

# County Clerk's Office

Richland County, Wisconsin

Derek S. Kalish  
County Clerk

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July 19, 2021

Please be advised that Richland County Board of Supervisors will convene at 7:00 p.m., Tuesday, July 20, 2021, in the Banquet Room of The Phoenix Center, located at 100 South Orange Street, Richland Center, Wisconsin.

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=mea9b24f6689a5a9a96f7e649caba0dbd>

Tuesday, July 20, 2021 7:00 pm | 3 hours | (UTC-05:00) Central Time (US & Canada)

Meeting number: 182 075 6097

Password: richland

Join by video system

Dial [1820756097@richlandcounty.my.webex.com](tel:1820756097)

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-408-418-9388 United States Toll

Access code: 182 075 6097

## Agenda:

1. Roll Call
2. Invocation
3. Pledge Of Allegiance
4. Approve Agenda
5. Approve Minutes of June 15<sup>th</sup> Meeting
6. Ordinance Relating To A Parcel Belonging To Jared & Rachel Wilson In The Town Of Marshall
7. Report On Petitions For Zoning Amendments Received Since The Last County Board Session
8. Report On Rezoning Petitions Recommended For Denial By The Zoning And Land Information Committee
9. Resolution Amending Resolution #15-99 Approving A Sign-On Bonus To Newly-Hired Certified Nursing Assistants And Nurses At Pine Valley Healthcare And Rehabilitation Center
10. Resolution Amending The County Ambulance Services Addendum To The Handbook Of Personnel Policies And Work Rules
11. Resolution Authorizing The Purchase Of The Richland Electric Cooperative Building
12. Resolution Proclaiming July 2021 As Fair Housing Month
13. Resolution Celebrating Independent Retailer Month
14. Resolution Approving A Contract With An Engineering Firm Relating To Improving The County's Emergency Radio And Tower Infrastructure
15. Resolution Making A Funds Transfer To The Richland County Fair Revolving Loan Fund
16. Resolution Adopting A County Classification, Compensation And Staff Authorization Policy
17. Resolution Amending Rules 14 And 16 Of The Rules Of The Board
18. Resolution Amending The Richland County Employee Handbook Meal Reimbursements
19. Resolution Creating A Committee To Develop A Strategic Plan And Monitor Progress Once Developed
20. Resolution Approving A Contract With Abt Swayne Law Firm For Corporation Counsel Services
21. Resolution Amending Resolution #19-36 Regarding Discrepancy In Vacation Accrual
22. Resolution Creating An Assistant To The County Administrator Position
23. Resolution Allocating American Rescue Plan Act Funds Towards Local Expansion Of Broadband
24. Appointments To Various Boards, Commissions And Committees
25. Reports: Administrator's Report, **Southwest Wisconsin Regional Planning Commission**
26. Correspondence
27. Adjourn

**\*\* Items In Bold Have Been Added, Modified, Or Removed From Agenda \*\***

Note: The Richland County Committee on Committees will convene during the recess period of the July 20, 2021 meeting of the Richland County Board of Supervisors. The meeting will be held at the Phoenix Center located at 100 S Orange Street in Richland Center, Wisconsin.

## **JUNE MEETING**

June 15, 2021

Chair Brewer called the meeting to order at 7 pm. Roll call found all members present except Williamson and Couey.

County Clerk Kalish led the Pledge of Allegiance.

Motion by McGuire, second by McKee for approval of the agenda. Motion carried.

Motion by Glasbrenner, second by Seep for approval of the May 18<sup>th</sup> minutes. Motion carried.

Ordinance No. 21-14 Amendment No. 524 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Steven & Cassandra Sanders In The Town Of Forest was presented to the Board. Motion by Gentes, second by Cosgrove that Ordinance No. 21-14 be enacted. Chair Brewer reviewed the rezoning request. Motion carried and ordinance declared enacted.

### **ORDINANCE NO. 21- 14**

Amendment No. 524 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Steven & Cassandra Sanders In The Town Of Forest.

The Richland County Board of Supervisors does hereby ordain as follows:

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (a) Adequate public facilities to serve the development are present or will be provided.
- (b) Provision of these facilities will not be an unreasonable burden to local government.
- (c) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (d) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (e) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (f) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (g) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described 2.24-acre parcel belonging to Steven & Cassandra Sanders and in the Town of Forest is hereby rezoned from the General Agricultural and Forestry District (A-F) to the Single Family Residential (R-2) District:

Being part of the Southwest quarter of the Northeast quarter of Section 1, Township 12 North, Range 2 West, Town of Forest, Richland County, Wisconsin more particularly described as follows:

Commencing at the North quarter corner of said Section 1;  
 Thence South 01°30'09" East, along the West line of the Northeast quarter, 1352.15 feet to the Northwest corner of the Southwest quarter of the Northeast quarter;  
 Thence North 88°51'50" East, along the North line of the Southwest quarter of the Northeast quarter, 368.88 feet to the point of beginning of the lands hereinafter described;  
 Thence continuing North 88°51'50" East, along said North line, 347.50 feet;  
 Thence South 01°32'36" East, 279.39 feet;  
 Thence South 89°18'34" West, 354.02 feet;  
 Thence North 00°11'58" West, 276.67 feet to the point of beginning.

3. This Ordinance shall be effective on June 15th, 2021.

DATED: JUNE 15, 2021  
 PASSED: JUNE 15, 2021  
 PUBLISHED: JUNE 24, 2021

ORDINANCE OFFERED BY THE ZONING AND  
 LAND INFORMATION COMMITTEE

		FOR	AGAINST
MARTY BREWER, CHAIR	MARC COUEY	X	
RICHLAND COUNTY BOARD OF SUPERVISORS	STEVE WILLIAMSON	X	
	CHAD COSGROVE	X	
ATTEST:	LINDA GENTES	X	
	INGRID GLASBRENNER	X	
DEREK S. KALISH			
RICHLAND COUNTY CLERK			

Ordinance No. 21-15 Amendment No. 525 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Zane & Gabrielle Parker In The Town Of Forest was presented to the Board. Motion by Manning, second by McKee that Ordinance No. 21-15 be enacted. Chair Brewer reviewed the rezoning request. Motion carried and ordinance declared enacted.

### **ORDINANCE NO. 21- 15**

Amendment No. 525 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Zane & Gabrielle Parker In The Town Of Forest.

The Richland County Board of Supervisors does hereby ordain as follows:

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (h) Adequate public facilities to serve the development are present or will be provided.
- (i) Provision of these facilities will not be an unreasonable burden to local government.
- (j) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (k) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (l) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (m) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (n) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described 18.81-acre parcel belonging to Zane & Gabrielle Parker and in the Town of Forest is hereby rezoned from the General Agricultural and Forestry District (A-F) to the Agricultural Residential (A-R) District:

All that part of the Southeast Quarter (SE ¼) of the Southwest Quarter (SW ¼) lying east of the public highway. Excepting: Commencing at the Northeast corner of the Southeast Quarter (SE ¼) of the Southwest Quarter (SW ¼) of section Four (4);

Thence running West Eighteen and one-half (18 ½) rods to the public highway;

Thence south along the public highway a distance of one hundred and one (101) feet;

Thence East Twelve and one half (12 ½) rods; Thence North Two (2) rods;

Thence East Three (3) rods;

Thence in a northeasterly direction to the Point of Beginning.

All said lands being in Section Four (4). Township Twelve (12) North, Range Two (2) West, Richland County, Wisconsin

3. This Ordinance shall be effective on June 15th, 2021.

DATED: JUNE 15, 2021  
PASSED: JUNE 15, 2021  
PUBLISHED: JUNE 24, 2021

ORDINANCE OFFERED BY THE ZONING AND  
LAND INFORMATION COMMITTEE

MARTY BREWER, CHAIR  
RICHLAND COUNTY BOARD OF SUPERVISORS

ATTEST:

DEREK S. KALISH  
RICHLAND COUNTY CLERK

	FOR	AGAINST
MARC COUEY	X	
STEVE WILLIAMSON	X	
CHAD COSGROVE	X	
LINDA GENTES	X	
INGRID GLASBRENNER	X	

Ordinance No. 21-16 Amendment No. 526 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Daniel DeCleene In The Town Of Henrietta was presented to the Board. Motion by Van Landuyt, second by Gentes that Ordinance No. 21-16 be enacted. Chair Brewer reviewed the rezoning request. Motion carried and ordinance declared enacted.

### **ORDINANCE NO. 21- 16**

Amendment No. 526 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Daniel DeCleene In The Town Of Henrietta.

The Richland County Board of Supervisors does hereby ordain as follows:

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (o) Adequate public facilities to serve the development are present or will be provided.
- (p) Provision of these facilities will not be an unreasonable burden to local government.
- (q) The land to be rezoned is suitable for development and development will not cause unreasonable

- water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (r) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (s) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (t) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (u) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described 11.2-acre parcel belonging to Daniel DeCleene and in the Town of Henrietta is hereby rezoned from the General Agricultural and Forestry District (A-F) to the Agricultural Residential (A-R) District:

Fifteen acres off the North side of the Northwest Quarter of the Southeast quarter and 24 by 80 rods off the South side of the Southwest quarter of the Northeast quarter.

Also, beginning at the Northwest Corner of said tract 24 by 80 rods, and running due north to the public highway, thence Southeasterly along said highway until it intersects said North line of said tract 24 by 80 rods, thence west to commencement; all in Section 31, Township 12 North, Range 1 East, Town of Henrietta, Richland County, Wisconsin.

Excepting Therefrom the following 3 parcels:

#### Parcel I

A parcel of land in the Southwest Quarter of the Northeast quarter and the Northwest quarter of the Southeast quarter, Section 31, Township 12 North, Range 1 East, contained in the following described traverse: Commencing at the south quarter corner of said section 31; thence N08° 37' 11" E, 2951.1 feet to the point of beginning; thence N54°18'15"W, 1104.50 feet; thence 305.62 feet along the arc of a curve to the left having a radius of 1031.35 feet, the long chord of which bears N62°47' 36" W, 304.5 feet; thence N 71° 47'29" W, 153.42 feet; thence N79°45'15"W, 381.30 feet; thence N68°44'33" W, 60.53 feet; the N 74°56'52" W, 70.92 feet; thence S05°40'05", 100.67feet, thence N84°8419'55"W, 66 feet; thence N06°25'08"W103.17 feet; thence N63°44'56"W, 361.34 feet; thence 183.99 feet along the arc of a curve to the left having a radius of 1041.35 feet, the long chord of which bears N69°57'27"W 183.75 feet; thence N75°11'58"W, 147.98 feet; thence N83°06'37"W, 345.88 feet; thence N06°53'23"E, 90 feet; thence S83°06'37"E, 200 feet; thence N89°05'00"E, 147.25 feet; thenceS83°06'37" E, 172.45 feet; thence N24°17'28"W, 101.31 feet; thence N65°42'32"E, 66.00 feet; thence S33°13'25"E, 109.49 feet; thence S13°43'15"E, 92.67 feet, thence S62°07'37"E, 388.74 feet; thenceS73°00'30"E, 96.87 feet; thence S83°25'07"E, 96.87 feet; thenceS83°25'07"E, 533.44 feet; thence 522.52 feet along the arc of a curve to the right having a radius of 1176.35 feet, the long chord of which bears S67°01'45"E, 518.23 feet; thence S 54°18'15"E, 776.60 feet; thence S48°35'37"E, 100.50 feet; thence S 54°18'15E, 227.90 feet; thence S35°41'45"W, 135.00 feet to the point of beginning.

#### Parcel II

Commencing at the Northwest corner of the Southeast quarter of Section 31, thence East 20 rods, thence South 24 rods, thence West 20 rods and thence North 24 rods to the place of beginning. All said land being in all in Section 31, Township 12 North, Range 1 East, Town of Henrietta, Richland County, Wisconsin. Also all that part of the following tract of land lying East of the Town highway running in a Northwesterly and Southeasterly direction, to-wit:

Commencing 24 rods on a line South of the Northwest corner of the Northwest Quarter of the Southeast Quarter, thence running east 20 rods, thence South 16 rods, thence West 20 rods and thence North 16 rods to the place of beginning. all said lands being in Section 31, Township 12 North, Range 1 East, Town of Henrietta, Richland County, Wisconsin.

Also all that part of a parcel of land described as the East 15 acres of the North ½ of the Northwest quarter of the Southeast quarter all in Section 31, Township 12 North, Range 1 East, Town of Henrietta, Richland County, Wisconsin, lying Southwesterly of the centerline of CTH “D”.

**Parcel III**

Commencing 24 rods North and South by 80 rods East and West off the South side of the Southwest quarter of the Northeast quarter. And Also beginning at the Northwest corner of said tract 24 by 80 rods, and running due North to the centerline of a public Highway, Thence Southeasterly along said highway to the centerline until it intersects said North line of said tract 24 rods by 80 rods; thence West along said north line to commencement; all in Section 31, Township 12 North, Range 1 East, Town of Henrietta, Richland County, Wisconsin.

Excepting Therefrom:

All that part of Parcel II shown above lying Northeasterly of the Centerline of CTH “D”

3. This Ordinance shall be effective on June 15th, 2021.

DATED: JUNE 15, 2021  
PASSED: JUNE 15, 2021  
PUBLISHED: JUNE 24, 2021

ORDINANCE OFFERED BY THE ZONING AND  
LAND INFORMATION COMMITTEE

		FOR	AGAINST
MARTY BREWER, CHAIR	MARC COUEY	X	
RICHLAND COUNTY BOARD OF SUPERVISORS	STEVE WILLIAMSON	X	
	CHAD COSGROVE	X	
ATTEST:	LINDA GENTES	X	
	INGRID GLASBRENNER	X	
DEREK S. KALISH			
RICHLAND COUNTY CLERK			

Ordinance No. 21-17 Amendment No. 527 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Michael Hanson & Jacob Colson In The Town Of Richwood was presented to the Board. Motion by Cosgrove, second by Severson that Ordinance No. 21-17 be enacted. Chair Brewer reviewed the rezoning request. Motion carried and ordinance declared enacted.

**ORDINANCE NO. 21- 17**

Amendment No. 527 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Michael Hanson and Jacob Colson In The Town Of Richwood.

The Richland County Board of Supervisors does hereby ordain as follows:

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (v) Adequate public facilities to serve the development are present or will be provided.
- (w) Provision of these facilities will not be an unreasonable burden to local government.
- (x) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (y) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (z) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (aa) Non-farm development will be encouraged to locate so as to leave a maximum amount of

farmland in farmable size parcels.

- (bb) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described 2.5 acre parcel belonging to Michael Hanson and Jacob Colson and in the Town of Richwood is hereby rezoned from the General Agriculture/Residential (A-R) District to the Single Family Residential (R-2) District:

Being part of the NW 1/4 of the SE 1/4 of Section 33, T9N, R2W, Town of Richwood, Richland County, Wisconsin, to wit:

Commencing at the S 1/4 corner of said Section 33;  
thence N 0°06'16" W, 1781.00' along the west line of the SE 1/4 to the POINT OF BEGINNING;  
thence N 0°06'16" W, 407.20' along the west line of the SE 1/4;  
thence S 88°24'31" E, 265.94';  
thence S 0°00'00" W, 409.91';  
thence N 89°29'11" W, 115.37';  
thence N 86°32'16" W, 150.00' to the POINT OF BEGINNING;  
Containing 108900 square feet or 2.500 acres, more or less.

3. This Ordinance shall be effective on June 15th, 2021.

DATED: JUNE 15, 2021  
PASSED: JUNE 15, 2021  
PUBLISHED: JUNE 24, 2021

ORDINANCE OFFERED BY THE ZONING AND  
LAND INFORMATION COMMITTEE

		FOR	AGAINST
MARTY BREWER, CHAIR	MARC COUEY	X	
RICHLAND COUNTY BOARD OF SUPERVISORS	STEVE WILLIAMSON	X	
	CHAD COSGROVE	X	
ATTEST:	LINDA GENTES	X	
	INGRID GLASBRENNER	X	
DEREK S. KALISH			
RICHLAND COUNTY CLERK			

Chair Brewer reported the receipt of the following rezoning petitions: Jared & Rachel Wilson to rezone 21.96 acres from Agriculture/Forestry to Agriculture/Residential in Section 4 of the Town of Marshall. Chair Brewer referred the petitions to the Zoning and Land Information Committee for action.

Chair Brewer reported that there were no rezoning petitions being recommended for denial by the Zoning and Land Information Committee.

Resolution No. 21-74 approving the Town of Rockbridge's rezoning of a parcel belonging to Dennis & Cheryl Blood and James Kaderavek was read by County Clerk Kalish. Motion by Van Landuyt, second by Cooper that Resolution No. 21-74 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21-74**

A Resolution Approving The Town of Rockbridge's Rezoning Of A Parcel Belonging To Dennis & Cheryl Blood and James Kaderavek.

WHEREAS the usual way that zoning is accomplished in the unincorporated areas of counties in Wisconsin is for the county to adopt county-wide zoning and for the town boards that wish to do so elect to be covered by that zoning, but there is an alternate, seldom-used method whereby towns, with the permission of the county board, can adopt their own zoning ordinances, and

WHEREAS the Town of Rockbridge is one of two towns in Richland County that has elected to have town zoning and Wisconsin Statutes, section 60.62(3) provides that the County Board must not only approve the Town's initial zoning ordinance and zoning maps but the County Board must also approve any rezonings before they become effective, and

WHEREAS representatives of the Town of Rockbridge met recently with the Zoning and Land Information Committee and requested that the County Board approve the Town's rezoning of a parcel belonging to Dennis & Cheryl Blood and James Kaderavek from the Agricultural District to the Residential District in the Town of Rockbridge Zoning Ordinance and the Zoning Land Information Committee has carefully considered this matter and is now recommending that the County Board approve this rezoning.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors in accordance with Wisconsin Statutes, section 60.62(3), that approval is hereby granted for rezoning the following-described 18.12-acre parcel from the Ag Forestry District to the Ag Residential District in accordance with the Town of Rockbridge's Zoning Ordinance:

Being located in part of the Southwest quarter of the Southeast quarter of Section 5, Township 11 North, Range 1 East, Town of Rockbridge, Richland County, Wisconsin, described as follows:  
Commencing at the South quarter corner of said Section 5;  
Thence North 00°04'51" East, along the West line of the Southeast quarter, 507.77 feet to the point of beginning of the lands hereinafter described;  
Thence continuing North 00°04'51" East, along said West line, 794.29 feet to the Northwest corner of the Southwest quarter of the Southeast quarter;  
Thence South 89°05'19" East, along the North line of the Southwest quarter of the Southeast quarter, 809.67 feet;  
Thence South 00°08'08" West 724.91 feet;  
Thence South 11°14'40" East, 338.52 feet to a point on the centerline of Blood Lane;  
Thence South 46°51'38" West, along said centerline, 95.70 feet to the Easterly corner of Richland County Certified Survey Map number 960;  
Thence North 67°02'56" West, along the North line of said Certified Survey Map, 874.37 feet to the point of beginning.

BE IT FURTHER RESOLVED that the Zoning Administrator shall send a copy of this resolution to the known Clerk of the Town of Rockbridge.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE ZONING AND  
LAND INFORMATION COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

FOR AGAINST

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

MARC COUEY	X
STEVE WILLIAMSON	X
CHAD COSGROVE	X
LINDA GENTES	X
INGRID GLASBRENNER	X

DATED JUNE 15, 2021

Resolution No. 21-75 approving the Town of Ithaca's rezoning of a parcel belonging to Ridge & Valley Hospitality, LLC was read by County Clerk Kalish. Motion by Seep, second by Gentes that Resolution No. 21-75 be adopted. Motion carried and resolution declared adopted.

### **RESOLUTION NO. 21-75**

A Resolution Approving The Town of Ithaca's Rezoning Of A Parcel Belonging To Ridge & Valley Hospitality, LLC Marty Richards.

WHEREAS the usual way that zoning is accomplished in the unincorporated areas of counties in Wisconsin is for the county to adopt county-wide zoning and for the town boards that wish to do so elect to be covered by that zoning, but there is an alternate, seldom-used method whereby towns, with the permission of the county board, can adopt their own zoning ordinances, and

WHEREAS the Town of Ithaca is one of two towns in Richland County that has elected to have town zoning and Wisconsin Statutes, section 60.62(3) provides that the County Board must not only approve the Town's initial zoning ordinance and zoning maps but the County Board must also approve any rezonings before they become effective, and

WHEREAS representatives of the Town of Ithaca met recently with the Zoning and Land Information Committee and requested that the County Board approve the Town's rezoning of a parcel belonging to Ridge & Valley Hospitality, LLC Marty Richards from the Residential District to the Commercial District in the Town of Ithaca's Zoning Ordinance and the Zoning Land Information Committee has carefully considered this matter and is now recommending that the County Board approve this rezoning.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors in accordance with Wisconsin Statutes, section 60.62(3), that approval is hereby granted for rezoning the following-described 1.1-acre parcel from the Residential District to the Commercial District in accordance with the Town of Ithaca's Zoning Ordinance:

Being part of the Northwest quarter of the Northeast quarter and part of the Northeast quarter of the Northeast quarter of Section 17, Township 10 North, Range 2 East, Town of Ithaca, Richland County, Wisconsin more particularly described as follows:

Commencing at the Northeast corner of said section 17;  
Thence South 01°29'54" West, along the East line of the Northeast quarter, 696.95 feet;  
Thence North 88°30'06" West, 1023.84 feet to the point of beginning of the lands hereinafter described;  
Thence South 09°52'25" West, 120.38 feet;  
Thence North 74°14'10" West, 407.90 feet to a point on the former Centerline of S.T.H. 58;  
Thence North 33°01'44" East, along said former centerline, 87.95 feet to a point on the Southerly right-of-way of S.T.H. 58;  
Thence South 47°26'38" East, along said right-of-way, 31.40 feet;  
Thence North 32°31'23" East, along said right-of-way, 74.32 feet;  
Thence South 70°26'13" East, 320.69 feet to the point of beginning, and

BE IT FURTHER RESOLVED that the Zoning Administrator shall send a copy of this resolution to the known Clerk of the Town of Ithaca.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE ZONING AND  
LAND INFORMATION COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

FOR AGAINST

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

MARC COUEY	X
STEVE WILLIAMSON	X
CHAD COSGROVE	X
LINDA GENTES	X
INGRID GLASBRENNER	X

DATED JUNE 15, 2021

Agenda item #14 for a resolution recognizing the retirement of an employee from the Fair & Recycling Department was removed from the agenda.

Resolution No. 21-76 celebrating the LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer) Pride Month was read by County Clerk Kalish. Motion by Cooper, second by Kaul that Resolution No. 21-76 be adopted. Discussion continued. Gottschall makes motion to adopt proposed amendment as presented, Glasbrenner seconds, discussion continued. Roll call vote taken on motion to accept amended resolution. Motion to accept amended resolution fails with 14 not in favor and 5 in favor. Roll call vote taken on motion to accept Resolution No. 21-76 with no amendments. Motion to accept resolution with no amendments passes with 14 in favor and 5 not in favor. Motion carried and resolution declared adopted.

### **RESOLUTION NO. 21 - 76**

A Resolution Celebrating LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer) Pride Month

WHEREAS the County Board wants to join in the celebration of June as LGBTQ Pride Month, which was born out of the Stonewall uprising in New York City on June 28, 1970, and

WHEREAS LGBTQ people have struggled with adversity to achieve full inclusion in American society, and

WHEREAS notable LGBTQ Richland County residents from our past have not been documented, due to past and lingering social stigmas associated with being a member of this community, and

WHEREAS unnamed LGBTQ people across many centuries have held careers and raised families in Richland County.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the County Board hereby celebrates June as LGBTQ Pride Month, and

BE IT FURTHER RESOLVED that the County Board encourages residents to learn about and embrace the historical contributions of LGBTQ people in Richland County, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
RULES AND RESOLUTIONS COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 15, 2021

SHAUN MURPHY-LOPEZ  
CHAD COSGROVE  
KERRY SEVERSON  
MELISSA LUCK  
DONALD SEEP

FOR AGAINST

X  
X  
  
X  
X

Resolution No. 21-77 recognizing emergency and health care service workers and volunteers was read by County Clerk Kalish. Motion by Severson, second by McKee that Resolution No. 21-77 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 77**

A Resolution Recognizing Emergency and Health Care Service Workers and Volunteers.

WHEREAS Richland County residents and visitors rely on emergency and health service workers and volunteers for our safety and well-being, and

WHEREAS several volunteer fire associations exist in our county, including Blue River, Cazenovia, La Farge, Lone Rock, Muscoda, Richland, Viola, and Yuba, and

WHEREAS several ambulance associations exist in our county, including Blue River EMS, Boaz (Western Richland County) First Responders, Cazenovia EMS, Ithaca First Responders, La Farge EMS, Lone Rock EMS, Muscoda EMS, Richland County EMS, Viola (Kickapoo Valley) EMS, and Yuba First Responders, and

WHEREAS several police forces exist in our county, including the Lone Rock Police Department, Richland Center Police Department, Richland County Sheriff's Department, Viola Police Department, and

WHEREAS several organizations with health care service workers and volunteers are in our county, including Harvest Guest Home, Our House Senior Living, Pine Valley Community Village, Richland County Health and Human Service Department, the Richland Hospital and Clinic, and Schmitt Woodland Hills, and

WHEREAS hundreds of people serve in these organizations, and

WHEREAS these people, whether volunteers or employed, have put themselves in harm's way to protect the residents and visitors of Richland County, particularly since the beginning of the COVID-19 pandemic.

NOW THEREFORE BE IT RESOLVED the County Board expresses its appreciation to all emergency and health care service volunteers and workers for their service to our county, and

BE IT FURTHER RESOLVED the County Board appreciates the contributions of all volunteers and workers, no matter the length of their service, and

BE IT FURTHER RESOLVED if any group has been erroneously omitted from the above list, anyone may contact Shaun Murphy-Lopez, the Chair of the County's Rules & Resolutions Committee, at 608-462-3715 to request a correction,

BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this Resolution to each of these each of the organizations set forth in the attachment to this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
RULES AND RESOLUTIONS COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

FOR AGAINST

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 15, 2021

SHAUN MURPHY-LOPEZ	X
CHAD COSGROVE	X
KERRY SEVERSON	X
MELISSA LUCK	X
DONALD SEEP	X

Emergency & Health Service Workers & Volunteers List

Blue River Fire & Rescue  
201 Exchange St  
PO Box 215  
Blue River, WI 53518

Cazenovia Area Fire Department & Ambulance Service  
303 N State Hwy 58  
PO Box 183  
Cazenovia, WI 53924

Harvest Guest Home  
875 West Side Dr  
Richland Center, WI 53581

Ithaca First Responders  
23627 State Highway 58  
Richland Center, WI 53581

Kickapoo Valley Rescue Squad  
213 North Turner St  
PO Box 95  
Viola, WI 54664

La Farge Area Ambulance  
230 S Silver St  
La Farge, WI 54639

La Farge Fire Department  
201 S Silver St  
La Farge, WI 54639

Lone Rock Fire Department  
108 N Fireman Ln  
Lone Rock, WI 53556

Lone Rock Police Office  
314 E Forest St  
PO Box 338  
Lone Rock, WI 53556

Lone Rock Rescue Unit  
350 E Richland St  
PO Box 235  
Lone Rock, WI 53556

Muscoda Joint Fire & Rescue  
701 N Wisconsin Ave  
Muscoda, WI 53573

Our House Senior Living  
250 N Orange St  
Richland Center, WI 53581

Pine Valley Community Village  
25951 Circle View Ln  
Richland Center, WI 53581

Richland Center Fire Department  
205 East Mill St  
Richland Center, WI 53581

Richland Center Police Department  
470 South Main St  
Richland Center, WI 53581

Richland County EMS  
181 W Seminary St  
PO Box 251  
Richland Center, WI 53581

Richland County Health & Human Service Department  
221 W Seminary St  
Richland Center, WI 53581

Richland County Sheriff's Department  
181 W Seminary St  
Richland Center, WI 53581

Richland Hospital  
333 E 2<sup>nd</sup> St  
Richland Center, WI 53581

Schmitt Woodland Hills  
1400 W Seminary St  
Richland Center, WI 53581

Viola Fire Department  
204 North Main  
Viola, WI 54664

Viola Police Officer  
PO Box 38  
Viola, WI 54664

Western Richland County First Responders  
23545 County Hwy E  
Richland Center, WI 53581

Yuba Fire Department and First Responders  
22099 Main St  
Yuba, WI 54634

Resolution No. 21-78 recognizing long serving municipal elected officials was read by County Clerk Kalish. Motion by Seep, second by Luck that Resolution No. 21-78 be adopted. Motion carried and resolution declared adopted.

### **RESOLUTION NO. 21 – 78**

A Resolution Amending Resolution 21-53 Recognizing Long Serving Municipal Elected Officials.

WHEREAS the County Board recognized the service of 22 municipal elected officials in Richland County who were known to have served 20 or more years at their April 20<sup>th</sup>, 2021 meeting, and

WHEREAS Anthony Wheeler was identified as an additional municipal elected official who has served for 36 years as the Town of Sylvan Treasurer, as shown in the chart below,

<b>Municipality</b>	<b>Individual</b>	<b>Years Served</b>	<b>Role</b>
Town of Bloom	Calvin Brown	30	Chair (1991 – present)
Town of Eagle	Marilyn Williamson	34	Treasurer (1985 – 2019)
Town of Henrietta	Verlin Coy	34	Chair (1987 – present)
Town of Marshall	Steven Chupp	23	Supervisor (1998 – present)
Town of Marshall	Jerome Durst	20	Chair (2001 – present)
Town of Orion	Judy Shadewald	42	Treasurer (1979 – present)
Town of Richland	David Jelinek	28	Supervisor (1993 – 2015); Chair (2015 – present)
Town of Rockbridge	Scott Banker	30	Supervisor (1991 – 1997); Chair (1997 – present)
Town of Rockbridge	Don Clark	28	Supervisor (1993 – present)
Town of Sylvan	Judy Murphy	46	Clerk (1975 – present)
<a href="#">Town of Sylvan</a>	<a href="#">Anthony Wheeler</a>	<a href="#">36</a>	<a href="#">Treasurer (1985 –</a>

			<a href="#">present)</a>
Town of Westford	Sonya Klang	42	Treasurer (1979 – present)
Town of Westford	John Scheahan	34	Supervisor (1987 – 2021)
Village of Boaz	Jean Nicks	21	Trustee (2000 – 2014), President (2014 – present)
Village of Cazenovia	Mike Adelman	38	Trustee (1983 – present)
Village of Cazenovia	Steve Bauer	30	Trustee (1991 – present)
Village of Cazenovia	Tim Hanko	33	Trustee (1988 – present)
Village of Cazenovia	Robin Landsinger	20	Clerk (2000 – present)
Village of Cazenovia	Mary Shields	20	Treasurer (2000 – present)
Village of Viola	Kent Kanable	23	Trustee (1998 – present)
Village of Yuba	Janet Bladl	44	Treasurer (1973 – 2017)
Village of Yuba	Ron Bladl	42	Trustee (1978 – 2020)
Village of Yuba	Jim Huffman	44	Trustee (1977 – 2001) President (2001 – 2021)

NOW THEREFORE BE IT RESOLVED the County Board additionally expresses its appreciation to Mr. Wheeler for his many years of dedicated service to the residents of the Town of Sylvan, and

BE IT FURTHER RESOLVED the County Board appreciates the contributions of all municipal elected officials, no matter the length of their service, and

BE IT FURTHER RESOLVED if an error is found in the above list, or if any additional elected officials have been erroneously omitted, anyone may contact Shaun Murphy-Lopez, the Chair of the County's Rules & Resolutions Committee, at 608-462-3715 to request a correction, and

BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this Resolution to Mr. Wheeler at 12976 Elk Creek Road, Viola, WI 54664, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 15, 2021

RESOLUTION OFFERED BY THE  
RULES AND RESOLUTIONS COMMITTEE

FOR AGAINST

SHAUN MURPHY-LOPEZ	X
CHAD COSGROVE	X
KERRY SEVERSON	X
MELISSA LUCK	X
DONALD SEEP	X

Resolution No. 21-79 approving amendments to four 2021 contracts for the Department of Health & Human Services was read by County Clerk Kalish. Motion by Nelson, second by McKee that Resolution No. 21-79 be adopted. Motion carried and resolution declared adopted.

