

# ROCK COUNTY, WISCONSIN



## COUNTY BOARD STAFF COMMITTEE TUESDAY – JANUARY 23, 2018 – 4:00 P.M. CONFERENCE ROOM N-1 – FIFTH FLOOR ROCK COUNTY COURTHOUSE-EAST

### Agenda

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – January 9, 2018
5. Transfers
6. Resolutions
  - A. Recognizing Ida Gay McRoberts
  - B. Recognizing Kris Baker Ellis – Child Support Director
  - C. Approving the 2018 Wage Rates for All Employees Except Represented Law Enforcement Employees, and Amending the Personnel Policy Wage Appendixes
  - D. Setting the 2018 Salary of the County Administrator
  - E. Opposing Town of Beloit Incorporation
7. Updates
  - A. Review and Possible Action on Policy 5.25, Licenses
  - B. Review and Possible Action on Policy 5.18, Holiday Pay
8. Adjournment

RESOLUTION NO. \_\_\_\_

AGENDA NO. \_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Katherine Luster  
INITIATED BY



Dawn Juhl  
DRAFTED BY

Human Service Board  
SUBMITTED BY

January 11, 2018  
DATE DRAFTED

**RECOGNIZING IDA GAY MCROBERTS**

1 **WHEREAS**, Ida Gay McRoberts has served the citizens of Rock County for nearly forty (40)  
2 years as a dedicated and valued employee of Rock County; and,  
3

4 **WHEREAS**, Ida Gay McRoberts began her career on April 3, 1978 as a Certified Nursing  
5 Assistant, working varying shifts in both the Rock Haven and Health Care Center buildings.  
6 Eight years later she became a Health Unit Coordinator for Rock Haven 3. Throughout this  
7 time, Ms. McRoberts was committed to having each resident served with care, respect and  
8 dignity; and,  
9

10 **WHEREAS**, in August, 1996, Ms. McRoberts made the transition to the Rock County  
11 Human Services Department, to become a Medical Records Clerk. Among many other tasks,  
12 she managed multiple volumes of closed client files, documenting and preparing them to go to  
13 a microfilm company. During this time, the Department introduced its first client data-keeping  
14 system (Imagetrax). In July 2001, Ms. McRoberts accepted the position of Float  
15 Administrative Assistant. This paved the way for her to become familiar with many programs  
16 under the Human Services Department, demonstrate her administrative skills, and ultimately  
17 serve as an invaluable resource to the staff she worked with. Ms. McRoberts continued her  
18 career path by becoming the Crisis Program Administrative Assistant, to the Long Term  
19 Support Administrative Assistant, followed by a Behavioral Health Administrative Assistant.  
20 She has witnessed countless policy changes, procedure changes, office location changes, as  
21 well as computer application and data-entry keeping changes. She has proven herself to be a  
22 dedicated, dependable and loyal employee; always offering to assist and willing to lend a  
23 helping hand; and,  
24

25 **WHEREAS**, Ida Gay McRoberts has benefited many Rock County citizens throughout her  
26 nearly forty (40) year career. Ms. McRoberts will be retiring from the Rock County Human  
27 Services Department on February 9, 2018; and,  
28

29 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock  
30 County, wishes to recognize Ida Gay McRoberts for her significant contributions to Rock  
31 County and the Human Services Department and her long and faithful service.  
32

33 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,  
34 duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2018, does hereby recognize Ida Gay  
35 McRoberts for her nearly forty (40) years of service and extend best wishes to her in her future  
36 endeavors.

Recognizing Ida Gay McRoberts

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Respectfully Submitted,

ROCK COUNTY HUMAN SERVICES BOARD

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Brian Knudson, Chair

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Sally Jean Weaver-Landers, Vice Chair

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Karl Dommershausen

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Terry Fell

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Linda Garrett

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Ashley Kleven

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Kathy Schulz

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Terry Thomas

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Shirley Williams

COUNTY BOARD STAFF COMMITTEE

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Eva Arnold

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Henry Brill

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Betty Jo Bussie

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Mary Mawhinney

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Louis Peer

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Alan Sweeney

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Terry Thomas

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Josh Smith  
INITIATED BY

Public Safety and Justice  
SUBMITTED BY



Randy Terronez  
Assistant to the County  
Administrator  
DRAFTED BY

January 10, 2018  
DATE DRAFTED

**RECOGNIZING KRIS BAKER ELLIS – CHILD SUPPORT DIRECTOR**

1 **WHEREAS**, Kris Baker Ellis began her career at Rock County as the Child Support Program Supervisor  
2 on November 11, 1986 in the Rock County Child Support Unit in the Office of the District Attorney; and  
3  
4 **WHEREAS**, the Child Support Unit consisted of 15.9 full-time employees and a caseload of 7,200 in  
5 1986; and  
6  
7 **WHEREAS**, the current staffing is 32.2 full-time employees and a caseload of 11,695; and  
8  
9 **WHEREAS**, in 1990 the District Attorney’s Office attorney positions were converted from county to  
10 state positions per State budget action which resulted in the creation of the IV-D Child Support Unit as a  
11 standalone department per Resolution #90-1B-156; and  
12  
13 **WHEREAS**, Ms. Baker Ellis’ position was reclassified to Child Support Director on January 1, 1992 which  
14 she has held since; and  
15  
16 **WHEREAS**, Ms. Baker Ellis has had many accomplishments during her tenure including:  
17 - Being awarded Director of the Year by the Wisconsin Child Support Enforcement Association  
18 (WCSEA) in 1993;  
19 - providing the leadership that allowed for Rock County being awarded the County of the Year award  
20 in 1995 and 2007 by the WCSEA;  
21 - serving on the WCSEA Board from late 1980s and into the early 1990s;  
22 - serving in a variety of state-wide roles including the State’s Policy Advisory Board; and  
23  
24 **WHEREAS**, Ms. Baker Ellis has always kept the financial support of children as the department’s focus  
25 and has worked diligently in that position until her retirement on February 2, 2018; and,  
26  
27 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County, wishes to  
28 recognize Ms. Baker Ellis for her long, faithful and dedicated service, a total of 31 years and 2 months.  
29  
30 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
31 this \_\_\_\_\_ day of \_\_\_\_\_, 2018, does hereby recognize Kris Baker Ellis for her over 31 years  
32 of service and extends their best wishes in her future endeavors.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver  
Mary Beaver, Chair

Henry Brill  
Henry Brill, Vice Chair

Terry Fell  
Terry Fell

Brain Knudson  
Brain Knudson

Absent  
Phillip Owens

RECOGNIZING KRIS BAKER ELLIS – CHILD SUPPORT DIRECTOR  
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COUNTY BOARD STAFF COMMITTEE

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Eva Arnold

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Henry Brill

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Betty Jo Bussie

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Mary Mawhinney

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Louis Peer

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Alan Sweeney

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Terry Thomas

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Annette Mikula, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

January 15, 2018  
DATE DRAFTED

**APPROVING THE 2018 BASE WAGE RATES FOR ALL EMPLOYEES EXCEPT  
REPRESENTED LAW ENFORCEMENT EMPLOYEES, AND AMENDING THE  
PERSONNEL POLICY WAGE APPENDIXES**

