

# ROCK COUNTY, WISCONSIN



**NOTE: This is a Teleconference**

**COUNTY BOARD STAFF COMMITTEE  
MONDAY, MARCH 22, 2021 – 4:30 P.M.  
CALL: 1-312-626-6799  
MEETING ID: 896 7873 2385  
PASSCODE: 463689**

Join Zoom Meeting

<https://us02web.zoom.us/j/89678732385?pwd=NGJiZXIDNHZGdnEydDh1NnE1MWINZz09>

Meeting ID: 896 7873 2385

Passcode: 463689

One tap mobile

+13126266799,,89678732385#,,,,\*463689# US (Chicago)

+19292056099,,89678732385#,,,,\*463689# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 896 7873 2385

Passcode: 463689

Find your local number: <https://us02web.zoom.us/u/kemR651ADN>

Join by Skype for Business

<https://us02web.zoom.us/skype/89678732385>

**If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Monday, March 22, 2021. To submit a public comment use the following email: [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us).**

### **Join from a telephone:**

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
  
- Supervisors: Please identify yourself by name
- **Please mute your phone when you are not speaking to minimize background noises**
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>

Please contact Haley at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

**COUNTY BOARD STAFF COMMITTEE  
MONDAY, MARCH 22, 2021 – 4:30 P.M.**

**Agenda**

1. Call to Order
2. Approve Agenda
3. Public Comment
4. Approval of Minutes of March 8, 2021
5. Transfers
6. Resolutions and Committee Action
  - A. Proclaiming April 2021 National County Government Month
7. Review, Discussion and Possible Action
  - A. Approval of Changes to Administrative Policy and Procedure 5.47 Vacation Schedules
  - B. American Rescue Plan Funding and Eligible Uses
8. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

Please contact Haley at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.



**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – March 8, 2021**

**Call to Order.** Chair Bostwick called the meeting of the County Board Staff Committee to order at 4:30 P.M. via telephone conference.

**Committee Members Present:** Supervisors Beaver, Brien, Richard Bostwick, Peer, Podzilni, Sweeney, Leavy, Davis and Yeomans.

**Committee Members Absent:** None.

**Staff Members Present via Phone:** Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Richard Greenlee, Corporation Counsel; Bridget Laurent, Assistant Corporation Counsel; Annette Mikula, Human Resources Director; Terri Carlson, Risk Manager; Haley Hoffman, Office Coordinator.

**Others Present:** None.

**Approval of Agenda.** Supervisor Davis moved approval of the agenda as presented, second by Supervisor Yeomans. ADOPTED.

**Public Comment.** None.

**Approval of Minutes of February 22, 2021.** Supervisor Peer moved approval of the minutes of February 22, 2021, second by Supervisor Brien. ADOPTED.

**Transfers.** None.

**Review of Payments.** The committee accepted the report.

**Resolutions and Committee Action.**

**To Recognize Rock County Social Workers**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby recognize the Rock County Social Workers for their excellent work and diligent efforts in the delivery of services to needy Rock County citizens and their families in 2021.”

Supervisor Peer moved approval of the above resolution, second by Supervisor Podzilni. ADOPTED.

**Adjournment.** Supervisor Brien moved adjournment at 4:43 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Tracey VanZandt  
HR Secretary

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Lisa Tollefson  
INITIATED BY



Lisa Tollefson  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

April 1, 2021  
DATE DRAFTED

**PROCLAIMING APRIL 2021 NATIONAL COUNTY GOVERNMENT MONTH**  
**“Counties Matter”**

1 **WHEREAS**, the nation’s 3,069 counties serving more than 300 million Americans provide essential services  
2 to create healthy, safe and vibrant communities; and  
3

4 **WHEREAS**, counties provide public health services, administer justice, keep communities safe, foster  
5 economic opportunities and much more; and  
6

7 **WHEREAS**, Rock County and all counties take pride in our responsibility to protect and enhance the health,  
8 wellbeing and safety of our residents in efficient and cost-effective ways; and  
9

10 **WHEREAS**, each year since 1991, NACo has encouraged counties across the country to actively promote  
11 their own programs and services to the public they serve; and  
12

13 **WHEREAS**, under the leadership of National Association of Counties President Gary Moore, NACo is  
14 demonstrating how “Counties Matter,” especially in supporting residents and businesses during the  
15 coronavirus pandemic; and  
16

17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled  
18 this \_\_\_\_\_ day of \_\_\_\_\_, 2021 does hereby proclaim April 2021 as National County Government  
19 Month in honor of all county officials, employees and partners.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Richard Bostwick, Chair