### **RESOLUTION NO. 21-79**

A Resolution Approving Amendments To Four 2021 Contracts For The Department of Health and Human Services.

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have recommended amendments to four 2021 contracts, and

WHEREAS it is provided in Rule 14 of the Rules of the Board that any contract by the Department of Health and Human Services Department which involves the expenditure of \$50,000 or more at any one time or within the course of one year must be approved by the County Board, and

WHEREAS the Health and Human Services Board has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the following amendment to the following four 2021 contracts:

1. With Children's Hospital of Wisconsin Community Services-Children's Service Society of Milwaukee, with the original contract being for \$49,500 and the amendment being for \$130,000, due to an increased need for treatment foster care and respite services provided to children being served by the Child & Youth Services Unit;
2. With Community Care Resources of Middleton, with the original contract being for \$49,500 and the amendment being for \$120,000, due to an increased need for treatment foster care and respite services provided to children being served by the Child & Youth Services Unit,
3. With Positive Alternatives of Menomonie, with the original contract being for \$49,500 and the amendment being for \$75,000, due to an increased need for group home care provided to children being served by the Child & Youth Services Unit,
4. With the Southwest Wisconsin Workforce Development Board of Platteville, with the original contract being for \$49,500, amendment to \$230,000 [Resolution #21-50], and an additional amendment being for \$525,000, due to an increased need for leased employee services, and

BE IT FURTHER RESOLVED that the Health and Human Services Board is hereby authorized to amend the above contracts by not more than 15%, and

BE IT FURTHER RESOLVED that the Director of the Health and Human Services Board is hereby authorized to sign the above contracts on behalf of the County in accordance with this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE COUNTY BOARD  
SUPERVISOR MEMBERS OF THE HEALTH AND  
HUMAN SERVICES BOARD

RESOLUTION ADOPTED

FOR AGAINST

DEREK S. KALISH  
COUNTY CLERK

KERRY SEVERSON  
INGRID GLASBRENNER  
VAN NELSON  
TIMOTHY GOTSCHALL

X  
X  
X  
X

DATED: JUNE 15, 2021

Resolution No. 21-80 approving the Department of Health & Human Services applying for and accepting two United Givers grants was read by County Clerk Kalish. Motion by Van Landuyt, second by Murphy-Lopez that Resolution No. 21-80 be adopted. Motion carried and resolution declared adopted.

### **RESOLUTION NO. 21- 80**

A Resolution Approving The Department of Health And Social Services Applying For And Accepting Two United Givers Grants

WHEREAS the Health and Human Services Department has been advised that it is eligible to apply for two United Givers grants, with these grants to provide funding for services for Richland County residents who, for a variety of reasons, may not meet typical eligibility requirements to qualify for certain services and to assist the Child & Youth Services Unit in having emergency funds available for families and children in need, and

WHEREAS Rule 14 of the Rules of the Board requires County Board approval for any department of County government to apply for and accept a grant, and

WHEREAS the Health and Human Services Board has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Health and Human Services Department to apply for and accept the following two United Givers grants which total up to \$1,275, with no County match or cost:

1. \$275.00 to the Aging and Disability Resource Center;
2. Up to \$1,000 to the Child & Youth Services Unit, and

BE IT FURTHER RESOLVED that approval is hereby granted for the grant funds to be spent in accordance with the terms of the grant, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

BE IT FUTHER RESOLVED that the Director of the Health and Human Services Department, Ms. Tracy Thorsen, is hereby authorized to sign on behalf of the County any documents necessary to carry out this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE COUNTY BOARD  
SUPERVISOR MEMBERS OF THE HEALTH AND  
HUMAN SERVICES BOARD

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION ADOPTED

FOR AGAINST

DEREK S.KALISH  
COUNTY CLERK

KERRY SEVERSON	X
INGRID GLASBRENNER	X
VAN NELSON	X
TIMOTHY GOTSCHALL	X

DATED: JUNE 15, 2021

Resolution No. 21-81 amending the pay plan for certain positions at Pine Valley Community Village was read by County Clerk Kalish. Motion by Seep, second by Cooper that Resolution No. 21-81 be adopted. Motion carried and resolution declared adopted.

### **RESOLUTION NO. 21- 81**

Resolution amending the pay plan for certain positions at Pine Valley Community Village.

WHEREAS the Board of Trustees of Pine Valley Community Village and the Director at Pine Valley, Tom Rislow, has proposed reclassifying the pay grades of the two Fiscal Clerk positions at Pine Valley, (Fiscal Clerk A and Fiscal Clerk B) and has proposed changing the job titles of these two positions, 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, and

WHEREAS both Fiscal Clerk A and Fiscal Clerk B's job positions have increased in their complexity and expectations, and

WHEREAS both job descriptions were revised to reflect that increased complexity and expectations, and were reviewed by the County Administrator, and

WHEREAS Carlson Dettman's review of both job positions concluded that both jobs had increased in complexity and expectations, and

WHEREAS both job positions have no back-up to do their work other than their supervisor, and both positions serve a critical role for Pine Valley's \$9,900,000 budget and 155 employees, and

WHEREAS one of the job positions has turned over twice since the last update to the pay plan;

NOW, THEREFORE, BE IT RESOLVED, by the Richland County Board of Supervisors that both Fiscal Clerk A and Fiscal Clerk B positions have their wage grade moved from Grade E to Grade F in the County's Pay Plan for Pine Valley, which at their current step 5 would move their hourly wage from \$17.56 to \$19.85, and

BE IT FURTHER RESOLVED that the job title for Fiscal Clerk A be changed to "Payroll & Accounts Payable Clerk", and the job title for Fiscal Clerk B be changed to "Billing Specialist", and

BE IT FURTHER RESOLVED that the cost of this proposal (\$4,500 for the remainder of 2021) will be paid for from Pine Valley operations/reserves, and

BE IT FURTHER RESOLVED that this Resolution shall be effective on June 20, 2021.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
FINANCE AND PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

FOR AGAINST

RESOLUTION ADOPTED

SHAUN MURPHY-LOPEZ

X

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 15, 2021

DAVID TURK	
MELISSA LUCK	X
MARTY BREWER	X
LINDA GENTES	X
MARC COUEY	X
DONALD SEEP	X

Resolution No. 21-82 authorizing the purchase to replace the finance and payroll computer system was read by County Clerk Kalish. Motion by McKee, second by Van Landuyt that Resolution No. 21-82 be adopted. Motion carried and resolution declared adopted.

### RESOLUTION NO. 21 - 82

#### A Resolution Authorizing The Purchase of a Replacing Finance and Payroll Computer System

WHEREAS the County's AS400 run all financial software and for highway specific programs as well as payroll and the current AS400 is almost 12 years old and is having operational difficulties, 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 by the Richland County Board of Supervisors that the Management Information Systems Department is authorized to purchase an IBM Power System 9009-41G EP50 4 Core Server (AS400) From Avenu Insights & Analytics, LLC for the amount of \$61,279.26 plus freight; and to purchase an APC UPS from CDW-G at a cost of \$1,873.46, and to purchase backup services from UCG Technologies for a cost of \$6,778.00 for a one-year contract, and

BE IT FURTHER RESOLVED that the cost of this purchase is to be taken from the Computer Outlay Fund #42, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

#### VOTE ON FOREGOING RESOLUTION

#### RESOLUTION OFFERED BY FINANCE & PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

#### RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED JUNE 15, 2021

	FOR	AGAINST
SHAWN MURPHY-LOPEZ	X	
MARC COUEY	X	
MARTY BREWER	X	
DAVID TURK	X	
DONALD SEEP	X	
LINDA GENTES	X	
MELISSA LUCK	X	

Resolution No. 21-83 petitioning the Secretary of Transportation airport improvement aid was explained by Administrator Langreck. Motion by Van Landuyt, second by McGuire that Resolution No. 21-83 be adopted. Motion carried and resolution declared adopted.

## **RESOLUTION NO. 21- 83**

### **A Resolution Petitioning The Secretary of Transportation for Airport Improvement Aid**

WHEREAS, the Richland County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and, and

WHEREAS the sponsor desires to develop or improve the Tri-County Regional Airport, Sauk County, Wisconsin, and

### **"PETITION FOR AIRPORT PROJECT"**

WHEREAS airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition.

NOW THEREFORE BE IT RESOLVED by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a local general aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: drainage improvements from Tri-County Airport to Bear Creek; airport drainage improvements; conduct airport master plan and update airport layout plan; crack fill and seal coat airport pavements; rehabilitate/reconstruct taxiways; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

### **"DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"**

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32 .02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

**"AIRPORT OWNER ASSURANCES"**

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED THAT THE Tri-County Airport Commission Chairman and Secretary be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

AND BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY FINANCE & PERSONNEL COMMITTEE	
AYES _____	NOES _____	FOR	AGAINST
RESOLUTION ADOPTED			
DEREK S. KALISH		SHAWN MURPHY-LOPEZ	X
COUNTY CLERK		MARC COUEY	X
		MARTY BREWER	X
		DAVID TURK	X
DATED JUNE 15, 2021		DONALD SEEP	X
		LINDA GENTES	X
		MELISSA LUCK	X

Resolution No. 21-84 adopting a memorandum of understanding for additional duties of the County Clerk was read by County Clerk Kalish. Motion by Seep, second by Glasbrenner that Resolution No. 21-84 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21- 84**

A Resolution Adopting a Memorandum of Understanding for Additional Duties of the County Clerk

WHEREAS, Resolution 21-57 identified the additional \$15,000 in annual County Clerk salary for the remainder of the 2021-24 term may be allocated toward non-statutory duties and to fulfill certain strategic plan and administrative priorities adopted through Resolution 20-107, and

WHEREAS, Resolution 21-57 directed that a memorandum of understanding be developed between the

Administrator and incoming Clerk to detail the extra duties assigned to the Clerk for the remainder of the 2021-24 term, and

WHEREAS, Resolution 21-57 that this memorandum of understanding be approved by the County Board with first review by the Finance & Personnel Committee.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that a memorandum of understanding has been developed between the Administrator and County Clerk, and has been reviewed by the Finance and Personnel Committee.

AND BE IT FURTHER RESOLVED the memorandum of understanding includes:

1. The duties, responsibilities and authorities defined by the Additional Duty — Finance Officer Job Description as filed in the County Administrator’s Office
2. Assistance with Strategic Goals of Resolution No. 21-107:
  - III. Make resolutions and ordinance available and organized on the internet
  - VII. Develop finance and purchasing policy (increase admin authority on purchasing)
3. Begin preliminary assessment and planning for possible next generation finance and payroll system.

AND BE IT FURTHER RESOLVED the memorandum of understanding is an agreement containing additional duties, responsibilities and authorities which may not be statutory by Wisconsin Statute 59.23(2)(c), and these extensions of duties beyond statutory are performed at the discretion of Clerk Derek Kalish and with his consent. If performance concerns arise as related to these extra duties which extend the beyond the scope of Wisconsin Statute 59.23(2)(c) it is recognized that they may not constitute “for cause” as defined through Wisconsin Statutes 17.001 and 17.09(1).

AND BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY FINANCE &  
PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED JUNE 15, 2021

SHAWN MURPHY-LOPEZ	X
MARC COUEY	X
MARTY BREWER	X
DAVID TURK	X
DONALD SEEP	X
LINDA GENTES	X
MELISSA LUCK	X

FOR      AGAINST

Resolution No. 21-85 authorizing the County Parks Commission to accept a donation from Richland Center Rotary and Symons Foundation was read by County Clerk Kalish. Motion by Kaul, second by McKee that Resolution No. 21-85 be adopted. Motion carried and resolution declared adopted.

### **RESOLUTION NO. 21- 85**

A Resolution Authorizing the County Parks Commission to Accept a Donation From Richland Center Rotary and Symons Foundation

WHEREAS the Richland County Parks Commission manages the Pine River Recreational Trail, and

WHEREAS the County Parks Commission is looking into ways to improve the Pine River Recreational Trail, and

WHEREAS the Richland Center Rotary Club has a grant of up to \$10,000 they can apply for to improve public areas for the residents in their area, and

WHEREAS the Richland Center Rotary Club is applying for a grant to add benches, a picnic table, a bike fix it station and a bike rack to be placed along the Pine River Recreational Trail and this money grant money would be given to the Symons Foundation to purchase these items.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that authority is hereby granted for the County Parks Commission to accept a donation of benches, a picnic table, a bike fix-it station and a bike rack for a value up to \$10,000 at no cost to the county, and

BE IT FURTHER RESOLVED that Richland County and the Richland County Parks Commission will be responsible for maintaining the donated items, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED JUNE 15, 2021

RESOLUTION OFFERED BY THE  
COUNTY BOARD SUPERVISOR MEMBERS  
OF THE COUNTY PARKS COMMISSION

FOR AGAINST

KERRY SEVERSON	X
TIMOTHY GOTTSCHALL	X
GARY MANNING	X
DANIELLE COOPER	X

Resolution No. 21-86 amending the Richland County strategic plan 2021 - 2024 was read by County Clerk Kalish. Motion by Luck, second by Turk that Resolution No. 21-86 be adopted. Motion carried and resolution declared adopted.

#### **RESOLUTION NO. 21- 86**

A Resolution Amending the Richland County Strategic Plan 2021-2024.

WHEREAS the County Board adopted Resolution No. 20-107, A Resolution Approving The County Administrator's Strategic Plan And Administrative Priorities as listed below:

1. Develop a long-term strategic plan
2. Transition finance and HR from County Clerk's Office to the Administrator's Office
3. Make resolutions and ordinances available and organized on the internet
4. Develop more uniform HR policy and procedures
5. Implement a uniform performance review program
6. Develop plan and funding for more broadband
7. Develop finance and purchasing policy
8. Develop new county board member orientation program
9. Full review of county employee handbook, addendums and administrative manual
10. Partner with Southwest Regional Planning in developing a county strategic plan
11. Develop policy and procedure to address complaints and investigations
12. Develop compensation and classification plan, and

WHEREAS many additional administrative projects and goals have been identified and requested since the adoption of the resolution, and

WHEREAS the County Administrator has proposed the following postponements and amendments.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Richland County Strategic Plan 2021-2024 is hereby amended with the following changes to the listed priorities:

Postponed:

- 4. Develop more uniform HR policy and procedure
- 6. Develop plan and funding for more broadband
- 7. Develop finance and purchasing policy

Amended:

- 5. Implement a uniform department head performance review program

BE IT FURTHER RESOLVED that guidance on administrative focus will be reported to and managed through the Finance and Personnel Committee, and

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY FINANCE  
& PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED JUNE 15, 2021

SHAWN MURPHY-LOPEZ	X
MARC COUEY	X
MARTY BREWER	X
DAVID TURK	X
DONALD SEEP	X
LINDA GENTES	X
MELISSA LUCK	X

FOR      AGAINST

Resolution No. 21-87 authorizing the purchase of new heat exchangers for the Courthouse was read by County Clerk Kalish. Motion by Cosgrove, second by Carrow that Resolution No. 21-87 be adopted. Motion carried and resolution declared adopted.

### **RESOLUTION NO. 21- 87**

A Resolution Authorizing The Purchase of New Heat Exchangers for the Courthouse

WHEREAS the Maintenance Supervisor of the Richland County Courthouse has identified the need of routine replacement of aged and failing heat exchangers, and

WHEREAS the Property Buildings, and Grounds Committee has taken action to proceed with the purchase of four heat exchangers from Precision Controls and Services LLC not to exceed fund #75 allotment, and

WHEREAS multiple vendors were solicited to provide estimates in compliance with County Board Rule #14.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors authorizes the purchase of four heat exchangers from Precision Controls and Services LLC not to exceed the \$24,000

allocation of Fund #92 Short-term Capital Borrowing; and

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE PROPERTY,  
BUILDING AND GROUNDS COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

FOR AGAINST

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

RICHARD MCKEE	X
CHAD COSGROVE	X
STEVE CARROW	X
DANIEL MCGUIRE	X
STEVE WILLIAMSON	X

DATED JUNE 15, 2021

Resolution No. 21-88 approving an engineering contract for Tri-County Airport improvement was read by County Clerk Kalish. Motion by Severson, second by Cosgrove that Resolution No. 21-88 be adopted. Motion carried and resolution declared adopted.

### RESOLUTION NO. 21- 88

A Resolution Approving an Engineering Contract for Tri-County Airport Improvements

WHEREAS, in efforts to finalize the application of Federal and State Grant money to conduct a 9.5-million-dollar airport improvement project requires necessary and timely engineering and real estate acquisition, and

WHEREAS, the Tri-County Airport Commission took action to recommend to the airport owners, Sauk County and Richland County, to enter into a contract with Jewell Associates Engineers Inc. to provide engineering and real estate acquisition, and

WHEREAS, the Richland County Administrator, and Sauk County Administrator, have taken the initiative to sign the contract under emergency provisions, and with Corporation Counsel review, in efforts to complete necessary work prior to the application deadline, and

WHEREAS, the owner-share expenses for this project are anticipated to be covered by Federal Grant, Local Partner Donation, and American Rescue Plan funds.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval of the Jewell Associates Engineers Inc. contract is granted at the sum of \$120,950.00, and

BE IT FURTHER RESOLVED that this Resolutions shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY  
FINANCE & PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

FOR AGAINST

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

SHAWN MURPHY-LOPEZ	X
MARC COUEY	X
MARTY BREWER	X
DAVID TURK	X
DONALD SEEP	X

DATED JUNE 15, 2021

LINDA GENTES	X
MELISSA LUCK	X

Resolution No. 21-89 approving an engineering contract for the Richland County CDBG Close Project – Lone Rock Village Center Park was read by County Clerk Kalish. Motion by Van Landuyt, second by McGuire that Resolution No. 21-89 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21-89**

A Resolution Approving an Engineering Contract for the Richland County CDBG Close Project – Lone Rock Village Center Park

WHEREAS, the Richland County CDBG Close Project – Lone Rock Village Center Park requires engineering services for project design and project management, and

WHEREAS, Richland Economic Development conducted a Request For Proposal (RFP) process with oversight from the Richland County CDBG Close – Grant Administrator – Vierbicher Engineering as well as the Department of Administration – Division of Energy Housing and Community Resources; and

WHEREAS, the RFP process resulted in three proposals being submitted and scored, with the proposal from Ayers Engineering scoring the highest; and

WHEREAS, the Finance and Personnel Committee has reviewed the proposals and scoring and recommended that the proposal from Ayers Engineering be accepted,

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Ayers Engineering be selected and their proposal of \$37,300 be approved, and

BE IT FURTHER RESOLVED that the funds for service rendered shall come from the CDBG Close – Lone Rock Village Center Park Project – grant funds.

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION ADOPTED

DEREK S. KALISH  
COUNTY CLERK

DATED JUNE 15, 2021

RESOLUTION OFFERED BY  
FINANCE & PERSONNEL COMMITTEE

	FOR	AGAINST
SHAWN MURPHY-LOPEZ	X	
MARC COUEY	X	
MARTY BREWER	X	
DAVID TURK	X	
DONALD SEEP	X	
LINDA GENTES	X	
MELISSA LUCK	X	

Resolution No. 21-90 authorizing the purchase and installation of air handler controls in the campus Student Center was read by County Clerk Kalish. Motion by Gentes, second by Frank that Resolution No. 21-90 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 21 - 90**

A Resolution Authorizing The Purchase and Installation of Air Handler Controls in the Campus Student Center

WHEREAS the Acting Facility Manager, Mickey Knoble, of the U.W. Platteville-Richland Center Campus, has identified the need of replacement of aged and failing Air Handler Controls, and

WHEREAS the U.W. Richland Campus committee has taken action to proceed with the purchase of Air Handler controls, from Precision Controls and Services LLC in the amount of \$6,734.72

WHEREAS multiple vendors were solicited to provide estimates in compliance with County Board Rule #14.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors authorizes the purchase and installation of Air Handler controls, from Precision Controls and Services LLC in the amount of \$6,734.72 allocation of Fund #32 UW Center-Richland Outlay; and

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE UW PLATTEVILLE  
RICHLAND COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

FOR AGAINST

RESOLUTION: ADOPTED

DEREK S. KALISH  
COUNTY CLERK

Linda Gentes	X
Chad Cosgrove	X
Bob Frank	X
Timothy Gotschall	X
Lee Van Landuyt	X

DATED: JUNE 15, 2021

No appointments were brought forward at the meeting.

Cathy Cooper provided the 2020 Land Conservation Annual Report. Cooper also reviewed the results of the spring well testing that occurred in Richland County.

Administrator Langreck reported that meetings for the 2022 budgeting process will begin soon. Langreck also noted that the Richland Economic Development board will be meeting in July to discuss the use of the land behind the UWP – Richland campus.

Chair Brewer reported the receipt of correspondences from the Great Lakes Indian Fish & Wildlife Commission (Mazina'igan), the updated County Officials directory, and the Wisconsin Counties Association most recent publication.

Motion by Severson, second by Van Landuyt to adjourn to Tuesday, July 20, 2021 at 7:00 p.m. Motion carried at 8:44 pm.

STATE OF WISCONSIN )  
                                  )SS  
COUNTY OF RICHLAND)

I, Derek S. Kalish, County Clerk in and for the County of Richland, do hereby certify that the foregoing is a true copy of the proceedings of the County Board of Supervisors of Richland County for the June meeting held on the 15th day of June, 2021.

Derek S. Kalish  
Richland County Clerk

## ORDINANCE NO. 21- \_\_\_\_\_

Amendment No. \_\_\_\_ To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Jared & Rachel Wilson In The Town Of Marshall.

The Richland County Board of Supervisors does hereby ordain as follows:

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (a) Adequate public facilities to serve the development are present or will be provided.
- (b) Provision of these facilities will not be an unreasonable burden to local government.
- (c) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (d) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (e) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (f) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (g) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described 21.96-acre parcel belonging to Jared & Rachel Wilson and in the Town of Marshall is hereby rezoned from the General Agricultural and Forestry District (A-F) to the Agricultural Residential (A-R) District:

The South half (S1/2) of the SW ¼ of the NW ¼ and part of the NW ¼ of the SW ¼, all lying Northeasterly of centerline of Merry Hill Rd in Section 4, Township 11 North, Range 1 West, Town of Marshall, Richland County, Wisconsin.

3. This Ordinance shall be effective on July 20th, 2021.

DATED: JULY 20, 2021  
PASSED: JULY xx, 2021  
PUBLISHED: JULY xx, 2021

ORDINANCE OFFERED BY THE ZONING AND  
LAND INFORMATION COMMITTEE

FOR AGAINST

MARTY BREWER, CHAIR  
RICHLAND COUNTY BOARD OF SUPERVISORS

MARC COUEY	X
STEVE WILLIAMSON	X
CHAD COSGROVE	X
LINDA GENTES	X
INGRID GLASBRENNER	X

ATTEST:

DEREK S. KALISH  
RICHLAND COUNTY CLERK

RESOLUTION NO. 21- \_\_\_\_

A Resolution Amending Resolution 15-99 Approving A Sign-On Bonus Relating to Newly-Hired Certified Nursing Assistants and Nurses, ~~and activity aides, housekeepers, laundry workers, personal care workers, food service II staff, lead cook, and maintenance workers~~ at Pine Valley ~~Healthcare and Rehabilitation Center~~ Community Village.

WHEREAS the Board of Trustees of Pine Valley ~~Healthcare and Rehabilitation Center~~ Community Village and the Administrator at Pine Valley, ~~Ms. Kathy Cianci~~ Tom Rislow, have recommended a program designed to encourage hiring of new certified nursing assistants and nurses, ~~and activity aides, housekeepers, laundry workers, personal care workers, food service II staff, lead cook, and maintenance workers~~ at Pine Valley by offering a sign-on bonus, 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 by the Richland County Board of Supervisors that approval is hereby granted for the following sign-on bonus relating to hiring new certified nursing assistants and nurses, ~~and activity aides, housekeepers, laundry workers, personal care workers, food service II staff, lead cook, and maintenance workers~~ at Pine Valley:

- 1. The certified nursing assistant or nurse, ~~or activity aide, housekeeper, laundry worker, personal care worker, food service II staff person, lead cook, or maintenance worker~~ is hired for a call-in, part-time or full-time position;
- 2. Upon applying for employment, the certified nursing assistant or nurse, ~~or activity aide, housekeeper, laundry worker, personal care worker, food service II staff person, lead cook, or maintenance worker~~ signs a statement that they were recruited by a Pine Valley employee, the recruiting employee must also sign the statement;
- 3. The newly-hired certified nursing assistant or nurse, ~~or activity aide, housekeeper, laundry worker, personal care worker, food service II staff person, lead cook, or maintenance worker~~ remains employed for at least 90 days and works a minimum of at least 7 shifts after completion of their orientation;
- 4. After the newly-employed certified nursing assistant or nurse, ~~or activity aide, housekeeper, laundry worker, personal care worker, food service II staff person, lead cook, or maintenance worker~~ has worked for 90 days, the referring employee, if still employed at Pine Valley would receive a ~~\$100.00~~ \$250 bonus and the new employee would receive a bonus of ~~\$250.00~~ \$500;
- 5. A second payment of ~~\$250.00~~ \$500 would be paid to the new employee after completion of 1 year of employment at Pine Valley, except that an on-call employee must work at least 24 shifts after completing orientation, and

BE IT FURTHER RESOLVED that the Administrator of Pine Valley is authorized to temporarily suspend this program or permanently terminate it, at the Administrator’s discretion, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE	
AYES _____	NOES _____	FOR	AGAINST
DEREK S. KALISH COUNTY CLERK		SHAUN MURPHY-LOPEZ	X
		DAVID TURK	X
		MELISSA LUCK	X
		MARTY BREWER	X
		LINDA GENTES	X
		MARC COUEY	X
DATED: JULY 20, 2021		DONALD SEEP	X

# ***Richland County Ambulance Service***



## ***Handbook***

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# Richland County Ambulance Service Policy Handbook

## Record of Changes

Adopted by County Board as an amendment to the County's Handbook – July 16, 2015

Revised – January 10, 2019

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**This Handbook was developed to provide operational guidance and rules for the ~~Paid-On-Call~~ members of the Richland County Ambulance Service. It also serves as an addendum to the Richland County Handbook of Personnel Policies and Work Rules.**

# Richland County Ambulance Service Policy Handbook

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# Richland County Ambulance Service Policy Handbook

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## **Mission Statement**

The mission of the Richland County Ambulance Service is to provide efficient, high quality emergency medical care and safe transportation to a medical facility for any resident or visitor of our service area.

We will commit to being a public education resource on issues pertaining to emergency care and preventive medicine.

We will create a safe work environment that encourages continuing education and the achievement of personal goals while continually striving to accomplish our primary mission.

By working together and remaining well organized, committed to quality, active participation and continuous improvement, we can best meet the challenges of the future.

## **Purpose**

- The Richland County Ambulance Service is a duly constituted department of Richland County gaining its operational authority from the Richland County Board.
- Membership of the Richland County Ambulance Service is comprised of full-time members, part-time, casual call-in, and paid on-call members.
- Richland County Ambulance Service shall not discriminate as to sex, age, race, color, creed, or ability to pay for services rendered.
- The purpose of the Richland County Ambulance Service shall be to provide effective emergency medical services to the City of Richland Center, the villages of Yuba and Boaz plus the contracted townships within Richland County. See glossary of terms for specifics of the service area.
- Members of this department shall be paid wages for services based upon their position as established by the Richland County Board.
- The Joint Ambulance Committee is the supervising committee over the Richland County Ambulance Service.
- Members of the Richland County Ambulance Service are required to complete training as required by positions. EMTs will be licensed by the State of Wisconsin and meet the training requirements outlined in Section 110 of the Wisconsin Administration Code. Drivers will receive Emergency Vehicle Operations Course (EVOC), Cardiopulmonary Resuscitation (CPR) and First Aid Training.

# Richland County Ambulance Service Policy Handbook

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## **Code of Conduct**

The attitude and conduct of all EMS personnel, whether administrative, support, communications, or operational, must at all times reflect a sincere dedication to serving the public. Each individual must always perform to the best of their ability, and their moral and ethical standards must be beyond reproach. They must take pride in their appearance, knowledge and ability to perform their respective functions, recognizing they represent Richland County EMS to the public. All EMS efforts ultimately should ensure our basic mission, i.e., to provide professional emergency medical care to the public at the highest level possible in the most efficient manner.

## **Attitude Toward Job**

Loyalty begins with each other. Avoid making negative comments about your subordinates, peers and supervisors. Cooperation is essential for effective functioning of the EMS team. All personnel are charged with establishing and maintaining a high spirit of cooperation within the service as well as between neighboring services. It is imperative that potential problems are brought to the officers and Director's attention as soon as possible. Personnel shall at all times take appropriate actions to preserve and maintain the life of all injured/ill persons and personal safety and take reasonable action to protect their property as well.

## **Conduct Toward Public**

Personnel shall be courteous and orderly in their dealings with the public. They shall perform their duties with professionalism and remain calm regardless of provocation to do otherwise. Upon request, EMS personnel are required to supply their name in a courteous manner.

## **Licensure**

Our license to practice pre-hospital medicine is approved by the State of Wisconsin and supervised under the medical direction of our Service Medical Director. Our Medical Director approves new members and has the authority to suspend field practice of any Richland County Ambulance Service member. The Medical Director is also responsible for developing and maintaining State-approved medical protocols and has direct authority over quality assurance/improvement.

Members shall maintain minimum performance standards regarding acute knowledge of protocols and their applicable scope of practice. Copies of all required certifications, including CPR and State license, must be on file with Richland County Ambulance Service. Fulfillment of all continuing education requirements are the responsibility of each ~~EMT/AEMT~~ EMR/EMT/AEMT.

Proof of approved continuing education must be submitted to the Director or designee prior to license renewal. Failure to maintain certifications and licensure may result in license revocation and/or disciplinary action with the potential of loss of employment. Monthly training is provided the second Wednesday of every month, unless otherwise notified, to allow squad members a method to stay proficient with their skills. Richland County Ambulance Service also utilizes CentreLearn, a computer-based learning program, as a method of providing continuing education to licensed members. Each member is required, at minimum, to complete a refresher course every ~~two~~ three years and the assigned monthly modules.

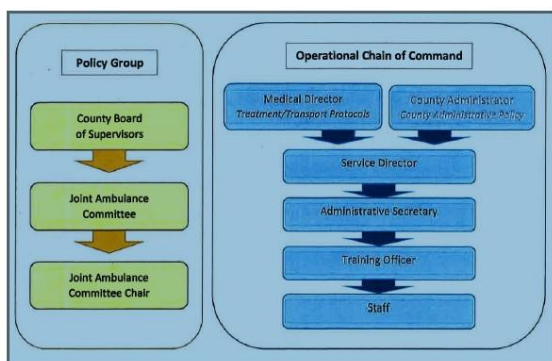
# Richland County Ambulance Service Policy Handbook

## Chain of Command

The Richland County Board is responsible for providing emergency medical services (EMS) to the residents of and visitors to the agreed upon service area, which is accomplished through the Richland County Ambulance Service. The governing committee shall be the Joint Ambulance Committee.

