

ROCK COUNTY, WISCONSIN

**NOTE: Location,
Time and Date**



**COUNTY BOARD STAFF COMMITTEE
THURSDAY – JANUARY 9, 2020 – 5:30 P.M.
JURY DELIBERATION ROOM – FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Transfers
5. Resolutions
 - A. Authorizing Double Fill of Financial Office Manager Position
 - B. To Ratify the 2020 Labor Agreements between Rock County and the Correctional Officers in the Sheriff's Office
 - C. To Ratify the 2020 Labor Agreement between Rock County and Deputy Sheriff's Supervisors Association
 - D. Reallocating the Rock County Sheriff's Office Command Staff
 - E. Approving the 2020 Base Wage Rates for All Employees except Represented Law Enforcement Employees, and Amending the Personnel Policy Wage Appendixes
 - F. Setting the 2020 Salary of the County Administrator
6. 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.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

December 17, 2019
DATE DRAFTED

Authorizing Double Fill of Financial Office Manager Position

- 1 **WHEREAS**, the Rock County Sheriff's Office has received notice of the upcoming May 1, 2020
- 2 retirement of the Financial Office Manager; and,
- 3
- 4 **WHEREAS**, in order to be fully trained in the duties and responsibilities of the Financial Office Manager
- 5 position, the Sheriff's Office seeks to pre-emptively hire a Financial Office Manager; and,
- 6
- 7 **WHEREAS**, the Financial Office Manager training process is lengthy and includes many complex steps;
- 8 and,
- 9
- 10 **WHEREAS**, the Financial Office Manager position is important to the successful operation of the
- 11 Sheriff's Office; and,
- 12
- 13 **WHEREAS**, the Sheriff's Office recommends training the replacement for the Financial Office Manager
- 14 for a period of three months; and,
- 15
- 16 **WHEREAS**, there are sufficient funds in the Sheriff's Office's Law Enforcement personnel budget to pay
- 17 for up to three months of double fill for the Financial Office Manager position.
- 18
- 19 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
- 20 this ____ day of _____ 2019, does hereby authorize the temporary double fill of the Financial
- 21 Office Manager position.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

J. Russell Podzilni, Chair

Ron Bomkamp

Mary Mawhinney, Vice Chair

Terry Fell

Richard Bostwick

Brian Knudson

Henry Brill

Phillip Owens, Vice Chair

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

FISCAL NOTE:

Funding for the double fill will need to be covered by vacancies occurring throughout the year in other positions.



Sherry Oja
Finance Director

LEGAL NOTE:

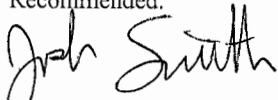
The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

The Financial Office Manager submitted her retirement notice. Her retirement date will be May 1, 2020. In order to be fully trained in the duties and responsibilities of the Financial Office Manager position, the Sheriff's Office recommends to pre-emptively hire a Financial Office Manager.

The Financial Office Manager training process is lengthy and includes many complex steps. The Financial Office Manager position is important to the successful operation of the Sheriff's Office. The Financial Office Manager position is responsible for supervising the accounting staff, coordinating fiscal and accounting activities, assisting with the preparation of the annual budget, and writing and administering grants.

The Sheriff's Office recommends hiring one Financial Office Manager above the authorized budgeted headcount. The goal is to have the new Financial Office Manager spend three months training for the Financial Office Manager position.

There are sufficient funds in the Sheriff's Office's Law Enforcement personnel budget to pay for double fill of the Financial Office Manager position.

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 10, 2019
DATE DRAFTED

**TO RATIFY THE 2020 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 3.00%; and
- 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 _____, 2020 does hereby ratify the terms and conditions of the 2020
- 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 2020 LABOR AGREEMENT BETWEEN ROCK COUNTY AND THE
CORRECTIONAL OFFICER'S ASSOCIATION

Page 2

FISCAL NOTE:


2020

<u>Base Compensation</u>	<u>Additional Compensation</u>	<u>Overall % Inc.</u>
\$3,903,281	\$117,112	3.00%


Sherry Oja
Finance Director

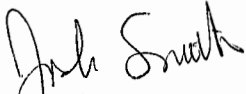
LEGAL NOTE:

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 one other law enforcement bargaining units for a 3% total package increase. This settlement is consistent with another law enforcement groups, and aligns with the 3% across the board increase proposed to the non-represented Rock County employees. This is within the parameters provided by the Rock County Board of Supervisors.

AGREEMENT
BETWEEN
ROCK COUNTY, WISCONSIN
&
ROCK COUNTY CORRECTIONAL OFFICERS' ASSOCIATION

2020-2021

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AGREEMENT

This Agreement made and entered into this _____ day of _____, 2020 by and between Rock County, Wisconsin hereinafter referred to as the County and the Rock County Correctional Officers Association, hereinafter referred to as the Association.

ARTICLE I - MANAGEMENT RIGHTS

- 1.01 The management of the Sheriff's Office and the direction of the working force is vested exclusively in the Sheriff, including, but not limited to the right to hire or appoint, suspend, demote, discipline or discharge for cause (all pursuant to the provisions of Wis. Stats. 59.26) for the Sheriff's Office to transfer or layoff for economic or other legitimate reasons, to determine the type, kind and quality of service to be rendered to the citizenry, to determine the location, operation and type of any physical structures or facilities of any division or shift within a division, to plan and schedule service, work shifts and training programs, to establish reasonable work rules, to determine what constitutes good and efficient County service and all other functions of management and direction not expressly limited by the terms of this Agreement. The Association expressly recognizes the prerogative of the County and the Sheriff to operate and manage its affairs in all respects in accordance with its responsibilities.

ARTICLE II - RECOGNITION AND BARGAINING UNIT

- 2.01 The Employer hereby recognizes the Rock County Correctional Officer's Association, referred to herein as the Association affiliated with the Wisconsin Professional Police Association, as the exclusive collective bargaining representative on matters pertaining to wages, hours and other conditions of employment.

ARTICLE III ASSOCIATION SECURITY

- 3.01 The Association within thirty days of the election agrees to notify the Human Resource Director in writing of names of the Association officers who have been selected to represent employees in the Association. One officer or steward shall be permitted to investigate and process a grievance during working hours, without loss of pay. Two officers or stewards shall be permitted to meet with County Administration during working hours without loss of pay to process class action grievances.

Authorized officers conducting any of the above specified activity away from their assigned worksite shall request a release from their appropriate supervisor at least twenty-four hours in advance of such activity. The time limit shall be waived when the scheduling of said activity is subject to control of the County.

- 3.02 The Association agrees that normal and regular Association business shall not be conducted during working hours of employees. This shall not, however, preclude the Wisconsin Professional Police Association employee representatives from meeting individually with officers or members during working hours or from using email notifications to its members regarding meetings or union business with prior notification to the Sheriff, and providing that such discussions or emails do not interrupt, slow down, or adversely affect any scheduled Sheriff's Office work project and are not extended for an unreasonable period of time. This Section shall be construed to permit the officers or stewards to meet, without loss of pay, with County Administration during normal working hours in an attempt to resolve any disagreements relative to the interpretation of the terms and conditions of this Agreement providing that such meeting does not interrupt, slow down, or adversely affect any scheduled Sheriff's Office work project. The Employer shall advise the employee that he/she may request the presence of a steward or officer of the Association at the time of receiving a reprimand and during the course of an investigation in which that employee is the subject of the

investigation, and reasonably believes the investigation may result in discipline to him/her.

3.03

- A. Dues Deduction. The Employer agrees to deduct monthly dues in the amount certified by the Association from the pay of employees who individually sign a dues deduction authorization form supplied by the Association. This deduction shall include any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues (the "combined dues").

It shall be the Association's responsibility to obtain dues authorization forms from new employees and provide them to employer no less than 30 days prior to the date in which dues deductions are to commence.

The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the Association, in one lump sum not later than the end of the month in which the deduction is made.

Authorization of dues deduction by a voluntary member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association.

No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply consistently with the either the WPPA or local Association Constitution and By-Laws. No employee shall be denied membership because of race, creed, color, sex or other legally protected class status.

- B. Changes in dues amounts to be deducted shall be certified by the Association at least four weeks before the start of the pay period the increase deduction is to be effective.
- C. Hold Harmless. It is understood and agreed that the Association will refund to the employer or the employee involved any dues erroneously deducted by the employer and paid to the Association. The Association shall indemnify, defend and save the Employer harmless against any and all claims, demands, suits or other forms of liability, including court costs, that shall arise out of or by reason of action taken or not taken by the Employer in reliance upon employee payroll deduction authorized forms submitted by the Association to the Employer. If it should be ruled by a court of competent jurisdiction that this indemnification clause, or any part of it, is void as against public policy, then 11.01 Dues Deduction shall become null and void and shall no longer be considered a part of this contract. The parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or part.

3.04 The Employer shall provide bulletin boards or bulletin board space in designated areas that all employees going about their normal duties shall be able to see bulletin boards with bulletins posted thereon. The Association officers or stewards shall have the right to post notices on such bulletin board space relating to Association business.

3.05 Duly elected Association officers shall be permitted to participate in collective bargaining sessions, provided that if such bargaining sessions are conducted during the regular and normal schedule of daily working hours for such officer, the County shall pay wages for the time spent in such sessions to only two such officers from the bargaining unit.

- 3.06 A member of the Association who is called upon to serve as a delegate of the Association for conventions or conferences shall be granted leave without pay, but may elect to substitute vacation or compensatory time (holiday or overtime) for such conventions or conferences.

Employees shall notify the Sheriff two weeks prior to the starting date of the leave. If substitutions of personnel or modification of the leave are required, the employee shall notify the Sheriff as soon as possible.

ARTICLE IV - PROBATION AND TRIAL PERIOD

- 4.01 Length. All newly hired employees shall serve a probationary period of one (1) year of continuous service. During such probationary period, they shall not attain any seniority rights and shall be subject to dismissal at the sole discretion of the Sheriff and without recourse to appeal the dismissal through the grievance procedure hereinafter provided.
- 4.02 Upon the successful completion of the probationary period the employee shall be granted seniority rights. Any employee who is retained after completion of his/her probationary period shall be considered to have completed his/her probationary period and no other notice shall be necessary.
- 4.03 A temporary, limited term employee may become a regular employee covered by this Agreement, however, the temporary, limited term employment shall not be used as the probationary period. Should a temporary, limited term employee be reclassified as a regular employee in the same job classification, he/she shall be advanced in pay to the probationary rate of his/her classified position; and his/her total time of continuous employment including his/her temporary, limited term appointment, shall be counted as part of his/her probationary period.

ARTICLE V - SENIORITY

- 5.01 Seniority Date. Employees hired after January 1, 2014, upon successful completion of the probationary period, the employee's seniority date as a Correctional Officer shall be the initial date of hire to that rank within the Rock County Correctional Officers Association. Seniority as a Correctional Officer shall be used for the purposes of vacation selection and overtime signup.

Employees hired before January 1, 2014, shall maintain date of County hire as their seniority date.

When a member of the bargaining unit leaves the unit for another position within the Sheriff's Office he/she shall retain their seniority date minus the amount of time he/she was out of the bargaining unit. Furthermore, any persons hired into the bargaining unit outside of the Sheriff's Office from another Rock County department shall retain their county seniority date for purposes of accrued vacation and sick time but will begin seniority within the bargaining unit at the date of hire within the unit.

ARTICLE VI - LAYOFF, REHIRE

- 6.01 Lay-offs. The Employer shall have the right to reduce the number of jobs in any classification and/or department because of shortage of funds, lack of work, because of a change in organization or duties, or for other legitimate reasons. Employees who are without jobs as a result of a reduction in the number of positions shall be notified in writing two weeks prior to the lay-off and shall be placed on a reemployment list.

- 6.02 Re-Employment List. The Employer shall maintain a re-employment list of such laid-off employees. Such list shall be in the order of the employee's seniority at the time of the lay-off with the most senior being number one on the list. Employees on the reemployment list shall maintain seniority and recall rights for a time equal to the length of service, not to exceed one year.
- 6.03 Recall from Lay-off. Employees shall be recalled from lay-off in accordance with their seniority. The Employer shall not employ any new temporary employees, limited term employees, or part-time employees in positions for which there exists a qualified employee on the re-employment list. Notice of recall shall be sent by the Employer to the laid-off employee's last known address and the laid-off employee shall be required to respond within two weeks (fourteen days) from the date of recall. Employees who do not respond to such recall notices shall be dropped from the list and all rights shall be lost.

ARTICLE VII - LEAVES OF ABSENCE

- 7.01 Leaves of absence, without pay, for periods not in excess of six months in any year, may at the discretion of the Sheriff, be granted in writing to any employee who has completed his/her probationary period, providing such employee does not accept employment elsewhere. Leaves of absence without pay may be granted to employees to enable such employees to extend their annual vacation, provided the leave of absence shall not exceed fifteen working days. Failure to grant leave of absence shall not be subject to the grievance procedure. The employee to whom written leave of absence has been granted, shall be entitled at the expiration of the time stated on such leave to be reinstated to the position in which he/she was employed at the time the leave was granted. The Association shall be provided with a copy of the written leave by the Employer at the time such leave is granted.
- 7.02 Leaves of absence shall be automatically granted all employees who are called or volunteer for military service and such employees shall be reinstated to their former job at the expiration of their military service under and pursuant to the provisions of Section 45.50 of the Wisconsin Statutes and Title 38 of the Federal Code.
- 7.03
- 7.03 Employees shall not accrue seniority when a leave of absence is granted for more than thirty days, except under 7.02 and 7.03 above.
- 7.04 Educational Leave. Education leave without pay to further professional growth and advancement in job-related areas may be granted for up to twelve months without loss of seniority.
- 7.05 Medical Leave Of Absence. Leaves of absence, without pay, for periods of medical disability as defined herein not to exceed six months may be granted by the Sheriff in writing to any employee who has completed their probationary period. Said leave shall be applied for in writing at least fourteen calendar days prior to the effective date of said leave, if possible. Said notice period may be waived by the Sheriff. Requests for said leave shall include a written statement from a qualified physician citing the specific medical condition necessitating the leave and also setting forth the prognosis relative to the probability of the employees return to the performance of job duties required by the Employer.
- 7.06 Prior to return to work, the employee shall furnish the Employer with a written statement from a qualified physician who attended the employee in the treatment of the disability covered by the medical leave.

Said statement shall be submitted, if possible fourteen calendar days prior to the termination date of the leave

and shall state that the employee is released to perform the prior job duties as required by the Employer. The employee shall be returned to his/her former position.

- 7.07 The Employer, at its option and expense, may require the employee to be examined by a qualified physician of the Employer's selection.
- 7.08 If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend his/her leave of absence, subject to approval of the Sheriff. If on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to his/her position, the employee shall be considered to have resigned from County employment.
- 7.9 Employees shall not accrue seniority when a leave in excess of thirty days is authorized under this provision.
- 7.10 Family & Medical Leave. At the option of the employee, an employee entitled to family or medical leave under Wisconsin Statutes Section 103.10 may substitute, for any leave requested under the law, any other paid or unpaid leave for which the employee is eligible so long as the employee has met the requirements entitling that employee to that leave.

