

# RICHLAND COUNTY

Finance & Personnel Committee

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November 1, 2021

## NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene at 1:00 p.m., Tuesday, November 2<sup>nd</sup>, 2021 in the Richland County Board Room 181 W. Seminary Street and via videoconference and teleconference using the following information:

### **WebEx Videoconference:**

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m7b625d90d79447253e6102f16d5010f7>

Meeting number: 2559 435 3593, Password: richland

**WebEx Teleconference:** WebEx teleconference phone number: 408-418-9388, Access code: 2559 435 3593

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or [barbara.scott@co.richland.wi.us](mailto:barbara.scott@co.richland.wi.us) (email), or Finance & Personnel Committee Chair Shaun Murphy-Lopez at 608-462-3715 (phone/text) or [shaun.murphy@co.richland.wi.us](mailto:shaun.murphy@co.richland.wi.us) (email).

### **Agenda:**

1. Call to order
2. Proof of notification
3. Agenda approval
4. Previous meeting minutes\*

### **Finance (including purchasing and contracts)**

5. American Rescue Plan –for Early Childhood Education and Child Care Providers Grant Application Review and Recommendations\*
6. Use of fund #75 for Viola Park Well\*
7. Overages on room charges for training and conferences – Veterans Service\*
8. 2020 Audit Report\*
9. Compensation to the Phoenix Center for use of banquet hall\*
10. Expenditures from Audio Video Fund #23\*
11. Purchase of an upgrade to our virtual server platform\*

### **Personnel**

12. Utilization of Bereavement Leave – Symons Center Employee\*
13. Vacation Extension — Health and Human Services\*
14. Discussion and Possible action on Employee Handbook – Affirming Revisions and Updates
15. Amendment to County Administrator Agreement regarding 2022 Budget Reductions
16. Closed Session — Enter into Closed Session Pursuant of Wisconsin State Statute 19.85(1)(c)  
*“Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility— Amendment to the Administrator’s Agreement*
17. Return to open session
18. Possible action from items in closed session

### **Closing**

# RICHLAND COUNTY

Finance & Personnel Committee

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19. Discussion and Possible Action regarding — County Strategic Plan; Chapters One and Two\*
20. Discussion and Possible Action regarding — Strategic Goals Tracking- Administration\*
21. Future agenda items
22. Adjournment

\*Meeting materials for items marked with an asterisk may be found at  
<https://www.co.richland.wi.us/financePersonnelMinutes.shtml>.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel,  
Courthouse Bulletin Board

## FINANCE AND PERSONNEL COMMITTEE

October 5, 2021

The Richland County Finance and Personnel Committee convened at 1:00 p.m., Tuesday, October 5th, 2021, in the County Board room at 181 W. Seminary Street and via videoconference and teleconference.

Committee members present included County Board Supervisors Marc Couey, Shaun Murphy-Lopez, Marty Brewer, with Melissa Luck and Don Seep by remote access.

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order.
2. **Proof of Notification:** Committee Chair Murphy-Lopez verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO, County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was emailed to The Richland Observer and the Valley Sentinel.
3. **Agenda Approval:** Moved by Marty Brewer to approve the agenda, second by Marc Couey. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Moved by Shawn Murphy-Lopez to approve the minutes of September 17<sup>th</sup> of the Finance & Personnel Committee with the conditions that the roll call results are added, seconded by Melissa Luck. All voting aye, motion carried.
5. **American Rescue Plan – Grant Application Process for Early Childhood Education and Child Care Providers\*:** Clint Langreck presented information on the agenda item and reviewed the grant eligibility. Moved by Marc Couey to approve the process and solicit for applications, second by Marty Brewer. Shawn Murphy-Lopez asked that discussion be had with Corp Counsel of repayment if default happens on the grant requirements. All voting aye, motion carried.
6. **Recommending an award resolution for Capital Improvement Borrowing\*:** Clint Langreck presented the information on the Capital Improvement Borrowing. Clarification by Josh Elder is that it is a sand/salt shed. Moved by Melissa Luck to recommend to the Richland County Board a Resolution for approval awarding the sale of \$1,050,000 taxable general obligation promissory notes, second by Marc Couey. All voting aye, motion carried.
7. **Richland County banking and account authorization for Jeff Evans – Incoming Treasurer\*:** Clint Langreck presented the information on the authorization for Jeff Evans. Jeff clarified name correction is Jeff Even. Moved by Marc Couey to approved Jeff Even, incoming Richland County Treasurer with banking and account authorization for Richland County accounts at/with: Richland County Bank, State Local Government Investment Pool, Royal Bank, Westby Credit Union, Community First Bank, etc., seconded by Marty Brewer. All voting aye, motion carried.
8. **Appropriation of Fund #75 funds for replacements of County Board iPads\*:** Clint Langreck presented information on the replacement of 16 iPads. Barb Scott explained why there are only 16 being replaced instead of 21. Moved by Marty Brewer to approve purchasing 16 new iPads for county board members to replace aged iPads using Fund 75, seconded by Melissa Luck. All voting aye, motion carried.
9. **Review of Published 2022 Summary \*:** Clint Langreck explained the summary and the posting that is going out for publication. Moved by Don Seep to accept report on Published 2022 Summary, seconded by Marc Couey. All voting aye, motion carried.
10. **Recommending a resolution to ratify a Collective Bargaining Agreement with Wisconsin Professional Police Association\*:** Clint Langreck presented and explained the agenda item, the Ordinance and Union Contract. Moved by Melissa Luck to recommend a resolution to ratify a Collective Bargaining Agreement with Wisconsin Professional Police Association to extend from 2022 through 2024 and send to County Board for approval, seconded by Marty Brewer. All voting aye, motion carried.

- 11. Resolution for Retirement – Julie Keller\*:** Clint Langreck present the Resolution that will be prepared for Julie Keller upon her retirement of the County Treasurer. Moved by Marc Couey to recommend a resolution to the Richland County Board, recognizing the service of Julie Keller, County Treasurer for her 32 years of service to Richland County, Marty Brewer seconded. All voting aye, motion carried.
- 12. Discussion on options to promote employee vaccinations\*:** Shawn Murphy-Lopez reviewed the request. Due to a personal family incident he asked to have it on the agenda. Shawn read correspondence he received from Tom Rislow concerning the COVID vaccination of the Pine Valley staff. Shawn presented and read an article on vaccine promotion and how other employers have encouraged vaccination. Informational only, No action taken.
- 13. Additional charges for room and parking at training and conferences\*:** Clint Langreck reviewed the agenda item. Many motels have fees that exceed the approved County's rate. Moved by Marc to approve additional lodging rate of \$ 96.00 per night (for two nights) which includes Parking Fee for Treasurer's State Conference in October and approve additional lodging expenses for Supervisor Marty Brewer, approving lodging rate of \$109.00 per night (for two nights) which was negotiated rate for the Wisconsin Counties Association meeting in La Crosse, seconded by Melissa Luck. All voting aye, motion carried.
- 14. WCA summary and future participation\*:** Clint Langreck reviewed agenda item and what was presented at the WCA conference. Marty Brewer, Melissa Luck, Clint Langreck and Steve Carrow attended the conference. Don Seep requested a summary report. Moved by Marc Couey to accept report from the attending County Board Supervisors and the County Administrator, seconded by Marty Brewer. All voting aye, motion carried.
- 15. Administrator's Strategic Goal Tracking - Report \*:** Clint Langreck presented the proposed administration report. Moved by Melissa Luck to accept proposed deviations to the Administrative Strategic Challenges and approve projects to concentrate administrative focus. (Pending Discussion, motion to amend Resolution 21-107 may be appropriate), seconded by Shaun Murphy-Lopez. All voting aye, motion carried.
- 16. Future agenda items\*:** Shaun Murphy-Lopez asked all the supervisors to state items they would like to have on future agendas. Melissa Luck – none; Don Seep – none; Mark Couey – none; Marty Brewer - review COVID vaccine with the public health officer and organize a meeting further discussion with HHS Board; Shawn Murphy-Lopez- none.
- 17. Adjournment:** Clint Langreck recommends going to only monthly meetings. Moved by Marc Couey to adjourn at 2:22 pm, seconded by Melissa Luck. Next meeting to be November 2<sup>nd</sup> at 1pm location TBD. All voting aye, motion carried.

Minutes respectfully submitted by  
Cheryl Dull  
Richland County Assistant to the Administrator



## FINANCE AND PERSONNEL COMMITTEE

September 17, 2021

The Richland County Finance and Personnel Committee convened at 1:00 p.m., Tuesday, September 17th, 2021, in the Richland County Board room at 118 W. Seminary Street and via videoconference and teleconference.

Committee members present included County Board Supervisors Shaun Murphy-Lopez, Marty Brewer (left at 2:56pm), Marc Couey, Linda Gentes, Melissa Luck, Don Seep and David Turk.

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order.
2. **Proof of Notification:** Committee Chair Murphy-Lopez verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO and County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was emailed to The Richland Observer and the Valley Sentinel.
3. **Agenda Approval:** Motion by Brewer, second by Turk for approval of the Agenda. All Ayes. Motion carried.
4. **Previous Meeting Minutes:** Motion by Brewer, second by Gentes approval of the minutes for the September 7<sup>th</sup> meeting of the Finance and Personnel Committee. All Ayes. Motion carried.
5. **Status and report on delinquent properties \*:** Informational only presentation by Treasurer Keller. No action taken.
6. **Radio/Tower Project – recommending resolution to the Board regarding coverage \*:** Motion by Murphy-Lopez, second by Brewer to table until agenda item 11. All Ayes, motion carried. Motion by Couey second by Seep to bring motion back from table. All Ayes, motion carried.

Motion by Brewer, second by Seep to recommend pursuing the 95% portable in building radio coverage goals RFP. This resolution will show the county boards commitment to support the bonding needed for this project. Roll Call vote, 6 Ayes, 0 Noes, motions carried.

(Amendment) Motion by Luck second by Turk to amend shall meet the public safety stander recommended standard of 95/95 coverage as recommended by True North Consulting, All Ayes, motion carried.

7. **Report on unbudgeted expenditures: purchase of a new mower – Fair Grounds, incoming Treasurer Wages – Administration, and data recovery – Sheriff's Office \*:** Motion by Seep, second by Turk to accept report on administrator authorization for unbudgeted expenses regarding Sheriff's Office data recovery and incoming Treasurer wages. All Ayes. Motion carried. Motion by Murphy-Lopez, second by Couey to consider mower purchase through capital projects process. All Ayes, motion carried.
8. **Review of cash balance history and undesignated general fund \*:** Informational report on cash balance history and undesignated general fund. All Ayes, motion carries.
9. **Amendment to relocation order regarding the airport improvement and drainage project \*:** Motion by Brewer, second by Couey to recommend resolution to the Richland County Board to

amend the relocation order in regards to the Tri-County Airport Project. All Ayes, motion carried.

**10. Purchase of three new cardiac monitors – Ambulance Service \*:** No action recommended.

**11. Finalization 2022 Budget \*:** Motion by Brewer, second by Seep to accept the finalized budget (with amendments), direct administration and departments to make adjustments accordingly, direct the County Clerk to make necessary public postings and present to the Richland County Board for consideration and adoption at its October meeting. Roll Call vote: Luck – Aye, Seep – Aye, Turk – No, Gentes – Aye, Couey – Aye, Murphy-Lopez – No. 4 Ayes, 2 Noes motion carried.

(Amendment) Motion by Seep, second by Brewer to allow HHS to move \$15k from institutional costs to fund drug court. Roll Call vote: Gentes – Aye, Murphy-Lopez – Aye, Brewer – Aye, Couey – No, Luck – Aye, Seep – Aye, Turk – Aye. 6 Ayes, 1 No, motion carried.

(Amendment) Motion by Couey, second by Brewer to amend previous motion to not reduce the institutional fund and increase HHS spend by \$15k for Drug Court costs. Roll Call vote: Seep – No, Turk – No, Murphy-Lopez – No, Luck – No, Gentes – No, Couey – Aye, Brewer – No. 6 No, 1 Aye, motion failed.

**12. Amendments to ordinance regarding administration return to union – Sheriff's Office \*:** Motion by Seep, second by Turk to approve resolution offering job protection to the appointed Sheriff for a period of two years to return to his prior position in the event he is not elected for the next term. All Ayes, motion carried.

**13. Request for leave of absence exception – Ambulance Service \*:** Motion by Turk, second by Couey to consider reimbursing an employee for additional health insurance cost deducted from paycheck because of a pre-approved week off without pay. All Ayes, motion carried.

**14. Future agenda items\*:** Budget Guidance to Administrator for 2023 budget

**15. Adjournment:** Motion by Gentes second by Turk, to adjourn until 1pm on October 5<sup>th</sup> location TBD. All Ayes, motion carries.

Josh Bell  
Richland County — Accounting Supervisor

## Richland County Committee

### Agenda Item Cover

#### Agenda Item Name: American Rescue Plan – For Early Childhood Education and Child Care Providers Grant Application Review and Recommendations

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	02 November 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	01 November 2022	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

#### Recommendation and/or action language:

(Recommended) Motion to ... recommend grant awards to providers as illustrated through Option # 2 and to recommend resolution to the Richland County Board to award grants to these identified providers, in the amounts specified, and to task administration with releasing the funds and obtaining expenditures for future federal reporting.

(Other Options) Motion to ... recommend grant awards to providers as illustrated through option # ( \_ ) and to recommend resolution to the Richland County Board to award grants to these identified providers, in the amounts specified, and to task administration with releasing the funds obtaining expenditures for future federal reporting.

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

In reviewing the intentions and eligibility of the grant:

#### RICHLAND COUNTY INTENSIONS

In response to this Treasury Guidance and the needs of the community, Richland County intends to distribute grants to promote:

1. New, expanded, or enhanced early learning services, including pre-kindergarten, Head Start, or partnerships between pre-kindergarten programs and local education authorities, or administration of those services;
2. New or expanded high-quality childcare to provide safe and supportive care for children;

Richland County Early Childhood Education and Child Care (ARPA) Grants are designed to provide additional, flexible resources to Early Childhood Education Centers and Child Care providers to assist with their economic recovery from added safety, standup or expansion, with grant awards based on the proof of need for sustained or expanded services available to support the community through impacts of the continued COVID-19 pandemic.

#### GRANT ELIGIBILITY

To qualify for a grant of up to \$150,000 an early childhood education center, or child care provider, must:

- Be physically located in Richland County.

## Richland County Committee

### Agenda Item Cover

- Be a State of Wisconsin regulated Early Childhood Education and Child Care Provider (demonstrate that funds will facilitate bringing facility or operation into regulatory compliance)
- Be able to demonstrate with documentation and/or a developed business plan how costs incurred are related to enhancing safety and mitigation of the spread of contagion and/or how costs incurred will expanded services to the underserved populations of Richland County.

#### APPLICANTS:

In response to our advertising and solicitation of the available grant funding, Richland County received applications from five local area providers expressing their plans to utilize the funds in delivering expanded or safer childcare services. A decision matrix is attached below capturing the basic elements in which the grant application referenced. Applications will be presented at the meeting. A walkthrough of each applicants' goals, needs and credentials will be presented by the Assistant to the Administrator.

#### Attachments and References:

RC Early Childhood Education and Child Care Providers Grant Application	(Below) Evaluation Matrix
Applications will be available at the meeting.	

