

Richland County Committee

Agenda Item Cover

Agenda Item Name: Tourism Director Funding

Department	Administration	Presented By:	Marty Richards
Date of Meeting:	18 June 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure E
Date submitted:	19 June 2021	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to ... recommend resolution to the County Board to partner with the City of Richland Center in a Tourism Coordinator Position, effective January 1st 2022.

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

Following is a proposal, with the return on investment included, for the City of Richland Center and Richland County, partnering to move forward with a joint Tourism Coordinator.

Over the course of the past 3 years we have seen one of the most dynamic economic growth areas of this county is through tourism. For example, the number of short-term rental properties (those private residences offered for rent less than 7 consecutive days) has grown exponentially. These were identified on platforms such as Airbnb, HomeAway, and VRBO:

- 2018, 13 properties
- 2019, 27 properties
- 2020, 33 properties

These figures also correlate with the growth in sales tax receipts in Richland County:

- 2018, \$1,171,520
- 2019, \$1,191,815
- 2020, \$1,271,784

This is not to assume that all of the county sales tax increase can be explained by the growth of short-term rentals but we will argue this is one reason for sales tax revenue growth in a county with both flat population and household income growth rates. I also have had multiple parties contact us who are starting new short-term rental properties in 2021 not to mention the upcoming Grand-Opening of the wedding and short-term rental venue “Chapters In Our Lives” in Richland County.

A large factor for the increased visitor traffic has been the additional work over the past three years by Richland Center Tourism. RC Tourism has taken many large-scale efforts to bring our whole county area, including the outlying villages and tourism-related businesses, to our most likely visitors. Efforts include the 2019 Discover Wisconsin episode and our ongoing video efforts. We have completed over 100 different videos that feature businesses, places, and names, of our area and find those businesses directly prosper as a result of these efforts. In the fall of 2020 we produced 4 different “Behind-The-Scenes” videos for Oakwood Fruit Farm showing their apple packing and processing operations that they were able to share through their social media efforts. They have anecdotal evidence that this indeed increased

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their traffic this past fall as a result. We have showcased other tourism-related businesses and they have mentioned increased awareness as a benefit of these episodes.

Through our “Why Do We Call It That?” series on average we have over 2,500 viewers of each of these episodes. We have had episodes with over 10,000 viewers each of the Yuba and Lee Lake episodes. The bulk of these viewers live in metropolitan areas such as Milwaukee, Chicago, and Madison. Our goal has been to show off the beauty of the area and give potential visitors a sneak peak of our county, just enough to entice them to come check us out.

A drive past a Pine River kayak landing last year would show license plates from 4 different states quite frequently and on my own I would stop people on the Pine River Trail and find bikers and hikers from Madison, Rockford, and Minneapolis. The Airbnb property we (Marty and Teri Richards) own was full this January and February, in some of the coldest weather we had to offer this winter. Two different groups went bowling, went to the movie theater, and went to the roller rink during that frigid weather experience. Their comment, “It was like going back to our youth. It was a fantastic experience!” I would estimate through food, experiences, and other purchases each weekend, our groups spend an additional \$300 minimum at local businesses.

As of today, the Richland Center Tourism Coordinator position is compensated as a 100% position by the City. The coordinator position entails the following:

- Develops and executes major projects. (Branding, marketing of Social Media and Broadcast Media)
- Coordinates projects with other local partnerships. (RED, GRACC, SWRPC, City and County)
- Creates content and brand for Social Media platforms that removes barriers to visitors
- Manages and oversees content on website
- Prepares and administers the annual budget and manages projections vs actual expenditures
- Oversees planning and staffing of Visitor's Center during late Spring, Summer, early Fall dates
- Plans and executes other events as they arise (Rodeo parade, fall celebration)
- Counsels local tourism-related businesses on their marketing and branding efforts
- There are many other ancillary tasks too numerous to mention here

For 2021 the Richland Center City Council intends to move this position to a 100% position and asks Richland County to join the effort for 2022. Many of the responsibilities listed above benefit not only the city, but also the county as a whole. The bulk of the tourism-related businesses benefitting from the Coordinator's efforts are actually located outside of the city of Richland Center.

The 2022 projection for the Tourism Coordinator position,

Annual Salary= \$52,000 (This figure was determined with a brief survey of other like-sized communities, with same-type tourism attractions. This is commensurate with Washburn County and Chippewa County Tourism Director Salaries as of 2020 and provided by Wisconsin Tourism.)

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FICA Tax=3,972 annually, WRS Contribution at 6.75%= \$3530 annually, Life Insurance= \$331 annually, Disability Insurance \$110 annually

Health insurance has been left out of this equation, current Tourism Coordinator does not require health insurance due to spousal coverage and that appears to be a reasonable expectation for the long-term future. Total wage and benefits for the position projected at =\$59,943.00.

The Richland Center Tourism Commission passed a resolution encouraging the City of Richland Center and Richland County join in the effort to increase the Tourism Coordinator position to 100% time. This proposal includes a “sunset” to the shared cost. The breakdown of cost to each entity to support this position is proposed as follows:

2021- 50% City of Richland Center and 50% Room Tax Revenues

2022- 50% Room Tax Revenue- 25% City of Richland Center- 25% Richland County

2023- 70% Room Tax Revenue- 15% City of Richland Center- 15% Richland County

2024- 80% Room Tax Revenue- 5% City of Richland Center- 5% Richland County

2025- 100% Room Tax Revenue

We encourage that Richland County join the City of Richland Center in this partnership to grow our area and become the destination of choice for those searching for a quieter, safer, more serene, experience. We know there are many out there looking for the type of experience we offer and in the same time this will grow our economic base and build a more sustainable financial picture for all parties.

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Added to Fund #10 in 2022 at estimated \$14,985.75	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

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Agenda Item Name: Discontinuing Hidden Valleys Membership

Department	Administration	Presented By:	Administrator
Date of Meeting:	June 18 th , 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure E
Date submitted:	June 17 th , 2021	Referred by:	Parks Commission
Action needed by no later than (date)	N/A	Resolution	Needed

Recommendation and/or action language:

- 1) Motion to ... recommend resolution to the Richland County Board to discontinue membership with Hidden Valleys of Southwest Wisconsin.
- 2) Motion to ... recommend to Rules and Resolutions to amend the committee structure document pertaining to removal of Hidden Valleys of Southwest Wisconsin.