ARTICLE VIII - HOLIDAYS

- 8.01 Each regular full-time employee shall be granted the following holidays, or days in lieu thereof, off with pay: 1) New Year's Day; 2) Good Friday; 3) Memorial Day; 4) July 4th; 5) Labor Day; 6) Thanksgiving Day; 7) Friday after Thanksgiving Day; 8) Day before Christmas; 9) Christmas Day; 10) One floating holiday of the employee's choice.
- 8.02 If any of the above listed holidays shall fall on a Saturday, the Friday before shall be declared the holiday. If any of the above listed holidays shall fall on a Sunday, the Monday following shall be declared the holiday. [This is only for employees on a 5-2 schedule.]
- 8.03 To be eligible for holiday pay, the employee must work his/her regular schedule of hours on the day immediately before and the day immediately after the holiday, unless on authorized paid time off.
- 8.04 24/7 Positions. If a holiday falls on an employee's scheduled day of work, the employee shall be paid time and one-half (1-1/2) for all hours worked and shall be entitled to a compensatory day off with pay. If a holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay. Any requested compensatory day off shall be granted subject to the approval of the Sheriff. Employees, shall, however, have the right to accumulate and use holidays to extend their annual vacation within twelve (12) months of said holiday.

Requests for holiday time shall be by seniority within each shift of each division, but the days must be requested prior to February 1 of the New Year. Holiday requests will be granted only after all vacation requests have been approved. After February 1, all holiday requests will be approved on a first come, first serve basis, with no regard to seniority. Holidays may be used in increments as small as one-quarter (1/4) hour at a time, except Floating Holidays which must be used in single day increments.

An employee on a 5-2 schedule who works eight (8) hours on a holiday shall receive one and one-half (1 1/2) times the employee's normal hourly rate of pay and will be paid eight (8) hours of holiday pay or granted a day off with pay in lieu thereof, at the employee's option. If an employee on a 5-2 schedule works less than eight (8) hours on a holiday, he/she shall receive one and one-half (1 1/2) times the employee's normal hourly

rate of pay for hours worked and eight (8) hours of pay for the holiday.

- 8.05 Overtime on a Holiday. Employees shall be paid at the rate of one and one half (1 ½) times their regular rate of pay for the first eight (8) hours of their shift and at two and one-half (2 1/2) times their regular rate of pay for all hours worked thereafter on a holiday. Employees working on their scheduled day off will be paid two and one half (2 ½) times their regular rate of pay for all hours worked on the holiday.

ARTICLE IX - GRIEVANCE PROCEDURE

- 9.01 Any dispute which may arise from an employee or Association complaint with respect to the interpretation of the terms and conditions of this Agreement shall be subject to the following grievance procedure, unless expressly excluded from such procedure by the terms of this Agreement. All grievances, except those involving wage schedule movement or increase shall be initiated at Step 1. Grievances involving wage schedule movement or wage adjustments shall be initiated only at Step 3. Time limits set forth herein may be extended upon mutual agreement of the parties. The Association shall have the right to be notified and be present at all steps of the Grievance Procedure.

- 9.02 Step 1. The employee and/or Association Committee shall present the grievance, orally or in writing, involving matters of interpretation of the terms and conditions of this Agreement to the most immediate supervisor who has the authority to make adjustments in the matter within 14 calendar days of the alleged grievance or the time the employee can reasonably have been expected to have knowledge of said grievance.

The supervisor shall respond within 7 calendar days. If the grievance is denied, said denial shall be in writing.

- 9.03 Step 2. If the grievance is not resolved at Step 1 within seven (7) calendar days from the date of the written denial in Step 1, the employee and/or the Association Committee shall present the grievance in writing to the Sheriff or his/her designee, who shall attempt to adjust the grievance. The Sheriff or his/her designee, shall meet with the employee, and/or the Association representative within seven (7) calendar days following receipt of the written grievance. The Sheriff, or his/her designee, shall provide a written response to the employee or Association representative, within 14 calendar days of the meeting.

- 9.04 Step 3. If a satisfactory settlement is not reached in Step 2 it shall be presented in writing to the Human Resources Director by the employee or the Association Committee and/or the Association representative no later than seven (7) calendar days after receipt of the Sheriff's decision. Within fourteen (14) calendar days, the Human Resources Director shall meet with the parties to discuss the grievance and attempt to settle the matter. If there is no settlement, the Human Resources Director shall provide a decision in writing to the Association within fourteen (14) calendar days following the meeting of the parties.

- 9.05 Step 4. If a satisfactory settlement is not reached in Step 3 within fourteen (14) calendar days after the date the Human Resources Director's written response is due, the County or the Association may serve written notice upon the other that the grievance issue shall be arbitrated.

Within seven (7) calendar days thereafter, the parties shall meet and attempt to agree upon an arbitrator. If the parties fail to agree upon an arbitrator within fourteen (14) calendar days following said notice of arbitration, the parties shall request the Wisconsin Employment Relations Commission to submit a panel of 5 arbitrators. In the event the parties do not agree upon one of the 5 arbitrators, the moving party shall strike two names and the opposing party shall strike 2 names and the individual remaining shall serve as arbitrator to hear the dispute. The arbitrator shall have jurisdiction and authority only to interpret the specific provision aggrieved

and shall not amend, delete, or modify any of the express provisions of this Agreement.

9.06 Costs. The decision of the arbitrator shall be final and binding upon the parties. The cost of arbitration shall be borne equally by the parties, except that each party shall be responsible for the costs of any witnesses testifying on its behalf. Upon mutual consent of the parties, more than one grievance may be heard before one arbitrator.

ARTICLE X - VACATIONS

10.01 All regular full-time employees shall earn vacation from the most recent date of employment followed by uninterrupted employment (sick leave shall not be counted as an interruption of employment).

10.02 Employees shall not be entitled to vacation while on probation, but upon completion of their probationary period, shall receive credit for their probationary time.

10.03 Effective 1/1/2011, employees shall be entitled to annual paid vacation as follows: Upon the completion of one year, ten (10) 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 (25) working days of paid 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	

10.04 The number of employees on vacation at any one time, within a given classification or job title, shall be determined by the Sheriff.

10.05 Choice of vacation time, within a job title shall be by seniority as outlined in Section 5.01.

10.06 Employees shall be encouraged to use vacations in periods of one (1) week or more. In the event an employee wishes to use vacations in smaller increments of vacation, use shall be allowed with Sheriff approval in cases which would not adversely affect the Sheriff's Office work schedule.

10.07 No employee who was given an opportunity to use his/her vacation shall carry unused vacation from one year into the next except by the written permission of the Sheriff and the Human Resources Director. Correctional Officers may request and shall be paid for any unused vacation, but not to exceed one-half (1/2) of the employees annual vacation.

10.08 For Correctional Officers the vacation schedule will be posted no later than December 1st of each year and each employee shall be expected to designate his/her choice for vacation period no later than February 1st. Seniority as expressed in 5.01 above shall govern. Vacation requests after February 1st shall be granted on a first-come, first-serve basis. Choice of vacation time, within a job title shall be by seniority on the employee's assigned work shift.

10.09 Employees who retire or the heirs thereof whose services are terminated due to death shall be entitled to be paid for all vacation earned, but unused, plus all earned vacation for the year in which they retire or terminate due to death. Also, employees who resign and give notice to the Employer of their resignation at least two weeks prior to the effective date of their resignation, and who are discharged (except for theft or dishonesty) shall be paid for the number of vacation days earned, but unused as of the date of resignation or discharge. A fractional month of employment shall be counted as a whole month, when the fraction is one-half or more and dropped when less than one-half.

ARTICLE XI - SICK LEAVE

11.01 Each full-time employee shall accumulate one sick leave day with pay for each month or major fraction thereof of employment until a total of one hundred-fifty days have been accumulated.

New employees shall earn one sick leave day per month for each month of continuous employment, but may not use such sick leave until they have completed six (6) months of continuous service.

11.02 Sick leave pay shall begin on the first day of absence for illness and notice shall be given by the employee no later than at least one (1) hour prior to their regular starting time.

11.03 Sick leave may be utilized for preventative health care such as dental and doctor office appointments, provided that any employee utilizing sick leave in such manner give written notice of his/her intent to the Employer to do so no later than seven days in advance of the day such employee desires to use for such purpose.

11.04 Sick leave shall be granted to all employees when required to be absent from work because of the serious illness of a member of the employee's immediate family or household requiring the employee's care and attention.

11.05 Employees who terminate or retire with ten or more years of continuous service with the Employer, shall have one-half their accumulated sick leave days not to exceed seventy-five days contributed to a Post-Employment Health Plan (PEHP). The County will contribute \$10.00 per pay period to this plan for each eligible employee. In the event of the death of any employee covered by this Agreement, the County shall make the same sick leave payments to the employee's spouse, if any, and then to the children, if any, and then to the employee's estate. Full-time and part-time Employees who are eligible for health insurance coverage will receive this benefit. Administration of this plan will be as specified in plan documents and subject to State and Federal statutes and regulations. Any required administrative fees will be the responsibility of the Employee. In the event of a discharge for cause, the employee will not receive this benefit.

11.06 Sick Leave Payment. Employees with at least ten years of service who have accumulated more than one hundred days of sick leave may elect to be paid in cash for those days beyond one hundred at a rate of one day of sick leave equals one-half day pay. Employees must notify the department through sign-up, of their intention to collect such pay for sick leave before December 1, of each year. Employees failing to notify the department as required will not be permitted to sign up until the following year. Said payout shall be for a time accrued as of December 31, of the year the election is made, and shall be paid out on the second paycheck in January.

ARTICLE XII - BEREAVEMENT LEAVE

12.01 In the event of a death an employee may be excused from work without loss of pay for up to a maximum of thirty-two (32) hours annually for the purpose of attending a person's wake, visitation, memorial service,

funeral, or make necessary arrangements regarding the person's death, within a reasonable time after the occurrence.

If additional time is required beyond the thirty-two (32) hours annually, an employee may request to use accumulated vacation, holiday or comp-time. Sick leave cannot be used.

Bereavement leave cannot be accrued from one year to the next.

Bereavement leave can be used in increments of quarter hours.

A second or third shift employee may be excused from work the scheduled shift before or after the event, provided the shift begin or ends on the same calendar date of the event.

All leaves under this section shall be prorated based upon the employee's FTE.

- 12.02 Pallbearer Pay. In the event an employee is requested to act as pallbearer for a funeral not otherwise eligible for funeral leave, he/she shall be granted one day to so serve without loss of pay.

ARTICLE XIII - BENEFITS IN LIEU OF WAGES

- 13.01 A group comprehensive major medical plan shall be in force for all full-time employees, the premiums for which shall be paid by the County. In addition, all full-time employees shall have the like coverage provided for their dependents, the expense of which shall be provided by the County during the term of the contract. During the term of the contract the health insurance plan in effect will not be modified except by mutual agreement of the parties. The schedule of medical benefits will be modified as specified in Appendix B.
- 13.02 An employee who retires from County employment or spouse, thereof, prior to age sixty-five shall be allowed to remain in the Group Hospital and Surgical and the Major Medical Insurance Plan until age sixty-five, provided they submit the required monthly premium to the County Financial Accounting Office, made payable to the County Treasurer.
- 13.03 Life Insurance. Employees shall be entitled to participate in the Wisconsin State Group Life Insurance Program pursuant to the provisions of Wisconsin Statute 40.20.
- 13.04 Dental Insurance. A group dental insurance plan shall be made available by the County. The coverage and benefit level shall be as set forth in Appendix A of this Agreement. The cost for said premiums shall be shared as follows: The Employer shall pay 60% of applicable premium and the employee shall pay 40% of the applicable premium.
- 13.05 Retirement. For all employees covered by this agreement, the County shall participate in the Wisconsin Retirement System pursuant to Wisconsin State Statute 40.21(1). The Employee shall contribute the full employee's contribution of the employee's earnings as required by 40.05(1)(a)(3).
- 13.06 Unemployment Compensation Insurance. The Employer will continue to provide Unemployment Compensation Insurance pursuant to Wisconsin Statute.
- 13.07 Worker's Compensation. In the event that an employee covered by this Agreement is injured while at work and as a consequence of said injury or illness received Worker's Compensation disability pay, said employee commencing with the fourth day of absence, shall receive in addition to his/her Worker's Compensation

payment such supplemental payment as will equal his/her full pay for injury or illness for a period of time not to exceed thirteen weeks. Payment shall be accomplished by said employee endorsing and returning the payment for Worker's Compensation to the County and the County shall issue to the employee his/her regular bi-weekly paycheck in the event of a delay in processing the Worker's Compensation claim, the County will continue to issue the employee's regular paycheck and the employee shall sign a waiver stating that he/she shall endorse and return the Worker's Compensation check to the County immediately upon its receipt.

Time covered by this provision shall not be charged against sick leave, provided that the employee will be permitted to use accumulated sick leave for the first three days of absence.

13.08 Uniform Allowance. Each full-time employee shall be granted an annual uniform allowance of \$635.00. This shall be paid to the employee on or before January 15 of each year by separate check.

13.09 New Hire Uniform Allowance. Each new employee shall receive a clothing allowance in the amount of \$1,000.00, in the form of a separate check, within two (2) weeks of starting date of employment to purchase approved clothing items as defined in Standard Operating Procedure 4.140, Uniforms for the Rock County Sheriff's Office.

ARTICLE XIV - HOURS OF WORK, WAGES, CLASSIFICATION AND PAYDAY

14.01 Hours of Work, Wages, Classifications and Step Progression.

Section A.

- (1) Correctional Officers assigned to work the schedule commonly referred to as the "5-2/5-3 work schedule":

The work schedule shall consist of an eight and one half hours work day with scheduled work days as follows: work five (5) days, off work two days (2) days, work five (5) days, off work three (3) days, with above cycle repeating itself every two weeks. For payroll purposes, base hours will be (79.55) hours in each fourteen (14) day cycle. The work period is defined as a regular recurring period of twenty eight (28) days.

- (2) Correctional Officers assigned to work a 5-2 Monday through Friday schedule:

For payroll purposes, base hours will be (80) hours in each fourteen (14) day cycle. The work period is defined as a regular recurring period of twenty eight (28) days.

Section B. Each regular full-time employee shall receive time and one-half his or her hourly wage or time and one half compensatory time off for all hours worked in excess of 8 or 40 hours per week for a 5-2 schedule or eight and one-half hours per day for a 5-2/5-3 schedule; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

With approval of the Sheriff, if a vacation, holiday or compensatory time is scheduled at least twenty four (24) hours in advance, and is subsequently cancelled by management, the employee will be paid time and one-half (1 ½) for hours worked and will retain the vacation, holiday or compensatory time in the appropriate bank.

Section C. Step Progression: The entrance pay rate for new employees shall normally be hired at Step A. They will be advanced to Step B effective after completion of 6 months of employment. Employees will be advanced to Step C after 18 months, and to Step D after 60 months, and to Step E after 84 months.

The Sheriff may determine that a particular appointment be made above the entrance pay rate in recognition of relevant experience and/or exceptional qualifications, up to the 18 month step. In this scenario, the employee will receive completion credits, as labeled in the wage schedule, towards step progression. For example, if the employee is awarded the 6 month step they have earned 6 months toward movement to the 18th month step. These completion credits only apply to step progression and no other benefits or seniority.

Section D. Shift Differential.