- 1 **WHEREAS**, it is necessary to adjust the Employee Pay Plans periodically to ensure that they continue
- 2 to reflect salary rates which are competitive for those job classes covered by the Plans; and,
- 3
- 4 **WHEREAS**, the Correctional Officers labor unit has received 2018 base wage increases of 1.00%
- 5 effective January 1, 2018; and, 1.00% effective July 2, 2018 for a total package of 2.05%; and,
- 6
- 7 **WHEREAS**, it is proposed to increase all employee Pay Plans by 2.00% effective January 1, 2018.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 10 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2018 does hereby approve the County's 2018 Pay
- 11 Plans by increasing each step by 2.00% effective January 1, 2018.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

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

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

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

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

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

\_\_\_\_\_  
Alan Sweeney

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

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

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

18-1B-441

APPROVING THE 2018 WAGE RATES FOR EMPLOYEES, EXCEPT REPRESENTED LAW ENFORCEMENT EMPLOYEES, AND AMENDING THE PERSONNEL POLICY WAGE APPENDIXES

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**FISCAL NOTE:**

	<u>Projected Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>
2018	\$55,906,499.86	\$1,118,130	2.00%

  
Sherry Oja  
Finance Director

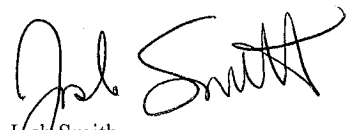
**LEGAL NOTE:**

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

  
Richard Greenlee  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.

  
Josh Smith  
County Administrator

APPROVING THE 2018 WAGE RATES FOR EMPLOYEES, EXCEPT REPRESENTED LAW  
ENFORCEMENT EMPLOYEES, AND AMENDING THE PERSONNEL POLICY WAGE  
APPENDIXES

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**Executive Summary**

The purpose of this resolution is to provide wage rate increases for County employees who are not represented by a law enforcement labor unit.

The County has already settled with the Correctional Officers Association for a contract with a total package increase of 2.05% to be split between January 1, 2018 and July 1, 2018.

To keep employees on pace with cost of living, inflation, and external market factors this resolution provides for a 2.00% increase for wage rates effective January 1, 2018.



**APPENDIX A - 1**  
**SHERIFF'S COMMAND STAFF**  
**UNILATERAL PAY GRID**  
**Salaries Effective January 1, 2018**

Range 30A

\$37.53	\$39.39	\$41.41	\$43.50	\$45.60
\$78,362.64	\$82,246.32	\$86,464.08	\$90,828.00	\$95,212.80

Captain ( C )

Range 32A

\$40.01	\$42.02	\$44.14	\$46.28	\$48.65
\$83,540.88	\$87,737.76	\$92,164.32	\$96,632.64	\$101,581.20

Commander ( C )

Range 34A

\$42.69	\$44.81	\$47.03	\$49.39	\$51.83
\$89,136.72	\$93,563.28	\$98,198.64	\$103,126.32	\$108,221.04

Chief Deputy ( C )

**APPENDIX A - 2**  
**SHERIFF'S NON-COMMAND STAFF**  
**UNILATERAL PAY GRID**  
**Salaries Effective January 1, 2018**

Range 17A

\$23.80	\$24.95	\$26.18	\$27.49	\$28.85
\$49,694.40	\$52,095.60	\$54,663.84	\$57,399.12	\$60,238.80

Correctional Supervisor ( C )

**APPENDIX A**  
**UNILATERAL PAY PLAN**  
**Salaries Effective January 1, 2018**

12.C.(5)

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Range 1					

Range 2					

Range 3					

Range 4					

Range 5					

Range 6	\$16.10	\$16.96	\$17.72	\$18.67	\$19.61
	\$33,616.80	\$35,412.48	\$36,999.36	\$38,982.96	\$40,945.68
	Environmental Health Technician (A)		Vehicle Maintenance Technician (A)		

Range 7	\$16.66	\$17.50	\$18.45	\$19.30	\$20.29
	\$34,786.08	\$36,540.00	\$38,523.60	\$40,298.40	\$42,365.52
	Secretary I (A)				

Range 8	\$17.35	\$18.12	\$19.08	\$19.98	\$21.00
	\$36,226.80	\$37,834.56	\$39,839.04	\$41,718.24	\$43,848.00
	Purchasing Specialist (A)				

Range 9	\$17.94	\$18.74	\$19.74	\$20.72	\$21.73
	\$37,458.72	\$39,129.12	\$41,217.12	\$43,263.36	\$45,372.24
	Nursing Staff Coordinator (A)				

Range 10	\$18.52	\$19.39	\$20.39	\$21.41	\$22.49
	\$38,669.76	\$40,486.32	\$42,574.32	\$44,704.08	\$46,959.12
	Court Attendant (A)			Judicial Assistant (A)	
	Human Resources Secretary (A)			Legal Assistant (A)	
	Secretary II (A)			Administrative Secretary (A)	
				Payroll Specialist (A)	

## Range 11

\$19.16	\$20.09	\$21.10	\$22.15	\$23.25
\$40,006.08	\$41,947.92	\$44,056.80	\$46,249.20	\$48,546.00

Community Coordinator (A) Health Promotion Coordinator (A)  
 Confidential Administrative Assistant (A) Victim Witness Specialist (B)  
 Conservationist I (A) Vehicle Maintenance Supervisor (A)

## Range 12

\$19.83	\$20.82	\$21.86	\$22.97	\$24.10
\$41,405.04	\$43,472.16	\$45,643.68	\$47,961.36	\$50,320.80

## Range 13

\$20.51	\$21.55	\$22.58	\$23.74	\$24.95
\$42,824.88	\$44,996.40	\$47,147.04	\$49,569.12	\$52,095.60

Division Leader Deputy Clerk (A) RECAP Site Supervisor (A)  
 Help Desk/Operations Technician (A) Environmental Health Specialist I (B)  
 Mobility Manager (B) Storekeeper (A)  
 Office Coordinator (A) Nutrition Program Supervisor ( C )  
 Administrative Services Supervisor ( C ) Transportation Program Supervisor ( C )

## Range 14

\$21.22	\$22.26	\$23.40	\$24.58	\$25.82
\$44,307.36	\$46,478.88	\$48,859.20	\$51,323.04	\$53,912.16

Assistant Food Services Manager (A)\* Employee Benefits Specialist (A)  
 Cartographer I (A) Human Resources Office Coordinator (A)  
 Investigator (A)

## Range 15

\$22.01	\$23.06	\$24.23	\$25.43	\$26.68
\$45,956.88	\$48,149.28	\$50,592.24	\$53,097.84	\$55,707.84

Application Support Specialist (A) Support Services Supervisor ( C )

## Range 16

\$22.71	\$23.89	\$25.06	\$26.34	\$27.69
\$47,418.48	\$49,882.32	\$52,325.28	\$54,997.92	\$57,816.72

Youth Services Center Supervisor (A)\*

## Range 17

\$23.56	\$24.70	\$25.92	\$27.22	\$28.57
\$49,193.28	\$51,573.60	\$54,120.96	\$56,835.36	\$59,654.16

