

**JEFFERSON COUNTY BOARD MINUTES
TUESDAY, DECEMBER 13, 2011, 7:00 P.M.**

Mr. John Molinaro presiding.

Mr. Tietz led the Pledge of Allegiance.

A moment of silence was observed.

County Clerk Barbara A. Frank called the roll. Supervisor Morris gave prior notice of his inability to attend.

District 1	Richard C. Jones	District 2.....	Vic Imrie, Jr.
District 3.....	Greg David	District 4.....	Augie Tietz
District 5.....	Jim Braugher	District 6.....	Ron Buchanan
District 7.....	Dwayne C. Morris	District 8.....	Rick L. Kuhlman
District 9.....	Amy Rinard	District 10.....	Lloyd Zastrow
District 11.....	Donald Reese	District 12.....	Mike Burow
District 13.....	Ed Morse	District 14.....	Pamela Rogers
District 15.....	Steven J. Nass	District 16.....	John Molinaro
District 17.....	Mary Delany	District 18.....	Jennifer Hanneman
District 19.....	Jim Schroeder	District 20.....	Jan Rouu
District 21.....	Craig Peterson	District 22.....	Blane Poulson
District 23.....	George Jaeckel	District 24.....	Vacant
District 25.....	Walt Christensen	District 26.....	Carlton Zentner
District 27.....	Glen D. Borland	District 28.....	Dick Schultz
District 29.....	Paul Babcock	District 30.....	Jim Mode

County Administrator Gary Petre informed the Board that it was in compliance with the Open Meetings Law.

The agenda was approved as printed with the exception of Item 12a (Resolution – Authorizing sale of future tax foreclosure property in the Village of Johnson Creek) and 15b (Resolution – Authorizing execution of Income Maintenance Consortium contract) being withdrawn.

Mr. Mode moved that the minutes of the October 25 and November 15, 2011, meetings be approved as corrected and printed. Seconded and carried.

County Clerk Barbara Frank presented the following communications:

1. Treasurer’s Monthly Report not available.
2. Memo dated November 14, 2011, from Rob Klotz, Planning and Zoning Director with (a) Department of Agriculture Trade & Consumer Protection (DATCP) changes summary to the Zoning Ordinance; (b) proposed ordinance text revisions; and (c) Zoning maps.
3. Letter from Sheriff Milbrath dated November 22, 2011, regarding resignation of County Board Supervisor Gregory M. Torres effective November 17, 2011.
4. E-mail from Supervisor Gregory Torres dated November 17, 2011, regarding his resignation from the County Board.
5. Resolution approved November 9, 2011, from Town of Koshkonong regarding Highway 12 bypass alternative 7a.

6. A Notice of Public Hearing on the Agricultural Preservation and Land Use Plan from the Planning & Zoning Committee for a hearing to be held on December 15, 2011, at 7:00 p.m. in Room 205 of the Jefferson County Courthouse.

7. A Notice of Public Hearing from the Planning & Zoning Committee for a hearing to be held on December 15, 2011, immediately following the previous public hearing, in Room 205 of the Jefferson County Courthouse.

8. Letter dated December 13, 2011, from Attorney James W. Hammes, representing the Village of Johnson Creek, on the Johnson Creek Hotel Group LLC's proposal to pay back taxes and assessments on the hotel property and five acre parcel adjacent to the hotel in lieu of the County commencing a tax foreclosure proceeding. [This letter resulted in the withdrawal of Item 12a from this agenda-Resolution authorizing sale of future tax foreclosure property in the Village of Johnson Creek.]

The communications and notices were received and placed on file.

The floor was opened for public comment. Jim Garity, Palmyra, member of Local 655 AFSCME, spoke in favor of just cause; Ann Jenswold, Jefferson, President of Local 655 AFSCME, addressed changes to the Personnel Ordinance following the adoption of Acts 32 and 10; and Buck Smith, Johnson Creek, spoke on the budget.

Mr. Nass read the following report of the Planning & Zoning Committee:

**REPORT
TO THE HONORABLE MEMBERS OF THE
JEFFERSON COUNTY BOARD OF SUPERVISORS**

The Jefferson County Planning and Zoning Committee, having considered petitions to amend the zoning ordinance of Jefferson County, filed for public hearing held on October 20 and November 17, 2011, as required by law pursuant to Wisconsin Statutes, notice thereof having been given, and being duly advised of the wishes of the town boards and persons in the areas affected, hereby makes the following recommendations:

APPROVAL OF PETITIONS 3548A-11, 3549A-11, 3550A-11, 3551A-11,
3552A-11, 3553A-11, 3554A-11, 3555A-11, 3556A-11 and 3557A-11

DENIAL OF PETITION 3544A-11

Petition 3544A-11 was filed by Kevin Hildebrandt to create a 1-acre lot on Allen Drive in the Town of Concord. It is recommended for denial due to location of the requested lot in prime agricultural soils and cropland, where use of non-prime land would achieve better clustering.

DATED THIS TWENTY-EIGHTH DAY OF NOVEMBER 2011

Donald Reese, Secretary

THE EFFECTIVE DATE OF THE PRIOR MONTH'S AMENDMENTS
3545A-11, 3546A-11 AND 3547A-11 IS NOVEMBER 19, 2011.

Mr. Nass moved that the report be adopted. Seconded and carried.

Mr. Nass presented Ordinance No. 2011-19.

