

RICHLAND COUNTY

Finance & Personnel Standing Committee



June 3, 2022

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene at 1:00 p.m., **Tuesday, June 7th, 2022** 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=mfbd97cdc7b0214402db558dc958cb190>

Meeting number: 2556 554 1066

Password: 3XJmPb67VCC

WebEx Teleconference: WebEx teleconference phone number: 650-479-3208, Access code: 2556 554 1066

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 (email).

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Public Comment

Consent Items:

5. Previous meeting minutes – May 3rd, 2022
6. Amendments to the Richland County Handbook
7. Wisconsin Counties Association Resolution on Shared Revenue
8. Contract for property and liability insurance
9. Highway Department position changes

Consent items are procedurally necessary and routine in nature. The committee may take action to approve consent items in one motion. Any committee member may object to a consent vote and request individual items or all items removed from a consent vote.

Action Items:

10. Discussion and possible action on the Pine Valley Solar Project
11. Discussion and possible action on an Emergency Medical Services Study with use of ARPA Funds
12. Discussion and possible action on utilization policy for American Rescue Plan Act Funds
13. Discussion and possible action on Increase On-call Compensatory Time Reimbursement Rate for HHS
14. Discussion and possible action on Public Health Consultant for Community Needs Assessment and Community Health Improvement Plan with use of ARPA Funds
15. Employee bonus pay from remaining 2021 department funds – Sheriff's Department
16. Discussion and possible action on a courthouse roof repair change order with use of ARPA Funds

Administrative Reports:

17. Classification and Compensation Policy – Draft review for future action
18. Plat of Survey financing question from the Land and Zoning Standing Committee
19. Preliminary on the Richland County Financial Condition Report:
 - a. Financial Plan
 - b. Capital Improvement Program,
 - c. Timeline,
 - d. Administrator's Recommendation
20. Employee Benefit Time Off Proposal
21. Status on Purchasing Card Program
22. Update on ETF Health Insurance Inquiry
23. Financial Reports – LGIP Investments and Cash Trial Balance
24. Financial Report — Administrator's May 2022 Voucher Audit Summary
25. Discussion and possible action on report items

Closing:

26. Future agenda items
27. Adjournment

Meeting materials may be found at <https://www.co.richland.wi.us/financePersonnelMinutes.shtml>.

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Finance and Personnel Standing Committee.

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

Richland County

Finance & Personnel Standing Committee

May 3rd, 2022

The Richland County Finance and Personnel Standing Committee convened on Tuesday, May 3rd, 2022, in the County Board room at 181 W. Seminary Street, in person, via videoconference and teleconference.

Committee members present by roll call vote included County Board Supervisors Marty Brewer, Steve Carrow, Melissa Luck, Timothy Gottschall, David Turk, Marc Couey with Steve Williamson arriving at 1:05 after roll call.

Department heads, staff and public present were Administrator Clinton Langreck, Randy Nelson, Carla Doudna, Jeff Even, Clay Porter, Buford Marshall, Josh Elder, Tracy Gobin, Carol Wirth, Tammy Wheelock, Jessica Bahr, Stacy Kleist with Assistant to the Administrator Cheryl Dull taking minutes. Those in attendance by video/teleconference included: Ingrid Glasbrenner, Meghan Rohn, Myranda Culver, Derek Kalish, Don Seep, Aaron Wallace, Stephanie Ronnfeldt, Laurie Couey, Jaymie, AM, Mike Bindl, Tracy Thorsen, Darin Gudgeon and WRCO. John Couey & Gabe Schmitt were present from MIS running the teleconferencing.

Not present: Shaun Murphy-Lopez and Gary Manning

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 1:00 p.m. requesting roll call.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email and/or mail to all Committee members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Chair Brewer asked for approval of the agenda. Moved by Supervisor Gottschall to approve the agenda, second by Supervisor Turk. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Hearing no additions or corrections Chair Brewer declared the minutes approved as presented.
5. **Public Comment:** Chair Brewer called for any public comment. Hearing none, public comment was closed.

Consent items are procedurally necessary and routine in nature. The committee may take action to approve consent items 6-11 in one motion if desired or any committee member may object to a consent vote and request individual items or all items removed from a consent vote.

Chair Brewer reviewed 6-11 items separately. Moved by Supervisor Couey to approve all consent items, seconded by Supervisor Luck. All voting aye, motion carried.

6. **Property Tax Deed Sale — parcel #276-2100-0420 to the City pursuant of Wis Stat. 75.69(2):** Treasurer Even is requesting approval to sell the sale of Tax Deed property parcel #276-2100-0420 to the City for \$1 pursuant of Wis Stat. 75.69(2)
7. **Approval of annual extension of GCS software for Property Lister:** The Property Lister is requesting approval to pay Invoice #219707, which came in at \$676.00 over the budgeted amount due to an increase in service fees.
8. **Administrators Office Expenditure Report (Quarterly Review):** Expenditure report posted for review.
9. **Clerk's Office Expenditure Report (Quarterly Review):** Expenditure report posted for review.
10. **Treasurer's Office Expenditure Report (Quarterly Review):** Expenditure report posted for review.
11. **County Board Expenditure Report (Quarterly Review):** Expenditure report posted for review.
12. **Initial Resolution Authorizing Not to Exceed \$8,500,000 General Obligation Bonds for Radio and Tower Project and Other Capital Improvement Projects:** Administrator Langreck reviewed the request to recommend a Resolution at the May 17th 2022 Richland County Board meeting for the authorization of borrowing not to exceed \$8,500,000 in General Obligation Bonds for the improvement of the Emergency Radio Tower System and Capital Projects.
Supervisor Luck did an overview of the reasons for not borrowing all the money right away. Supervisor Carrow expressed his concerns with the timing compared to the capital improvement list coming out and if this could this be delayed.
Supervisor Luck updated the committee that spending less would not meet industry standards and in couple of years we would be back were we are with our needs today. She discussed the emergency needs of the

Richland County

Finance & Personnel Standing Committee

community and the disaster in delay. Our equipment is failing on a regular basis due to exceeding end of life of equipment.

Jeff Even, Cazenovia EMS Chief, asked to speak concerning illegible pages and referenced a patient passing away due to not getting the page which was reported to the state as such.

Supervisor Luck stated they have gone back to the vendor echoing the concerns with the Viola and Cazenovia area and that those areas needed to be reviewed.

Chair Brewer introduced Carol Wirth from Wisconsin Public Finance Professionals to educate the committee on the \$8.5 million borrowing. The funds would be received in October 2022 based off a 15-year repayment plan. Estimated interest rates are based off yesterday's market sales and bond rating from Moody's at A3. She reviewed Schedule 1 vs schedule 2, explained the State Statutes concerning County borrowing and its authority, the timeline for the borrowing, why it is scheduled like this and the Resolution to be presented to County Board. Moved by Supervisor Luck to send the request to County Board on May 17th, seconded by Supervisor Williamson. All voting aye, motion carried.

- 16. Approve the Use of 2021 Health & Human Services Remaining Funds:** Tracy Thorsen spoke to this request to use of remaining funds from the 2021 HHS budget totaling \$147,347 specifically to address retention and recruitment efforts in the department by providing both retention bonuses to existing staff as well as a sign on or incentive bonuses in order to recruit for vacant positions, and forward the recommendation onto the County Board for approval.

Supervisor Luck asked Administrator Langreck how he thought they could assist other departments with staffing issues. Administrator Langreck stated his plan was to address this as an entire county with at 5% CPI in 2023 and add 2 steps in wage scale for senior employees. Although he does understand HHS's position and is aware there are some positions that need reviewed, he feels if this is approved we will get other departments calling "me too". Supervisor Luck verified that with Administrator Langreck that he will continue in planning to address this in the upcoming budgets.

Supervisor Couey left at 2:00.

Supervisor Gottschall asked Tracy Thorsen to review her staff shortage. After Tracy's review, Supervisor Gottschall expressed his concerns of putting the 2021 remaining funds back in general fund.

Moved by Supervisor Gottschall to approve the \$147,347 request and bring back a plan for the use, motion failed for lack of a second.

Supervisor Luck suggested, this could be used by HHS and the design copied by other departments. Administrator Langreck will work with Tracy to develop a plan and bring back to the committee for review.

Moved by Supervisor Luck for Administrator Langreck to evaluate county wide how we can address recruitment and retention in the year 2022, seconded by Supervisor Gottschall. All voting aye. Motion carried.

Supervisor Gottschall left at 2:17.

- 17. Approve to Eliminate the Early Intervention Special Educator Position and Replace it with a Children's Long-Term Support & Birth to 3 Case Manager Position:** Tracy reviewed the request to approve the elimination of the Early Intervention Special Educator position, with the position to be replaced by a Children's Long-Term Support & Birth to 3 Case Manager position, and forward the recommendation onto the County Board for approval. Moved by Supervisor Williamson to approve the request, seconded by Supervisor Turk. All voting aye, motion carried.

- 15. Approve Bonuses and Recognition of Personnel Who Made Significant Contributions to the Public Health Emergency Response to the Community during the COVID-19 Pandemic:** Tracy reviewed her request to approve the expenditure of \$44,500 utilizing the Division of Public Health COVID-19 funding allocation to provide bonuses and commendation plaques for the recognition of 33 personnel who made significant contributions to the public health emergency response to the community during the COVID-19 Pandemic, as well as to formally recognize the contributions of these individuals in a County Board Resolution, providing with that request the schedule for bonuses. Supervisor Brewer questioned if there were others within the county that should be considered, ex. deputies, EMT's, etc. Moved by Supervisor Luck to approve as requested and have a resolution prepared, seconded by Supervisor Carrow. All voting aye, motion carried.

- 18. Municipal Advisory Agreement with Wisconsin Public Finance Professionals:** Administrator Langreck presented the request recommending a resolution to the Richland County Board to enter into an agreement with Wisconsin Public Finance Professionals in the amount of \$26,500 to provided necessary loan services. Moved by Supervisor Turk to approve the request, seconded by Supervisor Luck. All voting aye, motion carried.

Richland County

Finance & Personnel Standing Committee

13. Utilization policy for remaining Fund #75 and Fund #92: Administrator Langreck presented a policy concerning utilizing unspent 75 & 92 funds, reviewed the appropriations from Fund #75 from 2020 and Fund #92 borrowing for 2021 and what funds would be reallocated towards the Courthouse roof Project. Sheriff Clay Porter stated he still has some bills that will be coming in yet out of his funds. Administrator Langreck asked for an update on those bills be sent to him and Tammy Wheelock for tracking. Moved by Supervisor Brewer to approve Administrator Langreck's policy proposal and with that, approve Symons & Fair, Recycling, and Parks request, seconded by Supervisor Carrow. Luck inquired about the information that was requested from Simpson concerning a lease. Carla reviewed the new pricing that had been submitted. All voting aye, motion carried. With this vote a & b are not needed.

a. Petition from Symons Natatorium Board:

b. Petition from Fair, Recycling and Park:

24. Adjournment: Next meeting is tentative for a 2nd meeting in the month. Moved by Supervisor Brewer to adjourn at 2:53 pm, seconded by Supervisor Carrow. Motion carried.

14. Discussion and possible action on utilization of ARPA Funds for Ambulance Service Study: No action

19. Financial Planning: No action

20. Capital Improvement Program: No action

21. Status on Purchasing Cards: No action

22. Discussion and possible action on report items: No action

23. Future agenda items: No Action

Minutes respectfully submitted by

Cheryl Dull

Richland County Assistant to the Administrator

Richland County Committee

Agenda Item Cover

Agenda Item Name: Amendments to the Richland County Handbook

Department:	Administration	Presented By:	Administrator
Date of Meeting:	7-Jun-22	Action Needed:	Report
Disclosure:	Open	Authority:	Finance & Personnel
Date submitted:	1-Jun-22	Referred by:	
Action needed by no later than (date)	6/7/22	Resolution	Review

Recommendation and/or action language:

Motion to... approve the changes to the Richland County Handbook

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

Several recommended amendments are being brought forward for approval to the Richland County Handbook.

Attachments and References:

Richland County Handbook 6-2022 changes	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

HANDBOOK OF PERSONNEL POLICIES AND WORK RULES OF RICHLAND COUNTY

Updated as of ~~12/14/21~~6/7/22

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

TABLE OF CONTENTS

HANDBOOK OF PERSONNEL POLICIES AND WORK RULES 4

1. Definitions: 4

 ADMINISTRATION 4

 AMBULANCE/EMERGENCY GOVERNMENT OFFICE 4

 CHILD SUPPORT AGENCY 4

 CLERK OF CIRCUIT COURT’S OFFICE 4

 COURTHOUSE MAINTENANCE 4

 CORPORATION COUNSEL’S OFFICE 4

 COUNTY CLERK’S OFFICE 4

 DISTRICT ATTORNEY’S OFFICE 4

 FAIRGROUNDS / RECYCLING 4

 FAMILY COURT COMMISSIONER..... 4

 HEALTH AND HUMAN SERVICES 4

 HIGHWAY DEPARTMENT 5

 JUDICIAL OFFICE 5

 LAND CONSERVATION OFFICE 6

 MANAGEMENT INFORMATION SYSTEMS..... 6

 PINE VALLEY HEALTHCARE AND REHABILITATION CENTER 6

 REGISTER OF DEEDS’ OFFICE 6

 SHERIFF’S DEPARTMENT 6

 SYMONS NATATORIUM..... 6

 TREASURER’S OFFICE 7

 U.W. EXTENSION OFFICE 7

 UW-RICHLAND FOOD SERVICE 7

 VETERAN SERVICE OFFICE 7

 ZONING DEPARTMENT 7

INTRODUCTION TO YOUR EMPLOYEE HANDBOOK AND WORK RULES 8

EXTENT OF HANDBOOK 8

MANAGEMENT RIGHTS 9

EQUAL OPPORTUNITY 9

TERMS AND CONDITIONS OF EMPLOYMENT 9

1. Office Hours: 9

 a. Courthouse 9

 b. Highway Department 9

 c. Sheriff’s Department 9

 d. Health and Human Services 9

 e. Pine Valley Healthcare and Rehabilitation Center 9

 f. Extension Offices 9

 g. UW-Richland Food Service 10

 h. Management Information Systems 10

 i. Symons Natatorium 10

2. Outside employment: 10

3. Pay period: 10

4. Time Paid: 10

5. Accident and Injuries: 10

6. Health Examinations: 10

7. Breaks: 10

8. Leave of Absence: 10

9. Flexible Work Schedule: 11

10. Seniority or Length of Hire: 11

11. Performance Evaluations: 11

12. Personnel Files: 11

13. Time Cards (Time Keeping): 11

COMPENSATION AND FRINGE BENEFITS 11

 Salaries: See Richland County Salary Grades 11

 1. Health Insurance: 12

 2. Dental Insurance: 12

 3. Loss of Time Insurance: 12

4.	Retirement Plan:	12
5.	Life Insurance:	13
6.	Section 125 Flex:	13
7.	Paid Holidays:	13
8.	Bereavement Leave:.....	14
9.	Compensatory Time:	14
10.	Overtime:	15
11.	Sick Leave:	15
12.	Voluntary Sick Leave Donation:	16
13.	Vacation:	16
14.	Family and Medical Leave:	17
15.	Symons Employee Membership:	17
16.	Military Leave:.....	17
RULES OF CONDUCT.....		17
1.	Grounds for Termination:.....	17
2.	Harassment:	18
3.	No retaliation:.....	19
4.	Violence in the Workplace:	19
HIRING AND EMPLOYMENT CONSIDERATIONS.....		19
1.	Hiring for Long-Term Vacancies (90 days or longer):	19
2.	Temporary Vacancies:.....	20
3.	Probation Period:	20
4.	Reclassification:	21
5.	Discipline, Suspension or Dismissal of an Employee:.....	21
6.	Non-Disciplinary Termination/Layoff:.....	21
a.	Elimination of Position:	21
b.	Layoff:	21
c.	Recall:	21
7.	Resignation/Retirement:	22
8.	Concerns:	22
9.	Policy on Nepotism:	22
REIMBURSEMENTS.....		22
1.	Lodging:	22
2.	Meals:	23
3.	Mileage:	23
4.	Other Expenses:	23
5.	Registration Fees:.....	23
6.	Expense Vouchers:.....	23
MISCELLANEOUS PERSONNEL PROVISIONS		23
1.	Change of address or status:	23
2.	Official County Bulletin Board:.....	23
3.	Employee Bulletin Board:	24
4.	Equipment:.....	24
5.	Telephone Policies:	24
6.	Notification of absence:	24
7.	Weather Conditions:	24
8.	Jury Duty:.....	24
9.	Ambulance or Fire Department Volunteers:	24
10.	Break Room:.....	25 26
11.	Credit Union:.....	25 26
12.	Deferred Compensation:.....	25 26
13.	Use of Computers, Software & Internet:	25 26
14.	Picture Identification Badge:	25 26
15.	Training Opportunities:	25 26
16.	Gifts or Gratuities:	25 26
17.	County Workspaces and Personal Property:	25 26
RICHLAND COUNTY EMPLOYEE HANDBOOK		27
RECEIPT AND ACKNOWLEDGMENT		27

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*

Administrative and Building Operations Manager*
Adult Protective Services/Crisis Professional
Adult Protective Services Worker*
Aging and Disability Resource Center Manager*
Behavioral Health Services Manager*
Business and Financial Services Manager*
Business System Analyst*

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

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*

Conservation Technician

Secretary

MANAGEMENT INFORMATION SYSTEMS

Management Information Systems Director*

Management Information Systems Administrator

Management Information Systems Assistant

PINE VALLEY HEALTHCARE AND REHABILITATION CENTER

Administrator*

Activity Aide

Activities Director/Volunteer Service Coordinator

Administrative Assistant*

Certified Nursing Assistant

Clerical Assistant*

Community-Based Residential Facility Administrator

Cook I

Director of Nursing*

Director of Social Services*

Fiscal Clerk*

Food Service Assistant*

Food Service Supervisor*

Food Service Worker I

Food Service Worker II

Housekeeper

Housekeeping/Laundry Supervisor*

Human Resources Director*

Laundry Worker

Licensed Practical Nurse I

Licensed Practical Nurse II

Maintenance Supervisor*

Maintenance Worker

Manager of Health Information Services*

Medical Records Supervisor*

Nursing Administrator Assistant*

Nurse Technician

Personal Care Worker

Registered Nurse I

Registered Nurse II

Registered Nurse Manager*

Registered Nurse Supervisor

Residential Assistant

Social Worker*

Unit Clerk

REGISTER OF DEEDS' OFFICE

Register of Deeds

Deputy Register of Deeds

SHERIFF'S DEPARTMENT

Sheriff

Chief Deputy*

Dispatcher/Jailer

Office Manager/Confidential Assistant

Road Patrol Lieutenant*

Secretarial/Clerical Assistant II

SYMONS NATATORIUM

Director*

Assistant Director
Instructors
Life Guard
Maintenance
Receptionist

TREASURER'S OFFICE

County Treasurer

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

U.W. EXTENSION OFFICE

Administrative Secretary
Clerical Assistant II

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. 9/17/19, Res 19-101, HHS; 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 Administrator.

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

Cr. 1/17/12, Res. 12-1; Eff. 12/14/21, Res. 21-, change authority

EXTENT OF HANDBOOK

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

The County Administrator shall have the authority to administer and manage County personnel. 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. The Finance and Personnel Committee shall have final jurisdiction over all personnel matters relating to County employees which are dealt with in this Handbook.

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 County Administrator, who reports to the Finance and Personnel Committee. 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 County Administrator 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; Eff. 12/14/21, Res. 21-, change authority

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; Eff. 12/14/21, Res. 21-, change authority

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 7:00 a.m. to 2 p.m., Monday - Thursday; 7:00 a.m. to 12:00 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 Administrator.

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 County Administrator. Requests for leaves of absence shall be in writing and directed to the employee's Department Head. The County Administrator, 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 Administrator'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 County Administrator must approve and inform the supervising committee. 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 County Administrator shall conduct annual performance evaluations of the director/department head/commissioner (exception: Elected County officials). The director's/department heads/commissioner shall conduct annual performance evaluations of their staff using the standard forms available in the County Administrator'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; Eff. 12/14/21, Res. 21-, change authority, 1.g. change hours;

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 Office Manager/Confidential Assistant in the Sheriff's Department. The Chief Deputy Sheriff, Road Patrol Lieutenant and Office Manager/Confidential Assistant 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 Administrator'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 and their regulation.

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 Wisconsin Retirement System are eligible 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	Pine Valley	Emergency Medical Services	General Employees	Sheriff's Union	Sheriff's
New Year Day	X	X	X		X
Good Friday		X	X		
Easter	X	X			
Memorial Day	X	X	X	X	X
Independence Day	X	X	X	X	X
Labor Day	X	X	X	X	X
Veterans' Day		X		X	X
Thanksgiving	X	X	X	X	X
Day After Thanksgiving			X		
Last Day Before Christmas		X	X	X	X
Christmas Day	X	X	X	X	X
New Year's Eve Day				X	
Floating Holiday			X		
3 Personal Days	X				
Birthday				X	X
Total	10	10	10	9	9

- 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.
- 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, step sibling and step grandparent. 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 40 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 40 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Administrator'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 Administrator'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 in increments no less than one quarter (1/4) hour 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 Administrator'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 for the same reason ~~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 Administrator. 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 Administrator 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 Administrator 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 (6) months of employment. Vacation shall be accrued at the following rate: for newly-hired employees, one (1) work week after six (6) months of employment and one (1) additional work week after one (1) year of employment; two (2) work weeks after two (2) years of employment; three (3) work weeks after six (6) years of employment; four (4) work weeks after twelve (12) years of employment; five (5) work weeks after twenty-three (23) years of employment. Vacation must be used within Eighteen (18) month following the employee’s anniversary date. The Administrator 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 Administrator’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. (see page 21 Resignation/Retirement).

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 Administrator'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. [A copy of Military \(leave/deployment\) Orders must be submitted to the Administrators Office.](#)

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; Eff. 8/18/20, Res. 20-95, 9. Modified; Eff. 12/14/21, Res. 21-, change authority, Provision updated, 4., 5., 7., 7.a., 13. reworded; [Eff. 6/7/22, 8. "steps" added, 11. FMLA definition changed, 16. Deployment paperwork added.](#)

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.

1. 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.

2. 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 Administrator. 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.

3. 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.

4. 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 Administrator 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.; Eff. 12/14/21, Res. 21-, change authority

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 County Administrator, who shall in turn notify the Finance and Personnel Committee. In case of a vacancy in a Department Head position, the County Clerk

Administrator shall perform the hiring steps which the Department Head would otherwise do.

- b. The County Administrator or Department Head shall then place an advertisement in the Richland Observer to run for at least two weeks. The County Administrator 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, 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 County Administrator or designee, 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 the County Administrator 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 County Administrator, after receiving the recommendation of the Department Head, shall make the final decision as to who shall be hired;
- g. The County Administrator 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, the Department Head may hire a limited term employee with the approval of the County Administrator, on an emergency basis to fill that position, to expire when the employee returns to their position or the position is filled. Department heads filling temporary vacancies under this paragraph may authorize a new hire to start one to two steps above the new hire rate in the County's Job Classification and Salary Plan, based on qualifications and experience.

