

# ROCK COUNTY, WISCONSIN



## COUNTY BOARD STAFF COMMITTEE TUESDAY – DECEMBER 10, 2019 – 4:00 P.M. CONFERENCE ROOM N-1 – FIFTH FLOOR ROCK COUNTY COURTHOUSE-EAST

### Agenda

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – November 12, 2019
5. Transfers
6. Review of Payments
7. Resolutions
  - A. Recognizing Chief Deputy Barbara J. Barrington-Tillman
  - B. Recognizing Captain Todd A. Christiansen
  - C. Recognizing Deputy Scott M. Steeber
  - D. Recognizing Ray Legris
  - E. Recognizing Allen Long
  - F. Recognizing Joan Moe for Service to Rock Haven
  - G. Recognizing Dianna Wywial for Service to Rock Haven
  - H. Recognizing Janet Trautsch
  - I. Recognizing Kathy Kope for Service to Rock County
  - J. Recognizing Rock County District Attorney Office Manager Renee Grover
  - K. To Ratify the 2020 Labor Agreement Between Rock County and Deputy Sheriff's Association
  - L. Eliminating One Programmer Analyst II Position and Adding One Systems Analyst Position in the Information Technology Department
  - M. Eliminating One Help Desk Position and Adding One User Support Position in the Information Technology Department
8. Adjournment

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



**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – November 12, 2019**

**Call to Order.** Chair Podzilni called the meeting of the County Board Staff Committee to order at 4:00 P.M. in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

**Committee Members Present:** Supervisors Podzilni, Mawhinney, Brill, Bostwick, Bussie, Peer, Sweeney, Thomas and Yeomans.

**Committee Members Excused:** None.

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

**Others Present:** None.

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

**Citizen Participation, Communications and Announcements.** Chair Podzilni, Committee and staff thanked Supervisor Bussie for her service to our Country, having served in the Air Force.

**Approval of Minutes – October 22, 2019.** Supervisor Sweeney moved approval of the minutes of October 22, 2019 as presented, second by Supervisor Peer. ADOPTED.

**Transfers.** None.

**Review of Payments.** The Committee accepted the reports.

**Resolutions.**

**Recognizing Jon Furseth**

**“NOW, THEREFORE, BE IT RESOLVED,** that the Rock County Board of Supervisors, at its regular meeting this \_\_\_ day of \_\_\_\_\_, 2019 directs that a sincere expression of recognition be given to Jon Furseth for his 32 ½ years of service and expresses to him best wishes for the future.”

Supervisor Brill moved approval of the above resolution, second by Supervisor Mawhinney. ADOPTED.

**Amending the County's Personnel Ordinance**

**“NOW, THEREFORE, BE IT RESOLVED, NOW, THEREFORE, BE IT RESOLVED,** that the Rock County Board of Supervisors assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby amend Chapter XVIII, the County's Personnel Ordinance as follows:

**CHAPTER XVIII**  
**Section 3: Recruitment and Selection**

Recruitment  
18.301

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The Human Resources Director shall develop and conduct an active recruitment program designed to meet current and projected County manpower needs.

Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates. Applications received are maintained by Applicant Tracking Software. Candidates are notified by the system as they progress thru the life cycle of the recruitment.

(a) Job Announcements and Publicity.

Human Resources shall issue job announcements and otherwise publicize vacancies as may be appropriate. Job vacancies shall be formally announced for a minimum of five working days prior to the closing date for filing applications. Depending upon the vacancy and the scope of the recruitment process, this period may be adjusted accordingly. The Human Resources Director may also initiate continuous recruitment programs for any class of positions. (See HR Policies and Procedures.)

(b) Application Form.

All applications for employment shall be made on forms prescribed by the Human Resources Director. The Human Resources Director may require proof of application statements.

(c) Rejection of Applications.

Human Resources may reject any application if the applicant:

- (1) does not meet the minimum qualifications established for the position.

(2) is physically, mentally or otherwise unable to perform the duties of the position, with or without a reasonable accommodation, as permitted under applicable State and Federal laws.

(3) has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable State and Federal laws.

(4) is not within the legal age limits prescribed for the position or for County employment.

(5) has established an unsatisfactory employment record, which demonstrates unsuitability for the position.

(6) is a member of an organization, which advocates the violent overthrow of the government of the United States.

(7) based on job related factors, is found by Human Resources to be clearly unsuitable for the position for which he/she has applied.

~~(d) Whenever an application is rejected, notice of such rejection shall be promptly made to the applicant.~~

(d) Human Resources may select only the best qualified applicants for screening and final consideration.

(e) Applicants that are not selected for a position have the ability to review their individual results. Candidates who do not agree with their recruitment process results may request the Human Resources Director to review the results.

## Section 5: Fringe Benefits

Holidays  
18.501

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

- (a) New Year's Day
- (b) Spring Holiday to be observed the Friday immediately preceding Easter
- (c) Memorial Day

- (d) July 4th
- (e) Labor Day
- (f) Thanksgiving Day
- (g) Friday following Thanksgiving
- (h) Day before Christmas
- (i) Christmas Day
- (j) One Floating Holiday
- (k) Any additional holiday granted by the County Board.
- (l) The County Administrator may designate additional holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair.

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

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

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

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

Jury Duty  
18.510

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Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from his/her regular and normal daily schedule of working hours with pay, for such jury service provided such employee shall remit to ~~Employer~~ Rock County Treasurer's Office all fees received from the Clerk of Courts for such service, and further provided that no claim for overtime pay or compensatory time off shall be made by such employee as a result of his/her jury services. If a second or third shift employee is selected to serve on a jury panel, the employee will not be required to work their next scheduled shift, if such shift begins on the same calendar day. If the employee does not remit the fee, he/she shall be considered to be on leave of absence without pay while performing jury duty. The County shall pay a reasonable amount for the difference if the employee has to pay parking fees and reimbursement from the Court does not fully cover the fee.

Should an employee not be selected to serve on a jury panel, the employee will report back to work within one hour of dismissal by the court.

If the employee chooses not to return to work, they may use available benefit time to take the rest of the day off. Sick Leave cannot be used.

Sick Leave  
18.515

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Sick leave pay shall commence on the first day of any period of illness due to accident, injury or disease.

(1) All full-time employees shall earn one sick leave day per month of continuous employment. All part-time employees whose regular workweek is sixteen hours or more shall earn one sick leave day on a prorata basis directly in relation to the normal full time employment period. All part-time employees, who work less than sixteen hours per week, shall not earn sick leave. Temporary and seasonal employees are not eligible for sick leave.

(2) Sick leave shall be granted after three months continuous service (from original hire date) when an employee is required to be absent from work because of:

(a) Illness of the employee.

(b) Illness of an employee's spouse

(a) Illness of a minor child (includes stepchild, current foster child, grandchild, or any other child they are legally responsible for and can provide legal documentation supporting the responsibility) or a child who meets the definition of a disabled adult child.

(b) **Adult child when covered by an approved FMLA.**

(c) Illness of a parent (includes stepparents and current foster parents).

(d) Contact with or exposure to a contagious disease rendering the employee's presence hazardous to fellow workers

(e) Reasonable medical or dental attention that cannot be scheduled during non-working hours.

(3) Sick leave shall accrue to a maximum of one hundred thirty days.

(4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor in accordance with Department Work Rules.

(5) A supervisor may identify a potential problem with an employee's sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to:

- a) It occurs before or after a holiday,
- b) It occurs before or after a scheduled day off,
- c) An employee takes sick leave in excess of three days which has not been reported to FMLA, or
- d) The employee has a history of using short amounts of sick leave repeatedly over an extended period of time.
- e) It occurs on a day that an employee previously requested off and was denied.

Once a potential problem with sick leave usage has been identified the supervisor shall meet with the employee to discuss the reason(s) for the absences. The goal of the meeting is to gather information, counsel the employee and if there is an admitted problem, have the employee change his/her behavior.

When a problem has been identified and the employee has not voluntarily changed their behavior, a Department Head or the Human Resources Director may require the employee to submit a medical statement, stating the specific illness, period of treatment, and date that the employee may return to work.

The Department Head or Human Resources Director may require an employee to take a medical examination on returning from sick leave or on such occasions that it is in the best interest of the County. The medical examination shall be given by a physician designated by the Human Resources Director.

The Department Head or the HR Director may investigate the alleged illness of an employee absent from work on sick leave.

False or fraudulent use of sick leave shall be cause for disciplinary action against the employee, up to and including dismissal.

(6) An employee on vacation who presents an acceptable medical certificate giving the dates of illness may have that portion of his/her vacation leave converted to sick leave.

(7) Sick leave shall be debited in no less than quarter hour units.

(8) No credit for sick leave shall be granted for time worked by an employee in excess of his/her normal workweek.

(9) A regular employee who moves from one department to another by transfer, promotion or demotion shall have his/her total sick leave credits transferred to the new department.

Employees who resign or retire with ten or more years of continuous service shall be paid for one half of the accumulated sick leave days, not to exceed a total of sixty-five days. In the event of the death of an employee, the County shall make the same sick leave payment to the employee's estate. In the event of a discharge, the employee will not receive this benefit.

Subpoenaed Witness

18.516

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When subpoenaed to appear before a court, public body, or commission in connection with County business on regular work time, the employee shall be paid at his her regular rate of pay and the employee shall remit his/her fee to the County.

Employees who are off duty and are subpoenaed to appear in court as a result of their work assignment shall receive a minimum of two hours pay at the rate of time and one half. If the employee is required by the court to be present in court for time over and above the minimum, the employee will be paid at the rate of time and one half. Employees shall be reimbursed for mileage costs incurred because of court appearances required under this provision. Employees shall sign and turn over to the County any and all fees and reimbursements paid because of court appearances resulting from their work assignment.

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

Employees subpoenaed to appear before a court, public body, or commission for reasons outside of their County employment will be given time off of work if they must appear during their normally scheduled shift. The time away from work will be covered by the employee's benefit time or will be leave without pay if the employee does not have appropriate benefit time to cover.

## Section 6: Conditions of Employment

### Discipline/Investigations

18.607

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The purpose of discipline is correcting job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance. All staff must notify their immediate supervisor within twenty-four (24) hours of all arrests and convictions for any ordinance (other than minor traffic violations), misdemeanor or felony violations that may impact their ability to complete the essential functions of their position.

