

ROCK COUNTY, WISCONSIN



COUNTY BOARD STAFF COMMITTEE TUESDAY – AUGUST 27, 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 – August 13, 2019
5. Transfers
6. Resolutions
 - A. Recognizing Norvain Pleasant
 - B. Creating an Airport Governance Ad Hoc Committee
 - C. Creating an Ad Hoc Advisory Committee on the Future of Rock Haven
 - D. To Create a Blue Ribbon Commission on Organizational Excellence
7. Committee Action, Updates and Possible Action
 - A. Proposed Changes to the Rock County Administrative Policy 5.31 Overtime, Flex and After Hours Payments
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 at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



COUNTY BOARD STAFF COMMITTEE
Minutes – August 13, 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 and Thomas.

Committee Members Excused: Supervisor Yeomans.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Annette Mikula, Human Resources Director; Bridget Laurent, Deputy Corporation Counsel; Duane Jorgenson, Public Works Director.

Others Present: None.

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

Citizen Participation, Communications and Announcements. Supervisor Bussie informed the Committee that the Public Works Committee meetings for Parks Division are being held at the Turtle Creek Parkway, said it was very nice, and complimented Mr. Traynor, Parks Manager, on the good job he is doing.

Supervisor Mawhinney congratulated Supervisor Sweeney on being voted as the new President of the Rock Koshkonong Lake District.

Approval of Minutes – July 9, 2019 and the July 29, 2019 Joint Meeting with the Finance Committee. Supervisor Bussie moved approval of the minutes of July 9, 2019 as presented, second by Supervisor Sweeney. ADOPTED.

Supervisor Mawhinney moved approval of the minutes of July 29, 2019 joint meeting with the Finance Committee as presented, second by Supervisor Peer. ADOPTED.

Transfers. None.

Review of Payments. The Committee accepted the reports.

Resolutions.

Recognizing Gary Bersell Service with Kandu

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019 does hereby recognize Gary Bersell’s leadership at Kandu and wish him well in his next phase of life.”

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

Recognizing Christine Zantow for Service to Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019 does hereby recognize Christine Zantow for her 35 years of service and extend their best wishes to her in her future endeavors.”

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

Recognizing Steven Woodstock

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors at its regular meeting this ___ day of _____, 2019, directs that a sincere expression of recognition be given to Mr. Woodstock for his over thirty-five 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.

Recognizing Detective Richard A. Kamholz

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019, does hereby recognize Detective Richard A. Kamholz for his over 28 years of faithful service and recommends that a sincere expression of appreciation be given to Detective Richard A. Kamholz along with best wishes for the future.”

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

Recognizing Deputy Michael L. Stalker

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019, does hereby recognize Deputy Michael L. Stalker for his over 21 years of faithful service

and recommends that a sincere expression of appreciation be given to Deputy Michael L. Stalker along with best wishes for the future.”

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

Recognizing Justine Reckard

“**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019, does hereby recognize Justine Reckard for her fifteen years of service and wishes to express their sincere appreciation on behalf of Rock County along with best wishes for the future.”

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

Jury Appreciation Month

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2019:

- Educate the public about jury duty and the importance of jury service; and,
- Applaud the efforts of jurors who fulfill their civic duty; and,
- Ensure that all jurors are treated with respect and that their service is not unduly burdensome.

BE IT FURTHER RESOLVED, by the Rock County Board of Supervisors extends its sincere thanks and appreciation to all employers who pay employees their normal wages while allowing them to serve as jurors, preventing financial hardship and fostering community strength.

BE IT FURTHER RESOLVED, by the Rock County Board of Supervisors honors the service and commitment of citizens who perform jury duty, who by participating in the judicial process aid those elected to serve the citizens of Rock County by preserving the rule of law, the basis for a free society.”

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

Authorizing Easement to Alliant Energy

“**NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors assembled this ___ day of _____, 2019, that the County Board

Chair and County Clerk are authorized to sign the easement with Alliant Energy.”