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:

- a. If the employee is to continue in the position in regular status, or
- b. 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 County Administrator, 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 County Administrator 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 Administrator'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.

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 County Administrator for advice and consultation. The department head and the County Administrator 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 County Administrator 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 County Administrator.
- d. The department head shall not have the authority to terminate a non-probationary employee. All terminations must be presented to the County Administrator for review and final approval.
- 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 County Administrator 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 County Administrator 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:

Reference Formal Complaint and Mismanagement Policy at <https://administrator.co.richland.wi.us/policy/>

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 Administrator;
- 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. "Relative" means spouse, parent, grandparent, grandchild, child, brother, sister, niece, nephew, aunt and uncle;
- d. "Significant other" means a person with whom the employee co-habits;
- e. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.
- f. Applicants for County positions shall not be hired if the employment would place the applicant in the situation described in paragraph a herein.
- g. 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.
- h. The County Administrator 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.
- i. 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. 7/17/18, Res 18-99, 1.b. rewording; Eff. 12/10/19, Res. 19-148, 7. Modified; Eff. 12/14/21, Res. 21-, change authority, 2., 3., 5.d., reworded, 8. Deleted, 9.c., 9.d-h. relettered;

REIMBURSEMENTS

1. Lodging:

Policy as to reimbursement for overnight lodging:

- a. 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.
- b. Approval by the Department Head is required where lodging expenses for employee attendance at training and seminars will exceed the government rate.
- c. All registration fees are to be paid in advance so as to take advantage of any available discounts.
- d. 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.
- e. Sheriff's Department prisoner transports are exempt from the requirement to comply with the governmental rate for lodging.
- f. Employee attendance at training and seminars where lodging expenses are involved which are more than the governmental rate and where the County Administrator 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.

- g. Receipts must be submitted in all cases with proof of payment.
- h. When more than one employee is in attendance, sharing rooms when appropriate is encouraged.
- i. 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:

- a. Actual expenses for meals shall be reimbursed in amounts not to exceed \$25.00/day.
- b. Alcoholic beverage is not a reimbursable expense.
- c. 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.
- d. Detailed, itemized receipts shall be required in all cases. (Lodging invoices indicating "room service" charges will not suffice.)
- e. 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 State 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 County Administrator.

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; Eff. 12/14/21, Res. 21-, change authority, 1.g. reworded;

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 Administrator 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.

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 Administrator in consultation with the County Board Chairman if available. 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 Administrator'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 Administrator'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 Administrator 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. If local training does not meet requirements, out of state travel must be approved in advance by the County Administrator, through the employee's chain-of-command. To receive reimbursement, the employee shall submit proof of written approval, or emailed approval from the County Administrator (as obtained through the chain-of-command) for said travel.

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; Eff. 12/14/21, Res. 21-, change authority, 6. & 7. reworded; Eff. 6/7/22, 1. a. & c. Authority defined. 15. Out of state training approval defined.

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 Administrator’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 ~~December 14, 2021~~ June 7th, 2022, 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 Administrator’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 Richland County.

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 returned to the County Administrator’s Office to be filed in your personnel file.

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: State shared revenue and highway aids

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	June 7 th , 2022	Action Needed:	Vote
Disclosure:	Open	Authority:	Committee Structure E
Date submitted:	May 26 th , 2022	Referred by:	n/a

Recommendation and/or action language:

Recommend a motion to forward a resolution to the County Board to consider for submittal to the Wisconsin Counties Association and five State of Wisconsin elected officials regarding needed increases to state shared revenue and highway aids.

Background:

The Richland County Strategic Plan has a strategy to “improve financial practices” and a tactic to “increase discretionary and variable revenue source (evaluate fines and fees, grants, state funds, etc.) as a portion of the overall budget.”

The Wisconsin Counties Association has asked for resolutions from counties to consider at their annual business meeting, which may affect their legislative agenda. The Wisconsin Counties Association already has on its legislative agenda, “Seek an increase in the shared revenue appropriation to reflect the growing costs of providing state-mandated services.”¹ A resolution from Richland County could help to bolster and strengthen this item.

Shared revenues (aka state aid) from the State of Wisconsin have been falling for over 20 years. Shared revenue was originally put in place in the early 1900’s to share state income tax revenue with local municipalities in exchange for a reduction in property that could be taxed². In 2001, Richland County received \$1.36 million that could be spent on general government activities such as public safety, highways, and human services. In 2021, the State shared \$1.22 million, a drop of 10%. If the amount received in 2001 was adjusted for inflation, the amount would be \$2.09 million.

A draft resolution has been prepared and is below for the committee’s consideration:

A Resolution Imploring the State of Wisconsin to Increase Shared Revenues and State Highway Aids for Richland County

WHEREAS annual state shared revenues from the State of Wisconsin to Richland County have dropped 10% between 2001 and 2021 from \$1.36 million in 2001 to \$1.22 million in 2021, and

WHEREAS, the Consumer Price Index shows that prices increased 43% between 2001 and 2021, and

¹ <https://www.wicounties.org/wp-content/uploads/2020/10/2020-Legislative-Agenda-FINAL.pdf>

²

https://docs.legis.wisconsin.gov/misc/lfb/informational_papers/january_2017/0018_shared_revenue_program_informational_paper_18.pdf

Richland County Finance and Personnel Committee

Agenda Item Cover

WHEREAS, if Richland County's state shared revenues had kept pace with inflation, the annual amount of state shared revenue in 2021 would have been \$2.1 million, and

WHEREAS, this decrease in state shared revenues has negatively impacted the budgets of the following three Richland County departments in order of most to least impact: 1) Sheriff, 2) Highway, 3) Health & Human Services, and

WHEREAS, property tax levy limits imposed by the State of Wisconsin on Richland County have restricted our ability to raise property taxes to offset losses in state shared revenues, except for borrowing, and

WHEREAS, in a similar fashion, annual state highway aids to Richland County have dropped 22% between 2001 and 2019 from \$757,000 in 2001 to \$592,000 in 2019, and

WHEREAS, 45% (or 137 out of 304 miles) of all County highways in Richland County are in need of significant rehabilitation because of a lack of maintenance funding, and

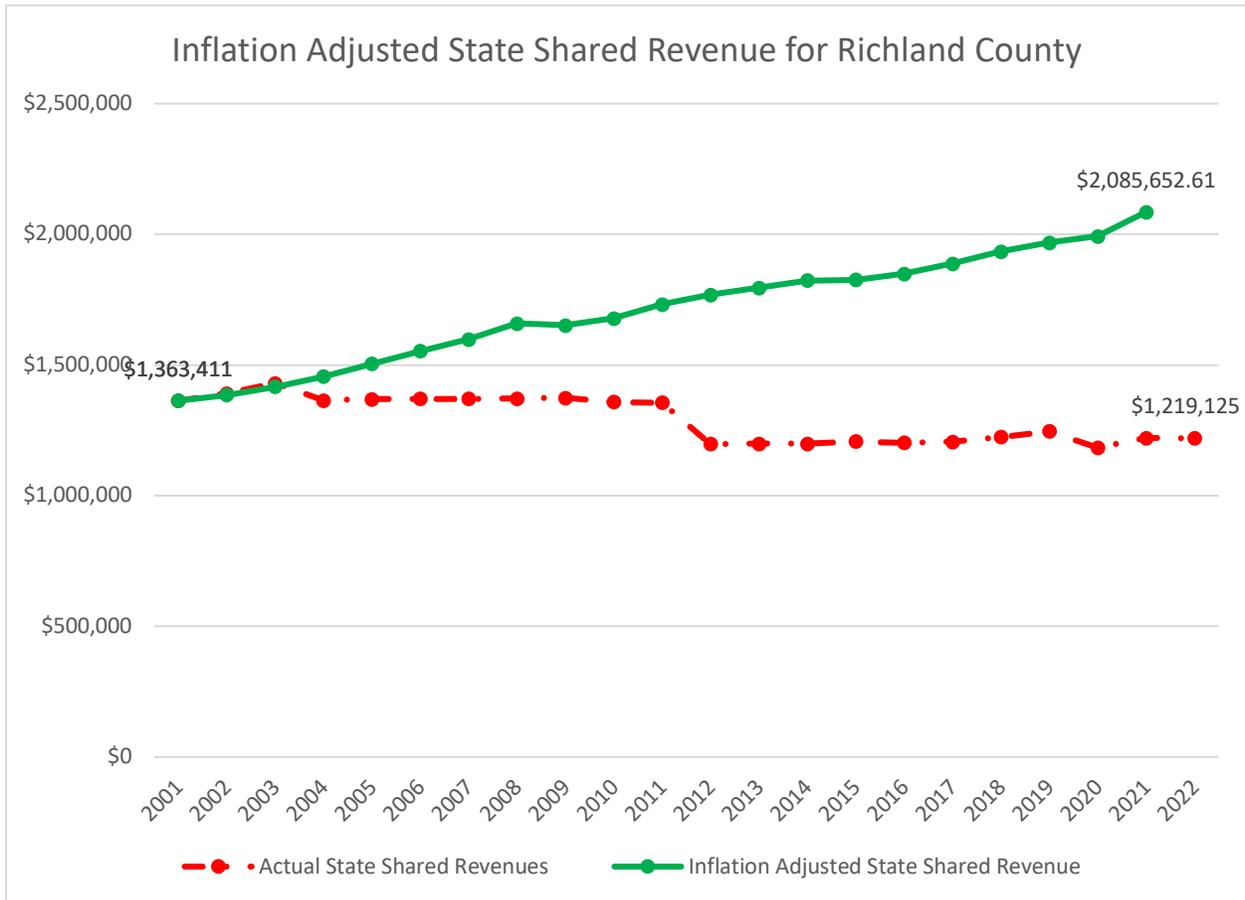
WHEREAS, due in part to the State's decrease in state shared revenues and state highway aids, Richland County property owners have seen recent increases in property taxes for borrowing to pay for Sheriff's patrol vehicles, Highway maintenance projects, and Health & Human Services building repairs.

NOW THEREFORE BE IT RESOLVED, Richland County implores the State of Wisconsin to increase its state shared revenues and state highway aids to Richland County, to ensure funding for the Sheriff's, Highway, and Health & Human Services Departments, and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Governor Tony Evers, State Senator Howard Marklein, State Assembly Representative Travis Tranel, State Assembly Representative Todd Novak, State Assembly Representative Tony Kurtz, and the Wisconsin Counties Association.

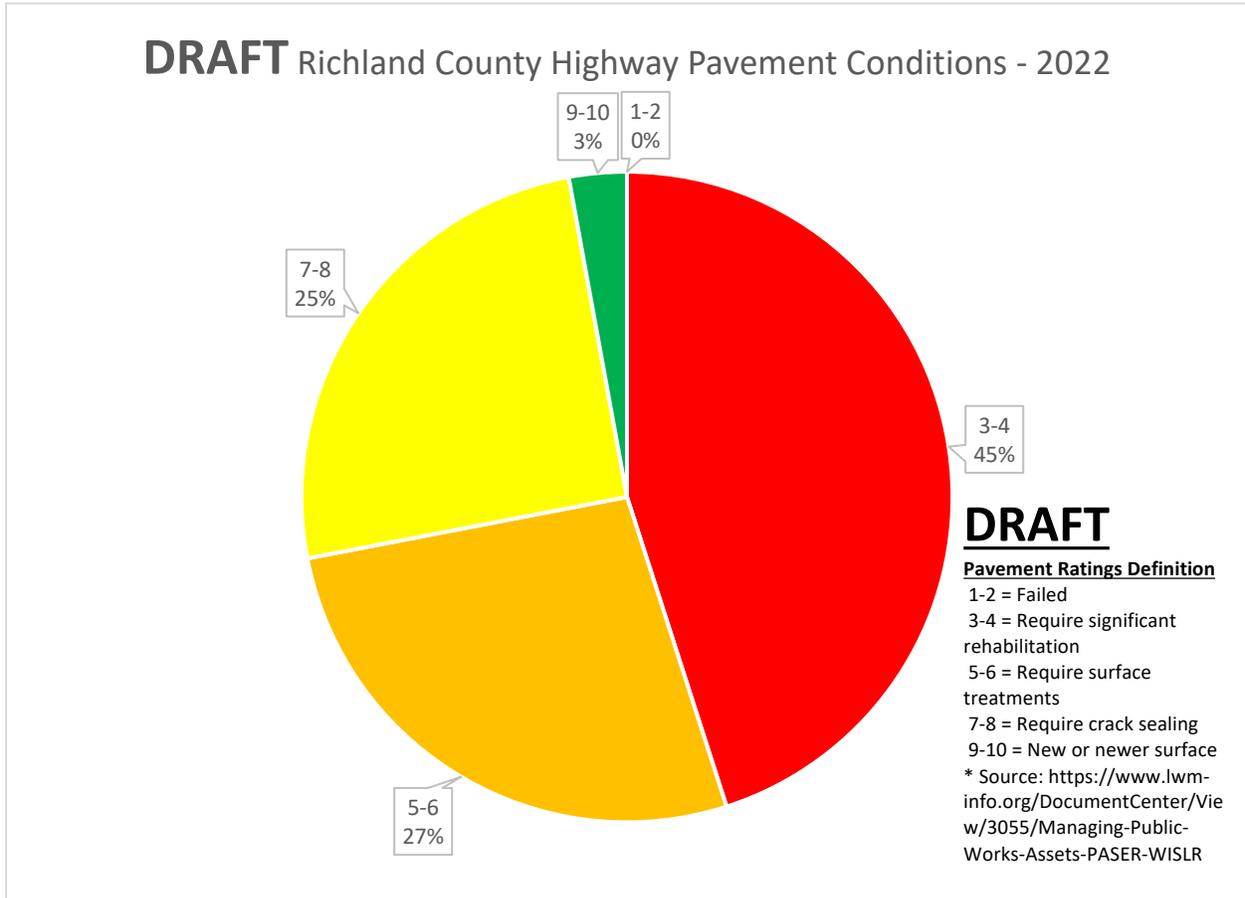
Richland County Finance and Personnel Committee

Agenda Item Cover



Richland County Finance and Personnel Committee

Agenda Item Cover



Attachments and References:

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Richland County Finance and Personnel Committee

Agenda Item Cover

Department Head

Administrator, or Elected Office (if applicable)

6/6/2022

Highway Department Job Consolidation/Reclassification

In an attempt of increasing the Highway Department's efficiency while providing an annual cost savings. The Highway Department, with the help of Carlson Dettmann, is proposing that with the retirement of our Parts Clerk we essentially eliminate that position and title and absorb its' responsibilities into two other current positons.

In summary we will reclassify our Shop Foreman to a salaried position starting at pay grade J on the county's pay plan with a new title of Shop Superintendent. This reclassification being recommended by Carlson Dettmann. The remaining workload not covered under the Shop Superintendent would then be absorbed by our Office Clerk which would then increase her hours from 35 to 40 hours to cover the extra work load.

By doing this we can provide and annual cost savings of over \$54,000 from the Highway Department while increasing efficiency.



March 21, 2022

MEMORANDUM

TO: Clinton Langreck, County Administrator
Josh Elder, Highway Commissioner
FR: Patrick Glynn, Director of Total Rewards Consulting
RE: Job Classification Review – Shop Superintendent

The County requested we evaluate job documentation provided for the classification of Shop Foreman in the Highway Department with the intent of transitioning to a more responsible role of Shop Superintendent.

The County provided an updated job description detailing duties and experience required to perform the role. After reviewing the documentation and previous ratings for the position, it is our recommendation that the ratings for “Thinking Challenges”, “Decision-Making”, and “Interactions & Communications” be increased. As a result, we recommend the position move to Grade J of the County’s salary plan.

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Pine Valley Solar Project

Department	Pine Valley	Presented By:	Tom Rislow, PV Administrator & Kurt Reinhold, President & CEO of Legacy Solar Coop
Date of Meeting:	June 7, 2022	Action Needed:	Vote to approve sending onto the County Board
Disclosure:	Open	Authority:	county board rule 14
Date submitted:	June 2, 2022	Referred by:	Pine Valley & Child Support standing committee

Recommendation and/or action language: Recommend a motion, "to present a resolution to the County Board for approval for Pine Valley Community Village to 1) enter into an agreement with Solar Connection, Inc. from Onalaska, Wisconsin, for the construction of a 180 kW DC (approximately 150 kW AC) Solar Array, to be ground mounted on Pine Valley property east of County O, for a sum not to exceed \$285,000 and 2) enter into financial agreement with 'tax sponsor' Richland County resident, Ray Schmitz, for the funding of the Solar Array."

Attachments and References:

Legacy Solar Coop – who they are	ROI estimate over 40 years
Background of PV solar project	Components of tax sponsor/financial agreement

Financial Review:

(please check one)

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

Number of solar panels (all bifacial) = 334 Approximate size of array = .3 of an acre
 Percentage of annual electrical needs estimated to be provided by the solar array = 17%
 Estimated annual savings = \$17,300 in 2023; each year savings to increase by 2%

Value of grant awarded through Solar for Good = \$51,000

Funds for Buyout in year six to come from PV capital fund
 Funds needed to put aside for first 5 years in order to cover cost of buyout in year 6 = \$33,000
 annually X 5 years = \$165,000.

Approval:

Review:

 Department Head

 Administrator, or Elected Office (if applicable)

Legacy Solar Cooperative Financing and Tax Sponsorship

Legacy Solar Co-op (LSC) is a member-owned cooperative, founded in 2014 to help community organizations develop solar projects that will benefit their communities for years to come. LSC members include residents of Wisconsin and vendor installers, and host organizations who want to support solar in Wisconsin. We hope that you join our member-owner group.

Our mission is simple. By making solar more accessible and affordable, we are creating a *legacy* of community and environmental sustainability for decades to come. To that end, we've sold over a million dollars in Co-op Member Bonds and used those funds to finance over 3 Megawatts of solar projects. With over 25 projects to our credit, Legacy Solar Co-op has made solar possible for churches, farmers, senior living facilities, libraries, schools, municipalities, and other community institutions in Wisconsin.

How it Works

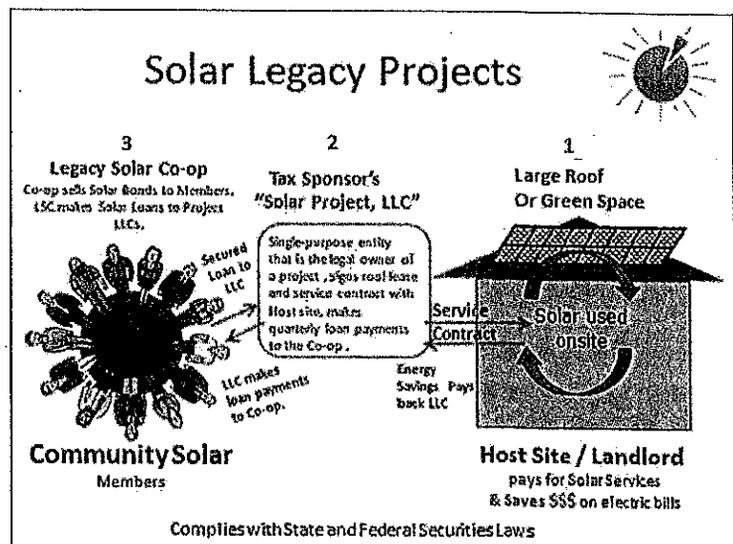
Very briefly, LSC performs technical consulting services to help solar project stakeholders plan and carry out solar projects within the rules and regulations set by state and federal authorities.

As shown in this graphic, there are three basic entities in any LSC solar project.

1. Host Site/Landlord
2. Tax Sponsor
3. Legacy Solar Co-op

Our financial model helps community institutions achieve their solar goals by connected them with a Tax Sponsor, someone willing to finance a portion of the project in exchange for the right to claim the tax incentives and depreciation available for that solar project.

In return, the Host Site is able to take advantage of the financial and environmental benefits of solar, without the hurdle of a large initial investment.



The section below explains broadly the responsibilities of each of these entities and some of the benefits.

Responsibilities and Benefits

1. Host/Landlord

- Hosts the array onsite and gains the benefits of the energy produced by the array.
- Responsible for purchasing the AC-side of the solar array (The inverters and everything that connects the array to the grid). Grants and donations count towards this amount.
- Enters a contractual agreement with the Tax Sponsor to pay a pre-arranged price for the RECs (Renewable Energy Credits) produced by the array. The REC price is generally calculated to be less than the rate paid to the Host's utility. This amount is paid quarterly to the Tax Sponsor, out of the savings from a reduction in the Host's utility bills.
- Has the option to buy out the project after year 6 for Fair Market Value (as defined in the contract). This amount is usually a 50% reduction (or more) from the original price of the array.

2. Tax Sponsor

- Is responsible for paying for and owning the DC side of the solar array. (Generally defined as the solar panels and equipment up to the inverters.)
- May finance a portion of the purchase price (through LSC or other financial organization).
- Pays rent to the Host site annually for the space occupied by the array.
- Enters a contractual agreement with the Host to sell the RECs produced by the array exclusively to the Host. They invoice the Host quarterly for the ESM (Energy Savings Measures) and are responsible for the performance of the array. LSC can help by acting as a billing agent and liaison for the Tax Sponsor regarding invoicing and solar performance monitoring.
- The Tax Sponsor may use the ITC (Investment Tax Credit) to deduct a portion of the cost of the solar array. If contracts are signed in 2020, this credit is 26% of their investment. The Tax Sponsor may also depreciate up to 100% of the cost of the equipment on their taxes in the year that the project is placed in service.
- The Tax Sponsor must own the array for 5 tax years (IRS regulation) or 6 contract years, after which they can sell the array to the Host site at Fair Market Value (defined in the contract), continue to sell the RECs to the host, or donate the array to the nonprofit organization as a tax deductible gift*.

**restrictions on the value of the donation exist and must be vetted by your own tax specialist*

3. Legacy Solar Co-op

- Prepares a "Proforma" financial projections specific to each project, calculating the costs and benefits for the Host site and the Tax Sponsor.
- Assists the Host and Tax Sponsor with development of the ESM contract and financing documents.
- If desired by the Tax Sponsor, LSC will loan a portion of the cost of the project to the Tax Sponsor, from a pool of funds created through the sale of Solar Bonds to LSC Members.
- Provides solar array monitoring and invoicing services to the Tax Sponsor for a small fee each year.
- Acts as an ongoing liaison between the parties involved for potential maintenance or warranty questions.

Next Steps

Now that you know a little more about how Legacy Solar Co-op can help your organization achieve your solar goals, here are some possible next steps:

1. **If you are a nonprofit organization, talk to LSC about applying for a Faith/Nonprofit Matching Grant from RENEW Wisconsin.** For up to \$500 donation to RENEW, you will receive a Solar Feasibility Report from Legacy Solar Co-op. This report contains project specific calculations to help you make an educated decision about financing your solar project.
2. **If you would like to take advantage of our consulting expertise, consider joining Legacy Solar Co-op.** Members get a 30% discount on consulting services. For services above and beyond the Feasibility Report, we can help you apply for grants, prepare RFPs, assist you in finding a Tax Sponsor, and other aspects of managing your solar project.
3. **Finance your solar project through LSC.** Our technical and financing fees are determined as a percentage of the cost of the project and are paid by the Tax Sponsor.