No disciplinary action will be taken until a thorough investigation has been completed. Employees under investigation shall have the right to representation during the investigatory process. The employee will be allowed to have a representative of their choice who is not a supervisor or manager within Rock County. The representative will be limited to listening and advising the employee but will not be allowed to speak in place of the employee. Unilateral employees other than Department Heads shall be allowed to have a representative of their choice who has equal or less authority than they do. Employees may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules and standards shall be consistently applied. Penalties shall be uniform and shall match the infraction. Persons administering corrective discipline shall systematically document the case. Records of written reprimands, suspensions, demotions and terminations shall be provided to Human Resources and kept in the employee's personnel file. Written reprimands will remain in effect for a period not to exceed one year, and at the end of such period shall be removed from the active Employee's personnel file. Records of suspension shall remain in the active Employee's personnel file for a period of two years and at the end of such period shall be removed from the Employee's personnel file.

Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the County Administrator before such actions are taken. In the event that the immediate dismissal action is required and the HR Director or the County Administrator cannot be reached, the employee shall be suspended with pay pending investigation.

An employee may only be suspended, demoted, or terminated for just cause. In determining whether just cause exists, the following standards must be applied to the extent applicable:

- (a) Whether the employee could reasonably be expected to have had knowledge of the likely consequences of the alleged conduct
- (b) Whether the rule or order that the employee allegedly violated was reasonable.
- (c) Whether the County made a reasonable effort to investigate and discover whether the employee did in fact violate a rule or order.
- (d) Whether the investigation was fair and objective.
- (e) Whether the County discovered substantial evidence that the employee violated the rule or order
- (f) Whether the County is applying the rule or order fairly and without discrimination against the employee.
- (g) Whether the proposed discipline reasonably relates to the seriousness of the alleged violation and the employee's record of service with the County.

Notwithstanding the above, whenever an employee is laid off under section 18.613, it shall not be considered discipline and the employee shall not be considered terminated under this section. Dismissal of an employee during his or her initial Probationary Period shall not be considered a termination under this section."

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

Mr. Smith said this resolution, along with the Policy and Procedural Manual, comes before the Committee each year.

Ms. Mikula went over the changes to the ordinance, as listed on page 7 of the resolution.

Discussion on the Blue Ribbon Committee; appeals proposed at Finance Committee on the 2020 Recommended Budget; and that, more than likely, not everything the Blue Ribbon Committee reports back with will be able to be accomplished at one time.

ADOPTED.

#### **Committee Action, Updates and Possible Action.**

#### **Review and Possible Action on Proposed Changes to the Rock County Administrative Policy and Procedural Manual**

Supervisor Mawhinney moved approval of the changes to the Rock County Administrative Policy and Procedural Manual, second by Supervisor Brill.

Ms. Mikula explained the changes to the Administrative Policy and Procedural Manual as listed on pages 1 and 2 of the memo.

ADOPTED.

**Adjournment.** Supervisor Bostwick moved adjournment at 4:41 P.M., second by Supervisor Sweeney. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

ROCK COUNTY

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF NOVEMBER 2019

11/27/2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
01-1320-0000-63100	Office&Misc Exp	P1900719	11/14/2019	US BANK	STAPLES - OFFICE SUPPLIES	37.36
<b>County Administrator PROG TOTAL</b>						<b>37.36</b>

I have reviewed the preceding payments in the total amount of **\$37.36**

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF NOVEMBER 2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
03-1110-0000-63107	Legal Notices	P1900013	11/14/2019	GREATER BELOIT PUBLISHING CO	PUBL OF SECT 2.204 ORDINANCE	885.42
03-1110-0000-64201	Convention Exp	P1900719	11/14/2019	US BANK	KALAHARI WCA CONF - TOM BRIEN	113.00
<b>County Board PROG TOTAL</b>						<b>998.42</b>

I have reviewed the preceding payments in the total amount of **\$998.42**

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF NOVEMBER 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63100	Office&Misc Exp	P1900533	11/14/2019	US BANK	OFFICE SUPPLIES	4.16
06-1620-0000-63202	Law Books	P1900154	11/07/2019	THOMSON REUTERS WEST	LAW BOOKS	402.00
06-1620-0000-64200	Training	P1900533	11/14/2019	US BANK	102519 MEALS	1,367.13
<b>Corporation Counsel PROG TOTAL</b>						<b>1,773.29</b>

I have reviewed the preceding payments in the total amount of **\$1,773.29**

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF NOVEMBER 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61920	Physicals	P1902539	11/14/2019	MERCY HEALTH SYSTEM	POST ACCIDENT SCREENING:	210.00
08-1420-0000-61925	Background/Test	P1900593	11/27/2019	US BANK	BACKGROUND-EQUIFAX	83.90
		P1900598	11/21/2019	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING	344.50
		P1902052	11/14/2019	FIELDPRINT INC	BACKGROUND FINGERPRINTS	23.25
		P1902576	11/14/2019	ILLINOIS STATE POLICE	ILLINOIS BACKGROUND	16.00
08-1420-0000-63100	Office&Misc Exp	P1900593	11/27/2019	US BANK	OFFICE SUPPLIES	157.67
08-1420-0000-63300	Travel	P1900593	11/14/2019	US BANK	TRAVEL SHRM CONF	744.50
08-1420-0000-64216	Cultural Comp	P1900593	11/27/2019	US BANK	HISPANIC HERITAGE FLYER	250.00
<b>Human Resources PROG TOTAL</b>						<b>1,829.82</b>

I have reviewed the preceding payments in the total amount of **\$1,829.82**

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_  
 Committee Chair \_\_\_\_\_

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF NOVEMBER 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1912-0063-61710	Workers Comp					
		P1900150	11/27/2019	MINUTE MEN HR MANAGEMENT OF WI	DECEMBER INSTALLMENT	2,850.00
		P1902457	11/07/2019	BELOIT HEALTH SYSTEM	AUDIOGRAM - ELIJAH MILLARD 9/2	38.45
		P1902458	11/07/2019	TK GROUP INC	AUGUST AUDIOGRAMS	103.50
		P1902538	11/14/2019	TK GROUP INC	SEPTEMBER IN HOUSE AUDIOGRAM	35.00
<b>Worker's Compensation PROG TOTAL</b>						<b>3,026.95</b>
19-1932-0000-64904	Sundry Expense					
		P1900592	11/14/2019	US BANK	EMP RECOG PICNICS	430.37
		P1902617	11/27/2019	ROTARY GARDENS INC	HOLIDAY LIGHT SHOW ADMISSION	500.00
<b>Employee Recognition Committee PROG TOTAL</b>						<b>930.37</b>

I have reviewed the preceding payments in the total amount of **\$3,957.32**

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson  
INITIATED BY



Chief Deputy Craig Strouse  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

November 1, 2019  
DATE DRAFTED

**Recognizing Chief Deputy Barbara J. Barrington-Tillman**

1 **WHEREAS**, Barbara Barrington-Tillman began her employment with Rock County as a Deputy Sheriff  
2 on August 1, 1982, by Sheriff F. Joseph Black; and,  
3  
4 **WHEREAS**, Sheriff Black promoted her to Sergeant in August of 1987, and to Lieutenant in July of 1991.  
5 Chief Deputy Barrington-Tillman was promoted to Commander in February of 1995 by Sheriff Howard  
6 Erickson. Sheriff Robert D. Spoden promoted her to Chief Deputy on January 3, 2007. She has worked  
7 under the command of five Sheriffs, F. Joseph Black, Howard Erickson, Eric Runaas, Robert Spoden, and  
8 Troy Knudson; and,  
9  
10 **WHEREAS**, throughout her tenure with the Sheriff's Office, Chief Deputy Barrington-Tillman has  
11 served in many capacities including, but not limited to, advisor for the Rock County Sheriff's Office  
12 Explorer Post, Unit Leader for the Rock County Sheriff's Office Police Reserve Unit, member of the  
13 Southern Wisconsin Critical Incident Stress Debriefing Team, Wisconsin Department of Justice Entry  
14 Level Law Enforcement Exam Development Committee, and a Law Enforcement Academy Instructor  
15 for Police Report Writing at Blackhawk Technical College; and,  
16  
17 **WHEREAS**, Chief Deputy Barrington-Tillman has received numerous awards and commendations  
18 including the Mary Rita Ostrander Leadership Award, a YWCA Women of Distinction Award, and the  
19 Rock County Sheriff's Office F. Joseph Black Leadership Award; and,  
20  
21 **WHEREAS**, Chief Deputy Barbara Barrington-Tillman will retire from public service on December 16,  
22 2019.  
23  
24 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled  
25 this \_\_\_\_\_ day of \_\_\_\_\_, 2019, does hereby recognize Chief Deputy Barbara Barrington-  
26 Tillman for her over 37 years of faithful service and recommends that a sincere expression of  
27 appreciation be given to Chief Deputy Barbara Barrington-Tillman along with best wishes for the future.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

PUBLIC SAFETY AND JUSTICE COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

Mary Beaver  
Mary Beaver, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

Phillip Owens  
Phillip Owens, Vice Chair

\_\_\_\_\_  
Richard Bostwick

Terry Fell  
Terry Fell

\_\_\_\_\_  
Henry Brill

Ron Bomkamp  
Ron Bomkamp

\_\_\_\_\_  
Betty Jo Bussie

Brian Knudson  
Brian Knudson

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

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

\_\_\_\_\_  
Terry Thomas

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson  
INITIATED BY



Chief Deputy Craig Strouse  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

November 13, 2019  
DATE DRAFTED

**RECOGNIZING CAPTAIN TODD A. CHRISTIANSEN**

1 **WHEREAS**, Todd A. Christiansen began his employment with the Rock County Sheriff's Office as a  
2 Correctional Officer on August 25, 1988; and,  
3

4 **WHEREAS**, Todd A. Christiansen was hired as a Deputy Sheriff on April 16, 1991, working in the Patrol  
5 Bureau. Deputy Christiansen was promoted to Detective on January 13, 1997. Detective Todd  
6 Christiansen was then promoted to Sergeant on June 16, 1997, and worked in both the Law Enforcement  
7 and Correctional Services Divisions. Sergeant Christiansen was promoted to Lieutenant on June 1, 2007.  
8 Lieutenant Christiansen was assigned to lead the Detective Bureau. On January 1, 2009, Lieutenant Todd  
9 Christiansen was promoted to the rank of Captain assigned to the Detective Bureau; and,  
10

