

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: *Amendment to Highway Addendum regarding starting pay rate*

Department	Highway	Presented By:	Roger Petrick
Date of Meeting:	7 July 2020	Action Needed:	Resolution
Disclosure:	Open	Authority:	County Structure O
Date submitted:	2 July 2020	Referred by:	Highway Committee

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Recommend a motion to approve amendments to the Richland County Handbook, Highway Addendum, eliminating conflicting language J,3(b) and J,12(b) for starting employee and seasonal hiring pay rates deferring to Resolution 19-89.

Background: *(preferred one page or less with focus on options and decision points)*

Resolution 19-89 (passed on August 20, 2019) defines pay rates for starting “General Government” employees — 3. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 2...” This language is in contrast to the current addendum language that states new employees and seasonal hires begin at step 1.

Attachments and References:

~ Summary from Highway	~ Copy of Resolution 19-89
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

The county is practicing in accordance with Resolution 19-89. This is a cleanup effort to ensure consistency and eliminate conflicting policy language and confusion. No financial impact.

Approval:

Review:



Department Head

Administrator, or Elected Office (if applicable)

Richland County
Finance and Personnel Committee
Summary Sheet

Meeting Date:

Agenda Item: Highway Addendum

Requested By: Roger Petrick

Department: Highway

Issue: Highway Addendum states new hires must start at step 1

Background: Richland County adopted a new pay plan that has eliminated step 1 in pay plan.

Financial Impact: None

Is this request within an adopted budget?

Yes

Recommendation:

Remove in Highway addendum 3 b. and 12 b.

Has this item been reviewed/approved by your oversight committee if other than Finance and Personnel

Yes

Roger Petrick

immediately notify the County Clerk's Office as to the employment status of their probation employees as soon as that status has been determined by the department's supervising committee.

The Personnel and Finance Committee shall be notified in Closed Session of any employee who has been terminated or had his or her probation period extended. This notification shall be provided at a regularly scheduled Finance and Personnel Committee meeting immediately following the termination or placement on extended probation.

Probationary employees may be terminated at any time at the discretion of the Department Head. Discharges during the probationary period shall not be subject to the grievance procedure.

HIGHWAY ADDENDUM

A. PROCEDURES FOR HIRING, PROMOTIONS, DEMOTIONS, TERMINATIONS, SUSPENSIONS, DISCIPLINARY ACTIONS, AND DISMISSAL –

1. **Hiring.** Refer to Handbook of Personnel Policies.

a. **Skills testing.** Required, varies by position.

2. **Temporary Vacancies.** Refer to Handbook of Personnel Policies.

3. **Probationary Period.** Refer to Handbook of Personnel Policies.

a. New employees shall be on a probationary status for a period of six (6) months. New employees shall receive sick leave and vacation benefits from his/her first day of hire and will receive insurance benefits as soon as permitted by the insurance carrier.

→ b. New hires shall start at Step 1 of the County's new wage plan and, after successfully completing probation, go to Step 2 in the plan. Any further step increases shall be determined by the County Board. Is this still accurate??? The County adopted starting at Step 2 Resolution 19-89 changed the starting step – see below

c.

General Government

1. Employees with two or more years of employment as of the Effective Date (currently step 3)
2. Employees whose wages were above step 3 prior to the Effective Date will provide an increase; except for those already at the top step
3. Employees with less than two years of continuous employment as of the Effective Date will be placed at step 2 (is currently step 1)
4. After an employee passes probation, the employee will be placed at step 1
5. After two years from the date of hire, the employee will be placed at step 2

4. **Reclassification.** Refer to Handbook of Personnel Policies.

5. **Dismissal or Suspension.** Refer to Handbook of Personnel Policies.

6. **Non-Disciplinary Termination/Layoff.** Refer to Handbook of Personnel Policies.

11. Full Time Hiring. The Highway Department will follow the hiring procedures detailed in the Handbook of Personnel Policies and Work Rules of Richland County for any and all regular, full time employees.

