

# ROCK COUNTY, WISCONSIN

**NOTE: This is a Teleconference**



**COUNTY BOARD STAFF COMMITTEE  
MONDAY, June 21, 2021 – 4:30 P.M.  
CALL: 1-312-626-6799  
MEETING ID: 892 8034 8273  
PASSCODE: 504750**

Join Zoom Meeting

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**If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Monday, June 21, 2021. To submit a public comment, use the following email: [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us).**

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

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

Instructions for the hearing impaired –

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

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

**COUNTY BOARD STAFF COMMITTEE**  
**MONDAY, JUNE 21, 2021 – 4:30 P.M.**

**Agenda**

1. Call to Order
2. Approve Agenda
3. Public Comment
4. Approval of Minutes from June 7, 2021
5. Transfers
6. Resolutions and Committee Action
  - a. To Recognize Julie Seeman
  - b. To Recognize Sharon Metz
  - c. Authorizing Temporary Double Fill of Airport Secretary II Position
  - d. Creating 1.0 FTE Peer Support Specialist Position
7. Review, Discussion and Possible Action
  - a. Approval of Changes to Administrative Policy and Procedure 5.31 Overtime, Flex and After-Hours Payments
  - b. Request for vacation payout – County Administrator
8. Set next meeting date and time
9. Adjournment

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

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



**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – June 7, 2021**

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

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

**Committee Members Absent:** Supervisor Yeomans

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

**Others Present:** Supervisor Aegerter; Supervisor Knudson; Jackie Kaul, Wisconsin Municipal Mutual Insurance Company; and Attorney Mary Nelson, Crivello Carlson, S.C..

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

**Public Comment.** None.

**Approval of Minutes of May 24, 2021.** Supervisor Peer moved approval of the minutes of May 24, 2021, second by Supervisor Podzilni. ADOPTED.

**Transfers.** None.

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

**Resolutions and Committee Action.**

**Approving Contract with HueLife, LLC To Conduct Organizational Systems Review**  
“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors, in session this \_\_\_\_ day of \_\_\_\_\_, 2021, that the County contract with HueLife, LLC to conduct an organizational systems review in the amount of \$30,000.”

Supervisor Peer moved approval of the above resolution, second by Supervisor Sweeney. Supervisor Aegerter was in attendance to speak to this resolution. County Administrator Josh Smith also gave an overview of HueLife. ADOPTED.

**Recognizing Susan Balog for Service to Rock County**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby recognize Susan Balog for her nearly 25 years of service and extends best wishes to her in her future endeavors.”

Supervisor Sweeney moved approval of the above resolution, second by Supervisor Brien. ADOPTED.

**Recognizing Jodi Millis for Service to Rock County**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby recognize Jodi Millis for her over 31 years of service and extends best wishes to her in her future endeavors.”

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

**Recognizing Lynn Heimann for Service to Rock County**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby recognize Lynn Heimann for her nearly 28 years of service and extends best wishes to her in her future endeavors.”

Supervisor Davis moved approval of the above resolution, second by Supervisor Sweeney. ADOPTED.

**Review, Discussion and Possible Action.** None.

**EXECUTIVE SESSION:** Supervisor Peer and Davis motioned to go into Executive Session at 4:47 P.M. Per Wis. Stat. § 19.85(1)(g), to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. ADOPTED on a roll call vote with the following: AYES – Supervisors Bostwick, Beaver, Brien, Peer, Leavy, Podzilni, Sweeney, Davis; NO – None; ABSENT – Yeomans.

**Adjournment.** Supervisor Brien moved adjournment at 5:44 P.M., second by Supervisor Davis. ADOPTED.

Respectfully submitted,

Haley Hoffman  
Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

RESOLUTION NO. 21-6B-276

AGENDA NO. 8.1.(1)

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Education, Veterans  
& Aging Committee  
INITIATED BY