1. Correctional Officers.

Correctional Officers who work on the second shift (3:00 p.m.-11:00 p.m.) shall receive 1% of their base pay as a shift differential. Correctional Officers who work on the third shift (11:00 p.m.-7:00 a.m.) shall receive 2% of their base pay as shift differential.

Section E. Longevity Pay. Correctional Officers who obtained ten or more years of service as a correctional officer with Rock County as of November 1 of each year, shall receive Longevity Pay. Longevity Pay shall be equal to one and one-half percent of the Correctional Officers base salary, which shall be calculated by multiplying the hourly wage in step E-First Shift by 2088 hours. Longevity Payments shall be issued to correspond to the second paycheck in November and start in November 2021 and continue every year thereafter. Longevity Payments will be made by a separate check or deposit and not included with the ordinary bi-weekly payroll payment.

14.02 Payday. Employees shall be paid bi-weekly on alternative Fridays, except when those days fall on a holiday in which case employees shall receive their pay on the day preceding the holiday.

If an employee is on vacation or leave of absence, his/her pay shall be mailed to him/her upon request.

14.03 Mileage. Any employee who is required to travel in his/her personally owned automobile in the course and discharge of his/her official duties will be reimbursed at maximum IRS rate per mile actually traveled by the most direct route, provided that such travel has been authorized by the Sheriff or appropriate supervisors.

14.04 The County shall provide a current job description for the position of Correctional Officer which will be reviewed and updated annually.

14.05 The Employer shall provide yearly TB Skin testing and provide Hepatitis B shots for all employees (on a voluntary basis) covered by this Agreement.

14.06 As a condition of employment, employees must have a telephone or a place of telephone contact. Employees shall be required to notify the Sheriff and Human Resources of any change of name, address, telephone number or contact place within 14 days of change.

14.07 All employees shall be granted a fifteen minute coffee break prior to their lunch break and following their lunch break. Such coffee breaks shall not disrupt or disturb efficiency of the Department. Employees who are scheduled to work the third shift, 10:30 p.m. - 7:00 a.m., shall not receive the coffee breaks referred above, but shall receive thirty minutes off during their shift for rest or meal.

14.08 The Employer agrees to implement a policy in all division/bureaus that all mandated overtime will be divided as equally as possible among qualified employees. Any employee who is called in to work at other than his/her normal reporting time shall receive a minimum of two hours pay for such work.

14.09 Court Pay. Employees who are off duty and are called in to work or are subpoenaed to appear in court as a result of their work assignment shall receive a minimum of two hours pay at the rate of time and one-half. If the employee is required by the court to be present in court for time over and above the minimum, said employee shall be paid at the rate of time and one-half.

Employees shall be reimbursed for mileage costs incurred because of court appearances required under this provision.

Employees shall sign and turn over to the County any and all fees and reimbursements paid because of court appearances resulting from their work assignment.

Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off-duty time and are not notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to the time scheduled for appearance, shall be paid two hours of pay at their regular rate of pay. There shall be a maximum of two (2) canceled subpoenas per day.

14.10 Correctional Officers assigned to serve as Jail Training Officers shall be compensated one hour of straight time for each four hour period they are required to prepare a Daily Observation Report for an employee in training. Jail Training Officers may elect to receive one hour compensatory time instead of straight time pay.

14.11 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 under this Article 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.

14.12 Compensatory Time Earned. In the event the Sheriff or his authorized representatives post information occasionally relating to technical training programs, seminars, and other specialized police training or meetings, and in the event an employee shall voluntarily desire to attend said program during his/her off-duty hours; then any such employee shall receive compensatory time off from his/her regular working hours for substantially the same amount of time spent in attending and traveling to and from said off-duty training programs.

14.13 Compensatory Time-Off. Each employee seeking such compensatory time off shall certify to the Sheriff the number of hours spent at said program, including travel time, during off-duty time and the place where such courses were taken prior to receiving compensatory time off. It is the express intent of the parties hereto that attendance at such approved programs shall be voluntary on the part of the Correctional Officers. Utilization of compensatory time shall be subject to the staffing needs of the department in the judgment of the Sheriff or

his authorized representative. Accumulation of compensatory time shall not exceed eighty (80) hours. Compensatory time must be taken in the calendar year in which it was generated or it will be paid out on the last pay check of the calendar year.

- 14.14 Specialty Teams. Correctional Officers who receive training as a result of being on a specialty team (SWAT, DIVE, CERT, FIELD FORCE and Honor Guard) will receive straight time for all hours of training unless overtime is required under the FLSA.

ARTICLE XV-JURY DUTY, VOTING

- 15.01 Any employee required to report for jury duty shall receive his/her normal wages for each day his/her presence shall be required by the Court. Any employee required to report, but not selected for jury duty shall return to his/her place of work as soon as may be reasonably expected. Such employee shall return to the Employer any monies received from or through the Clerk of Courts for such jury duty.
- 15.02 Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours shall be allowed time off with pay to cast his/her ballot in all legally constituted elections.

ARTICLE XVI - NO STRIKE, NO LOCKOUT

- 16.01 During the term of this Agreement no employee shall engage in or in any way encourage or sanction any strike, work-stoppage, slow-down, sit-down, walkout, concerted resignations or sick leave or any other action which would interrupt or interfere with work or responsibilities of Employer, and no employee shall prevent or attempt to prevent access of employees to the offices of Employer at any location or worksite of Employer. Any employee who violates any of the above prohibitions for any reason shall be subject to discipline or discharge at the sole discretion of the Employer and shall forfeit all benefits under this Agreement. Any such discharge or disciplinary action invoked by Employer or forfeiture of benefits under this Article, shall be ratified by the Rock County Board of Supervisors and upon such ratification shall be conclusive and shall not be subject to any grievance procedure or any administrative or court review.
- 16.02 The Association agrees that it shall not authorize, instigate, aid, condone, maintain or support a strike or any other action prohibited by this Article. The Association further agrees that it shall not discriminate against any non-Association employee or prospective employees.
- 16.03 The Employer agrees that there shall be no lockout nor shall the Employer discriminate against any employee because of Association activities.
- 16.04 The Employer and the Association agree that there shall be no discrimination against any employees or prospective employees because of race, creed, color, age, sex, national origin or handicapping condition. It is and shall be the policy of the Employer and the Association to treat all employees equally.

ARTICLE XVII - DISCHARGE, SUSPENSION

- 17.01 The Employer may discharge, suspend or otherwise discipline any employee for proper cause. An employee discharged or suspended will be informed of the reasons in writing, within two working days of the discharge or suspension and a copy of such letter shall be sent to the Association.
- 17.02 An Association Officer and/or Business Agent will be present when an employee is suspended or discharged if requested by the employee or the Employer.

- 17.03 Written reprimands will remain in effect for a period not to exceed one year and at the end of such period shall be removed from the employee's personnel file. Personnel files shall be open to employees at all times. Records of suspensions will remain in an employee's personnel file for a period of two years.
- 17.04 Disciplinary action must be grieved within fourteen days.
- 17.05 The Employer shall take disciplinary action no more than seven days from the date that a disciplinary investigation is completed. Upon notification to an employee of a pending disciplinary investigation, the employer shall act diligently to keep the employee and the Association Officer or Business Agent apprised of the status of the investigation.

ARTICLE XVIII - ALTERATION, LIMITATIONS, DURATION

- 18.01 This Agreement may be amended anytime during its life upon the mutual consent of the Employer and the Association. Such amendment to be enforceable, must be in writing and attached to all executed copies of this Agreement.
- 18.02 This agreement shall supersede all ordinances or resolutions which are in conflict herewith; however, if any article or section be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this Agreement and addendum shall not be affected thereby, and the parties shall enter into collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.
- 18.03 This Agreement shall commence on January 1, 2020 and shall remain in full force and effect through December 31, 2021, unless either party desires to alter, amend or otherwise change this Agreement upon written notice to the other party to be received no later than July 1, 2021, or the first day of July in any year thereafter, this Agreement shall be automatically renewed from year to year. In the event one of the parties desires to alter, amend, or otherwise change this Agreement and proper notice is given, but agreement between the parties to the proposed alteration, amendment, or other change is not reached prior to the expiration date of this Agreement, and unless other terms are agreed to this Agreement shall continue in full force and effect until the parties shall agree to the proposed alterations, amendments, or other changes. It is expressly understood between the parties that time is of the essence in the submission and receipt, if any, of the aforementioned notice.

ARTICLE XIX - DEFINITIONS

- 19.01 The following terms as hereinbefore used in this Agreement, shall have the following meanings:
- a) Sheriff means the elected Sheriff or his/her designee.
 - b) Human Resource Director means the Human Resource Director of Rock County.
 - c) Association Committee means a committee of members of the Association representing Rock County Correctional Officers.

- d) County Administrator means the Administrator of Rock County.
- e) Employees are defined as follows:
 - 1) Regular full-time -- those employees who are scheduled to work forty hours or more per week.
 - 2) Temporary -- those employees who are hired for a specified period of time not to exceed six months.
- f) Classification Changes:
 - l) Promotion -- change in job classification to another job classification with a higher salary range.
- g) Immediate Family Includes spouse, child, stepchild, parent, stepparent, sibling, mother-in-law, father-in-law, sister-in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's spouse's sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, domestic partner (as defined by the state of Wisconsin), aunt (the sister of one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.

ARTICLE XX - PARAGRAPH HEADINGS

20.01 The paragraph headings contained herein are for convenience in reference and for orderly arrangement, and are not intended to define or limit the scope of any provisions of this Agreement.

ARTICLE XXI - APPENDIX

21.01 The following appendices shall be part of this Master Agreement.

- Appendix A, Wages
- Appendix B, Schedule of Health Benefits
- Appendix C, Schedule of Dental Benefits

21.02 The wage appendix attached hereto is made part of this Agreement by this reference.

Signed this ____ day of _____, 2020

FOR THE COUNTY:

FOR THE ASSOCIATION:

County Clerk

President, Correctional Officers' Association

Vice President, Correctional Officers' Association

2020 WAGE APPENDIX A
Rock County Correctional Officers Association

APPENDIX A
WAGE APPENDIX
CORRECTIONAL OFFICER
2020 with 7/1 implementation on Steps 2-5

CLASSIFICATION		Step	3RD & MID (2%)			
			1st	2ND (1%)		
Correctional Officer	Hire rate	1/1/2020	A	20.00	20.20	20.40
	Hire rate	7/1/2020	A	20.00	20.20	20.40
After 1 Year	After 1 Year	1/1/2020	B	20.00	20.20	20.40
	After 1 Year	7/1/2020	B	20.60	20.81	21.01
After 2.5 Years	After 2.5 Years	1/1/2020	C	20.96	21.17	21.38
	After 2.5 Years	7/1/2020	C	21.59	21.81	22.02
After 5 Years	After 5 Years	1/1/2020	D	21.96	22.19	22.42
	After 5 Years	7/1/2020	D	22.62	22.86	23.09
After 7 Years	After 7 Years	1/1/2020	E	23.22	23.45	23.67
	After 7 Years	7/1/2020	E	24.38	24.62	24.85

**APPENDIX B
SCHEDULE OF HEALTH INSURANCE BENEFITS**

Employee's Share of Premium: 10%-however the employee can earn back that 10% with completion of the Rock County Healthy Employee Incentive Program (HEIP)

Benefit	Dean or Mercy Point of Service Plan
Deductible	In Network: \$500 / \$1,500 Out of Network: \$750 / \$2,250
Coinsurance	In Network: 90% Out of Network: 65%
Deductible and Coinsurance Limit	\$3,650/\$7,300
Maximum Total Cost (Medical and Pharmacy)	In Network: Covered at 100% Out of Network: Deductible, then 65% Coinsurance
Preventative Care	In Network: Covered at 100% Out of Network: Deductible, then 65% Coinsurance
Primary Care / Specialty Care Office Visit	In Network: \$15 Copay Out of Network: Deductible, then 65% Coinsurance
Urgent Care	In Network: \$30 Copay Out of Network: \$30 Copay
Emergency Room	In Network: \$300 Copay* Out of Network: \$300 Copay* *ER Copay waived if admitted to the hospital
Inpatient / Outpatient Hospitalization	In Network: Deductible, then 90% Coinsurance Out of Network: Deductible, then 65% Coinsurance
Prescription Drugs	\$10/\$25/\$50/\$150

APPENDIX C

Schedule of Dental Benefits

	LOW PLAN	HIGH PLAN
Maximum per participant per calendar year	\$1,000.00	\$1,500.00
Deductible per participant per calendar year	\$25.00*	\$0.00
Maximum family deductible per calendar year	\$75.00*	\$0.00
*Diagnostic (includes)	100%	100%
Diagnostic X-rays		
Oral Examinations		
*Preventive	100%	100%
Ancillary (includes)	100%**	100%
Anesthesia and injections		
Emergency palliative treatment and		
Denture repairs/adjustments		
Restorations		
Regular (Direct Fillings)	100%**	100%
Crowns, inlays, onlays	50%**	70%
Bridges and dentures	0	70%
Oral Surgery	100%**	100%
Endodontics	100%**	100%
Periodontics	100%**	100%
Orthodontic Services	50%	50%
(lifetime max \$1,000, dependents only)		
Dependents covered to age	26	

* APPLIES TO ONLY BASIC AND MAJOR SERVICES

** DEDUCTIBLE APPLY

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 10, 2019
DATE DRAFTED

**TO RATIFY THE 2020 LABOR AGREEMENT BETWEEN ROCK COUNTY
AND DEPUTY SHERIFF'S SUPERVISORS ASSOCIATION**

- 1 WHEREAS, the County is subject to 111.70 of the Wisconsin Statutes; and
- 2
- 3 WHEREAS, representatives of the Deputy Sheriff's Supervisors Association have met with the County's
- 4 Bargaining Team in an attempt to arrive at a mutual agreement on wages, hours and conditions of employment;
- 5 and
- 6
- 7 WHEREAS, the proposed wage settlement represents a total package 3.00% increase for 2020; and
- 8
- 9 WHEREAS, the membership of the Association has ratified the agreement; and, a summary of the contractual
- 10 agreement is attached.
- 11
- 12 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this
- 13 _____ day of _____, 2020 does hereby ratify the terms and conditions of the 2020 labor
- 14 agreement between Rock County and the Deputy Sheriff's Supervisors Association.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Bob Yeomans

Terry Thomas

Louis Peer

Alan Sweeney

TO RATIFY THE 2020 LABOR AGREEMENT BETWEEN ROCK COUNTY AND THE DEPUTY
SHERIFF'S SUPERVISORS ASSOCIATION

Page 2

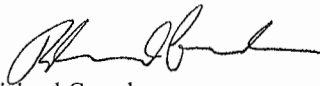
FISCAL NOTE:

	<u>Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>
2020	\$1,851,481	\$55,545	3.00%


Sherry Oja
Finance Director

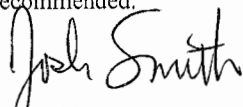
LEGAL NOTE:

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

The Rock County bargaining team met with representatives of the Rock County Deputy Sheriff's Supervisor's Association multiple times over the past several months to negotiate a successor agreement. The sides were able to reach a tentative agreement for 2020. The total package is 3%, within the bargaining authority provided by the Rock County Board of Supervisors.