### Chain of Command:

~~Members ⇒ EMS Administrative Secretary ⇒ Richland County Ambulance Service Director ⇒ Joint Ambulance Committee Chair ⇒ Joint Ambulance Committee ⇒ Richland County Board of Supervisors~~



### Advisory Roles:

- Medical Director
- State of Wisconsin EMS Bureau Chief
- State Medical Director
- Southwest Technical College Staff

## Operational Hours

- The office hours of the Richland County Ambulance Service are ~~8:30am~~ 8:00am through ~~4:30pm~~ 5:00pm Monday through Friday, except holidays as set forth by the Richland County Board.
- Emergency Medical Service hours are 24 hours a day, 7 days a week to include holidays.
- Crew operational periods are as follows: 24 hour operational shifts run from 8am to 8am the following day.

## Equal Employment and Equal Opportunity in Service Delivery

See “Richland County Handbook of Personnel Policies and Work Rules” for further information.

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## Richland County Ambulance Service Policy Handbook

# Richland County Ambulance Service Policy Handbook

## Application Process

For full-time or part-time employees, see the “**Richland County Handbook of Personnel Policies and Work Rules**” for more information.

Applications for the position of “Paid On-Call” member of the Richland County Ambulance Service shall be completed and returned to the ambulance office. Prior to being offered a position, the following steps shall be taken:

- A. The Service Director will perform a background check through the Department of Justice (DOJ) and the Department of Health Services (DHS). Due to the length of the process, applicants may be accepted into the service while the DOJ/DHS approval is pending.
- B. The Service Director and, when available, the Administrative Secretary shall interview those applicants who, based on their written application, appear to be qualified for the position.

## Orientation and Probation

### **Orientation:**

#### A. Paid On-Call Members:

##### Unlicensed New Members:

~~Probation for paid on call members begins with a 90 day ride along period. During this time, the potential member will be expected to sign up for the expected 48 hour commitment. However, the member will not provide any care to the patient. The primary role of this phase is for observation. Also during this 90 day ride along period, the new member will be put through an eight week orientation program. This orientation program will look at the State and local EMS operations and programs; CPR and OSHA Bloodborne Pathogen training; overview of equipment use such as cot, stair chair, and primary equipment bags; legal/ethical issues; and other essential topics as deemed appropriate by the Service Director.~~

~~During the second 90 days, the probationary member will be given additional tools and training in preparation for the EMT class. Each new member who successfully completes the initial 90 day ride along period shall be considered a squad member and may be sponsored for the EMT class with a signed contract for two years of service upon obtaining his/her EMT license. This is under the discretion of the Service Director and the new member will be granted sponsorship 6 weeks prior to EMT class being offered.~~

Probation period for paid on-call members is 6 months and begins after they have completed a minimum of 5 ride-alongs and the background check process is complete. The orientation program will consist of the probation member being assigned to a senior member and together they will look at the State and local EMS operations and programs; CPR and OSHA Blood borne Pathogen training;

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## Richland County Ambulance Service Policy Handbook

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overview of equipment used such as cot, stair-chair, and primary equipment bags; legal/ethical issues; and other essential topics as deemed appropriate by the Service Director. During the probation period, the unlicensed probationary member will be given additional tools and training in preparation for the EMT class. However, the member will not provide any care to the patient during this period due to lack of licensure. Successful completion of the probationary period should include the probationary member completing field training and being signed up for an EMT 1 Course. At the completion of the 6-month probation period, they shall be considered a squad member and may be provided financial assistance for the EMT 1 class with a signed contract for two years of service upon obtaining his/her EMT license.”

# Richland County Ambulance Service Policy Handbook

## Licensed New Members:

A new member with a current Wisconsin EMT license begins with a 30-day ride-along period. During this ride-along period, the new licensed member shall be expected to review and understand local medical protocols as well as operational guidelines. In the event that the new licensed member demonstrates that he or she is competent and has a good working knowledge of equipment and local procedures the Service Director, with the Medical Director's approval, can waive part of the 30-day period.

### B. Full-Time, Part-Time, and Casual Call-In Members:

A newly hired member with a current Wisconsin EMT license begins with a 30-day orientation period. During this orientation period, the new licensed member shall be expected to review and understand local medical protocols as well as operational guidelines. He or she will be operating as a second EMT, taking direction from the scheduled senior EMT.

## **Probation Period:**

- A. All new members shall serve a probation period of six (6) months. The purpose of this period is to allow for a thorough review of job performance of a new-hire after a reasonable "break-in" period to assure organizational fit and skill-set competency. The focus of this initial review will be to determine:
  1. If the member is to continue in the position and be granted regular status, **OR**
  2. If the member's employment in the position is to be terminated. Nothing is to be inferred from the use of the terms "probation" or "probation period", nor is there any implied job security upon the successful completion of the probation period and subsequent performance review.
- B. Any member's probation period can be extended for up to a maximum of an additional six (6) months, and is granted by the Service Director.
- C. Squad members who disagree with their evaluation and recommendations shall be entitled to a hearing before the Joint Ambulance Committee, with notice to be given in accordance with the Open Meeting Law.
- D. All decisions concerning the status of probationary members at the end of their probation period will result in either:
  - a. Termination of their employment,
  - b. Continuing regular employment status, **OR**
  - c. Having their probation period extended.

## **EMT Requirements**

- A. Possess a high school diploma or equivalent.
- B. Applicant must be 18 years of age or be age 18 upon completion of the EMT course.

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## Richland County Ambulance Service Policy Handbook

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- C. Possess a valid Wisconsin driver's license. Must be of the age of 21 to drive the ambulance, have an acceptable driving record without a SR-22 filing. Individuals with a probationary driver's license and/or SR-22 filing requirement with the Wisconsin Department of Transportation are not allowed to drive the ambulance at any time. The Director has the ability to approve or deny driving privileges to any member.
- D. Proof of immunizations against communicable diseases or a signed waiver.
- E. Successful completion of American Heart Association Healthcare Provider CPR.
- F. Successful completion of the State of Wisconsin EMT written examination.
- G. Successful completion of the National Registry of EMTs practical certification examination.
- H. Successful completion of the National Registry of EMTs written examination.
- I. Demonstrate that the individual can meet the mental and physical criteria necessary to be able to safely and properly perform all tasks and functions described below in the "Roles and Responsibilities of the EMT" section.
- J. Maintain their license by fulfilling all continuing education requirements.

### **Roles and Responsibilities of the EMT**

Every patient is entitled to compassion, respect and the best care that can be provided.

- A. Maintain a professional appearance and manner at all times.
- B. Wear appropriate clothing and shoes when responding to all calls. OPEN TOED shoes are strictly forbidden.
- C. Turnout coats (NFPA Standard 1999 and 1951 as well as ANSI/DOT CLASS 3 Vests) are required at all transportation related incidents and industrial scenes. The ANSI Vests are in each rig. Turnout coats are located in the lockers on the south wall of the ambulance bays.
- D. Drive with due regard at all times.
- E. Locate and safely drive to the scene.
- F. Size up the scene and situation.
- G. Utilize all appropriate PPE provided by Richland County.
- H. Ensure your own safety and the safety of fellow members, the patient and others at the scene.
- I. Rapidly assess the patient's gross neurological, respiratory and circulatory status, including a thorough and accurate patient assessment.
- J. Provide appropriate care and interventions as outlined in the medical protocols and within the scope of practice appropriate to license level.

## **Richland County Ambulance Service Policy Handbook**

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- K. Communicate effectively with the patient and advising him/her of any procedures that will be performed.
- L. Properly interact and communicate with fire, rescue, and law enforcement responders at the scene.
- M. During mass casualty incidents, identify and triage patients based on the START or JumpSTART methodology and utilizing the SMART tagging system.
- N. Give necessary patient care report to the receiving hospital emergency department.
- O. Document all findings utilizing the appropriate forms.
- P. Safeguard the patient's rights in compliance with HIPAA regulations.
- Q. Restock and wash the ambulance once the run is complete, to prepare for the next call.
- R. A pager must be carried while on call and a reasonable level of radio proficiency is expected.

### **Roles and Responsibilities of the Ambulance Drivers**

- A. Maintain a professional appearance and manner at all times.
- B. Drive with due regard.
- C. Locate and safely drive to the scene.
- D. Assist EMTs with getting the cot to patient.
- E. Record patient information, if requested by the EMTs.
- F. Maintain AHA BLS for Healthcare Provider CPR and assist with CPR/AED as appropriate.
- G. Retrieve equipment requested by EMTs.
- H. Assist with loading the patient.
- I. Leave scene only when EMTs are ready.
- J. Refuel ambulance.
- K. Restock and wash the ambulance once the run is complete, to prepare for the next call.
- L. A pager must be carried while on call and a reasonable level of radio proficiency is expected.

### **Duty**

Staff is responsible for responding to all ambulance calls during their hours at work and may not refuse response to a call. Response shall be conducted without unreasonable delay. Failure to respond to calls may result in disciplinary action.

Upon receiving the initial page, the scheduled member will notify dispatch via his or her portable radio that he or she acknowledge the page and crew members are responding to the station. Self-dispatching to the scene when not on the schedule is discouraged. Based on the nature of the call, if a member feels that the crew could use additional help, he or she should make every attempt to respond to the station so that everyone responds together as a crew.

Members will not be absent from duty without proper notification prior to the absence. At the

# Richland County Ambulance Service Policy Handbook

discretion of the Service Director, members may be asked to provide a physician's written excuse for any absence using sick leave.

The online EMS Manager schedule is the official record of who is on duty for any given time. It is the sole responsibility of the individual member to ensure the online schedule is accurate. In the event that a member needs to be taken off the schedule, the member will be asked to find someone to fill the slot prior to approval for the time off, with the exception of a personal or family emergency.

## **Abuse of Authority**

Richland County Ambulance staff shall not be overbearing, oppressive or tyrannical in their relations with members of the committee, the general public, patients or co-workers. Acts of insubordination towards the Joint Ambulance Committee or the managerial structure will not be tolerated and will result in disciplinary action.

The Service Director, as well as members of the committee, will not act disrespectfully towards other members of the service.

## **Patient Confidentiality**

It is imperative to maintain the confidentiality of patient information received during the course of patient care. Richland County Ambulance Service prohibits the release of any patient information to service members that were not on the call, as well as anyone outside the organization, unless required for purposes of treatment, payment, or healthcare operations. Discussions of protected health information (PHI) within the organization should be limited. PHI includes but is not limited to: patient name, address, and/or information that could identify the patient. Acceptable uses of PHI within the organization include but are not limited to: exchange of patient information needed for the treatment of the patient, billing, peer review, internal audits, quality assurance activities, and other essential healthcare operations. All members and ride-alongs of Richland County Ambulance Service must have on file a signed Policy on Confidentiality and Dissemination of Patient Information and a Staff Member Verification form.

## **Ambulance Reports**

~~All patient care reports must be accurately completed in a timeframe consistent with the State Administrative Code 110.34. Every effort shall be made to have the report completed and faxed to the receiving hospital within three (3) hours of the call. All reports must be completed within 24 hours.~~

All patient care reports must be accurately completed in a timeframe consistent with the State Administrative Code 110.34.

### **DHS 110.34**

*(7) If the emergency medical services provider is an ambulance service provider, submit a written*

# Richland County Ambulance Service Policy Handbook

report to the receiving hospital upon delivering a patient and a complete patient care report within 24 hours of patient delivery. A written report may be a complete patient care report or other documentation approved by the department and accepted by the receiving hospital. A non-transporting EMT service provider or first responder service provider shall hand a written report to the ambulance service provider at the time of the patient care transfer.

(8) If the emergency medical service provider is an ambulance service provider or non-transporting EMT service provider, submit patient care report data electronically to the department through WARDS using direct web-based input to WARDS or uploading patient care report data to WARDS within 7 days of the patient transport. If the emergency medical service provider is a first responder service provider, submit a patient care report to WARDS only if advanced skills are used in caring for the patient.

The driver's sheet shall be filled out accurately at the end of each call, including the back of the form listing supplies used. The EMS Patient Care Worksheet (State of Wisconsin Form F-47489) shall be filled out at the time patient care is transferred to the receiving hospital. One copy shall be left at the hospital, and one copy shall be turned in with the driver's sheet and the patient care report.

The full-time staff will be expected to complete all reports for calls taking place between the hours of 12am and 8am, as long as they were the primary care provider. Full-time staff must ensure that all reports, assigned to them, are completed from their shift prior to going off-duty.

## Pay

**Paid On-Call personnel** ~~are paid once a month following the Audit Committee meeting at an hourly rate set forth by the county. The pay scale is as follows: Drivers \$15 (was \$10) per call hour; EMTs \$20 (was \$13) per call hour. Hourly on-call rate is as follows: Primary Crew Monday 8am to Friday 8pm \$1.50 an hour. Friday 8pm to Monday 8am and Holidays \$3.002.50 per hour. Backup crew pay is \$1.250.50 an hour regardless of whether it is weekday, weekend, or holiday.~~

Paid On-Call Personnel: During a call response, the per-call base rate is: Drivers \$15; EMR/EMT/AEMT \$20. For calls lasting more than 1hour 15minutes, personnel will receive additional pay for the additional time. At 1hour 15minutes, personnel will receive an additional 50% of their respective base rate. At 1hour 45minutes, personnel will receive an additional 100% of their respective base rate. Example: If a call is paged out at 8:00am and is completed at 9:15am, personnel would receive 1.5 times the base rate, so \$30 for an EMT. If a call is paged out at 8:00am and is completed at 10:45am, personnel would receive 3 times the base rate, so \$60 for an EMT.

**Full-time/Part-time members** ~~start out at Pay Grade E with an increase after successful completion of the six (6) month probation period. will be paid in accordance to rate identified in the wage study approved by the County Board of Supervisors.~~ The normal work week will consist of 48 hours per week; working a combination of 10, 12 or 24 hour shifts.

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## Pay Periods

# Richland County Ambulance Service Policy Handbook

**Paid On-Call Staff** – Pay periods for paid on-call staff begin 12am the first day of the month to 11:59pm the last day of the month. Paid on-call staff payroll will be direct-deposited by the 3<sup>rd</sup> Wednesday of each month, for the previous month.

**Full-time, Part-time** – Pay periods run from 12:00am Sunday to 11:59pm Saturday. ~~All paid time shall be considered worked for the purpose of computing overtime.~~ Full-time and part-time EMT's shall not receive compensatory time.

## **Full-time Member Benefits**

### • **Overtime**

Due to the nature of EMS operations, a service member will be scheduled to work a 48 hour work week. The member will thereby accumulate overtime only based on the Service Director's scheduling, which constitutes prior approval.

### • **Holiday Pay**

#### • ~~**Holiday Pay**~~

~~Due to EMS being a 24/7, 365 day a year operation, full-time and part-time members may be scheduled on a holiday based on their rotation. When scheduled on a holiday, the full-time or part-time member shall receive eight hours of holiday pay to be paid at one and a half times their normal rate for an eight hour period in addition to their scheduled hours. Holiday pay shall not be considered worked for the purpose of computing overtime and will therefore not be paid at the overtime rate. If the service member is not scheduled for the holiday, he or she will receive eight hours of pay at their normal hourly rate. Part-time members will not receive holiday pay unless they were scheduled on a holiday.~~

County Approved holidays are listed in the “**Richland County Handbook of Personnel Policies and Work Rules**”.

### • **Vacation Time**

Vacation – Vacation benefits, for staff working the 24 hour rotation shifts (2 days a week) are accrued at the following rates. Maximum accumulation for each year of service is indicated in the full-time column. Vacation time will be paid out as straight and shall not be considered worked for the purpose of computing overtime and will therefore not be paid at the overtime rate. For all other full-time positions see the “**Richland County Handbook of Personnel Policies and Work Rules**”

<u>Years</u>	<u>Full-time (24 hour rotation position)</u>	<u>Part-time (12 -hour position)</u>
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1 Yr	2 days	1.0 days
2 Yrs	4 days	2.0 days
6 Yrs	6 days	3.0 days
12 Yrs	8 days	4.0 days
23 Yrs	10 days	5.0 days

See the “**Richland County Handbook of Personnel Policies and Work Rules**” for more information.

- **Bereavement**

In the event that a death in the immediate family of a member requires his/her absence from work, the staff may be absent for the visitation and funeral without loss of pay for the regular work days for which he/she was scheduled to work. One additional day may be taken in preparation for the funeral services as long as that additional day is a scheduled day. Immediate family shall be defined as: spouse, parent, child, step child, sibling, mother/father in-law, brother/sister in-law, son/daughter in-law, grandparent of member or spouse, grandchild of member or spouse, step parent, registered domestic partner. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Staff Trust Funds.

In the case of the death of a member’s or spouse’s aunt, uncle, niece or nephew, the member will be given paid funeral leave of one (1) day for the funeral only, provided the day of the funeral is the member’s scheduled workday and he/she attends the funeral.

Notice and reason for intended absence due to death in the family is to be given promptly to the Service Director.

- **Sick Leave**

Full-time members shall receive 12 hours of sick leave per month. A maximum of up to 84 days of sick leave may be accrued. Sick time will be paid out as straight time and shall not be considered worked for the purpose of computing overtime and will therefore not be paid at the overtime rate.

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Please see the “**Richland County Handbook of Personnel Policies and Work Rules**” for more detailed description of sick leave, medical leave, and FMLA.

- **Health Insurance**

The County agrees to pay the following portion of the premium:

34+ hours	88%
25 – 33.99 hours	78%
Based on WRS Eligibility	68%

# Richland County Ambulance Service Policy Handbook

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A copy of the health insurance policy will be given to the County staff by the insurance agent. Except in cases of family or medical leave governed by this handbook, staff members, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the staff paying 100% of the premium. In the case of such a leave of absence, the staff's premium payment is to be calculated by dividing the total annual premium in effect at the start of the staff's leave of absence by the number of hours which the staff works per year then multiply that figure by the number of hours in the staff's leave of absence. COBRA coverage will be provided as determined by Federal law. (See County Clerk's Office).

For more information regarding health insurance, see **"Richland County Handbook of Personnel Policies and Work Rules"**.

## **Leaves of Absence**

Leaves of absence without pay for up to six (6) months may be granted by the Service Director. The Joint Ambulance Committee, after receiving the recommendation of the Service Director, may extend a member's leave of absence for up to an additional six (6) months. No member may be granted a leave of absence in excess of one (1) year in duration. Requests for leaves of absence shall be in writing and directed to the Service Director. All requests will be considered on their merits.

## **Medical Leave**

A physician's statement is required to return to employment when a physical/medical injury has occurred (i.e., heart attack, and broken bones) or in the case of maternity/paternity leave.

## **Scheduling**

Shift schedules are done both in advance and at the leisure of the squad member. The final posted schedule can be found online at <https://secure2.emsmanager.net/richland/>. This is the official schedule and should be referred to when determining what hours you are working and is the official record of who is on duty for any given day or period. It is the sole responsibility of the individual member to ensure the online schedule is accurate.

Full-time members will be required to work up to 48 hours in a payroll week. Scheduling for the full-time members will be done by the Service Director or his or her designee. Full-time members will not be allowed to approve or alter their schedule in any way.

## **Availability**

~~Availability must be turned in by the 15th of each month for the upcoming month. When entering availability, members are asked to use all three choices (unavailable, available and preferred) when selecting availability. This will give clear indication as to when members are available, what days/times are preferred and the days members are not available. Members must submit a minimum of 48 hours availability each month.~~

~~If a member does not turn his or her availability in on time, there will be no guarantee the member will get his or her preferred shifts. On the 15th of each month the Service Director or his or her~~

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~~designee will begin to schedule, at minimum, the preferred time submitted up to the 48 hours. The Service Director reserves the right to schedule more than the 48 hours based on coverage needs and the time that was submitted by the member. Prior to the 20<sup>th</sup> of each month, the Service Director will send out a message indicating that the scheduling of availability is complete and members will be allowed to sign up for additional call time for the next month. AEMTs and higher should refrain from signing up in the driver slot when there are already 2 AEMTs on.~~

~~ALL members, which includes probationary members, trainees, ride-alongs, drivers and licensed paid on call personnel, who are not enrolled in school must have 48 hours of call time completed by the end of the month. Members who are enrolled into an accredited college are required to have completed 24 hours of call by the end of the month.~~

ALL paid on call providers are expected to submit a minimum of 48 hours of schedule availability by the 15th to be scheduled for the next month. If a member does not turn in availability by the 15th, there will be no guarantee the member will get his or her preferred shifts and may be subject to discipline if they consistently fail to provide 48 hours of schedule availability.

ALL paid on-call providers, who are not enrolled in school must have 48 hours of call time completed by the end of the month. Members who are enrolled into an accredited college are required to have completed 36 hours of call by the end of the month.

## **48 Hour Rule**

~~Each crew member is expected to sign up for 48 hours of call each month on primary. Those squad members who are finishing high school or enrolled into college are expected to sign up for 24 hours on primary. Failure to comply will result in the following:~~

- ~~• First offense in a calendar year — Loss of bonus pay and 1 letter placed in file.~~
- ~~• Second offense in a calendar year — Second letter placed in file.~~
- ~~• Third offense in a calendar year — Member will be placed on probation period and may be required to pay towards continuing education and refreshers.~~
- ~~• Fourth offense in a calendar year — Potential termination of membership.~~

~~Those who have been granted medical leave or personal leave will not be penalized. Upon their return to regular status, they will then be required to sign up for the expected amount of time.~~

**REMOVE this section entirely as it is addressed in the previous update to scheduling.**

## **Signing Up for Call**

The primary crew **must** be filled first, before members sign up for the backup crew. AEMTs must sign up on the primary crew in the EMT - I/P slot if the slot is open during their available hours. Licensed members should not sign up in the driver or higher slot if there are openings on the backup crew and at no time should there be three (3) AEMTs on the primary truck unless approved by the Service Director. Approval may be granted for the purpose of field training or when there is an

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EMT on the schedule that has not been approved to drive.

For example, the primary crew I/P slot is full and the Basic slot is full, but the driver slot is open and only one Basic slot is filled on the backup crew, then the AEMT or ~~Basic EMT~~ wanting to sign up for call **must** fill the **open** backup slot first. The driver slot should not be filled by the AEMT or ~~Basic EMT~~ when backup is open. Remember the goal is to fill both the primary and backup crews with licensed members.

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## Trading Shifts

EMS Manager is the official record and thus it must accurately reflect who is on primary and backup. If a member is scheduled for a time they can no longer cover, it is their responsibility to find another member to cover their slot. One way to accomplish this is by trading shifts.

**Paid on-call members** – Trades are only allowed with other paid on-call members. Paid on-call members may also choose to simply give up their shift to another licensed member. AEMTs looking for coverage while scheduled in the I/P slot must trade or give up their shift to another AEMT or higher. When scheduled in the EMT or higher slot they may trade or give up their shift to either another EMT or AEMT. Trades are not allowed between paid on-call staff and full-time staff.

**Full-time, Part-time** – Trades are allowed between full-time members as long as the following conditions are met: the trade happens in the same pay period and secondly it's hour for hour. In an emergency paid on-call staff can cover for full-time members if they choose, but can do so only as long as it does not interfere with the operational requirement of having an Advanced EMT on the Primary Truck 24/7. Both members would be paid their normal rate. This will not be considered a trade; the full-time or part-time member will be required to use to either vacation time or sick time to cover the remaining hours of their shift.

## Discipline

Grounds for Termination or Suspension:

- A. Incompetent job performance.
- B. Frequent missed calls when scheduled.
- C. Job-related dishonesty.
- D. Breach of confidentiality.
- E. Consuming alcohol while in uniform.
- F. Drinking or drug abuse on the job or being under the influence of alcohol or drugs while on the job.
- G. Insubordination.
- H. Convicted of job-related criminal offense(s). Members convicted of a federal and/or criminal law under HFS 12.11(1) (Permanent Bar Crimes) will be terminated from employment. If convicted of a federal and/or state law under HFS 12.11(2)

## Richland County Ambulance Service Policy Handbook

(Rehabilitation Review Eligible Crime), the member must demonstrate rehabilitation as outlined under HFS 12.11(2).

- I. Violation of the provisions of this Handbook.
- J. Failure to comply with the 48 hour call policy.
- K. Reckless driving of County vehicles.
- L. Abusive treatment of a patient or service member, whether verbal, mental or physical.
- M. Violation of the County's Code of Ethics Resolution, which states as follows:

*No Department Head or County employee shall:*

1. *Use or attempt to use his/her position to secure any preferential or unlawful rights or advantages for him/herself or others.*
2. *Have a financial or other personal interest, which is in conflict with the proper discharge of his/her duty.*
3. *Disclose or use confidential information concerning Richland County to promote a private financial interest.*
4. *Accept any substantial gift, in any form, from a person who has business dealings with Richland County.*

- N. Failure to comply with Medical Control Protocols and guidelines.

O. Operating at a skill level greater than the Scope of Practice granted them at their license level.

P. Breach of Duty.

Q.

Process for Disciplining, Suspending or Dismissing a Service member:

- ~~A. The Service Director shall discuss and document in a timely manner all problems relating to the service member's job performance with them. In all cases in which continuation of the unsatisfactory performance could lead to discipline, suspension and/or termination, the Service Director shall give the affected service member written notice of the nature of the problem.~~
- ~~B. If the service member fails, in the opinion of the Service Director, to correct the problem giving rise to the above notice within the allowed time period, the Service Director shall present the issue to the Finance and Personnel Committee for advice and consultation. The Service Director and the Finance and Personnel Committee will discuss what, if any, job action is to be taken relative to a service member. The Service Director has the authority to take disciplinary action up to three (3) days suspension without pay provided the Service Director has notified the Finance and Personnel Committee of the decision.~~
- ~~C. The above steps in the process of disciplining a service member serve only as a guide and can be bypassed in certain situations as determined by the Service Director and/or Finance and Personnel Committee.~~
- ~~D. The Service Director shall not have the authority to terminate a non-probationary service member. All terminations must be presented to the Finance and Personnel Committee for review and final approval. Prior to the termination, the Finance and~~

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~~Personnel Committee shall ensure that the affected service member is given written notice that termination has been proposed and the reasons provided. The service member shall also receive written notice, in accordance with the provisions of the Wisconsin Open Meetings Law, of the time, date, and place of the Finance and Personnel Committee's meeting when such termination is to take place. Nothing in this section shall prevent the Finance and Personnel Committee from suspending the service member without pay pending the meeting referenced therein.~~

~~E. The Richland County Discipline/Termination Grievance Policy and Procedures are to be followed should a service member decide to file a grievance. For additional information, see the "Richland County Handbook of Personnel Policies and Work Rules".~~

- A. The Service Director shall discuss and document in a timely manner all problems relating to the service member's job performance with them. In all cases in which continuation of the unsatisfactory performance could lead to discipline, suspension and/or termination, the Service Director shall give the affected service member written notice of the nature of the problem.
- B. If the service member fails to correct the problem giving rise to the above notice within the allowed time period, the Service Director shall present the issue to the County Administrator or Medical Director in cases of violation of a medical protocol for advice and consultation. The Service Director and the County Administrator and/or Medical Director will discuss what, if any, action is to be taken relative to a service member.
- C. All members are subject to rules and guidance found in Richland County's **"Formal Complaint and Mismanagement Policy"** and the **"Richland County Handbook of Personnel Policies and Work Rules".**

## Uniforms

Ambulance crews are expected to be in Richland County Ambulance Service approved attire whenever they are on ~~duty~~~~the ambulance~~, unless otherwise discussed with the Service Director.

The following are examples of approved attire: any clothing provided by the county or the association; blue jeans without holes, dirt, and stains; casual business attire; appropriately fitting clothing that does not expose midriff, cleavage, or undergarments; t-shirt and polo shirts without offensive logos and advertisements; closed-toe closed-heel shoes with appropriate slip-resistant soles. Members are expected to use good, professional judgment.

Through the County, all members will be provided with a RC EMS t-shirt and RC EMS sweatshirt at the time of hire. The County will provide uniform apparel to fulltime service members. The Richland County Ambulance Association at no time shall be expected to provide apparel to full-time or part-time members.

Members are also fitted for N95 masks for their protection. All staff must ensure that their facial hair does not interfere with a properly fitted mask.

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## **Equipment Issued**

Each member will be provided with the following: one portable radio with charging-base, one pager with charging-base, two service patches, two American flag patches, one badge, and one nameplate. This is in addition to the uniform as outlined in the Uniform section.

## **Personal Protective Equipment**

Members of the Richland County Ambulance Service must wear the appropriate personal protective equipment (PPE) based on the universal precautions standards and the incident. All PPE will be made available either on the ambulance, such as gloves, goggles, masks, gowns, hardhat and vests, or can be found in the appropriate locker within the station, such as turnout coats, extra sharps containers, replacement pocket masks, and bio-hazard bags. Failure to use the appropriate PPE when following universal precaution standards may result in injury or illness to the responding member. Injury and illness not only affect the ambulance service, but can also be very detrimental to the member and/or the member's family. When a member fails to use the appropriate PPE, he or she is assuming liability and could face disciplinary action.

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## **Bloodborne Pathogen Exposure**

In the event a member of the squad has an exposure to any bodily fluid of a patient, he or she should immediately contact the Service Director and follow the steps documented in the ***Exposure Control Plan***. An exposure document packet is located in each rig, the Richland Hospital, Richland County Public Health, and, the Service Director's office.

The ***Exposure Control Plan*** is located in the Service Director's office and is reviewed and updated every year. Annual training is conducted to ensure each member understands what to do in the event of an exposure.

## **Personal Vehicle Use of Red Lights**

Red lights may be purchased at the member's expense. A Letter of Authorization must be renewed annually and may be obtained in the Richland County Ambulance Office. Red lights are to be used only when responding to the garage when there is an **Emergency** ambulance call and at no other time.

Use of the red light **Does Not** constitute an emergency vehicle; therefore, a red light can only help the driver ask for the right-of-way.

It **Does Not** give the driver permission to exceed the speed limit, disregard traffic signs, or disregard regulations governing direction of traffic movement or turning in specific directions.

A copy of the Letter of Authorization must be kept in the vehicle that the red light is to be operated in. Responding to the scene in a personal vehicle is highly discouraged. Insurance and vehicle maintenance is the responsibility of the owner.

## **Parking**

There are five (5) available parking spaces reserved along the north side of Haseltine Street for on-duty ambulance personnel. Parking is also available in the parking lot in the southeast end of the block. Personnel can also park on Main Street across from the Ambulance garage.

## **Building Amenities**

Kitchen facilities are available and shared with other departments within the Richland County Courthouse. It is expected that everyone will clean up after themselves. A refrigerator, microwave, pizza cooker, coffee maker and toaster oven are located in the ambulance lounge for squad member use. All food must be labeled or it will be used by other members, or thrown out.

A sleeping room is provided in the Courthouse adjacent to the ambulance lounge, and there will be a second bed available in the ambulance lounge. Squad members utilizing the beds are expected to bring their own linens, pillows, blankets, etc. When the shift is over, members are expected to strip the bed of linens, clean up any garbage, and make the room ready for the next person to use. If the alarm clock is used, the member should make sure it is turned off so it doesn't re-alarm the following day.

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The shower is located on the third floor of the Sheriff's office. Personal hygiene items will not be provided. Each member shall provide their own towel and personal hygiene items.

## **Fraternization**

Family members and friends are welcome to visit the station while staff members are on duty. However, there should be no visitation after 9:00pm. Children, under the age of 10, must be under supervision. This supervision must be done by someone other than the staff member on call.

## **Non-Emergency Use of Equipment**

Whenever a member is intending to use any equipment owned by Richland County EMS, the member must first obtain permission from the Service Director. EMS equipment includes but is not limited to CPR manikins, training AEDs, and other training devices, as well as the ambulances. Situations where EMS equipment may be used outside of an ambulance call may include school presentations, in-service with other public safety departments, public relation events, and other approved training events or duties assigned by the Service Director. It is expected that the ambulance will be used in a professional manner and that any personal use will be avoided while on duty. At no time can County owned equipment be used for personal profit or gain.

## **Accessibility and Communication**

Due to the nature of shift scheduling, it is difficult to keep everyone informed. Informational notes are placed on the EMS Manager scheduling site. Squad members are encouraged to check this site often for scheduling changes and informational listings.

