

ROCK COUNTY, WISCONSIN

NOTE: This is a Teleconference



**COUNTY BOARD STAFF COMMITTEE
MONDAY, OCTOBER 26, 2020 – 4:30 P.M.
CALL: 1-312-626-6799
MEETING ID: 889 5683 1739
PASSCODE: 637699**

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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, October 26, 2020. To submit a public comment use the following email: marilyn@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 Marilyn 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, OCTOBER 26, 2020 – 4:30 P.M.**

Agenda

1. Call to Order
2. Approve Agenda
3. Public Comment - sent in via email by noon Monday, October 26, 2020
4. Approval of Minutes of October 8, 2020 and October 12, 2020
5. Transfers
6. Resolutions and Committee Action
 - A. Recognizing Diane Paul for Service to Rock Haven
 - B. Recognizing Colleen Reed for Service to Rock Haven
 - C. Recognizing Catherine Smith for Service to Rock Haven
 - D. Recognizing Thomas Sweeney
 - E. Recognizing Captain Jay L. Wood
 - F. Naming of the County Owned Building at 1717 Center Ave.
 - G. Proposed Changes to the Rock County Administrative Policy and Procedural Manual and Rock County Personnel Ordinance
 - H. Amending the County's Personnel Ordinance
7. Review, Discussion and Possible Action
 - A. County Board Staff Committee Meeting Dates
 - B. 2021 Recommended Budget
8. **EXECUTIVE SESSION:** Per Section 19.85(1) (g), Wis. Stats. Conferring with Legal Counsel Concerning Strategy to be Adopted by the Board Regarding Litigation in which it is, or is Likely to Become Involved
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 at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

Please contact Marilyn 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 – October 8, 2020**

Call to Order. Chair Purviance called the meeting of the County Board Staff Committee to order at 5:45 P.M. via telephone conference.

Committee Members Present via Phone: Supervisors Purviance, Richard Bostwick, Peer, Yeomans, Brien and Sweeney.

Committee Members Absent: Supervisors Leavy and Podzilni.

Staff Members Present via Phone: Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Annette Mikula, Human Resources Director; Richard Greenlee, Corporation Counsel; Terri Carlson, Risk Manager; Bridget Laurent, Deputy Corporation Counsel; Kate Luster, Human Services Director; Tera O'Connor, Human Services Deputy Director.

Others Present: None.

Approval of Agenda. Supervisor Peer moved approval of the agenda as presented, second by Supervisor Brien. ADOPTED.

Public Comment. None.

Transfers. None.

Amending the 2020 Human Services Department Budget to Accept Parents Supporting Parents Grant Funds and Creating 2.0 FTE Family Well-Being Coordinator Positions

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 does hereby authorize the acceptance of the Parents Supporting Parents Grant and the creation of two Family Well-Being Coordinator Positions.

BE IT FURTHER RESOLVED that the Human Services Department budget for 2020 be amended as follows:

...”

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

Adjournment. Supervisor Brien moved adjournment at 5:52 P.M., second by Supervisor Bostwick. ADOPTED.

Respectfully submitted,

Josh Smith
County Administrator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.



COUNTY BOARD STAFF COMMITTEE
Minutes – October 12, 2020

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

Committee Members Present via Phone: Supervisors Purviance, Richard Bostwick, Leavy, Peer, Podzilni, Yeomans and Brien.

Committee Members Absent: Supervisor Sweeney.

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

Others Present: None.

Approval of Agenda. Supervisor Peer moved approval of the agenda as presented, second by Supervisor Bostwick. ADOPTED.

Public Comment. None.

Approval of Minutes – September 28, 2020. Supervisor Yeomans moved approval of the minutes of September 28, 2020 as presented, second by Supervisor Brien. ADOPTED.

Transfers. None.

Resolutions and Committee Action.

Creating Thirteen 0.4 and Six 1.0 Positions for Council on Aging Specialized Transit Program

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 does hereby create nineteen new positions with the title of Specialized Transit Driver to be supervised within the Council on Aging and with thirteen of the nineteen positions to be 0.4 Full Time Equivalent and six to be 1.0 Full Time Equivalent.”

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

Discussion on the difference in cost being mostly benefits; the change in the way health insurance is budgeted starting in 2021; and the additional liability to the County.

ADOPTED on the following vote: YES – Supervisors Bostwick, Brien, Leavy, Peer, Podzilni and Purviance; NO – Supervisor Yeomans; ABSENT – Supervisor Sweeney; and one VACANT.

Review, Discussion and Possible Action.

Discussion of County Board Staff Committee Meeting Dates Supervisor Bostwick said in a normal month the County Board Staff Committee meets three days prior to the County Board meeting and some of the months it is ten days prior to County Board. He said he feels it would be better to hold the County Board Staff Committee meetings three days prior to the County Board meetings each month.

Chair Purviance asked if he had talked to Supervisor Beaver, Chair of the Public Safety and Justice Committee, about changing their meetings on the days when the two committees would overlap. Supervisor Bostwick said he had not, but would contact her.

Chair Purviance asked to have this item put on the next agenda after Supervisor Bostwick contacts Supervisor Beaver.

Adjournment. Supervisor Brien moved adjournment at 5:06 P.M., second by Supervisor Yeomans. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Taya Walk
DRAFTED BY

Health Services Committee
SUBMITTED BY

September 30, 2020
DATE DRAFTED

RECOGNIZING DIANE PAUL FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Diane Paul has served the citizens of Rock County over the past 28 years, 4 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Diane Paul began her career with Rock Haven as a Certified Nursing Assistant on May 11, 1992;
- 5 and,
- 6
- 7 **WHEREAS**, Diane Paul worked also as a Medication Assistant, Activity Assistant, Clerk Receptionist, before
- 8 accepting an Administrative Assistant on January 1, 2019; and
- 9
- 10 **WHEREAS**, Diane Paul has worked diligently in that position until her retirement on September 3, 2020; and,
- 11
- 12 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 13 commend Diane Paul for her long and faithful service.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 16 _____ day of _____, 2020 does hereby recognize Diane Paul for her 28 years, 4 months of service and
- 17 extends their best wishes to her in her future endeavors.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

HEALTH SERVICES COMMITTEE

/s/ Tom Brien
Tom Brien, Chair

Kara Purviance, Chair

/s/ Mary Beaver
Mary Beaver, Vice Chair

Richard Bostwick, Vice Chair

Absent
Kevin Leavy

Tom Brien

/s/ Ron Bomkamp
Ron Bomkamp

Kevin Leavy

/s/ Kathy Schulz
Kathy Schulz

Louis Peer

J Russell Podzilni

Alan Sweeney

Bob Yeomans

Vacant

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS



Health Services Committee
INITIATED BY

Taya Walk
DRAFTED BY

Health Services Committee
SUBMITTED BY

September 29, 2020
DATE DRAFTED

RECOGNIZING COLLEEN REED FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Colleen Reed has served the citizens of Rock County over the past 15 years, 7 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Colleen Reed began her career with Rock Haven as a Registered Nurse on January 3, 2005; and,
- 5
- 6 **WHEREAS**, Colleen Reed moved to an ADON and Education August 4, 2013; and,
- 7
- 8 **WHEREAS**, Colleen Reed accepted a position as Infection Control Supervisor January 1, 2019; and,
- 9
- 10 **WHEREAS**, Colleen Reed helped everyone make an easy transition to the new building in 2013; and,
- 11
- 12 **WHEREAS**, Colleen Reed has worked diligently in that position until her retirement on August 2, 2020; and,
- 13
- 14 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 15 commend Colleen Reed for her long and faithful service.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 18 _____day of _____, 2020 does hereby recognize Colleen Reed for her 15 years, months of service
- 19 and extend their best wishes to her in her future endeavors.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

HEALTH SERVICES COMMITTEE

/s/ Tom Brien
Tom Brien, Chair

Kara Purviance, Chair

/s/ Mary Beaver
Mary Beaver, Vice Chair

Richard Bostwick, Vice Chair

Absent
Kevin Leavy

Tom Brien

/s/ Ron Bomkamp
Ron Bomkamp

Kevin Leavy

/s/ Kathy Schulz
Kathy Schulz

Louis Peer

J Russell Podzilni

Alan Sweeney

Bob Yeomans

Vacant

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS



Health Services Committee
INITIATED BY

Taya Walk
DRAFTED BY

Health Services Committee
SUBMITTED BY

September 25, 2020
DATE DRAFTED

RECOGNIZING CATHERINE SMITH FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Catherine Smith has served the citizens of Rock County over the past 40 years, 1 month as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Catherine Smith began her career with Rock Haven as a Food Service Worker on July 5, 1980;
- 5 and,
- 6
- 7 **WHEREAS**, Catherine Smith accepted an Environmental Service position on February 17, 1991; and
- 8
- 9 **WHEREAS**, Catherine Smith then accepted a position in Central Supply on July 28, 2008; and
- 10
- 11 **WHEREAS**, Catherine Smith has worked diligently in that position until her retirement on August 3, 2020;
- 12 and,
- 13
- 14 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 15 commend Catherine Smith for her long and faithful service.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 18 _____ day of _____, 2020 does hereby recognize Catherine Smith for her 40 years, 1 month of service
- 19 and extend their best wishes to her in her future endeavors.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