11 **WHEREAS**, throughout his tenure with the Sheriff's Office, Captain Christiansen has served in many  
12 capacities including, SWAT Commander, SWAT Sniper, Firearms Instructor, EVOG Instructor, and as  
13 a part of the Transition Team for the development of the Jail addition; and,  
14

15 **WHEREAS**, Captain Christiansen has received numerous awards and commendations including Rock  
16 County Sheriff's Office Deputy of the Year in 1996 and the F. Joseph Black Leadership Award in 2015;  
17 and,  
18

19 **WHEREAS**, Captain Todd A. Christiansen has worked under the command of five Sheriffs, F. Joseph  
20 Black, Howard L. Erickson, Eric A. Runaas, Robert D. Spoden, and Troy J. Knudson and will retire from  
21 public service on December 16, 2019.  
22

23 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled  
24 this \_\_\_\_\_ day of \_\_\_\_\_, 2020, does hereby recognize Captain Todd A. Christiansen for  
25 his over 31 years of faithful service and recommends that a sincere expression of appreciation be given  
26 to Captain Todd A. Christiansen along with best wishes for the future.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

PUBLIC SAFETY AND JUSTICE COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

Mary Beaver  
Mary Beaver, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

Phillip Owens  
Phillip Owens, Vice Chair

\_\_\_\_\_  
Richard Bostwick

Terry Fell  
Terry Fell

\_\_\_\_\_  
Henry Brill

Ron Bomkamp  
Ron Bomkamp

\_\_\_\_\_  
Betty Jo Bussie

Brian Knudson  
Brian Knudson

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

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

\_\_\_\_\_  
Terry Thomas

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

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson  
INITIATED BY



Chief Deputy Craig Strouse  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

November 13, 2019  
DATE DRAFTED

**RECOGNIZING DEPUTY SCOTT M. STEEBER**

- 1 **WHEREAS**, Scott M. Steeber began his employment with the Rock County Sheriff's Office as a
- 2 Correctional Officer on June 27, 1988; and,
- 3
- 4 **WHEREAS**, Scott M. Steeber was hired as a Deputy Sheriff on July 1, 1989, working in both the Law
- 5 Enforcement and Correctional Services Divisions; and,
- 6
- 7 **WHEREAS**, throughout his tenure with the Sheriff's Office, Deputy Steeber has served in many
- 8 capacities including, SWAT Team, Water Rescue Team, Assistant Supervisor of Boat Patrol, Field
- 9 Training Officer, and Federal Bureau of Identification Milwaukee Division Gangs Rock County Safe
- 10 Streets Task Force (GROC); and,
- 11
- 12 **WHEREAS**, Deputy Steeber has received numerous awards and commendations; and,
- 13
- 14 **WHEREAS**, Deputy Scott M. Steeber has worked under the command of five Sheriffs, F. Joseph Black,
- 15 Howard L. Erickson, Eric A. Runaas, Robert D. Spoden, and Troy J. Knudson and will retire from public
- 16 service on December 16, 2019.
- 17
- 18 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
- 19 this \_\_\_\_\_ day of \_\_\_\_\_, 2020, does hereby recognize Deputy Scott M. Steeber for his
- 20 over 31 years of faithful service and recommends that a sincere expression of appreciation be given to
- 21 Deputy Scott M. Steeber along with best wishes for the future.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

PUBLIC SAFETY AND JUSTICE COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

Mary Beaver  
Mary Beaver, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

Phillip Owens  
Phillip Owens, Vice Chair

\_\_\_\_\_  
Richard Bostwick

Terry Fell  
Terry Fell

\_\_\_\_\_  
Henry Brill

Ron Bomkamp  
Ron Bomkamp

\_\_\_\_\_  
Betty Jo Bussie

Brian Knudson  
Brian Knudson

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

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

\_\_\_\_\_  
Terry Thomas

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

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY \_\_\_\_\_



Duane M. Jorgenson Jr.,  
Director of Public Works  
DRAFTED BY \_\_\_\_\_

Public Works Committee  
SUBMITTED BY \_\_\_\_\_

October 17, 2019  
DATE DRAFTED \_\_\_\_\_

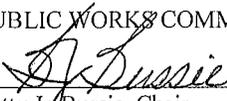
### RECOGNIZING RAY LEGRIS

- 1 **WHEREAS**, Ray Legris began his career as temporary help at the Rock County Department of Public
- 2 Works July 14, 1997, moved to a permanent employee as a Heavy Equipment Operator and held
- 3 positions as Patrol Worker, Shovel Operator and Highway Worker where he remained; and
- 4
- 5 **WHEREAS**, Mr. Legris has served the citizens of Rock County for over twenty-two years as a
- 6 dedicated and valued employee of Rock County, and will retire from public service effective
- 7 November 1, 2019; and
- 8
- 9 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County,
- 10 wishes to recognize Mr. Legris for his long, faithful and dedicated service.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors at its regular
- 13 meeting this \_\_\_\_ day of \_\_\_\_\_, 2019, directs that a sincere expression of recognition be given
- 14 to Mr. Legris his over twenty-two years of service and expresses to him best wishes for the future.

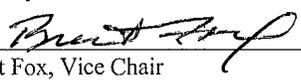
Respectfully submitted,

PUBLIC WORKS COMMITTEE

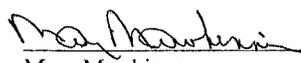
COUNTY BOARD STAFF COMMITTEE

  
Betty Jo Bussie, Chair

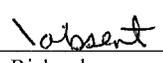
\_\_\_\_\_  
J. Russell Podzilni, Chair

  
Brent Fox, Vice Chair

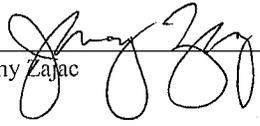
\_\_\_\_\_  
Mary Mawhinney, Vice Chair

  
Mary Mawhinney

\_\_\_\_\_  
Richard Bostwick

  
Rick Richard

\_\_\_\_\_  
Henry Brill

  
Jeremy Zajac

\_\_\_\_\_  
Betty Jo Bussie

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

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

\_\_\_\_\_  
Terry Thomas

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

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY \_\_\_\_\_



Duane M. Jorgenson Jr.,  
Director of Public Works  
DRAFTED BY \_\_\_\_\_

Public Works Committee  
SUBMITTED BY \_\_\_\_\_

October 17, 2019  
DATE DRAFTED \_\_\_\_\_

### RECOGNIZING ALLEN LONG

- 1 **WHEREAS**, Allen Long began his career as a Patrol Worker at the Rock County Department of
- 2 Public Works - Airport/Parks and moved to Heavy Truck Driver where he remained; and
- 3
- 4 **WHEREAS**, Mr. Long has served the citizens of Rock County for over eighteen years as a dedicated
- 5 and valued employee of Rock County, and will retire from public service effective November 7, 2019;
- 6 and
- 7
- 8 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County,
- 9 wishes to recognize Mr. Long for his long, faithful and dedicated service.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors at its regular
- 12 meeting this \_\_\_\_ day of \_\_\_\_\_, 2019, directs that a sincere expression of recognition be given
- 13 to Mr. Long for his over eighteen years of service and expresses to him best wishes for the future.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

*Betty Jo Bussie*  
\_\_\_\_\_  
Betty Jo Bussie, Chair

*Brent Fox*  
\_\_\_\_\_  
Brent Fox, Vice Chair

*Mary Mawhinney*  
\_\_\_\_\_  
Mary Mawhinney

*absent*  
\_\_\_\_\_  
Rick Richard

*Jeremy Zajac*  
\_\_\_\_\_  
Jeremy Zajac

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Henry Brill

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Betty Jo Bussie

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

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

\_\_\_\_\_  
Terry Thomas

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

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee  
INITIATED BY



Clayton Kalmon  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

November 19, 2019  
DATE DRAFTED

### RECOGNIZING JOAN MOE FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Joan Moe has served the citizens of Rock County over the past 40 years, 4 months as a dedicated
- 2 and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Joan Moe began her career with Rock Haven/Rock County Health Care Center as a Unit
- 5 Coordinator on September 5, 1979; and,
- 6
- 7 **WHEREAS**, Joan Moe has worked diligently in that position until her retirement on January 2, 2020; and,
- 8
- 9 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 10 recognize Joan Moe for her long and faithful service.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 13 \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby recognize Joan Moe for her 40 years, 4 months of service and
- 14 extend their best wishes to her in her future endeavors; and,
- 15
- 16 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 17 resolution to Joan Moe.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Tom Brien, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

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

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

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

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Ron Bomkamp

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Betty Jo Bussie

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

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Louis Peer

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

\_\_\_\_\_  
Terry Thomas

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

\_\_\_\_\_  
Richard Bostwick

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee  
INITIATED BY



Clayton Kalmon  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

November 19, 2019  
DATE DRAFTED

### RECOGNIZING DIANNA WYWIAL FOR SERVICE TO ROCK HAVEN

- 1    **WHEREAS**, Dianna Wywial has served the citizens of Rock County over the past 25 years, 7 months as a
- 2    dedicated and valued employee of Rock County; and,
- 3
- 4    **WHEREAS**, Dianna Wywial began her career with Rock Haven/Rock County Health Care Center as a
- 5    Certified Nursing Assistant on April 19, 1994; and,
- 6
- 7    **WHEREAS**, Dianna Wywial has worked diligently in that position until her retirement on December 2,
- 8    2019; and,
- 9
- 10   **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 11   recognize Dianna Wywial for her long and faithful service.
- 12
- 13   **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
- 14   this \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby recognize Dianna Wywial for her 25 years, 7 months
- 15   of service and extend their best wishes to her in her future endeavors.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Tom Brien, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

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

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

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

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Henry Brill

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Ron Bomkamp

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Betty Jo Bussie

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Mary Beaver

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

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

\_\_\_\_\_  
Terry Thomas

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

\_\_\_\_\_  
Richard Bostwick

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Sherry Oja, Finance Director  
DRAFTED BY