ROCK COUNTY SHERIFF'S DEPARTMENT

AGREEMENT BETWEEN ROCK COUNTY

&

**ROCK COUNTY DEPUTY SHERIFF'S
SUPERVISORS ASSOCIATION**

2020

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AGREEMENT

This Agreement made and entered into this _____ day of _____, 2019, by and between Rock County, Wisconsin hereinafter referred to as County and the Rock County Deputy Sheriff's Supervisors Association, hereinafter referred to as the Association.

ARTICLE I - RECOGNITION

- 1.01 The County recognizes the Association as the exclusive collective bargaining representative for all sergeants employed by the County, but excluding all other employees in accordance with WERC Case CXXXV, No. 27880 ME-1995, dated August 28, 1981.

ARTICLE II - MANAGEMENT RIGHTS

- 2.01 The management of the Department and the direction of the working force is vested exclusively in the Sheriff, including, but not limited to the right to hire, or appoint; suspend, or demote, discipline or discharge for cause (all pursuant to the provisions of Wis. Stats. 59.26); to transfer or layoff for economic or other legitimate reasons, to determine the type, kind and quality of service to be rendered to the citizenry, to determine the location, operation and type of any physical structures or facilities of any division or shift within a division, to plan and schedule service, work shifts and training programs, to establish reasonable work rules, to determine what constitutes good and efficient County service and all other functions of management and direction not expressly limited by the terms of this Agreement. The Association expressly recognizes the prerogative of the County and the Sheriff to operate and manage its/his affairs in all respects in accordance with its/his responsibilities.

ARTICLE III - PROBATIONARY PERIOD

- 3.01 Length. All personnel promoted to higher classifications shall serve a probationary period of twelve months. At the sole discretion of the Sheriff employees deemed to not be performing satisfactorily during the probationary period shall retain the right to return to the position held prior to the instant promotion.
- 3.02 Seniority Date. Upon successful completion of the probationary period, employee's seniority date in rank shall be the initial date of promotion to that rank within the Rock County Deputy Sheriff's Supervisors Association. "Seniority in rank" shall be used for the purposes of vacation selection and overtime sign-up.

ARTICLE IV - LEAVES OF ABSENCE

- 4.01 Length. Leaves of absence without pay for periods not in excess of six months in any year, may in the discretion of the department head be granted in writing to any employee who has completed his/her probationary period, providing such employee does not accept employment elsewhere. Failure to grant leave of absence shall not be subject to the grievance procedure. The employee to whom written leave of absence has been granted shall be entitled at the expiration of the time stated on such leave to be

reinstated to a comparable position or the one in which he/she was employed at the time the leave was granted. The Association shall be provided with a copy of the written leave by the Employer at the time such leave is granted.

- 4.02 Anniversary Date. When a leave of more than thirty days is granted, the employee's anniversary date shall be advanced by the amount of time that the leave exceeds thirty days and such time shall not be counted for the purpose of computing salary increments.
- 4.03 Military Leave. Leaves of absence shall be automatically granted all full-time employees who are called or volunteer for military service and such employees shall be reinstated to at least their former job level or classification at the expiration of their military service, all pursuant to the provisions of Wis. Stats. 45.50 and Title 38 of the Federal Code as it applies to military leave.

ARTICLE V - HOLIDAYS

5.01 Holidays.

- A. Each employee shall be granted the following holidays or days in lieu thereof off with pay. 1) New Year's Day; 2) Memorial Day; 3) July 4th; 4) Labor Day; 5) Thanksgiving Day; 6) Day after Thanksgiving; 7) December 25 and three "Floating" holidays to be selected by the employee. New employees who commence employment on or after July 1, of the year, shall be granted only two "Floating" holidays.
- B. If the holiday falls on a regular scheduled day of work for an employee on a 5-2, 5-3 schedule, the employee shall be compensated at one and one-half times the employee's normal hourly rate of pay and the employee will be granted a day in lieu thereof off with pay. If the holiday falls on a regular scheduled day off for an employee on a 5-2, 5-3 schedule, the employee will be granted a day in lieu thereof off with pay. If the holiday falls on a weekend for an employee on a 5-2 work schedule, the employee will be granted a day in lieu thereof off with pay. Any such requested days off shall be granted subject to the approval of the Sheriff with regard to the particular day requested.
- Employees called into work on a holiday shall receive the overtime rate for all hours worked in addition to the holiday pay.
- C. Requests for holiday time shall be by seniority within each shift of each division, but the days must be requested prior to February 1 of the New Year. Holiday requests will be granted only after all vacation requests have been approved. After February 1, all holiday requests will be approved on a first come, first serve basis, with no regard to seniority.
- D. Employees on a 5-2 schedule called to work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked in addition to the holiday pay. Employees shall not receive more than two and one-half times their normal rate of pay for holiday hours worked.

E. Employees hired on or after May 1, 1998 shall have the right to accumulate and must use their holidays within twelve (12) months of earning said holiday. If not used, the holiday will be paid out.

5.02 Compensatory Time. If a holiday falls on an employee's scheduled day of work or a scheduled day off, the employee shall have a compensatory day off with pay. Any such requested days off shall be granted subject to the approval of the Sheriff with regard to the particular day requested.

5.03 Effective January 1, 1993, if a holiday falls on an employee's scheduled day of work, the employee shall be paid time and one-half for all hours worked.

ARTICLE VI - VACATION

6.01 Length. All regular full-time employees shall earn vacation from the most recent date of employment followed by uninterrupted employment. Leaves of absence pursuant to Article VII shall not be counted as an interruption of employment.

6.02 Schedule. Effective January 1, 2016, employees shall be entitled to annual paid vacations as follows: Upon the completion of one year, ten working days; in addition, employee 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 paid vacation per year.

After 2 years – 11 days
After 3 years – 12 days
After 4 years – 13 days
After 5 years – 14 days
After 6 years – 15 days
After 7 years – 16 days
After 8 years – 17 days

After 9 years – 18 days
After 10 years --19 days
After 11 years – 20 days
After 12 years -- 21days
After 13 years – 22 days
After 17 years – 23 days
After 18 years – 24 days
After 19 years – 25 days

6.03 Staffing. The number of employees on vacation within a given shift or division at any given period shall be determined by the Sheriff.

6.04 Selection. Choice of vacation time shall be by seniority within each shift of each division, but the days must be requested prior to February 1 of the new year. Vacation may be used in single day increments. After February 1, all vacation requests will be approved on a first come, first serve basis, with no regard to seniority. The "freezing of the books" will not be done until after February 1 of each year.

6.05 Start Date. All vacations may commence on the first day following the employee's regular days off.

6.06 Consecutive Weeks. Employees may take two consecutive weeks of their earned vacation and with prior approval of the Sheriff, may take all their earned vacation consecutively.

- 6.07 Termination. Employees who give at least two weeks prior notice of termination of employment, and employees or the heirs thereof, whose services are terminated due to discharge (except for dishonesty), retirement, or death, shall receive all earned vacation based on months of service on a pro-rata basis. A fractional month of employment shall be counted as a whole month when the fraction is one-half or more and dropped when less than one-half. Payment shall be made in full on the next regular payday after termination.

ARTICLE VII - SICK LEAVE

- 7.01 Accumulation. Each full-time employee shall accumulate one sick leave day with pay for each month or major fraction thereof of employment until a total of one hundred-fifty days has been accumulated.
- 7.02 Notice. Sick leave pay shall begin on the first day of absence for illness and notice shall be given by the employee at least two hours prior to his/her starting time, if possible. Failure to give such notice which is due to the carelessness or negligence of the employee shall result in a forfeiture of one days sick leave pay to which such employee would otherwise be entitled.
- 7.03 Retirement or Voluntary Termination.
- A. An employee who leaves the service voluntarily after fifteen years or more of service shall receive payment in money for accumulated sick leave up to, but not exceeding one hundred days. The employee shall notify his/her supervisor thirty days prior to date of separation from service. A day shall be defined as a regular working day in computing payment in money. Payment shall be made in full on the next regular payday after retirement.
 - B. Survivor Benefit. In the event of a death of an employee who is still in service, the County shall pay in money for any of his/her accumulated sick leave, up to, but not exceeding eighty (80) days to his/her surviving spouse, if any and then to his/her children if any, and then to his/her heirs at law.
- 7.04 Bereavement Leave. In the event of a death an employee may be excused from work without loss of pay for up to a maximum of thirty-two (32) hours annually for the purpose of attending a person's wake, visitation, memorial service, funeral, or make necessary arrangements regarding the person's death, within a reasonable time after the occurrence.
- If additional time is required beyond the thirty-two (32) hours annually, an employee may request to use accumulated vacation, holiday or comp-time. Sick leave cannot be used.
Bereavement leave cannot be accrued from one year to the next.
Bereavement leave can be used in increments of quarter hours.
All leaves under this section shall be prorated based upon the employee's FTE.
- 7.05 Pallbearer Pay. In the event an employee is requested to act as a pallbearer, for a funeral not otherwise eligible for funeral leave, he/she shall be granted no more than one day to so serve without loss of pay.

- 7.06 Worker's Compensation. In the event of illness or injury incurred as a direct result of a service related incident, an employee shall be paid his/her regular salary provided that he/she returns all weekly payments from Worker's Compensation to the County. Said payments shall continue for a period not to exceed two calendar years.
- 7.07 Sick Leave Payment. Employees with at least ten years of service who have accumulated more than one hundred days of sick leave may elect to be paid in cash for those days beyond one hundred at a rate of one day of sick leave equals one-half day's pay on the first pay date in December of each year. Employees must notify their employer of their intention to collect such pay for sick leave before November 1, of that year.

ARTICLE VIII - HOURS OF WORK, WAGES AND CLASSIFICATIONS

8.01 Work Schedule.

- A. The hours of work for supervisors shall average forty (40) hours per week annually. The workweek shall be a five (5) days on/two (2) days off, five (5) days on/three (3) days off schedule or a straight five (5) days on/two (2) days off schedule. Employees working a straight 5-2 schedule shall be paid for eighty (80) hours on a bi-weekly basis.

The hours of work for supervisors assigned the work schedule of 5-2, 5-3 shall be as follows:

First Shift	7a to 3p	Third Shift	11p to 7a
Second Shift	3p to 11p	Mid-Shift	7p to 3a

All employees on this shift schedule shall report to work one-half (1/2) hour prior to commencement of their shift. It is understood and agreed that employees may be called for emergency work at anytime.

- B. Exemption from the above-scheduled hours may be adopted for persons working on a 5-2 schedule Monday through Friday. Management will establish regular and consistent work hours for each position above other than the special investigation unit supervisor (flex) that are consistent with their duties and objectives. Such work hours shall consist of a continuous 8-hour shift between the hours of 6:00 am and 11:00 pm. From time to time, at the direction or authorization of management, the above-positions may work hours outside of their ordinary 8-hour shift to meet the needs of the Department.
- 8.02 Shift Structure. The hours of work for employees, except for swing shift personnel, shall ordinarily be either the first, second, mid or third shift, provided that employees shall respond to a call for emergency work at any time.
- 8.03 Overtime. Employees working a 5-2, 5-3 schedule shall receive time and one-half (1 1/2) in compensation for all hours worked in excess of eight and one-half (8 1/2) per day. Employees working a 5-2, 5-2 schedule shall receive time and one-half (1 1/2) in compensation for all hours worked in excess of eight (8) per day and forty (40) per week. Employees called in to work who report to work,

shall receive time and one-half (1 1/2) in wages for all hours worked on the off day and shall be compensated for a minimum of two (2) hours of pay at time and one-half (1 1/2). Overtime shall be computed on base salary plus shift differential.

If a vacation, holiday or compensatory day off is scheduled at least 24 hours in advance, and is subsequently cancelled by management, the employee will be paid time and one-half (1 1/2) for hours worked and will retain the vacation, holiday or compensatory day in the appropriate bank. If the employee works less than eight (8) hours, he/she will be paid time and one-half (1 1/2) for hours worked and the remainder of the eight (8) hours will be paid as vacation, holiday or compensatory time off, whichever was to be used for the off time. If the partial day was scheduled as a floating holiday, the floating holiday time not used to complete the eight (8) hour day will be transferred to the employee's regular holiday bank.

- 8.04 Subpoena Pay. Employees who are not on duty shall receive time and half pay for all time in court when subpoenaed by court to appear in traffic, civil and criminal cases or when specifically requested by the Sheriff, Office of District Attorney or Corporation Counsel. Employees whose services are required under this provision and who are not on duty shall receive a minimum of two (2) hours pay at time and one-half. There shall be a maximum of three (3) per day.
- 8.05 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off-duty time and are not notified of the cancellation or dismissal of said subpoena within twenty-four hours of the time scheduled for appearance, shall be paid two hours of off-duty pay at their regular rate of pay. There shall be a maximum of two (2) canceled subpoenas per day.
- 8.06 Classification. Each employee presently employed or hired after adoption of this contract shall be classified by a job title as listed under Appendix A under "Classification."
- 8.07 Pay Progression. Employees shall normally be hired at Step A as set forth in the applicable appendix-classification schedule and shall then be advanced to Step B upon completion of forty-eight (48) months in the classification. Employees will advanced to Step C upon completion of eighty-four (84) months in the classification.

Effective 7/01/2018 Employees shall normally be hired at Step A as set forth in the applicable appendix-classification schedule and shall then be advanced to Step B upon completion of twenty-four (24) months in the classification. Employees will advanced to Step C upon completion of forty-eight (48) months in the classification. Employees will advanced to Step D upon completion of one hundred and eight (108) months in the classification.

Effective 1/01/2019 Employees shall normally be hired at Step A as set forth in the applicable appendix-classification schedule and shall then be advanced to Step B upon completion of twenty-four (24) months in the classification. Employees will advanced to Step C upon completion of forty-eight (48) months in the classification. Employees will advanced to Step D upon completion of seventy-two (72) months in the classification. Employees will advanced to Step E upon completion of one hundred and eight (108) months in the classification.

The Sheriff may determine that a particular appointment be made above the entrance pay rate, up to Step B, in recognition of relevant experience and/or exceptional qualifications. In this scenario, the employee will receive completion credits, as labeled in the wage schedule, towards step progression. For example, if the employee is awarded Step B they have earned 24 months toward movement to Step C. These completion credits only apply to step progression and no other benefits or seniority. Upon completion of the probationary period, the completion credits shall be applied to the employee's vacation allotment up to Step B.

The County offers a total package 2.00% increase for 2018 and a total package 2.0% increase for 2019. The across the board wage increase will vary by start date and percentage based on the financial impact of language changes (ex. WRS increase, education incentive, etc.).

8.08 Pay Date. Employees shall be paid every two weeks.

8.09 Compensatory Time Off/Overtime Payment. An employee may select to be paid for all of his/her overtime at the rate of time and one-half, or take his/her overtime in a comp-time procedure at the rate of time and one-half not to exceed a total of 80 hours. All time accumulated over the 80 hours would automatically be paid at a rate of time and one-half. Utilization of said leave shall be subject to authorization of the shift commander or appropriate supervisor. Compensatory time must be taken in the calendar year in which it was generated or it will be paid out on the last pay check of the calendar year in a separate check.

