manpower planning and budgeting, standards of job performance, fair and equitable pay, valid selection and recruitment programs, training programs and career development.
- D. Provide a system to recruit and select the most qualified persons for positions in County service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity, prohibit discrimination based on the categories identified above to ensure that persons of disadvantaged groups are fairly represented in the County workforce.
- E. Provide an effective career development plan for qualified employees through promotional opportunities in an environment free of discrimination.

Scope
18.103

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

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

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

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

Collective Bargaining Agreements
18.104

This Ordinance applies to employees not covered by collective bargaining agreements (Unilaterals) and to employees so covered when specific contracts are silent on a particular issue, or otherwise do not apply to the contrary.

110 Human Resources Section of the Administrative Policies and Procedures Manual

111 18.105

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113 The Human Resource Department shall develop a standard set of policies and procedures to administer
114 the personnel system based upon the Policies established in this Ordinance. These policies and
115 procedures shall be a part of the County's Administrative Policies and Procedures Manual. The
116 Human Resource Policies and Procedures shall be subject to review and approval by the County Board
117 Staff Committee.

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119 The Ordinance shall take precedence over the Human Resource Policies and Procedures and
120 Department Work Rules.

121

122 Department Work Rules

123 18.106

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125 Nothing herein shall preclude an Appointing Authority from promulgating Department Work Rules
126 covering topics not covered by this Ordinance or the Human Resource Department's Policies and
127 Procedures. Work rules so promulgated must be consistent with this Ordinances and Human Resource
128 Policies and Procedures.

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130 Non-Elected Department Heads

131 18.107

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133 Any non-elected Department Head hired shall be employed pursuant to a personal employment contract
134 of up to two (2) years. Non-elected Department Heads serving on the date of adoption of this section may
135 voluntarily negotiate a personal employment contract of up to two (2) years. Non-elected Department
136 Heads shall continue to be at will employees and may be removed at the pleasure of the County
137 Administrator. Removal of the Corporation Counsel by the County Administrator requires the
138 concurrence of the County Board. The County Administrator shall remain the appointing authority for
139 non-elected Department Heads. The personal employment contract covering the initial appointment of a
140 non-elected Department Head is subject to approval by the County Board after action by the appropriate
141 Governing Committee.

142

143 Administrator Position

144 18.108

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146 The position of the County Administrator shall be included under the coverage of this Ordinance,
147 except where there are exclusions or where this Ordinance conflicts with the resolution establishing the
148 administrator form of government. In the case of any such conflict, the resolution shall control.

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150 Sheriff's Office Command Staff

151 18.109

152

153 In addition to the benefits provided to other unilateral employees, if the following provisions of the
154 labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such
155 modifications shall be extended to the Chief Deputy (Resolution 93-12A-118); Commanders
156 (Resolution 91-11D-118); and Captains (Resolution 09-1B-189).

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- 158 • Education
- 159 • Health insurance for retirees*
- 160 • Life insurance
- 161 • Retirement
- 162 • Sick Leave Accumulation
- 163 • Sick leave payout
- 164 • Sick leave payment
- 165 • Uniform allowance
- 166 • Worker's compensation

167

168 *For Command Staff who are at least age 53 and retire after January 1, 2014, the County shall pay
169 100% of the health insurance premiums for the applicable coverage for the retired and eligible
170 dependents thru the end of the month before they turn 65.

171

172 Correctional Supervisor173 18.109(a)

174

175 In addition to the benefits provided to other unilateral employees, if the retirement provision of the
 176 labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such
 177 modification shall be extended to the Correctional Supervisor.

178

179 Amendments180 18.110

181

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

184

185 Management Rights186 18.111

187

188 The management of Rock County and the direction of the workforce is vested exclusively in the
 189 County, including but not limited to the right to:

190

- 191 1) Hire, promote, demote, suspend, discipline, and discharge;
- 192
- 193 2) Decide job qualifications for hiring;
- 194
- 195 3) Transfer or layoff because of lack of work, discontinuance of services, or other
 196 legitimate reasons;
- 197
- 198 4) Subcontract for economic reasons or when it is not feasible for county employees to
 199 perform the work;
- 200
- 201 5) Abolish or create positions;
- 202
- 203 6) Create job descriptions and determine the composition thereof;
- 204
- 205 7) Plan and schedule work;
- 206
- 207 8) Determine the methods and processes and manner of performing work;
- 208
- 209 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
- 210
- 211 10) Determine the location, operation and type of physical structures, facilities,
 212 equipment of the county;
- 213
- 214 11) Plan and schedule any training programs,
- 215
- 216 12) Create, promulgate and enforce reasonable work rules;
- 217
- 218 13) Determine and enforce regulations governing conduct and safety;
- 219
- 220 14) Determine what constitutes good and efficient county service, and all other
 221 functions of management and direction.

222

223 The County shall have the right to operate and manage its affairs in all respects in
 224 accordance with its rights, duties, and responsibilities.

225

226 Responsibilities and Authority227 18.112

228

229 A. County Board. The County Board shall:

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- 231 (1) approve the annual County budget, including requests for personnel
 232 adjustments.
- 233
- 234 (2) review and approve County Personnel Ordinance and amendments.

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- (3) confirm department head appointments made by the County Administrator.
- (4) delegate such duties to the County Board Staff Committee as necessary.
- (5) hear grievance appeals as outlined in Section 18.806.

B. County Board Staff Committee. The County Board Staff Committee shall:

- (1) advise the County Administrator on matters concerning implementation of Personnel Ordinance.
- (2) review proposed Personnel Ordinance and amendments as developed and recommended by the Human Resources Director and make recommendations to the County Board for consideration and legislative action.
- (3) perform other related duties as assigned by the County Board.

C. County Board Governing Committees. Each Governing Committee shall:

- (1) review all appointments made by the County Administrator as provided in Section 18.112(d)(1) and make such recommendations to the Board as appropriate.

D. County Administrator. Except as prohibited by State and Federal law, the County Administrator shall:

- (1) appoint and remove all Department Heads, subject to the provisions of Section 18.107.
- (2) advise the Governing Committee of the final interview schedule of the best-qualified applicants. The Governing Committee may participate in the scheduled interviews.
- (3) submit terms of employment for Department Heads to the Governing Committee for review before submission to the County Board.
- (4) approve Personnel Ordinance prior to submittal to the County Board Staff Committee and the County Board.
- (5) apply appropriate disciplinary actions as defined in Section 18.1108 to subordinate employees.
- (6) approve new positions, reallocations, and upgrades of existing positions subject to County Board approval.

E. Human Resources Director. The Human Resources Director under the authority of the County Administrator shall:

- (1) administer the Personnel Ordinance adopted by the County Board.
- (2) establish, maintain and coordinate personnel transactions and records management for all County employees and positions.
- (3) establish and maintain a central personnel file for each County employee showing name, title, salary, change in status, annual performance ratings and such pertinent information as may be necessary for effective personnel administration and for compliance with Federal and State laws.
- (4) advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.

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- (5) notify the payroll section of all relevant changes.
- (6) review appointments and removal of personnel to County positions pursuant to Section 18.607.
- (7) maintain complete employment and performance records of all County employees.
- (8) establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.
- (9) make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.
- (10) develop and maintain the Classification Plan.
- (11) develop and administer the recruitment and selection program.
- (12) establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.
- (13) monitor temporary and overtime assignments.
- (14) approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the re-employment of laid off employees in other appropriate County positions.
- (15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.
- (16) establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.
- (17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.
- (18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.
- (19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.
- (20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
- (21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.
- (22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
- (23) develop such regulations as necessary to carry out the intent of this Ordinance.
- (24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.

- 360 (25) develop and maintain the County wide training program within budgetary
 361 limitations.
 362
 363 (26) administer and manage the County's Worker's Compensation program.
 364
 365 (27) insure that Department Work Rules are fairly designed and administered.
 366

367 F. Department Heads. Department Heads shall:

- 368
 369 (1) enforce the Personnel Ordinance, and the Human Resource Policies and
 370 Procedures in their respective department.
 371
 372 (2) adopt such additional Department Work Rules as required by law and/or
 373 necessary for the operations of the Department subject to approval of the
 374 Human Resources Director.
 375
 376 (3) initiate and process personnel transactions affecting their employees using
 377 forms provided by the Human Resources Director.
 378
 379 (4) maintain an employee service record for each employee.
 380
 381 (5) notify the Human Resources Director of all changes in permanent
 382 personnel records including change of address, insurance coverage and
 383 other relevant information.
 384
 385 (6) keep employees informed of current personnel policies.
 386
 387 (7) conduct second step grievance procedures hearings as may be necessary
 388 under Section 18.805, and adjust such grievances as may be appropriate.
 389
 390 (8) appoint and remove employees to positions subject to Section 18.304 and
 391 18.806, and consistent with applicable State Statutes and inform governing
 392 committee of said appointments.
 393
 394 (9) in collaboration with the Human Resources Director, develop employee
 395 orientation and in service training programs.
 396
 397 (10) administer discipline and delegate such authority to supervisory personnel
 398 as appropriate subject to Section 18.806.
 399
 400 (11) conduct performance reviews of all immediate subordinate employees on
 401 no less frequent than an annual basis
 402
 403 (12) obtain prior approval of the County Administrator when taking vacation
 404 days, or when traveling out of the County on County business. (This
 405 provision does not apply to elected County Officials.) The memo making
 406 the request should include a designated department contact person, as
 407 well as a phone number where the Department Head can be reached (if
 408 possible).
 409
 410 (13) develop and monitor department budget.

411
 412 G. Supervisory Personnel. To the extent Department Heads delegate authority to them, supervisors
 413 shall:

- 414
 415 (1) interview and recommend applicants for appointments to and removal
 416 from subordinate positions.
 417
 418 (2) implement the Personnel Ordinance, HR Policies and Procedures and
 419 Department Work Rules in their unit.
 420
 421 (3) conduct performance reviews of all immediate subordinate employees on
 422 no less frequent than an annual basis.

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(4) administer discipline to employees as necessary.

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(5) conduct first step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.

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Section 2: Classification Plan

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Development and Administration

18.201

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

437

Position Description

18.202

440

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

444

Allocation of New Positions

18.203

447

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

453

Abolition of Unnecessary Classifications

18.204

456

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

460

Reclassification Requests

18.205

463

464 A reclassification is the re assignment of a position from one existing class to another class to
465 recognize a change in the duties and responsibilities of a position.

466

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

475

Reallocation Requests

18.206

478

479 A reallocation is the re assignment of a position from one pay range to another pay range to correct an
480 error in the original assignment, to reflect changing labor market conditions, or to reflect significant
481 changes over a period of time in the duties and the responsibilities of the position.

482

483 Salary adjustments shall be part of the budget process. If salary reallocations are approved, they will
484 become effective the first day of the fiscal year. Persons in positions reallocated shall normally be

485 advanced to the step with the next highest dollar amount in the new pay range. Future step increases
 486 will be paid according to the employee's new employee group or pay grid. In unusual circumstances,
 487 the reallocated individual may be placed in a higher step upon approval of the Human Resources
 488 Director and the County Administrator.

489
 490 If the employee's current rate of pay is greater than the maximum of the new range, the employee will
 491 be red-circled in accordance with section 18.411.

492
 493 When a position becomes vacant and it is determined by the Human Resources Director and the
 494 County Administrator that a reallocation of the position is necessary for recruitment purposes, such
 495 reallocation may occur outside the budget process upon the confirmation of the County Board Staff
 496 Committee and approval of the County Board.

497
 498 Reorganization of Department

499 18.207

500
 501 Each time a department or division of a department is reorganized, class descriptions for all affected
 502 employees shall be submitted to the Human Resources Director for review and approval as part of such
 503 reorganization.

504
 505 Position Description Questionnaires/Job Audits

506 18.208

507
 508 The Human Resources Director may require departments or employees to submit Position Description
 509 Questionnaires when vacancies occur, any time there is reason to believe that there has been a
 510 significant change in the duties and responsibilities of one or more positions, or as part of a job audit
 511 conducted by the Human Resources Department.

512
 513 Review of Classification Plan

514 18.209

515
 516 At least every three years, or as often as may be appropriate, the Human Resources Director shall
 517 review the Classification Plan to ensure that the plan accurately reflects existing position responsi-
 518 bilities and market conditions. The Human Resources Director shall take whatever action is
 519 appropriate to amend and update the Classification Plan, subject to the review of the County Board
 520 Staff Committee and approval of the County Board.

521
 522 Underslotting

523 18.210

524
 525 As a vacancy occurs, the Department Head may recommend the position not be filled at the existing
 526 level. With the concurrence of the Human Resources Director and County Administrator, the position
 527 may be filled at a lower classification.

528
 529 Upgrade

530 18.211

531
 532 ~~Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human~~
 533 ~~Resources Department shall audit the position and make a written recommendation to the County~~
 534 ~~Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade~~
 535 ~~request is denied, the position shall not be reconsidered for upgrade until there is a significant change~~
 536 ~~in the duties and responsibilities of the position.~~

537 ~~When a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring~~
 538 ~~procedures for approved upgraded positions shall be subject to guidelines established by the Human~~
 539 ~~Resources Director.~~

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542 **Section 3: Recruitment and Selection**

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544 Recruitment

545 18.301

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

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

(a) Job Announcements and Publicity.

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

(b) Application Form.

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

(c) Rejection of Applications.

The Human Resources Director may reject any application if the applicant:

- (1) does not meet the minimum qualifications established for the position.
- (2) provides any false or misleading information in the application process.
- (3) is physically, mentally or otherwise unable to perform the duties of the position, with or without a reasonable accommodation, as permitted under applicable State and Federal laws.
- (4) has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable State and Federal laws.
- (5) is not within the legal age limits prescribed for the position or for County employment.
- (6) has established an unsatisfactory employment record, which demonstrates unsuitability for the position.
- (7) is a member of an organization, which advocates the violent overthrow of the government of the United States.
- (8) based on job related factors, is found by the Human Resources Director to be clearly unsuitable for the position for which he/she has applied.

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

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

(f) ~~Where written exams are used as part of the recruitment process, applicants will not be eligible to re-take the exam until a period of six months has lapsed.~~

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

Relocation Expense
18.302

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

619
 620 Selection

621 18.303

622
 623 The selection process shall maximize reliability, objectivity, and validity through a practical and job
 624 related assessment of applicant attributes necessary for successful job performance and career potential.
 625 The selection process shall also be balanced to provide promotional opportunities as well as open
 626 competitive opportunities at all levels of County employment.

627
 628 (a) Selection Devices.

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

636
 637 (b) Confidentiality.

638
 639 Formal selection materials shall be known only to the Human Resources Director and to other
 640 individuals designated by ~~the Human Resources Director~~. Every precaution shall be exercised by all
 641 persons participating in the development and maintenance of materials to ensure the highest level of
 642 integrity and confidentiality.

643
 644 Eligibility Lists

645 18.304

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

654
 655 (a) Layoff List for unilateral employees.

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

667
 668 (b) Open Competitive and Promotional Eligibility.

669
 670 ~~The Human Resources Director~~ may establish and maintain such open competitive
 671 and promotional eligibility lists of applicants who have qualified for a particular
 672 job or class of County positions.
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(c) Duration of Eligibility Lists.

The duration of eligibility lists shall be not less than one year, or as provided for in a Department's Work Rules.

(d) Removal of Candidates from Eligibility Lists.

The Human Resources Director may remove candidates from an eligibility list if the candidate:

- (1) receives a regular appointment to a position in the same class or another class having the same or higher pay grade.
- (2) files a written statement indicating unwillingness to accept appointment.
- (2) declines an offer of employment under such conditions previously indicated by the candidate as acceptable.
- (4) fails to respond within a specified time period to any official written inquiry regarding relative availability.
- (5) fails to report for an interview or for duty at the time specified by the Human Resources Director or appointing authority.
- (6) is disqualified for employment under County policies or state law.
- (7) factors covered under Section 18.301.

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

Certification and Appointment

18.305

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

Appointment of Eligible Candidates.

The appointing authority shall make an appointment from among the names submitted by the Human Resources Director. The appointing authority shall justify to the Human Resources Director each candidate's unsuitability if they are bypassed on the list. Such justification must be acceptable to the Human Resources Director.

The date upon which a new employee commences employment shall be jointly determined by the Human Resources Director and Department Head Hiring Manager.

Probationary Period

18.306

Except for Department Heads and the County Administrator, original appointments to all positions shall be made with a Probationary Period of one (1) calendar year.

The length of the Probationary Period shall be specified in the written offer of employment, which will be written by the Human Resources Department.

- (1) Regular status begins on the first workday following completion of the Probationary Period.
- (2) The Probationary Period may be extended for a period of time not to exceed six (6) months, with prior approval of the Human Resources

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Director. This request must be made in writing citing the reason for the request.

- (3) An employee shall automatically be appointed at the end of the prescribed Probationary Period, unless the appointing authority, with approval of the Human Resources Director, notifies the probationary employee of the extension, or the unsuccessful completion of the Probationary Period at which time the employee shall have their Probationary Period extended or be dismissed.
- (4) Dismissal of an employee during the initial Probationary Period shall be at the sole discretion of the employer and without recourse to the grievance procedures herein provided.
- (5) An employee appointed to a position in an acting capacity by the County Administrator and subsequently selected as the regular employee in that position shall have his/her total time of continuous employment, including the time spent in an interim capacity, counted for seniority purposes, but shall serve at least a six month Probationary Period after regular appointment. When an employee is in an acting capacity, the employee will continue to receive step increases as provided under Section 18.405.
- (6) Probationary employees, with the exception of Pool Staff, Relief Staff, and Project Staff, will not be permitted to apply for other positions until they have completed twelve months of employment. An employee who has completed at least six months of their probationary period, may sign for a lateral transfer in the same classification with in the same division. In unusual circumstances, this requirement may be waived in advance and in writing by the current Department Head and Human Resources Director.
- (7) Completion of the Probationary period does not guarantee continued employment for any specified period of time, nor does it modify or change the employee's at will status.

Part-time and Seasonal Employment

18.307

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

Temporary Appointments

18.308

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

Overlap Double Fill of Positions

18.309

Any request for hiring in excess of the budgeted personnel roster must be approved by the County Board. This would include cases where the Department Head requests an overlap of personnel for more than one payroll period in order to train the new employee. The request should be approved by the governing committee and County Board Staff Committee prior to submission to the Board.

Other Appointments May Follow Ordinance

18.310

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

Section 4: Salary Administration

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Pay Plans 18.401

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

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

- (a) To provide an appropriate salary structure, to recruit and retain an adequate number of competent employees; and,
- (b) To provide appropriate pay incentives for satisfactory or outstanding job performance.

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

Development and Administration 18.402

The Human Resources Director shall be responsible for the development and administration of the Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of pay. When appropriate, the Human Resources Director shall recommend necessary amendments to the County Board Staff Committee, which shall become effective upon approval of the County Board.

Linkage 18.403

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

Entrance Pay Rate 18.404

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

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

In Range Increment 18.405

In range increments shall be based on satisfactory work performance and length of service in a class. Such increments shall not be granted automatically. Whenever an employee is promoted, their annual pay increments (step increase) shall be based on the length of service in that range or class. The employee shall have an overall performance evaluation of "satisfactory" or "meets expectations" or higher in order for an in range increment to be granted. If the rater plans to recommend the denial of an in grade salary increment, the report shall be discussed with the Human Resources Director prior to review with the employee. The performance of the employee will be evaluated in accordance with procedures outlined in Section 7 of this Ordinance.

860 Productivity/Incentive Awards861 18.406

862

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

871

872 (a) The employee has personally conceived and suggested a procedure or device
 873 which has resulted in substantially greater operating efficiency or in a marked
 874 decrease in operating expenses; or,

875

876 (b) The employee has performed extensive collateral duties or has continually
 877 completed difficult work assignments, which significantly increased the efficiency
 878 and effectiveness of his/her department's program or the County service.

879

880 Seasonal Employment881 18.407

882

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

885

886 Temporary Employment887 18.408

888

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

891

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

896

897 Pay Rate Adjustments898 18.409

899

900 The following actions shall affect the pay status of an employee:

901

902 (a) Transfer

903

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

906

907 (b) Promotion

908

909 When an employee is promoted from one class to another having a higher pay
 910 range, he/she shall normally advance to the pay step in the new range which is
 911 immediately above his/her former rate of pay. In unusual circumstances, the
 912 promoted individual may be placed in a higher step upon approval of the Human
 913 Resources Director and the County Administrator.

914

915 (c) Demotion

916

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

921

922 (d) Reinstatement

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944 Overtime

945 18.410

946

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

948

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

950

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

952

953

954 For additional policies and procedures regarding overtime for unilaterals and other employees see the

955 HR Policy and Procedure Manual.

956

957 Red Circled Classifications

958 18.411

959

960 Employees in classifications that are to be red circled will be frozen at their current salary until the
961 salary of the pay range to which they are assigned equals or exceeds their rate of pay. Employees with
962 ~~ten years of service~~, whose classification has been red circled, shall receive one half of the across the
963 board increase granted to employees ~~on the Unilateral Pay Plan~~ until the salary of the pay range to
964 which they are assigned equals or exceeds their rate of pay.