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the Jefferson County Zoning Ordinance, and

WHEREAS, Petitions 3548A-11, 3549A-11, 3550A-11, 3551A-11, 3552A-11, 3553A-11, 3554A-11, 3555A-11, 3556A-11 and 3557A-11 were referred to the Jefferson County Planning and Zoning Committee for public hearing on November 17, 2011, and

WHEREAS, the proposed amendments have been given due consideration by the Board of Supervisors in open session,

NOW, THEREFORE, BE IT ORDAINED that the Jefferson County Board of Supervisors does amend the zoning ordinance of Jefferson County (and official zoning maps) as follows:

**FROM AGRICULTURAL A-1 AND RESIDENTIAL R-2 TO A-2,
AGRIBUSINESS FROM RESIDENTIAL R-2 TO A-1, AGRICULTURAL**

Rezone approximately 1.6 acre of PIN 016-0514-1043-022 (1 acre) and 016-0514-1044-000 (27.845 acres) to A-2, Agribusiness. Rezone 0.06 acre of PIN 016-0514-1043-022 (1 acre) to A-1 Agricultural to allow for its inclusion with adjoining A-1 zoned land. The site is at N1732 USH 12 in the Town of Koshkonong. This action is conditioned upon receipt and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. Rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (3548A-11 and 3549A-11 – John Ackatz/Ruth Poyer Trust property)

FROM AGRICULTURAL A-1 TO A-2, AGRIBUSINESS

Rezone PIN 018-0713-0732-003 (5.151 acres) at N6680 CTH O to A-2, Agribusiness. This action is conditioned upon road access approval by the County Highway Department; the rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (3550A-11 – Darrick Gottschalk/Robert Turtenwald Trust property)

Rezone PIN 032-0815-2233-000 (2.5 acres) at N8106 CTH X in the Town of Watertown. (3551A-11 – Tim & Jana Strobel)

FROM AGRICULTURAL A-1 TO A-3, RURAL RESIDENTIAL

Create an approximate 1-acre building site from PIN 014-0614-2023-000 (80.26 acres) as a consolidation of parcels of record from PIN 014-0614-2022-000 (18.025 acres.) The site is in the Town of Jefferson, near N6795 Kiesling Road. This prime ag land lot utilizes the last available A-3 zone for the properties, therefore rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval by the Town of Jefferson, upon receipt by Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems, and upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. Rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (3552A-11 – Mark Anthony Stelse)

Create an approximate 1.84-acre building site on CTH B from part of PINs 018-0713-0924-000 (39.817 acres) and 018-0713-0931-000 (35.339 acres) in the Town of Lake Mills. This prime ag land lot combination utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon

road access approval by the County Highway Department, upon receipt by Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems, and upon approval and recording of a final certified survey map for the lot. The rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (3553A-11 – Gary and Beth Leverton)

Rezone to create a 2-acre building site on Froelich Road in the Town of Sullivan from part of PIN 026-0616-0843-000 (20.157 acres). This utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval by the Town, upon receipt by Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems, and upon approval and recording of a final certified survey map for the lot. The rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. (3554A-11 – Tad Van Valin/Reed, Tad, Wade and Craig Van Valin property)

**FROM AGRICULTURAL A-1 TO A-3, RURAL RESIDENTIAL AND N,
NATURAL RESOURCES**

Create a 2-acre lot around the home at N3228 Bente Road, and create two vacant lots adjacent, all from PINs 026-0616-2921-000 (40 acres) and 026-0616-3014-001 (14.03 acres). Create a 60.3-acre Natural Resource zone from part of PINs 026-0616-2922-000 (40 acres) and 026-0616-2923-000 (40 acres). This action is conditioned upon road access approval by the Town, upon receipt by Zoning of a soil test showing sites for installation of both initial and replacement private sewage systems, and upon approval and recording of a final certified survey map for the lots. The rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been met by that date. (3555A-11 & 3556A-11 – Mossman Farm, LLC/G & G Mossman Trust property)

FROM AGRICULTURAL A-1 TO N, NATURAL RESOURCES

Rezone approximately 3.8 acres near W8811 Marsh Road in the Town of Oakland from part of PIN 022-0613-2822-000 (17.199 acres). Rezoning is conditioned upon road access approval and upon approval and recording of the final certified survey for the property. The lot cannot be sold separately from adjoining A-3 zoned lands unless all applicable conditions of the zoning ordinance are met. (3557A-11 – Connie Evenson/Frederick property)

Mr. Nass moved that Ordinance No. 2011-19 be adopted. Seconded and carried.

Mr. Nass presented Ordinance No. 2011-20.

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the Jefferson County Zoning Ordinance, and

WHEREAS, Petition 3544A-11 was referred to the Jefferson County Planning and Zoning Committee for public hearing on October 20, 2011, and

WHEREAS, the proposed amendment has been given due consideration by the Board of Supervisors in open session,

NOW, THEREFORE, BE IT ORDAINED that the Jefferson County Board of Supervisors does deny Petition 3544A-11 and that no change shall be allowed:

FROM AGRICULTURAL A-1 TO A-3, RURAL RESIDENTIAL

Rezone to create a 1-acre lot on Allen Drive in the Town of Concord from part of PIN 006-0716-1112-000 (40 acres).

Mr. Nass moved that Ordinance No. 2011-20 be adopted. Seconded and carried.

Mr. Buchanan read Resolution No. 2011-68.

