

Rock County, Wisconsin
Board of Supervisors
51 South Main Street
Janesville, Wisconsin 53545
Phone: 608/757-5510
FAX: 608/757-5511



NOTE:
Time & Date

**COUNTY BOARD STAFF/FINANCE COMMITTEES
MONDAY, JUNE 12, 2017 – 8:00 A.M.
CONFERENCE ROOM N-1/N-2 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Finance Committee Minutes – May 23, 2017 (Finance Committee only)
4. Resolution (Finance Committee only)
 - A. Authorization to Purchase Additional WatchGuard Digital In-Car Video Cameras
5. Finance Committee Endorsement (Finance Committee only)
 - A. Amending the 2017 Council on Aging Budget to Adjust Title III and NSIP Allocations (Contingent on Educations, Veterans and Aging Services Committee approval)
6. Approval of County Board Staff Committee Minutes – June 1, 2017 (County Board Staff Committee only)
7. Discussion and Possible Action on Rock County Policy and Procedure Manual Appendix A – Unilateral Pay Plan (County Board Staff Committee only)
8. General Review of County's Financial Position as it Relates to the 2018 Budget
9. Next Meetings: Monday, June 19, 2017 (Rock Haven) for the Rock Haven and the Health Departments
Monday, June 26, 2017 (Sheriff's Office) for the Sheriff's Office
Monday, July 10, 2017 (N-1/N-2) for the Human Services Department
Monday, July 24, 2017 (N-1/N-2) for the Public Works Department
10. Adjournment

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Captain Gary L. Groelle
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

May 30, 2017
DATE DRAFTED

**AUTHORIZATION TO PURCHASE ADDITIONAL
WATCHGUARD DIGITAL IN-CAR VIDEO CAMERAS**

1 **WHEREAS**, the Rock County Sheriff's Office has used a Digital In-Car Video Recording system for
 2 the last seven (7) years; and,
 3
 4 **WHEREAS**, the Rock County Sheriff's Office currently has eleven (11) Digital In-Car Video
 5 Recording Cameras that we have purchased from WatchGuard Video from 2014-2016; and,
 6
 7 **WHEREAS**, the Sheriff's Office would like to purchase five (5) more similar Digital In-Car Video
 8 Recording Cameras, from WatchGuard Video.
 9
 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
 11 assembled this _____ day of _____, 2017 approves and authorizes the purchase of five (5)
 12 Digital In-Car Video Recording Cameras, and that a purchase order be issued to WatchGuard Video of
 13 Allen, TX, in the amount of \$25,975.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

FINANCE COMMITTEE

Mary Beaver, Chair

Mary Mawhinney, Chair

Henry Brill, Vice Chair

Sandra Kraft, Vice Chair

Terry Fell

Mary Beaver

Brian Knudson

Brent Fox

Phil Owens

J. Russell Podzilni

AUTHORIZATION TO PURCHASE ADDITIONAL WATCHGUARD DIGITAL IN-CAR VIDEO
CAMERAS

Page 2

FISCAL NOTE:

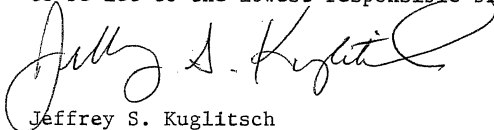
Sufficient funds were included in the 2017 budget for the purchase of these in squad cameras. This purchase is being funded by sales tax revenue.



Sherry Oja
Finance Director

LEGAL NOTE:

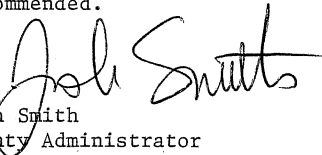
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

**PURCHASING ADDITIONAL WATCHGUARD
DIGITAL IN-CAR VIDEO CAMERAS AND THE WATCHGUARD
INFRASTRUCTURE FOR THE ROCK COUNTY SHERIFF'S OFFICE SOUTH STATION**

EXECUTIVE SUMMARY

The Rock County Sheriff's Office, in an effort to make its Sheriff's Office and patrol deputies safer and more efficient, is purchasing five (5) additional Digital In-Car Video Cameras to go with their current system. This system would allow video footage to be recorded from deputies' squads while they are patrolling our highways. The footage recorded by this system will often times be used in a court of law as evidence. This evidence would then support the deputies' actions and the arrests that they make. Mobile squad cameras have proven time and time again to be a very valuable piece of equipment for the Sheriff's Office and law enforcement agencies across the county. Currently, the Sheriff's Office has eleven (11) of their patrol squad cars equipped with WatchGuard video cameras.