965

966

Section 5: Fringe Benefits

967 Holidays

968 18.501

969

970 The following holidays are observed by the County and shall be granted to regular employees with pay
971 and to temporary employees without pay, unless such employees are required to be on scheduled work:

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983

- (a) New Year's Day
- (b) Spring Holiday to be observed the Friday immediately preceding Easter
- (c) Memorial Day
- (d) July 4th
- (e) Labor Day
- (f) Thanksgiving Day
- (g) Friday following Thanksgiving
- (h) Day before Christmas
- (i) Christmas Day
- (j) One Floating Holiday

984 (k) Any additional holiday granted by the County Board.
 985 (l) The County Administrator may designate additional holidays in
 986 unusual circumstances with the approval of the County Board
 987 Chair and/or Vice Chair.
 988
 989 For employees working the standard work schedule, when a holiday falls on Saturday, it shall be
 990 observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be
 991 observed.
 992
 993 For employees not working the standard work schedule see the HR Policies and Procedures.
 994
 995 ~~The Director of Nurses, the Assistant Director of Nurses and Nursing Supervisors working in Reek~~
 996 ~~Haven who are required to work a holiday; will be paid or granted compensatory time off at a rate of~~
 997 ~~time and one half and receive an additional day in lieu thereof.~~
 998
 999 Unilateral A Positions who are required to work a holiday, will be paid or granted compensatory time
 1000 off at a rate of time and one half and receive an additional day in lieu thereof.
 1001
 1002 Pool/Relief of Unilateral A positions who are required to work a holiday will be paid at a rate of time
 1003 and one half.
 1004
 1005 ~~Any Youth Services Center Supervisors or Relief Supervisor who are required to work a holiday, will~~
 1006 ~~be paid or granted compensatory time off at a rate of time and one half.~~
 1007
 1008 For supervisors working at the 911 Communication Center, who are required to work on a holiday,
 1009 they will be paid or granted compensatory time off at a rate of time and one half for all hours worked
 1010 between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday, and earn 8 hours
 1011 of holiday time in lieu of. ~~If the holiday falls on an employee's scheduled day off, the employee shall~~
 1012 ~~be entitled to a compensatory day off with pay.~~
 1013
 1014 Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be
 1015 granted in lieu thereof.
 1016
 1017 Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.
 1018
 1019 ~~Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be~~
 1020 ~~granted in lieu thereof~~
 1021
 1022 Regular part-time employees who normally work sixteen or more hours per week shall be paid for
 1023 holidays which fall on days for which they would otherwise be scheduled to work, according to the
 1024 number of hours for which they would be scheduled to work on that day.
 1025
 1026 When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.
 1027
 1028 When a holiday falls within a pay period of leave without pay, the employee shall receive no pay for
 1029 the holiday.
 1030
 1031 In order to receive holiday pay, employees must normally be scheduled to work for not less than 4
 1032 hours the regular workday before and not less than 4 hours the regular workday after the holiday,
 1033 unless on authorized paid time off (sick leave, vacation) or on paid FMLA.
 1034
 1035 Floating holidays must be taken in whole day increments (pro-rated for part-time employees).
 1036
 1037 The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of
 1038 January 1st of each year. Employees need to use the floating holiday before December 31 of each
 1039 calendar year. If the floating holiday is not used by December 31, the floating holiday will be
 1040 forfeited. During their first year of employment, Employees hired after November 30, will have until
 1041 January 31 of the following year to use their floater from the previous year.
 1042
 1043 The floating holiday may be taken upon at least 7 days advance notice. The floating holiday request
 1044 will normally be approved, however, it may be denied by the Department Head, even with a 7 day
 1045 advance notice, if granting the request would put the department, division, unit, or shift below the
 1046 minimum staffing needs of the department, division, unit or shift. A floating holiday with less than 7

1047 day notice may be granted in an emergency circumstance at the discretion of the Department Head or
 1048 his/her designee. Employees are strongly encouraged to use their floating holiday prior to the last
 1049 payroll period of the calendar year.

1050
 1051 Health and Dental Insurance

1052 18.502

- 1053
 1054 A. The County shall pay that portion of the employee's health insurance as is approved by the
 1055 County Board.
 1056
 1057 B. For non-represented employees hired after September 1, 2009 into positions with an
 1058 FTE of 0.5 or greater but less than 1.0 FTE Rock County will provide single coverage
 1059 health insurance. If the employee chooses to select employee and spouse, employee
 1060 and child, or family coverage, the employee will pay a pro-rated share of the premium
 1061 difference between single coverage and the coverage of their choice based on their FTE
 1062 [CB Resolution 14-12A-170].
 1063
 1064 C. Part-time employees who are normally scheduled to work less than twenty hours per week
 1065 are not eligible for County health and dental benefits. Employees who normally work
 1066 twenty hours or more per week are eligible to receive dental insurance and health benefits.
 1067 Part-time employees may participate in vision insurance at their own cost provided it is
 1068 allowable under the plan rules in effect at the time of participation.
 1069
 1070 D. Employees retiring from the County who are eligible for a WRS annuity may retain their
 1071 insurance coverage under the County's group policy if they pay the premium.
 1072
 1073 F. Dental coverage will be provided consistent with coverage and copayments as set by the
 1074 County Board. Eligibility for coverage shall be governed by the policy issued by the
 1075 carrier/administrator. The employer shall pay 60% of applicable premium of the lowest
 1076 cost available plan and the employee shall pay the remainder of the applicable premium.
 1077

1078 Life Insurance

1079 18.503

1080
 1081 Regular full-time employees are eligible for group life insurance in an amount equal to the next highest
 1082 thousand dollars of their annual salary. Unless they specifically waive such coverage, a portion of the
 1083 premium shall be deducted monthly from their regular salary as approved by the County Board. Regular
 1084 part-time employees are also eligible if they work enough hours in a year to qualify for Wisconsin
 1085 Retirement System coverage.
 1086

1087 Retirement

1088 18.504

1089
 1090 Retirement benefits are administered by the State of Wisconsin Retirement System (WRS). The benefits
 1091 are governed by applicable State statutes and regulations.
 1092

1093 Unemployment Compensation

1094 18.505

1095
 1096 County employment is covered by Wisconsin Unemployment Compensation laws.
 1097

1098 Vacation

1099 18.506

- 1100
 1101 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after
 1102 one year of continuous service. Thereafter, he/she shall earn one additional day per year
 1103 for each year of continuous employment to a maximum of twenty two days. Employees
 1104 shall continue to earn vacation until the employee's length of service would provide
 1105 additional vacation under paragraph (b) below, at which time they shall be placed on that
 1106 schedule.
 1107
 1108 (b) ~~Starting with their anniversary date in 2016,~~ Unilateral employees hired after January 1,
 1109 2008, shall earn vacation according to the following schedule:

1110

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

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

(c) Vacation schedules for those non unilateral employees covered by a bargaining agreement that has limited bargaining rights as of January 1, 2012 are contained in the HR Policies and Procedures manual.

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

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

(f) The amount of vacation days deferred shall not exceed the number of vacation days that the employee earns on that anniversary date. Vacation may be granted in advance only upon the approval of the Department Head and the Human Resources Director.

Department Heads shall establish work and vacation schedules with the first consideration to be given to the efficient operation of the department. Senior employees in terms of length of service shall be given vacation schedule preferences when practicable. Deferral

of vacation for the County Administrator shall be at the discretion of the County Board Staff Committee.

- (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation time on a pro rata basis directly proportionate to the amount of time worked in relation to the normal full time employment period. Part-time employees whose regular workweek is less than sixteen hours shall not earn vacation credits.
- (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of absence, earned vacation time may be used for this purpose if the employee or employer so elects.
- (i) Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits provided the employee has completed six consecutive months of service, except as modified by the rules governing resignation without sufficient notice.
- (j) An employee who moves from one position to another in the County service, by transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation leave in the new position.
- (k) An employee who moves from one an employee group to another employee group in the County service, by transfer, promotion or re-assignment, will have their vacation entitlement determined by a number of factors (i.e. years of service, FTE previously worked, entitlement under new employee group, etc.).
- (l) An employee, whose appointment status is changed from temporary to regular status without a break in service, shall receive vacation credits from the date of his/her original appointment to temporary status.
- (m) No credit for vacation leave shall be granted for time worked by an employee in excess of his/her normal workweek.
- (n) Vacation credits shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensable status, should such period without pay exceed thirty working days in any calendar year.
- (o) There shall be charged against accrued vacation only those days on which an employee normally would have worked. In the event a legal holiday falls within the vacation period, the holiday shall not be charged against vacation.
- (p) Use of vacation time must be approved in advance by the Department Head or his or her designee. Use of vacation by appointed Department Heads must be approved in advance by the County Administrator.
- (q) All vacation shall be utilized in not less than thirty minute increments.
- (r) Unilateral "C" employees whose position has been moved to Unilateral "A" will have their vacation allotment frozen at current level until the employee's length of service would provide additional vacation under the Unilateral "A" schedule.

Workers Compensation
18.507

Worker compensation benefits will be provided in accordance with applicable statutory provisions and administrative codes.

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

1210 Any employee, who is receiving worker's compensation, may at the employee's option, take sufficient
 1211 sick leave or vacation to make up the difference between the worker's compensation payment and his/
 1212 her regular wage. When the employee's sick leave and/or vacation account is exhausted, he/she shall
 1213 receive worker's compensation payments only. If an employee is on worker's compensation for a
 1214 period of twelve (12) months, that employee shall have his/her earned vacation paid out, unless the
 1215 employee asks for deferral of vacation payout in writing.

1216
 1217 ~~Workers compensation supplemental benefits will be provided in accordance with HR Policy and~~
 1218 ~~Procedures.~~

1219
 1220 Leave of Absence Policy (Non FMLA)

1221 18.508

1222

1223 The County Administrator or the Department Head after consulting with the Human
 1224 Resources Director, may grant a regular employee leave without pay for a period up to one year except for
 1225 an educational leave, subject to the following conditions:

1226

1227 (1) Leave without pay may be granted when it is in the best interest of the
 1228 County to do so. Requests for leave of absence shall be approved prior to
 1229 the taking of such leave. When such leave is requested as an extension of
 1230 sick leave, an acceptable physician's certificate shall be required.

1231

1232 (2) At the expiration of a leave without pay, the employee shall be reinstated
 1233 to the position he/she vacated or to an equivalent position which is vacant
 1234 at the time, provided the employee meets the stated qualifications. If there
 1235 is not a suitable vacancy available, the employee's name shall be placed on
 1236 an appropriate reinstatement list.

1237

1238 (3) Credit toward vacation and sick leave shall not be earned after 30 days
 1239 while an employee is on leave without pay. Insurance benefits may be
 1240 retained according to HR Policy and Procedure.

1241

1242 (4) Leave without pay shall not constitute a break in service; however, if the
 1243 employee is absent more than thirty days during a calendar year, it shall
 1244 change the employee's anniversary date.

1245

1246 When a leave of more than thirty (30) consecutive days is taken, the
 1247 employee's anniversary date shall be moved ahead by the total number of
 1248 days of the leave.

1249

1250 (5) A return to work earlier than the scheduled termination of leave date may
 1251 be arranged by the supervisor and the employee, with the approval of the
 1252 Human Resources Director.

1253

1254 (6) Employees on leave of absence from the County may not be employed
 1255 full time elsewhere. Employees holding employment elsewhere during a
 1256 leave of absence shall be deemed to have voluntarily resigned from
 1257 employment with Rock County.

1258

1259 (7) If an employee is unable to return to work on the date stipulated, he/she
 1260 may submit a written request to extend the leave of absence, subject to the
 1261 approval of the County Administrator or Department Head and the HR
 1262 Director. If, on the date following the expiration of the leave of absence, an
 1263 extension is not requested and granted and the employee has not returned
 1264 to his/her position, the employee shall be considered to have voluntarily
 1265 resigned from County employment.

1266

1267 (8) Unauthorized Absence. It is recognized that there may be extenuating
 1268 circumstances for unauthorized absence, and due consideration shall be
 1269 given each case. However, an employee who is absent from duty without
 1270 approval shall receive no pay for the duration of the absence, and shall be
 1271 subject to disciplinary action, which may include dismissal.

1272

1273 Bereavement Leave1274 18.509

1275

1276 In the event of a death in an employee's immediate family, he/she may be excused from work without loss
 1277 of pay for up to a maximum of thirty-two (32) hours annually for the purpose of attending to the
 1278 following schedule to attending the a wake, visitation, memorial service, funeral, or make necessary
 1279 arrangements regarding the death, within a reasonable time from after the occurrence. Immediate family
 1280 shall not include former "in-laws" due to divorce.

1281 The appointing authority may require documentation to substantiate the leave.

1282

1283 a. Up to three days (24 hours) for any member of the employees' immediate family as
 1284 defined in section 18.1025.

1285

1286 For those employees working a non-traditional schedule they will only be able to use 8 hours per day
 1287 and will have to make up the other hours per day through other benefit time (other benefit time does
 1288 not include sick leave). For example, someone working a 4 ten-hour a day schedule will only have one
 1289 day (8 hours) in the case of a sister-in-law and the employee will have to make up the extra 2 hours for
 1290 that day.

1291

1292 If additional time is required beyond the thirty-two (32) hours annually, an employee may request to use
 1293 accumulated vacation, holiday or comp-time. Sick leave cannot be used.

1294

1295 In the event that an employee is required to act as a pallbearer for a funeral not otherwise eligible for
 1296 funeral leave, he/she shall be granted up to one day to serve without the loss of pay.

1297

1298 Bereavement leave cannot be accrued from one year to the next.

1299

1300 Bereavement leave can be used in increments of quarter hours.

1301

1302 All leaves under this section shall be prorated based upon the employee's FTE.

1303

1304 Jury Duty1305 18.510

1306

1307 Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from
 1308 his/her regular and normal daily schedule of working hours with pay, for such jury service provided
 1309 such employee shall remit to Employer all fees received from the Clerk of Courts for such service, and
 1310 further provided that no claim for overtime pay or compensatory time off shall be made by such
 1311 employee as a result of his/her jury services. If a second or third shift employee is selected to serve on a
 1312 jury panel, the employee will not be required to work their next scheduled shift, if such shift begins on
 1313 the same calendar day. If the employee does not remit the fee, he/she shall be considered to be on
 1314 leave of absence without pay while performing jury duty. The County shall pay a reasonable amount
 1315 for the difference if the employee has to pay parking fees and reimbursement from the Court does not
 1316 fully cover the fee.

1317

1318 Should an employee not be selected to serve on a jury panel, the employee will report back to work
 1319 within one hour of dismissal by the court.

1320

1321 If the employee chooses not to return to work, they may use available benefit time to take the rest of the
 1322 day off. Sick Leave cannot be used.

1323

1324 Medical Leave1325 18.511

1326

1327 Employees requiring a leave of absence for a period of medical disability shall request the leave in
 1328 accordance with HR Policy and Procedure. Employees are entitled to medical leave in accordance with
 1329 applicable Federal and State laws and HR Policy and Procedures. Any leave granted under this section
 1330 will run concurrently with State and Federal FMLA.

1331

1332 Military Leave1333 18.512

1334

1335 An employee who leaves the service of the County to join the military forces of the United States
 1336 during time of war or other national emergency, or who is drafted into the military service at any time,
 1337 shall be granted military leave without pay, such leave to extend through a date ninety days after being
 1338 relieved from such service. Proof must be filed with the Human Resources Director. Such employee
 1339 shall be restored to the position which he/she vacated or to a comparable position with full rights and
 1340 without loss of seniority or benefits accrued and not taken while serving in the position he/she
 1341 occupied at the time the leave was granted, provided that application is made to the Human Resources
 1342 Director within ninety days after the date of his/her honorable discharge, or fifteen days after rejection,
 1343 and is physically and mentally capable of performing the work of his/her former position. Failure of an
 1344 employee to notify the County within this time period of his/her intention to return to work shall be
 1345 considered as a termination of his/her employment. Leave will be granted in compliance with State
 1346 and Federal law.

1347
 1348 Military Reserve Leave

1349 18.513

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(1) An employee who, by reason of membership in the United States Military Reserve, or ordered by the appropriate authorities to attend a training or encampment under the supervision of the United States Armed Forces, or by reason of membership in the National Guard, is required by the authorities thereof to do so, shall be granted a leave of absence from his/her position without loss of pay for a period not to exceed fifteen working days in any calendar year. It is intended that this shall be done without financial penalty to the employee. The County will therefore pay such employee for this time lost in an amount equaling the difference between his/her daily military pay and the employee's normal County daily wage. To receive such leave, the employee must file a copy of his/her orders with the Human Resources Director as far in advance as is reasonable under the circumstances (preference is at least two weeks advance notice) prior to date such training or encampment leave is to commence.

(2) An employee who has active membership in the U.S. Military Reserve or National Guard and who is ordered to active duty in the U.S. Armed Forces shall be granted military leave with supplemental pay equal to the difference between the employee's basic military pay and his/her normal County daily wage. Supplemental pay granted under this section is provided for the duration of an employee's military service, not to exceed 5 years. Proof must be filed with the Human Resources Director. To receive compensation the employee must submit a copy of his/her Military Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay to an employee may be an estimate with final pay reconciliation by the County's Payroll Office after receipt of the employee's military pay vouchers, either during the course of military service or after completion. Accrual of seniority and benefits, and reinstatement rights and limitations, shall be consistent with those outlined in section (d) and as required by law. An employee who voluntarily extends his/her military service shall not be granted supplemental pay, but may apply for additional unpaid military leave under section (d). The effect of this subsection is retroactive to January 1, 2004, and is subject to the rights of the various unions representing County employees to object to said compensation policy prior to implementation and request that this subsection be subject to the collective bargaining process.

(3) Any employee described in subsection (2) shall also be entitled to continue paid coverage under the County's group medical plan for four (4) weeks.

1388 Non Work Related Witness or Personal Litigation

1389 18.514

1391 A leave of absence without pay shall be granted to an employee upon his/her request to appear under subpoena or in his/her own behalf in litigation involving personal or private matters

1394 Sick Leave

1395 18.515

1397 Sick leave pay shall commence on the first day of any period of illness due to accident, injury or disease.

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- (1) All full-time employees shall earn one sick leave day per month of continuous employment. All part-time employees whose regular workweek is sixteen hours or more shall earn one sick leave day on a prorata basis directly in relation to the normal full time employment period. All part-time employees, who work less than sixteen hours per week, shall not earn sick leave. Temporary and seasonal employees are not eligible for sick leave.
- (2) Sick leave shall be granted after six months continuous service (from original hire date) when an employee is required to be absent from work because of:
 - (a) Illness of the employee.
 - (b) Illness of an employee's spouse
 - (c) Illness of a minor child (includes stepchild, current foster child, grandchild, or any other child they are legally responsible for and can provide legal documentation supporting the responsibility) or a child who meets the definition of a disabled adult child.
 - (d) Illness of a parent (includes stepparents and current foster parents).
 - (e) Contact with or exposure to a contagious disease rendering the employee's presence hazardous to fellow workers.
 - (f) Reasonable medical or dental attention that cannot be scheduled during non-working hours.
- (3) Sick leave shall accrue to a maximum of one hundred thirty days.
- (4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor as close to their regular starting time as possible in accordance with Department Work Rules.
- (5) A supervisor may identify a potential problem with an employee's sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to:
 - a) It occurs before or after a holiday,
 - b) It occurs before or after a scheduled day off,
 - c) An employee takes sick leave in excess of three days which has not been reported to FMLA, or
 - d) The employee has a history of using short amounts of sick leave repeatedly over an extended period of time.

Once a potential problem with sick leave usage has been identified the supervisor shall meet with the employee to discuss the reason(s) for the absences. The goal of the meeting is to gather information, counsel the employee and if there is an admitted problem, have the employee change his/her behavior.

When a problem has been identified and the employee has not voluntarily changed their behavior, a Department Head or the Human Resources Director may require the employee to submit a medical statement, stating the specific illness, period of treatment, and date that the employee may return to work.