[ <https://secure2.emsmanager.net/richland/> ]

Email is a form of communication that is heavily relied upon. Therefore, each member is required to have an email account. Free email accounts are available via services such as Yahoo or Google. Upcoming training, requests for open shift coverage and general work events are relayed through email. Members are required to notify the Service Director of any email or telephone changes promptly in order to stay informed.

## **Impairment**

Members shall not consume intoxicants, illegally controlled substances or over-the-counter medications that impair the ability to drive or treat patients while on duty. While off duty, members shall not wear their uniform while consuming intoxicants or illegal substances. If a member reports for work with impairment or is involved in an accident, they may be required to submit to a chemical test of his/her breath, blood or urine at the request of the Service Director.

All Richland County Ambulance Service members and ride-alongs are hereby advised that the use, possession, concealment, transportation, promotion or sale of controlled substances and alcohol is strictly prohibited on duty, on all County properties and in all County vehicles. Prohibited illegal drugs and substances include:

1. Drugs not legally obtainable,

# Richland County Ambulance Service Policy Handbook

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2. Drugs that are legally obtainable but which have been obtained illegally including all drug paraphernalia, **AND**
3. All alcoholic beverages.

All Richland County Ambulance Service members are prohibited from being under the influence of or consuming alcohol or controlled substances while on duty and may not be on duty or perform safety-sensitive functions if the squad member cannot prove absolute sobriety. Additionally, members required to take a post-accident alcohol test may not use any alcohol until the test is completed.

We encourage members to seek assistance for treatment of problems they may be having that pertain to chemical dependency and/or alcohol abuse.

## **Accidents and Injuries**

All accidents or injuries involving members or visitors must be reported immediately to the Richland County Clerk and the Service Director.

## **Vehicle Accidents**

***Whenever a vehicle assigned to the Richland County Ambulance Service without a patient on board is involved in an accident/crash the following procedures shall be followed:***

- A. The local law enforcement is to be notified by radio or cellular telephone of the incident advising that the ambulance has been involved in an accident and cannot complete the assignment and to request an officer to report to the scene. Then request dispatch to page out the next available crew to continue the call.
- B. The senior EMT on the ambulance shall determine if any injuries are involved and take appropriate actions.
- C. Notification shall be made to the Service Director that the emergency vehicle has been involved in an accident/crash. The Service Director shall report the accident to the County Clerk in order to report the accident to the proper insurance carrier.
- D. The vehicle shall not be moved until law enforcement has had an opportunity to view the scene and complete an investigation.
- E. A personal injury accident insurance form is to be filled out by any injured EMS member. The form can be found in the Richland County Clerk's office.

***Whenever a vehicle assigned to the Richland County Ambulance Service is involved in an accident while en route to the hospital with a patient, the following procedures shall be followed:***

- A. EMS personnel will do a scene size-up to include their partner(s) and the patient on board, and perform triage duties if necessary. Regardless of the situation, the initial patient in transport **cannot** be abandoned; a licensed EMT must remain with that patient at all times, barring significant injuries to EMS personnel.
- B. If no injuries are incurred, personnel will advise the other party(s) involved that law enforcement has been called and proceed to the hospital with the patient.

# Richland County Ambulance Service Policy Handbook

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- C. If there are injuries incurred, EMTs are expected to perform triage duties and notify dispatch requesting law enforcement and additional EMS response to the scene.
- D. Once law enforcement and additional EMS resources are on scene, personnel will transfer the information gathered to the responding units and proceed to the hospital with the initial patient.
- E. Notification shall be made to the Service Director that the emergency vehicle has been involved in an accident/crash. The Service Director shall report the accident to the County Clerk in order to report the accident to the proper insurance carrier.

## **Health Examinations**

The County will pay any health examinations/vaccinations required as a condition of employment.

## **Ride-Alongs with the Richland County Ambulance Service**

In order to promote a better understanding of the operations of the Richland County Ambulance Service, the department has established a ride-along program. While this program is intended to create an educational understanding of the department, the safety of our passengers and members must be maintained.

The following procedures are established for the ride-along program:

- A. Any person who is not a member of the Richland County Ambulance Service and would like to be an observer with the ride-along program shall complete the “**Release of Ride-along Program Liability**” form and return it to the Service Director prior to participating.
- B. Any individual between the ages of 17 and 18 will be allowed to ride along with the ambulance between the hours of 1:00pm and 9:00pm. Additionally, a **Parent/Guardian Notification Letter** must be read, signed, and returned to the Service Director prior to the ride taking place. Individuals under the age of 17 years are not allowed to participate in this program.
- C. EMTs who participate in the program may discontinue the ride **for cause**. If a ride-along has been discontinued for cause, non-voluntarily, the Service Director shall be made aware of the situation. If a ride-along is terminated for cause, a report outlining the reason may be required by the Service Director.
- D. The Richland County Ambulance Service does not allow ride-along participants under this program to become intentionally involved in dangerous and/or sensitive calls. If there is uncertainty of the situation, the rider should remain in the ambulance or at the ambulance garage until the uncertainty is resolved.
- E. The Richland County Ambulance Service does not allow ride-along participants under this program to operate any departmental vehicles or any other equipment under the EMT’s control.
- F. All riders shall be pre-approved for a ride-along by the Service Director.

## Richland County Ambulance Service Policy Handbook

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- G. The Service Director shall take into consideration criminal record, reasons for the ride-along request, safety of persons participating, and any other concerns that may arise.
- H. There is a restriction of one ride-along participant per shift.
- I. Each rider may be given a tour of the ambulance garage and ambulances. An EMT should remain with the observer at all times.

### **Family Members of Patients as Riders**

All EMS calls should be regarded as true emergencies, with patient care being the single most important factor and priority.

Family members' riding to the hospital in the rear of the ambulance is discouraged because they tend to place the medical staff in a position of splitting attention between the patient and family member. These distractions of assuring family members of the patient's condition, injuries and treatment given can present a significant problem to the EMS caregiver. Attentiveness toward the patient's chief complaint, injuries, vital signs, stabilization and psychological support can be critically compromised by these distractions.

It is recognized, however, that occasionally there will be exceptional cases in which the EMS crew may decide that it is necessary to have a family member accompany the patient in the back of the ambulance. Examples of such cases would be when the patient is a minor or the family member is translating for the patient. In such cases, the following guidelines should be used:

- A. Requests by family members of the patient to accompany the patient to the hospital are left to the discretion of the crew.
- B. Only one (1) family member is allowed to ride.
- C. The family member must ride in the driver's compartment of the ambulance unless the patient is a minor and the parent/legal guardian has a calming effect on the child or translation services are needed and the family member/legal guardian is calm and able to interpret for the patient.
- D. The emotional state of the family member should be such that it will **not** interfere with the treatment of the patient.

# Richland County Ambulance Service Policy Handbook

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**E.** If the exception to allowing a non-patient from the scene to ride in the patient compartment is that the patient is a child and a parent/legal guardian requests to accompany their child. In this case, the parent/legal guardian's name and relationship to the patient must be documented in writing on the ambulance report form.

## **Computer Use**

Please see "**Richland County Computer Policy**".

There is one computer available for all EMT members to use in the ambulance lounge and two available for WARDS Reports. The two computers designated for WARDS Reporting do have internet access; however, members should refrain from using them for anything other than entering in data for WARDS reports. All computer use is to be done in a professional manner and shouldn't conflict with day-to-day operations. Improper use of the computer systems is a serious offense and disciplinary action will occur.

## **Cell Phone and Camera Use**

Personal cell phone use is discouraged anytime during the call, except when using the personal cell phone for navigation or in the case that the County-provided cell phone is not operable. Cell phones are provided in each rig for use in relaying patient information. Use of a personal cell phone for business other than the call is only permitted when returning to the station. At no time should the driver of the ambulance be using the cell phone and operating the ambulance at the same time. At the end of the call, as part of restocking the rig, the cell phone must be checked to ensure it is charged or recharging.

Photographs related to a patient, patient's condition, or cause of the illness or injury **are strictly prohibited.**

## **Grievances**

See "**~~Richland County Handbook of Personnel Policies and Work Rules~~**"

See "Richland County's Formal Complaint and Mismanagement Policy"

## **Sexual Harassment Policy**

See "**Richland County Handbook of Personnel Policies and Work Rules**"

# Richland County Ambulance Service Policy Handbook

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## **Quality Assurance**

An EMS Quality Assurance program is responsible for ensuring that the level of emergency medical patient care and transportation provided by AEMT and EMT is done at a reliable and standard level. By constantly evaluating patient management and documentation, Quality Assurance is able to recognize strengths and weaknesses in the system and adjust as necessary.

The Quality Assurance program helps establish a standard of care and identifies needs for training programs and education to ensure proper and professional care is always being provided at evolving levels. The program's ability to identify areas where AEMT and EMT are high-performing allows for acknowledgment and positive feedback.

The Quality Assurance program consists of many different facets, some of which include direct AEMT and EMT service observation, documentation review, intermittent skills evaluations and a comprehensive orientation process upon hiring. Although we typically concentrate on current practice, we evaluate our past and look to the future. We not only monitor our own trends such as response times and patient care, but we also look outside and benchmark our practice against others in the field.

An effective Quality Assurance program provides the public with confidence that their emergency medical service is providing quality care with highly-trained personnel.

See “**Richland County Ambulance Service QA/QI program guidance**” for further information.

# Richland County Ambulance Service Policy Handbook

## Glossary of Terms

Paid On-Call Member	Frequently referred to as ‘volunteers’, these members are not eligible for traditional benefits but will receive such benefits as laid out within this Handbook. Such members do not work regular shifts but work hours selected and set forth by their availability.
Full-time Member	These members are officially hired through Richland County as regular full-time employees, following the terms as laid out in this Handbook. Full-time members are eligible for those benefits available through Richland County. See the “ <b>Richland County Handbook of Personnel Policies and Work Rules</b> ” for more information.
Part-time Member	These members are officially hired through Richland County as regular part-time employees, following the terms as laid out in this Handbook. Part-time members are only eligible for such benefits as would be applicable as laid out in the “ <b>Richland County Handbook of Personnel Policies and Work Rules</b> ”.
Service Director	The Service Director oversees all day-to-day operations for the Richland County Ambulance Service, including but not limited to management of staff, equipment maintenance, budget and finance, and recruitment.
Medical Director	The Medical Director is a physician certified in Emergency Medicine. The Medical Director provides guidance, leadership, oversight and quality assurance for the service.
Joint Ambulance Committee	This committee oversees the Richland County Ambulance Service and is comprised of 19 people representing 13 townships, two villages, one city, and two representatives from the Richland County Board.
Service Area	A service area is designated by contract and is the defined geographic area in which an ambulance service provides EMS response. The Richland County Ambulance Service has a service area that covers the following: Townships of Akan, Buena Vista, Bloom, Dayton, Eagle, Henrietta, Ithaca, Marshall, Orion, Richland, Rockbridge, Sylvan, Willow; Villages of Boaz, Yuba; City of Richland Center.
Medical Protocols	Medical Protocols are developed and approved by the Medical Director. They outline the standard of care and procedures that must be followed in providing emergency medical care to a patient.

## Richland County Ambulance Service Policy Handbook

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EMS Manager	An online member scheduling and management software program for EMS.
WARDS	Wisconsin Ambulance Run Data System.
Compensatory Time	Compensatory time is accumulated by non-exempt County employees on an emergency basis on other than regular working hours.

# Forms

## Richland County Ambulance Service Policy Handbook

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### On-Scene Physician Release

Richland County Ambulance Service has responded to an emergency call for help and is operating under specific protocols. In addition, this team is in direct communications with Medical Control at the Richland Hospital, Inc.

In the event you wish to intervene or assist, **YOU WILL ASSUME FULL RESPONSIBILITY** for pre-hospital care of this patient. To do so, Richland County Ambulance Service and Medical Control requires you to:

1. Properly identify yourself as a physician licensed to practice medicine in Wisconsin.
2. Sign this form accepting **FULL RESPONSIBILITY** for pre-hospital care of this patient.
3. Remain with this patient at all times at the scene and during transport and until relieved by the Medical Control physician at the receiving hospital.

I, \_\_\_\_\_ (please print name), am a physician licensed to practice medicine in Wisconsin and hereby accept full responsibility for pre-hospital care of this patient and agree to comply with the requirements stated above.

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Date

## Richland County Ambulance Service Policy Handbook

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### **RIDE-ALONG RELEASE FORM**

In consideration of being allowed to accompany the Richland County Ambulance personnel on ambulance calls and otherwise participate in the Emergency Medical Services Program.

I, the undersigned, binding my heirs, personal representatives, trustees, administrators, and assignees, do hereby release and agree not to hold liable, the Richland County Ambulance Service, its agents and members from any and all actions, claims, injuries or death sustained by me or my property while participating in the EMS program. I further agree, binding my heirs, personal representatives, trustees, administrators, and assigns, to indemnify, hold and save harmless the Richland County Ambulance Service, its agents and members from any liability, action, claim, damage, award or judgment incurred or suffered by the above EMS service or individuals as a result of any act of omission by me or caused by me while participating in the above named program.

In addition, I make the following representations and acknowledgments upon which I intend the EMS service to rely:

I realize and agree that while participating in this project, I will not be an agent, servant or member of the Richland County Ambulance and therefore will not be covered by the Richland County Ambulance Service for any worker's compensation, death, or disability benefits;

I realize that as a voluntary participant in this program, that riding along on a call is inherently dangerous. Safety is my responsibility. I will, at unpredictable times, be placed in both foreseeable and unforeseeable positions of considerable danger and agree that neither the Richland County Ambulance Service nor any of its officers or members shall be obligated to take any steps or actions to protect my person or provide a means of withdrawal or retreat for me, and release them of any duty to do so;

I agree that any information I may gain through participation in this program will be used by me only for my personal educational purposes, except where I am summoned as a witness in any administrative or court proceeding;

I understand that my participation in the above named program is a privilege subject to revocation at any time by a Richland County Ambulance Service officer.

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Signature

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Date

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Witnessed by

## Richland County Ambulance Service Policy Handbook

### **Request for Training**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Training: \_\_\_\_\_

Location of Training: \_\_\_\_\_  
\_\_\_\_\_

Purpose of Training: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Training Dates: \_\_\_\_\_

Number of Training Days: \_\_\_\_\_ Cost of Training: \_\_\_\_\_

Approximate Miles: \_\_\_\_\_

Will you be staying overnight?:    Yes    No    How many nights: \_\_\_\_\_

Cost of Motel Stay: \_\_\_\_\_

Motel Location: \_\_\_\_\_  
\_\_\_\_\_

Number of Meals: \_\_\_\_\_ Approximate Cost: \_\_\_\_\_

Service Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Joint Ambulance Committee Approval: \_\_\_\_\_

# Richland County Ambulance Service Policy Handbook

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## TRAINING REIMBURSEMENT AGREEMENT

I, \_\_\_\_\_, in consideration for being accepted as a regular member of the Richland County Ambulance Service, as a volunteer emergency medical technician; and,

In further consideration for having the aforementioned Richland County pay for my tuition, and books incurred as a result of my emergency medical technician certification;

Do hereby agree to remain as an active member of Richland County Ambulance Service for a period of no less than two years, exclusive of any probationary period that may be imposed upon me by the County and to not voluntarily terminate my service until the end of said two year period; and,

Do further agree to attend, during said two year period, the minimum required number of ambulance on call hours, drills and maintenance meetings as set forth in any County policies or policies promulgated by the Service Director or the Joint Ambulance Committee of Richland County which are in effect during the year that I sign this agreement; and,

Do further agree to reimburse (on a 25% per 6 month pro-rated schedule) the County for monies expended on my behalf for tuition, books and other education-related expenses if I voluntarily resign as an active member of the Richland County Ambulance Service before the end of my two year term; and,

Do understand that the requirement to reimburse the County may be waived in cases of voluntary termination resulting from extreme hardship or genuinely unforeseen circumstances at the discretion of the Joint Ambulance Committee by a majority vote.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Accepted: \_\_\_\_\_  
New Member

Approved: \_\_\_\_\_  
Service Director

**RESOLUTION NO. 21- \_\_\_\_\_**

A Resolution Amending The County Ambulance Services Addendum To The Handbook Of Personnel Policies and Work Rules.

WHEREAS the County Ambulance Service has an addendum to the Handbook of Personnel Policies and Work Rules which is entitled the “Richland County Ambulance Service Handbook”, and

WHEREAS, due to the ever-changing needs of the County Ambulance Service, the Handbook needs to be amended from time to time, and

WHEREAS the Finance and Personnel Committee has reviewed proposed amendments to the Handbook and the Committee is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the amended Richland County Ambulance Service Handbook, a copy of which is on file in the County Clerk’s office, is hereby approved, and

BE IT FURTHER RESOLVED that the major aspects of the amendments to the Handbook are as follows:

1. Licensure language made consistent with State Administrative Code;
2. Chain of command updated to reflect a County Administrator;
3. Probation period now consistent with County handbook;
4. Outline how paid on call staff are paid;
5. Changes to the scheduling process and policy on minimum hours on call each month;
6. Changes to discipline process; added in the County’s Formal Complaint and Mismanagement Policy;

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
FINANCE AND PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION

DEREK S. KALISH  
COUNTY CLERK

DATED: JULY 20, 2021

SHAUN MURPHY-LOPEZ  
DAVID TURK  
MELISSA LUCK  
MARTY BREWER  
LINDA GENTES  
MARC COUEY  
DONALD SEEP

FOR AGAINST

X  
X  
X  
X  
X  
X  
X

**RESOLUTION NO.21- \_\_\_\_\_**

A Resolution Authorizing The Purchase of the Richland Electric Cooperative Building.

WHEREAS the Joint Ambulance Committee is actively working towards securing a new facility for the Emergency Medical Services operations and office space for the Emergency Management Department, and

WHEREAS, the County Board authorized a borrowing of \$600,000 for the design and acquisition of an emergency services facility; and

WHEREAS Rule 14 of the Rules of the Board requires County Board approval for any expenditure in excess of \$5,000 and the Finance and Personnel Committee has carefully reviewed this proposal and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the expenditure of up to \$600,000 less any funds from this borrowing heretofore expended on this project, for the acquisition of the Richland Electric Cooperative Building and any improvements needed to remodel the building for the intended uses.

BE IT FURTHER RESOLVED that this authorization is contingent upon the receipt of a \$200,000 donation from Robert Simpson for the specific purpose of purchasing the Richland Electric Cooperative Building, with the total purchase price not to exceed \$350,000.

BE IT FURTHER RESOLVED that invoices for the purchase and remodeling expenses up to \$576,238.62, which is the remaining balance and shall be paid from Fund 75, and

BE IT FURTHER RESOLVED that any invoices for the acquisition and or remodeling cost in excess of the remaining amount of the \$600,000 borrowing shall be paid out of the Joint Ambulance Committee Fund 51 or other funding sources.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
FINANCE AND PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

FOR AGAINST

RESOLUTION

DEREK S. KALISH  
COUNTY CLERK

DATED: JULY 20, 2021

SHAUN MURPHY-LOPEZ  
DAVID TURK  
MELISSA LUCK  
MARTY BREWER  
LINDA GENTES  
MARC COUEY  
DONALD SEEP

X

X

X

X

X

**RESOLUTION NO.21-\_\_\_\_\_**

# A Resolution Proclaiming July 2021 As Fair Housing Month

WHERE AS Richland County recognizes the passage of the Federal Fair Housing Act; Title VIII of the Civil Rights Act of 1968, as amended; and

WHERE AS this law guarantees that housing throughout the United States should be made available to all citizens without regard to race, color, religion, sex, family status, disability or national origin; and

WHERE AS equality of opportunity for all is a fundamental policy of this nation, state and city;  
and

WHERE AS barriers which diminish the rights and limit the options of any citizen will ultimately diminish the right of all citizens; and

WHERE AS the cooperation, commitment and support of all the residents of Richland County is necessary to removing barriers to the enjoyment of living where one choose within one's means.

NOW THEREFORE BE IT RESOLVED, the Richland County Board hereby proclaims the month of July, 2021 as Fair Housing Month and requests and encourage every citizen and business of our community to support and endorse Fair Housing; to reaffirm their commitment to Fair Housing for all, and wholeheartedly recognize these rights and responsibilities throughout the year.

## VOTE ON FOREGOING RESOLUTION

## RESOLUTION OFFERED BY FINANCE & PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

FOR      AGAINST

## RESOLUTION

SHAWN MURPHY-LOPEZ

DEREK S. KALISH  
COUNTY CLERK

MARC COUEY X

MARTY BREWER X

DAVID TURK

DATED JULY 20, 2021

DONALD SEEP X

LINDA GENTES X

MELISSA LUCK X

## RESOLUTION NO.21- \_\_\_\_\_

### A Resolution Celebrating Independent Retailer Month

WHEREAS July is celebrated as Independent Retailer Month, a shop local event encouraging consumers to shop at independent retailers, and

WHEREAS the strength of the economy of Richland County depends on independent retailers and other small businesses, and

WHEREAS several independent retailers experienced decreased sales during the recent pandemic, including restaurants, taverns, lodging, movie theaters, and hair stylists, and

WHEREAS multiple studies have shown that money spent at independent retailers has an outsize impact on local economies, including more spending and jobs, and

WHEREAS small businesses provide sales and property tax revenue to fund local police protection, road maintenance, social safety net programs, and schools, and

WHEREAS the Greater Richland Area Chamber represents independent retailers in Richland County.

NOW THEREFORE BE IT RESOLVED the County Board expresses its appreciation to all independent retailers and small business owners in Richland County, and

BE IT FURTHER RESOLVED the County Board appreciates the contributions of all businesses, no matter their size, and

BE IT FURTHER RESOLVED the County Board encourages residents and visitors to shop at independent retailers in July and throughout the year, and

BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this Resolution to the Greater Richland Area Chamber, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE  
RULES AND RESOLUTIONS COMMITTEE

RESOLUTION

DEREK S. KALISH  
COUNTY CLERK

DATED: JULY 20, 2021

SHAUN MURPHY-LOPEZ  
CHAD COSGROVE  
KERRY SEVERSON  
MELISSA LUCK  
DONALD SEEP

FOR AGAINST

X  
X  
X  
X  
X



**RESOLUTION NO.21- \_\_\_\_\_**

A Resolution Approving A Contract With An Engineering Firm Relating To Improving The County's Emergency Radio And Tower Infrastructure.

WHEREAS the County's emergency and radio tower infrastructure is aging and significant improvements need to be done to it to improve the County's communication with patrol, emergency response and firefighting units in order to ensure public safety at all times, and

WHEREAS Phase 1 evaluation is complete and the Law Enforcement and Judiciary Committee has recommended proceeding to Phase 2 Design Development which the Committee believes is in the County's best interest, and

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

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the contract proposed by Tru North Consulting Group, Inc. of Milwaukee, to undergo a Phase 2 Design Development relating to the County's emergency radio and tower infrastructure at a cost not to exceed \$21,500, and

BE IT FURTHER RESOLVED that funds to carry out this Resolution shall come from the Short Term Capital Borrowing Fund (Fund #92) and approval is hereby granted for the County Administrator to sign on behalf of the County the contract proposed by Tru North Consulting Group, Inc. for this work, and

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY FINANCE &  
PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION

DEREK S. KALISH  
COUNTY CLERK

DATED JULY 20, 2021

	FOR	AGAINST
SHAWN MURPHY-LOPEZ	X	
MARC COUEY	X	
MARTY BREWER	X	
DAVID TURK	X	
DONALD SEEP	X	
LINDA GENTES	X	
MELISSA LUCK	X	

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VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY FINANCE &  
PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION

DEREK S. KALISH  
COUNTY CLERK

DATED JULY 20, 2021

	FOR	AGAINST
SHAWN MURPHY-LOPEZ	X	
MARC COUEY	X	
MARTY BREWER	X	
DAVID TURK	X	
DONALD SEEP	X	
LINDA GENTES	X	
MELISSA LUCK	X	

**RESOLUTION NO. 21-\_\_\_\_\_**

A Resolution Making A Fund Transfer To The Richland County Fair Revolving Loan Fund.

WHEREAS each year it is necessary for the County Board to make a temporary appropriation from the General Fund to the Richland County Fair Revolving Fund for use by the Fair and Recycling Committee in conducting that year's County Fair.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that \$15,000.00 is hereby temporarily transferred from the General Fund to the Richland County Fair Revolving Fund for use by the Fair and Recycling Committee in conducting the 2021 Richland County Fair, with this appropriation being for a period of 90 days, and

BE IT FURTHER RESOLVED that \$15,000.00 be transferred back from the County Fair Revolving Loan Fund to the General Fund by not later than December 31, 2021, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
FINANCE AND PERSONNEL COMMITTEE

AYES \_\_\_\_\_NOES \_\_\_\_\_

FOR AGAINST

RESOLUTION

DEREK S. KALISH  
COUNTY CLERK

DATED: JULY 20, 2021

SHAUN MURPHY-LOPEZ  
DAVID TURK  
MELISSA LUCK  
MARTY BREWER  
LINDA GENTES  
MARC COUEY  
DONALD SEEP

X  
X  
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X  
X

**RESOLUTION NO. 21- \_\_\_\_\_**

A Resolution Adopting a County Classification, Compensation and Staff Authorization Policy

WHEREAS Richland county adopted Resolution No. 20 -107. A Resolution Approving The County Administrator’s Strategic Plan And Administrative Priorities with an identified goal to “Develop compensation and classification plan.”, and

WHEREAS County Administrator Clinton Langreck has expanded this strategic goal to include staff authorization, and has proposed that a policy on Classification, Compensation and Staff Authorization be adopted for the administrative purposes to establish procedural guidance in classify employee positions, promoting consistent compensation practices, and facilitating oversight on department staffing authorization levels, and

WHEREAS after review and feedback by the county departments, the Finance and Personnel Committee has carefully considered Administrator Langreck’s proposal and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors adopts the Classification, Compensation and Staff Authorization Policy, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE	
AYES _____NOES _____		FOR	AGAINST
RESOLUTION  DEREK S. KALISH COUNTY CLERK  DATED: JULY 20, 2021		SHAUN MURPHY-LOPEZ	X
		DAVID TURK	X
		MELISSA LUCK	X
		MARTY BREWER	X
		LINDA GENTES	X
		MARC COUEY	X
		DONALD SEEP	X

RICHLAND COUNTY, WI



# -DRAFT- Policy on Personnel Classification, Compensation and Staff Authorization

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Effective: \_\_ January \_\_  
Revised: \_\_ \_\_\_\_\_

<b>Policy Cover</b>	
<b>Title:</b> Policy on Personnel Classification, Compensation and Staff Authorization	<b>Effective Date:</b> ____ 2021
	<b>Adoption/Revision Date:</b> ____ 2021
<b>Custodian:</b> County Administrator	<b>Approving Body:</b> Richland County Finance and Personnel Committee

### **1. Authority**

- a. Wis. Stat. 59.02 (Powers, how exercised; quorum);
- b. Wis. Stat. 59.03 9 (Home rule);
- c. Wis. Stat. 59.51 (Board Powers);
- d. Wis. Stat. 59.18 (County Administrator); and
- e. Wis. Stat 59.22(2)(c) (Board Powers to establish the number of employees)

### **2. Reference:**

- a. Adopting Resolution/Ordinance/Motion: Resolution No: \_\_\_\_\_
- b. Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions: Resolution 20-93
- c. Richland County Employee Handbook
- d. Res 18-10 Adopting a New Pay Plan Wage Scale
- e. Res 18-61 Wage Scale amendment
- f. Res 18-97 Wage Grade Increased
- g. Res 19-89 Amending the County's pay plan wage schedule
- h. Res 19-126 Amending Res 19-89
- i. Ordinance 82-3 Sheriff's Department Ordinance
- j. Ordinance 89-7 Sheriff Department Ordinance

### **3. Purpose:**

The Policy on Personnel Classification, Compensation and Authorization:

- a. establishes uniform classification practices throughout the organization;
- b. establishes compensation practices that are competitive with relevant markets;
- c. establishes an authorization table that identifies the allocation of the county workforce; and
- d. delegates authority and defines procedures to committees and administration.

### **4. Scope**

- a. Applies to all Richland County Employees with exceptions of elected, seasonal, limited term, union members under a collective bargaining agreement when in conflict with the agreement, or those positions not otherwise captured in the authorization table.

## **5. Policy Overview**

- a. Authority of this policy is vested in the Richland County Board of Supervisors with specified authorities granted to the Finance and Personnel Committee.
- b. Administrative procedures regarding classification, compensations and the staff authorization are delegated to the County Administrator.

## **6. Policy Performance Goals:**

- a. This policy is established to support the following recruitment and retention goals with quantifiable performance indicators:
  - i. At the organizational level, the average tenure for a regular Richland County, employees should not fall below the national average for public employees as reported annually by the Bureau of Labor Statistics.
  - ii. At the department level, no department should experience more than 25% turn over in a year period, with consideration given to unreasonable circumstances involving smaller departments with limited staff.
  - iii. At the position level, no vacant regular full-time or vacant part-time regular position, should go 60 days without finding a candidate that meets minimum qualifications.
- b. This policy is established to support the following authorization goals with quantifiable performance indicators:
  - i. All employee authorization changes requiring amendments to this policy will be implemented in accordance with this policy, or at the authorization of the County Board.

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## **SECTION 1: COMPENSATION PHILOSOPHY:**

The Richland County Board of Supervisors intends to compensate the employees of Richland County through competitive wages that recognizes required (and acquired) knowledge, skills, and abilities; and awards longevity within the county through paid benefit time off. The compensation structure should give incentive for both professional developments in the given position, and the desire to pursue advancements in grade, authority and responsibility within the county. Compensation should reflect relevant markets in which the County can reasonably compete. Compensation should promote a well-qualified and diverse workforce that represents both the experience of longevity and the innovativeness of influx. It is understood that situations may occur where subordinates, or positions of lower grades, may be compensated at higher rates than supervisor(s), or employees at higher grades; however, these situations should be rare. It is also understood that market demands may fluctuate during recruitment efforts and deviations impacting one employee does not set precedent for other employees. Compensation is provided with an understanding that it is the responsibility of Richland County administration and management to: (1) promote a productive work environment and job satisfaction by fostering a motivational culture of autonomy, mastery and purpose; (2) ensure continuity during employee turnover; and (3) demonstrate fiscal responsibility.

## **SECTION 2: COMPENSATION PRINCIPLES**

- A. Support the performance goals of this policy, the Richland County Mission and strategic initiatives;
- B. Compensation will comply with federal code, state statute and county policy; and
- C. Richland County will utilize consistent practice, procedures, policies, and templates with limited exceptions that may arise from operational needs.
- D. Richland County will not discriminate in classification or compensation based on race, color, gender, religion, creed, age, disability, national origin, sexual orientation, or any other basis prohibited by state or federal law.
- E. Compensation should be transparent and visible upon request of the public and needs of auditing.
- F. This policy does not constitute a contract of employment. This policy can be changed for any reason, at any time, and without warning by the County Board or designated authority thereof. All employees not specifically covered by a collective bargaining agreement, elected, or appointed by statute are considered "at-will."

## SECTION 3: POLICY DEFINITIONS

For purposes of this policy the following definitions will apply:

- A. **Emergency** — a serious and unexpected situation requiring immediate action to avoid a dangerous or unreasonable liability to the organization.”
- B. **Wage Modifier**—any additional pay added to an employee’s hourly rate beyond step of the wage schedule. Such as weekend or night differential, etc.
- C. **Step Increase**— a wage grade step increase is a lateral progression, move or adjustment along the assigned wage grade.

## SECTION 4: WAGE SCHEDULES

The following section describes the structure, purpose and progression of the Richland County Wage Schedules (Appendix E).