#### Financial Review:

(please check one)

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
X	Other funding Source	American Rescue Plan Act (\$335,099.90)	
	No financial impact		

(summary of current and future impacts)

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#### Approval:

#### Review:

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

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# Richland County Committee

## Agenda Item Cover

					<u>Option #1</u>	<u>Option #2</u>	<u>Option #3</u>
	% of Reduction on Option #1	Total Grant			Even distribution based on needs	Fastest impact in expanding services	Committee discussion and priorities
	0.702288	\$335,099.90					
#	<u>Regulated/ Certified</u>	<u>Amount Requested</u>	<u>Currently Open</u>	<u>Utilization of Funds</u>	Even reduction by percentages to spread funds across all applicants	Fund all that are currently open or close to opening funded 100% if their proposal will increase child care availability and the 2 largest request reducing them evenly	Allocation following committee review.
#1	No Neither	\$150,000.00	No	Facility will be opening the Fall 2022. Anticipated capacity is 50 children rolled out over a course of 3 years. Funds will assist in purchase of building and start up costs. Will also use utilize the facility as a meal site. Will need to be State Licensed to accommodate for 3+ children and will require a 1:8 ratio of care takers to children.	\$105,343.20	\$116,220.00	
#2	Yes Licensed	\$75,000.00	Yes	Funds will be used to increase staff which will allow for the increase of hours 42.5 child hours per week. Increasing revenue will allow for expanded hours outside of the 8 hrs./day and 5 days per week long term.	\$52,671.60	\$75,000.00	
#3	No Neither	\$130,000.00	No	Funds will used to construct a building to house the child care business. Initial steps would be to hire a Coordinator who will acquire the certification to run the program which will be outside of this request.	\$91,297.44	\$100,724.00	
#4	Yes Licensed	\$79,000.00	Yes	Licensed Daycare provider. Money will be used to reconfigure the front entrance for safety purposes, Open blind spots to children during meal and snack prep and constructing a screen porch to enable children of all ages exposure to outside activities.	\$55,480.75	\$0.00	
#5	No Currently working on Certification and License	\$43,154.16	No	Funds will be used to do finish work to the designated space, purchase a food prep items and modification to have a separate entrance. Daycare will be operated in their own home with isn't own designated space. Will accommodate up to 8 children ages 8-12. Will be open 5 days/week, 10.5 hrs./day.	\$30,306.65	\$43,154.16	

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Use of #75 for Viola Park Well

<b>Department</b>	Administration	<b>Presented By:</b>	County Conservationist
<b>Date of Meeting:</b>	02 Nov 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure F
<b>Date submitted:</b>	01 Nov 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to... allow use of Fund # 75 for expenses on drilling a new well at the Viola Park.

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

As part of the Fund #75 borrowing, \$13,000 dollars was allocated towards a Viola Park Well project. The Parks Commission had previously considered reallocation towards a stairs project. At this time, the Commission has directed resources towards gathering bids for drilling a well. Bids will be opened at the November 1<sup>st</sup> 2021 meeting and a recommendation will be coming forward. Action from the Commission is anticipated for this meeting. The contract is anticipated to possibly be over \$10,000, which will require resolution.

**Attachments and References:**

The recommended bid will be presented at the meeting.	

**Financial Review:**

*(please check one)*

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Fund # 75
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source	Impact contingency / General Fund Balance	
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

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**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Overages on room charges for training and conferences – Veterans Service

<b>Department</b>	Veterans	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	02 NOV 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Employee Handbook
<b>Date submitted:</b>	28 OCT 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to approve payment of room charges for Oct 11-15 Wisconsin County Veterans Service Officer Association for charges over government rate.

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

The Veterans Office attends a minimum of 2 Conferences a year. 1 room per employee.

Charge Amount = (\$95.00 per night) x 4 nights = \$380.00 (association negotiated rate)

Government Rate = (\$82.00 per night) x 4 nights = \$328.00 (Rate provided) (WI Div of Pers. Mgmt)

Difference = \$52.00 Payment to Karen Knock

Handbook Language: (pg25, 1) *Department heads have the authority to approve lodging expenses for employee attendance at training and seminars if the standard room rate is the same as or does not exceed the government rate...*

**Attachments and References:**

Paid bill		<a href="https://dpm.wi.gov/Documents/BCER/Compensation/PocketTravelGuide.pdf">https://dpm.wi.gov/Documents/BCER/Compensation/PocketTravelGuide.pdf</a>
Hotel Retlaw statement		

**Financial Review:**

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	10.5550.0000.5336
<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)*

\$52.00 Payment

**Approval:**

**Karen Knock**

**Review:**

*Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## Clinton Langreck

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**From:** Karen Knock  
**Sent:** Thursday, October 28, 2021 1:23 PM  
**To:** Clinton Langreck  
**Subject:** FW: Guestroom Reservation Room Rental Rate\_CVSO Association of Wisconsin\_The Hotel Retlaw

Here is the statement from the hotel. I hope this will work.

**From:** Reception Desk [mailto:receptiondesk@thehotelretlaw.com]  
**Sent:** Wednesday, October 27, 2021 3:45 PM  
**To:** Karen Knock <karen.knock@co.richland.wi.us>  
**Subject:** Guestroom Reservation Room Rental Rate\_CVSO Association of Wisconsin\_The Hotel Retlaw

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Mrs. Knock,

Thank you for reaching out to us here in guest reception @ The Hotel Retlaw.

Starting Sunday, October 10, the government contracted rate of \$95.00 per night for each attendee of the County Veteran Service Officers Association of Wisconsin Fall 2021 Conference group block is confirmed, correct.

For each room type and or room style had the same room rental rate of \$95.00, and did not accrue room/occupancy taxes on either night of your reservation due to tax exemption.

We do not currently charge guests for parking at the hotel's contracted parking structure. And each guest that booked within that CVOS room block were all given the same government discounted flat rate of \$95.00 per night.

Please let us know if you have any further questions we can assist you with. Our guest receptionist desk is operational 24/7. And, we can provide you further assistance from our Sales department if further assistance is needed.

Have a wonderful rest of your day!

Sincerely,

Reception Desk  
Tel: 920.204.0400  
thehotelretlaw.com



# HR | HOTEL RETLAW

Hotel Retlaw  
One North Main Street  
Fond du Lac, WI 54935  
Tel: (920) 204-0400 833-HRETLAW/833-473-8529

10/15/21

**Karen Knock  
United States**

Folio No. : **13474**  
A/R Number :  
Group Code : **101021COU**  
Company :  
Wyndham Rewards :  
Invoice No. :

Room No. : **402**  
Arrival : **10/11/21**  
Departure : **10/15/21**  
Conf. No. : **89958EC018314**  
Rate Code :  
Page No. : **1 of 1**

Date	Description	Allowed	Charges	Credits
10/11/21	Room Charge	82-	95.00	
10/12/21	Room Charge	82-	95.00	
10/13/21	Room Charge	82-	95.00	
10/14/21	Room Charge	82-	95.00	
10/15/21	Mastercard			380.00
	XXXXXXXXXXXX3962	328.00		
<b>Total</b>			<b>380.00</b>	<b>380.00</b>
<b>Balance</b>			<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

Please contact the Manager about any issues with your stay. Trademark Hotel Collection or affiliates may contact you about goods and services unless you call 800-843-2400 or write to Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Trademark Hotel Collection website about privacy.

**Thank you for staying with us.  
It was our pleasure to serve you.**

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: 2020 Audit Report**

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	2 Nov 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure C
<b>Date submitted:</b>	1 Nov 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to.... accept 2020 Audit report and forward report to the County Board.

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

Johnson Block has completed the County's 2020 Audit. The documents are enclosed. This item is intended as a brief presentation to introduce the Audit results to the F+P committee. The committee will be given a chance to address questions and concerns and these will be brought forward to the County Board for a more in-depth presentation.

**Attachments and References:**

Financial Statements	
Audit Communications	

**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)*

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**Approval:**

**Review:**

*Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Compensation to the Phoenix Center for use of banquet hall

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	01 November 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure
<b>Date submitted:</b>	02 November 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to.... make payment to the Phoenix Center for use of banquet hall for County Board Meetings and County committee meetings in 2021, and to pay for all future uses of the banquet hall according to the partial-day rates of the facility.

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

Amy Schoepp, facilities manager, is tracking on Richland County utilizing the banquet hall 13 times to-date in 201. The partial-day rate for usage is \$50 per use.

**Attachments and References:**


**Financial Review:**

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	10.5111 (County Board Account)
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	General Fund Balance	
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

13 uses x \$50.00 = \$650 plus usages going forward.

**Approval:**

**Review:**

*Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Expenditures from Audio Video Fund #23

<b>Department</b>	Administration	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	11/02/2021	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	11/01/2021	<b>Referred by:</b>	Finance and Personnel

**Recommendation and/or action language:**

Motion to ... recommend paying two invoices from Fund 29 Video Conferencing fund in the total amount of \$1,112.21

---

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

Richland County established a fund for Video Conferencing expenses many years ago. To spend any money out of the fund requires approval by Finance.

There are two bills that will need to be paid out of this fund. The First is a bill for training on the new video conferencing system. The current Judge was unable to attend the initial training and a second training was requested. The training was held and the cost was \$780.00. The second bill is for a new UPS for the equipment. When there is a power surge or power dip the equipment has been resetting and has to be reprogrammed. This power flux is not only causing increase in MIS workload it is not good for the equipment. We are requesting this purchase to protect the county's investment. The cost for that is \$332.21

**Attachments and References:**

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**Financial Review:**

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	29
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

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**Approval:** *Barbara J Scott*

**Review:** *Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: Purchase of VMware vSphere Essential Plus Kit to VMware vSphere Standard Accelerator Kit and Support.**

<b>Department</b>	Administration	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	11/02/2021	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Rule 14
<b>Date submitted:</b>	10/20/2021	<b>Referred by:</b>	Finance and Personnel

**Recommendation and/or action language:**

Motion to ... recommend purchasing VMware vSphere Essential Plus Kit to VMware vSphere Standard Accelerator Kit and support for a cost of \$10,880.00.

---

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

Richland County servers run on a virtual platform known as vSphere. We are requesting to upgrade to the platform to the next level.

This upgrade will allow us to upgrade servers and move them while they are up and running preventing downtime for users and lost productivity. These movements can take 20 plus hours to move so it is significant downtime that is mitigated.

Our licensing is already purchased through JComp Technologies and this is simply an upgrade on the currently owned version so getting quotes is not indicated.

**Attachments and References:**

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**Financial Review:**

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	10.5182.0000.5815
<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)*

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**Approval:** *Barbara J Scott*

**Review:** *Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

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## Richland County Finance and Personnel Committee

### Agenda Item Cover

**Agenda Item Name:** *Bereavement leave for Maintenance Supervisor*

<b>Department</b>	Symons Rec. Complex	<b>Presented By:</b>	Tracy Gobin
<b>Date of Meeting:</b>		<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open	<b>Authority:</b>	Committee Structure E +O
<b>Date submitted:</b>	13 October 2021	<b>Referred by:</b>	Symons Natatorium Board

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

Symons Natatorium board made a motion to Recommend to the Richland County Finance and Personnel committee to allow Mark Thomas to use his bereavement leave days per requested for the celebration of life in September 2021.

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

Mark Thomas is the maintenance supervisor at Symons Recreation Complex. Mark's father passed away in October 2020. His father lived in Tennessee, with COVID 19 the family decided not to have a funeral/celebration of life. This September Mark took a week vacation to visit his step mother in Ohio, where he picked up some of his father's items and as a family celebrated his father's life. After Mark returned from his vacation he stated he didn't get to use his bereavement leave. Director Gobin was not aware of the celebration of life until after payroll had been submitted using vacation time. The Symons Natatorium Board didn't know how you define celebration of life and with the extreme circumstances of COVID-19 the board felt this was within reason and made a motion to bring this to the Personnel and Finance committee.

---

#### Attachments and References:

Minutes from October 11, 2021 Natatorium Board	

#### 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)*

Action results in some reduction s in expenditures:

#### Approval:

*Tracy Gobin*

#### Review:

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Department Head

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Administrator, or Elected Office (if applicable)

## **Symons Recreation Complex Natatorium Board Minutes October 11, 2021**

The Natatorium Board met in person and virtually via Zoom on October 11, 2021 at 7:00 pm. The following people were in attendance: Marty Brewer, John Cler, Todd Coppernoll, Michael Compton and Grant Worthington. Tracy Gobin was also present.

1. Call to Order- Grant Worthington called the meeting to order at 7:01pm.
2. Proof of Notification- Proof of Notification was met, per Gobin.
3. Approve Agenda- *Marty Brewer made a motion to approve the agenda. John Cler seconded. The motion carried.*
4. Approve Minutes – *John Cler made a motion to approve the minutes from the August 9<sup>th</sup>, 2021 meeting. Marty Brewer seconded. The motion carried.*
5. Approve Bills for October – Invoices were presented in the amount of \$2,476.04. *John Cler made a motion to pay the monthly bills. Michael Compton seconded the motion. The motion carried.*
6. Budget Overview - Gobin stated September was a slow month at the start, COVID cases in the area were starting to really increase. Towards the end of September attendance has picked up and are seeing folks coming back now for the fall/winter. Gobin is optimistic for October. Day passes seem to be the most unaffected by COVID. Key fob sales have been up and continue to go well. Expense are down a large portion of that is due to going eight months without an assistant director. Membership statistics reflect the revenue and are still below 2019, pre-pandemic.
7. Assistant Director Position Update– Gobin stated Keagan Drea is the new assistant director. He is still learning however he just finished lifeguard training class last week and will be able to assist with lifeguard hours as needed. He has learned how to work the front desk as a receptionist, which is helpful to have him be available if someone calls in sick. Drea has also been able to show new members how to use the equipment in the exercise room. Worthington stated he has seen Drea at the front desk and he has been friendly and welcoming.
8. Symons Roof Replacement Project Update- Gobin stated the roof is about 98% completed. However, on Thursday last week the new roof was leaking in two different spots. On Friday last week Maly Roofing sent a guy over to fix the problems but as of Friday night the leak in the Atrium was still leaking.
9. Symons Lobby Air Conditioner – Gobin stated there is nothing for here, didn't receive bids and will re-bid out the lobby air conditioner project.
10. Bereavement Leave – Gobin read the county bereavement leave policy. Gobin explained that Mark Thomas's father who lived in Tennessee passed away last October and because of COVID-19 there was nothing planned. Tami Hendrickson stated that going to get some of his father's items didn't qualify for bereavement leave, there needed to be a funeral or celebration of life. Gobin was informed after Thomas returned from a vacation in September that he went to visit his Step Mother to collect some of his father's items and that while there they went out and raised a toast to his father. Mark Thomas didn't understand why he couldn't use his bereavement leave for that. Gobin was directed by Hendrickson to bring this matter to the finance and personnel board. Brewer stated he didn't know how you define celebration of life and thought this could qualify. Coppernoll stated that if something similar was brought to him at the City he would likewise recommend it to the Finance and Personnel committee. *Todd Coppernoll made a motion to recommend to the Finance and Personnel Committee allow Mark Thomas to use his bereavement days per requested celebration of life in September 2021. Marty Brewer seconded. The motion carried.*
11. Director's report – Gobin stated Symons hosted a fun run/walk last weekend there was a good turnout, however some choose to do the race virtually. Classes are starting up again in Muscoda and Viola, both locations have good class numbers. Gobin stated she is looking to see if how Symons Recreation Complex can safely have an open house.
12. Future Agenda Items - No items
13. Schedule Next Meeting- November 8, 2021 in person in at the UWP-Richland campus and virtually via Zoom.
14. Adjourn—*Todd Coppernoll made a motion to adjourn at 7:35pm. Marty Brewer seconded. The motion carried.*

**Bereavement Leave:**

In the event that a death in the immediate family of an employee requires his/her absence from work, the employee may be absent up to three (3) days without loss of pay for the regular work days for which he/she should have worked but for his/her absence. 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 employee or spouse, grandchild of employee 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 Employee Trust Funds.

The amount of time taken off should be reasonably necessary under all circumstances, such as time required in order for the employee to arrange for the funeral of the deceased and to attend the funeral of the deceased.

In the case of the death of an employee's or spouse's aunt, uncle, niece and nephew, the employee will be given paid funeral leave of one (1) day of the funeral only, provided the day of the funeral is the employee's scheduled workday and he/she attends the funeral. Funeral pay will not be given for employees on layoff, vacation or any kind of leaves of absence. Notice and reason for intended absence due to death in the immediate family is to be given promptly to the employee's department head.



## Richland County Finance and Personnel Committee

### Agenda Item Cover

**Agenda Item Name:** Vacation Extension – Health and Human Services Employee

<b>Department</b>	Health & Human Services	<b>Presented By:</b>	Tracy Thorsen, HHS Director
<b>Date of Meeting:</b>	November 2, 2021	<b>Action Needed:</b>	File Report
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Handbook of Personnel Policies and Work Rules of Richland County *
<b>Date submitted:</b>	October 28, 2021	<b>Referred by:</b>	Tracy Thorsen, HHS Director

\* Handbook of Personnel Policies and Work Rules of Richland County (page 17, 12. Vacation) states, “*Vacation must be used within 18 month following the employee’s anniversary date. The Finance and Personnel Committee is authorized to extend this deadline if the employee has been unable to take their accrued vacation within 18 months due to unforeseen circumstances.*”

**Recommendation and proposed action:** Motion to ... approve extending the deadline for Brittney Wirtz to use her remaining accrued vacation until January 31, 2022.

**Background:** Brittney Wirtz is a county employee at Health and Human Services working in the Child and Youth Services Unit as a Case Manager. The Child and Youth Services Unit is short of staff due to a vacancy which caused the need for Ms. Wirtz to cover additional workload. As a result, Ms Wirtz did not realize until last week that she still has 40 hours of vacation time that must be used before November 13<sup>th</sup>. Although not using up her vacation time was an oversight by Ms. Wirtz, Health and Human Services needed her to help cover a portion of the workload in the Child and Youth Services Unit until the vacancy is filled.

