

ROCK COUNTY, WISCONSIN



COUNTY BOARD STAFF COMMITTEE TUESDAY – DECEMBER 11, 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 – November 27, 2018
5. Transfers
6. Review of Payments
7. Resolutions
 - A. Recognizing Bonita “Bonnie” VanBlaricom
 - B. Recognizing Deputy Todd C. Wecker
 - C. To Recognize Michael J. Jones
 - D. To Ratify the 2019 Labor Agreement Between Rock County and the Correctional Officers in the Sheriff’s Office
8. Committee Action and Updates
 - A. Proposed Changes to the Rock County Administrative Policy (5.20 Inclement Weather, 5.22 Job Posting, 5.31 Overtime, Flex and After Hours Payments, and 5.45 Uniform/Equipment Allowance) and Procedural Manual and Unilateral Pay Grid as a Result of the New Airport Department
 - B. Video Marketing Proposal
 - C. Update on Town of Beloit Incorporation
9. **EXECUTIVE SESSION:** Per Section 19.85(1)(c), Wis. Stats. – Performance Evaluation – County Administrator
10. 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 at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

COMMITTEE REVIEW REPORT
FOR THE MONTH OF NOVEMBER 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
00-0000-0063-29663	W C TRUST	P1800067	11/01/2018	MINUTE MEN HR MANAGEMENT OF WI	5,700.00
ISF-SELF INS PROG TOTAL					5,700.00

I have reviewed the preceding payments in the total amount of **\$5,700.00**

Date:

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF NOVEMBER 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63100	OFC SUPP & EXP	P1801846	11/15/2018	US BANK	193.23
03-1110-0000-63107	PUBL & LEGAL	P1800068	11/01/2018	BLISS COMMUNICATIONS INC	2,163.02
COUNTY BOARD PROG TOTAL					2,356.25

I have reviewed the preceding payments in the total amount of **\$2,356.25**

Date: _____ Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF NOVEMBER 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
06-1620-0000-62119	OTHER SERVICES	P1802725	11/29/2018	HEIBER,GARY L	1,350.00
06-1620-0000-63100	OFC SUPP & EXP	P1800114	11/01/2018	STAPLES BUSINESS ADVANTAGE	304.22
		P1800991	11/01/2018	OFFICE PRO INC	112.53
		P1802576	11/08/2018	WISCONSIN SUPREME COURT	3.00
		P1802598	11/08/2018	BEAR GRAPHICS INC	16.62
06-1620-0000-63202	LAW BOOKS	P1800112	11/01/2018	THOMSON REUTERS WEST	356.00
06-1620-0000-63300	TRAVEL	P1802361	11/15/2018	US BANK	738.00
06-1620-0000-64200	TRAINING EXP	P1800111	11/01/2018	STATE BAR OF WISCONSIN	219.00
		P1802361	11/15/2018	US BANK	320.00
CORPORATION COUNSEL PROG TOTAL					3,419.37

I have reviewed the preceding payments in the total amount of \$3,419.37

Date:

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF NOVEMBER 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS		11/15/2018	NORTH DAKOTA ATTORNEY GENERAL	15.00
		P1800119	11/15/2018	WISCONSIN DEPARTMENT OF JUSTIC	126.65
		P1801806	11/15/2018	US BANK	87.90
		P1802586	11/08/2018	OCCUPATIONAL HEALTH CENTER	36.97
		P1802591	11/08/2018	MERCY HEALTH SYSTEM	70.00
		P1802592	11/08/2018	WISCONSIN CHIEFS OF POLICE ASS	241.00
		P1802712	11/21/2018	WISCONSIN CHIEFS OF POLICE ASS	1,457.20
08-1420-0000-62190	SPEC.PLAN.STUDY				
		P1802589	11/08/2018	MERCY HEALTH SYSTEM	70.00
08-1420-0000-63100	OFC SUPP & EXP				
		P1800118	11/08/2018	OFFICE PRO INC	347.60
		P1801806	11/15/2018	US BANK	802.06
08-1420-0000-64200	TRAINING EXP				
		P1802642	11/15/2018	BLACKHAWK TECHNICAL COLLEGE	3,941.00
08-1420-0000-64215	RECRUITMENT				
		P1800122	11/15/2018	BLISS COMMUNICATIONS INC	91.50
		P1802587	11/08/2018	DEPARTMENT OF ADMINISTRATION	350.00
08-1420-0000-64216	CULTURAL COMPENT				
		P1802632	11/08/2018	YWCA ROCK COUNTY	2,500.00
08-1420-0000-64417	RH EXPENSES				
		P1800119	11/15/2018	WISCONSIN DEPARTMENT OF JUSTIC	22.35
		P1802669	11/15/2018	CSI MEDIA LLC	782.40
		P1802680	11/15/2018	GREATER BELOIT PUBLISHING CO	420.00
HUMAN RESOURCES PROG TOTAL					11,361.63