The WatchGuard Video Company employs the industry's largest engineering team and has invested about \$30 million specifically into the development of digital in-car video systems for law enforcement. They are the world's largest manufacturer of In-Car Video equipment for Law Enforcement. WatchGuard supplies to nearly one-third of all the U.S. Law Enforcement agencies. WatchGuard is designed and manufactured in the U.S.A.

The total cost for five (5) additional In-Car Video cameras is \$25,975. The funding will come from the Sheriff's Office 2017 budget.

This is additional equipment to the original bid #2014-54.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging
Services Committee
INITIATED BY



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

June 5, 2017
DATE DRAFTED

AMENDING THE 2017 COUNCIL ON AGING BUDGET TO ADJUST TITLE III AND NSIP ALLOCATIONS

1 **WHEREAS**, the Council on Aging receives funds from the Greater Wisconsin Agency on Aging
 2 Resources that are estimated during the budget preparation process; and,
 3
 4 **WHEREAS**, the most recent 2017 allocations have been received from the Greater Wisconsin Agency on
 5 Aging Resources.
 6
 7 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
 8 this _____ day of _____, 2017 does hereby amend the Adopted 2017 Rock County
 9 Council on Aging budget as follows:

<u>Account/Description</u>	<u>Budget at 06/01/2017</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Title III-B (Supportive Services)</u>			
<u>Source of Funds</u>			
30-3901-0000-42100 Federal Aid	130,764	76	130,840
<u>Use of Funds</u>			
30-3901-0000-62614 Purchased Services	9,154	(9,154)	0
30-3901-0000-64203 Educational Materials	3,655	9,230	12,885
<u>Title III-C-1 (Nutrition Program)</u>			
<u>Source of Funds</u>			
30-3903-0000-42100 Federal Aid	252,106	17,790	269,896
30-3903-0000-42102 Nutrition Services Incentive Program	42,443	(4,152)	38,291
<u>Use of Funds</u>			
30-3903-0000-62105 Contracted Food Services	90,000	13,638	103,638
<u>Title III-C-2 (Delivered Meals)</u>			
<u>Source of Funds</u>			
30-3904-0000-42100 Federal Aid	98,495	7,972	106,467
<u>Use of Funds</u>			
30-3904-0000-62105 Contracted Food Services	127,694	7,972	135,666

Title III-E (National Family Caregiver Support Program)

Source of Funds

30-3915-0000-42100 62,717 39 62,756

Federal Aid

Use of Funds

30-3915-0000-64615 33,794 39 33,833

Client Related Costs

Respectfully submitted,

EDUCATION, VETERANS & AGING
SERVICES COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Rick Richard, Chair

Reviewed and approved on a vote of

Jeremy Zajac, Vice Chair

Mary Mawhinney, Chair

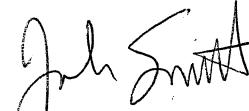
Phil Owens

ADMINISTRATIVE NOTE:

Norvain Pleasant

Recommended.

Kathy Schulz


Josh Smith
County Administrator


FISCAL NOTE:

This resolution amends the Council on Aging's 2017 budget to match actual awards. No County matching funds are required.


Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2017 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

EXECUTIVE SUMMARY

Most of the Council on Aging programs are funded with federal Older Americans Act and National Service Incentive Program revenues. During the budget preparation process, the amount of funding is estimated. Actual amounts are not available until the contract is received from the Greater Wisconsin Agency on Aging Resources, the area agency on aging. In addition, funds had been allocated for in-home services which is no longer allowable, therefore, these funds are being re-directed to support the health promotion initiatives of the Council on Aging.

No county tax levy is required.