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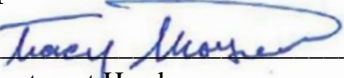
#### Attachments and References:

Handbook of Personnel Policies and Work Rules of Richland County	
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#### Financial Review:

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
X	No financial impact		

#### Approval:

  
\_\_\_\_\_  
Department Head

#### Review:

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Employee Handbook – Affirming Revisions and Updates

<b>Department</b>	Administration	<b>Presented By:</b>	Assistant to the Administrator
<b>Date of Meeting:</b>	02 Nov 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Handbook
<b>Date submitted:</b>	01 Nov 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to... affirm all previous changes to the Richland County Employee Handbook, and to accept the formatting change to the Richland County Employee Handbook.

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

The attached draft of the Richland County Employee Handbook is composed with efforts of capturing several previously accepted changes of the past year. There are also several small formatting changes included. Administration would like to have Finance and Personnel affirm the content changes and accept formatting changes. It is intended that changes worked through the Administrator Transition Committee will then be brought forward in December. The Assistant to the Administrator will be walking the committee through the changes and formatting revisions.

**Attachments and References:**

Employee handbook updates 10-2021	

**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)*

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**Approval:**

**Review:**


*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)



# **HANDBOOK OF PERSONNEL POLICIES AND WORK RULES OF RICHLAND COUNTY**

Updated as of 10/18/2021

Developed by  
Finance and Personnel Committee  
In Collaboration with County Department Heads,  
Elected and Appointed Officials  
and Employee Representatives

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# **HANDBOOK OF PERSONNEL POLICIES AND WORK RULES**

## **1. Definitions:**

“County employee” is defined to include the following full-time and part-time positions. The Department Head is the first position listed for each Department. Departments are set forth in capital letters. Department Heads are set forth in BOLD. *\*Denotes Employees Exempt from Fair Labor Standards Act.*

### **ADMINISTRATION**

#### **Administrator**

Accounting Supervisor  
Assistant to the County Administrator  
Payroll and Benefits Specialist

### **AMBULANCE/EMERGENCY GOVERNMENT OFFICE**

#### **Emergency Medical Services/Emergency Management Director\***

Advanced Emergency Medical Technician  
Emergency Management Specialist

### **CHILD SUPPORT AGENCY**

#### **Child Support Administrator/Assistant Corporation Counsel\***

Clerical Assistant II  
Lead Child Support Worker  
Child Support Worker

### **CLERK OF CIRCUIT COURT’S OFFICE**

#### **Clerk of Circuit Court**

Deputy Clerk of Circuit Court  
Clerical Assistant II

### **COURTHOUSE MAINTENANCE**

#### **Maintenance Supervisor**

Custodian

### **CORPORATION COUNSEL’S OFFICE**

#### **Corporation Counsel\***

### **COUNTY CLERK’S OFFICE**

#### **County Clerk**

Deputy County Clerk/ Payroll and Benefits Specialist

### **DISTRICT ATTORNEY’S OFFICE**

#### **District Attorney\***

Assistant District Attorney\*  
Legal Assistant  
Victim/Witness Coordinator  
Clerical Assistant (Part-time)

### **FAIRGROUNDS / RECYCLING**

#### **Fair and Recycling Coordinator**

Groundskeeper  
Seasonal Clerical

### **FAMILY COURT COMMISSIONER**

#### **Family Court Commissioner\***

### **HEALTH AND HUMAN SERVICES**

#### **Director\***

Business and Financial Services Manager\*  
Administrative and Building Operations Manager\*  
Confidential Administrative Secretary\*  
Aging and Disability Resource Center Manager\*  
Child & Youth Services Supervisor\*  
Children’s Long-Term Support & Birth to 3 Supervisor\*  
Comprehensive Community Services Supervisor

Comprehensive Community Services Quality Coordinator  
Behavioral Health Services Manager\*  
Business System Analyst\*  
Economic Support Manager\*  
Economic Support Lead Worker\*  
Public Health Manager/Local Health Officer\*  
Disability Benefit Specialist\*  
Adult Protective Services Worker\*  
Information and Assistance Specialist\*  
Child & Youth Case Manager\*  
Children's Long-Term Support and Birth to 3 Case Manager  
Early Intervention Special Educator\*  
Mental Health Therapist (Licensed)\*  
Mental Health Therapist (Non-Licensed)\*  
Substance Abuse Counselor\*  
Psychiatric Nurse\*  
Public Health Nurse\*  
Health and Wellness Coordinator\*  
Secretary  
Clerical Assistant II  
Fiscal Specialist  
Nutrition Program Coordinator  
Elderly Benefit Specialist  
Economic Support Specialist  
Occupational Therapist  
Speech and Language Pathologist  
Nutrition Site Worker (part-time)  
Nutrition Driver (Temp/Casual)  
Driver/Escort Driver (Temp/Casual)  
English/Spanish Interpreter  
Regional Program Specialist  
Manager of Operation  
Child and Youth Services Manager  
Child and Youth Case Manager  
Youth Aide Worker  
Behavioral Health Services Manager  
Children's Long-Term Support and Birth to 3 Supervisor  
Substance Abuse Counselor  
Treatment Court Coordinator  
Child & Family Case Manager  
Corporation Counsel  
Adult Protective Services/Crisis Professional

## **HIGHWAY DEPARTMENT**

### **Highway Commissioner\***

Patrol Superintendent\*  
Assistant Grade Foreman  
Assistant Shop Foreman  
Bookkeeper  
Clerk  
Equipment Operator  
Lead Grade Foreman  
Lead Paving Foreman  
Lead Shop Foreman  
Mechanic  
Parts Manager/ Shop Clerk  
Seasonal Employee  
Sign Foreman  
Truck Driver  
Welder and Mechanic

**JUDICIAL OFFICE**

**Register in Probate/Probate Registrar/Juvenile Clerk/Judicial Assistant\***

Deputy Clerk

**LAND CONSERVATION OFFICE**

**County Conservationist\***

Secretary

Conservation Technician

**MANAGEMENT INFORMATION SYSTEMS**

**Management Information Systems Director\***

Management Information Systems Administrator

Management Information Systems Assistant

**PINE VALLEY HEALTHCARE AND REHABILITATION CENTER**

**Administrator\***

Administrative Assistant\*

Nursing Administrator Assistant\*

Director of Nursing\*

Registered Nurse Manager\*

Registered Nurse Supervisor

Director of Social Services\*

Human Resources Director\*

Registered Nurse I

Registered Nurse II

Nurse Technician

Licensed Practical Nurse I

Licensed Practical Nurse II

Certified Nursing Assistant

Maintenance Supervisor\*

Maintenance Worker

Housekeeping/Laundry Supervisor\*

Housekeeper

Laundry Worker

Food Service Supervisor\*

Food Service Assistant\*

Food Service Worker I

Food Service Worker II

Cook I

Social Worker\*

Activities Director/Volunteer Service Coordinator

Activity Aide

Clerical Assistant\*

Fiscal Clerk\*

Unit Clerk

Manager of Health Information Services\*

Medical Records Supervisor\*

Personal Care Worker

Community-Based Residential Facility Administrator

Residential Assistant

**REGISTER OF DEEDS' OFFICE**

**Register of Deeds**

Deputy Register of Deeds

**SHERIFF'S DEPARTMENT**

**Sheriff**

Chief Deputy\*

Road Patrol Lieutenant\*

Office Manager/Confidential Assistant

Secretarial/Clerical Assistant II

Dispatcher/Jailer



## **SYMONS NATATORIUM**

### **Director\***

Assistant Director  
Maintenance  
Instructors  
Life Guard  
Receptionist

## **TREASURER'S OFFICE**

### **County Treasurer**

Deputy County Treasurer  
Real Property Lister  
Assistant Real Property Lister (part-time)

## **U.W. EXTENSION OFFICE**

Clerical Assistant II  
Administrative Secretary

## **UW-RICHLAND FOOD SERVICE**

### **Food Services Supervisor\***

Food Service Worker  
Food Service Worker (part-time)  
Food Service Worker – Temp Casual

## **VETERAN SERVICE OFFICE**

### **Veteran Service Officer**

Veterans Benefit Specialist

## **ZONING DEPARTMENT**

### **Zoning Administrator\***

Office System Technician

Geographical Information Systems (GIS) Technician/Assistant Zoning Administrator/Sanitarian

Cr. 1/17/12, Res. 12-1; Eff. 7/17/12, Res. 12-88, Job Definitions amended; Eff. 8/21/12, Res. 12-99, Zoning & Sheriff amended; Eff. 12/11/12, Res. 12-141, Fairgrounds amended; Eff. 1/15/13, Res. 13-17, HHS & Zoning amended; Eff. 2/19/13, Res. 13-29, Definition renamed; Eff. 3/19/13, Res. 13-40, Probate/District Attorney amended; Eff. 9/17/13, Res. 13-116, County Clerk amended; Eff. 10/29/13, Res. 13-127, HHS position elimination, Ass. Real Property Lister added; Eff. 1/21/14, Res. 14-18, Definition addition and retitle – Child Support, County Clerk's Office, District Attorney's Office, Health and Human Services, Judicial Office, Treasure's Office and UW Extension; Eff. 12/9/14, Res. 14-157, Veterans Office amended; Eff. 5/19/15, Res. 15-62, Highway definitions amended; Eff. 8/17/15, Res. 15-44, Definitions added & deleted; Eff. 8/18/15, Res. 15-106, HHS and PV amended; Eff. 9/15/15, Res. 15-113, Veterans amended & Res. 15-114 Pine Valley amended; Eff. 2/16/16, Res. 16-25 Pine Valley amended; Eff. 9/20/16, Res. 16-115 Pine Valley addition & 16-122, MIS amended; Eff. 8/20/19, Res. 19-87, classification change; Eff. 10/29/19, Res. 19-120 & 121, HHS definitions modified; Eff. 8/18/20, Res. 20-98, HHS definitions modified; Eff. 9/15/20, Res. 20-109, Judicial Office definition modified;

## **INTRODUCTION TO YOUR EMPLOYEE HANDBOOK AND WORK RULES**

This Handbook of Personnel Policies and Work Rules (the "Handbook") provides a broad overview of Richland County's (the "County") employment policies, practices, procedures, and benefits. The Handbook is provided to you as a guideline and does not cover all of the County's policies, practices, procedures, or benefits, nor does it provide a written answer to every possible employment situation.

Notwithstanding any provision herein, and subject to applicable law, the County reserves the right to make employment-related decisions on a case-by-case basis. The County reserves the right, as allowed by law, to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Handbook or procedures or benefits discussed herein at any time, without advance notice, in its sole discretion.

The County expects every employee to familiarize him/herself with this Handbook and to keep the Handbook accessible for easy reference. This Handbook supersedes all previous verbal and written policies. If you have any questions regarding any of the items in this Handbook, please contact the County Clerk's Office.

An electronic copy of this Handbook can be accessed on the County's website.

Cr. 1/17/12, Res. 12-1;

## **EXTENT OF HANDBOOK**

Extent of Handbook: Powers and duties of the Finance and Personnel Committee (Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Highway Department, Sheriff's Department – See Addendum).

The Finance and Personnel Committee shall have final jurisdiction over all personnel matters relating to County employees which are dealt with in this Handbook. Department Heads shall have the authority to issue an addendum dealing with department specific issues provided such addenda are approved by the Finance and Personnel Committee. Department Heads shall have the authority to administer and manage personnel at the Department level provided such administration and management is in compliance with this handbook and applicable addendum. In the event of a conflict between this handbook and an approved department addendum, the addendum shall control.

All other personnel policies relating to County employees which have been issued by Finance and Personnel Committee or Departments of County government are void effective on the date this handbook and addenda issued hereunder are approved. All previous Resolutions or Ordinances adopted by the County Board and relating to personnel policies for County employees are hereby repealed to the extent that they are in conflict with this Handbook. It is the intent of the County Board that this Handbook of Personnel Policies and Work Rules shall be considered a Civil Service or Merit Policy except that the County Board has elected not to establish a Civil Service Commission.

All matters covered by this Handbook, including but not limited to, salary levels, hiring, promotion, reclassification, discharge, demotion, discipline, suspension and any and all such matters relating to County employees under this Handbook of Personnel Policies and Work Rules shall be under the jurisdiction of the Finance and Personnel Committee in accordance with this Handbook. It is recognized that, by Wisconsin Statutes, certain committees, boards and elected officials have the right to hire and fire some members of their staff, but, in such instances, those committees, boards and elected officials are encouraged to consult with the Finance and Personnel Committee prior to making such decision.

The Finance and Personnel Committee shall have final authority over all matters set forth in this Handbook, except that the Finance and Personnel Committee shall make recommendations to the County Board as to all matters relating to salary levels, position reclassifications and the creation or elimination of positions, the final decision on which shall be made by the County Board. As to all matters relating to salary levels and position reclassifications, the Finance and Personnel Committee shall first receive the recommendation to the County Board.

This Handbook shall not apply to the extent that conflicts with State or Federal laws, rules or regulations, including the County's Affirmative Action/Civil Rights Compliance Plan which was approved by the County Board on May 18, 1993, which shall supersede this Handbook in the appropriate instance.

This Handbook is not intended to create a contract of employment, express or implied, or evidence of a contract of employment, between the County and any one, or all, of its employees. Only the County Board has the authority to enter into such contracts. Any such agreements must be in writing and signed by an authorized representative of

the County Board and the employee.

Except as required by the laws of the State of Wisconsin, every employee of the County serves as an at-will employee. As such, the County cannot guarantee you or any employee continued employment for any definite period of time. You have the right to terminate your employment at any time, for any reason or no reason, and the County retains the same right to terminate your employment at any time, as allowed by applicable law.

Cr. 1/17/12, Res. 12-1;

## **MANAGEMENT RIGHTS**

The management of Richland County and the direction of the working forces shall be vested exclusively in the Employer. Such management and direction shall encompass all rights inherent in the authority of the Employer, including, but not limited to the right to hire, recall, transfer, promote, demote, discharge or otherwise discipline and to layoff employees. Further, the Employer shall have exclusive prerogatives with respect to assignments of work, including temporary assignment, scheduling of hours including overtime, to create new, or to change or modify operational methods of control, and to pass upon the efficiency and capabilities of the employees.

## **EQUAL OPPORTUNITY**

Equal opportunity is the County's policy. It is the County's policy to select the best qualified person for each position. The County does not discriminate against applicants for employment or against employees because of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law. This policy applies to all employment practices and personnel actions.

It is the duty of every employee to help create a job environment that promotes equal opportunity. Any incident or situation that you believe violates this policy should be brought to the immediate attention of your supervisor or other individual in management.

Failure to follow this policy will result in discipline, up to and including termination.

Cr. 1/17/12, Res. 12-1;

## **TERMS AND CONDITIONS OF EMPLOYMENT**

Terms and Conditions of Employment (Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, Highway Dept. – See Addendum).

### **1. Office Hours:**

a. **Courthouse:**

The normal office hours for regular, full-time County Employees are 8:30 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

b. **Highway Department:**

The normal office hours for regular, full-time County employees are 7:00 a.m. to 3:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

c. **Sheriff's Department:**

The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

d. **Health and Human Services:**

The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook. Various programs will operate later into the evening as needed.

e. **Pine Valley Healthcare and Rehabilitation Center:**

The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:15 p.m., Monday through Friday.

f. **Extension Offices:**

The normal office hours for regular, full-time County employees are 8:30 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

g. **UW-Richland Food Service:**

The normal hours for the cafeteria are 7:15 a.m. to p.m., Monday - Thursday; 7:15 a.m. to 2:00 p.m. Friday, except holidays set forth in this Handbook.

h. **Management Information Systems:**

The normal office hours for regular, full-time County employees are 8:00 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

i. **Symons Natatorium:**

The normal hours for regular, full-time County employees are 8:30 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

The above listing is for the purpose of notification of when offices will be open. This listing is not indicative of the number of hours worked per day or does it indicate the amount of time allocated for lunch. County Offices shall make every attempt to remain open during the noon hour during all week days except for holidays set forth in the Handbook of Personnel Policies and Work Rules.

## **2. Outside employment:**

Employees of the County may accept outside employment as long as such employment does not interfere with the employee's responsibility to the county or does not represent a violation of the Rules of conduct as set forth in this Handbook.

Public sector employers may not allow their employees to volunteer without compensation, additional time to do the same work for which they are employed.

