

ORDINANCE NO. 2019-_____

Amending Ordinance 2015-30, Establishing a Procedure to set Elected Official Salaries

Executive Summary

Jefferson County had a Compensation Study conducted by Carlson Dettman Consulting for all County employees in 2012 (except the Sheriff's Department deputies) which study also evaluated the elected positions and, based on the duties of said positions, recommended that the following pay grades be assigned to the elected positions: County Clerk, Grade 12; Clerk of Court, Grade 12; Register of Deeds, Grade 10; Treasurer, Grade 10; and Sheriff, Grade 16. This Compensation Study did not recommend the step within the pay structure that these positions should be placed. After consideration by the Human Resources Committee and County Board in 2014, these positions were all placed in Step 6 of their respective grade in the Jefferson County pay structure which consists of 11 steps. In 2016, the Human Resources Committee conducted a review of these elected officials' salaries for the purpose of establishing future compensation. After reviewing comparables from various Wisconsin counties, the Human Resources Committee determined that these elected positions are more appropriately placed in Step 7 of the Jefferson County pay structure and amended Ordinance No. 2013-26 and established compensation at Step 7 for the Jefferson County Register of Deeds, County Clerk, Treasurer, Sheriff and Clerk of Court.

In 2020, a review was again conducted on the elected positions of County Clerk, Register of Deeds and Treasurer by The Austin Peters Group, Inc. with a recommendation that the pay grades be assigned as follows: County Clerk, Grade 12; Register of Deeds, Grade 12; and Treasurer, Grade 12. The Austin Peters Group also conducted a study in 2018 for all non-represented employees and recommended that grades be established to compete at the 60th percentile of the comparable market. This means four employers will pay more than the County and six employers will pay less than the County. After reviewing the recommendations from The Austin Peters Group of grade placement, and after reviewing current salaries of comparable Wisconsin counties, the Human Resources Committee determined that these positions are most appropriately placed in the step of the applicable pay grade that is as close to, but not less than, the 60th percentile of the comparable markets. This ordinance amends Ordinance No. 2015-30 and establishes compensation at the 60th percentile of comparable counties, at the applicable grade and step for each position of Clerk of Courts, County Clerk, Register of Deeds, Sheriff and Treasurer. If positions are more than one step above the 60th percentile, salaries may be frozen during the term to gradually make necessary adjustments. Compensation may be adjusted by the County Board for cost of living before the earliest time for filing nomination papers for said office in each election cycle.

WHEREAS, the Jefferson County Register of Deeds, County Clerk, Treasurer, Sheriff and Clerk of Court are elected to four-year terms with the Sheriff and Clerk of Court elections being in 2022, and the County Clerk, Register of Deeds and Treasurer next elected in 2020, and

WHEREAS, Section 59.22(1), Wisconsin Statutes, requires the Board to establish the compensation for these elective offices before the earliest time for filing nomination papers prior to each election cycle, and

WHEREAS, compensation needs to be established for the County Clerk, Treasurer and Register of Deeds before April 15, 2020, which is the earliest time for filing nomination papers in this cycle, and

WHEREAS, the Human Resources Committee through many election cycles has sought an objective method of establishing salaries for these offices, and

WHEREAS, the County had a Compensation Study done in 2012 for all County employees (except the Sheriff's Department deputies) which study also evaluated the elected positions and, based on the duties of said positions, recommended that the following pay grades be assigned to the various positions:

County Clerk	Grade 12
Clerk of Court	Grade 12
Register of Deeds	Grade 10
Treasurer	Grade 10
Sheriff	Grade 16

AND WHEREAS, the County had a review completed in 2020 which re-evaluated the elected positions of County Clerk, Register of Deeds and Treasurer and, based on the duties of said positions and the 60th percentile of comparable positions, recommended that the following pay grades be assigned to the various positions:

County Clerk	Grade 12
Register of Deeds	Grade 12
Treasurer	Grade 12

AND WHEREAS, for these offices the Human Resources Committee recommends establishing salaries by assigning all elected officials to the step of their respective paygrade that places the position at the step that is closest to, but not less than, the 60th percentile of comparable counties, with possible salary adjustments pre-determined for any or all of the years of the four-year term, and

WHEREAS, if salaries are above the step that is closest to, but not less than, the 60th percentile of the salaries of comparable counties, the salaries may be frozen during part or all of the four-year term, and

WHEREAS, said salaries for each year of the four-year term shall be established prior to the day before the earliest time for filing nomination papers for said office in each election cycle, and said salaries shall remain unchanged during the balance of the four-year term.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN THAT ORDINANCE NO. 2013-26 SHALL BE AMENDED AS FOLLOWS:

Section 1. Pursuant to Section 59.22(1), Wisconsin Statutes, salaries for each upcoming term of the elected offices of County Clerk, Clerk of Court, Register of Deeds, Treasurer and Sheriff shall be determined by reference to the step of the salary grade closest to, but not less than, the 60th percentile of comparable counties, with pre-determined annual adjustments during the four-year term as set forth above for each office as of the day before the earliest time for filing nomination papers for said office in each successive election cycle, which shall remain unchanged for said four-year term.

BE IT FURTHER ORDAINED that County elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay its share of contributions required by law.