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

Richland County is a current member of the Hidden Valley of Southwest Wisconsin tourism and travel advertisement magazine. <https://www.hiddenvalleys.com/> "Hidden Valleys showcases the beauty and diversity of the best of Wisconsin -- highlighting cultural attractions, events, scenery, outdoor recreation, agriculture, and heritage of nine counties in the southwestern corner of the state. We invite you to discover Hidden Valleys... a great place to work, live or visit!"

The Magazine's current County membership includes Richland, Grant Iowa, Lafayette, Monroe, Crawford, and Juneau. Recent membership withdrawals include Green and Vernon County.

Many local efforts are now in place to advertise and promote County trails, parks, hospitality and recreation online. Popular smartphone apps and platforms like Trip Advisor have also helped promote local attractions and recreations.

The Richland County Parks Commission took recent action in their March 1st, 2021 Meeting: " #15 Hidden Valley - how to withdraw? Letter of withdraw the group will need to be done, before 2022. Motion made by Tim Gottschall to issue a letter of intent to withdraw from the magazine for 2022, second made by Gary Manning. Motion carried."

Attachments and References:

https://www.hiddenvalleys.com/	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Reduction in expenditures of \$1,367.96 annually (+) reduction in \$3,5000 on cycle of featured county and travel per diem.

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Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Administration Transition Committee

Agenda Item Cover

Agenda Item Name: Reduction in Highway Clerk position, creation of Administrative Assistant Position

Department	Administration	Presented By:	Melissa Luck
Date of Meeting:	June 18, 2021	Action Needed:	Motion
Disclosure:	Open	Authority:	
Date submitted:	June 18, 2021	Refer to:	County Board

Recommendation and/or action language:

Motion to reduce the position of Clerk in the Highway Department from 35 hrs/wk to 20 hrs/wk and create the position of Administrative Assistant for the County Administrator for 20 hrs/wk.

Background:

At the November 6, 2020 meeting of the Administrator Transition Committee a motion was passed acknowledging the County Administrator's need for staff. On December 16, 2020 the Administrator Transition Committee passed a motion to eliminate the Accounting Supervisor and Payroll & Benefits positions from the County Clerk's office and create those positions in the County Administrator's office, modifying the job descriptions to remove County Clerk statutory duties. On January 19, 2021 the County Board voted to officially transfer those positions to the County Administrator's office. In February and March the Administrator Transition Committee spoke with Department Heads about financial and administrative positions within their department to determine if there was possible consolidation of functions to eliminate a position in order to create one for the Administrator or capacity for additional duties to assist the County Administrator. After those discussions and other conversations with Department Heads, the Administrator Transition Committee passed a motion on May 7, 2021 to recommend that the Clerk position in the Highway Department be reduced from 35 hrs/wk to 20 hrs/wk and the Administrative Assistant position for the County Administrator be created at 20 hrs/wk. The job description for the Administrative Assistant has been reviewed by Carlson/Dettmann and was placed at Grade H Step 2 at a rate of \$20.68 (need to verify this rate). The Clerk position is currently at \$17.31 (need to verify this rate). Fringe benefits are not included in following calculations.

Current Highway Clerk position: 35 hrs/wk x \$17.31 x 52 wks = **\$31,504.2 (amount in budget)**

Proposed Highway Clerk position: 20 hrs/wk x \$17.31 x 52 wks = \$18,002.4 (31504-18002= **\$13,501.80 savings**)

Proposed Admin. Assist. position: 20 hrs/wk x \$20.68 x 52 wks = **\$21,507.2 (still need to come up with \$8,005)**

***vacant accounting supervisor and accounts payable specialist positions during parts of 2020 and 2021 should leave quite a bit of unspent funds that could be used to cover the \$8005, potentially enough to make the position 40 hrs/wk?**

Attachments and References:

07A- Administrative Assistant Job Description

Financial Review:

(please check one)

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

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

Richland County Administration Transition Committee

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(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Assistant to County Administrator
Department: County Administrator

Reports to: County Administrator

Pay Grade: [TBD] **Grade H Step 2 \$20.68**

Date: 01 JUNE, 2021

Hours Per Week: [TBD] **20 hrs/wk**

PURPOSE OF POSITION

The purpose of this position is perform confidential and highly responsible administrative, secretarial and varied support work for the County Administrator involving complex work problems and situations requiring thorough familiarity with the operations of the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Acts as confidential assistant on matters pertaining to personnel and administrative matters.
- Attends meetings as requested by the County Administrator.
- Makes recommendations and assists in the preparation of Departmental and County regulations and procedures.
- Explains policies, procedures, interpretation of administrative decisions, and instructions in response to telephone or personal inquiries from Department Heads, employees, and the public. Informs Department Heads and employees of County Board, Committee and County Administrator decisions that may affect them. Coordinates group employee meetings and training sessions.
- Performs administrative duties relating to the County Board including assembling orientation materials for the County Board Supervisors; assists with various appointments; assists with the preparation of resolutions and ordinances; assists with the preparation of the County Administrator's Report for County Board Meetings; and assists with preparation of reports, studies, and research as directed by the County Administrator concerning operation of the County. Attends County Board meetings as necessary.
- Composes, edits, transcribes, and disseminates confidential and technical material which may consist of agendas, minutes of meetings, letters, articles, memoranda, forms, reports, and PowerPoint presentations in accordance with standard policies.
- Performs clerical duties including, but not limited to: coordinates travel and meeting arrangements, prepares facilities for meetings, telephone reception, files confidential and sensitive information, processes and routes mail, maintains office supplies, processes printing requisitions, and photocopies documents.
- Acts as liaison to and for the County Administrator in dealings with County Departments, employees, other units of Government, community organizations, and the general public.
- Coordinates requests for sealed bids by performing or assisting with placing advertisements, preparing and disseminating informational material, and preparing and distributing letters.