## **3. Pay period:**

Employees are paid every other Friday. If a holiday falls on Friday, the checks will be issued late on Thursday. Employees must sign up for direct deposit of their paychecks.

## **4. Time Paid:**

All paid time shall be considered time worked for the purpose of computing overtime.

## **5. Accident and Injuries:**

All injuries or accidents involving employees or visitors will be reported immediately to the Department Head and the employee or person assisting. All employee accidents shall be reported to the Richland County Clerk.

## **6. Health Examinations:**

Any health examination required as a condition of employment will be paid by the County.

## **7. Breaks:**

Two 15 minute breaks are granted as your workload allows. These are not to be used for leaving work early, to make up tardiness or to accumulate time off.

## **8. Leave of Absence:**

Leaves of absence without pay for up to six months may be granted by the Department Head subject to the approval of the Finance and Personnel Committee. Requests for leaves of absence shall be in writing and directed to the employee's Department Head. The Finance and Personnel Committee, after receiving the recommendation of the Department Head, may extend a County employee's leave of absence for up to an additional six months, no County employees may be granted a leave of absence in excess of one year in duration. All leaves of absence shall be reported to the County Clerk's Office within one week of its occurrence. All requests will be considered on their merits.

County employees receiving leaves of absence for medical reasons must exhaust their sick leave before starting the leave of absence. The County will pay its normal health insurance premium contribution for those employees who are on Worker's compensation for a period of up to six months. County employees do not generate vacation and sick leave during unpaid of absence.

Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium at least two weeks in advance of the due date.

#### **9. Flexible Work Schedule:**

A flexible work schedule may be arranged by mutual agreement between employee and department head. In the event it is a department head requesting a flexible schedule, the supervising committee must approve. The schedule may be revised or terminated at any time.

#### **10. Seniority or Length of Hire:**

Seniority or length of hire is defined as an employee's total length of continuous service with the county.

#### **11. Performance Evaluations:**

The supervising committee shall conduct annual performance evaluations of the director/department head/commissioner (exception: Elected County officials). The directors/department heads/commissioner shall conduct annual performance evaluations of their staff using the standard forms available in the County Clerk's office.

#### **12. Personnel Files:**

The County will grant an employee access to his/her personnel files as required by applicable law. Certain personnel records may be excluded from this review, as permitted by law. Should you want copies of your personnel record, the County reserves the right to charge you the costs of copying your record.

#### **13. Time Cards (Time Keeping):**

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work, except in exceptional circumstances, must always be approved before it is performed and paid at the appropriate legal rate.

Tampering, altering, or falsifying time cards or recording time on another employee's time card may result in disciplinary action, up to and including discharge.

Hourly employees should report to work no more than seven (7) minutes prior to their scheduled starting time and stay no more than seven (7) minutes after their scheduled stop time without express, prior authorization from their supervisor.

It is the employee's responsibility to complete and sign his/her own time card to certify the accuracy of all time recorded. The supervisor will review and then sign the time card before submitting it for payroll processing. In addition, if corrections or modifications are made to the time card, both the employee and the supervisor must verify the accuracy of the changes by initialing the time card.

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-17, 1.b. deleted, c-j relettered; Eff. 1/21/14, Res. 14-18, 8. Reworded; Eff. 1/21/14, Res. 14-18, changes to 11.; Eff. 6/16/15, Res. 15-74, changes to 8.; Eff. 1/10/12 - 1. a. - h., 8. & 9. reworded, 12. & 13. added; Eff. 3/17/15, Res. 15-44, 2. Modified; Eff. 8/18/20, Res 20-98, 1. d. modified;

## **COMPENSATION AND FRINGE BENEFITS**

### **Salaries: See Richland County Salary Grades**

The provisions of this section apply to all County employees except as otherwise noted and except that the following paragraphs relating to vacations and holidays do not apply to the position of the Chief Deputy Sheriff, Road Patrol Lieutenant and Confidential Administrative Secretary in the Sheriff's Department. The Chief Deputy Sheriff, Road Patrol Lieutenant and Confidential Administrative Secretary shall receive vacation and holiday benefits as well as longevity pay and uniform allowance in accordance with the applicable bargaining agreement covering the Sheriff's Department.

The provisions of this section relating to part-time employees apply only to those part-time County employees who were hired before October 22, 1992. Part-time County employees shall receive fringe benefits under this section only if the normal working hours for the employee's position are at least half-time for the department in which the position is situated. Part-time employees working more than half-time on a temporary basis are not entitled to fringe benefits under this section.

### **1. Health Insurance:**

The County will determine its health insurance carrier, plan composition, and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The health insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail.

The County agrees to pay the premium for single or family health insurance in the amount of eighty-eight (88%) of the gross premium.

Premiums for part-time employees will be pro-rated for each calendar quarter based on the average number of hours that the employee was paid during the previous calendar quarter. The County agrees to pay the following portion of the premium:

34+ hours	88%
25 hours – 33.99 hours	78%
17.5 hours – 24.99 hours	68%, and

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

Any full-time employee with a reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

### **2. Dental Insurance:**

The County will determine its dental insurance carrier, plan composition and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The dental insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail. Currently, the County provides dental insurance. The County pays the half of the premium for the dental insurance plan for part-time (35 hours per period and above) and full-time employees. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their dental insurance coverage during any approved non-medical leave of absence, with employee paying 100% of the premium. The County's monthly contribution to the premium for the dental insurance plan for part-time (35 hours per pay period and above) and full-time employees shall be \$52.39 for the family dental plan and \$18.31 for the single dental plan. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their dental insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium.

### **3. Loss of Time Insurance:**

A loss of time policy is available to County employees at the employee's expense.

### **4. Retirement Plan:**

Richland County participates in Wisconsin Department of Employee Trust Funds. Participation in the retirement

plan is dictated by Employee Trust Funds which is currently determined as 1,200 hours in a twelve month period.

The County pays 50% of the required WRS contributions and the remaining 50% is paid by the employee.

#### 5. Life Insurance:

All County employees participating in the State Retirement Fund are eligible, after the completion of the probationary period, to obtain group life insurance. This life insurance is paid for in part by the County and in part by the participating County employee, based upon a formula determined by the State of Wisconsin, Department of Employee Trust Funds, based upon the Wisconsin Statutes. Survivors and dependents life insurance is also available at employee option and entirely at employee expense.

#### 6. Section 125 Flex:

Employees may use pretax earnings to pay for medical expenses (including health insurance premiums and qualified dependent care expenses).

#### 7. Paid Holidays:

The following paid holidays are observed:

Holidays	Non Union	Professionals	Pine Valley	Highway	Emergency Medical Services	Courthouse	Sheriff's
New Year Day	X	X	X	X	X	X	X
Good Friday	X	X		X	X	X	
Easter			X		X		
Memorial Day	X	X	X	X	X	X	X
Independence Day	X	X	X	X	X	X	X
Labor Day	X	X	X	X	X	X	X
Thanksgiving	X	X	X	X	X	X	X
Day After Thanksgiving	X	X		X		X	
Last Day Before Christmas	X	X		X	X	X	X
Christmas Day	X	X	X	X	X	X	X
Veterans' Day			X		X		X
Floating Holiday	X	X		X		X	
2 Personal Days			X				
Birthday							X

Total	10	10	10	10	10	10	9
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- a. Regular, part-time employees who work 35 hours or more per pay period or more are paid one-half day of holiday for each day of holiday. 35 hours per pay period or more are paid one-half day of holiday for each day of holiday.
- b. Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.
- c. In the event a holiday falls on a Saturday, it shall be observed on the previous Friday. In the event a holiday falls on a Sunday, it shall be observed on the following Monday. In the event Christmas falls on a Monday, the Christmas Eve holiday shall be observed on the previous Friday. In the event Christmas falls on a Saturday, the Christmas holiday shall be observed on the following Monday.
- d. It is understood that no veteran will be denied Veteran's Day as his or her floating holiday as long as the floating holiday has not been used.
- e. Employees will be paid at their straight time hourly rate as holiday pay for these holidays. An employee called to work on a holiday shall be paid one and one half (1½) times the straight time hourly rate, plus receiving his/her holiday pay.
- f. To qualify for holiday pay, employees must work all regularly scheduled work time for one scheduled work day immediately preceding the holiday and one scheduled work day immediately following the holiday, unless on an excused absence or vacation.
- g. Floating Holiday: Upon successful completion of probationary period, one floating holiday is accrued on the first pay period of every year and must be used within that calendar year. It must be taken as one full day off only and may not be broken into hourly increments. It is not paid out upon termination of employment.
- h. If the holiday comes during the employee's vacation, he/she shall be granted an additional day off with pay at the beginning or end of his/her vacation period, or by mutual agreement at some other time.

## 8. Bereavement Leave:

In the event that a death in the immediate family of an employee requires his/her absence from work, the employee may be absent up to three (3) days without loss of pay for the regular work days for which he/she should have worked but for his/her absence. 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 employee or spouse, grandchild of employee 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 Employee Trust Funds.

The amount of time taken off should be reasonably necessary under all circumstances, such as time required in order for the employee to arrange for the funeral of the deceased and to attend the funeral of the deceased.

In the case of the death of an employee's or spouse's aunt, uncle, niece and nephew, the employee will be given paid funeral leave of one (1) day of the funeral only, provided the day of the funeral is the employee's scheduled workday and he/she attends the funeral. Funeral pay will not be given for employees on layoff, vacation or any kind of leaves of absence. Notice and reason for intended absence due to death in the immediate family is to be given promptly to the employee's department head.

## 9. Compensatory Time:

Compensatory time is accumulated by non-exempt County employees on an emergency basis on other than regular working hours. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff and the Road Patrol Lieutenant are not eligible to receive compensatory time.

Compensatory time is accumulated only with the Department Head's prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each hour worked over 40 hours per week. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or to be paid for it. Compensatory time may be accumulated up to a maximum of 24 hours per calendar year and it shall then in all instances be taken by the last pay period of



the calendar year in which it was generated or it will be paid for by the last pay period of the year. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 24 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Clerk's Office.

#### **10. Overtime:**

An employee may work extra hours and thereby accumulate either compensatory time or overtime only with the Department Head's prior approval. Employees who have the department Head's prior approval and who are directed to work beyond normal working hours, as specified in this handbook, and who make a proper election to be paid overtime, shall be paid straight time up to 40 hours per week and time-and-one-half payment for any work over 40 hours per week. All overtime must be reported to the County Clerk's Office. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff, Road Patrol Lieutenant and all employees holding positions which are marked with an asterisk in this Handbook are not eligible to receive overtime.

Any employee called in to work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours of compensation.

The County has determined that employees listed on pages 4 through 8 of this Handbook with a designation of an asterisk (\*) are exempt from the provision Of Fair Labor Standards Act.

#### **11. Sick Leave:**

Sick leave is defined as an employee's absence from duty because of illness, bodily injury, diagnostic treatment, dental procedures, optician's services, exposure to contagious disease, attendance upon members of the immediate family whose illness requires the care of such employee. In the event there is evidence that an employee is claiming sick leave for the purpose other than defined, the employer may require that such employee verify the validity of his/her claim.

Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend their county employment. Sick leave may also be used by the employee to attend medical appointments for themselves or for their immediate family (spouse or children). For care of a parent or parent-in-law, FMLA forms will need to be completed. All sick leaves must be reported biweekly to the County Clerk's Office. Elected officials are not eligible to receive sick leave.

Sick leave accrues at the rate of one day per month on the staff person's anniversary date for full-time employees. Regular, part-time employees working at least 17 and 1/2 hours per week or 70 hours per month shall accrue sick leave at a rate of one-half of the sick leave generated by full-time employees. Up to 126 days of sick leave may be accrued.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Sick leave shall accumulate for not more than one-hundred twenty six (126) days.

A doctor's statement and/or completion of Family Medical Leave forms are required where more than three (3) consecutive days of sick leave are taken except in case of maternity leave. Richland County reserves the right to require a doctor's certificate in any case where sick leave has been or is proposed to be taken.

In the event an employee suffers an injury or illness in the course of performing his/her duties, the employee may use accumulated sick leave to make up the difference between what the employee receives from Worker's Compensation payments and his/her regular pay. The employee using sick leave under this section will be charged only for the portion of a full day's sick leave needed to supplement Worker's Compensation to equal the employee's full day's pay. An employee cannot collect more compensation than he/she would have been paid had he/she been working.

The following 3 paragraphs apply only to employees who were hired by Richland County prior to January 1, 2018. (This benefit is not available to employees hired after December 31, 2017.):

All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position; exceptions are death, retirement or early retirement.

Any unused sick leave accumulated by the employee to a maximum of sixty (60) days at the time of death or retirement shall be paid to the employee in a lump sum upon death or retirement, provided that upon retirement the employee is eligible for retirement benefits under the Wisconsin Retirement Fund. In lieu of payment each such employee shall be offered the option of converting 90% of his/her eligible accumulated sick leave (up to 126 days) to payment toward health insurance premium. The employee election provided in this paragraph shall be in writing and shall be submitted to the County Clerk. The employee may not change his/her election once it has been submitted.

Except as otherwise authorized in special circumstances, a Department Head shall leave a position vacant for such period of time as is necessary to recoup the cost of providing the benefit described in the preceding paragraph.

The following paragraph applies to employees who were hired by Richland County after December 31, 2017:

All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position. Accrued but unused sick leave is not paid to employees when employment ceases.

## **12. Voluntary Sick Leave Donation:**

This policy is intended to provide financial assistance and support to regular full-time and regular part-time employees of the County who have exhausted all paid time off benefits and are unable to return to work due to a catastrophic illness or injury suffered by them.

A catastrophic illness is defined as "a prolonged non-occupational illness or injury which is life threatening as determined by the County Clerk and supported by medical substantiation from the employee's treating physician, and would result in the employee having to go on unpaid leave of absence or terminate their employment."

Richland County employees may voluntarily donate up to three (3) sick days to a fellow worker who meets the above definition. All donations are irrevocable and will not be returned to the donating employee even if the recipient does not use the time. Only full days may be donated.

Time donated will be credited to the account of the recipient for use. Donated days will be paid at the rate of pay of the recipient. Unused donated days will not be paid out in any circumstance upon separation from employment. Recipients are eligible to receive up to 60 days of donated sick time under this policy.

The County Clerk will maintain all records relating to this policy. The County reserves the right to modify or terminate this policy at any time with or without notice.

## **13. Vacation:**

For full-time employees, vacation shall be accrued based upon years of service and may be used as time is accrued after the employee has successfully completed the first six months of employment. Vacation shall be accrued at the following rate: for newly-hired employees, one work week after 6 months of employment and one additional work week after one year of employment; three work weeks after six years of employment; four work weeks after twelve years of employment; five work weeks after twenty-three years of employment. Vacation must be used within 18 month following the employee's anniversary date. The Finance and Personnel Committee is authorized to extend this deadline if the employee has been unable to take their accrued vacation within 18 months due to unforeseen circumstances. Vacation time not taken in accordance with this paragraph is forfeited. While vacations may be taken at any time, County employees are required to notify their Department Head of their expected vacation dates as soon as they are known to the employee. All Department Heads shall have the authority to disapprove a County employee's proposed dates of vacation only if the proposed dates will disrupt the operation of that Department. If duplicate requested dates arise, the employee whose request was made first will be favored. Vacation days may be used singly or all at once. Regular, part-time employees who work at least half-time accrue vacation at one-half the rate for full-time employees. All vacation time must be reported biweekly to the County Clerk's Office.

All vacation time shall be taken in no less than one half (1/2) hour increments, unless otherwise agreed.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Employees who terminate their employment or who are laid off will be paid for vacation previously earned and not received for the current year up to the date of termination on a pro-rated basis.

Upon retirement, early retirement or separation from employment, an employee or beneficiary shall receive payment for unused vacation benefits and this payment will be paid in one lump sum. Unused compensatory time and vacation or sick leave benefits cannot be used to extend out the date of retirement, early retirement or separation.

Elected officials are not eligible to receive vacation.

#### **14. Family and Medical Leave:**

Employees must submit FMLA paperwork as soon as the medical need is known. The County follows Federal and State Family and Medical Leave provisions. The County Clerk's office maintains the official documents for this leave and must be contacted for the information and official form as contained in the County's Family and Medical Leave Act Policy.

#### **15. Symons Employee Membership:**

Employees of the Symon's Natatorium Complex are entitled to standard membership privileges at the Natatorium at no cost during the term of their employment there.

#### **16. Military Leave:**

A leave of absence without pay shall be granted to employees in accordance with the Uniformed Service Employment and Re-employment Act with respect to reinstatement and seniority of employees entering or returning from Service in the armed forces of the United States.

