

ROCK COUNTY, WISCONSIN



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

**COUNTY BOARD STAFF COMMITTEE
TUESDAY – JUNE 27, 2017 – 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Transfers
4. Review of Payments
5. Resolutions
 - A. Recognizing Deputy John R. Paulson
 - B. Reclassifying Position from Bachelor's Level Crisis Worker to Master's Level Behavioral Health Clinician
 - C. Creating a 0.4 FTE Administrative Assistant for Treatment Court
6. Discussion and Possible Action on Rock County Policy and Procedure Manual – Policy 5.31 – Overtime, Flex and After Hours Payments
7. Discussion and Possible Action on Donations Policy
8. Adjournment

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
00-0000-0063-29663	W C TRUST	P1700038	05/18/2017	MINUTE MEN HR MANAGEMENT OF WI	2,850.00
ISF-SELF INS PROG TOTAL					2,850.00

I have reviewed the preceding payments in the total **\$2,850.00**

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
01-1320-0000-64200	TRAINING EXP	P1700320	05/11/2017	JP MORGAN CHASE BANK NA	109.00
COUNTY ADMINISTRATOR PROG TOTAL					109.00

I have reviewed the preceding payments in the total \$109.00

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63107	PUBL & LEGAL				
		P1700715	05/18/2017	BELOIT DAILY NEWS	1,131.22
03-1110-0000-64201	CONVENTION EXP				
		P1700320	05/11/2017	JP MORGAN CHASE BANK NA	1,308.00
COUNTY BOARD PROG TOTAL					2,439.22

I have reviewed the preceding payments in the total **\$2,439.22**

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
06-1620-0000-63100	OFC SUPP & EXP	P1700026	05/18/2017	STAPLES BUSINESS ADVANTAGE	34.80
		P1700027		OFFICE PRO INC	6.29
06-1620-0000-63200	PUBL/SUBCR/DUES	P1701728		STATE BAR OF WISCONSIN	3,890.00
06-1620-0000-63202	LAW BOOKS	P1700022		STATE BAR OF WISCONSIN	156.23
		P1700023		THOMSON REUTERS WEST	768.00
CORPORATION COUNSEL PROG TOTAL					4,855.32

I have reviewed the preceding payments in the total **\$4,855.32**

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS		05/18/2017	ILLINOIS STATE POLICE	32.00
		P1700307	05/11/2017	WISCONSIN DEPARTMENT OF JUSTIC	238.00
		P1700311	05/11/2017	JP MORGAN CHASE BANK NA	34.00
08-1420-0000-62119	OTHER SERVICES				
		P1701501	05/04/2017	MERCY HEALTH SYSTEM	144.00
08-1420-0000-63100	OFC SUPP & EXP				
		P1700311	05/11/2017	JP MORGAN CHASE BANK NA	16.60
08-1420-0000-63200	PUBL/SUBCR/DUES				
		P1700311	05/11/2017	JP MORGAN CHASE BANK NA	199.00
08-1420-0000-63300	TRAVEL				
		P1700311	05/11/2017	JP MORGAN CHASE BANK NA	383.91
08-1420-0000-64200	TRAINING EXP				
		P1700311	05/11/2017	JP MORGAN CHASE BANK NA	96.32
08-1420-0000-64216	CULTURAL COMPENT				
		P1701532		DIVERSITY ACTION TEAM	30.00
08-1420-0000-64417	RH EXPENSES				
		P1700307	05/11/2017	WISCONSIN DEPARTMENT OF JUSTIC	42.00
				HUMAN RESOURCES PROG TOTAL	1,215.83

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
19-1932-0000-64904	SUNDRY EXPENSE				
		P1700310	05/11/2017	JP MORGAN CHASE BANK NA	472.93
		P1701368	05/04/2017	MMPR	123.70
		P1701413	05/18/2017	MMPR	591.09
		P1701541		MMPR	920.20
EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL					2,107.92

