

RICHLAND COUNTY

Finance & Personnel Standing Committee



October 3, 2022

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene on **October 4th 2022 at 1:00 p.m.** in the Richland County Board Room of the Courthouse at 181 West Seminary, Richland Center, WI 53581 and via videoconference and teleconference using the following information:

Via webex with information available at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>

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. Previous Minutes

Directive Resolutions and Ad Hoc Committee:

5. Discussion and possible action on response to Resolution 22-96
6. Discussion and possible action regarding other resolutions and committee responses
 - a. Response from Pine Valley
 - b. Response from Richland Economic Development
 - c. Response from Public Safety
7. Discussion and possible action regarding correspondence with the Referendum Ad Hoc Committee

Pine Valley Items:

8. Discussion and possible action on outside shelter project

Handbook Changes:

9. Discussion and possible action on proposed handbook changes

Personnel:

10. Discussion and possible action on Classification, Compensation and Authorization
11. Discussion and possible action on reclassifications associated with the 2023 Budget

Reports:

12. Report — WCA Legal notice regarding borrowing to pay for costs associated with insurance and compliance with court orders
13. Report — Fee Schedule Changes for Wisvote Data Entry Services

Closing:

14. Future agenda items
15. Adjournment

Meeting materials may be found at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>.

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

September 16th, 2022

The Richland County Finance and Personnel Standing Committee convened on Friday, September 16th and teleconference.

Committee members present included County Board Supervisors Marty Brewer, Steve Carrow, Gary Manning, Marc Couey, Tim Gottschall, Melissa Luck, Steve Williamson with Shaun Murphy-Lopez by Web Ex.

Also present was Administrator Clinton Langreck, Assistant to the Administrator Cheryl Dull taking minutes, several department heads, county employees and general public. Gabe Schmitt and John Couey were present from MIS running the teleconferencing.

Not present: Dave Turk

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 1:00 p.m.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board 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 Manning to approve the agenda as presented, 2nd by Supervisor Gottschall. All voting aye, motion carried.
4. **Previous meeting minutes:** Hearing no changes Supervisor Couey moved to approve the minutes as presented, 2nd by Supervisor Williamson. All voting aye, motion carried.
5. **Administrator presentation of the 2023 Budget:** Administrator Langreck presented the budget pointing out updates that were made yesterday and what will change following items voted on today. Moved by Supervisor Manning to accept the finalized budget (with amendments), direct administration and departments to make adjustments accordingly, direct the County Clerk to make necessary public posting, and present to the Richland County Board for consideration and adoption at its October meeting, motion dies for lack of a 2nd.
6. **Discussion and possible action on 2023 Budget:** Supervisor Murphy-Lopez questioned operating levy vs. net new construction and during the last meeting that taxes would be going down? Administrator Langreck stated it was moved up to maximum limit. Discussion followed on the radio project, department reports and deficiencies. The Committee decided to act on this after the Insurance discussion.
7. **Discussion and possible action on response to Resolution 22-96:** Administrator Langreck reviewed the request that is before the committee and what recommendation the departments have made to help meet the reduction request. Discussion followed on the removal of the HR position and if it was really as cost savings, hour reduction to reduce expenses and what the recommendation would be for referendum. It was felt cutting hours was ultimately a reduction in pay and not advised. The Committee has decided to not act on this today.
8. **Discussion and possible action regarding other resolutions and committee responses:** The Committee is not ready to discuss or act on this today.
9. **Discussion and possible action regarding Ad Hoc Committee request for referendum item consideration:** Supervisor Carrow reviewed the presentation from the Ad Hoc Committee. The committee doesn't feel they are ready to act on this today.
10. **Discussion and possible action on a resolution to 2022 deficiency appropriations:** Administrator Langreck reviewed the deficiency report. This will reset the deficiencies at zero. Clerk Kalish reviewed how deficiency appropriation work, what it does and that this is 2 years' worth of adjustments because they were not done last year as they should have been. Moved by Supervisor Luck to approve the deficiencies adjustments as presented, 2nd by Supervisor Carrow. All voting aye, motion carried.
16. **Discussion and possible action on Insurance for 2023:** Assistant Dull presented the survey that reflects that employees voted as follows: ETF at 87, WCE at 30 and 6 others. Supervisor Luck asked about adding the HRA back in what would that be in the budget for 2023? Moved by Supervisor Luck to offer PO17 with HRA of \$500 single and \$1000 family with HRA to be reviewed annually, 2nd by Supervisor Williamson. All voting aye, motion carried.

Richland County

Finance & Personnel Standing Committee

Moved by Supervisor Williamson to accept the finalized budget (with amendments in health insurance), direct administration and departments to make adjustments accordingly, direct the County Clerk to make necessary public posting, and present to the Richland County Board for consideration and adoption at its October meeting, 2nd by Supervisor Manning. All voting aye, motion carried.

11. Discussion on proposed handbook changes:

a. Employee Handbook

Assistant Dull reviewed the changes from the cover sheet without going into detail. Supervisor Carrow asked if input came from all departments. Dull stated changes were made with input from the Administrator and Benefit/Payroll Specialist. The department heads had ample notice to review the changes. Moved by Supervisor Couey to make changes as presented, 2nd by Supervisor Luck. Moved by Supervisor Murphy-Lopez to amend in section Hiring and Employment Considerations, 1. b., strike "shall", change to "may" and strike "to run for at least 2 weeks", 2nd by Supervisor Luck. All voting aye on amendment, motion carried. All voting aye on motion as amended, motion carried.

b. Pine Valley Addendum:

Moved by Supervisor Luck to accept as presented, 2nd by Supervisor Williamson. All voting aye, motion carried.

Chair Brewer left at 3:45.

12. **Reclassification of Deputy Clerk to Chief Deputy:** Clerk of Court Kleist presented the request to the committee. Moved by Supervisor Luck to approve and forward to the full County Board the Clerk of Court's request reclassifying one of her department's deputy clerk positions to "Chief Deputy" with this designation to be made from current staff effective October 1, 2022 and this position placed in Schedule H of the Richland County salary plan, 2nd by Supervisor Couey. All voting aye, motion carried.
13. **Increase in Juror Pay Rate:** Clerk of Court Kleist presented the pay rate increase. Moved by Supervisor Murphy-Lopez to approve and forward to the County Board, the Clerk of Court's request to raise the pay for Richland County Jurors from the statutory minimum of \$16 to a full day rate of \$40 and a half-day rate of \$20. These new rates shall be effective January 1, 2023, 2nd by Supervisor Williamson. All voting aye, motion carried. Motion to amend the request to say "and forward to the County Board from Finance and Personnel", 2nd by Supervisor Manning. All voting aye, motion carried.
14. **Restructuring of Behavioral Health Services Unit:** Director Clements presented the recommendation and explained the request. Moved by Supervisor Manning to approve a restructuring of the Behavioral Health Services Unit to include the elimination of three Mental Health Therapist positions, with the positions to be replaced by three Mental Health Case Manager positions at Grade H and for the Certified Social Workers at Grade G with all other related degrees, 2nd by Supervisor Luck. All voting aye, motion carried.
15. **Blood Drive:** Director Clements presented the blood drive request asking that it be allowed to be done on work time. Moved by Supervisor Luck to allow all Richland County employees to give blood through the Richland County sponsored blood drive on work time (approximately 1 hour), 2nd by Supervisor Carrow. All voting aye, motion carried.
17. **Future agenda items:** Manning – can we raise our sales tax?
18. **Adjournment:** The next meeting to be held Tuesday, October 4th at 1:00 p.m. in the County Board room. Moved by Supervisor Manning to adjourn at 3:07 p.m., seconded by Supervisor Luck. All voting aye, motion carried.

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

Richland County Committee

Agenda Item Cover

Agenda Item Name: Response to Resolution 22-96

Department	Administration	Presented By:	Administrator
Date of Meeting:	04 October 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Resolution 22-96, Structure C
Date submitted:	30 September 2022	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

1. Motion to... recommend the proposed financial and operational changes necessary in responding to the directives of Resolution 22-96 (as presented /or/ with amendments).
2. Motion to ... recommend the identified financial and operational changes be forwarded to the Referendum Ad Hoc Committee for consideration to be added to the referendum.

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

Resolution 22-96 was adopted by the Richland County Board on August 16th 2022 Directing:

BE IT FURTHER RESOLVED, the various Standing Committees listed below are tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the various Departments and Services listed below; and ...

BE IT FURTHER RESOLVED, that the Finance and Personnel Standing Committee is specifically tasked with the following:

Regarding Services Provided through County Administrator, County Clerk, County Treasurer, County Board and ancillary budgets

4. *Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$122,000 in 2024, \$243,000 in 2025, \$299,000 in 2026, and \$383,000 in 2027, including but not limited to lines 6.01 through 6.91, 13.01 through 14.91, and 21.01 through 22.91 in the 5-year financial plan.*

Resolution Response No 22-96 is designed to help list out identified financial solutions to consider. Initial recommendations from administration and elected officials are indicated. Amendments can be actioned by the committee.

Additionally, items for referendum consideration are also indicated for consideration and possible action.

Attachments and References:

Resolution Response No 22-96	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	

Richland County Committee

Agenda Item Cover

	Other funding Source	
	No financial impact	

(summary of current and future impacts)

Anticipated to result in reduction on operational levy by designated amounts.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County:	Response to Resolution No. 22-26	Committee:	Finance and Personnel Standing Committee
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A Resolution Directing The Various Richland County Standing Committees To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

Be it further resolved, that the Finance and Personnel Standing Committee is specifically tasked with the following:
Regarding Services Provided through County Administrator, County Clerk, County Treasurer, County Board and ancillary budgets

"Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$122,000 in 2024, \$243,000 in 2025, \$299,000 in 2026, and \$383,000 in 2027, including but not limited to lines 6.01 through 6.91, 13.01 through 14.91, and 21.01 through 22.91 in the 5-year financial plan"

Options for Reductions:

Department/ Budget/ Account:	Function /Service/ Position:	Dollar/Cost:	Year of first reduction:	Service Impact:	Workaround or alternative delivery or service:	Reference 12 AUG 2022 Financial Workbook	Request consideration to add to Referendum levy exemption
Administration 10.5115	Creation of HR + Finance Department Combined [Strategic Plan] Addition of 1FTE Finance and HR Coordinator	\$ 105,116.60	Projected Expense (2024)	Reduces ability to meet strategic goals of bridging to a more robust HR and Financial services.	Make future efforts to enhance functions following financial stabilization.	21.02b	Yes
Administration 10.5115	Creation of Finance Department [Strategic Plan] Addition of 1FTE Finance Officer	\$100,842.82	Projected Expense (2027)	Reduces ability to meet strategic goals of more robust Financial services.	Make future efforts to enhance functions following financial stabilization.	21.01	Yes
Administration 10.5115	Creation of HR Department [Strategic Plan] Addition of 1FTE HR Coordinator	\$ 89,351.00	Projected Expense (2027)	Reduces ability to meet strategic goals of more robust Financial services.	Make future efforts to enhance functions following financial stabilization.	21.02	Yes
Administration 10.5115	Reduction of funds for staff training and professional development	\$ 3,500.00	Current Expense (2024) if not pulled for 2023	Reduces funding for staff training and conference attendance	Continue to reach out through free training opportunities and collaboration with local workgroups	21.03	Yes
Administration 10.5115	Administrator	\$ 101,902.05	Current Expense (2024)	Reduces support to for committees and meetings, policy development, day-today policy implementation, budgeting, planning, etc....	Revert to an Administrative Coordinator position assigned to other employee or elected official. Consider a part-time Administrator shared with the City.	21.92	No
Administration 10.5115	Assistant to the Administrator	\$ 85,258.89	Current Expense (2024)	Reduces support for committees and meetings, reduces policy development and responsiveness to issues.	Reduce expectation on projects and strategic initiatives.	21.93	No
Administration 10.5115	Accounting Supervisor	\$ 95,670.63	Current Expense (2024)	Reduced Accounting Capacity. Our Ability to maintain the General Ledger would be significantly impacted.	Add to a different position. Functions of this position are a full FTE	not on planner	No
Administration 10.5115	Benefits Specialist	\$ 70,581.87	Current Expense (2024)	Reduced our ability for centralized payroll and benefits management.	Add to a different position. Functions of the position are a full FTE	not on planner	No
County Clerk 10.5141	Digitization of resolutions	\$10,000	Current Expense (2024)	Reduces contract and software support for expediting accessible electronic storage of resolutions	Possibly use our Municode software to workaround and continue self review and posting	6.02	No
County Clerk 10.5142	Part-Time Deputy County Clerk	\$27,000	Current Expense (2024)	Reduces WISVOTE, reduces availability of Clerk to fulfil with Finance Officer Duties	Deputize Accounting Supervisor with reduced accounting	not on planner	No

2024		2025		2026		2027	
Directive: \$ 122,000.00		Directive: \$ 243,000.00		Directive: \$ 299,000.00		Directive: \$ 383,000.00	
Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:
Yes	\$ 105,116.60	Yes	\$ 105,116.60	Yes	\$ 105,116.60	Was a planned reduction for 2027	\$ -
Yes	\$ -	Yes	\$ -	Yes	\$ -	Yes	\$ 100,842.82
Yes	\$ -	Yes	\$ -	Yes	\$ -	Yes	\$ 89,351.00
Yes	\$ 3,500.00	Yes	\$ 3,500.00	Yes	\$ 3,500.00	Yes	\$ 3,500.00
No	0	No	0	No	0	No	0
No	\$ -	No	\$ -	No	\$ -	No	\$ -
No	0	No	0	No	0	No	0
No	0	No	0	No	0	No	0
Yes	\$ 10,000.00	Yes	\$ 10,000.00	Yes	\$ 10,000.00	Yes	\$ 10,000.00
No	\$ -	No	\$ -	No	\$ -	No	\$ -

County Treasurer 10.5156	Eliminate Property Lister and merge duties amongst Treasurer, Deputy and GIS	\$ 69,000.00	Current Expense (2024)	Reduces centralized function on property transfers and legal description issues, and interface with property assessors. Reductions in review of tax bills.	Treasurer, Deputy Treasurer and GIS Tech would have to parcel the duties.	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
County Treasurer 10.5156 and others	Borrow for GCS/LandNav Software	\$ 28,000.00	Current Expense (2024)	Displaces operational expenses to debt service / Short-term borrowing.		not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Other Budgets															
10.5181	Southwest Regional Planning	\$ 17,562.58	Current Expense (2024)	Reduction in regional coordination, planning initiatives, grant procurement and grant administration.	Watch action publicly and respond with internal resources to local needs.	34.01	Yes	No	\$ -	Yes	\$ 17,562.58	Yes	\$ 17,562.58	Yes	\$ 17,562.58
10.5195, 10.5198	Short Term Borrowing for Property, W/C and Liability Insurance (State Statute 67.04(5)(b)1	\$ 461,000.00	Current Expense (2024)	Move expenses from operations to Short-Term Borrowing (Worker's compensation, Liability Insurance, Risk Management Services, Property Insurance by Statute 67.04(5)(b)1 and 611.11(4)(b). W/C=\$327,609; Liability =\$55,000; Property=\$75,248; Commercial Crime=\$3,200. <u>This is a displacement in operational levy, not a "reduction in overall levy on the taxbase."</u>	This circumvents levy limits as allowable by 67.04(5), but will require 3/4 vote from County Board and will increase or displace short-term borrowing against the levy.	not on planner	Yes	Yes	\$ 50,000.00	Yes	\$ 100,000.00	Yes	\$ 160,000.00	Yes	\$ 160,000.00
Fund 29	Video Conferencing Fund	\$ 6,000.00	Current Expense (2024)	Move expense to short-term borrowing when court needs arrive.	Anticipate and plan future court audio visual needs	not on planner	No	No	\$ -	Yes	\$ 6,000.00	Yes	\$ 6,000.00	Yes	\$ 6,000.00
Other Options															
Amin, Clerk and Treasurer	Reduction in Hours to 4/9hour days	\$ 39,724.90	Current Expense (2024)	Reduction to Office Hours to 4/9 hours. This is a 10% reduction in productivity. Challenges in completing payrolls and managing daily finances, impacts on availability to public.	Bolster payroll processing to ensure completion. Inform public of reduced office hours. (Closed on Friday)	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Amin, Clerk and Treasurer	Reduction in Hours to 4/8 hour days	\$ 79,449.79	Current Expense (2024)	Reduction to Office Hours to 4/9 hours. This is a 20% reduction in productivity. Challenges in completing payrolls and managing daily finances, impacts on availability to public.	Bolster payroll processing to ensure completion. Inform public of reduced office hours. (Closed on Friday)	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Amin, Clerk and Treasurer	Phased Reduction in hours	\$ -	Current Expense (2024)	Method of phasing in hour reductions to keep employees at annual income with annual reduction in hours. Curb future projected if planning on wage increases.	Bolster payroll processing to ensure completion. Inform public of reduced office hours. (Closed on Friday)	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Total in options \$ 1,389,961.13								Total:	\$ 168,616.60	Total:	\$ 242,179.18	Total:	\$ 302,179.18	Total:	\$ 387,256.40
Note: Not all options can be exercised at once and many options are not a reduction in current, existing services.								Overage:	\$ 46,616.60	Overage:	\$ (820.82)	Overage:	\$ 3,179.18	Overage:	\$ 4,256.40
								2024		2025		2026		2027	



Pine Valley Community Village

Skilled Nursing Center – Assisted Living Center – Rehabilitation Center

25951 Circle View Lane - Richland Center, WI 53581

- Phone: (608)647-2138
- Fax: (608)647-8955
- Website: pinevalleycommunity.org
- E-mail: pvhrc@co.richland.wi.us

"....dedicated to providing quality physical, spiritual and emotional care to all individuals who seek our services."