WHEREAS, the Fair Park Director has advertised the opportunity for a Fair Park signage agreement for fermented malt beverage products, and

WHEREAS, a MillerCoors distributor, Ott-Schweitzer Distributors, Inc. of Milton, Wisconsin, has offered \$25,000 per year for a three-year contract on the terms and conditions contained in the agreement included in the Board materials, and

WHEREAS, the Fair Park Director and Committee recommend entering into a signage agreement with Ott-Schweitzer Distributors, Inc. on the terms and conditions proposed,

NOW, THEREFORE, BE IT RESOLVED that the Fair Park Director is authorized to execute a contract with Ott-Schweitzer Distributors, Inc. in the amount of \$75,000 for an exclusive three-year signage agreement.

Fiscal Note: The previous 3-year contract was for \$23,000 per year.

Mr. Buchanan moved that Resolution No. 2011-68 be adopted. Seconded and carried: Ayes 22, Noes 6 (Braugher, Delany, Schroeder, Roou, Peterson, Zentner), Absent 1 (Morris), Vacant 1.

County Board Chair Molinaro reminded the Board of the withdrawal of the Finance Committee resolution authorizing the sale of future tax foreclosure property in the Village of Johnson Creek. (See letter from Attorney James Hammes under communications)

Ms. Rogers presented Resolution No. 2011-69.

WHEREAS, Jefferson County is a qualified political subdivision of the State of Wisconsin, and

WHEREAS, the Wisconsin Worker's Compensation Act (Act) provides that an employer covered by the Act either insure its liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or be exempted from insuring liabilities with a carrier by assuming the responsibility for its own worker's compensation risk and payment, and

WHEREAS, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department, and

WHEREAS, a resolution to self-insure must be filed with the Department every three years,

NOW, THEREFORE, BE IT RESOLVED that Jefferson County shall contin-

ue its self insured worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3), and

BE IT FURTHER RESOLVED that:

- (1) The County Board shall provide for the continuation of the self-insured worker's compensation program that is currently in effect.
- (2) Barbara A. Frank, County Clerk, is authorized to forward a certified copy of this resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.
- (3) The County Administrator is directed to sign a certified copy hereof in accordance with Wisconsin Administrative Code DWD 80.60 (3)(b).

Fiscal Note: The County has self-insured worker's compensation liability since 1981. The average annual cost of this program has declined over the past three years from \$393,000 to \$316,000, which should continue to decline as Countryside claims diminish over time. The County's cost was about 40% of conventional insurance when last priced by our insurance consultant in 2009.

Ms. Rogers moved that Resolution No. 2011-69 be adopted. Seconded and carried.

Mr. Buchanan presented a report from the Jefferson County Highway Department on Truck Purchases.

Mr. Buchanan read Resolution No. 2011-70.

WHEREAS, the Jefferson County Highway Department is updating winter maintenance and summer maintenance trucks and equipment, and

WHEREAS, bids were solicited for six (6) 2012 Model tri-axle trucks, dump boxes, and winter maintenance equipment, and such bids were received and opened on November 14, 2011, with the following results:

Truck Vendors

Company:	Capital City International
Make & Model:	2012 International 7600 SBA
Net Bid (6 Trucks):	<u>\$680,231.00</u>

Company:	Madison Volvo/Mack
Make & Model:	2012 Mack GU 813
Net Bid (6 Trucks):	\$811,721.00

Company:	Wisconsin Kenworth
Make & Model:	2012 Kenworth T800
Net Bid (6 Trucks):	\$795,200.00

Company:	Truck Country Freightliner
Make & Model:	2012 Freightliner 114SD
Net Bid (6 Trucks):	\$684,306.00

Company:	Badger Truck Center
Make & Model:	2012 Western Star 4700SF
Net Bid (6 Trucks):	\$744,030.00

Truck Equipment Vendors

Truck Box, Plow, Wing, Spreader/Spinner, Hydraulic Control, V-Box Insert, Pre-wet Tank (6 trucks)

Equipment Company:	Monroe Truck Equipment
Make & Model:	All equipment bid
Net Bid (6):	<u>\$505,880.00</u>
Equipment Company:	Casper Truck Equipment
Make & Model:	All equipment bid
Net Bid (6):	\$540,990.00
Equipment Company:	Madison Truck Equipment
Make & Model:	No plows or wings bid
Net Bid (6):	\$Incomplete Bid
Equipment Company:	Burke Truck Equipment
Make & Model:	Plow and wing only bid
Net Bid (6):	\$Incomplete Bid
Equipment Company:	Badger Truck Equipment
Make & Model:	Dump box, spreader, and V-box only bid
Net Bid (6):	\$Incomplete Bid

WHEREAS, the Jefferson County Highway Committee has reviewed the bids and accepted the Highway Department staff recommendations based on the review of vehicle bids, specifications, vendor qualifications, serviceability, maintenance, and set-up costs, and

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase six (6) 2012 Model International 7600SBA tri-axle trucks from Capital City International from Madison, Wisconsin, for the net bid price of \$680,231.00. The Highway Department is also authorized to purchase the equipment for the six (6) trucks from Monroe Truck Equipment for the net bid price of \$505,880.

Fiscal Note: Money to come from the Highway Department Equipment Operations Cost Center 53241. The truck bid combined the annual truck bid from 2011 and 2012 into one bid. Funds will be utilized from both years for the purchase.

Mr. Buchanan moved that Resolution No. 2011-70 be adopted. Seconded and carried: Ayes 27, Noes 1 (Zentner), Absent 1 (Morris), Vacant 1.

Mr. Braugler presented Resolution No. 2011-71.