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

Authorizing Naming the Recently Acquired Miller Property as Miller Farms Wetlands Conservancy

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019 does hereby designate recently acquired Miller property as Miller Farms Wetlands Conservancy.

BE IT FURTHER RESOLVED that the Rock County Parks Staff is directed to place a sign on the Miller Property designating it as Miller Farms Wetlands Conservancy.”

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

Mr. Jorgenson said the Miller’s agreed to the name.

ADOPTED.

Authorizing Naming the Turtle Creek Access at State Highway 140

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ___ day of _____, 2019 does hereby designate this area as Turtle Creek Access at State Highway 140.

BE IT FURTHER RESOLVED that the Rock County Parks Staff is directed to place a sign at the property entrance.”

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

Committee Action and Updates. None.

Executive Session: Supervisors Bostwick and Brill moved to go into Executive Session at 4:09 P.M. per Section 19.85(1)(e), Wis. Stats. – Update on Collective Bargaining. ADOPTED on a roll call vote with the following: Ayes – Supervisors Sweeney, Bostwick, Thomas, Bussie, Brill, Peer, Podzilni and Mawhinney. Absent – Supervisor Yeomans.

Supervisor Bostwick moved to go out of Executive Session at 4:35 P.M., second by Supervisor Brill. ADOPTED.

Adjournment. Supervisor Thomas moved adjournment at 4:36 P.M., second by Supervisor Bussie. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

County Board Staff Committee
INITIATED BY



Randy Terronez, Assistant
to the County Administrator
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

AUGUST 28, 2019
DATE DRAFTED

RECOGNIZING NORVAIN PLEASANT

- 1 **WHEREAS**, Norvain Pleasant served on the County Board from 2013 to 2019 representing District 13; and,
2
3 **WHEREAS**, Norvain has devoted many hours to faithfully serve on the following Committees:
4
5 Agriculture and Land Conservation Committee (2013-2014)
6 Education, Veterans and Aging Services Committee (2014-2019)
7 Health Services Committee (2014-2019 -- Chair 2016-2019)
8 Transportation Coordinating Committee (2016-2019)
9 Council on Aging Advisory Board / Council on Aging Nutrition Advisory Council (2016-2019)
10 Local Emergency Planning Committee (2014-2019)
11 Community Action Board (2017-2019)
12 Aging Services Integration Review Ad Hoc Committee (2019); and,
13
14 **WHEREAS**, the Rock County Board of Supervisors recognizes Norvain Pleasant for his dedicated service
15 to the citizens of Rock County and commends him for his contributions to the betterment of Rock County.
16
17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
18 this _____ day of _____, 2019 does hereby recognize Norvain Pleasant for his service and extends
19 best wishes in his future endeavors.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Louis Peer

Mary Mawhinney, Vice Chair

Alan Sweeney

Richard Bostwick

Terry Thomas

Henry Brill

Bob Yeomans

Betty Jo Bussie

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Southern Wisconsin Regional Airport Board
INITIATED BY



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

Southern Wisconsin Regional Airport Board
SUBMITTED BY

July 30, 2019
DATE DRAFTED

CREATING AN AIRPORT GOVERNANCE AD HOC COMMITTEE

1 **WHEREAS**, the Southern Wisconsin Regional Airport operates under a set of Rules and
2 Regulations and Minimum Standards that have been established by recommendation of the
3 Airport Director and approval of the Rock County Board of Supervisors; and
4

5 **WHEREAS**, the current Airport Director has suggested to the Southern Wisconsin Regional
6 Airport Board that some updates to these documents are needed; and
7

8 **WHEREAS**, the Southern Wisconsin Regional Airport Board has instructed that the Airport
9 Director recommend members for a committee that will be formed to review the Southern
10 Wisconsin Rules and Regulations and the Southern Wisconsin Regional Airport Minimum
11 Standards and make recommendations to the Airport Board for updates and changes.
12