Making the decision to invest in solar for your organization doesn't have to be hard. Legacy Solar Co-op is committed to working with organizations like yours to save money and leave a positive environmental legacy for our communities.

Contact us today to talk about what we can do to help you go solar.

Mailing Address: Legacy Solar Co-op, PO Box 7622, Madison, WI 53707-7622

Email: info@legacysolarcoop.org

Phone: 608-571-4992

Or visit our website to learn more about what Legacy Solar Co-op is all about at www.legacysolarcoop.org.

Pine Valley Solar Array project background

December 2021 Discussions began between Pine Valley staff and Legacy Solar Coop staff.

January 2022, Pine Valley Trustees authorized Legacy Solar to do an analysis of PV's electrical usage and feasibility of adding Solar to the campus.

March 2022, Legacy Solar presented their feasibility study and their recommended array size to the Trustees.

March 2022, potential local investors identified and contacted

March 2022, PV Trustees authorized the PV administrator to sign agreement with Legacy to prepare an RFP for a solar array, and to distribute said RFP. The Trustees also approved of PV becoming a member of the Legacy Solar Coop for a one-time fee of \$250.

Nine Solar contractors were sent the RFP.

Four contractors visited the PV campus; 3 submitted bids.

May 2022, Pine Valley & Child Support standing committee accepted lowest bid from Solar Connection, Inc. from Onalaska, Wisconsin, for \$286,139, and authorized PV administrator to conduct further engineering meeting between Legacy, Solar Connections and PV staff with goal of maximizing array energy production within the proposed array size.

May 2022, discussions began between Legacy, PV and potential local private investors for the funding and owning of the array.

June 2022, discussions continue between Legacy, PV and potential investors.

June 2022, documents prepared for Finance & Personnel Committee

Projected timeline...

June 2022, following F & PC committee, corporate counsel to review proposed financial arrangement between investors, PV and Legacy Coop

June 2022, present to County board

June 2022, execute construction and financing agreements

September/October, 2022 projected months for assembly of solar array

Solar Legacy Savings (Deferred Buyout Option)

Estimate: **\$165,000** at end of year 5 = 27% savings over retail cost
 Assumes a 5% annual return for Tax Sponsors

OPERATIONAL REVENUE & EXPENSE

2.0%

~~Other Donations?~~

Landlord	Benefits and Costs to Pine Valley Community Village				DEFERRED BUYOUT...end of year 5			
Expected	Annual	1.00%	\$0.0306 per kWh, avg	Net Annual	Cumulative	Cumulative	Cumulative Savings	
Energy Savings	Installments	Prepayments for 25-year Service Agreement	Rent paid to Landlord	Cost / Benefit w Solar + Rent	Benefits	yr	yr	
\$0.00	0	(\$2,300.00)	Pre-Contract Costs	\$1,258.60	(\$1,041.40)	(\$1,041.40)	0	
\$17,299.66	1	(\$14,000.00)	Year 1 Solar RECs	\$1,258.60	\$4,558.26	\$3,516.86	1	
\$17,557.42	2	(\$14,208.60)	Year 2 Solar RECs	\$1,258.60	\$4,607.42	\$8,124.28	2	
\$17,818.58	3	(\$14,419.94)	Year 3 Solar RECs	\$1,258.60	\$4,657.23	\$12,781.51	3	
\$18,083.16	4	(\$14,634.06)	Year 4 Solar RECs	\$1,258.60	\$4,707.70	\$17,489.21	4	
\$18,351.19	5	(\$14,850.97)	Year 5 Solar RECs		\$3,500.22	\$20,989.43	5	
\$18,622.71	6	(\$165,000.00)	Termination fee, or FMV buyout*		(\$145,118.69)	(\$124,129.26)	6	
\$18,897.76	7				\$18,897.76	(\$105,231.50)	7	
\$19,176.35	8		Out of Pocket Savings over 6 years		\$19,176.35	(\$86,055.15)	8	
\$19,458.53	9		27%		\$19,458.53	(\$66,596.62)	9	
\$19,744.33	10		\$62,143.00		\$19,744.33	(\$46,852.29)	10	
\$20,033.77	11				\$20,033.77	(\$26,818.52)	11	
\$20,326.90	12				\$20,326.90	(\$6,491.62)	12	
\$20,623.74	13				\$20,623.74	\$14,132.12	13	
							39	
							\$650,132.77	
							40	
							\$680,092.24	

\$245,994.09
 Total Expected Bill Savings in 13 yrs

(\$167,300.00) Total Amount Paid Out of Pocket (energy savings not included)
 (\$239,413.57) Total Amount Paid to LLC
 \$14,132.12 Total Net Benefits after all Costs incurred and Rent paid
 \$0.0424 per kWh, avg over 25 years (using estimated production)

Total Expected Cost or Benefit over 13 years

Total Expected Value Derived over 25 years
 Total Expected Value Derived over 40 years

*Termination fee for buying out 25-year contract, or Fair Market Value buyout in this future year (estimate)

Yr 20 includes \$15k cost of Inverter replacement

Components of tax sponsor/financial agreement for Pine Valley Solar Array

*(*The actual agreement will be sent to corporate counsel for review prior to the obtaining of signatures.) Listed below are the key components that will be included in that agreement.*

The agreement will specify the total initial payment to be made by the tax sponsor (likely to be around \$229,000).

The agreement will specify the amount of PV's payments to the tax sponsor for years 1-5 (likely to be between \$14,000 and \$15,000 per year). These payments will be made using the savings from a reduction in PV's utility bills.

The agreement will specify the amount of rent to be paid to PV by the tax sponsor (likely to be \$1,258/year.)

The agreement will specify the amount of the buyout after year 5, (likely around \$165,000).

The document will specify the responsibilities of both the Tax sponsor as well as PV.

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: ARP Funds to Contract with Strategic Management & Consulting

Department	Ambulance	Presented By:	Darin Gudgeon
Date of Meeting:	07 June 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure B,E
Date submitted:	18 April 2022	Referred by:	Joint Ambulance Committee

Recommendation and/or action language:

Motion to approve ARPA Funds for the purpose of hiring a Strategic Management & Consulting to conduct a study on the delivery of emergency medical services in the County.

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

The Joint Ambulance Committee (JAC) and Administrator Langreck are requesting ARP funding to procure the services of an EMS consultant to review how emergency medical services are currently being delivered by the County. An RFP was sent out to 4 consultant firms; only 1 replied back. The study will provide invaluable information to the Joint Ambulance Committee, surrounding ambulance services, the County Administrator and County Board and will aid in future planning and decisions about the delivery of pre-hospital care in Richland County.

Attachments and References:

Proposal from Strategic Management and Consulting	
---	--

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
X	Apportionment needed	Requested Fund Number	ARPA Funds #93
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

Costs: \$25,500

(summary of current and future impacts)

Approval:

Darin Gudgeon

Department Head

Review:

Administrator, or Elected Office (if applicable)

Comprehensive County-wide Study To Provide Emergency Medical Services



In Richland County

Prepared by:



STRATEGIC
MANAGEMENT
& CONSULTING

E9082 Oak Hill Road
Wisconsin Dells, WI 53965
(608) 963-2380



Table of Contents

Cover letter.....	3
Response to RFP & General Understanding.....	4
Specific Understanding & Project Management Contact Information.....	5
Detailed Work Plan & Scope of Work.....	5 – 7
Citizen Engagement.....	7
Analysis and Recommendations.....	7 – 8
Deliverables & Timeline.....	8
Professional Summaries.....	9 – 12
References.....	13 – 14
Cost Quotation.....	15
Addendum A – Proposed Timeline.....	16



April 18, 2022

Darin Gudgeon, Service Director
Richland County Ambulance Service
181 W. Seminary Street / P.O. Box 251
Richland Center, WI 53581

Re: RFP – Comprehensive County-wide Study Providing Emergency Medical Services (EMS)
in Richland County

Dear Mr. Gudgeon,

Thank you for the opportunity to offer you a proposal to provide a detailed Comprehensive County-wide Study of the options that are available to Richland County in providing Emergency Medical Services, to assure a viable and sustainable EMS Service in your Community.

The goal is to provide the best possible EMS delivery model to the greatest percentage of the population. Specifics of the processes to be used will be outlined in this Proposal.

Collectively, the Consultants for this Project have over 75 years in professional EMS & Fire experience, which provides you with the most qualified source to walk you through the entire process. Our Reviews / Recommendations are based completely on facts and industry standards, and we strive to provide a comprehensive Final Report that can actually be implemented.

With the Consultants selected for this Study, there is literally no area of EMS that has not been touched. Our involvement as providers, educators, EMS Directors, EMS & Fire Chiefs, State Officials, and most important—Leaders in EMS & Fire—eminently qualifies our Company for this important project.

We look forward to working with you as we identify and determine the short- and long-term goals and needs for the citizens and visitors of Richland County.

Respectfully submitted,

Dana Sechler, President
Strategic Management & Consulting, LLC



Response to Request for Proposal (RFP)

Strategic Management & Consulting, LLC is excited to provide the following proposal to conduct a Comprehensive Study to develop and evaluate options for Emergency Medical Services within Richland County.

Strategic Management & Consulting, LLC is a Wisconsin-based Company that was co-founded by two EMS & Fire professionals that had been asked to fill a need in EMS Leadership training that had been lacking. Since then, the Company has steadily grown and continues to teach numerous EMS Leadership classes each year—in addition to providing Studies and Reviews of various EMS & Fire entities across the State of Wisconsin. Four of the Studies that have been previously performed are listed in the Reference Section of this Proposal.

The Mission of Strategic Management & Consulting LLC is to provide unique and out-of-the box ideas and solutions to issues affecting EMS & Fire Services in today's complex environment.

General Understanding – This proposal is designed to provide a Comprehensive Overview, based on the following Components / Topics:

- Analysis of current operations and service delivery
- Governance, service agreements, and contracts
- Staffing methodology, including current and future needs
- Salaries & wages
- Fiscal analysis and implications
- Planning for growth

The following pages will summarize the proposal in detail, with the understanding that the analysis and evaluation will produce ideas and suggestions that will achieve the following benefits:

- Efficiency
- Effectiveness
- Cost control and containment
- Identification of the right-sized EMS entity to meet community need(s)
- Coordination and use of regional resources with elimination of artificial boundaries and duplication of resources



Specific Understanding – It is our understanding that this Comprehensive Study will explore alternative EMS models and will provide a final document that will assist County officials in choosing the best model for EMS to be delivered in Richland County. The expertise of our Company staff will guide the Recommendations regarding the options for a County-wide or District Ambulance Service.

We understand that though some short-term solutions have been enacted for Staffing purposes, that there are some long-term solutions that need to be assessed comprehensively to ensure Sustainability for a timely response in the event of an emergency for the ill and injured, as well as to provide confidence in the continuation of reliable EMS for area residents and visitors.

We understand that volunteerism is dwindling in some areas and is strong in other areas. The goal of the County is to solidify a sustainable solution for the future that will identify necessary resources based on current call volumes, response times, workforce utilization, and fiscal feasibility—in order to meet the needs of the community for generations to come.

Project Management – The Principal Consultant (Dana Sechler) will be considered as the Project Manager for this Comprehensive Study. His contact information is as follows:

Dana Sechler
E9082 Oak Hill Road
Wisconsin Dells, WI 53965

(608) 963-2380 (cell)

dsechlerstrategic@gmail.com or danasechler@hotmail.com

Detailed Work Plan & Scope of Work

Strategic Management & Consulting, LLC will perform the following evaluations in conjunction with this Comprehensive Study:

- Comprehensive overview of how ambulance services are currently being provided and financed in Richland County including assessment of full cost
 - This will be based in part on the referenced document: Sustainable Rural EMS: Navigating Change An Introduction and Guide
- The reliability and sustainability of the current EMS system
- The three (3) different types of Models of a County-wide ambulance service
 - Those Models will be compared to the option of forming an Ambulance District



- The feasibility, benefits and drawbacks of the listed options will be included
- Sample Budgets for the various Models and options will be provided
- Inter-facility Transports will be evaluated for benefits and drawbacks
- Upgrade to the Paramedic level will be evaluated for benefits and drawbacks

The information gathered for this Comprehensive Study will include, but not be limited to, the following:

- Performing a review of background information including:
 - Community population and demographics
 - Residential, commercial, industrial, and municipal features of the County
 - Policies and agreements that may determine staffing levels and practices
 - Municipal ordinances related to EMS delivery
 - Mutual aid agreements
 - Coordinated Medical Direction
 - Additional Resources
 - Standard Operating Guidelines (SOG's) / Protocols
 - By-laws
 - Prior studies
 - Current staffing
 - Road map of the County
 - Review of long-range plans
 - Review of training schedule
 - Review of budget and capital equipment
 - Review of succession planning
 - Review of vehicle fleets, replacement plans, and future needs assessment
- Obtain input (via in-person interviews, group meetings, virtual conferencing, or surveys) may be obtained from the following:
 - Elected/appointed officials from the County / Joint Ambulance Committee
 - County Administrator
 - Richland County Ambulance Service Director
 - Medical Director
 - General Public
 - Dispatch / communications staff
 - Other selected elected officials from the various municipalities in the County
 - Selected Members/Officers of the following Services:
 - Richland County EMS



- Blue River EMS
- Cazenovia EMS
- LaFarge EMS
- Lone Rock EMS
- Muscoda EMS
- Viola EMS
- Boaz EMR's / Ithaca EMR's / Yuba EMR's

While performing the Comprehensive Study, there may be other areas not listed above that will be identified, in which follow-up will be needed to evaluate the item(s) as they relate to the overall purpose of the Study.

Citizen Engagement

Strategic Management & Consulting, LLC proposes the following options to consider, to involve citizens in participating on commenting on any of the items mentioned in the Detailed Work Plan.

1. Host a meeting to listen to, and document the comments of the citizens, which can be compiled into the Final Report.
2. Develop an online survey (such as Survey Monkey) to be hosted on your website, in which specific questions are asked, and the responses can be compiled in the Final Report.

Analysis and Recommendations

Strategic Management & Consulting, LLC will determine current system challenges, and future trends for public safety industry standards related to EMS operational requirements. During the development of all recommendations, we will consider many factors and industry standards as determined by the following:

- National Highway Safety Traffic Administration (NHSTA)
- Center for Public Safety Excellence (CPSE)
- Journal of American Medical Association (JAMA)
- Commission on Accreditation of Ambulance Services (CAAS)
- American Ambulance Association (AAA)
- Office of the Inspector General (OIG)
- Occupational Safety and Health Administration (OSHA)
- State of Wisconsin Statutes 256 and Administrative Code (DHS 110)
- Wisconsin Ambulance Inspection Administrative Rule (Trans 309)
- Wisconsin Department of Safety and Professional Services (SPS 330 & 332)

The Final Report of the Study will detail many of the findings from the initial Analysis. As well, Recommendations will be given with the intent to improve effectiveness and efficiencies in the delivery of EMS.



There may be Recommendations on any or all of the following:

- The current capabilities, strengths, weaknesses, coverage gaps, and workforce shortfalls
- System reliability (including the ability or inability to respond to current and future requests for service)
- Response times
- Coverage areas
- Staffing (Full-time, part-time, paid-on-call, and/or volunteer)
- Staffing Levels (Paramedic, AEMT, EMT, EMR)
- Pay and Benefits
- Governance/Management
- Budgets
- Vehicle and Equipment Needs (Replacement plans and future needs assessment)
- Other areas identified in the Analysis

Deliverables and Timeline

The Final Report will include a number of Recommendations in which the Community Leaders should be able to do the following:

- Determine a best practice method / model to deliver cost effective and efficient Emergency Medical Services to the citizens and visitors in Richland County.
- Compare the value in dollars of donated labor (volunteers) vs. the full and total cost of providing EMS in the County, and the gap between current financial resources and what will be needed for long-term sustainability.
- Establish the development of short term (3 – 5 years) and long-term (5 – 10 years) needs and goals for the proposed EMS Model.
- Understand vehicle and equipment needs for EMS over the course of the next 20 years.

Upon execution of a contractual agreement, an initial kick-off meeting will be scheduled as soon as practical with Strategic Management & Consulting, LLC to set meeting & interview dates, obtain contact information from the Stakeholder groups, and to identify any additional goals, etc. We recognize that the Tentative start date is listed as April 25, 2022, however, due to scheduling, we would request a Start Date to begin in the second half of the month of May (as agreed upon by the contracted parties). We do not anticipate the delay in the Start Date affecting the delivery of the Final Report on or before the beginning of October, 2022. The proposed Timeline for our Analysis / Comprehensive Study and presentation of the Final Report can be found in “Appendix A”, at the end of this proposal.

Professional Summaries

The following EMS Professionals will be working together on this Feasibility Study.

Dana Sechler, President & Co-Founder, Principal Consultant



Mr. Sechler has been actively involved in Emergency Medical Services (EMS) and the Fire Service for over 31 years in various capacities. He participated in both EMS and Fire departments that were volunteer, paid-on-call, combination, resident program, and career Services.

In his full-time career in EMS & Fire Services, Mr. Sechler gained valuable experience working at a number of different types and models of Services, including Fire-, Hospital-, and County-based EMS, a Third party Service, a Municipal Service, and a District Service. Mr. Sechler also founded and co-owned a Private ambulance service. His experience as an EMS provider, Officer, Supervisor, Manager, and Administrator stems across Wisconsin, Iowa, and Illinois, allowing him to learn many different ways to provide and manage Fire & EMS in a variety of different settings.

Mr. Sechler has held a number of EMS & Fire credentials including:

- EMT, Intermediate, Paramedic, Critical Care Paramedic
- Firefighter I & II, Driver/Operator/Pumper, Fire Officer I
- Instructor certifications for EMS, Fire, and AHA, including BLS, ACLS, and PALS.

Mr. Sechler has held Administrative positions as a Fire Chief, an EMS Director, a Billing Services Manager, and a Wisconsin State EMS Office official—as the ALS / Paramedic Program Coordinator at Wisconsin DHS.

Mr. Sechler has also worked at several Colleges / Training Centers, in various capacities including EMS & Fire Instructor, Adjunct Faculty, Educator, and Administrator for initial and continuing education classes—for all the levels of EMS (including EMT, Intermediate, and Paramedic) as well as a number of Fire and Rescue classes. In the educational setting, Mr. Sechler was a contributing author on several different curriculum that were adopted at the State level, for use in training EMS providers, including:

- Wisconsin Community EMS (CEMS) Curriculum
- EMT-Paramedic to Paramedic Specialist Bridge Curriculum
- Wisconsin Critical Care Transport Paramedic Curriculum
- EMS Leadership and Operations Management Curriculum

Over the last several years, Mr. Sechler has become quite active in the Legislative process—advocating for Fire & EMS with elected officials—both at the State and Federal level.

Dana is a respected resource in the Public Service community and is often asked to speak on a number of current and critical issues at local, State, and Regional conferences for Fire & EMS. He has been a valued member on various Fire & EMS projects, Committees, Boards, and Associations at the local, State, and National levels, including:

American Ambulance Association

National Association of EMT's

National Association of EMS Physicians WI Chapter Board member

Past-President of the Professional Ambulance Association of Wisconsin

Wisconsin EMS Advisory Board, Systems Development sub-committee member

Wisconsin Legislative Council Study Committee member on Volunteer Firefighter and Emergency Medical Technician shortages

Jesse Coulson, Associate Consultant



Jesse Coulson has over 20 years experience in EMS & Fire, 14 of which have been as a Tactical Medic on the Dubuque Fire Department. He is a Lieutenant that supervises a company that cross-staffs three apparatus including a ladder truck, an ALS ambulance, and a County-wide Hazardous Materials unit. He has also been a Field Training Officer, Shift Training Coordinator, and a Live Fire Instructor.

While serving on the Fire Department, Mr. Coulson has instructed several hundred hours of training, and coordinated numerous other training events. He has researched, developed, and instructed cutting-edge programs for multiple agencies, including a fire safety program that reached over 1,800 elementary students in the first year. Mr. Coulson has presented his research and trainings at numerous local and regional Fire and EMS conferences. He also completed an intercultural development course and was invited to join the Intercultural Competency Facilitators Team for the City of Dubuque. The City of Dubuque Fire Department has recently received Accredited Agency status by the Commission on Fire Accreditation International. Fewer than 300 fire departments in the world are accredited.

For the past six years, Mr. Coulson has also been the EMS Program Developer at NICC, in which he develops, implements, schedules, collaborates, and manages all EMS responder education for the College students at the EMR, EMT, and AEMT levels. In this position, he is currently working on a project to collaborate with the local school districts to provide an EMT program to eligible high school students. NICC is also an accredited program.



Mr. Coulson has the following EMS & Fire Credentials:

- Firefighter I & II
- Fire Inspector I
- Fire Service Instructor
- Fire Officer I
- Haz-Mat Technician
- EMS & Fire Instructor
- National Registered Paramedic
- NFA – Youth Firesetter Intervention Specialist I & II – Safety Officer
- Highway Emergency Response Specialist & Tank Car Specialist
- Emotional Intelligence Practitioner
- Intracultural Competence Facilitator
- Blue Card Incident Command

Nick Siemens, Associate Consultant



Nick Siemens started his career as a volunteer firefighter with the Bettendorf Fire Rescue. He then took a full-time position with Cheyenne Fire Rescue, where he spent 19 of his 22 years in Fire / EMS. He held the ranks of firefighter, paramedic, engineer, and company officer, before being promoted to the rank of Division Chief of Training.

Duties associated with the Division Chief position included planning and coordinating an annual training program for the firefighters; planning and coordinating the new-hire recruit academy; supervising and coordinating the activities of other instructors; developing a comprehensive training program for use by single or multiple organizations; conducting an organization needs analysis; developing training goals and implementation strategies; preparing a training budget; planning and coordinating a training program for the department Standard Operating Procedures, and developing and administering assessment center testing for promotional exams.