WHEREAS, Jefferson County's collective bargaining agreements with AFSCME Locals 655 (Highway), 723 (Health Department), 723 (Human Services Department), and 3798 (Courthouse) bargaining units expired December 31, 2010, and

WHEREAS, the County and the bargaining units were in negotiation for successor contracts when various changes to state law were approved affecting and limiting the areas within which bargaining could occur, and

WHEREAS, as of December 2011, employees in the affected bargaining units receive on average approximately 7.6% less pay than they did in 2010 based on

increases in employee contributions to retirement and health insurance, and

WHEREAS, the Law Enforcement bargaining unit was exempt from the retirement contribution as a matter of state law, creating a 5.8% pay differential between law enforcement personnel and all other county employees, and

WHEREAS, negotiations continued with the AFSCME bargaining units with recognition of the mandated contributions and other limits now on collective bargaining, and

WHEREAS, a tentative agreement has been reached with the AFSCME units for calendar year 2011 which would delete all terms of the collective bargaining agreements between the parties except:

- (1) The existing recognition clause.
- (2) The clause setting forth the term of the contract as expiring December 31, 2011.
- (3) The existing 2010 base pay charts without change.
- (4) A one time non-cumulative wage adjustment to be made as soon as possible after ratification to each current employee (as of November 30, 2011) covered by an AFSCME contract in the amount of 0.96% of the employees' regular hourly earnings exclusive of shift differential, overtime or other premium pay during the period of the past twelve months prior to the payment, and

WHEREAS, the AFSCME bargaining units have ratified this tentative agreement which the Human Resources Committee now recommends to the Board.

NOW, THEREFORE, BE IT RESOLVED that the Board ratifies all four AFSCME contracts for 2011 on the terms set forth above.

Fiscal Note: The one time payment above does not increase base pay rates for 2011 or 2012. The total county cost for pay, social security and retirement for all four units is about \$100,000. The retirement contributions and health insurance contributions on an annualized basis for these bargaining units will be about \$725,000, which is the estimated annual reduction in county expense for wages and fringe benefits in these bargaining units for 2012. Adequate funds are present in the 2011 budget to fund this adjustment.

Mr. Braugler moved that Resolution No. 2011-71 be adopted. Seconded and carried: Ayes 27, Noes 1 (Zentner), Absent 1 (Morris), Vacant 1.

Mr. Braugler read Resolution No. 2011-72.

WHEREAS, it has been customary to review and adjust wages for non-represented employees in a manner recommended by the Human Resources Committee in consideration of settlements with the various bargaining units, and

WHEREAS, settlements with all four AFSCME units and the LAW Local have been reached for 2011, and

WHEREAS, all non-represented employees (except elected officials and Sheriff's Department sworn staff) make the same Wisconsin Retirement and health insurance contributions as the County's AFSCME employees, and

WHEREAS, the Human Resources Committee recommends a one time non-cumulative wage adjustment for non-represented employees (as of November

30, 2011) at the rate of 0.96% based on the employees' regular base hourly earnings in 2011 exclusive of shift differential, overtime or other premiums.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the recommendation of the Human Resources Committee to make a one time payment to non-represented employees of 0.96% as calculated above (excluding Sheriff's Department sworn staff and elected officials).

Fiscal Note: The estimated cost of this proposal is \$77,400. The estimated employee contributions to retirement and health in 2012 on an annualized basis for non-represented employees are approximately \$558,000. Adequate funds are available in the 2011 budget to make this payment.

Mr. Braugler moved that Resolution No. 2011-72 be adopted. Seconded and carried: Ayes 27, Noes 1 (Zentner), Absent 1 (Morris), Vacant 1.

Mr. Braugler presented a Report to the Jefferson County Board of Supervisors Regarding Changes to the County's Personnel Ordinance dated December 2011.

Mr. Braugler presented Ordinance No. 2011-21.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0360, Hours of Work, Overtime, and Compensatory Time, of the Personnel Ordinance shall be amended as follows to address overtime/compensatory time required by law, on-call and call-in policy and shift differential policy:

HR0360 HOURS OF WORK, OVERTIME, AND COMPENSATORY TIME.

A. Exempt Employees

1. State and federal law do not require an employer to make overtime or compensatory time available to exempt employees, as defined by law. Compensatory time for exempt employees is not intended to provide any compensation in addition to established salaries. Rather, it is a means of providing greater flexibility in scheduling work hours for exempt, salaried employees.
2. In lieu of other compensation for work in excess of 40 hours per week, Emergency Management Director, Family Court Commissioners, Assistant Corporation Counsels, Chief Deputy, ~~County Accounting Manager~~ and department heads shall be entitled to 40 random hours off per year. Random hours not used by the end of a calendar year shall be forfeited. Random hours shall be prorated in the first and last year of employment based on actual time worked. Random hours for part time employees for a full year shall also be prorated based on the budgeted annual salary for the full year, converted to an equivalent number of hours. (Am. Ord. 2008-24, 11-10-2008) (Am. Ord. 2008-35, 02/10/09) (Am. Ord. 2009-17, 10-27-2009)
 - a. Exempt employees are expected to work whatever hours are necessary beyond the regular workweek to assure that a complete and adequate job is done.