13 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly
14 assembled this ___ day of _____ 2019, that an Airport Governance Committee shall be
15 established to review the Southern Wisconsin Regional Airport's Rules and Regulations
16 document and the Southern Wisconsin Regional Airport's Minimum Standards document and to
17 provide comments and recommendations on updating these documents to the Rock County
18 Board of Supervisors for its consideration.
19

20 **BE IT FURTHER RESOLVED** that the County Board chair shall appoint: Bonnie Cooksey,
21 from the Janesville Jet Center, an airport tenant; Jim Dillavou from SC Aviation, an airport
22 tenant; Greg Johnson from Regal Beloit, an Airport Board Member and an airport tenant; and
23 Rick Leyes, an airport t-hangar tenant; to the Airport Governance Committee in a manner
24 consistent with RULE IV, subsections G. & H. of the Rock County Board of Supervisors Rules
25 of Procedure. Greg Cullen, the Airport Director, will be appointed as a non-voting ex-officio
26 member of the Airport Governance Committee.
27

28 **BE IT FURTHER RESOLVED** that the Airport Governance Committee will dissolve upon
29 submittal of its recommendations to the Southern Wisconsin Regional Airport Board.

Respectfully submitted,

SOUTHERN WISCONSIN REGIONAL AIRPORT BOARD

Brent Fox, Chair

Dick Cope

Mary Mawhinney, Vice Chair

Greg Johnson

Absent

Rick Richard

Joe Quint

Eric Baker

Katie Reese

Larry Barton

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer


Alan Sweeney

Terry Thomas

Bob Yeomans

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator


FISCAL NOTE:

Citizen members of ad hoc committees are eligible for mileage reimbursement only.


Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sections 59.01 and 59.51, Wis. Stats. as well as Rule IV-C of the County Board Rules.


Bridget Laurent
Deputy Corporation Counsel

EXECUTIVE SUMMARY
Creating an Airport Governance Ad Hoc Committee

The Southern Wisconsin Regional Airport operates under a set of governing documents called Southern Wisconsin Regional Airport Rules and Regulations and Southern Wisconsin Regional Airport Minimum Standards. These documents set forth the Airport's requirements for doing business on and using the Southern Wisconsin Regional Airport. Both documents were adopted in 2012 and have been periodically updated. With the change of the Airport's governing committee, both documents are in need of review and updates. This Resolution creates a committee of airport tenants and the Airport Director to review and make suggestions for revisions to the documents that will be submitted to the Airport Board and County Board of Supervisors.