Mr. Siemens has the following EMS & Fire Credentials:

- Master of Science - Disaster Preparedness and Executive Fire Department Leadership
- Bachelor of Science - Public Safety and Emergency Management
- Associate of Applied Science - Emergency Medical Services - Paramedic
- Fire Officer I and II
- Fire Instructor I and II
- Fire Inspector I
- HazMat Ops



Blue Card Incident Commander Program

National Fire Academy (NFA)

Managing Officer Program

Incident Safety Officer Applications of Community Risk Reduction

Leadership Strategies for Company Success

Training Program Management

Fire Service Course Design

Mr. Siemens was also the Program Director for the Laramie County Community College Fire Science Program, and he was the past chair of the Laramie County Training Officers group. His duties included:

Supervising all Fire Science Instructors and Adjuncts at the College

Preparing and delivering lectures to diverse students

Planning and coordinating a 12 to 16-week student firefighter recruit academy

Maintaining student records, grades, and training information (FERPA)

Hosting classes for regional, career, and volunteer fire departments

Writing grant proposals to obtain funding for needed equipment

To sum up, Mr. Sechler, Mr. Siemens, and Mr. Coulson have a wide variety of experience in almost every possible aspect of Emergency Medical Services (EMS) which can be drawn upon for the best well-rounded results in this Comprehensive Study. In addition, since the Principal Consultant for this Comprehensive Study was previously the ALS / Paramedic Program Coordinator for the State DHS EMS Office, he continues to maintain a very good working relationship with the staff at the EMS Office, which allows for a direct line of communication to be able to determine the best Recommendations for the delivery of EMS—as balanced by current Rules, Regulations, and Statutes. In addition, the other co-founder of Strategic Management & Consulting, LLC was the Wisconsin EMS Bureau Chief in years past and has recently rejoined the EMS Office staff. Though he is not listed in the Professional Summaries, his expertise is still available on an as needed basis.



References

Strategic Management & Consulting, LLC was awarded the contract for the review and analysis of the Dodge County EMS delivery system. The project was completed on January 31, 2020. This project reviewed a number of aspects of EMS Delivery across the entire County.

Contact: Dodge County

Amy Nehls, Emergency Management Director
210 W Center St.
Juneau, WI 53039

Strategic Management & Consulting LLC conducted a full review of the current “State of EMS” in Green Lake County. The project was completed on November 30, 2020. The purpose of the review was to determine current capabilities, staffing issues, and future response plans provided by two (2) existing agencies. In addition, the core question of the Study was to determine the feasibility of the County of Green Lake providing the EMS services in the future by the creation of a full-time County EMS System.

Contact: Green Lake County

Catherine Schmit, County Administrator
571 County Road A
Green Lake, WI 54941

During 2021, Strategic Management & Consulting LLC conducted a comprehensive review of the Hartford Fire Department. The project covered all aspects of the department. Points of emphasis were the future need for a second fire station, as well as personnel needs for now and the future. In addition, the Study concentrated on response capability concerns with the significant rise in EMS call volume having a negative impact on the ability of the fire side of the department to able to respond in a timely manner. All areas were addressed with various options, and recommendations or concepts for future consideration.

Contact: Hartford Fire Department

Paul Stephans, Chief
111 W Wisconsin St.
Hartford, WI 53027



STRATEGIC
MANAGEMENT
& CONSULTING

Strategic Management & Consulting, LLC conducted an operational review of the Beaver Dam Fire Department. The project was completed on February 29, 2020. This review researched adequate number of personnel, future station location(s), explored cooperative ventures with training agencies, regional response partners, department efficiencies, etc.

Contact: Beaver Dam Fire Department

Alan Mannel, Fire Chief

205 S. Lincoln Ave.

Beaver Dam, WI 53916



Cost Quotation

The Cost Quotation for this Comprehensive Study to be performed—to include the Entire Scope of items listed within this proposal—as well as Labor, Materials, Meeting costs, etc., is:

\$25,500.00

This is the entire fee that will be Charged associated with this Comprehensive Study. If there are any unanticipated costs or expenses, they will be absorbed by Strategic Management & Consulting.

The Payment Schedule for the above Quote will be as follows:

- \$5,000.00 payment due within 10 days of signing the contract
- \$4,500.00 per month payments (4 months = \$18,000.00)
- \$2,500.00 upon delivery of the Final Report

Option for Consideration

After the completion of the Comprehensive Study, Strategic Management & Consulting, LLC can provide an EMS Operations Management & Leadership Course for up to 30 participants of your choosing. This class will be based on the current EMS Operations Management & Leadership Course that is being taught by Strategic Management & Consulting, LLC through the Wisconsin Office of Rural Health, but it will be tailored to the Findings & Recommendations that will be included in the submitted Final Report.

The price quote for the EMS Operations Management & Leadership Course is:

\$7,000 for the Course to be held over several Zoom sessions, or

\$9,000.00 for the Course to be held in person, over a two-day time period

If you decide to host the EMS Operations Management & Leadership Class, an invoice for the full amount would be submitted after the completion of the Course (either via Zoom, or in person).



Appendix A

Proposed Timeline

	Date	Task / Activity
<input type="checkbox"/>	April 18, 2022	Due date for submittal of the Response to the RFP
<input type="checkbox"/>	2 nd half of May, 2022	Start Date / Kick-off meeting
<input type="checkbox"/>	June, 2022	Collect Data from current EMS Services Conduct Stakeholder Interviews / Community Engagement
<input type="checkbox"/>	July, 2022	Perform Comprehensive Review and begin DRAFT Report Present Preliminary Findings to County Liaison Continue Additional Analysis of Findings
<input type="checkbox"/>	August, 2022	Revise Study Report for Review by County Liaison
<input type="checkbox"/>	September, 2022	Finish Study Report for Final Review
<input type="checkbox"/>	September 30, 2022	Comprehensive Study Completed and Submitted
<input type="checkbox"/>	October, 2022	Presentation of Final Report to Stakeholders

Richland County Committee

Agenda Item Cover

Agenda Item Name: Utilization policy for ARPA

Department	Administration	Presented By:	Administrator
Date of Meeting:	07 June 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure B, E
Date submitted:	06 June 2022	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>Needed</u>

Recommendation and/or action language:

Motion to... recommend resolution to the Richland County Board to adopt a Policy on Expenditure of Remaining America Rescue Plan Act.

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

The Richland County Finance and Personnel Committee initially adopted appropriations of the ARPA Funds into 10% Public Health Response, 10% Negative Economic Impacts, 10% Premium Pay for Essential Workers, 20% Water Sewer Broadband Infrastructure and 50% for Lost Revenues. This appropriation was based on interim guidance. The later published, Final Rule, gave further leniency in uses for the funds.

This policy is set in place to help manage the remaining appropriations of these relief funds within the limits of the Final Rule Guidance and in the best interest of Richland County.

This policy is intended to compliment Richland County’s Financial Planning, Capital Planning and the 2023 and 2024 annual operating budgets.

Attachments and References:

Expenditure of remaining American Rescue Plan Act Funds	

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)

Sets expectations for remaining expenditures.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Policy of Richland County

Policy Cover	
Title: Expenditure of remaining American Rescue Plan Act Funds	Effective Date: 21 June 2022
	Adoption/Revision Date: 21 June 2022
Custodian: Administrator	Approving Body: Richland County Board of Supervisors (RCBS)
	Sponsoring Committee, Board or Commission: Finance and Personnel Standing Committee

1. Authority

- a. Wis. Stat. 59.02 (Powers, how exercised; quorum);
- b. Wis. Stat. 59.03 9 (Home rule),
- c. Wis. Stat. 59.51 (Board Powers);
- d. Wis. Stat. 59.18 (County Administrator)

2. References

- a. Adopting Resolution: 22 -
- b. Final Rule – Department of the Treasury 31 CFR Part 35 RIN 1505-AC77
<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>

3. Purpose

- a. To establish utilization of remaining the “Coronavirus Local Fiscal Recovery Fund” (established under the American Rescue Plan Act, and referred to as “ARPA Funds” in this policy) allocated to Richland County.
- b. To establish authority and discretion in expending these funds.

4. Scope

- a. Applies to Richland County employees, management, members of committees, boards and commissions and chairs of committee, boards and commissions.
 - i. Extends to partner organizations utilizing appropriated funds

5. Policy Overview

- a. The Richland County Finance and Personnel Committee initially adopted appropriations of the ARPA Funds into 10% Public Health Response, 10% Negative Economic Impacts, 10% Premium Pay for Essential Workers, 20% Water Sewer Broadband Infrastructure and 50% for Lost Revenues. This appropriation was based on interim guidance. The later published, Final Rule, gave further leniency in uses for the funds.
- b. This policy is set in place to help manage the remaining appropriations of these relief funds within the limits of the Final Rule Guidance and in the best interest of Richland County.
- c. This policy is intended to compliment Richland County’s Financial Planning, Capital Planning and the 2023 and 2024 annual operating budgets.

6. Policy Performance

- a. All utilization, appropriations and/or transfers of ARPA Funds shall comply with

Policy of Richland County

this policy.

- b. Deviations from this policy require sponsoring committee approval unless specified authority is retained by the Richland County Board. Amendments to this policy resides in the sponsoring committee whom may defer to the County Board when deemed appropriate by the sponsoring committee or if decisions are beyond the purpose of this policy.

Policy Content

7. Allocations:

- a. The matrix found in Appendix B of this policy outlines the proposed utilization of remaining funds.
- b. In the event there is anticipated or identified under expenditures in any of the authorized items, remaining funds will be appropriated to Line 5i of Appendix B, “Operational Revenues for 2023-2024 Budgets.”
- c. Funds used for the one-time purchasing equipment or contracted services will be billed against fund #93. Operational expenditures regarding wages and benefits will be laterally transferred to the utilizing departments account lines in amounts established through the annual budgeting processes.
- d. Authority is given to the Finance and Personnel to adjust items and appropriations as seen fit or as recommended by administration and staff, and to allow for administrative contingencies. All expenditures must be in compliance with the Final Rule of the Department of the Treasury which for the purposes of Richland County prohibits the funds includes the following general restrictions:
 - i. offsetting a reduction in net tax revenue,
 - ii. deposits into pension funds,
 - iii. debt service and replenishing reserves, and
 - iv. settlements and judgments.
- e. Expenditures related to Rule#14 regarding equipment purchase and contract expenditures are approved by adoption of this policy. As long as the expenditure is used on the desired purpose by resolution and within the apportioned amount authorized by the policy, or amended by the Finance and Personnel Standing Committee, additional resolution is not required by the County Board.
- f. Expenditures qualifying a “public works projects” as defined through County Board Rule #14 and Wisconsin State Statute 59.52(29) will return for resolution by the County Board to ensure compliance.

8. Utilization Period:

- a. It is the intensions of Richland County to expend all ARPA Funds from Fund #93 according to the matrix provided in Appendix B.
- b. Exception to provision (8a) must be approved by the Finance and Personnel

Policy of Richland County

Standing Committee and will comply with provision 8(d) when necessary.

- c. All ARPA Funds must be obligated by December 31, 2024, and recipients must expend all funds under the award no later than December 31, 2026.
- d. This policy will terminate on the completion of the appropriations and expenditures of all ARPA Funds addressed in this policy.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
21 June 2021	Original	Resolution 22 -

DRAFT

Policy of Richland County

Policy Attachments

Attachment A

Policy Review Form

Completed by Policy Custodian

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

Completed by County Administrator

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

Completed by Corporation Counsel

Policy Received On	
Policy Reviewed /Denied On w/Reason	
Policy Reviewed/Denied By	
Policy Forwarded to Custodian	

Policy of Richland County

American Rescue Plan Act - Appropriations			
	Approved Area	Previous Appropriations	Policy Amended Appropriations
1	Public Health Response	\$335,099.90	
1a	*PH Consultant-Community Hlth Needs Asses		41,000.00
			-
			\$ 41,000.00
2	Negative Economic Impacts	\$335,099.90	
2a	Childcare/Education Grant		335,098.16
			-
			\$ 335,098.16
3	Premium Pay for Essential Workers	\$335,099.90	
3a	PV Premium Pay Rate		120,000.00
			-
			\$ 120,000.00
4	Water, Sewer, Broadband Infrastructure	\$670,199.80	
4a	UW Extension broadband survey		8,100.00
4b	Tri County Drainage Project		130,000.00
4c	Fiber-to-the-Home Project w/ LaValle Tele		590,000.00
			-
			\$ 728,100.00
5	Public Sector Lost Revenue	\$1,675,499.50	
5a	MIS support staff		17,157.01
5b	Historic Roof Project		272,000.00
5c	Cottificaiton/Digitization		25,000.00
5d	JAMF Pro Subscription		4,680.25
5e	Data Policy & Content Filtering		5,092.00
5f	Spillman Geo-Validation Upgrade w/ Mapping		31,326.03
5g	Rubber Roof Repair and Replacement		72,200.00
5h	Emergency Medical Srvs Comp Study		25,500.00
5i	Operational Revenues for 2023-2024 Budgets		1,673,845.55
			\$ 2,126,800.84
		\$3,350,999.00	\$ 3,350,999.00

Richland County Finance & Personnel Standing Committee

AGENDA ITEM SUMMARY

Agenda Item Name: Approve Amendments to HHS Addendum - Increase On-call Compensatory Time Reimbursement Rate

Department:	HHS	Presented By:	Roxanne Klubertanz-Gerber
Date of Meeting:	June 7, 2022	Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	
Date submitted:	May 18, 2022	Referred by:	HHS & Veterans Standing Cmt

Recommendation and/or action language: Motion to ... Approve amendments to the Health and Human Services Addendum to the Employee Handbook in order to increase the hourly on-call pay to \$2.00 per hour for on-call duty and \$2.50 per hour for on-call holiday duty, and forward the recommendation onto the County Board for approval.

The HHS Addendum would be amended as follows on page 6 under section 9. Compensatory Time.

- c. On-Call Compensatory Time: Health and Human Services staff serving as emergency on-call personnel shall earn compensatory time as follows:
 - On-call pay of ~~\$1.25~~ \$2.00 per hour will be earned for on-call duty;
 - On-call holiday pay of ~~\$1.50~~ \$2.50 per hour for will be earned for on-call holiday duty. Holiday duty shall include the County-paid holiday as well as the actual calendar holiday if it falls on a separate day;

Background: Child and Youth Services (CYS) has a mandatory requirement to provide a mechanism to receive reports of child abuse and neglect 24 hours a day, 7 days a week. Richland County’s mechanism to receive and screen these reports of Abuse and Neglect timely is to provide an Access/Intake worker during normal works hours as part of the duties assigned to CYC staff. During the overnight, weekend and holiday hours CYC generate an on-call calendar for a Case Manager and Supervisor to be on-call during those hours that the agency is closed.

Although on-call responsibilities are an expected part of the employment as a Child and Youth Services Case Manager the stipend that is currently approved does not compensate for the hours that these staff sacrifice with their families to provide this service, nor has there been an increase in the pay for this services in an excess of 10 years.

This increase allows for a recruitment and retention effort within the CYC Unit specifically due to this being a required portion of the position. The unit does see CYC staff take other positions with the county and outside of the county to remove their responsibilities in being on-call as part of their job duties.

Attachments and References:

<i>Health and Human Services Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules</i>	<i>Richland County Board Committee Structure; Handbook of Personnel Policies and Work Rules of Richland County</i>
---	--

Richland County Finance & Personnel Standing Committee

AGENDA ITEM SUMMARY

Financial Review: The cost of the increase to cover this increase in this pay would not exceed \$11,500. Child and Youth Allocations as well as Youth Aid Allocations that are currently received by Richland County Health and Human Services would be able to cover the cost of the increase in this request immediately as well as ongoing. In review of the allocations with Business and Financial Services Manager over recent years, to include those years where CYs has been fully staffed, the allocations are sufficient to cover this requested increase.

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Utilizing existing DCF Children & Families Allocation
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

Approval:

Review:



Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 22-_____

A Resolution To Approve an Increase in the On-call Compensatory Time Reimbursement Rate And To Revise the Health and Human Services Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules.

WHEREAS the Health and Human Services & Veterans Standing Committee and the Interim Director of Health and Human Services, Roxanne Klubertanz-Gerber have recommended the approval of an increase to the hourly on-call pay for on-call duty and for on-call holiday duty for Child and Youth Services staff who have a mandatory requirement to provide a mechanism to receive reports of child abuse and neglect 24 hours a day, 7 days a week. Richland County's mechanism to receive and screen these reports of Abuse and Neglect timely is to provide an Access/Intake worker during normal works hours as part of the duties assigned to Child & Youth Services staff. During the overnight, weekend and holiday hours Child & Youth Services generates an on-call calendar for a Case Manager and Supervisor to be on-call during those hours that the agency is closed, and

WHEREAS it is provided per page 7, paragraph 5 of the County Handbook of Personnel Policies and Work Rules, "...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 Standing Committee, and

WHEREAS the Health and Human Services & Veterans Standing Committee, Interim Director Roxanne Klubertanz-Gerber of Health and Human Services, and Administrator Clinton Langreck have recommended an amendment to the Health and Human Services Addendum to the Richland County Handbook of Personnel Policies and Work Rules, and

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

NOW THEREFORE BE IT RESOLVED by the Richland County Board of supervisors that approval is hereby granted to approve an increase in the on-call compensatory time reimbursement rate, and,

BE IT FURTHER RESOLVED by the Richland County Board of Supervisors that approval is hereby granted to amend page 7, subsection 9 entitled "Compensatory Time" under the section entitled "On-Call Compensatory Time" as follows:

- c. On-Call Compensatory Time: Health and Human Services staff serving as emergency on-call personnel shall earn compensatory time as follows:
 - On-call pay of \$2.00 per hour will be earned for on-call duty;
 - On-call holiday pay of \$2.50 per hour for will be earned for on-call holiday duty. Holiday duty shall include the County-paid holiday as well as the actual calendar holiday if it falls on a separate day.and,

BE IT FURTHER RESOLVED that the updated version of the Department of Health and Human Services Addendum to the Handbook of Personnel Policies and Work Rules, which is on file in the County Administrator's office and which is accessible on the County's website is hereby approved, and

BE IT FURTHER RESOLVED that this Resolution shall be effective the first pay period after its passage.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

COUNTY CLERK

DATED _____

RESOLUTION OFFERED BY THE COUNTY
SUPERVISOR MEMBERS OF THE HEALTH
AND HUMAN SERVICES & VETERANS STANDING
COMMITTEE

FOR AGAINST

DRAFT

Richland County Health and Human Services

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

The Policies contained herein may be amended, changed, deleted, withdrawn
or suspended at any time in the County's discretion.

January 2012 (Adopted)
January 2013 (Amended)
January 2014 (Amended)
March 2015 (Amended)
January 2016 (Amended)
June 2016 (Amended)
August 2020 (Amended)
February 2021 (Amended)
August 2021 (Amended)
January 2022 (Amended)
June 2022 (Amended)

Contents

Definitions.....	4
Introduction to Your Employee Handbook and Work Rules.....	4
Extent of Handbook.....	4
Management Rights.....	4
Equal Opportunity.....	4
Terms and Condition of Employment.....	4
1. Office Hours.....	4
2. Outside Employment.....	4
3. Pay Period.....	4
4. Time Paid.....	4
5. Accidents and Injuries.....	4
6. Health Examinations.....	4
7. Breaks.....	5
8. Leave of Absence.....	5
9. Flexible Work Schedule.....	5
10. Seniority or Length of Hire.....	5
11. Performance Evaluations.....	5
12. Personnel Files.....	5
13. Time Cards (Timekeeping).....	5
Compensation and Fringe Benefits.....	5
1. Salaries.....	5
2. Health Insurance and Dental Insurance.....	5
3. Loss of Time Insurance.....	5
4. Retirement Plan.....	5
5. Life Insurance.....	5
6. Section 125 Flex.....	5
7. Paid Holidays.....	5
8. Bereavement Leave.....	5
9. Compensatory Time.....	6
10. Overtime.....	6
11. Sick Leave.....	6
12. Voluntary Sick Leave Donation.....	6
13. Vacation.....	7
14. Family and Medical Leave.....	7
15. Symons Employee Membership.....	7
16. Military Leave.....	7
Rules of Conduct.....	7
1. Department Heads' Responsibility.....	7
2. Grounds for Termination or Suspension.....	7
3. Harassment.....	7
4. Violence in the Workplace.....	7
Hiring and Employment Considerations.....	7
1. Hiring for Long-Term Vacancies (90 days or longer).....	7
2. Hiring for Temporary Vacancies (Less than 90 days).....	8
3. Probation Period.....	8
4. Reclassification.....	9
5. Discipline, Suspension or Dismissal of an Employee.....	10
6. Non-Disciplinary Termination/Layoff.....	10
7. Resignation/Retirement.....	10
8. Concerns.....	10
9. Policy on Nepotism.....	10
Reimbursements.....	10
1. Lodging.....	10
2. Meals.....	11
3. Mileage.....	11

4.	Other Expenses.....	11
5.	Registration Fees	11
6.	Expense Vouchers.....	11
	Miscellaneous Personnel Provisions	11
1.	Change of Address or Status.....	11
2.	Official County Bulletin Board	11
3.	Employee Bulletin Board	11
4.	Equipment	11
5.	Telephone Policies	11
6.	Notification of Absence.....	11
7.	Weather Conditions.....	11
8.	Jury Duty	11
9.	Ambulance or Fire Department Volunteers.....	11
10.	Break Room	11
11.	Credit Union.....	12
12.	Deferred Compensation.....	12
13.	Use of Computers, Software & Internet	12
14.	Picture Identification Badge	12
15.	Training Opportunities	12
16.	Gifts or Gratuities.....	12
17.	County Workspaces and Personal Property.....	12

This addendum has been prepared as a supplement to the Richland County Employee Handbook of Personnel Policies and Work Rules as it relates to employees of the Health and Human Services Department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

DEFINITIONS

Refer to Employee Handbook

INTRODUCTION TO YOUR EMPLOYEE HANDBOOK AND WORK RULES

Refer to Employee Handbook

EXTENT OF HANDBOOK

The County Administrator shall have jurisdiction over all personnel matters relating to County employees.

MANAGEMENT RIGHTS

Refer to Employee Handbook

EQUAL OPPORTUNITY

Refer to Employee Handbook

TERMS AND CONDITION OF EMPLOYMENT

1. Office Hours

Refer to Employee Handbook

- d. The Director's right to change work hours is limited to the hours of 7:00 a.m. to 9:00 p.m., provided that any change in work hours is preceded by at least one (1) week written notice to all affected employees. The normal workday shall be eight (8) hours. The normal work week shall be forty (40) hours, Monday through Friday. Employee lunch hours (½ hour to 1 hour) may be staggered to provide office coverage during the noon hour. Various programs will operate later into the evening as needed. Staff will organize work week to accommodate this time of operation, not to exceed their normal approved work week hours. Part-time or Temporary Casual County staff shall work schedules approved by their immediate supervisor, not to exceed their normal approved work week hours.

The Director is authorized to temporarily reduce the number of work hours of a consenting full-time employee, if it is in the best interest of the Department, to no less than thirty-five (35) hours per week, without County Administrator approval. Refer to the County Administrator's Office regarding the impact of benefit accrual on reduced hours.

2. Outside Employment

Refer to Employee Handbook

3. Pay Period

Refer to Employee Handbook

4. Time Paid

Refer to Employee Handbook

5. Accidents and Injuries

Refer to Employee Handbook

6. Health Examinations

Refer to Employee Handbook

7. Breaks

Refer to Employee Handbook

8. Leave of Absence

Refer to Employee Handbook

Leaves of absence without pay for up to thirty (30) working days duration may be granted by the Director with notification to the County Administrator's Office. Refer to the County Administrator's Office regarding benefit accrual.