- Analyzes and reviews procedures and workflow of the Department and makes recommendations on improving efficiency and effectiveness.
- Performs miscellaneous administrative duties as assigned including assisting in coordinating special projects as requested by the County Administrator.
- Assists with policy analyses of County programs and services.
- Assists the County Administrator in the evaluation of Department Heads.
- Assists in the annual County budget process by preparing and disseminating informational material, scheduling meetings, and monitoring items in progress.
- Processes purchase orders for the Department and approves purchase requisitions at the County Administrator/County Board level.
- Interacts with other governmental and private agencies.
- Acts as Records Retention Representative for the Department.
- Maintains office and signs documents in the absence of the County Administrator.
- It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties that an employee may be required to perform. The examples are merely indicative, not restrictive.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma or equivalent is required.
- Preference for a 2-year or 4-year degree in administrative support, or related field.
- Preference for knowledge experience in performing administrative, secretarial, and general office work of a progressively responsible nature in a multi-department organization
- Must be proficient in Microsoft Excel, Microsoft Word, Power Point and Outlook

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies, procedures and standards to a variety of specific situations.
- Ability to communicate professionally and effectively with County Administrator, co-workers, all county employees, Department Heads, the general public and County Supervisors.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Richland County Committee

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Agenda Item Name: Borrowing and taxing for 2022

Department	Administration	Presented By:	Administrator
Date of Meeting:	June 18 th , 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure E
Date submitted:	June 18 th , 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Review last year's short-term borrowing and have discussion and possible action on 2020 goals with borrowing and taxes. This item will merge into discussion on 2022 budget guidance #9.

Possible actions

- 1) Motion to... accept report from Carol Wirth
- 2) Motion to ... draft 2022 budget guidance on an estimated \$ _____ amount in short-term borrowing for capital improvements and capital projects, or
- 3) Motion to ... draft 2022 budget guidance on an estimated amount in short-term borrowing to match the millage rate on county property tax portion from 2021, or
- 4) Motion to ...draft 2022 budget guidance on an estimated amount in short-term borrowing to match the total County Debt service amount from 2021, or
- 5) Motion to reduce/add to an amount, or
- 6) Motion to... other action germane to the agenda item.

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

This item is brought forward to the Finance and Personnel Committee Meeting to review existing short-term borrowing plan. A financial report is provided from Carol Wirth, our municipal advisor, regarding our current debt management. On August 15th we will have valuation report from Wisconsin Department showing our net new construction and property valuation. An increase in valuation through construction and inflation may give us access to slightly more funds without raising the existing county contribution to millage rate.

The report also includes the advised timeline if/when the County would like to consider and act on short-term loan financing. This item may tie into other discussion points and decisions in Item# 9 regarding the guidance packet.

Attachments and References:

Short-Term Note Financing for Capital Projects	
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Richland County Committee

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Financial Review:

(please check one)

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

(summary of current and future impacts)

Pending funding desire.

Approval:**Review:**

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
1025 SOUTH MOORLAND ROAD, SUITE 504
BROOKFIELD, WI 53005
414-434-9644
FAX: 414-226-2014

Richland County Finance and Personnel Committee

Short-Term Note Financing for Capital Projects

June 18, 2021

Presented by: Carol Ann Wirth

Levy Limit Challenges for Operating Budget

- Restricts County's ability to generate additional revenue to pay expenses inside the operating budget.
- Expenses inside the operating budget include: 1. Operational Expenses; and 2. Capital Expenses
- Debt Service – Levy for general obligation debt service is calculated as a separate levy outside of levy limits

Borrowing for Recurring Capital Projects

Like other annual operating expenses, certain capital projects require an annual expenditure to maintain County operations, equipment or highways. They would be considered "recurring" expenses. Some of Richland County's "recurring" expenses would include I.T. infrastructure, vehicles (squad cars), highway improvements and building maintenance.

Also, the completion of highway projects each year, impacts the GTA formula, which determines aid the County is eligible to receive.

Because these expenses are "recurring" any borrowing would be done as a short-term, general obligation promissory note. The short-term borrowing would need to occur each year as a "recurring" practice to fund the "recurring" expenses.

THE BORROWING CAN NOT PROVIDE FUNDS FOR OPERATING EXPENSES - THE COUNTY MUST CONTINUE TO ADDRESS RISING OPERATIONAL COSTS WITHIN THE OPERATING BUDGET

2020 Borrowing for Capital Projects with Short-Term General Obligation Promissory Notes

For the 2021 Budget, the County borrowed \$1,050,000 as a short-term note for “recurring” capital projects traditionally included in the County’s operating budget.

The \$1,050,000 was received in late November 2020, the principal and interest payment (\$1,052,829.17) was levied for outside of levy limits; the Note was repaid on March 1, 2021.

The tax rate impact for the Note was an increase of \$0.83 per \$1,000 of equalized value.

Not including the capital projects in the operating budget created room in the budget for operating expenses. The short-term note provided the funds for the capital projects.

2021 Short-Term Borrowing Structure

The County would issue a “General Obligation Promissory Note” in November with a repayment date of March 1 the following year (approximately 4 months). As a General Obligation Promissory Note, the County is allowed to levy a tax to repay the entire principal and interest on the Note, outside of levy limits.

The 2020 Note was paid off in 2021 creating a \$1,100,000 decline in the County’s 2022 debt service payments (see page 4). This decline will accommodate the new debt service payment (up to \$1,100,000) for a 2021 short-term Note without a tax increase.

The 2021 Note will be “sized” to provide for capital projects and to pay expenses of issuance.

The 2021 Note will not be rated by Moody’s due to its short-term. Notes issued as a municipal security in the marketplace will have expenses of issuance for Municipal Advisor, Bond Counsel and underwriting (approximately \$20,000).