I have reviewed the preceding payments in the total **\$2,107.92**

Date: _____ Dept _____
Committee _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN
INITIATED BY



CHIEF DEPUTY BARBARA J. TILLMAN
DRAFTED BY

PUBLIC SAFETY & JUSTICE
SUBMITTED BY

JUNE 14, 2017
DATE DRAFTED

RECOGNIZING DEPUTY JOHN R. PAULSON

- 1 **WHEREAS**, John R. Paulson began his employment with Rock County on January 3, 1991, as a Correctional
- 2 Officer in the Rock County Sheriff's Office; and
- 3
- 4 **WHEREAS**, John R. Paulson was hired as a Deputy Sheriff on February 6, 2000; and,
- 5
- 6 **WHEREAS**, John R. Paulson has worked in the Patrol Bureau, Court Services Bureau, and the Bureau of
- 7 Identification; and,
- 8
- 9 **WHEREAS**, throughout his tenure with the Sheriff's Office, Deputy Paulson has worked under four Sheriffs
- 10 over the course of his career: Sheriffs F. Joseph Black, Howard Erickson, Eric Runaas, and Robert
- 11 Spoden; and,
- 12
- 13 **WHEREAS**, Deputy Paulson has received numerous commendations and letters of appreciation; and,
- 14
- 15 **WHEREAS**, Deputy Paulson will retire from public service on July 7, 2017;
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
- 18 _____ day of _____, 2017, does hereby recognize Deputy John R. Paulson for his over 26 years of
- 19 faithful service and recommends that a sincere expression of appreciation be given to Deputy John R. Paulson
- 20 along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

J. Russell Podzilni, Chair

Henry Brill

Sandra Kraft, Vice Chair

Terry Fell

Eva Arnold

Brian Knudson

Henry Brill

Phil Owens

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster
INITIATED BY

Human Services Board
SUBMITTED BY



Greg Winkler
DRAFTED BY

June 16, 2017
DATE DRAFTED

Reclassifying Position from Bachelor's Level Crisis Worker to
Master's Level Behavioral Health Clinician

- 1 **WHEREAS**, the Human Services Department requests that the County Board Reclassify a Bachelor's
2 Level Crisis Worker position to a Master's Level Behavioral Health Clinician position; and,
3
4 **WHEREAS**, the Department believes there are programmatic and community service advantages to
5 Rock County by filling the position with a higher skill set employee; and,
6
7 **WHEREAS**, the Department will propose a more comprehensive restructuring plan for 2018 that
8 prioritizes the use of clinical staff to achieve improved outcomes for consumers; and,
9
10 **WHEREAS**, the addition of a Behavioral Health Clinician will reduce stress on other emergency
11 response agencies in the community; and,
12
13 **WHEREAS**, On-Call Behavioral Health Supervisors are currently responsible for covering crisis
14 situations when a Crisis Worker is not on shift after hours; and,
15
16 **WHEREAS**, this change is cost neutral in 2017 because of several months total of unfilled positions
17 including a Psychiatric Technician and this Bachelor's Level positon.
18
19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
20 this _____ day of _____, 2017 does hereby reclassify the 1.0 FTE Bachelor's Level Crisis
21 Worker to a Master's Level Behavioral Health Clinician based on the recommendation of the Human
22 Services Director and authorize the Human Services Department to fill the position.

Reclassifying Position from Bachelor's Level Crisis Worker to
Master's Level Behavioral Health Clinician

Page 2

Respectfully submitted,

HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

Brian Knudson, Chair

J. Russell Podzilni, Chair

Sally Jean Weaver-Landers, Vice Chair

Sandra Kraft, Vice Chair

Karl Dommershausen

Eva Arnold

Terry Fell

Hank Brill

Linda Garrett

Betty Jo Bussie

Ashley Kleven

Mary Mawhinney

Kathy Schulz

Louis Peer

Terry Thomas

Alan Sweeney

Shirley Williams

Terry Thomas

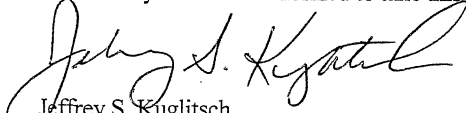
FISCAL NOTE:

This resolution authorizes the reclassification of a Bachelor's level position to a Master's level position. Sufficient funds remain in HSD's budget due to unfilled positions.