### A. PAY GRADE:

- 1. County positions are assigned to pay grades with County Board approval, through the processes defined in this policy.
- 2. Reclassification of a position to a different pay grade is described in Section 7 of this policy.
- 3. Each pay grade has a “step range” approved by the County Board
- 4. Individual pay grade ranges may be adjusted by the County Board at any time, and at their discretion. Reasons that may arise to warrant adjustments include (but are not limited to) market changes, operational needs, recruiting and retention trends, or inability to meet the goals, philosophy or principles of this policy.
- 5. Additional wage modifiers may apply to individuals within the grade based on County Board approval, or approved department work rules.

### B. SCHEDULE PLACEMENT AND PROGRESSION (Res No. 19-89)

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 3)

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

composition structures (steps) to reflect current market — update to be completed by April 30, 2020.

14. “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”

## **SECTION 5: SUPPLEMENTAL DEPARTMENT WORK RULES**

Federal Regulations, Wisconsin State Statutes and Finance and Personnel Committee approved departmental work rules may allow for pay modifiers and deviation from the Richland County Compensation Policy. Such modifiers and deviations will be presented to the Finance and Personnel Committee by the departments for periodic review.

Departments with supplemental pay schedules and policies include the following appendices:

- AA. Ambulance Services / Emergency Management (reserved)
- BB. Child Support (reserved)
- CC. Circuit Court (reserved)
- DD. Coroner (reserved)
- EE. District Attorney’s Office (reserved)
- FF. Extension Office (reserved)
- GG. Fair and Recycling (reserved)
- HH. Health and Human Services (reserved)
- II. Highway (reserved)
- JJ. Land Conservation (reserved)
- KK. MIS (reserved)
- LL. Pine Valley Community Services
- MM. Register of Deeds (reserved)
- NN. Register in Probate (reserved)
- OO. Sheriff’s Office (including reference to WPPA Agreement)
- PP. Symon’s Recreation Complex (reserved)
- QQ. Treasurer’s Office (reserved)
- RR. UW Food Services (reserved)
- SS. Veteran’s Services (reserved)
- TT. Zoning and Sanitation (reserved)
- UU. Misc. (reserved)

## **SECTION 6: CLASSIFICATION AND POSITION DESCRIPTIONS**

- A. Classification: A positions classification is defined by the following components:

1. **Position Title** — As defined by state statute and/or the county

organizational tables, should align with comparable, standardized titles by the Bureau of Labor Statistics when applicable

2. **Pay Grade** — Compensation level of a position as found on the Richland County Wage Schedules
  3. **FLSA Status** — Defines position entitlement to salary or time and/or one half premium
  4. **Category** — Defines position as full-time, part-time, reserve/pool, limited term, or seasonal.
  5. **Capacity** — Indicates if the position's intended capacity of average hours per week
- B. **Position Description Content:** The authority and responsibility to manage and direct employees, assign work duties, and schedule employee hours is a function of management. Position description changes that are necessary to reflect assigned duties and requirements, are delegated to the position's department head with review by the County Administrator, or supervisory committee as appropriate. At the discretion of the County Administrator, modifications of department position descriptions significantly impacting department operations must be approved by the County Board.
- C. **Department Heads** are responsible for ensuring their department's employees have a signed copy of their most recent position description submitted to the employees' individual personnel file. The position description is not to serve as a contract of employment, but as an understanding of general work expectations.
- D. *Record Retention:* A master copy of all position descriptions shall be stored with the County Administrator, or designee as assigned.

## **SECTION 7: RECLASSIFICATION PROCESS**

- A. A reclassification is a change to any one of the classification components listed above in section 6A.
- B. Operational needs, essential functions and market demands will change. Positions may require a reclassification of title, wage grade, FLSA status, category or hourly capacity. Reclassifications will be entertained by the County Administrator and the Finance and Personnel Committee on an annual basis in conjunction with the budget process unless an emergency arises or a violation of the policy performance goals is identified. Reclassifications require resolution by the County Board.

C. Reclassification Procedure:

1. Department heads will present a completed reclassification request form with supporting documents to the county administrator or supervisory committee (when the department head is an elected official). [Reference Appendix B: "Reclassification Request"]
  - a. Requests involving the amendment to the pay grade assignment or FLSA classification will be forward to the County's compensation plan consultant for review and recommendation. Fees for the reclassification review will be charged to the requesting department.
2. The county administrator, or supervisory committee (when the department head is an elected official), may take action to recommend the reclassification to the Finance and Personnel Committee.
3. With the recommendation of the Administrator or supervisory committee (when the department head is an elected official), departments will present a completed reclassification request form with supporting documents to the Finance and Personnel Committee.
4. The Finance and Personnel Committee may recommend a resolution to the Richland County Board of Supervisors, or deny the request.
5. Any reclassification changes that are approved will be implemented on the first day of the first full pay period of the new budget year unless otherwise specifically requested by the department and approved by the Finance and Personnel Committee, or County Board.
6. Reclassifications in a pay grade may be warranted by the following criteria:
  - a. Infraction of policy performance goals. Proven recruitment and retention trends indicating a clear need for reclassification.
  - b. The significant addition or deletion of essential job functions, skill requirements, educational requirement, and responsibilities; as added/or deleted from the position description since the last evaluation of the position. An increase/or decrease in volume of previously established functions, or comparable functions, does not warrant a reclassification in wage grade.
  - c. Clear indication of adverse impact related to department hierarchy and/or inconsistency with the Richland County compensation philosophy (section 1) and/or principles (section2).

- d. A significant operational need, with overwhelming justification given by the department head, and supported by the county Administrator or supervisory committee (when the department head is an elected official).

## **SECTION 8: THE STAFF AUTHORIZATION TABLE**

- A. Operational needs within departments may require the adjustment and reauthorization of staff positions. Creations and deletions will be entertained by the County Administrator and Finance and Personnel Committee on an annual basis in conjunction with budget preparations unless an emergency arises or a violation of policy performance goals is proven.
- B. The Richland County Staff Authorization Table is a consolidated schedule of all authorized position classifications and staffing levels for Richland County Departments. The table represents the maximum allowable staffing positions authorized to the department and does not represent the actual head count or funded positions. [Reference Appendix D]
- C. Total authorized staffing levels for department positions, as found in the staff authorization table, shall be approved by the Richland County Board of Supervisors. Authorized staffing levels will be considered the maximum, with discretion to operate at lower levels controlled by department heads based on needs and available funding. **Limited term employment does not need to be authorized by indication on the table.**
- D. **Exception Pine Valley** — The Pine Valley Administrator is granted authority to amend to exceed or modify the authorized count of healthcare and supporting staff positions to meet needs of census and market changes. Changes will be confirmed by the County Administrator and all changes will be reported to the Finance and Personnel Committee.
- E. Amending the authorization count, or removing an existing position, procedure:
  - 1) The department head should present their proposal(s) of amending the authorization count, or deletion of a position, to the county administrator or supervisory committee (when the department head is an elected official). The administrator or supervisory committee may take action to recommend to the Finance and Personnel committee.
  - 2) The department head must present their proposal(s) of position deletion to the Finance and Personnel committee. The Finance and Personnel committee may recommend a resolution to the Richland County Board of Supervisors.

- 3) Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of position deletion to the Richland County Board of Supervisors by resolution. The Richland County Board of Supervisors may take action to amend the count or delete the position from the Richland County Authorization Table.

F. Creating a position procedure:

1. Creation of a new position may be warranted by the following of criteria:
  - a. The proposed position contains new essential job functions, or requirements that are not already consolidated under an existing position title on the Richland County wage schedules.
  - b. Significant operational changes in a department that are adding new programs and services.
  - c. Requirements driven by grant and/or funding needs.
  - d. A significant operational need, with overwhelming justification given by the department head, and supported by their advisory committee.
2. Department heads will present the request to their supervisory committee. A New Position Request Form will be submitted with information and supporting documents that include: 1) a position description, 2) a job description questionnaire provided by the compensation plan consultant, 3) narrative of reasoning, and 4) a statement of financial impact. [Reference Appendix C]
3. The supervisory committee may take action to recommend the creation to the County Administrator and Finance and Personnel committee.
4. The New Position request will be submitted to the County Administrator. The County Administrator will forward the "New Position Request" to the County's compensation plan consultant for review and opinion. Fees for the creation study will be charged to the requesting department.
5. The Department head will present the following to the Finance and Personnel Committee 1) position description, 2) a job description questionnaire, 3) narrative of reasoning, and 4) a statement of financial impact 4) the supervisory committee recommendation, and 5) the recommendation from the compensation plan consultant.

6. The Finance and Personnel committee may take action to recommend resolution to the Richland County Board of Supervisors.
7. Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of creation to the Richland County Board of Supervisors. The Richland County Board of Supervisors may take action to create the position and to amend the Richland County Staff Authorization Table and Compensation Table.
8. Any newly created positions that are approved will be implemented on first day of the first full pay period of the new budget year unless otherwise specifically requested and approved by the Richland County Board of Supervisors.

## **SECTION 9: EMPLOYEE MOVEMENT**

With relation to the county wage schedule, employees may transition from one position to another during their tenure with Richland County. transitions will be defined as a promotion, a lateral transfer or a demotion. The receiving department is required to submit a Payroll Status Change (Appendix A) to the Administrator's Office to initiate.

### **A. PROMOTION**

A promotion is the transition of a County employee into a position of a higher pay grade. It is understood that such a transition can be initiated by the employer or employee.

- 1) An employee will not have a wage rate reduction resulting in a promotion.
- 2) When transitioning up to the higher pay grade, the employee will move to the next step that generates an increase, or allowable by policy.
- 3) An employee promoted into a higher wage grade and assuming a higher wage rate may continue to progress according to section 4.
- 4) Changes in an employee's wage rate will be effective on the day the employee assumes the position of promotion. The employee will be eligible for an annual step increase, if available, on the anniversary of that date, pending department head approval.

### **B. LATERAL TRANSFER**

Lateral Transfer is the transition of a County employee into a position found in their current pay grade.

- 1) An employee will not have a wage rate reduction resulting in a lateral transfer.

- 2) An employee transferring into a position of equal wage grade, upon reassignment by the county, will maintain current step and anniversary date may continue to progress according to section 4.
- 3) The employee will be eligible for an annual step increase, if available, on the anniversary of their established date from the previous position, pending department head approval.

### **C. DEMOTION**

A demotion is viewed as the transition of a County employee into a position found in a lower pay grade. It is understood that such a transition can be initiated by the employer or employee.

- 1) An employee is subject to a wage rate reduction.
- 2) An employee transferring into a position of a lower wage grade may continue to progress according to section 4.
- 3) Changes in an employee's wage rate will be effective on the day the employee assumes the new position. The employee will be eligible for an annual step increase, if available, on the anniversary of that new date, pending department head approval.

## **SECTION 10: REVIEW AND MAINTENANCE**

A review of this compensation plan and all job positions will be conducted every five years, at the request of the County Administrator, or at the direction of the Finance and Personnel Committee or Richland County Board.

## **SECTION 11: REVISION HISTORY**

<b>Revision History</b>		
<b>Adoption/Revision Date</b>	<b>Overview of Adoption/Revision</b>	<b>Committee Action / Resolution</b>
01/19/2020	Original	

## **APPENDIX A: PAYROLL STATUS CHANGE FORM**

EFFECTIVE DATE	PAYROLL STATUS CHANGE		EMP ID #
EMPLOYEE NAME			
CHANGE(S)	FROM	TO	
<b>PAY</b>	GRADE		GRADE
	STEP		STEP
	RANGE		RANGE
	HOURLY RATE		HOURLY RATE
<b>JOB TITLE</b>			
<b>DEPARTMENT</b>			
<b>WEEKLY HOURS</b>			
<b>SHIFT</b>			
<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME WITH BENEFITS WORK 17.50+ HRS P/WK		
<input type="checkbox"/> CALL-IN	<input type="checkbox"/> PART-TIME/TEMP CASUAL NO BENEFITS		
REASON(S) FOR THE CHANGE(S)			
<input type="checkbox"/> HIRED		<input type="checkbox"/> REHIRED	
<input type="checkbox"/> PROBATION ENDED		<input type="checkbox"/> TRANSFER	
<input type="checkbox"/> 2 YEAR WAGE INCREASE		<input type="checkbox"/> RETIREMENT	
<input type="checkbox"/> SENIORITY INCREASE		<input type="checkbox"/> TERMED	
<input type="checkbox"/> PROMOTION		<input type="checkbox"/> DISCHARGED	
<input type="checkbox"/> DEMOTION		<input type="checkbox"/> LAYOFF	
<input type="checkbox"/> SUSPENSION			
	<input type="checkbox"/> MEDICAL	<input type="checkbox"/> NON MEDICAL	
LEAVE OF ABSENCE FROM:		TO:	
FMLA FROM:		TO:	
COMMENTS:			
AUTHORIZED BY:		DATE:	
APPROVED BY:		DATE:	

## **APPENDIX B: RECLASSIFICATION REQUEST**

1. Department:	2. Number of employees:	3. Full-time/Part-time
4. Current Position Title:		5. Pay Grade:
6. Proposed Position Title:		7. Proposed Pay Grade:
8. Date materials effectively received by Administrator:		9. Proposed Effective Date:
<p align="center"><b><u>Required Supporting Documentation:</u></b></p> <p><input type="checkbox"/> Current job description</p> <p><input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements</p> <p><input type="checkbox"/> Narrative of why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.</p> <p><input type="checkbox"/> Supporting documentation (i.e. study data); including consultant review</p> <p><input type="checkbox"/> Total financial impact to implement reclassification: \$_____ Budget year:_____</p> <p><input type="checkbox"/> Plan of how financial impact will be absorbed</p>		
Department Head Signature:		Date:
Administrator/Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:

### **TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE**

Approved New Position Title:		Effective Date:
Pay Grade:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:		Union Code:
Workmen's Comp Code:		EEOC Job/Salary Category:
New EEOC Function Number:		
Signature of Administrator:	Date:	Approve // Disapprove
Administrator Comments:		

## APPENDIX C: NEW POSITION REQUEST FORM

1. Proposed Position Title:		2. Department:	
3. Position reports to:		4. Date all materials received by Personnel:	
5. <input type="checkbox"/> Full-time; <input type="checkbox"/> Part-Time: <input type="checkbox"/> Other: LTE/Seasonal/Reserve/Intern		6. Estimated hours per week:	
7. Benefits Eligibility: <input type="checkbox"/> yes <input type="checkbox"/> no	8. Is this position covered by grant or revenue funding: <input type="checkbox"/> yes % _____ <input type="checkbox"/> no	9. Proposed date to fill position:	
<p align="center"><b><u>Required Supporting Documentation:</u></b></p> <p><input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements</p> <p><input type="checkbox"/> Proposed pay grade</p> <p><input type="checkbox"/> Supporting documentation (i.e. job study data); including consultant review</p> <p><input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____</p> <p><input type="checkbox"/> Plan of how financial impact will be absorbed</p> <p><input type="checkbox"/> Proposed change to department's organizational chart</p>			
Department Head Signature:		Date:	
Administrator / Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:	

### TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:	
Pay Grade:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other	
Job Code:		Union Code:	
Workmen's Comp Code:		EEOC Job/Salary Category:	
New EEOC Function Number:			
Signature of Administrator:	Date:	Approve // Disapprove	
Administrator Comments:			

## APPENDIX D: STAFF AUTHORIZATION TABLE

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5115	Administration		County Administrator	By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Payroll & Benefits Specialist	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Accounting Supervisor	J	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	0.00	0.00	0.00	0.00
5245	Ambulance / Emergency Management		Emergency Medical Services / Emergency Management Director	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Tech (Admin)	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Tech (Training Officer)	E*F	Hourly	40	1.10	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Technician	B*C	Hourly	40	4.00	4.00	0.00	0.00	0.00
			Ambulance Crew Member	\$20/call	Hourly		0.00	0.00	0.00	23.00	0.00
			Ambulance Driver	\$15/call	Hourly		0.00	0.00	0.00	3.00	0.00
			All Hazards Planner	Contract			0.00	0.00	0.00	0.00	1.00
						TOTAL:	7.10	4.00	0.00	26.00	1.00
5540	Child Support Office		Child Support Director	K	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Child Support Worker	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Child Support/Staff Attorney-Assistant	By Res	Exempt	40	0.20	1.00	0.00	0.00	0.00
			Corporation Counsel								
						TOTAL:	2.20	1.00	0.00	0.00	0.00
5121	Clerk of Court		Clerk of Circuit Court	By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Deputy Clerk of Court	G	Hourly	40	2.00	0.00	0.00	0.00	0.00
			Bailiff	B	Hourly		0.00	0.00	0.00	8.00	0.00
						TOTAL:	3.00	0.00	0.00	8.00	0.00
State	Circuit Court		Judge	By State	Elected	State	1.00	0.00	0.00	0.00	0.00
			Court Reporter	By State	Hourly	State	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5127	Coroner		County Coroner	By Res	Elected	40	1.00	0.00	0.00	0.00	0.00
			Deputy Coroner	By Res	Hourly		0.00	0.00	0.00	5.00	0.00
						TOTAL:	1.00	0.00	0.00	5.00	0.00
5164	Corporation Counsel		Corporation Counsel	By Res	Exempt		0.00	1.00	0.00	0.00	0.00
			Child Support Administrator / Assistant	By Res	Appointed		0.00	1.00	0.00	0.00	0.00
			Corporation Counsel								
						TOTAL:	0.00	2.00	0.00	0.00	0.00
5141	County Clerk		County Clerk	By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Accounts Payable Specialist/ Deputy County	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5194	Courthouse Maintenance		Maintenance Supervisor	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Custodian	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5161	District Attorney		District Attorney	By State	Elected		1.00	0.00	0.00	0.00	0.00
			Assistant District Attorney	By State	Appointed	40	0.00	1.00	0.00	0.00	0.00
			Victim/Witness Coordinator	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Legal Assistant	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	1.00	0.00	0.00	0.00
5762	Economic Development		Economic Development Director	By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	1.00	0.00	0.00	0.00	0.00

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5614	Fair & Recycling		Fair & Recycling Coordinator	D	Hourly	28	0.00	1.00	0.00	0.00	0.00
			Clerical	A	Hourly		0.00	0.00	1.00	0.00	0.00
			Fair Groundskeeper	B	Hourly		0.00	0.00	1.00	0.00	0.00
			Fair Judge	see note	Hourly		0.00	0.00	48.00	0.00	0.00
			Fair Cashier	\$7.25/hr	Hourly		0.00	0.00	3.00	0.00	0.00
			Fair Misc Worker	\$7.25/hr	Hourly		0.00	0.00	15.00	0.00	0.00
						TOTAL:	0.00	1.00	68.00	0.00	0.00
5124	Family Court		Family Court Commissioner	By Res	Exempt		0.00	1.00	0.00	0.00	0.00
						TOTAL:	0.00	1.00	0.00	0.00	0.00
	Health & Human Services										
5501			Director	R	Exempt	40	1.00	0.00	0.00	0.00	0.00
5501			Corporation Counsel	By Res	Exempt		0.00	1.00	0.00	0.00	0.00
5501	Administration & Building Operations		Admin & Building Operations Manager	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
5501			Conf Administrative Secretary	G	Exempt	40	2.00	0.00	0.00	0.00	0.00
5504			Secretary (2-LONGTERM VACANCIES)	E	Hourly	40	2.00	0.00	0.00	0.00	0.00
5504			Spanish Translators	\$35/hr	Hourly		0.00	0.00	0.00	4.00	0.00
			Secretary (SWWDB Leased Position)	\$14.79/hr	Hourly	24	0.00	0.00	0.00	0.00	1.00
			Custodian (SWWDB Leased Position)	\$15.61/hr	Hourly	35	0.00	0.00	0.00	0.00	1.00
			Fill-In Custodian (SWWDB Leased Position)	\$15.00/hr	Hourly		0.00	0.00	0.00	0.00	1.00
5501	Business & Financial Services		Business & Financial Services Manager	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
5504			Fiscal Specialist	F	Hourly	40	3.00	0.00	0.00	0.00	0.00
5507	Aging & Disability Resource Center		ADRC Manager	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
5507			Information & Assistance Specialist	H	Exempt	40	3.00	0.00	0.00	0.00	0.00
5507			Clerical Assistant II	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
5529			Disability Benefit Specialist	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
5403			Elderly Benefit Specialist	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
5563			Secretary	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
5563			Driver/Escort Driver	A	Hourly		0.00	3.00	0.00	0.00	0.00
5477	Behavioral Health Services		Behavioral Health Services Manager	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
5472			CCS Supervisor	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Quality Coordinator (LONGTERM VACANCY)		Exempt	40	1.00	0.00	0.00	0.00	0.00
5457			CLTS & BT3 Supervisor	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Early Intervention Special Educator (LONGTERM VACANCY)		Exempt	40	1.00	0.00	0.00	0.00	0.00
			Speech & Language Pathologist (LONGTERM VACANCY)		Exempt	28	0.00	1.00	0.00	0.00	0.00
			Occupational Therapist (LONGTERM VACANCY)		Exempt	28	0.00	1.00	0.00	0.00	0.00
5477			Business Systems Analyst	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5472			Mental Health Therapist	K	Exempt	40	5.00	0.00	0.00	0.00	0.00
5478			Substance Abuse Counselor	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
5408			Treatment Court Coordinator	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
5532			Adult Protective Services Worker	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5532			APS/Crisis Professional	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5459			CLTS & BT3 Case Manager	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5401			Psychiatric RN	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
5472			Psychiatric RN	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Psychiatric RN (SWWDB Leased Position)	\$23.93/hr	Exempt	20	0.00	0.00	0.00	0.00	1.00
			Crisis Case Worker (SWWDB Leased Position)	\$24.97/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00
			Service Facilitator (SWWDB Leased Position)	\$19.77/hr	Exempt	40	0.00	0.00	0.00	0.00	3.00
			Rehabilitation Worker (SWWDB Leased Position)	\$20.05/hr	Hourly	10	0.00	0.00	0.00	0.00	1.00
5502	Child & Youth Services		Child & Youth Services Supervisor	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
5502			Child and Youth Services Manager	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
5502			Child & Youth Services Case Manager	H	Exempt	40	5.00	0.00	0.00	0.00	0.00
5502			Youth Aide Worker	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Family Preservation Worker ( Vacant SWWDB Leased Position)		Hourly	28	0.00	0.00	0.00	0.00	1.00
5503	Economic Support		Economic Support Manager	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
5503			Economic Support Lead Worker	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5503			Economic Support Specialist	F	Hourly	40	13.00	0.00	0.00	0.00	0.00
5401	Public Health		Public Health Manager/Local Health Officer	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
5401			Public Health Nurse (1-LONGTERM VACANCY)	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
5401			Public Health Clinic Nurse	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Health & Wellness Coordinator (LONGTERM VACANCY)	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5580			Nutrition Program Coordinator	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
5583			Nutrition Site Worker	A	Hourly		0.00	5.00	0.00	0.00	0.00
5588			Nutrition Driver	A	Hourly		0.00	2.00	0.00	0.00	0.00
						TOTAL:	64.00	13.00	0.00	4.00	10.00

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5321	Highway		Commissioner	P	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Bookkeeper	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Clerk	F	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Patrol Superintendent	K	Exempt	40	2.00	0.00	0.00	0.00	0.00
			Parts Manager/Shop Clerk	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Lead Paving Foreman	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Lead Shop Foreman	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Lead Grade Foreman	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Sign Foreman	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Assistant Shop Foreman	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Mechanic	G	Hourly	40	2.00	0.00	0.00	0.00	0.00
			Equipment Operator/Patrolman	G	Hourly	40	18.00	0.00	0.00	4.00	0.00
			Seasonal	A	Hourly		0.00	0.00	2.00	0.00	0.00
						TOTAL:	31.00	0.00	2.00	4.00	0.00
5741	Land Conservation		County Conservationist	L	Exempt	35	1.00	0.00	0.00	0.00	0.00
			Secretary	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
5750			Conservation Technician	H	Hourly	35	2.00	0.00	0.00	0.00	0.00
						TOTAL:	4.00	0.00	0.00	0.00	0.00
5182	Management Information Systems		Management Information Systems Director	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
			MIS Administrator	J	Hourly	40	1.00	0.00	0.00	0.00	0.00
			MIS Assistant	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	0.00	0.00	0.00	0.00
	Pine Valley Community Village										
5434		Administration	Nursing Home Administrator	P	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Human Resources Director	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Nursing Admin Assistant	E	Hourly	36	1.00	0.00	0.00	0.00	0.00
5433			Manager of Informational Services	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
5432			Administrative Assistant	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Payroll and Accounts Payable Clerk	F	Hourly	36	1.00	0.00	0.00	0.00	0.00
			Billing Specialist	F	Hourly	36	1.00	0.00	0.00	0.00	0.00
5420		Nursing	Director of Nursing	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
5421			RN Manager	L	Hourly	40	2.00	0.00	0.00	0.00	0.00
			RN Supervisor	K	Hourly	40	3.00	0.00	0.00	0.00	0.00
			Registered Nurse	J	Hourly	38.75	5.00	0.00	0.00	0.00	0.00
			Registered Nurse	J	Hourly	27	0.00	1.00	0.00	0.00	0.00
			Registered Nurse	By Res	Hourly		0.00	0.00	0.00	12.00	0.00
5422			LPN	G	Hourly	38.75	3.00	0.00	0.00	0.00	0.00
			LPN	G	Hourly	27	0.00	1.00	0.00	0.00	0.00
			LPN	By Res	Hourly		0.00	0.00	0.00	6.00	0.00
5423			CNA Nursing Assistant	D	Hourly	38.75	34.00	0.00	0.00	0.00	0.00
			CNA Nursing Assistant	D	Hourly	27	0.00	2.00	0.00	0.00	0.00
			CNA Nursing Assistant	D	Hourly	23.25	0.00	1.00	0.00	0.00	0.00
			CNA Nursing Assistant	By Res	Hourly		0.00	0.00	0.00	28.00	0.00
			Unit Clerk	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
			Resident Assistant	B	Hourly		0.00	0.00	0.00	5.00	0.00
		Activities	Activity Director	Contract			0.00	0.00	0.00	0.00	1.00
5424			Activity Aide	C	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Activity Aide	C	Hourly	36	1.00	0.00	0.00	0.00	0.00
			Activity Aide	C	Hourly	27	0.00	1.00	0.00	0.00	0.00
			Activity Aide	C	Hourly		0.00	0.00	0.00	1.00	0.00
5425		Social Work	Social Services Supervisor	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Social Worker	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
5427		Dietary	Food Service Supervisor	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Lead Cook	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
			Cook I	B	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
			Food Service Worker II	B	Hourly	38.75	7.00	0.00	0.00	0.00	0.00
			Food Service Worker II	B	Hourly	23.25	0.00	1.00	0.00	0.00	0.00
			Food Service Worker II	B	Hourly		0.00	0.00	0.00	6.00	0.00
5428		Maintenance	Maintenance Supervisor	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Maintenance Worker	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
5429		CBRF	Unit Clerk	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
			Personal Care Worker	B	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
			Personal Care Worker	B	Hourly	31	0.00	2.00	0.00	0.00	0.00
			Personal Care Worker	B	Hourly	27	0.00	3.00	0.00	0.00	0.00
			Personal Care Worker	B	Hourly	23.25	0.00	2.00	0.00	0.00	0.00
5430		Housekeeping	Housekeeper	A	Hourly	38.75	6.00	0.00	0.00	0.00	0.00
			Housekeeper	A	Hourly	27	0.00	1.00	0.00	0.00	0.00
			Housekeeper	A	Hourly		0.00	0.00	0.00	2.00	0.00
5431			Laundry Worker	A	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
						TOTAL:	84.00	15.00	0.00	60.00	1.00

# STAFF AUTHORIZATION TABLE

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY				
							REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE/ CALL-IN/ SEASONAL	CONTRACT / Lease
5171	Register of Deeds		Register of Deeds	By Res	Elected	35	1.00	0.00	0.00	0.00	0.00
			Deputy Register of Deeds	F	Hourly		1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5120	Register in Probate		Register in Probate/Judicial Assistant/Juvenile Clerk	I	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Deputy Clerk of Circuit Court / Register in Probate Assistant	G	Hourly	35	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5210	Sheriff	Administration	Sheriff	By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Chief Deputy	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Road Patrol Lieutenant	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Office Manager/Conf Secretary	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Clerical Assistant II	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
5211		Road Patrol	Investigator	CBA	Hourly	6/3	1.00	0.00	0.00	0.00	0.00
			Patrol Sergeant	CBA	Hourly	6/3	3.00	0.00	0.00	0.00	0.00
			Deputy	CBA	Hourly	6/3	10.00	0.00	0.00	0.00	0.00
			Deputy (Reserve)	G	Hourly		0.00	0.00	0.00	8.00	0.00
			Translator	\$35/hr	Hourly		0.00	0.00	0.00	5.00	0.00
5251		Jail/Dispatch	Dispatch/Jailer Sergeant	I	Hourly	6/3	2.00	0.00	0.00	0.00	0.00
			Dispatch/Jailer	H	Hourly	6/3	12.00	0.00	0.00	0.00	0.00
			Dispatch/Jailer (Reserve)	G	Hourly		0.00	0.00	0.00	8.00	0.00
						TOTAL:	33.00	0.00	0.00	21.00	0.00
5172	Surveyor		County Surveyor	By Res	Contract		0.00	0.00	0.00	0.00	0.10
						TOTAL:	0.00	0.00	0.00	0.00	0.10
5682	Symons Rec Complex		Director	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Assistant Director	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Maintenance	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Custodian	A	Hourly		0.00	1.00	0.00	0.00	0.00
			Receptionist	A	Hourly		0.00	11.00	0.00	0.00	0.00
			Weight Training Instructor	aa	Hourly		0.00	1.00	0.00	0.00	0.00
			Land Aerobics Instructor	E	Hourly		0.00	10.00	0.00	0.00	0.00
			Lifeguard Instructor	E	Hourly		0.00	1.00	0.00	0.00	0.00
			Water Safety Instructor	E	Hourly		0.00	4.00	0.00	0.00	0.00
			Racquetball Instructor	aa	Hourly		0.00	1.00	0.00	0.00	0.00
			Lifeguard	ab	Hourly		0.00	0.00	25.00	0.00	0.00
						TOTAL:	3.00	29.00	25.00	0.00	0.00
5156	Treasurer		County Treasurer	By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Deputy Treasurer	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
5154	Property Lister		Property Tax Lister	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	0.00	0.00	0.00	0.00
5670	UW-Extension		Area Director	State	Exempt		0.00	0.00	0.00	0.00	0.20
			Clerical Assistant II	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Administrative Secretary	E	Hourly	28	0.00	1.00	0.00	0.00	0.00
			4-H Coordinator	State	Hourly		0.00	0.00	0.00	0.00	1.00
			Human Development and Relationships	State	Hourly		0.00	0.00	0.00	0.00	0.80
			Agriculture Educator	State	Hourly		0.00	0.00	0.00	0.00	0.50
			FoodWise Coordinator	State	Hourly		0.00	0.00	0.00	0.00	0.27
			FoodWise Educator	State	Hourly		0.00	0.00	0.00	0.00	0.73
						TOTAL:	1.00	1.00	0.00	0.00	3.50
5678	UW Food Service		UW Food Service Supervisor	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
			UW Food Services (Supervisor Assistant)	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Cafeteria Worker	aa	Hourly		0.00	0.00	0.00	1.00	0.00
			Food Service Workers	\$7.25	Hourly		0.00	0.00	0.00	7.00	0.00
						TOTAL:	2.00	0.00	0.00	8.00	0.00
5550	Veterans Service		Veterans Service Officer	I	Exempt	35	1.00	0.00	0.00	0.00	0.00
			Veterans Benefits Specialist	G	Hourly	20.5	0.00	1.00	0.00	0.00	0.00
						TOTAL:	1.00	1.00	0.00	0.00	0.00
5183	Zoning & Sanitation		Zoning Administrator	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Land Information		Zoning GIS Tech/Assistant	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Zoning Office System Tech	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	0.00	0.00	0.00	0.00