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-17, 9. Modified; Eff. 1/21/14, Res. 18, Changes to Introductory change, 1., 2., 3., 6., 7., 8., 10., 12., & 13.; Eff. 3/18/14, Res. 14-48, changes to 2. & 7.; Eff. 3/17/15, Res. 15-44, 2. & 11. Modified; Eff. 8/18/15, Res. 15-106, 7. Add EMS column; Eff. 10/25/16, Res. 16-133, Introduction & 1. modified; Eff. 6/20/17, Res. 17-59, 11. Modified; Eff. 4/16/19, Res. 19-36, 12. Vacation modified; Eff. 8/20/19, Res. 19-88, 12. Vacation repealed and adopted; Eff. 10/29/19, Res. 19-125, 12. Vacation modified;

### **RULES OF CONDUCT**

Department heads are responsible to see that the provisions of this handbook are adhered to by themselves and by all of their subordinate county employees. Non-elected department heads who fail to see that their subordinates comply with this handbook or who fail themselves to comply with this handbook are subject to disciplinary action.

#### **Grounds for Termination:**

Grounds for termination of employment or suspension with or without pay include but are not limited to the following:

- a. Incompetent job performance
- b. Frequent tardiness from employment
- c. Job-related dishonesty
- d. Repeated absence from employment
- e. Breach of confidentiality
- f. Inappropriate use of sick time in violation of this Handbook and any other County policies
- g. Drinking or drug abuse on the job or being under the influence of alcohol or drugs while on the job
- h. Insubordination
- i. Conviction of job-related criminal offense or offenses
- j. Violation of the provisions of this Handbook, an addendum, or any other county policies
- k. Violation of County's Code of Ethics Resolution, which states as follows:

No Department Head or County employee shall:

- Use or attempt to use his or her position to secure any preferential or unlawful rights or advantages for

himself or herself or others.

- Have a financial or other personal interest which is in conflict with the proper discharge of his or her duties.
- Disclose or use confidential information concerning Richland County to promote a private financial interest.
- Accept any substantial gift, in any form, from a person who has business dealings with Richland County. (See Ethics Policy).
- Use the County's tax exempt status for making personal purchases or for making purchases for non-County clubs or organizations.

l. Elimination of job due to reorganization or lack of work.

m. Elimination of job that has sunset per County Board Resolution.

### **Harassment:**

Unlawful harassment is prohibited. The County is committed to providing a professional work environment. This means that the County will not tolerate harassment directed at an employee, customer, or vendor, whether sexual harassment or harassment because of his/her age, race, creed, color, disability, marital status, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law.

What kind of harassment is prohibited? The county's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law. For example, unwelcome jokes concerning an individual's age, race, or ethnicity are unacceptable.

What is sexual harassment? Unwelcome conduct of a sexual nature constitutes sexual harassment if any of the following apply:

- a. Submission to such conduct is explicitly or implicitly made a term or condition of employment; or
- b. Submission to or rejection to such conduct affects employment decisions; or
- c. Such conduct has the purpose or effect of creating a sexually hostile work environment.

The following are examples of unwelcome conduct that could violate this policy.

- a. Sexual advances or requests for sexual favors.
- b. Verbal conduct of a sexual nature, e.g., comments about an individual's body, physical attributes, sexual activities, etc.
- c. Displays of sexual nature, e.g., calendars, photographs, magazines, etc.
- d. Offensive sexual jokes.

What is unlawful harassment on the basis of other protected characteristics? Unlawful harassment may be based on an individual's race, religion, national origin, age, disability, or any other characteristic protected by federal, state, or local law.

The following are examples of potentially harassing conduct:

- a. Comments regarding an individual's physical appearance or attributes.
- b. Mimicking an individual's accent or speech pattern.
- c. Use of racial or ethnic epithets.
- d. The telling of derogatory or offensive jokes.
- e. Harassing letters, emails, phone calls, or gifts.
- f. Comments about an individual's age or disability.

What should you do if you believe you are being harassed in violation of this policy? You must promptly report the

conduct to the County Clerk. Your complaint will be investigated promptly. The information you provide will be shared on a “need-to-know” basis. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What should you do if you are aware of another employee, client, customer, or vendor, who, you believe, is being harassed in violation of this policy? You must promptly report your concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, are expected to bring violations of this policy to the attention of the County by informing one of the individuals described above. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What should you do if a customer or vendor treats you or another employee of the county in a way that might violate this policy? You must promptly report the concerns as if a County employee or agent did the harassment. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What will be done to those who violate this policy? Appropriate disciplinary action will be taken against any employee found to have violated this policy. Such discipline can range from termination of employment, suspension, demotion, or pay cut, to a warning. In the case of harassment by a customer or vendor, the County will act promptly to remedy the harassment and prevent further occurrences.

### **No retaliation:**

There will be no retaliation against anyone who, in good faith, makes a report of a potential violation of this policy or who assists in the investigation of such a complaint. Any County employee who retaliates against another employee for making a complaint under this policy will be subject to termination.

### **Violence in the Workplace:**

Violence in the workplace is prohibited. The County is committed to providing a safe and healthy work environment free from intimidation, threats, or acts of violence. The County will not tolerate threats or acts of violence directed by an employee towards others.

Violence is defined to include, but is not limited to, physical assault, aggressive behavior (either physical or verbal), intentional destruction of the County’s property, intimidation through verbalized or implied threats, fighting on or off the County’s premises during work time (regardless of who instigates the altercation), or destruction of another’s property on the County’s property or while on County business. Any reported threats or acts of violence will be investigated as a serious violation of this policy and will be grounds for disciplinary action, up to and including immediate termination.

Do not assume that any threat or act of violence is not serious. Any employee who believes he/she has been threatened with violence, has been a victim of an act of violence, either related to or on the job, or is aware of another individual who has been subjected to or threatened with violence must report this information to his/her supervisor, to another supervisor, or to the County Clerk as soon as possible. The County will investigate such reports and take action appropriate to the situation. When necessary, the County will cooperate with local law enforcement agencies.

The County will not retaliate against any employee who in good faith reports potential violations of this policy. Therefore, failure to report a threat or act of violence may lead to disciplinary action, up to and including termination.

Cr. 1/17/12, Res. 12-1; Eff. 1821-14, Res. 14-18, changes to Grounds of Termination k.;

## **HIRING AND EMPLOYMENT CONSIDERATIONS**

Procedure for hiring, promotions, terminations, suspensions, demotions, disciplinary actions and dismissal. (Except as otherwise provided in the Wisconsin Statutes or in the addendums of Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff’s Department, the Highway Department, and in Sheriff’s Department Ordinance 89-7 as amended).

### **1. Hiring for Long-Term Vacancies (90 days or longer):**

Upon written or verbal notice of a vacancy, then:

- a. The Department Head shall immediately notify the supervising committee and the County Clerk, who shall in turn notify the Finance and Personnel Committee. In case of a vacancy in a Department Head position, the County Clerk shall perform the hiring steps which the Department Head would otherwise do.

- b. The County Clerk or Department Head shall then place an advertisement in the Richland Observer to run for at least two weeks. The County Clerk or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum briefly describe the job position, necessary qualifications, the salary range and where and how to apply for the position and include the sentence that the County is an equal opportunity employer. All applicants must be directed to fill out the application form attached as Addendum B to the County's Administrative Manual unless the department has its own approved application form.
- c. The Department Head or designee and the applicable committee or board may interview those applicants who appear from their written applications to be qualified for the job;
- d. Skills testing is required for all positions. The Department Head shall determine what skill tests are necessary and appropriate for each position and when in the hiring process to administer the tests. All tests shall be designed to determine whether the applicant has the basic skills and aptitude necessary to satisfactorily perform the job duties of the position. Department Heads may seek approval from their supervisory committee and the Finance and Personnel Committee to not administer skills testing for specific positions if skills testing is not necessary to determine if the applicant has the basic skills for the position.
- e. Background checks must be performed on all final candidates prior to making an offer of employment in accordance with department policy and state and federal law. Except as otherwise required by law, the scope of the background check shall be determined by the Department Head. The Department Head shall obtain a legal review if the background check reveals information that may be used adversely against the candidate.
- f. The appropriate board or committee, after receiving the recommendation of the Department Head, shall make the final decision as to who shall be hired;
- g. A. The County Clerk shall not pay wages to any County employee whose hiring has not been accomplished in accordance with the Administrative Manual Policy this paragraph or appropriate addendum.

## **2. Temporary Vacancies:**

Whenever it appears to the Department Head that a job position of a County Employee will be vacant for a period of less than 90 days, then the Department Head may hire a limited term employee on an emergency basis to fill that position, to expire when the employee returns to their position or the position is filled with approval of the Chairperson of the Department Head's supervising Committee and with written notice to the Finance and Personnel Committee and to the County Clerk; all persons filling temporary vacancies under this paragraph shall be paid at the probationary rate for Grade 7 in the County's Job Classification and Salary Plan.

## **3. Probation Period:**

All County employees who are new to a full-time or part-time County position shall serve a probation period the length of which shall not be less than 6 months in duration. All Temporary/Casual County employees are required to work a minimum of 910 hours as their probationary period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:

- If the employee is to continue in the position in regular status, or
- If the employee's employment in the position is to be terminated. No inference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

Any employee's probation period can be extended up to a maximum of an additional six months. The granting of extensions shall be by the Finance and Personnel Committee, after receiving the recommendation of the Department Head. Employees whose probation periods are extended are not eligible to receive their post-probation salary increases until the end of their probation period, as extended.

Department heads shall submit to the supervising committee of the department a written evaluation of the performance of each employee on probation in the department and also a recommendation as to whether or not that employee merits the continuation of regular status as a County employee. Written notice shall be given to the affected employee before the end of the employee's probation period. If the affected employee has not satisfactorily

completed his or her probation period so that his or her county employment is to be terminated or if the affected employee's probation period is to be extended. Department heads shall immediately notify the County Clerk's Office as to the employment status of their probation employees as soon as that status has been determined by the department's supervising committee.

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

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

#### **4. Reclassification:**

Reclassification of an existing position shall be undertaken only by County Board. The basis of all reclassifications shall be changed, increased duties of the position being reclassified. Unless the reclassification Resolution states otherwise, all incumbents of reclassified positions shall start in the reclassified position at the after probation rate for the reclassified position.

#### **5. Discipline, Suspension or Dismissal of an Employee:**

If it is necessary to discipline, suspend or dismiss an employee, a notice in advance will be given as follows:

- a. First step. The Department Head shall discuss and document in a timely manner all problems relating to the employee's job performance with the employee. In all cases in which continuation of the unsatisfactory performance could lead to discipline, suspension and/or termination, the Department Head shall give the affected County employee written notice of the nature of the problem.
- b. If the employee fails in the opinion of the Department Head to correct adequately the problem giving rise to the above notice within the allowed time period, the Department Head shall present the issue to the Finance and Personnel Committee for advice and consultation. The department head and the Finance and Personnel Committee will discuss what, if any, job action is to be taken relative to an employee. The department head has the authority to take disciplinary action up to three (3) days suspension without pay provided the department head has notified the Finance and Personnel Committee of the decision.
- c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Department Head and/or Finance and Personnel Committee.
- d. The department head shall not have the authority to terminate a non-probationary employee. 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 insure that the affected employee is given written notice that termination of the employee has been proposed and the reasons therefore. The employee 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 employee without pay pending the meeting referenced therein.
- e. The Richland County Discipline/Termination Grievance Policy and Procedures are to be followed should an employee decide to file a grievance. See Appendix A.
- f. The process outlined above shall not apply to terminations due to reorganization, lack of work or the sunset of a position.
- g. In the case of a department head, the supervising committee will follow the above procedure.

#### **6. Non-Disciplinary Termination/Layoff:**

Non-disciplinary termination/layoff due to reorganization or lack of work:

- a. **Elimination of Position:**  
Whenever it becomes necessary, in the interest of economy or because the necessity for the position involved no longer exists or because of reorganization or lack of work, the County Board may abolish any position covered by this policy. Any employee holding such an abolished position shall be laid off.

b. **Layoff:**

When the County determines that a layoff shall occur, in whole or in part, in a department, length of hire will be a secondary consideration, behind department needs, position title, skill needs and performance reviews. If two or more employees are equally qualified, the least senior employee shall be the first laid off. Employees rehired within a year of their lay off will maintain their original date of employment and any unused accrued sick leave benefits.

c. **Recall:**

Recall will be at the discretion of the department head unless the County Board initiated the layoff.

## **7. Resignation/Retirement:**

Employees shall submit upon resignation or retirement a letter giving 2 weeks notice their last day of work. Employees who fail to give such notice shall forfeit any payout of accrued sick leave and/or vacation. The supervising committee for the department in which the employee works shall take action to accept the written notice of resignation or retirement. Unused compensatory time and vacation or sick leave time benefits cannot be used to extend out the date of retirement, early retirement or separation.

## **8. Concerns:**

A "Concern" is a claim by an employee that the County has not complied with this Handbook of Personnel Policies and Work Rules or related addendum, or other county policies.

Employees, who have such a concern, shall present the concern to the department head. Concerns shall be presented in writing and shall be acted upon by the department head within five (5) working days whenever possible.

Employees who are dissatisfied with the department head's written response to their concern may then, within two (2) weeks of receiving the department head's response, appeal to the Personnel and Finance Committee by filing a written statement of the concern with the County Clerk, who shall then forward the concern to the Finance and Personnel Committee, who shall act upon the concern, with notice to the employee, at its next meeting.

Concerns, as defined herein, by employees that relate to actions of their department heads shall be presented, in writing by the employee directly to the County Clerk, who shall forward the concern to the Finance and Personnel Committee, who shall act upon the concern at its next meeting.

The decision of the Finance and Personnel Committee shall be final.

Concerns involving discipline or termination shall follow the Richland County Discipline/Termination Grievance Policy and Procedures (see Appendix A).

Concerns involving situations concerning work place safety shall follow the Workplace Safety Grievance Policy and Procedure (see Appendix B).

## **9. Policy on Nepotism:**

- a. If a department head becomes aware that a person in a supervisory position in his or her department is a relative, significant other or domestic partner of a subordinate of that supervisor, the department head shall immediately report that fact to the County Clerk;
- b. Any full-time or part-time County employee or supervisor must inform the person's department head within 30 days of the person becoming a relative, significant other or domestic partner of a supervisor or subordinate in the same department of County government;
- c. Upon receiving facts set forth in paragraph a herein, the County Clerk shall promptly convey the facts to the Chair of the Finance and Personnel Committee;
- d. "Relative" means spouse, parent, grandparent, grandchild, child, brother, sister, niece, nephew, aunt and uncle;
- e. "Significant other" means a person with whom the employee co-habits;
- f. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.



- g. Applicants for County positions shall not be hired if the employment would place the applicant in the situation described in paragraph a herein.
- h. No County employee shall be assigned, transferred or promoted if the resulting employment would place the employee in the situation described in paragraph a herein.
- i. The Finance and Personnel Committee is hereby authorized and directed to arrive at a reasonable solution to the relationship described in paragraph a herein, while making every effort to have each affected County employee continue in his or her County employment.
- j. This subsection shall not apply to temporary, casual or call-in County employees.

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-17, 7. Reworded, 8 & 9 renumbered; Eff. 1/21/14, Res. 14-18, changes to 1., 2., 3., 5.a., 6.a. & b. and 9; Eff. 12/10/19, Res. 19-148, 7. Modified;

## **REIMBURSEMENTS**

### **1. Lodging:**

Policy as to reimbursement for overnight lodging:

- Actual expenses for the standard room rate will be reimbursed, not to exceed the governmental rate. Department heads have the authority to approve lodging expenses for employee attendance at training and seminars if the standard room rate is the same as or does not exceed the government rate.
- Approval by the Department Head is required where lodging expenses for employee attendance at training and seminars will exceed the government rate.
- All registration fees are to be paid in advance so as to take advantage of any available discounts.
- All lodging reservations are to be made in advance and the proper paperwork be in place so as to eliminate sales and room tax charges on lodging.
- Sheriff's Department prisoner transports are exempt from the requirement to comply with the governmental rate for lodging.
- Employee attendance at training and seminars where lodging expenses are involved which are more than the governmental rate and where the supervising committee will not approve the costs exceeding the governmental rate may be attended by the employee if the employee agrees to pay the lodging costs which exceed the governmental rate.
- Receipts must be submitted in all cases.
- When more than one employee is in attendance, sharing rooms when appropriate is encouraged.
- When an officer or employee is accompanied by his or her spouse, the additional expense over that otherwise reimbursed shall be paid by the individual employee.