Accountant ( C ) GEO Application Specialist (B)  
 Environmental Health Specialist II (B) Human Resources Analyst ( C )  
 Conservation Specialist II (A) Victim/Witness Coordinator (B)  
 Materials & Environmental Services Manager (B)

## Range 18

\$24.35	\$25.63	\$26.86	\$28.20	\$29.62
\$50,842.80	\$53,515.44	\$56,083.68	\$58,881.60	\$61,846.56

Activity Director (C) Economic Support Supervisor ( C )  
 DA Office Manager ( C ) Financial Supervisor ( C )  
 Child Support Supervisor ( C ) Planner III (B)  
 User Support Specialist (A)

## Range 19

\$25.22	\$26.48	\$27.80	\$29.19	\$30.61
\$52,659.36	\$55,290.24	\$58,046.40	\$60,948.72	\$63,913.68

Accounting Supervisor ( C )	Lead Economic Support Supervisor ( C )
Chief Deputy Clerk of Circuit Court ( C )	Medicolegal Investigator (A)
Circuit Court Office Manager ( C )	Payroll Manager (B)
Communication Center Shift Supervisor (B)	Public Works Accounting Supervisor (B)
Court Reporter (A)	Public Works Superintendent (B)
Deputy Superintendent ( C )	Senior Conservation Specialist (B)
Food Service Manager (A)*	Shop Superintendent (B)
Health Educator (A)	Telecom/Network Specialist (A)
Instructor/Support Specialist (A)	

## Range 20

\$26.10	\$27.41	\$28.78	\$30.21	\$31.71
\$54,496.80	\$57,232.08	\$60,092.64	\$63,078.48	\$66,210.48

AODA Coordinator ( C )	Medical Records Manager ( C )
HSD Analyst ( C )	Purchasing Manager ( C )
Financial Office Manager ( C )	

## Range 21

\$27.03	\$28.35	\$29.81	\$31.24	\$32.85
\$56,438.64	\$59,194.80	\$62,243.28	\$65,229.12	\$68,590.80

Deferred Prosecution Director ( C )	Surveyor ( C )
Director of Mediation & Fam Court Services ( C )	Veterans Service Officer ( C )
Real Property Lister ( C )	

## Range 22

\$27.93	\$29.40	\$30.83	\$32.39	\$33.98
\$58,317.84	\$61,387.20	\$64,373.04	\$67,630.32	\$70,950.24

Admissions Registered Nurse ( A )*	MDS Nurse (A)*
Community Health Education Coordinator ( C )	Environmental Health Specialist III ( C )
Epidemiologist ( C )	Senior Planner/GIS Manager ( C )
Human Resources Manager ( C )	Senior Planner ( C )

## Range 23

\$28.93	\$30.41	\$31.92	\$33.51	\$35.16
\$60,405.84	\$63,496.08	\$66,648.96	\$69,968.88	\$73,414.08

Computer Programmer/Analyst I (B)	Network Technician (B)
Lead Medicolegal Investigator ( C )	Parks Manager ( C )

## Range 24

\$29.96	\$31.46	\$33.00	\$34.64	\$36.41
\$62,556.48	\$65,688.48	\$68,904.00	\$72,328.32	\$76,024.08

Human Services Supervisor I ( C )	Technology, Records, & Quality Management Supervisor ( C )
Director of Council on Aging ( C )	
Facilities Superintendent ( C )	

## Range 25

\$31.04	\$32.55	\$34.16	\$35.89	\$37.68
\$64,811.52	\$67,964.40	\$71,326.08	\$74,938.32	\$78,675.84

Environmental Health Supervisor ( C )	Nursing Supervisor (A)*
Human Services Supervisor II ( C )	Public Health Nursing Supervisor (B)

Range 26

\$32.45	\$33.65	\$35.40	\$37.12	\$39.00
\$67,755.60	\$70,261.20	\$73,915.20	\$77,506.56	\$81,432.00

Airport Manager ( C )  
 Assistant Human Resources Director  
 Assistant to Information Technology Director (B)  
 Computer Programmer/Analyst II (B)  
 Child Support Director ( C )

Controller ( C )  
 County Conservationist ( C )  
 Environmental Protection Director ( C )  
 Network Support Administrator (B)  
 Justice System Manager ( C )

Range 27

\$33.18	\$34.88	\$36.59	\$38.43	\$40.34
\$69,279.84	\$72,829.44	\$76,399.92	\$80,241.84	\$84,229.92

Assistant Public Works Director ( C )  
 Program Manager ( C )  
 Assistant Director ( C )  
 Public Safety Systems Manager (B)

Communications Center Operations  
 Manager ( C )  
 Youth Services Center Superintendent ( C )

Range 28

\$34.39	\$36.09	\$37.90	\$39.77	\$41.76
\$71,806.32	\$75,355.92	\$79,135.20	\$83,039.76	\$87,194.88

Assistant to County Administrator ( C )  
 Assistant Finance Director ( C )

Range 29

\$35.56	\$37.33	\$39.23	\$41.19	\$43.23
\$74,249.28	\$77,945.04	\$81,912.24	\$86,004.72	\$90,264.24

Administrative Services Division Manager ( C )  
 Economic Support Division Manager ( C )  
 Practice & Service Coordinator ( C )

ADRC/Adult Protective Services  
 Division Manager ( C )

Range 30

\$36.77	\$38.62	\$40.61	\$42.65	\$44.69
\$76,775.76	\$80,638.56	\$84,793.68	\$89,053.20	\$93,312.72

Computer Network Engineer ( C )

Range 31

\$37.98	\$39.88	\$41.89	\$43.95	\$46.10
\$79,302.24	\$83,269.44	\$87,466.32	\$91,767.60	\$96,256.80

Economic Development Manager ( C )  
 Director of Nursing ( C )

Range 32

\$39.23	\$41.19	\$43.25	\$45.36	\$47.69
\$81,912.24	\$86,004.72	\$90,306.00	\$94,711.68	\$99,576.72

Children, Youth & Families Division Manager ( C )  
 Communication Center Director ( C )  
 Court Commissioner ( C )

HSD Deputy Director ( C )  
 Facilities Management Director ( C )  
 Behavioral Health Division Mgr ( C )

Range 33

\$40.51	\$42.52	\$44.65	\$46.90	\$49.26
\$84,584.88	\$88,781.76	\$93,229.20	\$97,927.20	\$102,854.88

Deputy Corporation Counsel ( C )  
 Health Officer ( C )

Programming & Technical Services  
 Manager ( C )

Range 34

\$41.84	\$43.92	\$46.09	\$48.41	\$50.83
\$87,361.92	\$91,704.96	\$96,235.92	\$101,080.08	\$106,133.04

Director of Planning and Development ( C )  
 Public Works Director ( C )

## Range 35

\$43.19	\$45.31	\$47.59	\$49.97	\$52.51
\$90,180.72	\$94,607.28	\$99,367.92	\$104,337.36	\$109,640.88

Nursing Home Administrator ( C )

## Range 36

\$44.57	\$46.82	\$49.14	\$51.61	\$54.20
\$93,062.16	\$97,760.16	\$102,604.32	\$107,761.68	\$113,169.60