Date: September 22, 2022

To: Clint Langreck, Administrator

Re: Response to Resolution 22-96

From: Tom Rislow, administrator Pine Valley

Appointed Task: The Pine Valley and Child Support Standing Committee was specifically asked to *"Explore the possibility of Pine Valley generating profits that annually equal 50% of their mortgage payments to be used by the county for operations or capital projects, outside of Pine Valley, and return to Finance & Personnel with a report by 10/31/2022"*.

Principle and Interest on PV's debt for 2016-2019 varied.

However, from 2020 until 2036 it doesn't change.

Therefore, we will focus on that annual amount **which is \$1,482,912.**

50% of \$1,482,912 = \$741,456.

QUESTION

So the question for Pine Valley is whether it can generate at least \$741,456 in profits annually.

ANSWER

The short answer is NO.

The longer answer is...

YES, for 2017, 2018, 2019, and even 2020, when Covid stimulus dollars were received. However, since then even the best forecasted year would generate profits of only 23% of the mortgage amount. Why is that? What has changed?

Future occupancy for the nursing home section is forecasted at least 7% below historical numbers.

Therefore, annual revenue for the nursing home section is forecasted more than \$400,000 below what was previously possible.

Lack of staff is the cause for that.

Working against us...

Factors working against Pine Valley's ability to make larger profits, include:

- Heavy reliance on government funding
- Heavy reliance on hands on care
- Heavy care needs of residents
- Staffing shortages
- High Cost of contracted staff
- Rising wages and cost of benefits for employees (necessary in order to stay competitive)
- Have little to no fat left in expenses for cutting
- Have continued to periodically turn away potential admissions (due to staffing)
- Have less revenue because of lower occupancy

Working in our favor...

Factors working in Pine Valley's favor include:

- New facility
- Private rooms
- Reputation for high quality care (rated by CMS as 5-Star)
- Core group of committed dedicated employees
- Talented department leaders
- Strong demand for the assisted living apartments
- The State of Wisconsin recognizing nursing home challenges and raising Medicaid rates
- Higher retention rates and lower turnover rates among Pine Valley nursing positions when compared to the rest of the State of Wisconsin

Empty rooms...

Since forecasted occupancy is less, that means plenty of empty beds. Can't those be used for something else? The nursing home section has 4 separate households. Only if one of those households totally emptied all of its rooms, could a different licensure and type of care and clientele be considered. That would be a consideration if occupancy ever dipped that low which hasn't happened to date. However, by closing a nursing home section and delicensing the beds, Pine Valley would permanently lose its ability to get those licensed beds back.

Net cash history by year, and **Occupancy**:

	<u>Net cash</u>	<u>Occupancy(N.H.)</u>	<u>Asst.Liv.</u>
2018	\$610,714	95%	89%
2019	\$1,146,359	95%	95%
2020	*\$1,011,173	86%	96%
2021	\$526,315	86%	95%
2022	\$350,000	85%	93%
2023 – est.	\$300,000	88%	92%
2024 – est.	\$250,000	88%	92%
2025 – est.	\$350,000	88%	92%

Where did cash go?

- build up operating cash (*currently at \$2,710,328*)
- build up capital fund (*currently at \$1,161,249*), and
- the county general fund (*\$1,346,996 from 2019-2022*)

What causes the year-to-year variances?

- Occupancy
- Labor costs
- *additional COVID dollars in 2020

Assumptions

- Wage and health insurance increase percentages used for 2023, 2024 and 2025 were as originally proposed
(wages 7% - 7% - 4%) & (health insurance premiums 15% - 11% - 10%)
- While still challenging, in preparing this forecast we assumed staffing levels would be sufficient for maintaining an occupancy of at least 88%. **Should staffing levels not be able to be maintained, then forecasted cash flow will be less. (for example, the effect of closing one of the 20-bed households would cause an annual drop in revenue of 1.3 million, and a reduction in expenses of 1 million.)**



Response to County Board Resolution No. 22-91 Seeking Funding Options for Richland Economic Development

September 28th, 2022

Resolution No. 22-91 - A Resolution Notifying The Symons Natatorium And Richland Economic Development Department Of Future Funding Reductions And Directing The Symons Natatorium Board And Richland Economic Development Board To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

The Richland Economic Development Board hereby submits this document in response to County Board Resolution No. 22-91 which provided the following direction;

"2. Encourage the RED board to explore a public private partnership where public sources make up half and private sources make up half of the Economic Development budget; and return to Finance and Personnel Committee with a report by October 31st 2022."



Summary

9/28/2022

The RED Board has conducted research and assembled information regarding four possible funding models for Richland Economic Development. For reasons outlined throughout this document, the **Unanimous Recommendation** of the Richland Economic Development Board is to retain the current model of funding with **RED funded 50% by the County and 50% by the City**. While the actual budget documents for this model shows the County funding (60%) and the City (40%), the City provides office space and other amenities which, when factored, are intended to equally spread the cost of operations at 50% / 50%.

Past economic development efforts, and now Richland Economic Development have yielded substantial positive and measurable contributions to the County's economic position. These contributions come in ways that are both direct (increased property tax base, injection of grant money) and indirect (additional sales tax, more jobs, more students in our schools, new community amenities, and a positive outlook for the future).

There must be deep consideration of the fact that if the County and the City are not engaged in economic development then they are falling behind all counties and municipalities that are. This is almost universally understood, by governments, municipal and regional planning professionals, academia, and private industry alike.

Throughout the past year and a half, through numerous strategic planning efforts that have been conducted by Richland County and facilitated by Southwestern Wisconsin Regional Planning Commission, it has been clearly communicated that governments cannot solve their budgetary dilemmas through cuts alone. A complete action plan requires allocation of resources to economic growth. Richland Economic Development is, in fact, the primary entity that spurs on and facilitates growth for the County.

It is also critical to note that Richland Economic Development is one of the few county departments that has the capacity to generate revenues that cover all of the associated cost of the department. Once departmental costs are covered, the Economic Development Office produces profit. The RED Board has discussed and reviewed data and believes that it is reasonable to postulate that Richland Economic Development, approximately 2 years and 5 months into its current structure, has already generated enough new repeat yearly revenue for the County and City to pay 100% of its operating costs (See Exhibit B). This means that all future revenues that are generated from projects that Richland Economic Development helps facilitate should be understood to be 100% profit. These profits can now be used to fund other departments and services that are unable to produce revenue streams through their operations.

Cutting funding and jeopardizing the stability of Richland Economic Development is likely to increase the property tax burden on every land owner in the County, not reduce it.

Thank you for your thorough review and consideration of this recommendation and the documentation that is provided.



A Letter from the RED Board

August 8, 2022

RE: General Statement - Alternative Funding for Richland Economic Development

The Richland Economic Development Board, ("RED Board"), is aware of Richland County's difficult budget considerations, we understand the complexity of the situation, and we appreciate the restrictive nature of state law with regards to municipal funding for rural communities.

We understand the County is in the process of searching for funding options, and considering possible cuts across multiple departments and services, we realize the need for difficult choices, and we offer our support to everyone involved.

This letter is our direct response to any consideration of defunding the Economic Development Director position.

"Strongly Opposed."

Since the creation of this position, a joint effort between Richland County and the City of Richland Center, our community has added the new dialysis center/pharmacy building, the TechCom Building, multiple new homes, the Lone Rock Village Center Park, and the addition of an elevator to the Richland Center City Auditorium.

These projects have provided the County with increased property tax revenue, increased sales tax revenue, increased local employment opportunities, and a much-needed psychological boost for local residents, following an extended period of stagnation.

Jasen Glasbrenner, our current Economic Development Director, has been a critical player in every one of these positive developments. His expertise and experience have helped move each of these possibilities from simple ideas to tangible realities. We believe a decision by Richland County to remove support for this position would not only send a harshly negative message to worried friends and neighbors; it would also lead our community backwards, as we saw when economic development was defunded at both the city and county levels.

The RED Board strongly encourages Richland County to maintain financial support for the critically important Economic Development Director position.

Sincerely,
The RED Board



Richland Economic Development Board Report to Richland County Board and Committees on Funding Alternatives

Date: September 12, 2022

Re: Report from RED Board regarding restructuring and funding alternatives

Following are four potential models for the funding of Richland Economic Development as we move forward. The County Board requested RED to evaluate models that might work instead of the existing model. The profile for each model includes a brief description of the model, the governance, and the financing. The pros and cons of the model are stated and then a recommendation from the RED Board is included.

The four funding models below are ranked in the order of most desirable to least desirable and are as follows;

Models:

- 1) **Recommended** - RED is funded 50% by the County and 50% by the City. (This is the Current Model) - The actual budget documents for this model shows the County funding (60%) and the City (40%). However, the City provides office space and other amenities which, when factored, are intended to equalized the cost at 50% / 50%.
- 2) RED is funded 100% by the City. This models assumes that the City decision makers would agree to this concept and that funding could be identified within the City budget.
- 3) RED is funded 50% by the County and City (The Public Sector) and 50% by Private Businesses (The Commerce Sector). This model assumes businesses will be willing to give large donations and that there is a large enough pool of businesses to raise the money from.
- 4) RED becomes a Self-Funded Private Non-Profit Entity having to raise 100% of the funds necessary to operate. This model requires RED to approach all local government entities and businesses on a one on one basis to try to gain the necessary funding of operate. This model presents the highest level of risk and uncertainty to the success of RED and economic development in Richland County.

Qualifying Statement regarding the Models:

1. With regard to Model #2 - The City has not agreed to fund RED entirely if the County dropped out as a funding partner.
2. With regard to Model #3 and #4 - No private (commerce sector) businesses have been approached regarding soliciting contributions.
3. With regard to Model #4 - There have been no efforts to incorporate or file for an IRS 501(C)(3) tax exempt status.



Model #1 - Maintain the Current Model of Shared County and City Funding

Governance

At the present time the RED board has four (4) permanent representatives from government, two (2) from the City of Richland Center and two (2) from Richland County. In addition, there are 5 citizen members representing different economic sectors. There would be no change to government representation or the board structure.

Funding

There would be no change from the current funding model.

Considerations

Pros

1. The County and City would continue to fund their contributions to RED as in the past which would provide continuity. This is a role proper to government. There would not be favoritism, real or perceived, shown to any private entity or municipality.
2. The structural document will not have to be changed and approved by the Richland Center City Council and the Richland County Board of Supervisors.
3. Sector representation will remain the same.
4. The working relationship between the city and county is better than it has been for a very long time. It is important to recognize, nurture and support this improving relationship.

Cons

1. The County will have to find other areas of the budget to cut.
2. If Richland County chooses to not support RED, the lack of monetary (visible) county government support may have a negative psychological impact on businesses who wish to expand, relocate to Richland County, or start up.

Commentary

An example of the power and potential of economic development is the Bear Creek Solar Project which will provide Richland County with \$116,667 of unrestricted funds on an annual basis. It is important to note that this project is the direct result of a part-time citizen driven economic development effort which made the solar farm a reality at no cost to the taxpayers. It was completed prior to the creation of RED. This revenue stream is scheduled to start in 2023 and is expected to continue for 30 years. The revenue from this economic development effort alone exceeds the county contribution to RED with the current Richland County contribution at \$73,859.54.



The document "Net New Construction by County" (Exhibit A) indicates that Richland County has lagged all other identified counties in a 5-year average in net new construction. Iowa county leads at 1.59%. Richland County is lowest at 0.83%. This demonstrates the importance of investment in Economic Development for Richland County.

There has been noticeable new construction activity in the City of Richland Center. A positive attitude is beginning to embrace the community. The Mayor is receiving regular contacts from businesses expressing interest in the community. Much of this has started since the creation of RED. It is important for the county to recognize the importance of RED and provide financial support.

Fiber optic cable throughout rural Richland County is going to enhance lives for current residents. It will also make the area more attractive for those considering relocating. RED has played a significant role to foster installation of fiber optic cable. In addition, recent utilization of CDBG Close grants (\approx \$1.2 million) to enhance the City Auditorium and the Village of Lone Rock would not have taken place without RED.

It is critical to recognize that many economic development efforts have a cumulative effect. Stated another way, once a building is constructed and goes on the property tax rolls, the revenue generated is recurring year after year for as long as the building is in existence. This means that revenues from economic development efforts are always sustained and increasing. An economic development department is one of the few governmental departments that can operate at a consistent profit with the ability to support other departments that are unable to generate a profit.

Please see (Exhibit B) below for a brief overview of the financial involvement that RED has already had for Richland County and Richland Center. It appears that the revenues generated through economic development activity and projects are already in excess of what the County and City have invested since the inception of the department. At this point, yearly costs could be considered 100% covered by the yearly revenues that economic development efforts and RED have been substantially involved in securing. In any business model, this department would be considered for additional funding, not less.

Recommendation

The RED Board strongly recommends maintaining the current funding, governance structure and sector representation of RED.



Model #2 – RED is Funded 100% by the City

Governance

As dictated by the adopted Structural Document, the RED Board contains four seats for governmental representatives. Both the County and the City are assigned two seats each. If financial contributions were withdrawn from the County, the composition of the RED Board may change in the following ways:

1. As the County's representatives, the County Administrator and County Board Chair may be removed from their seats and lose voting authority. City representatives may fill the vacancies.
2. As the County may still have a vested interest in the work of the RED Board, their representatives may remain on the board with or without voting power.
3. The RED Board may alter their structure by reducing their size, eligibility requirements for representatives (E.g., city residents only), or disband entirely.

As the structure, composition, authority and purpose of the RED Board are set forth by the Structural Document requiring adoption by both the City and County, any significant alteration, such as the County withdrawing from the agreement, necessitates significant modifications to the Structural Document and readoption. At such time the County extricates itself, the City would set forth the prescribed governance or dissolution.

Funding

The current departmental budget for Economic Development is approximately \$130,000 per year of which the City is currently responsible for 40% or about \$56,000. The City has and will continue to provide office space and other amenities for the department.

To absorb the full cost of the Economic Development Department, the City would need to allocate approximately \$75,000 additional dollars for the first year. This would be an ongoing annual cost subject to a variable increase based on several economic factors (E.g., wage increases, inflationary impact to the cost of goods, equipment replacement, etc).