HEALTH SERVICES COMMITTEE

/s/ Tom Brien
Tom Brien, Chair

Kara Purviance, Chair

/s/ Mary Beaver
Mary Beaver, Vice Chair

Richard Bostwick, Vice Chair

Absent
Kevin Leavy

Tom Brien

/s/ Ron Bomkamp
Ron Bomkamp

Kevin Leavy

/s/ Kathy Schulz
Kathy Schulz

Louis Peer

J Russell Podzilni

Alan Sweeney

Bob Yeomans

Vacant

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Land Conservation Committee
INITIATED BY



Richard Bostwick, Chair
DRAFTED BY

Land Conservation Committee
SUBMITTED BY

September 11, 2020
DATE DRAFTED

Recognizing Thomas Sweeney

1 **WHEREAS**, Thomas (Tom) Sweeney began his career path in December 1984 after graduating from
2 UW-Green Bay with a Bachelor’s Degree in Environmental Science and a Math Minor; and,
3

4 **WHEREAS**, Tom gained experience at the McHenry County, IL, Soil and Water District from
5 January 1985 to August 1985, the Catawba County, N.C., Soil and Water Conservation Department
6 from August 1985 to August 1986 (Conservation Technician) and subsequently the Door County Soil
7 and Water Conservation Department (starting as a Conservation Technician and moved up to Unit
8 Leader – Conservation Planning Division) before resigning to come to Rock County; and,
9

10 **WHEREAS**, Lake Michigan Area Representative on the Board of Directors for the Wisconsin
11 Association of Land Conservation Employees (WALCE) from 1996 to 1999; and,
12

13 **WHEREAS**, Tom began his employment with Rock County as County Conservationist on May 10,
14 1999; and,
15

16 **WHEREAS**, Tom served as the Professional Improvement Conference chair for the WALCE Annual
17 Conference; and,
18

19 **WHEREAS**, Tom was awarded the County Conservationist of the Year in 2003 by WALCE; and,
20

21 **WHEREAS**, Tom served as Treasurer of WALCE from 2004 until 2005; over that time developing the
22 policies and book-keeping methods to fiscally stabilize the organization that were lacking for so many
23 years prior; and,
24

25 **WHEREAS**, Tom played a key role in the successful three-day Farm Progress Days event that was held
26 at Venable Farms in September 2001, which was especially challenging due to mother nature; and,
27

28 **WHEREAS**, Tom served as a subject matter expert for multiple state agencies for the development and
29 revisions of conservation related State Administrative Codes and Statutes; and,
30

31 **WHEREAS**, Tom oversaw four updates to the County Land and Water Resource Management Plan,
32 which serves as a long-term strategic conservation plan for the LCD and county residents. The plan
33 provides guidance to the LCD for collaborating efforts with state and federal agencies on natural
34 resource conservation issues and provides guidance for annual work plans for the LCD; and,
35

36 **WHEREAS**, Tom was a leader in the initiation of a new County Ordinances to protect surface and
37 ground water resources, particularly the Construction Site Erosion Control, Storm Water Management
38 and Animal Waste Storage Ordinances; and,
39

40 **WHEREAS**, Tom oversaw the implementation of the Household Hazardous Waste (Clean Sweep)
41 collection program beginning in 2005 and making it an annual event; and,
42

43 **WHEREAS**, Tom played a key role in the development of the County Purchase of Agricultural
44 Conservation Easements (PACE) program, one of the only few County programs in the state, which
45 required a successful collaboration of many public and private sector entities; and,
46

46 **WHEREAS**, Tom took a lead role in the development and formation of the Ground Water Nitrate Study
47 Work Group, focusing on planning and research to help reduce nitrate levels in the County; and,

48
49 **WHEREAS**, Tom retired from public service on September 5, 2020.

50
51 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
52 assembled this _____ day of _____, 2020, does hereby recognize Thomas Sweeny for his
53 thirty-four years and eight months in the land conservation field, with over twenty-one years of service to
54 Rock County, and recommend that a sincere expression of appreciation be given to Tom along with best
55 wishes for the future.

Respectfully submitted:

LAND CONSERVATION COMMITTEE

/s/ Richard Bostwick
Richard Bostwick, Chair

/s/ Alan Sweeney
Alan Sweeney, Vice Chair

/s/ Stephanie Aegerter
Stephanie Aegerter

/s/ Wes Davis
Wes Davis

/s/ Kaelyb Lokrantz
Kaelyb Lokrantz

/s/ Mike Mulligan
Mike Mulligan

/s/ James QUade
James Quade, USDA-FSA Rep.

Vacant
Vacant

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

Richard Bostwick, Vice Chair

Tom Brien

Kevin Leavy

Louis Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Vacant

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson
INITIATED BY



Chief Deputy Craig L. Strouse
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

October 1, 2020
DATE DRAFTED

RECOGNIZING CAPTAIN JAY L. WOOD

- 1 **WHEREAS**, Jay L. Wood began his employment with the Rock County Sheriff’s Office as a Deputy Sheriff on December 7, 1999, working in the Patrol Bureau; and,
- 2
- 3
- 4 **WHEREAS**, Deputy Wood was promoted to Sergeant on January 3, 2006, and worked in the Law Enforcement and Correctional Services Divisions, and the Civil Process and Court Services Bureaus. On
- 5 August 20, 2018, Sergeant Jay Wood was promoted to the rank of Captain assigned to both the Civil
- 6 Process Bureau and Court Services Bureau; and,
- 7
- 8
- 9 **WHEREAS**, throughout his tenure with the Sheriff’s Office, Captain Wood has served in many
- 10 capacities including, SWAT Team, Stateline Area Narcotics Team (SLANT), and Mobile Field Force
- 11 Commander; and,
- 12
- 13 **WHEREAS**, Captain Wood has received numerous awards and commendations; and,
- 14
- 15 **WHEREAS**, Captain Jay L. Wood has worked under the command of three Sheriffs, Eric A. Runaas,
- 16 Robert D. Spoden, and Troy J. Knudson and will retire from public service on November 1, 2020.
- 17
- 18 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
- 19 this _____ day of _____, 2020, does hereby recognize Captain Jay L. Wood for his over
- 20 20 years of faithful service and recommends that a sincere expression of appreciation be given to Captain
- 21 Jay L. Wood along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

Kara Purviance, Chair

Brian Knudson, Vice Chair

Richard Bostwick, Vice Chair

Jacob Taylor

Tom Brien

Ron Bomkamp

Kevin Leavy

Danette Rynes

Louis Peer

J. Russell Podzilni

Alan Sweeney

Bob Yeomans

Vacant

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland-Director
Facilities Management
DRAFTED BY

General Services Committee
SUBMITTED BY

June 29, 2020
DATE DRAFTED

Naming of the County Owned Building at 1717 Center Ave.

1 **WHEREAS**, Resolution No. 79-12B-422, adopted on 12/13/1979 establishes the policy for naming of
2 county owned buildings and;
3
4 **WHEREAS**, the policy requires approval of the governing Committee and the County Board staff
5 Committee, and;
6
7 **WHEREAS**, in all cases the naming or renaming of county property requires approval of a resolution by
8 two-thirds vote of the County Board, and;
9
10 **WHEREAS**, General Services Committee requested the Director of Facilities Management to draft a
11 press release and send to the local papers and internally to solicit public and staff input, and;
12
13 **WHEREAS**, Facilities Management Director received one hundred and seven possible names, and;
14
15 **WHEREAS**, the Human Services Board having many programs that will operate out of this building was
16 given an opportunity to review the names and make any recommendations to the General Services
17 Committee, and;
18
19 **WHEREAS**, after reviewing the submitted names and hearing the feedback from the Human Services
20 Board. The General Services Committee is recommending the name of the 1717 Center Ave building be
21 "Rock County Resource Center".
22
23 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
24 this ____ day of _____, 2020 does hereby approve the naming of the 1717 Center Ave.
25 building "Rock County Resource Center"

Respectfully submitted,

GENERAL SERVICES COMMITTEE

/s/ Jeremy Zajac
Jeremy Zajac, Chair

/s/ Robert Potter
Robert Potter, Vice Chair

/s/ Tom Brien
Tom Brien

/s/ Brent Fox
Brent Fox

/s/ Dave Homan
Dave Homan

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Vice Chair

Rich Bostwick, Vice Chair

Tom Brien

Kevin Leavy

Bob Yeomans

J. Russell Podzilni

Louis Peer

Alan Sweeney

Jeremy Zajac

FISCAL NOTE:

No Fiscal impact.

/s/ Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sec. 59.03, Wis. Stats. Pursuant to the policy on naming of County property, Resolution 79-12B-422, naming or renaming County property requires approval by a $\frac{3}{4}$ vote of the County Board.

/s/Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of Policy.

/s/Josh Smith

Josh Smith
County Administrator

Executive Summary

Naming of the County Owned Building at 1717 Center Ave.