Paula Schutt  
DRAFTED BY

Education, Veterans  
& Aging Committee  
SUBMITTED BY

June 7, 2021  
DATE DRAFTED

**TO RECOGNIZE JULIE SEEMAN**

- 1 **WHEREAS**, Julie Seeman has served the citizens of Rock County for 30 years and 9 months as a
- 2 dedicated and valued employee of Rock County.
- 3
- 4 **WHEREAS**, Ms. Seeman begin her career on October 22, 1990 as a temporary employee in the Services
- 5 Support Department of Human Services. Within one month she was hired as a full time employee.
- 6
- 7 **WHEREAS**, for the first ten years, Julie worked in Economic Support, Child Protective Services,
- 8 District Attorney’s Victim Witness and the Clerk of Courts.
- 9
- 10 **WHEREAS**, in 2000 she began her work at the Council on Aging.
- 11
- 12 **WHEREAS**, through her time with the County, Ms. Seeman demonstrated much creativity and
- 13 flexibility.
- 14
- 15 **WHEREAS**, Ms. Seeman performed several roles within the Council on Aging over the years including
- 16 Information and Assistance Specialist, Health Promotions Coordinator, Mobility Manager and Family
- 17 Caregiver Support Specialist. Several of these positions she held at the same time.
- 18
- 19 **WHEREAS**, Ms. Seeman has been the defining force in organizing and operating the Rock County
- 20 Senior Fair for a number of years. She has also created and maintained the Older Adults Committee,
- 21 which connects various agencies in Rock County who all work with the senior population.
- 22
- 23 **WHEREAS**, when the COVID pandemic halted many activities throughout the County, Ms. Seeman led
- 24 the way in offering virtual programming to the Caregivers she worked with, reaching out to ensure their
- 25 isolation was lessened.
- 26
- 27 **WHEREAS**, Ms. Seeman has been instrumental in building relationships throughout the County that
- 28 will continue to benefit all those who are served by The Council on Aging.
- 29
- 30 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 31 assembled this twenty fourth day of June 2021, does hereby recognize Julie Seeman for her 30 years of
- 32 dedicated service and extend best wishes to her future endeavors.

Respectfully submitted,

Education, Veterans, and Aging Services Committee

\_\_\_\_\_  
Yuri Rashkin, Chair

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

\_\_\_\_\_  
Vacant

\_\_\_\_\_  
Jacob Taylor

\_\_\_\_\_  
Pam Bostwick

To Recognize Julie Seeman  
Page 2

COUNTY BOARD STAFF COMMITTEE

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Rich Bostwick, Chair

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Wes Davis, Vice Chair

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Tom Brien

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Kevin Leavy

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Lou Peer

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J. Russell Podzilni

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Alan Sweeney

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Bob Yeomans

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Mary Beaver

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster  
INITIATED BY



Bette Trimble  
DRAFTED BY

Human Service Board  
SUBMITTED BY

June 7, 2021  
DATE DRAFTED

**TO RECOGNIZE SHARON METZ**

1 **WHEREAS**, Sharon Metz has served the citizens of Rock County for thirty-two (32) years as a  
2 dedicated and valued employee of Rock County; and,  
3  
4 **WHEREAS**, Ms. Metz began her career on January 30, 1989 with Rock County Human Services as a  
5 clinician in the Rock County Outpatient Clinics. She has remained in this role throughout her 32 years  
6 of service, providing individual, family and group therapy; intake assessments and case management  
7 services; and,  
8  
9 **WHEREAS**, Ms. Metz built many positive relationships with her Behavioral Health coworkers, HSD  
10 partners, and community stakeholders; and,  
11  
12 **WHEREAS**, Ms. Metz has been a dedicated, consistent, caring and committed employee. Her work  
13 has exemplified the core values of respect and hope outlined in the HSD mission statement. In her  
14 work, she has consistently gone above and beyond her assigned duties to assure that the residents of  
15 Rock County received the best possible service; and,  
16  
17 **WHEREAS**, Ms. Metz has decided to retire from Rock County after 32 years of dedicated service on  
18 July 9, 2021 and we will miss her.  
19  
20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly  
21 assembled this twenty-fourth day of June, 2021 does hereby recognize Sharon Metz for her 32 years of  
22 service and extend best wishes to her in her future endeavors.