9. Flexible Work Schedule

Refer to Employee Handbook

10. Seniority or Length of Hire

Refer to Employee Handbook

11. Performance Evaluations

Refer to Employee Handbook

Annual performance evaluations are conducted on each employee and should be completed annually. The Director shall conduct the evaluation of all unit managers. Each supervisor is responsible for conducting the evaluation of his or her immediate staff. The All Agency Performance Evaluations Policy (AA3.2.3) shall be followed and the appropriate form completed. If the employee's overall evaluation score is Needs Improvement (NI) or Unsatisfactory (U), management is to refer to #5. Discipline, Suspension or Dismissal of the section HIRING AND EMPLOYMENT CONSIDERATIONS of the Health & Human Services Addendum for further action if needed.

12. Personnel Files

Refer to Employee Handbook

13. Time Cards (Timekeeping)

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 1/21/14, Res 14-21, 11. a. revised;

COMPENSATION AND FRINGE BENEFITS

1. Salaries

Refer to Richland County Salary Grades

2. Health Insurance and Dental Insurance

Refer to Employee Handbook

3. Loss of Time Insurance

Refer to Employee Handbook

4. Retirement Plan

Refer to Employee Handbook

5. Life Insurance

Refer to Employee Handbook

6. Section 125 Flex

Refer to Employee Handbook

7. Paid Holidays

Refer to Employee Handbook

8. Bereavement Leave

Refer to Employee Handbook

9. Compensatory Time

Refer to Employee Handbook

- a. Non-Exempt Employees: Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- b. Exempt Employees: Management and Professional staff earns compensatory time when total paid hours are greater than forty (40) hours in one week. Prior approval by the Director is required to work hours, which will result in earned compensatory time. Compensatory time is earned at the rate of hour for hour. Compensatory time may be accumulated up to a maximum of forty (40) hours 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. Use of compensatory time off shall be by mutual agreement between the employee and the Director. Compensatory time earned and used will be reported to the County Administrator's Office for each payroll period. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- c. On-Call Compensatory Time: Health and Human Services staff serving as emergency on-call personnel shall earn compensatory time as follows:
 - On-call pay of ~~\$1.25~~\$2.00 per hour will be earned for on-call duty;
 - On-call holiday pay of ~~\$1.50~~\$2.50 per hour for will be earned for on-call holiday duty. Holiday duty shall include the County-paid holiday as well as the actual calendar holiday if it falls on a separate day;
 - Any assignment among unit employees shall be rotated as reasonably possible, and management will allow reasonable trades of availability;
 - On-call employee who is called upon to work shall receive 1.5 hours of comp time for every hour or partial hour worked not to exceed forty (40) hours of accumulated on-call compensatory time. On-call compensatory time earned can accrue and shall be taken prior to the end of the calendar year in which it was generated or be paid out. Additional calls received within the hour shall not be considered as a new call for purposes of this provision.
 - On-call compensatory time earned and used will be reported to the County Administrator's Office for each payroll period.
 - Use of on-call compensatory time off shall be by mutual agreement between the employee and his/her immediate supervisor.
 - Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- d. Health and Human Services staff who have a specialized bilingual fluency and are assigned to participate on the Economic Support bi-lingual call center queue or provide interpreter services in the course of their duties shall be eligible for a wage modifier of \$0.75 per hour.

10. Overtime

Refer to Employee Handbook

11. Sick Leave

Refer to Employee Handbook

12. Voluntary Sick Leave Donation

Refer to Employee Handbook

13. Vacation

Refer to Employee Handbook

14. Family and Medical Leave

Refer to Employee Handbook

All employees requesting Family and Medical Leave shall also submit a copy of all required forms/documents to the Director for action and filing in the employee's medical record which is kept separate from their personnel file.

15. Symons Employee Membership

Refer to Employee Handbook

16. Military Leave

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 4/21/14, Res. 14-21, 8. b. revised, 8. c. revised, 13. a. added; Eff. 4/21/15, Res. 15-51, 8. c. pager payment modified, lieu payment added; [Eff. 6/7/22, 9. c. change in on call pay](#);

RULES OF CONDUCT

1. Department Heads' Responsibility

Refer to Employee Handbook

2. Grounds for Termination or Suspension

Refer to Employee Handbook

3. Harassment

Refer to Employee Handbook

4. Violence in the Workplace

Refer to Employee Handbook

HIRING AND EMPLOYMENT CONSIDERATIONS

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

- a. The Director shall notify the County Administrator of vacant County positions;
- b. The Director or designee shall place an advertisement for a minimum of two consecutive weeks in the Richland Observer and in other publications as needed. The advertisement shall briefly describe the job, the salary range set forth, and solicit written applications within a specific timeframe;
- c. The Director and the appropriate supervisor and/or designee shall screen all applications. Selected applicants shall be interviewed by the Health & Human Services Director, the appropriate manager/supervisor, and/or designee. For all management positions, a final interview shall be held by the Health and Human Services Director, the appropriate supervisor and/or designee, and the County Administrator if he/she opts to participate. The Director shall notify the County Administrator of the appointment of all County employees. Prior to offering a position, reference checks and skills testing may be required. Satisfactory criminal and caregiver background checks are a requirement of employment.
- d. Employees hired for a Social Worker or AODA Counselor position who have not yet received certification shall be paid at the Social Worker (Temporary Certification) starting rate, and agree to obtain temporary certification by the end of his/her probationary period. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. The Director may waive the Social Worker certification requirement of an otherwise qualified candidate if it does not conflict with any other program

requirements and is in the best interest of the agency and the services to be provided.

When the certification requirement is waived, the employee may not advance to the pay grade for the certified social worker level positions.

- e. The employee shall then obtain his/her Social Worker or AODA Counselor Certification from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of social work certification is received, the employee will be paid at the Social Worker (Certified) step that provides them with an increase in salary. Once proof of AODA certification is received, the employee will be paid at the AODA (Certified) step that provides them with an increase in salary. Thereafter, employees shall move through the salary schedule based upon the time required between steps.
- f. Employees hired as a Social Worker who holds a Masters Degree in Social Work from an accredited school shall be paid at the Social Worker (Certified) starting rate. The employee shall then obtain his/her Social Worker Certification from the State of Wisconsin within one year from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director.
- g. Employees hired for a Mental Health Therapist position who have not yet received licensure shall be paid at the Mental Health Therapist (Non-Licensed) beginning rate, and agree to achieve the required number of hours of supervised clinical experience based upon degree type to obtain his/her licensure from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of licensure is received and probationary period passed, the employee will be paid at the Mental Health Therapist (Licensed) job rate.

2. Hiring for Temporary Vacancies (Less than 90 days)

Refer to Employee Handbook

- a. All employees who are temporarily assigned to work in a vacant higher paid position shall receive the higher rate of pay working in said position as determined by the Director.

3. Probation Period:

- a. All employees who are new to a County position shall serve no less than a six-month probation period in that new position. County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which shall not be less than three months in duration. All part-time or Temporary Casual County staff 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 be reviewed within a fixed period from the employee's start of work in any position. A performance evaluation is completed and 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 interference 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.
- b. Any employee's probation period can be extended up to a maximum of one full year. The granting of extensions shall be by the County Administrator, after receiving the recommendation of the Director. 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.
- c. The Director shall make a recommendation to the County Administrator as to whether or not that employee merits the continuation of regular status as a County employee. A copy of a written evaluation and recommendation shall be given to the County employee at the time it is recommended to the County Administrator only if the affected employee has not satisfactorily completed his or her probation period, so that their County employment is to be terminated or if the affected employee's probation period is to be extended. Such written notice shall be given to the affected employee before the end of the employee's probation period. The Director shall also immediately notify the County Administrator's Office as to the employment status of their probationary employees as soon as that status has been determined by the County Administrator.
- d. All decisions concerning whether employees at the end of their probation period shall be:
- Terminated from County employment or
 - Continue their employment in regular employment status with the County or
 - Have their probation period extended, will be made in all instances by the County Administrator. Probationary employees may be terminated at any time at the discretion of the Director. Discharges during the probationary period shall not be subject to the grievance procedure.

4. Reclassification

Refer to Employee Handbook

5. Discipline, Suspension or Dismissal of an Employee:

- a. Management reserves the right to discipline employees as appropriate. The Director and/or the employee’s supervisor shall discuss all problems relating to the employee’s job performance with the employee. Verbal and written warnings, as well as work plans, shall be documented and placed in the employee’s personnel file. Employees receiving such notices are entitled to be heard on the question by the County Administrator.
- b. If the employee fails in the opinion of the Director to adequately correct the problem giving rise to the above notice within the allowed time period, the Director shall present the issue to the County Administrator for advice and consultation if it is not a situation requiring immediate dismissal. The Director and County Administrator will discuss what, if any, job action is to be taken relative to an employee. The Director has the authority to take disciplinary action up to three (3) day suspension without pay provided the Director has notified the County Administrator 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 Director and/or County Administrator.
- d. The Director shall not have the authority to terminate an employee. All terminations must be presented to the County Administrator for review and final approval. Prior to the termination, the Director shall ensure that the affected employee is given written notice that termination of the employee has been proposed and the reasons therefore. Nothing in this section shall prevent the County Administrator from suspending the employee without pay pending a decision.
- e. The Richland County Formal Complaint and Mismanagement Policy is to be followed should an employee decide to file a grievance. Refer to <https://administrator.co.richland.wi.us/policy/> to view the policy..
- f. This section shall not apply to terminations due to reorganization, lack of work or the sunset of a position.

6. Non-Disciplinary Termination/Layoff

- a. Elimination of Position

Refer to Employee Handbook

- b. Layoff

Refer to Employee Handbook

- c. Recall: Recall will be at the discretion of the Director unless the County Administrator initiated the layoff.

7. Resignation/Retirement

Refer to Employee Handbook

8. Concerns

Refer to Employee Handbook

9. Policy on Nepotism

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-14, 1. b. & c. revised; Eff. 1/21/14, Res. 14-21, 2. a. added, 5. Title revised; Eff. 6/21/16, Res. 16-84, 1. & 3. Title change;

REIMBURSEMENTS

1. Lodging

Refer to Employee Handbook

2. Meals

Refer to Employee Handbook

3. Mileage

Refer to Employee Handbook

4. Other Expenses

Refer to Employee Handbook

- a. The Richland County Health & Human Services Purchase Request Form shall be utilized for other business related purchases, and if the employee purchases the item, reimbursement shall be submitted for approval by the County Administrator. Once reimbursement is approved, a check shall be generated separate from payroll and issued one time per month.

5. Registration Fees

Refer to Employee Handbook

6. Expense Vouchers

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 1/21/14, Res. 14-21, 4. a. added;

MISCELLANEOUS PERSONNEL PROVISIONS

1. Change of Address or Status

Refer to Employee Handbook

- a. It is each employee's responsibility to report changes in legal name, residences and mailing addresses, phone numbers, emergency contacts, and any other relevant information to the Administrator & Building Operations Manager immediately.

2. Official County Bulletin Board

Refer to Employee Handbook

3. Employee Bulletin Board

Refer to Employee Handbook

4. Equipment

Refer to Employee Handbook

5. Telephone Policies

Refer to Employee Handbook

- a. The Director or designee shall determine which employees are to be issued a department cellular phone and how that department cellular phone is to be used.

6. Notification of Absence

Refer to Employee Handbook

7. Weather Conditions

Refer to Employee Handbook

8. Jury Duty

Refer to Employee Handbook

9. Ambulance or Fire Department Volunteers

Refer to Employee Handbook

10. Break Room

Refer to Employee Handbook

11. Credit Union

Refer to Employee Handbook

12. Deferred Compensation

Refer to Employee Handbook

13. Use of Computers, Software & Internet

Refer to Employee Handbook

14. Picture Identification Badge

All Health and Human Services staff shall be issued a picture identification badge by the MIS Department. A security form must be completed prior to issuance of the badge which grants access to certain areas of the Community Services Building. The badge shall be returned to the MIS Department upon separation of employment.

15. Training Opportunities

Refer to Employee Handbook

16. Gifts or Gratuities

Refer to Employee Handbook

17. County Workspaces and Personal Property

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 6/21/16, Res. 16-84, I. Modified;

Refer to the Richland County Handbook of Personnel Policies for all items not specifically addressed in this addendum. Health and Human Services employees shall refer to internal All Agency policies and procedures related to the above items when applicable. These policies do not supersede or replace the policies in the Richland County Handbook of Personnel Policies.

This is to certify that I have received my personal copy of Richland County Health & Human Services Addendum to the Richland County Handbook of Personnel Policies and Work Rules, and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

Date

Position Title

Print Name

Sign Name

Richland County Finance & Personnel Standing Committee

AGENDA ITEM SUMMARY

Agenda Item Name: Approve the use of American Rescue Plan Act Funds set aside for Public Health to Hire a Consultant to Assist with the Development of the Community Health Needs Assessment /Community Health Improvement Plan

Department:	HHS	Presented By:	Roxanne Klubertanz-Gerber
Date of Meeting:	June 7, 2022	Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	County Board Rule #14
Date submitted:	May 18, 2022	Referred by:	HHS & Veterans Standing Cmt

Recommendation and/or action language: Motion to... Approve the use of up to \$41,000 of the American Rescue Plan Act (ARPA) funds that have been set aside for Public Health to cover the cost of a consultant to assist with development of the Community Health Needs Assessment (CHNA)/Community Health Improvement Plan (CHIP), and forward the recommendation onto the County Board for approval.

Background: Local health departments are required by Wisconsin Administrative Code DHS 140.04(1)(g)3. (CHNA) and s. 251.05(3)(c) Wis. Stats. (CHIP) to regularly and systematically collect, assemble, analyze, and make available information on the health of the community; including statistics on health status, community health needs, and epidemiological and other studies of health problems; develop public health policies and procedures for the community; involve key policymakers and the general public in determining and developing a community health improvement plan. This cycle occurs every five years and Richland County's most recent CHNA/CHIP expired at the end of 2021.

The services of a consultant are necessary because Public Health staff are not able to complete the required assessment and plan as their time continues to be needed for COVID-19 pandemic response and recovery workload. With few exceptions, staff nurses are managing all facets of our current COVID response, are working to re-establish services that were paused during the height of the pandemic, and are pivoting their focus toward initiating new projects.

Public Health proposes to establish a contract with Wisconsin Community Health Alliance, LLC to spearhead the required CHNA/CHIP project. Wisconsin Community Health Alliance is an organization committed to supporting coalitions, organizations and individuals to improve the health of their communities and the environments in which they live. President Dorothy Chaney is a trainer and consultant who would conduct the work and comes highly-recommended. She has more than twenty years of experience in community organizing, adult education, and substance abuse prevention work. Ms. Chaney has a wealth of experience in community health improvement planning. Ms. Chaney submitted a detailed work plan outlining the objectives she plans to be achieved and the time line for completion. The cost of the proposal is \$40,020.

Attachments and References:

<i>DHS 140.04(1)(g)3. (CHNA)</i> <i>s. 251.05(3)(c) Wis. Stats. (CHIP)</i>	
---	--

Financial Review: The Finance and Personnel Committee has previously approved \$3,350,999 of Richland County's American Rescue Plan Act funds to be set aside for Public Health Response.

Richland County Finance & Personnel Standing Committee

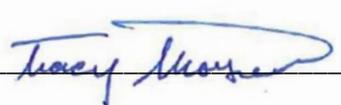
AGENDA ITEM SUMMARY

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input checked="" type="checkbox"/>	Apportionment needed	Requested Fund Number	Fund 93 - ARPA Funds
<input type="checkbox"/>	No financial impact		

Approval:

Review:



Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 22-_____

A Resolution To Approve the Use of American Rescue Plan Act (ARPA) Funds set aside for Public Health to Hire a Consultant to Assist with the Development of the Community Health Needs Assessment(CHNA)/Community Health Improvement Plan(CHIP).

WHEREAS the American Rescue Plan Act was signed into law by President Biden on March 11, 2021, as a new federal COVID-relief package which includes direct funding to counties through the U.S. Treasury Department in order to improve the safety, health and opportunity for all within our communities, with a focus on those most harmed by COVID-19, and

WHEREAS the Richland County Finance and Personnel Standing Committee has approved an apportionment of up to \$3,350,999 in County ARPA funds and 10% of that allocation has been designated to support Public Health response efforts to decrease the spread in response to the COVID-19 pandemic, and

WHEREAS the Health and Human Services & Veterans Standing Committee, Interim Director Roxanne Klubertanz-Gerber of Health and Human Services, and Administrator Clinton Langreck have recommended the use of up to \$41,000 in ARPA Funds allocated to Public Health to contract with the Wisconsin Community Health Alliance, LLC to spearhead the required CHNA/CHIP Project, and

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

NOW THEREFORE BE IT RESOLVED by the Richland County Board of supervisors that approval is hereby granted to approve the use of up to \$41,000 in ARPA Funds allocated to Public Health to contract with the Wisconsin Community Health Alliance, LLC to spearhead the required CHNA/CHIP Project, and,

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

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION OFFERED BY THE COUNTY
SUPERVISOR MEMBERS OF THE HEALTH
AND HUMAN SERVICES & VETERANS STANDING
COMMITTEE

RESOLUTION _____

FOR AGAINST

COUNTY CLERK

DATED _____

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Approval of employee bonuses from remaining 2021 department funds.

Department	Sheriff	Presented By:	Clay Porter
Date of Meeting:	07 June 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (D)
Date submitted:	06/01/2022	Referred by:	Public Safety

Recommendation and/or action language:

Motion to approve bonuses for Sheriff’s Department employees from 2021 remaining budget funds.

Background: The Richland County Sheriff’s Department had approximately \$163,345 in remaining funds in our department budget at the completion of the 2021 fiscal year. The remaining 2021 funds in the budget was a very irregular situation due to Covid-19, working numerous officers short and administration changes. Our department is having difficulties finding and retaining employees and feel that our current staff deserve a bonus to improve moral and reward them for the constant overtime coverage. At this time the Sheriff’s Department is looking for approval to give a bonus of \$3,000 for employees with 5 or more years of service, \$2,000 for employees with 1-5 years of service and \$1,000 for employees employed for a year of less. A total of \$72,000 would be issued out to employees of the Richland County Sheriff’s Department.

Attachments and References:

What	# of employees	Bonus amount	Total
Sheriff's Dept. remaining Budget 2021			\$163, 345.44
Deputies with 5 years of service or more	14	\$3,000	\$42,000
Deputies with 1-5 years of service	13	\$2,000	\$26,000
Deputies with less than 1 year of service	4	\$1,000	\$4,000
			\$72,000
			\$91,345

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	75 Capital Improvements
<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)

Onetime bonus from remaining budget in 2021.

Approval:

Clay Porter, Sheriff

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RCSO Budget Summary Sheet

<u>Account Name</u>	2021 Difference	2021 <u>Budgeted</u>	2021 <u>Actual</u>
Total Projected Budget		3,305,123.00	3,142,366.47
Target Amount set by Finance			
Difference	163,345.41	\$3,305,123.00	\$3,142,366.47
Expenditures:			
Sheriff's Admin	8,918.97	444,783.00	435,864.03
Sheriff's General	12,676.72	1,554,474.00	1,541,797.28
Police Radio	16,164.49	46,190.00	30,025.51
Jail	133,349.66	1,333,676.00	1,200,326.34
911 Outlay	0.00	-	0.00
Uniform Allowance	(3,058.87)	20,000.00	23,058.87
Special Investigations	(2,000.00)	2,000.00	4,000.00
New Car Outlay	0.00	-	0.00 Squad money in Capital Projects
Revenues:			
Grants		-	0.00
State Aid - Police Training	(11,680.58)	6,000.00	17,680.58
State Aid - Probation & Parole	(2,760.00)	7,000.00	9,760.00
Fed Aid - Vests	800.00	800.00	0.00
State Aid - DNA Testing	480.00	800.00	320.00
Prisoner Aid In Lieu of Social Security	3,200.00	3,200.00	0.00
Civil Process	3,670.00	20,000.00	16,330.00
Copy Fees	514.00	1,500.00	986.00
Telephone Revenue	1,085.70	15,000.00	13,914.30
Prisoner Transport	(2,588.91)	0.00	2,588.91
Prisoner Meals	8,500.00	8,500.00	0.00
Huber Room	1,000.00	1,000.00	0.00
Huber Laundry	200.00	200.00	0.00
Sheriff Escort Fees	0.00	0.00	0.00
Electronic Monitoring	285.32	30,000.00	29,714.68

Richland County Committee

Agenda Item Cover

Agenda Item Name: Change Order to Roofing Project

Department	Courthouse Maintenance	Presented By:	Administrator Langreck
Date of Meeting:	07 June 2022	Action Needed:	Vote
Disclosure:	Open	Authority:	Committee Structure B, E
Date submitted:	06 June 2022	Referred by:	Public Works (12 May 22)

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.)*

Motion to ... recommend resolution to accept the Interstate Roofing change order proposal to include replacement of flat roof over the causeway and new jail addition of the courthouse; and to recommend to the Finance and Personnel Committee, funding the project through American Rescue Project Act.

Background:

During the process of addressing our deficiencies with the Historic Courthouse roof, we have uncovered some rapidly deteriorating spots on the connecting flat roof of the causeway and new jail addition of the courthouse. Interstate Roofing, currently on site with the Courthouse roof repair, has submitted a change-order proposal of \$72,200 to address the deteriorating spots and stop the growing leak areas in the causeway, Clerk’s Office, Zoning Office, etc.

The Public Works Standing Committee took action on this item in May and is recommending action taken with use of ARPA Funds.

Attachments and References:

Proposal – Interstate Roofing (attached)	Example picture of Zoning Office (below)
--	--

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input checked="" type="checkbox"/>	Apportionment needed	Requested Fund Number	#93 ARPA Funds
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

\$72,2000

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover





INTERSTATE ROOFING & WTP., INC.

N5544 Commerce Road
ONALASKA, WISCONSIN 54650

(608) 783-2106
Fax (608) 783-1900

PROPOSAL

No 212097

TO: Richland County Courthouse

Richland Center, WI
Russ Mohns

PHONE	DATE 4/26/2022
JOB NAME/LOCATION	
Richland County Courthouse	
EPDM Reroof	

We hereby submit specifications and estimates for:

Interstate Roofing & Waterproofing, Inc. disclaims any responsibility for asbestos below the roof.

- Remove existing ballasted rubber membrane roof system down to fire-proofed steel deck.
- Remove existing rubber membrane gutter trough systems below standing seam roof.
- Provide and install new tapered polyisocyanurate **adhered** to fire-proofed steel deck.
- Provide and install .060 mil black EPDM rubber membrane fully adhered roof and gutter trough membrane below standing seam.
- Strip-in new fully adhered membrane to existing membrane just below standing seam roof.
- Provide and install Firestone reinforced perimeter fastening strip fastened 12" on center base termination.
- Fabricate and install new sheetmetal copings.
- Provide 15 year roof warranty by Firestone.

Price: \$72,200.00

We Propose hereby to furnish material and labor -- complete in accordance with the above specifications, for the sum of:

dollars (\$ 72,200.00)

Payment to be made as follows: **Minimum service charge \$3.00. 1½% Per month on unpaid balance after 30 days. (18% per annum)**

This is to advise you that in furnishing labor or materials for the above listed job, Interstate Roofing & Waterproofing, Inc. will maintain construction lien rights on the property and will claim a lien to the extend of all unpaid invoices.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Authorized
Signature

Note: This proposal may be withdrawn
bv us if not accepted within 30 days.