The resolution before you approves naming the 1717 Center Ave. building “Rock County Resource Center”.

Resolution No. 79-12B-422, adopted on 12/13/1979 establishes the policy for naming of county owned buildings. The policy requires approval of the governing Committee, the County Board Staff Committee and in all cases the naming or renaming of County property requires approval of a resolution by two-thirds vote of the County Board.

A press release was sent out to the local paper and internally to gather public and staff input on the name. We received 107 suggested names. Many of the services that will be occupying this building will be under Human Services Department. Therefore the Human Services Board was given the opportunity to review all 107 names and provide input to the General Services Committee as well, before they chose the name.

Daniel Hale Williams

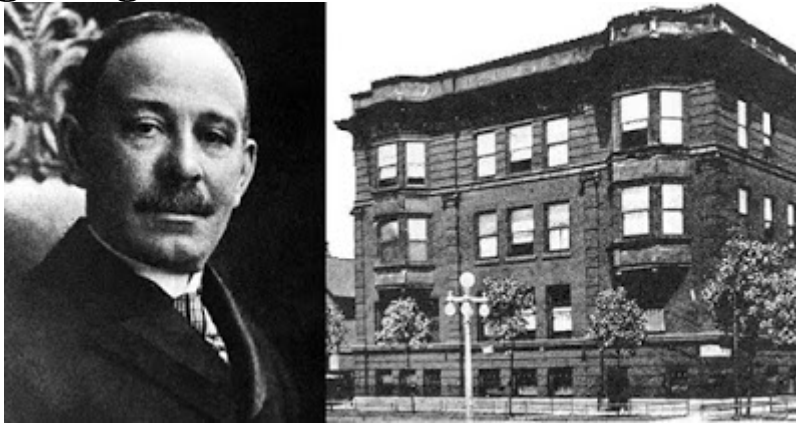
From Wikipedia, the free encyclopedia

Daniel Hale Williams



Born	(1856-01-18)January 18, 1856 Hollidaysburg, Pennsylvania, US
Died	August 4, 1931(1931-08-04) (aged 75) Idlewild, Michigan, US
Alma mater	Chicago Medical College
Scientific career	
Fields	Cardiology
Institutions	Provident Hospital Meharry Medical College Freedman's Hospital St. Lukes Hospital Cook County Hospital

First Black-Owned Hospital Was Founded By This Pioneering Surgeon



Dr. Daniel Hale Williams III was a pioneering African American surgeon who is known for performing one of the world's first successful open heart surgeries, and for opening the first Black-owned and controlled hospital in the nation.

“A people who don't make provision for their own sick and suffering are not worthy of civilization.”

–Daniel Hale Williams

Family/Childhood

Daniel Hale Williams was the fifth child of Daniel Williams, Jr and Sarah Price Williams. He was born January 18, 1856 in Hollidaysburg, PA. He is described as light skinned, with red hair.

In modern terminology, the family would be described as “more than one race”. Here is the description of the family history from the book “Dr. Dan”:

- The father, Daniel Williams Jr “descended from early pious German folk who had settled, long before the Revolution, in the territory that became York County, and had intermarried with the peace-loving Shawnee and Delaware Indians. Their descendants had intermarried sometimes with Negro and sometimes with Welsh, Scotch and Irish families.”
- “A few [of the Williams's] had disappeared back into the white race out of which their forebearers came. These were the exceptions that only made more invincible the passionate loyalty of the free Williamses to the interests and welfare of their enslaved African brothers. They and others of like blood and like views had by their own unflinching zeal encouraged Benjamin Lundy, William Lloyd Garrison and the rest of the white Abolitionist to greater and greater effort. The Williamses and their friends held state and national conventions, made speeches, publishes pamphlets, worked on committees, traveled back and forth, and got protests into the white newspapers. Each generation of sons and daughters received the imprint of this intrepid devotion.
- “Though Dan's grandfather had married a white woman, Dan's father married a girl darker than himself, a girl of the same three racial strains as his own.”

- Sarah Price was from a Free family from Annapolis, MD
- Daniel Williams Jr – travelled and spoke for the Equal Rights League. The family had many connections with notable free blacks. Daniel Williams Jr’s cousin, Samuel Williams moved to Liberia. Wrote a book about his experiences. “Four years in Liberia”, by S. Williams, published in 1857.

Daniel Williams Jr died of consumption (tuberculosis) when Daniel Hale Williams was 11. After his father died, Daniel was sent to live in Baltimore, Maryland, with family friends. He became a shoemaker’s apprentice but disliked the work and decided to return to his family, who had moved to Illinois.

His mother and two sisters moved to Rockford. His mother moved back east, but Dan stayed in the Rock River Valley. Like his father, he took up barbering, but ultimately decided he wanted to pursue his education.

Rock County Years

Williams ran his own barbershop in Edgerton, moved to Janesville because it was larger.

In Janesville he worked as a barber in Charles Henry Anderson’s Tonsorial Parlor and Bathing Rooms. This was patronized by the “best people”. They would stay on after their haircut or beard trim to argue all sorts of matters. One patron, Orrin Guernsey, noticed Williams likes to read. When Williams had read all the books at the reading rooms of the Young Men’s Association, Guernsey lent Williams books out of his own personal library.

Williams boarded at Anderson’s home on Glen St. Anderson was a “mulato”. His wife Ellen Irish, from Cork. Anderson’s son George from previous marriage “darker-skinned” than his father. Williams also played with Anderson’s popular string band. He learned music by ear, and had “a very passable tenor”. He originally played guitar but learned to play the “big bull fiddle” for the band. The band accompanied celebrities who came to the Meyers Opera House, played at “important entertainments” at Apollo Hall, and square dances at Grange Hall. They travelled all over Wisconsin and sometimes outside the state.

Williams wanted an education. His father said over and over: “We colored people must cultivate the mind”. He attended Jefferson High School for a while, but suffered frequent heavy chest colds and dropped out. Williams arranged for special tutoring in the Classical Academy, a private school in Janesville. After graduation he studied law for a while, but didn’t like it.

Medical Training

At age 20, Williams became an apprentice to a former surgeon general for Wisconsin, Dr. Henry Palmer. Williams persuaded Dr. Palmer to take him on as an apprentice by 1878. Palmer gave Williams credentials for medical school in the fall 1880.

In 1880, Williams entered Chicago Medical College, now known as Northwestern University Medical School. Williams attended Chicago Medical School, considered best medical education

in city. Graduated in 1883. During medical school he boarded with the Jones family, affluent free blacks who knew his parents.

Williams struggled with money all through medical school.

Professional Life – Medical Practice

After his internship, he went into private practice in an integrated neighborhood on Chicago's south side. He soon began teaching anatomy at Chicago Medical College and served as surgeon to the City Railway Company.

He served as surgeon for the South Side Dispensary (1884–92) and physician for the Protestant Orphan Asylum (1884–93).

Determined that Chicago should have a hospital where both black and white doctors could study and where black nurses could receive training, Williams rallied for a hospital open to all races. After months of hard work, he opened Provident Hospital and Training School for Nurses on May 4, 1891, the country's first interracial hospital and nursing school.

Former Janesville resident Dr. Daniel Hale Williams performed the first successful open heart surgery July 9, 1893. When James Cornish was stabbed in the chest, Williams cut rib cartilage to create a small trapdoor to access the heart and suture the damage. The operation was done without X-rays, antibiotics, surgical prep-work, or tools of modern surgery. Just 51 days after his apparently lethal wound, James Cornish walked out of the hospital. He lived for over 20 years after the surgery. The landmark operation was hailed in the press.

Williams was a surgeon at Provident (1892–93, 1898–1912) and surgeon in chief of Freedmen's Hospital, Washington, D.C. (1894–98), where he established another school for African American nurses.

In 1894, Dr. Williams became chief surgeon of Freedmen's Hospital in Washington, D.C., the most prestigious medical post available to African Americans then. There, he made improvements that reduced the hospital's mortality rate.

Williams was married in 1898 to Alice Johnson, natural daughter of American sculptor Moses Jacob Ezekiel and a mixed-race maid who was born in the city and graduated from Howard University.

In 1895 he co-founded the National Medical Association for African-American doctors as an alternative to the American Medical Association, which did not allow African-American membership.

In 1897, he was appointed to the Illinois Department of Public Health, where he worked to raise medical and hospital standards.

In 1899 he was professor of clinical surgery at Meharry Medical College in Nashville, Tennessee, and was a member of the Illinois State Board of Health (1889–91).

In 1913 he became a charter member and the only African-American doctor in the American College of Surgeons.

He published several articles on surgery in medical journals.

Williams later served on the staffs of Cook County Hospital (1903–09) and St. Luke's Hospital (1912–31), both in Chicago.

Legacy

As a sign of the esteem of the black medical community, until this day, a "code blue" at the Howard University Hospital emergency room is called a "Dr. Dan." In words that could later be said of Vivien Thomas, a colleague wrote, "His greatest pride was that directly or indirectly, he had a hand in the making of most of the outstanding Negro surgeons of the current generation."