APPENDIX A
UNILATERAL PAY PLAN
Salaries Effective January 1, 2017
Proposed effective 6-27-17

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Range 1	\$13.29 \$27,749.52	\$13.96 \$29,148.48	\$14.68 \$30,651.84	\$15.35 \$32,050.80	\$16.19 \$33,804.72
Range 2	\$13.79 \$28,793.52	\$14.46 \$30,192.48	\$15.20 \$31,737.60	\$16.03 \$33,470.64	\$16.70 \$34,869.60
Range 3	\$14.27 \$29,795.76	\$14.96 \$31,236.48	\$15.70 \$32,781.60	\$16.55 \$34,556.40	\$17.29 \$36,101.52
	Vehicle Maintenance Technician (A)				
Range 4	\$14.68 \$30,651.84	\$15.46 \$32,280.48	\$16.17 \$33,762.96	\$17.03 \$35,558.64	\$17.77 \$37,103.76
	Environmental Health Technician (A)				
Range 5	\$15.27 \$31,883.76	\$16.11 \$33,637.68	\$16.83 \$35,141.04	\$17.70 \$36,957.60	\$18.57 \$38,774.16
Range 6	\$15.78 \$32,948.64	\$16.63 \$34,723.44	\$17.37 \$36,268.56	\$18.30 \$38,210.40	\$19.23 \$40,152.24
Range 7	\$16.33 \$34,097.04	\$17.16 \$35,830.08	\$18.09 \$37,771.92	\$18.92 \$39,504.96	\$19.89 \$41,530.32
	Secretary I (A)				
Range 8	\$17.01 \$35,516.88	\$17.76 \$37,082.88	\$18.71 \$39,066.48	\$19.59 \$40,903.92	\$20.59 \$42,991.92
	Human Resources Secretary (A)		Payroll Specialist (A)		
	Nursing Staff Coordinator (A)		Secretary II (A)		
	Purchasing Specialist (A)				
Range 9	\$17.59 \$36,727.92	\$18.37 \$38,356.56	\$19.35 \$40,402.80	\$20.31 \$42,407.28	\$21.30 \$44,474.40
	Administrative Secretary (A)			Vehicle Maintenance Supervisor (A)	
Range 10	\$18.16 \$37,918.08	\$19.01 \$39,692.88	\$19.99 \$41,739.12	\$20.99 \$43,827.12	\$22.05 \$46,040.40
	Confidential Administrative Assistant (A)		Judicial Assistant (A)		
	Court Attendant (A)		Legal Assistant (A)		

Range 11

\$18.78	\$19.70	\$20.69	\$21.72	\$22.79
\$39,212.64	\$41,133.60	\$43,200.72	\$45,351.36	\$47,585.52

Community Coordinator (A) Health Promotion Coordinator (A)
 Conservationist I (A) Victim Witness Specialist (B)

Range 12

\$19.44	\$20.41	\$21.43	\$22.52	\$23.63
\$40,590.72	\$42,616.08	\$44,745.84	\$47,021.76	\$49,339.44

Division Leader Deputy Clerk (A) Nutrition Program Supervisor (C)
 Investigator (A) Transportation Program Supervisor (C)

Range 13

\$20.11	\$21.13	\$22.14	\$23.27	\$24.46
\$41,989.68	\$44,119.44	\$46,228.32	\$48,587.76	\$51,072.48

Cartographer I (A) RECAP Site Supervisor (A)
 Help Desk/Operations Technician (A) Sanitarian I (B)
 Mobility Manager (B) Storekeeper (A)
 Planning Services Coordinator (A) Support Services Supervisor (C)

Range 14

\$20.80	\$21.82	\$22.94	\$24.10	\$25.31
\$43,430.40	\$45,560.16	\$47,898.72	\$50,320.80	\$52,847.28

Assistant Food Services Manager (A)* Human Resources Office Coordinator (A)

Range 15

\$21.58	\$22.61	\$23.75	\$24.93	\$26.16
\$45,059.04	\$47,209.68	\$49,590.00	\$52,053.84	\$54,622.08

Accountant (B) Conservation Specialist II (A)
 Application Support Specialist (A) Youth Services Center Supervisor (B)

Range 16

\$22.26	\$23.42	\$24.57	\$25.82	\$27.15
\$46,478.88	\$48,900.96	\$51,302.16	\$53,912.16	\$56,689.20

Human Resources Analyst (A)
 Materials & Environmental Services Manager (B)

Range 17

\$23.10	\$24.22	\$25.41	\$26.69	\$28.01
\$48,232.80	\$50,571.36	\$53,056.08	\$55,728.72	\$58,484.88