### **2. Meals:**

Policy as to reimbursement for meals:

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

### **3. Mileage:**

Mileage for county related business will be reimbursed at the IRS rate in effect when the miles were driven.

### **4. Other Expenses:**

Reimbursement may be paid for other business related expenses in an amount reasonable under the circumstances, and if approved by the employee's appropriate County Board Committee.

#### **5. Registration Fees:**

When registration fees for attendance at a duly authorized convention, seminar or meeting include the costs of meals and lodging, no other reimbursement shall be allowed.

#### **6. Expense Vouchers:**

Expense vouchers must be submitted to the County Clerk's Office within 90 days from the time that the expense is incurred, except that the Audit Committee may grant an extension when that committee deems it appropriate.

Approved expenses shall be paid at the first payday after approval, by direct deposit to the employee's account in the same manner as salaries are paid. Approved expenses for reimbursement through payroll shall include only lodging, meals, mileage, parking and registration fees.

Cr. 1/17/12, Res. 12-1; Eff. 9/18/21, Res. 12-103, 6. amended; Eff. 1/21/14, Res. 14-18, changes to 3. and 7.; Eff. 8/18/15, Res. 15-106, 2. modified; Eff. 7/20/21, Res. 21-100, 2. Modified;

### **MISCELLANEOUS PERSONNEL PROVISIONS**

(Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, Highway Department – See Addendum).

#### **1. Change of address or status:**

It is each employee's responsibility to report changes in marital status, dependents, legal name, residences and mailing addresses, phone numbers, direct deposit information, beneficiary information, emergency contacts, and any information that may affect his/her tax withholdings or benefits. This information is necessary as it may affect your compensation, dependent's eligibility for medical insurance, and other important matters. To update any of this information, please notify the County Clerk's Office.

#### **2. Official County Bulletin Board:**

The official County bulletin board is located in the ground floor entrance lobby. This bulletin board is for posting information of importance to employees and the public.

#### **3. Employee Bulletin Board:**

Permission is granted to post legitimate non-political notices on a bulletin board designated by department head for use by Employees.

#### **4. Equipment:**

Employees are to report to their Department Head any equipment in need of repair or replacement. Employees will be required to pay for the repair or replacement of any items maliciously damaged. County supplies and equipment are not to be used for personal purposes, except that this sentence does not apply to the District Attorney or to those employees who are otherwise authorized to use County vehicles for their personal use. If supplies are low, employees should notify their Department Head.

#### **5. Telephone Policies:**

Use of County telephones and county cellular phones for personal long distance calls is not permitted. Employees should limit the amount of personal phone calls they make during working time.

#### **6. Notification of absence:**

County employees must in all instances notify their Department Head when they are unable to report to work. All absences from regular hours of employment must be for a reason set forth in this Handbook and all such absences must be reported to the County clerk's Office at the end of each month.

#### **7. Weather Conditions:**

Employees shall be paid for what would have been their normal working hours on days in which their offices are

closed by the County Board Chairman. On any other day in which the employee is unable to reach their office due to weather conditions, the employee has the option of treating such absence as either sick leave or vacation.

#### **8. Jury Duty:**

Employees shall be excused with full pay for jury duty. Employees not selected as jurors for a case shall report promptly back to their County employment.

#### **9. Ambulance or Fire Department Volunteers:**

It is the policy of Richland County that every effort be made to permit on-duty, County officers and employees who are ambulance or fire department volunteers to respond to ambulance/fire emergencies.

- a. Employees shall not schedule regular ambulance duty during scheduled work hours unless a prior arrangement has been made with the department head. An earlier cut-off time or later start time may need to be considered to assure return from ambulance runs and prompt start time or completion of shift.
- b. In the event of a serious community need for fire or ambulance, the on-site supervisor will determine which employees may leave their work situations to respond. Every effort will be made to allow the volunteer employee to respond to the call, if not immediately, as soon as a relief person can be obtained. If the employee's position is integral to the County's operations, as in the following situations, this may prevent the employee from responding:
  - The employee's absence from his or her duty station may result in potential or serious adverse effect to life or safety of individuals.
  - The employee's absence may place the County at risk of non-compliance with State or Federal regulations.
  - If, in the supervisor's judgment, the absence of that/those volunteer employee or employees would cause irreparable damage to the County's operations.
- c. The volunteer will not be paid by the County for hours not worked.
- d. If absence/tardiness is due to the employee's response to emergency fire or ambulance calls, this will be taken into consideration when applying facility attendance policies.
- e. Every effort should be made by incident command to early release County employees according to their job responsibility and the requirements of the County or of the emergency.

#### **10. Break Room:**

A break room when feasible is provided for employees.

#### **11. Credit Union:**

Employees may authorize money to be deducted from their paycheck to go to the Credit Union upon the filing of appropriate forms with the County Clerk's Office.

#### **12. Deferred Compensation:**

Employees may authorize money to be deducted from their paycheck to go to the Deferred Compensation Program upon the filing of appropriate forms with the County Clerk's Office.

#### **13. Use of Computers, Software & Internet:**

County employees are to follow the policies on the use of County-owned computers and software and the use of the internet by county Employees which are set forth in the Richland County Computer and Internet Use Policy in Appendix C in this Handbook. Departments are to consult and cooperate with the Management Information Systems Department on all computer, networking, printer and peripheral purchases.

#### **14. Picture Identification Badge:**

The County shall provide each full-time and part-time County employee with a picture identification tag which shall be worn at work and/or displayed at the discretion of the employee's department head. These identification tags shall be turned in to the County Clerk at the termination of the employee's County employment.

### **15. Training Opportunities:**

Employees will be provided training opportunities to enhance job performance and to advance career opportunities subject to budgetary constraints.

### **16. Gifts or Gratuities:**

No employee shall accept compensation, gift, or gratuity of nominal value from any person, persons, or organizations which may be involved in the decisions made or influenced him/her, or which would otherwise create a conflict between his/her duty and the public interest and his/her private interest. Refer to Richland County Ethics Policy.

### **17. County Workspaces and Personal Property:**

Employees shall have no expectation of privacy with respect to any item or document stored in or on County-owned property. The County may, at any time, conduct a search of its property, regardless of whether the searched areas are locked or unlocked. The County does not assume any responsibility for loss, theft or damages to an employee's personal property. The County is not liable for vandalism, theft or damage to employee cars parked on County property. Upon separation from employment, employees shall promptly return any County property that is in their possession.

Cr. 1/17/12, Res. 12-1; Eff. 1/21/14, Res. 14-18, changes to 11. & 12., renumber 13 – 14; Eff. 1/21/20, Res 20-10, 8. Jury Duty modified;

**RICHLAND COUNTY**  
**EMPLOYEE HANDBOOK**

**RECEIPT AND ACKNOWLEDGMENT**

This Employee Handbook (the "Handbook") is an important document intended to help you become acquainted with Richland County (the "County"). This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. Additional information about many of these policies and programs is available from the County Clerk's Office. Please take advantage of these resources to ensure that you are fully aware of your rights and responsibilities as an employee of the County.

By signing below, I agree to the accuracy of all the following statements:

I acknowledge having received a copy of Richland County's Employee Handbook, dated January 21, 2014, acknowledge and understand that it is my responsibility to read, familiarize myself with, and understand all of the provisions of the Handbook. To the extent I had any questions regarding the Handbook; I have asked the appropriate person and have received a sufficient answer. I further acknowledge that I will seek clarification from the County Clerk's Office if I have any questions in the future.

I understand and acknowledge that the County reserves the right, as allowed by law, to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Handbook or procedures or benefits discussed herein at any time, without advance notice, in its sole discretion.

I further understand and acknowledge that nothing in this Handbook creates or is intended to create a promise or representation of continued employment and that employment at the County is "at will" to the extent allowed by applicable law. This means that the County cannot guarantee me or any employee continued employment for any definite period of time. I understand that I have the right to terminate my employment at any time, for any reason or no reason, and the County retains the same right to terminate my employment at any time, as allowed by applicable law, unless I have a written agreement signed by myself and an authorized representative of the Richland County Board stating otherwise.

I acknowledge and understand that this Handbook supersedes all prior practices, customs, and procedures, including any other representations, verbal or written, by any employee or representative of the County.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

A signed original copy of this form must be given to the County Clerk. It will be filed in your personnel file.

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Amendment to County Administrators Agreement

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	02 Nov 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Agreement
<b>Date submitted:</b>	01 Nov 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to.... accept proposed changes to the Administrator's Agreement.

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

In response to the adopted 2022 Budget, the following changes are proposed to the Administrator's Agreement:

4) **SALARY.** *Employer shall pay Employee a salary of \$90,000 in Employee's first 6 months of employment payable in regular installments according to the Employer's normal payroll practices and subject to appropriate withholdings.*

a) **SIX MONTH PROBATION.** *Employee will receive a \$5,000 increase at the end of a six (6) month probationary period, provided a performance evaluation results in a rating at least "meets expectation".*

b) **SECOND YEAR.** ~~Employee shall receive a minimum increase of \$1,900 in his annual salary at the beginning receive the second year of this Agreement.~~ *Employee shall not receive a minimum increase according to the adopted 2022 budget process and with consideration of the county having added an assistant to the administrator.*

c) **THIRD YEAR.** *Employee shall receive a minimum increase of \$1,950 in his annual salary at the beginning of the third year of this Agreement.*

**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	Impact contingency / General Fund Balance	
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

**Richland County Committee**

**Agenda Item Cover**

**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

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**RICHLAND COUNTY, WI:**  
**ADMINISTRATOR EMPLOYMENT AGREEMENT**

**THIS EMPLOYMENT AGREEMENT** ("Agreement") is made this 18<sup>th</sup> day of February, 2020, by and between Richland County ("Employer" or "County"), and Clinton Langreck ("Employee"), and constitutes the entire Agreement of the parties as follows:

- 1) **TERM.** The Employee shall be appointed as County Administrator by a majority vote of the County Board and shall serve in that role under the terms of this Agreement. This Agreement shall commence on March 9<sup>th</sup>, 2020, and shall be in effect for a three (3) year term ending on March 8<sup>th</sup>, 2023. At the end of the three-year term, this Agreement shall automatically renew for successive one year terms on the same terms and conditions as set forth herein. The parties may modify the compensation, benefits and/or other terms of this Agreement upon written stipulation of the parties for any renewed term of this Agreement.
  - a) **AT WILL STATUS.** The Employee is an "at will" employee under this Agreement and may be discharged or terminated at any time without reason and without cause by a majority vote of the County Board. It is understood that this article shall not apply to voluntary resignation, mutually agreed upon termination of this Agreement, retirement, or to any other voluntary separation from employment.
- 2) **DUTIES AND RESPONSIBILITIES OF EMPLOYEE.** The Employee shall have the duties and responsibilities set forth in Wisconsin State Statutes
- 3) 59.18 and any other applicable State statutes, in the job description enacted or established by the Employer for the position of County Administrator, in resolutions and ordinances passed by the County Board, and in any other directives issued by the Employer. The Administrator, subject to the limitations defined by Richland County and the laws of the State of Wisconsin, shall be the Administrator of the County, responsible to the County Board for proper administration of the business affairs of the County, the Statutes of the State of Wisconsin, the ordinances of the Richland County, and the resolutions and directives of the County Board. The Employee shall be subject to all provisions set forth in the Personnel Policy for Richland County that are not in conflict with terms of this Agreement, but this Agreement shall supersede any inconsistent terms or difference in procedures set forth in the Personnel Policy.
- 4) **SALARY.** Employer shall pay Employee a salary of \$90,000 in Employee's first 6 months of employment payable in regular installments according to the Employer's normal payroll practices and subject to appropriate withholdings.
  - a) **SIX MONTH PROBATION.** Employee will receive a \$5,000 increase at the end of a six (6) month probationary period, provided a performance evaluation results in a rating at least "meets expectation".
  - b) **SECOND YEAR.** Employee shall receive a minimum increase of \$1,900 in his annual salary at the beginning of the second year of this Agreement.
  - c) **THIRD YEAR.** Employee shall receive a minimum increase of \$1,950 in his annual salary at the beginning of the third year of this Agreement.



- d) **SALARY INCREASES.** Employee may receive larger annual salary increases during the term of this Agreement based upon the results of wage analysis directed by the County, or as otherwise designated by the County Board.
- 5) **PERFORMANCE EVALUATION.** Employer and Employee agree that an initial performance review will be conducted by the Finance and Personnel Committee of the Employee after six (6) months and twelve (12) months and annually thereafter.
  - a) **WAGE REVIEW.** The County Board, may at their discretion, consider an additional increase in the Employee's pay after the twelve (12) month review is completed.
  - b) **EVALUATION PROCESS.** The process for the Employee performance evaluation will be mutually agreed upon by the Employer and Employee. The process, at a minimum, will include the opportunity for both parties to prepare a written evaluation; meet and discuss the evaluation; and present a final written evaluation for the personnel file.
  - c) **GOALS AND OBJECTIVES.** The Employer and the Employee shall define in writing the goals and objectives that they determine necessary for the proper operation of the Administrator's Office, and may further establish the priority among these goals and objectives. The goals and objectives should, to the extent practicable, be attainable within the time limitations specified and within the annual operating and capital budgets and appropriations approved by the Board.
- 6) **PENSION PLAN.** Employer and Employee shall contribute to WRS for Employee as required by State law. Employer shall also contribute to any other benefit plans consistent with the benefits provided to other full time, non-union employees that work for the County.
- 7) **BENEFITED TIME OFF.** Employee shall participate in sick time in the same amounts as are currently provided to other non-represented employees of Richland County. Employee shall have access to two (2) weeks of vacation at start of employment and will be authorized three (3) weeks at the beginning of the 2<sup>nd</sup> year service; four (4) weeks authorized at the beginning of 7 years; and five (5) weeks at the beginning of 13 years.
- 8) **HOLIDAY.** Employee shall be granted ten (10) paid holidays as other full-time department head level employees of Richland County.
- 9) **GENERAL INSURANCE.** Employer shall offer and provide and pay on behalf of Employee for such health, life, dental, vision, and disability insurance benefits including the Employee's dependents at the same rate and upon the same terms as that which is offered and/or provided to all other employees.
- 10) **PROFESSIONAL DUES.** Employer shall be responsible for the payment of Employee's cost of maintaining membership in the Wisconsin City/County Management Association, (WCMA), and the International City/County Management Association, (ICMA). Employee may attend the annual conferences of the WCMA and the ICMA whenever sufficient funds are available and if authorized by the County Board.
- 11) **MILEAGE REIMBURSEMENT.** Employee shall maintain a privately owned motor vehicle available to execute his/her duties and shall be reimbursed for all employment-related travel outside the County of Richland as provided under County Policy and at the current Wisconsin State adopted mileage rate that all other County employees are eligible to receive.



- 12) **MOBILE DEVICES.** Employer shall provide Employee with a County cellphone for business and appropriate personal usage. Employee acknowledges that any personal activity on a County-owned cellphone is likely subject to open records laws. A county laptop computer with VPN capability will be provided to perform county work offsite.
- 13) **HOURS OF WORK.** The Employee agrees to devote the time necessary to complete the duties and responsibilities normally expected of the position. Except when business or personal business requires otherwise, Employee will be available during regular business hours, with routine office hours established as 0700hrs to 1530hrs daily. It is understood that the position of County Administrator routinely requires hours in excess of forty in a week and attendance at evening meetings of County Board and Standing Committees, occasionally at weekend meetings, and as needed in the event of emergencies. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time.
- a) **REMOTE WORK.** Working remotely is permitted in the case of personal emergency(s) or as a planned event. Working remotely shall not exceed twelve (12) days annually, and will have minimal impact on operations.
- 14) **OUTSIDE EMPLOYMENT.** Under this Agreement, the County shall be Employee's primary employer. Employee may engage in activities on personal time outside his employment, such as teaching and consulting, provided that such activities do not impede or interfere with Employee's employment responsibilities under this Agreement and do not result in a conflict of interest. Employee shall advise the County Board prior to engaging in such outside activities.
- 15) **TERMINATION PROVISIONS.** If termination is without cause, or solely based on the discretion of the Employer, the Employee shall receive written notice of termination. The parties agree that the Employer shall have the option to terminate without cause, in its discretion, and that, in this event, all that shall be required and all the process that shall be due shall be a vote of the County Board authorizing the termination of this Agreement.
- a) **SEVERANCE AMOUNT.** If Employee is terminated without cause, then Employee shall receive four (4) month's salary and health insurance coverage as severance compensation.
- b) **SEVERANCE PAYMENT TERMS.** Severance compensation shall be paid at the Employee's current salary at the time of termination. Severance shall be payable at normal County pay periods and shall be deemed a consulting fee. The Employer may require services during the period of severance with reasonable notice and provided that such services do not unreasonably interfere with efforts to secure successive employment. Severance compensation shall cease in its entirety upon the earlier of either the Employee securing employment or at the end of the severance compensation period provided under this Agreement. The Employee cannot file for Unemployment Compensation benefits until after the severance period has expired and he is no longer an employee of Richland County.
- c) **TERMINATION FOR CAUSE.** Employer also reserves the right to terminate Employee's employment for cause by a majority vote of the County Board and, in such case; the Employee shall be terminated immediately and shall not be entitled to severance or other compensation.
- d) **HIGHER STANDARD.** In this regard, the parties recognize that the County Administrator coordinates and directs all administrative and management functions of County government and is therefore a highly responsible and visible representative of the County. Accordingly, the parties



mutually recognize that Employer reasonably expects that Employee shall conduct himself, whether on or off duty, in a manner that exhibits and upholds the highest legal, moral, and ethical standards, and that any failure to do so shall constitute cause for termination under this provision.