COMMITTEE REVIEW REPORT
FOR THE MONTH OF NOVEMBER 2018

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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I have reviewed the preceding payments in the total amount of **\$11,361.63**

Date:

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF NOVEMBER 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
19-1932-0000-64904	SUNDRY EXPENSE				
		P1801807	11/15/2018	US BANK	95.51
		P1802702	11/21/2018	ROTARY GARDENS INC	375.00
EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL					470.51

I have reviewed the preceding payments in the total amount of **\$470.51**

Date: _____ Dept Head _____
Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Safety & Justice Committee
INITIATED BY



Jacki Gackstatter, Clerk of Court
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

November 26, 2018
DATE DRAFTED

RECOGNIZING BONITA 'BONNIE' VANBLARICOM

- 1 **WHEREAS**, Bonnie VanBlaricom has served the citizens of Rock County for over the past 43 years as a
2 dedicated and valued employee of Rock County; and,
3
4 **WHEREAS**, Bonnie VanBlaricom began her career on June 7, 1976 as a Clerk Steno II for the World of
5 Adults grant program, and
6
7 **WHEREAS**, Bonnie VanBlaricom was hired on October 15, 1976 by the Sheriff's Office as a Clerk
8 Typist III serving under Sheriff Archie Devine and Sheriff Fred Falk, and,
9
10 **WHEREAS**, Bonnie VanBlaricom acquired the position of Deputy Register in Probate under Register in
11 Probate Earl Young on June 9, 1980, and,
12
13 **WHEREAS**, On March 6, 1987, Bonnie VanBlaricom took a position as a Deputy Clerk of Court in
14 Branch 6 of the Circuit Court under the Honorable Judge Patrick J. Rude. One of Bonnie's many job
15 duties was to manage the jury functions. Jury duty is the foundation of our judicial system, Bonnie's
16 dedication to her role reflected the importance of this function; and,
17
18 **WHEREAS**, over the course of her career, Bonnie has worked under four Presiding Judges: the
19 Honorable John Lussow, the Honorable James Daley, the Honorable Richard Werner and the Honorable
20 Daniel Dillon; and,
21
22 **WHEREAS**, over the course of her career, Bonnie VanBlaricom has worked with three Clerks of Court:
23 Clerk of Court Wayne Pfister, Clerk of Court Eldred Mielke and Clerk of Court Jacki Gackstatter; and,
24
25 **WHEREAS**, Bonnie VanBlaricom held the offices of President, Chief Stewart, Secretary and Treasurer
26 during her many years of union membership for AFSCME 2489, and, .
27
28 **WHEREAS**, Bonnie VanBlaricom worked diligently in her position as Deputy Clerk of Court until her
29 well-deserved retirement on December 14, 2018; and,
30
31 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
32 commend Bonnie VanBlaricom for her long and faithful service.
33
34 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
35 this _____ day of _____, 2018 does hereby recognize Bonnie VanBlaricom for her many
36 years of dedicated service and extend their best wishes to her in her future endeavors.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver, Chair

Philip Owens, Vice Chair

Terry Fell

Kara Hawes

Brian Knutson

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Chief Deputy Barbara J. Tillman
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

January 2, 2019
DATE DRAFTED

RECOGNIZING DEPUTY TODD C. WECKER

- 1 **WHEREAS**, Todd C. Wecker began his employment with Rock County on August 31, 1989, as a
- 2 Correctional Officer in the Rock County Sheriff's Office; and,
- 3
- 4 **WHEREAS**, Todd C. Wecker was promoted to the rank of Deputy on March 19, 1990, working in both
- 5 the Patrol Division and Court Services Bureau; and,
- 6
- 7 **WHEREAS**, throughout his tenure with the Sheriff's Office, Deputy Wecker has served in many
- 8 capacities including: SWAT, and Boat Patrol; and,
- 9
- 10 **WHEREAS**, Deputy Wecker has received numerous commendations and letters of appreciation; and,
- 11
- 12 **WHEREAS**, Deputy Wecker will retire from public service on December 28, 2018;
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 15 assembled this _____ day of _____, 2018, does hereby recognize Deputy Todd C. Wecker
- 16 for his over 29 years of faithful service and recommends that a sincere expression of appreciation be
- 17 given to Deputy Todd C. Wecker along with best wishes for the future.

Respectfully submitted, .