Finance Committee  
SUBMITTED BY

November 25, 2019  
DATE DRAFTED

**Recognizing Janet Trautsch**

- 1 **WHEREAS**, Janet Trautsch has served the citizens of Rock County for the past 31 years as a dedicated
- 2 and valued employee, and is retiring effective December 13, 2019; and,
- 3
- 4 **WHEREAS**, Janet Trautsch began her career with Rock County as a Nursing Assistant at Rock Haven on
- 5 December 20, 1988; and,
- 6
- 7 **WHEREAS**, Janet Trautsch accepted the Account Clerk II position at the Health Care Center on
- 8 September 25, 1992 and moved to the Account Clerk II position in Payroll on April 25, 1996; and,
- 9
- 10 **WHEREAS**, Janet Trautsch was promoted to Payroll Manager on May 13, 2002 and worked tirelessly in
- 11 that position until her retirement on December 13, 2019; and,
- 12
- 13 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County wishes to
- 14 recognize Janet Trautsch for her significant contributions to the County and to thank her for her many
- 15 years of dedicated and faithful service.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 18 this \_\_\_\_\_ day of \_\_\_\_\_, 2019, does hereby recognize Janet Trautsch for her 31 years of
- 19 service and extends best wishes to her in her future endeavors.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Beaver, Vice Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
Richard Bostwick

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

\_\_\_\_\_  
Henry Brill

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

\_\_\_\_\_  
Betty Jo Bussie

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

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

\_\_\_\_\_  
Terry Thomas

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

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

James S. Sandvig  
INITIATED BY

James S. Sandvig  
DRAFTED BY

Finance Committee  
SUBMITTED BY

11/25/2019  
DATE DRAFTED



### RECOGNIZING KATHY KOPE FOR SERVICE TO ROCK COUNTY

- 1 WHEREAS, Kathy Kope has dedicated over 27 years of her professional career to protecting the information
- 2 technology systems of Rock County; and,
- 3
- 4 WHEREAS, Kathy began her career as a Computer Programmer with Rock County Computer Services on
- 5 September 16, 1992; and,
- 6
- 7 WHEREAS, Kathy fulfilled those duties and she diligently served until Dec 13, 2019; and,
- 8
- 9 WHEREAS, Kathy made countless contributions during her tenure with Rock County's Information Technology
- 10 department. Her extensive knowledge coupled with her unwavering dedication to doing her very best set an
- 11 example not only for her co-workers, but for all who had the pleasure of working with her. Kathy has been a vital
- 12 member of the Information Technology team and her influence will have a positive impact on the department and
- 13 the Rock County workforce for many years to come.
- 14
- 15 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled on this
- 16 \_\_\_\_\_ day of \_\_\_\_\_ 2019, does hereby thank Kathy Kope for her dedication and contributions to the
- 17 citizens of Rock County; and
- 18
- 19 BE IT FURTHER RESOLVED that a copy of this resolution be presented to Kathy Kope with the Rock County
- 20 Board of Supervisors' best wishes for her future plans.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Beaver, Vice Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
Richard Bostwick

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

\_\_\_\_\_  
Henry Brill

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

\_\_\_\_\_  
Betty Jo Bussie

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

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

\_\_\_\_\_  
Terry Thomas

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

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

District Attorney David J. O'Leary  
INITIATED BY



David J. O'Leary  
DRAFTED BY

Public Safety & Justice Committee  
SUBMITTED BY

November 26, 2019  
DATE DRAFTED

**RECOGNIZING ROCK COUNTY DISTRICT ATTORNEY OFFICE MANAGER  
RENEE GROVER**

1 WHEREAS, Renee Grover began her career as dispatcher of Fire and EMS services with the Janesville Fire  
2 Department in April 1980; Was hired to dispatch Police, Fire & EMS with the Janesville Police Department in  
3 September 1983; Was promoted to records & communications manager at JPD in March 1989; Was hired as 911  
4 Operations Manager in March 1993; Was hired as SSI Coordinator in January 1996; Was hired as Deputy Clerk  
5 of Courts in December 1996; Was hired as Database Coordinator with Human Services in July 2000; and became  
6 the Rock County District Attorney Office Manager in January 2006; and  
7

8 WHEREAS, during her tenure with the District Attorney was instrumental in the implementation and  
9 development of the use of the Protect case management computer system; and  
10

11 WHEREAS, Renee was always a positive, professional representative of the District Attorney's Office when  
12 dealing with staff, victims, the public, the media, defendants and attorneys; and  
13

14 WHEREAS, Renee Grover has served the citizens of Rock County for 40 years, has worked with a host of  
15 elected officials, administrators, prosecutors, law enforcement, defense attorneys, community leaders and  
16 concerned citizens in order to make Rock County a safer community; and  
17

18 WHEREAS, Renee Grover will retire from public service on January 3, 2020.  
19

20 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this  
21 \_\_\_\_\_ day of \_\_\_\_\_, 2019, does hereby recognize Renee Grover for her 40 years of faithful service  
22 and recommends that a sincere expression of appreciation be given to Renee Grover along with best wishes for  
23 the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver  
Mary Beaver, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

Phillip Owens  
Phillip Owens, Vice Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

Terry Fell  
Terry Fell

\_\_\_\_\_  
Richard Bostwick

Ron Bomkamp  
Ron Bomkamp

\_\_\_\_\_  
Henry Brill

Brian Knudson  
Brian Knudson

\_\_\_\_\_  
Betty Jo Bussie

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

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Alan Sweeney

\_\_\_\_\_  
Terry Thomas

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

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Annette Mikula, HR Director  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

November 20, 2019  
DATE DRAFTED

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

- 1 **WHEREAS**, the County is subject to 111.70 of the Wisconsin Statutes; and
- 2
- 3 **WHEREAS**, representatives of the Deputy Sheriff's Association have met with the County's Bargaining Team
- 4 in an attempt to arrive at a mutual agreement on wages, hours and conditions of employment; and
- 5
- 6 **WHEREAS**, the proposed wage settlement represents an across the board wage increase of 3.00% effective
- 7 January 1, 2020; and
- 8
- 9 **WHEREAS**, the membership of the Association has ratified the agreement; and,
- 10
- 11 **WHEREAS**, a summary of the contractual agreement is attached.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 14 \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby ratify the terms and conditions of the 2020 labor
- 15 agreement between Rock County and the Deputy Sheriff's Association.

Respectfully Submitted,

**COUNTY BOARD STAFF COMMITTEE**

\_\_\_\_\_  
J. Russell Podzilni, Chair

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

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

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

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

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

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

Page 2

FISCAL NOTE:

<u>Base Compensation</u>	<u>Wage Increase</u>	<u>Add'l Base Compensation</u>
\$5,320,525	3.0% eff. 1/1/2020	\$159,616

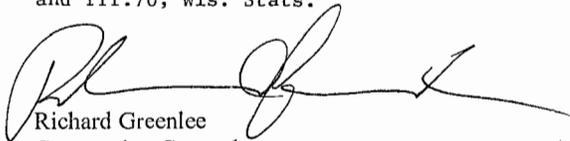
Base Compensation includes wages, FICA and retirement.



Sherry Oja  
Finance Director

LEGAL NOTICE:

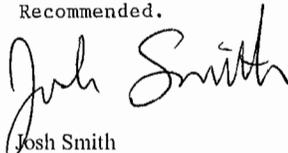
The County Board is authorized to take this action pursuant to secs. 59.01  
and 111.70, Wis. Stats.



Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

**AGREEMENT BETWEEN**  
**ROCK COUNTY, WISCONSIN**  
**&**  
**ROCK COUNTY DEPUTY SHERIFF'S ASSOCIATION**  
**2020**

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## AGREEMENT

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

### ARTICLE I - RECOGNITION

- 1.01 The County recognizes the Association as the exclusive collective bargaining representative for all non-ranking deputies, and detectives below the rank of lieutenant, employed by the County in classifications set forth in Appendix A, but excluding all other employees accordance with WERC Case CXXXVI, No. 27879 ME-1994 dated August 28, 1981.

### ARTICLE II MANAGEMENT RIGHTS

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

### ARTICLE III - PROBATIONARY PERIOD

- 3.01 Length. All newly hired employees shall serve a probationary period of one (1) year of continuous service, except newly hired employees who have not been certified as law enforcement officers by the State of Wisconsin as of their date of hire, in which case the employee shall serve a probationary period of one (1) year, plus a period of time equal to the time spent in law enforcement certification training as established by the State Law Enforcement Standards Board. During such probationary period, they shall not attain any seniority rights and shall be subject to dismissal at the sole discretion of the Employer and without recourse to appeal the dismissal through the grievance procedure hereinafter provided.
- 3.02 Probationary Period for Promotions. Employees promoted to positions in the classification of Detective shall serve a probationary period of one (1) year. Each probationary Detective shall be evaluated midway during and one month prior to completion of his/her probationary period.
- If the employee failed in the sole judgment of the Department Head to successfully complete the probationary period, the employee shall have the right to return to his/her former position.
- 3.03 Upon the successful completion of the probationary period, the employee shall have seniority rights from the date of original hire.

- 3.04 Any member of the Association who accepts a promotion within the Sheriff's Department to a position in the Supervisor's Association or a unilateral command position, shall retain the right to return to the Association. Any employee who returns to the Association under this provision will have the seniority that the employee had as of the date of promotion, except that for benefit purposes, all years of continuous employment will be counted.

#### ARTICLE IV - LEAVES OF ABSENCE

- 4.01 Length. Leaves of absence without pay for periods not in excess of six months in any year, may in the discretion of the department head be granted in writing to any employee who has completed his/her probationary period, providing such employee does not accept employment elsewhere. Failure to grant leave of absence shall not be subject to the grievance procedure. The employee to whom written leave of absence has been granted shall be entitled at the expiration of the time stated on such leave to be reinstated to a comparable position or the one in which he/she was employed at the time the leave was granted. The Association shall be provided with a copy of the written leave by the Employer at the time such leave is granted.
- 4.02 Anniversary Date. When a leave of more than thirty days is granted, the employee's anniversary date shall be advanced by the amount of time that the leave exceeds thirty days and such time shall not be counted for the purpose of computing salary increments, except leave necessary for illness, injury or Family Medical Leave when member has no sick time left.
- 4.03 Military Leave. Leaves of absence shall be automatically granted all full-time employees who are called or volunteer for military service and such employees shall be reinstated to at least their former job level or classification at the expiration of their military service, all pursuant to the provisions of Wis. Stats. 45.50 and Title 38 of the Federal Code as it applies to military leave.