1461 The Department Head or Human Resources Director may require an
 1462 employee to take a medical examination on returning from sick leave or on
 1463 such occasions that it is in the best interest of the County. The medical
 1464 examination shall be given by a physician designated by the Human
 1465 Resources Director.
 1466

1467 The Department Head or the HR Director may investigate the alleged
 1468 illness of an employee absent from work on sick leave. False or fraudulent
 1469 use of sick leave shall be cause for disciplinary action against the
 1470 employee, up to and including dismissal.
 1471

1472 (6) An employee on vacation who presents an acceptable medical certificate
 1473 giving the dates of illness may have that portion of his/her vacation leave
 1474 converted to sick leave.
 1475

1476 (7) Sick leave shall be debited in no less than quarter hour units.
 1477

1478 (8) No credit for sick leave shall be granted for time worked by an employee in
 1479 excess of his/her normal workweek.
 1480

1481 (9) A regular employee who moves from one department to another by
 1482 transfer, promotion or demotion shall have his/her total sick leave credits
 1483 transferred to the new department.
 1484

1485 (10) Unilateral employees who resign or retire with ten or more years of con-
 1486 tinuous service shall be paid for one half of the accumulated sick leave
 1487 days, not to exceed a total of sixty-five days. In the event of the death of
 1488 an employee, the County shall make the same sick leave payment to the
 1489 employee's estate. In the event of a discharge, the employee will not
 1490 receive this benefit.
 1491

1492 Subpoenaed Witness

1493 18.516

1494
 1495 When subpoenaed to appear before a court, public body, or commission in connection with County
 1496 business on regular work time, the employee shall be paid at his/her regular rate of pay and the employee
 1497 shall remit his/her fee to the County.
 1498

1499 Employees who are off duty and are subpoenaed to appear in court as a result of their work assignment
 1500 shall receive a minimum of two hours pay at the rate of time and one half. If the employee is required by
 1501 the court to be present in court for time over and above the minimum, the employee will be paid at the
 1502 rate of time and one half. Employees shall be reimbursed for mileage costs incurred because of court
 1503 appearances required under this provision. Employees shall sign and turn over to the County any and all
 1504 fees and reimbursements paid because of court appearances resulting from their work assignment.
 1505

1506 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off duty time and are not
 1507 notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to the time
 1508 scheduled for appearance, shall be paid two hours of pay at their regular rate of pay. There shall be a
 1509 maximum of two (2) canceled subpoenas per day.
 1510

1511 Training/Educational Leave

1512 18.517

1513
 1514 Employees may be granted a full time leave of absence without pay to further their education for a period
 1515 not to exceed eighteen months if it is determined to be in the best interest of the County.
 1516

1517 At the expiration of the leave, the employee may be reinstated to his/her position if it is available or an
 1518 equivalent position if one is available and if it is determined to be in the best interest of the County.
 1519

1520 For language covering leaves with pay, see HR Policies and Procedures.
 1521

1522 Voluntary Public Service Leave1523 18.518

1524

1525 County employees may be allowed time off with pay to serve on public or nonprofit boards, committees,
 1526 or commissions if such service received the prior approval of the County Board Staff Committee.

1527

1528 Voting1529 18.519

1530

1531 Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours shall be
 1532 allowed time off with pay to cast his/her ballot in all legally constituted elections.

1533

1534 **Section 6: Conditions of Employment**

1535

1536 Communications and Confidentiality1537 18.601

1538

1539 Communication is a joint responsibility shared by the County and all employees. No information,
 1540 which is confidential in nature, concerning the internal operations of the County, including but not
 1541 limited to the release of records of the County, may occur except through, and with the permission of,
 1542 the County Administrator or individual Department Head if designated by the County Administrator.

1543

1544 If requests for information are received by employees, whether on or off duty, from any person, then
 1545 the employee is required to politely decline to provide such information and to direct that individual to
 1546 the County Administrator or Department Head for a response to that inquiry.

1547

1548 Because of an employee's responsibilities at the County, an employee may have access to confidential
 1549 County, resident, personnel or other sensitive information. This may include information concerning a
 1550 resident's financial status, the County's business practices including purchasing and negotiating
 1551 strategies, and employee records. This sensitive information cannot be disclosed to any personnel who
 1552 do not have a legitimate business need to know such information or to persons outside of the County
 1553 without the determination of the County Administrator or Department Head designated by the
 1554 Administrator. All employees are responsible for protecting the confidentiality of this information.

1555

1556 The County acknowledges the right of its employees, as citizens in a democratic society, to speak out
 1557 on issues of public concern. When those issues are related to the County, however, the employee's
 1558 expression must be balanced against the interests of the County. In situations in which the employee is
 1559 not engaged in the performance of professional duties, the employee should state clearly that his or her
 1560 expression represents personal views and not necessarily those of the County.

1561

1562 Conflict of Interest1563 18.602

1564

1565 Except for the salary or compensation received from the County, no County employee shall use his/her
 1566 office or position for personal financial gain or the financial gain of his/her family. No employee shall
 1567 engage in his/her own business activity, accept private employment or render services for private
 1568 interests when such employment, business activity or service is incompatible with the proper discharge
 1569 of the employees official duties or would impair his/her independence or judgment or action in the
 1570 performance of the employee's official duties. Such employment, business activity or service shall not
 1571 be engaged in or promoted during normal working hours for which such employee is being
 1572 remunerated by the County and such employment, business activity or service shall not involve the use
 1573 of County facilities or materials. No employee shall use or disclose "privileged information" gained in
 1574 the course of or by reason of the employee's official position or activities. Failure to comply with these
 1575 conditions shall be considered grounds for discipline up to and including immediate dismissal.

1576

1577 County Administrator (Tenure)1578 18.603

1579

1580 The County Administrator shall hold his/her position at the pleasure of the County Board. The action
 1581 of the County Board in removing the County Administrator shall be final. Dismissal actions against
 1582 the County Administrator may be initiated by individual supervisors as per County Board rules.

1583

1584 County Equipment (return of)1585 18.604

1586

1587 Employees leaving County employment must return County identification cards, keys, tools and
 1588 equipment on or before their last day of work.

1589

1590 County Residence1591 18.605

1592

1593 Key County officials, as determined by the County Administrator, shall reside in the County.

1594

1595 Demotions1596 18.606

1597

1598 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be voluntary.

1599 Demotions must be approved in advance by the Human Resources Director.

1600

1601 Discipline/Investigations1602 18.607

1603

1604 The purpose of discipline is correcting job behavior and performance problems of employees.

1605 Employees shall be informed of standards of conduct and performance. No disciplinary action will be
 1606 taken until a thorough investigation has been completed. Employees under investigation shall have the

1607 right to ~~union~~ representation during the investigatory process. ~~If a local union does not choose to~~

1608 ~~represent the employee,~~ the employee will be allowed to have a representative of their choice who is

1609 not a supervisor or manager within Rock County. The representative will be limited to listening and

1610 advising the employee but will not be allowed to speak in place of the employee. Unilateral employees

1611 other than Department Heads shall be allowed to have a representative of their choice who has equal or

1612 less authority than they do. Employees may be placed on a Paid/Non Paid Administrative Leave during

1613 the investigation. Rules and standards shall be consistently applied. Penalties shall be uniform and

1614 shall match the infraction. Persons administering corrective discipline shall systematically document

1615 the case. Records of written reprimands, suspensions, demotions and terminations shall be provided to

1616 Human Resources and kept in the employee's personnel file. Written reprimands will remain in effect

1617 for a period not to exceed one year, and at the end of such period shall be removed from the

1618 employee's personnel file. Records of suspension shall remain in the Employee's personnel file for a

1619 period of two years and at the end of such period shall be removed from the Employee's personnel file.

1620 (This section does not necessarily apply if the employee is represented by an attorney.)

1621

1622 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the

1623 County Administrator before such actions are taken. In the event that the immediate dismissal action is

1624 required and the HR Director or the County Administrator cannot be reached, the employee shall be

1625 suspended with pay pending investigation.

1626

1627 Disciplinary Action (Grounds for)1628 18.608

1629

1630 The following shall be grounds for disciplinary action ranging from a written reprimand to immediate

1631 discharge depending upon the seriousness of the offense in the judgment of management:

1632

1633 (a) Dishonesty or falsification of records.

1634

1635 (b) Use, possession, distribution, selling, or being under the influence of alcohol or
 1636 illegal drugs while on Rock County premises or while conducting business

1637 related activities off Rock County premises. The legal use of prescribed drugs is

1638 permitted on the job only if it does not impair an employee's ability to perform

1639 the essential functions of the job effectively and in a safe manner that does not

1640 endanger other individuals in the workplace.

1641

1642 (c) Unauthorized use or abuse of County equipment or property.

1643

1644 (d) Theft or destruction of County equipment or property.

1645

1646 (e) Work stoppages such as strikes or slowdowns.

- 1647
1648
1649 (f) Insubordination or refusal to comply with the proper order of an authorized
1650 supervisor.
1651 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent
1652 laws, ordinances and regulations.
1653
1654 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or
1655 repeated attempts to use unpaid leave when the employee does not have benefit
1656 time available.
1657
1658 (i) Use of official position or authority for personal or political profit or advantage.
1659
1660 (j) Disregard or repeated violations of safety rules and regulations.
1661
1662 (k) Incompetence, unprofessional or poor work performance.
1663
1664 (l) Discrimination because of race, color, creed, national origin, marital status, sex,
1665 sexual orientation, or any other grounds prohibited by State or Federal law.
1666
1667 (m) Violations of Section 18.601 "Communications and Confidentiality".
1668
1669 (n) Failure to call in or report to work.
1670
1671 (o) Sleeping during scheduled work hours.
1672
1673 (p) Being disrespectful or bullying in dealing with fellow employees or the general
1674 public.
1675
1676 (q) Failure to exercise good professional judgment and/or failure to conform to the
1677 County's or your Department's goals and mission.
1678

1679 Other circumstances may warrant disciplinary action and will be treated on a case by case basis.
1680

1681 Exit Interview

1682 18.609
1683

1684 An exit interview shall be conducted when possible with every employee who is separating from County
1685 employment regardless of his/ her length of service, position or circumstances of separation.
1686

1687 Gifts and Gratuities

1688 18.610
1689

1690 No County employee shall use their position to solicit or accept for himself/herself or another person any
1691 gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan
1692 or any other thing of monetary value. This does not include acceptance of loans from banks or other
1693 financial institutions on customary terms of finance for personal use, such as home mortgage loans, the
1694 acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance
1695 of an award for meritorious public or personal contributions or achievements.

1696 Harassment

1697 18.611
1698

1699 It is the policy of Rock County that all employees should be able to enjoy a work environment free from
1700 all forms of harassment. Employees who engage in harassment not only hurt others, but they also expose
1701 both themselves and the County to potential legal liability. Consequently, Rock County will not condone
1702 or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected
1703 officials, vendors, or members of the public, if that conduct violates the right of someone else to be free
1704 from harassment. County employees who violate this policy will be subject to appropriate discipline, up
1705 to and including termination. (See HR Policies and Procedures for a detailed description of the
1706 procedures employees should follow in regard to this policy.)
1707

1708 Hours of Work1709 18.612

1710

1711 The normal workweek for County employees shall be forty hours per week. Most County employees
 1712 work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some County services are
 1713 provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule, some County employees
 1714 may have different work schedules which are designated in Department work rules.

1715

1716 Nonstandard work schedules may be approved by a Department Head, when doing so is in the interest of
 1717 County operations. Notice of nonstandard work schedules shall be made to Human Resources and
 1718 payroll.

1719

1720 Staffing needs and operational demands may necessitate variations in starting and ending times, days of
 1721 the week worked, as well as variations in the total hours that may be scheduled each day and week.

1722

1723 Employees included in Sections ~~18.1001~~18.1002, ~~18.1010~~18.011, and ~~18.1018~~ 18.1020 are considered
 1724 salaried exempt employees. These employees must cover a partial day taken off with paid vacation, sick
 1725 leave or comp time (where applicable). If the employee has insufficient paid time to cover the entire day
 1726 off, the employee must take the entire day off without pay.

1727

1728 Layoffs1729 18.613

1730

1731 The appointing authority may layoff an employee: a) whenever it is necessary to reduce the workforce for
 1732 any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has
 1733 exhausted all available leave options and is unable to return to work, ~~or~~ c) when an employee has failed
 1734 to successfully complete their probationary period after a promotion or d) when an employee can no
 1735 longer perform the essential functions of the job.

1736

1737 In situation (a) above, no regular employees shall be laid off while there are temporary or probationary
 1738 employees serving in the same classification, in the same department. Layoffs shall be based on the needs
 1739 of the County.

1740

1741 The appointing authority shall notify each person laid off of all his/her rights. Regular employees shall
 1742 receive at least thirty (30) calendar days' notice prior to layoff in situation a) above. Layoff plans shall be
 1743 approved by the Human Resources Director before they are implemented.

1744

1745 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of service, but
 1746 in no case longer than two years.

1747

1748 Lunch Periods and Break Time1749 18.614

1750

1751 (a) Lunch Periods.

1752

1753 Lunch periods are normally scheduled midway in an eight hour shift. Lunch
 1754 periods shall not be longer than one hour nor shorter than thirty minutes.

1755

1756 (b) Break Time.

1757

1758 Employees may leave their workstation and return fifteen minutes later for two
 1759 breaks in an eight hour shift, one during the first four hours of their first shift, and
 1760 the second during the last four hours of their shift. Breaks not taken are lost.
 1761 Breaks cannot be accumulated or used to extend lunch periods or to shorten the
 1762 workday. Breaks must be used in 15 minute increments.

1763

1764 Lunch periods and break times are to be arranged between the employee and
 1765 his/her supervisor or Department Head. Since most County offices remain open
 1766 continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the
 1767 Department Head's responsibility to assure that lunch periods and breaks are
 1768 scheduled so that adequate staff coverage is provided at all times.

1769

1770 Employees who are on a nonstandard work schedule or work 2nd or 3rd shift shall
 1771 follow Department Work Rules for lunches and breaks.

1772
 1773 (c) The Lunch Period and Break Times cannot be combined to the start or end of the
 1774 shift in order to come in late or leave early.
 1775

1776 More than One County Position

1777 18.615

1778
 1779 No person shall hold more than one full or part-time County position at the same time without written
 1780 consent of the County Administrator.
 1781

1782 Nepotism

1783 18.616

1784
 1785 Members of immediate families shall not be hired or transferred into a position that would create a direct
 1786 or indirect superior subordinate relationship. This policy does not include situations where the superior
 1787 subordinate relationship would be incidental.
 1788

1789 Outside Employment

1790 18.617

1791
 1792 The County's policy on outside duties or employment shall be as follows: County employees may engage
 1793 in outside employment, unless such employment conflicts with or affects the performance of their duties.
 1794 Prior to engaging outside employment, the County employee must give written assurance prescribed by
 1795 the Human Resources Director that said employment does not violate Section 18.602 of the Rock County
 1796 Ordinance. The fact that an employee has reported outside employment does not mean that management
 1797 has given its approval to that employment.
 1798

1799 Outside Services

1800 18.618

1801
 1802 All fees, gratuities, honorarium or any other form of compensation for outside services performed during
 1803 normal County work hours or while being paid by the County shall be turned over to the County and any
 1804 such activities for which said compensation is paid shall be reported to the County Board Staff
 1805 Committee. This subsection shall not be construed to apply to activities performed after regular work
 1806 hours, or while an employee is on a bona fide vacation, or taking a floating or other holidays, or to part-
 1807 time employees. Failure to comply with these conditions shall be considered grounds for discipline up to
 1808 and including immediate dismissal.
 1809

1810 Payday

1811 18.619

1812
 1813 Employees shall be paid biweekly on alternate Fridays, except when those days fall on a holiday in which
 1814 case employees shall receive their pay on the day preceding the holiday. If an employee is on vacation or
 1815 leave of absence, his/her pay shall be mailed to him/her upon request. (See HR Policy and Procedures.)
 1816

1817 Pre-Employment Physicals

1818 18.620

1819
 1820 New full time and regular part-time employees may be required to pass a physical examination before
 1821 they are employed. Such exams shall measure the individual's physical capabilities in terms of the job to
 1822 be performed. When pre-employment physicals are required, they shall be conducted by a licensed
 1823 physician at the County's expense.
 1824

1825 Political Activity

1826 18.621

1827
 1828 Employees are precluded from engaging in political activity that interferes with their normal work per-
 1829 formance or is conducted during hours for which the employee is being paid by the County. Employees
 1830 may not use County equipment or property for political purposes. Employees are specifically prohibited
 1831 from using their County position or their official authority with the County for the purpose of directly or

1832 indirectly coercing any person to hold or contribute monetary or other types of assistance to any political
 1833 candidate, party or purpose.

1834

1835 Under provisions of the federal Hatch Act, employees who are principally employed in an activity which
 1836 is financed in whole or in part by federal loans or grants cannot:

1837

1838 (a) Use his/her official authority or influence for the purpose of interfering
 1839 with or affecting the result of an election or nomination for office;

1840

1841 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state
 1842 or local officer or employee to pay, lend or contribute anything of value to a
 1843 party, committee, organization, agency or person for political purposes; or

1844

1845 (c) Be a candidate for partisan elective office.

1846

1847 Professional Liability Insurance

1848 18.622

1849

1850 The County shall provide professional liability insurance for employees for performance of their duties
 1851 within the scope of their employment.

1852

1853 Resignations

1854 18.623

1855

1856 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and wishing to
 1857 leave Rock County employment shall submit a resignation in writing to their Department Head at least
 1858 two weeks in advance of their planned departure. Employees in positions in Pay Range 17 or higher, shall
 1859 submit their resignation in writing at least four weeks in advance of their planned departure (see
 1860 Unilateral Pay Grid).

1861

1862 Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock County
 1863 employment shall submit a resignation in writing to their Department Head at least two weeks in advance
 1864 of their planned departure. FLSA exempt employees shall submit their resignation in writing at least four
 1865 weeks in advance of their planned departure.

1866

1867 Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for use after
 1868 they reach their next anniversary date, unless such requirement is waived by the Human Resources
 1869 Director. It is expected that employees will give as much notice as possible in order to facilitate
 1870 recruitment and orientation of new staff members. A resignation, once accepted, may not be rescinded.

1871

1872 Safety

1873 18.624

1874

1875 Safety is very important to each employee and Rock County. Employees must conduct themselves
 1876 carefully at all times. All employees must act in a safe manner and practice good safety procedures.
 1877 Similarly, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept
 1878 clean and in good repair.

1879

1880 The employer will comply with all applicable safety laws and regulations in order to provide a safe and
 1881 secure workplace for its employees and clients.

1882

1883 Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an employee's
 1884 supervisor immediately for action. If the unsafe condition can be corrected immediately as to avoid any
 1885 additional hazard, then the employee should implement the corrective action.

1886

1887 Any employee who is injured or becomes ill while performing service related to his or her employment
 1888 must contact his or her supervisor immediately on the same day the injury or illness occurs and report the
 1889 incident. If necessary the employee should secure the necessary medical attention on the job site to the
 1890 extent practicable.

1891

1892 The first report of injury form must be in filled out completely, usually the day of the incident, if not, as
 1893 soon as possible.

1894

1895 The employer has established the following protocols for evacuation of the premises. When employees
 1896 are advised to evacuate the building, the employees should:

- 1897
- 1898 • Stop all work immediately.
 - 1899 • Contact outside emergency response agencies, if needed.
 - 1900 • Shut off all electrical equipment and machines, if possible.
 - 1901 • Walk to the nearest exit, including emergency exit doors.
 - 1902 • Exit quickly, but do not run. Do not stop for personal belongings.
 - 1903 • Proceed, in an orderly fashion, to a parking lot near the building.
 - 1904 • Do not reenter the building until instructed to do so.
 - 1905 • Employees must know the location of fire extinguishers, emergency exits
 1906 and first aid kits.

1907

1908 Telephone

1909 18.625

1910

1911 As a condition of employment, employees must have a telephone or a place of telephone contact.
 1912 Employees shall be requested to notify the Department Head of any change of name, address, telephone
 1913 number or contact place.

1914

1915 Travel

1916 18.626

1917

1918 The County shall reimburse employees for actual necessary and reasonable itemized travel costs incurred
 1919 while on official authorized County business. Commuting expenses between an employee's residence and
 1920 normal place of employment are not reimbursable. All travel must be authorized by the Department Head
 1921 in order to be eligible for reimbursement. Department Heads shall inform the County Administrator of
 1922 any out of County travel plans. There will be no reimbursement for meals within the County, except as
 1923 authorized by the Board Chair or Vice Chair. Out of County meals will be reimbursed at the IRS allowed
 1924 rates. Receipts are required for all meals. Employees shall receive mileage reimbursement at the IRS
 1925 allowed rate for all authorized travel in their personal automobile. Employees shall be required to
 1926 complete an expense voucher before reimbursement will be made. All automobile allowances in all
 1927 County departments shall be paid in a manner similar to that in which salaries are paid. Receipts are also
 1928 required for air, train, bus or taxi travel, hotels or motels, meals, conference registration and all other
 1929 items (except tolls) in excess of five dollars. Clerical employees who are required to return to work to
 1930 take minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This
 1931 reimbursement is taxable to the employee.)