Signature

Signature

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Richland County Committee

Agenda Item Cover

Agenda Item Name: Richland County Classification, Compensation and Staff Authorization Policy Draft

Department:	Administration	Presented By:	Administrator
Date of Meeting:	7-Jun-22	Action Needed:	Discussion
Disclosure:	Open	Authority:	Finance & Personnel
Date submitted:	1-Jun-22	Referred by:	
Action needed by no later than (date)	6/7/22	Resolution	Review

Recommendation and/or action language:

Recommend to... review proposed policy and recommend any changes to be brought back in July for approval

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

To keep up with the ever changing and competitive nature of workforce, the proposal is to increase progression through the wage scale along with changes to Administrative form of governing, committee structure changes, and clarification in work structure.

Attachments and References:

Richland County Classification, Compensation and Staff Authorization Policy Draft May 2022	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY, WI



~~-DRAFT-~~ Policy on
Personnel Classification,
Compensation and Staff
Authorization
Of Richland County

Effective: 20 July 2021
Revised: _____

Policy Cover	
Title: Policy on Personnel Classification, Compensation and Staff Authorization	Effective Date: 20 July 2021
	Adoption/Revision Date: 20 July 2021
Custodian: County Administrator	Approving Body: Richland County Finance and Personnel <u>Standing</u> Committee

1. Authority

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

2. Reference:

- a. Adopting Resolution/Ordinance/Motion: Resolution No: 21-98;
- b. Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions: Resolution 20-93;
- c. Richland County Employee Handbook;
- d. Res 18-10 Adopting a New Pay Plan Wage Scale;
- e. Res 18-61 Wage Scale amendment;
- f. Res 18-97 Wage Grade Increased;
- g. Res 19-89 Amending the County’s pay plan wage schedule;
- h. Res 19-126 Amending Res 19-89;
- i. Ordinance 82-3 Sheriff’s Department Ordinance;
- j. Ordinance 89-7 Sheriff Department Ordinance.

3. Purpose:

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

4. Scope

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

5. Policy Overview

- a. Authority of this policy is vested in the Richland County Board of Supervisors with

- specified authorities granted to the Finance and Personnel Committee.
- b. Administrative procedures regarding classification, compensations and the staff authorization are delegated to the County Administrator.

6. Policy Performance Goals:

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

Contents

SECTION 1: COMPENSATION PHILOSOPHY:	5
SECTION 2: COMPENSATION PRINCIPLES	5
SECTION 3: POLICY DEFINITIONS	5
A. Emergency.....	5
B. Wage Modifier	6
C. Step Increase.....	6
SECTION 4: WAGE SCHEDULES	6
A. PAY GRADE:.....	6
B. SCHEDULE PLACEMENT AND PROGRESSION (Res No. 19-89)	6
General Government:	6
Pine Valley:.....	7
General Provisions:	7
SECTION 5: SUPPLEMENTAL DEPARTMENT WORK RULES	8
SECTION 6: CLASSIFICATION AND POSITION DESCRIPTIONS	9
A. Classification:	9
B. Position Description Content:	9
C. Department Heads are responsible for	9
D. Record Retention:	10
SECTION 7: RECLASSIFICATION PROCESS	10
C. Reclassification Procedure:	10
SECTION 8: THE STAFF AUTHORIZATION TABLE	11
F. Creating a position procedure:	12
SECTION 9: EMPLOYEE MOVEMENT	13
A. PROMOTION	13
B. LATERAL TRANSFER.....	13
C. DEMOTION.....	14
SECTION 10: REVIEW AND MAINTENANCE	14
SECTION 11: REVISION HISTORY	14
APPENDIX A: PAYROLL STATUS CHANGE FORM	15
APPENDIX B: RECLASSIFICATION REQUEST	16
APPENDIX C: NEW POSITION REQUEST FORM	17
APPENDIX D: STAFF AUTHORIZATION TABLE	18
APPENDIX E: WAGE SCHEDULES	22
APPENDIX Y: PROPOSED CHANGES TO COMPENSATION POLICY	25
APPENDIX Z: POLICY REVIEW FORM	26

SECTION 1: COMPENSATION PHILOSOPHY:

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

SECTION 2: COMPENSATION PRINCIPLES

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

SECTION 3: POLICY DEFINITIONS

For purposes of this policy the following definitions will apply:

- A. Emergency** — a serious and unexpected situation requiring immediate action to avoid a dangerous or unreasonable liability to the organization.”

B. Wage Modifier — any additional pay added to an employee’s hourly rate beyond step of the wage schedule. Such as weekend or night differential, etc.

C. Step Increase — a wage grade step increase is a lateral progression, move or adjustment along the assigned wage grade.

C.D. Effective Date – date of the Adoption/Revision date of this Policy.

SECTION 4: WAGE SCHEDULES

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

A. PAY GRADE:

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

B. SCHEDULE PLACEMENT AND PROGRESSION (Res No. ~~19-89~~ 22- ???)

General Government:

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

~~6. After Employees with two years of continuous employment from their date of hire as of the Effective Date date of hire, the employee will be placed at step 4-6 (is currently step 3).~~

~~(Future intensions of the county are to allow for steps 7 and 8)~~

~~7. Employees with four years of continuous employment from their date of hire as of the Effective Date, will be placed at step 7.~~

~~8. Employees with six years of continuous employment from their date of hire as of the Effective Date, will be placed at step 8.~~

~~5-~~

Pine Valley:

1. New hire Employees will be placed at step 4.

2. After an employee passes probation, the employee will be placed at step 5-4 (is currently step 3)

3. Employees with ~~less than two years~~ one to two years of continuous employment from their date of hire as of the Effective Date, and new hires will be placed at step 6-3 (is currently step 2)

4. After Employees with two years of continuous employment from their date of hire as of the Effective Date, the employee will be placed at step 7-5 (is currently step 6-4)

~~(Future intensions of the county are to allow for step 8)~~

1-5. Employees with ~~two or more~~ four years of continuous employment from their date of hire as of the Effective Date will be placed at step 5-8 (is currently step 4)

~~2-6. Employees whose wages were above step 4 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step~~

~~3-7. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 3 (is currently step 2)~~

~~4-8. After an employee passes probation, the employee will be placed at step 4 (is currently step 3)~~

~~9. After two years from the date of hire, the employee will be placed at step 5 (is currently step 4)~~

~~5-10. Employees whose wages were above step 4 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step~~

General Provisions:

1. County department heads, beginning on the Effective Date, may authorize a new hire to start one ~~or to~~ two-steps above the new hire step, based on qualifications and experience. The Department must be able to absorb the increased cost in its

budget. Such new hires would move up a step upon successful completion of their probationary period—and at other designated intervals, unless they are already at the highest step for that position (step 4 for general government; step 5 for Pine Valley). Any progression beyond will be held until completing corresponding years in service, as referenced in section #4.

2. ~~County department heads may authorize a one-time placement adjustment (not to exceed step 4 for General Government or step 5 for Pine Valley) for current employees who the department head deems their experience and value to the department warrants the increase.~~
3. ~~The Finance and Personnel Standing Committee~~ County Administrator is authorized to retain the services of Carlson Dettmann Consulting, LLC, (County's Compensation Plan Consultant) ~~during 2020,~~ to update the county's composition structures (steps) to reflect current market — ~~update to be completed by April 30, 2020.~~
4. "The Finance and Personnel Standing Committee is authorized to have the County's compensation structures (steps) updated annually to reflect current market. The Finance and Personnel Standing Committee is also authorized to permit further step progressions beginning in 2021 up to and including the use of all steps in preparations of annual budgets as the oversight Committee and County Administration ~~or~~ deem feasible"

SECTION 5: SUPPLEMENTAL DEPARTMENT WORK RULES

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

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

- a. ~~AA. Ambulance Services / Emergency Management (reserved)~~
~~BB. Child Support (reserved)~~
~~CC. Circuit Court (reserved)~~
- b. ~~DD. Coroner (reserved)~~
~~EE. District Attorney's Office (reserved)~~
~~FF. Extension Office (reserved)~~
- c. ~~GG. Fair and Recycling (reserved)~~
- d. ~~HH. Health and Human Services (reserved)~~
- e. ~~H. Highway (reserved)~~
~~JJ. Land Conservation (reserved)~~
~~KK. MIS (reserved)~~
- f. ~~LL. Pine Valley Community Services~~
~~MM. Register of Deeds (reserved)~~
~~NN. Register in Probate (reserved)~~
- g. ~~OO. Sheriff's Office (including reference to WPPA Agreement)~~
- h. ~~PP. Symon's Recreation Complex (reserved)~~
- QQ. ~~Treasurer's Office (reserved)~~

- RR. UW Food Services (reserved)
- SS. Veteran's Services (reserved)
- TT. Zoning and Sanitation (reserved)
- UU. Misc. (reserved)

SECTION 6: CLASSIFICATION AND POSITION DESCRIPTIONS

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

1. **Position Title** — As defined by state statute and/or the county organizational tables, should align with comparable, standardized titles by the Bureau of Labor Statistics when applicable.
2. **Pay Grade** — Compensation level of a position as found on the Richland County Wage Schedules.
3. **FLSA Status** — Defines position entitlement to salary or time and/or one half premium.
4. **Category** — Defines position as full-time, part-time, casual reserve/~~pool~~, limited term, or seasonal.
 - a. Full-time - a minimum of 30 hours per week.
 - b. Part-time benefited – a minimum of 23.25 hours per week.
 - c. Part-time unbenefited – less than 23.24 hours per week.
 - d. Casual reserve – call-in, not a regular schedule, and only guaranteed work when needed.
 - e. Limited term employment – full time or part time employee contracted to work for a set amount of time.
 - 4.f. Seasonal – temporary employment that recurs around the same time every year.
5. **Capacity** — Indicates if the position's intended capacity of average hours per week.

B. Position Description Content: The authority and responsibility to manage and direct employees, assign work duties, and schedule employee hours is a function of management. Position description changes that are necessary to reflect assigned duties and requirements, are delegated to the position's department head with review and approval by the County Administrator, or supervisory committee as appropriate. ~~At the discretion of the County Administrator, modifications of department position descriptions significantly impacting department operations must be approved by the County Board.~~

C. Department Heads are responsible for: ~~e~~Ensuring their department's employees have a signed copy of their most recent position description submitted to the employees' individual personnel file. The position description is not to serve as a contract of employment, but as an understanding of general work expectations.

D. Record Retention: A master copy of all position descriptions shall be stored with the County Administrator, or designee as assigned.

SECTION 7: RECLASSIFICATION PROCESS

A. A reclassification is a change to any one of the classification components listed above in section 6A.

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

C. Reclassification Procedure:

1. Department heads will present a completed ~~R~~eclassification ~~R~~equest ~~F~~orm with supporting documents to the County Administrator or supervisory committee (when the department head is an elected official). [Reference Appendix B: "Reclassification Request"].

a. Requests involving the amendment to the pay grade assignment or FLSA classification will be forward to the County's ~~C~~ompensation ~~P~~lan ~~C~~onsultant for review and recommendation. Fees for the reclassification review will be charged to the requesting department.

2. The County Administrator, or supervisory committee (when the department head is an elected official), may take action to recommend the reclassification to the Finance and Personnel Standing Committee.

3. With the recommendation of the Administrator or supervisory committee (when the department head is an elected official), departments will present a completed ~~R~~eclassification ~~R~~equest ~~F~~orm with supporting documents to the Finance and Personnel Standing Committee.

~~4. The Finance and Personnel Committee may recommend a resolution to the Richland County Board of Supervisors, or deny the request.~~

~~5.4.~~ Any reclassification changes that are approved will be implemented on the first day of the first full pay period of the new budget year unless otherwise specifically requested by the department and approved by the County Administrator and Finance and Personnel Standing Committee, ~~or County Board.~~

~~6.5.~~ Reclassifications in a pay grade may be warranted by the following criteria:

a. Infraction of policy performance goals. Proven recruitment and retention trends indicating a clear need for reclassification.

b. The significant addition or deletion of essential job functions, skill requirements, educational requirement, and responsibilities; as added/or deleted from the

position description since the last evaluation of the position. An increase/or decrease in volume of previously established functions, or comparable functions, does not warrant a reclassification in wage grade.

- c. -Clear indication of adverse impact related to department hierarchy and/or inconsistency with the Richland County Compensation Philosophy (Section 1) and/or Principles (Section 2).
- d. A significant operational need, with overwhelming justification given by the department head, and supported by the County Administrator or supervisory committee (when the department head is an elected official).

SECTION 8: THE STAFF AUTHORIZATION TABLE

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

~~recommend a resolution to the Richland County Board of Supervisors.~~

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

F. Creating a position procedure:

1. Creation of a new position may be warranted by the following of criteria:
 - a. The proposed position contains new essential job functions, or requirements that are not already consolidated under an existing position title on the Richland County Wwage Sschedules.
 - b. Significant operational changes in a department that are adding new programs and services.
 - c. Requirements driven by a grant and/or funding needs.
 - d. A significant operational need, with overwhelming justification given by the department head, and supported by their advisory committee.
2. Department heads will present the request to their supervisory committee with a copy provided to the County Administrator. A nNew Position Request Form will be submitted with information and supporting documents that include: 1) a position description, 2) a job description questionnaire provided by the Compensation Plan Consultant, 3) narrative of reasoning, and 4) a statement of financial impact. [Reference Appendix C]-. Fees for the creation study from the Compensation Plan Consultant will be charged to the requesting department.
3. The supervisory committee may take action to recommend the creation to the County Administrator and Finance and Personnel Standing Committee.
 4. ~~The New Position request will be submitted to the County Administrator. The County Administrator will forward the "New Position Request" to the County's compensation plan consultant for review and opinion. Fees for the creation study will be charged to the requesting department.~~
4. The Department head will present the following to the Finance and Personnel Standing Committee: 1) position description, 2) a job description questionnaire, 3) narrative of reasoning, and 4) a statement of financial impact 54) the supervisory committee recommendation, and 65) the recommendation from the Compensation Plan Consultant.
5. A copy of the newly created and approved positions job description must be filed with the County Administrators office upon approval.
6. ~~The Finance and Personnel committee may take action to recommend resolution to the Richland County Board of Supervisors.~~
7. ~~Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of creation to the Richland County~~

~~Board of Supervisors. The Richland County Board of Supervisors may take action to create the position and to amend the Richland County Staff Authorization Table and Compensation Table.~~

- ~~6.~~ Any newly created positions that are approved will be implemented on first day of the first full pay period of the new budget year unless otherwise specifically requested and approved by the ~~Richland County Board of Supervisors~~ Finance and Personnel Standing Committee.

~~8.~~

SECTION 9: EMPLOYEE MOVEMENT

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

A. PROMOTION

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

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

B. LATERAL TRANSFER

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

1. An employee will not have a wage rate reduction resulting in a lateral transfer.
2. An employee transferring into a position of equal wage grade, upon reassignment by the county, will maintain current step and anniversary date ~~may~~ and will continue to progress according to Section 4.
3. ~~The employee will be eligible for an annual step increase, if available, on the anniversary of their established date from the previous position, pending department head approval.~~

C. DEMOTION

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

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

SECTION 10: REVIEW AND MAINTENANCE

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

SECTION 11: REVISION HISTORY

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Committee Action / Resolution
20/07/2021	Original	
	<u>Revision to Section 4 and Finance and Personnel Standing Committee change in authority.</u> <u>Changes in starting steps and wage progression</u>	

APPENDIX A: PAYROLL STATUS CHANGE FORM

EFFECTIVE DATE

EMPLOYEE ID #
BADGE #

EMPLOYEE NAME _____

CHANGE(S)	FROM	TO
PER RESOLUTION #	GRADE _____	GRADE _____
	STEP _____	STEP _____
	RANGE _____	RANGE _____
	HOURLY/SALARY RATE _____	HOURLY/SALARY RATE _____
JOB TITLE		
PV ONLY <input type="checkbox"/>	ON-CALL EVERY OTHER WEEKEND PREMIUM RATE	
DEPARTMENT		
WEEKLY HOURS		
SHIFT		
<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME W/BENEFITS _____ HRS PER WEEK _____ % FOR HEALTH INS	
<input type="checkbox"/> CALL- IN	<input type="checkbox"/> PART-TIME/TEMP CASUAL NO BENEFITS	

Account # _____	_____ %	Account # _____	_____ %
Account # _____	_____ %	Account # _____	_____ %
Account # _____	_____ %	Account # _____	_____ %

IF YOUR FUNDING IS SPLIT, IT MUST TOTAL 100%. OTHERWISE LEAVE BLANK

REASON(S) FOR THE CHANGE(S)

- | | | |
|--|---------------------------|--|
| <input type="checkbox"/> HIRED
<input type="checkbox"/> APPROVED BY COUNTY BOARD
<input type="checkbox"/> PROBATION ENDED
<input type="checkbox"/> PROBATION EXTENDED UNTIL _____
<input type="checkbox"/> 2 YEAR WAGE INCREASE
<input type="checkbox"/> SENIORITY INCREASE
<input type="checkbox"/> PROMOTION
<input type="checkbox"/> DEMOTION
<input type="checkbox"/> SUSPENSION | DATE OF APPROVAL
_____ | <input type="checkbox"/> REHIRED
<input type="checkbox"/> TRANSFER
<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> 2 WEEK NOTICE GIVEN
<input type="checkbox"/> DISCHARGED
<input type="checkbox"/> LAYOFF
<input type="checkbox"/> DEATH |
|--|---------------------------|--|
- YES / NO

LEAVE OF ABSENCE: <input type="checkbox"/> MEDICAL <input type="checkbox"/> NON MEDICAL
STARTS: _____ ENDS (LAST DAY): _____
FMLA STARTS: _____ ENDS (LAST DAY): _____

COMMENTS:

AUTHORIZED BY: _____ DATE: _____

AUTHORIZED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

APPENDIX B: RECLASSIFICATION REQUEST

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

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

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

APPENDIX C: NEW POSITION REQUEST FORM

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

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

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

APPENDIX D: STAFF AUTHORIZATION TABLE

STAFF AUTHORIZATION TABLE											
DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY				
							REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
Administration		County Administrator		By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Payroll & Benefits Specialist	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Accounting Supervisor	85	J	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Assistant to the Administrator	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	4.00				
Ambulance / Emergency Management		Emergency Medical Services / Emergency Management Director		K	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Advanced Emergency Medical Tech (Admin)	60	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Advanced Emergency Medical Tech (Training Officer)	55	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Advanced Emergency Medical Technician	35	B*C	Hourly	40	2.00	4.00	0.00	0.00	0.00
		Ambulance Crew Member		\$20/call	Hourly		0.00	0.00	0.00	14.00	0.00
		Ambulance Driver		\$15/call	Hourly		0.00	0.00	0.00	1.00	0.00
		All Hazards Planner		Contract			0.00	0.00	0.00	0.00	1.00
					TOTAL:	5.00	4.00	0.00	15.00	1.00	
Child Support Office		Child Support Director	90	K	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Financial Specialist & Caseworker	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Child Support/Staff Attorney-Assistant Corporation Counsel		By Res	Exempt	40	0.20	1.00	0.00	0.00	0.00
						TOTAL:	2.20	1.00	0.00	0.00	0.00
Clerk of Court		Clerk of Circuit Court		By Res	Elected		1.00	0.00	0.00	0.00	0.00
		Deputy Clerk of Court	70	G	Hourly	40	2.00	0.00	0.00	0.00	0.00
		Bailiff	30	B	Hourly		0.00	0.00	0.00	8.00	0.00
					TOTAL:	3.00	0.00	0.00	8.00	0.00	
Circuit Court		Judge		By State	Elected	State	1.00	0.00	0.00	0.00	0.00
		Court Reporter		By State	Hourly	State	1.00	0.00	0.00	0.00	0.00
					TOTAL:	2.00	0.00	0.00	0.00	0.00	
Coroner		County Coroner		By Res	Elected	40	1.00	0.00	0.00	0.00	0.00
		Deputy Coroner		By Res	Hourly		0.00	0.00	0.00	5.00	0.00
					TOTAL:	1.00	0.00	0.00	5.00	0.00	
Corporation Counsel		Corporation Counsel		By Res	Exempt		0.00	1.00	0.00	0.00	0.00
		Child Support Administrator / Assistant Corporation Counsel		By Res	Appointed		0.00	1.00	0.00	0.00	0.00
					TOTAL:	0.00	2.00	0.00	0.00	0.00	
County Clerk		County Clerk		By Res	Elected		1.00	0.00	0.00	0.00	0.00
		Accounts Payable Specialist/ Deputy County Clerk	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
					TOTAL:	2.00	0.00	0.00	0.00	0.00	
Courthouse Maintenance		Maintenance Supervisor	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Custodian	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
					TOTAL:	2.00	0.00	0.00	0.00	0.00	
District Attorney		District Attorney		By State	Elected		1.00	0.00	0.00	0.00	0.00
		Assistant District Attorney		By State	Appointed	40	0.00	1.00	0.00	0.00	0.00
		Victim/Witness Supervisor	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Victim/Witness Coordinator	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Legal Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
					TOTAL:	4.00	1.00	0.00	0.00	0.00	
Economic Development		Economic Development Director		By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
					TOTAL:	1.00	0.00	0.00	0.00	0.00	
Fair & Recycling		Fair & Recycling Coordinator	45	D	Hourly	28	0.00	1.00	0.00	0.00	0.00
		Clerical	25	A	Hourly		0.00	0.00	1.00	0.00	0.00
		Fair Groundskeeper	30	B	Hourly		0.00	0.00	1.00	0.00	0.00
		Fair Judge		see note	Hourly		0.00	0.00	48.00	0.00	0.00
		Fair Cashier		\$7.25/hr	Hourly		0.00	0.00	3.00	0.00	0.00
		Fair Misc Worker		\$7.25/hr	Hourly		0.00	0.00	15.00	0.00	0.00
					TOTAL:	0.00	1.00	68.00	0.00	0.00	
Family Court		Family Court Commissioner		By Res	Exempt		0.00	1.00	0.00	0.00	0.00
					TOTAL:	0.00	1.00	0.00	0.00	0.00	