ARTICLE IX - BENEFITS IN LIEU OF WAGES

9.01 Life Insurance. The County having elected to participate in the State Life Group Insurance Program for employees of Wisconsin Municipalities, pursuant to the provisions of Wisconsin Statutes 40.20, shall continue to so participate with the County paying ninety-five percent of the total cost thereof, with coverage of \$1,000 for each \$1,000 of annual base salary or fraction thereof.

9.02 Uniform Allowance. Each full-time employee shall be granted an annual uniform allowance of \$1,025. This shall be paid to the employee on or before January 15 of each year by separate check. Employees may purchase bullet-proof vests from their basic allowance.

9.03 Health Insurance. A group comprehensive health plan shall be in force for full-time employees. In addition, all full-time employees shall have the like coverage for their spouse and children. The County will pay 90% of the premium for Health Insurance, and the employees will pay 10% of the premium based on the terms of participation of the Healthy Employee Incentive Program.

9.04 Dental Insurance. Effective July 1, 1986 a group dental insurance plan shall be made available by the County. The coverage and benefit level shall be as set forth in Appendix B of this Agreement. Only employees working one-half time or more shall be eligible to participate in said program. The cost for said premiums shall be shared as follows:

The Employer shall pay 60% of applicable premium and the employee shall pay 40% of the applicable premium.

9.05 Health Insurance for Retirees.

- A. Effective January 1, 2014, for employees retiring after attaining age 53, the County shall pay 100% of the health insurance premiums for the applicable coverage for the retired and eligible dependents until such time as the employee becomes eligible for coverage under any federal health insurance plan, which is understood to be Medicare/Medicaid eligible.
- B. Employees desiring to retire as early as age 50, 51 or 52 shall be allowed to pay their insurance related costs inclusive of health premiums through use of their PEHP. Upon attaining age 53, the health insurance premiums shall be paid by the County in accordance with the terms of the agreement as appears in paragraph A above.

9.06 Retirement.

- A. For all employees hired prior to July 1, 2011, the County shall participate in the Wisconsin Retirement System pursuant to Wisconsin State Statute 40.21(1) and shall contribute the full employee's contribution of the employee's earnings as required by 40.05(1)(a)(3) less two percent which the employee shall begin paying effective January 1, 2015. Effective July 1, 2018, the employee contribution shall increase to three (3%) percent.

For all employees hired after July 1, 2011, the County shall participate in the Wisconsin Retirement System pursuant to Wisconsin State Statute 40.21(1). The Employee shall contribute the full employee's contribution of the employee's earnings as required by 40.05(1)(a)(3).

In addition to the amount in A above, the County shall pay the benefit adjustment contribution equal to one percent of earnings beginning January 1, 1986 as set forth in Section 40.05(2m), Wisconsin State Statutes (1983-84).

- B. Employees desiring to retire as early as age 50, 51, or 52 shall be allowed to pay their insurance related costs inclusive of health premiums through use of their VEBA. Upon attaining age 53, the health insurance premiums shall be paid by the County in accordance with the terms of the agreement as appears in paragraph A above.
- C. Such retirement contributions made by the Employer as listed in 9.06 A above, shall be reported by the Employer to the Wisconsin Retirement System in the same manner as though deducted from the earnings of said employees. It is understood and agreed between the parties hereto that such payments made by the Employer shall not be considered municipality contributions.

9.07 Education.

- A. The County shall reimburse employees for full cost of their tuition and books for an approved police science, criminal or related course at an approved vocational school or college, provided that such payment is not covered under the terms of employment, G.I. or other eligibility benefits.

Such courses must receive prior approval in writing from the Sheriff or his representatives, and a grade of at least a C must be attained.

Effective January 1, 1999 the above tuition reimbursement provision will be replaced with the following:

The County shall reimburse employees for the full cost of their tuition and books for approved police science, criminal justice or related courses in an accredited vocational/technical school, college or university. Reimbursement for tuition shall be limited to the highest level for in-state tuition for such courses at UW-Whitewater or Blackhawk Technical or UW-Rock County. Further said reimbursement shall be limited to the tuition charge for a full-time student per semester. No reimbursement shall be required of the county that would be duplication of payment for educational benefits received by employee from another source other than assistance from a private source. Such courses are subject to prior approval in writing by the Sheriff or his representative; however, such approval shall not be unreasonably withheld. Reimbursements will be limited to courses for one (1) approved Bachelor's Degree program and/or one (1) approved Master's Degree program.

- B. In addition to the regular wage schedule, employees who have obtained a bachelor's degree in, shall receive an additional \$125.00 per month.

Employees who have attained an associate degree shall receive in addition to their regular salary \$50.00 per month. Employees hired on or after May 1, 1998 will not be eligible for the associate degree payment until January 1, 2019.

In addition to the regular wage schedule, employees who have obtained a master's degree shall receive an additional \$150.00 per month.

In order to receive such incentive the employee must submit an official transcript or a copy of their conferred diploma to the Human Resources Department.

- C. In the event an employee should cease his/her employment with the Sheriff's Department (exceptions; retires at age 50, is laid-off, death or accepts other employment with Rock County) within two years of the date of the last payment of any tuition by the County, he/she shall reimburse the County a sum of money equal to 25% of tuition payments made by the County on his/her behalf during the last three years of employment. Said reimbursement to be made in the form of a deduction from the employee's final paycheck.

9.08 Shift Differential. All employees who work on second shift shall receive one percent of their base pay as shift differential. Employees working third shift or mid-shift, or special investigation unit supervisor shall receive two percent of their base pay as a shift differential.

Said payments shall be added to their base pay and shall be computed to the nearest cent per hour.

9.09 Dues Deduction. The Employer agrees to deduct monthly dues in the amount certified by the Association from the pay of employees who individually sign a dues deduction authorization form supplied by the Association. This deduction shall include any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues (the "combined dues").

It shall be the Association's responsibility to obtain dues authorization forms from new employees and provide them to employer no less than 30 days prior to the date in which dues deductions are to commence.

The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the Association, in one lump sum not later than the end of the month in which the deduction is made.

Authorization of dues deduction by a voluntary member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association.

No employee shall be required to join the Association, but membership in the Association shall be made available to all

employees in the bargaining unit who apply consistently with the either the WPPA or local Association Constitution and By-Laws. No employee shall be denied membership because of race, creed, color, sex or other legally protected class status.

Modifications. Changes in dues amounts to be deducted shall be certified by the Association at least four weeks before the start of the pay period the increased deduction is to be effective.

Hold Harmless. It is understood and agreed that the Association will refund to the employer or the employee involved any dues erroneously deducted by the employer and paid to the Association. The Association shall indemnify, defend and save the Employer harmless against any and all claims, demands, suits or other forms of liability, including court costs, that shall arise out of or by reason of action taken or not taken by the Employer in reliance upon employee payroll deduction authorized forms submitted by the Association to the Employer. If it should be ruled by a court of competent jurisdiction that this indemnification clause, or any part of it, is void as against public policy, then 11.01 Dues Deduction shall become null and void and shall no longer be considered a part of this contract.

The parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or part.

- 9.10 Physical Examinations. Each employee may have a physical examination every 3 years. The County will determine the scope of the examination and pay the full cost of the exam. The County will select the provider of the examination. When the County's Health Insurance Policy provides coverage for physicals that does not incur deductibles, this section does not apply.

No Association member shall be discharged, retired, pensioned or severed from employment upon the basis of information contained in such physical examination, unless the examining physician certified that the employee is no longer capable of performing his duties. Should such certification be given, the employee shall have the right to a hearing thereon and introduction of his medical testimony.

- 9.12 Post Employment Healthcare Program (PEHP): Rock County ("Employer") agrees to participate in the Security Benefit Group Healthcare Reimbursement Account (HRA) for Public Sector Labor Association Employees (the Plan) in accordance with the terms and conditions of the Plan's Participation Agreement, a copy of which is attached to this Agreement. The parties hereto designate Security Financial Resources, Inc. to serve as the Plan Administrator for the Plan, or its successors appointed in accordance with the Plan and Trust documents. The Employer agrees to contribute to the Plan on behalf of the following category of employees:

All sergeants employed by the County in classifications set forth in Appendix A of the collective bargaining agreement, but excluding all other employees in accordance with WERC Case CXXXVI, No. 27879 ME-1994 dated August 28, 1981.

For the term of this Agreement, the Employer shall contribute for each eligible employee the amount of \$25.00 per month into the HRA Medical Expense Reimbursement Account and their gross monthly salaries will be reduced by that amount. Additionally, upon termination, 100 percent of the eligible employee's accumulated sick leave balance that would otherwise have been paid to the eligible employee had the Employer not participated in the Plan shall be deposited into the HRA Insurance Premium Reimbursement Account. In order to minimize the risk of this Plan being found discriminatory under section 105 (h) of the Internal Revenue Code of 1986, as amended ("Code"), the Administrator may request that a contribution amount to a highly compensated eligible employee's account be reduced to the maximum amount contributed on behalf of a non-highly compensated eligible employee. If such a request is made, the reduction amount shall be paid to the employee in the form of wages.

The Employer and Association further agree that for the term of this Agreement, salary or hourly rate of pay, for the sole purpose of computing pensionable wages and overtime rates of pay, shall include the Employer's recurring contributions to the Plan (i.e., not lump sum termination contributions) that would otherwise have been recognized as a pensionable benefit had such amounts not been contributed to the Plan.

- 9.13 Meal Reimbursement: See County Personnel Ordinance Section 18.626.

ARTICLE X - GRIEVANCE PROCEDURE

- 10.01 Definition. Any dispute which may arise from a complaint by an employee or the Association with respect to the interpretation of the terms and conditions of this Agreement, shall be subject to the following grievance procedure unless expressly excluded from such procedure by the terms of this

Agreement. Grievances resulting from discipline shall begin processing at Step 2. Time limits set forth herein may be extended upon mutual agreement of the parties.

10.02 Procedure.

Step 1. The employee and/or the Association Committee shall present the grievance orally or in writing involving matters of interpretation of the terms and conditions of this Agreement to the most immediate supervisor who has the authority to make adjustments in the matter within 14 calendar days of the alleged grievance or the time the employee can reasonably have been expected to have knowledge of said grievance.

The supervisor shall respond within 7 calendar days. If the grievance is denied, said denial shall be in writing.

Step 2. If the grievance is not resolved at Step 1, within 7 calendar days from the date of the written denial in Step 1, the employee and/or the Association Committee shall present the grievance in writing to the Sheriff, or his/her designee, who shall attempt to adjust the grievance. The Sheriff or his/her designee, shall meet with the employee and/or the Association representative within 7 calendar days following receipt of the written grievance. The Sheriff, or his/her designee, shall provide a written response to the employee, or Association representative within 14 calendar days of the meeting.

Step 3. If a satisfactory settlement is not reached in Step 2, it shall be presented in writing to the Human Resources Director by the employee or the Association Committee and/or the Association representative no later than 7 calendar days after receipt of the Sheriff's decision. Within 14 calendar days, the Human Resources Director shall meet with the parties to discuss the grievance and attempt to settle the matter. If there is no settlement, the Human Resources Director shall provide a decision in writing to the Association within 14 calendar days following the meeting with the parties.

Step 4. If a satisfactory settlement is not reached in Step 3, within 14 calendar days after the date the Human Resources Director's written response is due, the County or the Association may serve written notice upon the other that the grievance issue shall be arbitrated.

Within 7 calendar days thereafter, the parties shall meet and attempt to agree upon an arbitrator. If the parties fail to agree upon an arbitrator within 14 calendar days following said notice of arbitration, the parties shall request the Wisconsin Employment Relations Commission to submit a panel of 5 arbitrators. In the event the parties do not agree upon one of the 5 arbitrators, the moving party shall strike two names and the opposing party shall strike 2 names and the individual remaining shall serve as arbitrator to hear the dispute. The arbitrator shall have jurisdiction and authority only to interpret the specific provision aggrieved and shall not amend, delete, or modify any of the express provisions of this Agreement.

10.03 Costs. The decision of the arbitrator shall be final and binding upon the parties. The cost of arbitration shall be borne equally by the parties, except that each party shall be responsible for the costs of any witnesses testifying on its behalf. Upon mutual consent of the parties, more than one grievance may be heard before one arbitrator.

ARTICLE XI - LAYOFF/RECALL

- 11.01 Criteria. When it becomes necessary to reduce the work force for any reason, the lay-offs shall be based upon ability to perform available work as determined by the department head based upon written records and reports. When abilities are stated to be equal, seniority shall prevail.
- 11.02 Notice. The Sheriff shall notify each person to be laid-off of all his rights, including his reinstatement eligibility in writing. Regular employee shall receive at least ten days notice prior to such layoff.
- 11.03 Order. No permanent employee shall be laid off when there are temporary, probationary, state or federal subsidized employees or reserves in the department performing deputy sheriff's functions.
- 11.04 Recall. Laid off employees shall be eligible for recall for a period of time equal to their length of service, but in no event longer than two full calendar years. Recall shall be on a seniority basis, unless qualifications are not equal to other laid off personnel.

ARTICLE XII - TRAINING TIME

- 12.01 Compensatory Time Earned. In the event the Sheriff or his authorized representatives post information occasionally relating to technical training programs, seminars, and other specialized police training or meetings, and in the event an employee shall voluntarily desire to attend said program during his off duty hours; then any such employee shall receive compensatory time off from his/her regular working hours for substantially the same amount of time spent in attending and traveling to and from said off duty training programs.
- 12.02 Compensatory Time-Off. Each employee seeking such compensatory time off shall certify to the Sheriff the number of hours spent at said program, including travel time, during off duty time and the place where such courses were taken prior to receiving compensatory time off. It is the express intent of the parties hereto that attendance at such approved programs shall be voluntary on the part of the deputies. Utilization of compensatory time shall be subject to the staffing needs of the department in the judgment of the Sheriff or his authorized representative. Accumulation of compensatory time shall not exceed eighty hours. Authorization to accumulate compensatory time under this provision shall be the responsibility of the Sheriff.
- 12.03 Flex Shift For Training. The Sheriff or his/her authorized representative is authorized to create a flex-shift from 8:00 am to 4:00 pm for inservice or mandated training; or 1:00 pm to 9:00 pm shift exclusively for firearms and/or EVOC training. This shift applies to both attendees and instructors of such training. Specialty team training events shall adhere to the listed schedules unless a different schedule is agreed upon by all affected union members, as well as, the Sheriff and/or his/her designee.

ARTICLE XIII - AMENDMENT, LIMITATION, DURATION

- 13.01 Amendment. This Agreement may be amended anytime during its life by the mutual consent of the parties. Such amendments to be enforceable must be in writing and attached to at least two copies of this Agreement.

- 13.02 Waiver. This Agreement shall supersede all ordinances or resolutions which are in conflict herewith; however, if any article or section be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section shall be restrained by such tribunal, the remainder of this Agreement and appendix shall not be affected thereby.
- 13.03 Duration. This Agreement shall become effective the first day of the first pay period in 2020, and shall remain in full force and effect through the last day of the final pay period in 2020, subject to the provisions of Article XIII, Section 13.04.
- 13.04 ReOpener. Unless either party desires to alter, amend or otherwise change this Agreement upon written notice to the other party no sooner than June 1, 2020 and no later than August 1, 2020, or between the 15th day of June and the 1st day of August in any year thereafter, this Agreement shall be automatically renewed from year to year. In the event one of the parties desires to alter, amend or otherwise change this Agreement and proper notice is given, but agreement between the parties to the proposed alteration, amendment or other change is not reached prior to the expiration date of this Agreement, and unless other terms are agreed to, this Agreement shall continue in full force and effect until the parties shall agree on the proposed alterations, amendments or other changes.