The Daniel Hale Williams Medical Reading Club in Washington, D.C., commemorates his achievements.

Honors

Williams received honorary degrees from Howard and Wilberforce Universities, was named a charter member of the American College of Surgeons, and was a member of the Chicago Surgical Society.

A Pennsylvania State Historical Marker was placed at U.S. Route 22 eastbound (Blair St., 300 block), Hollidaysburg, Pennsylvania, to commemorate his accomplishments and mark his boyhood home.[26]

Representation in other media

The Stevie Wonder song "Black Man" honors the achievements of Williams, among others.

Tim Reid Plays Dr. Williams in the TV series Sister, Sister season 5 episode 18 "I Have a Dream" (February 25, 1998).

In 2002, scholar Molefi Kete Asante listed Daniel Hale Williams on his list of 100 Greatest African Americans.

Final Years, Retirement and Death

After resigning from his position at Provident Hospital in 1912, Williams was appointed staff surgeon at St. Luke's Hospital in Chicago. He remained at St. Luke's Hospital until suffering a stroke in 1926. Upon his retirement, Williams spent his remaining days at his retirement home in Idlewild, Michigan, a black community, where he died of a stroke on August 4, 1931, in relative obscurity. He was 75-years old.

Sources

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- From Wikipedia, the free encyclopedia
- Notes from "Doctor Dan, Pioneer in American Surgery" by Helen Buckler
- Mary Beulow, Local History Specialist, Hedberg Public Library
- Dannie Evans, Human Services Supervisor I, Rock County Human Services Department; Pastor, House of God Church, Janesville, WI.,
- Excerpt from PBS American Experience Partners of the Heart.
- The Editors of Encyclopedia Britannica
- Regina Bailey
Biology Expert
B.A., Biology, Emory University
A.S., Nursing, Chattahoochee Technical College
Regina Bailey is a board-certified registered nurse, science writer and educator. Her work has been featured in "Kaplan AP Biology" and "The Internet for Cellular and Molecular Biologists."

Memo



Rock County Human Resources Department

DATE: October 9, 2020

TO: County Board Staff Committee

FROM: Annette Mikula

CC: Josh Smith
Rich Greenlee

RE: Proposed Changes to the Rock County Administrative Policy and Procedural Manual and Rock County Personnel Ordinance.

Attached please find the proposed changes to the Rock County Administrative Policy and Procedures Manual and Rock County Personnel Ordinance.

These changes are being recommended to the County Board Staff Committee and County Board for their consideration. A summary of each change is listed below.

Administrative Policy and Procedural Manual

- **Policy 5.16– Hazard Pay**

Increase the hazard pay premium and modify to pay for all hours worked in the defined hazard.

- **Policy 5.18-Holiday Pay**

Add Martin Luther King Jr. Day as a County holiday and updates language for alternative work schedules to reflect the addition.

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

Modifies the policy to include telework options for inclement weather days for those employees whose jobs are conducive to telework.

- **Policy 5.27-Motor Pool**

Updates current language for consistency on training and driver's verification form.

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

Updates language for after-hours in the child protective services division on when and how hours are paid.

- **Policy 5.37-Shift Differential/Incentive Pay**

Updates current language for incentive pay to Human Service Professionals working in the Access Unit, Initial Assessment Unit, Ongoing Unit and Training Unit that adds the incentive pay of \$2.00 to actual hours worked including after hours on call.

- **Policy 5.43-Probationary Period on Promotion/Demotion**

Adds language to address time spent in an acting capacity and then subsequently selected for the position to allow for time to count towards seniority and includes that they shall serve at least a 60 day probationary period after regular appointment.

- **Policy 5.51-Worker's Compensation/Employee on the Job Injury Procedure**

Updates the oversight of worker's compensation to Corporation Counsel's Office and the Risk Manager.

- **Appendix A through J- Pay Grids and Pay Plans**

Final updates will include all changes as approved in the 2020 budget.

Rock County Ordinance

- **18.306 – Probationary Period**

Updates probationary period to include a lateral transfer made during an employee's probationary period, which results in a change of duties, serve a new one year probationary period.

- **18.501 – Holidays**

Adds Martin Luther King Jr. Day as a paid County holiday.

- **18.506 Vacation**

Correct a typo.

- **18.509 –Bereavement**

Clarifies language that you cannot use more than 32 hours for the same decedent.



ROCK COUNTY ADMINISTRATIVE POLICY AND PROCEDURE

~~January 1, 2020~~ January 1,
2021

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Administrative Policy & Procedure Manual

Section: Human Resources

Policy: Hazard Pay

Policy No: 5.16

Effective: ~~1/1/2016~~ 1/1/2020

Revising: ~~1/1/2012~~ 1/1/2016

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This policy only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

(AFSCME 1077)

Employees assigned to patrol duties on a multi-lane highway with a posted speed limit of 60 miles per hour or higher will receive a hazardous pay premium of ~~\$0.50~~ \$0.75 per hour for actual hours worked.

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~~Employees who perform work on a multi-lane highway with a posted speed limit of 60 miles per hour or higher for more than four (4) continuous hours will receive the above specified hazard premium for all hours worked on the multi-lane highway.~~

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Non-Exempt Employees in 24/7 Positions

Non-exempt employees in 24/7 positions working on any holiday shall receive compensation at the rate of time and one-half their regular rate of pay for all hours worked. In addition, they shall be eligible to take another day off with pay in lieu of the holiday worked, which is to be scheduled at a time that is mutually convenient to the Employer and employee.

Part time employees who work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked and will bank holiday hours equal to all hours worked up to eight (8) hours.

Employees shall be paid at the rate of two and one-half (2 ½) times their regular rate of pay for all hours worked on a holiday in excess of their normally scheduled shift. No additional holiday time will be banked.

If a holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay pro-rated based on their FTE.

For the purpose of computing holiday pay, the following guidelines shall be applied:

1. For each holiday enumerated a full twenty-four hour period shall be subject to premium pay.
2. Where an employee's shift falls completely within the holiday, the employee should be paid at the premium rate for the entire shift.
3. Where a regular shift falls on two calendar days, the Employer shall pay premium pay for the full shift of which the majority of hours fall on the holiday. This shall relieve the Employer from paying any premium pay for the shift for which the minority of hours fall on the holiday.

For supervisors working at the 911 Communication Center, who are required to work on a holiday, they will be paid or granted compensatory time off at a rate of time and one half for all hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday, and earn 8 hours of holiday time in lieu of

For purposes of computing overtime, a holiday shall be counted as eight hours worked in computing the 40 hours workweek.

Pool/Relief positions who are required to work a holiday will be paid at a rate of time and one half.

Holiday Pay while on a Leave

In order to receive holiday pay, employees must normally be scheduled to work for not less than four (4) hours the regular workday before and not less than four (4) hours the regular workday after the holiday, unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.

When a holiday falls within a period of leave without pay, the employee shall receive no pay for the holiday.

Holiday Pay for Alternative Work Schedule.

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

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~~(AFSCME 1077)~~

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~~Holidays when working 4 10 hour days: If there are any weeks in which a paid holiday falls while employees are working a four ten hour day schedule the employees will follow the regular hours schedule, working an eight (8) hour daily schedule for the week. The holiday workweek will be four (4), eight (8) hour workdays, plus the eight (8) hour paid holiday off. Move to Hwy Dept Work Rules~~

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Employees who work four ten-hour days or four nine-hour days and one four-hour day, will have a total of eighty (88) hours of paid holiday time per calendar year. The current, established holidays: 1) New Year's Day, 2) Martin Luther King Jr. Day, 23) the Spring Holiday directly preceding Easter, 34) Memorial Day, 45) July 4th, 56) Labor Day, 67) Thanksgiving Day, 78) Friday following Thanksgiving, 89) one full day before Christmas, 910) Christmas Day will be taken as the employee's holiday if it falls within the four ten-hour day, or the four nine-hour and one four-hour day work week. The remaining holiday hours to the total 88 hours, may be used as floating holidays, with in the calendar year, upon the employee's request and approval of their supervisor.

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Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Inclement Weather/Facility Closing
Policy No: 5.20

Effective: ~~1/1/2020~~ 1/1/2021
Revising: ~~1/1/2019~~ 1/1/2020

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

Employees designated as "essential to operations". Approximately 600 county employees in public safety departments, 24-hour operations, and support departments have been designated as "essential to operations" Click on link to see list of employees designated as "essential to operation"
http://www.co.rock.wi.us/rchr/images/intranet_documents/departments/human_resources/inclement_essentials.doc

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Inclement Weather:

The County's policy is to maintain all work schedules without interruption regardless of inclement weather. ~~however The following provisions shall apply if an employee, not designated as essential to operations as defined above, believes they are unable to come to work as scheduled based on weather conditions: make it impossible for an employee to come to work as scheduled the following provisions shall apply:~~

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

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

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

Facility Closing:

Authorization to Close Building (s). Under the provisions of the Personnel Ordinance Section 18.501(l), the County Administrator may designate holidays in unusual circumstances with the

approval of the County Board Chair and/or Vice Chair. Unusual circumstance might include inclement weather that dictates closing non-essential facilities, or conditions at County Building(s).