The City does not have a funding source identified for this additional expense. However, several options are available for consideration such as: reallocating funding from other department budgets, increasing fees, terminating current contributions to Symons (to be considered if funding is withdrawn by the County), requiring the Economic Development Director to seek and obtain grants allowing for administrative costs to be recovered, and so on. Given the revenue generated by the Economic Development Director has largely exceeded the actual expense of the department, all-potential funding options available to the City will be explored to ensure economic development continues within the City.

Considerations

Pros

City continues to vigorously pursue economic development without a loss of momentum.

1. Full dedication to pursuing economic development interests within the City.
2. Ongoing projects will be seen to completion.
3. The Director's time is spent on high value projects rather than fundraising.
4. Streamlined reporting process for the Director.
5. Scope of work is narrowed and strategically focused as determined by the City.
6. The County continues to receive benefit of city based economic development as about 1/3 of tax revenue generated within the City is received by the County.

Cons

1. The County may lose representation and influence on the RED Board.
2. Ongoing and future economic development projects/initiatives within the County would be at the full expense of the County. On a case-by-case basis, the City may elect to contract out the Economic Development Director to the County at an hourly rate. This may prove to be cost prohibitive depending on the scope of work contracted.
3. Independent from the County, a town or village may be compelled to utilize the services of the Economic Development Director. If so, they would be subject to paying the hourly contract rate which may be cost prohibitive.
4. Without a collaborative approach as is in effect now, the potential for relationship building and strategic planning in collaboration with the County may be impeded. Unintended side effects or inefficiencies may present themselves.
5. With less access to County officials and department heads, the exchange of information and opportunity for knowledge sharing may be diminished. Although the director's focus would be city-centric, preserving a communication pathway would be essential.
6. Potential risk of alienating entrepreneurs outside of the City.
7. Towns and villages routinely struggle gaining access to the vast number of resources that may be available to them given their part-time or volunteer status. Additionally, without the necessary technical expertise and adequate time/staffing, managing grants and other programs can be quite challenging for a part-time or volunteer staff. Removing economic development from the County may prevent towns and villages from much needed assistance and support thus impeding their goals as well as the County's.
8. Self-imposed regulation like local ordinances have a tremendous impact on economic development within a community. Without an Economic Development Director on staff, the ability to address regulatory barriers and create an environment favorable to economic development would be severely impeded within the County.



Recommendation

The RED Board does not recommend this Model. While the City would experience several benefits from a city-centric approach to economic development, the cost the County would be tremendous. The Economic Development Director has a proven track record of success within the City and County. This success has allowed the department to generate more revenue than expenses. The department provides both direct and indirect financial value and it creates no burden to the County's overall budget.

Given the importance of continued economic development throughout the entire County, and great challenges a separation would create, it is the recommendation of the RED Board to maintain the current structure and organization of the Economic Development Department. Any proposed change would create an undue burden to the entire County at large.

Model #3 – RED is funded 50% by the County and City (The Public Sector) and 50% by Private Businesses (The Commerce Sector)

Governance

The private and public governance model will include representatives from the government sector and the commerce sector. Presently the RED Board has four permanent representatives from government, two from the City and two from the County. That representation would not change unless the County discontinues funding RED. In such a case, the County may lose their seats on the RED Board and those seats could be redistributed to the City and Commerce sectors. For the sake of the commerce sector contributors, RED would likely need to be organized under a non-profit 501(C)(3) corporation.

Funding

Equalized funding would mean the RED budget of approximately \$130,000 per year would have one-half of the contributions from the government sector (\$65,000) and one-half from the commerce sector (\$65,000). This split would mean the City would be responsible for approximately \$32,500 and the County for approximately \$32,500. Each year the funds would need to be reallocated from the government sector and the commerce sector. There is also the matter of office space and equipment. This model presumes the City would continue to grant usage of office space and equipment.

Considerations

Pros

1. The County and City would significantly reduce their contributions to RED.
2. There would be greater participation financially by the commerce sector in RED. This may tend to increase the buy-in from the commerce sector.
3. RED could operate as a 501(C)(3), which has some benefits in receiving grants.
4. The operations of a 501(C)(3) would be more nimble and less encumbered by governmental regulations.

Cons

1. Funding through the commerce sector takes considerable time and resources to raise and maintain. The scarce resources of time that already tax the Economic Development Director (EDD) would be used for fundraising instead of bringing new commerce into the area.
2. The City and County would significantly decrease their investment in RED which may translate into less concern for economic development.
3. The EDD will have less opportunity to create relationships with governmental offices that will help them to streamline projects.
4. The EDD will have less capacity to influence governmental bodies and government regulations to become favorable to growth and development.
5. The potential for not raising enough funds from the commerce sector could be a reality, especially in economic downturns. In this case, there may be a struggle to continue full operations of economic development in the county.

Recommendations

The RED Board does not recommend this model. While this model of ED structure is used in some counties, and has some measure of success, it also has several limiting factors. It takes a substantial amount of time to raise and maintain funding from the commerce sector and there is a real potential that funding efforts fall short. This creates uncertainty and a potential for failure.

Model #4 - RED becomes a Self-Funded Private Non-Profit Entity having to raise 100% of the funds necessary to operate.

Governance

The Richland Economic Development Board would essentially reorganize to a 501(c)(3) non-profit organization and form a board of directors. The board of directors would be responsible for overseeing the operations and control of the newly formed non-profit.



This option will restructure the current make-up of the members and the size of the RED Board.

Funding

Funding for a non-profit economic development organization would come from private donations from local industries or individuals or from grant monies applied for and received from local, state or federal entities.

Considerations

Pros:

1. The benefit from adopting a privately funded RED Board would potentially eliminate the funding coming from the City and County funds.

Cons:

1. This type of board structure would require either the board of directors, volunteers, or the economic director to spend time generating the funding. The time spent trying to find funding sources would take away from essential time being used to cultivate and develop working relationships that directly impact economic development within our community.
2. The community tried this type of structure in the past and the experience had was a disconnect between the Economic Development and their board, the City Council, and the County Board. The ideas and visions between the 3 groups could not align and ultimately the Economic Development Board dissolved.
3. There's also a risk that funding this type of model with private donations from local industry will not succeed within our smaller community as we have fewer resources from industry than in larger communities. There's concern that either smaller businesses may not have the ability to provide funding and/or may not fully understand or have the 'buy in' to the idea of being a long-term funding source since the financial benefits are not always obtained immediately; they are gained over time as our community grows. There is a concern of a lack of long-term sustainability with this model.

Recommendation

The RED Board does not recommend this model. The RED Board's recommendation is to continue having both the county and city fund 100% of economic development to maintain the collaboration between the 3 groups and continue to build upon the successes that have develop over the past couple of years. Our current model, having the Economic Director as a liaison between the RED Board, the City, and County, has shown to have the most success in our smaller community with our current financial situation.

Exhibit A

Net New Construction by County - Increase in Richland, surrounding, and similar counties by percent.

Grant	2022	2021	2020	2019	2018	
	1.06	1.06	0.82	1.47	1.71	5-year average 1.16%

Lafayette	2022	2021	2020	2019	2018	
	1.35	1.35	0.91	1.16	1.93	5-year average 1.34%

Vernon	2022	2021	2020	2019	2018	
	1.70	1.42	1.04	1.03	1.47	5-year average 1.33%

Sauk	2022	2021	2020	2019	2018	
	1.29	0.95	1.33	1.47	1.37	5-year average 1.28%

Iowa	2022	2021	2020	2019	2018	
	2.24	1.27	1.34	1.56	1.56	5-year average 1.59%

Crawford	2022	2021	2020	2019	2018	
	1.13	0.96	0.74	0.73	1.16	5-year average 0.94%

Richland	2022	2021	2020	2019	2018	
	0.94	0.67	0.83	0.69	1.00	5-year average 0.83%

Exhibit A – (continued)

Net New Construction in dollars by municipal entity in Richland County, as a percent of the total, and 5-year average.

	2022		2021		2020		2019		2018	
Townships	8,560,000	70%	7,160,100	90%	6,136,000	61%	5,701,400	71%	6,952,200	61%
Villages	418,400	3%	271,700	3%	773,400	8%	(120,200)	-1%	456,400	4%
City	3,337,000	27%	525,400	7%	3,071,800	31%	2,398,100	30%	3,913,400	35%
Total	12,315,400		7,957,200		9,981,200		7,979,300		11,322,000	

5-year average NNC

Townships	6,901,960	70%
Villages	359,940	3%
City	2,649,140	27%
Total	9,911,040	

Exhibit B - Richland Economic Development Impact Tracker

Project	Total Project Value	Direct & Indirect Benefits	
CDBG Close Grant – Lone Rock Park and RC Auditorium	\$1,200,000	Increase in Sales Tax, tourism, removal of blight so property values and community attractiveness increase.	
		New Renter @ Auditorium	≈ \$3,000 / month
		2 to 5 New Jobs	
Dialysis and Pharmacy in RC	\$1,210,000	Repeat Property Tax Income every Year	≈ \$34,800
		One time Sale of Land	\$100,000
		New and retained jobs, sales tax,	
Tech Com Building	\$585,900	Repeat Property Tax Income every Year	≈ \$35,090
		One time Sale of Land	\$25,000
		New and retained jobs, sales tax	
Phoenix Center Covid Relief Grant – made aware and assisted in pursuit	\$200,000	Retained and expanded businesses and economy	
Richland Locker Grant – assisted in pursuit	\$200,000	Retained and expanded businesses and economy	
Richland Locker RLF – assisted in pursuit	\$200,000	Retained and expanded businesses and economy	
Starlite Theaters Grant – assisted in pursuit	\$43,800	Retained and expanded businesses and economy	
TIF Extension for Affordable Housing - facilitated capture of dollars for fund that can be used to improve housing in the City	≈ \$115,000	Dollars to be invested in Richland Center	\$115,000

Exhibit B – Richland Economic Development Impact Tracker (Continued)

Project / Fund	Total Project Value	Direct & Indirect Benefits	
Wedgewood Development Lots – 2 Duplexes and 1 Home	≈ \$1,000,000		
		Facilitated receipt of land by donation and then sale of land	\$63,500
		Development Agreements for Net New Construction value of ≈ \$900,000. Repeat Property Tax income every year	≈ \$35,100
WEDC Idle Sites Grant for Rockbridge Childcare Facility	≈ \$150,000	Supports families and work force / provided jobs	
Facilitated Sunshine and Giggles Childcare arrival in RC		Supports families and work force / provided jobs	
		Repeat Property Tax income every year	≈ \$7,800
Main St. Bounce Back Grants	≈ \$150,000	Facilitated the application and receipt of grants to approx. 15 businesses in Richland County.	
County Housing Authority – Lost Fund Recovery Effort	≈ \$80,000	Assisted Administrator in identifying and working to recover lost / idle funds that were defederalized	\$80,000
Bear Creek / Savion / Alliant Energy Solar Field -	\$116,000 / Year for 30+ years	This project was not developed under RED. However, revenue streams are just coming on line and this project is a direct result of focused economic development efforts of the community members on behalf of the county.	

Exhibit B – Richland Economic Development Impact Tracker (Continued)

Project / Fund	Total Project Value	Direct & Indirect Benefits	
New Dollar Tree	\$800,000	Repeat Property Tax income every year	\$23,200
		Job creation retention and sales tax revenue	
New Dunkin Donuts / ATT Store	\$750,000	Repeat Property Tax income every year	\$21,750
Panorama Building #2	\$4,500,000	Repeat Property Tax Revenue is deferred to TIF for approx. 15 years	\$145,000
Facilitation of Richland Center Stori Field Development of new housing units	\$2,400,000	Projected Repeat Property Tax income every year	\$93,600
Los Amigos – WEDC – CDI Grant effort	\$200,000	Effort is in progress	
Projects / Efforts that are in Progress that will bolster the Economy			
City Website Rebuild for Marketing and public ease of use			
City Ordinance Recodification and Rewrite for growth and planning			
City / County Tax Deed Lot Program for redevelopment and new homes			
New Single Family Home Subdivision			
Facilitated transfer of vacant lot to Cazenovia for future redevelopment			
City Redevelopment Authority Revitalization			
City Industrial Park Revitalization Project			
Several Sales leads for Industrial Park			

Exhibit B – Richland Economic Development Impact Tracker (Continued)

Projects that are in Progress that will bolster the Economy		
Facilitating USED Grant implementation with Southwestern Wisconsin Regional Planning Commission - Comprehensive plans in Richland Center, Lone Rock, Boaz, Richland County Strategic Plan, Richland Center and Richland County rebranding for Workforce Retention and Attraction		
Assisting Richland Center in planning around the construction of the New Richland Center Hospital		
Environmental Protection Agency and DNR Technical Assistance Program to clear brownfields in Richland Center and Richland County for redevelopment		
Regional involvement on model for immigrant and migrant workforces of alleviate extreme workforce shortage in the county		
Assisting Richland Center in overhauling the City Planning and Zoning departments and efforts.		

Economic Impact Summary - Since the Inception of RED:

- RED has secured over \$1,700,000 in Grant dollars.
- RED is currently facilitating the process to secure over \$300,000 more in grants.
- RED has assisted in the development of projects (either complete or under construction) valued at \$5,545,900.
- RED is currently working to secure development projects valued at more than \$7,000,000
- RED has significantly contributed to the realized, or soon to be realized, year after year property tax revenues of more than \$150,000.



Exhibit B – Richland Economic Development Impact Tracker (Continued)

- RED is working to secure development projects that, if completed, will have year after year property tax revenue streams that are in excess of \$240,000.
- RED was instrumental in acquisition and or sale of land for the City that resulted in one-time revenue streams that would not have been realized otherwise; \$163,500.
- The dollar values and contributions listed above are trackable and objective. There are numerous indirect economic and financial impacts that are more difficult to quantify, but never the less very real. Examples are jobs or businesses created or saved, increased sales tax revenues, and the overall positive social and economic environment that is created when we are actively and progressively working to develop our economy.

Richland County Public Works

Agenda Item Cover

Agenda Item Name: Discussion and Possible Action on Feedback on the Education Information Document from the Ad-Hoc Committee.

Department	MIS/Highway	Presented By:	Barbara Scott/Joshua Elder
Date of Meeting:	09/08/2022	Action Needed:	Approval
Disclosure:	Open Session	Authority:	
Date submitted:	09/06/2022	Referred by:	

Recommendation and/or action language:

Motion to ... Approve suggestions for cost savings suggestion to meet budgeting needs for MIS if no increase in tax levy can be made due to unsuccessful referendum.

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

All Richland County Department Heads have been instructed to respond to the Education Information Document from the Ad-Hoc Committee with effective realistic ways that we can cut costs to meet the budgetary constraints as possible directive action for 2024 budget.

While the MIS department is not a mandatory department and Highway is, the services that are provided by both are required for operations of mandatory services. Any business today requires IT support and service to function. The suggestions that are made here are carefully considered. It is with the utmost hesitation that we recommend cutting \$40,000.00 from MIS and \$238,000 from Highway for a combined savings of \$278,000. MIS uses \$40,000 for equipment that furnishes computers for departments within all of Richland County. Highway uses \$238,000 for purchase of asphalt. As this is compounded through 2027 the only way that computers will be replaced is through grants or other funding sources. Highway's funding potential loss could be replaced through alternatives such as short term borrowing. Slowing replacement of computers and roads will have negative impacts on the county up to including loss of productivity and impact to users of county services.

Attachments and References:

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Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval: *Barbara J Scott*

Review: *Clinton Langreck*

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Outside Shelter Project

Department	Pine Valley	Presented By:	Tom Rislow
Date of Meeting:	October 4, 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Rule 14
Date submitted:	September 21, 2022	Referred by:	PV/CS Standing Committee

Recommend a motion, "to present a resolution to the County Board for Pine Valley to proceed with constructing an outside shelter for \$86,000 using Salisbury Construction, LLC, from Richland Center".

Background: Salisbury was selected following a competitive bidding process. The shelter, 24' by 40', will be wired for electricity and have a water source, and will be located adjacent to the front entrance of Pine Valley. It is hoped the shelter will be beneficial for years to come; providing a Covid-safe visiting and picnic area, outside in the fresh air. The facility and the Pine Valley Foundation have been actively fundraising for this project for the past two years.