Example of Tax Rate Impact Per \$1 Million Borrowed

\$1,000,000 General Obligation Promissory Note Est. Debt Service Schedule

Date	Principal	Rate	Interest	Total Est. P+I
11/23/2021	-	-	-	-
03/01/2022	1,000,000.00	1.000%	2,722.22	1,002,722.22
Total	\$1,000,000.00	-	\$2,722.22	\$1,002,722.22

Calculation: \$1,002,722.22 divided by 2020 Equalized Value - \$1,260,855,200 = \$0.79 Tax Rate

Initial Resolution – County Board Authority to Borrow under Wisconsin Statutes

- Resolution Prepared with a Not to Exceed Dollar Amount - Determined by the County
- Language Includes the Purpose of Borrowing. Example: financing capital improvement projects, including highway improvements, vehicles and fleet management, technology capital improvements, facility maintenance and improvements. (Language drafted by Bond Counsel, Quarles & Brady).
- Requires $\frac{3}{4}$ vote of County Board members elect (16 “yes” votes).
- Does not commit the Board to borrowing, but rather provides “authority” to borrow at a later date.
- “Authority” is good for five years

Preliminary Timeline for 2021 Short-Term Note Borrowing

The timing must coincide with the County’s budget process to determine what operating or capital expenses may be included in the upcoming budget. Below is a preliminary timeline for the borrowing process:

August 24		Final decision on dollar amount for borrowing and list of capital projects
September 7		Finance and Personnel Committee Review/Discussion (Includes Initial Resolution)
September 21		County Board Considers Initial Resolution
October 13		Official Statement and Notice of Sale Distributed into Municipal Market
October 26	A.M.	Underwriter Bids Received and Verified
	P.M.	County Board Adopts Award Resolution Locking in Interest Rate
November 23		Closing; Delivery of Funds to County
March 1, 2022		Repayment of Short-Term Note

Richland County's Existing General Obligation Debt

Below is all of the County's existing debt (County purposes and Pine Valley). The principal and interest payments are included in the County's annual tax levy/tax rate, which is outside of levy limits. The 2021 year includes the short-term note issued for capital projects.

----- TOTAL ALL GENERAL OBLIGATION DEBT -----

Year Due	<u>Total Principal</u>	<u>Total Interest</u>	<u>Total Debt Service</u>
2021	\$2,930,568	\$710,624	\$3,641,192
2022	1,905,000	635,335	2,540,335
2023	1,875,000	590,437	2,465,437
2024	1,870,000	543,715	2,413,715
2025	1,920,000	496,725	2,416,725
2026	1,820,000	449,850	2,269,850
2027	1,875,000	403,100	2,278,100
2028	1,880,000	356,950	2,236,950
2029	1,180,000	317,801	1,497,801
2030	1,215,000	282,624	1,497,624
2031	1,265,000	244,663	1,509,663
2032	1,305,000	203,663	1,508,663
2033	1,350,000	159,925	1,509,925
2034	1,395,000	114,687	1,509,687
2035	1,440,000	67,975	1,507,975
2036	<u>1,475,000</u>	<u>22,125</u>	<u>1,497,125</u>
	<u>\$26,700,568</u>	<u>\$5,600,199</u>	<u>\$32,300,767</u>

Historical Equalized Valuations, Tax Levies and Tax Rates (Includes both operating and debt service)

<u>Budget Year</u>	<u>Equalized Valuation</u>	<u>Tax Levy</u>	<u>Tax Rate</u>
2015	\$1,023,336,700	\$6,787,135	\$6.63
2016	\$1,072,141,000	\$6,882,990	\$6.42
2017	\$1,095,683,400	\$8,337,004	\$7.61
2018	\$1,150,730,900	\$8,746,695	\$7.60
2019	\$1,202,545,400	\$8,853,958	\$7.36
2020	\$1,260,855,200	\$10,493,886	\$8.32

2022 Budget Objectives and Guidance- Draft

Budget Objectives:

The Richland County Administrator and the Finance and Personnel Committee are committed to a countywide 2022 budget that will meet the following objectives:

Levy:

- Meet the operating levy limit as imposed by the State of Wisconsin

Services:

- Within operating levy limit, protect the effective delivery of essential services
- To the greatest extent possible, maintain current discretionary services provided directly by the county and/or through partnerships

Response to COVID-19 Impacts:

- Utilize American Rescue Plan in accordance with federal guidance to best suit the needs of the County

Capital Improvements and Capital Outlays:

- Within the operating levy limit, maintain the county's infrastructure to ensure that future boards do not have to react to aging and broken systems causing frequent sharp rises in property tax levy and rate
- Continue annual short-term loan financing for a capital improvements and capital outlay program that identifies and prioritizes projects and equipment over \$5,000

Preservation of Undesignated General Fund:

- Strive to build and maintain an appropriate minimum undesignated general fund balance of 25% of annual general fund operating budget

Wages and Benefits:

- Meet projected increases and adjustments in health insurance premium costs and fringe benefits
- Make incremental adjusts in employee wages to progress towards the goal of obtaining market value as determined through 2018 study, Resolution 19 - 89

Budget Challenges and Assumptions:

The following challenges and assumptions are factored in the planning and guidance of the 2022 budget:

1. Chapter 54 and Chapter 44 Adult and Child placements: Increase expenditures by \$800,000 estimate
2. Land Conservation: Inclusion of Land Tech and Rent: \$75,000
3. Unfunded mandate for District Attorney Office: \$65,000 estimate
4. Incorporate wages in Zoning and Land information without use of Land Information Grant
5. Pine Valley Revenue Amount? towards ?? debt service, reduce debt levy, operations of General Fund??
6. Pine Valley Reserves: Amount? towards ?? debt service, reduce debt levy, operations of General Fund??
7. Estimated levy increase from Net New Construction: \$35,000
- 8.

To place context to the current budgeting objectives, the next section provides a brief summary of the 2020 Richland County Budget and unforeseen impacts on the 2021 Budget.