Certified Sanitarian I (B) Financial Supervisor (B)
 Child Support Supervisor (C) GEO Application Specialist (B)
 Conservation Specialist III (B) Victim/Witness Coordinator (B)
 Economic Support Supervisor (C)

Range 18

\$23.87	\$25.13	\$26.33	\$27.65	\$29.04
\$49,840.56	\$52,471.44	\$54,977.04	\$57,733.20	\$60,635.52

Activity Director (C) Financial Office Manager (B)
 Chief Deputy Clerk of Circuit Court (C) Planner III (B)
 Circuit Court Office Manager (C) User Support Specialist (A)
 DA Office Manager (C)

Range 19

\$24.73	\$25.96	\$27.25	\$28.62	\$30.01
\$51,636.24	\$54,204.48	\$56,898.00	\$59,758.56	\$62,660.88

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

Range 20

\$25.59	\$26.87	\$28.22	\$29.62	\$31.09
\$53,431.92	\$56,104.56	\$58,923.36	\$61,846.56	\$64,915.92

AODA Coordinator (C) Medical Records Manager (C)
 HSD Analyst (C) Purchasing Manager (C)
 Human Resources Manager (C) Sanitarian II (B)

Range 21

\$26.50	\$27.79	\$29.23	\$30.63	\$32.21
\$55,332.00	\$58,025.52	\$61,032.24	\$63,955.44	\$67,254.48

Criminal Justice System Planner/Analyst (C) Senior Planner (B)
 Deferred Prosecution Director (C) Senior Planner/GIS Manager (B)
 Director of Mediation & Fam Court Services (C) Surveyor (C)
 Real Property Lister (C) Veterans Service Officer (C)

Range 22

\$27.38	\$28.82	\$30.23	\$31.75	\$33.31
\$57,169.44	\$60,176.16	\$63,120.24	\$66,294.00	\$69,551.28

Admissions Registered Nurse (C A)_* MDS Nurse (C)
 Community Health Education Coordinator (C)

Range 23

\$28.36	\$29.81	\$31.29	\$32.85	\$34.47
\$59,215.68	\$62,243.28	\$65,333.52	\$68,590.80	\$71,973.36

Computer Programmer/Analyst I (B) Lead Medicolegal Investigator (C)
 Director of Council on Aging (C) Parks Director (C)
 Facilities Superintendent (C) Network Technician (B)

Range 24

\$29.37	\$30.84	\$32.35	\$33.96	\$35.70
\$61,324.56	\$64,393.92	\$67,546.80	\$70,908.48	\$74,541.60

Human Services Supervisor I (C) Technology, Records, & Quality
 Management Supervisor (C)

Range 25

\$30.43	\$31.91	\$33.49	\$35.19	\$36.94
\$63,537.84	\$66,628.08	\$69,927.12	\$73,476.72	\$77,130.72

Child Support Director (C) Human Services Supervisor II (C)
 Controller (C) Nursing Supervisor (A)*
 Environmental Health Supervisor (C) Public Health Nursing Supervisor (B)

Range 26

\$31.81	\$32.99	\$34.71	\$36.39	\$38.24
\$66,419.28	\$68,883.12	\$72,474.48	\$75,982.32	\$79,845.12

Airport Director (C) County Conservationist (C)
Assistant to Information Technology Director (B) Environmental Protection Director (C)
Computer Programmer/Analyst II (B) Network Support Administrator (B)

Range 27

\$32.53	\$34.20	\$35.87	\$37.68	\$39.55
\$67,922.64	\$71,409.60	\$74,896.56	\$78,675.84	\$82,580.40

Assistant Public Works Director (C) Communications Center Operations
Program Manager (C) Manager (C)
Assistant Director (C) Youth Services Center Superintendent (C)
Public Safety Systems Manager (B)

Range 28

\$33.72	\$35.38	\$37.16	\$38.99	\$40.94
\$70,407.36	\$73,873.44	\$77,590.08	\$81,411.12	\$85,482.72

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

Range 29

\$34.86	\$36.60	\$38.46	\$40.38	\$42.38
\$72,787.68	\$76,420.80	\$80,304.48	\$84,313.44	\$88,489.44