Attachments and References:

Resolution 84-16 re: the FOGO gift to PV	

Financial Review:

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

Funding Sources: State of WI DHS grant awarded for \$20,000. Joan Woodman Orton McCollum Foundation grant awarded for \$20,000. Pine Valley Foundation gifts currently in excess of \$7,000. Lillian Caddell Fogo fund of \$56,094.49 (see resolution 84-16). The FOGO funds will be used to make up the funding difference after applying the \$40,000 in grants, and the PV Foundation gifts.

The FOGO funds remaining after funding the difference will be utilized for future enhancements to the shelter.

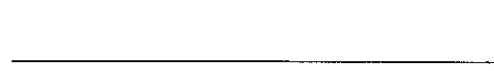
Although no county public funds will be used for this project, Corporate counsel recommended it be brought before the County Board (per Rule 14 since it is in excess of \$50,000).

Approval:



Department Head

Review:



Administrator, or Elected Office (if applicable)

A resolution Relating To The Legacy Of The Late Lillian Caddell Fogo.

WHEREAS Lillian Caddell Fogo of the Town of Rockbridge, Richland County, died on August 20, 1981 without a surviving spouse or surviving children, and

WHEREAS in her Last Will and Testament Ms. Fogo left one-half of the remainder of her estate, after all specific bequests, taxes, debts and expenses of administration had been paid, in an unrestricted gift to Pine Valley Manor, and

WHEREAS the probate of her estate was recently completed on January 19, 1984 and Pine Valley Manor has or will receive \$56,094.49 as a result of Ms. Fogo's generosity in her Last Will and Testament, and

WHEREAS the County Board wishes to accept this gift, to be utilized at Pine Valley Manor, and to express its sincere appreciation to the surviving relatives of Lillian Caddell Fogo.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County Board hereby accepts the legacy of the late Lillian Caddell Fogo, as set forth in her Last Will and Testament, of \$56,094.49, with this sum to be expended on behalf of Pine Valley Manor, and

BE IT FURTHER RESOLVED that the County Board hereby expresses its sincere appreciation for the generosity of Lillian Caddell Fogo in making this bequest, and

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to send a copy of this Resolution of appreciation to the surviving relatives of Lillian Caddell Fogo, as follows:

Perrine Caddell, brother, Stotts City, Missouri 65756;
 Mariam Copeland, niece, South Greenfield, Missouri 65752;
 Ronald Caddell, nephew, Box 1, Lamar, Missouri 64759;
 Candace Copeland, grandniece, South Greenfield, Missouri 65752;
 Mary Lou Doudna, cousin, Route 1, Gillingham, Wisconsin 54633;
 Maynard and Lorene Doudna, cousins, 469 Sunset Lane, Richland Center, Wisconsin 53581;
 Donald and Doris Balsley, cousins, Route 5, Richland Center, Wisconsin 53581.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE RESOLUTIONS COMMITTEE

AYES _____ NOES _____

FOR _____ AGAINST _____

RESOLUTION Adopted _____

Gerald Gibbs

COUNTY CLERK

DATED February 21, 1984

STATE OF WISCONSIN)
 COUNTY OF RICHLAND}

I, Bernal W. Coy, County Clerk in and for the County of Richland, do hereby certify that the above resolution is a true copy of the original adopted by the Richland County Board of Supervisors at the February meeting held on the 21st. day of February, 1984.

Bernal W. Coy
 Richland County Clerk

Richland County Committee

Agenda Item Cover

Agenda Item Name: Amendments to the Richland County Handbook

Department:	Administration	Presented By:	Administrator
Date of Meeting:	4-Oct-22	Action Needed:	Report
Disclosure:	Open	Authority:	Finance & Personnel
Date submitted:	4-Oct-22	Referred by:	
Action needed by no later than (date)	10/4/22	Resolution	Review

Recommendation and/or action language:

Recommend to... review the changes to the Richland County Handbook at the September 6th meeting for changes to be approved at the October 4th meeting.

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:

Pg. 1-2 -Insert Policy cover page.

Pg. 5-6 Delete redundant wording

Pg. 9, 10 & 13 - Add effective date.

Pg. 11 - Update Pine Valley total

Pg. 14 - Add no retro-active language, which employees will get vacation payout and add Pine Valley addendum language

Pg. 22 - Add 11 back in and modify paragraph.

Attachments and References:

Richland County Handbook 10-2022 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 10/4/2022

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

Policy Cover	
Title: Policy Establishment	Effective Date: 18 Aug 2020
	Adoption/Revision Date: 04 October 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); 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: 12-1
- b. Job Definitions amendment: Resolution No: 12-88
- c. Reimbursements modified: Resolution No. 12-103
- d. Job Definition amendment: Resolution No: 12-141
- e. Job Definition amendment, Terms and Conditions of Employment revision, Compensation and Fringe Benefits modified, Hiring and Employment Considerations modified: Resolution No: 13-17
- f. Job Definition amendment: Resolution No: 13-29
- g. Job Definition amendment: Resolution No: 13-40
- h. Job Definition amendment: Resolution No: 13-166
- i. Job Definition amendment: Resolution No: 13-127
- j. Job Definition amendment, Terms and Conditions of Employment revisions, Compensation and Fringe Benefits modified, Rules of Conduct Grounds of Termination modified, Hiring and Employment Considerations modified, Reimbursements modified, Miscellaneous Personnel Provisions modified: Resolution No: 14-18
- k. Job Definition amendment: Resolution No: 14-157
- l. Job Definition amendment: Resolution No: 15-62
- m. Job Definition amendment, Terms and Conditions of Employment revision, Compensation and Fringe Benefits modified, Hiring and Employment Considerations modified: Resolution No: 15-44
- n. Terms and Conditions of Employment revision: Resolution No: 15-74
- o. Job Definition amendment, Compensation and Fringe Benefits modified, Reimbursements modified: Resolution No: 15-106
- p. Job Definition amendment: Resolution No: 15-113
- q. Job Definition amendment: Resolution No: 15-114
- r. Job Definition amendment: Resolution No: 16-25
- s. Job Definition amendment: Resolution No: 16-115
- t. Job Definition amendment: Resolution No: 16-122
- u. Compensation and Fringe Benefits modified: Resolution No. 16-133
- v. Compensation and Fringe Benefits modified: Resolution 17-59
- w. Hiring and Employment Considerations modified: Resolution 18-99
- x. Compensation and Fringe Benefits vacation modified: Resolution 19-36
- y. Job Definition amendment: Resolution No: 19-87
- z. Compensation and Fringe Benefits vacation modified: Resolution 19-88
- aa. Job Definition amendment: Resolution No: 19-101
- bb. Job Definition amendment: Resolution No: 19-120
- cc. Job Definition amendment: Resolution No: 19-121
- dd. Compensation and Fringe Benefits vacation modified: Resolution 19-125
- ee. Hiring and Employment Considerations modified: Resolution 19-148
- ff. Miscellaneous Personnel Provisions modified: Resolution 20-10

- gg. Compensation and Fringe Benefits compensation modified: Resolution 20-95
- hh. Job Definition amendment and Terms and Conditions of Employment revision: Resolution No: 20-98
- ii. Job Definition amendment: Resolution No: 20-109
- jj. Reimbursements modified: Resolution No. 21-100
- kk. Change Authority, Hiring and Employment Considerations modified, Miscellaneous Personnel Provisions modified: Resolution 21-160
- ll. Job Definition amendment: Resolution No: 22-55
- mm. Compensation and Fringe Benefits FMLA and Deployment added, change authority, Miscellaneous Personnel Provisions modified: Resolution 22-68

3. Purpose:

The Policy on Handbook of Personnel Policies and Work Rules of Richland County:

- a. provides a broad overview of Richland County's (the "County") employment policies, practices, procedures, and benefits; and
- b. establishes a policy that identifies the rules of the county workforce; and
- c. delegates authority and defines procedures to committees and administration; and
- d. act 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

4. Scope

- a. Applies to all Richland County Employees with exceptions of elected, seasonal, limited term, department heads or union members under a collective bargaining agreement when in conflict with the agreement.

5. Policy Overview

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

6. Policy Performance Goals:

- a. This policy is established to support the organizations employment relations and service operations, if continued discrepancies arise in practice or understanding, the custodian shall investigate and determine need for policy revision or employee education.

All employee work rule changes requiring amendments to this policy will be implemented in accordance with this policy, or at the authorization of the County Board (Finance and Personnel Standing Committee as delegated).

Revision History (25 October 2022)		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
04 October 2022	Revision of new format and delegation of authority	Resolution 22-

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HANDBOOK OF PERSONNEL POLICIES AND WORK RULES

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 UV 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; Eff. 6/21/22, Res. 22-55, Highway Dept. definitions modified; Eff. 9/16/22, remove definitions; Eff. 10/4/22, Policy cover added;

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. 21-160, 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. 21-160, 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. 21-160, 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. Pay stubs are available on <https://richland.ess.visualgov.com/>.

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 must be reported within 24 hours to the Department Head. The Department head must report injuries or accident within 48 hours to the Richland County Administrator or their designee. In the case of visitors, accidents must be reported immediately to the Richland County Administrator. Paperwork and reporting instructions can be located in the Employee portal.

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 that have received a leave of absence for medical reasons and that have exhausted their FMLA, must request any extensions in writing to the County Administrator.

The County will pay its normal health and dental insurance premium contribution for those employees who are on Worker's compensation for a period of up to six months. County employees will 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 Reporting (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. All time cards are to be turned in at the end of each pay period, or if paid monthly, by the end of the month.

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

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 effective 1/1/2023:

30+ hours	88%
23.25 hours – 29.99 hours	78%

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 and dental insurance premiums and qualified dependent care expenses).

7. **Paid Holidays:**

The following paid holidays are observed effective 1/1/2023:

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 Only for shifts beginning at or after 2 pm	X	X	X	X
Christmas Day	X	X	X	X	X

Holidays	Pine Valley	Emergency Medical Services	General Employees	Sheriff's Union	Sheriff's
New Year's Eve Day	X Only for shifts beginning at or after 2 pm			X	
Floating Holiday			X		
3 Personal Days	X				
Birthday				X	X
Total	40 12	10	10	9	9

- 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.
- 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.
- 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.
- 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.
- 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.
- 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 paid absence or vacation.
- 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.
- 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.

In the case where an employee transfers to a position that does not qualify for benefits, compensatory time will be paid out.

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.

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 in their department. 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) days of sick leave are taken for the same reason. 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.

In the case where an employee transfers to a position that does not qualify for benefits, sick time will be lost.

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 twenty-four (24) sick hours 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.

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 or their designee 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 effective 1/1/2023:

Date of Hire	1 Week of Vacation
6 Months of Service	1 Week of Vacation
1 Year of Service	2 Weeks of Vacation
5 Years of Service	3 Weeks of Vacation
10 Years of Service	4 Weeks of Vacation
15 Years of Service	5 Weeks of Vacation

~Current employees will experience these new accruals upon their next anniversary date. There will be no retro-active issue of vacation days based on the new schedule.

Vacation must be used within Eighteen (18) month following the employee's anniversary date. Employees that have reached the 15-year service mark will receive payout of up to one (1) week that is not used by 18 months. 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 in their department. 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). Employees who have not passed probation, will not receive a payout of vacation.

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.

In the case where an employee transfers to a position that does not qualify for benefits, vacation time will be paid out.

Note: Elected officials are not eligible to receive vacation. Pine Valley - See Addendum for vacation schedule.

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. Policy and forms can be found on the employee portal page.

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. 21-160, change authority, Provision updated, 4., 5., 7., 7.a., 13. reworded; Eff. 6/21/22, Res. 22-68, 8. "steps" added, 11. FMLA definition changed, 16. Deployment paperwork added; Eff. 9/16/22, 1. Changes hours, 6. Add dental, 7. PVHC added holidays, 7.f. reworded, 9. Add payout, 10. Remove reference to definitions, 11. Reworded and payout, 12. Change days to hours and added authority, 13. Change vacation, add payout and add note, 14. Add policy location;

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. 21-160, 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):

Whenever it appears to a department Head that an approved job position within the department will be vacant for a period of 90 days or longer the following procedure shall be followed:

- 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 Administrator shall perform the hiring steps which the Department Head would otherwise do.
- b. The County Administrator or Department Head may then place an advertisement in the Richland Observer. 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.
- h. Department Heads shall have the ability to make a recommendation to the County Administrator requesting a variance from the hiring practices established in order to recognize leased or contracted staff by awarding

them Richland County's standard benefit package for their accredited years of service in a similar or same position at the time when hired into a full-time county position.

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

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. 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 3 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. 3/17/15, 1. & 2. Header changed, 3. probation change, 7. modified; Eff. 7/17/18, Res. 18-99, 1.b. rewording; Eff. 12/10/19, Res. 19-148, 7. Modified; Eff. 12/14/21, Res. 21-160, change authority, 2., 3., 5.d., reworded, 8. Deleted, 9.c., 9.d-h. relettered; Eff. 6/21/22, Res. 22-68, 1. a & c. change authority; Eff. 9/16/22, 1.b. modified, g. Added, g. & h., 2. Reworded;

REIMBURSEMENTS

All efforts should be made to use the assigned department purchase card. All reimbursements requests should be submitted for bi-weekly payroll in the year the expenses were incurred.

1. Lodging:

Policy as to reimbursement for overnight lodging:

- a. Actual expenses for the standard room should not 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. The department purchase card should be used whenever possible
- d. All lodging reservations are to be made in advance and the proper paperwork be in place. County tax exempt certificates must be submitted when making reservations 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.
- j. All reimbursements requests should be submitted for bi-weekly payroll in the year the expenses were incurred.

2. Meals:

Policy as to reimbursement for meals:

- a. Actual expenses for meals shall be reimbursed in amounts not to exceed \$25.00/day. If a convenience fee is charged for use of a debit/credit card, it will be reimbursed on top of the \$25.00/day costs.
- 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. Parking:

Parking charges for county related business must be submitted for reimbursement with receipts.

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 team 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. 21-160, change authority, 1.g. reworded; Eff. 9/16/22, 1.a. & k. Added, b., d., & e. reworded, 2.a. Convenience fee added, 4. Retitled & reworded, 6. 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 or their designee.

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 prior to the start of their shift or in case of an emergency, as soon as possible.

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. A time sheet must be submitted for hours missed due to jury duty.

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 or bank:

Employees may authorize money to be deducted from their paycheck to go to another the ~~C~~redit ~~U~~nion 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. 21-160, change authority, 6. & 7. reworded; Eff. 6/7/22, 1. a. & c. Authority defined, 15. Out of state training approval defined; Eff. 6/21/22, Res 22-68, 15. Changes in out of state training; Eff. 9/16/22, 1. Added authority, 6. Reworded, 8. Modified, 11. Struck, 12.-17. Renumbered;

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 June 21st, 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 Committee

Agenda Item Cover

Agenda Item Name: Classification, Compensation and Authorization Policy

Department:	Administration	Presented By:	Clinton Langreck
Date of Meeting:	4-Oct-22	Action Needed:	Review and approve
Disclosure:	Open	Authority:	Policy on Personnel Classification, Compensation and Staff Authorization of Richland County
Date submitted:	4-Oct-22	Referred by:	
Action needed by no later than (date)	10/4/22	Resolution	

Recommendation and/or action language:

Recommend to... review the changes for approval October 4th

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

Pg. 2-3 Update Authority

Pg. 5 Added agreements

Pg. 6 Added Policy Definition, update Authority and update Resolution number

Pg. 6-7 Modify Pine Valley's step placement

Pg. 7 Update Authority

Pg. 8-9 Update Authority, modify supplemental pay schedule and hour change to match handbook

Pg. 10-12 Update Authority, gramatical errors, new position compensation study review process update and section reference

Pg. 12 Update Authority, location of job descriptions and gramatical errors

Pg. 13 Add reference section, remove annual step increases and update Authority

Pg. 17-20 Update Staff Authorization Table

Pg. 21-23 Update Wage Schedule

Pg. 24 Remove duplicated revision table

Attachments and References:

Richland County Classification, Compensation and Staff Authorization Policy	

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:

Clinton Langreck

Review:

Clinton Langreck

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: 21-98₁;
- b. Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions: Resolution 20-93₁;
- c. Richland County Employee Handbook₁;
- d. Res 18-10 Adopting a New Pay Plan Wage Scale₁;
- e. Res 18-61 Wage Scale amendment₁;
- f. Res 18-97 Wage Grade Increased₁;
- g. Res 19-89 Amending the County's pay plan wage schedule₁;
- h. Res 19-126 Amending Res 19-89₁;
- i. Ordinance 82-3 Sheriff's Department Ordinance₁;
- j. Ordinance 89-7 Sheriff Department Ordinance₁.