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

J. Russell Podzilni, Chair

Phillip Owens, Vice Chair

Mary Mawhinney, Vice Chair

Terry Fell

Richard Bostwick

Kara Hawes

Henry Brill

Brian Knudson

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeoman

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Bette Trimble
DRAFTED BY

Katherine Luster
INITIATED BY



December 3, 2018
DATE DRAFTED

Human Service Board
SUBMITTED BY

TO RECOGNIZE MICHAEL J. JONES

1 **WHEREAS**, Mike Jones has served the citizens of Rock County for twenty-eight (28) years as a
2 dedicated and valued employee of Rock County; and,
3
4 **WHEREAS**, Mr. Jones began his career with Rock County on October 22, 1990 as a Bachelor of
5 Social Work School Liaison-Adolescent Day Services. Mike moved to the position of crisis
6 intervention worker on 10/26/1992 where he remained until his retirement on 12/1/2018. In his role as
7 a crisis intervention worker, Mike provided support to Rock County residents who were experiencing a
8 mental health emergency including facilitating hospital admissions, creating safety plans to allow the
9 resident to remain in their home, linking the resident to community services and providing phone
10 support to distressed callers to the crisis unit. Through his work, he developed many strong
11 relationships with community service partners and he is considered by all to be a strong advocate for
12 the Rock County residents served by the Crisis Intervention Unit; and,
13
14 **WHEREAS**, Mike's work has exemplified the core values of respect and hope outlined in the HSD
15 mission statement. In his work, he has consistently gone above and beyond his assigned duties to
16 assure that the residents of Rock County received the best possible service. His work in the afterhours
17 required the ability to be flexible and creative in responding to resident needs. Mike excelled in this
18 area. He is regarded by his coworkers and community partners as a dedicated, compassionate and
19 steady presence that will be greatly missed by all who have had the honor to work with him; and,
20
21 **WHEREAS**, Mike has proven himself to be an exemplary steward of the HSD mission and a
22 committed advocate for the residents of Rock County, and,
23
24 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes
25 to recognize Mike Jones for his achievements and significant contributions to the citizens of Rock
26 County and his many dedicated years of service.
27
28 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
29 assembled this _____ day of _____, 2018 does hereby recognize Mike Jones for his 28 years
30 of service and extend best wishes to him in his future endeavors.

Sincerely,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Ashley Kleven

Sally Jean Weaver-Landers, Vice Chair

Kathy Schulz

Stephanie Aegerter

Terry Thomas

Vicki L. Brown

Shirley Williams

Terry Fell

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee
INITIATED BY



Annette Mikula, HR Director
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

December 3, 2018
DATE DRAFTED

**TO RATIFY THE 2019 LABOR AGREEMENT BETWEEN ROCK COUNTY
AND THE CORRECTIONAL OFFICERS IN THE SHERIFF'S OFFICE**

- 1 **WHEREAS**, the County is subject to 111.70 of the Wisconsin Statutes; and
- 2
- 3 **WHEREAS**, the Correctional Officers Association representatives and the County have discussed a
- 4 successor contract for the bargaining unit; and
- 5
- 6 **WHEREAS**, the parties arrived at a tentative agreement on wages, hours and conditions of
- 7 employment; and
- 8
- 9 **WHEREAS**, the proposed wage settlement represents an overall total package increase of 2.02%.
- 10
- 11 **WHEREAS**, the membership of the Association has ratified the agreement; and,
- 12
- 13 **WHEREAS**, a summary of the contractual agreement is attached.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled
- 16 this _____ day of _____, 2018 does hereby ratify the terms and conditions of the 2019
- 17 labor agreement between Rock County and the Correctional Officer's Association.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

TO RATIFY THE 2019 LABOR AGREEMENT BETWEEN ROCK COUNTY AND THE CORRECTIONAL OFFICER'S ASSOCIATION

Page 2

FISCAL NOTE:

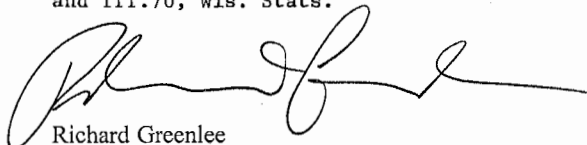
2019

<u>Base Compensation</u>	<u>Additional Compensation</u>	<u>Overall % Inc.</u>
\$4,190,116	\$84,573	2.02%


Sherry Oja
Finance Director

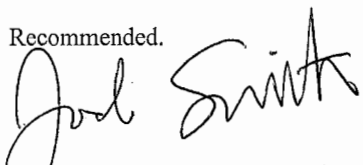
LEGAL NOTICE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 111.70, Wis. Stats.


Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Executive Summary

Rock County has reached previous settlements with the two other law enforcement bargaining units for a 2% total package increase. This settlement is consistent with the other law enforcement groups, and aligns with the 2% across the board increase given to the non-represented Rock County employees. This is within the parameters provided by the Rock County Board of Supervisors.

Memo



Rock County Human Resources Department

DATE: December 11, 2018

TO: County Board Staff Committee

FROM: Annette Mikula

CC: Josh Smith
Rich Greenlee

RE: Proposed Changes to the Rock County Administrative Policy and Procedural Manual and Unilateral Pay Grid as a result of the new Airport Department.

At the November 15, 2018 Rock County Board Meeting a resolution was passed that created the Southern Wisconsin Regional Airport (SWRA) Department as a stand-alone department, removing it from under the Department of Public Works. There are several changes that need to be made in the Administrative Policy and Procedures Manual. In addition a title change is needed in the Unilateral Pay Grid from Airport Manager to Airport Director.

A summary of each change is listed below.

Administrative Policy and Procedural Manual

- **Unilateral Pay Grid**

Change the title from Airport Manager to Airport Director, Range 26.

- **Policy 5.20 Inclement Weather/Facility Closing**

Update the list of employees who are designated as "essential to operations" with title changes and moving the airport to a separate department. In addition, delete several obscure position titles.

- **Policy 5.22 Job Posting**

Add the Airport department as a designated posting site and removing it from the Department of Public Works.

- **Policy 5.31 Overtime, Flex and After Hours Payments**

Add the Airport department into the AFSCME 1077 section on call in pay removing it from the Department of Public Works.

- **Policy 5.45 Uniform/Equipment Allowance**

Add the Airport department into the AFSCME 1077 section regarding uniforms.

The County's policy is to maintain all work schedules without interruption regardless of inclement weather.

Inclement Weather:

The County's policy is to maintain all work schedules without interruption regardless of inclement weather, however if weather conditions make it impossible for an employee to come to work as scheduled the following provisions shall apply:

Coming to Work. Such absence will be charged to unused vacation, compensatory time, or absence without pay if the employee does not have any benefit time available. Flex time may be used at the discretion of the supervisor. Sick leave may not be used. Unused vacation will be used first if an employee does not designate other benefit time.

Leaving Work. If a department head allows his/her employees to leave work early due to weather conditions, such absences will be charged to unused vacation, compensatory time, or absence without pay if the employee does not have any benefit time available. Flex time may be used at the discretion of the supervisor. Sick leave may not be used. Unused vacation will be used first if an employee does not designate other benefit time.

Calculating Time. If absence because of weather is charged to unused vacation, increments of unused vacation will be in accordance with the Personnel Ordinance. Extra hours of work due to weather will be paid in accordance with the Personnel Ordinance or the HR Policies and Procedures.

Facility Closing:

Authorization to Close Building (s). Under the provisions of the Personnel Ordinance Section 18.1001 (1), the County Administrator may designate holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair. Unusual circumstance might include very inclement weather that dictates closing non-essential facilities.

Employees designated as "essential to operations". Approximately 600 county employees in public safety departments, 24-hour operations, and support departments have been designated as "essential to operations" even if county facilities are closed due to inclement weather. Employees filling those positions are required to report to work if possible. If they are unable to report to work, the time off must be covered with benefit time-off such as vacation, floating holiday, comp time or absence without pay if the employee does not have any benefit time available. Under this circumstance, an absence will not count toward the department's disciplinary track. Sick leave may not be used. Click on link to see list of employees designated

as "essential to operation"

http://www.co.rock.wi.us/rchr/images/intranet_documents/departments/human_resources/increment_essentials.doc

Payment if Facilities are Closed. If the above authorization has been given to close work places because of weather conditions, employees who have not been designated as essential, and are not otherwise scheduled to be off, will be paid. Employees who are approved for scheduled time off (i.e. vacation, compensatory time, sick time, etc) shall be required to utilize the time off as scheduled, regardless of facility closure. Radio notice of authorized closings will be given when possible.

Understanding and Acceptance. Such unscheduled work variance because of weather will likely result in perceptions of unequal treatment in terms of work time. This is as regrettable as it is unavoidable. The public safety and general welfare of Rock County may require extra effort and unequal work times, which is the responsibility of County employees to accept.

Employees Designated as "Essential to Operations" During Inclement Weather

Rock Haven (Essential)

Administration

Nursing Home Administrator

Medical Staff

Physician

Nurse Practitioner

Environmental Services

Environmental Services Worker

Materials

Materials & Environ. Svcs. Mgr.