## APPENDIX E: WAGE SCHEDULES

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
125	R	HHS DIRECTOR	HEALTH & HUMAN SERVICES	36.67	37.52	38.38	39.23	40.08	40.93	41.79	42.64
120	Q			35.03	35.84	36.66	37.47	38.29	39.1	39.92	40.73
115	P	HWY COMMISSIONER	HIGHWAY	33.38	34.15	34.93	35.71	36.48	37.26	38.03	38.81
110	O			31.73	32.47	33.21	33.95	34.69	35.42	36.16	36.90
105	N	HHS BEHAVIORAL HEALTH SERVICES MGR 19-80 HHS PUBLIC HEALTH MGR CHIEF DEPUTY SHERIFF	HEALTH & HUMAN SERVICES SHERIFF	30.08	30.78	31.48	32.18	32.88	33.58	34.28	34.98
100	M	MGMNT INFO SYSTM DIRCTR ECONOMIC DEVELOPMENT DIRECTOR HHS COMPREHENSIVE COMMUNITY SERV SPRVSR 19-101 HHS BUSINESS & FINANCIAL SERVICES MANAGER 20-97 <del>HHS MANAGER OF OPERATIONS 19-80 20-97</del> SHERIFF RD PATROL LIEUT	CH IT DEPT CH ECONOMIC DEVELOPMENT HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES SHERIFF	28.44	29.10	29.76	30.42	31.09	31.75	32.41	33.07
95	L	COUNTY CONSERVATIONIST ZONING ADMINISTRATOR HHS ARDC MANAGER HHS CHILD & YOUTH SRVCS MGR 19-80 HHS LONG TERM SUPPORT & BIRTH TO 3 SUPERVISOR 19-80	CH LAND CONSERVATION CH ZONING HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES	26.80	27.42	28.04	28.67	29.29	29.91	30.54	31.16
90	K	CH CHILD SUPPORT DIRECTOR RES 21-37 EM MED SER/EM MGMT DIR HHS CHILD AND YOUTH SERVICES SUPERVISOR RES 21-29 HHS ECON SUPPORT MANAGER 19-18 HHS MENTL HLTH THER LIC HWY PATROL SUPERINTENDENT HHS PSYCHIATRIC NURSE Res 20-27 HHS PUBLIC HLTH NURSE Res 20-27	CH CHILD SUPPORT CH AMBULANCE HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES	25.15	25.73	26.32	26.90	27.49	28.07	28.66	29.24
85	J	COUNTY CLERK DEP/ACCT SUPERVISR HHS ADMINISTRATION & BUILDING OPERATIONS MANAGER 20-97 <del>HHS ADMINISTRATIVE SUPERVISOR 18-18 20-97</del> HHS MENTL HLTH THER N/L RES 19-80 MGMNT INFO SYSTM ADMNST Res 18-97 SYMONS DIRECTOR	CH COUNTY CLERK HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES CH IT DEPT SYMONS	23.50	24.05	24.60	25.14	25.69	26.24	26.78	27.33
80	I	CH MAINTENANCE SUPERVISOR HHS TREATMNT COURT COOR HHS SUBSTANCE ABUSE COUN RES 19-80 HWY LEAD GRADE FOREMAN HWY LEAD PAVING FOREMAN HWY LEAD SHOP FOREMAN REG PROBATE/REGISTRAR Res 18-97 SHERIFF DISP/JAILR SGT Res 18-97 SYMONS INTERIM DIRECTOR Res 20-83 VETERAN SERVICE OFFICER	CH MAINTENANCE HEALTH & HUMAN SERVICES HHS HIGHWAY HIGHWAY HIGHWAY CH PROBATE SHERIFF SYMONS CH VETERANS SERVICE	21.85	22.36	22.87	23.38	23.89	24.39	24.90	25.41
75	H	<del>LEAD CHILD SPRT WORKER RES 21-37</del> CONSERVATION TECHNICIAN HHS ADULT PROTECTIVE SERVICES/CRISIS PROFESSIONAL RES 21-30 HHS BUSINSS SYSTM SUPRV HHS CHILDREN LONG TERM & BIRTH TO 3 CASE MGR 19-80 HHS EARLY INTERVENTION SPCL EDUCATOR RES 19-80 HHS ECON SPRT LEAD WRK HHS HEALTH & WELLNESS COOR Res 18-97 HHS SW ADULT PROT SRVCS HHS SW CHILD & YOUTH CASE MGR 19-80 HHS INFORMATION & SYSTEM SPECIALIST 19-101 HWY ASSTNT SHOP FOREMAN HWY BOOKKEEPER HWY PARTS MNGR/SHOP CLK PAYROLL & BENEFITS SPCL SHERIFF DISP/JAILER Res 18-97 SHERIFF OFFICE MGR/CONF UW FOOD SER SUPERVISOR	CH CHILD SUPPORT CH LAND CONSERVATION HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HIGHWAY HIGHWAY CH COUNTY CLERK SHERIFF SHERIFF CH UW FOOD SERVICE	20.21	20.68	21.15	21.62	22.09	22.56	23.03	23.50

70	G	ACCOUNTS PAYABLE SPECIALIST Res 18-97	CH COUNTY CLERK	18.56	18.99	19.42	19.85	20.29	20.72	21.15	21.58
		CLERICAL ASSISTANT II (DEPUTY) Res 18-97	CH CLERK OF COURT								
		CLERK OF COURT DEPUTY Res 18-97	CH CLERK OF COURT								
		LEGAL ASSISTANT	CH DISTRICT ATTORNEY								
		HHS CONFID ADMIN SCRTRY	HEALTH & HUMAN SERVICES								
		HHS ELDERLY BENF SPCL	HEALTH & HUMAN SERVICES								
		HHS NUTRITION PROG COOR	HEALTH & HUMAN SERVICES								
		HHS SW DISABLT BEN SPE	HEALTH & HUMAN SERVICES								
		HHS TEMP CERT SOC WORKR	HEALTH & HUMAN SERVICES								
		HHS YOUTH AIDE WORKER	HEALTH & HUMAN SERVICES								
		HWY EQUIP OPER/PATROLMN	HIGHWAY								
		HWY SEASONAL PATROLMAN RES 21-20	HIGHWAY								
		HWY MECHANIC	HIGHWAY								
		HWY SIGN FOREMAN	HIGHWAY								
		PROPERTY TAX LISTER	CH PROPERTY LISTER								
		SHERIFF DEPUTY - TEMP CASUAL	SHERIFF								
		SHERIFF DISP/JAILER - TEMP CASUAL	SHERIFF								
		SYMONS MAINTENANCE	SYMONS								
		VETERANS BENEFIT SPCLST	CH VETERANS SERVICE								
		VICTM WTNS COOR/LEGAL S	CH DISTRICT ATTORNEY								
		ZONING GIS TECH/ASSTNT	CH ZONING								
65	F	CHILD SUPPORT WORKER	CH CHILD SUPPORT	16.92	17.31	17.70	18.10	18.49	18.88	19.28	19.67
		CLERICAL ASSISTANT	CH PROBATE								
		COUNTY TREASURER DEPUTY	CH TREASURER								
		FISCAL SPECIALIST	HEALTH & HUMAN SERVICES								
		HHS ECONOMIC SUPP SPECL	HEALTH & HUMAN SERVICES								
		HWY CLERK	HIGHWAY								
		MNGMNT INFO SYSTM ASST Res 18-97	CH IT DEPT								
		REGISTER OF DEEDS DEPUTY	CH REGISTER OF DEEDS								
		SECRTRY/CERL ASST II	SHERIFF								
		SYMONS ASSISTANT DIRECTR	SYMONS								
		ZONING OFFICE SYS TECH	CH ZONING								
60	*	AMB EMERGENCY MED TECH (ADMIN)	CH AMBULANCE	15.82	16.19	16.55	16.93	17.29	17.66	18.06	18.40
55	*	AME EMERGENCY MED TECH (TRAINING)	CH AMBULANCE	14.10	14.43	14.75	15.08	15.41	15.73	16.07	16.39
50	E	CLERICAL ASSISTANT II	CH CHILD SUPPORT	15.27	15.63	15.98	16.34	16.69	17.05	17.40	17.76
		ADMINISTRATIVE SECRTRY	CH UW EXTENSION								
		ADMINISTRATIVE SECRTRY	HEALTH & HUMAN SERVICES								
		CLERICAL ASSISTANT II	CH UW EXTENSION								
		CLERICAL ASSISTANT II	HEALTH & HUMAN SERVICES								
		CUSTODIAN	CH MAINTENANCE								
		LAND AEROBICS INSTRUCTOR	SYMONS								
		LIFEGUARD INSTRUCTOR	SYMONS								
		SECRETARY	CH LAND CONSERVATION								
		SECRETARY	HEALTH & HUMAN SERVICES								
		UW FOOD SERVICE WORKER	CH UW FOOD SERVICE								
		WATER EXERCISE INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR/TRAINER	SYMONS								
45	D	FAIR & RECYCLING COORDINATOR	FAIR	14.04	14.36	14.69	15.01	15.34	15.67	15.99	16.32
		REAL PROPERTY LISTER ASSISTANT	REAL PROPERTY LISTER								
40	C	PRIVATE LESSONS	SYMONS	12.99	13.30	13.60	13.90	14.20	14.51	14.81	15.11
35	*	AMB EMERGENCY MED TECH	CH AMBULANCE	12.73	13.03	13.32	13.62	13.91	14.21	14.50	14.80
30	B	GROUNDKEEPER	FAIR	12.03	12.31	12.59	12.87	13.15	13.43	13.71	13.99
		BAILIFF	CLERK OF COURT								
		STORAGE COORDINATOR	FAIR								
25	A	CLERICAL TEMPORARY	FAIR	11.14	11.40	11.66	11.91	12.17	12.43	12.69	12.95
		CLERICAL TEMPORARY	SHERIFF								
		CUSTODIAN WEEKEND MAINTENANCE	SYMONS								
		HHS DRIVER/ESCORT DRIVER	HHS								
		HHS NUTRITION DRIVER	HHS								
		HHS NUTRITION SITE WORKER	HHS								
		HIGHWAY SEASONAL	HIGHWAY								
		RECEPTIONIST	SYMONS								
20	aa	CAFETERIA WORKER	UW FOOD SERVICE	10.31	10.56	10.80	11.03	11.27	11.51	11.75	11.99
		CPR INSTRUCTOR	SYMONS								
		FIRST AID INSTRUCTOR	SYMONS								
		RAQUETBALL INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR	SYMONS								
		WEIGHT TRAINING INSTRUCTOR	SYMONS								

15	ab	LIFEGUARD	SYMONS	9.55	9.78	10.00	10.21	10.44	10.66	10.88	11.10
10	ac	DAY CARE AIDE	SYMONS	8.84	9.06	9.26	9.45	9.67	9.87	10.07	10.28
5	ad			8.19	8.39	8.57	8.75	8.95	9.14	9.32	9.52
		<b>MINIMUM WAGE</b>									
		BATHROOM CLEANER	FAIR	\$ 7.25							
		CASHIER	FAIR	\$ 7.25							
		FOOD SERVICE WORKER	UW FOOD SERVICE	\$ 7.25							
		GRANDSTAND ORGANIZER	FAIR	\$ 7.25							
		MISCELLANEOUS WORKER	FAIR	\$ 7.25							
		TICKET TAKER	FAIR	\$ 7.25							
		<b>SPECIAL NOTES</b>									
		County Board Members	County Board	\$ 40.00	per County Board meeting						
		Committee Members	County Board	\$ 30.00	per Committee meeting						
		Fair Judge - General	Fair	\$50 for the first 4 hours worked then \$9 p/hr							
		Fair Judge - Beef	Fair	\$100 for the first 4 hours worked then \$9 p/hr							
		Fair Species Group Work	Fair	\$100 for the first 4 hours worked then \$9 p/hr							
		Fair Carcass Show Work	Fair	\$100 for the first 4 hours worked before noon then \$9 p/hr							
		Translator	HHS, Sheriff	\$ 35.00	per hour						
		Coroner	Coroner	\$95 p/call, \$25 for cremation only, \$115 for call plus cremation							
		Coroner Deputy	Coroner	\$95 p/call, \$25 for cremation only, \$115 for call plus cremation							
		Ambulance Crew Member - volunteer	Ambulance	\$ 20.00	per call						
		Ambulance Driver - volunteer	Ambulance	\$ 15.00	per call						
		Ambulance Backup crew weekdays	Ambulance	\$ 1.25	per hour						
		Ambulance Primary crew weekends & holidays	Ambulance	\$ 3.00	per hour						
		Corporation Counsel	Courthouse	\$ 75.00	per hour						
		Corporation Counsel	HHS	\$ 75.00	per hour						
		County Administrator	CH	\$ 95,000.00	annual						
		Sheriff	Sheriff	\$ 77,037.21	annual						
		County Clerk	County Clerk	\$ 77,026.95	annual						
		County Treasurer	Treasurer	\$ 62,327.61	annual						
		Register of Deeds	Register of Deeds	\$ 62,327.61	annual						
		Clerk of Court	Clerk of Court	\$ 62,327.07	annual						
		Family Court Commissioner	Family Court Commissioner	\$ 25,457.68	annual						
		Child Support Administrator/Assistant	D.A/Child Support	\$ 21,991.16	annual						
		<b>BEYOND STEP 8 OF THE WAGE SCALE</b>									
		Victim Witness Coordinator/Legal Secretary	District Attorney	\$ 21.73	Andrea Fields						
		HHS Business System Analyst 20-97 Supervisor	HHS	\$ 24.03	Sharon Pasold						
		HHS Social Worker Disability Benefit Specialist	HHS	\$ 23.27	Jodi Hines						
		HWY Clerk	HWY	\$ 20.24	Cerresa Rose						

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
375	P	PVH NURSING HOME & ASST LIVING ADMIN 18-36	ADMINISTRATION	39.16	40.08	40.99	41.90	42.81	43.72	44.63	45.54
370	O			37.07	37.93	38.79	39.65	40.51	41.38	42.24	43.10
365	N	PVH DIRECTOR OF NURSING Res 19-135	DIRECTOR	34.96	35.77	36.59	37.40	38.21	39.02	39.84	40.65
360	M			32.86	33.62	34.39	35.15	35.92	36.68	37.45	38.21
355	L	PVH RN MANAGER PVH RN MANAGER	CBRF REGISTERED NURSES	30.76	31.48	32.19	32.91	33.62	34.34	35.05	35.77
350	K	PVH RN SUPERVISOR Res 19-135	REGISTERED NURSES	28.66	29.33	30.00	30.66	31.33	32.00	32.66	33.33
345	J	PVH HUMAN RESOURCES DIR PVH SOCIAL SERVICE SUPR PVH REGISTERED NURSE Res 19-135	ADMINISTRATION SOCIAL SERVICES REGISTERED NURSES	26.57	27.18	27.80	28.42	29.04	29.65	30.27	30.89
340	I	PVH MAINTENANCE SUPERVISOR (7-17-18)	MAINTENANCE	24.47	25.04	25.61	26.17	26.74	27.31	27.88	28.45
335	H	PVH ADMINISTRATIVE ASST PVH ACTIVITY DIRECTOR PVH SOCIAL WORKER	ACCOUNTING OCCUPATIONAL THERAPY SOCIAL SERVICES	22.37	22.89	23.41	23.93	24.45	24.97	25.49	26.01
330	G	PVH FOOD SERVICE SUPERVISOR PVH MANAGER OF INFO SYSTEMS (Res 19-82) PVH LPN Res 19-135	DIETARY MEDICAL RECORDS LICENSED PRAC NURSES	20.26	20.73	21.20	21.68	22.15	22.62	23.09	23.56
325	F			18.16	18.59	19.01	19.43	19.85	20.28	20.70	21.12
320	E	FISCAL CLERK PVH MAINTENANCE WORKER PVH MEDICATION AIDE (Res. No. 18-69) PVH UNIT CLERK (7-17-18) PVH NURSING ADMIN ASST Res 19-135	ACCOUNTING MAINTENANCE LICENSED PRAC NURSES NURSING ASSISTANTS NURSING ASSISTANTS	16.06	16.44	16.81	17.19	17.56	17.93	18.31	18.68
315	D	PVH CNA NURSING ASSISTANT PVH CLERICAL ASSISTANT I (7-17-18) PVH HOUSEKEEPER LEAD PVH LEAD COOK (Res. No. 18-68) PVH UNIT CLERK	NURSING ASSISTANTS ADMINISTRATION HOUSEKEEPING DIETARY CBRF	13.97	14.29	14.62	14.94	15.27	15.59	15.92	16.24
310	C	PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY	12.93	13.24	13.54	13.84	14.14	14.44	14.74	15.04
305	B	PVH COOK I PVH FOOD SERVICE WORKER II PVH PERSONAL CARE WORKER RESIDENT ASSISTANT	DIETARY DIETARY CBRF PINE VALLEY	11.98	12.26	12.54	12.82	13.09	13.37	13.65	13.93
300	A	PVH FOOD SERVICE WORKER I PVH HOUSEKEEPER PVH LAUNDRY WORKER	DIETARY HOUSEKEEPING LAUNDRY	11.09	11.35	11.61	11.87	12.13	12.38	12.64	12.90
RESOLUTIONS FOR CALL-INS				BASE RATE STEP 5		CALL-IN RATE					
17-89		PVH CNA NURSING ASSISTANT CALL IN	NURSING ASSISTANTS					17.50			
18-70		PVH MEDICATION AIDE - RES 18-69	LICENSED PRAC NURSES	17.19	PLUS \$3			20.19			
18-70		PVH LPN	LICENSED PRAC NURSES	20.28	PLUS \$4			24.28			
18-70		PVH REGISTERED NURSE	REGISTERED NURSES	26.17	PLUS \$5			31.17			
20-13		PVH CNA NURSING ASSISTANT CALL IN	NURSING ASSISTANTS					18.50			
20-12		PVH LPN	LICENSED PRAC NURSES					26.15			
20-12		PVH REGISTERED NURSE	REGISTERED NURSES					34.04			
		Adopted Res. No. 18-97 (7-17-18)									
		Amended Res No. 19-89									

## **APPENDIX Y: PROPOSED CHANGES TO COMPENSATION POLICY**

This form is intended to be used for submission of proposed changes of the Employee Handbook in accordance with Section 1.

Section	Applicable Language	Issue or Concern Noted	Resolution Proposed

## **APPENDIX Z: POLICY REVIEW FORM**

This form is intended to be used in compliance with the Richland County Policy Establishment Policy in ensuring that administration is reviewing policy prior to adoption.

### **Completed by Policy Custodian**

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	

### **Completed by Administrator**

Policy Received On	
Policy Reviewed	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

### **Completed by Corporation Counsel**

Policy Received On	
Policy Reviewed:	
Policy Approved/Denied By	
Policy Forwarded to Administrator	

RICHLAND COUNTY, WI



# -DRAFT- Policy on Personnel Classification, Compensation and Staff Authorization

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Effective: \_\_ January \_\_  
Revised: \_\_ \_\_\_\_\_

<b>Policy Cover</b>	
<b>Title:</b> Policy on Personnel Classification, Compensation and Staff Authorization	<b>Effective Date:</b> ____ 2021
	<b>Adoption/Revision Date:</b> ____ 2021
<b>Custodian:</b> County Administrator	<b>Approving Body:</b> Richland County Finance and Personnel Committee

### 1. Authority

- a. Wis. Stat. 59.02 (Powers, how exercised; quorum);
- b. Wis. Stat. 59.03 9 (Home rule);
- c. Wis. Stat. 59.51 (Board Powers);
- d. Wis. Stat. 59.18 (County Administrator); and
- e. Wis. Stat 59.22(2)(c) (Board Powers to establish the number of employees)

### 2. Reference:

- a. Adopting Resolution/Ordinance/Motion: Resolution No: \_\_\_\_\_
- b. Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions: Resolution 20-93
- c. Richland County Employee Handbook
- d. Res 18-10 Adopting a New Pay Plan Wage Scale
- e. Res 18-61 Wage Scale amendment
- f. Res 18-97 Wage Grade Increased
- g. Res 19-89 Amending the County's pay plan wage schedule
- h. Res 19-126 Amending Res 19-89
- i. Ordinance 82-3 Sheriff's Department Ordinance
- j. Ordinance 89-7 Sheriff Department Ordinance

### 3. Purpose:

The Policy on Personnel Classification, Compensation and Authorization:

- a. establishes uniform classification practices throughout the organization;
- b. establishes compensation practices that are competitive with relevant markets;
- c. establishes an authorization table that identifies the allocation of the county workforce; and
- d. delegates authority and defines procedures to committees and administration.

### 4. Scope

- a. Applies to all Richland County Employees with exceptions of elected, seasonal, limited term, union members under a collective bargaining agreement when in conflict with the agreement, or those positions not otherwise captured in the authorization table.

## **5. Policy Overview**

- a. Authority of this policy is vested in the Richland County Board of Supervisors with specified authorities granted to the Finance and Personnel Committee.
- b. Administrative procedures regarding classification, compensations and the staff authorization are delegated to the County Administrator.

## **6. Policy Performance Goals:**

- a. This policy is established to support the following recruitment and retention goals with quantifiable performance indicators:
  - i. At the organizational level, the average tenure for a regular Richland County, employees should not fall below the national average for public employees as reported annually by the Bureau of Labor Statistics.
  - ii. At the department level, no department should experience more than 25% turn over in a year period, with consideration given to unreasonable circumstances involving smaller departments with limited staff.
  - iii. At the position level, no vacant regular full-time or vacant part-time regular position, should go 60 days without finding a candidate that meets minimum qualifications.
- b. This policy is established to support the following authorization goals with quantifiable performance indicators:
  - i. All employee authorization changes requiring amendments to this policy will be implemented in accordance with this policy, or at the authorization of the County Board.

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## **SECTION 1: COMPENSATION PHILOSOPHY:**

The Richland County Board of Supervisors intends to compensate the employees of Richland County through competitive wages that recognizes required (and acquired) knowledge, skills, and abilities; and awards longevity within the county through paid benefit time off. The compensation structure should give incentive for both professional developments in the given position, and the desire to pursue advancements in grade, authority and responsibility within the county. Compensation should reflect relevant markets in which the County can reasonably compete. Compensation should promote a well-qualified and diverse workforce that represents both the experience of longevity and the innovativeness of influx. It is understood that situations may occur where subordinates, or positions of lower grades, may be compensated at higher rates than supervisor(s), or employees at higher grades; however, these situations should be rare. It is also understood that market demands may fluctuate during recruitment efforts and deviations impacting one employee does not set precedent for other employees. Compensation is provided with an understanding that it is the responsibility of Richland County administration and management to: (1) promote a productive work environment and job satisfaction by fostering a motivational culture of autonomy, mastery and purpose; (2) ensure continuity during employee turnover; and (3) demonstrate fiscal responsibility.

## **SECTION 2: COMPENSATION PRINCIPLES**

- A. Support the performance goals of this policy, the Richland County Mission and strategic initiatives;
- B. Compensation will comply with federal code, state statute and county policy; and
- C. Richland County will utilize consistent practice, procedures, policies, and templates with limited exceptions that may arise from operational needs.
- D. Richland County will not discriminate in classification or compensation based on race, color, gender, religion, creed, age, disability, national origin, sexual orientation, or any other basis prohibited by state or federal law.
- E. Compensation should be transparent and visible upon request of the public and needs of auditing.
- F. This policy does not constitute a contract of employment. This policy can be changed for any reason, at any time, and without warning by the County Board or designated authority thereof. All employees not specifically covered by a collective bargaining agreement, elected, or appointed by statute are considered "at-will."

## SECTION 3: POLICY DEFINITIONS

For purposes of this policy the following definitions will apply:

- A. **Emergency** — a serious and unexpected situation requiring immediate action to avoid a dangerous or unreasonable liability to the organization.”
- B. **Wage Modifier**—any additional pay added to an employee’s hourly rate beyond step of the wage schedule. Such as weekend or night differential, etc.
- C. **Step Increase**— a wage grade step increase is a lateral progression, move or adjustment along the assigned wage grade.

## SECTION 4: WAGE SCHEDULES

The following section describes the structure, purpose and progression of the Richland County Wage Schedules (Appendix E).

### A. PAY GRADE:

- 1. County positions are assigned to pay grades with County Board approval, through the processes defined in this policy.
- 2. Reclassification of a position to a different pay grade is described in Section 7 of this policy.
- 3. Each pay grade has a “step range” approved by the County Board
- 4. Individual pay grade ranges may be adjusted by the County Board at any time, and at their discretion. Reasons that may arise to warrant adjustments include (but are not limited to) market changes, operational needs, recruiting and retention trends, or inability to meet the goals, philosophy or principles of this policy.
- 5. Additional wage modifiers may apply to individuals within the grade based on County Board approval, or approved department work rules.

### B. SCHEDULE PLACEMENT AND PROGRESSION (Res No. 19-89)

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 3)

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

composition structures (steps) to reflect current market — update to be completed by April 30, 2020.

14. “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”

## **SECTION 5: SUPPLEMENTAL DEPARTMENT WORK RULES**

Federal Regulations, Wisconsin State Statutes and Finance and Personnel Committee approved departmental work rules may allow for pay modifiers and deviation from the Richland County Compensation Policy. Such modifiers and deviations will be presented to the Finance and Personnel Committee by the departments for periodic review.

Departments with supplemental pay schedules and policies include the following appendices:

- AA. Ambulance Services / Emergency Management (reserved)
- BB. Child Support (reserved)
- CC. Circuit Court (reserved)
- DD. Coroner (reserved)
- EE. District Attorney’s Office (reserved)
- FF. Extension Office (reserved)
- GG. Fair and Recycling (reserved)
- HH. Health and Human Services (reserved)
- II. Highway (reserved)
- JJ. Land Conservation (reserved)
- KK. MIS (reserved)
- LL. Pine Valley Community Services
- MM. Register of Deeds (reserved)
- NN. Register in Probate (reserved)
- OO. Sheriff’s Office (including reference to WPPA Agreement)
- PP. Symon’s Recreation Complex (reserved)
- QQ. Treasurer’s Office (reserved)
- RR. UW Food Services (reserved)
- SS. Veteran’s Services (reserved)
- TT. Zoning and Sanitation (reserved)
- UU. Misc. (reserved)

## **SECTION 6: CLASSIFICATION AND POSITION DESCRIPTIONS**

- A. Classification: A positions classification is defined by the following components:

1. **Position Title** — As defined by state statute and/or the county

organizational tables, should align with comparable, standardized titles by the Bureau of Labor Statistics when applicable

2. **Pay Grade** — Compensation level of a position as found on the Richland County Wage Schedules
  3. **FLSA Status** — Defines position entitlement to salary or time and/or one half premium
  4. **Category** — Defines position as full-time, part-time, reserve/pool, limited term, or seasonal.
  5. **Capacity** — Indicates if the position's intended capacity of average hours per week
- B. **Position Description Content:** The authority and responsibility to manage and direct employees, assign work duties, and schedule employee hours is a function of management. Position description changes that are necessary to reflect assigned duties and requirements, are delegated to the position's department head with review by the County Administrator, or supervisory committee as appropriate. At the discretion of the County Administrator, modifications of department position descriptions significantly impacting department operations must be approved by the County Board.
- C. **Department Heads** are responsible for ensuring their department's employees have a signed copy of their most recent position description submitted to the employees' individual personnel file. The position description is not to serve as a contract of employment, but as an understanding of general work expectations.
- D. *Record Retention:* A master copy of all position descriptions shall be stored with the County Administrator, or designee as assigned.

## **SECTION 7: RECLASSIFICATION PROCESS**

- A. A reclassification is a change to any one of the classification components listed above in section 6A.
- B. Operational needs, essential functions and market demands will change. Positions may require a reclassification of title, wage grade, FLSA status, category or hourly capacity. Reclassifications will be entertained by the County Administrator and the Finance and Personnel Committee on an annual basis in conjunction with the budget process unless an emergency arises or a violation of the policy performance goals is identified. Reclassifications require resolution by the County Board.

C. Reclassification Procedure:

1. Department heads will present a completed reclassification request form with supporting documents to the county administrator or supervisory committee (when the department head is an elected official). [Reference Appendix B: "Reclassification Request"]
  - a. Requests involving the amendment to the pay grade assignment or FLSA classification will be forward to the County's compensation plan consultant for review and recommendation. Fees for the reclassification review will be charged to the requesting department.
2. The county administrator, or supervisory committee (when the department head is an elected official), may take action to recommend the reclassification to the Finance and Personnel Committee.
3. With the recommendation of the Administrator or supervisory committee (when the department head is an elected official), departments will present a completed reclassification request form with supporting documents to the Finance and Personnel Committee.
4. The Finance and Personnel Committee may recommend a resolution to the Richland County Board of Supervisors, or deny the request.
5. Any reclassification changes that are approved will be implemented on the first day of the first full pay period of the new budget year unless otherwise specifically requested by the department and approved by the Finance and Personnel Committee, or County Board.
6. Reclassifications in a pay grade may be warranted by the following criteria:
  - a. Infraction of policy performance goals. Proven recruitment and retention trends indicating a clear need for reclassification.
  - b. The significant addition or deletion of essential job functions, skill requirements, educational requirement, and responsibilities; as added/or deleted from the position description since the last evaluation of the position. An increase/or decrease in volume of previously established functions, or comparable functions, does not warrant a reclassification in wage grade.
  - c. Clear indication of adverse impact related to department hierarchy and/or inconsistency with the Richland County compensation philosophy (section 1) and/or principles (section2).

- d. A significant operational need, with overwhelming justification given by the department head, and supported by the county Administrator or supervisory committee (when the department head is an elected official).

## **SECTION 8: THE STAFF AUTHORIZATION TABLE**

- A. Operational needs within departments may require the adjustment and reauthorization of staff positions. Creations and deletions will be entertained by the County Administrator and Finance and Personnel Committee on an annual basis in conjunction with budget preparations unless an emergency arises or a violation of policy performance goals is proven.
- B. The Richland County Staff Authorization Table is a consolidated schedule of all authorized position classifications and staffing levels for Richland County Departments. The table represents the maximum allowable staffing positions authorized to the department and does not represent the actual head count or funded positions. [Reference Appendix D]
- C. Total authorized staffing levels for department positions, as found in the staff authorization table, shall be approved by the Richland County Board of Supervisors. Authorized staffing levels will be considered the maximum, with discretion to operate at lower levels controlled by department heads based on needs and available funding. **Limited term employment does not need to be authorized by indication on the table.**
- D. **Exception Pine Valley** — The Pine Valley Administrator is granted authority to amend to exceed or modify the authorized count of healthcare and supporting staff positions to meet needs of census and market changes. Changes will be confirmed by the County Administrator and all changes will be reported to the Finance and Personnel Committee.
- E. Amending the authorization count, or removing an existing position, procedure:
  - 1) The department head should present their proposal(s) of amending the authorization count, or deletion of a position, to the county administrator or supervisory committee (when the department head is an elected official). The administrator or supervisory committee may take action to recommend to the Finance and Personnel committee.
  - 2) The department head must present their proposal(s) of position deletion to the Finance and Personnel committee. The Finance and Personnel committee may recommend a resolution to the Richland County Board of Supervisors.

- 3) Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of position deletion to the Richland County Board of Supervisors by resolution. The Richland County Board of Supervisors may take action to amend the count or delete the position from the Richland County Authorization Table.