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.~~ The Finance and Personnel Committee shall have final authority over all matters set forth in this Policy, 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

- b. Administrative procedures regarding classification, compensations and the staff authorization are delegated to the County Administrator.

6. Policy Performance Goals:

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

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SECTION 1: COMPENSATION PHILOSOPHY:

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

SECTION 2: COMPENSATION PRINCIPLES

- A. Support the performance goals of this policy, the Richland County Mission and strategic initiatives;
- B. Compensation will comply with federal code, state statute and county policy; and
- C. Richland County will utilize consistent practice, procedures, policies, and templates with limited exceptions that may arise from operational needs.
- D. Richland County will not discriminate in classification or compensation based on race, color, gender, religion, creed, age, disability, national origin, sexual orientation, or any other basis prohibited by state or federal law.
- E. Compensation should be transparent and visible upon request of the public and needs of auditing.
- F. This policy does not constitute a contract of employment. This policy can be changed for any reason, at any time, and without warning by the County Board or designated authority thereof. All employees not specifically covered by a collective bargaining agreement, elected, 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 approval, through the processes defined in this policy.
2. Reclassification of a position to a different pay grade is described in Section 7 of this policy.
3. Each pay grade has a “step range” approved by the County Board.
4. Individual pay grade ranges may be adjusted by the County Board at any time, and at their discretion. Reasons that may arise to warrant adjustments include (but are not limited to) market changes, operational needs, recruiting and retention trends, or inability to meet the goals, philosophy or principles of this policy.
5. Additional wage modifiers may apply to individuals within the grade based on ~~County Board~~ Finance and Personnel Standing Committee approval, or approved department work rules.

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

General Government:

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

Pine Valley:

1. Employees with two or more years of employment as of the Effective Date will be placed at step ~~5~~ 7 (is currently step ~~4~~ 5)
2. Employees whose wages were above step ~~4~~ 6 prior to the Effective Date will be

placed at the next step that provides an increase; except for those already at the top step

3. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step ~~3~~5 (is currently step ~~2~~3)
4. After an employee passes probation, the employee will be placed at step ~~4~~6 (is currently step ~~3~~4)
5. After two years from the date of hire, the employee will be placed at step ~~5~~7 (is currently step ~~4~~5)
- 5.6. New hires could be place one to two steps above the new hire rate, based on qualifications and experience. 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 (currently step 7).

General Provisions:

1. County department heads, beginning on the Effective Date, may authorize a new hire to start one to two-steps above the new hire step, based on qualifications and experience. The Department must be able to absorb the increased cost in its budget. Such new hires would move up a step upon successful completion of their probationary period – and at other designated intervals, unless they are already at the highest step for that position (step 4 for general government; step 5 for Pine Valley).
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~~propose the County's compensation structures (steps) updated annually to reflect current market. The Finance and Personnel Standing Committee is also authorized to ~~permit~~propose 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 ~~A~~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: eEnsuring 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~~equ~~e~~st ~~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~~request ~~F~~orm with supporting documents to the Finance and Personnel ~~S~~tanding Committee.
4. The Finance and Personnel Committee may recommend a resolution to the Richland County Board of Supervisors, or deny the request.
5. Any reclassification changes that are approved will be implemented on the first day of the first full pay period of the new budget year unless otherwise specifically requested by the department and approved by the County Administrator and Finance and Personnel Standing Committee, or County Board.
6. Reclassifications in a pay grade may be warranted by the following criteria:
 - a. Infraction of policy performance goals. Proven recruitment and retention trends indicating a clear need for reclassification.
 - b. The significant addition or deletion of essential job functions, skill requirements, educational requirement, and responsibilities; as added/or deleted from the position description since the last evaluation of the position. An increase/or decrease in volume of previously established functions, or comparable functions, does not warrant a reclassification in wage grade.
 - c. -Clear indication of adverse impact related to department hierarchy and/or inconsistency with the Richland County ~~C~~ompensation ~~P~~hilosophy (Section 1) and/or ~~P~~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 ~~S~~tanding 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 ~~S~~taff ~~A~~uthorization ~~T~~able, shall be approved by the Richland County Board of Supervisors. Authorized staffing levels will be considered the maximum, with discretion to operate at lower levels controlled by department heads based on needs and available funding. Limited term employment does not need to be authorized by indication on the table.

- D. Exception Pine Valley — The Pine Valley Administrator is granted authority to amend, to exceed or modify the authorized count of healthcare and supporting staff positions to meet needs of census and market changes. Changes will be confirmed by the County Administrator and all changes will be reported to the 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.
 2. The department head must present their proposal(s) of position deletion to the Finance and Personnel committee. The Finance and Personnel committee may recommend a resolution to the Richland County Board of Supervisors.
 3. Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of position deletion to the Richland County Board of Supervisors by resolution. The Richland County Board of Supervisors may take action to amend the count or delete the position from the Richland County Authorization Table.

F. Creating a position procedure:

1. Creation of a new position may be warranted by the following of criteria:
 - a. The proposed position contains new essential job functions, or requirements that are not already consolidated under an existing position title on the Richland County Wage Schedules.
 - b. Significant operational changes in a department that are adding new programs and services.
 - c. Requirements driven by 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 New Position Request Form will be submitted with information and supporting documents that include: 1) a position description, 2) a job description questionnaire provided by the Compensation Plan Consultant, 3) narrative of reasoning, and 4) a statement of financial impact. [Reference Appendix C]–
3. The supervisory committee may take action to recommend the creation to the County Administrator and Finance and Personnel Standing Committee.
4. The New Position request will be submitted to the County Administrator. The County Administrator or their designee will forward the “New Position Request” to the County’s Compensation plan Plan consultant Consultant for review and opinion. Fees for the creation study will be charged to the requesting department.

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

SECTION 9: EMPLOYEE MOVEMENT

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

A. PROMOTION

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

1. An employee will not have a wage rate reduction resulting in a promotion.
2. When transitioning up to the higher pay grade, the employee will move to the next step that generates an increase, or allowable by policy.
3. An employee promoted into a higher wage grade and assuming a higher wage rate may continue to progress according to Section 4.
4. Changes in an employee's wage rate will be effective on the day the employee assumes the position of promotion. The employee will be eligible for an annual step increase, if available, on the anniversary of that date, pending department head approval, 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	Passed
04/10/2022	Section 2, 4, 5, 6, 7, 8 & 10 - Change in authority. Section 3 Effective date. Section 4 – Wage adjustment added. Section 5 – Update supplemental pay schedule. Section 6 – Define positions. Section 8 Define procedure. Section 9 – Define transfers.	

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
--	------------------	--

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:

☐ Current job description

☐ Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements

☐ 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.

☐ Supporting documentation (i.e. study data); including consultant review

☐ Total financial impact to implement reclassification: \$_____ Budget year: _____

☐ 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:	
<p style="text-align: center;"><u>Required Supporting Documentation:</u></p> <p><input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements</p> <p><input type="checkbox"/> Proposed pay grade</p> <p><input type="checkbox"/> Supporting documentation (i.e. job study data); including consultant review</p> <p><input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____</p> <p><input type="checkbox"/> Plan of how financial impact will be absorbed</p> <p><input type="checkbox"/> Proposed change to department's organizational chart</p>			
Department Head Signature:		Date:	
Administrator / Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:	

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

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

APPENDIX D: STAFF AUTHORIZATION TABLE

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	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	EE	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Advanced Emergency Medical Tech (Training Officer)	55	EE	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Advanced Emergency Medical Technician	35	EO	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
		Chief Deputy Clerk of Court	75	H		40	1.00				
		Deputy Clerk of Court	70	G	Hourly	40	1.00	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

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE/ CALL-IN/ SEASONAL	CONTRACT Lease
Family Court	Family Court Commissioner			By Res	Exempt		0.00	1.00	0.00	0.00	0.00
						TOTAL:	0.00	1.00	0.00	0.00	0.00
Health & Human Services		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
Administration & Building Operations	Admin & Building Operations Manager	85	J	Exempt	40	1.00	0.00	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	0.00
	Clerical Assistant (LONG TERM VACANCY)	50	E	Hourly	40	1.00					
	Secretary	50	E	Hourly	40	2.00	0.00	0.00	0.00	0.00	0.00
	Spanish Translators		\$35/hr	Hourly		0.00	0.00	0.00	4.00	0.00	0.00
	Secretary (SWWDB Leased Position)		\$16.57/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	0.00
	Custodian (SWWDB Leased Position)		\$16.68/hr	Hourly	35	0.00	0.00	0.00	0.00	1.00	1.00
	Fill-In Custodian (SWWDB Leased Position)		\$20.00/hr	Hourly		0.00	0.00	0.00	0.00	1.00	1.00
Business & Financial Services	Business & Financial Services Manager	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
	Fiscal Specialist	65	F	Hourly	40	3.00	0.00	0.00	0.00	0.00	0.00
Aging & Disability Resource Center	ADRC Manager	95	L	Exempt	40	1.00	0.00	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	0.00
	Clerical Assistant	50	E	Hourly	40	1.00	0.00	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	0.00
	Elderly Benefit Specialist	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
	Secretary	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00
	Driver/Escort Driver	25	A	Hourly		0.00	4.00	0.00	0.00	0.00	0.00
	Clerical Assistant (SWWDB Leased Position)		\$15.00/hr	Hourly	8	0.00	0.00	0.00	0.00	0.50	0.00
Behavioral Health Services	Behavioral Health Services Manager	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
	CCS Supervisor	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
	Quality Coordinator (LONG TERM VACANCY)			Exempt	40	1.00	0.00	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	0.00
	Specialized Language Paraprofessional (LONG TERM VACANCY)			Exempt	28	0.00	1.00	0.00	0.00	0.00	0.00
	Occupational Therapist (LONG TERM VACANCY)			Exempt	28	0.00	1.00	0.00	0.00	0.00	0.00
	Business Systems Analyst	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
	Mental Health Case Manager	75	H		40	3.00	0.00	0.00	0.00	0.00	0.00
	Mental Health Therapist	90	K	Exempt	40	2.00	0.00	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	0.00
	Treatment Court Coordinator	80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
	Adult Protective Services Worker	75	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
	APSCrisis Professional	75	H	Exempt	40	1.00	0.00	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	0.00
	Psychiatric RN	90	K	Exempt	40	2.00	0.00	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	0.00
	Crisis Case Worker (SWWDB Leased Position)		\$26.69/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00	0.00
	Service Facility (SWWDB Leased Position)		\$21.13/hr	Exempt	40	0.00	0.00	0.00	0.00	3.00	0.00
	APS Consultant (SWWDB Leased Position)		\$25.48/hr	Hourly	10	0.00	0.00	0.00	0.00	1.00	0.00
Child & Youth Services	Child & Youth Services Supervisor	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
	Child and Youth Services Manager	95	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
	Child & Youth Services Case Manager	75	I	Exempt	40	5.00	0.00	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	0.00
	Family Preservation Worker (SWWDB Leased Position)		\$17.10/hr	Hourly	28	0.00	0.00	0.00	0.00	2.00	0.00
Economic Support	Economic Support Manager	90	K	Exempt	40	1.00	0.00	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	0.00
	Economic Support Specialist	65	F	Hourly	40	13.00	0.00	0.00	0.00	0.00	0.00
Public Health	Public Health Manager/Local Health Officer	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
	Public Health Nurse (1-LONG TERM VACANCY)	90	K	Exempt	40	2.00	0.00	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	0.00
	Health & Wellness Coordinator (LONG TERM VACANCY)	75	H	Exempt	40	1.00	0.00	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	0.00
	LTE Public Health Consultant (SWWDB Leased Position)		\$32.16/hr	Exempt		0.00	0.00	0.00	0.00	1.00	0.00
	LTE Public Health Assistant (SWWDB Leased Position)		\$15.81/hr	Hourly		0.00	0.00	0.00	0.00	1.00	0.00
	Nutrition Program Coordinator	70	G	Hourly	40	1.00	0.00	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	0.00
	Nutrition Site Worker	25	A	Hourly		0.00	8.00	0.00	0.00	0.00	0.00
	Nutrition Driver	25	A	Hourly		0.00	2.00	0.00	0.00	0.00	0.00
					TOTAL:	86.00	17.00	0.00	4.00	15.00	
Highway	Commissioner	115	P	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
	Bookkeeper	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00
	Clerk	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00
	Patrol Superintendent	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
	Patrol Superintendent	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	0.00
	Shop Superintendent	85	J	Hourly	40	1.00	0.00	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	0.00
	Lead Shop Foreman	80	I	Hourly	40	1.00	0.00	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	0.00
	Sign Foreman	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	0.00
	Mechanic	70	G	Hourly	40	2.00	0.00	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	0.00
	Equipment Operator/Patrolman	70	G	Hourly	40	7.00	0.00	0.00	0.00	0.00	0.00
	Seasonal	25	A	Hourly		0.00	0.00	2.00	0.00	0.00	0.00
					TOTAL:	30.00	0.00	2.00	0.00	0.00	