Human Resources Director ( C )

## Range 37

\$46.03	\$48.31	\$50.72	\$53.27	\$55.96
\$96,110.64	\$100,871.28	\$105,903.36	\$111,227.76	\$116,844.48

Director of Information Technology ( C )

## Range 38

\$47.53	\$49.91	\$52.43	\$54.98	\$57.73
\$99,242.64	\$104,212.08	\$109,473.84	\$114,798.24	\$120,540.24

Finance Director ( C )

## Range 39

\$49.06	\$51.57	\$54.15	\$56.80	\$59.64
\$102,437.28	\$107,678.16	\$113,065.20	\$118,598.40	\$124,528.32

## Range 40

\$50.64	\$53.16	\$55.87	\$58.61	\$61.56
\$105,736.32	\$110,998.08	\$116,656.56	\$122,377.68	\$128,537.28

## Range 41

\$52.30	\$54.91	\$57.64	\$60.54	\$63.61
\$109,202.40	\$114,652.08	\$120,352.32	\$126,407.52	\$132,817.68

Corporation Counsel ( C )

Director of Human Services ( C )

Unilateral (A) employees are non-exempt FLSA covered employees, which means they are eligible for overtime compensation on a time and one-half basis over 40 hours per week.

Unilateral (B) employees are exempt employees for purposes of the FLSA, but we have decided that they are eligible for overtime compensation on a straight time basis over 40 hours per week.

Unilateral (C) employees are exempt employees for purposes of FLSA and we have decided that they are not eligible for overtime, but may utilize "flex" hours.

An \* indicates that the position is exempt for the purposes of FLSA, but we have decided to pay them overtime on a time and one half basis over 40 hours per week.

**APPENDIX B**  
**AFSCME LOCAL 1077 PAY GRID**

		Start	6 Mos	5 Years	10 Years	15 Years	20 Years
Classification I	1/1/2018	19.78	20.80	21.10	21.40	22.27	22.49
Stock Clerk							
Classification II	1/1/2018	20.27	21.32	21.64	21.93	22.84	23.10
Building Maintenance Worker II							
Classification III	1/1/2018	20.66	21.75	22.06	22.38	23.32	23.51
Highway Worker							
Classification III(A)	1/1/2018	20.66	21.75	22.06	22.38	23.32	23.51
Classification III(B)	1/1/2018	20.66	21.75	22.06	22.38	23.32	23.51
Classification III(C)	1/1/2018	20.81	21.92	22.23	22.53	23.49	23.69
Heavy Truck Driver							
Classification IV	1/1/2018	21.27	22.38	22.70	23.08	23.99	24.25
Bridge Crew Crusher Operator Heavy Equipment Operator Machnist Maintenance Worker IV Mechanic Welder							
Classification IV(A)	1/1/2018	21.27	22.38	22.70	23.08	23.99	24.25
Airport Maintenance Worker							
Classification V	1/1/2018	22.13	23.28	23.62	23.98	24.95	25.20
Crew Leader							
Classification V(A)	1/1/2018	22.75	23.89	24.24	24.59	25.67	25.80
Airport Crew Leader							
Seasonal Employees	1/1/2018	13.44					

**Wage scales are maintained in the Rock County Policy and Procedures Manual under the Appendices.**





RANGE AND JOB CLASSIFICATION	STEP:	<table border="0"> <tr> <td>6</td> <td>18</td> <td>30</td> <td>60</td> <td>120</td> <td>180</td> <td>240</td> </tr> <tr> <td>mos</td> <td>mos</td> <td>mos</td> <td>mos</td> <td>mos</td> <td>mos</td> <td>mos</td> </tr> </table>								6	18	30	60	120	180	240	mos	mos	mos	mos	mos	mos	mos
		6	18	30	60	120	180	240															
mos	mos	mos	mos	mos	mos	mos																	
		A	B	C	D	E	F	G	H														
<b>Range 12</b>	1/1/2018	\$15.48	\$16.46	\$17.05	\$17.73	\$18.27	\$18.83	\$19.56	\$19.94														
Administrative Assistant																							
<b>Range 12A</b>	1/1/2018	\$16.14	\$16.65	\$17.17	\$17.67	\$18.19	\$18.67	\$19.44	\$19.84														
Account Clerk II																							
<b>Range 13</b>	1/1/2018	\$15.79	\$16.74	\$17.04	\$17.49	\$17.97	\$18.49	\$19.24	\$19.64														
Release of Information Coordinator																							
<b>Range 14</b>	1/1/2018	\$15.45	\$16.39	\$16.82	\$17.35	\$17.84	\$18.36	\$19.11	\$19.49														
<b>Range 15</b>	1/1/2018	\$14.86	\$15.83	\$16.47	\$17.10	\$17.65	\$18.19	\$18.96	\$19.28														
<b>Range 16</b>	1/1/2018	\$15.19	\$16.07	\$16.62	\$17.07	\$17.57	\$18.05	\$18.78	\$19.18														
<b>Range 17</b>	1/1/2018	\$14.88	\$15.97	\$16.53	\$17.04	\$17.49	\$17.99	\$18.72	\$19.11														
<b>Range 18</b>	1/1/2018	\$15.11	\$16.00	\$16.42	\$16.78	\$17.23	\$17.77	\$18.46	\$18.80														
Clerk Receptionist																							
<b>Range 19</b>	1/1/2018	\$14.18	\$15.19	\$15.66	\$16.17	\$16.69	\$17.17	\$17.82	\$18.21														
Clerk Typist II																							
<b>Range 20</b>	1/1/2018	\$14.48	\$15.48	\$16.04	\$16.78	\$17.26	\$17.79	\$18.49	\$18.85														
Food Service Supervisor																							
<b>Range 21</b>	1/1/2018	\$14.29	\$15.29	\$15.69	\$16.02	\$16.56	\$17.04	\$17.75	\$18.11														
<b>Range 22</b>	1/1/2018	\$13.87	\$14.86	\$15.32	\$15.81	\$16.33	\$16.78	\$17.44	\$17.82														
Central Supply Clerk																							
<b>Range 23</b>	1/1/2018	\$13.96	\$14.91	\$15.19	\$15.61	\$16.09	\$16.60	\$17.28	\$17.63														
<b>Range 24</b>	1/1/2018	\$13.56	\$14.54	\$15.01	\$15.50	\$15.97	\$16.46	\$17.14	\$17.44														
Cook																							
<b>Range 25</b>	1/1/2018	\$13.27	\$14.23	\$14.68	\$15.19	\$15.69	\$16.13	\$16.78	\$17.17														
Activity Therapy Assitant Beautician Medical Record Clerk Certified Nursing Assistant																							
<b>Range 26</b>	1/1/2018	\$13.25	\$14.22	\$14.67	\$15.18	\$15.67	\$16.09	\$16.77	\$17.16														