~~Central Supply Supervisor~~

Central Supply Clerk/Med. Supplies

Administrative Assistant

~~Clerk-Receptionist~~

Food Services

Food Service Manager

Assistant Food Service Manager

Food Service Supervisor

Cook

Food Service Worker

Nursing Administration

Director of Nursing

Nursing Staff Coordinator

Administrative Secretary

Administrative Assistant

Unit Clerk Coordinator

Assistant Director of Nursing

Nursing Services

Nursing Supervisor

Admission Nurse

MDS Nurse

Registered Nurse

Licensed Practical Nurse

Nursing Assistant

Finance Rock Haven

Controller

Accountant

~~Account Clerk III~~ Accounting Specialist

~~Account Clerk~~

County Administrator (Essential)

County Administrator

Assist. to the County Admin.

~~Confidential Admin. Assistant~~ Office Manager

Public Works (Essential)

~~Airport~~

~~Airport Director~~

~~Airport Crew Leader~~

~~Airport Maintenance Worker~~

Parks

~~Parks Director~~ Manager

Highway Worker

Highway

Public Works Director

Assistant to the Public Works Director

Public Works ~~Highway Superintendent~~

~~Shop Superintendent~~

Storekeeper

Crew Leader

Bridge Crew

~~Maintenance Worker IV~~

Mechanic

Machinist

Welder

Stock Clerk

Heavy Equipment Operator

Heavy Truck Driver

Highway Worker

Medical Examiner (Essential)

Lead Medicolegal Investigator

Medicolegal _____ Investigator

Deputy Coroner

Communications Center (Essential)

Comm. Center Director

Comm. Center Operations Manager

Comm. Center Shift Supervisor

Telecommunicator

Call Taker

~~Updated 12-21-16~~

Updated 1-1-19

Certified

Employees Designated as "Essential to Operations" During Inclement Weather

~~Emergency Management Coordinator~~
Administrative Assistant

Human Services (Essential)

Youth Services Center

Human Services Supervisor II – Superintendent
Deputy Superintendent
Youth Services Center Supervisor
~~Registered Nurse~~
~~Social Worker~~ Human Services Professional
Youth Specialist

Crisis Intervention Unit

~~Crisis Worker~~ Human Services Professional
On-Call Supervisor

Community Support Program

Psychiatric Technician

Child Protective Services

After Hours Person

Information Technology (Essential)

I.T. Director
Prog. & Technical Services Manager
Computer Network Engineer
Public Safety Systems Manager
Network Support Administrator
User Support Spec. [Sheriff's Dept]
Help Desk/Opns. Tech.
Network Technician

Sheriff (Essential)

Sheriff
Administrative Secretary
Chief Deputy
Commander
Captain
Sergeant
Detective
Deputy Sheriff
Correctional Officer
Correctional Supervisor
Vehicle Maintenance Supervisor
Vehicle Maintenance Tech. Applications ~~Support~~
Specialist
Application Specialist ~~Support~~
~~Specialist~~

~~Updated 12-21-16~~

Updated 1-1-19

Facilities Management (Essential)

~~Director of Facilities Management~~ Director
Administrative Assistant
Facilities Superintendent
Crew Leader
Maintenance Worker IV
Master Electrician

Administrative Policy & Procedure Manual

Section: Human Resources

Policy: Job Posting

Policy No: 5.22

Effective: 1/1/2019

Revising: 1/1/2017

A vacancy or new positions will be posted on the counties electronic application system (Neo-Gov). Internal vacancies or new positions will be posted on bulletin boards throughout the county.

Such postings will be uniform and will remain posted for five days, excluding Saturdays, Sundays and holidays from the date received, and will identify the position, including the job location, job shift, and the rate of pay.

Employees who are interested in applying for the vacancies or new positions shall submit an Internal Posting Application form to HR by 5:00 p.m. on the deadline date of the posting.

Employees who miss the internal posting deadline must complete an application on the Neo-Gov system by 5:00pm on the deadline date of the job announcement.

All postings will be sent to the designated management person on Tuesday afternoon to be put up on Wednesday morning.

Dept.	Bldg - Location	MGT Person Responsible	Back UP
HSD			
	HCC - 1st floor across from Security		
	Beloit		
	Franklin Street		
	Job Center Break Room		
911	Communications Center		
RH	Each team building outside of breakroom		
	On Ground Floor outside of breakroom		
COA	Council on Aging		
CH	Courthouse - Mailroom		
	Courthouse - Copy Room 5th Floor		
	Court Services		
PH	North Office		
	South Office		
Sheriff	Main Office		
	South Office		
YSC	Youth Service Center		
PW	Main Office		
	Airport		
	Orfordville		
	Clinton		

	Evansville		
	59 Shed		
<u>SWRA</u>	<u>Airport</u>		
Land Cons.			