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT Lease
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	L	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	
Pine Valley Community Village	Administration	Nursing Home Administrator	375	P	Exempt	40	1.00	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
		Nursing Admin Assistant	320	E	Hourly	36	1.00	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
	Administrative Assistant	335	H	Hourly	40	1.00	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	
	Billing Specialist	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00	
	Nursing	Director of Nursing	365	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Clinical Reimbursement Coordinator	360	M	Hourly	40	1.00	0.00	0.00	0.00	0.00
		RN Manager	355	L	Hourly	40	2.00	0.00	0.00	0.00	0.00
		RN Supervisor	350	K	Hourly	40	3.00	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
		Registered Nurse	345	J	Hourly	27	0.00	1.00	0.00	0.00	0.00
		Registered Nurse		By Res	Hourly		0.00	0.00	0.00	12.00	0.00
		LPN	330	G	Hourly	38.75	3.00	0.00	0.00	0.00	0.00
		LPN	330	G	Hourly	27	0.00	1.00	0.00	0.00	0.00
		LPN		By Res	Hourly		0.00	0.00	0.00	6.00	0.00
		CNA Nursing Assistant	315	D	Hourly	38.75	34.00	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
	CNA Nursing Assistant	315	D	Hourly	23.25	0.00	1.00	0.00	0.00	0.00	
	CNA Nursing Assistant		By Res	Hourly		0.00	0.00	0.00	28.00	0.00	
	Unit Clerk	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00	
	Activities	Resident Assistant	300	A	Hourly		0.00	0.00	0.00	5.00	0.00
		Activity Director	335	H	Hourly	40	0.00	0.00	0.00	0.00	1.00
		Activity Aide	310	C	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Activity Aide	310	C	Hourly	36	1.00	0.00	0.00	0.00	0.00
	Social Work	Activity Aide	310	C	Hourly	27	0.00	1.00	0.00	0.00	0.00
		Activity Aide	310	C	Hourly		0.00	0.00	0.00	1.00	0.00
		Social Services Supervisor	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Social Worker	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Dietary	Food Service Supervisor	330	G	Exempt	40	1.00	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
		Cook I	305	B	Hourly	38.75	1.00	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
	Maintenance	Food Service Worker II	305	B	Hourly	23.25	0.00	1.00	0.00	0.00	0.00
		Food Service Worker II	305	B	Hourly		0.00	0.00	0.00	6.00	0.00
		Maintenance Supervisor	340	I	Exempt	40	1.00	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
	CBRF	Unit Clerk	315	D	Hourly	38.75	1.00	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
		Personal Care Worker	305	B	Hourly	31	0.00	2.00	0.00	0.00	0.00
		Personal Care Worker	305	B	Hourly	27	0.00	3.00	0.00	0.00	0.00
	Housekeeping	Personal Care Worker	305	B	Hourly	23.25	0.00	2.00	0.00	0.00	0.00
		Housekeeper	300	A	Hourly	38.75	6.00	0.00	0.00	0.00	0.00
		Housekeeper	300	A	Hourly	27	0.00	1.00	0.00	0.00	0.00
		Housekeeper	300	A	Hourly		0.00	0.00	0.00	2.00	0.00
		Laundry Worker	300	A	Hourly	38.75	0.00	0.00	0.00	0.00	0.00
		TOTAL:					84.00	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
		Deputy Register of Deeds	65	F	Hourly	35	1.00	0.00	0.00	0.00	0.00
		TOTAL:					2.00	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
		Deputy Clerk of Circuit Court/Register in Probate Assistant	70	G	Hourly	35	1.00	0.00	0.00	0.00	0.00
		TOTAL:					2.00	0.00	0.00	0.00	0.00
Sheriff	Administration	Sheriff		By Res	Elected		1.00	0.00	0.00	0.00	0.00
		Chief Deputy	105	N	Exempt	40	1.00	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
		Office Manager/Conf Secretary	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Road Patrol	Administrative Assistant	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Investigator		CBA	Hourly	6/3	1.00	0.00	0.00	0.00	0.00
		Patrol Sergeant		CBA	Hourly	6/3	3.00	0.00	0.00	0.00	0.00
		Deputy		CBA	Hourly	6/3	10.00	0.00	0.00	0.00	0.00
	Jail Dispatch	Deputy (Reserve)		G	Hourly		0.00	0.00	0.00	7.00	0.00
		Translator		\$35/hr	Hourly		0.00	0.00	0.00	5.00	0.00
		Dispatch/Dispatcher Sergeant			Hourly	6/3	2.00	0.00	0.00	0.00	0.00
		Dispatch/Dispatcher			Hourly	6/3	12.00	0.00	0.00	0.00	0.00
		Dispatch/Dispatcher (Reserve)			Hourly		0.00	0.00	0.00	4.00	0.00
		TOTAL:					33.00	0.00	0.00	16.00	0.00

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT Lease
Surveyor	County Surveyor			By Res	Contract		0.00	0.00	0.00	0.00	0.10
						TOTAL:	0.00	0.00	0.00	0.00	0.10
Symons Rec Complex	Director	85	J	Exempt	40		1.00	0.00	0.00	0.00	0.00
	Assistant Director	65	F	Hourly	40		1.00	0.00	0.00	0.00	0.00
	Maintenance Custodian	70	G	Hourly	40		1.00	0.00	0.00	0.00	0.00
	Receptionist	25	A	Hourly			0.00	1.00	0.00	0.00	0.00
	Weight Training Instructor	25	A	Hourly			0.00	11.00	0.00	0.00	0.00
	Land Aerobics Instructor	20	aa	Hourly			0.00	1.00	0.00	0.00	0.00
	Lifeguard Instructor	50	E	Hourly			0.00	10.00	0.00	0.00	0.00
	Water Safety Instructor	50	E	Hourly			0.00	1.00	0.00	0.00	0.00
	Racquetball Instructor	10	aa	Hourly			0.00	4.00	0.00	0.00	0.00
	Lifeguard	20	aa	Hourly			0.00	1.00	0.00	0.00	0.00
		15	ab	Hourly			0.00	0.00	25.00	0.00	0.00
						TOTAL:	3.00	29.00	25.00	0.00	0.00
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	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

APPENDIX E: WAGE SCHEDULES

Effective 1/1/2023

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Raise
125	R	HHS DIRECTOR	HEALTH & HUMAN SERVICES	42.18	43.14	44.10	45.06	46.01	46.98	47.93	
120	Q			40.29	41.20	42.12	43.04	43.95	44.87	45.78	
115	P	HWY COMMISSIONER	HIGHWAY	38.39	39.26	40.14	41.00	41.88	42.75	43.63	
110	O	INTERIM COMMISSIONER	HIGHWAY	36.50	37.33	38.16	39.00	39.82	40.65	41.48	
105	N	HHS BEHAVIORAL HEALTH SERVICES MGR	HEALTH & HUMAN SERVICES	34.60	35.39	36.17	36.96	37.75	38.54	39.32	
		HHS PUBLIC HEALTH MGR	SHERIFF								
		CHIEF DEPUTY SHERIFF									
100	M	MGMNT INFO SYSTM DIRCTR	CH IT DEPT	32.71	33.45	34.19	34.94	35.69	36.42	37.17	
		ECONOMIC DEVELOPMENT DIRECTOR	CH ECONOMIC DEVELOPMENT								
		HHS COMPREHENSIVE COMMUNITY SERV SPRVSR	HEALTH & HUMAN SERVICES								
		HHS BUSINESS & FINANCIAL SERVICES MANAGER	HEALTH & HUMAN SERVICES								
		SHERIFF RD PATROL LIEUT	SHERIFF								
95	L	COUNTY CONSERVATIONIST	CH LAND CONSERVATION	30.82	31.52	32.22	32.92	33.62	34.32	35.03	
		ZONING ADMINISTRATOR	CH ZONING								
		HHS ARDC MANAGER	HEALTH & HUMAN SERVICES								
		HHS CHILD & YOUTH SRVCS MGR	HEALTH & HUMAN SERVICES								
		HHS LONG TERM SUPPORT & BIRTH TO 3 SUPERVISOR	HEALTH & HUMAN SERVICES								
		MGMNT INFO SYSTM ADMINST	CH IT DEPT								
90	K	CH CHILD SUPPORT DIRECTOR RES	CH CHILD SUPPORT	28.92	29.59	30.24	30.90	31.55	32.21	32.87	
		EM MED SER/EM MGMT DIR	CH AMBULANCE								
		HHS CHILD AND YOUTH SERVICES SUPERVISOR	HEALTH & HUMAN SERVICES								
		HHS ECON SUPPORT MANAGER	HEALTH & HUMAN SERVICES								
		HHS MENTL HLTH THER LIC	HEALTH & HUMAN SERVICES								
		HWY PATROL SUPERINTENDENT	HIGHWAY								
		HHS PSYCHIATRIC NURSE	HEALTH & HUMAN SERVICES								
		HHS PUBLIC HLTH NURSE	HEALTH & HUMAN SERVICES								
		HHS PUBLIC HLTH CLINIC NURSE	HEALTH & HUMAN SERVICES								
85	J	ACCOUNTING SUPERVISOR	CH COUNTY ADMINISTRATOR	27.04	27.65	28.26	28.88	29.49	30.10	30.72	
		HHS ADMINISTRATION & BUILDING OPERATIONS MANAGER	HEALTH & HUMAN SERVICES								
		HHS MENTL HLTH THER N/L	HEALTH & HUMAN SERVICES								
		SYMONS DIRECTOR	SYMONS								
80	I	CH MAINTENANCE SUPERVISOR	CH MAINTENANCE	25.14	25.70	26.28	26.85	27.42	27.99	28.56	
		HHS ADULT PROTECTIVE SERVICES WORKER	HEALTH & HUMAN SERVICES								
		HHS TREATMNT COURT COOR	HEALTH & HUMAN SERVICES								
		HHS CHILD & YOUTH CASE MGR	HEALTH & HUMAN SERVICES								
		HHS SUBSTANCE ABUSE COUN	HHS								
		HWY LEAD GRADE FOREMAN	HIGHWAY								
		HWY LEAD PAVING FOREMAN	HIGHWAY								
		HWY LEAD SHOP FOREMAN	HIGHWAY								
		HWY SHOP SUPERINTENDENT	HIGHWAY								
		REG PROBATE/REGISTRAR	CH PROBATE								
		SHERIFF DISBAILR SGT	SHERIFF								
		SYMONS INTERIM DIRECTOR	SYMONS								
		VETERAN SERVICE OFFICER	CH VETERANS SERVICE								
		VICTIM WITNESS SUPERVISOR	CH DISTRICT ATTORNEY								
75	H	CONSERVATION TECHNICIAN	CH LAND CONSERVATION	23.25	23.77	24.30	24.83	25.36	25.88	26.42	
		HHS BUSINESS SYSTM ANALYST	HEALTH & HUMAN SERVICES								
		HHS CHILDREN LONG TERM & BIRTH TO 3 CASE MGR	HEALTH & HUMAN SERVICES								
		HHS DISABILITY BEN SPE SW	HEALTH & HUMAN SERVICES								
		HHS ECON SPRT LEAD WRK	HEALTH & HUMAN SERVICES								
		HHS ELDERLY BENF SPCL	HEALTH & HUMAN SERVICES								
		HHS HEALTH & WELLNESS COOR	HEALTH & HUMAN SERVICES								
		HHS MENTAL HEALTH CASE MANAGER	HEALTH & HUMAN SERVICES								
		HHS SW ADULT PROT SRVCS	HEALTH & HUMAN SERVICES								
		HHS INFORMATION & SYSTEM SPECIALIST	HEALTH & HUMAN SERVICES								
		HWY BOOKKEEPER	HIGHWAY								
		HWY PARTS MNGR/SHOP CLK	HIGHWAY								
		ASSISTANT TO COUNTY ADMINISTRATOR	CH COUNTY ADMINISTRATOR								
		PAYROLL & BENEFITS SPCL	CH COUNTY ADMINISTRATOR								
		MIS TECHNICAL SUPPORT SPECIALIST	CH MIS								
		SHERIFF DISP/JAILR	SHERIFF								
		SHERIFF OFFICE MGR/CONF	SHERIFF								
		UW FOOD SER SUPERVISOR	CH UW FOOD SERVICE								
70	G	DEPUTY CTY CLERK/ACCOUNTS PAYABLE SPECIALIST	CH COUNTY CLERK	21.35	21.83	22.31	22.81	23.29	23.77	24.26	
		CLERICAL ASSISTANT II (DEPUTY)	CH CLERK OF COURT								
		CLERK OF COURT DEPUTY	CH CLERK OF COURT								
		FINANCIAL SPECIALIST AND CASEWORKER	CH CHILD SUPPORT								
		LEGAL ASSISTANT	CH DISTRICT ATTORNEY								
		HHS CONFID ADMIN SCRTRY	HEALTH & HUMAN SERVICES								
		HHS NUTRITION PROG COOR	HEALTH & HUMAN SERVICES								
		HHS TEMP CERT SOC WORKER	HEALTH & HUMAN SERVICES								
		HHS YOUTH AIDE WORKER	HEALTH & HUMAN SERVICES								
		HWY EQUIP OPER/PATROLMN	HIGHWAY								
		HWY SEASONAL PATROLMAN	HIGHWAY								
		HWY MECHANIC	HIGHWAY								
		HWY SIGN FOREMAN	HIGHWAY								
		PROPERTY TAX LISTER	CH PROPERTY LISTER								
		REGISTER IN PROBATE/PROBATE REGISTRAR/JUVENILE CLERK/JUDICIAL ASST	PROBATE								
		SHERIFF DEPUTY - TEMP CASUAL	SHERIFF								
		SHERIFF DISP/JAILR - TEMP CASUAL	SHERIFF								
		SYMONS MAINTENANCE	SYMONS								
		VETERANS BENEFIT SPCLST	CH VETERANS SERVICE								
		VICTIM WTNS COOR/LEGAL S	CH DISTRICT ATTORNEY								
		ZONING GIS TECH/ASSTNT	CH ZONING								

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Raise
65	F	CLERICAL ASSISTANT	CH PROBATE	19.46	19.90	20.35	20.78	21.22	21.67	22.11	
		COUNTY TREASURER DEPUTY	CH TREASURER								
		FISCAL SPECIALIST	HEALTH & HUMAN SERVICES								
		HHS ECONOMIC SUPP. SPECT.	HEALTH & HUMAN SERVICES								
		HWY CLERK	HIGHWAY								
		REGISTER OF DEEDS DEPUTY	CH REGISTER OF DEEDS								
		ADMINISTRATIVE ASSISTANT	SHERIFF								
		SYMONS ASSISTANT DIRECTR	SYMONS								
		ZONING OFFICE SYS TECH	CH ZONING								
60	*	AMB EMERGENCY MED TECH (ADMIN)	CH AMBULANCE	18.20	18.61	19.03	19.44	19.86	20.30	20.69	
55	*	AME EMERGENCY MED TECH (TRAINING)	CH AMBULANCE	16.22	16.58	16.95	17.33	17.68	18.06	18.43	
50	E	CLERICAL ASSISTANT II	CH CHILD SUPPORT	17.57	17.97	18.36	18.76	19.16	19.56	19.96	
		ADMINISTRATIVE SECRTY	CH UW EXTENSION								
		ADMINISTRATIVE SECRTY	HEALTH & HUMAN SERVICES								
		CLERICAL ASSISTANT II	CH UW EXTENSION								
		CLERICAL ASSISTANT II	HEALTH & HUMAN SERVICES								
		CUSTODIAN	CH MAINTENANCE								
		LAND AEROBICS INSTRUCTOR	SYMONS								
		LIFEGUARD INSTRUCTOR	SYMONS								
		SECRETARY	CH LAND CONSERVATION								
		SECRETARY	HEALTH & HUMAN SERVICES								
		UW FOOD SERVICE WORKER	CH UW FOOD SERVICE								
		WATER EXERCISE INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR/TRAINER	SYMONS								
45	D	FAIR & RECYCLING COORDINATOR	FAIR	16.14	16.52	16.87	17.24	17.61	17.98	18.34	
		REAL PROPERTY LISTER ASSISTANT	REAL PROPERTY LISTER								
40	C	PRIVATE LESSONS	SYMONS	14.95	15.29	15.62	15.96	16.31	16.64	16.99	
35	*	AMB EMERGENCY MED TECH	CH AMBULANCE	14.65	14.97	15.31	15.63	15.97	16.30	16.63	
30	B	GROUNDKEEPER	FAIR	13.84	14.15	14.47	14.78	15.10	15.41	15.73	
		BAILIFF	CLERK OF COURT								
		STORAGE COORDINATOR	FAIR								
25	A	CLERICAL TEMPORARY	FAIR	12.81	13.10	13.39	13.68	13.98	14.26	14.55	
		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	11.87	12.14	12.40	12.66	12.94	13.21	13.48	
		CPR INSTRUCTOR	SYMONS								
		FIRST AID INSTRUCTOR	SYMONS								
		RAQUETBALL INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR	SYMONS								
		WEIGHT TRAINING INSTRUCTOR	SYMONS								
15	ab	LIFEGUARD	SYMONS	10.99	11.25	11.48	11.74	11.98	12.23	12.47	
10	ac	DAY CARE AIDE	SYMONS	10.19	10.41	10.63	10.87	11.10	11.32	11.55	
5	ad			9.43	9.63	9.84	10.06	10.27	10.48	10.70	
MINIMUM WAGE = \$7.25											
		BATHROOM CLEANER	FAIR								
		CASHIER	FAIR								
		FOOD SERVICE WORKER	UW FOOD SERVICE								
		GRANDSTAND ORGANIZER	FAIR								
		MISCELLANEOUS WORKER	FAIR								
		TICKET TAKER	FAIR								
SPECIAL NOTES											
		County Board Members	County Board		per County Board meeting						
		Committee Members	County Board		per Committee meeting						
		Translator	HHS, Sheriff		\$35 per hour						
		Coroner salary + call	Coroner		\$ 6,600.00						
		Coroner Deputy	Coroner		per call						
		Ambulance Crew Member - volunteer	Ambulance		per call						
		Ambulance Driver - volunteer	Ambulance		per call						
		Ambulance Backup crew weekdays	Ambulance		per hour						
		Ambulance Primary crew weekends & holidays	Ambulance		per hour	3/9/22					
		County Administrator - DID NOT TAKE HIS INCREASE IN 2022	CH	annual	\$ 96,900.00	\$ 98,850.00	This is what his 2022 wage should have been				
					2023	2024					
		County Clerk - \$1200 2023, \$1200 2024	County Clerk	annual	\$ 82,126.44	\$ 83,326.44					
		County Treasurer - \$1200 2023, \$1200 2024	Treasurer	annual	\$ 66,682.95	\$ 67,882.95					
		Register of Deeds - \$1200 2023, \$1200 2024	Register of Deeds	annual	\$ 66,682.95	\$ 67,882.95					
		Sheriff - 7% 2023 & 2024, 4% 2025, 3% 2026	Sheriff	annual	\$ 84,998.00	\$ 90,947.86					
		Clerk of Court - 7% 2023 & 2024, 4% 2025, 3% 2026	Clerk of Court	annual	\$ 69,258.00	\$ 74,106.06					
		Family Court Commissioner	Family Court Commissioner	annual							
		Child Support Administrator/Assistant	D.A/Child Support	annual							