2020 Richland County Budget Summary:

2020 Budget (Expenses)	\$32,555,314	(an increase of \$2,947,388)
2020 Budget (Revenue)	\$23,701,356	(an increase of \$2,840,125)
Tax Levy	\$8,853,957	(an increase of \$107,263)
General Fund Applied	\$137,691	
General Fund as of Dec 2018	\$3,928,702	(an increase of \$507,459 from 2017)

2019 Budget Included:

- 1.5% increase in health insurance
- 2% increase in wages
- Funding for County Administrator
- Funding for an Economic Development Position with 40% of funding from City
- \$200,000 contribution from Pine Valley for Contingency Fund
- Additional Pay Period costing \$124,000
- \$2,965,500 Capital Improvement Loan Funding

RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

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Phone: (608) 649-5960 • Fax: (608) 647-6611

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Fund Assignments

Fund	Budget Responsibility	Fund	Budget Responsibility
10	Multiple	56	HHS
11	Administrator	57	Fair & Recycling
12	County Clerk	58	Administrator
13	Administrator	59	HHS
14	County Clerk	60	UWR Food Service
15	Sheriff	61	PVCV
16	Ambulance	62	Administrator
17	Sheriff	63	HHS
18	ADRC	64	Land Conservation
19	Sheriff	65	County Parks
20	Extension	66	Land Conservation
21	Clerk of Court	67	Land Conservation
22	Register of Deeds	68	Fair & Recycling
23	Zoning	69	County Parks
24	Register of Deeds	70	NOT USED
25	Sheriff	71	Highway
26	Sheriff	72	Land Conservation
27	NO LONGER USED (PER AUDITORS)	73	Land Conservation
28	County Treasurer	74	Ambulance
29	MIS	75	Administrator
30	Administrator	76	Sheriff
31	Clerk of Court	77	Land Conservation
32	Administrator	78	Land Conservation
33	Fair & Recycling	79	Land Conservation
34	HHS	80	Land Conservation
35	Sheriff	81	County Clerk
36	Symons	82	Administrator
37	Symons	83	Administrator
38	NOT USED SINCE 2013	84	Veterans Service
39	Administrator	85	Administrator
40	HHS	86	County Treasurer
41	HHS	87	Administrator
42	MIS	88	Administrator
43	Administrator	89	Administrator
44	HHS	90	Administrator
45	NOT USED SINCE 2012	91	NO LONGER USED
46	Sheriff	92	Administrator
47	Ambulance	93	NOT USED
48	Zoning		
49	Ambulance		
50	Ambulance		
51	Ambulance		
52	County Parks		
53	HHS		
54	HHS		
55	Administrator		

Timeline of Budget Process:

Phase 1: Preliminary Budget

7/6/2021 Finance and Personnel Committee — approves finalized: 1) budget timeline, 2) budget packet, 3) budget objectives and 4) budget guidance

7/7/21 Administrator's Office — distributes copies of the budget timeline, packet documents and budgeting guidance to all departments and County funded organizations. Departments may begin presenting to supervisory committees. Supervisory committees may take action to recommend budget to Finance and Personnel within budget guidance.

7/15/21 Administrator — Conducts a department head meeting to discuss 2021 budget expectations, guidance, questions and concerns

8/06/21 Departments — submit their completed 2022 proposed budget documents to the County Administrator's Office

8/06- 8/19 County Administrator's Office — enters the budget numbers and summarizes the budget information for Administrator, Department Heads and the Finance and Personnel Committee

8/20/2021 Administrator — presents preliminary budget to the Finance and Personnel Committee

Phase 2: Department Reviews with Administrator and Finance and Personnel Committee

8/23- 9/01/21 Department Presentations to the County Administrator and Finance and Personnel Committee:

Tuesday, 24 Aug 2021 (Primary)

Health & Human Services	8:00am
County Administrator	8:30am
Ambulance Services / Emergency Management:	8:45am

Highway	9:00am
Child Support:	9:30am
Circuit Court:	9:45am
Coroner:	10:00am

Sheriff's Department	10:15am
Corporation Counsel	10:45am

RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

Phone: (608) 649-5960 • Fax: (608) 647-6611

E-Mail: clint.langreck@co.richland.wi.us

County Clerk's Office	11:00pm
District Attorney's Office	11:15pm

Pine Valley Community Village:	11:30
UW Extension Office	12:00pm
Fair & Recycling	12:15pm
Land Conservation	12:45pm

MIS	1:15pm
Register in Probate	2:00pm
Register of Deeds	2:15pm
Symons Recreation Complex	2:30pm

Treasurer's Office	2:45pm
UW Food Services	3:00pm
Veteran's Services	3:15pm
Zoning	3:30pm
Courthouse	4:00pm

Wednesday, 25 Aug 2021 (Alternate and call-back)
Thursday, 26 Aug 2021 (Alternated and call-back)

Budget Guidance and Instructions:

The following guidance is provided by the County Administrator with approval of the Finance and Personnel Committee.

Operations and Salaries Budgeting:

The department heads are instructed to draft preliminary budgets with a 0% increase in levy use, from salaries, fringes, contracts, operations, without consideration for capital outlay as follows:

<u>Department:</u>	<u>% Increase / Decrease of Levy</u>
County Administrator	0%
Ambulance Services / Emergency Management:	0%
Child Support:	0%

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Circuit Court:	0%
Coroner:	0%
Corporation Counsel	0%
County Clerk's Office	0%
Courthouse	0%
District Attorney's Office	0%
UW Extension Office	0%
Fair & Recycling	0%
Health & Human Services	0%
Highway	0%
Land Conservation	0%
MIS	0%
Pine Valley Community Village:	\$ amount returned to General
Register in Probate	0%
Register of Deeds	0%
Sheriff's Department	0%
Symons Recreation Complex	0%
Treasurer's Office	0%
UW Food Services	0%
Veteran's Services	0%
Zoning	0%

If a 0% levy increase requires reduction in service/staff hours, then please budget and plan with those reductions. Waivers to exceed the 0% guidance may be addressed through the review process with the Administrator.

Wage Step Increases: Preliminary budgets will be prepared with wage increases reflecting the aged wage schedules (averaging 6.88%) increase effect for the first day of the first full pay period of 2022.

Health Insurance: Preliminary budgets will be prepared with a _ % **increase:** Wallace Cooper and Elliot are working with Quartz on a renewal. The county's experience history and market factors will have impacts of which are unknown at this time.

FICA — 2021: Preliminary budgets will be prepared with 2020 FICA rates. This may be adjusted during the review phase when numbers are confirmed.