Overtime for Unilateral Employees.

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 forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

- (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
GEO Application Specialist
Materials & Environmental Services Manager
Network Support Administrator
Network Technician
Payroll Manager
Planner I
Planner II
Planner III
Public Safety Systems Manager
Public Works Superintendent
Sanitarian I
Shop Superintendent
Victim/Witness Specialist

(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 worked per week:

Assistant Food Service Manager
Food Services Manager
Nursing Supervisor
YSC Supervisor

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. "Unilateral C" employees shall follow departmental rules regarding time off requests in which only eight (8) hours may be accounted for by flex. To use additional hours of flex time, the employee must receive specific supervisor approval.

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. Compensatory time must be taken in the calendar year in which it was generated or it will be paid out on the last paycheck of the 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 two hours of pay or compensatory time for each weekday (Monday thru Thursday), and three hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday. On county recognized holidays and days of observation, supervisors will receive four hours of pay or compensatory time for each 24-hour period.
- (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 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 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.

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.

(Airport) 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 cell phone during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the cell phone.

(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 County issued cell phone during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the cell phone.

(AFSCME 2489)

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 Skill Development Specialist 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)

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).

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)

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".

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 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.

Administrative Policy & Procedure Manual
Section: Human Resources

Policy: Uniform/Equipment Allowance

Policy No: 5.45

Effective: 1/1/2019

Revising: 1/1/2018

Some departments in Rock County require their employees to wear uniforms, logo wear, or personal protective equipment. If a Department Head determines that this requirement is in the best interest of the County for operational purposes, the County will provide the uniforms or logo wear attire to staff. Department Heads will order the attire through central purchasing from the County's authorized clothing vendor.

The exceptions to this policy are for those employees that have negotiated agreements through current collective bargaining and those listed below:

Correctional Supervisor - yearly allowance in a separate check of \$635.00

The Employer will pay to each Public Works Superintendent, Shop Superintendent, or Store Keeper, a one-time annual payment of \$250.00, in return for which each Employee shall be required to wear approved safety glasses and safety shoes during all working hours in accordance with posted work rules.

As determined by the Information Technology Director, Information Technology staff with responsibilities for after-hours support, will be reimbursed \$510 per year for the cost of home Internet service.

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 1258)

The Employer will pay a yearly uniform allowance of \$50 to each LPN, CNA, ESW, ATA and to each employee working in the food service department, at Rock Haven. \$25 will be paid to materials supply clerks.

All employees will receive the uniform allowance on the first paycheck of the year.

Newly hired employees will receive the uniform allowance on their first paycheck after date of hire.

(AFSCME 1077)

The Employer will provide and clean all uniforms it requires for Employees of the Department of Facilities Management, Airport, and those Employees of ~~the Department of Public Works assigned to~~ in the classifications of Parks and Airport, Public Works— Shop Crew

Leader, ~~Maintenance Worker~~, Parks/Highway Patrol Worker, Machinists, Mechanics and Welders at no cost to the Employee.

The Employer will pay to each Employee a one-time annual payment of \$250.00, in return for which each Employee shall be required to wear approved safety glasses and safety shoes during all working hours in accordance with posted work rules.

Damage to Personal Articles & Clothing. In the event that personal clothing/articles of an employee are damaged in the employee's normal course of duties and as a result of the actions of a third party, the County will replace the clothing or articles by payment to the employee of a sum that represents a fair market value of clothing or articles at the time of damage. Employees receiving a clothing allowance shall be ineligible for reimbursement for items damaged that are eligible for purchase under the allowance. The amount of reimbursement shall not exceed \$150 per employee per incident.

The incident causing such damage and the value of the clothing or articles damaged, may be subject to verification by a competent witness at the request of the Employer. It will be the sole judgment of the Employer what market value is attached to the particular article or piece of clothing, which shall not be arbitrary, capricious or discriminatory.

(YSC)

Employees will be reimbursed up to \$50 for damage to personal articles and clothing; and up to \$150 for damage to corrective lens replacement by acts occurring while acting within their official capacity.