Sherry Oja
Finance Director

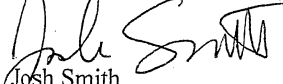
LEGAL NOTE:

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


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

**Reclassifying Position from Bachelor's Level Crisis Worker to
Master's Level Behavioral Health Clinician**

Executive Summary

This resolution authorizes the reclassification of a Bachelor's Level Crisis Worker to a Master's Level Crisis Worker. The reclassification advances our ongoing priority of improving outcomes for clients by supporting a more clinical approach in our Crisis Services. This reclass is the same as one that was approved in March, 2017 and consistent with the strategy to change education requirements from Bachelors to Masters as positions become available.

Jason Cliffgard transferred from Crisis Services to CCS in June leaving this position open. This action will reclassify the 1.0 FTE Bachelor's to a 1.0 FTE Master's position.

The financial impact for the remainder of 2017 is \$4,464 which is covered by a crisis position remaining unfilled for the first six months of 2017.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster
INITIATED BY



Greg Winkler
DRAFTED BY

Human Services Board
SUBMITTED BY

June 13, 2017
DATE DRAFTED

Creating a 0.4 FTE Administrative Assistant for Treatment Court

- 1 **WHEREAS**, the Human Services Department is changing operations to contract for drug testing in
2 treatment courts and other programs in order to meet industry best practice standards for drug testing;
3 and,
4
5 **WHEREAS**, staffing needs for drug testing will be met by the contracted agency resulting in the
6 elimination of 1.2 FTE HSD Psychiatric Technician positions and the need for pool staff currently
7 fulfilling this role; and,
8
9 **WHEREAS**, the Department has adjusted current Administrative Assistant assignments to cover most of
10 the reception needs but additional front desk coverage will be needed when the Psychiatric Technician
11 positions are phased out; and,
12
13 **WHEREAS**, the Department requests that a 0.4 FTE Administrative Assistant position be created to
14 support the Treatment Court program; and,
15
16 **WHEREAS**, this change is cost-neutral as the Department is able to offset this expense with cost savings
17 from the reduction of staff and billing revenue related to the contracted provider.
18
19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
20 assembled this _____ day of _____, 2017 does hereby add the 0.4 FTE Administrative
21 Assistant position based on the recommendation of the Human Services Director and authorize the
22 Human Services Department to fill the position.

Creating a 0.4 FTE Administrative Assistant for Treatment Court

Page 2

Respectfully submitted,

HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

Brian Knudson, Chair

J. Russell Podzilni, Chair

Sally Jean Weaver-Landers, Vice Chair

Sandra Kraft, Vice Chair

Karl Dommershausen

Eva Arnold

Terry Fell

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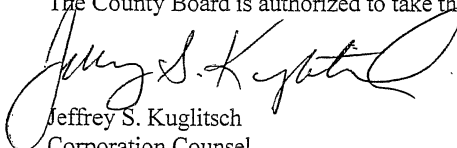
FISCAL NOTE:

This resolution creates a .4 FTE Administrative Assistant position. This position will be funded by program revenue and the elimination of Psych Tech hours.

Sherry Oja
Finance Director

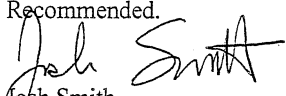
LEGAL NOTE:

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


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Creating a 0.4 FTE Administrative Assistant for Treatment Court

Executive Summary

This resolution authorizes the addition of a 0.4 FTE AA to the Treatment Court program. This addition provides necessary reception coverage as clients and visitors enter the Treatment Court suite.

This coverage has been provided by Psych Techs who have done drug testing. These positions have shifted to an outside agency as the result of a recent decision to contract this service to a specialized agency.