- a. The Department Head (Commissioner) shall, if the need exists, fill a vacant position with a new employee up to three days prior to the last day of employment for the purpose of task training.
- b. Specialized positions may require a longer training period and specific requests would need to be taken to the Highway Committee and Finance/Personnel for approval on a case-by-case basis.

12. Seasonal Hiring.

- a. The Highway Committee shall have full discretion on the need for hiring seasonal employees based on the recommendation of the Highway Commissioner. The Highway Committee and Commissioner may, if necessary, place an advertisement in the Richland Observer for at least two weeks in which the job is briefly described, the salary range is set forth and written application are solicited. A skills test may be required. The Commissioner shall conduct interviews and make the final decision as to who shall be hired. The seasonal position shall be set up to 560 hours maximum. Seasonal employees may be terminated at any time at the discretion of the employer. Discharges shall not be subject to the grievance procedure.

→ b. *removal* New hires shall start at Step 1 of the County's new wage plan and, after successfully completing probation, go to Step 2 in the plan. Any further Step increases shall be determined by the County Board. Same thing with this language Is Step 1 still accurate???

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RESOLUTION NO. 19 - 89

A Resolution Amending The County's Pay Plan.

WHEREAS the Finance and Personnel Committee has received a proposal to amend the County's Pay Plan in order to speed up annual pay increases, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED that the following changes, the gist of which is to speed up annual pay increases for County employees, is hereby approved, with the "effective date" being the start of the first pay period in January, 2020.

General Government

1. Employees with two or more years of employment as of the Effective Date will be placed at step 4 (is currently step 3)
2. Employees whose wages were above step 3 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step
3. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 2 (is currently step 1)
4. After an employee passes probation, the employee will be placed at step 3 (is currently step 2)
5. After two years from the date of hire, the employee will be placed at step 4 (is currently step 2)

Pine Valley

6. Employees with two or more years of employment as of the Effective Date will be placed at step 5 (is currently step 4)
7. Employees whose wages were above step 4 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step
8. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 3 (is currently step 2)
9. After an employee passes probation, the employee will be placed at step 4 (is currently step 3)
10. After two years from the date of hire, the employee will be placed at step 5 (is currently step 4)

General provisions

11. County department heads, beginning on the Effective Date, may authorize a new hire to start one to two steps above the new hire step, based on qualifications and experience. The Department must be able to absorb the increased cost in its budget. Such new hires would move up a step upon successful completion of their probationary period – and at other designated intervals, unless they are already at the highest step for that position (step 4 for general government; step 5 for Pine Valley)
12. County department heads may authorize a one-time placement adjustment (not to exceed step 4 for General Government or step 5 for Pine Valley) for current employees who the department head deems their experience and value to the department warrants the increase.
13. The Finance and Personnel Committee is authorized to retain the services of Carlson Dettmann Consulting, LLC, during 2020, to update the county's compensation structures (steps) to reflect current market – update to be completed by April 30, 2020, and

BE IT FURTHER RESOLVED that Resolution # 18-10 is hereby amended by repealing the following crossed-out language and adopting the following underlined language:

~~"Step progressions will automatically occur every other year, with the next progression on the steps to occur at the start of the first pay period in January of 2020."~~

"The Finance and Personnel Committee is authorized to have the County's compensation structures (steps) updated annually to reflect current market. The Finance and Personnel Committee is also authorized to permit further step progressions beginning in 2021 up to and including the use of all steps in preparations of annual budgets as the Committee and County administration deem feasible".
and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period after January, 2020.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION Adopted

Walter D. Ueland
COUNTY CLERK

DATED August 20, 2019

RESOLUTION OFFERED BY THE FINANCE AND
PERSONNEL COMMITTEE

FOR AGAINST

<u>Walter D. Ueland</u>	<u>✓</u>
<u>James H. Koppstadt</u>	<u>✓</u>
<u>Jim E. ...</u>	<u>X</u>
<u>Alan M. ...</u>	<u>X</u>
<u>B. E. Marshall</u>	<u>X</u>
<u>James H. ...</u>	<u>X</u>
<u>Larry Saband</u>	<u>X</u>