ARTICLE XIV - DEFINITIONS

- 14.01 The following terms as hereinbefore used in this Agreement have the following meanings:
- A. Department Head means the Sheriff of Rock County
 - B. Department means the Rock County Sheriff's Office.
 - C. Division means of the several divisions within the Office.
 - D. Shifts:
 - 1. The 1st shift shall be from 7:00 a.m., to 3:00 p.m.
 - 2. The 2nd shift shall be from 3:00 p.m., to 11:00 p.m.
 - 3. The mid-shift shall be from 7:00 p.m. to 3:00 a.m.
 - 4. The 3rd shift shall be from 11:00 p.m., to 7:00 a.m.
 - E. Immediate family means See County Personnel Ordinance Section 18.1025.
 - F. Association Committee a committee of members of the Rock County Deputy Sheriff's Supervisors Association of not more than five persons.
 - G. Employee shall mean personnel employed by the Rock County Sheriff's Department in position classifications set forth in the wage appendix of this Agreement.

ARTICLE XV - EXECUTION

This Agreement has been executed in quintuple; one copy to be filed with the County Clerk's Office, one copy to be filed with the Human Resource Director, one copy to be filed with the Sheriff and two copies to be filed with the Association.

Signed this _____ day of _____, 2020

FOR THE ASSOCIATION:

Name

Date

Name

Date

Name

Date

Name

Date

FOR THE COUNTY:

Name

Date

**APPENDIX A
DEPUTY SHERIFF
SUPERVISOR
2020**

	Shift:	1ST	2ND (1%)	3RD & MID (2%)
CLASSIFICATION		STEP		

EFFECTIVE 1/1/2020

SERGEANT

Hire Rate	A	\$35.60	\$35.95	\$36.32
After 2 Years	B	\$37.58	\$37.96	\$38.33
After 4 Years	C	\$39.43	\$39.82	\$40.22
After 6 Years	D	\$41.01	\$41.42	\$41.83
After 9 Years	E	\$42.77	\$43.20	\$43.63

**APPENDIX B
SCHEDULE OF DENTAL BENEFITS
JANUARY 1, 2020**

	LOW PLAN	HIGH PLAN
Maximum per participant per calendar year	\$1,000.00	\$1,500.00
Deductible per participant per calendar year	\$25.00*	\$0.00
Maximum family deductible per calendar year	\$75.00*	\$0.00
*Diagnostic (includes)	100%	100%
Diagnostic X-rays		
Oral Examinations		
*Preventive	100%	100%
Ancillary (includes)	100%**	100%
Anesthesia and injections		
Emergency palliative treatment and Denture repairs/adjustments		
Restorations:		
Regular (Direct Fillings)	100%**	100%
Crowns, inlays, onlays	50%**	70%
Bridges and dentures	0	70%
Oral Surgery	100%**	100%
Endodontics	100%**	100%
Periodontics	100%**	100%
Orthodontic Services (lifetime max \$1,000, dependents only)	50%	50%
Dependents covered to age	26	

* APPLIES TO ONLY BASIC AND MAJOR SERVICES

** DEDUCTIBLE APPLIES

**APPENDIX C
SCHEDULE OF HEALTH INSURANCE BENEFITS**


Employee's Share of Premium: 10%-however the employee can earn back that 10% with completion of the Rock County Healthy Employee Incentive Program (HEIP)

Benefit	Dean of Mercy
Deductible	In Network: \$500 / \$1,500 Out of Network: \$750 / \$2,250
Coinsurance	In Network: 90% Out of Network: 65%
Deductible and Coinsurance Limit	\$3,650/\$7,300
Maximum Total Cost (Medical and Pharmacy)	In Network: Covered at 100% Out of Network: Deductible, then 65% Coinsurance
Preventative Care	In Network: Covered at 100% Out of Network: Deductible, then 65% Coinsurance
Primary Care / Specialty Care Office Visit	In Network: \$15 Copay Out of Network: Deductible, then 65% Coinsurance
Urgent Care	In Network: \$30 Copay Out of Network: \$30 Copay
Emergency Room	In Network: \$300 Copay* Out of Network: \$300 Copay* *ER Copay waived if admitted to the hospital
Inpatient Hospitalization / Outpatient	In Network: Deductible, then 90% Coinsurance Out of Network: Deductible, then 65% Coinsurance
Prescription Drugs	\$10/\$25/\$50/\$150

APPENDIX D
MEMORANDUM OF UNDERSTANDING
BETWEEN
ROCK COUNTY & THE SHERIFF'S SUPERVISORS ASSOCIATION

The parties do hereby agree that for the term of this Agreement, in addition to the provisions of Article 9.05 (B), Supervisors will be allowed to retire and participate in the County health insurance plan under the following conditions:

- 1) The Supervisor must have at least fifteen (15) years of continuous service with the Rock County Sheriff's Department.
- 2) The Supervisor must be age fifty (50) to fifty-three (53).
- 3) The Supervisor does not have adequate funds available in his/her VEBA (PEHP) account to pay for health insurance premiums until the age of fifty-three (53).
- 4) The Supervisor must pay the annual premium cost yearly in advance to age fifty-three (53) based upon the known premium at the time of retirement. There will be an annual adjustment and payment by the Supervisor or County to reflect changes in the actual premium amount.


FOR THE COUNTY

01-14-15
Date


FOR THE ASSOCIATION

12-26-15
Date

APPENDIX E
MEMORANDUM OF UNDERSTANDING
BETWEEN
ROCK COUNTY & THE SHERIFF'S SUPERVISORS ASSOCIATION

The parties do hereby agree as follows:

Effective January 1, 1999, Article 9.07 (A) of the 1995-97 Agreement will remain in effect for employees who, during 1999 are actively enrolled in a course of study leading to a bachelor's degree, as specified in the Article which is included below. Employees not enrolled for the 1998-99 school year must be enrolled and begin a course of study by the end of 1999, or the continuation of the benefit specified below will be forfeited.

Furthermore, to continue to be eligible for the benefit specified below, an employee must continue to be actively enrolled, which is defined as earning at least six (6) credits per calendar year. For those employees who are first enrolling in the fall of 1999, the six-credit requirement will begin with calendar year 2000.

The benefit specified below will continue only to the employee's completion of the bachelor degree program.

The rate of reimbursement per credit shall not exceed the rate at Upper Iowa.

Article 9.07 (A) from the 1996-97 Agreement

The County shall reimburse employees for full cost of their tuition and books for an approved police science, criminal or related course at an approved vocational school or college, provided that such payment is not covered under the terms of employment, G.I. or other eligibility benefits.

Such courses must receive prior approval in writing from the sheriff or his representatives, and a grade of at least a C must be attained.

FOR THE COUNTY

01-14-15
DATE

FOR THE ASSOCIATION

122015
DATE

APPENDIX F
Memorandum of Understanding between
Rock County
And:

The Rock County Deputy Sheriff Supervisory Association

The parties wish to provide guidelines and clarify positing of overtime assignments as they pertain to members of Association.

1. Anticipated supervisory overtime shall be posted.
2. Deputy Sheriff Supervisors holding the rank of Sergeant shall have preference for overtime assignments for duty assignments that are normally performed by Sergeants. The selection shall be based on Seniority within the Sergeants rank. (i.e. time in rank as a Sergeant) If no one volunteers from the Sergeant rank, the overtime will be offered to those holding the rank of Lieutenant.
3. Deputy Sheriff Supervisors holding the rank of Lieutenant shall have preference for overtime assignments for duty assignments that are normally performed by Lieutenants. The selection shall be based on Seniority within the Lieutenant rank. (i.e. time in rank as a Lieutenant).
4. If no Deputy Sheriff Supervisor volunteers for the posted overtime (that is normally performed by a Sergeant), a Deputy Sheriff Supervisor will be ordered to fill the overtime by reverse seniority within the Sergeant rank.
5. Anticipated overtime for special events or extra patrol that has been posted but is not voluntarily filled by Deputy Sheriffs will then be available to Deputy Sheriff Supervisors. The selection among the Supervisors shall be based on Seniority within the Supervisory Association.
6. Deputy Sheriff Supervisors are not eligible for volunteer overtime or mandated overtime to maintain Deputy Sheriff staffing in a work unit.

For the County:

E. A. Rums

Date: 08-28-05

For the Association:

Patricia M. Loh

Date: 09/01/05

APPENDIX G
MEMORANDUM OF UNDERSTANDING
BETWEEN
ROCK COUNTY
&

ROCK COUNTY DEPUTY SHERIFF'S SUPERVISORS ASSOCIATION

Retiree Firearm Qualification

The County of Rock and the Rock County Deputy Sheriff's Association agree to the following terms for a retired deputy:

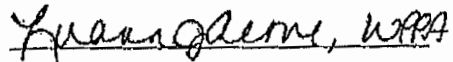
- 1) The County agrees to allow retirees who shoot and qualify with the Sheriff's retiree ID card to do so free of charge provided they shoot their own weapons and provide their own ammunition.

Dated this 24th day of September, 2015

Rock County Deputy Sheriff's Association

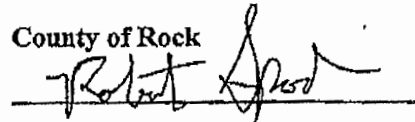


Karl Weberg, President



Luann Alme, WPPA Business Agent

County of Rock



Robert Spoden, Sheriff



Annette Mikula, HR Director

APPENDIX H

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE COUNTY OF ROCK AND
THE ROCK COUNTY DEPUTY SHERIFF'S SUPERVISOR ASSOCIATION**

Holiday/Floating Holiday Payout

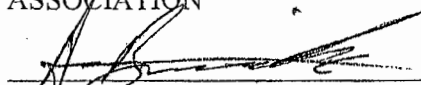
The County of Rock and the Rock County Deputy Sheriff's Supervisor Association agree to the following regarding the payout of holiday hours and floating holiday hours for those employees hired before May 1, 1998:

Employees hired prior to May 1, 1998 do not currently have the number of accumulated holiday hours capped, or require mandatory payouts prior to separation.

The County and the Association wish to allow employees to request a payout of banked holiday and floating holiday hours. The employee must provide two weeks written notice to the Sheriff's Office and the Human Resources Department prior to the requested payment date. The hours will be paid through normal payroll and will not be paid on a separate check.

Dated: August 8, 2018.

ROCK COUNTY DEPUTY SHERIFF'S SUPERVISOR
ASSOCIATION



Aaron Burdick, President

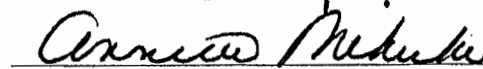


Luann Alme, WPPA Business Agent

COUNTY OF ROCK



Sheriff Robert Spoden



Annette Mikula, HR Director

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee
INITIATED BY



Amy Spoden, Asst. HR Director
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

December 12, 2019
DATE DRAFTED

REALLOCATING THE ROCK COUNTY SHERIFF'S OFFICE COMMAND STAFF

- 1 **WHEREAS**, Rock County recently has settled the collective bargaining agreements with the Deputy
- 2 Sheriff's Association and Deputy Sheriff's Supervisor Association; and,
- 3
- 4 **WHEREAS**, with the settlement of the new agreements an internal compression issue has been
- 5 identified; and,
- 6
- 7 **WHEREAS**, the Human Resources Department has reviewed the current pay range allocated to the
- 8 Captain (Unilateral Range 30A), Commander (Unilateral Range 32A), and Chief Deputy (Unilateral
- 9 Range 34A) and identified ranges that would help ease the internal compression.
- 10
- 11 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 12 assembled this _____ day of _____, 2020, increase the pay range for the Captain, Unilateral
- 13 Range 30A to 31, Commander, Unilateral Range 32A to 33, and Chief Deputy, Unilateral Range 34A
- 14 to 35.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Louis Peer

Mary Mawhinney, Vice Chair

Alan Sweeney

Richard Bostwick

Terry Thomas

Henry Brill

Bob Yeomans

Betty Jo Bussie

REALLOCATING THE ROCK COUNTY SHERIFF'S OFFICE COMMAND STAFF

Page 2

FISCAL NOTE:

The reallocations will cost approximately \$33,000 in FY 2020. Funding for the reallocations will need to be covered by vacancies occurring throughout the year in other positions.



Sherry Oja
Finance Director

LEGAL NOTE:

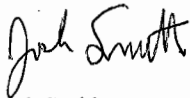
The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

APPENDIX A - 1
SHERIFF'S COMMAND STAFF
UNILATERAL PAY GRID
Salaries Effective January 1, 2019

Range 30A

\$38.28	\$40.18	\$42.24	\$44.37	\$46.51
\$79,928.64	\$83,895.84	\$88,197.12	\$92,644.56	\$97,112.88

Captain (C)

Range 32A

\$40.81	\$42.86	\$45.02	\$47.21	\$49.62
\$85,211.28	\$89,491.68	\$94,001.76	\$98,574.48	\$103,606.56

Commander (C)

Range 34A

\$43.54	\$45.71	\$47.97	\$50.38	\$52.87
\$90,911.52	\$95,442.48	\$100,161.36	\$105,193.44	\$110,392.56

Chief Deputy (C)

APPENDIX A - 2
SHERIFF'S NON-COMMAND STAFF
UNILATERAL PAY GRID
Salaries Effective January 1, 2019

Range 17A

\$24.28	\$25.45	\$26.70	\$28.04	\$29.43
\$50,696.64	\$53,139.60	\$55,749.60	\$58,547.52	\$61,449.84

Correctional Supervisor (C)

APPENDIX A - 1
SHERIFF'S COMMAND STAFF
UNILATERAL PAY GRID
Salaries Effective January 1, 2020

Range 31

\$39.90	\$41.90	\$44.01	\$46.17	\$48.43
\$83,311.20	\$87,487.20	\$91,892.88	\$96,402.96	\$101,121.84

Captain (C)

Range 33

\$42.56	\$44.67	\$46.91	\$49.28	\$51.76
\$88,865.28	\$93,270.96	\$97,948.08	\$102,896.64	\$108,074.88

Commander (C)

Range 35

\$45.37	\$47.61	\$50.00	\$52.50	\$55.17
\$94,732.56	\$99,409.68	\$104,400.00	\$109,620.00	\$115,194.96

Chief Deputy (C)

APPENDIX A - 2
SHERIFF'S NON-COMMAND STAFF
UNILATERAL PAY GRID
Salaries Effective January 1, 2020

Range 17A

\$25.01	\$26.21	\$27.50	\$28.88	\$30.31
\$52,220.88	\$54,726.48	\$57,420.00	\$60,301.44	\$63,287.28

Correctional Supervisor (C)

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

November 20, 2019
DATE DRAFTED

**APPROVING THE 2020 BASE WAGE RATES FOR ALL EMPLOYEES EXCEPT
REPRESENTED LAW ENFORCEMENT EMPLOYEES, AND AMENDING THE
PERSONNEL POLICY WAGE APPENDIXES**

- 1 **WHEREAS**, it is necessary to adjust the Employee Pay Plans periodically to ensure that they continue
- 2 to reflect salary rates which are competitive for those job classes covered by the Plans; and,
- 3
- 4 **WHEREAS**, the County has already settled with the Deputy Sheriff's Association, and the
- 5 Correctional Officers Association, where they have received 2020 salary increases of 3.00% effective
- 6 January 1, 2020; and,
- 7
- 8 **WHEREAS**, it is proposed to increase all employee Pay Plans by 3.00% effective January 1, 2020.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 11 assembled this _____ day of _____, 2020 does hereby approve the County's 2020 Pay
- 12 Plans by increasing each step by 3.00% effective January 1, 2020.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Bob Yeomans

Mary Mawhinney, Vice Chair

Louis Peer

Richard Bostwick

Alan Sweeney

Henry Brill

Terry Thomas

Betty Jo Bussie

APPROVING THE 2020 WAGE RATES FOR EMPLOYEES, EXCEPT REPRESENTED LAW
ENFORCEMENT EMPLOYEES, AND AMENDING THE PERSONNEL POLICY WAGE
APPENDIXES
Page 2

FISCAL NOTE:

	<u>Projected Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>
2020	\$63,455,320	\$1,903,660	3.00%



Sherry Oja
Finance Director

LEGAL NOTE:

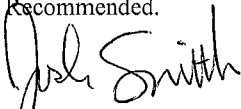
The County Board is authorized to take this action pursuant to § 59.22(2),
Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

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

The County has already settled with the Deputy Sheriff's Association, and the Correctional Officers Association, where they have received 2020 salary increases of 3.00% effective January 1, 2020.