- e) **DEFINITION OF CAUSE.** Further, "cause" under this provision shall also be defined to include, but shall not be limited to: malfeasance or misconduct while in office; conduct that would tend to diminish the respect of the citizenry of the County or that would adversely affect the reputation of the County; and violation of or failure to adhere to County rules or policies currently in force or that the County may implement from time to time, in its discretion; any conduct that would adversely affect or impinge upon the County's ability to enforce standards of conduct for others in its employ; or any other failure to adhere to reasonably expected standards of behavior or performance.
  - f) **DETERMINATION OF CAUSE.** The determination of whether one or more of these criteria for cause has been satisfied shall be committed to the sound discretion of the County Board and its decision under this provision shall be final.
  - g) **COBRA ELIGIBILITY.** Employee will be entitled to COBRA coverage provided that Employee experiences a qualifying event, as determined by federal COBRA regulations.
- 16) **VOLUNTARY RESIGNATION.** If Employee voluntarily resigns this position with Employer, Employee agrees to give the Employer thirty (30) days advance notice. If Employee voluntarily resigns his position with Employer, there shall be no termination or severance compensation due to Employee. Employee shall be entitled to all other accrued benefits consistent with termination benefits granted to other full time non-represented employees.
- 17) **INDEMNIFICATION.** The County indemnifies the Administrator to the extent required by law and provides additional coverage for acts/omissions in his employment under applicable insurance policies/plans that are in effect at the time of execution of the contract.
- a) **INDEMNIFICATION OF EMPLOYEE.** If Employee is held liable for the payment of any claims or damages, by way of judgement or settlement, Employee shall be entitled to indemnification by the County, if the acts resulting in such liability were done in good faith, without malice, and within the course and scope of employment for the Employee. The County shall not be liable for settlement of any such claim or suit that is reached without its consent, and the County reserves the right to assert any defense and make any settlement of any claim or suit that it deems expedient.
  - b) **LIMITS.** The indemnification provided by this agreement shall not be considered as other insurance for the purpose of eliminating or decreasing the coverage provided to the Employee under any contract of insurance, but shall be supplemental in nature and effective only in the event that the limits of any and all other coverage under any and all contracts of insurance are exceeded.
  - c) **ACTS IN GOOD FAITH.** Whether the acts are done in good faith, without malice, and within the course and scope of employment shall be determined by the County, and such determination shall be final for the purpose of the representation and indemnification afforded under this section; provided, however, that, in the event such representation and indemnification have been denied by the County, if upon a trial on the merits it is determined that the officer or employee was acting in good faith, without malice and within the course and scope of employment, the

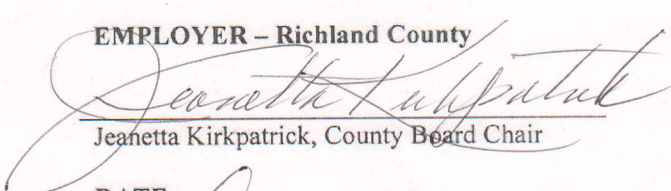


indemnification hereunder shall be granted and reasonable legal expenses incurred in the defense of the claim shall be reimbursed by the County.


- d) **GOVERNMENTAL IMMUNITY.** Nothing in this agreement shall be construed as waiving the County's defense of governmental immunity in any action brought against the County or Employee.

- 18) **SEVERABILITY.** If any Article or section of this Agreement, or any amendment thereof should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision herein should be restrained by such tribunal, then the remainder of this Agreement and any amendment thereof shall not be affected thereby.

**EMPLOYER – Richland County**

  
Jeanetta Kirkpatrick, County Board Chair

**DATE:**

  
\_\_\_\_\_

**ATTEST**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

**EMPLOYEE**

  
Clinton Langreck, Administrator

**DATE:**

19 Feb 2020  
\_\_\_\_\_

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** County Strategic Plan; Chapters One and Two

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	01 Nov 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure Document
<b>Date submitted:</b>	02 Nov 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to.... submit discussed response and recommendations to the Strategic Planning Committee regarding drafted chapters one and two.

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

Upon request of the Richland County Strategic Planning Committee:

1. Please find and review the drafted, chapters (one and two) of the Richland County Strategic Plan. (attached)
2. Please submit a response from your department or committee (board or commission) to the following questions:
  - a. After reviewing the drafted chapters, what questions do you have with the language? Or, which sections could use further explanation to frame context?
  - b. In context of the services you help provide or oversee, what concerns do you have with the drafted language?
  - c. In context of the services you help provide or oversee, what recommended amendments, additions or deletions would you offer to the chapter's content? (do keep in mind that additional chapters are under development)
  - d. In context of the services you help provide or oversee, do you see any conflicts with the drafted language and your current operations?
  - e. Please add any additional comments that you think the Strategic Planning Committee should be aware of, or consider.
3. Department heads and committee (boards and commission) chairs are asked to please review, discuss and take action (recommendations) at your next routine body meeting. Please forward all body action language for consideration.
4. It is requested that all department heads and committees please review, consider and respond to this email by no later than November 19<sup>th</sup> 2021.

**Attachments and References:**

Strategic Plan - Chapter One with Notes	
Strategic Plan – Chapter Two with Notes	

## Richland County Committee

### Agenda Item Cover

#### Financial Review:

(please check one)

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	Other funding Source	Impact contingency / General Fund Balance	
X	No financial impact		

(summary of current and future impacts)

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#### Approval:

#### Review:

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

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## Chapter 1: Strategic Plan Framework

Strategic planning is the process by which leaders of an organization determine what it **intends** to be in the future and how it will get there. A strategic plan serves as a community's guide and is used to prioritize initiatives, resources, goals, and department operations and projects. Strategic planning helps your local government realize its long-term vision by setting up goals and objectives in a systematic, incremental manner. Simply put, it makes you take a look at what's going on today, where you want to be tomorrow and which steps you will need to take to get there.

Melissa Luck 6/24/2021 4:59 PM

**Comment [1]:** Can/should we see strategic plan for Richland Center, other communities?

During early 2021, the Richland County Board of Supervisors participated in four strategic planning conversations, facilitated by the Southwestern Wisconsin Regional Planning Commission (SWWRPC). Due to the COVID-19 pandemic, all meetings were held via Zoom. Meetings were open to the public, and invitees included all 21 members of the Board of Supervisors and the County Administrator.

The schedule and topics were as follows:

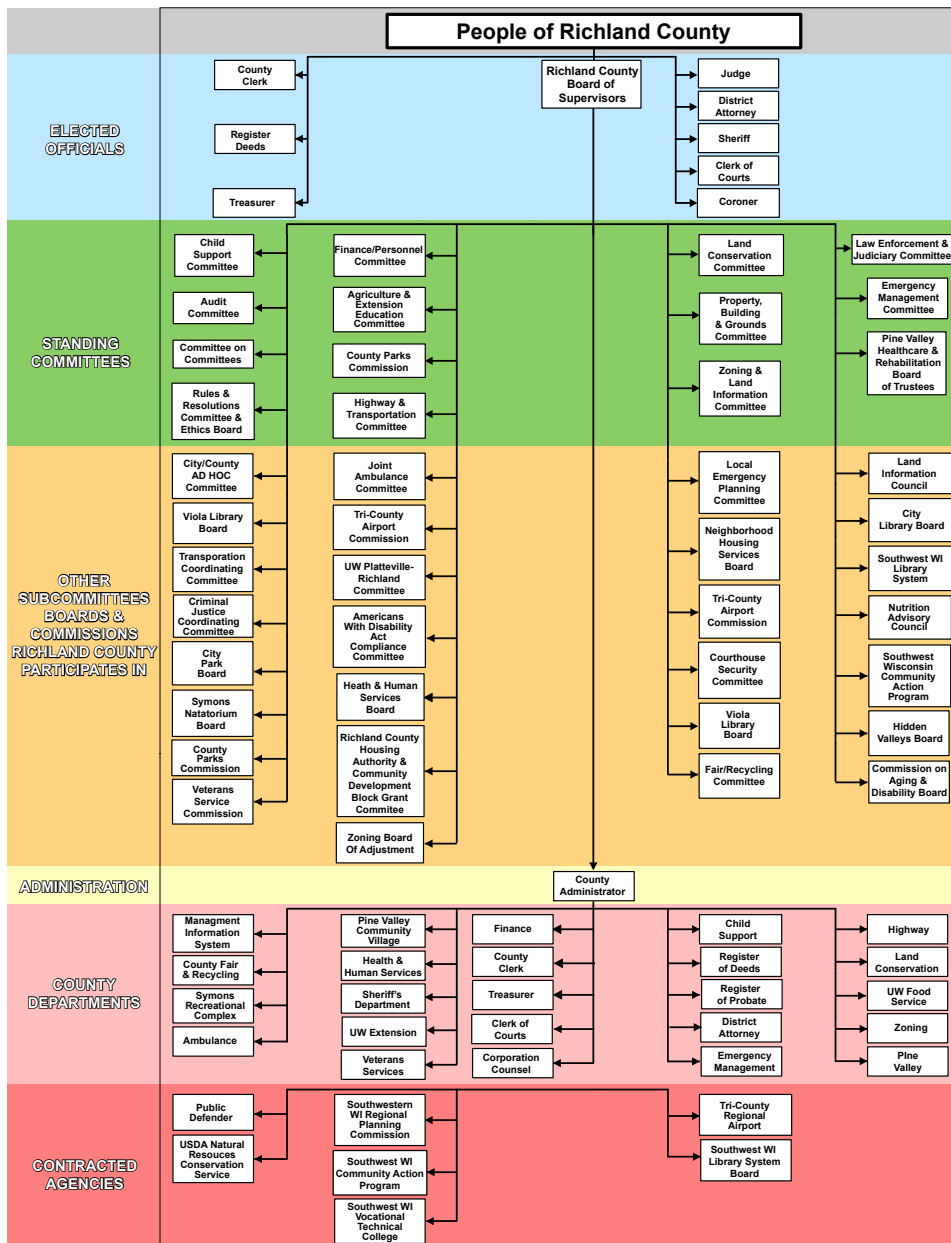
- January 27 – Core values, stakeholders, mission, and vision
- February 10 – Strength, Weakness, Opportunities and Threats (SWOT) and Political, Economical, Social and Technological (PEST) analyses and development of strategic **initiatives**
- February 24 – Organizational capability and goal development
- March 10 – Capital facility investments and plan implementation

Melissa Luck 6/24/2021 5:10 PM

**Comment [2]:** Should the SWOT and PEST results be added as an addenda?

SWWRPC also conducted one-on-one interviews with individuals who provided additional input into county issues. Citizen and municipal insight was also acquired through community planning work running concurrent to the strategic planning process. All materials for these meetings are retained in the SWWRPC office and available upon request.

Figure 1. Organizational Chart of Richland County Administration and Government





## Strategic Priorities

The following strategic priorities will address the challenges identified in this plan, and form the basis for recommended actions. .

- **Effectiveness** – Implement operational efficiencies to reduce the costs and free up revenue.
- **Growth** – Work to increase the county’s population and tax base fund services in a balanced manner. Richland County must find a balance between infrastructure, workforce, housing, and population.
- **Focus** – Evaluate, prioritize, and scale back or eliminate discretionary services in order to focus resources on providing services with sustainable revenue or which generate measurable community wealth.
- **Improvement** – Create a culture of continual improvement to sustain progress.

## Framework for Decision-Making

The county will have to make several hard decisions in the coming years, and it’s beyond the ability of this document to detail each step in that process. However, it will serve as a guide during the decision-making process. Prioritizing future investments should be informed by the following criteria.

### Core Values

The county’s practices must be tethered to its principles if it is to have some coherent strategy moving forward. Core values form the basis for decisions, since they bind decision-makers to their decisions. The County Board provided the following core values during the planning process:

**Integrity** – Engage in county work with honesty and transparency in all proceedings. Meet commitments. Value the multitude of experiences on the board and the diversity of opinions this brings to decision-making.

**Public Service** – Serve the county professionally and with competence. Be efficient and objective in decision-making. Focus on doing work that is relevant to both current and future generations of county residents.

**Accountability** – Assume ownership of decisions. Be diligent and follow-through on projects. Be responsive to the needs of county residents as a whole, while recognizing the intrinsic value of every person. Make decisions that plant seeds of success for the future.

**Open-minded** – Govern in a collaborative manner, unbiased by personal interest. Listen to the needs of residents, while being aware of future demands on county services

### Mission and Vision

**Mission:** Richland County employees, elected officials, district supervisors, and contracted partners effectively provide mandated and desired non-mandated services and representation to eligible residents, clients, businesses, and organizations with effectiveness, professionalism, and fiscal responsibility to meet the service needs of the community and facilitate prosperity.

**Vision:** Richland County’s ten-year vision is to continue enhancements to the structure of the County organization, ensure the fiscal solvency of operations and develop accepted processes of evaluating and prioritizing services. Through these efforts Richland County hopes to help lead the community in: 1)identifying problems appropriate for government intervention or services, 2)facilitating public discussions and collaborations to solve problems, and 3)engaging with stakeholders on outcomes that benefit future generations. This vision is built on the understanding of balancing the dreams and possibilities of the future with the realities of the present.

## Other Mission and Vision Statements considered:

### Mission

1. Richland County will think strategically and anticipate the future, ensuring that the decisions made today will have lasting value and provide fiscal solvency. The needs of individuals will be respected while recognizing responsibility to the community as a whole. Vital community involvement in decision-making is encouraged by providing a venue for citizens who care to contribute to the betterment of the county.
2. Richland County will foster a stable and adequate tax base such that services to the community are financially sound. With this base, the county will strive to continually improve its wisest use of tax revenues to provide quality services for the common good.
3. To ensure fiscal solvency and the long-term value of decisions made today, Richland County will embrace a strategic approach and anticipate the future, fostering a stable and adequate tax base. By consistently improving its use of tax revenues for the common good, the county will provide quality services for individuals while recognizing its responsibilities to the community as a whole.

### Vision

1. Richland County will be a leader for resilient rural counties and a place where people love life, enjoy work, and are empowered to raise thriving families.
2. To achieve a resilient local economy where housing, jobs and population are in balance, and natural resources and amenities are preserved such that Richland county is a good place to live now and far into the future.
3. To achieve a resilient local economy in which housing, jobs, and population are balanced, natural resources and amenities are preserved, and a place where people love life, enjoy work, and are empowered to raise thriving families.

## Focus

The defining problem for the Richland County Board of Supervisors is the need to choose which services and enterprises it will financially support. Continuing inherited practices and commitments challenge the ability to plan for future commitments and needs. The county must focus its efforts on the needs of the future.

The current challenge stems from several factors outside of the county's control, including:

- Stagnating population growth, evidence for which is found in census data, population projections, school enrollment trends, and reports on the county's bond rating (Appendix B).
- State-imposed levy and debt limits.
- Inherited contractual agreements and investments for discretionary enterprises and services.

### The "Business" of the County

The primary causes of the county's financial issues stem from an inability to make hard choices and focus its efforts through intentional action. It must choose which discretionary services to abandon, while simultaneously investing in community and economic development efforts to grow its population and tax base.

- 5 Richland County, Wisconsin Strategic Plan: 2021-2024

Melissa Luck 10/20/2021 10:07 AM

**Comment [3]:** In our last discussion of this we said we would keep the other mission/vision statements we considered around so I've left them here

*"The essence of strategy is choosing what not to do."*

*- Michael Porter, "What is Strategy?"*

Failure to focus will result in budget deficits, inability to pay competitive wages, and deferred maintenance of critical functions and facilities.