Respectfully submitted,

ROCK COUNTY HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Brian Knudson, Chair

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

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

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

\_\_\_\_\_  
Stephanie Aegerter

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

\_\_\_\_\_  
Pam Bostwick

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

\_\_\_\_\_  
Ashley Kleven

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

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J. Russell Podzilni

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J. Russell Podzilni

\_\_\_\_\_  
Angelina Reyes

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

\_\_\_\_\_  
Kathy Schulz

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

\_\_\_\_\_  
Shirley Williams

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

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Southern Wisconsin Regional Airport Board  
INITIATED BY



Gregory A. Cullen, C.M. Airport Director  
DRAFTED BY

Sothern Wisconsin Regional Airport Board  
SUBMITTED BY

June 14, 2021  
DATE DRAFTED

### AUTHORIZING TEMPORARY DOUBLE FILL OF AIRPORT SECRETARY II POSITION

1 **WHEREAS**, Rock County owns an airport known as the Southern Wisconsin Regional  
2 Airport; and,  
3  
4 **WHEREAS**, the current Secretary II is retiring effective September 7, 2021; and,  
5  
6 **WHEREAS**, this Secretary II has worked at the Airport for over 23 years and handles all  
7 administrative tasks that relate to the day to day operation of the airport that are not performed  
8 by the Airport Director, many of which are unique and specific only to the airport; and,  
9  
10 **WHEREAS**, a period of double filling this position will allow a newly hired Secretary II to  
11 have access to training from a long-term incumbent of the position with the specific  
12 knowledge base required to perform the duties of this position; and,  
13  
14 **WHEREAS**, the Airport Department has sufficient funds in the 2021 budget to pay for the  
15 overlap of the position; and  
16  
17 **WHEREAS**, the Airport Department requests the County Board permit a temporary double-  
18 fill of the airport’s Secretary II position effective August 9<sup>th</sup>, 2021 and extending until the  
19 current Secretary II retires on September 7<sup>th</sup>, 2021.  
20  
21 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors  
22 duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby  
23 authorize the temporary double fill of one Secretary II position from August 9<sup>th</sup>, 2021  
24 through September 7<sup>th</sup>, 2021.



Respectfully Submitted:

SOUTHERN WISCONSIN REGIONAL  
AIRPORT BOARD

COUNTY BOARD STAFF COMMITTEE

---

Brent Fox, Chair

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Richard Bostwick, Chair

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Rick Richard, Vice Chair

---

Wes Davis, Vice Chair

---

Dave Homan

---

Tom Brien

---

Eric Baker

---

Kevin Leavy

---

Dick Cope

---

Louis Peer

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Greg Johnson

---

J. Russell Podzilni

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Joe Quint

---

Bob Yeomans

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Christine Rebout

---

Alan Sweeney

---

Katie Reese

---

Mary Beaver

LEGAL NOTE:

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

Richard Greenlee  
Corporation Counsel

FISCAL NOTE

Sufficient funds are included in the 2021 budget to  
cover the cost of the double fill.

/s/Sherry Oja

Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

## EXECUTIVE SUMMARY

### AUTHORIZING TEMPORARY DOUBLE FILL OF AIRPORT SECRETARY II POSITION

Mrs. Cynthia Hevel has been an outstanding and dedicated Rock County employee for 27 years. For the past 23 ½ years, she has been the glue that holds the Southern Wisconsin Regional Airport together. As the Airport Specialist and recent position description change of Secretary II, she is typically the main focal point of all tenant interaction. She coordinates all of the airport's financial invoicing, payment collections, and budget projections. She handles all of the new lease agreements and T-Hangar rental agreements. She maintains all of the FAA Part 139 training documentation, Airport Compliance Manual updates, and prepares all records for annual inspection. She manages the deer and turkey hunting program. She maintains the airfield driver training program records. She operates the snow control desk during snow removal operations and communicates with tenants about field conditions. She issues Notices to Airmen as appropriate and coordinates with the Control Tower. Additionally, she manages the conference room reservation system with multiple users, prepares Airport Board agendas and minutes, answers telephones, collects mail, coordinates with team members, and other tasks as assigned.