Effective 1/1/2023

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 4	Step 5	Step 6	Step 7	Step 8
375	P	PVH NURSING HOME & ASST LIVING ADMIN	ADMINISTRATION	47.09	48.12	49.14	50.17	51.19
370	O			44.57	45.54	46.52	47.48	48.45
365	N	PVH DIRECTOR OF NURSING	DIRECTOR	42.04	42.95	43.86	44.78	45.70
360	M	PVH CLINICAL REIMBURSEMENT COORDINATOR	REGISTERED NURSES	39.51	40.37	41.23	42.09	42.95
355	L	PVH RN MANAGER PVH RN MANAGER	CBRF REGISTERED NURSES	36.99	37.79	38.60	39.40	40.20
350	K	PVH RN SUPERVISOR	REGISTERED NURSES	34.46	35.22	35.97	36.71	37.46
345	J	PVH HUMAN RESOURCES DIR PVH SOCIAL SERVICE SUPR PVH REGISTERED NURSE	ADMINISTRATION SOCIAL SERVICES REGISTERED NURSES	31.94	32.64	33.33	34.02	34.72
340	I	PVH MAINTENANCE SUPERVISOR	MAINTENANCE	29.41	30.06	30.70	31.34	31.98
335	H	PVH ADMINISTRATIVE ASST PVH ACTIVITY DIRECTOR PVH SOCIAL WORKER	ACCOUNTING OCCUPATIONAL THERAPY SOCIAL SERVICES	26.90	27.48	28.07	28.65	29.23
330	G	PVH FOOD SERVICE SUPERVISOR PVH MANAGER OF INFO SYSTEMS PVH LPN	DIETARY MEDICAL RECORDS LICENSED PRAC NURSES	24.37	24.90	25.42	25.96	26.48
325	F	PVH BILLING SPECIALIST PVH PAYROLL & ACCOUNTS PAYABLE CLERK	ACCOUNTING ACCOUNTING	21.84	22.31	22.80	23.27	23.74
320	E	PVH MAINTENANCE WORKER PVH MEDICATION AIDE PVH UNIT CLERK PVH NURSING ADMIN ASST	MAINTENANCE LICENSED PRAC NURSES NURSING ASSISTANTS NURSING ASSISTANTS	19.32	19.74	20.15	20.58	21.00
315	D	PVH CNA NURSING ASSISTANT PVH CLERICAL ASSISTANT I PVH HOUSEKEEPER LEAD PVH LEAD COOK PVH UNIT CLERK	NURSING ASSISTANTS ADMINISTRATION HOUSEKEEPING DIETARY CBRF	16.79	17.17	17.52	17.89	18.25
310	C	PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY	15.56	15.90	16.23	16.57	16.91
305	B	PVH COOK I PVH FOOD SERVICE WORKER II PVH PERSONAL CARE WORKER	DIETARY DIETARY CBRF	14.41	14.71	15.03	15.34	15.66
300	A	PVH FOOD SERVICE WORKER I PVH HOUSEKEEPER PVH LAUNDRY WORKER RESIDENT ASSISTANT	DIETARY HOUSEKEEPING LAUNDRY PINE VALLEY	13.35	13.64	13.91	14.21	14.50
				CALL-IN				
		RESOLUTIONS FOR CALL-INS		RATE				
21-127		PVH NURSING ASSISTANT CALL-IN	NURSING ASSISTANTS	20.89				
21-127		PVH LPN CALL-IN	LICENSED PRAC NURSES	29.96				
21-127		PVH RN CALL-IN	REGISTERED NURSES	39.02				
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				

Effective 1/1/2023

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 4	Step 5	Step 6	Step 7	Step 8
375	P	PVH NURSING HOME & ASST LIVING ADMIN	ADMINISTRATION	47.09	48.12	49.14	50.17	51.19
370	O			44.57	45.54	46.52	47.48	48.45
365	N	PVH DIRECTOR OF NURSING	DIRECTOR	42.04	42.95	43.86	44.78	45.70
360	M	PVH CLINICAL REIMBURSEMENT COORDINATOR	REGISTERED NURSES	39.51	40.37	41.23	42.09	42.95
355	L	PVH RN MANAGER	CBRF	36.99	37.79	38.60	39.40	40.20
		PVH RN MANAGER	REGISTERED NURSES					
350	K	PVH RN SUPERVISOR	REGISTERED NURSES	34.46	35.22	35.97	36.71	37.46
345	J	PVH HUMAN RESOURCES DIR	ADMINISTRATION	31.94	32.64	33.33	34.02	34.72
		PVH SOCIAL SERVICE SUPR	SOCIAL SERVICES					
		PVH REGISTERED NURSE	REGISTERED NURSES					
340	I	PVH MAINTENANCE SUPERVISOR	MAINTENANCE	29.41	30.06	30.70	31.34	31.98
335	H	PVH ADMINISTRATIVE ASST	ACCOUNTING	26.90	27.48	28.07	28.65	29.23
		PVH ACTIVITY DIRECTOR	OCCUPATIONAL THERAPY					
		PVH SOCIAL WORKER	SOCIAL SERVICES					
330	G	PVH FOOD SERVICE SUPERVISOR	DIETARY	24.37	24.90	25.42	25.96	26.48
		PVH MANAGER OF INFO SYSTEMS	MEDICAL RECORDS					
		PVH LPN	LICENSED PRAC NURSES					
325	F	PVH BILLING SPECIALIST	ACCOUNTING	21.84	22.31	22.80	23.27	23.74
		PVH PAYROLL & ACCOUNTS PAYABLE CLERK	ACCOUNTING					
320	E	PVH MAINTENANCE WORKER	MAINTENANCE	19.32	19.74	20.15	20.58	21.00
		PVH MEDICATION AIDE	LICENSED PRAC NURSES					
		PVH UNIT CLERK	NURSING ASSISTANTS					
		PVH NURSING ADMIN ASST	NURSING ASSISTANTS					
315	D	PVH CNA NURSING ASSISTANT	NURSING ASSISTANTS	16.79	17.17	17.52	17.89	18.25
		PVH CLERICAL ASSISTANT I	ADMINISTRATION					
		PVH HOUSEKEEPER LEAD	HOUSEKEEPING					
		PVH LEAD COOK	DIETARY					
		PVH UNIT CLERK	CBRF					
310	C	PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY	15.56	15.90	16.23	16.57	16.91
305	B	PVH COOK I	DIETARY	14.41	14.71	15.03	15.34	15.66
		PVH FOOD SERVICE WORKER II	DIETARY					
		PVH PERSONAL CARE WORKER	CBRF					
300	A	PVH FOOD SERVICE WORKER I	DIETARY	13.35	13.64	13.91	14.21	14.50
		PVH HOUSEKEEPER	HOUSEKEEPING					
		PVH LAUNDRY WORKER	LAUNDRY					
		RESIDENT ASSISTANT	PINE VALLEY					
				CALL-IN				
		RESOLUTIONS FOR CALL-INS		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				

~~APPENDIX Y: PROPOSED CHANGES TO COMPENSATION POLICY~~

~~This form is intended to be used for submission of proposed changes of the Compensation Policy in accordance with Section 1.~~

Section	Applicable Language	Issue or Concern Noted	Resolution Proposed
Appendix D & E			
-	-	-	-
-	-	-	-

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: Reclassification associated with the 2023 Budget

Department:	Various	Presented By:	Clinton Langreck
Date of Meeting:	4-Oct-22	Action Needed:	10/4/22
Disclosure:	Approval	Authority:	Finance and Personnel
Date submitted:	4-Oct-22	Referred by:	
Action needed by no later than (date)	10/4/22	Resolution	Approval

Recommendation and/or action language:

Recommend to... Approve reclassification and send to County Board for approval

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

MIS Administrator has added duties with the tower project. The updated job description was sent to Carlson Dettman for review resulting in a recommendation to reclassify it to Grade "L".

Adult Protective Services Social Worker has been difficult to fill in 2022. The updated job description was sent to Carlson Dettman for review resulting in a recommendation to reclassify it to Grade "I".

Child and Youth Service Case Manager has been difficult to fill in 2022. The updated job description was sent to Carlson Dettman for review resulting in a recommendation to reclassify it to Grade "I".

Mental Health Case Manager positions were contracted. They will not be an inhouse position. The updated job description was sent to Carlson Dettman for review resulting in a recommendation to classify to Grade "J".

Sheriff's Department Administrative Assistant will be retitled from Secretary/Clerical Assistant. The updated job description was sent to Carlson Dettman for review resulting in no recommendation for reclassification.

Pine Valley has created Clinical Reimbursement Coordinator as a new position to serve as the facility's lead MDS Coordinator. The job description was sent to Carlson Dettman for review resulting in a recommendation to classify to Grade "M".

Pine Valley reduced duties for the Resident Assistant. The updated job description was sent to Carlson Dettman for review resulting in a reclassification to Grade "A".

Attachments and References:

Resolution	

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)

Richland County Committee

Agenda Item Cover

Approval:

Clinton Langreck

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 22 -

A Resolution Reclassifying Positions in Various Departments.

WHEREAS it is necessary from time to time for the County Board to reclassify positions and change job descriptions in order to better reflect the actual duties of those positions and meet the ever-changing needs of County government, and

WHEREAS County Administrator Clinton Langreck and the Finance and Personnel Committee have carefully considered this matter and are now presenting this Resolution to the County Board for its consideration.

WHEREAS Carlson-Dettman recommends the following position be placed in the Grades as follows of the County's plan:

Management Information System	MIS Administrator	Grade L
Behavioral Health Services	Adult Protective Services Social Worker	Grade I
Child & Youth Services	Child and Youth Service Case Manager	Grade I
Behavioral Health Services	Mental Health Case Manager	Grade J
Sheriff	Administrative Assistant	Grade F
Pine Valley	Clinical Reimbursement Coordinator	Grade M
Pine Valley	Resident Assistant	Grade A

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the above listed position, and

BE IT FURTHER RESOLVED that this Resolution shall be effective January 1, 2023.

VOTE ON FOREGOING RESOLUTION

AYES NOES

RESOLUTION _____
DEREK S. KALISH
COUNTY CLERK

DATED: OCTOBER 25th, 2022

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(04 OCTOBER 2022)

	FOR	AGAINST
MARTY BREWER		
SHAUN MURPHY-LOPEZ		
MARC COUEY		
GARY MANNING		
TIMOTHY GOTTSCHALL		
DAVID TURK		
STEVE WILLIAMSON		
MELISSA LUCK		
STEVE CARROW		



LEGAL MEMORDANDUM

TO: Wisconsin County Executives and Administrators Association
Wisconsin Counties Association

FROM: Attolles Law, s.c.

RE: County Levy Limit Exclusion For Certain Debt Obligations

DATE: August 16, 2022

You have asked for a brief overview of a county's ability to issue debt to pay expenses necessary to comply with a court order or associated with the provision of liability insurance, property insurance or risk management services, which debt would then be excluded from the county's levy limit calculation. Our review of the statutes follows.

The Levy Limit Calculation

Pursuant to Wis. Stat. § 66.0602(2)(a), a county is prohibited from increasing its property tax levy in any year "by a percentage that exceeds [the county's] valuation factor." This simply means a county may set its levy at no more than the prior year's levy plus what is termed "net new construction." While this statute creates a cap on levy authority, there are several categories of expense that are not included in the levy limit calculation. Specifically, when determining a county's levy limit, "amounts levied by [the county] for the payment of any general obligation debt service" are excluded. Wis. Stat. § 66.0602(3)(d)2. Put simply, principal and interest payments on general obligation debt issued by the county are exempt from levy limits. *Id.*; Wis. Stat. § 66.0602(1)(a).

Debt Issuance Requirements

Under Wis. Stat. § 67.04(5)(a), "the proceeds of any municipal bonds or notes issued by a county ... shall not be used to fund the operating expenses of the general fund of the county or to fund the operating expenses of any special revenue fund of the county that is supported by property taxes." As a general proposition, this statute limits a county's ability to issue debt otherwise authorized under Wis. Stat. ch. 67 to pay expenses that are considered operating expenses, as opposed to debt issued to support capital expenses associated with a "project" as defined in Wis. Stat. § 67.04(1)(ar), which is allowed.

However, Wis. Stat. § 67.04(5)(b) contains three (3) exceptions to the general rule that a county may issue debt only for the purpose of paying capital expenses. Specifically, this statute provides

that a county may pay the following categories of expenses with borrowed funds (*i.e.*, bond or notes authorized under Wis. Stat. ch. 67):

1. Expenses needed to comply with a court order or judgment;
2. Expenses associated with the provision of liability insurance, property insurance, or risk management services under s. 611.11(4); or
3. Expenses necessary to pay unfunded prior services liability contributions under the Wisconsin retirement system, or to pay unfunded prior service liability with respect to an employee retirement system, if all of the net proceeds of the note will be used to pay for such contributions or payments.

We have conducted a brief search of Wisconsin precedent and Attorney General Opinions and found no example of a court or the Attorney General interpreting or applying this statute. Ultimately, we believe a court would interpret the statute according to its plain meaning. See *State ex rel. Kalal v. Circuit Court for Dane County*, 2004 WI 58. In other words, if a county is able to demonstrate a particular expense clearly falls within one of the three enumerated categories, the county may issue debt (according to the procedures in Wis. Stat. ch. 67)¹ and use the proceeds of the borrowing to pay for the expense.

In conclusion, as indicated above, if a county issues debt to pay an expense authorized under Wis. Stat. § 67.04(5)(b), the debt service (principal and interest) associated with the debt is not included in the county's levy limit calculation pursuant to Wis. Stat. § 66.0602(3)(d)2.

If you have any questions surrounding the statutes or our analysis, please do not hesitate to contact us. We appreciate the opportunity to be of service to WCEA, WCA and their members.

¹ Specifically, the conditions associated with debt issuance contained in Wis. Stat. § 67.045(1) apply to any debt a county issues, including debt issued to support an expense authorized under Wis. Stat. § 67.04(5)(b).

**OVERVIEW OF LEVY LIMIT CALCULATION IN SITUATIONS INVOLVING
BORROWING TO PAY COSTS ASSOCIATED WITH INSURANCE AND
COMPLIANCE WITH COURT ORDERS**

WCEA Meeting

September 19, 2022

Levy Limit Calculation (Wis. Stat. § 66.0602(2)):

(2) LEVY LIMIT.

- (a) Except as provided in subs. (3), (4), and (5), no political subdivision may increase its levy in any year by a percentage that exceeds the political subdivision's valuation factor. Except as provided in par. (b), the base amount in any year, to which the limit under this section applies, shall be the actual levy for the immediately preceding year. In determining its levy in any year, a city, village, or town shall subtract any tax increment that is calculated under s. 59.57 (3) (a), 60.85 (1) (L), or 66.1105 (2) (i). The base amount in any year, to which the limit under this section applies, may not include any amount to which sub. (3) (e) 8. applies.
- (b) For purposes of par. (a), in 2018, and in each year thereafter, the base amount to which the limit under this section applies is the actual levy for the immediately preceding year, plus the amount of the payment under s. 79.096, and the levy limit is the base amount multiplied by the valuation factor, minus the amount of the payment under s. 79.096, except that the adjustments for payments received under s. 79.096 do not apply to payments received under s. 79.096 (3) for a tax incremental district that has been terminated.