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

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

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

Administrative Policy & Procedure Manual

Section: Human Resources

Policy: Motor Pool

Policy No: 5.27

Effective: ~~1/1/2020~~ 1/1/2021

Revising: ~~1/1/2019~~ 1/1/2020

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I. WHO MAY USE A MOTOR POOL VEHICLE

This policy establishes the rules and guidelines for the authorized use of County Owned vehicles in the motor pool as well as the passenger cars, vans and pick-up trucks assigned to individual departments. County employees with the appropriate valid driver's license are authorized to drive County vehicles for County business. (For the purposes of this section only, *employee* shall mean an employee of Rock County, or an employee of a third-party under contract with Rock County to provide services to consumers of a Rock County services. A multiple passenger van or bus may require a commercial driver's license or additional training.) Employees are prohibited from driving a County owned vehicle if their driver's license is suspended, revoked, or on restricted (not due to corrective lenses) status. All employees and contract drivers who drive a county vehicle must have ~~the required statement~~ the Driver's License and Insurance Verification Form on file with the Departmental Motor Pool Coordinator (which must be updated annually). It is the responsibility of the driver to reveal any changes in the status of their driver's license. The Driver's License and Insurance Verification Form can be found on the Rock County Intra-net under Forms (<http://earth2/forms>).

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Any department that is assigned a motor pool vehicle must designate a Departmental Motor Pool Coordinator.

II. VEHICLE USAGE

Rock County vehicles shall be used for official business only. Vehicles may not be used for non-business mileage. Travel to and from motels, restaurants, etc., on out-of-county business trips shall be considered a part of the business trip.

Vehicles shall be returned to their assigned parking space upon return from a trip. Vehicles shall not be taken home, unless the County Board Staff Committee has granted permission to an employee to do so under the provisions of Section 5.48 of the Rock County Policies and Procedures Manual. The Department Head may authorize an employee to take a vehicle home overnight for special, one-time-only situations where the employee can save time/mileage by reporting directly from their home.

An employee given permission to take a vehicle home shall fill out the proper reports for IRS tax purposes documenting any personal use of the vehicle.

III. RECORD KEEPING REQUIREMENTS

For all trips, employees shall record destination, and beginning and ending odometer readings on departmental forms and in the vehicle logbook that is kept in the vehicle. The department head or

his/her designee is responsible for verifying the accuracy of logbook entries. The logbooks are subject to audit for accuracy and completeness on a periodic basis.

Department Location Motor Pool Coordinators are responsible for tallying all miles driven on their assigned vehicles, and reporting the totals within three (3) business days of the beginning of each month to the Public Works Department.

Department Location Motor Pool Coordinators are responsible for notifying the DPW Shop Superintendent (757-5463) and Corporation Counsel (757-5530) of all accidents.

IV. FUELING AND REPAIRS

Department Location Motor Pool Coordinators are responsible for scheduling maintenance/service at the factory recommended intervals as supplied by the Department of Public Works Shop Superintendent. Currently the intervals are every 5,000 miles for Chevrolet and Chrysler vehicles and every 7,500 miles for Ford vehicles. For repairs other than regular maintenance/service, the Department Location Motor Pool Coordinator must call the Department of Public Works at 757-5450, to schedule needed repairs with the Shop Foreman or Superintendent. Employees should note any problems, noises, and wear of parts; and report them to their Department Location Motor Pool Coordinator who should contact the Department of Public Works as soon as possible.

If a breakdown occurs, whether in or out of county, contact the Shop Superintendent at the Public Works Department at 757-5450 during working hours, 7:00 p.m. - 4:00 p.m. After hours call the Communications Center at 757-2244. Ask the dispatcher to contact the on duty Public Works Superintendent and convey the message to return your call.

Before setting out on a trip, make sure the vehicle has enough gasoline for the trip! As of October 2016, all Motor Pool vehicles were assigned Exxon/Mobil WEX fueling cards. The procedures outlined in the following paragraph must be followed when using the county's fuel card system.

The Exxon/Mobile fueling cards are universally accepted at all gas stations, consult the Driver's Guide for additional information. Drivers are encouraged to use the vendor stations (vendor name on card) when convenient. Fuel cards are specific to each vehicle and must be kept in the vehicle it is assigned to. P.I.N number (last four digits of employee number, or vendor assigned number) and vehicle mileage must be accurately entered when fueling. Regular unleaded fuel or diesel fuel for diesel powered vehicles from self-service pumps should be the only fuel types used. The credit card is to be used only for gas, oil and minor repairs. Repairs over \$100 require Public Works Superintendent or Shop Foreman approval.

I. TRAFFIC VIOLATIONS

Drivers are personally responsible for the cost of traffic citations, violations and parking tickets. Drivers are expected to obey all traffic signals and signs, observe pedestrian rights and operate vehicles at a reasonable and prudent speed not to exceed the maximum posted speed limit.

II. ACCIDENTS

If you are involved in any type of accident while the vehicle is in your possession (examples: crash with another vehicle, backing into something, damage to property, etc.) you must report the accident. If you are involved in a crash or collision with another vehicle(s), stop immediately and turn on your emergency flashers. It is against the law to leave the scene of an accident without identifying yourself. Offer reasonable assistance. Movement of injured persons should not be undertaken, if likely to cause further injury. Call 911. Drug/Alcohol testing will be done in accordance with Policy 5.05.

Exchange information—drivers must give their name, address and vehicle registration number and, if requested, show your driver's license to any other driver in the accident. If you struck an unattended vehicle; leave a note with the above information and circumstances of the accident. Insurance information will also be requested. If the car is incapacitated, follow the procedures for a breakdown (in section IV. Fueling and Repairs). If there were witnesses to the accident, obtain their names and addresses. **DO NOT MAKE A STATEMENT OF ANY KIND TO ANYONE OTHER THAN THE POLICE OR A REPRESENTATIVE OF THE COUNTY.** Inform the Motor Pool Coordinator and Corporation Counsel of the accident within 24 hours.

VII. INSURANCE COVERAGE

Rock County is insured for the purposes of all auto liability claims. A Vehicle Insurance Identification Card shall be maintained at all times in each vehicle owned by Rock County. This shall be placed in the vehicle's glove storage compartment. The information contained on this card should be consulted in the event of an accident.

All claims against Rock County (and information regarding events which seem likely to give rise to claims) must be forwarded directly to the Corporation Counsel's Office as soon as possible. The telephone number is 757-5530, the address is the Rock County Corporation Counsel, 51 S. Main Street, Janesville, WI 53545.

Questions concerning insurance coverage may be directed to the Corporation Counsel's Office.

VIII. DRIVER RESPONSIBILITIES

As the operator of a motor vehicle, you have certain responsibilities to uphold. The County expects you to adhere to these responsibilities. They include, but are not limited to:

- Possessing a valid unrestricted driver's license, for reasons other than corrective lenses.
- Using the motor vehicle for business use only.
- Reporting any maintenance problems immediately.
- Upholding traffic regulations.

- Reporting all accidents.
- Properly and accurately filling out the motor pool logbook.
- Wearing your seat belt at all times (passengers shall also wear seat belts).
- Locking the vehicle any time you are away from it.
- Using safe driving techniques.
- Operating vehicles at a reasonable speed not to exceed the maximum posted speed limit.

Vehicle operators shall not:

1. Take the vehicle home unless granted permission to do so.
2. Give rides to any person unless directly related to conducting County business.
3. Tow, push or start other vehicles.
4. Use cell phones while driving.
5. Use alcohol or other drugs before and while driving, including prescription drugs which may impair the operation of a motor vehicle.
6. Smoke or use tobacco products in the vehicle.

Vehicle operators shall remove all personal items from the vehicle including food wrappers and drink containers, leaving the vehicle clean and un-littered. A vehicle operator should report an unclean vehicle to the Department Motor Pool Coordinator prior to their trip, or they will be responsible for cleaning the vehicle when they return.

Vehicle operators are responsible for filling windshield washer fluid and reporting an low fluid level or low fluid life warning lights to the Department of Public Works Superintendent or Shop Foreman as soon as possible.

Vehicle operators shall not make statements admitting liability or responsibility for accidents before consulting the Corporation Counsel.

~~MOTOR POOL OPERATION/COUNTY VEHICLE OPERATION STATEMENT~~

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All county employees, as defined by section 5.27 of the Rock County Policies and Procedures Manual, who operate a motor pool vehicle or a vehicle assigned to their department agree to the following conditions outlined in the Motor Pool Operation Statement. Motor Pool Coordinators are responsible to give anyone who drives a motor pool vehicle a copy of this policy and have a signed statement on file for everyone who uses motor pool vehicles. For those Departments where vehicles are assigned, the Department Head has the responsibility to distribute this policy and have signed statements on file for everyone (including the Department Head) who uses the vehicle(s) assigned to that department.