Administrative Services Division Manager (C) Long Term Support and ADRC
Economic Support Division Manager (C) Division Manager (C)

Range 30

\$36.05	\$37.86	\$39.81	\$41.81	\$43.81
\$75,272.40	\$79,051.68	\$83,123.28	\$87,299.28	\$91,475.28

Computer Network Engineer (C)

Range 31

\$37.24	\$39.10	\$41.07	\$43.09	\$45.20
\$77,757.12	\$81,640.80	\$85,754.16	\$89,971.92	\$94,377.60

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

Range 32

\$38.46	\$40.38	\$42.40	\$44.47	\$46.75
\$80,304.48	\$84,313.44	\$88,531.20	\$92,853.36	\$97,614.00

Children, Youth & Families Division Manager (C) HSD Deputy Director (C)
Communication Center Director (C) Facilities Management Director (C)
Court Commissioner** Behavioral Health Division Mgr (C)

Range 33

\$39.72	\$41.69	\$43.77	\$45.98	\$48.29
\$82,935.36	\$87,048.72	\$91,391.76	\$96,006.24	\$100,829.52

Deputy Corporation Counsel (C) Programming & Technical Services
Health Officer (C) Manager (C)

Range 34

\$41.02	\$43.06	\$45.19	\$47.46	\$49.83
\$85,649.76	\$89,909.28	\$94,356.72	\$99,096.48	\$104,045.04

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

Range 35

\$42.34	\$44.42	\$46.66	\$48.99	\$51.48
\$88,405.92	\$92,748.96	\$97,426.08	\$102,291.12	\$107,490.24

Nursing Home Administrator (C)

Range 36

\$43.70	\$45.90	\$48.18	\$50.60	\$53.14
\$91,245.60	\$95,839.20	\$100,599.84	\$105,652.80	\$110,956.32

Human Resources Director (C)

Range 37

\$45.13	\$47.36	\$49.73	\$52.23	\$54.86
\$94,231.44	\$98,887.68	\$103,836.24	\$109,056.24	\$114,547.68

Director of Information Technology (C)

Range 38

\$46.60	\$48.93	\$51.40	\$53.90	\$56.60
\$97,300.80	\$102,165.84	\$107,323.20	\$112,543.20	\$118,180.80

Finance Director (C)

Range 39

\$48.10	\$50.56	\$53.09	\$55.69	\$58.47
\$100,432.80	\$105,569.28	\$110,851.92	\$116,280.72	\$122,085.36

Range 40

\$49.65	\$52.12	\$54.77	\$57.46	\$60.35
\$103,669.20	\$108,826.56	\$114,359.76	\$119,976.48	\$126,010.80

Range 41

\$51.27	\$53.83	\$56.51	\$59.35	\$62.36
\$107,051.76	\$112,397.04	\$117,992.88	\$123,922.80	\$130,207.68

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.

Overtime for Unilateral Employees.

Comp time used will not be considered as hours worked for the purpose of computing overtime.

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

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

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

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

Assistant to the Information Technology Director
Communications Center Shift Supervisor
Computer Programmer/Analyst I
Computer Programmer/Analyst II
~~Financial Office Manager~~
GEO Application Specialist
Materials & Environmental Services Manager
Mobility Manager
Network Support Administrator
Network Technician
Office Manager
Payroll Coordinator/Manager
Planner I
Planner II
Planner III
~~Public Health Nursing Supervisor~~
Public Safety Systems Manager
Public Works Accounting Supervisor
Public Works Superintendent

Sanitarian I
~~Sanitarian II~~
Senior Conservation Specialist
~~Senior Planner~~
~~Senior Planner/GIS Manager~~
Shop Superintendent
Victim/Witness Coordinator
Victim/Witness Specialist
~~Youth Services Center Supervisor~~

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

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

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

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

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

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

Flex time is intended to allow some flexibility in work schedules. It is not intended to be an hour-for-hour exchange. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee.