#### ARTICLE V - HOLIDAYS

- 5.01 Holidays - Sheriff's Office.
- A. Employees shall be granted the following holidays off with pay:
- 1) New Year's Day, 2) Memorial Day, 3) July 4th, 4) Labor Day, 5) Thanksgiving Day, 6) Friday following Thanksgiving, 7) December 25 and three "floating" holidays to be selected by the employee. New employees who commence employment on or after July 1, of each year shall be granted only two "floating" holidays.
- B. If the holiday falls on a regular scheduled day of work for an employee on a 5-2, 5-3 schedule, the employee shall be compensated at one and one-half times the employees' normal hourly rate of pay and the employee will be granted a day in lieu thereof off with pay. If the holiday falls on a regular scheduled day off for an employee on a 5-2, 5-3 schedule, the employee will be granted a day in lieu thereof off with pay. If the holiday falls on a weekend for an employee on a 5-2 schedule, the employee will be granted a day in lieu thereof off with pay. Any such requested days off shall be granted subject to the approval of the Sheriff with regard to the particular day requested.
- Employees called into work on a holiday shall receive the overtime rate for all hours worked in addition to the holiday pay.

- C. Requests for holiday time shall be by seniority within each shift of each division, but the days must be requested prior to February 1 of the New Year. Holiday requests will be granted only after all vacation requests have been approved. After February 1, all holiday requests will be approved on a first come, first serve basis, with no regard to seniority. Holidays may be used in increments as small as one-quarter (1/4) hour at a time, except Floating Holidays which must be used in single day increments.
- D. An employee on a 5-2 schedule who works eight (8) hours on a holiday shall receive one and one-half (1 1/2) times the employee's normal hourly rate of pay and will be paid eight (8) hours of holiday pay or granted a day off with pay in lieu thereof, at the employee's option. If an employee on a 5-2 schedule works less than eight (8) hours on a holiday, he/she shall receive one and one-half (1 1/2) times the employee's normal hourly rate of pay for hours worked and eight (8) hours of pay for the holiday.  
  
Court Officers must be available, as necessary, to staff holiday court proceedings. When Court Officers are needed to work on a holiday, the work will be offered by seniority. If the work cannot be assigned voluntarily, it will be assigned by reverse seniority.
- E. Employees hired on or after May 1, 1998 shall have the right to accumulate and must use their holidays within twelve (12) months of earning said holiday. If not used, the holiday will be paid out.
- F. Employees hired prior to May 1, 1998 may elect to have any accumulated holidays paid out. The Employee shall provide two weeks written notice to the Sheriff's Office and Human Resources Department prior to the requested payment date. The hours will be paid through normal payroll and not be paid in a separate check.

#### ARTICLE VI - VACATIONS

- 6.01 Length. All regular full-time employees shall earn vacation from the most recent date of employment followed by uninterrupted employment. Leaves of absence pursuant to Article VII shall not be counted as an interruption of employment.
- 6.02 Schedule. Employees shall be entitled to annual paid vacations as follows: Upon the completion of one year, ten working days; in addition, employee shall be entitled to one additional day of vacation per year for each additional year of employment up to a maximum of twenty-two working days of paid vacation per year.
- 6.03 Employees hired after February 1, 2002 shall be entitled to annual paid vacation as follows: upon the completion of one year, ten working days. Each year starting with the completion of 5 years of service, an employee shall receive 1 additional day of paid vacation up to a maximum of 25 days according to the following schedule:
 

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

Employees hired prior to February 1, 2002 will receive vacation as specified in Article 6.02 until the employee's length of service would provide more vacation under Article 6.03, at which time the employee will be placed in the vacation scheduled specified in Article 6.03.

Effective January 1, 2014 Employees hired after February 1, 2002 shall be entitled to annual paid vacation as follows: upon the completion of one year, ten working days. Each year starting with the completion of 2 years of service, an employee shall receive 1 additional day of paid vacation up to a maximum of 25 days according to the following schedule:

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

Employees hired prior to February 1, 2002 will receive vacation as specified in Article 6.02 until the employee's length of service would provide more vacation under Article 6.03, at which time the employee will be placed in the vacation scheduled specified in Article 6.03.

- 6.04 Staffing. The number of employees on vacation within a given shift or division at any given period shall be determined by the Sheriff.
- 6.05 Selection. Choice of vacation time shall be by seniority within each shift of each division, but the days must be requested prior to February 1 of the New Year. Vacation may be used in increments as small as one-quarter (1/4) hour at a time. Preference (by seniority) shall be granted to full day increments. After February 1, all vacation requests will be approved on a first come, first serve basis, with no regard to seniority.
- 6.06 Consecutive Weeks. Employees may take two consecutive weeks of their earned vacation and with prior approval of the Sheriff, may take all their earned vacation consecutively.
- 6.07 Termination. Employees who give at least two weeks prior notice of termination of employment, and employees or the heirs thereof, whose services are terminated due to discharge (except for dishonesty), retirement or death shall receive all earned vacation based on months of service on a pro-rata basis. A fractional month of employment shall be counted as a whole month when the fraction is one-half or more and dropped when less than one-half. Payment shall be made in full on the next regular payday after termination.

#### ARTICLE VII - SICK LEAVE

- 7.01 Accumulation. Each full-time employee shall accumulate one sick leave day with pay for each month or major fraction thereof of employment until a total of one hundred-fifty days has been accumulated.
- 7.02 Notice. Sick leave pay shall begin on the first day of absence for illness and notice shall be given by the employee at least two hours prior to his/her starting time, if possible. Failure to give such notice which is due to the carelessness or negligence of the employee shall result in a forfeiture of one days sick leave pay to which such employee would otherwise be entitled. Sick leave may be used in increments as small as one-quarter (1/4) hour at a time.

7.03 Retirement or Voluntary Termination.

- A. An employee who leaves the service voluntarily after fifteen years or more of service, shall receive payment in money for accumulated sick leave up to, but not exceeding one hundred days. The employee shall notify his/her supervisor thirty days prior to date of separation from service. A day shall be defined as a regular working day in computing the payment in money. Payment shall be made in full on the next regular payday after retirement.
- B. Survivor Benefit. In the event of a death of an employee who is still in service, the County shall pay in money for any of his/her accumulated sick leave, to his/her surviving spouse, if any and then to his/ her children if any and then to his/her heirs at law.

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

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

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

Bereavement leave can be used in increments of quarter hours.

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

7.05 Pallbearer Pay. In the event an employee is requested to act as a pallbearer for a funeral not otherwise eligible for funeral leave, he/she shall be granted no more than one day to serve without loss of pay.

7.06 Worker's Compensation. In the event of illness or injury incurred as a direct result of a service related incident, an employee shall be paid his/her regular salary provided that he/she returns all weekly payments from Worker's Compensation to the County. Said payments shall continue for a period not to exceed two calendar years.

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

ARTICLE VIII - HOURS OF WORK, WAGES AND CLASSIFICATIONS

8.01 Work Schedule. The hours of work for all regular full-time employees shall average forty hours per week annually. The workweek shall be five (5) days on/two (2) days off, five (5) days on/three (3) days off schedule, or a straight five (5) days on/two (2) days off schedule. Those regular full-time employees working a straight five (5) days on/two (2) days off schedule shall be paid for eighty (80) hours on a bi-weekly basis.

8.02 Shift Structure.

- A. The hours of work for employees assigned the work schedule of five (5) days on/two (2) days off, five (5) days on/three (3) days off, shall be on either the first shift (7:00 am to 3:00 pm), second shift (3:00 pm to 11:00 pm), mid-shift (7:00 pm to 3:00 am), or third shift (11:00 pm to 7:00 am). All employees on this shift schedule shall report to work one-half (1/2) hour prior to commencement of their shift. It is understood and agreed that employees may be called for emergency work at anytime.
- B. Exemptions from the above scheduled hours may be adopted for Detectives, Process Servers, Court Officers, Support Service Officers, and Narcotics Officers. Such employees shall work a 5-2 schedule with workdays and hours as follows:

Civil Process: Monday thru Friday, 8:00 am to 4:00 pm/1:00 pm to 9:00 pm;

Detectives: Regularly Scheduled--Monday thru Friday, 7:30 am to 3:30 pm/3:00 pm to 11:00 pm;

Bureau of Identification: Regularly Scheduled Monday thru Friday, 7:00 am to 3:00 pm or 8:00 am to 4:00 pm.

Narcotics Officer: flex hours only;

Support Service Officer: 7:00 am to 3:00 pm, Monday thru Friday;

Court Officers: Monday thru Friday, 7:00 am to 3:00 pm/8:00 am to 4:00 pm/9:00 am to 5:00 pm/10:00 am to 6:00 pm. The Court Officer shall be regularly assigned to one of these scheduled shifts.

The hours of employees who are exempt from Article 8.02 (A) shall be scheduled in advance and in writing.

Should the Department establish new assignments, the County and the Association shall negotiate required schedules. Assignments under this provision shall be made following the posting of such assignment for employees to sign indicating an interest. Said assignments shall be on a voluntary basis. If there are not qualified signers the position shall be filled using paragraph 8.02(a).

- C. The Employer shall continue the practice of considering request for shift preference based on seniority, subject to the staffing requirements of the Employer; however, such request must only be honored when a vacancy or staffing change occurs; no bumping shall be allowed.
- D. In order to ensure weekend coverage, detectives will be assigned to weekend and holiday on-call status on a rotating basis. Detectives assigned to weekend investigative on-call status shall limit their activities while on-call so as to be able to respond to the Sheriff's Office following the below listed conditions:
1. A cell phone shall be provided to the detective on call.
  2. One detective shall be responsible for on-call status for each day over the weekend. Detectives shall be allowed to switch assigned weekends or days within the weekend, with notice to and approval of a supervisor. Approval will not be unreasonably denied.
  3. The detective shall respond in person to the Sheriff's Office as soon as practicable, but not longer than a two-hour period of receiving an alerting page or call.

4. On-call detectives shall maintain themselves in a fit-for-duty condition while on call.
5. A weekend of investigative on-call shall be defined as the time period from 11:00 PM on Friday until 7:30 AM on the following Monday.