Exceptions to Levy Limit (Wis. Stat. § 66.0602(3)(d)2.):

2. The limit otherwise applicable under this section ***does not apply to amounts levied by a political subdivision for the payment of any general obligation debt service***, including debt service on debt issued or reissued to fund or refund outstanding obligations of the political subdivision, interest on outstanding obligations of the political subdivision, or the payment of related issuance costs or redemption premiums, ***authorized on or after July 1, 2005, and secured by the full faith and credit of the political subdivision***.

Purposes of Issuing Municipal Bonds and Notes (Wis. Stat. § 67.04(5)):

(5)

- (a) Except as provided in par. (b), the proceeds of any municipal bonds or notes issued by a county under this chapter shall not be used to fund the operating expenses of the general fund of the county or to fund the operating expenses of any special revenue fund of the county that is supported by property taxes.
- (b) Paragraph (a) does not apply to notes issued under s. 67.12 (1) to (8m) or to municipal bonds or notes issued by a county for any of the following purposes:
1. ***To comply with a court order or judgment.***
 3. ***To provide liability insurance, property insurance, or risk management services under s. 611.11 (4).***
 4. To pay unfunded prior service liability contributions under the Wisconsin retirement system, or to pay unfunded prior service liability with respect to an employee retirement system, if all of the net proceeds of the note will be used to pay for such contributions or payments.

Steps and Considerations:

1. County board must authorize debt issuance (bonds or notes) for purposes of paying costs eligible to be paid with debt under Wis. Stat. § 67.04(5). The debt must be general obligation debt, *i.e.*, backed by the county's full faith and credit. It is recommended counties satisfy this requirement in one of the following three ways:
 - a. Utilize a State Trust Fund (Board of Commissioners of Public Lands) loan;
 - b. Engage bond counsel to issue an opinion regarding the debt; or
 - c. Utilize the Wisconsin Bankers Association form packet for general obligation debt.
2. Ensure proceeds of the debt issuance are used solely for the purposes described in the authorizing resolution and consistent with Wis. Stat. § 67.04(5).
3. Discuss the process with the Department of Revenue prior to submitting the levy limit worksheet.
4. The debt will not be tax exempt (because it is for operating expenses.)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Approval Of Fee Schedule And Memorandum Of Understanding For Wisvote Data Entry Services

Department	County Clerk's Office	Presented By:	Derek S. Kalish, County Clerk
Date of Meeting:	4 October 2022	Action Needed:	Approval Of Fee Schedule/MOU
Disclosure:	Open Session	Authority:	Rule 14 (J)
Date submitted:	30 September 2022	Referred by:	County Clerk's Office
Action needed by no later than (date)	Not Applicable	Resolution	Not Applicable

Recommendation and/or action language: Approval of Fee Schedule and Memorandum of Understanding For Wisvote Data Entry Services

Background: Historically, the County has shouldered the burden of completing the required Wisvote data entry duties (at no charge) for all townships and villages after each election. With the reorganization of the County Clerk's office, which reduced staff from four to two, completing the Wisvote data entry duties at no charge can and should no longer be done. Additionally, said data entry is a statutorily required duty of the municipal clerk of each municipality, not the county. Municipalities can choose whether or not they will complete the data entry themselves or contact with Richland County to perform the required data entry duties. A fee schedule has been created and is based on the number of registered voters within the municipality in July of every year. MOUs will be drafted annually with the applicable fee. MOUs would be effective 01 January 2023.

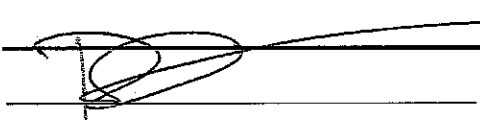
Attachments and References: Memorandum Of Understanding (includes fee schedule)

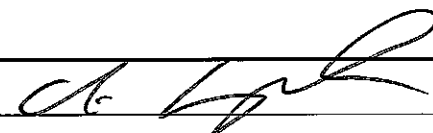
Financial Review: Estimated revenues in the amount of \$7,550.00 are projected and included in the 2023 proposed budget. Estimated annual revenues are expected to decrease as/if/when municipalities are no longer reliers.

(please check one)

<input checked="" type="checkbox"/>	In 2023 proposed 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)


Richland County Clerk, Derek S. Kalish


Administrator, Clinton Langreck

**THE MEMO OF UNDERSTANDING BETWEEN
THE COUNTY OF RICHLAND AND THE
VILLAGE/TOWN OF xxxxxxxx
FOR WISVOTE**

This memorandum of Understanding is hereby entered into by and between the Village/Town of xxxxxx (hereinafter referred to as the “local” unit of government and the County of Richland (hereinafter referred to as the “provider” unit of government).

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

- 1) The local unit of government understands that the State intends to maintain the official centralized database of voter registration information.
- 2) The local unit of government understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter’s current registration documentation.
- 3) The local unit of government understands the technology, technology maintenance, staffing, and training costs that are required to accept the responsibility of entering and maintaining the data within WisVote. The tentative costs have been outlined in Addendum A and agreed upon by both parties.
- 4) Based on the above, the local unit of government herein declares its intention to utilize technology and resources of the provider unit of government, the County of Richland and to share the costs that are associated with entering and maintaining data within WisVote. It is the understanding of the local unit of government, that the provider unit of government, the County of Richland accepts the technology and resource responsibilities for this sharing agreement as stated in Addendum B.
- 5) This agreement is valid from January 1, 2023, until December 31, 2023. Services fees will be determined by the number of registered voters within a municipality and reviewed on an annual basis. This agreement can only be officially terminated if the following guidelines have been met:
 - Both parties to the agreement have notified the Wisconsin Elections Commission 90 days prior to the agreement being terminated.
 - The local unit of government that previously did not have responsibility for updating WisVote, has purchased the appropriate equipment and validated with the Wisconsin Elections Commission that they are capable of taking on the technology and resource responsibilities of WisVote.
 - The local unit of government that previously did not have responsibility for updating WisVote, has validated with the WEC that their clerks and appointed associates have been properly trained in the use and functions of WisVote.

Dated: INSERT DATE HERE.

MUNICIPALITY RELYING ON ANOTHER

_____ (Printed Name)
_____ (Signed Name)
_____ (Title)
_____ (Municipality Name)

COUNTY ACCEPTING THE TECHNOLOGY AND RESOURCE RESPONSIBILITIES

Derek S. Kalish (Printed Name)
_____ (Signed Name)

Richland County Clerk (Title)
County of Richland (Municipality Name)

Addendum A
WisVote Fee Agreement

Provider Entity: Richland County

Relying Entity: **ENTER MUNICIPALITY HERE**

For providing WisVote-related services as defined in the attached MOU and supporting addenda, the Relying Entity agrees to pay the Providing Entity the amount of **\$ENTER FEE HERE**.

This is your invoice for **\$ENTER FEE HERE**.

Please remit payment to:

Richland County Clerk’s Office
181 W. Seminary Street
Richland Center, WI 53581

Checks made payable to Richland County Clerk.

****If you wish to be a self-provider in 2023, please sign below and return only this form without payment.**

_____ (Printed Name)
_____ (Signed Name)
_____ (Title)
_____ (Municipality Name)

2023 Rates	
Number of Registered Voters	Annual Fee
150 Or Less	\$250.00
151-250	\$300.00
251-350	\$350.00
351-450	\$375.00
451-550	\$400.00
551-650	\$425.00
651-850	\$475.00
851-950	\$600.00
951-1,050	\$750.00
1,051-1,150	\$850.00
1,151-1,250	\$1,000.00
1,251 & Up	\$1,250.00

Addendum B

Wisvote Roles and Responsibilities

RELIER (Town or Village) ROLES AND RESPONSIBILITIES:

Voter Registration:

1. Collecting both in-person and mail-in registration applications;
2. Approving the application if complete and contact the voter if not;
3. Maintaining the original application in his or her office;
4. Sending the Provider a copy of the application quickly enough that the Provider is able to enter the information into WisVote before the statutory deadline, which is: within 10 days of the relying clerk having initially received the application;
5. Deliver same day registration applications to the provider at the time he or she sends the ballots for the county canvass; and

Absentee Ballots:

Generally a relying clerk will be responsible for:

1. Receiving and logging requests for absentee ballots on provided spreadsheet;
2. Sending the voter an absentee ballot and envelope;
3. Processing the returned envelopes and delivering them to poll places if complete;
4. Updating the Absentee Ballot Log with Election Inspector comments;
5. Emailing the Provider a list of dates on which the relying clerk received both absentee ballot requests and absentee ballot envelopes on the provided spreadsheet; and

Elections Management:

While this description only touches on a few of the many elections management functions a clerk performs, the same general pattern holds true.

1. Identifying both the need for an election and the offices it will cover; and to give the Provider this information.
2. Receiving and approving candidate filings; and to give the provider this information.
3. Determining municipal-level ballot placement; and to inform the provider and verify that he or she has followed your instructions for ballot placement.

Quality Of Information Provided To The Office Of The County Clerk

The Relier must supply the Provider with the documentation required for the Provider to meet the obligations outlined in the *Provider Roles & Responsibilities* section of this MOU. The Relier is responsible to inspect all documentation for accuracy and completeness before being given to the Provider for entry into Wisvote. Information given to the Provider is presumed to have been reviewed by Relier upon receipt of the Provider. If the Relier fails to supply the required documentation to Provider to complete the duties outlined in this MOU, services will cease until the proper documentation has been received from the Relier.

PROVIDER (Richland County) ROLES AND RESPONSIBILITIES

A Provider will have duties that are technical, logistical and process related.

Technical:

It will be the Provider's responsibility to meet the baseline hardware, software, and connectivity requirements needed to use WisVote.

Logistical:

A Provider will be charged with training and maintaining a staff sufficient to handle the incoming elections related requests from relier municipalities. Clerk and staff training will occur for each Provider.

Process-related:

A Provider is responsible for these process-related aspects of WisVote:

1. Entering relier information into WisVote before the applicable statutory deadline – This means entering data related to both voter registration and elections management, including absentee balloting, candidate filings, ballot placement, etc.
2. Generating reports reflecting changes made to the voter records in a relying clerk's municipality
3. Generating other reports as requested by relier clerks
4. Printing poll lists
5. Recording voter participation
6. Reconciling voter participation, absentees, etc.

RESOLUTION NO. 22 - xx

A Resolution Approving The Fee Schedule And Memorandum Of Understanding For Wisvote Data Entry Services.

WHEREAS the Office of the Richland County Clerk has historically completed all required Wisvote data entry duties at no charge for Richland County's townships and villages, and

WHEREAS the completion of said duties are a statutory responsibility of the municipality, not the county, and

WHEREAS staffing levels of the Office of the County Clerk present challenges in voluntarily completing said duties without compensation to offset additional cost to County, and

WHEREAS County Clerk Kalish and the Finance and Personnel Committee have carefully considered this matter and are now presenting this Resolution to the County Board for its consideration., and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval of the fee schedule and memorandum of understanding for Wisvote data entry service is granted, and

BE IT FURTHER RESOLVED that this Resolution shall be effective January 1st, 2023.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(04 OCTOBER 2022)

AYES _____ NOES _____

RESOLUTION _____

FOR _____ AGAINST _____

DEREK S. KALISH
COUNTY CLERK

MARTY BREWER
SHAUN MURPHY-LOPEZ
MARC COUEY
GARY MANNING
TIMOTHY GOTTSCHALL
DAVID TURK
STEVE WILLIAMSON
MELISSA LUCK
STEVE CARROW

DATED: OCTOBER 25, 2022

Attachment A: Memorandum Of Understanding (includes fee schedule)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Approval Of Fee Schedule And Memorandum Of Understanding For Wisvote Data Entry Services

Department	County Clerk's Office	Presented By:	Derek S. Kalish, County Clerk
Date of Meeting:	4 October 2022	Action Needed:	Approval Of Fee Schedule/MOU
Disclosure:	Open Session	Authority:	Rule 14 (J)
Date submitted:	30 September 2022	Referred by:	County Clerk's Office
Action needed by no later than (date)	Not Applicable	Resolution	Not Applicable

Recommendation and/or action language: Approval of Fee Schedule and Memorandum of Understanding For Wisvote Data Entry Services

Background: Historically, the County has shouldered the burden of completing the required Wisvote data entry duties (at no charge) for all townships and villages after each election. With the reorganization of the County Clerk's office, which reduced staff from four to two, completing the Wisvote data entry duties at no charge can and should no longer be done. Additionally, said data entry is a statutorily required duty of the municipal clerk of each municipality, not the county. Municipalities can choose whether or not they will complete the data entry themselves or contact with Richland County to perform the required data entry duties. A fee schedule has been created and is based on the number of registered voters within the municipality in July of every year. MOUs will be drafted annually with the applicable fee. MOUs would be effective 01 January 2023.

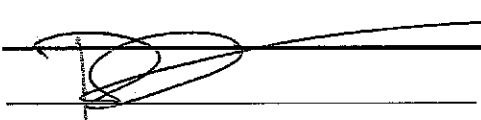
Attachments and References: Memorandum Of Understanding (includes fee schedule)

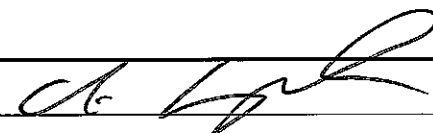
Financial Review: Estimated revenues in the amount of \$7,550.00 are projected and included in the 2023 proposed budget. Estimated annual revenues are expected to decrease as/if/when municipalities are no longer reliers.

(please check one)

<input checked="" type="checkbox"/>	In 2023 proposed 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)


Richland County Clerk, Derek S. Kalish


Administrator, Clinton Langreck

**THE MEMO OF UNDERSTANDING BETWEEN
THE COUNTY OF RICHLAND AND THE
VILLAGE/TOWN OF xxxxxxxx
FOR WISVOTE**

This memorandum of Understanding is hereby entered into by and between the Village/Town of xxxxxx (hereinafter referred to as the “local” unit of government and the County of Richland (hereinafter referred to as the “provider” unit of government).

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

- 1) The local unit of government understands that the State intends to maintain the official centralized database of voter registration information.
- 2) The local unit of government understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter’s current registration documentation.
- 3) The local unit of government understands the technology, technology maintenance, staffing, and training costs that are required to accept the responsibility of entering and maintaining the data within WisVote. The tentative costs have been outlined in Addendum A and agreed upon by both parties.
- 4) Based on the above, the local unit of government herein declares its intention to utilize technology and resources of the provider unit of government, the County of Richland and to share the costs that are associated with entering and maintaining data within WisVote. It is the understanding of the local unit of government, that the provider unit of government, the County of Richland accepts the technology and resource responsibilities for this sharing agreement as stated in Addendum B.
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Dated: INSERT DATE HERE.

MUNICIPALITY RELYING ON ANOTHER

_____ (Printed Name)
_____ (Signed Name)
_____ (Title)
_____ (Municipality Name)

COUNTY ACCEPTING THE TECHNOLOGY AND RESOURCE RESPONSIBILITIES

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WHEREAS County Clerk Kalish and the Finance and Personnel Committee have carefully considered this matter and are now presenting this Resolution to the County Board for its consideration., and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval of the fee schedule and memorandum of understanding for Wisvote data entry service is granted, and

BE IT FURTHER RESOLVED that this Resolution shall be effective January 1st, 2023.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED: OCTOBER 25, 2022

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(04 OCTOBER 2022)

FOR _____ AGAINST _____

MARTY BREWER
SHAUN MURPHY-LOPEZ
MARC COUEY
GARY MANNING
TIMOTHY GOTTSCHALL
DAVID TURK
STEVE WILLIAMSON
MELISSA LUCK
STEVE CARROW

Attachment A: Memorandum Of Understanding (includes fee schedule)