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

- (D) The accumulation of compensatory time off for unilateral employees shall not exceed eighty hours. No more than twenty (20) hours shall be carried over into the next calendar year.
- (E) Overtime for unilateral employees shall be approved in advance by a Department Head or supervisor and reviewed periodically by the Human Resources Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.
- (F) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.
- (G) Unilateral Employees in the classifications of Human Services Supervisors I and II assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive one hour of pay or compensatory time for each weekday and two hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday.
- (H) The Communication Center Operations Manager and the Information Technology employee who is on-call for the Communication Center shall receive four hours of pay for each week of on-call coverage.
- (I) Unilateral Employees in the classification of Assistant Director of Nursing and Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week in compensatory time off, or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.
- J) Employees in the Public Works Department in the classifications of Storekeeper, Public Works Superintendent, Shop Superintendent, and Assistant to the Public Works Director who is on call for Public Works shall receive four hours of pay for each week of on-call coverage.
- (K) A Council on Aging employee whose job requires the ability to be reached after hours for the transportation program will follow the procedure listed below:
 - a. After hours are designated as:

Monday, thru Friday 6:00 am to start of shift and end of shift to 6:30pm
Saturday 8:45am-6:30pm
 - b. Compensation for on-call hours will be paid as follows:
 - 1. The on call worker is compensated at a rate of \$3.50 per hour while on call.

2. The on call worker is compensated at straight time for the actual time worked on a response until they have worked eight (8) hours per day, or forty (40) hours in a week. Overtime hours will be compensated at a rate of time and one-half their hourly wage.

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

The following are exceptions to the County Ordinance, which provides for overtime compensation on a time and a one-half basis over forty hours per week. Comp time used will not be considered as hours worked for the purpose of computing overtime.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day or forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

(AFSCME 1077)

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

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

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

Employees shall be expected to respond to a call to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she work less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two-hour period of time; further provided, that the aforesaid two-hour minimum call-in provision of this section shall apply only if the Employee called into work

is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any Maintenance Staff at the Youth Services Center, Rock Haven, or the Jail that is required by management to carry a pager during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the pager.

(AFSCME 2489)

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

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

(AMHS RH)

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

14.03 Overtime Pay.

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

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

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

(AFSCME 1258)

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

Employees will be permitted to accumulate up to eighty hours of compensatory time. Employees may, with the Department Head's approval, elect to take compensatory time off. An employee may use compensatory time on weekend shifts, but only when they arrange for their own replacement to cover their shift at straight-time wages (except for the four hours of overtime that naturally occur in a regular twelve-hour shift). Up to forty (40) hours of unused compensatory time will be carried over into the following year. Each year, as of December 31, accumulated compensatory time in excess of forty (40) hours will be paid.

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

(SEIU NURSES)

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

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

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

work hours. Any employee will be required to carry a pager only in the event of an emergent public health need.

(YSC)

Employees working overtime shall be compensated at a rate of time and one-half the regular rate of pay, or time and one-half in compensatory time, at the option of the employee, not to exceed a total of sixty (60) hours in a calendar year, for any hours worked over eight and one half (8 ½) in one day or any hours worked outside of their normal 5/2 – 5/3 work schedule.

Please see Policy 5.04: Compensatory Time, for information regarding the use of comp time.

(AMHS HSD)

14.03. Overtime Pay.

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

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

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

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

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

Child Protective Services Division

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

After hours are designated as:

Monday, 5:00 pm to Tuesday, 8:00 am	(15 hrs.)
Tuesday, 5:00 pm to Wednesday, 8:00 am	(15 hrs.)
Wednesday, 5:00 pm to Thursday, 8:00 am	(15 hrs.)
Thursday, 5:00 pm to Friday, 8:00 am	(15 hrs.)
Fri. 5 p.m.-Sat. 8 a.m.	(15 hrs.)
Sat. 8 a.m.-Sat. 5 p.m.	(9 hrs)
Sat. 5 p.m.-Sun. 8 a.m.	(15 hrs)
Sun. 8 a.m.-Sun. 5 p.m.	(9 hrs)
Sunday, 5:00 pm to Monday, 8:00 am	(15 hrs.)

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

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

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

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

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

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

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

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

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

Crisis Intervention

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

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

- a. The on call Crisis worker is compensated at a rate of \$3.50 per hour while on call.
- b. The on call worker is compensated at a rate \$5.75 per hour on holidays while on call.
- c. The on call worker is compensated at straight time for the actual time worked on a documented call/response until they have worked eight (8) hours per day, or forty (40) hours in a week. Overtime hours will be compensated at a rate of time and one-half their hourly wage.