- b. Full-time persons receiving random days shall work eight (8) hours a day, Monday through Friday, primarily during regular business hours. (Am. Ord. 2007-31, 01-11-08)
 - c. Full-time employees working less than four hours a day, Monday through Friday, shall supplement worked time with paid-leave time such as sick, vacation, random, personal holiday, bringing total hours up to eight per day. Full-time employees working less than eight hours a day, but more than four hours a day, Monday through Friday, may supplement time worked with paid-leave time, or may opt to flex the necessary time during the same Monday through Friday work week at their discretion. (Am. Ord. 2007-31, 01-11-08) (Am. Ord. 2009-17, 10-27-2009)
 - d. Any altered daily work schedule for department heads will be at the discretion of the County Administrator, and may be granted if the needs of the county allow for such alteration.
 - e. All time worked shall be recorded and reported to the Human Resources Department with each payroll. This includes any use of paid-time off to fulfill the County's need to be accountable to the public, using 'exception notices' provided by the County.
3. Other classified exempt employees are eligible to use and accumulate compensatory time in accordance with the provisions of this policy.
- a. Exempt employees are expected to work whatever hours are necessary beyond the regular workweek to assure that a complete and adequate job is done.
 - b. Exempt compensatory time is accrued on an hour-for-hour basis for time worked in excess of 40 hours in a workweek.
 - c. Any altered daily work schedule from the assigned regular 40 hours per week will be at the discretion of the employee's department head, and may be granted if the needs of the department allow for such alteration.
 - d. There shall be no cash compensation for accrued exempt compensatory time at the time of termination. Exempt compensatory time may not be used to extend an employee's termination date.
 - e. Non-represented, exempt employees may accrue up to 120 hours of compensatory time on an hour-for-hour basis for actual hours worked over 40 hours per week. This bank may be replenished, but must be used by November 30 of each year, or is forfeited. An extension may be requested by November 15 of each year, subject to approval of the County Administrator. A request to carry over any compensatory time earned between November 15 and November 30 must be made to the Human Resources Department by December 10 subject to the County Administrator's approval. Compensatory time approved for carryover must be used by March 1 of the succeeding year. The County Administrator shall report compensatory time carryover approvals to the Human Resources Committee. (Am. Ord. 2006-35, 2/14/06;

Ord. 2006-30, 3/13/06)

- f. Notwithstanding the foregoing or the amount of hour for hour compensatory time accumulated, a department head may limit use of compensatory time to a specified number of hours annually based on the needs of the department, or deny its use altogether when deemed necessary. (Am. Ord. 2008-24, 11-10-2008)
- g. All time worked shall be recorded and reported to the Human Resources Department with each payroll. This includes any use of paid-time off, as well to fulfill the County's need to be accountable to the public, using 'exception notices' provided by the County.

B. Non-exempt Employees

1. Hours of Work.

- a. Employees' work hours are typically based on a 40-hour work week, with hours to be established by the department head to ensure that staff is available during business hours to assist the general public and clients the County serves. The core business hours at the Courthouse shall be 8:00 a.m. – 4:30 p.m., Monday through Friday, excluding holidays. No employee shall be guaranteed a minimum of 8 hours per day or 40 hours per week, depending on the operational or business needs of the department or County. Regular hours shall be 8:00 a.m. – 4:30 p.m., Monday through Friday, with a one-half hour unpaid lunch break if scheduled to work 6 hours or more.
- b. Except for Communication Operators and full-time Cooks, employees scheduled to work 6 hours or more are allowed a one-half hour to an hour, unpaid lunch break, whenever feasible.
- c. Employees scheduled to work eight (8) or more hours in a day may be allowed two 15-minute paid rest breaks, one per each half of the shift. Employees scheduled to work less than eight (8) hours in a day may be allowed one 15-minute paid rest break.
- d. Rest breaks and lunch breaks shall not be used for late arrival or early departure purposes, nor shall they be combined in order to take longer break periods.
- e. If circumstances require, a department head may modify the regular hours of work for an employee. If a modification greater than one hour before and/or one hour after the core hours is needed in excess of a week, it shall be approved by the County Administrator, not less than on an annual basis.
- f. Highway Employees: The core hours for the Highway department will be as follows: 7:00am – 3:30pm, Monday through Friday, with summer hours from 6:00am to 4:30pm, Monday through Thursday, beginning the week after Memorial Day through the week prior to Labor Day. The department head or designee may flex work hours up to one hour before and/or one hour after the core hours of work. In addition, the department head may adjust the core hours of

work based on operational needs by posting the changes for employees, no less than 72 hours in advance.

- g. Communication Operators. In lieu of the typical 40-hour work week, Communication Operators shall work a schedule consisting of five (5) days on followed by two (2) days off, followed by five (5) days on followed by three (3) days off. This rotation shall then repeat.
- 2. Classified employees who are subject to the provisions of the Fair Labor Standards Act shall receive overtime compensation at the rate of one and one half times the employee's regular hourly rate or accrue compensatory time at the rate of one and one half hours for all hours actually worked over forty (40) hours in a workweek in accordance with the provisions of this policy. Except as follows, no employee may receive overtime compensation or accrue compensatory time during a work week in which compensatory time off, vacation, holiday or sick leave was used, unless actual work time is greater than 40 hours in a workweek.

 - a. Maintenance Workers, including Courthouse, Human Services, Parks and Fair. Maintenance staff required to respond to a public service emergency call-in shall be paid at one and one-half (1 ½) times the hourly rate, unless the call in is immediately preceding or following the employee's scheduled shift. All other hours shall be paid at the regular rate of pay unless required otherwise under provisions of the Fair Labor Standards Act.
 - b. Highway Employees. Any time worked outside of the employee's scheduled 8 hours of work (10-hours during the summer schedule), shall be paid at one and one-half (1 ½) times the hourly rate.
 - c. Fair Week. Section 13(a)(3) of the Fair Labor Standards Act provides an exemption from FLSA overtime provisions for certain situations for an establishment which is an amusement or recreational establishment. During the week prior to, the week of, and the week following, any employee devoting 100% of work time to the operation of the County Fair is exempt from overtime, and all hours worked are paid at the regular rate of pay.
 - d. Communication Operators. Any time worked outside of the employee's scheduled hours of work shall be paid at one and one-half (1 ½) time the hourly rate of pay. In addition, Communication Operators may substitute, or trade shifts, with co-workers. Section 7(p)(3) of the FLSA provides that two individuals employed in any occupation by the same public agency may agree, solely at their option and with the approval of the public agency, to substitute for one another during scheduled work hours in performance of work in the same capacity. The hours worked shall be excluded by the employer in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime compensation under the Act. Where one employee substi-

tutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift.