RANGE AND JOB CLASSIFICATION	STEP:	6		18		30		60		120		180		240	
		A	B	C	D	E	F	G	H						
Range 27	1/1/2018	\$12.91	\$13.92	\$14.40	\$14.91	\$15.37	\$15.85	\$16.51	\$16.78						
Range 28	1/1/2018	\$13.13	\$14.10	\$14.56	\$15.08	\$15.54	\$15.98	\$16.62	\$16.97						
Environmental Service Worker Food Service Worker															
Range 29	1/1/2018	\$13.01	\$14.03	\$14.46	\$14.93	\$15.41	\$15.88	\$16.54	\$16.82						
Range 30	1/1/2018	\$12.73	\$13.72	\$14.08	\$14.44	\$14.89	\$15.33	\$15.96	\$16.25						
Clerk Steno II															
Range 31	1/1/2018	\$12.69	\$13.67	\$14.04	\$14.40	\$14.86	\$15.30	\$15.92	\$16.21						
Range 32	1/1/2018	\$12.59	\$13.58	\$13.96	\$14.29	\$14.76	\$15.18	\$15.79	\$16.09						
Range 33	1/1/2018	\$12.22	\$13.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						

**Wage scales are maintained in the Rock County Policy and Procedures Manual under the Appendices.**

**APPENDIX D  
AFSCME LOCAL 2489 PAY GRID**

			6	18	60	120	180	240
<b>RANGE AND JOB CLASSIFICATION</b>	<b>STEP:</b>	<b>Start</b>	<b>mos</b>	<b>mos</b>	<b>mos</b>	<b>mos</b>	<b>mos</b>	<b>mos</b>
<b>Range 0</b>	1/1/2018	18.89	20.21	21.43	22.41	22.52	23.40	23.63

Telecommunicator

<b>Range 0.5</b>	1/1/2018	18.54	19.61	20.57	21.55	21.66	22.54	22.78
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Accountant

Deputy County Clerk

Deputy County Treasurer

Collections/Accounts Specialist

Deputy Register of Deeds

Information Technology

Support Specialist

<b>Range 1</b>	1/1/2018	17.50	18.71	20.25	21.23	21.43	22.31	22.48
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Printing Services Coordinator

<b>Range 1a</b>	1/1/2018	18.11	19.09	20.03	21.03	21.24	22.09	22.34
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Medical Record Technician

Lead Child Support Specialist

Lead Economic Support Specialist

<b>Range 2</b>	1/1/2018	17.16	18.16	19.16	20.12	20.31	21.11	21.32
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Deputy Veterans Service

Officer II

<b>Range 3</b>	1/1/2018	17.77	18.28	18.89	19.75	19.92	20.74	20.94
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County Clerk Specialist

Child Support

Reimbursement Specialist

<b>Range 4</b>	1/1/2018	17.65	17.97	18.46	19.40	19.54	20.33	20.53
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Call Taker

Deputy Register in Probate II

Consumer Financial Support Specialist

Deputy Clerk of Court

Deputy Surveyor

Family Skills Specialist

Economic Support Specialist

Family Care Giver Support/Outreach

Specialist

HSD Support Specialist

Legal Stenographer

PW Cost Allocation Specialist

Register of Deeds Specialist

<b>Range 4a</b>	1/1/2018	17.23	17.62	18.08	18.96	19.10	19.92	20.07
-----------------	----------	-------	-------	-------	-------	-------	-------	-------

Child Support Financial

Worker

<b>Range 5</b>	1/1/2018	16.81	17.23	17.67	18.52	18.68	19.45	19.64
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Account Clerk III

Deputy Veterans Service Officer I

<b>Range 6</b>	1/1/2018	16.71	17.07	17.53	18.37	18.51	19.26	19.47
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Account Clerk - HSD

Administrative Assistant/

Stenographer

Real Property Specialist

			6	18	60	120	180	240
RANGE AND JOB CLASSIFICATION	STEP:	Start	mos	mos	mos	mos	mos	mos
<b>Range 7</b>	1/1/2018	16.39	16.85	17.36	18.20	18.36	19.10	19.27

Account Clerk II

Optical Imaging Specialist

Administrative Assistant

Airport Specialist

<b>Range 8</b>	1/1/2018	16.46	16.72	17.19	18.02	18.18	18.90	19.08
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<b>Range 9</b>	1/1/2018	15.72	16.26	16.72	17.52	17.69	18.39	18.55
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Job Center Support Specialist

<b>Range 10</b>	1/1/2018	15.76	16.05	16.48	17.25	17.43	18.13	18.34
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Word Processing Operator

<b>Range 11</b>	1/1/2018	15.30	15.56	15.93	16.74	16.88	17.55	17.77
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Clerk Typist III

<b>Range 12</b>	1/1/2018	15.05	15.38	15.79	16.56	16.70	17.37	17.54
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Specialized Transit

Scheduler/Clerk

<b>Range 13</b>	1/1/2018	14.85	15.24	15.53	16.25	16.42	17.04	17.22
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Clerk II

Clerk Typist II

Public Safety Utility Clerk

Wage scales are maintained in the Rock County Policy and Procedures Manual under the Appendices.

**AFSCME 2489-Y  
YOUTH SERVICES CENTER PAY  
GRID**

<b>Classifications: Youth Specialists and Community Youth Specialists</b>	<b>STEP</b>	<b>1/1/2018</b>
Start	A	\$15.97
After 12 months	B	\$16.85
After 24 months	C	\$18.67
After 36 months	D	\$19.36
After 48 months	E	\$19.68
After 60 months	F	\$20.28
After 120 months	G	\$20.61
After 180 months	H	\$20.86
After 240 months	I	\$21.27

**Wage scales are maintained in the Rock  
County Policy and Procedures Manual under  
the Appendices.**

APPENDIX F

AMHS - HUMAN SERVICES

**Range A**

Disability Benefits Specialist, CST Service Coordinator, Elder Benefits Specialist

	Start	Six Months	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	15 Years	20 Years
1/1/2018	17.24	18.07	18.91	19.70	20.51	21.30	22.09	22.92	23.73	24.53	25.29	25.86

**Range I**

I&A Specialist-Not Certified; Case Manager I; Juvenile Justice Specialist-Not Certified

	Start	Six Months	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	15 Years	20 Years
1/1/2018	18.12	18.98	19.87	20.70	21.55	22.40	23.24	24.11	24.95	25.80	26.60	27.13

**Range II**

I&A Specialist-Certified; Juvenile Justice Specialist-Certified; Case Manager II; Social Worker-Certified; Alcohol and Drug Counselor-Certified

	Start	Six Months	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	15 Years	20 Years
1/1/2018	19.99	20.51	20.82	21.78	22.75	23.67	24.66	25.64	26.57	27.55	28.39	28.94

**Range III**

Behavioral Health Clinician (Social Worker- MA, MSW, MSSW with certification; Therapists, Counselors, Family Therapists- MA, MS, MSW, MSSW with cert.)

	Start	Six Months	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	15 Years	20 Years
1/1/2018	23.44	24.32	25.22	26.10	27.02	27.88	28.77	29.68	30.60	31.48	32.41	33.06

**Range IV**

Registered Nurse

	Start	Six Months	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	15 Years	20 Years
1/1/2018	27.12	28.00	28.92	29.77	30.68	31.54	32.42	33.29	34.16	35.07	36.10	36.83

Wage scales are maintained in the Rock County Policy and Procedures Manual under the Appendices.