1932

1933 ~~Meals allowed while in travel status:~~

- 1934
- 1935 ~~• Breakfast up to \$8.00 including tip, may be claimed when the employee is out of the County~~
 1936 ~~prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to 10:30~~
 1937 ~~a.m.~~
 - 1938
 - 1939 ~~• Lunch up to \$10.00 including tip, may be claimed when the employee is out of the County~~
 1940 ~~between 10:30 a.m. and 2:30 p.m. on county business.~~
 - 1941
 - 1942 ~~• Dinner up to \$20.00 including tip, may be claimed when the employee is out of the County after~~
 1943 ~~6:00 p.m. on county business. The dinner rate will be paid for meals after 2:30 p.m.~~

1944

1945 ~~The above are maximums and it is not the intent that the employees should always spend the maximum~~
 1946 ~~allowed.~~

1947

1948 ~~Meals are allowed when an employee is on County business out of Rock County. An itemized receipt~~
 1949 ~~from the point of purchase showing the details for what was purchased shall be required for~~
 1950 ~~reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.~~

1951

1952 **Section 7: Performance Evaluation**

1953 Policy

1954 18.701

1955

1956 The performance evaluation program is used to assess an employee's work effectiveness and to suggest
 1957 constructive actions on how he/she may improve. Performance evaluation reports shall be considered
 1958 in decisions affecting placement, salary advancement, overtime assignment, promotions, demotions,
 1959 dismissal, order of layoff, reemployment, and training.

1960
 1961 Administration

1962 18.702

1963

1964 Each employee shall be evaluated at the following periods:

1965

1966 (a) Probationary Period.

1967

1968 Each employee shall be evaluated ~~midway through~~ during their probationary
 1969 period and one month prior to the completion of the probationary period.

1970

1971 (b) Annual.

1972

1973 Each employee shall receive an annual performance evaluation close to his/her
 1974 anniversary date, or at another specified time if the Department Head elects to
 1975 evaluate members of a classification or the whole department together at one time.

1976

1977 (c) Special.

1978

1979 A special performance evaluation shall be completed:

1980

1981 (1) Whenever there is significant change in the employee's performance,

1982

1983 (2) Whenever a supervisor permanently leaves his/her position, in which case,
 1984 the supervisor shall complete a performance report on each employee
 1985 under his/her supervision that has not been evaluated within six months
 1986 prior to the date the supervisor expects to leave.

1987

1988 (3) When an employee has accepted a new position with in Rock County, the
 1989 current supervisor should complete a performance evaluation for the
 1990 employee if they have not received a performance evaluation in the last six
 1991 months.

1992

1993 Rater

1994 18.703

1995

1996 The rater shall normally be the employee's immediate supervisor. The rater shall be responsible for
 1997 completing a performance evaluation on forms prescribed by the Human Resources Director at the time
 1998 prescribed for each employee under his/her supervision. The Human Resources Director, upon
 1999 approval of the County Administrator, may also initiate rating procedures and mechanisms involving
 2000 the Governing Committee, peers and/or subordinates.

2001

2002 The County Administrator shall be evaluated by the County Board Staff Committee.

2003

2004 Review of Performance Report

2005 18.704

2006

2007 Supervisors serving as raters shall review all performance reports with Department Heads before
 2008 discussing the report with the employee and before the report is filed in the employee's personnel folder.
 2009 If the rater plans to recommend the denial of an in-grade salary increment, the report shall be discussed
 2010 with the Human Resources Director prior to review with the employee.

2011

2012 Human Resources Director

2013 18.705

2014

2015 The Human Resources Director shall be responsible for the overall administration of the employee
 2016 performance evaluation programs and shall advise and assist employees, raters and Department Heads
 2017 to ensure that performance evaluation procedures are handled according to the provisions of this
 2018 Section.

2019

2020 Employee2021 18.706

2022

2023 If the employee does not agree with any information contained in the performance report, a removal or
 2024 correction of that information may be mutually agreed upon by the employee and the rater. If an
 2025 agreement cannot be reached, the employee may submit a written statement explaining the employee's
 2026 position to the Human Resources Director. The Human Resources Director shall attach the employee's
 2027 statement to the disputed portion of the performance report.

2028

2029 Performance Improvement Plan2030 18.707

2031

2032 The Performance Improvement Plan (PIP) is a great way to give struggling employees the opportunity
 2033 to succeed while still holding them accountable for past performance. The PIP may be done in
 2034 conjunction with a performance evaluation or as a stand alone assessment. The goal of the PIP is to
 2035 improve performance and provide guidance to the employee, and the documentation helps put the
 2036 employee back on track. The employee may need more training or help in understanding what is
 2037 expected of them in order to be successful in meeting the criteria of the PIP. The supervisor should
 2038 document the areas of the employee's performance that need improvement, as well as establish a
 2039 provisional action plan for improvement. The employee is expected to demonstrate continued
 2040 improvement. The supervisor will monitor and provide feedback to the employee regarding his or her
 2041 performance on the PIP and may take additional disciplinary action, if warranted, through the
 2042 progressive discipline process, up to and including termination at any time.

2043

Section 8: Grievance Procedure

2044

2045 Policy2046 18.801

2047

2048 This grievance procedure is intended to meet all of the requirements set out in Wisconsin Statute
 2049 Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin Legislature.

2050

2051 It is the policy of the County to treat all employees equitably and fairly in matters affecting their
 2052 employment. Each employee of the County shall be provided ample opportunity to understand and
 2053 resolve matters affecting employment, which the employee believes to be unjust. The presentation of a
 2054 formal grievance shall be considered to be the right of each regular County employee without fear of
 2055 reprisal. Nothing contained herein alters the "at will" status of those employees.

2056

2057 The County Administrator shall not have access to the grievance procedure.

2058

2059 Department Heads shall not have access to the grievance process based on Wisconsin Statutes Section
 2060 59.18 (2)(b).

2061

2062 Definitions2063 18.802

2064

2065 "Arbitrary and capricious" means a decision which was made on unreasonable grounds or without any
 2066 proper consideration of circumstances.

2067

2068 "Grievance" means a formal complaint by an employee concerning: employee discipline, employee
 2069 termination, or workplace safety.

2070

2071 "Employee discipline" shall include written reprimands, suspensions without pay, and demotions.

2072

2073 "Termination" means a separation from employment, but does not include job loss resulting from a
 2074 reduction in force.

2075

2076 "Workplace safety" shall include violations of state and federal laws and regulations on health and
 2077 safety.

2078

2079 The following personnel actions shall not be subject to the grievance process: oral or written
 2080 evaluations; counseling; job coaching; placing an employee on paid administrative leave pending an

2081 internal investigation; change in job assignments; voluntary quits; layoff or failure to return to work
 2082 when recalled; retirement; job abandonment or failure to report to work; inability to perform job duties
 2083 due to physical or medical limitations; and loss of required licensure, certification or other requirement
 2084 necessary to perform the job.

2085
 2086 "Preponderance of the evidence" means the greater weight of the evidence - superior evidentiary
 2087 weight that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair
 2088 and impartial mind to one side of the issue rather than the other.

2089
 2090 Administration

2091 18.803

2092
 2093 The Human Resources Director shall supervise and administer the grievance process. Supervisors and
 2094 Department Heads shall keep the Human Resources Director informed of all grievances in process.

2095
 2096 Filing a Grievance

2097 18.804

2098
 2099 This grievance procedure is available to all unilateral County employees (except Department Heads
 2100 and elected County Officials), members of a bargaining unit that previously contained a grievance
 2101 procedure, seasonal and temporary employees of the County.

2102
 2103 Limitations:

- 2104
 2105 1. A grievance that may be brought by or on behalf of a law enforcement officer using
 2106 the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this
 2107 section.
 2108
 2109 2. A grievance that may be brought by or on behalf of an employee under a grievance
 2110 procedure that is contained in a collective bargaining agreement may not be brought
 2111 under this section.
 2112
 2113 3. **A grievance filed outside of the specified time lines in 18.806 will be denied. The**
 2114 **employee will forfeit all rights to participate in the grievance procedure as**
 2115 **spelled out in 18.806.**
 2116

2117 Discussion of Problem with Immediate Supervisor

2118 18.805

2119
 2120 Any employee having a problem regarding his/her employment shall first discuss the problem with
 2121 his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and is a
 2122 grievance according to Section 18.802, the employee may present his/her grievance according to
 2123 Section 18.806.

2124
 2125 Grievance Procedure

2126 18.806

2127
 2128 A formal grievance of an employee shall be handled in accordance with the following procedure.

2129
 2130 STEP 1. Supervisor.

2131
 2132 The employee shall, within seven (7) calendar days of the event giving rise to the grievance or within ten
 2133 calendar days of the date he/she could reasonably be expected to have knowledge of the grievance,
 2134 present his/her formal grievance in writing on the form designated by the County to his/her immediate
 2135 supervisor unless the immediate supervisor is the subject matter of the grievance, in which case, the
 2136 employee may immediately proceed to Step 2. If the Department Head is the subject matter of the
 2137 grievance, the employee may immediately proceed to Step 3. The supervisor shall within three (3)
 2138 calendar days meet and discuss the grievance with the employee and then reply in writing within three (3)
 2139 calendar days.

2140
 2141 STEP 2. Department Head.

2142

2143 In the event that the immediate supervisor's decision is not satisfactory to the employee or the immediate
 2144 supervisor is the subject matter of the grievance, the employee may within seven (7) calendar days,
 2145 present the grievance in writing to his/her Department Head. The Department Head, or his/her designee,
 2146 shall, within five (5) calendar days, meet and discuss the grievance with the employee and then reply in
 2147 writing within five (5) calendar days.

2148
 2149 STEP 3. Human Resources Director.

2150
 2151 In the event that the Department Head's decision does not satisfy the employee's grievance or if the
 2152 Department Head is the subject matter of the grievance, the employee may, within seven (7) calendar
 2153 days, present the grievance in writing to the Human Resources Director. The Human Resources Director
 2154 shall arrange to meet within ten (10) calendar days of receipt of the grievance with the employee, his/her
 2155 representative, if any, and any other person the Human Resources Director deems necessary. If, in the
 2156 judgment of the Human Resources Director, a hearing is necessary to ascertain the facts surrounding the
 2157 dispute, one shall be scheduled as soon as practicable. After the hearing, the Human Resources Director
 2158 shall respond to the grievance in writing to the employee within ten (10) calendar days.

2159
 2160 By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3 may be
 2161 extended.

2162
 2163 STEP 4. Impartial Hearing Officer (IHO).

2164
 2165 In the event the decision of the Human Resources Director does not resolve the grievance, the employee
 2166 may, within seven (7) calendar days, request a hearing before an Impartial Hearing Officer and pay the
 2167 filing fee (if one is established) by the County Board. The cost of the impartial hearing officer shall be
 2168 equally shared by the parties.

- 2169
 2170
 2171 a. The Human Resources Director shall upon receipt of a written hearing request,
 2172 provide the employee with the name of an Impartial Hearing Officer. The Impartial
 2173 Hearing Officer must not be an employee of the County. The Impartial Hearing
 2174 Officer may be a lawyer, a professional mediator/arbitrator or other qualified
 2175 individual as determined by the County Administrator.
 2176
 2177 b. The Impartial Hearing Officer shall be impartial and may not have any prior
 2178 knowledge of the grievance.
 2179
 2180 c. The Human Resources Director will contact the hearing officer and schedule a
 2181 meeting with the employee and the IHO to discuss the hearing. This meeting shall
 2182 occur within two weeks of the date the Human Resource Director receives the
 2183 request for the hearing. If the employee does not respond to the HR Director's
 2184 attempt to schedule the meeting or does not attend a scheduled meeting, the request
 2185 for a hearing shall be considered withdrawn and the decision of the HR Director
 2186 shall stand.
 2187
 2188 d. The Impartial Hearing Officer may decide the case on the existing record or may
 2189 conduct a hearing. A hearing will be scheduled within 30 calendar days of receipt
 2190 of the hearing request and filing fee. The Impartial Hearing Officer may reschedule
 2191 the hearing with permission of both parties.
 2192
 2193 e. The Impartial Hearing Officer, with the consent of both parties, may use his/her best
 2194 efforts to mediate the grievance.
 2195
 2196 f. The employee has a right to be represented at the hearing (at the employee's
 2197 expense) by a person of the employee's choosing.
 2198
 2199 g. The County has the burden of proof in a reprimand, suspension or termination
 2200 grievance to show that its actions were not arbitrary or capricious. The employee
 2201 has the burden of proof in a workplace safety grievance.
 2202
 2203 h. The standard required of the party with the burden of proof in all cases is a
 2204 preponderance of the evidence.
 2205

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- i. The hearing shall be recorded by a court reporter, who will make a record of the proceedings, and the costs will be shared equally by the parties.
- j. Formal rules of civil procedure will not be followed.
- k. Both parties may introduce exhibits and present witnesses. Witnesses shall be sworn to tell the truth.
- l. The Impartial Hearing Officer shall provide a written decision within thirty (30) calendar days following the close of the record. The written decision should include a case caption; the parties and appearances; a statement of the issues, findings of fact; any necessary conclusions of law; the final decision and order; and any other information the hearing officer deems appropriate.
- m. The Impartial Hearing Officer shall have the power to sustain or deny the grievance. He or she shall have the power to order only the following remedies: withdrawal of a written reprimand, reduction of suspension, transfer to original position from demoted position, reinstatement with or without some or all back pay. The Impartial Hearing Officer may recommend other remedies, however, all other remedial authority shall be subject to the determination and approval of the County Board, and shall be addressed by the County Board in the event the grievance is sustained.

STEP 5. County Board.

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

- a. The written notice of appeal must contain: (1) a statement explaining the reason for the appeal, (2) a copy of the written grievance filed with the County, (3) the County's response to the grievance, and (4) a copy of the Impartial Hearing Officer decision. The notice of appeal may not contain any information that was not admitted into evidence at the hearing.
- b. The appeal will be placed on the agenda for a County Board meeting that is held at no longer than sixty (60) calendar days after the County Clerk receives a written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal, licensing, or suspension of a public employee. The County Clerk will provide a copy of the meeting notice to the employee, and the employee may request that an open session be held.
- c. The employee has the right to representation by a person of the employee's choosing and at the employee's request. The employee and the employee's representative may attend the closed session.
- d. The employee or the employee's representative and a representative of the County may address the County Board for an equal period to be determined by the County Board Chair. The appealing party will go first and may reserve a part of his/her time for rebuttal. The responding party will go second. The appealing party may present a rebuttal, if he/she has reserved any time and not used it.
- e. The employee and the employee's representative, and the person speaking on behalf of the County, will be excluded from any closed session during the County Board's discussion or deliberation.
- f. The County Board's consideration of the appeal will be limited to a review of the Impartial Hearing Officer's written decision, the appealing party's reason(s) as to why the decision is wrong, and the response by the other party along with any oral presentations made by the parties.
- g. Should the County Board Chair become aware of some relevant piece of information that could have had a significant impact on the decision of the

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impartial hearing officer, that neither party was aware of, or could have been expected to be aware of, prior to the impartial hearing officer's decision, the County Board Chair, with the advice of the Corporation Counsel, may take whatever action he/she deems appropriate so as not to disadvantage either party, and report such action to the County Board.

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

Grievance of Termination

18.807

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

Section 9: Transactions and Records Management

Policy

18.901

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

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

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

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

Public Inspection

18.902

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

2330 Destruction of Records
2331 18.903

2332
2333 Employee service records shall be kept for seven years after separation from County employment.
2334 Applications and examinations will be destroyed after two years.
2335

2336 Reports
2337 18.904

2338
2339 The Human Resources Director shall provide the Board and the County Board Staff Committee with
2340 reports and information relating to personnel actions upon request or as may be appropriate.
2341

Section 10: Definitions

2342
2343
2344 Accrued Benefits
2345 18.1001

2346
2347 This refers to vacation benefits that the employees are accumulating which they will only be able to use
2348 once they reach their next anniversary date.
2349

2350 Administrative Personnel
2351 18.1002

2352
2353 Administrative employees act as an advisor, limited function department head, or a specialist in a
2354 management or supportive service who meet all the following criteria:
2355

2356 (a) A primary duty of the employee includes the performance of office or non-manual
2357 work directly related to the management or general business operations of the
2358 County or its citizens.
2359

2360 (b) A primary duty of the employee includes the exercise of discretion and independent
2361 judgment with respect to matters of significance.
2362

2363 Allocation
2364 18.1003

2365
2366 The assignment of a position to a pay range.
2367

2368 Anniversary Date
2369 18.1004

2370
2371 The date an employee begins County employment. The anniversary date may be modified by
2372 subsequent personnel actions – leave of absence and layoff.
2373

2374 Appointing Authority
2375 18.1005

2376
2377 A County official who has the authority to appoint and remove individuals to and from positions in the
2378 County service.
2379

2380 Board
2381 18.1006

2382
2383 The Rock County Board of Supervisors.
2384

2385 Class
2386 18.1007

2387
2388 One or more positions which are substantially alike in duties and responsibilities to warrant using the
2389 same title, similar qualifications, selection procedures and the same pay range.
2390

2391	<u>Class Description</u>
2392	18.1008
2393	
2394	A written description of a class containing the class title, a general statement of the duties and
2395	responsibilities, examples of duties performed, and minimum qualifications required.
2396	
2397	<u>Class Title</u>
2398	18.1009
2399	
2400	The official designation or name of the class as stated in the class description. The class title shall be
2401	used on all personnel records and other official personnel actions.
2402	
2403	<u>Classification Plan</u>
2404	18.1010
2405	
2406	The sum total of all job class descriptions in the County service and a system showing salary and
2407	classification relationships.
2408	
2409	<u>County Administrator</u>
2410	18.1011
2411	
2412	The person hired by the Rock County Board of Supervisors as the chief administrative officer for the
2413	County.
2414	
2415	<u>Demotion</u>
2416	18.1012
2417	
2418	The assignment of an employee from one class to another class with a lower pay range.
2419	
2420	<u>Department Head</u>
2421	18.1013
2422	
2423	A County official with the responsibility for the operation of a County department.
2424	
2425	<u>Disciplinary Action</u>
2426	18.1014
2427	
2428	The action taken to discipline an employee, including: written reprimand, suspension without pay,
2429	demotion, and discharge.
2430	
2431	<u>Earned Benefits</u>
2432	18.1015
2433	
2434	Those benefits that employees have on the books which are currently available to use (i.e. vacation
2435	after reaching an anniversary date, sick leave earned a day a month, floating holiday, etc.).
2436	
2437	<u>Eligible Candidate</u>
2438	18.1016
2439	
2440	A person certified by the Human Resources Director as meeting the training and experience
2441	requirements and as successfully completing all parts of the selection process when formal selection
2442	devices are used.
2443	
2444	<u>Eligibility List</u>
2445	18.1017
2446	
2447	A list of Eligible Candidates to fill positions in a particular job class.
2448	
2449	<u>Employee</u>
2450	18.1018
2451	
2452	An individual who is employed by the County and is paid in part or in whole through the County
2453	payroll.

2454

2455 Entrance Pay Rate

2456 18.1019

2457

2458 The rate of pay a newly hired employee is assigned at commencement of employment.

2459

2460 Executive Personnel

2461 18.1020

2462

2463 An executive employee is an administrator who meets all of the following criteria:

2464

2465 (a) The employee's primary duty consists of management of the County or a customarily
2466 recognized department or division of the County.

2467

2468 (b) The employee customarily and regularly directs the work of two or more other
2469 employees full time employees or their equivalent.

2470

2471 (c) The employee has the authority to hire or fire other employees, or their
2472 recommendations as to the hiring, firing, advancement, promotion or any other
2473 change of status of other employees is given particular weight.

2474

2475 Flexible Time

2476 18.1021

2477

2478 Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by
2479 an FLSA exempt employee not receiving overtime, consistent with HR Policy and Procedures.

2480

2481 Full Time Equivalent (FTE)

2482 18.1022

2483

2484 A way to measure the amount of time a person assigned to a county position is scheduled to work. An
2485 FTE of 1.0 means that the position is equivalent to a full time position, while an FTE of 0.5 means that
2486 the position is only half time. FTE is measured in tenths from 0.1 to 1.0.

2487

2488 Grievance

2489 18.1023

2490

2491 A formal complaint by an employee concerning: employee discipline, employee termination, or
2492 workplace safety.

2493

2494 Human Resources Director

2495 18.1024

2496

2497 The Director of the Rock County Human Resources Department and the person responsible for
2498 implementing all County Personnel Policies and Procedures.

2499

2500 Immediate Family

2501 18.1025

2502

2503 Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law (the
2504 sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), brother-in-law
2505 (the brother of one's spouse or the husband of one's sister, or the husband of one's spouse's sister), son-
2506 in-law, daughter-in-law, grandparent, grandchild or step grandchild, aunt (the sister of one's father or
2507 mother, or the wife of one's uncle), uncle (the brother of one's father or mother, or the husband of
2508 one's aunt), niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.

2509

2510 In Range Increment

2511 18.1026

2512

2513 A pay step within a pay range.

2514

2515 Layoff
2516 18.1027

2517

2518 The involuntary separation of an employee because of a) whenever it is necessary to reduce the
2519 workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an
2520 employee has exhausted all available leave options and is unable to return to work, or c) when an
2521 employee has failed to successfully complete their probationary period after a promotion or d) when an
2522 employee no longer perform the essential functions of the job.

2523

2524 Limited Term Employee (LTE)

2525 18.1028
2526

2527

2528 An employee who is hired to perform a job for a determinate amount of time with a specific ending
2529 date at the time of hire and who meets all of the qualifications to perform the job. Limited Term
2530 Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to
2531 work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees
2532 working as a Limited Term Employee may not work more than 25 hours per week.