1. I possess a valid driver's license (enter # _____, State _____)
_____ which expires on _____.
2. I understand that I lose the privilege of operating a motor pool vehicle or vehicle assigned to the department should my license be suspended, revoked, and/or on restricted (not due to corrective lenses) status.
3. I have read and understand my responsibilities under Section 5.27 of the Rock County Policies & Procedures Manual that pertain to Motor Pool Policy.
4. I realize that failure to follow the driver responsibilities outlined in Part VIII of these procedures may subject me to disciplinary action.

Name (please print)

Signature _____ Date

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Overtime, Flex and After Hours Payments
Policy No: 5.31
Effective: ~~5/25/2011/2021~~
Revising: ~~3/10/2020~~ ~~5/25/2020~~

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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
GEO Application Specialist
Network Support Administrator
Network Technician
Planner I
Planner II
Planner III
Public Safety Systems Coordinator
Public Works Superintendent
Shop Superintendent
Victim/Witness Specialist

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

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

Assistant Food Service Manager
MDS Nurse
Nursing Supervisor
YSC Supervisor

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

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

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

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

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

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

- (F) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.
- (G) Unilateral Employees in the classifications of Human Services Supervisors I and II assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive two hours of pay or compensatory time for each weekday (Monday thru Thursday), and three hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday. On county recognized holidays and days of observation, supervisors will receive four hours of pay or compensatory time for each 24-hour period.
- (H) The Unilateral Employees in the classifications of Infrastructure Manager, Network Support Administrator, Network Technician, Public Safety Systems 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).

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.)

Deleted:

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

An initial after-hours schedule will be established covering a minimum three (3) month period of time. Using seniority, employees within the Division who have been designated by the County as trained may sign up for after-hours duty on a daily or weekly basis for after-hours shifts during the scheduled period. The maximum number of days scheduled in succession will not exceed seven (7) days. For those trained employees who sign up for and keep at least one shift, will be exempt from being mandated to an assigned after-hours shift. If no employee signs up for a shift, employees who have not signed up and fulfilled a shift will be assigned on a rotating basis starting with the least senior qualified trained employee.

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

~~Each documented Afterhours Access report involving a separate family will be compensated at a one hour minimum. Actual time over the hour will be compensated at time and one-half. Compensation for phone calls on currently open cases will be handled in the same manner.~~

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~~A back-up pool of qualified and trained employees will be established to provide coverage if the employee scheduled is unavailable.~~

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~~When an employee is off duty and directed to report to work by a supervisor outside of his/her normal schedule he/she will receive time and one-half of his/her hourly rate of pay for all hours actually worked. The two-hour minimum call-in provision may apply only if the employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours.~~

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~~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~~

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

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All hours worked, on a case, during after-hours will be paid at time and one half.

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.

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Shift Differential/Incentive Pay
Policy No: 5.37

Effective: ~~9/14/20~~ 1/1/2021
Revising: ~~5/18/209/14/2020~~

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Shift Differential

Unilateral

Communication Center Shift Supervisors will receive 2% of their base wages as a shift differential for all hours worked.

Employees in the classification of Nursing Supervisor shall receive shift differential equal to the amount received by Registered Nurses in accordance with the provisions as outlined in HR Policy and Procedure.

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

(AFSCME 2489)

Telecommunicators and Call Takers who work the second shift (3:00 p.m.-11:00 p.m.) shall receive 1% of their base pay as shift differential, those who work the third shift (11:00 p.m.-7:00 a.m.) shall receive 2% of their base pay as shift differential, those who work the mid-shift of 11:00 a.m. to 7:00 p.m. shall receive 1% of their base pay between 3:00 p.m. and 7:00 p.m. and those who work the mid-shift 7:00 p.m. to 3:00 a.m. shall receive 1% between 7:00 p.m. and 11:00 p.m. and 2% between 11:00 p.m. and 3:00 a.m. as shift differential.

Support staff who work at the Sheriff's Department shall receive 1% of their base pay as a shift differential if they begin their work shift on or between 2:00 p.m. and 10:00 p.m. Third shift employees in either classification shall receive 2% of their base pay as shift differential if they begin their shift on or between the hours of 10:00 p.m. to 1:00 a.m.

(AMHS RH)

Shift Differential - Nurses. All nursing personnel (regular or pool) working the 2:00 pm-10:30 p.m. shift or the 10:15 p.m.- 6:45 a.m. shift shall receive \$2.00 per hour in addition to their regular hourly salary for all hours worked during the pm or night shift. If an employee is mandated to work either the PM or night shift, they will received the shift differential for the mandated hours during the shift.

(AFSCME1258)

Shift Differential for all personnel (regular or pool) will be paid based on the shift worked. Any employee, who works the pm or night shift will receive a shift premium of \$1.00 for all hours worked during the pm or night shift.

The three shifts are as follows:

- Day Shift – any work shift starting at, or after 4:00 a.m. and before 12:00 noon.
- PM Shift – any work shift starting at, or after 11:30 a.m. and before 8:00 p.m.
- Night Shift – any work shift starting at, or after 8:00 p.m. and before 4:00 a.m.

If an employee is mandated to work either the PM or night shift, they will received the shift differential for the mandated hours during the shift.

(AFSCME 1077)

A Rock County Airport Maintenance Worker or Facilities Management Worker IV whose regularly scheduled work shift starts after 11:30am shall receive 1% of their base pay as shift differential.

(YSC)

Youth Services Workers who work the second shift (2:00 p.m.-11:00 p.m.) shall receive 1% of their base pay as shift differential, those who work the third shift (10:30 p.m.-7:00 a.m.) shall receive 2% of their base pay as shift differential,

First shift	6:30 a.m.	-	3:00 p.m.
Second shift	2:30 p.m.	-	11:00 p.m.
Third shift	10:30 p.m.	-	7:00 a.m.

Lead Youth Workers will receive an additional \$1.00 per hour for all hours worked in the lead role.

(AMHS HSD)

Any employee working in the Crisis Unit or AODA Program between the hours of 7:00 pm - 7:00 am, Monday through Thursday or between 7:00 pm Friday and 7:00 am Monday will be paid a night/weekend differential of \$2.65 per hour for each night or weekend hour worked.

Human Services Professionals in pay ranges 2-5, working in the Access Unit, the Initial Assessment Unit, the Ongoing Unit, or the Training Unit, will receive a \$2.00 hour incentive pay added on to base hourly wages. ~~This incentive pay will be paid on actual hours worked and includes after hours on-call.~~

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WEEKEND RATE

(SEIU NURSES)

An employee may be required to provide public health services on a weekend only in those instances in which it is medically necessary. If an employee is required to provide public health services on a weekend, that employee shall receive either two (2) hours pay paid at one and one-half (1 ½) times her/his base hourly rate of pay or for the time actually worked paid at the one and one-half (1 ½) times her/his hourly rate of pay, whichever amount is greater. The employee shall also be reimbursed for mileage, which is in excess of the distance which she/he travels from her/his residence to the Rock County Public Health Department at the mileage rate specified by the Internal Revenue Service.

The Employer may solicit volunteers to work weekend hours for other public health services, which are not medically necessary services. If there are no volunteers, management will have the right to assign the work.

INCENTIVE PAY

(Bilingual Pay)

Bilingual Pay applies to those positions designated as such by the Department Head and approved by the Human Resources Department. Incentive pay is applicable when an employee uses their bilingual skills an average of 10% or more of their total work time. Employees are eligible for this pay whether they are using such skills in a conventional, interpretation, or translation setting. Their position must be in a work setting where bilingual skills are required to meet the needs of our clients/resident or the general public.

In order to receive bilingual pay, the employee must successfully demonstrate bilingual fluency in reading, writing, and verbal communications. Bilingual pay is available for Spanish, Hmong, and American Sign Language.

If the position meets the criteria, and the employee has proof of fluency, then the position is eligible to be considered for the Bilingual Incentive Pay of \$100 per month.

There shall be an annual review by department heads to ensure that employees still meet the criteria for bilingual compensation.

(Rock Haven COVID-19 Incentive Pay)

Rock Haven employees that are working on a closed unit with COVID-19 positive residents will receive a \$5.00 per hour incentive pay for all hours worked.

(Rock Haven Phlebotomist Pay)

Phlebotomist Pay applies only to those staff members designated by the Nursing Home Administrator. In order to receive the phlebotomist pay, the employee must meet the education and certification requirements to complete the assigned tasks. Employees who are completing phlebotomist duties, outside of their current position, will receive a \$1.50 per hour incentive for all hours worked completing phlebotomist duties.

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Probationary Period on Promotion/Demotion
Policy No: 5.43

Effective: ~~1/1/2018~~ 1/1/2021
Revising: ~~1/1/2017~~ 1/1/2018

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

PROMOTIONS:

Employees, other than probationary, who are promoted, to a non Unilateral position shall be required to serve a probationary period of sixty (60) days in the position to which they have been promoted. The determination of successful completion shall rest in the discretion of the Employer.

Employees other than probationary who are promoted to the classification of Telecommunicator, Economic Support Specialists, Lead Economic Support Specialists, Child Support Reimbursement Specialist, Lead Child Support Worker and Family Skills Specialists shall serve a ninety (90) day probationary period which shall begin upon completion of a sixty-day training and orientation period.