F. Creating a position procedure:

1. Creation of a new position may be warranted by the following of criteria:
  - a. The proposed position contains new essential job functions, or requirements that are not already consolidated under an existing position title on the Richland County wage schedules.
  - b. Significant operational changes in a department that are adding new programs and services.
  - c. Requirements driven by grant and/or funding needs.
  - d. A significant operational need, with overwhelming justification given by the department head, and supported by their advisory committee.
2. Department heads will present the request to their supervisory committee. A New Position Request Form will be submitted with information and supporting documents that include: 1) a position description, 2) a job description questionnaire provided by the compensation plan consultant, 3) narrative of reasoning, and 4) a statement of financial impact. [Reference Appendix C]
3. The supervisory committee may take action to recommend the creation to the County Administrator and Finance and Personnel committee.
4. The New Position request will be submitted to the County Administrator. The County Administrator will forward the "New Position Request" to the County's compensation plan consultant for review and opinion. Fees for the creation study will be charged to the requesting department.
5. The Department head will present the following to the Finance and Personnel Committee 1) position description, 2) a job description questionnaire, 3) narrative of reasoning, and 4) a statement of financial impact 4) the supervisory committee recommendation, and 5) the recommendation from the compensation plan consultant.

6. The Finance and Personnel committee may take action to recommend resolution to the Richland County Board of Supervisors.
7. Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of creation to the Richland County Board of Supervisors. The Richland County Board of Supervisors may take action to create the position and to amend the Richland County Staff Authorization Table and Compensation Table.
8. Any newly created positions that are approved will be implemented on first day of the first full pay period of the new budget year unless otherwise specifically requested and approved by the Richland County Board of Supervisors.

## **SECTION 9: EMPLOYEE MOVEMENT**

With relation to the county wage schedule, employees may transition from one position to another during their tenure with Richland County. transitions will be defined as a promotion, a lateral transfer or a demotion. The receiving department is required to submit a Payroll Status Change (Appendix A) to the Administrator's Office to initiate.

### **A. PROMOTION**

A promotion is the transition of a County employee into a position of a higher pay grade. It is understood that such a transition can be initiated by the employer or employee.

- 1) An employee will not have a wage rate reduction resulting in a promotion.
- 2) When transitioning up to the higher pay grade, the employee will move to the next step that generates an increase, or allowable by policy.
- 3) An employee promoted into a higher wage grade and assuming a higher wage rate may continue to progress according to section 4.
- 4) Changes in an employee's wage rate will be effective on the day the employee assumes the position of promotion. The employee will be eligible for an annual step increase, if available, on the anniversary of that date, pending department head approval.

### **B. LATERAL TRANSFER**

Lateral Transfer is the transition of a County employee into a position found in their current pay grade.

- 1) An employee will not have a wage rate reduction resulting in a lateral transfer.

- 2) An employee transferring into a position of equal wage grade, upon reassignment by the county, will maintain current step and anniversary date may continue to progress according to section 4.
- 3) The employee will be eligible for an annual step increase, if available, on the anniversary of their established date from the previous position, pending department head approval.

### **C. DEMOTION**

A demotion is viewed as the transition of a County employee into a position found in a lower pay grade. It is understood that such a transition can be initiated by the employer or employee.

- 1) An employee is subject to a wage rate reduction.
- 2) An employee transferring into a position of a lower wage grade may continue to progress according to section 4.
- 3) Changes in an employee's wage rate will be effective on the day the employee assumes the new position. The employee will be eligible for an annual step increase, if available, on the anniversary of that new date, pending department head approval.

## **SECTION 10: REVIEW AND MAINTENANCE**

A review of this compensation plan and all job positions will be conducted every five years, at the request of the County Administrator, or at the direction of the Finance and Personnel Committee or Richland County Board.

## **SECTION 11: REVISION HISTORY**

<b>Revision History</b>		
<b>Adoption/Revision Date</b>	<b>Overview of Adoption/Revision</b>	<b>Committee Action / Resolution</b>
01/19/2020	Original	

## **APPENDIX A: PAYROLL STATUS CHANGE FORM**

EFFECTIVE DATE	PAYROLL STATUS CHANGE		EMP ID #
EMPLOYEE NAME			
CHANGE(S)	FROM	TO	
<b>PAY</b>	GRADE		GRADE
	STEP		STEP
	RANGE		RANGE
	HOURLY RATE		HOURLY RATE
<b>JOB TITLE</b>			
<b>DEPARTMENT</b>			
<b>WEEKLY HOURS</b>			
<b>SHIFT</b>			
<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME WITH BENEFITS WORK 17.50+ HRS P/WK		
<input type="checkbox"/> CALL-IN	<input type="checkbox"/> PART-TIME/TEMP CASUAL NO BENEFITS		
REASON(S) FOR THE CHANGE(S)			
<input type="checkbox"/> HIRED			<input type="checkbox"/> REHIRED
<input type="checkbox"/> PROBATION ENDED			<input type="checkbox"/> TRANSFER
<input type="checkbox"/> 2 YEAR WAGE INCREASE			<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> SENIORITY INCREASE			<input type="checkbox"/> TERMED
<input type="checkbox"/> PROMOTION			<input type="checkbox"/> DISCHARGED
<input type="checkbox"/> DEMOTION			<input type="checkbox"/> LAYOFF
<input type="checkbox"/> SUSPENSION			
	<input type="checkbox"/> MEDICAL	<input type="checkbox"/> NON MEDICAL	
LEAVE OF ABSENCE FROM:		TO:	
FMLA FROM:		TO:	
COMMENTS:			
AUTHORIZED BY:		DATE:	
APPROVED BY:		DATE:	

## **APPENDIX B: RECLASSIFICATION REQUEST**

1. Department:	2. Number of employees:	3. Full-time/Part-time
4. Current Position Title:		5. Pay Grade:
6. Proposed Position Title:		7. Proposed Pay Grade:
8. Date materials effectively received by Administrator:		9. Proposed Effective Date:
<p align="center"><b><u>Required Supporting Documentation:</u></b></p> <p><input type="checkbox"/> Current job description</p> <p><input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements</p> <p><input type="checkbox"/> Narrative of why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.</p> <p><input type="checkbox"/> Supporting documentation (i.e. study data); including consultant review</p> <p><input type="checkbox"/> Total financial impact to implement reclassification: \$_____ Budget year:_____</p> <p><input type="checkbox"/> Plan of how financial impact will be absorbed</p>		
Department Head Signature:		Date:
Administrator/Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:

### **TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE**

Approved New Position Title:		Effective Date:
Pay Grade:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:		Union Code:
Workmen's Comp Code:		EEOC Job/Salary Category:
New EEOC Function Number:		
Signature of Administrator:	Date:	Approve // Disapprove
Administrator Comments:		

## APPENDIX C: NEW POSITION REQUEST FORM

1. Proposed Position Title:		2. Department:	
3. Position reports to:		4. Date all materials received by Personnel:	
5. <input type="checkbox"/> Full-time; <input type="checkbox"/> Part-Time: <input type="checkbox"/> Other: LTE/Seasonal/Reserve/Intern		6. Estimated hours per week:	
7. Benefits Eligibility: <input type="checkbox"/> yes <input type="checkbox"/> no	8. Is this position covered by grant or revenue funding: <input type="checkbox"/> yes % _____ <input type="checkbox"/> no	9. Proposed date to fill position:	
<p align="center"><b><u>Required Supporting Documentation:</u></b></p> <p><input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements</p> <p><input type="checkbox"/> Proposed pay grade</p> <p><input type="checkbox"/> Supporting documentation (i.e. job study data); including consultant review</p> <p><input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____</p> <p><input type="checkbox"/> Plan of how financial impact will be absorbed</p> <p><input type="checkbox"/> Proposed change to department's organizational chart</p>			
Department Head Signature:		Date:	
Administrator / Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:	

### TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:	
Pay Grade:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other	
Job Code:		Union Code:	
Workmen's Comp Code:		EEOC Job/Salary Category:	
New EEOC Function Number:			
Signature of Administrator:	Date:	Approve // Disapprove	
Administrator Comments:			

## APPENDIX D: STAFF AUTHORIZATION TABLE

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5115	Administration		County Administrator	By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Payroll & Benefits Specialist	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Accounting Supervisor	J	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	0.00	0.00	0.00	0.00
5245	Ambulance / Emergency Management		Emergency Medical Services / Emergency Management Director	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Tech (Admin)	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Tech (Training Officer)	E*F	Hourly	40	1.10	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Technician	B*C	Hourly	40	4.00	4.00	0.00	0.00	0.00
			Ambulance Crew Member	\$20/call	Hourly		0.00	0.00	0.00	23.00	0.00
			Ambulance Driver	\$15/call	Hourly		0.00	0.00	0.00	3.00	0.00
			All Hazards Planner	Contract			0.00	0.00	0.00	0.00	1.00
						TOTAL:	7.10	4.00	0.00	26.00	1.00
5540	Child Support Office		Child Support Director	K	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Child Support Worker	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Child Support/Staff Attorney-Assistant	By Res	Exempt	40	0.20	1.00	0.00	0.00	0.00
			Corporation Counsel								
						TOTAL:	2.20	1.00	0.00	0.00	0.00
5121	Clerk of Court		Clerk of Circuit Court	By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Deputy Clerk of Court	G	Hourly	40	2.00	0.00	0.00	0.00	0.00
			Bailiff	B	Hourly		0.00	0.00	0.00	8.00	0.00
						TOTAL:	3.00	0.00	0.00	8.00	0.00
State	Circuit Court		Judge	By State	Elected	State	1.00	0.00	0.00	0.00	0.00
			Court Reporter	By State	Hourly	State	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5127	Coroner		County Coroner	By Res	Elected	40	1.00	0.00	0.00	0.00	0.00
			Deputy Coroner	By Res	Hourly		0.00	0.00	0.00	5.00	0.00
						TOTAL:	1.00	0.00	0.00	5.00	0.00
5164	Corporation Counsel		Corporation Counsel	By Res	Exempt		0.00	1.00	0.00	0.00	0.00
			Child Support Administrator / Assistant	By Res	Appointed		0.00	1.00	0.00	0.00	0.00
			Corporation Counsel								
						TOTAL:	0.00	2.00	0.00	0.00	0.00
5141	County Clerk		County Clerk	By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Accounts Payable Specialist/ Deputy County	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5194	Courthouse Maintenance		Maintenance Supervisor	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Custodian	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5161	District Attorney		District Attorney	By State	Elected		1.00	0.00	0.00	0.00	0.00
			Assistant District Attorney	By State	Appointed	40	0.00	1.00	0.00	0.00	0.00
			Victim/Witness Coordinator	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Legal Assistant	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	1.00	0.00	0.00	0.00
5762	Economic Development		Economic Development Director	By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	1.00	0.00	0.00	0.00	0.00

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5614	Fair & Recycling		Fair & Recycling Coordinator	D	Hourly	28	0.00	1.00	0.00	0.00	0.00
			Clerical	A	Hourly		0.00	0.00	1.00	0.00	0.00
			Fair Groundskeeper	B	Hourly		0.00	0.00	1.00	0.00	0.00
			Fair Judge	see note	Hourly		0.00	0.00	48.00	0.00	0.00
			Fair Cashier	\$7.25/hr	Hourly		0.00	0.00	3.00	0.00	0.00
			Fair Misc Worker	\$7.25/hr	Hourly		0.00	0.00	15.00	0.00	0.00
						TOTAL:	0.00	1.00	68.00	0.00	0.00
5124	Family Court		Family Court Commissioner	By Res	Exempt		0.00	1.00	0.00	0.00	0.00
						TOTAL:	0.00	1.00	0.00	0.00	0.00
	Health & Human Services										
5501			Director	R	Exempt	40	1.00	0.00	0.00	0.00	0.00
5501			Corporation Counsel	By Res	Exempt		0.00	1.00	0.00	0.00	0.00
5501	Administration & Building Operations		Admin & Building Operations Manager	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
5501			Conf Administrative Secretary	G	Exempt	40	2.00	0.00	0.00	0.00	0.00
5504			Secretary (2-LONGTERM VACANCIES)	E	Hourly	40	2.00	0.00	0.00	0.00	0.00
5504			Spanish Translators	\$35/hr	Hourly		0.00	0.00	0.00	4.00	0.00
			Secretary (SWWDB Leased Position)	\$14.79/hr	Hourly	24	0.00	0.00	0.00	0.00	1.00
			Custodian (SWWDB Leased Position)	\$15.61/hr	Hourly	35	0.00	0.00	0.00	0.00	1.00
			Fill-In Custodian (SWWDB Leased Position)	\$15.00/hr	Hourly		0.00	0.00	0.00	0.00	1.00
5501	Business & Financial Services		Business & Financial Services Manager	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
5504			Fiscal Specialist	F	Hourly	40	3.00	0.00	0.00	0.00	0.00
5507	Aging & Disability Resource Center		ADRC Manager	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
5507			Information & Assistance Specialist	H	Exempt	40	3.00	0.00	0.00	0.00	0.00
5507			Clerical Assistant II	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
5529			Disability Benefit Specialist	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
5403			Elderly Benefit Specialist	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
5563			Secretary	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
5563			Driver/Escort Driver	A	Hourly		0.00	3.00	0.00	0.00	0.00
5477	Behavioral Health Services		Behavioral Health Services Manager	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
5472			CCS Supervisor	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Quality Coordinator (LONGTERM VACANCY)		Exempt	40	1.00	0.00	0.00	0.00	0.00
5457			CLTS & BT3 Supervisor	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Early Intervention Special Educator (LONGTERM VACANCY)		Exempt	40	1.00	0.00	0.00	0.00	0.00
			Speech & Language Pathologist (LONGTERM VACANCY)		Exempt	28	0.00	1.00	0.00	0.00	0.00
			Occupational Therapist (LONGTERM VACANCY)		Exempt	28	0.00	1.00	0.00	0.00	0.00
5477			Business Systems Analyst	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5472			Mental Health Therapist	K	Exempt	40	5.00	0.00	0.00	0.00	0.00
5478			Substance Abuse Counselor	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
5408			Treatment Court Coordinator	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
5532			Adult Protective Services Worker	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5532			APS/Crisis Professional	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5459			CLTS & BT3 Case Manager	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5401			Psychiatric RN	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
5472			Psychiatric RN	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Psychiatric RN (SWWDB Leased Position)	\$23.93/hr	Exempt	20	0.00	0.00	0.00	0.00	1.00
			Crisis Case Worker (SWWDB Leased Position)	\$24.97/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00
			Service Facilitator (SWWDB Leased Position)	\$19.77/hr	Exempt	40	0.00	0.00	0.00	0.00	3.00
			Rehabilitation Worker (SWWDB Leased Position)	\$20.05/hr	Hourly	10	0.00	0.00	0.00	0.00	1.00
5502	Child & Youth Services		Child & Youth Services Supervisor	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
5502			Child and Youth Services Manager	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
5502			Child & Youth Services Case Manager	H	Exempt	40	5.00	0.00	0.00	0.00	0.00
5502			Youth Aide Worker	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Family Preservation Worker ( Vacant SWWDB Leased Position)		Hourly	28	0.00	0.00	0.00	0.00	1.00
5503	Economic Support		Economic Support Manager	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
5503			Economic Support Lead Worker	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5503			Economic Support Specialist	F	Hourly	40	13.00	0.00	0.00	0.00	0.00
5401	Public Health		Public Health Manager/Local Health Officer	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
5401			Public Health Nurse (1-LONGTERM VACANCY)	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
5401			Public Health Clinic Nurse	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Health & Wellness Coordinator (LONGTERM VACANCY)	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5580			Nutrition Program Coordinator	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
5583			Nutrition Site Worker	A	Hourly		0.00	5.00	0.00	0.00	0.00
5588			Nutrition Driver	A	Hourly		0.00	2.00	0.00	0.00	0.00
						TOTAL:	64.00	13.00	0.00	4.00	10.00

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5321	Highway		Commissioner	P	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Bookkeeper	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Clerk	F	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Patrol Superintendent	K	Exempt	40	2.00	0.00	0.00	0.00	0.00
			Parts Manager/Shop Clerk	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Lead Paving Foreman	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Lead Shop Foreman	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Lead Grade Foreman	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Sign Foreman	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Assistant Shop Foreman	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Mechanic	G	Hourly	40	2.00	0.00	0.00	0.00	0.00
			Equipment Operator/Patrolman	G	Hourly	40	18.00	0.00	0.00	4.00	0.00
			Seasonal	A	Hourly		0.00	0.00	2.00	0.00	0.00
						TOTAL:	31.00	0.00	2.00	4.00	0.00
5741	Land Conservation		County Conservationist	L	Exempt	35	1.00	0.00	0.00	0.00	0.00
			Secretary	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
5750			Conservation Technician	H	Hourly	35	2.00	0.00	0.00	0.00	0.00
						TOTAL:	4.00	0.00	0.00	0.00	0.00
5182	Management Information Systems		Management Information Systems Director	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
			MIS Administrator	J	Hourly	40	1.00	0.00	0.00	0.00	0.00
			MIS Assistant	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	0.00	0.00	0.00	0.00
	Pine Valley Community Village										
5434		Administration	Nursing Home Administrator	P	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Human Resources Director	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Nursing Admin Assistant	E	Hourly	36	1.00	0.00	0.00	0.00	0.00
5433			Manager of Informational Services	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
5432			Administrative Assistant	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Payroll and Accounts Payable Clerk	F	Hourly	36	1.00	0.00	0.00	0.00	0.00
			Billing Specialist	F	Hourly	36	1.00	0.00	0.00	0.00	0.00
5420		Nursing	Director of Nursing	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
5421			RN Manager	L	Hourly	40	2.00	0.00	0.00	0.00	0.00
			RN Supervisor	K	Hourly	40	3.00	0.00	0.00	0.00	0.00
			Registered Nurse	J	Hourly	38.75	5.00	0.00	0.00	0.00	0.00
			Registered Nurse	J	Hourly	27	0.00	1.00	0.00	0.00	0.00
			Registered Nurse	By Res	Hourly		0.00	0.00	0.00	12.00	0.00
5422			LPN	G	Hourly	38.75	3.00	0.00	0.00	0.00	0.00
			LPN	G	Hourly	27	0.00	1.00	0.00	0.00	0.00
			LPN	By Res	Hourly		0.00	0.00	0.00	6.00	0.00
5423			CNA Nursing Assistant	D	Hourly	38.75	34.00	0.00	0.00	0.00	0.00
			CNA Nursing Assistant	D	Hourly	27	0.00	2.00	0.00	0.00	0.00
			CNA Nursing Assistant	D	Hourly	23.25	0.00	1.00	0.00	0.00	0.00
			CNA Nursing Assistant	By Res	Hourly		0.00	0.00	0.00	28.00	0.00
			Unit Clerk	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
			Resident Assistant	B	Hourly		0.00	0.00	0.00	5.00	0.00
		Activities	Activity Director	Contract			0.00	0.00	0.00	0.00	1.00
5424			Activity Aide	C	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Activity Aide	C	Hourly	36	1.00	0.00	0.00	0.00	0.00
			Activity Aide	C	Hourly	27	0.00	1.00	0.00	0.00	0.00
			Activity Aide	C	Hourly		0.00	0.00	0.00	1.00	0.00
5425		Social Work	Social Services Supervisor	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Social Worker	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
5427		Dietary	Food Service Supervisor	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Lead Cook	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
			Cook I	B	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
			Food Service Worker II	B	Hourly	38.75	7.00	0.00	0.00	0.00	0.00
			Food Service Worker II	B	Hourly	23.25	0.00	1.00	0.00	0.00	0.00
			Food Service Worker II	B	Hourly		0.00	0.00	0.00	6.00	0.00
5428		Maintenance	Maintenance Supervisor	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Maintenance Worker	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
5429		CBRF	Unit Clerk	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
			Personal Care Worker	B	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
			Personal Care Worker	B	Hourly	31	0.00	2.00	0.00	0.00	0.00
			Personal Care Worker	B	Hourly	27	0.00	3.00	0.00	0.00	0.00
			Personal Care Worker	B	Hourly	23.25	0.00	2.00	0.00	0.00	0.00
5430		Housekeeping	Housekeeper	A	Hourly	38.75	6.00	0.00	0.00	0.00	0.00
			Housekeeper	A	Hourly	27	0.00	1.00	0.00	0.00	0.00
			Housekeeper	A	Hourly		0.00	0.00	0.00	2.00	0.00
5431			Laundry Worker	A	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
						TOTAL:	84.00	15.00	0.00	60.00	1.00

# STAFF AUTHORIZATION TABLE

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY				
							REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE/ CALL-IN/ SEASONAL	CONTRACT / Lease
5171	Register of Deeds		Register of Deeds	By Res	Elected	35	1.00	0.00	0.00	0.00	0.00
			Deputy Register of Deeds	F	Hourly		1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5120	Register in Probate		Register in Probate/Judicial Assistant/Juvenile Clerk	I	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Deputy Clerk of Circuit Court / Register in Probate Assistant	G	Hourly	35	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
	Sheriff										
5210	Administration		Sheriff	By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Chief Deputy	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Road Patrol Lieutenant	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Office Manager/Conf Secretary	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Clerical Assistant II	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
5211	Road Patrol		Investigator	CBA	Hourly	6/3	1.00	0.00	0.00	0.00	0.00
			Patrol Sergeant	CBA	Hourly	6/3	3.00	0.00	0.00	0.00	0.00
			Deputy	CBA	Hourly	6/3	10.00	0.00	0.00	0.00	0.00
			Deputy (Reserve)	G	Hourly		0.00	0.00	0.00	8.00	0.00
			Translator	\$35/hr	Hourly		0.00	0.00	0.00	5.00	0.00
5251	Jail/Dispatch		Dispatch/Jailer Sergeant	I	Hourly	6/3	2.00	0.00	0.00	0.00	0.00
			Dispatch/Jailer	H	Hourly	6/3	12.00	0.00	0.00	0.00	0.00
			Dispatch/Jailer (Reserve)	G	Hourly		0.00	0.00	0.00	8.00	0.00
						TOTAL:	33.00	0.00	0.00	21.00	0.00
5172	Surveyor		County Surveyor	By Res	Contract		0.00	0.00	0.00	0.00	0.10
						TOTAL:	0.00	0.00	0.00	0.00	0.10
5682	Symons Rec Complex		Director	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Assistant Director	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Maintenance	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Custodian	A	Hourly		0.00	1.00	0.00	0.00	0.00
			Receptionist	A	Hourly		0.00	11.00	0.00	0.00	0.00
			Weight Training Instructor	aa	Hourly		0.00	1.00	0.00	0.00	0.00
			Land Aerobics Instructor	E	Hourly		0.00	10.00	0.00	0.00	0.00
			Lifeguard Instructor	E	Hourly		0.00	1.00	0.00	0.00	0.00
			Water Safety Instructor	E	Hourly		0.00	4.00	0.00	0.00	0.00
			Racquetball Instructor	aa	Hourly		0.00	1.00	0.00	0.00	0.00
			Lifeguard	ab	Hourly		0.00	0.00	25.00	0.00	0.00
						TOTAL:	3.00	29.00	25.00	0.00	0.00
5156	Treasurer		County Treasurer	By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Deputy Treasurer	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
5154	Property Lister		Property Tax Lister	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	0.00	0.00	0.00	0.00
5670	UW-Extension		Area Director	State	Exempt		0.00	0.00	0.00	0.00	0.20
			Clerical Assistant II	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Administrative Secretary	E	Hourly	28	0.00	1.00	0.00	0.00	0.00
			4-H Coordinator	State	Hourly		0.00	0.00	0.00	0.00	1.00
			Human Development and Relationships	State	Hourly		0.00	0.00	0.00	0.00	0.80
			Agriculture Educator	State	Hourly		0.00	0.00	0.00	0.00	0.50
			FoodWise Coordinator	State	Hourly		0.00	0.00	0.00	0.00	0.27
			FoodWise Educator	State	Hourly		0.00	0.00	0.00	0.00	0.73
						TOTAL:	1.00	1.00	0.00	0.00	3.50
5678	UW Food Service		UW Food Service Supervisor	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
			UW Food Services (Supervisor Assistant)	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Cafeteria Worker	aa	Hourly		0.00	0.00	0.00	1.00	0.00
			Food Service Workers	\$7.25	Hourly		0.00	0.00	0.00	7.00	0.00
						TOTAL:	2.00	0.00	0.00	8.00	0.00
5550	Veterans Service		Veterans Service Officer	I	Exempt	35	1.00	0.00	0.00	0.00	0.00
			Veterans Benefits Specialist	G	Hourly	20.5	0.00	1.00	0.00	0.00	0.00
						TOTAL:	1.00	1.00	0.00	0.00	0.00
5183	Zoning & Sanitation		Zoning Administrator	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Land Information		Zoning GIS Tech/Assistant	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Zoning Office System Tech	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	0.00	0.00	0.00	0.00



## APPENDIX E: WAGE SCHEDULES

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
125	R	HHS DIRECTOR	HEALTH & HUMAN SERVICES	36.67	37.52	38.38	39.23	40.08	40.93	41.79	42.64
120	Q			35.03	35.84	36.66	37.47	38.29	39.1	39.92	40.73
115	P	HWY COMMISSIONER	HIGHWAY	33.38	34.15	34.93	35.71	36.48	37.26	38.03	38.81
110	O			31.73	32.47	33.21	33.95	34.69	35.42	36.16	36.90
105	N	HHS BEHAVIORAL HEALTH SERVICES MGR 19-80 HHS PUBLIC HEALTH MGR CHIEF DEPUTY SHERIFF	HEALTH & HUMAN SERVICES SHERIFF	30.08	30.78	31.48	32.18	32.88	33.58	34.28	34.98
100	M	MGMNT INFO SYSTM DIRCTR ECONOMIC DEVELOPMENT DIRECTOR HHS COMPREHENSIVE COMMUNITY SERV SPRVSR 19-101 HHS BUSINESS & FINANCIAL SERVICES MANAGER 20-97 <del>HHS MANAGER OF OPERATIONS 19-80 20-97</del> SHERIFF RD PATROL LIEUT	CH IT DEPT CH ECONOMIC DEVELOPMENT HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES SHERIFF	28.44	29.10	29.76	30.42	31.09	31.75	32.41	33.07
95	L	COUNTY CONSERVATIONIST ZONING ADMINISTRATOR HHS ARDC MANAGER HHS CHILD & YOUTH SRVCS MGR 19-80 HHS LONG TERM SUPPORT & BIRTH TO 3 SUPERVISOR 19-80	CH LAND CONSERVATION CH ZONING HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES	26.80	27.42	28.04	28.67	29.29	29.91	30.54	31.16
90	K	CH CHILD SUPPORT DIRECTOR RES 21-37 EM MED SER/EM MGMT DIR HHS CHILD AND YOUTH SERVICES SUPERVISOR RES 21-29 HHS ECON SUPPORT MANAGER 19-18 HHS MENTL HLTH THER LIC HWY PATROL SUPERINTENDENT HHS PSYCHIATRIC NURSE Res 20-27 HHS PUBLIC HLTH NURSE Res 20-27	CH CHILD SUPPORT CH AMBULANCE HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES	25.15	25.73	26.32	26.90	27.49	28.07	28.66	29.24
85	J	COUNTY CLERK DEP/ACCT SUPERVISR HHS ADMINISTRATION & BUILDING OPERATIONS MANAGER 20-97 <del>HHS ADMINISTRATIVE SUPERVISOR 18-18 20-97</del> HHS MENTL HLTH THER N/L RES 19-80 MGMNT INFO SYSTM ADMNST Res 18-97 SYMONS DIRECTOR	CH COUNTY CLERK HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES CH IT DEPT SYMONS	23.50	24.05	24.60	25.14	25.69	26.24	26.78	27.33
80	I	CH MAINTENANCE SUPERVISOR HHS TREATMNT COURT COOR HHS SUBSTANCE ABUSE COUN RES 19-80 HWY LEAD GRADE FOREMAN HWY LEAD PAVING FOREMAN HWY LEAD SHOP FOREMAN REG PROBATE/REGISTRAR Res 18-97 SHERIFF DISP/JAILR SGT Res 18-97 SYMONS INTERIM DIRECTOR Res 20-83 VETERAN SERVICE OFFICER	CH MAINTENANCE HEALTH & HUMAN SERVICES HHS HIGHWAY HIGHWAY HIGHWAY CH PROBATE SHERIFF SYMONS CH VETERANS SERVICE	21.85	22.36	22.87	23.38	23.89	24.39	24.90	25.41
75	H	<del>LEAD CHILD SPRT WORKER RES 21-37</del> CONSERVATION TECHNICIAN HHS ADULT PROTECTIVE SERVICES/CRISIS PROFESSIONAL RES 21-30 HHS BUSINSS SYSTM SUPRV HHS CHILDREN LONG TERM & BIRTH TO 3 CASE MGR 19-80 HHS EARLY INTERVENTION SPCL EDUCATOR RES 19-80 HHS ECON SPRT LEAD WRK HHS HEALTH & WELLNESS COOR Res 18-97 HHS SW ADULT PROT SRVCS HHS SW CHILD & YOUTH CASE MGR 19-80 HHS INFORMATION & SYSTEM SPECIALIST 19-101 HWY ASSTNT SHOP FOREMAN HWY BOOKKEEPER HWY PARTS MNGR/SHOP CLK PAYROLL & BENEFITS SPCL SHERIFF DISP/JAILER Res 18-97 SHERIFF OFFICE MGR/CONF UW FOOD SER SUPERVISOR	CH CHILD SUPPORT CH LAND CONSERVATION HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HIGHWAY HIGHWAY CH COUNTY CLERK SHERIFF SHERIFF CH UW FOOD SERVICE	20.21	20.68	21.15	21.62	22.09	22.56	23.03	23.50