2533

2533 Part-time Employees

2534 18.1029
2535

2536

2536 Employees shall be considered part-time when they are normally scheduled to work less than 40 hours
2537 per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work cycle.
2538

2539

2539 Pay Plan Grid

2540 18.1030
2541

2542

2542 A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective
2543 Bargaining Agreement.
2544

2545

2545 Pay Range

2546 18.1031
2547

2548

2548 A salary range to which positions are assigned, consisting of a minimum wage rate, designated as "Step
2549 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall be
2550 compensated at one of the steps contained in the pay range to which the position is assigned.
2551

2552

2552 Pool

2553 18.1032
2554

2555

2555 An employee who is hired to perform a certain job and who meets all of the qualifications to perform
2556 the job (e.g. Pool Psych Techs, Pool C.N.A., Pool RN). Pool staff are not guaranteed a set number of
2557 work hours. Specific rules and guidelines for the completion of Pool duties are contained within
2558 Departmental Work Rules. Pool are not eligible to receive fringe benefits other than Wisconsin
2559 Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System
2560 coverage. Employees working as a Pool may not work more than 25 hours per week. If a current FTE
2561 employee wished to become a pool employee, he/she must resign from his/her regular employment
2562 with Rock County and reapply as a pool employee.

2563

2564 Position

2565 18.1033
2566

2567

2567 A grouping of duties and responsibilities to be performed by an employee. A position may be filled or
2568 vacant, full time or part-time, regular or temporary.
2569

2570

2570 Position Description

2571 18.1034
2572

2573

2573 A written document that describes the individual employee's duties and responsibilities and is specific
2574 to that position.
2575

2576 Probationary Employee2577 18.1035

2578

2579 A person who has been properly appointed to a regular Rock County position and who is serving in
2580 his/her Trial Period to determine if he/she can do the job.

2581

2582 Probationary Period2583 18.1036

2584

2585 The probationary period is a try out time for the employee. It is also used for determination of certain
2586 benefits.

2587

2588 Promotion2589 18.1037

2590

2591 The assignment of an employee from one class to another class with a higher pay range.

2592

2593 Reallocation2594 18.1038

2595

2596 The reassignment of a position from one pay range to another to correct an error in the original
2597 assignment, to reflect changing labor market conditions, or to reflect significant changes over a period
2598 of time in the duties and the responsibilities of the position (e.g. moving the Medical Record Manager
2599 position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position
2600 shall move with the position.

2601

2602 Reclassification2603 18.1039

2604

2605 The reassignment of a position from one existing class to another existing or newly created class to
2606 recognize a change in the duties and responsibilities of a position (e.g. a position is currently assigned
2607 as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with
2608 the position if they are qualified for the position.

2609

2610 If the incumbent in the position is not qualified for the position, an open recruitment shall be conducted
2611 to fill the position.

2612

2613 Regular Appointment2614 18.1040

2615

2616 An assignment of an eligible candidate to a budgeted County position.

2617

2618 Regular Employee2619 18.1041

2620

2621 A person who has been properly appointed to a regular Rock County position and has successfully
2622 completed the Probationary Period.

2623

2624 Reinstatement2625 18.1042

2626

2627 To restore or be placed back into a former or substantially equivalent position.

2628

2629 Relief2630 18.1043

2631

2632 An employee who is hired to perform a certain job and who meets all of the qualifications to perform
2633 the job (e.g. Relief Youth Specialist). Relief Staff are not guaranteed a set number of work hours.
2634 Specific rules and guidelines for the completion of Relief duties are contained within Departmental
2635 Work Rules. Relief staff are not eligible to receive fringe benefits other than Wisconsin Retirement if
2636 anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage.
2637 Employees working as a Relief Staff may not work more than 25 hours per week. . If a current FTE

2638 employee wished to become a pool employee, he/she must resign from his/her regular employment
2639 with Rock County and reapply as a pool employee.

2640
2641 Retiree
2642 18.1044

2643
2644 An employee who terminates employment with the County to immediately and actively draw an
2645 annuity from the Wisconsin Retirement System (WRS).

2646
2647 Seasonal Employee
2648 18.1045

2649
2650 An employee who is hired for a period of time to do a specific function (example: cut the grass), which
2651 cannot cumulatively exceed a period of nine months in a calendar year. Seasonal Employees are not
2652 eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours
2653 in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Seasonal
2654 employee may not work more than 25 hours per week.

2655
2656 Selection Device
2657 18.1046

2658
2659 A formal measurement device used to evaluate and/or rank applicants for County positions.

2660
2661 Seniority
2662 18.1047

2663
2664 Seniority is continuous length of service as a County employee. Seniority shall, upon completion of
2665 the Probationary Period, begin with the original date of continuous employment subject to the con-
2666 ditions of 18.1004. Seniority shall be used to determine accrual of vacation and sick leave.

2667
2668 Supervisor
2669 18.1048

2670
2671 The person responsible for the assignment, direction and evaluation of the work of another employee,
2672 usually a full time County employee.

2673
2674 Temporary Appointment
2675 18.1049

2676
2677 An appointment of an individual who meets the qualifications for a position appointed to fill that position
2678 for an unspecified term. Temporary Appointees may be eligible for fringe benefits.

2679
2680 Termination
2681 18.1050

2682
2683 The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal,
2684 resignation, retirement or death.

2685
2686 Transfer
2687 18.1051

2688
2689 The assignment of an employee from one position to another in the same class or to a class with the
2690 same pay range.

2691
2692 Travel Status
2693 18.1052

2694
2695 An employee shall be considered to be in "travel status" when he or she is on County business outside
2696 of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of a day before
2697 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 10:30 a.m. and 2:30 p.m.

2698

2699 Underslotting

2700 18.1053

2701

2702 The filling of a vacant position at a lower classification.

2703

2704 Unilateral Employees

2705 18.1054

2706

2707 Those County employees who are not covered by a collective bargaining agreement, excluding the
2708 County Elected Officials and the County Administrator. The Unilaterals are divided into three groups
2709 for purposes of overtime and vacation:

2710

2711 • Unilateral A's are "Non-Exempt". This means that they are subject to the
2712 requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law
2713 that requires, among other things, that employees who work more than 40
2714 hours in a week get paid time and one half for any overtime hours.

2715

2716 • Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of
2717 their position. However, the County has chosen to pay them straight time
2718 overtime after 40 hours a week even though the County is not required to do
2719 this by federal law.

2720

2721 • Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of
2722 their position. Employees in these positions do not receive any form of
2723 overtime but are allowed to "flex" their time in accordance with HR Policy and
2724 Procedure.

2725

2726 Upgrade

2727 18.1055

2728

2729 The reassignment of a position from one existing class to a current or newly created class to recognize
2730 a change in the duties and responsibilities of a position. When a position is upgraded, an open
2731 recruitment shall be conducted to fill the position (e.g. HR Secretary to HR Office Coordinator).

2732

2733 Work Schedule

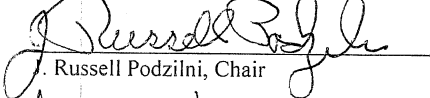
2734 18.1056

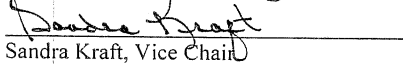
2735

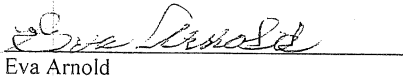
2736 The standard typical work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m.
2737 with a one hour lunch period. All full time employees are expected to work at least 40 hours per week
2738 unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise. Work schedule and
2739 hours of work may be determined by the operational needs of the department.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

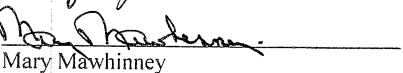

Russell Podzilni, Chair

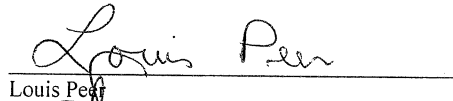

Sandra Kraft, Vice Chair

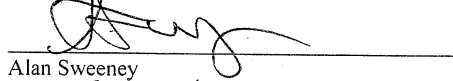

Eva Arnold

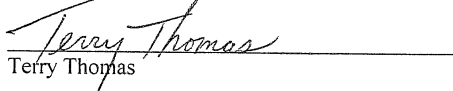

Henry Brill


Betty Jo Bussie


Mary Mawhinney


Louis Peet

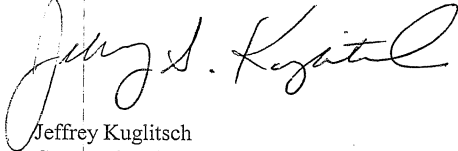

Alan Sweeney


Terry Thomas

AMENDING THE COUNTY'S PERSONNEL ORDINANCE
Page 46

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.03, Wis. Stats.



Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:

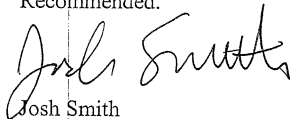
Minimal fiscal impact.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Rock County has a Personnel Ordinance that establishes a uniform personnel program for Rock County. The ordinance is reviewed annually and suggestions for modifications are brought forward to the County Board Staff Committee and the County Board.

It is important to give our workforce a voice in the process, and in 2016 a survey was sent to managers and employees to solicit input into suggestions for modifications to the current personnel ordinances and for suggestions for new ordinances. Overall there were 185 individuals that responded to the survey. The Human Resources Department identified several areas that were brought to their attention during 2016.

A draft of the proposed changes was reviewed with the County Administrator. There were some additional suggestions offered and a final version of proposed changes was compiled.

These changes are summarized below and a full version of the Ordinance language is included with the resolution.

Proposed Personnel Ordinance Changes

Summary

- 18.105 – Add that the Personnel Ordinance takes precedence over Department Work Rule
- 18.206 – Clarified how future step increases will be paid on a reallocation
- 18.211 – Deletion of upgrade language
- 18.301-18.310-Changed Human Resource Director to Human Resources
- 18.301 -Provided additional flexibility for recruitment timelines; eliminated the requirement to wait six months for retaking of written exams.
- 18.305 – Changed department head to hiring manager
- 18.306 – Updated language to reflect current process.
- 18.309– Retitled section
- 18.411 –Eliminated ten year requirement for red circled employees.
- 18.501 – Provide guidance on how Unilateral “A” positions will be paid after working a holiday.
- 18.506 –Removed outdated language; Added language when employees move between Unilateral “A” and Unilateral “C”.
- 18.507 – Removed reference to supplemental benefits.
- 18.509 – Simplified the bereavement leave policy
- 18.510 – Added language for second and third shift employees.
- 18.607 – Removed out dated language.
- 18.612 – Updated reference sections due to numbering.
- 18.613 – Updated language to reflect current practice.
- 18.614-Clarified that breaks are in 15 minute increments only.
- 18.626-Updated language from resolution passed in early 2016.
- 18.702-Provide guidance as to when performance evaluations need to be completed

18.707-New language for Performance Improvement Plans

18.804-Clarified grievance timelines

18.1020-Updated language to reflect Fair Labor Standards Act

18.1027-Updated layoff definition

18.1032-Updated language to reflect current practice

18.1039-Updated definition to reflect combination of reclassification and upgrade language

18.1043-Updated language to reflect current practice

18.1055-Removed upgrade language to reflect combination of reclassification and upgrade

18.1056-Updated to reflect current practice.

**APPOINTMENT TO THE COORDINATED SERVICES TEAM (CST)
ADVISORY COMMITTEE**

POSITION: Member of the Coordinated Services Team (CST)
Advisory Committee

AUTHORITY: County Board Resolution 12-4A-642

TERM: Unexpired Term Ending April 30, 2017

PER DIEM: For County Board Supervisors Only
(Per Board Rule IV.J.)

PRESENT MEMBERS: Beth Blum

CONFIRMATION: Yes, by County Board of Supervisors

APPOINTMENTS: Gabrielle Berget
CST Coordinator
Rock County Human Services

EFFECTIVE DATE: November 17, 2016

APPOINTMENTS TO LAND INFORMATION COUNCIL

POSITION: Members of the Land Information Council

AUTHORITY: County Board Resolution #10-8A-113

TERM: Terms Ending 8/31/19

PER DIEM: For County Board Supervisors Only
Yes, Per Board Rule IV.J.

CONFIRMATION: Yes, by County Board of Supervisors

PRESENT MEMBERS: Michelle Schultz
Mickey Crittenden
Deb DeWitt

NEW APPOINTMENTS: Michelle Schultz
Real Property Lister

Mickey Crittenden
Information Technology Director

Deb DeWitt
C21 Affiliated
5715 Kennedy Road
Janesville, WI 53545

EFFECTIVE DATE: November 17, 2016

APPOINTMENT TO ROCK COUNTY HOUSING AUTHORITY

POSITION: Member of the Rock County Housing Authority

AUTHORITY: County Board Resolution #04-6B-038

TERM: Five Year Term Expiring October 14, 2021

PER DIEM: \$25 Per Meeting

PRESENT MEMBER: Billy Bob Grahn

CONFIRMATION: Yes, for County Board of Supervisors Only

NEW APPOINTMENT: Billy Bob Grahn
152 S. Locust
Janesville, WI 53548

EFFECTIVE DATE: November 17, 2015

APPOINTMENTS TO THE TRANSPORTATION COORDINATING COMMITTEE

POSITIONS: Members of the Transportation Coordinating Committee

AUTHORITY: County Board Resolution 13-1B-241

TERMS: Terms Ending 12/31/2019 & 12/31/2018

PER DIEM: For County Board Supervisors Only
(Per Board Rule IV.J.)

PRESENT MEMBERS:

Joyce Lubben	Jennifer Anselmi
Rob Wilkinson	Karl Shulte
Parry Hansberry	John Hanewall (Exp.12/31/18)
Alt. Dave Lowe	

CONFIRMATION: Yes, by County Board of Supervisors

APPOINTMENTS:

Joyce Lubben Council on Aging Director	Roseann Tremain ADRC of Rock County
Karl Dommershausen 2419 Plymouth Ave. Janesville, WI 53545	Dave Lowe Running Inc. PO Box 454 Janesville, WI 53547
Patty Hansberry RSVP 2433 S. Riverside, Suite B Beloit, WI 53511	Kim Burkhalter (Exp. 12/31/18) 1837 Alden Rd #22 Janesville, WI 53545
Karl Shulte (Alternate to Dave Lowe) Brown Cab Service PO Box 66 Fort Atkinson, WI 53538	

EFFECTIVE DATE: November 17, 2016

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY

Marie-Noel Sandoval
DRAFTED BY

Board of Health
SUBMITTED BY

10/19/2016
DATE DRAFTED



RECOGNIZING TIMOTHY BANWELL FOR SERVICE TO ROCK COUNTY

1 **WHEREAS**, Timothy Banwell has dedicated almost 30 years of his career to protecting the health of Rock
 2 County citizens; and,
 3
 4 **WHEREAS**, Timothy began his career with Rock County Public Health as a Sanitarian II on March 9, 1987; and,
 5
 6 **WHEREAS**, Timothy filled the role of Acting Environmental Health Director from February 17, 1999 until
 7 September 6, 1999 when he accepted the position of Environmental Health Director, where he diligently served in
 8 that role until his retirement on December 2, 2016; and,
 9
 10 **WHEREAS**, Timothy made countless contributions during his tenure with Rock County Public Health. Along
 11 with his leadership in Environmental Health, he contributed substantially by directing a number of innovative
 12 programs and projects, including the Local Emergency Planning Committee (LEPC), surface water sampling
 13 program, town water well sampling program, Rx collection, Brownfield project, food advisory committee,
 14 newsletter and operator training, rabies/animal control program and low cost vaccination community clinic,
 15 healthy homes/lead program, pool operators training, and CAFO health impact assessment. Timothy was named
 16 Wisconsin's 2015 Environmental Health Professional of the year. His dedication to Public Health has been vital to
 17 the Department for many years and his contributions will have a positive impact on the health of Rock County for
 18 years to come.
 19
 20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled on this
 21 _____ day of _____ 2016, does hereby thank Timothy Banwell for his dedication and contributions
 22 to the citizens of Rock County and offer their best wishes for his future plans.

16-11D-149

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft
Sandra Kraft, Chair

Louis Peer
Louis Peer, Vice Chair

Linda Garrett

Richard Bostwick
Richard Bostwick

Dr. Keith Konkol, M.D.
Dr. Keith Konkol, M.D.

Dr. Dean Peterson, DVM

Dr. Connie Winter, DDS
Dr. Connie Winter, DDS

Judith Wade, WHNP
Judith Wade, WHNP

Eric Gresens, R.Ph
Eric Gresens, R.Ph

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni
J. Russell Podzilni, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Eva Arnold
Eva Arnold

Henry Brill
Henry Brill

Betty Jo Bussie
Betty Jo Bussie

Mary Mawhinney
Mary Mawhinney

Louis Peer
Louis Peer

Alan Sweeney
Alan Sweeney

Terry Thomas
Terry Thomas

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN
INITIATED BY

PUBLIC SAFETY & JUSTICE
SUBMITTED BY



CHIEF DEPUTY
BARBARA J. TILLMAN
DRAFTED BY

NOVEMBER 1, 2016
DATE DRAFTED

RECOGNIZING CORRECTIONAL OFFICER THOMAS J. ROTH

- 1 **WHEREAS**, Thomas J. Roth began his employment with Rock County on May 16, 1976, as a Correctional
- 2 Officer in the Rock County Sheriff's Office; and,
- 3
- 4 **WHEREAS**, Correctional Officer Roth has worked in both the Jail and Community Corrections Bureau; and,
- 5
- 6 **WHEREAS**, throughout his tenure with the Sheriff's Office, Correctional Officer Roth has served under six
- 7 Sheriffs over the course of his career: Sheriffs Archie Devine Jr., Frederick Falk, F. Joseph Black, Howard
- 8 Erickson, Eric Runaas, and Robert Spoden; and,
- 9
- 10 **WHEREAS**, Correctional Officer Roth has received numerous commendations and letters of appreciation; and,
- 11
- 12 **WHEREAS**, Correctional Officer Roth will retire from public service on December 16, 2016.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
- 15 _____ day of _____, 2016, does hereby recognize Correctional Officer Thomas J. Roth for his over
- 16 40 years of faithful service and recommends that a sincere expression of appreciation be given to Correctional
- 17 Officer Thomas J. Roth along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Absent
Mary Beaver, Chair

Henry Brill
Henry Brill, Vice Chair

Absent
Terry Fell

Brian Knudson
Brian Knudson

Phil Owens
Phil Owens

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzini
J. Russell Podzini, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Eva Arnold
Eva Arnold

Henry Brill
Henry Brill

Betty Jo Hussie
Betty Jo Hussie

Mary Mawhinney
Mary Mawhinney

Louis Peer
Louis Peer

Alan Sweeney
Alan Sweeney

Terry Thomas
Terry Thomas

16-11D-150

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS



Health Services Committee
INITIATED BY

Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

October 25, 2016
DATE DRAFTED

RECOGNIZING WENDY KING FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Wendy King has served the citizens of Rock County over the past 36 years, 8 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Wendy King began her career with Rock Haven as a Certified Nursing Assistant on February 4,
- 5 1980; and,
- 6
- 7 **WHEREAS**, Wendy King accepted an Activity Therapy Assistant position on July 29, 1996; and,
- 8
- 9 **WHEREAS**, Wendy King has been caring with the residents and always had a smile on her face. She brought
- 10 in her dog and shared her with the clients; and,
- 11
- 12 **WHEREAS**, Wendy King has worked diligently in that position until her retirement on October 26, 2016; and,
- 13
- 14 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 15 recognize Wendy King for her long and faithful service.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 18 _____ day of _____, 2016 does hereby recognize Wendy King for her 36 years, 8 months of service
- 19 and extend their best wishes to her in her future endeavors.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Norvain Pleasant, Chair

Brenton Driscoll, Vice Chair

Terry Fell

Dave Homan

Kara Hawes

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni
J. Russell Podzilni, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Betty Jo Bussie
Betty Jo Bussie

Eva Arnold
Eva Arnold

Mary Mawhinney
Mary Mawhinney

Alan Sweeney
Alan Sweeney

Henry Brill
Henry Brill

Louis Peer
Louis Peer

Terry Thomas
Terry Thomas

16-11D-151

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Greg Winkler/Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

October 28, 2016
DATE DRAFTED

**Authorizing Purchase of Furniture and Amending the
2016 Human Services Department Budget**

1 **WHEREAS**, the Human Services Department operates two Outpatient Clinic and Community Support
2 Program locations at 113 S. Franklin Street in Janesville and the Eclipse Center in Beloit; and,
3

4 **WHEREAS**, the current furniture at each location is not appropriate or functional for the setting and the
5 needs of the clients at each location; and,
6

7 **WHEREAS**, the Department is requesting to purchase new furniture for the lobbies and other client
8 locations at both of these sites using County bid #2015-08; and,
9

10 **WHEREAS**, the purchase would include two end tables and 82 chairs of various sizes made with
11 healthcare grade vinyl that is anti-bacterial, anti-microbial and non-absorbent; and,
12

13 **WHEREAS**, sales tax is the requested source of funds for this purchase.
14

15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
16 this _____ day of _____, 2016, does hereby authorize that a Purchase Order be issued in
17 the amount of \$29,647 to Hendrickson.
18

19 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2016 be amended
20 as follows:
21

22	Budget	Increase	Amended
23	<u>11/1/16</u>	<u>(Decrease)</u>	<u>Budget</u>
24 <u>Source of Funds</u>			
25 36-3690-0000-47500	\$0	\$29,647	\$29,647
26 Sales Tax			
27			
28 <u>Use of Funds</u>			
29 36-3690-0000-67160	\$535	\$29,647	\$30,182
30 Equipment under \$5,000			

16-11D-152

Amending the 2016 Human Services Department Budget to Accept Funding for Juvenile Early Intervention Services
Page 2

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson
Brian Knudson, Chair

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

Karl Dommershausen
Karl Dommershausen

ABSENT
Ashley Kleven

Kathy Schulz
Kathy Schulz

Terry Thomas
Terry Thomas

Shirley Williams
Shirley Williams

ABSENT
Terry Fell

Linda Garrett
Linda Garrett

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of
4-0.