E. Compensation for this on call status shall be as follows:

1. On-call detectives will be compensated with four (4) hours of compensatory time or (4) hours straight time for each day they are scheduled on call for a total of eight (8) for each weekend.
2. This on-call system shall also apply to holidays. The Thursday and Friday Thanksgiving holidays and subsequent weekend shall be separated into two separate on -call assignments.
3. If called into duty, the call-in provision of the collective bargaining agreement shall apply in addition to the compensation provided in this agreement.
4. The use of compensatory time earned under this agreement shall be according to Article 8 – Hours of Work, Wages and Classifications, Section 8.10 – Compensatory time off/Overtime Payment.
5. Assignment of on-call weekends shall be completed after the vacation selection process. First, the Department shall post a sign up sheet for all weekends and holidays from February 1, of the current year to January 31 of the following year. Selection of the on-call weekends and holidays shall be offered by seniority. After all detectives have selected by seniority, open on-call weekends and holidays shall be assigned on a rotating basis, starting with the least senior detective. Seniority referred to in this section means seniority based on detective rank date.

F. The Sheriff, or authorized designee, may place an employee in alert status via voice contact or confirmed electronic communication during which the employee shall be available and ready for duty when contacted within one hour. An employee placed in alert status shall receive an hourly rate equal to 15% of the top patrol Deputy's hourly rate for every hour in which they are in alert status, with a four (4) hour minimum.

8.03 Overtime. Employees working a 5-2, 5-3 schedule shall receive time and one-half (1 1/2) in compensation for all hours worked in excess of eight and one-half (8 1/2) per day. Employees working a 5-2, 5-2 schedule shall receive time and one-half (1 1/2) in compensation for all hours worked in excess of eight hours per day and forty hours per week. Overtime shall be computed on base salary plus shift differential. Employees called into work who report to work shall be compensated on a minimum of two (2) hours of pay at said overtime rate.

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

8.04 Guidelines for Postings and Assignments.

A. Maintain Work Unit Staffing Levels. Volunteer overtime shall be offered to Deputy Sheriff's based upon seniority at the Deputy rank. Mandatory overtime shall be ordered by reverse seniority if no volunteers are available. Deputy Sheriff

Supervisors are not eligible for volunteer overtime or mandated overtime to maintain Deputy Sheriff staffing in a work unit.

- B. Special Events or Extra Duty Posting. Overtime anticipated for special events (i.e. 4-H Fair, etc.) or extra patrol (Highway Safety Projects and Water Patrol) shall be posted. Deputy Sheriffs who sign postings shall be selected on the basis of seniority for each block of overtime offered. For unfilled Deputy overtime vacancies, Deputy Sheriff Supervisors will be selected for overtime by rank and seniority.

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

The Sheriff may determine that a particular appointment be made above the entrance pay rate, up to Step D, in recognition of relevant experience and/or exceptional qualifications. In this scenario, the employee will receive completion credits, as labeled in the wage schedule, towards step progression. For example, if the employee is awarded Step B they have earned 12 months toward movement to Step C. These completion credits only apply to step progression and no other benefits or seniority. Upon completion of the probationary period, the completion credits shall be applied to the employee's vacation allotment up to Step D.

- 8.09 Pay Schedule. The classification and salary steps listed in Appendix A shall be in effect on the date specified in the appendix.
- 8.10 Pay Date. Employees shall be paid every two weeks.
- 8.11 Compensatory Time Off/Overtime Payment. A Deputy may select to be paid for all of his/her overtime at the rate of time and one-half, or take his/her overtime in a comp-time procedure at the rate of time and one-half not to exceed a total of 80 hours. All time accumulated over the 80 hours would automatically be paid at a rate of time and one-half. Utilization of said leave shall be subject to authorization of the shift commander or appropriate supervisor. Comp time may be used in one-quarter (1/4) increments.

Compensatory time must be taken in the calendar year in which it was generated or it will be paid out on the 25th pay date of the calendar year in a separate check.

8.12 Deputies who perform the duties of a Field Training Officer shall receive one (1) hour of straight-time to be taken as pay or comp-time for each four hour period or substantial portion thereof.

8.13 Canine Handler. Employees that are employed as full-time canine handlers shall be compensated as follows:

- A. The regular workday for canine handlers will consist of seven and one-quarter hours. The handler will be compensated for eight hours of work—the additional three quarters hour of pay is compensation to the canine handler for home care of their canine. Care is defined as time spend at the canine handler's home while off-duty, feeding, grooming, yard and kennel cleaning, and exercising the canine. Care does not include police canine training, as training time will normally be provide during the canine handler's regular duty hours.
- B. The canine handler shall receive three-quarters of an hour of benefit time to be taken as straight pay if caring for the canine on non-work days or on a benefit day off.
- C. If the canine handler kennels his or her assigned dog at County expense, he or she will not have his or her workday schedule reduced by the three-quarters of an hour, nor will he or she be compensated for the care of the dog.
- D. The canine handler will be eligible to receive appropriate benefits during the three-quarters of an hour provided for in this section, including but not limited to, workers compensation benefits if the canine handler experiences a work-related injury during the three-quarter of an hour that he or she is caring for the canine.
- E. The canine handler's shift will still begin with briefing, and the canine handler will report for his or her shift in accordance with the terms of this contract. Any law enforcement related work conducted after the canine handler's scheduled seven and one-quarter hour shift will be compensated at the rate of time and one-half.
- F. The canine handler will be provided with an appropriately equipped vehicle that is personally assigned to the handler, and that the handler may take home. The vehicle shall not be used for personal use.
- G. All costs associated with maintain the Canine Unit, including equipment (e.g. outdoor pen/kennel, grooming supplies, etc.) food, veterinary costs, kennel costs, certification, licensing, and training shall not be borne by the canine handler. The Sheriff or his or her designee must approve all non-routine expenses, including veterinary costs, in advance. The final decision to make any expenditure, including veterinary costs, will be made by the Sheriff or his or her designee.
- H. The canine is the property of the County of Rock. The County of Rock will carry proper insurance coverage and indemnify the canine handler from liability resulting from the proper performance of the canine handler's job duties.

- I. The Sheriff or his or her designee shall determine the appropriate training related to the canine handler and canine. The Sheriff, in his or her sole discretion, reserves the right to remove the handler or the canine from the assignment due to unsatisfactory performance.
- J. The canine handler will not receive compensation for commuting to work for regular duty hours, nor for carrying a Sheriff's Office telephone or pager. On-call status is not in effect for any canine handler. When canine handlers are called in for duty during their off-duty hours, they will be compensated at time and one half starting with travel time to the call location and will receive a minimum of two (2) hours of pay at said overtime rate. Upon completion of all duties related to the call out, including travel time back to the Sheriff's Office or residence (whichever is shorter) from a mutual aid call, compensation is ended.
- K. Canine handler call-ins should be made on a rotating basis between handlers, when practicable, depending upon availability and/or specialized canine training.
- L. The Sheriff or his or her designee reserves the right to determine the shift assignment of the canine handler. The shift structure and hours shall be that established by this Collective Bargaining Agreement.
- M. Selection of canine handlers will be based on a posted section process determined by the Sheriff.
- N. If there is more than one canine handler they will select their shift and day-off rotation on the basis of seniority within the Canine Unit. Shifts and day-off rotations available for selection by canine handlers will be determined by the Sheriff or his or her designee.
- O. Canine handlers may occasionally need to perform non-law enforcement, work-related duties (such as veterinary visits) outside of their regular work hours. Canine handlers will participate in one four-hour training block per month with other handlers or canine helpers, under the direction of the Canine Unit Supervisor. Canine handlers may accrue earned compensatory time off, on an hour-for-hour basis to perform these tasks and the monthly training.
- P. Employees selected to be canine handlers must make a 5-year commitment with the understanding that the actual length of the assignment may be influenced by the service life of the dog. No assignment will extend beyond the five years, unless mutually agreed upon by the handler and the Sheriff's Office.
- Q. The canine handler will be required to be a resident of Rock County.
- R. As per Standard Operating Procedure 5.12(IV)(A)(2), selection as a canine handler will be considered an assignment and will not impede any officer's future opportunities for promotion.
- S. When the canine is retired (at the end of its effective working life, as determined by the Sheriff or his or her designee) the County must offer the canine to its handler for \$1. If an officer ceases to be a canine handler (voluntarily or otherwise) during the effective life of the canine, the Sheriff or his or her designee will determine the disposition of the canine.
- T. The parties acknowledge that the Fair Labor Standards Act ("FLSA"), entitles the parties to agree to a reasonable number of hours per month for the

performance of off duty canine duties. The hours derived at in this section were determined after an actual inquiry of deputies previously assigned as canine handlers. It is the intent to the parties through the provisions of this section to comply with the requirements of the FLSA. In addition, both parties believe that this section does comply with the requirements of the FLSA.

8.14 Recreational Safety Deputy. Deputies assigned to fill the Recreational Safety Deputy shall be subject to the following working terms:

- A. The assigned deputies shall be exempted from the standard scheduling practices in section 8.02 of this agreement and will be assigned as follows:
  - 1. During the off-peak period of Labor Day to Memorial Day the hours for this position will be Monday through Friday 7:00 am to 3:00 pm. However, if there is a weekend event or other scheduled recreational safety related duties, deputies assigned as Recreational Safety Deputies may be assigned an adjusted schedule. Every attempt will be made to give the employee as much notice as possible about the change in schedule.
  - 2. During the peak period of Memorial Day to Labor Day Deputies assigned as a Recreational Safety Deputy shall work an eight hour shift from 11:00 am to 7:00 pm five days a week, including Friday, Saturday, and Sunday. However, if there is a weekend event or other scheduled recreational safety related duties, deputies assigned as Recreational Safety Deputies may be assigned an adjusted schedule. Every attempt will be made to give the employee as much notice as possible about the change in schedule. It is understood, that the employee will receive at least one scheduled weekend off per month.
- B. Overtime for this position shall receive time and one-half for all hours worked in excess of eight hours per day and forty hours per week. All other terms and conditions of section 8.03 in this Agreement shall apply. Benefit time will be calculated on an hour for hour basis.
- C. Recreation Safety overtime assignments will be awarded based on seniority within the team, however, preference will be given to allow one of the fulltime Recreational Deputies the opportunity to work the assignment, when possible, to help ensure safe and proper operation of all equipment.
- D. Recreational Deputy Call-ins should be made on a rotating basis between Deputies, when practicable, depending on availability and/or specialized training. Deputies who report to work shall be compensated on a minimum of two hours of pay at said overtime rate.
- E. The Recreational Safety Deputies shall be provided with an appropriately equipped vehicle that is personally assigned to the unit.
- F. Selection of Recreational Safety Deputies will be based on a posted selection process determined by the Sheriff, or his or her designee.
- G. Deputies assigned to this position shall receive a second shift premium.