APPENDIX A
UNILATERAL PAY PLAN
Salaries Effective January 1, 2019

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Range 1					
Range 2					
Range 3					
Range 4					
Range 5					
Range 6	\$16.42	\$17.30	\$18.07	\$19.04	\$20.00
	\$34,284.96	\$36,122.40	\$37,730.16	\$39,755.52	\$41,760.00
	Environmental Health Technician (A)		Vehicle Maintenance Technician (A)		
Range 7	\$16.99	\$17.85	\$18.82	\$19.69	\$20.70
	\$35,475.12	\$37,270.80	\$39,296.16	\$41,112.72	\$43,221.60
	Secretary I (A)				
Range 8	\$17.70	\$18.48	\$19.46	\$20.38	\$21.42
	\$36,957.60	\$38,586.24	\$40,632.48	\$42,553.44	\$44,724.96
	Purchasing Specialist (A)				
Range 9	\$18.30	\$19.11	\$20.13	\$21.13	\$22.16
	\$38,210.40	\$39,901.68	\$42,031.44	\$44,119.44	\$46,270.08
	Nursing Staff Coordinator (A)				
Range 10	\$18.89	\$19.78	\$20.80	\$21.84	\$22.94
	\$39,442.32	\$41,300.64	\$43,430.40	\$45,601.92	\$47,898.72
	Court Attendant (A)	Human Resources Secretary (A)		Secretary II (A)	Judicial Assistant (A)
					Legal Assistant (A)
					Administrative Secretary (A)
					Payroll Specialist (A)

Range 11

\$19.54	\$20.49	\$21.52	\$22.59	\$23.72
\$40,799.52	\$42,783.12	\$44,933.76	\$47,167.92	\$49,527.36

Community Coordinator (A)
Conservationist I (A)

Health Promotion Coordinator (A)
Victim Witness Specialist (B)
Vehicle Maintenance Supervisor (A)

Range 12

\$20.23	\$21.24	\$22.30	\$23.43	\$24.58
\$42,240.24	\$44,349.12	\$46,562.40	\$48,921.84	\$51,323.04

Range 13

\$20.92	\$21.98	\$23.03	\$24.21	\$25.45
\$43,680.96	\$45,894.24	\$48,086.64	\$50,550.48	\$53,139.60

Division Leader Deputy Clerk (A)
Help Desk/Operations Technician (A)
Mobility Manager (C)
Office Coordinator (A)
Administrative Services Supervisor (C)

RECAP Site Supervisor (A)
Environmental Health Specialist I (B)
Storekeeper (A)
Nutrition Program Supervisor (C)
Transportation Program Supervisor (C)

Range 14

\$21.64	\$22.71	\$23.87	\$25.07	\$26.34
\$45,184.32	\$47,418.48	\$49,840.56	\$52,346.16	\$54,997.92

Assistant Food Services Manager (A)*
Cartographer I (A)

Employee Benefits Specialist (A)
Investigator (A)

Range 15

\$22.45	\$23.52	\$24.71	\$25.94	\$27.21
\$46,875.60				

Application Support Specialist (A)

Support Services Supervisor (C)

Range 16

\$23.16	\$24.37	\$25.56	\$26.87	\$28.24
\$48,358.08	\$50,884.56	\$53,369.28	\$56,104.56	\$58,965.12

Youth Services Center Supervisor (A)*

Range 17

\$24.03	\$25.19	\$26.44	\$27.76	\$29.14
\$50,174.64	\$52,596.72	\$55,206.72	\$57,962.88	\$60,844.32

Accountant (C)
Environmental Health Specialist II (B)
Conservation Specialist II (C)
Materials & Environmental Services Manager (B)

GEO Application Specialist (B)
Human Resources Analyst (C)
Victim/Witness Coordinator (C)

Range 18

\$24.84	\$26.14	\$27.40	\$28.76	\$30.21
\$51,865.92	\$54,580.32	\$57,211.20	\$60,050.88	\$63,078.48

Activity Director (C)
DA Office Manager (C)
Child Support Supervisor (C)
Conservation Specialist III (C)

Economic Support Supervisor (C)
Financial Supervisor (C)
Planner III (B)
User Support Specialist (A)

Range 19

\$25.72	\$27.01	\$28.36	\$29.77	\$31.22
\$53,703.36	\$56,396.88	\$59,215.68	\$62,159.76	\$65,187.36

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

Range 20

\$26.62	\$27.96	\$29.36	\$30.81	\$32.34
\$55,582.56	\$58,380.48	\$61,303.68	\$64,331.28	\$67,525.92

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

Range 21

\$27.57	\$28.92	\$30.41	\$31.86	\$33.51
\$57,566.16	\$60,384.96	\$63,496.08	\$66,523.68	\$69,968.88

Deferred Prosecution Director (C)	Real Property Lister (C)
Mediation & Fam Court Services Manager (C)	Shop Superintendent (B)
Master Electrician (A)	Surveyor (C)
Public Works Accounting Supervisor (C)	Veterans Service Officer (C)
Public Works Superintendent (B)	

Range 22

\$28.49	\$29.99	\$31.45	\$33.04	\$34.66
\$59,487.12	\$62,619.12	\$65,667.60	\$68,987.52	\$72,370.08