3. It is the policy of the County to avoid overtime work. Daily work schedules may be modified within the ~~forty (40) hour~~ work week to accommodate workload fluctuations without accrual of compensatory time or payment of overtime. ~~No department head shall knowingly permit an employee to work overtime without the express permission of the County Administrator unless such department head has been delegated the authority to approve overtime work by the Human Resources Committee.~~ An employee shall work the hours prescribed by the employee's department head and shall work additional hours or overtime when directed to do so by the department head, manager or supervisor. Overtime shall be assigned within departments reasonably equally among the employees who normally do the work during their regular work day, whenever feasible.
4. Employees must receive permission from the employee's immediate supervisor to work unscheduled additional hours, overtime or accrue compensatory time. Advance written approval may be required by the department head or authorized supervisor to use accumulated compensatory time. If compensatory time will be accrued for overtime hours worked in lieu of payment at the overtime rate, an understanding to that effect must be reached between the employee and the supervisor prior to the authorization to work overtime hours.
5. When accrual of compensatory time is authorized, the following provisions shall apply:
 - a. Department heads shall have full responsibility and discretion for limiting the amount of compensatory time earned, providing it is equal to or less than the maximum established below.
 - b. An employee must have the appropriate department head's prior approval to use accumulated compensatory time. The dates when compensatory time off shall be granted shall be determined by agreement between the employee and the employee's department head.
 - c. Whenever possible, compensatory time is to be taken within thirty (30) days of the date it is earned, and taken with the prior approval of the department head. The use of compensatory time must not conflict with the needs of the department. Under normal circumstances, it is expected that compensatory time be used on an on-going basis as the workload permits, and not as a vacation supplement or addition.
 - d. The maximum amount of compensatory time which may be accumulated is ~~80~~ 160 hours of overtime worked or ~~120~~ 240 hours of compensatory time. Any compensatory time not used by November 30 shall be paid on the next regular pay check in December. An employee who has accrued the maximum number of hours of compensatory time may reduce

the hours below the maximum by the use of time off and resume accrual of compensatory time. (Am. Ord. 2006-30, 3/13/06).

- e. If employment is terminated, any unused compensatory time will be paid to the employee at the regular rate of pay at the time of termination, or the average of the rate of pay over the last three years, whichever is greater.
 - f. The department head or designee is responsible for completing permanent time records for all non-exempt staff and ensuring that appropriate records for paid time off are provided to Human Resources for both non-exempt and exempt staff.
- ~~6. Overtime and Compensatory time for represented positions will continue in accordance with current practice, unless changed through bargaining.~~
- 6. On-Call Duty: An employee shall be on-call when given a cell phone or pager and being told they are on-call. An employee who is on-call will receive an additional one hundred twenty five dollars (\$125.00) for a week (7 consecutive days) or fifteen dollars (\$15.00) for after hours Monday – Friday and twenty-five dollars (\$25.00) for Saturday or Sunday. As an alternative, if mutually agreeable, an employee who is on-call may elect 5 hours of compensatory time for a week (7 consecutive days), or .6 hours Monday – Friday and one (1) hour for Saturday or Sunday.
 - 7. Call-out: Any employee called into 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 pay at the regular rate of pay, unless otherwise required by law or ordinance.
 - 8. Shift Differentials and Premium Pay:
 - a. Communications Operators working the second shift shall receive ten cents (\$.10) per hour in addition to their regular rate of pay; employees working the third shift shall receive twenty (\$.20) cents per hour in addition to their regular rate of pay; employees working a swing shift shall receive twenty-five (\$.25) cents per hour in addition to their regular rate of pay. Dispatchers working in a Field Training Officer (FTO) capacity for four (4) hours or more will receive a thirty-five (\$.35) cents per hour shift differential for those hours.
 - b. Full-time Public Health Technicians working in the jail receive seventy-five cents (\$.75) per hour in addition to their regular rate of pay.
 - c. Highway Workers working in any one shift in a higher paid position for four hours or more shall receive the higher rate of pay while working in such position. Whenever employees are assigned to work as 'temporary lead', such employees shall, for the duration of the assignment, receive an additional five percent (5%) of the employee's regular rate, with the final rate not to exceed the rate in step H24D. All work

assignments will be approved by a department supervisor prior to receiving the additional compensation.

- d. Highway workers assigned to work on roads where the speed limit is 65MPH shall receive hazardous duty pay equal to five percent (5%) of their regular rate of pay for actual hours worked.

Section 2. Section HR0390A, Terminal Pay, of the Personnel Ordinance shall be amended as follows to provide a method of repayment of accrued time:

HR0390 TERMINAL PAY.