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Wisconsin Retirement System – 2021 Rates:

Employer Selection: 0038-000 :: RICHLAND COUNTY

Display

Clear Form

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Employer Name RICHLAND COUNTY

Employer Number 0038-000

General							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2020	6.75	0.00	6.75	0.00	0.00	0.00	13.50
2021	6.75	0.00	6.75	0.00	0.00	0.00	13.50

Elected Officials, Judges, State Executive Pay Plan							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2020	6.75	0.00	6.75	0.00	0.00	0.00	13.50
2021	6.75	0.00	6.75	0.00	0.00	0.00	13.50

Protective with Social Security							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2020	6.75	0.00	11.65	0.00	0.09	0.00	18.49
2021	6.75	0.00	11.75	0.00	0.09	0.00	18.59

Capital Improvements / Capital Outlay Budgeting:

All capital assets (\$5,000 or more) will be considered separately from the other expenditures and collectively within the county. Please use the provided Capital Improvement Capital Outlay planning spread sheets to submit your planning requests. Annual short-term loan financing is being explored to possibly help the county in engaging in needed capital improvements and capital investments. These expenditures will be accounted for in a separate fund (exception: Pine Valley and Highway will include capital projects and equipment in their budgets, but will submit a capital planning worksheet for tracking).

Budget Packet:

The 2022 Richland County Budget Packet will include the following items:

1. Budget Work Sheets (as distributed by the Administrator's Office in excel format) [Exception: Pine Valley and Highway]
2. Department Budget Summary (as distributed by the Administrator's Office)

Consideration Factors in Allocations and Continued Services:

- There may be impacts and changes in guidance once the 2020 audit report and closing are completed.

Packet Instructions:

Preliminary Phase:

The intentions of the preliminary budget phase are to: 1) gauge departments' abilities to provide services within guidance limits, and 3) lay groundwork for adjustments as unknown financial factors (audit close, health insurance, future revenue projections, etc.) materialize.

Departments will complete Budget Worksheets as has been performed in past years. Budget Worksheets will be distributed in Excel format from the Administrator's Office. In addition, the Departments will complete the Department Budget Summary document intended to give a brief overview of department expenditures, revenues and funding sources. This document is in Microsoft Word format will be submitted to departments electronically. All packets will be submitted to the County Administrator's Office in accordance with the budget timeline.

Review Phase:

The intentions of the review phase are to: 1) prioritize capital improvement and capital outlay projects across the county, 2) prioritize department services and operation allocations, 3) approve a health insurance renewal, 4) approve loan funding, and 5) adjust budgets for projected financial factors including: audit close, health insurance, future revenue projections, service adjustments, etc.

Departments will meet with the County Administrator to review budgets. Health insurance proposals will be considered. Loan funding options for capital improvements and capital outlays will be considered. Department services prioritization will be identified and possible reductions and/or increases to services will be considered. Budget adjustments from the review with the Administrator will be submitted to the County Clerk in revised packets in accordance with the budget timeline.

Hearings and Finalized Budget Phase:

The intentions of the hearings and finalization phase are to: 1) present the reviewed plans to supervisory committees, 2) present the reviewed plans to the Finance and Personnel Committee for approval and recommendation, and 3) present to the County Board for adoption. Any changes to reviewed budgets would come from action by the Finance and Personnel Committee. Any changes by the Finance and Personnel Committee will be submitted to the County Clerk's office by the impacted departments in a timely manner.

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Closing Remarks:

This will be a new approach for Richland County budgeting. With several major financial factors still unknown, apportionments and plans may adjust several times throughout the process before we arrive at a final resolution to take to the County Board. Our goal through this process is to adhere to the established budget objectives and continue to meet the service needs of the community.

————Nothing Follows————

Clinton Langreck
Richland County — Administrator

2022 Budget Summary

Department:

Fund(s) Assigned In County Budget:

Please answer the questions below to complete the 2022 Budget Summary for your department/program. All proposed budget documents (Budget Summary & Budget Worksheets) must be submitted to the County Administrator's Office no later than 4 P.M. on July 30, 2021.

- 1.) Please provide a brief department/program description and a summary of the department/program functions and service provided to the community.**

- 2.) List the mandated functions and services provided by the department/program.**

- 3.) List the non-mandated services and functions provided by the department/program.**

- 4.) Explain the department/program's major goals or projects intended with the 2022 budget apportionment.**

- 5.) Summarize the impact of the 2022 budget guidance to the department/program.**

- 6.) Summarize the department/program's services and staffing adjustments in response to the 2022 budget guidance. Include a list of reduced or eliminated services, expanded or added services, and any collaborative, outsourced or creative solutions to maintain services.**

7.) Summarize the cost impact to restore services to 2021 and provide recommendations on how to do so.

8.) List any anticipated capital improvements, projects from Fund #75 (capital projects) and Fund #92 (short-term borrowing).

9.) List any recommendations given from supervisory committee.

10.) List any future operational changes needed (ex: state/federal mandates) or requests for consideration.

Richland County Committee

Agenda Item Cover

Agenda Item Name: Classification, Compensation and Staff Authorization Policy

Department	Administration	Presented By:	Administrator
Date of Meeting:	June 18 th , 2021	Action Needed:	Review for future action
Disclosure:	Open Session	Authority:	Structure E and L
Date submitted:	June 18 th , 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	Needed

Recommendation and/or action language:

- 1). Motion to ... recommend resolution to the county board to adopt the drafted classification, compensation, and authorization plan (as proposed / with amendments)
- 2). Motion to ... amend the Richland County Handbook to remove existing position description listing.

Background:

Resolution No. 21-107 A Resolution approving the County Administrative Strategic Plan and Administrative Priorities was adopted by the Richland County Board with priority #12 listed as “Develop compensation and classification plan.” This has been expanded to include policy and table regarding staff authorization.

A policy has been drafted for review and consideration (see attached); with anticipated recommendation for resolution to the county board in July. The goal with this policy is to increase transparency by identifying staffing authorizations by department, consistency in compensation practice, and a more centralized location for non-union county compensation policy.