STAFF AUTHORIZATION TABLE

DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY					
							REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease	
Health & Human Services												
		Director	125	R	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Corporation Counsel		By Res	Exempt		0.00	1.00	0.00	0.00	0.00	
<i>Administration & Building Operations</i>		Admin & Building Operations Manager	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Conf Administrative Secretary	70	G	Exempt	40	2.00	0.00	0.00	0.00	0.00	
		Clerical Assistant II (LONGTERM VACANCY)	50	E	Hourly	40	1.00					
		Secretary	50	E	Hourly	40	2.00	0.00	0.00	0.00	0.00	
		Spanish Translators		\$35/hr	Hourly		0.00	0.00	0.00	4.00	0.00	
		Secretary (SWWDB Leased Position)		\$16.57/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	
		Custodian (SWWDB Leased Position)		\$16.68/hr	Hourly	35	0.00	0.00	0.00	0.00	1.00	
		Fill-In Custodian (SWWDB Leased Position)		\$20.00/hr	Hourly		0.00	0.00	0.00	0.00	1.00	
<i>Business & Financial Services</i>		Business & Financial Services Manager	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Fiscal Specialist	65	F	Hourly	40	3.00	0.00	0.00	0.00	0.00	
<i>Aging & Disability Resource Center</i>		ADRC Manager	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Information & Assistance Specialist	75	H	Exempt	40	3.00	0.00	0.00	0.00	0.00	
		Clerical Assistant II	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Disability Benefit Specialist	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Elderly Benefit Specialist	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Secretary	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Driver/Escort Driver	25	A	Hourly		0.00	4.00	0.00	0.00	0.00	
		Clerical Assistant (SWWDB Leased Position)		\$15.00/hr	Hourly	8	0.00	0.00	0.00	0.00	0.50	
<i>Behavioral Health Services</i>		Behavioral Health Services Manager	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		CCS Supervisor	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Quality Coordinator (LONGTERM VACANCY)			Exempt	40	1.00	0.00	0.00	0.00	0.00	
		CLTS & BT3 Supervisor	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Speech & Language Pathologist (LONGTERM VACANCY)			Exempt	28	0.00	1.00	0.00	0.00	0.00	
		Occupational Therapist (LONGTERM VACANCY)			Exempt	28	0.00	1.00	0.00	0.00	0.00	
		Business Systems Analyst	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Mental Health Therapist	90	K	Exempt	40	5.00	0.00	0.00	0.00	0.00	
		Substance Abuse Counselor	80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Treatment Court Coordinator	80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Adult Protective Services Worker	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		APS/Crisis Professional	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		CLTS & BT3 Case Manager	75	H	Exempt	40	2.00	0.00	0.00	0.00	0.00	
		Psychiatric RN	90	K	Exempt	40	2.00	0.00	0.00	0.00	0.00	
		Psychiatric RN (SWWDB Leased Position)		\$25.58/hr	Exempt	20	0.00	0.00	0.00	0.00	1.00	
		Crisis Case Worker (SWWDB Leased Position)		\$26.69/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00	
		Service Facilitator (SWWDB Leased Position)		\$21.13/hr	Exempt	40	0.00	0.00	0.00	0.00	3.00	
		APS Consultant (SWWDB Leased Position)		\$25.48/hr	Hourly	10	0.00	0.00	0.00	0.00	1.00	
<i>Child & Youth Services</i>		Child & Youth Services Supervisor	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Child and Youth Services Manager	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Child & Youth Services Case Manager	75	H	Exempt	40	5.00	0.00	0.00	0.00	0.00	
		Youth Aide Worker	70	G	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Family Preservation Worker (SWWDB Leased Position)		\$17.10/hr	Hourly	28	0.00	0.00	0.00	0.00	2.00	
<i>Economic Support</i>		Economic Support Manager	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Economic Support Lead Worker	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Economic Support Specialist	65	F	Hourly	40	13.00	0.00	0.00	0.00	0.00	
<i>Public Health</i>		Public Health Manager/Local Health Officer	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Public Health Nurse (1-LONGTERM VACANCY)	90	K	Exempt	40	2.00	0.00	0.00	0.00	0.00	
		Public Health Clinic Nurse	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Health & Wellness Coordinator (LONGTERM VACANCY)	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		LTE Public Health Nurse (SWWDB Leased Position)		\$29.43/hr	Exempt		0.00	0.00	0.00	0.00	1.00	
		LTE Public Health Consultant (SWWDB Leased Position)		\$32.16/hr	Exempt		0.00	0.00	0.00	0.00	1.00	
		LTE Public Health Assistant (SWWDB Leased Position)		\$15.81/hr	Hourly		0.00	0.00	0.00	0.00	1.00	
		Nutrition Program Coordinator	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Clerical Assistant (SWWDB Leased Position)		\$15.00/hr	Hourly	8	0.00	0.00	0.00	0.00	0.50	
		Nutrition Site Worker	25	A	Hourly		0.00	8.00	0.00	0.00	0.00	
		Nutrition Driver	25	A	Hourly		0.00	2.00	0.00	0.00	0.00	
						TOTAL:	66.00	17.00	0.00	4.00	15.00	
Highway												
		Commissioner	115	P	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Bookkeeper	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Clerk	65	F	Hourly	35	1.00	0.00	0.00	0.00	0.00	
		Patrol Superintendent	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Patrol Superintendent	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Parts Manager/Shop Clerk	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Lead Paving Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Lead Shop Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Lead Grade Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Sign Foreman	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Mechanic	70	G	Hourly	40	2.00	0.00	0.00	0.00	0.00	
		Equipment Operator/Patrolman	70	G	Hourly	40	11.00	0.00	0.00	0.00	0.00	
		Equipment Operator/Patrolman	70	G	Hourly	40	7.00	0.00	0.00	0.00	0.00	
		Seasonal	25	A	Hourly		0.00	0.00	2.00	0.00	0.00	
						TOTAL:	30.00	0.00	2.00	0.00	0.00	
Land Conservation												
		County Conservationist	95	L	Exempt	35	1.00	0.00	0.00	0.00	0.00	
		Secretary	50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00	
		Conservation Technician	75	H	Hourly	35	2.00	0.00	0.00	0.00	0.00	
						TOTAL:	4.00	0.00	0.00	0.00	0.00	
Management Information Systems												
		Management Information Systems Director	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		MIS Administrator	85	J	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		MIS Technical Support Specialist	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		MIS Assistant (SWWDB Leased Position)		\$14.00/hr	Exempt	20	0.00	0.00	0.00	0.00	0.50	
						TOTAL:	3.00	0.00	0.00	0.00	0.50	

STAFF AUTHORIZATION TABLE

DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY					
							REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease	
Pine Valley Community Village												
	<i>Administration</i>	Nursing Home Administrator	375	P	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
		Human Resources Director	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
		Nursing Admin Assistant	320	E	Hourly	36	1.00	0.00	0.00	0.00	0.00	0.00
		Manager of Informational Services	330	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00
		Administrative Assistant	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00
		Payroll and Accounts Payable Clerk	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00	0.00
		Billing Specialist	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00	0.00
	<i>Nursing</i>	Director of Nursing	365	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
		RN Manager	355	L	Hourly	40	2.00	0.00	0.00	0.00	0.00	0.00
		RN Supervisor	350	K	Hourly	40	3.00	0.00	0.00	0.00	0.00	0.00
		Registered Nurse	345	J	Hourly	38.75	5.00	0.00	0.00	0.00	0.00	0.00
		Registered Nurse	345	J	Hourly	27	0.00	1.00	0.00	0.00	0.00	0.00
		Registered Nurse		By Res	Hourly		0.00	0.00	0.00	12.00	0.00	0.00
		LPN	330	G	Hourly	38.75	3.00	0.00	0.00	0.00	0.00	0.00
		LPN	330	G	Hourly	27	0.00	1.00	0.00	0.00	0.00	0.00
		LPN		By Res	Hourly		0.00	0.00	0.00	6.00	0.00	0.00
		CNA Nursing Assistant	315	D	Hourly	38.75	34.00	0.00	0.00	0.00	0.00	0.00
		CNA Nursing Assistant	315	D	Hourly	27	0.00	2.00	0.00	0.00	0.00	0.00
		CNA Nursing Assistant	315	D	Hourly	23.25	0.00	1.00	0.00	0.00	0.00	0.00
		CNA Nursing Assistant		By Res	Hourly		0.00	0.00	0.00	28.00	0.00	0.00
		Unit Clerk	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00	0.00
		Resident Assistant	305	B	Hourly		0.00	0.00	0.00	5.00	0.00	0.00
	<i>Activities</i>	Activity Director	335	H	Hourly	40	0.00	0.00	0.00	0.00	1.00	0.00
		Activity Aide	310	C	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00
		Activity Aide	310	C	Hourly	36	1.00	0.00	0.00	0.00	0.00	0.00
		Activity Aide	310	C	Hourly	27	0.00	1.00	0.00	0.00	0.00	0.00
		Activity Aide	310	C	Hourly		0.00	0.00	0.00	1.00	0.00	0.00
	<i>Social Work</i>	Social Services Supervisor	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
		Social Worker	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00
	<i>Dietary</i>	Food Service Supervisor	330	G	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
		Lead Cook	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	0.00
		Cook I	305	B	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	0.00
		Food Service Worker II	305	B	Hourly	38.75	7.00	0.00	0.00	0.00	0.00	0.00
		Food Service Worker II	305	B	Hourly	23.25	0.00	1.00	0.00	0.00	0.00	0.00
		Food Service Worker II	305	B	Hourly		0.00	0.00	0.00	6.00	0.00	0.00
	<i>Maintenance</i>	Maintenance Supervisor	340	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
		Maintenance Worker	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00	0.00
	<i>CBRF</i>	Unit Clerk	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	0.00
		Personal Care Worker	305	B	Hourly	38.75	2.00	0.00	0.00	0.00	0.00	0.00
		Personal Care Worker	305	B	Hourly	31	0.00	2.00	0.00	0.00	0.00	0.00
		Personal Care Worker	305	B	Hourly	27	0.00	3.00	0.00	0.00	0.00	0.00
		Personal Care Worker	305	B	Hourly	23.25	0.00	2.00	0.00	0.00	0.00	0.00
	<i>Housekeeping</i>	Housekeeper	300	A	Hourly	38.75	6.00	0.00	0.00	0.00	0.00	0.00
		Housekeeper	300	A	Hourly	27	0.00	1.00	0.00	0.00	0.00	0.00
		Housekeeper	300	A	Hourly		0.00	0.00	0.00	2.00	0.00	0.00
		Laundry Worker	300	A	Hourly	38.75	0.00	0.00	0.00	0.00	0.00	0.00
						TOTAL:	83.00	15.00	0.00	60.00	1.00	
Register of Deeds		Register of Deeds		By Res	Elected		1.00	0.00	0.00	0.00	0.00	0.00
		Deputy Register of Deeds	65	F	Hourly	35	1.00	0.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00	0.00
Register in Probate		Register in Probate/Judicial Assistant/Juvenile Clerk	80	I	Hourly	35	1.00	0.00	0.00	0.00	0.00	0.00
		Deputy Clerk of Circuit Court / Register in Probate Assistant	70	G	Hourly	35	1.00	0.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00	0.00
Sheriff		Sheriff		By Res	Elected		1.00	0.00	0.00	0.00	0.00	0.00
	<i>Administration</i>	Chief Deputy	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
		Road Patrol Lieutenant	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
		Office Manager/Conf Secretary	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00
		Clerical Assistant II	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00
	<i>Road Patrol</i>	Investigator		CBA	Hourly	6/3	1.00	0.00	0.00	0.00	0.00	0.00
		Patrol Sergeant		CBA	Hourly	6/3	3.00	0.00	0.00	0.00	0.00	0.00
		Deputy		CBA	Hourly	6/3	10.00	0.00	0.00	0.00	0.00	0.00
		Deputy (Reserve)		G	Hourly		0.00	0.00	0.00	5.00	0.00	0.00
		Translator		\$35/hr	Hourly		0.00	0.00	0.00	5.00	0.00	0.00
	<i>Jail/Dispatch</i>	Dispatch/Jailer Sergeant			Hourly	6/3	2.00	0.00	0.00	0.00	0.00	0.00
		Dispatch/Jailer			Hourly	6/3	12.00	0.00	0.00	0.00	0.00	0.00
		Dispatch/Jailer (Reserve)			Hourly		0.00	0.00	0.00	2.00	0.00	0.00
						TOTAL:	33.00	0.00	0.00	12.00	0.00	0.00
Surveyor		County Surveyor		By Res	Contract		0.00	0.00	0.00	0.00	0.10	0.10
						TOTAL:	0.00	0.00	0.00	0.00	0.10	0.10
Symons Rec Complex		Director	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
		Assistant Director	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00
		Maintenance	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00
		Custodian	25	A	Hourly		0.00	1.00	0.00	0.00	0.00	0.00
		Receptionist	25	A	Hourly		0.00	11.00	0.00	0.00	0.00	0.00
		Weight Training Instructor	20	aa	Hourly		0.00	1.00	0.00	0.00	0.00	0.00
		Land Aerobics Instructor	50	E	Hourly		0.00	10.00	0.00	0.00	0.00	0.00
		Lifeguard Instructor	50	E	Hourly		0.00	1.00	0.00	0.00	0.00	0.00
		Water Safety Instructor	10	aa	Hourly		0.00	4.00	0.00	0.00	0.00	0.00
		Racquetball Instructor	20	aa	Hourly		0.00	1.00	0.00	0.00	0.00	0.00
		Lifeguard	15	ab	Hourly		0.00	0.00	25.00	0.00	0.00	0.00
						TOTAL:	3.00	29.00	25.00	0.00	0.00	0.00

STAFF AUTHORIZATION TABLE

DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY				
							REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
Treasurer		County Treasurer		By Res	Elected		1.00	0.00	0.00	0.00	0.00
		Deputy Treasurer	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
Property Lister		Property Tax Lister	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
		TOTAL:					3.00	0.00	0.00	0.00	0.00
UW-Extension		Area Director		State	Exempt		0.00	0.00	0.00	0.00	0.20
		Clerical Assistant II	50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
		Administrative Secretary	50	E	Hourly	28	0.00	1.00	0.00	0.00	0.00
		4-H Coordinator		State	Contracted		0.00	0.00	0.00	0.00	1.00
		Human Development and Relationships		State	Contracted		0.00	0.00	0.00	0.00	0.80
		Agriculture Educator		State	Contracted		0.00	0.00	0.00	0.00	0.50
		FoodWise Coordinator		State	Contracted		0.00	0.00	0.00	0.00	0.27
		FoodWise Educator		State	Contracted		0.00	0.00	0.00	0.00	0.73
TOTAL:						1.00	1.00	0.00	0.00	3.50	
UW Food Service		UW Food Service Supervisor	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
		UW Food Service Assistant	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Cafeteria Worker	30	aa	Hourly		0.00	0.00	0.00	0.00	0.00
		Food Service Workers		\$7.25	Hourly		0.00	0.00	0.00	0.00	0.00
TOTAL:						2.00	0.00	0.00	0.00	0.00	
Veterans Service		Veterans Service Officer	80	I	Exempt	35	1.00	0.00	0.00	0.00	0.00
		Veterans Benefits Specialist	70	G	Hourly	20.5	0.00	1.00	0.00	0.00	0.00
TOTAL:						1.00	1.00	0.00	0.00	0.00	
Zoning & Sanitation Land Information		Zoning Administrator	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Zoning GIS Tech/Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Zoning Office System Tech	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
TOTAL:						3.00	0.00	0.00	0.00	0.00	

RICHLAND COUNTY 2021 AUTHORIZED POSITION COUNT

Total Regular Authorized Full-time (FT) Positions	262
Total Regular Authorized Part-time (PT) Positions	73
Total Limited Term Authorized Employee (LTE) Positions	95
Total Reserve/Call-in Authorized Positions	104
Total Contracted Authorized Positions	21
TOTAL RICHLAND COUNTY Authorized Positions	555

APPENDIX E: WAGE SCHEDULES

The General Wage Scale was adopted by County Board 12/14/21 for 2022

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
125	R	HHS DIRECTOR	HEALTH & HUMAN SERVICES	39.26	40.17	41.09	42.00	42.91	43.82	44.74	45.65
120	Q			37.50	38.37	39.24	40.11	40.99	41.86	42.73	43.60
115	P	HWY COMMISSIONER	HIGHWAY	35.73	36.56	37.39	38.23	39.05	39.89	40.71	41.55
110	O	INTERIM COMMISSIONER	HIGHWAY	33.97	34.76	35.55	36.34	37.14	37.92	38.71	39.50
105	N	HHS BEHAVIORAL HEALTH SERVICES MGR 19-80 HHS PUBLIC HEALTH MGR CHIEF DEPUTY SHERIFF	HEALTH & HUMAN SERVICES SHERIFF	32.20	32.95	33.70	34.45	35.20	35.95	36.70	37.45
100	M	MGMENT INFO SYSTM DIRCTR ECONOMIC DEVELOPMENT DIRECTOR HHS COMPREHENSIVE COMMUNITY SERV SPRVSR 19-101 HHS BUSINESS & FINANCIAL SERVICES MANAGER 20-97 SHERIFF RD PATROL LIEUT	CH IT DEPT CH ECONOMIC DEVELOPMENT HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES SHERIFF	30.45	31.15	31.86	32.56	33.28	33.99	34.69	35.40
95	L	COUNTY CONSERVATIONIST ZONING ADMINISTRATOR HHS ARDC MANAGER HHS CHILD & YOUTH SRVCS MGR 19-80 HHS LONG TERM SUPPORT & BIRTH TO 3 SUPERVISOR 19-80	CH LAND CONSERVATION CH ZONING HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES	28.69	29.35	30.02	30.69	31.35	32.02	32.69	33.36
90	K	CH CHILD SUPPORT DIRECTOR RES 21-37 EM MED SER/EM MGMT DIR HHS CHILD AND YOUTH SERVICES SUPERVISOR RES 21-29 HHS ECON SUPPORT MANAGER 19-18 HHS MENTL HLTH THER LIC HWY PATROL SUPERINTENDENT HHS PSYCHIATRIC NURSE Res 20-27 HHS PUBLIC HLTH NURSE Res 20-27 HHS PUBLIC HLTH CLINIC NURSE Res 20-34	CH CHILD SUPPORT CH AMBULANCE HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES	26.92	27.54	28.18	28.80	29.43	30.05	30.68	31.30
85	J	ACCOUNTING SUPERVISOR Res 21-62 HHS AMMINISTRATION & BUILDING OPERATIONS MANAGER 20-97 HHS MENTL HLTH THER N/L RES 19-80 MGMENT INFO SYSTM ADMNST Res 18-97 SYMONS DIRECTOR	CH COUNTY ADMINISTRATOR HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES CH IT DEPT SYMONS	25.16	25.75	26.33	26.91	27.50	28.09	28.67	29.26
80	I	CH MAINTENANCE SUPERVISOR HHS TREATMNT COURT COOR HHS SUBSTANCE ABUSE COUN RES 19-80 HWY LEAD GRADE FOREMAN HWY LEAD PAVING FOREMAN HWY LEAD SHOP FOREMAN REG PROBATE/REGISTRAR Res 18-97 SHERIFF DISP//AILR SGT Res 18-97 SYMONS INTERIM DIRECTOR Res 20-83 VETERAN SERVICE OFFICER	CH MAINTENANCE HEALTH & HUMAN SERVICES HHS HIGHWAY HIGHWAY HIGHWAY CH PROBATE SHERIFF SYMONS CH VETERANS SERVICE	23.39	23.94	24.48	25.03	25.57	26.11	26.66	27.20
75	H	CONSERVATION TECHNICIAN HHS ADULT PROTECTIVE SERVICES/CRISIS PROFESSIONAL RES 21-30 HHS BUSINSS SYSTM ANALYST Res 20-98 HHS CHILDREN LONG TERM & BIRTH TO 3 CASE MGR 19-80 HHS DISABILITY BEN SPE SW Res 21-162 HHS ECON SPRT LEAD WRK HHS ELDERLY BENF SPCL Res 21-162 HHS HEALTH & WELLNESS COOR Res 18-97 HHS SW ADULT PROT SRVCS HHS SW CHILD & YOUTH CASE MGR 19-80 HHS INFORMATION & SYSTEM SPECIALIST 19-101 HWY BOOKKEEPER HWY PARTS MNGR/SHOP CLK ASSISTANT TO COUNTY ADMINISTRATOR 21-104 PAYROLL & BENEFITS SPCL Res 21-14 MIS TECHNICAL SUPPORT SPECIALIST Res 21-162 SHERIFF DISP//AILR Res 18-97 SHERIFF OFFICE MGR/CONF UW FOOD SER SUPERVISOR	CH LAND CONSERVATION HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HIGHWAY CH COUNTY ADMINISTRATOR CH COUNTY ADMINISTRATOR CH MIS SHERIFF SHERIFF CH UW FOOD SERVICE	21.63	22.14	22.64	23.14	23.65	24.15	24.65	25.16
70	G	DEPUTY CTY CLERK/ACCOUNTS PAYABLE SPECIALIST Res 21-62 CLERICAL ASSISTANT U (DEPUTY) Res 18-97 CLERK OF COURT DEPUTY Res 18-97 FINANCIAL SPECIALIST AND CASEWORKER Res 21-162 LEGAL ASSISTANT HHS CONFID ADMIN SCRTRY HHS NUTRITION PROG COOR HHS TEMP CERT SOC WORKR HHS YOUTH AIDE WORKER HWY EQUIP OPER/PATROLMN HWY SEASONAL PATROLMAN RES 21-20 HWY MECHANIC HWY SIGN FOREMAN PROPERTY TAX LISTER	CH COUNTY CLERK CH CLERK OF COURT CH CLERK OF COURT CH CHILD SUPPORT CH DISTRICT ATTORNEY HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HIGHWAY HIGHWAY HIGHWAY CH PROPERTY LISTER	19.87	20.33	20.79	21.25	21.72	22.18	22.64	23.10
		RES 20-109 REGISTER IN PROBATE/PROBATE REGISTRAR/JUVENILE CLERK/JUDICIAL ASST SHERIFF DEPUTY - TEMP CASUAL SHERIFF DISP//AILR - TEMP CASUAL SYMONS MAINTENANCE VETERANS BENEFIT SPCLST VICTM WTNS COOR/LEGAL S ZONING GIS TECH/ASSTNT	PROBATE SHERIFF SHERIFF SYMONS CH VETERANS SERVICE CH DISTRICT ATTORNEY CH ZONING								
65	F	CLERICAL ASSISTANT COUNTY TREASURER DEPUTY FISCAL SPECIALIST HHS ECONOMIC SUPP SPECTL + for interpreter .75 cent p/hr modifier HWY CLERK REGISTER OF DEEDS DEPUTY SECRTRY/CERL ASST II SYMONS ASSISTANT DIRECTR ZONING OFFICE SYS TECH	CH PROBATE CH TREASURER HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY CH REGISTER OF DEEDS SHERIFF SYMONS CH ZONING	18.11	18.53	18.95	19.38	19.79	20.21	20.64	21.06