To keep employees on pace with cost of living, inflation, and external market factors this resolution provides for a 3.00% increase for wage rates effective January 1, 2020.

APPENDIX A
UNILATERAL PAY PLAN
Salaries Effective January 1, 2020

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Range 1					
Range 2					
Range 3					
Range 4					
Range 5					
Range 6	\$16.91	\$17.82	\$18.61	\$19.61	\$20.60
	\$35,308.08	\$37,208.16	\$38,857.68	\$40,945.68	\$43,012.80
	Environmental Health Technician (A)			Vehicle Maintenance Technician (A)	
Range 7	\$17.50	\$18.39	\$19.38	\$20.28	\$21.32
	\$36,540.00	\$38,398.32	\$40,465.44	\$42,344.64	\$44,516.16
	Secretary I (A)			Fleet Specialist (A)	
Range 8	\$18.23	\$19.03	\$20.04	\$20.99	\$22.06
	\$38,064.24	\$39,734.64	\$41,843.52	\$43,827.12	\$46,061.28
Range 9	\$18.85	\$19.68	\$20.73	\$21.76	\$22.82
	\$39,358.80	\$41,091.84	\$43,284.24	\$45,434.88	\$47,648.16
	Nursing Staff Coordinator (A)				
Range 10	\$19.46	\$20.37	\$21.42	\$22.50	\$23.63
	\$40,632.48	\$42,532.56	\$44,724.96	\$46,980.00	\$49,339.44
	Court Attendant (A)		Judicial Assistant (A)		
	Human Resources Secretary (A)		Legal Assistant (A)		
	Secretary II (A)		Administrative Secretary (A)		
				Payroll Specialist (A)	

Range 11

\$20.13	\$21.10	\$22.17	\$23.27	\$24.43
\$42,031.44	\$44,056.80	\$46,290.96	\$48,587.76	\$51,009.84

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

Range 12

\$20.84	\$21.88	\$22.97	\$24.13	\$25.32
\$43,513.92	\$45,685.44	\$47,961.36	\$50,383.44	\$52,868.16

Range 13

\$21.55	\$22.64	\$23.72	\$24.94	\$26.21
\$44,996.40	\$47,272.32	\$49,527.36	\$52,074.72	\$54,726.48

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

Range 14

\$22.29	\$23.39	\$24.59	\$25.82	\$27.13
\$46,541.52	\$48,838.32	\$51,343.92	\$53,912.16	\$56,647.44

Assistant Food Services Manager (A)* Employee Benefits Specialist (A)
 GIS Specialist (A) Investigator (A)

Range 15

\$23.12	\$24.23	\$25.45	\$26.72	\$28.03
\$48,274.56	\$50,592.24	\$53,139.60	\$55,791.36	\$58,526.64

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

Range 16

\$23.85	\$25.10	\$26.33	\$27.68	\$29.09
\$49,798.80	\$52,408.80	\$54,977.04	\$57,795.84	\$60,739.92

Youth Services Center Supervisor (A)*

Range 17

\$24.75	\$25.95	\$27.23	\$28.59	\$30.01
\$51,678.00	\$54,183.60	\$56,856.24	\$59,695.92	\$62,660.88

Accountant (C) GEO Application Specialist (B)
 Environmental Health Specialist II (B) Human Resources Analyst (C)
 Conservation Specialist II (C) Materials & Environmental Services
 Manager (C)

Range 18

\$25.59	\$26.92	\$28.22	\$29.62	\$31.12
\$53,431.92	\$56,208.96	\$58,923.36	\$61,846.56	\$64,978.56

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

Range 19

\$26.49	\$27.82	\$29.21	\$30.66	\$32.16
\$55,311.12	\$58,088.16	\$60,990.48	\$64,018.08	\$67,150.08

Chief Deputy Clerk of Circuit Court (C)
 Circuit Court Office Manager (C)
 Communication Center Shift Supervisor (B)
 Court Reporter (A)
 Food Service Manager (C)

Health Educator (A)
 Instructor/Support Specialist (A)
 Lead Economic Support Supervisor (C)
 Medicolegal Investigator (A)
 Payroll Manager (C)
 Senior Conservation Specialist (C)

Range 20

\$27.42	\$28.80	\$30.24	\$31.73	\$33.31
\$57,252.96	\$60,134.40	\$63,141.12	\$66,252.24	\$69,551.28

AODA Coordinator (C)
 Analyst (C)

Financial Office Manager (C)
 Medical Records Manager (C)

Range 21

\$28.40	\$29.79	\$31.32	\$32.82	\$34.52
\$59,299.20	\$62,201.52	\$65,396.16	\$68,528.16	\$72,077.76

Deferred Prosecution Director (C)
 Mediation & Fam Court Services Manager (C)
 Master Electrician (A)
 Public Works Accounting Supervisor (C)
 Public Works Superintendent (B)

Real Property Lister (C)
 Shop Superintendent (B)
 Surveyor (C)
 Veterans Service Officer (C)
 Victim Witness Coordinator (C)

Range 22

\$29.34	\$30.89	\$32.39	\$34.03	\$35.70
\$61,261.92	\$64,498.32	\$67,630.32	\$71,054.64	\$74,541.60

Admissions Registered Nurse (C)
 Community Health Education Coordinator (C)
 Epidemiologist (C)
 Human Resources Manager (C)
 Lead Floor Supervisor (C)

MDS Nurse (A*)
 Environmental Health Specialist III (C)
 Purchasing Manager (C)
 Senior Planner/GIS Manager (C)
 Senior Planner (C)

Range 23

\$30.40	\$31.95	\$33.54	\$35.21	\$36.94
\$63,475.20	\$66,711.60	\$70,031.52	\$73,518.48	\$77,130.72

Computer Programmer/Analyst I (B)
 Coordinator of Quality Improvement (C)

Network Technician (B)
 Parks Manager (C)
 Systems Analyst (B)

Range 24

\$31.48	\$33.05	\$34.67	\$36.39	\$38.25
\$65,730.24	\$69,008.40	\$72,390.96	\$75,982.32	\$79,866.00

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

Facilities Superintendent (C)

Range 25

\$32.61	\$34.20	\$35.89	\$37.71	\$39.58
\$68,089.68	\$71,409.60	\$74,938.32	\$78,738.48	\$82,643.04

Environmental Health Supervisor (C)
 Human Services Supervisor II (C)
 Coordinator of Prevention and Community
 Engagement (C)

Nursing Supervisor (A)*
 Public Health Supervisor (C)
 Medicolegal Investigations Manager (C)
 Operations Manager (C)

Range 26

\$34.09	\$35.35	\$37.19	\$39.00	\$40.97
\$71,179.92	\$73,810.80	\$77,652.72	\$81,432.00	\$85,545.36

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

Range 27

\$34.86	\$36.65	\$38.44	\$40.38	\$42.38
\$72,787.68	\$76,525.20	\$80,262.72	\$84,313.44	\$88,489.44

Assistant Public Works Director (C)
 Assistant Director of Nursing (C)
 Assistant Director (C)
 Program Manager (C)
 Public Safety Systems Manager (B)
 Communications Center Operations Manager (C)
 Risk Manager (C)
 IT Service Operations Manager (C)

Range 28

\$36.13	\$37.91	\$39.82	\$41.79	\$43.88
\$75,439.44	\$79,156.08	\$83,144.16	\$87,257.52	\$91,621.44

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

Range 29

\$37.36	\$39.22	\$41.21	\$43.27	\$45.41
\$78,007.68	\$81,891.36	\$86,046.48	\$90,347.76	\$94,816.08

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

Range 30

\$38.64	\$40.57	\$42.66	\$44.81	\$46.95
\$80,680.32	\$84,710.16	\$89,074.08	\$93,563.28	\$98,031.60

Computer Network Engineer (C)
 Data Services Manager (C)
 IT Security Officer (C)

Range 31

\$39.90	\$41.90	\$44.01	\$46.17	\$48.43
\$83,311.20	\$87,487.20	\$91,892.88	\$96,402.96	\$101,121.84

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

Range 32

\$41.21	\$43.27	\$45.44	\$47.66	\$50.10
\$86,046.48	\$90,347.76	\$94,878.72	\$99,514.08	\$104,608.80

Administrative Services Division Manager (C)
 Court Commissioner (C)
 Communication Center Director (C)

Range 33

\$42.56	\$44.67	\$46.91	\$49.28	\$51.76
\$88,865.28	\$93,270.96	\$97,948.08	\$102,896.64	\$108,074.88

Deputy Corporation Counsel (C)
 Health Officer (C)
 HSD Deputy Director (C)
 Information Technology Deputy Director (C)

Range 34

\$43.96	\$46.14	\$48.42	\$50.86	\$53.41
\$91,788.48	\$96,340.32	\$101,100.96	\$106,195.68	\$111,520.08

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

Range 35

\$45.37	\$47.61	\$50.00	\$52.50	\$55.17
\$94,732.56	\$99,409.68	\$104,400.00	\$109,620.00	\$115,194.96

Range 36

\$46.82	\$49.19	\$51.62	\$54.22	\$56.94
\$97,760.16	\$102,708.72	\$107,782.56	\$113,211.36	\$118,890.72

Human Resources Director (C)

Range 37

\$48.36	\$50.76	\$53.28	\$55.97	\$58.79
\$100,975.68	\$105,986.88	\$111,248.64	\$116,865.36	\$122,753.52

Director of Information Technology (C)

Range 38

\$49.93	\$52.44	\$55.08	\$57.76	\$60.65
\$104,253.84	\$109,494.72	\$115,007.04	\$120,602.88	\$126,637.20

Finance Director (C)

Range 39

\$51.54	\$54.18	\$56.89	\$59.68	\$62.65
\$107,615.52	\$113,127.84	\$118,786.32	\$124,611.84	\$130,813.20

Nursing Home Administrator (C)

Range 40

\$53.20	\$55.85	\$58.70	\$61.57	\$64.67
\$111,081.60	\$116,614.80	\$122,565.60	\$128,558.16	\$135,030.96

Range 41

\$54.95	\$57.69	\$60.55	\$63.60	\$66.83
\$114,735.60	\$120,456.72	\$126,428.40	\$132,796.80	\$139,541.04

Corporation Counsel (C)

Director of Human Services (C)

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

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

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

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

APPENDIX J
OTHER RATES
1/1/2020

Wage rates contained in Appendix J will be increased by any across the board increases that Unilateral Staff receive as approved by the County Board of Supervisors.

SEASONAL RATES	Start	After 1,000 hours	After 4,000 hours
CLERICAL (Accounting, Secretarial, etc.)	\$10.59	\$10.91	\$11.24
PARA-PROFESSIONAL	\$13.84	\$14.26	\$14.69
PROFESSIONAL (Degreed Positions)	\$17.30	\$17.82	\$18.34

Note: Current employees get credit for hours worked when establishing placement on the seasonal pay scales.

TEMPORARY RATES	
<p>Temporary employees are paid at a step in the wage scale for the position they are temporarily occupying because, unlike season, they have to meet all the requirements of the job.</p>	<p>Refer to the scale associated with temporary job title.</p>

NON-UNION POOL STAFF RATES	Start	After 1,000 hours	After 5,200 hours
Rock Haven Pool RNs	\$33.39	\$34.18	\$34.92
Rock Haven Nursing Supervisors.	\$42.11	\$42.94	\$43.79
HSD Pool Crisis Workers	\$21.19	\$21.67	\$22.15

APPENDIX J
OTHER RATES
1/1/2020

HSD RELIEF STAFF RATES	Start	After 1,000 hours	After 5,200 hours
YSC/CYF Relief Staff	\$16.78	\$17.71	\$19.61
YSC Relief Supervisors	\$23.85	\$25.10	\$26.33

OTHERS	Start	After 1,000 hours	After 4,000 hours
Sheriff's Clerk, Child Support Clerical Worker, and Council on Aging Clerical Worker	\$10.59	\$10.91	\$11.24
Sheriff's Office Investigative Assistant	\$17.30	\$17.82	\$18.34

MEDICAL EXAMINER'S OFFICE	Start	After 1,000 hours	After 5,200 hours
Medical Examiner Pool Staff- Overtime for these positions will be paid after 40 hours per week. The hours used for overtime calculation will be actual hours paid.	\$26.49	\$27.82	\$29.21

STUDENT RATES	
Co-Op Student and Youth Apprenticeship	Wisconsin Minimum Wage
Note: Student rates will increase based on changes in minimum wage, not changes to Unilateral Pay Plan	

APPENDIX B
AFSCME LOCAL 1077 PAY GRID

		Start	6 Mos	5 Years*	10 Years*	15 Years*	20 Years*
Classification I	1/1/2020	20.79	21.86	22.17	22.48	23.40	23.63
Stock Clerk							
Classification II	1/1/2020	21.30	22.40	22.73	23.04	24.00	24.27
Building Maintenance Worker II							
Classification III	1/1/2020	21.70	22.86	23.18	23.51	24.50	24.70
Highway Worker							
Classification III(A)	1/1/2020	21.70	22.86	23.18	23.51	24.50	24.70
Classification III(B)	1/1/2020	21.70	22.86	23.18	23.51	24.50	24.70
Classification III(C)	1/1/2020	21.87	23.03	23.35	23.67	24.68	24.88
Heavy Truck Driver							
Classification IV	1/1/2020	22.35	23.51	23.84	24.25	25.20	25.48
Bridge Crew Crusher Operator Heavy Equipment Operator Machnist Maintenance Worker IV Mechanic Welder							
Classification IV(A)	1/1/2020	22.35	23.51	23.84	24.25	25.20	25.48
Airport Maintenance Worker							
Classification V	1/1/2020	23.25	24.46	24.81	25.19	26.21	26.47
Crew Leader							
Classification V(A)	1/1/2020	23.91	25.10	25.46	25.83	26.97	27.11
Airport Crew Leader							
Seasonal Employees	1/1/2020	14.12					

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

*These are longevity steps. Employees must have continuous Rock County employment equal to the designated years of service to be placed in the corresponding pay step.