**APPENDIX G**  
**AMHS - ROCK HAVEN**

**Range II**

	Start	Six Months	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	15 Years	20 Years
1/1/2018	\$19.99	\$20.51	\$20.82	\$21.78	\$22.75	\$23.67	\$24.66	\$25.64	\$26.57	\$27.55	\$28.39	\$28.94

**Range III**

**Social Worker- MA, MSW, MSSW with certification, Master Case Manager Therapists, Counselors, Family Therapists- MA, MS, MSW, MSSW with certification**

	Start	Six Months	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	15 Years	20 Years
1/1/2018	\$23.44	\$24.32	\$25.22	\$26.10	\$27.02	\$27.88	\$28.77	\$29.68	\$30.60	\$31.48	\$32.41	\$33.06

**Range IV**  
**Registered Nurse**

	Start	Six Months	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	15 Years	20 Years
1/1/2018	\$27.12	\$28.00	\$28.92	\$29.77	\$30.68	\$31.54	\$32.42	\$33.29	\$34.16	\$35.07	\$36.10	\$36.83

Wage scales are maintained in the Rock County Policy and Procedures Manual under the Appendices.

<b>APPENDIX H</b>  <b>SEIU PUBLIC HEALTH</b> <b>NURSES</b>
---

	<b>1/1/2018</b>
<b>Length of Service</b>	
Start	\$28.00
6 Months	\$29.45
18 Months	\$30.44
30 Months	\$30.83
54 Months	\$31.44
78 Months	\$32.08
144 Months	\$32.73
180 Months	\$33.06

<b>Wage scales are maintained in the  Rock County Policy and Procedures  Manual under the Appendices.</b>
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**APPENDIX I**  
**ROCK COUNTY ATTORNEYS'**  
**ASSOCIATION PAY GRID**

	1/1/2018
<b>Entry</b>	<b>\$ 51,986.37</b>
<b>Step A</b>	<b>\$ 55,237.52</b>
<b>Step B</b>	<b>\$ 58,431.48</b>
<b>Step C</b>	<b>\$ 66,228.91</b>
<b>Step D</b>	<b>\$ 74,035.67</b>
<b>Step E</b>	<b>\$ 80,661.58</b>
<b>Step F</b>	<b>\$ 86,572.15</b>
<b>Step G</b>	<b>\$ 92,696.79</b>
<b>Step H</b>	<b>\$ 94,551.76</b>
<b>Step I</b>	<b>\$ 96,442.80</b>

**Wage scales are maintained in the  
Rock County Policy and Procedures  
Manual under the Appendices.**

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Annette Mikula, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

January 15, 2018  
DATE DRAFTED

**SETTING THE 2018 SALARY OF THE COUNTY ADMINISTRATOR**

- 1 **WHEREAS**, the County Administrator's current salary is \$132,668.03; and,
- 2
- 3 **WHEREAS**, the County Board Staff Committee reviewed the County Administrator's salary, other benefits,
- 4 and the annual adjustments recommended and received by other County employees for 2018; and,
- 5
- 6 **WHEREAS**, the County Board Staff Committee recommends a 2.00% increase to the County Administrator's
- 7 salary and benefits effective 1-1-18, which is consistent with adjustments for other County employees.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled on
- 10 this \_\_\_\_\_ day of \_\_\_\_\_, 2018 does hereby authorize that the County Administrator's salary
- 11 be adjusted by 2.00% effective 1-1-18.
- 12
- 13 **BE IT FURTHER RESOLVED**, that the health insurance plan granted other Unilateral employees be
- 14 continued.
- 15
- 16 **BE IT FURTHER RESOLVED**, that the dental plan available to Unilateral employees be continued.
- 17
- 18 **BE IT FURTHER RESOLVED**, that the current car allowance of \$6,000 annually be continued and the
- 19 current expense allowance of \$2,000 annually be continued.
- 20
- 21 **BE IT FURTHER RESOLVED**, that the County continues to contribute annually to a deferred compensation
- 22 program and the contribution in 2018 increase from \$5,000 to \$5,500.

18-1B-442

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

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

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

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

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

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

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

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

\_\_\_\_\_  
Al Sweeney

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

RESOLUTION SETTING THE 2018 SALARY OF THE COUNTY ADMINISTRATOR

Page 2

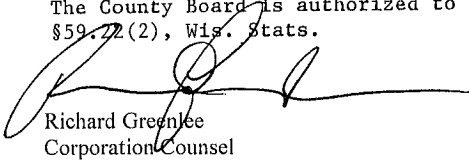
**ADMINISTRATIVE NOTE:**

Matter of Policy;

  
Josh Smith  
County Administrator


**LEGAL NOTE:**

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

  
Richard Greenlee  
Corporation Counsel

**FISCAL NOTE:**

	<u>Base Compensation</u>	<u>Additional Compensation</u>	<u>% Wage Increase</u>
2018	\$166,041.52	\$3,369.61	2.00%

  
Sherry Oja  
Finance Director

RESOLUTION SETTING THE 2018 SALARY OF THE COUNTY ADMINISTRATOR

Page 3

**Executive Summary**

The purpose of this resolution is to provide a wage rate increases for the County Administrator.

The County has already settled with the Correctional Officers Association for a contract with a total package increase of 2.05% to be split between January 1, 2018 and July 1, 2018.

The proposed wage increase for all other employees is 2.00%.

This resolution provides for a 2.00% wage rate increase for the County Administrator, to keep pace with cost of living, inflation, and external market factors, effective January 1, 2018.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Josh Smith  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

January 17, 2018  
DATE DRAFTED

**Opposing Town of Beloit Incorporation**

1 **WHEREAS**, Chapter 66, Wisconsin Statutes, prescribes the process towns must follow if they wish to  
2 incorporate; and  
3

4 **WHEREAS**, the Town of Beloit has circulated a petition among its residents to incorporate and has  
5 filed this incorporation petition in Rock County Circuit Court; and  
6

7 **WHEREAS**, Rock County currently receives public utility shared revenue from the State of  
8 Wisconsin based largely on the generating capacity of the Alliant Energy Riverside Plant; and  
9

10 **WHEREAS**, the statutory formula provides 2/3 of this funding to the County and 1/3 of this funding  
11 to the Town of Beloit; and  
12

13 **WHEREAS**, if the Town of Beloit were to incorporate into a village, the statutory formula would  
14 provide 1/3 of this funding to the County and 2/3 of this funding to the new village, resulting in reduced  
15 future funding for the County; and  
16

17 **WHEREAS**, after the Riverside Plant completes its expansion, which is currently scheduled for 2021,  
18 Rock County would receive approximately \$1.1 million less in public utility shared revenue if the Town  
19 were incorporated than it would receive if the Town were not incorporated; and  
20

21 **WHEREAS**, the metropolitan community and all the residents of Rock County would benefit by having  
22 this additional amount of funding available for the many services it provides, including ensuring public  
23 safety through the Sheriff's Office, 911 Communications Center, District Attorney's Office, and the  
24 Court system; improving the health and well-being of residents through Public Health, Human Services,  
25 and Veterans Services; and addressing critical issues such as the opioid epidemic, groundwater  
26 contamination, transportation infrastructure, evidence-based criminal justice system initiatives, and  
27 public health rankings; and  
28

29 **WHEREAS**, the greater good is served if the County's 161,000 residents are able to share in these  
30 resources and services rather than only the Town's 7,000 residents; and  
31

32 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
33 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2018, does hereby oppose the Town of Beloit's  
34 incorporation petition and directs that this resolution be shared with the state-appointed Incorporation  
35 Review Board at the appropriate time.