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

Range 23

\$29.51	\$31.02	\$32.56	\$34.18	\$35.86
\$61,616.88	\$64,769.76	\$67,985.28	\$71,367.84	\$74,875.68

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

Range 24

\$30.56	\$32.09	\$33.66	\$35.33	\$37.14
\$63,809.28	\$67,003.92	\$70,282.08	\$73,769.04	\$77,548.32

Human Services Supervisor I (C)	Facilities Superintendent (C)
Director of Council on Aging (C)	

Range 25

\$31.66	\$33.20	\$34.84	\$36.61	\$38.43
\$66,106.08	\$69,321.60	\$72,745.92	\$76,441.68	\$80,241.84

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

Range 26

\$33.10	\$34.32	\$36.11	\$37.86	\$39.78
\$69,112.80	\$71,660.16	\$75,397.68	\$79,051.68	\$83,060.64

Airport Manager Director (C)	Controller (C)
Assistant Human Resources Director (C)	County Conservationist (C)
Assistant to Information Technology Director (B)	Environmental Protection Director (C)
Computer Programmer/Analyst II (B)	Network Support Administrator (B)
Child Support Director (C)	Justice System Manager (C)

Range 27

\$33.84	\$35.58	\$37.32	\$39.20	\$41.15
\$70,657.92	\$74,291.04	\$77,924.16	\$81,849.60	\$85,921.20

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

Range 28

\$35.08	\$36.81	\$38.66	\$40.57	\$42.60
\$73,247.04	\$76,859.28	\$80,722.08	\$84,710.16	\$88,948.80

Assistant to County Administrator (C)	Assistant Finance Director (C)
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Range 29

\$36.27	\$38.08	\$40.01	\$42.01	\$44.09
\$75,731.76	\$79,511.04	\$83,540.88	\$87,716.88	\$92,059.92

Economic Support Division Manager (C)	ADRC/Adult Protective Services Division Manager (C)
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Range 30

\$37.51	\$39.39	\$41.42	\$43.50	\$45.58
\$78,320.88	\$82,246.32	\$86,484.96	\$90,828.00	\$95,171.04

Computer Network Engineer (C)

Range 31

\$38.74	\$40.68	\$42.73	\$44.83	\$47.02
\$80,889.12	\$84,939.84	\$89,220.24	\$93,605.04	\$98,177.76

Economic Development Manager (C)	Director of Nursing (C)
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Range 32

\$40.01	\$42.01	\$44.12	\$46.27	\$48.64
\$83,540.88	\$87,716.88	\$92,122.56	\$96,611.76	\$101,560.32

Administrative Services Division Manager (C)	Court Commissioner (C)
Children, Youth & Families Division Manager (C)	Communication Center Director (C)
Behavioral Health Division Mgr (C)	

Range 33

\$41.32	\$43.37	\$45.54	\$47.84	\$50.25
\$86,276.16	\$90,556.56	\$95,087.52	\$99,889.92	\$104,922.00

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

Range 34

\$42.68	\$44.80	\$47.01	\$49.38	\$51.85
\$89,115.84	\$93,542.40	\$98,156.88	\$103,105.44	\$108,262.80

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

Range 35

\$44.05	\$46.22	\$48.54	\$50.97	\$53.56
\$91,976.40	\$96,507.36	\$101,351.52	\$106,425.36	\$111,833.28

Range 36

\$45.46	\$47.76	\$50.12	\$52.64	\$55.28
\$94,920.48	\$99,722.88	\$104,650.56	\$109,912.32	\$115,424.64

Human Resources Director (C)

Range 37

\$46.95	\$49.28	\$51.73	\$54.34	\$57.08
\$98,031.60	\$102,896.64	\$108,012.24	\$113,461.92	\$119,183.04

Director of Information Technology (C)

Range 38

\$48.48	\$50.91	\$53.48	\$56.08	\$58.88
\$101,226.24	\$106,300.08	\$111,666.24	\$117,095.04	\$122,941.44

Finance Director (C)

Range 39

\$50.04	\$52.60	\$55.23	\$57.94	\$60.83
\$104,483.52	\$109,828.80	\$115,320.24	\$120,978.72	\$127,013.04

Nursing Home Administrator (C)

Range 40

\$51.65	\$54.22	\$56.99	\$59.78	\$62.79
\$107,845.20	\$113,211.36	\$118,995.12	\$124,820.64	\$131,105.52

Range 41

\$53.35	\$56.01	\$58.79	\$61.75	\$64.88
\$111,394.80	\$116,948.88	\$122,753.52	\$128,934.00	\$135,469.44

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.