Respectfully Submitted,

Gregory A. Cullen C.M.
Airport Director

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Rick Richard
INITIATED BY



Supervisor Rick Richard
DRAFTED BY

Supervisor Rick Richard
SUBMITTED BY

August 14, 2019
DATE DRAFTED

Creating an Ad Hoc Advisory Committee on the Future of Rock Haven

- 1 **WHEREAS**, Rock Haven has experienced consistent management and staff turnover and shortages;
- 2 and
- 3
- 4 **WHEREAS**, the Rock County Board of Supervisors wishes to study the workplace climate, culture,
- 5 and practices at Rock Haven Nursing home; and
- 6
- 7 **WHEREAS**, since 2018 Rock Haven has received 18 federal citations resulting in \$42,330 in
- 8 forfeitures, and since 2014 has received a total of \$130,957 in forfeitures; and
- 9
- 10 **WHEREAS**, Rock Haven currently receives 1 out of 5 stars for overall quality due to health
- 11 inspection results and quality measures on the federal government's Nursing Home Compare website
- 12 despite receiving 5 out of 5 stars for staffing levels; and
- 13
- 14 **WHEREAS**, as part of its \$17 million annual budget, Rock County devotes more than \$4 million in
- 15 tax levy funding to operate Rock Haven, which represents operating losses; and
- 16
- 17 **WHEREAS**, in 2017, the Racine County Board of Supervisors voted to remove itself from the
- 18 Nursing Home business after a Racine County board task force recommended the sale of Ridgewood
- 19 Care Center; and
- 20
- 21 **WHEREAS**, in 2010, the Jefferson County Board of Supervisors voted to sell Countryside Nursing
- 22 Home after constructing the facility in 2003 due to \$3.5 million in annual tax levy support needed for
- 23 operations; and
- 24
- 25 **WHEREAS**, health care service providers that may purchase Rock Haven have the experience and
- 26 expertise to manage and recruit staff and maintain a consistent excellent care level.
- 27
- 28 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 29 assembled this ___ day of _____, 2019, does hereby establish an Ad Hoc Committee on the
- 30 Future of Rock Haven to consider whether Rock County should sell Rock Haven nursing home.
- 31
- 32 **BE IT FURTHER RESOLVED** that the Rock Haven Study Committee shall be provided
- 33 administrative support from the County Administrator and Human Resources Department as needed
- 34 and requested, and is further authorized to explore the retention of an external firm to assist with the
- 35 study of Rock Haven Nursing Home.
- 36
- 37 **BE IT FURTHER RESOLVED** that the Ad Hoc Committee shall be composed of seven members
- 38 to include one up to two members of the Health Service Committee ~~five County Board Supervisors~~
- 39 and two community members appointed by the Chair of the Rock County Board of Supervisors.
- 40
- 41 **BE IT FURTHER RESOLVED** that the Ad Hoc Committee will dissolve upon submission of a
- 42 report to the Rock County Board of Supervisors.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Louis Peer

Mary Mawhinney, Vice Chair

Alan Sweeney

Richard Bostwick

Terry Thomas

Henry Brill

Bob Yeomans

Betty Jo Bussie

HEALTH SERVICES COMMITTEE

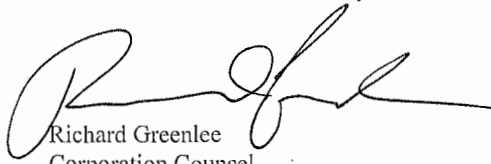
/s/ Brenton Driscoll
Brenton Driscoll, Chair

Vacant

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sections 59.01 and 59.51, Wis. Stats. as well as Rule IV-C of the County Board rules.

/s/ Tom Brien
Tom Brien, Vice Chair



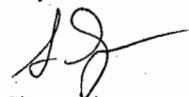
Richard Greenlee
Corporation Counsel

/s/ Kara Hawes
Kara Hawes

Absent
Kathy Schulz

FISCAL NOTE:

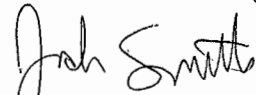
Per County Board Rule IV-C, County Board Supervisors who are members of additional special, single purpose or ad hoc committees are eligible for per meeting allowances and mileage reimbursement. Citizen members of such committees shall be eligible for mileage reimbursement only.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Rock Haven serves an important role in our community, including by providing care to those who may not otherwise be able to afford it. At the same time, the County should be open to considering new ways of operating that take into account the best interests of County residents, effects on staff, and the use of the County's limited resources. The County Board must balance those two important considerations in deciding whether to proceed with this resolution.