Attachments and References:

Classification, Compensation and Staff Authorization Policy - DRAFT	
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Financial Review:

(please check one)

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

(summary of current and future impacts)

Policy is intended to include current practice, wages and authorization. No additional cost impacts intended with adoption of the policy.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY, WI



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

Effective: __ January __
Revised: __ _____

Policy Cover	
Title: Policy on Personnel Classification, Compensation and Staff Authorization	Effective Date: ____ 2021
	Adoption/Revision Date: ____ 2021
Custodian: County Administrator	Approving Body: 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, lifestyle, 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

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

APPENDIX A: PAYROLL STATUS CHANGE FORM

EFFECTIVE DATE	PAYROLL STATUS CHANGE		EMP ID #
EMPLOYEE NAME			
CHANGE(S)	FROM	TO	
PAY	GRADE		GRADE
	STEP		STEP
	RANGE		RANGE
	HOURLY RATE		HOURLY RATE
JOB TITLE			
DEPARTMENT			
WEEKLY HOURS			
SHIFT			
<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"><u>Required Supporting Documentation:</u></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"><u>Required Supporting Documentation:</u></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
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	2.00	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 & Youth Services Case Manager	H	Exempt	40	6.00	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:	65.00	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 HHS MANAGER OF OPERATIONS 19-80 20-97 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 HHS ADMINISTRATIVE SUPERVISOR 18-18 20-97 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	LEAD CHILD SPRT WORKER RES 21-37 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
		MINIMUM WAGE									
		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							
		SPECIAL NOTES									
		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						
		BEYOND STEP 8 OF THE WAGE SCALE									
		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 Committee

Agenda Item Cover

Agenda Item Name: Contract with Abt Swayne Law Office

Department	Administration	Presented By:	Administrator
Date of Meeting:	June 18 th , 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Rule #14
Date submitted:	June 18 th , 2021	Referred by:	
Action needed by no later than (date)		Resolution	<u>Needed</u>

Recommendation and/or action language:

- 1) Motion to ... recommend resolution to the Richland County Board to enter into a contract with with Abt Swayne Law, LLC to provide corporation counsel services to Richland County.

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

Through the recruitment process of determining an appointment for corporation counsel, Richland County was approached by Attorney Michael Windle with interest of providing Corporation Counsel Services. Attorney Windle and fellow associates interviewed before the County Administrator. The firm shared accounts of their extensive municipal practice totaling over 90 years.

Administrator Langreck will be appointing Abt Swayne to corporation counsel by 59.42(1)(b). Contract agreement will require resolution to affirm.

Attachments and References:

Abt Swayne Contract 23Jun21 – 20July22	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Fund 10 Corp Counsel and HHS
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Law Firm is anticipating service expenses within allocated budget, pending volume control on projects.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

LEGAL SERVICES AGREEMENT

THIS AGREEMENT made this 18 day of June, 2021, by and between the County of Richland (“County”) and Abt Swayne Law, LLC., 210 N. Main Street, P.O. Box 128, Westby, Wisconsin, (“Firm”) and said Firm agrees to accept employment as Legal Counsel for the County as County Corporation Counsel.

The Parties hereby understand and agree that Attorneys David L. Abt, Nikki C. Swayne, Benjamin J. Quackenbush and Michael S. Windle will be providing legal services to the County. Attorney Michael S. Windle shall assume the primary duties of Corporation Counsel and Attorneys Abt, Swayne and Quackenbush will provide supplemental services as required.

Fees: Fees shall be paid at the rate of \$125.00 per hour for attorneys and \$75 per hour for Legal Assistants and Paralegals. Fees shall be due within 30 days of billing.

Costs and Disbursements: The County understands that in addition to any fees, costs and disbursements paid by the Firm must be reimbursed. Upon request, the Firm shall provide an itemized list of disbursements paid at any time during the course of representation. The County agrees to reimburse Abt Swayne Law for these disbursements within 30 days of the request.

Term: This Agreement will be effective from June 23, 2021 until July 20, 2021. This Agreement shall automatically renew for a period of one year, from July 21, 2021 until July 20, 2022, upon approval by the Richland County Board of Supervisors.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE AGREEMENT. I HAVE HAD THE OPPORTUNITY TO DISCUSS THIS AGREEMENT WITH ABT SWAYNE LAW AND ASK ANY QUESTIONS THAT I MAY HAVE.

County of Richland:

Clinton Langreck, County Administrator

Date

Marty Brewer, County Board Chair

Date

Derek Kalish, County Clerk

Date

Abt Swayne Law, LLC.:

David L. Abt

Date

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Ambulance Service handbook addendum updates

Department	Ambulance	Presented By:	Darin Gudgeon
Date of Meeting:	18 June 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (D)
Date submitted:	18 June 2020	Referred by:	Joint Ambulance Committee

Recommendation and/or action language:

Motion to move the updates of the ambulance service handbook addendum to the County Board

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

The Joint Ambulance Committee (JAC) has gone through the process of making necessary updates to the addendum of the County Handbook and these updates have been shared with staff for their input. These changes are now coming before Finance and Personnel for their consideration.

Attachments and References:

Document outlining proposed changes	
-------------------------------------	--

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Darin Gudgeon

Department Head

Review:

Administrator, or Elected Office (if applicable)

Richland County Handbook – Addendum to the Richland County Handbook of Personnel Policies and Work Rules.

Outline of proposed changes

1. Page 7; Section - licensure; second paragraph

- Current language – *“Fulfillment of all continuing education requirements are the responsibility of each EMT/AEMT.”*
- Proposed language – *“Fulfillment of all continuing education requirements are the responsibility of each EMR/EMT/AEMT.”*