Cynthia's experience and knowledge of airport operations will surely be missed. She has done a great job communicating her retirement intentions for more than a year. A request was made last summer to increase administrative payroll funding to allow some overlap between Cynthia and a new person. Four weeks of administrative funds were approved in the 2021 budget. The new hire won't be at Cynthia's level even with 4 weeks of overlap, but it will be much better than no overlap at all.

Recommend approving.

Respectfully submitted,

Gregory A. Cullen, CM  
Airport Director

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

**Human Services Board**  
**INITIATED BY**

**Human Services Board**  
**SUBMITTED BY**



**Bette Trimble**  
**DRAFTED BY**

**June 11, 2021**  
**DATE DRAFTED**

**CREATING 1.0 FTE PEER SUPPORT SPECIALIST POSITION**

1 **WHEREAS**, Rock County has received funding through the State of Wisconsin Department of Health  
2 Services Division of Care and Treatment Services (DCTS) for its Opiate Treatment Program since  
3 2017; and,  
4  
5 **WHEREAS**, the amount of the DCTS award has increased every year and Rock County received  
6 \$380,095 in federal fiscal year 2021; and,  
7  
8 **WHEREAS**, grant funds are to be used for the treatment of individuals with opioid use disorder, co-  
9 occurring opioid use disorder and stimulant use disorder; and  
10  
11 **WHEREAS**, to further expand co-occurring care treatment services the Human Services Department is  
12 requesting the creating of a 1.0 FTE Peer Support Specialist to deliver services to adults with substance  
13 use and/or co-occurring disorders by providing outreach, linkage, and support services as a peer with  
14 lived experience of substance use or co-occurring disorders; and,  
15  
16 **WHEREAS**, peer support encompasses a wide range of supports to assist clients in their recovery  
17 from mental health and substance abuse issues; and,  
18  
19 **WHEREAS**, funding is currently available for the position with existing grant funds and will also be  
20 used to purchase a computer, telephone and hotspot for the new Peer Support Specialist position; and,  
21  
22 **WHEREAS**, this is a grant-funded position, ending upon completion of the grant/depletion of grant  
23 funds.  
24  
25 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
26 assembled this \_\_\_\_ day of \_\_\_\_\_, 2021, does hereby authorize the creation of the grant-funded  
27 1.0 FTE Peer Support Specialist position and authorizes the Human Services Department to fill this  
28 position and purchase the equipment necessary to support this role.

Respectfully submitted,

**HUMAN SERVICES BOARD**

\_\_\_\_\_  
Brian Knudson, Chair

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

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

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Angelina Reyes

\_\_\_\_\_  
Stephanie Aegerter

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Kathy Schulz

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Pam Bostwick

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Ashley Kleven

**COUNTY BOARD STAFF COMMITTEE**

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

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

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

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Kevin Leavy

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

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

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Bob Yeomans

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

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

**FISCAL NOTE:**

Grant funds are available for the 2021 cost of this position. No County funds are required.

/s/Sherry Oja

Sherry Oja  
Finance Director

**ADMINISTRATIVE NOTE:**

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

**LEGAL NOTE:**

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

/s/Richard Greenlee

Richard Greenlee  
Corporation Counsel

## **EXECUTIVE SUMMARY**

### **CREATING 1.0 FTE PEER SUPPRT SPECIALIST POSITION**

Rock County has received grant funding for the Opiate Treatment Program since 2017. The FFY21 award (\$380,095) funded through the State Opioid Response 2 (SOR2) grant allows for the treatment of individuals with opioid use disorder, co-occurring opioid use disorder and stimulant use disorder, and stimulant use disorder.

The addition of a 1.0 FTE Peer Support Specialist will allow for further expansion of co-occurring care treatment services. The Peer Support Specialist will deliver services to adults with substance use and/or co-occurring disorders by providing outreach, linkage, and support services as a peer with lived experience of substance use or co-occurring disorders. Peer support encompasses a wide range of supports to assist clients in their recovery from mental health and substance abuse issues.

This position will be funded by the existing SOR grant that is underspent due primarily to a seven-month vacancy of another position. The current SOR funding cycle ends September 30, 2021, and the state has provided assurances that additional grant funding will be available beyond that date.