18-1B-443

Opposing Town of Beloit Incorporation  
Page 2

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

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

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

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

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

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

\_\_\_\_\_  
Alan Sweeney

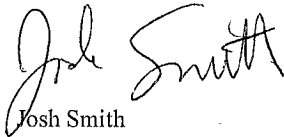
\_\_\_\_\_  
Henry Brill

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

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

ADMINISTRATIVE NOTE:

The statutory process for the Town of Beloit to incorporate does not provide a formal role for Rock County. However, in the ongoing discussion in our community about this issue, I believe it is important that the County Board have the opportunity not only to take a position, but also to educate the public on the important work the County does and could continue to do with the funding that could be transferred to the Town of Beloit through incorporation.



Josh Smith  
County Administrator

FISCAL NOTE:

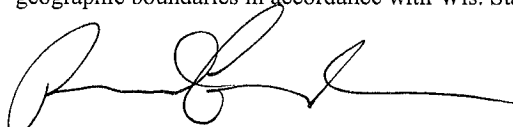
If the Town of Beloit were to incorporate, Rock County's public utility shared payments would be reduced by approximately \$1.1 million. The decrease in revenue would have a significant impact on County services and initiatives addressing critical issues.



Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is permitted to take a position on municipal incorporation within the County's geographic boundaries in accordance with Wis. Stats § 66.0203.



Richard Greenlee  
Corporation Counsel

## Executive Summary

### Opposing Town of Beloit Incorporation

The Town of Beloit has circulated a petition among its residents to incorporate into a village and has submitted the petition to the Rock County Circuit Court. The Town of Beloit proposes to incorporate the area east of Afton Road (CTH D) and name itself the Village of Riverside.

Under Chapter 66, Wis. Stats., a town must complete several steps in order to incorporate into a village. Now that the petition is in front of the Circuit Court, the Circuit Court must determine whether certain minimal statutory criteria for incorporation are met. If it meets these criteria, the Circuit Court would refer the petition to the state-appointed Incorporation Review Board, which will determine whether additional statutory criteria are met, including:

- whether the proposed village is “reasonably homogenous and compact”;
- whether the proposed village meets housing density or assessed value requirements, including whether the proposed village has the potential for substantial development within 3 years; and
- whether incorporation is in the “public interest” as determined by:
  - sufficient tax revenue to defray the cost of services;
  - the level of services to be provided, including as compared to the City of Beloit;
  - the impact on the remainder of the Town of Beloit that will not be incorporated; and
  - the impact on the metropolitan community, including the effect on future government services in the village and surrounding areas. For this criteria to be met, there “shall be an express finding that the proposed incorporation will not substantially hinder the solution of government problems affecting the metropolitan community.”

If requested by a jurisdiction that has standing, as defined in statutes, a hearing will be held by the Incorporation Review Board, at which time the public may present testimony regarding the potential effects of incorporation. If approved by the Incorporation Review Board, a referendum for or against incorporation would be held in the area of the proposed new village.

One consequence of the Town of Beloit’s incorporation is that the percentages of Public Utility Shared Revenue provided to the County and the Town, based largely on the generating capacity of the Alliant Energy Riverside Plant, would be reversed. Currently, the County receives 2/3 of this funding, while the Town receives 1/3. Under State law, if the Town incorporates into a village it would receive 2/3 of this funding, while the County would receive 1/3. Rock County current receives \$1.74 million, while the Town of Beloit receives \$1.07 million. After expansion of the Alliant Energy Riverside Plant, scheduled for 2021, an incorporated Village of Riverside would receive \$2.95 million, while the County would receive \$1.87 million. This represents annual foregone revenue to Rock County of \$1.08 million due to the Town’s incorporation.

High-priority challenges currently facing Rock County include addressing the opioid epidemic, groundwater contamination, transportation infrastructure, evidence-based criminal justice system initiatives, public health rankings, and a variety of other public safety and human services issues. Given these issues, the metropolitan community and all Rock County residents would be better served if more of this funding was available for Rock County’s 161,000 residents and not only for the Town of Beloit’s 7,000 residents.

Administrative Policy & Procedure Manual

Section: Human Resources

Policy: Licenses

Policy No: 5.25

Effective: 1/1/2018

Revising: 1/1/2017

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Unilateral employees who must possess a license/certification that is either necessary to fulfill the requirements of the position, or it has been determined by the Department Head that it is in the best interest of the County for the employee to maintain this license/certification for operational efficiency, shall be reimbursed for the cost of said license.

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

The employer will pay for the following licenses, professional dues, and mandated continuing education courses:

(AFSCME 1077)

Employees who as a condition of employment are required to maintain a valid State of Wisconsin Commercial Driver's License shall upon renewal of said license along with submission of proof to the County be reimbursed for the cost of said license.

Airport Maintenance Workers who are hired without a CDL will be paid at the rate established in Appendix B for Classification II.

(AFSCME 1258)

Beautician licenses for all staff who perform beautician duties as directed, and LPN licenses for employees working as LPN's.

(AMHS HSD)

Every licensed professional and certified social worker will be given the opportunity to meet their two-year, 30-hour licensure/certification requirement at the cost to the County. The County agrees to pay for all job related licensure/certification fees in order for them to maintain licensure/certification under Wisconsin State Statutes. Upon prior written approval of the Department Head or his/her designee, the County agrees to pay for or provide said training, courses, or workshops to maintain required licensure/certification.

(AMHS RH)

Professional dues as required to practice as a professional in the State of Wisconsin.

(ATTORNEYS)



Subject to authorization by the Corporation Counsel the County will pay annually the cost for each employee for Bar Association dues and assessments and the required Continuing Legal Education credits.

(SEIU NURSES)

Each employee's Registered Nurse licensure fee.

Administrative Policy & Procedure Manual  
Section: Human Resources  
Policy: Holiday Pay  
Policy No: 5.18  
Effective: 1/1/2018~~7~~  
Revising: ~~1/1/2014~~1/1/2017

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Holiday Bank:

Effective January 1, 2014, all Unilateral and Non Law Enforcement Employees shall have their holiday time capped at 72 hours per calendar year (See "Holiday Bank" under leave bank on check stub). Any hours earned over 72 hours in a calendar year will be paid out. Employees who currently have holiday hours in their bank prior to January 1, 2014 will not lose those hours from their bank( See "Holiday Old" under leave bank on check stub). Employees wishing to use banked holiday time will use hours from the "Holiday Old" bank before the "Holiday Bank." A sample check stub is attached at the end of this policy.