In the event that an employee is promoted he/she may return to his/her former position within sixty (60) days if both the Employer and the employee agree and the former position is currently vacant.

DEMOTIONS

In the event an employee is demoted, that employee shall serve a sixty (60) day probationary period. The determination of successful completion shall rest in the discretion of the Employer.

Acting Capacity

An employee appointed to a non-unilateral position, in an acting capacity, and subsequently selected as the regular employee in that position shall have his/her total time of continuous employment, including the time spent in an interim capacity, counted for seniority purposes, but shall serve at least a sixty day Probationary Period after regular appointment.

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Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Worker's Compensation/Employee on the Job Injury Procedure
Policy No: 5.51

Effective: ~~1/1/2019~~ 1/1/2021
Revising: ~~1/1/2017~~ 1/1/2019

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The following is procedural information employees will be expected to follow for reporting an on the job injury and submitting a worker's compensation claims. This information has been placed in a flyer and is sent to any employee who submits an on-the-job injury/illness claim to the County. The flyer serves as notification to all employees of the procedures they are expected to follow. Supervisory staff should use this information as a guide with their employees who sustain an on-the-job injury/illness.

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EMPLOYEE - REPORTING AN ON THE JOB INJURY/ILLNESS:

When an employee is injured on the job or contracts an illness on the job, they **must** complete the Employee's First Report of Injury form during the current work shift. This form is available through the supervisor or Human Resources Department or on the County Intranet under the HR Department tab and Safety. The direct supervisor and Department Head must sign the form, and then submit it to the following:

- Sheriff's Office: Payroll
- Public Works: Payroll
- All other County Departments: ~~Human Resources Department~~ Corporation Counsel Office

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The appropriate payroll department then fills out a transmittal form (WKC) and sends that form to Rock County's ~~workers' compensation carrier~~ Corporation Counsel's Office along with a copy of the employee's first report of injury form so that a file can be opened.

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SUPERVISOR-REPORTING

Any time an employee is injured on the job, the employee's immediate supervisor will conduct an investigation within 24 hours of the time the employee reports the injury. The supervisor will complete the Supervisor's Accident/Injury Investigation Report and send it to the appropriate department that completes the WKC-12 form then forward to the Corporation Counsel's Office.

TREATMENT FOR INJURIES:

Injured employees requiring hospitalization and/or treatment by a Physician or Chiropractor shall have the treating practitioner complete Rock County Return to Work Form at the time of the visit. The Rock County Return to Work Form report must be returned to the supervisor immediately after the exam. This form must be obtained and returned after each and every doctor appointment. Treatments forms should be sent directly to the worker's compensation carrier.

Individuals who have been hospitalized for job-related injuries must call or personally report their status to their supervisor/department head immediately upon discharge from the hospital.

FOLLOW-UP VISITS:

Employees are required to attend all scheduled follow-up visits. Individuals who miss follow-up appointments and have not returned to their jobs because of their injury may lose continuing benefits and also be considered absent without permission from their jobs.

Employees are expected to make appointments outside of work hours whenever possible.

LOST TIME:

Employees who will be off work beyond the day the injury occurred, are considered to have sustained a "lost-time injury". The employee is only permitted to be off work on a job-related injury if a Physician/Chiropractor has certified the time off. This certification of time off may be subject to concurrence by a Physician of the employer's choice.

TRANSITIONAL WORK ASSIGNMENTS:

Transitional work assignments ("light duty") allow an employee to return to work on an accommodated basis during their healing period. Physicians/Chiropractors determine the restrictions and physical limitations necessary to the employee's condition. The supervisor, in conjunction with ~~Human Resources Risk Manager~~, will determine the employee's transitional working assignment. Transitional work may be assigned in a department other than the employee's current department and may involve a change of shift. If transitional work is not available, the employee must remain off the job until released by the Physician/Chiropractor or restrictions and physical limitations change to allow for a transitional work assignment. Transitional work assignments are only available while the employee is subject to temporary restrictions and in a healing period. Availability of transitional work assignments will be re-evaluated every ninety (90) days, for as long as necessary. Upon this re-evaluation, the transitional work assignment may be extended, a different transitional work assignment may be selected or the availability of the transitional work assignment may be rescinded.

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Employees are expected to comply with restrictions and physical limitations in activities outside of work as well as on the job.

RELEASE OF INFORMATION:

The employee will be requested to sign a release of medical information in order for the County and its agents to obtain pertinent medical information from private care providers or hospitals. This information is vital to the continuation and/or payment of benefits to which the employee may be entitled. Rock County employees are expected to comply with requests for information from our Third Party Administrator.

BILLS, MEDICAL REPORTS, ETC.:

All documents received that relate to the injury must be submitted to ~~Human Resources~~
Corporation Counsel or Payroll (PWD, and Sheriff's Dept). The employee should not assume
that bills they receive at their residence are copies and that originals have been sent to the
insurance carrier for payment.

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These procedures apply to all employees. Failure to follow these procedures may cause a delay
in payment of worker's compensation or loss of compensation. Disciplinary action may be
initiated as well. Employees should contact the ~~Human Resource Department~~
Counsel's Office with questions, regarding worker's compensation claims.

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**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Annette Mikula
INITIATED BY

Amy Spoden, Asst. Human Resource Director
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



October 9, 2020
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

1 **WHEREAS**, Rock County has an established Personnel Ordinance; and,
 2
 3 **WHEREAS**, it is good practice to review the personnel ordinance language on an annual basis; and
 4
 5 **WHEREAS**, certain additional changes have been suggested by Employees and Department Managers; and,
 6
 7 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance effective
 8 December 17, 2020
 9
 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this _____
 11 day of _____, 2020 does hereby amend Chapter XVIII, the County's Personnel Ordinance as
 12 follows:
 13

Section 3: Recruitment and Selection

Probationary Period
18.306

20 Except for Department Heads and the County Administrator, original appointments to all positions shall
21 be made with a Probationary Period of one (1) calendar year.

22
23 The length of the Probationary Period shall be specified in the written offer of employment, which will be
24 written by the Human Resources Department.

- 25
- 26 (1) Regular status begins on the first workday following completion of the
- 27 Probationary Period.
- 28
- 29 (2) The Probationary Period may be extended for a period of time not to exceed
- 30 six (6) months, with prior approval of the Human Resources Director. This
- 31 request must be made in writing citing the reason for the request.
- 32
- 33 (3) An employee shall automatically be appointed at the end of the prescribed
- 34 Probationary Period, unless the appointing authority, with approval of the
- 35 Human Resources Director, notifies the probationary employee of the
- 36 extension, or the unsuccessful completion of the Probationary Period at
- 37 which time the employee shall have their Probationary Period extended or
- 38 be dismissed.
- 39
- 40 (4) Dismissal of an employee during the initial Probationary Period shall be at the
- 41 sole discretion of the employer and without recourse to the grievance
- 42 procedures herein provided.
- 43
- 44 (5) An employee appointed to a position in an acting capacity by the County
- 45 Administrator and subsequently selected as the regular employee in that
- 46 position shall have his/her total time of continuous employment, including
- 47 the time spent in an interim capacity, counted for seniority purposes, but
- 48 shall serve at least a six month Probationary Period after regular

49 appointment. When an employee is in an acting capacity, the employee will
50 continue to receive step increases as provided under Section 18.405.

51
52 (6) Probationary employees, with the exception of Pool Staff, Relief Staff, and
53 Project Staff, will not be permitted to apply for other positions until they
54 have completed twelve months of employment. An employee who has
55 completed at least six months of their probationary period, may sign for a
56 lateral transfer in the same classification with in the same division. In
57 unusual circumstances, this requirement may be waived in advance and in
58 writing by the current Department Head and Human Resources Director.

59
60 (7) Completion of the Probationary period does not guarantee continued
61 employment for any specified period of time, nor does it modify or change the
62 employee's at will status.

63
64 (8) Probationary employees, who have not completed their initial twelve (12)
65 month probationary period, who are either promoted or, demoted, or accept a
66 lateral transfer to another position, which results in a change of duties, will be
67 required to serve a new one year probationary period starting from the date of
68 their new position.

71
72 **Section 5: Fringe Benefits**

73
74 Holidays
75 18.501

76
77 The following holidays are observed by the County and shall be granted to regular employees with pay
78 and to temporary employees without pay, unless such employees are required to be on scheduled work:

- 79
- 80 (a) New Year's Day
- 81 (b) Martin Luther King Jr. Day
- 82 (bc) Spring Holiday to be observed the Friday immediately preceding
83 Easter
- 84 (ed) Memorial Day
- 85 (de) July 4th
- 86 (ef) Labor Day
- 87 (fg) Thanksgiving Day
- 88 (gh) Friday following Thanksgiving
- 89 (hi) Day before Christmas
- 90 (ij) Christmas Day
- 91 (jk) One Floating Holiday
- 92 (kl) Any additional holiday granted by the County Board.
- 93 (lm) The County Administrator may designate additional holidays in
94 unusual circumstances with the approval of the County Board
95 Chair and/or Vice Chair.
- 96

97 For employees working the standard work schedule, when a holiday falls on Saturday, it shall be
98 observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be
99 observed.