Mary Mawhinney
Mary Mawhinney, Chair Date

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

FISCAL NOTE:

This resolution authorizes the transfer of \$29,647 in prior year sales tax for the purchase of furniture for HSD client locations.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

**Authorizing Purchase of Furniture and Amending the
2016 Human Services Department Budget**

Executive Summary

The Human Services Department is requesting \$29,647 in sales tax funds to purchase lobby and client furniture for the Franklin Street and Eclipse Center program locations. HSD operates both Outpatient and Community Support Program services at each of these locations.

The current furniture used by clients is not appropriate or functional for the settings and needs of the clients. HSD has requested to replace the current furniture in both lobby areas and other places at these locations used by clients. The purchase would include a total of 82 chairs (66 single, 11 wide, 5 double chairs with table) and two end tables. The chairs are made with healthcare vinyl that is anti-bacterial, anti-microbial, and non-absorbent.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY



Dara Mosley
DRAFTED BY

Finance Committee
SUBMITTED BY

October 27, 2016
DATE DRAFTED

AUTHORIZING PURCHASE OF SPILLMAN MOBILE ARREST FORM AND
AMEND THE 2016 BUDGET

- 1 **WHEREAS**, Rock County has recently migrated to the Spillman Jail Module for managing jail
- 2 inmate information; and,
- 3
- 4 **WHEREAS**, Spillman has developed a software product to allow officers to use their mobile data
- 5 computers to enter arrest information faster and with greater accuracy than their current software;
- 6 and,
- 7
- 8 **WHEREAS**, nine Rock County Law Enforcement agencies utilize Spillman and will benefit from
- 9 this software; and,
- 10
- 11 **WHEREAS**, funding is available through a Communication Center capital project fund.
- 12

13 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly
14 assembled this _____ day of _____, 2016 that a Purchase Order be issued to Spillman
15 Technologies in an amount not to exceed a total of \$26,101 for the purchase and installation of the
16 data replication tool.

	Budget	Increase	Amended
	<u>1/1/16</u>	<u>(Decrease)</u>	<u>Budget</u>
19 <u>Account/Description</u>			
20 <u>Source of Funds</u>			
21 23-2415-0000-64903	\$0	\$26,101	\$26,101
22 911 Capital Projects			
23			
24 <u>Use of Funds</u>			
25 07-1445-0000-67161	\$0	\$26,101	\$26,101
26 Law Records Management System			

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Absent
Mary Beaver

Brent Fox
Brent Fox

J. Russell Podzilni
J. Russell Podzilni

16-11D-153

AUTHORIZING PURCHASE OF SPILLMAN MOBILE ARREST FORM AND AMEND THE
2016 BUDGET

Page 2

PUBLIC SAFETY & JUSTICE COMMITTEE

Absent

Mary Beaver, Chair

Henry Brill

Henry Brill, Vice Chair I

Absent

Terry Fell

Brian Knudson

Brian Knudson

Phil Owens

Phil Owens

FISCAL NOTE:

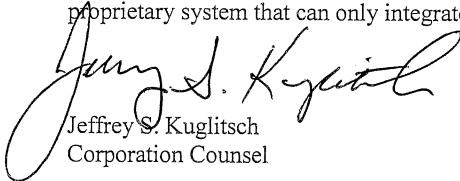
Funds remaining from the CAD project will be transferred from the 911 capital project fund to the Law Records Management account to fund this purchase.



Sherry Oja
Finance Director

LEGAL NOTE:

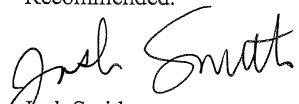
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stats. As an amendment to the adopted 2016 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats. Spillman is a proprietary system that can only integrate with other Spillman components.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

The Rock County Sheriff's Office began using the Spillman records management system to store its jail inmate information on December 14, 2015.

Since the purchase of the Spillman jail module, Spillman Technologies has introduced a new module that works in conjunction with the field reporting module used by nine of the law enforcement agencies in Rock County. This new module is designed for the officers to be able to quickly enter arrest data from their mobile data computers so that the arrest information is already in the Spillman system when the arrestee arrives at the jail. Because it is integrated with the existing field reporting system, inmate data that has already been entered into the incident form can be imported into the arrest form, saving the officer from having to enter the information a second time. In addition, the new form will validate the data, ensuring that the officer fills in the necessary data and removing data elements that don't need to be collected.

This resolution authorizes the County to issue a Purchase Order to Spillman Technologies for a total not to exceed \$26,101 for the purchase and installation of Spillman's Mobile Arrest Form.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland –
Director of Facilities Management
DRAFTED BY

October 21, 2016
DATE DRAFTED

Awarding the Contract for Elevator Modernization of the Human Services Elevator Located in the Health Care Center Building and Amend the 2016 Facilities Management Budget

1 **WHEREAS**, funds were budgeted in 2016 for the modernization of the Humans Services public
2 elevator at the Health Care Center building; and,
3

4 **WHEREAS**, the elevator is 44 years old with increasing repair needs and repair parts availability
5 is diminishing; and,
6

7 **WHEREAS**, specifications were drafted and bids solicited from qualified contractors with one
8 contractor submitting a bid that was \$6,000 over budget.
9

10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
11 assembled this ____ day of _____, 2016 does hereby approve and authorize
12 awarding a contract in the amount of \$186,000 to OTIS Elevator, Madison, WI for the
13 modernization of the Human Services public elevator.
14

15 **BE IT FURTHER RESOLVED**, that the Facilities Management 2016 budget be amended as
16 follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u> <u>10/21/16</u>	<u>INCREASE/</u> <u>(DECREASE)</u>	<u>AMENDED</u> <u>BUDGET</u>
<u>Source of Funds</u>			
18-1849-0000-47500 Sales Tax	\$30,111	\$6,000	\$36,111
<u>Use of Funds:</u>			
18-1849-0000-67200 Capital Improvements	\$748,088	\$6,000	\$ 754,088

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Hank Brill, Chair

Jason Heidenreich, Vice Chair

Robert Yeomans

David Hornan

Jeremy Zajac

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 4-0

Mary Mawhinney, Chair

16-11D-154

**Awarding the Contract for Elevator Modernization of the Human Services Elevator Located
in the Health Care Center Building and Amend the 2016 Facilities Management Capital
Budget**
Page 2

FISCAL NOTE:

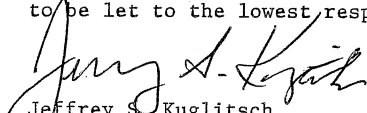
The 2016 budget included \$180,000 of sales tax revenue to fund the HCC elevator replacement. This resolution authorizes an additional \$6,000 of sales tax revenue for the project and awards the contract to Otis Elevator.



Sherry Oja
Finance Director

LEGAL NOTE:

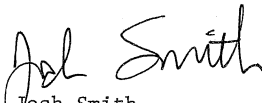
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Awarding the Contract for Elevator Modernization of the Human Services Elevator Located in the Health Care Center Building and Amend the 2016 Facilities Management Budget

The Health Care Center, Human Services Elevator is one of four Elevators that are 44 years old and in need of modernization. A modernization will replace all the obsolete controls, motor, cables and car.

This elevator is the primary elevator used by the public to access the Human Services Department.

Bids were solicited and OTIS Elevator submitted a bid that was \$6,000 over the \$180,000 that was budgeted.

The County Administrator is recommending amending the 2016 Facilities Management budget to include the additional funds needed.

Director of Facilities Management and Purchasing Manager are recommending awarding the contract to OTIS Elevator located in Madison, Wisconsin.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION

 ORIGINAL



BID SUMMARY FORM

BID NUMBER 2016-53
BID NAME ELEVATOR MODERNIZATION AT THE ROCK COUNTY HEALTH CARE CENTER
BID DUE DATE OCTOBER 13, 2016 – 1:30 P.M.
DEPARTMENT FACILITIES MANAGEMENT

OTIS ELEVATOR MADISON WI	
BASE BID	\$ 186,000.00
QUALIFICATIONS	YES
ADDENDA	YES
START DATE	JULY 2017
COMPLETION	OCTOBER 2017

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Seven additional vendors were solicited that did not respond. Two vendors submitted "No Bids".

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: I recommend Otis Elevator

Burt Astubal 10-19-16
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

Henry Brice 5-0 10/11/16
 CHAIR VOTE DATE

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland –
Director of Facilities Management
DRAFTED BY
October 21, 2016
DATE DRAFTED

Awarding the Contract for Job Center Public Restroom Renovations and Amending 2016 Facilities Management Budget

1 WHEREAS, funds were budgeted in 2016 for the Job Center public restroom renovations; and,
 2
 3 WHEREAS, the restrooms are not ADA accessible and are in need of renovation; and,
 4
 5 WHEREAS, specifications were drafted and bids solicited from qualified contractors for this
 6 work with five bidders responding; and,
 7
 8 WHEREAS, the lowest most responsible and responsive bidder was \$20,000 over what was
 9 budgeted; and,
 10
 11 WHEREAS, the Engineer, the Contractor, and Facilities Management Director will conduct a
 12 value engineering assessment prior to contract execution, to identify what caused this project's
 13 bids to come in so high. This will identify any opportunities to implement a change order to
 14 lower the cost of this contract.
 15

16 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
 17 assembled this ____ day of _____, 2016 does hereby approve and authorize
 18 awarding a contract for the Job Center restroom renovation in the amount of \$264,975 to Glen
 19 Fern Construction LLC., Lake Geneva, WI.
 20

21 BE IT FURTHER RESOLVED, that the Facilities Management 2016 budget be amended as
 22 follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u> <u>10/21/16</u>	<u>INCREASE/</u> <u>(DECREASE)</u>	<u>AMENDED</u> <u>BUDGET</u>
<u>Source of Funds</u>			
18-1821-0000- 68000	(\$577,609)	(\$20,000)	(\$597,609)
Cost Allocations			
<u>Use of Funds:</u>			
18-1821-0000-67200	\$488,893	\$20,000	\$508,893
Capital Improvements			

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Hank Brill, Chair

Jason Heidenreich, Vice Chair

Robert Yeomans

David Homan

Jeremy Zajac

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 4-0

Mary Mawhinney, Chair

16-11D-155

Awarding the Contract for Job Center Public Restroom Renovations and Amending
2016 Facilities Management Capital Budget
Page 2

FISCAL NOTE:

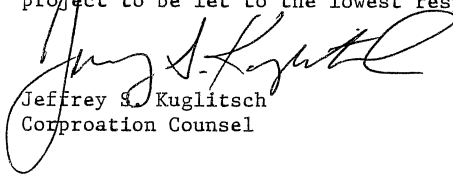
This resolution awards the Job Center restroom renovation contract to Glen Fern Construction, LLC. Sales tax revenue was included in the 2016 budget for this project. Due to bid amounts, this resolution authorizes up to \$20,000 of Job Center fund balance funds to be used for the project as well.



Sherry Oja
Finance Director

LEGAL NOTE:

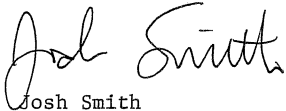
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corproation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Awarding the Contract for Job Center Public Restroom Renovations and Amending 2016 Facilities Management Capital Budget

The Job Center Public Restrooms are not ADA accessible and are in need of repair. Funds were budgeted in 2016 Facilities management Capital budget for the renovation of these restrooms.

Bids were solicited with five contractors responding. The lowest most responsive and responsible bidder's bid was \$264,975.00. Which was over what was budgeted for this project. County Administrator and the Finance Director recommended using appropriations from 18-1821-0000-68000 to fund the \$20,000 to complete the project.

Prior to contract execution, the Engineer, the contractor and the Facilities Management Director will conduct a value engineering assessment to determine what caused the project to come in so over budget. A change order will be implemented for any changes that would reduce cost.

Director of Facilities Management and Purchasing Manager are recommending awarding the bid to the lowest, most responsive and responsible bidder, Glen Fern Construction LLC., from Lake Geneva, WI.

ORIGINAL



BID SUMMARY FORM

BID NUMBER 2016-45
 BID NAME JOB CENTER RESTROOM RENOVATIONS
 BID DUE DATE OCTOBER 18, 2016 - 1:30 P.M.
 DEPARTMENT FACILITIES MANAGEMENT

	GLEN FERN LAKE GENEVA WI	SCHERRER BURLINGTON WI	GILBANK CLINTON WI	KLOBUCAR BELOIT WI	ADVANCED BUILDING VERONA WI
BASE BID	\$ 264,975.00	\$ 266,537.00	\$ 270,900.00	\$ 277,000.00	\$ 301,500.00
BID BOND	YES	YES	YES	YES	YES
QUALIFICATIONS	YES	YES	YES	YES	YES
ADDENDA	YES	YES	YES	YES	YES
START DATE	11/14/16	UPON AWARD	11/1/16	12/1/16	11/15/16
COMPLETION	1/27/17	3 MONTHS	1/15/17	2/28/17	2/15/17

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Thirteen additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: I Recommend GLEN FERN

[Signature]
SIGNATURE

10-19-16
DATE

[Signature]
CHAIR

5-0
VOTE

11/1/16
DATE

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Sergeant Shena Kohler
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

October 27, 2016
DATE DRAFTED

ACCEPTING THE 2017 EPCRA PLANNING GRANT AND APPROVING THE 2017 LOCAL EMERGENCY PLANNING COMMITTEE BUDGET

1 **WHEREAS**, the Rock County Sheriff's Office - Emergency Management Bureau oversees the annual
 2 budget of the Local Emergency Planning Committee (LEPC); and,
 3
 4 **WHEREAS**, the State of Wisconsin has awarded the County of Rock – Local Emergency Planning
 5 Committee the 2017 Emergency Planning and Community Right – to – Know Act (EPCRA) Planning
 6 Grant in the amount of \$39,135; and,
 7
 8 **WHEREAS**, the 2017 EPCRA Planning Grant will be used to maintain operations of the LEPC
 9 functions in Federal Fiscal Year 2017.
 10
 11 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
 12 assembled this _____ day of _____ 2016, accepts the 2017 EPCRA Planning Grant award and
 13 approves the 2017 Local Emergency Planning Committee Budget as follows:
 14

<u>Account/Description</u>	<u>Budget</u> <u>10/01/2016</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Budget</u>
<u>Source of Funds</u>			
21-2560-2017-42200 State Aid	\$0	\$39,135	\$39,135
<u>Use of Funds</u>			
21-2560-2017-62119 Contracted Services	\$0	\$20,000	\$20,000
21-2560-2017-62210 Telephone	\$0	\$1,967	\$1,967
21-2560-2017-63100 Office Supplies	\$0	\$1,600	\$1,600
21-2560-2017-63101 Postage	\$0	\$100	\$100
21-2560-2017-63104 Printing and Duplicating	\$0	\$331	\$331
21-2560-2017-63300 Travel	\$0	\$2,500	\$2,500
21-2560-2017-63904 Policing and First Aid	\$0	\$1,500	\$1,500
21-2560-2017-64200 Training Expenses	\$0	\$2,250	\$2,250
21-2560-2017-64201 Convention Expenses	\$0	\$1,000	\$1,000
21-2560-2017-64203 Educational Materials	\$0	\$1,550	\$1,550
21-2560-2017-68000 Cost Allocations	\$0	\$6,337	\$6,337

16-11D-156

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Absent
Mary Beaver, Chair

Henry Brill
Henry Brill, Vice Chair

Absent
Terry Fell

Brian Knudson
Brian Knudson

Phil Owens
Phil Owens

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of
4-0

Mary Mawhinney
Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$39,135 in State Aid for the Local Emergency Planning Committee. No County matching funds are required.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2016 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

**ACCEPTING THE 2017 EPCRA PLANNING GRANT AND APPROVING THE
2017 LOCAL EMERGENCY PLANNING COMMITTEE BUDGET**

EXECUTIVE SUMMARY

The Rock County Local Emergency Planning Committee (LEPC) operates under Rock County Emergency Management through state funding received annually to cover operating costs. Annually, Rock County Emergency Management submits for the Emergency Planning and Community Right-to-Know Act (EPCRA) Planning Grant under Wisconsin Emergency Management Guidance. As required under the EPCRA Planning Grant, Rock County Emergency Management serves the LEPC in accordance with Wisconsin requirements, including the control of the annual LEPC budget. The 2017 LEPC budget operates on the Federal Fiscal Year (FFY) schedule, thus operating from October 1st, 2016 to September 30th, 2017.

The Rock County 2017 EPCRA Planning Grant Award was announced in October 2016, after the annual budget process was near completion. The State of Wisconsin has awarded the Rock County LEPC \$39,135 to operate in the 2017 FFY. State aid received through the award is used to sustain LEPC operations and manage offsite facility plans for Rock County facilities and farms that are in possession of hazardous chemicals.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee
Initiated by



Lori Williams, Parks Director
Drafted by

Public Works Committee
& Parks Advisory Committee
Submitted by

October 31, 2016
Date Drafted

**ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
COUNTY FISH AND GAME PROJECT GRANT FUNDS
AND AMENDING PARKS BUDGET**

1 **WHEREAS**, the legislature of the State of Wisconsin enacted legislation providing for allocation
2 to the respective counties in that state on an acreage basis for the county fish and game projects,
3 including conservation of resources and habitat, on the condition that the counties match the state
4 allocation; and
5

6 **WHEREAS**, Rock County made application to participate in unallocated county fish and game
7 projects pursuant to provisions of s.23.09(12) of the Wisconsin Statutes and as authorized by Rock
8 County Board Resolution 16-9A-108; and
9

10 **WHEREAS**, \$3500 is in the 2017 budget as an estimated amount for this grant; and
11

12 **WHEREAS**, unallocated matching grant funds are available above and beyond the normal award
13 amount of \$1,963, from the Wisconsin DNR, but less than the estimated budgeted amount, and a
14 resolution accepting the same is required; and
15

16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
17 assembled this _____ day of _____, 2016 does hereby accept these funds, directs the
18 Parks Director to sign the grant agreements and that these documents be submitted to the Wisconsin
19 Department of Natural Resources; and
20

21 **BE IT FURTHER RESOLVED**, that the Parks Director be authorized to file all necessary
22 documents for administration and reimbursement of this program
23

24 **BE IT FURTHER RESOLVED** that the Department of Public Works Parks Division's 2017
25 budget be amended as follows:
26

	Budget	Increase/(Decrease)	Amended Budget
27			
28 Sources of Funds Parks:			
29 41-4592-4788-42200	\$3,500	(\$537)	\$2,963
30 DNR Conservation Grant			
31			
32 Use of Funds Parks:			
33 41-4592-4788-69999	\$3,500	(\$537)	\$2,963
34 Non-Converted Expense			

16-11D-157

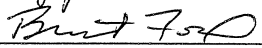
RESOLUTION ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL
RESOURCES COUNTY FISH AND GAME PROJECT GRANT FUNDS
AND AMENDING PARKS BUDGET

Page 2


Respectfully submitted,

PUBLIC WORKS COMMITTEE


Betty Jo Bassie, Chair

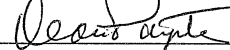

Brent Fox, Vice Chair


Eva M. Arnold


Rick Richard


Brenton Driscoll

PARKS ADVISORY COMMITTEE



Dean Paynter


Floyd Finney


Tom Presny

Finance Committee Endorsement

Reviewed and approved on a vote of 7-0


Mary Mawhinney, Chair


FISCAL NOTE:

This resolution accepts \$2,963 in state aid for the Fish and Game Project. The County will use budgeted wages, budgeted materials and community resources for the required 50% match. This resolution also amends the 2017 budget to match the actual award amount.


Sherry Oja
Finance Director

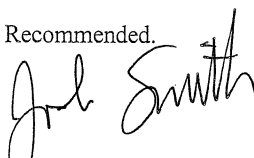
LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2016 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

-EXECUTIVE SUMMARY-

**ACCEPTANCE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
COUNTY FISH AND GAME PROJECT GRANT FUNDS AND AMENDING PARKS BUDGET**

Each Wisconsin County is allocated a certain amount of money annually to fund small projects on a 50/50 match basis. This year we used our allocated funds to help pay for invasive species control at Carver-Roehl and Magnolia Bluff Parks.