Josh Smith
County Administrator

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Brian Knudson
INITIATED BY



Supervisor Brian Knudson
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

August 8, 2019
DATE DRAFTED

To Create a Blue Ribbon Commission on Organizational Excellence

- 1 **WHEREAS**, Rock County’s personnel ordinance, policies, procedures, practices, and departmental
- 2 work rules have not been systematically reviewed in many years; and
- 3
- 4 **WHEREAS**, many County departments have created mission statements that should be in alignment
- 5 with the County’s Mission, Vision, and Values; and
- 6
- 7 **WHEREAS**, Rock County’s diversity and inclusion workgroup has identified that a review of human
- 8 resources policies is necessary to ensure these policies are free from bias; and
- 9
- 10 **WHEREAS**, policies that do not incorporate best practices, inconsistent application of policies, and
- 11 unaligned mission statements and goals can be a barrier to ensuring the public is receiving the best
- 12 services possible; and
- 13
- 14 **WHEREAS**, regular external analysis of human resources policies can ensure compliance with ever-
- 15 changing laws, help to avoid costly lawsuits and penalties, and enhance excellence in human resources;
- 16 and
- 17
- 18 **WHEREAS**, a third-party review would help to recognize strengths, identify areas of improvement,
- 19 and establish a baseline from which to measure future improvement; and
- 20
- 21 **WHEREAS**, a review could ensure consistency and fairness in the application of human resources
- 22 policies across departments, resulting in a more satisfied and productive workforce that could reduce
- 23 expenses and costly turnover; and
- 24
- 25 **WHEREAS**, this review would serve as “due diligence” for County taxpayers and help to instill a
- 26 sense of confidence in management and Rock County’s human resources functions; and
- 27
- 28 **WHEREAS**, an external review would benefit the County Board and County administration by
- 29 identifying future needs and possible budgetary savings; and
- 30
- 31 **WHEREAS**, it is common practice for large organizations to conduct quality management reviews,
- 32 such as ISO 9001, to ensure compliance with standards, focus on continuous improvement, and
- 33 establish a culture of excellence; and
- 34
- 35 **WHEREAS**, such a review would ensure that Rock County remains an organization of excellence and
- 36 enhances its reputation in the community as an employer; and
- 37
- 38 **WHEREAS**, an ad hoc committee of the County Board would best be able to provide oversight and
- 39 advice to a contracted third-party expert who would conduct this review.
- 40
- 41 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors, duly
- 42 assembled this ___ day of _____, 2019, does hereby create a Blue Ribbon Commission on
- 43 Organizational Excellence to oversee a third-party consultant’s development of a report and
- 44 recommendations regarding the County’s human resources functions.

45 **BE IT FURTHER RESOLVED**, that this Commission be composed of seven members, including five
46 County Board members and two members of the public with demonstrated experience in continuous
47 improvement or quality management. The Commission's term will expire upon submittal of its report to
48 the County Board.

49
50 **BE IT FURTHER RESOLVED**, that the County Administrator is directed to include funding in the 2020
51 budget for consulting services to conduct this review.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Louis Peer

Mary Mawhinney, Vice Chair

Alan Sweeney

Richard Bostwick

Terry Thomas

Henry Brill

Bob Yeomans

Betty Jo Bussie

FISCAL NOTE:

Per County Board Rule IV-C, County Board Supervisors who are members of additional special, single purpose or ad hoc committees are eligible for per meeting allowances and mileage reimbursement. Citizen members of such committees shall be eligible for mileage reimbursement only.


Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sections 59.01 and 59.51, Wis. Stats. as well as Rule IV-C of the County Board Rules.

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Annually, and following input from County employees, revisions to the Personnel Ordinance are presented to the County Board for consideration, and revisions to the Human Resources Policies are presented to the County Board Staff Committee. However, a comprehensive review of these ordinances and policies, as well as a more comprehensive review of departmental practices, has not been conducted in many years. If the County Board prioritizes this, an external evaluation would provide valuable feedback that would likely lead to improved consistency and equity, but may also include recommendations that are not seen as positive by all employee groups.

Josh Smith
County Administrator

Overtime for Unilateral Employees.