- A. Employees not terminated for just cause shall receive all accrued vacation, holidays and longevity pay, on a pro-rated basis from January 1st up to and including the last day of employment. Any vacation and holidays used in excess of the ratio shall be paid back by the employee by reducing the payout of other accrued time accordingly. Any and all amounts payable to the employee shall be paid on the regular payday covering the last day of employment, payable on the next succeeding payday. Employees may not use any accrued time or compensatory time to extend a termination date. Unless otherwise specified in a negotiated agreement or prohibited by law, the termination date shall be the employee's last date physically worked. (Am. Ord. 2005-30, 11/8/05)

Section 3. Section HR0605, Benefit Waiting Period, shall be deleted.

Section 4. Section HR0620, Contingency, shall be amended as follows to cease the practice of contingency for employees hired after December 31, 2011.

HR0620 CONTINGENCY. Employees not in AFSCME Locals 2418, 655 or LAW Local 102 bargaining units shall be eligible for contingent rates, as set by the Jefferson County Board, upon completion of 10 and 15 years of continuous service. For purposes of this section, continuous service means there have been no intervening terminations. Part-time employees meeting the minimum requirement of at least 20 hours/week and 10,400 life-to-date hours are eligible for 50 percent of the contingent rate. Contingent rates are dependent upon continued satisfactory performance and may be withheld at any time for unsatisfactory performance, as recommended by the department head or supervisor. Any non-represented employee hired after December 31, 2004, will not be eligible for the contingency rate program. Any employee in a position covered under an AFSCME contract as of December 31, 2011, and hired after December 31, 2011, will not be eligible for the contingency rate program.

Section 5. Section HR0628, Dental Insurance, shall be amended as follows to reduce the waiting period for eligibility from the first of the month following 6 months of employment to the first of the month following 30 days of employment, effective January 1, 2012.

HR0628 DENTAL INSURANCE (Created Ord. 2008-30, 12-09-2008)

- A. Employees working half time (20 hours per week) or more may elect to purchase dental insurance under the County's group policies effective the first of the month following date of hire. Failure to so elect shall preclude coverage under the County's group poli-

cies at the employee's expense. Effective the first of the month following completion of a six-month waiting period, the County will begin making contributions to family and single health and dental insurance. Any amount not covered by the County will be the responsibility of the employee, the amount to be determined annually by County Board Supervisors. (Am. Ord. 85-7, 6-11-85; Am. Ord. 2007-15, 7-10-07)

B. Current employees who make a change of hours to a status eligible for dental insurance (half time or more) may elect to purchase dental insurance under the County's group policies the first of the month following date of status change. Failure to so elect shall preclude coverage under the County's group policies at the employee's expense. Effective the first of the month following completion of a six-month waiting period, the County will begin making contributions to family and single health and dental insurance. However, for each month of the preceding six months that the employee worked half-time or more, the employee will receive "credit" towards the 6-month waiting period. Any amount not covered by the County will be the responsibility of the employee, the amount to be determined annually by County Board Supervisors. (Am. Ord. 2005-09, 6/21/05)

C. If an employee is hired or makes a status change on the first working day of the month, said month shall be considered the first month of the six-month waiting period. (Am. Ord. 2007-15, 07-10-07; Am. Ord. 2008-30, 12-09-2008)

D. Effective January 1, 2012, for eligible employees, the County will begin making contributions for family and single dental insurance for coverage effective the first of the month following completion of a 30-day waiting period. For employees who are hired or have a status change prior to January 1, 2012, are currently in the existing six-month waiting period, and have completed at least 30 days of that waiting period, the County will begin making contributions for coverage effective January 1, 2012 and the remaining waiting period will be waived. No other "credit" will be given towards the 30-day waiting period. Employee contributions will be deducted from paychecks in the month prior to the month of coverage.

~~D. E.~~ If an employee elects to cancel coverage or makes a change in family/single coverage in the middle of the month, employee contributions will be required as follows:

1. If cancellation occurs on day 1 – 15 of the month, 50% of the employee contribution will be charged.
2. If cancellation occurs on day 16 or later in the month, 100% of the employee contribution will be charged.
3. If a change in family/single coverage occurs on day 1 – 15 of the month, employee contribution for the month will be charged at 100% according to the applicable change.
4. If a change in family/single coverage occurs on day 16 or later in the month, no change in employee contribution will be charged until the following month. (Am. Ord. 2007-15, 07-10-07)

- ~~E. F.~~ Elected officials shall be provided the option of taking dental and life insurance effective at the beginning of the term on the same terms as available to non-represented employees, as such terms and required co-pays may change from time to time.
- ~~F. G.~~ County Board members may elect coverage for dental insurance under the County's group policies effective on the first day of the calendar month following application, provided: (1) the employee applies with ~~60~~ 30 days after the April organizational meeting or within ~~60~~ 30 days of appointment; and (2) pays 100% of the required contribution to the Employer. Thereafter, such member may not enroll in either the health or dental program.
- ~~G. H.~~ In order to maintain active dental coverage, an employee on a non-FMLA related leave of absence shall use accrued time according to current employment status. If the employee is receiving workers' compensation payments, the employee will only be required to substitute 20 hours of accrued time per week to maintain ~~health and~~ dental coverage as an active participant. (Am. Ord. 2007-15, 07-10-07)

Section 6. Section HR0640, Health Insurance, shall be amended as follows to comply with post Act 10 and Act 32 regulation changes and reduce the waiting period for eligibility from the first of the month following 6 months of employment, to the first of the month following 30 days of employment, effective January 1, 2012.

HR0640 HEALTH INSURANCE.