100
101 For employees not working the standard work schedule see the HR Policies and Procedures.

102
103 Floating holidays must be taken in whole day increments (pro-rated for part-time employees).

104
105 The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of
106 January 1st of each year. Employees need to use the floating holiday on or before December 31 of each
107 calendar year. If the floating holiday is not used by December 31, the floating holiday will be
108 forfeited. During their first year of employment, Employees hired after November 30, will have until
109 January 31 of the following year to use their floater from the previous year.

110
111 The floating holiday may be taken upon at least 7 days advance notice. The floating holiday request
112 will normally be approved, however, it may be denied by the Department Head, even with a 7 day

113 advance notice, if granting the request would put the department, division, unit, or shift below the
 114 minimum staffing needs of the department, division, unit or shift. A floating holiday with less than 7
 115 day notice may be granted in an emergency circumstance at the discretion of the Department Head or
 116 his/her designee. Employees are strongly encouraged to use their floating holiday prior to the last
 117 payroll period of the calendar year.

118
 119 Vacation
 120 18.506

121
 122 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after
 123 one year of continuous service. Thereafter, he/she shall earn one additional day per year
 124 for each year of continuous employment to a maximum of twenty two days. Employees
 125 shall continue to earn vacation until the employee's length of service would provide
 126 additional vacation under paragraph (b) below, at which time they shall be placed on that
 127 schedule.

128
 129 (b) Unilateral employees hired after January 1, 2008, shall earn vacation according to the
 130 following schedule:
 131

Completed Years of Service	Unilateral A & B	Unilateral C
1 year	10 Days	15 Days
2 Years	11 Days	15 Days
3 Years	12 Days	15 Days
4 Years	13 Days	15 Days
5 Years	14 Days	20 Days
6 Years	15 Days	"
7 Years	16 Days	"
8 Years	17 Days	"
9 Years	18 Days	"
10 Years	19 Days	25 Days
11 Years	20 Days	"
12 Years	21 Days	"
13 Years	22 Days	"
14 Years	22 Days	"
15 Years	22 Days	"
16 Years	22 Days	"
17 Years	23 Days	"
18 Years	24 Days	"
19 Years	25 Days	"

132
 133 Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six
 134 months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six
 135 months. Any time used between six (6) months and one year, will result in a
 136 reduction of the days available after one year. (Example: a Unilateral B employee uses 2 days after six
 137 months but prior to his one year anniversary date, that person would have 8 days to use after completing
 138 one year of service. $10 - 2 = 8$.)

139
 140 (c) Vacation schedules for non ~~unilateral~~ unilateral employees are contained in the HR Policies
 141 and Procedures manual.

142
 143 (d) Credit for years of service may be awarded to an employee based on years of prior related
 144 experience plus years of service with the County. Prior related experience shall be
 145 determined by the Human Resources Director and the Corporation Counsel, and will only
 146 be awarded for service in jobs that are substantially related to the work performed for the
 147 County. This service credit shall be awarded at the time of initial employment, or at the time
 148 promoted into a new employee group.

149
 150 (e) An employee shall take earned vacation time within the twelve month period immediately
 151 following eligibility. Earned vacation time not taken within the designated twelve month
 152 period shall be forfeited, unless the Department Head and Human Resources Director
 153 specifically approves the carryover of an employee's vacation, in writing, due to an inability

154 of the employee to utilize the time requested to be carried over because of work
155 requirements or other legitimate reasons; or paid out according to HR Policy and
156 Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by
157 the employee in writing prior to his or her anniversary date, or within ten weeks of his or
158 her anniversary date, and shall state with specificity the reason for the request. Failure to
159 make a timely request shall result in the vacation being forfeited.

160
161 (f) The amount of vacation days deferred shall not exceed the number of vacation days that
162 the employee earns on that anniversary date. Vacation may be granted in advance only
163 upon the approval of the Department Head and the Human Resources Director.

164
165 Department Heads shall establish work and vacation schedules with the first consideration
166 to be given to the efficient operation of the department. Senior employees in terms of length
167 of service shall be given vacation schedule preferences when practicable. Deferral of
168 vacation for the County Administrator shall be at the discretion of the County Board Staff
169 Committee.

170
171 (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation
172 time on a pro rata basis directly proportionate to the amount of time worked in relation to
173 the normal full time employment period. Part-time employees whose regular workweek is
174 less than sixteen hours shall not earn vacation credits.

175
176 (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits
177 to cover the period of absence, earned vacation time may be used for this purpose if the
178 employee or employer so elects.

179
180 (i) Upon separation, an employee shall be paid for the unused portion of his/her
181 accrued vacation credits provided the employee has completed twelve consecutive months
182 of service, except as modified by the rules governing resignation without
183 sufficient notice.

184
185 (j) An employee who moves from one position to another in the County service, by
186 transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation
187 leave in the new position.

188
189 (k) An employee who moves from one an employee group to another employee group in the
190 County service, by transfer, promotion or re-assignment, will have their vacation
191 entitlement determined by a number of factors (i.e. years of service, FTE previously
192 worked, entitlement under new employee group, etc.).

193
194 (l) An employee, whose appointment status is changed from temporary to regular
195 status without a break in service, shall receive vacation credits from the date of his/her
196 original appointment to temporary status.

197
198 (m) No credit for vacation leave shall be granted for time worked by an employee in
199 excess of his/her normal workweek.

200
201 (n) Vacation credits shall not be earned by an employee during a leave of absence
202 without pay, a suspension without pay, or when the employee is otherwise in a non-
203 compensable status, should such period without pay exceed thirty working days in any
204 calendar year.

205
206 (o) There shall be charged against accrued vacation only those days on which an
207 employee normally would have worked. In the event a legal holiday falls within the
208 vacation period, the holiday shall not be charged against vacation.

209
210 (p) Use of vacation time must be approved in advance by the Department Head or his
211 or her designee. Use of vacation by appointed Department Heads must be
212 approved in advance by the County Administrator.

213
214 (q) All vacation shall be utilized in not less than thirty minute increments.
215

216 (r) Unilateral "C" employees whose position has been moved to Unilateral "A" will have their
217 vacation allotment frozen at current level until the employee's length of service would
218 provide additional vacation under the Unilateral "A" schedule.
219

220 Bereavement Leave
221 18.509

222
223 In the event of a death an employee may be excused from work without loss of pay for up to a maximum
224 of thirty-two (32) hours annually for the purpose of attending a person's wake, visitation, memorial
225 service, funeral, or make necessary arrangements regarding the person's death, within a reasonable time
226 after the occurrence.
227

228 No more than (32) hours can be used for the same decedent.
229

230 If additional time is required beyond the thirty-two (32) hours annually, an employee may request to use
231 accumulated vacation, holiday or comp-time. Sick leave cannot be used.
232

233 Bereavement leave cannot be accrued from one year to the next.
234

235 Bereavement leave can be used in increments of quarter hours.
236

237 A second or third shift employee may be excused from work the scheduled shift before or after the event,
238 provided the shift begin or ends on the same calendar date of the event.
239

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

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

Alan Sweeney

Rich Bostwick, Vice Chair

Bob Yeomans

Tom Brien

Vacant

Kevin Leavy

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes §§ 59.03 and 59.52(8).

Louis Peer

/s/ Richard Greenlee

J. Russell Podzilni

Richard Greenlee
Corporation Counsel

FISCAL NOTE:

The cost of adding Martin Luther King, Jr Day as a holiday is mainly staff productivity. The County pays approximately \$325,000 per workday for salary and benefits (FICA and WRS), which would be paid whether the day is a holiday or not. However, staff in 24/7 operations that work on the actual holiday are paid a premium for working. Adding an additional holiday would cost the County approximately \$22,500 (includes FICA and WRS) in holiday premium pay.

/s/ Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

Rock County has a Personnel Ordinance that establishes a uniform personnel program for Rock County. The ordinance is reviewed annually and suggestions for modifications are brought forward to the County Board Staff Committee and the County Board.

It is important to give our workforce a voice in the process, and in 2020 a survey was sent to managers and employees to solicit input into suggestions for modifications to the current personnel ordinances and for suggestions for new ordinances. Overall there were 37 employee responses. The Human Resources Department identified several areas that were brought to their attention during 2020.

A draft of the proposed changes was reviewed with the County Administrator. There were some additional suggestions offered and a final version of proposed changes was compiled.

These changes are summarized below and a full version of the Ordinance language is included with the resolution.

Proposed Personnel Ordinance Changes

- **18.306 – Probationary Period**

Updates probationary period to include a lateral transfer made during an employee's probationary period, which results in a change of duties, serve a new one year probationary period.

- **18.501 – Holidays**

Adds Martin Luther King Jr. Day as a paid County holiday.

- **18.506 Vacation**

Correct a typo.

- **18.509 –Bereavement**

Clarifies language that you cannot use more than 32 hours for the same decedent.