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

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

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

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

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

Assistant to the Information Technology Director
Communications Center Shift Supervisor
Computer Programmer/Analyst I
Computer Programmer/Analyst II
GEO Application Specialist
~~Materials & Environmental Services Manager~~
Network Support Administrator
Network Technician
Payroll Manager
Planner I
Planner II
Planner III
~~Public Safety Systems Manager~~
Public Works Superintendent
Sanitarian I
Shop Superintendent
Victim/Witness Specialist

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

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

Assistant Food Service Manager
Nursing Supervisor
YSC Supervisor

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

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

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

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

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

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

- (F) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.
- (G) Unilateral Employees in the classifications of Human Services Supervisors I and II assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive two hours of pay or compensatory time for each weekday (Monday thru Thursday), and three hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday. On county recognized holidays and days of observation, supervisors will receive four hours of pay or compensatory time for each 24-hour period.
- (H) The Communication Center Operations Manager and the Information Technology employee who is on-call for the Communication Center shall receive four hours of pay for each week of on-call coverage.
- (I) Unilateral Employees in the classification of Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week in compensatory time off, or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.
- (J) Employees in the Public Works Department in the classifications of Storekeeper, Public Works Superintendent, Shop Superintendent, and Assistant Public Works Director who is on call for Public Works shall receive four hours of pay for each week of on-call coverage.
- (K) A Council on Aging employee whose job requires the ability to be reached after hours for the transportation program will follow the procedure listed below:
 - a. After hours are designated as:
 - Monday, thru Friday 6:00 am to start of shift and end of shift to 6:30pm
 - Saturday 8:45am-6:30pm
 - b. Compensation for on-call hours will be paid as follows:
 - 1. The on call worker is compensated at a rate of \$3.50 per hour while on call.
- (L) For Unilateral Employees in the classification of Correctional Supervisor the work schedule shall consist of an eight and one half hours work day with scheduled work days as follows: work five (5) days, off work two days (2) days, work five (5) days, off work three (3) days, with above cycle repeating itself every two weeks. For payroll purposes, base hours will be (79.55) hours in each fourteen (14) day cycle. The work period is defined as a regular recurring period of twenty eight (28) days.

Each regular full-time employee shall receive time and one-half his or her hourly wage or time and one half compensatory time off for all hours worked in excess of eight and

one-half hours per day for a 5-2/5-3 schedule; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

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

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

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

(AFSCME 1077)

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

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

Any airport Employee required by management to carry a cell phone during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the cell phone.

(Facilities Management) Each regular full-time Employee shall receive time and one-half of his/her hourly wage rate for all hours worked in excess of eight hours per day, or forty hours per

week. In the event an Employee is off duty and called in to work in excess of eight hours per day, he/she shall be paid a minimum of time and one-half for two hours.

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

Any Maintenance Staff at the Youth Services Center, Rock Haven, or the Jail that is required by management to carry a County issued cell phone during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the cell phone.

(AFSCME 2489)

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

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

(AMHS RH)

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

14.03 Overtime Pay.

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

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

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

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

(AFSCME 1258)

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

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

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

(SEIU NURSES)

Overtime. The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees governed by this labor agreement, if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the Assistant Director. Occasions where the most senior employees refuse such overtime work consistent with this provision, the least senior employee of the unit shall be required to perform the overtime work. Refusals shall not apply to required evening and weekend meetings.

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

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

(YSC)

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

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

(AMHS HSD)

14.03. Overtime Pay.

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

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

2. In order to accommodate the specified needs of an HSD client, or insure the fidelity of a treatment model for an HSD client and stay in compliance with state statutes with respect to the care, treatment or supervision of HSD clients, or as a means to prevent the removal of an adult, child or youth from the community, staff may sometimes need to report to work before or stay after their normally scheduled work hours.

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

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

Child Protective Services Division

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

After hours are designated as:

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

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

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

Employees who have the qualifications and training may be designated to respond to after-hours duties during their off hours will be paid at the applicable overtime rate.

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

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

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

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

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

Crisis Intervention

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

**APPENDIX A
UNILATERAL PAY PLAN
Salaries Effective January 1, 2019**

Range
17

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

Accountant (C)	GEO Application Specialist (B)
Environmental Health Specialist II (B)	Human Resources Analyst (C)
Conservation Specialist II (C)	Victim/Witness Coordinator (C)
Materials & Environmental Services-Manager (B)-(C)	

Range
27

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

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