Rock County was originally allotted \$1,963 in Fish and Game Project grant funds. An additional \$1,000 in Fish and Game Project funds have become available, for a total award of \$2,963 for 2017. The recommended 2017 budget includes \$3,500 for this grant. This resolution accepts the \$2,963 in Fish and Game Project funds and reduces the 2017 budget from \$3,500 to \$2,963.

The additional funds will be used to expand our annual herbicide treatment and prescribed burn land management program. We will expand treatment areas and burns in Carver-Roehl and Magnolia Bluff County Parks.

Though this funding source required a 50% match by the County, all time and materials supplied by the Parks and Highway Divisions, as well as other community resources, may be used as in-kind match.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

General Services Committee, Finance
Committee & Human Services Board
SUBMITTED BY



Phil Boutwell
HSD Deputy Director
DRAFTED BY

October 31, 2016
DATE DRAFTED

Approval of Contract with Angus Young and Associates for the Architectural Design Services for Comprehensive Community Services (CCS) Program and Amend the 2016 Facilities Management Capital Budget

1 **WHEREAS**, Comprehensive Community Services (CCS) is a 100% Medicaid funded outpatient
2 psychosocial rehabilitation program to improve the quality of life for adults and children with mental
3 illness, substance abuse or a co-occurring diagnosis; and,
4
5 **WHEREAS**, the demand for CCS has exceeded the Human Services Department capacity to serve
6 clients and expanding the Program is vital to its continuity and responsiveness to client needs; and,
7
8 **WHEREAS**, the County Board has included funds in its 2017 Budget for the expansion of the CCS
9 Program as well as capital funding to renovate space for a clinic and offices; and,
10
11 **WHEREAS**, Human Services in conjunction with the County Administration and Facilities Management
12 has studied the options for the CCS Program space and deems that the best location for such a facility is
13 in the Job Center; and,
14
15 **WHEREAS**, in order to expedite the expansion and consolidation of the CCS Program by the Human
16 Services Department in 2017, the Human Services Department request that architectural services be
17 contracted in 2016 so that space can be renovated in the Job Center and ready for operations in spring of
18 2017.
19
20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
21 assembled this _____ day of _____, 2016 does hereby authorize a contract with Angus Young
22 and Associates of Janesville, Wisconsin, in the amount of \$10,530 for Architectural Services that include
23 schematic design, design development and construction documents relating to the renovation of space in
24 the Job Center for the CCS program; and,

25
26 **BE IT FURTHER RESOLVED** that the 2016 Facilities Management capital budget be amended as
27 follows to pay for architectural services:
28

29 Account/Description	Budget	Increase	Amended
30 <u>Source of Funds</u>	<u>10/31/16</u>	<u>(Decrease)</u>	<u>Budget</u>
31 18-1856-0000-47500			
32 Sales Tax	\$0	\$10,530	\$10,530
33 <u>Use of Funds</u>			
34 18-1856-0000-67200			
35 Capital Improvements	\$0	\$10,530	\$10,530

16-11D-158

Approval of Contract with Angus Young and Associates for the Architectural Design Services for Comprehensive Community Services (CCS) Program and Amend the 2016 Facilities Management Capital Budget
Page 2

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

David Homan

Jeremy Zajac

Bob Yeomans

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of
4-0

Mary Mawhinney, Chair

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice-Chair

ABSENT

Terry Fell

Karl Dommershausen

ABSENT

Ashley Kieven

Linda Garrett

Terry Thomas

Shirley Williams

Kathy Schütz

FISCAL NOTE:

This resolution authorizes a transfer in of \$10,530 of prior year sales tax revenue for design services relating to the renovation of Job Center space for the CCS program.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of sec. 59.52(29), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

Executive Summary

Approval of Contract with Angus Young and Associates for the Architectural Design Services for Comprehensive Community Services (CCS) Program and Amend the 2016 Facilities Management Capital Budget

The purpose of the attached resolution is to authorize a contract with Angus Young and Associates (AYA) for the Architectural design of the Comprehensive Community Services (CCS) program space that will be located in the Job Center.

The design calls for renovating the space formerly occupied by the Long Term Support Division of the Human Services Department. Included in the renovation are the build-out of 10 rooms and a reception area. The rooms include a medications room, two doctor offices, a nurse office, three clinical rooms, a supervisor office and two conference rooms.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Mickey Crittenden, Director of IT
INITIATED BY



Mickey Crittenden, Director of IT
DRAFTED BY

Finance Committee
SUBMITTED BY

November 1, 2016
DATE DRAFTED

Authorizing Purchase of Budgeted Network Servers

- 1 **WHEREAS**, the improvement and upgrade of the County's network server capacity is an active
- 2 Information Technology strategic initiative and Capital Improvement Program project; and,
- 3
- 4 **WHEREAS**, the replacement of older and under-performing servers is a key component for meeting
- 5 the current and future network server requirements associated with the County systems; and,
- 6
- 7 **WHEREAS**, the 2016 Information Technology Capital Projects budget (07-1444-0000-67131) did
- 8 include funding for the replacement of aging, under-performing, and non-supported general purpose
- 9 servers; and,
- 10
- 11 **WHEREAS**, the Information Technology Department staff did specify the configuration of 5 Cisco
- 12 UCS replacement network servers and associated components to complete the 2016 planned
- 13 replacements; and,
- 14
- 15 **WHEREAS**, the specified Cisco servers will be purchased using the pricing and terms of the State of
- 16 Wisconsin Cisco Contract #50SENT-M16-DATACOMMUN-01.
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 19 this _____ day of _____, 2016 that a Purchase Order for a Cisco enclosure and Cisco
- 20 blade servers be issued to Core BTS, Inc. of Madison, WI in the amount of \$21,546.25.

16-11D-159

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Absent
Mary Beaver

Brent Fox
Brent Fox

J Russell Podzilni
J Russell Podzilni

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

FISCAL NOTE:

Sufficient funds were included in the 2016 budget for the cost of these servers. This purchase is funded by sales tax revenue.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

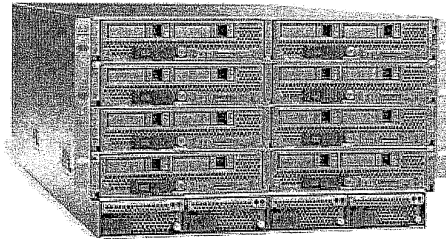
Executive Summary for the Purchase of Network Servers

This is the second of two resolutions authorizing the purchase of replacements for aging and under-performing general application servers and to add capacity to the County's virtual server environment. As one of the budgeted 2016 IT Capital Projects, this server purchase includes:

- 5 Cisco UCS physical Blade Servers for hosting general business applications and databases within the County's virtual server environment;
- All associated memory and cables;
- Installation and three years' maintenance and support.

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

The total cost of the Cisco UCS Blade Servers, chassis, and associated component, as listed above is \$21,546.25, and will be purchased from Core BTS, Inc. of Madison, WI using the pricing and terms of the State of Wisconsin Cisco contract #50SENT-M16-DATACOMMUN-01.



RESOLUTION NO. 16-11D-160

AGENDA NO. 12.B.2.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Amy Spoden, HR Manager
DRAFTED BY

Finance Committee
SUBMITTED BY

November 2, 2016
DATE DRAFTED

APPROVING REINSURANCE CONTRACT FOR STOP-LOSS COVERAGE

- 1 **WHEREAS**, Associated Risk and Benefits Consulting., Rock County's Insurance Consultant, solicited
- 2 proposals from Stop-loss carriers; and,
- 3
- 4 **WHEREAS**, QBE Insurance Corporation currently administers the Stop-Loss coverage for Rock County; and,
- 5
- 6 **WHEREAS**, QBE Insurance Corporation has offered renewal terms of a zero (0%) percent increase with our
- 7 current Stop-Loss retention level of \$175,000 for monthly premiums of \$27.74 per single plan and \$78.84 for a
- 8 family plan.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled on
- 11 this ____ day of _____, 2016 hereby authorizes the execution of a contract with QBE Insurance
- 12 Corporation for administration of the County's Stop-Loss Coverage effective January 1, 2017 thru December
- 13 31, 2017.

Respectfully Submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Absent
Mary Beaver

Brent Fox
Brent Fox

J. Russell Podzilni
J. Russell Podzilni

FISCAL NOTE:

Sufficient funds have been recommended in the 2017 Budget for administering the County's self-insurance health plan and specific stop-loss coverage. Based upon the current census of 321 Single Plans and 848 Family Plans, the annual stop-loss premium would be \$909,130.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action Pursuant to secs. 59.01, 59.51, and 59.52 (11)(c), Wis. Stats.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended

Josh Smith
Josh Smith
County Administrator

16-11D-160

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Brent Sutherland- Director-
Facilities Management
DRAFTED BY

The General Services Committee
SUBMITTED BY

November 4, 2016
DATE DRAFTED

Awarding Contract for the Installation of Cleanout Treble Hooks at the Jail

- 1 **WHEREAS**, the 2016 budget included funds for an upgrade to the sanitary grinder / lift station at the
- 2 Jail; and
- 3
- 4 **WHEREAS**, clothing and sheets were being flushed and jamming up the sanitary grinder; and
- 5
- 6 **WHEREAS**, two options were designed with estimated costs between \$228,000- \$600,000; and
- 7
- 8 **WHEREAS**, an alternate option was pursued to install cleanout treble hooks in the Jail sanitary sewer
- 9 stack to catch the clothing before it gets to the grinder; and
- 10
- 11 **WHEREAS**, specifications were prepared for the installation of 44 cleanout treble hooks in the Jail
- 12 sanitary sewer stack; and
- 13
- 14 **WHEREAS**, bids were solicited from qualified contractors with the attached results.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 17 this _____ day of _____, 2016, that a contract to install 44 cleanout treble hooks at the Jail in
- 18 the amount of \$34,946.00, be awarded to DeGarmo Plumbing Inc. of Janesville, WI.

16-11D-162

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Bob Yeomans

David Homan

Jeremy Zajac

FISCAL NOTE:

Funding for this project is available due to not upgrading the sanitary grinder/lift station. This project is being funded with sales tax revenue.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

Executive Summary

Awarding Contract for the Installation of Clean-out Treble Hooks at the Jail

The resolution before you authorizes the installation of 44 clean-out treble hooks at the Jail. The inmates are flushing clothes and sheets down the sanitary sewer and jamming the lift station grinder.

These hooks will catch this clothing prior to it reaching the lift station grinder which will allow for easy removal and prevent damage to the lift station grinder.

Bids were solicited from qualified contractors with two contractors responding. The low bid from DeGarmo Plumbing Inc. of Janesville was reviewed by the Purchasing Manager and the Facilities Management Director for compliance and was found to meet the specifications.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



BID SUMMARY FORM

BID NUMBER 2016-60
 BID NAME INSTALLATION OF CLEANOUT TREBLE HOOKS AT THE JAIL
 BID DUE DATE NOVEMBER 4, 2016 - 1:30 P.M.
 DEPARTMENT FACILITIES MANAGEMENT

	DEGARMO PLUMBING JANESVILLE WI	MONONA PLUMBING MADISON WI
BASE BID	\$ 34,946.00	\$ 43,703.06
START DATE	1/1/17	11/28/16
COMPLETION	1/15/17	12/14/16

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Two additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: DeGarmo Plumbing Inc.

Bred Antkowiak
SIGNATURE

11-8-16
DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Brent Sutherland- Director-
Facilities Management
DRAFTED BY

The General Services Committee
SUBMITTED BY

November 2, 2016
DATE DRAFTED

**Awarding Contract for 2017-2019 for Waste & Recyclables Collection
For Various County Buildings**

- 1 **WHEREAS**, Facilities Management Department has multiple size compactors and dumpsters for the
- 2 waste and recyclables collection at various County buildings; and
- 3
- 4 **WHEREAS**, the Purchasing Division solicited sealed bids from qualified waste collection contractors for
- 5 a 3-year contract starting January 1, 2017, based on a cost per ton and per pull rate; and
- 6
- 7 **WHEREAS**, only one bid was received that was substantially higher than current charges for the same
- 8 services; and
- 9
- 10 **WHEREAS**, it was determined the bidder did not correctly bid as the specifications lacked some clarity;
- 11 and
- 12
- 13 **WHEREAS**, the specification were revised to add more clarity, rebid, with one bid was received; and
- 14
- 15 **WHEREAS**, the bid was reviewed by Facilities Management and Purchasing staff with the
- 16 recommendation to award the contract to Advanced Disposal of Fort Atkinson, Wisconsin.
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 19 this _____ day of _____, 2016 that a contract for 2017 through 2019 for waste and recyclable
- 20 collection be awarded to Advanced Disposal Inc., of Fort Atkinson, Wisconsin, based on the terms and
- 21 conditions set forth in Invitation to Bid #2017-15 Rebid.

16-11D-162

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Bob Yeomans

David Homan

Jeremy Zajac

Executive Summary

Awarding the 2017-2019 Contract for Waste & Recyclables Collection for Several Rock County Facilities

Rock County contracts out for waste and recyclable collection for several buildings managed by Facilities Management. The Purchasing Division solicited bids for 2017, 2018 & 2019.

One bid was received that was substantially higher than the current prices we are paying for the same services. It was determined the bidder did not bid it correctly and the specification lacked some clarity. The specifications were revised to add clarity and rebid. Again one bid was received.

The Purchasing Manager and Facilities Management Director reviewed the bid received to make sure that it met the specifications, which it did. The Purchasing Manager and the Facilities Management Director recommend awarding the 2017 through 2019 contract for waste and recycling collection to Advanced Disposal Inc. of Fort Atkinson, Wisconsin, Advanced is also our current vendor.

Awarding Contract for 2017-2019 for Waste & Recyclables Collection for Various County Buildings
Page 2

FISCAL NOTE:

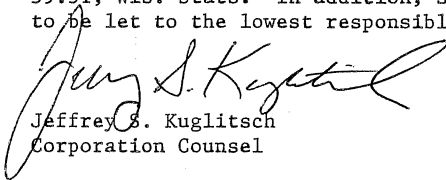
Funds have been included in various accounts in the 2017 budget for these services.



Sherry Oja
Finance Director

LEGAL NOTE:

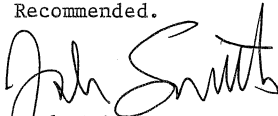
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

 ORIGINAL

PURCHASING DIVISION



BID SUMMARY FORM

BID NUMBER #2017-15 - REBID
BID NAME WASTE COLLECTION FOR VARIOUS ROCK COUNTY BUILDINGS
BID DUE DATE OCTOBER 27, 2016 – 1:30 P.M.
DEPARTMENT ROCK COUNTY FACILITES MANAGEMENT

ADVANCED DISPOSAL – BELOIT WI	
2017 – ROCK HAVEN	
30 YARD LEASED WASTE COMPACTOR	\$ 255.00 PER MONTH
COST PER PULL/HAULING-COMPACTOR	\$ 221.00 PER PULL
DISPOSAL COST	\$ 40.00 PER TON
2017- ALL OTHER BUILDINGS	
TRASH & RECYCLING	\$ 23,181.60
2018 – ROCK HAVEN	
30 YARD LEASED WASTE COMPACTOR	\$ 262.65 PER MONTH
COST PER PULL/HAULING-COMPACTOR	\$ 227.63 PER PULL
DISPOSAL COST	\$ 41.20 PER TON
2018 – ALL OTHER BUILDINGS	
TRASH & RECYCLING	\$ 23,877.05
2019 – ROCK HAVEN	
30 YARD LEASED WASTE COMPACTOR	\$ 270.53 PER MONTH
COST PER PULL/HAULING-COMPACTOR	\$ 234.46 PER PULL
DISPOSAL COST	\$ 42.44 PER TON
2019 – ALL OTHER BUILDINGS	
TRASH & RECYCLING	\$ 24,593.36

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. One additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Advanced Disposal Inc.


SIGNATURE

Nov 2, 2016
DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Brent Sutherland- Director-
Facilities Management
DRAFTED BY

The General Services Committee
SUBMITTED BY

November 2, 2016
DATE DRAFTED

**Awarding Contract for 2017-2019 for
Cleaning Services for Various County Buildings**

- 1 **WHEREAS**, Facilities Management Department contracts for cleaning services at various County
- 2 buildings; and,
- 3
- 4 **WHEREAS**, the Purchasing Division solicited sealed bids from qualified cleaning contractors for a 3-
- 5 year contract starting January 1, 2017, based on a cost per square foot; and,
- 6
- 7 **WHEREAS**, bids were received from five (5) contractors with results attached; and,
- 8
- 9 **WHEREAS**, the bids were reviewed by Facilities Management and Purchasing staff with the
- 10 recommendation to award the contract to the lowest, most responsible and responsive bidder, Petersen
- 11 Cleaning of Rockford IL, at .66 per square foot.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 14 this _____ day of _____, 2016 that a contract in the amount for .66 per square foot for
- 15 cleaning services be awarded to Petersen Cleaning of Rockford IL, based on the terms and conditions set
- 16 forth in Invitation to Bid #2017-12.

16-11D-163

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Bob Yeomans

David Homan

Jeremy Zajac

Awarding Contract for 2017-2019 for Cleaning Services for Various County Buildings
Page 2

FISCAL NOTE:

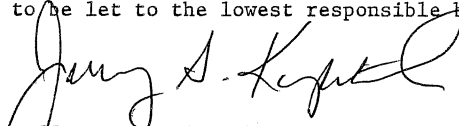
Funds have been included in various accounts in the 2017 budget for these services.



Sherry Oja
Finance Director


LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Executive Summary

**Awarding the Contract for 2017-2019 for
Cleaning Services for Various Rock County Facilities**

The resolution before you awards a 3-year contract for cleaning services for several buildings managed by Facilities Management, starting January 1, 2017.

The Purchasing Division solicited bids on a cost per square foot basis for cleaning of all of these facilities. Bids were received from five cleaning contractors with the lowest, most responsible and responsive bidder being Peterson Cleaning of Rockford, Illinois, at .66 per square foot. Peterson had previously provided these services with good results. Our current contractor is Diversified Building Maintenance of Janesville.

The Purchasing Manager and Facilities Management Director recommending awarding the contract to Petersen Cleaning.

BUILDING	SQ FT	ANNUAL COST		
		AT .66 SQ FT 2017	2016	DIFF
911	10,000	6,600.00	17,716.00	(11,116.00)
COURTHOUSE	176,500	116,490.00	134,700.00	(18,210.00)
DIVERSION	6,575	4,339.50	11,600.00	(7,260.50)
HEALTH DEPT/COA	14,712	9,709.92	17,396.00	(7,686.08)
SHERIFF/JAIL	24,500	16,170.00	58,802.00	(42,632.00)
JOB CENTER	64,250	42,405.00	45,400.00	(2,995.00)
FRANKLIN ST	12,461	8,224.26	11,753.59	(3,529.33)
COURT ST	2,857	1,885.62	5,640.00	(3,754.38)
ECLIPSE CENTER	13,019	8,592.54	14,230.00	(5,637.46)
YSC	18,000	11,880.00	12,269.00	(389.00)
HCC	222,087	146,577.42	104,362.00	42,215.42
		<u>372,874.26</u>	<u>433,868.59</u>	<u>(60,994.33)</u>

NOTE: The square footage for the HCC is the total building. The 4th floor and most of the ground floor is vacant and will probably not be cleaned.



BID SUMMARY FORM

BID NUMBER 2017-12
 BID NAME CONTRACTED CLEANING SERVICES
 BID DUE DATE NOVEMBER 1, 2016 - 1:30 P.M.
 DEPARTMENT FACILITIES MANAGEMENT

COST PER SQUARE FOOT	PETERSON ROCKFORD IL	SERVICEMASTER JANESVILLE WI	DIVERSIFIED JANESVILLE WI	JANI-KING MADISON WI	ABM MILWAUKEE WI
2017	.66	.6828	.71	1.00	1.16
2018	.66	.6918	.72	1.02	1.19
2019	.66	.7013	.73	1.03	1.22
2020	.66	.7068	.73	1.04	1.25
2021	.66	.7080	.74	1.04	1.28

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Five additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Peterson out of Rock send 16.