**ROCK COUNTY, WISCONSIN**



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

To: County Board Staff Committee

From: Annette Mikula

Date: June 21, 2021

Re: Administrative Policy and Procedure 5.31 Overtime, Flex and After Hours Payments

On November 10, 2020, the Rock County Board of Supervisors approved the 2021 Rock County Budget. Included in the budget was a new IT position of Cloud Services Coordinator.

Rock County currently has an Administrative Policy and Procedure on overtime, flex and afterhours payments. This new position needs to be added to section H on after-hours on call responsibility.

Cc: Josh Smith

Overtime for Unilateral Employees.

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

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

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

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

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

- Communications Center Shift Supervisor
- Computer Programmer/Analyst I
- Computer Programmer/Analyst II
- Data Solutions Architect
- Environmental Health Specialist I&II
- GIS Coordinator
- Information Technology Project Manager
- Network Support Administrator
- Network Technician
- Planner III
- Public Safety Systems Coordinator
- Public Works Superintendent
- Shop Superintendent
- Systems Analyst
- Victim/Witness Specialist

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

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

Assistant Food Service Manager  
MDS Nurse  
Nursing Supervisor  
Infection Preventionist  
YSC Supervisor

Full-time, FLSA exempt (salaried), employees classified as “Unilateral C” shall exercise discretion over the methods and manners in which they effectively utilize work time. Exempt employees are expected to average not less than forty (40) hours of work per week. They may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis. “Unilateral C” employees shall follow departmental rules regarding time off requests in which only eight (8) hours may be accounted for by flex. To use additional hours of flex time, the employee must receive specific supervisor approval.

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

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

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

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

- (D) The accumulation of compensatory time off for unilateral employees shall not exceed eighty hours. Compensatory time must be taken in the calendar year in which it was generated or it will be paid out on the last paycheck of the calendar year.
- (E) Overtime for unilateral employees shall be approved in advance by a Department Head or supervisor and reviewed periodically by the Human Resources Director. Overtime shall be



kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.

- (F) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.
- (G) Unilateral Employees in the classifications of Human Services Supervisors I, II and Lead assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive two hours of pay or compensatory time for each weekday (Monday thru Thursday), and three hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday. On county recognized holidays and days of observation, supervisors will receive four hours of pay or compensatory time for each 24-hour period.
- (H) The Unilateral Employees in the classifications of Infrastructure Manager, Network Support Administrator, Network Technician, Public Safety Systems Coordinator, **Cloud Services Coordinator**, and the User Support Specialists assigned to the Communication Center who are on-call shall receive four hours of pay for each week of on-call coverage. Actual time spent on a call will be compensated in a minimum of 15 minute increments.
- (I) Unilateral Employees in the classification of Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week in compensatory time off, or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.
- J) Employees in the Public Works Department in the classifications of Storekeeper, Public Works Superintendent, Shop Superintendent, and Assistant Public Works Director who is on call for Public Works shall receive four hours of pay for each week of on-call coverage.
- (K) A Council on Aging employee whose job requires the ability to be reached after hours for the transportation program will follow the procedure listed below:
  - a. After hours are designated as:
    - Monday, thru Friday 6:00 am to start of shift and end of shift to 6:30pm
    - Saturday 8:45am-6:30pm
  - b. Compensation for on-call hours will be paid as follows:
    - 1. The on call worker is compensated at a rate of \$3.50 per hour while on call.
- (L) For Unilateral Employees in the classification of Correctional Supervisor 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.

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 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.

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

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

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

(AFSCME 1077)

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

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

Any airport Employee required by management to carry a cell phone during non-work hours will be compensated at the rate of \$100 per week for each week that the Employee carries the cell phone.

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

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

Any Maintenance Staff who is required by management to be on call during non-work hours will be compensated at the rate of \$100 per week for each week that the Employee is on call.

(AFSCME 2489)

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

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

(AMHS RH)

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

14.03 Overtime Pay.

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

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

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

(AFSCME 1258)

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

Employees will be permitted to accumulate up to eighty hours of compensatory time. Employees may, with the Department Head's approval, elect to take compensatory time off. An employee may use compensatory time on weekend shifts, but only when they arrange for their own replacement to cover their shift at straight-time wages (except for the four hours of overtime that naturally occur in a regular twelve-hour shift).