Non-Exempt Employees in 24/7 Positions

Non-exempt employees in 24/7 positions working on any holiday shall receive compensation at the rate of time and one-half their regular rate of pay for all hours worked. In addition, they shall be eligible to take another day off with pay in lieu of the holiday worked, which is to be scheduled at a time that is mutually convenient to the Employer and employee. For purposes of computing overtime, a holiday shall be counted as eight hours worked in computing the 40 hours workweek.

Employees with a seven (7) day week rotating schedule, which includes weekends, will celebrate the day before Christmas on December 24, Christmas Day on December 25, and New Year's Day on January 1.

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

(SEIU Nurses)

Any employee who is required to work on a holiday shall be compensated for all hours worked on the holiday at the rate of time and one-half the regular rate of pay. Each employee's hourly overtime rate shall be determined by multiplying the hourly rate by 1.5. Holiday compensation shall be paid either in cash or compensatory time, at the option of the Health Officer. In the event that a holiday falls on a regular workday within the week or weeks taken as vacation or sick leave, such holiday shall not count as vacation or sick leave.

(AFSCME 1258)

If a holiday falls on an employee's scheduled day of work, the employee shall be paid time and one-half for all hours worked and shall be entitled to a compensatory day off with pay. If a holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay.

The Department Head shall attempt to rotate employees called to work on holidays insofar as such rotation is not inconsistent with efficient operation of the department. Employees who work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked and will have the option

of taking holiday pay for the hours worked or banking the equivalent hours as holiday time, not to exceed eight (8) hours. If the employee works beyond eight (8) hours on the holiday, he/she shall continue to be compensated at the rate of time and one-half for hours worked and will receive compensatory time for all hours worked over eight (8) on the holiday.

Regular part-time employees shall be granted holidays on a pro-rated basis. Employees shall be allowed to combine pro-rated time off to total of eight (8) hours. Regular part-time employees who work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked and will bank holiday hour equal to all hours worked, with any hours worked paid at the rate of time and one-half plus holiday pay (to equal a rate of 2 1/2).

(AFSCME 2489)

If a holiday falls on an employee's scheduled day of work, the employee shall be

paid time and one-half for all hours worked and shall be entitled to a compensatory day off with pay. If a holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay.

The Department Head shall attempt to rotate employees required to work on holidays insofar as such rotation is not inconsistent with efficient operation of the department. Employees not scheduled to work, but required to work on a holiday, shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked in addition to the holiday pay.

Overtime on a Holiday. Employees shall be paid at the rate of two and one-half (2 1/2) times their regular rate of pay for all hours worked on a holiday in excess of their normally worked shift.

(AFSCME 1077)

The Department Head shall attempt to rotate Employees called to work on holidays insofar as such rotation is not inconsistent with efficient operation of the department. Employees not scheduled to work, but called in to work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked in addition to the holiday pay.

Employee's working holidays shall be paid at the rate of time and one-half for all hours worked on said days.

Holidays when working 4 10 hour days: If there are any weeks in which a paid holiday falls while employees are working a four ten hour day schedule the employees will follow the regular hours schedule, working an eight (8) hour daily schedule for the week. The holiday workweek will be four (4), eight (8) hour workdays, plus the eight (8) hour paid holiday off.

(AMHS RH)

For Nurses at Rock Haven if a holiday falls on an employee's scheduled day of work they shall receive a compensatory day off with pay which they can take within the next 365 days.

Part-Time Employees. All regular part-time employees shall receive holidays off with pay at a pro-rated amount, provided however, that a part-time nurse who works eight or more hours on a holiday shall be paid eight hours for his/her day off in lieu thereof.

Proration. Pro-rated time off of part-time employees may be taken in time or money at the option of the employee. In the event the employee chooses time off in lieu of money, such time shall be authorized in eight hour blocks, except where the scheduled hours of work are less than eight hours. This shall not operate to prohibit an employee who has earned less than eight hours holiday time from taking time off as part of a scheduled workday. As an example, an employee may work part of a regularly scheduled day and take the balance off as accrued holiday time.

Procedure - Nurses. For the purpose of computing holiday pay, the following guidelines shall be applied:

1. For each holiday enumerated a full twenty-four hour period shall be subject to premium pay.
2. Where an employee's shift falls completely within the holiday, the nurse should be paid at the premium rate for the entire shift.

Where a regular shift falls on two calendar days, the Employer shall pay premium pay for the full shift of which the majority of hours fall on the holiday. This shall relieve the Employer from paying any premium pay for the shift for which the minority of hours fall on the holiday.

(AMHS HSD)

Procedure - Shift Work Employees. For the purpose of computing holiday pay, the following guidelines shall be applied:

For each holiday enumerated a full twenty-four hour period shall be subject to premium pay.

Where an employee's shift falls completely within the holiday, the employee should be paid at the premium rate for the entire shift.

Where a regular shift falls on two calendar days, the Employer shall pay premium pay for the full shift of which the majority of hours fall on the holiday. This shall relieve the Employer from paying any premium pay for the shift for which the minority of hours fall on the holiday.

For employees working the Crisis Intervention shifts, premium pay shall be paid for the entire shift for shift beginning on the holiday. Premium pay will not be paid for any hours on any shift that begins outside of the holiday.

Proration. Pro-rated time off of part-time employees earned may be taken in time or money at the option of the employee. In the event the employee chooses time off in lieu of money, such time shall be authorized in eight hour blocks, except where the scheduled hours of work are less than eight hours. This shall not operate to prohibit an employee who has earned less than eight hours holiday time from taking time off as part of a scheduled workday. As an example, an employee may work part of a regularly scheduled day and take the balance off as accrued holiday time.

Employees who work four ten-hour days or four nine-hour days and one four-hour day, will have a total of eighty (80) hours of paid holiday time per calendar year. The current, established holidays: 1) New Year's Day, 2) the Spring Holiday directly preceding Easter, 3) Memorial Day, 4) July 4th, 5) Labor Day, 6) Thanksgiving Day, 7) Friday following Thanksgiving, 8) one full day before Christmas, 9) Christmas Day will be taken as the employee's holiday if it falls within the four ten-hour day, or the four nine-hour and one four-hour day work week. The remaining

holiday hours to the total 80 hours, may be used as floating holidays, upon the employee's request and approval of their supervisor.

(YSC)

Regular FTE Employees working on a holiday shall be paid time and one-half for all hours worked and shall be entitled to a compensatory day off with pay. If a holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay. ~~shall receive compensation at the rate of time and one-half their regular rate for all hours worked. The compensatory day off~~ ~~In addition, they shall be eligible to take another day off with pay in lieu of the holiday worked which is to be scheduled at a time that is mutually convenient to the Employer and employee. For purposes of computing, overtime holiday shall be counted as eight hours worked in computing 40 hours workweek or 8.5 hours worked in a 5/2-5/3 schedule.~~

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Overtime on a Holiday. Employees shall be paid at the rate of two and one-half (2 1/2) times their regular rate of pay for all hours worked on a holiday in excess of their normally worked shift.

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Relief employees working on a holiday shall receive compensation at the rate of time and one half-their regular rate for all hours worked.