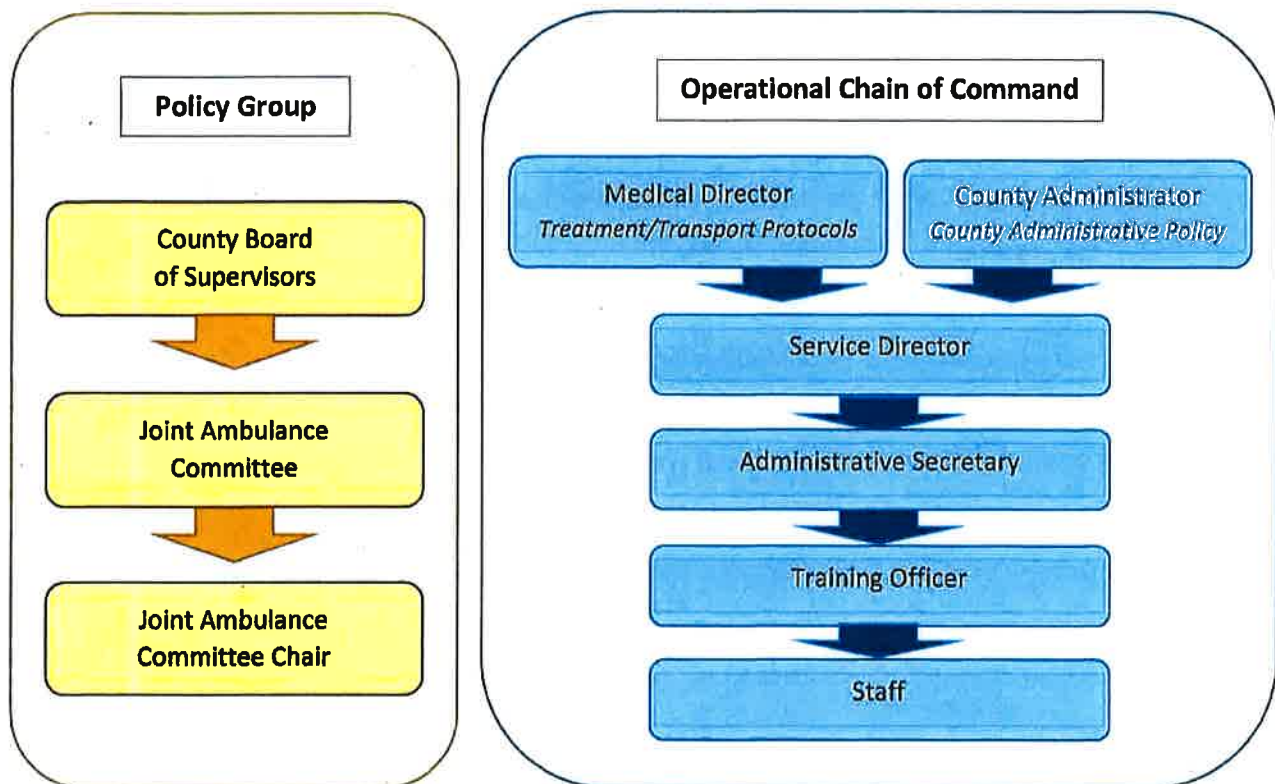
2. Page 7; Section - licensure; third paragraph

- Current language – *“Each member is required, at minimum, to complete a refresher course every two years and the assigned monthly modules.”*
- Proposed language – *“Each member is required, at minimum, to complete a refresher course every three years and any assigned monthly training activities.”*

3. Page 8; Section – Chain of Command; second paragraph

- Current language 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*

- Proposed language – Advisory roles would remain the same except for moving the Medical Director under operational chain of command.



4. Page 8; Section - Operation Hours; paragraph A.

- Current language – *"The office hours of the Richland County Ambulance Service are 8:30am through 4:30pm, Monday through Friday, except holidays as set forth by the Richland County Board."*
- Proposed language – *"The office hours of the Richland County Ambulance Service are 8:00 am through 5:00 pm, Monday through Friday, except holidays as set forth by the Richland County Board."*

5. Page 9; Section – Orientation and Probation; paragraph A

- Current language – *“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.”*
- Proposed language – *“Unlicensed New Members: 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; 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."

6. Page 13; Section – Ambulance Reports; paragraph 1.

- Current language – *"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."*
- Proposed language – *"All patient care reports must be accurately completed in a timeframe consistent with the State Administrative Code 110.34."*

7. Page 13; Section – Pay; paragraph paid on-call personnel.

- Current language *"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 \$3.00 per hour. Backup crew pay is \$1.25 an hour regardless of whether it is weekday, weekend, or holiday."*
- Proposed language – *"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."*

8. Page 16 & 17; Section – Availability; entire section.

- Current language – “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 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 20th 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.”
- Proposed language – “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.

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.

The Service Director reserves the right to schedule the provider on either the primary or back up schedule based on coverage needs and overall member availability.”

9. Page 17; Section – 48-hour rule; entire section

- Current language – *“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 – 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.”*

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

10. Page 19; Section – Process for Disciplining, Suspending or Dismissing a Service Member; paragraph A-E.

- Current language –

- *“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 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".*

➤ Proposed language –

- *"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"**."*

11. Page 26; Section – Grievances; entire line.

- Current language – Grievances See "Richland County Handbook of Personnel Policies and Work Rules"
- Proposed language – Grievances See "Richland County's Formal Complaint and Mismanagement Policy"

Once approved and formatted the TOC, or table of contents, will be updated to reflect the correct page numbers.

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

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

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.

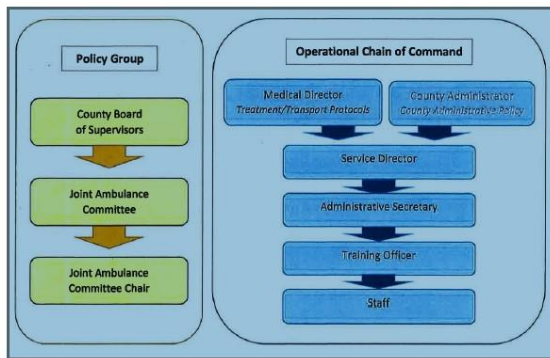
Richland County Ambulance Service Policy Handbook

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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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.”

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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 18 upon completion of the EMT course.

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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.

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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

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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

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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 5 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

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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 3rd 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%

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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 20th 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)

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(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,

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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.

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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.

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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.

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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**"

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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.

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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 “ Richland County Handbook of Personnel Policies and Work Rules ” 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 “ Richland County Handbook of Personnel Policies and Work Rules ”.
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.

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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

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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

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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.

Signature

Date

Witnessed by

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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: _____

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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

Richland County Committee

Agenda Item Cover

Agenda Item Name: Resignation of Fairgrounds Employee

Department	Administration	Presented By:	Carla Dounda
Date of Meeting:	June 18 th 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Handbook
Date submitted:	June 18 th , 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to ... accept resignation of Fairgrounds, Groundskeeper, Warren Keys.

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

Warren is resigning on his own accord with the county.

Attachments and References:

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)