8.15 Special Event Deputies. The Sheriff may appoint one or more Special Events Deputies for the purposes of providing traffic control at special events, security at the Rock County 4-H Fair, mental health transports, providing detention and courtroom services, hospital guard

duty and other related supported law enforcement activities as assigned by the Sheriff's Office. Special Events Deputies will be utilized only in lieu of mandating a deputy for overtime. The number of Special Events Deputies will not exceed twelve at any given time. The Special Event Deputy must legally be able to carry a firearm. Rock County will assist the Special Event Deputy in obtaining their certification with the Wisconsin Law Enforcement Standards Board and the required twenty-four hours of in-service training to maintain such certification. The Special Event Deputies will be limited to working not more than twenty hours per week.

#### ARTICLE IX - BENEFITS IN LIEU OF WAGES

- 9.01 Life Insurance. The County having elected to participate in the State Life Group Insurance Program for employees of Wisconsin Municipalities, pursuant to the provisions of Wisconsin Statutes 40.20, shall continue to so participate with the County paying ninety-five percent of the total cost thereof, with coverage of \$1,000 for each \$1,000 of annual base salary or fraction thereof.
- 9.02 Uniform Allowance. Effective January 1, 2014 each full-time employee shall be granted an annual uniform allowance of \$1,025.00. This shall be paid to the employee on or before January 15 of each year by separate check. Newly hired employees who leave the County employment within one calendar year of date of employment, shall be required to return all uniform equipment purchased by the County. Employees may purchase bullet-proof vests from their basic allowance.
- 9.03 Health Insurance. A group comprehensive major medical plan shall be in force for all full-time employees, the premiums for which shall be paid by the County. In addition, all full-time employees shall have the like coverage provided for their spouse and children, the expense of which shall be provided by the County during the term of the contract. During the term of the contract the health insurance plan in effect will not be modified except by mutual agreement of the parties. The schedule of medical benefits will be modified as specified in Appendix B.
- 9.04 Health Insurance for Retirees.
- A. Effective January 1, 2014, for employees retiring after attaining age 53, the County shall pay 100% of the health insurance premiums for the applicable coverage for the retired and eligible dependents ~~in~~ until such time as the employee becomes eligible for coverage under any federal health insurance plan, which is understood to be Medicare / Medicaid eligible. No retiree retiring after January 1, 2020 shall be able to stay enrolled on any Health Insurance Plan other than the plan currently offered to Rock County's ordinary employees.
  - B. Employees desiring to retire as early as age 50, 51 or 52 shall be allowed to pay their insurance related costs inclusive of health premiums through use of their PEHP. Upon attaining age 53, the health insurance premiums shall be paid by the County in accordance with the terms of the agreement as appears in paragraph A above.
  - C. If a Deputy upon retirement does not have sufficient funds available to pay health insurance premiums until age 53 through the use of his or her PEHP, then he or she may participate in the health insurance plan upon the following conditions:
    - 1. The Deputy must have at least fifteen (15) years of continuous services with the Rock County Sheriff's Office.

2. The Deputy must pay the annual premium cost yearly in advance to age fifty-three (53) based upon the known premium at the time of retirement. There will be an annual adjustment and payment by the deputy or County to reflect changes in the actual premium amount.

9.05 Dental Insurance. A group dental insurance plan shall be made available by the County. The coverage and benefit level shall be as set forth in Appendix C of this Agreement. Only employees working one-half time or more shall be eligible to participate in said program. The costs for said premiums shall be shared as follows:

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

9.06 Retirement.

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

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

- B. In addition to the amount in A above, the County shall pay the benefit adjustment contribution equal to one percent of earnings beginning January 1, 1986 as set forth in Section 40.05(2m), Wisconsin Statutes (1983-84)
- C. Such retirement contributions made by the Employer as listed in 9.05 (A) above, shall be reported by the Employer to the Wisconsin Retirement System in the same manner as though deducted from the earnings of said employees. It is understood and agreed between the parties hereto that such payments made by the Employer shall not be considered municipality contributions.

9.07 Education.

- A. The County shall reimburse employees for the full cost of their tuition and books for approved police science, criminal justice or related courses in an accredited vocational/technical school, college or university. Reimbursement for tuition shall be limited to the highest level for in-state tuition for such courses at UW-Whitewater or Blackhawk Technical or UW-Rock County. Further said reimbursement shall be limited to the tuition charge for a full-time student per semester. No reimbursement shall be required of the County that would be a duplication of payment for educational benefits received by the employee from another source other than assistance from a private source. Such courses are subject to prior approval in writing by the Sheriff or his representative; however, such approval shall not be unreasonably withheld. Reimbursements will be limited to courses for one (1) approved Bachelor's Degree program and/or one (1) approved Master's Degree program.
- B. In addition to the regular wage schedule, employees who have obtained a bachelor's degree in police science or a related field approved by the Sheriff or LEAA guidelines, shall receive an additional \$125 per month. Employees who have attained an associate degree in police science or related field as approved by the

Sheriff or LEAA guidelines shall receive in addition to their regular salary \$50.00 per month. Employees hired on or after May 1, 1998 will not be eligible for the associate degree payment until 1-1-2019. In addition to the regular wage schedule, employees who have obtained a master's degree in police science or a related field approved by the Sheriff or LEAA guidelines, shall receive an additional \$150.00 per month. In order to receive such incentive the employee must submit an official transcript or a copy of their official conferred diploma to the Human Resources Department.

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

- 9.08 Shift Differential. All employees who work on second shift shall receive one percent of their base pay as shift differential. Employees working third shift or mid-shift or as narcotics officer shall receive two percent of their base pay as a shift differential. Employees who work as a civil process deputy and whose actual hours of work include four (4) or more hours during second shift shall receive one percent of their base pay as a shift differential for all hours worked during that shift. Said payments shall be added to their base pay and shall be computed to the nearest cent per hour.
- 9.09 Physical Examinations. Each employee may have a physical examination every three years. The County will determine the scope of the examination and pay the full cost of the exam. The County will select the provider of the examination. When the County's Health Insurance Policy provides coverage for physicals that does not incur deductibles, this section does not apply.
- 9.10 PEHP. The County shall make available a Post Employment Health Plan (PEHP) program in accordance with appropriate IRS regulations. See Appendix D.
- 9.11 Meal Reimbursement. (See County Personnel Ordinance Section 18.626.)
- 9.13 Retiree Firearm Qualification. Retirees who wish to maintain the appropriate firearms qualifications and carry a Sheriff's retiree ID card may do so free of charge with the Rock County Sheriff's Office provided he or she shoots with his or her own weapon and supplies his or her own ammunition.

#### ARTICLE X- GRIEVANCE PROCEDURE

- 10.01 Definition. Any dispute which may arise from a complaint by an employee or the Association with respect to the interpretation of the terms and conditions of this Agreement, shall be subject to the following grievance procedure unless expressly excluded from such procedure by the terms of this Agreement. Grievances resulting from discipline shall begin processing at Step 2. Time limits set forth herein may be extended upon mutual agreement of the parties.
- 10.02 Procedure.
- Step 1. The employee and/or the Association Committee shall present the grievance, orally or in writing, involving matters of interpretation of the terms and conditions of this Agreement to the most immediate supervisor who has the authority to make adjustments in

the matter within 14 calendar days of the alleged grievance or the time the employee can reasonably have been expected to have knowledge of said grievance.

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

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

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

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

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

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

#### ARTICLE XI - DUES DEDUCTION

11.01 Dues Deduction.

- A. The Employer agrees to deduct monthly dues in the amount certified by the Association from the pay of employees who individually sign a dues deduction authorization form supplied by the Association. This deduction shall include any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues (the "combined dues").
- B. It shall be the Association's responsibility to obtain dues authorization forms from new employees and provide them to employer no less than 30 days prior to the date in which dues deductions are to commence.

- C. The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the Association, in one lump sum not later than the end of the month in which the deduction is made.
- D. Authorization of dues deduction by a voluntary member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association.
- E. No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply consistently with the either the WPPA or local Association Constitution and By-Laws. No employee shall be denied membership because of race, creed, color, sex or other legally protected class status.

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

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

#### ARTICLE XIII - LAYOFF, RECALL

13.01 Criteria. When it becomes necessary to reduce the workforce for any reason, the layoffs shall be based upon ability to perform available work as determined by the department head based upon written records and reports. When abilities are stated to be equal, seniority shall prevail.

13.02 Notice. The department head shall notify each person to be laid-off of all his/her rights, including his/her reinstatement eligibility in writing. Regular employees shall receive at least ten days notice prior to such layoff.

13.03 Order. No permanent employee shall be laid-off when there are temporary, probationary, state or federal subsidized employees or reserves in the department performing deputy sheriff's functions.

13.04 Recall. Laid-off employees shall be eligible for recall for a period of time equal to their length of service, but in no event longer than two full calendar years. Recall shall be on a seniority basis, unless qualifications are not equal to other laid-off personnel.

#### ARTICLE XIV - TRAINING TIME

14.01 Compensatory Time Earned. In the event the Sheriff or his authorized representatives post information occasionally relating to technical training programs, seminars, and other specialized police training or meetings, and in the event an employee shall voluntarily

desire to attend said program during his/her off-duty hours; then any such employee shall receive compensatory time off from his/her regular working hours for substantially the same amount of time spent in attending and traveling to and from said off-duty training programs.

- 14.02 Compensatory Time-Off. Each employee seeking such compensatory time off shall certify to the Sheriff the number of hours spent at said program, including travel time, during off-duty time and the place where such courses were taken prior to receiving compensatory time off. It is the express intent of the parties hereto that attendance at such approved programs shall be voluntary on the part of the Deputies. Utilization of compensatory time shall be subject to the staffing needs of the department in the judgment of the Sheriff or his authorized representative. Accumulation of compensatory time shall not exceed sixty hours.