RANGE AND JOB CLASSIFICATION	STEP:	6		18		30		60		120		180		240	
		A	B	C	D	E	F	G	H	mos	mos*	mos*	mos*	mos*	
Range 12	1/1/2020	\$16.26	\$17.29	\$17.91	\$18.62	\$19.20	\$19.79	\$20.55	\$20.95	Administrative Assistant					
Range 12A	1/1/2020	\$16.95	\$17.49	\$18.04	\$18.56	\$19.10	\$19.61	\$20.42	\$20.85	Account Clerk II					
Range 13	1/1/2020	\$16.59	\$17.58	\$17.90	\$18.38	\$18.88	\$19.43	\$20.21	\$20.63	Release of Information Coordinator					
Range 14	1/1/2020	\$16.23	\$17.22	\$17.67	\$18.23	\$18.75	\$19.29	\$20.07	\$20.48						
Range 15	1/1/2020	\$15.61	\$16.63	\$17.30	\$17.96	\$18.54	\$19.11	\$19.92	\$20.26						
Range 16	1/1/2020	\$15.95	\$16.88	\$17.46	\$17.93	\$18.46	\$18.96	\$19.73	\$20.15						
Range 17	1/1/2020	\$15.64	\$16.78	\$17.37	\$17.90	\$18.38	\$18.90	\$19.66	\$20.07						
Range 18	1/1/2020	\$15.87	\$16.81	\$17.25	\$17.63	\$18.10	\$18.67	\$19.39	\$19.76						
Range 19	1/1/2020	\$14.89	\$15.95	\$16.45	\$16.98	\$17.53	\$18.04	\$18.73	\$19.13	Clerk Typist II					
Range 20	1/1/2020	\$15.21	\$16.26	\$16.85	\$17.63	\$18.14	\$18.69	\$19.43	\$19.81	Food Service Supervisor					
Range 21	1/1/2020	\$15.02	\$16.07	\$16.48	\$16.83	\$17.40	\$17.90	\$18.65	\$19.02						
Range 22	1/1/2020	\$14.57	\$15.61	\$16.10	\$16.61	\$17.16	\$17.63	\$18.32	\$18.73	Central Supply Clerk					
Range 23	1/1/2020	\$14.67	\$15.67	\$15.95	\$16.40	\$16.90	\$17.44	\$18.16	\$18.52						
Range 24	1/1/2020	\$14.24	\$15.27	\$15.77	\$16.28	\$16.78	\$17.29	\$18.00	\$18.32	Cook					
Range 25	1/1/2020	\$13.95	\$14.95	\$15.42	\$15.95	\$16.48	\$16.94	\$17.63	\$18.04	Activity Therapy Assitant Beautician Medical Record Clerk Certified Nursing Assistant					
Range 26	1/1/2020	\$13.93	\$14.94	\$15.41	\$15.94	\$16.46	\$16.90	\$17.62	\$18.03						
Range 27	1/1/2020	\$13.57	\$14.63	\$15.13	\$15.67	\$16.15	\$16.66	\$17.35	\$17.63						

RANGE AND JOB CLASSIFICATION	STEP:	<table border="0"> <tr> <td></td> <td>6</td> <td>18</td> <td>30</td> <td>60</td> <td>120</td> <td>180</td> <td>240</td> </tr> <tr> <td></td> <td>mos</td> <td>mos</td> <td>mos</td> <td>mos*</td> <td>mos*</td> <td>mos*</td> <td>mos*</td> </tr> </table>									6	18	30	60	120	180	240		mos	mos	mos	mos*	mos*	mos*	mos*
			6	18	30	60	120	180	240																
	mos	mos	mos	mos*	mos*	mos*	mos*																		
	A	B	C	D	E	F	G	H																	
Range 28	1/1/2020	\$13.79	\$14.81	\$15.30	\$15.84	\$16.33	\$16.79	\$17.46	\$17.83																
Environmental Service Worker Food Service Worker																									
Range 29	1/1/2020	\$13.67	\$14.74	\$15.19	\$15.69	\$16.19	\$16.69	\$17.38	\$17.67																
Range 30	1/1/2020	\$13.37	\$14.41	\$14.79	\$15.17	\$15.65	\$16.11	\$16.77	\$17.08																
Clerk Steno II																									
Range 31	1/1/2020	\$13.33	\$14.36	\$14.75	\$15.13	\$15.61	\$16.08	\$16.73	\$17.03																
Range 32	1/1/2020	\$13.23	\$14.27	\$14.67	\$15.02	\$15.51	\$15.94	\$16.59	\$16.90																
Range 33	1/1/2020	\$12.83	\$13.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																

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

*These are longevity steps. Employees must have continuous Rock County employment equal to the designated years of service to be placed in the corresponding pay step.

**APPENDIX D
AFSCME LOCAL 2489 PAY GRID**

RANGE AND JOB CLASSIFICATION	STEP:	Start	6 mos	18 mos	60 mos*	120 mos*	180 mos*	240 mos*
Range 0	1/1/2020	19.85	21.23	22.52	23.55	23.66	24.59	24.82

Telecommunicator

Range 0.5	1/1/2020	19.48	20.60	21.61	22.64	22.75	23.68	23.94
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Accountant
Deputy County Clerk
Deputy County Treasurer
Collections/Accounts Specialist
Deputy Register of Deeds
Information Technology Support Specialist

Range 1	1/1/2020	18.49	19.65	21.28	22.30	22.52	23.44	23.62
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Printing Services Coordinator

Range 1a	1/1/2020	19.02	20.05	21.04	22.09	22.31	23.21	23.47
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Accounting Specialist
Lead Child Support Specialist
Lead Economic Support Specialist
Lead Legal Support Specialist
Medical Record Technician
Lead Worker

Range 2	1/1/2020	18.03	19.08	20.13	21.14	21.34	22.18	22.40
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Deputy Veterans Service Officer II

Range 3	1/1/2020	18.67	19.21	19.85	20.75	20.93	21.78	22.00
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County Clerk Specialist
Child Support Reimbursement Specialist
Deputy Clerk of Court
Deputy Register in Probate II

Range 4	1/1/2020	18.54	18.88	19.39	20.38	20.53	21.36	21.57
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Call Taker
Consumer Financial Support Specialist
Deputy Surveyor
Economic Support Specialist
Family Care Giver Support/Outreach Specialist
HSD Support Specialist
Legal Stenographer
Legal Support Specialist
Register of Deeds Specialist
Skill Development Specialist

Range 4a	1/1/2020	18.10	18.51	18.99	19.92	20.06	20.93	21.08
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Child Support Financial Worker

Range 5	1/1/2020	17.66	18.10	18.56	19.46	19.62	20.44	20.63
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Account Clerk III
Deputy Veterans Service Officer I

Range 6	1/1/2020	17.55	17.93	18.42	19.30	19.45	20.24	20.46
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Account Clerk - HSD
Administrative Assistant/
Stenographer

			6	18	60	120	180	240
RANGE AND JOB CLASSIFICATION	STEP:	Start	mos	mos	mos*	mos*	mos*	mos*
Range 7	1/1/2020	17.22	17.71	18.24	19.12	19.29	20.06	20.25

Account Clerk II
Administrative Assistant

Optical Imaging Specialist

Range 8	1/1/2020	17.29	17.56	18.06	18.93	19.10	19.86	20.04
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Range 9	1/1/2020	16.51	17.09	17.56	18.41	18.58	19.32	19.49
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Job Center Support Specialist

Range 10	1/1/2020	16.56	16.86	17.31	18.13	18.31	19.04	19.27
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Word Processing Operator

Range 11	1/1/2020	16.08	16.35	16.74	17.58	17.74	18.44	18.67
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Clerk Typist III

Range 12	1/1/2020	15.81	16.16	16.59	17.40	17.54	18.25	18.43
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Specialized Transit
Scheduler/Clerk

Range 13	1/1/2020	15.60	16.01	16.32	17.08	17.25	17.90	18.09
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Clerk II
Clerk Typist II
Public Safety Utility Clerk

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

*These are longevity steps. Employees must have continuous Rock County employment equal to the designated years of service to be placed in the corresponding pay step.

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

Youth Specialists	STEP	1/1/2020
Start	A	\$16.78
After 12 months	B	\$17.71
After 24 months	C	\$19.61
After 36 months	D	\$20.34
After 48 months	E	\$20.67
After 60 months*	F	\$21.31
After 120 months*	G	\$21.65
After 180 months*	H	\$21.92
After 240 months*	I	\$22.35

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

*These are longevity steps. Employees must have continuous Rock County employment equal to the designated years of service to be placed in the corresponding pay step.

**APPENDIX F
AMHS - HUMAN SERVICES**

Range 1

Human Services Professional I

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years*	20 Years*
1/1/2020	18.12	18.98	19.87	20.69	21.55	22.38	23.21	24.08	24.93	25.77	26.57	27.17

Range 2

Human Services Professional II

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years*	20 Years*
1/1/2020	19.22	20.14	21.07	21.96	22.87	23.76	24.65	25.59	26.46	27.37	28.22	28.79

Range 3

Human Services Professional III

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years*	20 Years*
1/1/2020	21.21	21.75	22.08	23.10	24.13	25.12	26.17	27.20	28.19	29.23	30.11	30.69

Range 4

Human Services Professional IV; Lead Worker

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years*	20 Years*
1/1/2020	22.18	22.73	23.09	24.15	25.22	26.27	27.36	28.44	29.47	30.55	31.48	32.08

Range 5

Human Services Professional V; Lead Worker

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years*	20 Years*
1/1/2020	22.96	23.54	23.91	25.01	26.11	27.19	28.31	29.44	30.50	31.62	32.58	33.21

Range 6

Human Services Professional VI

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years*	20 Years*
1/1/2020	24.63	25.55	26.49	27.42	28.39	29.29	30.23	31.18	32.15	33.07	34.05	34.73

Range 7

Human Services Professional VII

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years*	20 Years*
1/1/2020	25.72	26.69	27.69	28.65	29.65	30.59	31.58	32.57	33.58	34.55	35.57	36.27

Range 8

Human Services Professional VIII

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years*	20 Years*
1/1/2020	26.70	27.71	28.75	29.75	30.80	31.75	32.78	33.81	34.86	35.86	36.93	37.67

Range 9

Human Services Professional IX; Lead Worker; Registered Nurse

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years*	20 Years*
1/1/2020	28.49	29.42	30.39	31.28	32.23	33.14	34.06	34.98	35.89	36.84	37.92	38.70

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

*These are longevity steps. Employees must have continuous Rock County employment equal to the designated years of service to be placed in the corresponding pay step.

APPENDIX G
AMHS - ROCK HAVEN

Range II

	Start	Six Months	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	15 Years*	20 Years*
1/1/2020	\$21.00	\$21.55	\$21.88	\$22.89	\$23.91	\$24.86	\$25.90	\$26.93	\$27.91	\$28.94	\$29.83	\$30.41

Range III

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

	Start	Six Months	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	15 Years*	20 Years*
1/1/2020	\$24.63	\$25.55	\$26.49	\$27.42	\$28.39	\$29.29	\$30.23	\$31.18	\$32.15	\$33.07	\$34.05	\$34.73

Range IV

Registered Nurse

	Start	Six Months	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	15 Years*	20 Years*
1/1/2020	\$28.49	\$29.42	\$30.39	\$31.28	\$32.23	\$33.14	\$34.06	\$34.98	\$35.89	\$36.84	\$37.92	\$38.70

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

*These are longevity steps. Employees must have continuous Rock County employment equal to the designated years of service to be placed in the corresponding pay step.

APPENDIX I

**ROCK COUNTY ATTORNEYS'
ASSOCIATION PAY GRID**

	1/1/2020
Entry	\$ 54,616.88
Step A	\$ 58,032.54
Step B	\$ 61,388.11
Step C	\$ 69,580.09
Step D	\$ 77,781.87
Step E	\$ 84,743.05
Step F	\$ 90,952.70
Step G	\$ 97,387.25
Step H*	\$ 99,336.08
Step I*	\$ 101,322.81

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

*These are longevity steps. Employees must have continuous Rock County employment equal to the designated years of service to be placed in the corresponding pay step.

APPENDIX H

**SEIU PUBLIC
HEALTH NURSES**

	1/1/2020
Length of Service	
Start	\$29.42
6 Months	\$30.94
18 Months	\$31.98
30 Months	\$32.39
54 Months	\$33.03
78 Months	\$33.70
144 Months	\$34.38
180 Months*	\$34.73

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

*These are longevity steps. Employees must have continuous Rock County employment equal to the designated years of service to be placed in the corresponding pay step.

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

November 20, 2019
DATE DRAFTED

SETTING THE 2020 SALARY OF THE COUNTY ADMINISTRATOR

- 1 **WHEREAS**, the County Administrator's current salary is \$138,027.82; and,
2
3 **WHEREAS**, the County Board Staff Committee reviewed the County Administrator's salary, other
4 benefits, and the annual adjustments recommended and received by other County employees for 2020;
5 and,
6
7 **WHEREAS**, the County Board Staff Committee recommends a 3.00% increase to the County
8 Administrator's salary effective 1-1-20, which is consistent with adjustments for other County
9 employees.
10
11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
12 assembled on this _____ day of _____, 2020 does hereby authorize that the County
13 Administrator's salary be adjusted by 3.00% effective 1-1-20.
14
15 **BE IT FURTHER RESOLVED**, that the health insurance plan granted other Unilateral employees be
16 continued.
17
18 **BE IT FURTHER RESOLVED**, that the dental plan available to Unilateral employees be continued.
19
20 **BE IT FURTHER RESOLVED**, that the current car allowance of \$6,000 annually be continued and
21 the current expense allowance of \$2,000 annually be continued.
22
23 **BE IT FURTHER RESOLVED**, that the County continues to contribute annually to a deferred
24 compensation program and the contribution in 2020 increase from \$6,000 to \$6,500.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Alan Sweeney

Mary Mawhinney, Vice Chair

Terry Thomas

Richard Bostwick

Bob Yeomans

Henry Brill

Betty Jo Bussie

Louis Peer

RESOLUTION SETTING THE 2020 SALARY OF THE COUNTY ADMINISTRATOR

Page 2

FISCAL NOTE:

	<u>2019 Base Compensation</u>	<u>Increase</u>	<u>2020 Base Compensation</u>
Salary	\$138,027.52	3.00%	\$142,168.65
Car Allowance	\$6,000		\$6,000
Expense Allow.	\$2,000		\$2,000
Deferred Comp.	\$6,000	\$500	\$6,500



Sherry Oja
Finance Director

LEGAL NOTE:

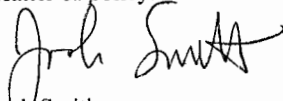
The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith
County Administrator

Executive Summary

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

The County has already settled with the Deputy Sheriff's Association, and the Correctional Officers Association, where they have received a 2020 total package increases of 3.00% effective January 1, 2020.

The proposed wage increase for all other employees is 3.00%.

This resolution provides for a 3.00% wage rate increase for the County Administrator, to keep pace with cost of living, inflation, and external market factors, effective January 1, 2020.