AND BE IT FURTHER ORDAINED that the aforementioned County officials are entitled to participate in the County's health, dental, vision, disability, life insurance, Section 125B and other programs on the same terms and conditions as may be modified from time to time which apply to nonrepresented managerial employees with such variances as may be applicable to the Sheriff based on his law enforcement status.

BE IT FURTHER ORDAINED that the foregoing elected officials may request a cost of living adjustment or salary grade review prior to the year of election for their office in the same manner as is applicable to other County employees requesting salary grade reviews.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: The cumulative compensation increase for the three elected officials (County Clerk, Register of Deeds and Treasurer) that are up for election in 2020, subject to this change in the ordinance, would be \$87,685.34. The remaining two elected officials (Clerk of Courts and Sheriff) would be an undetermined amount since they are not up for election until 2022. This compensation increase includes a cost of living adjustment recommended by the Human Resources Committee of .0705% for the County Clerk, 2% for the Treasurer, and 2% for the Register of Deeds for each of the years of 2021, 2022, 2023 and 2024. Cost of living adjustments for the Sheriff and Clerk of Courts will be considered in the year before their next term of office.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Referred By:
Human Resources Committee

03-10-20

REVIEWED: County Administrator _____; Corporation Counsel _____; Finance Director _____

RESOLUTION NO. 2019-_____

**Establishing Total Annual Compensation for County Elected Officials
pursuant to Wis. Stat. § 59.22**

Executive Summary

On Tuesday, February 11, 2020, the Jefferson County Board of Supervisors adopted an ordinance establishing a procedure to set elected official salaries. The ordinance establishes compensation for constitutional elected officials at the 60th percentile of comparable Wisconsin counties of the appropriate grade as recommended by the County's classification and compensation consultant. The ordinance further establishes the ability for the County Board to adjust the salary during the four-year term based on the analysis of several factors. The salaries for all four years must be determined prior to April 15, 2020, the earliest time for filing nomination papers for the county elective office.

On Tuesday, February 7, 2020, the Human Resources Committee discussed the current market conditions and trends, the internal comparable wages and Jefferson County's comparable counties' salaries of the County Clerk, Register of Deeds and the Treasurer. After analyzing this information, the Human Resources Committee is recommending a 0% increase in 2021 and 2022, a .705% increase in each of the four-year term of the County Clerk; a 2% increase in each year of the four-year term of the Register of Deeds; and a 2% increase in each year of the four-year term of the Treasurer, based on the starting salary of the step that is at close to, but not less than, the 60th percentile of comparable counties of the appropriate recommended grade placement (Grade 12 for the County Clerk, Register of Deeds, and Treasurer).

WHEREAS, the Executive Summary is incorporated by reference, and

WHEREAS, pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials, other than County Board Supervisors, prior to April 15, 2020, which is the earliest time for filing nomination papers for county elective offices, and

WHEREAS, the Board desires to establish the total annual compensation for certain county elected officials not including fringe benefits which are subject to increase or decrease during the official's term at the discretion of the Board and in accordance with state and federal law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees, and

WHEREAS, the Human Resources Committee has reviewed salaries for elected officials in comparable counties, as well as compensation practices among non-represented, non-law enforcement managerial positions.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the total annual compensation for county elected officials under Wis. Stat. § 59.22(1) shall be as follows, effective on the first day of the term of office that begins after the date of this resolution:

Elective Official	2021 Rate	2022 Rate	2023 Rate	2024 Rate
County Clerk	\$80,475.20	\$81,036.80	\$81,598.40	\$82,180.80
Register of Deeds	\$77,459.20	\$78,998.40	\$80,579.20	\$82,180.80
Treasurer	\$77,459.20	\$78,998.40	\$80,579.20	\$82,180.80

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with state law and the County shall pay only its share of contributions required by law, and

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the County’s health, dental and life insurance programs subject to the terms and conditions of the programs, which may be modified from time to time, under the same terms and conditions for such programs offered to non-represented managerial county employees who are not law enforcement managerial employees.

Fiscal Note:

Fiscal impact from 2020 to 2021: County Clerk, \$642.47; Register of Deeds, \$7,471.69; Treasurer, \$7,471.69.

Fiscal impact from 2021 to 2022: County Clerk, \$642.47; Register of Deeds, \$1,760.85; Treasurer, \$1,760.85.

Fiscal impact from 2022 to 2023: County Clerk, \$642.47; Register of Deeds, \$1,808.44; Treasurer, \$1,808.44.

Fiscal impact from 2023 to 2024: County Clerk, \$666.27; Register of Deeds, \$1,832.23; Treasurer, \$1,832.23.

The total cumulative fiscal impact for the four-year term, from 2021 to 2024, is: County Clerk, \$6,448.50; Register of Deeds, \$40,618.42; Treasurer, \$ 40,618.42. This impact includes Federal Insurance Contributions Act (FICA) tax and Wisconsin Retirement System employer contributions at 2020 rates. Health and other eligible fringe benefits are not included in this impact. The impacts to future budgets as stated in this resolution will be funded as a part of the budget process for each budget year.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Referred By:
Human Resources Committee

03-10-20

REVIEWED: County Administrator: _____; Corporation Counsel: _____; Finance Director: _____