In addition to its statutory function, Richland County is currently in the “business” of Tri-county Airport, Symons, Pine Valley and UW Platteville-Richland etc. by way of its support or ownership of facilities used in these sectors. Maintenance debt services expenditures associated with discretionary enterprises compete for the same levy funding as statutorily required services, and impact the county’s ability to fully fund its core operations.

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*“At the core, strategy is about focus, and most complex organizations don’t focus their resources. Instead, they pursue multiple goals at once, not concentrating enough resources to achieve a breakthrough in any one of them”*

*- Richard Rumelt, Good Strategy/Bad Strategy*

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## Considerations

When facing difficult decisions, the county will answer the following questions to prioritize investments:

- For each discretionary enterprise, ask the question: *If we weren’t already doing this, would we start doing it today?*
- What action or objective is within the county’s *sphere of control*?
- What is the next *proximate advantage* that will allow the county to make progress towards a larger goal?
- What is the *economic return to the tax payer* associated with this project?
- What is the *social or public good* associated with this project, and *would it cease to exist* if funding was cut?
- Are services able to be effectively *provided by another party or organization*?
- *Is the service we’re providing mandated*, and if so, *is the means of service provision mandated*? If the means of service provision is not mandated, *is there a more effective way of providing the service*?
- Is the project *a lever for creation of additional value or resources*, or *an impediment to service and innovation*?
- How might the county *premeditate actions of other parties* in order to improve its position?
- For discretionary enterprises, *are both the operational and capital outlays affordable over the next 20 years*?

## Chapter 2: Strategic Goals

The County Board made significant strategic decisions in 2019 when they created the positions of County Administrator and Economic Development Director. Recommendations in this chapter build on those initial investments and include projects that were indirectly set in motion as a result of the choice to transition the executive branch of government from an Administrative Coordinator to a County Administrator.

### Organizational Structure

The following strategies will enable the county to find operational efficiencies, thereby freeing up revenue and capacity in the form of staff time.

#### Streamline Organizational Structure (Effectiveness)

Continue the path that began with the creation of the County Administrator, using this position to centralize and coordinate county operations whenever possible.

##### Tactics:

- Centralize common county-wide processes and systems under the County Administrator.
  - Create finance, HR and maintenance department
- Improve the county's procurement process to be consistent county-wide. Maximize procurement rewards or benefits and identify joint procurement opportunities across departments or with other organizations.
  - Improve purchasing policy
- Evaluate the needs of a new ERP (enterprise resource planning) to update our payroll and finance systems. Pursue with measureable progress the acquisition of a new payroll and finance system.

#### Improve Financial Practices (Improvement/Effectiveness)

Implement the following tactics to improve the county's financial accountability, strategy, and flexibility. Doing so will yield improvements in financial education and also help create a baseline for performance metrics.

##### Tactics:

- Improve the county's bond rating by targeting improvement opportunities identified in Moody's Rating Action of February 2020 and Rating Change of March 2018 (Appendix B).
- Improve the budget process to implement flexibility, strategic thinking, accountability, and implementation of the Strategic Plan. Specific actions include:
  - Create budget narratives summarizing how new initiatives or improvements implement the Strategic Plan.
  - Define value that could be added with 20% *more* funding, or lost due to a 20% *reduction* in funding.
  - Identify cuts that would not impact strategic planning goals or statutorily required services.
  - Identify how departments would respond to unexpected cuts or events.
- Develop a capital improvement plan inclusive of facilities, roads, and equipment.
- Analyze the county's indirect rate to capture highest possible amount of grant funding, and establish a metric for productivity and efficiency.
- Increase discretionary and variable revenue source (fines, fees, grants, etc.) as a portion of the overall budget.

#### Increase Coordination (Effectiveness)

The county and its municipalities have many over-lapping interests, offering a good opportunity for partnerships that may result in improved service delivery or an overall savings to county residents through efficiencies.

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*Quality of a service or product is not what you put into it, but what the customer gets out of it.*

*- Peter Drucker*

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#### Tactics:

- Evaluate joint procurement of materials and equipment whenever found to be in the best interest of the County.
- Evaluate joint contracting for capital projects to find savings resulting from reduced mobilization fees, increased competitive bidding, etc. (e.g. mowing, paving, road systems, snow plowing),
- Explore opportunities to share or contract staffing services.
- Create additional and modern methods to communicate events and initiatives, and to generate direct input from the community. This could include community engagement via a new website or a social media presence.
- Coordinate community development and land use decision-making in Richland Center among institutional partners such as Richland County, Richland Center, Richland Hospital, and Richland Local School District.

## **Workforce (Growth)**

The county's ability to provide quality services relies entirely on the attraction and retention of knowledgeable, hard-working employees, and the continued acquisition and effective transfer of knowledge.

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*"We should work to increase the desirability of being a Richland County employee."*

*- David Turk, Richland County Board Supervisor*

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### **Improve employee Pay and HR Policies**

The financial cost of turnover is usually minimal compared to the hidden cost of lost productivity during the resulting transition. For this reason, retention of quality employees should be a primary focus to ensure the consistent delivery of high-quality services.

#### Tactics:

- Obtaining market value for employee wages as determined through the county's current wage study.
- Give annual pay increases in order to reach and maintain market goals.
- Monitor the compensation and classification system for all positions to ensure positions reach and maintain market-competitive wages (public and private sectors).
- Develop a uniform performance evaluation process that includes annual reviews, 6-month check-ins, and exit interviews.
- Develop a uniform set of human resources policies and procedures to improve transparency and accountability throughout the organization, including an update to the employee handbook and other related documents.

### **Develop a culture of support for employees (Improvement)**

Non-monetary compensation is also critical to employee retention, since it builds organizational culture that supports employees. There are several ways the county can support these initiatives.

#### Tactics:

- Celebrate success and the professional and personal achievements of employees. Recognize new hires, retirements, and year-of-service milestones. Build a culture that supports and celebrates its people.
- Enable and empower departments to develop celebratory or team-building events. Day-long departmental retreats or other benefits can help build culture at a minimal expense.
- Create a total benefits program for employees that highlights total compensation and investment of the county in its employees, inclusive of salary, fringe benefits, wellness, and professional development.
- Increase vacation time for new employees.
- Evaluate flexible work schedules.
- Evaluate and maintain a competitive insurance program

## Prioritize Service over Staffing (Improvement)

Prior to refilling a vacant position, the county should evaluate workforce needs through the lens of the service being delivered, not the means of service delivery, and implement the most effective means of service provision.

### Tactics:

- For each unmet existing service or new service being proposed, evaluate staffing needs using the following analysis:
  - Can we *Build*? – invest in learning and development required to train staff to provide the service.
  - Should we *Buy*? – post the position, offering market-rate pay for a competitive application process.
  - Is there opportunity to *Borrow*? – collaborate with other entities on cost-sharing this position, or contract it out to a consultant for a short-period.
  - Can you *Bridge* the gap? –fill a vacant position through an intentional succession planning process.
  - Should we *Stop* providing this service or position?
  - How does current staffing compare to peer counties.

## Capacity (Effectiveness)

Capacity, specifically the education and training of the Richland County Board and staff to perform their duties, was a common theme during the planning process. Many newer members wanted further education on various aspects of their job. Staff were commended for their subject-matter knowledge, with further training recommendations focusing on the management and human resource aspects of their job.

## Invest in Education of County Board Supervisors (Improvement)

The County Board currently consists of several new Supervisors brought on during the onset of the COVID pandemic, and during the planning process they recognized the need for both initial and on-going education on a variety of topics.

### Tactics:

- Formalize an on-boarding process for newly elected Supervisors, including:
  - Creation of a mentor program partnering tenured Supervisors with new Supervisors.
  - Hold informal meetings with outgoing Supervisors and their successors to facilitate knowledge transfer.
  - Fund new Supervisors' attendance at annual Wisconsin Counties Association training or conferences.
  - Create an orientation program for new county board members including expectations with materials available on the iPads.
- Intentional subject area expertise growth. Proactively bring topics to the board to encourage research and learning in individual supervisors who can then bring back information to share with the whole board. Grow institutional knowledge.
- Support the attendance by new Supervisors at major Committee meetings, such as attending Finance Committee meetings during the annual budget development process. Create a mechanism to share agendas with all County Board Supervisors in order to facilitate this.
- Support cross-training, collaboration, and peer learning between County Board Supervisors and their counterparts on the boards of outside partners, such as peer county boards, Neighborhood Services of Southwest Wisconsin, Southwest Wisconsin Community Action Program, Southwestern Wisconsin Regional Planning Commission, and the Southwest Wisconsin Workforce Development Board.
- Conduct bi-annual WCA training covering basic concepts of local government, such as the role of counties, county government finances, the role of county boards, elections, and departmental work.

## Deepen Staff Training in Leadership and Management (Improvement)

County staff frequently have the opportunity to attend conferences specific to their department. However, further training in management, leadership, and process improvement was identified as a potential growth area.

### Tactics

- Sponsor department head training targeted at leadership and management, including Lean process training or UW Continuing Education certifications in Public Management or Human Resources.
- Ensure conference attendance and professional development is aligned with the goals of the Strategic Plan.
- On-going training or education targeted at the evaluation, adoption, and implementation of new technology to improve operational efficiency.
- Educate employees on how government works and the need for teamwork and partnership within county departments
- Create a culture of sharing information and learning from peer counties.

## Transparency (Improvement)

- All committee/boards that have a majority county board supervisors have folders with all meeting materials on iPads
- Meeting materials listed on county website for all meetings
- Listserv to automatically send agendas to whoever wants to be informed
- All committees/boards are recorded and up on website

## Growth

Economic development and population growth must remain a priority if the county is going to reverse the projected population decline and workforce shortages. Maintaining the funding for the Economic Development Director partnership with Richland Center is critical to this effort. The following strategies are intended to reflect the county's community and economic development priorities.

## Maintain investment in Workforce and Community Development

Demographic projections and input from county employers reflect a dire need to grow the overall population, with an emphasis on the workforce attraction. Without a growth in workforce population, there will continue to be significant challenges to business attraction and retention. There will also be limitations on the county's school enrollment and tax base.

### Tactics:

- Prioritize new home construction, and development of incentives or programs to attract developers using a balanced approach.
- Encourage improvements to existing property to increase attractiveness
- Support workforce development initiatives directed at attracting new residents.
- Support and invest in broadband expansion throughout the county.
- Identify financially sustainable use options for the UW Richland campus
- Continue to invest in community and economic development partnerships with a demonstrated return-on-investment.

## **Support Business Attraction and Retention**

In addition to the workforce attraction, the county must prioritize tax base growth through business attraction and expansion.

### Tactics:

- Develop a portfolio of incentives to support business growth.
- Identify priority areas in the county for future industrial, commercial, or residential development.
- Identify future land uses for county or municipal-owned land informed by economic opportunities and environmental constraints.

## **Improve County Identity and Marketing**

The greatest unrealized potential for Richland County is the ability to capitalize on its distinctive beauty. Leveraging this asset for growth will support many of the strategies and tactics listed elsewhere in this plan.

### Tactics:

- Collaborate with county partners in the development of a distinctive brand for Richland County that will serve to build a sense of identity and pride, and help attract new residents and tourists.
- Create a new website that improve the county's digital presence, and serves both an effective governmental function as well as serving as an attractive "front door" to the world for new businesses, residents, and tourists looking to discover the county.
- Capitalize on the county's natural beauty and recreational opportunities through the investment and marketing of county parks, campgrounds, and recreational opportunities.

## **Operational Performance Metrics**

Implementation of the strategies and tactics above will result in measured improvement to county operations. Some of this improvement is already being measured and has existing targets. Other improvements require the development of targets and collection of baseline data. Recommended performance metrics are in the Work Plan.



## Richland County Committee

### Agenda Item Cover

#### Agenda Item Name: Strategic Challenges and Goals Tracking

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	02 Nov 2021	<b>Action Needed:</b>	Vote // Possible Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Committee Structure E
<b>Date submitted:</b>	01 Nov 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	N/A, prepared, reviewed

#### Recommendation and/or action language:

Motion to ... accept proposed deviations to the Administrative Strategic Challenges and approve projects to concentrate administrative focus. (Pending Discussion, motion to amend Resolution 21-107 may be appropriate.)

Additional guidance may be given through motions. My intentions are to report progress, completions and refocus to the Finance and Personnel Committee; and look for their guidance and advice.

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

Under authorities and responsibilities established through the County's Committee Structure document the Finance and Personnel Committee is charged with: *E. The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.* And with regards to Resolution No. 21-107 A Resolution approving the County Administrative Strategic Plan and Administrative Priorities, the Administrator makes frequent reports to the Finance and Personnel Committee regarding the status and progress of meeting the goals.

The following amendments were made in May:

Postponing Goals: (likely deferred to next County Board Session):

4. Develop more uniform HR policy and procedure
6. Develop plan and funding for more broadband
7. Develop finance and purchasing policy (increase admin authority on purchasing)

Amend Goals:

5. Implement a uniform department head performance review program

These changes were made in May to put focus on the following initiatives:

1. Ambulance Garage project development, land acquisition, and resolution adopted
2. Ordinances and Resolutions Accessibility (on-line)
3. Ordinances converted to Book of Ordinances, adopted plan
4. POLICY - Review record retention schedule, adopted ordinance
5. Purge historic records and storage spaces
6. Streamline process on property development, adopted ordinance
7. Tri-County Airport Agreement, Engineering Agreement, and Project Resolution

## Richland County Committee

### Agenda Item Cover

8. MIS future budget distribution and purchasing with departments
9. 2022 Budget - Process planning and coordination, approved plan
10. 2022 Budget - Union negotiations, reach tentative agreements
11. 2022 Budget - Health Insurance and Benefits Review, Assessment, Proposal, proposed changes
12. 2022 Budget - Capital Projects and Improvement process and borrowing, approved plan

#### Attachments and References:

November Tracker	
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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)

~Pending

#### Approval:

#### Review:

*Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

# Richland County Committee

## Agenda Item Cover

Strategic Plan Tracking and Reporting: 2020-2021										
Items:	Actions:	Status:								
Challenges for the County Administrator (18 month)		29-Sep-20	30-Oct-20	25-Nov-20	29-Dec-21	16-Feb-21	25-Feb-21	18-May-21	04 Oc-21	1-Nov
1. Develop a long-term strategic plan		Prelim	Dev.	Dev.	Dev.	Actions	Actions	Actions	Actions	Actions
	Plan has been drafted by SWRPC - Attending meetings									
	County has Strategic Planning Committee Reviewing the Plan									
2. Transition finance and HR from County Clerk's Office to the Administrator's Office		Prelim	Dev.	Dev.	Dev.	Actions	Actions	Actions	Complete	
	Established roles and position descriptions									
	Some remaining overlap with Clerk serving as Finance Officer									
3. Make resolutions and ordinances available and organized on the internet		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Dev.
	Intensions of utilizing ARPA funds to codify ordinances							CLERK PRIORITY		
	Estimates from Vendors, intending to use ARPA funds									
4. Develop more uniform HR policy and procedures		No Actions	No Actions	No Actions	No Actions	No Actions	No Actions	Prelim		
								POSTPONE		
5. Implement a uniform performance review program		Prelim	Dev.	Dev.	Dev.	Dev.	Actions	Dev.	Dev.	Dev.
	Completed 3 or 7 Scheduled through May - Postponing							AMMEND to DH		
	Rescheduling Meetings; complete by April									
6. Develop plan and funding for more broadband		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim		
								POSTPONE		
	Committed \$200,000 from ARPA									
7. Develop finance and purchasing policy (increase admin authority on purchasing)		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.		
	Amendment to Rule #14 expanding authority							POSTPONE		
	Voucher Procedure on Invoices									
8. Develop new county board member orientation program		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Action
	Discussion and drafts: County Functions, Supervisor Roles, WCA Training, Budget, County Ethics, IT Orientation, sponsor program							PRIORITY		
	Proposed Amendments to C on C, and Committee Assignments									
	Drafted Plan and Agenda									
9. Full review of county employee handbook, addendums and administrative manual		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Action
	Administrator Transition Committee review of handbook							POST BUDGET		
	Updates and Revisions to F+P in December									
10. Partner with Southwest Regional Planning in developing a county strategic plan	Entered an Agreement // Planning Sessions Complete // Finalizing Plan	Dev.	Dev.	Dev.	Actions	Actions	Actions	Complete		
11. Develop policy and procedure to address complaints and		Prelim	Prelim	Actions	Actions	Complete				
	Department Review: Taking to County Board in January									
	Board Adoption in February 2021									
12. Develop compensation and classification plan (Proposed by Administrator)		Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Actions	Complete	