HSD has adjusted assignments of current AAs to provide coverage while continuing to maintain the schedules of current AA employees. The additional 16 hours per week are necessary to cover the office's business hours.

This is cost-neutral as it was included in the financial projections related to the recent drug testing contract.

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~~

add new C

(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.

ROCK COUNTY DONATIONS POLICY

I. Scope:

This policy addresses the County's allocation of financial resources to programs provided by outside agencies.

II. Areas Excluded:

This policy does not address-affect:

1. The County receiving contributions/donations which is governed by Wis. Stat. Sec. 59.52 (19) DONATIONS, GIFTS AND GRANTS. The board may accept donations, gifts or grants for any public governmental purpose within the powers of the county.
2. Incidental allocation of, or donation of resources of minimum value and consistent with the County's mission/purpose, subject to County Ordinance 2.217 - Disposal of Unsuitable or Unusable Goods. Example: the Land Conservation Department donates unsold tree stock to local schools with a value of approximately \$400.

2.217 Disposal of Unsuitable or Unusable Goods

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

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

3. In-kind services provided by a County staff person to an agency subject to approval by department head and may be for a time-limited basis.
4. Rock County contracts for services with the organization.
5. A Rock County department participates in a conference sponsorship as part of a community collaboration
6. The organization receives county funding as a condition of a grant that requires community collaboration.

III. Criteria:

1. The organization making the request is a non-profit.
2. Rock County and the organization serve the same client base, primarily but not exclusively targeted towards low to moderate income.
3. Allocation of resources furthers the County's Mission.

IV. Process for Requesting County Resources:

The County's budget process would be used for agencies requesting county funding.

Requests will be placed in a separate allocation section of the budget and would not be part of a particular department or governing committee section.

The agency would submit the following minimum information along the annual budget process timeline:

- A. Amount requested
- B. Proposed use of county funds
- C. # of and type of clients served
- D. Description of how county funding will improve service to county clients
- E. Description of how county funding will decrease county costs
- F. If the agency received funding in the prior year, the agency would submit a written report on services provided for the funds allocated.

V. Process for Determining Resource Allocation:

Option 1

Special Committee appointed to review requests and make recommendation to Finance Committee or full County Board.

- a. With or without a funding cap
- b. With or without governing committee input
- c. With or without department input

Option 2

Citizen (non-Supervisor) Committee appointed to review requests and make recommendation to Finance Committee or full County Board.

- a. With or without a funding cap
- b. With or without governing committee input
- c. With or without department input

Option 3

Current process

- a. With or without a funding cap
- b. With or without governing committee input
- c. With or without department input

VI. Possible agencies affected (2017 allocation):

1. HealthNet (\$57,867)
2. Beloit Meals on Wheels (\$37,000)
3. Rock Valley Community Programs (RVCP): Alternative Service Program coordinates and monitors community service placements for those sentenced to community service (\$30,378). This amount represents only six months of their prior annual allocation pending the implementation of the Evidence Based Decision Making initiative.
4. Retired & Senior Volunteer Program (RSVP) staffing the volunteer desk in the main lobby of the Courthouse via volunteers (\$26,094)
5. Retired & Senior Volunteer Program (RSVP) assisted transportation program Seniors Helping Seniors (\$24,803)
6. Heritage/Rock County Historical Society (\$22,546)
7. Rock Valley Community Programs (RVCP): the Alternative Residential Program (\$12,750)
8. Family Services of Southern Wisconsin and Northern Illinois for domestic violence shelter services (\$10,000)
9. YWCA of Rock County for domestic violence shelter services (\$10,000)
10. CASA (\$6,000)
11. YWCA CARE House (\$5,000)
12. United Way Blackhawk Region for 2-1-1 services (\$4,000)
13. Tourism Council (\$3,000) for general operations
14. Tourism Council (\$2,500) for cooperative tourism promotional activities

Total = \$251,938