SIGNATURE *Jodi Millis* DATE November 1, 2016

GOVERNING COMMITTEE APPROVAL: _____

CHAIR

VOTE

DATE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland- Director-
Facilities Management
DRAFTED BY

General Services Committee
SUBMITTED BY

November 7, 2016
DATE DRAFTED

**Awarding Contract for Upgrading (52) 400 Watt Metal Halide Light
Fixtures to LED Light Fixtures at the Job Center**

- 1 **WHEREAS**, the 2016 budget included funds for needed work at the Job Center; and
- 2
- 3 **WHEREAS**, the open cubical office space has (52) 400 watt metal halide light fixtures that cost
- 4 approximately \$5,472.30 annually to operate; and
- 5
- 6 **WHEREAS**, the lighting shines up and staff are having to use desk lamps to conduct their business; and
- 7
- 8 **WHEREAS**, the (52) LED light fixtures annual cost to operate is \$525.15 and staff will not need to use
- 9 desk lamps; and
- 10
- 11 **WHEREAS**, we have an agreement with Focus on Energy to give us an incentive check for \$3,570; and
- 12
- 13 **WHEREAS**, bids were solicited from qualified contractors with the results attached.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 16 this _____ day of _____, 2016, that a contract to remove (52) 400 watt Metal halide light
- 17 fixtures and install (52) LED light fixtures at the Job Center in the amount of \$16,160.00, be awarded to
- 18 Van Brocklin Electric of Janesville, WI.

16-11D-164

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Bob Yeomans

David Homan

Jeremy Zajac

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

Funds are available in the 2016 budget for this project. This project is being funded by sales tax revenue.

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

Executive Summary

**Awarding Contract for Upgrading (52) 400 Watt Metal Halide Light Fixtures to
LED Light Fixtures at the Job Center**

The resolution before you authorizes a contract to remove (52) 400 watt Metal halide light fixtures and install (52) LED light fixtures at the Job Center in the amount of \$16,160.00, be awarded to Van Brocklin Electric of Janesville, WI.

The current light fixtures have an annual operating cost of \$5,472.30. The lights also shine up against the ceiling causing inadequate lighting and staff are having to use desk lamps to compensate. The new LED lights are brighter and have an annual operating cost of \$525.15.

Focus on energy is giving us an incentive of \$3,570.00 to change them out. The payback just based on energy savings is 2.5 years. When you add in the maintenance cost of \$1,500 for bulbs and ballast replacement that brings the payback 1.9 years.

Bids were solicited from qualified contractors with five contractors responding. The low bid from Van Brocklin Electric of Janesville was reviewed by the Purchasing Manager and the Facilities Management Director for compliance and was found to meet the specifications.




BID SUMMARY FORM

BID NUMBER 2016-58
 BID NAME JOB CENTER LIGHTING REPLACEMENT
 BID DUE DATE OCTOBER 7, 2016 – 1:30 P.M.
 DEPARTMENT FACILITIES MANAGEMENT

	VAN BROCKLIN JANESVILLE WI	FOLEY BELOIT WI	PIEPER JANESVILLE WI	WESTPHAL MADISON WI	AGSUN JANESVILLE WI
BASE BID	\$ 16,160.00	\$ 18,975.00	\$ 19,944.00	\$ 22,600.00	\$ 22,770.00
START DATE	11/21/16	1/2/17	1/2/17	TBD	11/19/16
COMPLETION	12/31/16	2/3/17	1/13/17	12/30/16	12/4/16

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Four additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Van Brocklin Electric
 SIGNATURE  Nov 7, 2016 DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Sherry Oja, Finance Director
DRAFTED BY

Finance Committee
SUBMITTED BY

October 11, 2016
DATE DRAFTED

Amending Rock County's Purchasing Ordinance

1 **WHEREAS**, Rock County has an established Purchasing Ordinance; and,
2
3 **WHEREAS**, certain changes have been suggested by Department Heads and Purchasing Staff;
4
5 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
6 assembled this _____ day of _____, 2016 does hereby amend Chapter 2, Part 2, Subpart 2,
7 of the County's Purchasing Ordinance as follows (deleted language crossed out, added language
8 underscored):
9

**CHAPTER 2, PART 2, SUBPART 2
PURCHASING ORDINANCE**

2.211 Purpose

(1) This ordinance is intended to achieve greater efficiency and economy in the operation of Rock County government and to encourage competition and business in Rock County by centralizing all County purchasing within the Finance Department, except insofar as otherwise specifically authorized by provisions of this ordinance.

(2) This ordinance shall not be construed to grant any rights to any vendor or any person applying to be a vendor of goods or services to Rock County.

(3) This ordinance shall be administered and construed in a manner consistent with all applicable State and Federal laws and, insofar as any State or Federal law is intended to preempt local authority, any provision of this ordinance which is inconsistent with such State or Federal law, that provision of this ordinance shall be null and void to the extent of the inconsistency.

2.212 Authority

This ordinance is created pursuant to the authority granted by, without limitation by reason of enumeration, Sections 59.03(1), 59.51(2), 59.52(6), 59.52(8), 59.52(9) and 59.52(29) of the Wisconsin Statutes.

2.213 Administration

The provisions of this ordinance and any regulations adopted hereunder shall be administered, supervised and enforced by the Finance Director, subject to the authority of the County Administrator and policy review by the Finance Committee. Administrative rules shall be developed which are appropriate to ensure compliance with the terms of this ordinance and on-going administrative, financial and legal review of all contract documents entered into on behalf of Rock County. The Finance Committee may by rule require additional procedures or impose limitations beyond those expressly set forth in this ordinance insofar as the Committee determines that such action will further the intent and purpose of this ordinance.

16-10B-138

46 **2.214 Appropriations**

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2.215 Definitions

(1) Bidder - shall mean all natural persons, corporations, partnerships, associations, joint ventures, trusts, or any other form of business affiliation whatever, submitting an offer for the provision of goods or services to the County in accord with specifications supplied by the County, or making an offer to purchase an item in accord with a call for bids issued by the County.

(2) Decentralized purchasing authority - shall mean the authority to determine the need for and procure goods and services in accordance with the delegation of such authority by the Finance Committee to a department other than the Purchasing Division of the Finance Department. Such authority may only be exercised in the requisitioning of specified purchases in a designated period of time as described in a written purchase order issued by the Purchasing Division.

(3) Most responsible and responsive bidder - shall mean that Bidder who offers, as appropriate, either lowest cost or highest payment, the best quality to the County, and who possesses the necessary financial responsibility, skill, ability and integrity to perform the obligations required by the transaction. However, in no instance may a bidder who has been convicted of bid rigging or price fixing within three years of submission of the bid involved and which involved a contract with the County, be considered the most responsible and responsive bidder.

(4) Professional Services - shall mean unique or technical functions performed by independent contractors whose primary occupation is the rendering of these services. Such services are characterized by extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field. Examples of professional services include, without limitation by reason of enumeration, medicine and the medical arts, management and systems consultation, research, the performing arts, surveyor and surveyor services, engineering and architectural design services.

(5) Purchase of Goods - shall mean any transaction between the County and any party or parties by which the County is to receive a tangible commodity or property, excepting real property, in exchange for money or other valuable consideration.

(6) Purchase of Services - shall mean any transaction between the County and any party by which the County is to receive useful labor or activity in return for money or other valuable consideration, but does not include labor performed as an employee of Rock County.

(7) County Auction - shall mean an auction conducted on behalf of Rock County which is advertised in advance and open to the general public.

(8) Regulations - shall mean those rules or guidelines issued by the Finance Committee to implement the provisions or administration of this ordinance.

(9) Transactions - shall mean any act or agreement between the County and any other party or parties which alters the legal relationship between them, such as, but not limited to, contracts or agreements for services or goods or any real or personal property, concessions, leases and rentals.

107 **2.216 Finance Director and Finance Committee**
 108

109 The Finance Director, acting under the administrative authority of the County
 110 Administrator and the policy oversight of the Finance Committee, shall exercise the
 111 following duties and functions relating to this ordinance:
 112

- 113 (1) Implement the provisions of this ordinance through the activities of the Purchasing
 114 Division of the Finance Department, and by providing administrative assistance, training
 115 and support to all County officials and employees in activities governed by this ordinance.
 116
 117 (2) Ensure that sufficient appropriate written regulations are in place to provide guidance
 118 to those engaged in activities within the scope of this ordinance, and monitor the
 119 administration of prescribed policies and procedures.
 120
 121 (3) Enforce the provisions of the ordinance by suitable measures.
 122
 123 (4) Advise and consult with all concerned departments and committees concerning the
 124 conduct of transactions in accordance with this ordinance, upon request, or as deemed
 125 necessary by the Finance Director, the County Administrator, or the Finance Committee.
 126
 127 (5) Promote standardization of equipment and supplies within Rock County government.
 128
 129 (6) In conjunction with the Finance Committee, provide suitable safeguards and
 130 procedures so that relatively small or routine matters need not be automatically referred to
 131 the Board or its committees.
 132
 133 (7) Refer to the County Administrator or County Board any transactions which the
 134 Finance Director or Finance Committee views as affecting general County policy.
 135
 136 (8) In conjunction with the Finance Committee, designate decentralized buying
 137 authorities, as provided for under sec. 2.218(3)(a) of this ordinance.
 138

139 **2.217 Disposal of Unsuitable or Unusable Goods**
 140

141 All equipment or supplies which have become unsuitable or unnecessary to their needs
 142 shall be disposed of through a County auction, except for items which are to be traded in
 143 or applied on any purchases or are determined to be worthless. Exceptions may be made
 144 by the Finance Committee for the sale of certain items on the open market at a minimum
 145 predetermined price to be approved by the Committee, and for items needed by any county
 146 department or municipality. Sales of items to another municipality shall be at a price
 147 approved by the Committee. Surplus County property shall not be sold to any County
 148 employee, officer or agent, except through a County auction.
 149

150 In addition, the Finance Committee may authorize the Purchasing Division to dispose of
 151 items by alternative means including but not limited to: outside auctions, listings on the
 152 Internet, either government or private, by donation to not-for-profit organizations or other
 153 means that may become available in the future.
 154

155 **2.218 Procedure (Purchase of Goods and Certain Contracts for Professional Services)**
 156

157 (1) Procedure and Bids - General
 158

- 159 (a) Compliance with sec. 59.52 (29). All public work, as defined under state
 160 statutes and including any contract for the construction, repair, remodeling or
 161 improvement of any public work, building, or furnishing of supplies or material of
 162 any kind where the estimated cost of such work exceeds \$25,000, shall be let by
 163 contract to the lowest responsible bidder in accordance with sec. 66.0901(2), Wis.
 164 Stats, except that the County Board may by a three-fourths vote provide that any
 165 class of public work or any part thereof may be done directly by the County without
 166 submitting the same for bids. If the estimated cost of any public work is between
 167 \$5,000 and \$25,000, the board shall give a class I notice under ch. 985 before it
 168 contracts for the work or shall contract with a person qualified as a bidder under s.
 169 66.0901(2). The requirements under this subsection shall be interpreted and applied
 170 as being in addition to any requirements created or arising under this ordinance.

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This subsection does not apply to highway contracts which the county highway committee or the county highway commissioner is authorized by law to let or make, or to the emergency repair or reconstruction of public facilities when the County Board by resolution determines that the public health or welfare of the County is endangered by damage or threatened damage to such facilities.

(b) All invitations for furnishing goods, and non-professional services, where the estimated cost exceeds ~~\$10,000~~ \$25,000 shall be bid only after notice by publication, once (class I notice) in the official newspaper of Rock County. Additional newspapers or trade magazines may be used to obtain the best advertising and widest notice at the most reasonable cost. The advertisement shall call for sealed bids to furnish the desired items, or supplies or services, in accordance with specifications prepared or approved by the Purchasing Division, which specifications shall describe completely the items, supplies or services to be furnished, the department for which the same are required, and the quantities desired.

Bids shall be received and opened by the Finance Director's designee on the date and at the time and place specified in the Advertisement for Bid. The reading of all bids shall be open to the public. A Bid bond or certified check in the amount required by the bid specifications may be required to accompany the bid. A performance bond or material/payment bond may also be required of the bidder upon acceptance of the bid.

~~(c) All contracts for purchases not defined as public work in Section 2-218(f)(a), where the estimated costs exceeds \$5,000 but does not exceed \$10,000 shall be made only after attempting to obtain at least three sealed quotations, where possible, in lieu of advertised bids. Sealed quotations shall be received and opened by the Finance Director's designee on the date and at the time and place specified in the quote specifications. All quotations shall be available for viewing by the public.~~

~~(d)~~(c) All contracts for purchases where the estimated cost is between ~~\$1,000~~ \$5,000 and ~~\$5,000~~ \$25,000 may be made on the open market and directly from a dealer or supplier without obtaining sealed quotations, but such contracts shall be made only after multiple quotations or proposals have been solicited, where practicable. Quotations obtained in this manner shall be confirmed by the successful quoter.

~~(e)~~(d) Purchases under ~~\$1,000~~ \$5,000 may be made directly by the Purchasing Division from approved dealers or suppliers.

~~(f)~~(e) The Finance Committee or Purchasing Division may reject any or all bids, proposals or quotations; waive any technicality or error in any bid, proposal or quotation, or part thereof, and to accept the same, or combinations thereof, in whole or in part, whenever such waiver and acceptance is deemed to be in the best interest of Rock County.

~~(g)~~(f) Contracts for purchases shall be awarded to the lowest, most responsible and responsive bidder or quoter.

(2) Procedure and Bids – Direct Purchases Allowed

(a) If bids, quotations or proposals are not obtainable, or in cases of immediate need for the items or supplies due to an emergency situation, purchases may be made directly from an approved supplier. The County Administrator or Finance Committee may also authorize direct purchases without bids or multiple quotations under circumstances deemed justified and advantageous to Rock County.

(b) The justification and reasons for awards of contracts for purchases made by the procedures authorized above, shall be recorded and kept on file in the Finance Director's office.

232 (3) Special Purchases

233

234 (a) Goods and Services. Consistent with all other provisions of this ordinance,
 235 departments requiring goods and services may be granted decentralized purchasing
 236 authority by the Finance Committee, in consultation with the Finance Director, in
 237 accordance with sec. 2.216(8) of this ordinance. Such authority shall be exercised by
 238 the requisitioning department only after the issuance of a purchase order by the
 239 Purchasing Division covering specified purchase(s) for a designated period of time.
 240

241 (b) Highway Purchases. The Highway Commissioner is authorized to make
 242 purchases directly related to highway construction and maintenance in accordance
 243 with sec. 83.015(2)(b), Wis. Stats. Purchases not directly related to highway
 244 construction and maintenance shall be made through the Purchasing Division. The
 245 Highway Commissioner, at his/her discretion, may utilize the services of the
 246 Purchasing Division for any or all highway related purchases. All purchases related
 247 to County highway, parks and airport activities not specifically otherwise regulated
 248 by state statute or County Board Resolution shall be made through the Purchasing
 249 Division.
 250

251 (c) Purchases from Governmental Units. Materials, supplies, machinery and
 252 equipment offered for sale by the federal government or by any municipality may be
 253 purchased without bids, at prices to be agreed upon between the Purchasing
 254 Division and the respective department or agency for whom the item is to be
 255 acquired.
 256

257 ~~(d) December Purchases. With the exception of repair parts, foods, stock office~~
 258 ~~supplies, expendable maintenance/housekeeping supplies, fuel, gas and oil for~~
 259 ~~automobiles, trucks and equipment, and necessary medical supplies, there shall be~~
 260 ~~no purchases made during the month of December in any year, except as approved~~
 261 ~~in advance by the County Administrator or designee.~~
 262

263 (4) Intergovernmental Cooperative Purchases. The Finance Committee is herein
 264 authorized to enter into cooperative purchasing agreements with the State of Wisconsin
 265 and other Wisconsin municipalities consistent with sec. 16.73 and 66.0301 or 66.0303, Wis.
 266 Stats. for the purpose of administering, sponsoring or conducting purchasing transactions
 267 under a joint contract for the purchase of materials, supplies, equipment, permanent
 268 personal property, miscellaneous capital or contractual services.
 269

270 **2.219 Purchase of Services**

271

272 (1) Purchases of services shall be made by contract or purchase order through the
 273 Purchasing Division. The department or agency which requires the services shall prepare
 274 relevant specifications or standards and shall forward the same to the Purchasing Division
 275 for distribution to at least two prospective, qualified providers of the services desired.
 276

277 (2) Purchases of professional services are exempt from bidding requirements, but are
 278 subject to all other purchasing policies and procedures.
 279

280 (3) Services specifically required under State and/or Federal regulations may be purchased
 281 with the approval of the County Committee or Board administering such services, where the
 282 demand for services and market conditions do not allow for compliance with bidding and
 283 Request for Qualification procedures established under this ordinance.
 284

285 **2.220 Severability**

286

287 Should any section or provision of this ordinance be declared unconstitutional or invalid or
 288 be repealed, the constitutionality or validity of the remainder shall not be affected thereby.
 289

290 **2.221 Effect on Other Ordinances**

291

292 Provisions of other ordinances of Rock County inconsistent herewith are hereby repealed.
 293

294 **2.222 Time of Effectiveness**

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296 This ordinance shall take effect immediately upon passage and publication.

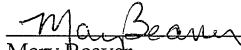
Amending Rock County's Purchasing Ordinance


Respectfully submitted,

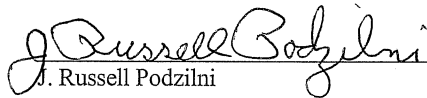
FINANCE COMMITTEE


Mary Mawhinney, Chair


Sandra Kraft, Vice Chair


Mary Beaver


Brent Fox


J. Russell Podzilni

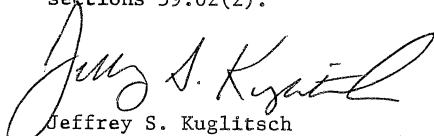
FISCAL NOTE:

Fiscal savings could be realized from lower legal notice costs and less professional service costs related to writing bid specifications.


Sherry Oja
Finance Director

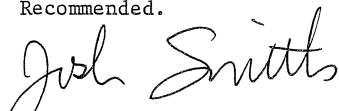
LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes sections 59.02(2).


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

EXECUTIVE SUMMARY

The Purchasing Ordinance was reviewed by the Finance Director and Purchasing Manager (with input from County Departments) and the following changes to the ordinance are recommended:

Currently, purchases of goods and non-professional services require the following:

- Purchases under \$1,000 may be made directly by the Purchasing Division.
- Contracts costing \$1,000 - \$5,000 can be made after multiple quotations have been solicited, where practicable.
- Contracts costing \$5,000 - \$10,000 require sealed quotations where possible.
- Contracts costing over \$10,000 require an official bid process.

Proposed new limits for the purchase of goods and non-professional services:

- Purchases under \$5,000 may be made directly by the Purchasing Division.
- Contracts costing \$5,000 - \$25,000 could be made after multiple quotations have been solicited, where practicable.
- Contracts costing over \$25,000 would require an official bid process.

Benefits from the proposed changes:

- Many vendors are not set up to provide official sealed bids. These changes will give these vendors a chance to provide quotes for goods and services costing \$25,000 or less.
- The County would save legal notice costs for not needing to bid purchases in the \$10,000 - \$25,000 range.
- The County would also save professional service costs for the writing of bid specs for purchases in the \$10,000 - \$25,000 range.
- The new purchasing limits would follow the limits specified in sec. 59.52 (29), Wis Stats for Public Work related procurement. Thereby, being less confusing for staff and vendors.

Note: These changes do not affect items identified as a Public Work. All public work related procurement is governed by sec. 59.52 (29), Wis. Stat and includes any contract for the construction, repair, remodeling or improvement of any public work or building.

In addition, the current ordinance limits what can be purchased in December (see lines 257-261 in the resolution). This was originally included in the ordinance because many times goods ordered in December would not be received until January (a new budget year). However, over the years the purchasing process has been streamlined with the use of electronic purchase orders and electronic ordering systems. Therefore, this section is no longer necessary.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Lisa Tollefson
INITIATED BY

Finance Committee
SUBMITTED BY



Lisa Tollefson
DRAFTED BY

October 20, 2016
DATE DRAFTED

TO DESIGNATE A QUALIFIED NEWSPAPER FOR ALL ROCK COUNTY LEGAL PUBLICATIONS FOR 2017

- 1 **WHEREAS**, per Wisconsin Statute sec. 985.03(1)(a), the Rock County Board may designate a qualified
- 2 newspaper as certified by the Department of Administration having a general circulation in the county as
- 3 its official newspaper; and,
- 4
- 5 **WHEREAS**, the Rock County Board of Supervisors designated one official newspaper for all legal
- 6 publications beginning in 2003 in accordance with County policy stating that legal publications are to
- 7 be published in the *Beloit Daily News* in odd years and *Janesville Gazette* in even years, alternating
- 8 publishing years between the two newspapers; and,
- 9
- 10 **WHEREAS**, Rock County's budgeted expense for legal notices is reduced with the designation of an
- 11 official county newspaper.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 14 assembled this ____ day of _____, 2016, does hereby designate the *Beloit Daily News* as the official
- 15 county newspaper for all county legal publications for 2017.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Russell Podzilni
Russell Podzilni

Absent
Mary Beaver

Brent Fox
Brent Fox

FISCAL NOTE:

This resolution designates the *Beloit Daily News* as the County's official newspaper for 2017. Designating one newspaper results in publication cost savings.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sec. 985.05(1), Wis. Stats.

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

Jeffrey Kuglitsch
Jeffrey Kuglitsch
Corporation Counsel

16-11D-165