The General Wage Scale was adopted by County Board 12/14/21 for 2022

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
60	*	AMB EMERGENCY MED TECH (ADMIN)	CH AMBULANCE	16.94	17.33	17.72	18.12	18.51	18.91	19.33	19.70
55	*	AME EMERGENCY MED TECH (TRAINING)	CH AMBULANCE	15.09	15.45	15.79	16.14	16.50	16.84	17.20	17.55
50	E	CLERICAL ASSISTANT II	CH CHILD SUPPORT	16.35	16.73	17.11	17.49	17.87	18.25	18.63	19.01
		ADMINISTRATIVE SECRTRY	CH UW EXTENSION								
		ADMINISTRATIVE SECRTRY	HEALTH & HUMAN SERVICES								
		CLERICAL ASSISTANT II	CH UW EXTENSION								
		CLERICAL ASSISTANT II	HEALTH & HUMAN SERVICES								
		CUSTODIAN	CH MAINTENANCE								
		LAND AEROBICS INSTRUCTOR	SYMONS								
		LIFEGUARD INSTRUCTOR	SYMONS								
		SECRETARY	CH LAND CONSERVATION								
		SECRETARY	HEALTH & HUMAN SERVICES								
		UW FOOD SERVICE WORKER	CH UW FOOD SERVICE								
		WATER EXERCISE INSTRUCTOR	SYMONS								
		WATER SAFTY INSTRUCTOR/TRAINER	SYMONS								
45	D	FAIR & RECYCLING COORDINATOR	FAIR	15.03	15.37	15.73	16.07	16.42	16.77	17.12	17.47
		REAL PROPERTY LISTER ASSISTANT	REAL PROPERTY LISTER								
40	C	PRIVATE LESSONS	SYMONS	13.91	14.24	14.56	14.88	15.20	15.53	15.85	16.18
35	*	AMB EMERGENCY MED TECH	CH AMBULANCE	13.63	13.95	14.26	14.58	14.89	15.21	15.52	15.84
30	B	GROUNDKEEPER	FAIR	12.88	13.18	13.48	13.78	14.08	14.38	14.68	14.98
		BAILIFF	CLERK OF COURT								
		STORAGE COORDINATOR	FAIR								
25	A	CLERICAL TEMPORARY	FAIR	11.93	12.20	12.48	12.75	13.03	13.31	13.58	13.86
		CLERICAL TEMPORARY	SHERIFF								
		CUSTODIAN WEEKEND MAINTENANCE	SYMONS								
		HHS DRIVER/ESCORT DRIVER	HHS								
		HHS NUTRITION DRIVER	HHS								
		HHS NUTRITION SITE WORKER	HHS								
		HIGHWAY SEASONAL	HIGHWAY								
		RECEPTIONIST	SYMONS								
20	aa	CAFETERIA WORKER	UW FOOD SERVICE	11.04	11.30	11.56	11.81	12.06	12.32	12.58	12.84
		CPR INSTRUCTOR	SYMONS								
		FIRST AID INSTRUCTOR	SYMONS								
		RAQUETBALL INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR	SYMONS								
		WEIGHT TRAINING INSTRUCTOR	SYMONS								
15	ab	LIFEGUARD	SYMONS	10.22	10.47	10.71	10.93	11.18	11.41	11.65	11.88
10	ac	DAY CARE AIDE	SYMONS	9.46	9.70	9.91	10.12	10.35	10.57	10.78	11.00
5	ad			8.77	8.98	9.17	9.37	9.58	9.78	9.98	10.19
		MINIMUM WAGE									
		BATHROOM CLEANER	FAIR	\$ 7.25							
		CASHIER	FAIR	\$ 7.25							
		FOOD SERVICE WORKER	UW FOOD SERVICE	\$ 7.25							
		GRANDSTAND ORGANIZER	FAIR	\$ 7.25							
		MISCELLANEOUS WORKER	FAIR	\$ 7.25							
		TICKET TAKER	FAIR	\$ 7.25							
		SPECIAL NOTES									
		County Board Members	County Board	\$ 40.00	per County Board meeting						
		Committee Members	County Board	\$ 30.00	per Committee meeting						
		Fair Judge - General	Fair	\$50	for the first 4 hours worked then \$9 p/hr						
		Fair Judge - Beef	Fair	\$100	for the first 4 hours worked then \$9 p/hr						
		Fair Species Group Work	Fair	\$100	for the first 4 hours worked then \$9 p/hr						
		Fair Carcass Show Work	Fair	\$100	for the first 4 hours worked before noon then \$9 p/hr						
		Translator	HHS, Sheriff	\$ 35.00	per hour						
		Coroner	Coroner	\$95	p/call, \$25 for cremation only, \$115 for call plus cremation						
		Coroner Deputy	Coroner	\$95	p/call, \$25 for cremation only, \$115 for call plus cremation						
		Ambulance Crew Member - volunteer	Ambulance	\$ 20.00	per call						
		Ambulance Driver - volunteer	Ambulance	\$ 15.00	per call						
		Ambulance Backup crew weekdays	Ambulance	\$ 1.25	per hour						
		Ambulance Primary crew weekends & holidays	Ambulance	\$ 3.00	per hour	3/9/22					
		County Administrator	CH	\$ 96,900.00	annual	\$ 98,850.00					
						2023	2024				
		County Clerk	County Clerk	\$ 80,926.44	annual	\$ 82,126.44	\$ 83,326.44				
		County Treasurer	Treasurer	\$ 65,482.95	annual	\$ 66,682.95	\$ 67,882.95				
		Register of Deeds	Register of Deeds	\$ 65,482.95	annual	\$ 66,682.95	\$ 67,882.95				
		Sheriff	Sheriff	\$ 79,437.38	annual						
		Clerk of Court	Clerk of Court	\$ 64,727.10	annual						
		Family Court Commissioner	Family Court Commissioner	\$ 25,457.68	annual						
		Child Supprt Administrator/Assistant	D.A/Child Support	\$ 21,991.16	annual						

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
375	P	PVH NURSING HOME & ASST LIVING ADMIN 18-36	ADMINISTRATION	41.92	42.91	43.88	44.85	45.83	46.80	47.78	48.75
370	O			39.68	40.60	41.52	42.45	43.37	44.30	45.22	46.14
365	N	PVH DIRECTOR OF NURSING Res 19-135	DIRECTOR	37.42	38.29	39.17	40.04	40.90	41.77	42.65	43.52
360	M			35.18	35.99	36.81	37.63	38.45	39.27	40.09	40.90
355	L	PVH RN MANAGER - Res 21-126 starts at Step 6 PVH RN MANAGER - Res 21-126 starts at Step 6	CBRF REGISTERED NURSES	32.93	33.70	34.46	35.23	35.99	36.76	37.52	38.29
350	K	PVH RN SUPERVISOR Res 19-135	REGISTERED NURSES	30.68	31.40	32.12	32.82	33.54	34.26	34.96	35.68
345	J	PVH HUMAN RESOURCES DIR PVH SOCIAL SERVICE SUPR PVH REGISTERED NURSE Res 19-135	ADMINISTRATION SOCIAL SERVICES REGISTERED NURSES	28.44	29.10	29.76	30.42	31.09	31.74	32.40	33.07
				RN position doing charge Nurse Duties - Paid at Step 8 Res 19-37							
340	I	PVH MAINTENANCE SUPERVISOR 18-97	MAINTENANCE	26.20	26.81	27.42	28.01	28.63	29.24	29.85	30.46
335	H	PVH ADMINISTRATIVE ASST PVH ACTIVITY DIRECTOR PVH SOCIAL WORKER	ACCOUNTING OCCUPATIONAL THERAPY SOCIAL SERVICES	23.95	24.50	25.06	25.62	26.17	26.73	27.29	27.84
330	G	PVH FOOD SERVICE SUPERVISOR PVH MANAGER OF INFO SYSTEMS (Res 19-82) PVH LPN Res 19-135	DIETARY MEDICAL RECORDS LICENSED PRAC NURSES	21.69	22.19	22.69	23.21	23.71	24.21	24.72	25.22
325	F	PVH BILLING SPECIALIST 21-81 PVH PAYROLL & ACCOUNTS PAYABLE CLERK 21-81	ACCOUNTING ACCOUNTING	19.44	19.90	20.35	20.80	21.25	21.71	22.16	22.61
320	E	PVH MAINTENANCE WORKER PVH MEDICATION AIDE (Res. No. 18-69) PVH UNIT CLERK (18-97) PVH NURSING ADMIN ASST Res 19-135	MAINTENANCE LICENSED PRAC NURSES NURSING ASSISTANTS NURSING ASSISTANTS	17.19	17.60	18.00	18.40	18.80	19.19	19.60	20.00
315	D	PVH CNA NURSING ASSISTANT PVH CLERICAL ASSISTANT I (18-97) PVH HOUSEKEEPER LEAD PVH LEAD COOK (Res. No. 18-68) PVH UNIT CLERK	NURSING ASSISTANTS ADMINISTRATION HOUSEKEEPING DIETARY CBRF	14.95	15.30	15.65	15.99	16.35	16.69	17.04	17.38
310	C	PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY	13.84	14.17	14.49	14.82	15.14	15.46	15.78	16.10
305	B	PVH COOK I PVH FOOD SERVICE WORKER II PVH PERSONAL CARE WORKER RESIDENT ASSISTANT	DIETARY DIETARY CBRF PINE VALLEY	12.82	13.12	13.42	13.72	14.01	14.31	14.61	14.91
300	A	PVH FOOD SERVICE WORKER I PVH HOUSEKEEPER PVH LAUNDRY WORKER	DIETARY HOUSEKEEPING LAUNDRY	11.87	12.15	12.43	12.71	12.99	13.25	13.53	13.81
				BASE RATE		CALL-IN					
				STEP 5		RATE					
		21-127 PVH NURSING ASSISTANT CALL-IN	NURSING ASSISTANTS			19.69					
		21-127 PVH LPN CALL-IN	LICENSED PRAC NURSES			28.22					
		21-127 PVH RN CALL-IN	REGISTERED NURSES			36.74					
		21-127 PVH MEDICATION AIDE	LICENSED PRAC NURSES			\$2 TO BASE PAY					
		21-127 PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY			\$2 TO BASE PAY					
		21-127 PVH FOOD SERVICE WORKER II	DIETARY			\$2 TO BASE PAY					
		21-127 PVH PERSONAL CARE WORKER	CBRF			\$2 TO BASE PAY					
		21-127 PVH HOUSEKEEPER	HOUSEKEEPING			\$2 TO BASE PAY					
		21-127 PVH LAUNDRY	LAUNDRY			\$2 TO BASE PAY					
		Adopted Res. No. 18-97 (7-17-18)									
		Amended Res No. 19-89									
		Amended Res No. 21-127 (9/26/21)									

APPENDIX Y: PROPOSED CHANGES TO COMPENSATION POLICY

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

Section	Applicable Language	Issue or Concern Noted	Resolution Proposed

APPENDIX Z: POLICY REVIEW FORM

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

Completed by Policy Custodian

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

Completed by Administrator

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

Completed by Corporation Counsel

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

Richland County Committee

Agenda Item Cover

Agenda Item Name: Plat of Survey financing question from the Land and Zoning Standing Committee

Department:	Zoning	Presented By:	Mike Bindl and Todd Rummler
Date of Meeting:	7-Jun-22	Action Needed:	Report
Disclosure:	Open	Authority:	Rules of the Board 14(c) & Committee Structure May 2022
Date submitted:	1-Jun-22	Referred by:	Land and Zoning Standing Committee
Action needed by no later than (date)	6/7/22	Resolution	Review

Recommendation and/or action language:

Recommend to... review a proposal for Plat of Survey mapping, rules of decision and funding source.

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

Surveyors are required by WI Statute 59.45 to file Plat of Surveys within 60 days of field work. A webpage was built by the Counties MIS department to allow access but there were glitches in the system causing surveys to disappear from the website.

The County Surveyor, Todd Rummler, contacted Sauk County, who has a very nice system, to find out how it worked with the GIS mapping system.

<https://saukgis.maps.arcgis.com/apps/webappviewer/index.html?id=d1f3253f04f4448f8265dcceb4e978fd>

With the approval from the county MIS department, the County Surveyor requested a proposal from MSA (Mid State Associates), who has been the GIS Tech support since 2001 and has led in building the current GIS platform.

The proposal from MSA came in at between \$19,200 - \$29,500.

Land and Zoning Standing Committee approved the proposal on May 2, 2022.

The Zoning Department and County Surveyor are recommending MSA complete the work due to their knowledge of the mapping infrastructure, the timeliness of the project and that this is a specialized field with few contractors that provide Tech Support for mapping infrastructure.

Per Rule of the Board 14(c): Resolution No. 88-32 (Committee Structure Resolution) and Resolution No. 89-100, which authorizes the Land Conservation Committee to undertake new projects costing up to \$50,000.00. The Land Conservation Committee can enter into cost-sharing contracts with private landowners under the Soil and Water Resource Management Program and pay those contracts involving the expenditure of up to \$50,000.00 per contract a year without County Board approval.

Per Committee Structure May 2022 Land and Zoning Standing Committee E & E. 7.: Acts as the Land Conservation Committee as follows: Notwithstanding any annual plan approval, the Land Conservation Committee may not undertake any new projects whose overall costs exceed \$30,000.00 excluding priority watershed projects as designated by the State of Wisconsin, without County Board approval.

Administrators review: Contracted services of this nature do not require a request for bid or proposal. If there is reason to believe we are not getting the best deal with our current provider, then please do. But certainly there is also a consideration for working with historic partners for continuity and familiarity of operations.

At this point, unless Corporation Counsel disagrees, I feel the determination of the process is covered by existing policy. A) Authority to move forward with the project is given through board rules and structure guidance, B) the Administrator has reviewed with corporation counsel and the administrator has given clearance to proceed (pending

Richland County Committee

Agenda Item Cover

no objection from counsel), C) the Administrator will report this determination to the F+P Committee as this was part of the intensions of the Land and Zoning Committee to have F+P in the know.

Attachments and References:

MSA Scope of Services	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Fund 23	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

SCOPE OF SERVICES

The following scope describes services to populate GIS data and configure an interactive application of Plats of Survey for the Richland County Land Information Department.

- All costs below will be invoiced based on a time and expense.
- Work will be completed by 7/31/2022

Task 1: Dayton Plats of Survey GIS Data (Pilot)

- Populate Plats of Surveys PDFS within Dayton folder to GIS
 - 373 PDFs at \\RICHLAND-DATA\landInformationData\Shared Data\Richland County Plats of Survey\Dayton T10NR1W
- Digitize POS points within the area it represents
- Populate the Plat of Survey number attribute and the file name of its corresponding PDF scan.
- Task Cost Range: \$1,000 - \$1,600

Task 2: Remaining Plats of Survey GIS Data

- Populate Plats of Surveys PDFS within all remaining County Townships
 - 5,875 PDFs in remaining folders at \\RICHLAND-DATA\landInformationData\Shared Data\Richland County Plats of Survey\
- Digitize POS points within the area it represents
- Populate the Plat of Survey number attribute and the file name of its corresponding PDF scan.
- Task Cost Range: \$15,700 - \$25,400

Task 3: Configure Plat of Survey App

- Configure Plat of Survey app with similar functionality to Sauk County's [Sauk County's app](#).
- Search for Plats of Survey by POS number, Parcel number, PLSS Town, Range and Section.
- Link to web accessible Plat of Survey scan .
- Task Cost: \$2,500

Total Cost: \$19,200 - \$29,500

Richland County Committee

Agenda Item Cover

Agenda Item Name: Status of Purchasing Card Program

Department:	Administration	Presented By:	Accounting Supervisory
Date of Meeting:	6/7/22	Action Needed:	Report
Disclosure:	Open	Authority:	Administration
Date submitted:	6/1/22	Referred by:	
Action needed by no later than (date)		Resolution	N/A

Recommendation and/or action language:

Informative only... 23 cards were issued by April 29, 2022. 5 have not been picked up yet. 3 have been cancelled, 2 of those shredded. 1 was declined.

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

A preference was to have a centralized purchasing card program for departments to use. The Administrator and County Clerk worked together to find a purchasing card system that worked for municipalities that didn't require personal information of the employees.

There was 3 web based trainings held, 2 for administrators and 1 for users with a mp4 training recorded for later training purposes. Users are to retrieve their statement from the website prior to the due date and submit them with receipts to the Accounts Payable Clerk.

The cards have been used several time with no issues.

Attachments and References:

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Update on ETF Health Insurance Inquiry

Department:	Administration	Presented By:	Administrative Assistant
Date of Meeting:	6/7/2022	Action Needed:	Report
Disclosure:	Open	Authority:	Administration
Date submitted:	6/3/2022	Referred by:	
Action needed by no later than (date)		Resolution	N/A

Recommendation and/or action language:

Report only... the underwriting proposal for the ETF Insurance will be ready to be sent to them the week of June 6-10. They request 3 years of insurance history be sent on disc along with an underwriting fee of \$3,000.00.

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

In an attempt to improve our benefits package, we are pricing insurance options and rate for 2023.

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Fund 11	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY-CASH TRIAL BALANCE		
May 31, 2022		
FUND #	FUND TITLE	Current Balance
10	GENERAL FUND	(11,551,616.64)
11	CONTINGENCY FUND	269,740.05
12	ELECTIONS FUND	(9,970.87)
13	COMM DEV BLOCK GRNT-EAP FUND	(9,736.93)
14	PURCHASING AGENT'S FUND	(2,744.87)
15	JAIL ASSESSMENT FEES FUND	68,371.28
16	NEW AMBULANCE FUND	8,492.87
17	NEW SHERIFF'S CARS FUND	2,659.14
18	CO. AGING UNIT - CAR REPLACE	11,443.50
19	SHERIFF'S DEPT UNIFORM ALLOW	8,384.48
20	U W EXTENSION AGENCY ACCOUNT	17,224.91
21	CRT ORDRD JUVNL OFFNDR RESTI	9,427.53
22	REG DEEDS REDACTION FEES FND	11,947.94
23	LAND RECORDS GRANT	7,337.68
24	REG DEEDS ELECTRONIC ACCESS	92.21
25	SPECIAL INVESTIGATION FUND	15,711.77
26	SHERIFF'S GRANT	43,253.21
27	HEALTH INS DEDUCTIBLE FUND	-
28	TAX DELINQUENT PARCEL FUND	15,663.88
29	VIDEOCONFERENCING FUND	21,896.31
30	DEBT SERVICE FUND	98,843.65
31	MEDIATION SERVICE FUND	14,104.10
32	U. W. CENTER - RICHLAND OUTL	16,569.48
33	COUNTY FAIRGROUNDS DONATIONS	38,638.76
34	HEALTH DEPT BLOCK GRANT FUND	41,632.79
35	CANINE UNIT FUND	35,158.67
36	SWIMMING POOL OPERATIONS FUN	(65,354.82)
37	SWIMMING POOL PROJECTS FUND	22,606.57
38	NON-METALC MING RECLA ESCROW	-
39	SYMONS CAPITAL IMPROVMT FUND	8,364.67
40	COMMNTY OPTIONS RISK RESERVE	-
41	COMMUNITY PROGRAMS VAN FUND	-
42	COMPUTER OUTLAY FUND	62,989.29
43	COURTHOUSE REPAIR FUND	70,367.51
44	INSTITUTIONAL CHILDRENS COST	375,352.23
45	FEDERAL DRUG FORFEITURE FUND	-
46	ST CRIMINAL ALIEN ASSIST PRG	17,336.64
47	AMB EQUIP & TRAINING OUTLAY	10,809.16
48	LAND RECORDS FUND	169,141.54
49	LOCAL EMERG PLANNING COMM	11,593.41
50	9-1-1 OUTLAY	91,468.30
51	AMBULANCE SERVICE FUND	317,078.79
52	PARKS DONATIONS FUND	1,542.28
53	RESOURCE CENTER FUND	(81,497.91)
54	INSTITUTIONAL ADULT COSTS FD	665,586.45
55	REVOLVING LOAN FUND	(40,366.44)
56	HEALTH & HUMAN SERVICES FUND	118,047.47

RICHLAND COUNTY-CASH TRIAL BALANCE		
May 31, 2022		
FUND #	FUND TITLE	Current Balance
57	SOLID WASTE & RECYCLING PROG	12,152.67
58	CAPITAL PROJECTS FUND	19,233.54
59	RICHLAND COUNTY NUTRITION PR	11,615.94
60	U.W.CENTER FOOD SERVICE FUND	(69,035.96)
61	PINE VALLEY COMMUNITY	4,298,411.54
62	BORROWED MONEY FUND	-
63	COUNTY AGING UNIT FUND	167,828.66
64	WATERSHED MAINTENANCE FUND	5,438.36
65	COUNTY PARKS FUND	54,467.10
66	SOIL CONSERVATION COST SHARI	9,631.98
67	CHANNEL MAINTENANCE FUND	-
68	RICHLAND COUNTY FAIR FUND	1,834.79
69	SNOWMOBILE TRAILS AND AREAS	14,406.55
70	PRISTINE ACCOUNT	-
71	COUNTY HIGHWAY FUND	5,604,023.97
72	CONSERV PLANNER TECHNICIAN	(19,298.75)
73	MIDDLE KICKAPOO WATERSHED	-
74	AMBULANCE SERVICE DONATIONS	-
75	2020 CAPITAL PROJECTS	7,752.25
76	SHERIFF'S DEPT DONATION FUND	735.00
77	SOIL CONSERVATION-PLANNER TE	-
78	NURSERY STOCK FUND	1,306.03
79	ASH CREEK COMMUNITY FOREST	6,616.25
80	WILDLIFE DAMAGE MANAGEMENT F	(2,214.54)
81	DOG LICENSE FUND	4,344.03
82	BRACE SCHOLARSHIP FUND	-
83	BURIAL TRUST FUND	121.00
84	VETERANS SERVICE DONATIONS	2,460.89
85	LILLIAN CADDELL FOGO TRUST F	341.46
86	COUNTY OWNED R/E CLEANUP	-
87	FRED & HAZEL PAULS SCHOLARSH	-
88	C M O - RISK RESERVE FUND	-
89	FAMILY EMERGENCY LOAN FUND	953.93
90	GENERAL FIXED ASSETS	-
91	WORKING LANDS FUND	5,858.74
92	SHORT TERM BORROWING	(2,775.00)
93	AMERICAN RESCUE PLAN ACT	(11,014.21)
95	GENERAL LONG-TERM DEBT	-
	ALL FUNDS TOTAL	\$ 1,062,786.26

RICHLAND COUNTY INVESTMENTS		
As of 4/30/2022		
FUND 10 - GENERAL FUND INVESTMENTS		
	LOCAL GOVERNMENT INVESTMENT POOL	15,447,811.19
FUND 23 - LAND RECORDS GRANT		
	LOCAL GOVERNMENT INVESTMENT POOL	225,713.54
FUND 40 - COMMUNITY OPTIONS RISK RESERVE		
	COMMUNITY 1ST MUNICIPAL INVESTMENT	4,496.23
FUND 55 - REVOLVING LOAN FUND		
	LOCAL GOVERNMENT INVESTMENT POOL	-
FUND 75 - CAPITAL IMPROVEMENTS PROJECTS		
	LOCAL INVESTMENT GOVERNMENT POOL	765,449.03
FUND 92 - SHORT TERM BORROWING		
	LOCAL INVESTMENT GOVERNMENT POOL	520,566.68
FUND 93 - AMERICAN RESCUE FUNDS		
	LOCAL INVESTMENT GOVERNMENT POOL	1,222,309.56
	LGIP	\$ 18,181,850.00
	Community Options Risk Reserve	\$ 4,496.23
	TOTAL	\$ 18,186,346.23