Authorization to accumulate compensatory time under this provision shall be the responsibility of the Sheriff.

- 14.03 Flex Shift For Training. The Sheriff, or his/her authorized representative, is authorized to create a flex-shift from 8:00 am to 4:00 p.m. for in-service or mandated training; or a 1:00 p.m. to 9:00 p.m. shift exclusively for Firearms and/or EVOC training. This shift applies to both attendees and instructors of such training. Specialty team training events shall adhere to the listed schedules; unless a different schedule is agreed upon by all affected union members, as well as the Sheriff and/or his/her designee.

- 14.04 Recruit Academy Training. Probationary Deputies attending a law enforcement academy are not eligible for overtime for the academy daily schedule of Monday through Friday, including, but not limited to, time attending academy classes and travel time. If the academy requires attendance on Saturday or Sunday, the deputy will receive overtime for those hours in attendance. This does not preclude overtime assignments authorized by the Sheriff or designee.

#### ARTICLE XV - AMENDMENT, LIMITATION, DURATION

- 15.01 Amendment. This Agreement may be amended anytime during its life by the mutual consent of the parties. Such amendments to be enforceable must be in writing and attached to at least two copies of this Agreement.
- 15.02 Waiver. This Agreement shall supersede all ordinances or resolutions which are in conflict herewith; however, if any article or section be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section shall be restrained by such tribunal, the remainder of this Agreement and appendices shall not be affected thereby.
- 15.03 Duration. This Agreement shall become effective January 1, 2020 and shall remain in full force and effect through December 31, 2020 subject to the provisions of Article XV, Section 15.04.
- 15.04 Re-Opener. Unless either party desires to alter, amend or otherwise change this Agreement upon written notice to the other party no sooner than January 15, 2020, and no later than August 1, 2020 or between the 15th day of June and the 1st day of August in any year thereafter, this Agreement shall be automatically renewed from year to year.

In the event one of the parties desire to alter, amend or otherwise change this Agreement and proper notice is given, but agreement between the parties to the proposed alteration, amendment or other change is not reached prior to the expiration date of this Agreement,

and unless other terms are agreed to, this Agreement shall continue in full force and effect until the parties shall agree on the proposed alterations, amendments or other changes.

ARTICLE XVI - DEFINITIONS

16.01 The following terms as hereinbefore used in this Agreement have the following meanings:

- A. Department Head means the Sheriff of Rock County.
- B. Department means the Rock County Sheriff's Office.
- C. Division means the several divisions within the Office.
- D. Shifts:
  - 1. The 1st shift shall be from 7:00 a.m. to 3:00 p.m.
  - 2. The 2nd shift shall be from 3:00 pm to 11:00 p.m.
  - 3. The mid-shift shall be from 7:00 p.m. to 3:00 a.m.
  - 4. The 3rd shift shall be from 11:00 p.m. to 7:00 a.m.
- E. Step "A" through Step "F" means those salary steps listed in Appendix A.
- F. Immediate Family (See County Personnel Ordinance Section 18.1025).
- G. Association Committee means the committee of members of the Rock County Deputy Sheriff's Association of 5 persons no more than 3 of which may participate in bargaining while on duty and being paid by the County.

ARTICLE XVII - EXECUTION

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

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

FOR THE ASSOCIATION:

FOR THE COUNTY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Rock County Clerk

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Dara Mosley  
DRAFTED BY

Finance Committee  
SUBMITTED BY

November 25, 2019  
DATE DRAFTED

**ELIMINATING ONE PROGRAMMER ANALYST II POSITION AND ADDING  
ONE SYSTEMS ANALYST POSITION IN THE INFORMATION  
TECHNOLOGY DEPARTMENT**

- 1 **WHEREAS**, the Rock County Board of Supervisors did pass a resolution in August of 2018 to contract
- 2 with Baker Tilly to perform an Information Technology Department assessment; and,
- 3
- 4 **WHEREAS**, as a result of the Baker Tilly assessment the first project recommended for I.T. to complete
- 5 was to reorganize the department; and,
- 6
- 7 **WHEREAS**, the Rock County Information Technology Department recently had one Programmer
- 8 Analyst II retire; and,
- 9
- 10 **WHEREAS**, the role of a Systems Analyst would better serve the needs of Rock County I.T. than
- 11 refilling the Programmer Analyst II position; and,
- 12
- 13 **WHEREAS**, the I.T. department requests the former Programmer Analyst II, position pay range 26, be
- 14 eliminated and a new Systems Analyst position be added at pay range 23; and,
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 17 this \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby approve the elimination of one Programmer Analyst
- 18 II position at pay range 26 and the creation of one Systems Analyst position at pay range 23.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Beaver, Vice Chair

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
Henry Brill

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

\_\_\_\_\_  
Betty Jo Bussie

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

\_\_\_\_\_  
Mary Mawhinney

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

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

\_\_\_\_\_  
Terry Thomas

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

Eliminating One Programmer Analyst II Position and Adding One Systems Analyst Position in the  
Information Technology Department  
Page 2

FISCAL NOTE:

The deletion of a Programmer Analyst II positions and the addition of a Systems Analyst position will save approximately \$11,100 in personnel costs.



Sherry Oja  
Finance Director

LEGAL NOTE:

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



Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

## **Executive Summary**

This resolution authorizes the elimination of a Programmer Analyst II position and the creation of a Systems Analyst position in Rock County's Information Technology Department.

The reorganization of the I.T. department has afforded I.T. administration the flexibility to reclassify duties within the Data Services team. By reorganizing those duties, an opportunity was made to add a position that can add efficiencies within the Rock County enterprise.

The Systems Analyst will be tasked with identifying routines and systems in the county that can be improved, both by simplifying processes and automating procedures.

Given the reduction of advanced programming duties and the marked increase in purchased applications, the addition of a Systems Analyst position will help the Information Technology department better serve both the citizens of Rock County and its workforce.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Diana Arneson, Asst. to IT Dir  
DRAFTED BY

Finance Committee  
SUBMITTED BY

November 25, 2019  
DATE DRAFTED

**ELIMINATING ONE HELP DESK POSITION AND ADDING ONE USER  
SUPPORT POSITION IN THE INFORMATION TECHNOLOGY  
DEPARTMENT**

- 1 **WHEREAS**, the Rock County Board of Supervisors did pass a resolution in August of 2018 to contract
- 2 with Baker Tilly to perform an Information Technology Department assessment; and,
- 3
- 4 **WHEREAS**, as a result of the Baker Tilly assessment the first project recommended for I.T. to complete
- 5 was to reorganize the department; and,
- 6
- 7 **WHEREAS**, the low level Help Desk duties within the I.T. department have been reassigned due to the
- 8 reorganization; and,
- 9
- 10 **WHEREAS**, the I.T. Director has determined the User Support team is currently understaffed; and,
- 11
- 12 **WHEREAS**, the elimination of one Help Desk position allows for funding a much-needed additional
- 13 User Support position to perform more complex duties; and,
- 14
- 15 **WHEREAS**, due to a staff promotion, the Help Desk position is currently vacant, providing an
- 16 opportunity to improve services without affecting current staff; and,
- 17
- 18 **WHEREAS**, the I.T. department requests the former Help Desk position pay range 13 be eliminated and
- 19 a new User Support position be added at pay range 18; and,
- 20
- 21 **WHEREAS**, the I.T. department can absorb the cost difference in the 2019 and 2020 budgets.
- 22
- 23 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 24 this \_\_\_\_\_ day of \_\_\_\_\_, 2019 does hereby approve the elimination of one Help Desk position
- 25 at pay range 13 and the creation of one User Support position at pay range 18.

Respectfully submitted,

FINANCE COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Mary Beaver, Vice Chair

\_\_\_\_\_  
Brent Fox

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

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

AUTHORIZING ELIMINATING HELP DESK POSITION AND ADDING USER SUPPORT  
POSITION  
Page 2

COUNTY BOARD STAFF COMMITTEE

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J. Russell Podzilni, Chair

---

Richard Bostwick

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Henry Brill

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Betty Jo Bussie

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Mary Mawhinney, Vice Chair

---

Louis Peer

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Alan Sweeney

---

Terry Thomas

---

Bob Yeomans

AUTHORIZING ELIMINATING HELP DESK POSITION AND ADDING USER SUPPORT  
POSITION

Page 2

FISCAL NOTE:

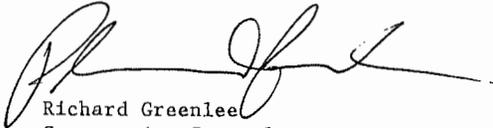
The elimination of a Help Desk position and the addition of an additional User Support position will cost approximately \$9,500 in FY2020. The additional cost could be covered by staff vacancies or a transfer from another account if funds are available.



Sherry Oja  
Finance Director

LEGAL NOTE:

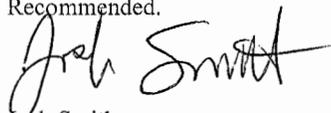
The County Board is authorized to take this action pursuant to §59.22(2),  
Wis. Stats.



Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

## Executive Summary

This resolution authorizes the elimination of a Help Desk position and the addition of a User Support position in Rock County's Information Technology Department.

Information Technology has changed much over the years and no longer requires the same level of Help Desk operations and duties as in the past. Print services, job management, and backup scheduling are no longer relegated to just the Help Desk since they can be performed by online applications and sometimes by the users themselves. The reorganization of the I.T. department has afforded I.T. administration the flexibility to reclassify duties such as those of the former Help Desk to a more all-encompassing Service Desk team approach. Additionally, the I.T. department is preparing to facilitate some large-scale projects to be completed within the next few years including: major user movement within the county to 1717 Center Avenue, the elimination of all Windows 7 devices and the installation of replacement Windows 10 devices, the replacement of old, outdated computer equipment in order to standardize refresh cycles, and the move of the I.T. department out of the Health Care Center building. These projects will require increased effort and capability on the part of a user support staff that is already operating above capacity.

Given the reduction in low level Help Desk duties and the marked increase in more complex User Support activities, the addition of a User Support position will help the Information Technology department better serve both the citizens of Rock County and its workforce.