70	G	ACCOUNTS PAYABLE SPECIALIST Res 18-97	CH COUNTY CLERK	18.56	18.99	19.42	19.85	20.29	20.72	21.15	21.58
		CLERICAL ASSISTANT II (DEPUTY) Res 18-97	CH CLERK OF COURT								
		CLERK OF COURT DEPUTY Res 18-97	CH CLERK OF COURT								
		LEGAL ASSISTANT	CH DISTRICT ATTORNEY								
		HHS CONFID ADMIN SCRTRY	HEALTH & HUMAN SERVICES								
		HHS ELDERLY BENF SPCL	HEALTH & HUMAN SERVICES								
		HHS NUTRITION PROG COOR	HEALTH & HUMAN SERVICES								
		HHS SW DISABLT BEN SPE	HEALTH & HUMAN SERVICES								
		HHS TEMP CERT SOC WORKR	HEALTH & HUMAN SERVICES								
		HHS YOUTH AIDE WORKER	HEALTH & HUMAN SERVICES								
		HWY EQUIP OPER/PATROLMN	HIGHWAY								
		HWY SEASONAL PATROLMAN RES 21-20	HIGHWAY								
		HWY MECHANIC	HIGHWAY								
		HWY SIGN FOREMAN	HIGHWAY								
		PROPERTY TAX LISTER	CH PROPERTY LISTER								
		SHERIFF DEPUTY - TEMP CASUAL	SHERIFF								
		SHERIFF DISP/JAILER - TEMP CASUAL	SHERIFF								
		SYMONS MAINTENANCE	SYMONS								
		VETERANS BENEFIT SPCLST	CH VETERANS SERVICE								
		VICTM WTNS COOR/LEGAL S	CH DISTRICT ATTORNEY								
		ZONING GIS TECH/ASSTNT	CH ZONING								
65	F	CHILD SUPPORT WORKER	CH CHILD SUPPORT	16.92	17.31	17.70	18.10	18.49	18.88	19.28	19.67
		CLERICAL ASSISTANT	CH PROBATE								
		COUNTY TREASURER DEPUTY	CH TREASURER								
		FISCAL SPECIALIST	HEALTH & HUMAN SERVICES								
		HHS ECONOMIC SUPP SPECL	HEALTH & HUMAN SERVICES								
		HWY CLERK	HIGHWAY								
		MNGMNT INFO SYSTM ASST Res 18-97	CH IT DEPT								
		REGISTER OF DEEDS DEPUTY	CH REGISTER OF DEEDS								
		SECRTRY/CERL ASST II	SHERIFF								
		SYMONS ASSISTANT DIRECTR	SYMONS								
		ZONING OFFICE SYS TECH	CH ZONING								
60	*	AMB EMERGENCY MED TECH (ADMIN)	CH AMBULANCE	15.82	16.19	16.55	16.93	17.29	17.66	18.06	18.40
55	*	AME EMERGENCY MED TECH (TRAINING)	CH AMBULANCE	14.10	14.43	14.75	15.08	15.41	15.73	16.07	16.39
50	E	CLERICAL ASSISTANT II	CH CHILD SUPPORT	15.27	15.63	15.98	16.34	16.69	17.05	17.40	17.76
		ADMINISTRATIVE SECRTRY	CH UW EXTENSION								
		ADMINISTRATIVE SECRTRY	HEALTH & HUMAN SERVICES								
		CLERICAL ASSISTANT II	CH UW EXTENSION								
		CLERICAL ASSISTANT II	HEALTH & HUMAN SERVICES								
		CUSTODIAN	CH MAINTENANCE								
		LAND AEROBICS INSTRUCTOR	SYMONS								
		LIFEGUARD INSTRUCTOR	SYMONS								
		SECRETARY	CH LAND CONSERVATION								
		SECRETARY	HEALTH & HUMAN SERVICES								
		UW FOOD SERVICE WORKER	CH UW FOOD SERVICE								
		WATER EXERCISE INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR/TRAINER	SYMONS								
45	D	FAIR & RECYCLING COORDINATOR	FAIR	14.04	14.36	14.69	15.01	15.34	15.67	15.99	16.32
		REAL PROPERTY LISTER ASSISTANT	REAL PROPERTY LISTER								
40	C	PRIVATE LESSONS	SYMONS	12.99	13.30	13.60	13.90	14.20	14.51	14.81	15.11
35	*	AMB EMERGENCY MED TECH	CH AMBULANCE	12.73	13.03	13.32	13.62	13.91	14.21	14.50	14.80
30	B	GROUNDSCOOPER	FAIR	12.03	12.31	12.59	12.87	13.15	13.43	13.71	13.99
		BAILIFF	CLERK OF COURT								
		STORAGE COORDINATOR	FAIR								
25	A	CLERICAL TEMPORARY	FAIR	11.14	11.40	11.66	11.91	12.17	12.43	12.69	12.95
		CLERICAL TEMPORARY	SHERIFF								
		CUSTODIAN WEEKEND MAINTENANCE	SYMONS								
		HHS DRIVER/ESCORT DRIVER	HHS								
		HHS NUTRITION DRIVER	HHS								
		HHS NUTRITION SITE WORKER	HHS								
		HIGHWAY SEASONAL	HIGHWAY								
		RECEPTIONIST	SYMONS								
20	aa	CAFETERIA WORKER	UW FOOD SERVICE	10.31	10.56	10.80	11.03	11.27	11.51	11.75	11.99
		CPR INSTRUCTOR	SYMONS								
		FIRST AID INSTRUCTOR	SYMONS								
		RAQUETBALL INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR	SYMONS								
		WEIGHT TRAINING INSTRUCTOR	SYMONS								

15	ab	LIFEGUARD	SYMONS	9.55	9.78	10.00	10.21	10.44	10.66	10.88	11.10
10	ac	DAY CARE AIDE	SYMONS	8.84	9.06	9.26	9.45	9.67	9.87	10.07	10.28
5	ad			8.19	8.39	8.57	8.75	8.95	9.14	9.32	9.52
		<b>MINIMUM WAGE</b>									
		BATHROOM CLEANER	FAIR	\$ 7.25							
		CASHIER	FAIR	\$ 7.25							
		FOOD SERVICE WORKER	UW FOOD SERVICE	\$ 7.25							
		GRANDSTAND ORGANIZER	FAIR	\$ 7.25							
		MISCELLANEOUS WORKER	FAIR	\$ 7.25							
		TICKET TAKER	FAIR	\$ 7.25							
		<b>SPECIAL NOTES</b>									
		County Board Members	County Board	\$ 40.00	per County Board meeting						
		Committee Members	County Board	\$ 30.00	per Committee meeting						
		Fair Judge - General	Fair	\$50 for the first 4 hours worked then \$9 p/hr							
		Fair Judge - Beef	Fair	\$100 for the first 4 hours worked then \$9 p/hr							
		Fair Species Group Work	Fair	\$100 for the first 4 hours worked then \$9 p/hr							
		Fair Carcass Show Work	Fair	\$100 for the first 4 hours worked before noon then \$9 p/hr							
		Translator	HHS, Sheriff	\$ 35.00	per hour						
		Coroner	Coroner	\$95 p/call, \$25 for cremation only, \$115 for call plus cremation							
		Coroner Deputy	Coroner	\$95 p/call, \$25 for cremation only, \$115 for call plus cremation							
		Ambulance Crew Member - volunteer	Ambulance	\$ 20.00	per call						
		Ambulance Driver - volunteer	Ambulance	\$ 15.00	per call						
		Ambulance Backup crew weekdays	Ambulance	\$ 1.25	per hour						
		Ambulance Primary crew weekends & holidays	Ambulance	\$ 3.00	per hour						
		Corporation Counsel	Courthouse	\$ 75.00	per hour						
		Corporation Counsel	HHS	\$ 75.00	per hour	3/9/2021	3/9/2022				
		County Administrator	CH	\$ 95,000.00	annual	\$ 96,900.00	\$ 98,850.00				
		Sheriff	Sheriff	\$ 77,037.21	annual						
		County Clerk	County Clerk	\$ 77,026.95	annual						
		County Treasurer	Treasurer	\$ 62,327.61	annual						
		Register of Deeds	Register of Deeds	\$ 62,327.61	annual						
		Clerk of Court	Clerk of Court	\$ 62,327.07	annual						
		Family Court Commissioner	Family Court Commissioner	\$ 25,457.68	annual						
		Child Support Administrator/Assistant	D.A/Child Support	\$ 21,991.16	annual						
		<b>BEYOND STEP 8 OF THE WAGE SCALE</b>									
		Victim Witness Coordinator/Legal Secretary	District Attorney	\$ 21.73	Andrea Fields						
		HHS Business System Analyst 20-97 Supervisor	HHS	\$ 24.03	Sharon Pasold						
		HHS Social Worker Disability Benefit Specialist	HHS	\$ 23.27	Jodi Hines						
		HWY Clerk	HWY	\$ 20.24	Cerresa Rose						

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
375	P	PVH NURSING HOME & ASST LIVING ADMIN 18-36	ADMINISTRATION	39.16	40.08	40.99	41.90	42.81	43.72	44.63	45.54
370	O			37.07	37.93	38.79	39.65	40.51	41.38	42.24	43.10
365	N	PVH DIRECTOR OF NURSING Res 19-135	DIRECTOR	34.96	35.77	36.59	37.40	38.21	39.02	39.84	40.65
360	M			32.86	33.62	34.39	35.15	35.92	36.68	37.45	38.21
355	L	PVH RN MANAGER PVH RN MANAGER	CBRF REGISTERED NURSES	30.76	31.48	32.19	32.91	33.62	34.34	35.05	35.77
350	K	PVH RN SUPERVISOR Res 19-135	REGISTERED NURSES	28.66	29.33	30.00	30.66	31.33	32.00	32.66	33.33
345	J	PVH HUMAN RESOURCES DIR PVH SOCIAL SERVICE SUPR PVH REGISTERED NURSE Res 19-135	ADMINISTRATION SOCIAL SERVICES REGISTERED NURSES	26.57	27.18	27.80	28.42	29.04	29.65	30.27	30.89
340	I	PVH MAINTENANCE SUPERVISOR (7-17-18)	MAINTENANCE	24.47	25.04	25.61	26.17	26.74	27.31	27.88	28.45
335	H	PVH ADMINISTRATIVE ASST PVH ACTIVITY DIRECTOR PVH SOCIAL WORKER	ACCOUNTING OCCUPATIONAL THERAPY SOCIAL SERVICES	22.37	22.89	23.41	23.93	24.45	24.97	25.49	26.01
330	G	PVH FOOD SERVICE SUPERVISOR PVH MANAGER OF INFO SYSTEMS (Res 19-82) PVH LPN Res 19-135	DIETARY MEDICAL RECORDS LICENSED PRAC NURSES	20.26	20.73	21.20	21.68	22.15	22.62	23.09	23.56
325	F			18.16	18.59	19.01	19.43	19.85	20.28	20.70	21.12
320	E	FISCAL CLERK PVH MAINTENANCE WORKER PVH MEDICATION AIDE (Res. No. 18-69) PVH UNIT CLERK (7-17-18) PVH NURSING ADMIN ASST Res 19-135	ACCOUNTING MAINTENANCE LICENSED PRAC NURSES NURSING ASSISTANTS NURSING ASSISTANTS	16.06	16.44	16.81	17.19	17.56	17.93	18.31	18.68
315	D	PVH CNA NURSING ASSISTANT PVH CLERICAL ASSISTANT I (7-17-18) PVH HOUSEKEEPER LEAD PVH LEAD COOK (Res. No. 18-68) PVH UNIT CLERK	NURSING ASSISTANTS ADMINISTRATION HOUSEKEEPING DIETARY CBRF	13.97	14.29	14.62	14.94	15.27	15.59	15.92	16.24
310	C	PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY	12.93	13.24	13.54	13.84	14.14	14.44	14.74	15.04
305	B	PVH COOK I PVH FOOD SERVICE WORKER II PVH PERSONAL CARE WORKER RESIDENT ASSISTANT	DIETARY DIETARY CBRF PINE VALLEY	11.98	12.26	12.54	12.82	13.09	13.37	13.65	13.93
300	A	PVH FOOD SERVICE WORKER I PVH HOUSEKEEPER PVH LAUNDRY WORKER	DIETARY HOUSEKEEPING LAUNDRY	11.09	11.35	11.61	11.87	12.13	12.38	12.64	12.90
RESOLUTIONS FOR CALL-INS				BASE RATE STEP 5		CALL-IN RATE					
17-89		PVH CNA NURSING ASSISTANT CALL IN	NURSING ASSISTANTS					17.50			
18-70		PVH MEDICATION AIDE - RES 18-69	LICENSED PRAC NURSES	17.19	PLUS \$3			20.19			
18-70		PVH LPN	LICENSED PRAC NURSES	20.28	PLUS \$4			24.28			
18-70		PVH REGISTERED NURSE	REGISTERED NURSES	26.17	PLUS \$5			31.17			
20-13		PVH CNA NURSING ASSISTANT CALL IN	NURSING ASSISTANTS					18.50			
20-12		PVH LPN	LICENSED PRAC NURSES					26.15			
20-12		PVH REGISTERED NURSE	REGISTERED NURSES					34.04			
		Adopted Res. No. 18-97 (7-17-18)									
		Amended Res No. 19-89									

## **APPENDIX Y: PROPOSED CHANGES TO COMPENSATION POLICY**

This form is intended to be used for submission of proposed changes of the Employee Handbook in accordance with Section 1.

Section	Applicable Language	Issue or Concern Noted	Resolution Proposed

## **APPENDIX Z: POLICY REVIEW FORM**

This form is intended to be used in compliance with the Richland County Policy Establishment Policy in ensuring that administration is reviewing policy prior to adoption.

### **Completed by Policy Custodian**

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	

### **Completed by Administrator**

Policy Received On	
Policy Reviewed	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

### **Completed by Corporation Counsel**

Policy Received On	
Policy Reviewed:	
Policy Approved/Denied By	
Policy Forwarded to Administrator	

RESOLUTION NO. 21 - \_\_\_\_\_

A Resolution Amending Rules 14 and 16 Of The Rules Of The Board.

WHEREAS the Administrator Transition Committee made recommendation to the Rules and Resolutions Committee to consider the proposed amendments to paragraph 14 regarding administrative authorities on contracts, expenditures, grants, surplus property, and budget matters, and

WHEREAS the proposed amendments align with the administrative visionary principles of the Richland County Policy on Authority of Management, Role of Members and Chairs of Committees, Boards and Commissions, established through Resolution 20-93, and

WHEREAS, the County Administrator has proposed amendments to Rule 16 of the Rules of the Board regarding a daily increase reimbursement amounts from \$20.00 to \$25.00 and reimbursement criteria, and

WHEREAS, the proposed amendments to Rule 16 regarding meal reimbursements align with proposed changes to the Richland County Handbook impacting employee meal reimbursements.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Rules 14 and 16 of the Rules of the Board are hereby amended by repealing the following crossed-out words and adopting the following underlined words:

Rule 14:

The following items must be approved by the County Board:

~~(a)~~(i) Contracts. Agreements entered into on behalf of Richland County should be reduced to writing whenever possible. All contracts involving an expenditure of ~~over \$5,000.00~~10,000 or more a year must be approved by the County Board, except that a one year’s extension of an existing contract may be authorized by the appropriate committee. All contracts involving less than ~~\$5,000.00~~10,000 a year must be approved by the County Administrator~~appropriate committee~~. Department heads may ~~not~~ enter into ~~any~~ contract on behalf of Richland County subject to with- County Administrator approval. ~~Department heads will report all contracts to the appropriate committee.~~ Copies of all contracts shall be filed with the County Clerk.

~~(b)~~(k) Expenditures. If the purchase price of the needed property including computers is ~~\$2,000~~2,000 or less, the department head may make the purchase upon obtaining at least one quotation from a vendor. If the purchase price of the needed property including computers exceeds \$2,000 -and does not exceed \$105,000, the purchase must be made by the County Administrator ~~appropriate committee of the County Board~~ after having obtained a minimum of 3 quotations from vendors, if reasonably possible. ~~No Committee~~The County Administrator may not commit Richland County to an expenditure ~~in excess of \$105,000.00 or more~~ for the purchase of property, supplies or equipment (in either one unit or in multiple of units if the cost of either exceeds \$105,000.00) or of real estate or for the repair, renovation, remodeling or reconstruction of buildings or other public works, unless that expenditure has been approved by the appropriate committee and County Board.

~~(c)~~(l) Public works projects. All matters dealing with the “construction, repair, remodeling or improvement” of any County building or real estate is governed by section 59.52(29), Wisconsin Statutes. This statute covers the construction of a building that will become a County building even though its construction is being financed by private funds. Also, this statute does not govern highway projects. This statute sets forth the following requirements;

1. If the estimated cost of the project is less than \$5,000, there are no restrictions as to how the County Board can award the contract for the work.
2. If the estimated cost of the project is between \$5,000 and \$20,000, the County Board must advertise for bids for at least one week before the contract for the project is awarded.
3. If the estimated cost of the project exceeds \$20,000, the project must be awarded to the lowest responsible bidder in the manner set forth in section 66.29, Wisconsin Statutes, which deals with pre-qualification of bidders.
4. Regardless of the estimated cost of the project, the County Board may, by a 3/4<sup>th</sup> vote, allow the work to be done by the County itself.
5. None of the above rules apply in the case of the repair or reconstruction of public facilities where the County Board determines by Resolution that the damage or threatened damage creates an emergency in which the public health or welfare of the County is endangered.

~~(d)~~(m) Program initiatives and grants. No department of County Government may undertake a program initiative, or contract with, or apply and accept a grant ~~with, the State of Wisconsin or with the Federal Government or with any other entity, without approval by unless approved the~~ County Administrator. If the grant requires matching funds, in-kind match, or adding personnel it will require approval by the County Board before submission.~~Board.~~

~~(e)~~(n) Emergencies. An emergency is when a proposed contract, expenditure or program initiative for which County Board approval is necessary must be submitted by a date which is before the next County Board meeting. In an emergency then the committee Chair of the appropriate committee is authorized to undertake the act on behalf of the County, subject to the following:

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1. That it be stated on the document being submitted that the approval being given is subject to review by the County Board at its next monthly meeting.
2. That a Resolution on the matter be presented to the County Board for approval at its next meeting.

(f)(o) Surplus County Property. The County Clerk's Office shall be advised of the disposition of any surplus County property. Committees are encouraged to liquidate surplus County property in order to conserve storage space and to assure that County property is utilized to its fullest value. The liquidation of surplus County property which the department's supervising committee estimates has a market value of more than \$1,000 for that item must be approved by the County Board. Surplus equipment must be offered by e-mail to other County departments at no cost. If no other County department has use for the surplus equipment, it is then to be liquidated by the supervising committee department with approval of the County Administrator by the best means possible. The proceeds from all sales of surplus County property shall be deposited in the General Fund.

(p) Budget Matters. All budget issues and fund transfers must go through the County Administrator who will report to the Finance and Personnel Committee and, if necessary, to the County Board.

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Rule 16:

- (a) Policy as to reimbursement for meals:

1. The actual expenses for meals shall be reimbursed in an amount not to exceed ~~\$20.00~~\$25.00 in any one day (effective January 1, ~~2005~~2022).
- ~~1-2.~~ Alcoholic beverage is not a reimbursable expense.
- ~~2-3.~~ The above limitation shall not include applicable sales taxes which shall be reimbursed, and gratuities shall be reimbursed up to a maximum of 15 percent of the amount of the bill.
- ~~3-4.~~ Receipts shall be required in all cases. Detailed, itemized receipts shall be required in all cases. Lodging invoices indicating room "service charges" charges will not suffice for reimbursement.
- ~~4-5.~~ Reimbursement of meals is only warranted when traveling out of the county on county business. All supervisors' meal reimbursements must be approved by the ~~Audit Committee~~County Clerk.

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE  
RULES AND RESOLUTIONS COMMITTEE

FOR    AGAINST

## RESOLUTION

DEREK S. KALISH  
COUNTY CLERK

SHAUN MURPHY-LOPEZ  
CHAD COSGROVE  
KERRY SEVERSON  
MELISSA LUCK  
DONALD SEEP

X

X

X

DATED: JULY 20, 2021

RESOLUTION NO. 21 - \_\_\_\_\_

A Resolution Amending The Richland County Employee Handbook Meal Reimbursements

WHEREAS Administrator Langreck has made recommendation to the Finance and Personnel Committee to consider the proposed amendments to the Employee Handbook of the regarding a daily increase reimbursement amounts from \$20.00 to \$25.00 and reimbursement criteria, and

WHEREAS, the proposed amendments to the Employee Handbook regarding meal reimbursements align with proposed changes to Rule 16 of the County Board Rules impacting elected officials’ meal reimbursements, and

WHEREAS, this proposal has been considered in conjunction with future budget challenges.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Richland County Employee Handbook, page 26, referencing meal reimbursement is hereby amended by repealing the following crossed-out words and adopting the following underlined words:

2. Meals: Policy as to reimbursement for meals:

- Actual expenses for meals shall be reimbursed in amounts not to exceed ~~\$20.00~~ \$25.00/day.
- Alcoholic beverage is not a reimbursable expense.
- The above limitations shall not include applicable sales tax which shall be reimbursed, and gratuities which shall be reimbursed up to a maximum of 15% of the amount of the bill.
- Detailed, itemized receipts shall be required in all cases. (Lodging invoices indicating “room service” charges will not suffice.)
- Reimbursement of meals is only warranted when traveling out of the county on county business. All employees’ meal reimbursements must be approved by the department head.

BE IT FURTHER RESOLVED that this Resolution shall be effective 01 January 2022.

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE	
AYES _____	NOES _____		
RESOLUTION		FOR	AGAINST
	SHAUN MURPHY-LOPEZ	X	
	DAVID TURK	X	
DEREK S. KALISH	MELISSA LUCK	X	
COUNTY CLERK	MARTY BREWER	X	
	LINDA GENTES	X	
DATED: JULY 20, 2021	MARC COUEY	X	
	DONALD SEEP	X	

**RESOLUTION NO. 21 - \_\_\_\_\_**

A Resolution Creating A Committee to Develop a Strategic Plan and Monitor Progress Once Developed.

WHEREAS the strategic planning process requires careful thought and input from stakeholders to create a strong document, and

WHEREAS the best way to gather input from Committees, Department Heads, Employees, and residents of Richland County is to have stakeholders participate in the planning process, and

WHEREAS the Rules and Resolutions Committee has carefully considered this proposal and is presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED BY THE Richland County Board of Supervisors that the Strategic Plan Development and Oversight Committee is hereby created, with the composition and duties of the Committee being as follows:

- 1. 5 County Board Supervisors
- 2. The Committee shall gather input from all stakeholders to continue the development of the Strategic Plan and create a final plan for presentation to the County Board by the end of 2021. Once the plan is approved, the committee will meet quarterly to monitor progress and report to the County Board.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
RULES AND RESOLUTIONS COMMITTEE

AYES \_\_\_\_\_NOES \_\_\_\_\_

RESOLUTION		FOR	AGAINST
DEREK S. KALISH COUNTY CLERK	SHAUN MURPHY-LOPEZ	X	
	CHAD COSGROVE		
	KERRY SEVERSON	X	
	MELISSA LUCK		
DATED: JULY 20, 2021	DONALD SEEP	X	

**RESOLUTION NO.21- \_\_\_\_**

A Resolution Approving a Contract with Abt Swayne Law Firm for Corporation Counsel Services

WHEREAS, Wisconsin State Statute 59.42(1)(b) states, “In any county with a county executive or county administrator, the county executive or county administrator shall have the authority to appoint and supervise the corporation counsel if the board authorizes the establishment of the office of corporation counsel”, and

WHEREAS, Wisconsin State Statute 59.42(1)(b) also states, “Such appointment shall be subject to confirmation by the board...”, and

WHEREAS, the Richland County Administrator has conducted a recruitment process and interviewed several qualified attorneys and firms, with the support of an interview panel composed of both administrative and elected representation, and

WHEREAS, the Abt Swayne Law Firm of Westby WI, demonstrated the highest level of municipal experience and diverse credentials in addressing Richland County’s legal needs, and

WHEREAS, the County Administrator has appointed the Abt Swayne Law Firm of Westby, WI (Attorney Michael Windle, primary representation) as Corporation Counsel for Richland County, and

WHEREAS, this contract establishes fee rates of \$125.00 per hour for attorneys and \$75 per hour for legal assistants and paralegals with anticipation of annual expenses over \$70,000.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors approves the Richland County Administrator to enter into a contract with Abt Swayne Law Firm to perform Corporation Counsel services on behalf of Richland County, and

BE IT FURTHER RESOLVED that this Resolutions shall be effective retroactively from 23 June 2021 and extending through 20 July 2022.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
FINANCE AND PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

FOR AGAINST

RESOLUTION

DEREK S. KALISH  
COUNTY CLERK

DATED: JULY 20, 2021

SHAUN MURPHY-LOPEZ  
DAVID TURK  
MELISSA LUCK  
MARTY BREWER  
LINDA GENTES  
MARC COUEY  
DONALD SEEP

RESOLUTION NO. 21 - \_\_\_\_\_

A Resolution Amending Resolution 19-36 Regarding Discrepancy in Vacation Accrual

WHEREAS, Resolution 19-36, a resolution intended to extend the vacation deadline from 12 months to 18 months, states that employees are to accrue “3 work weeks at the end of 5 years”, and

WHEREAS, the County handbook states employees are to accrue “3 work weeks at the end of 6 years,” and has been administered in this practice for years, and

WHEREAS, this issue has been brought to the attention of the Finance and Personnel Committee, whom and has determined that a cause of a typo in the resolution best explains the discrepancy, and it is not the intentions of the Committee to decrease the accrual from 6 to 5 at this time.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors Resolution 19-36 is hereby amended by repealing the following crossed-out words and adopting the following underlined words:

2. Vacation: For full-time employees, vacations are granted on their anniversary date. Vacation is as follows: 1 work week after 1 year of employment; 2 work weeks at the end of 2 years; 3 work weeks at the end of ~~5~~ 6 years; 4 work weeks at the end of 12 years; 5 work weeks at the end of 23 years.

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE FOR FOREGOING RESOLUTION

VOTE ON FOREGOING RESOLUTION  
RESOLUTION OFFERED BY THE  
FINANCE AND PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION

DEREK S. KALISH  
COUNTY CLERK

DATED: JULY 20, 2021

SHAUN MURPHY-LOPEZ	X
DAVID TURK	X
MELISSA LUCK	X
MARTY BREWER	X
LINDA GENTES	X
MARC COUEY	X
DONALD SEEP	X

FOR AGAINST

**RESOLUTION NO.21- \_\_\_\_**

A Resolution Creating an Assistant to the County Administrator Position.

WHEREAS there is a need for an additional staff support in the Administrator's due to an increased need for information processing, supporting strategic goals and responding to administrative concerns and requests, and

WHEREAS the Administrator Transition Committee made recommendation to the Finance and Personnel Committee to allocation of a 20-hour Assistant Administrator position to the County Administrator, with funding gained by reduction in the Highway Clerk position to half-time, pending agreeableness with the Highway Commissioner, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal, and is recommending to the Richland County Board to create the position of Administrative Assistant for the County Administrator for 40 hrs/wk and to add the position as soon as possible keep Highway Clerk Position at the same pay grade and to reduce the hours to 20 hrs/wk effective Jan 1, 2022 and to use the savings to help fund the Administrative Assistant position, and

WHEREAS the County Administrator has given guidance to the Interim Highway Commissioner to proceed with preparing a preliminary budget with the Highway Clerk position reduced to 20 hours.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for creating one new Assistant to the County Administrator position in the Administrator's Office, hourly at 40 hours per week, with this position to be at Grade H in the County's Wage Plan (hourly probationary rate: \$ 20.68; hourly after-probation rate: \$21.15), and

BE IT FURTHER RESOLVED that the job description for this position which is on file in the County Administrator's office, and

BE IT FURTHER RESOLVED that the title of this new position is hereby added to the "Staff Authorization Table" section of the Classification, Compensation and Staff Authorization policy, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
FINANCE AND PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION

DEREK S. KALISH  
COUNTY CLERK

DATED: JULY 20, 2021

SHAUN MURPHY-LOPEZ	X
DAVID TURK	X
MELISSA LUCK	X
MARTY BREWER	X
LINDA GENTES	X
MARC COUEY	X
DONALD SEEP	X

FOR AGAINST

## **RESOLUTION NO.21- \_\_\_\_\_**

A Resolution Allocating American Rescue Plan Act Funds Towards Local Expansion Of Broadband.

This Public/Private Partnership Agreement (“Agreement”) is made by and between the County of Richland, a Wisconsin municipal corporation (the “County”) and LaValle Telephone Cooperative, Inc. a Wisconsin corporation (“LTC”). The County and LTC are individually referred to as “Party” and collectively referred to as “Parties”.

WHEREAS, the County seeks to help provide access to broadband services in unserved and/or underserved areas and to encourage economic development within its boundaries; and

WHEREAS, LTC proposes to construct broadband infrastructure to reach certain unserved and/or underserved resident and business locations requesting broadband service in the County where such service is currently unavailable or is prohibitively expensive; and

WHEREAS, LTC is applying for a Fiscal Year 2022 American Rescue Plan Act (“ARPA”) Broadband Access Grant (“Grant”) to build Fiber-To-The Home (“FTTH”) in a hard-to-serve area in the County. The project area includes all unserved/underserved locations in PROJECT AREA #1 of EXHIBIT A ,("the Project"); and

WHEREAS, the County is a political subdivision of the State of Wisconsin; and

WHEREAS, the County desires to enter into this Agreement to work with LTC to secure funding through application(s) to public grant and loan programs intending to construct broadband Infrastructure or through alignment of other appropriate external funding sources for economic development to support the Project; and

WHEREAS, at the July 20, 2021 County Board meeting, the Board voted to proceed with LTC and the proposed joint broadband Project between the County and LTC, and to contribute an amount of \$ 200,00.00 to extend fiber into the Project area upon the award of a Wisconsin Public Service Commission (“Commission”) Grant; and

WHEREAS, the County will assist in public education, outreach, and mutually agreed upon operations in support of successful Project outcomes. The County shall also provide in-kind assistance to the Project in the form of waived fees for permitting, zoning and easements necessary for the Project; and

WHEREAS, enhanced broadband access and availability will be utilized to position the County for desirable economic growth through addressing existing service disparities, while providing a means for accessing the advantages of technology-based economic development practice for the subject localities.

NOW, THEREFORE, the Parties agree as follows:

1. Purpose. The Parties, agree to cooperate and exercise their powers jointly for the purpose of providing support and/or revenues for the Project – Exhibit A includes a map showing the Project area where LTC fiber facilities are to be installed. The Project will extend LTC’s existing broadband network with a Fiber-to-the-Home (“FTTH”) network to existing resident and business locations in the Project area. The network will also provide FTTH for all future businesses and residences that will be located in the Project area.
2. Authorization. Each Party shall authorize the execution, delivery and performance of this Agreement and authorizes LTC, as an agent, to execute any other agreements requested to be executed and delivered hereunder,

as an agent for the Parties.

3. Project Funding. LTC intends to request a Commission ARPA Grant. The County has agreed to provide a contribution of the County's ARPA funding in the amount of \$ 200,000.00 to the cost of the Project, to be paid as provided in section 4 below. LTC, directly and through other sources, will provide the balance of the funding for the Project. If the Grant is awarded, LTC may accept the Grant and enter into an acceptable Commission Broadband Grant agreement or, in LTC's sole discretion, may decline the Grant and not enter into a Grant agreement. The County's contribution shall only be payable if the Grant is accepted.

4. Payment to LTC. The County shall pay the amount of \$ 200,000.00 as follows:

Start of fiber construction \$ 100,000.00 .

Project construction completed \$ 100,000.00 .

5. Project Ownership. LTC shall have sole ownership of the Project and shall be solely responsible for the construction, operation, and maintenance of the Project.

6. Liability. LTC shall have sole liability for the Project and any and all claims, obligations, liability, costs, demands, damages, expenses, fines, penalties, or causes of action ("Claims") that may arise from the Project and its construction, operation, or maintenance. LTC and its successors and assigns shall indemnify and hold the County and its officials, employees, and agents harmless from any and all Claims, including the costs of litigation and reasonable attorney's fees, which may arise out of the ownership, construction, maintenance, or operation of the Project.

7. Records. LTC will maintain records related to the Project; and, during the Project, RGTC will make those records available upon reasonable request of the County.

8. Report. Until completion of the project, LTC shall meet with the County on a semi-annual basis for the purpose of presenting an oral report on the status of the Project. The date, time and place of such meeting shall be determined cooperatively among the Parties. No less than seven (7) days prior to such meeting LTC shall provide a written report regarding siting, construction progress with respect to the Project.

9. Effective Date. This Agreement shall become effective upon its execution by both Parties.

10. Termination Date. If the Grant is awarded, this Agreement shall terminate 30 days after Town's final payment to LTC. If the Grant is not awarded, this Agreement shall terminate upon notice from the Commission that the Grant will not be awarded. If the Grant is not awarded, neither Party shall have any obligation to proceed with the Project or make any payment related to the Project. If the Grant is awarded in an amount less than requested in the Grant application, the Parties shall confer and determine the feasibility of proceeding with the Project.

11. Amendments. Any amendments to this Agreement must be in writing and signed by the Parties.

12. Entire Agreement. This Agreement, including its recitals and exhibits constitutes the entire agreement and understanding of the Parties with respect to the subject matter of this Agreement. There are no representations or understandings of any kind not stated in this Agreement.

13. Governing Law. This Agreement shall be governed by the laws of the State of Wisconsin.

14. Counterparts. This Agreement may be executed in two or more counterparts each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

THE COUNTY OF RICHLAND:

By: \_\_\_\_\_  
Clinton Langreck, County Administrator

Date: \_\_\_\_\_

LAVALLE TELEPHONE COOPERTATIVE, INC: By: \_\_\_\_\_  
John Bartz, CEO

Date: \_\_\_\_\_

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
FINANCE AND PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

FOR AGAINST

RESOLUTION

DEREK S. KALISH  
COUNTY CLERK

DATED: JULY 20, 2021

SHAUN MURPHY-LOPEZ  
DAVID TURK  
MELISSA LUCK  
MARTY BREWER  
LINDA GENTES  
MARC COUEY  
DONALD SEEP

## EXHIBIT A LIME RIDGE