\_\_\_\_\_  
J. Russell Podzilni

\_\_\_\_\_  
Wes Davis, Vice Chair

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

\_\_\_\_\_  
Tom Brien

\_\_\_\_\_  
Bob Yeomans

\_\_\_\_\_  
Kevin Leavy

\_\_\_\_\_  
Mary Beaver

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

ROCK COUNTY, WISCONSIN



Human Resources Dept.  
Rock County Courthouse  
51 South Main Street  
Janesville, WI 53545  
Phone: (608)757-5520  
FAX: (608)757-5512

To: County Board Staff Committee

From: Annette Mikula, Director Human Resources

Date: March 5, 2021

Re: Revision to Administrative Policy and Procedure 5.47 Vacation Schedules

Rock County employees earn vacation based on their employee group, FTE and longevity. Employees are encouraged to use their annual vacation allocation as it provides them an opportunity to step away from work and take time for themselves, and their families, and be able to rejuvenate. This helps promote a healthy work-life balance.

In 2020 Rock County, by Administrative Order 2020-04.01, created a vacation payout program recognizing that as a result of the pandemic many staff were not going to be able to use their annual vacation allotment either due to travel restrictions, or work load. This program expired on December 31, 2020.

We are still seeing many requests for vacation carryover from staff, as travel is still limited and workload can make it a challenge for staff to be able to balance time off with workload. We also have employees who carried vacation over in 2020 as opposed to taking a payout which in many instances results in them having a double the amount of vacation time available to them in 2021.

The requested policy change would allow us to extend the vacation payout into 2021, creating a second year of the program. The change is written specific to 2021, but it will be considered for permanency when we look at potential policy changes for 2022 this fall.

Rock County Personnel Ordinance 18.506 (e), copied below, allows for vacation payout in accordance with the Policy and Procedure manual.

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

Cc: Josh Smith

The Unilateral Vacation Scheduled can be found in the Rock County Ordinance 18.506  
(<http://www.co.rock.wi.us/hr>)

The following provision applies for the 2021 calendar year only and expires on December 31, 2021.

**Vacation Payout** – Upon request of the employee, the County shall pay out up to one half of the employee’s annual vacation allotment in a cash payment. Vacation payout payments will only be included in ordinary paychecks and not as a separate check. An employee may make up to two (2) requests, but the aggregate amount of the two requests shall not exceed one half of the employee’s 2021 anniversary accrual amount.

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.

(AFSCME 1077, 1258, 2489, AMHS RH, AMHS-HSD, ATTORNEYS, YSC, Public Health Nurses)

Employees shall be entitled to annual paid vacation as follows: upon the completion of one year, ten working days; in addition, Employees shall be entitled to one additional day of vacation per year for each additional year of employment, up to a maximum of twenty-five working days of vacation per year according to the following schedule:

After 2 years – 11 days	After 10 years – 19 days
After 3 years – 12 days	After 11 years – 20 days
After 4 years – 13 days	After 12 years– 21 days
After 5 years – 14 days	After 13 years– 22 days
After 6 years – 15 days	After 17 years – 23 days
After 7 years – 16 days	After 18 years – 24 days.
After 8 years – 17 days	After 19 years – 25 days
After 9 years – 18 days	

(AMHS-HSD)

For employees in positions covered by the AMHS HSD wage scale as of 12/31/2019, vacation pay and/or time off, shall be earned on a pay period rate, and available for immediate use in the following pay period and thereafter. Said time off may be used in time blocks of eight hours or

less to a minimum of thirty minutes. Probationary Employees as of 12/31/2019 shall accrue, but not be entitled to utilize vacation benefits during the first six (6) months of probation.

For employees hired as of 1/1/2020 into positions covered on the AMHS HSD wage scale, vacation shall accrue according to the vacation schedule listed above for all other employee groups.

(ATTORNEYS)

Employees, upon separation, shall have all unused and accrued vacation credits (which are earned as specified above) contributed to a Post Employment Health Plan (PHEP).

PART TIME EMPLOYEES:

(AMHS HSD)

All regularly scheduled part-time employees will be allowed paid vacation on a pro-rated amount based on actual hours paid.

(AFSCME 1258)

Regular part-time employees shall be entitled to vacation benefits on a pro-rata basis based on actual hours worked, excluding over time hours.

(AMHS RH)

All regularly scheduled part-time employees will be allowed paid vacation on a pro-rated amount based on actual hours paid.