Licensed Practical Nurses, Certified Nursing Assistants, Activity Therapy Assistants, Environmental Service Workers, Food Service Workers, and Cooks volunteering to pick up open shifts and/or volunteer to work on short notice as a result of call-offs, shall receive one and one-half times the regular rate of pay for such duty.

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

(SEIU NURSES)

Overtime. The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees governed by this labor agreement, if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the Assistant Director. Occasions where the most senior employees refuse such overtime work consistent with

this provision, the least senior employee of the unit shall be required to perform the overtime work. Refusals shall not apply to required evening and weekend meetings.

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

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

(YSC)

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

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

(AMHS HSD)

#### 14.03. Overtime Pay.

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

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

2. In order to accommodate the specified needs of an HSD client, or insure the fidelity of a treatment model for an HSD client and stay in compliance with state statutes with respect

to the care, treatment or supervision of HSD clients, or as a means to prevent the removal of an adult, child or youth from the community, staff may sometimes need to report to work before or stay after their normally scheduled work hours.

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

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

### **Child Protective Services Division**

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

After hours are designated as:

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

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

An initial after-hours schedule will be established covering a minimum three (3) month period of time.

Using seniority, employees within the Division who have been designated by the County as trained and eligible shall sign up for a minimum of 2 after-hours shifts each quarter. Each employee must keep at least 2 after-hours shift per quarter, however, during the sign-up they may sign-up for as many shifts as they want. An employee who signs ups for more than 2 shifts, may give shifts away, however they are required to keep and cover a minimum 2 shifts a quarter.

If there are vacant shifts at the end of the sign-up, those shall be assigned according to seniority, beginning with the least senior staff whom have covered the fewest number of shifts that quarter. So, the first vacant shift would be assigned to the staff member with the least number of shifts

that quarter who has the least seniority. The next shift would be assigned to the next least senior staff who signed up for the fewest numbers of shifts and so on until all shifts are covered.

Employees who have the qualifications and training may be designated to respond to after-hours duties during their off hours will be paid at the applicable overtime rate. A back-up pool of qualified and trained employees will be established to provide coverage if the employee scheduled is unavailable.

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

In addition to on-call pay, workers shall be compensated for all work done on after-hours at time and a half of their hourly wage.

When an employee, not on after-hours, is ~~off duty and~~ directed to report to work by a supervisor outside of his/her normal schedule he/she will receive time and one-half of his/her hourly rate of pay for all hours actually worked. The two-hour minimum call-in provision may apply only if the employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours.

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

### **Crisis Intervention**

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

**ROCK COUNTY, WISCONSIN**



**County Administrator**  
51 South Main Street  
Janesville, WI 53545  
(608)757-5510  
Fax (608)757-5511

DATE: June 17, 2021  
TO: County Board Staff Committee  
FROM: Josh Smith, County Administrator *JMS*  
RE: Request for Vacation Payout

On March 22, the County Board Staff Committee approved an amendment to Policy 5.47, Vacation Schedules, to allow employees to request a payout of up to half their annual vacation allotment through the end of 2021. This was a continuation of a policy in place in 2020 that was intended to reflect the challenges many employees faced with using vacation time during the pandemic. While carrying over some vacation is also allowed, it is unlikely that some staff would be able to use the amount of vacation they could carry over in addition to their next annual allotment.

The language from the policy as is follows:

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

My employment contract includes five weeks (200 hours) of vacation annually. With my anniversary date approaching on July 6, I have 122 hours remaining in my vacation bank, which is just over three weeks of vacation. I should note that this amount reflects only unused vacation from my current-year allotment (each year I have taken fewer than 200 hours of vacation and have not requested to carry remaining hours to the subsequent year, knowing I would not take even the annual five-week allotment).

Given the significant amount of vacation remaining, I am requesting that 100 hours be paid out this year per Policy 5.47. Per my current wage rate, this will result in an estimated gross payment of \$6,971.70. As all similar requests from employees require approval by their supervisor, I am requesting approval by County Board Staff Committee in order for there to be public transparency about any payments to me, even if they are available to all County employees.

Thank you for your consideration.