- A. Effective January 1, 2009, the County switched carriers to the Wisconsin Public Employers' Group Health Insurance Plan. For employees with half-time or more status, the County agrees to pay up to one-hundred-five percent (105%) of the premium rate of the lowest cost qualified plan in Jefferson County for either single or family coverage through December 31, 2011. For Health coverage effective January 1, 2012, for employees with half-time or more status (1200 hours or more for employees hired after July 1, 2011), the employer share (non-sworn personnel) shall be \$468.51 and \$1180.95 for monthly single and family plans, respectively and the employee shall pay the difference for the plan the employee selects. Thereafter, the County Board will annually establish the employer and employee-share of the health insurance premiums, within the parameters established by law. For employees with a less-than-half-time status and eligible for Wisconsin Retirement, the County agrees to pay twenty-five percent (25%) of the lowest cost qualified plan in Jefferson County for either single or family coverage. If a regular part-time employee refuses when called to work, except for a valid reason, and has not worked 1040 hours per year (1200 hours for employees hired after July 1, 2011), the Employer will pay only 25% of the lowest cost qualified plan for a period of time not to exceed three (3) months. Employee contributions will be deducted from pay-checks in the month prior to the month of coverage. Effective May 13, 2008, unless a qualifying event occurs, late enrollees into the County self funded health insurance program will pay an

~~assessment equal to 6 months premiums of the 2008 Wisconsin Public Employers' Group Health Insurance Standard Plan for Jefferson County, less 105% of the lowest qualified State plan in Jefferson County, or \$2416.17 for single plans and \$6042.42 for family plans. This is in addition to any required premium contribution established above. (Am. Ord. 2008-09, 5/13/08; Am. Ord. 2008-30, 12-09-2008)~~

- B. Employees eligible for Wisconsin Retirement and not receiving WRS annuity payments may elect to purchase health insurance under the State Health Plan effective the first day of the month which occurs on or after the date the application is received by the employer, as long as the application is received within 30 days of hire or status change. Failure to so elect shall preclude coverage under the County's group policies at the employee's expense. Effective the first of the month following completion of a six-month waiting period, the County will begin making contributions to family and single health insurance, providing the application is received by the County prior to the date the employee is eligible for the employer contribution toward the premium. Any amount not paid by the County will be the responsibility of the employee, as determined annually by County Board Supervisors or in accordance with the applicable labor contract. (Am. Ord. 85-7, 6-11-85; Am. Ord. 2007-15, 7-10-07; Am. Ord. 2008-30, 12-09-2008)
- C. Current employees who make a change of hours to either a status eligible for health insurance (become eligible for Wisconsin Retirement or are already WRS eligible but increase their hours to half time or more, or to 1200 hours or more annually if hired after July 1, 2011) may elect to purchase health insurance under the State Health Plan effective the first day of the month which occurs on or after the date the application is received by the County, as long as the application is received within 30 days of the status change. Failure to so elect shall preclude coverage under the County's group policies at the employee's expense. Effective the first of the month following completion of a six-month waiting period, the County will begin making contributions for family and single health insurance provided the application is received by the County prior to the date the employee is eligible for the employer contribution toward the premium. However, for each month of the preceding six months that the employee worked half-time or more, the employee will receive "credit" towards the 6-month waiting period. Any amount not paid by the County will be the responsibility of the employee, as determined annually by County Board Supervisors or in accordance with the applicable labor contract. (Am. Ord. 2005-09, 6/21/05; Am. Ord. 2008-30, 12-09-2008)
- D. If an employee is hired or makes a status change on the first working day of the month, said month shall be considered the first month of the six-month waiting period. (Am. Ord. 2007-15, 07-10-07; Am. Ord. 2008-30, 12-09-2008)

- E. Effective January 1, 2012, for eligible employees, the County will begin making contributions for family and single health insurance for coverage effective the first of the month following completion of a 30-day waiting period. For employees who are hired or have a status change prior to January 1, 2012, are currently in the existing six-month waiting period, and have completed at least 30 days of that waiting period, the County will begin making contributions for coverage effective January 1, 2012 and the remaining waiting period will be waived. No other "credit" will be given towards the 30-day waiting period.
- F. Employees who decline coverage may elect coverage during the open-enrollment period, with coverage effective January 1 of the succeeding year. ~~at a later date and will be limited to the Standard Plan with a 180 day waiting period for ALL pre-existing conditions.~~ The only exception is the occurrence of qualifying events creating special enrollment opportunities.
- G. When both spouses are employed by the County and both are eligible for coverage, both employees may either elect single coverage OR one employee may elect family coverage.
- H. Effective January 1, 2012, when an employee terminates employment, health insurance coverage will be cancelled effective the last day of the month in which the employee terminates.
- I. ~~G.~~ If an employee elects to make a change in family/single coverage in the middle of the month, employee contributions will be required as follows:
1. If a change in family/single coverage occurs on day 1 – 15 of the month due to marriage or birth/adoption of a child, employee contribution for the month will be charged at 100% according to the applicable change. (Am. Ord. 2008-30, 12-09-2008)
 2. If change in family/single coverage occurs on day 16 or later in the month due to marriage or birth/adoption of a child, no change in employee contribution will be charged until the following month. (Am. Ord. 2007-15, 07-10-07; Am. Ord. 2008-30, 12-09-2008)
 3. If a change is due to divorce and the divorced spouse was the sole dependent, the employee's single coverage is effective on the first of the month following divorce decree or notification. (Am. Ord. 2008-30, 12-09-2008)
- J. ~~H.~~ An employee can voluntarily cancel coverage at any time by submitting an application to the County. The cancellation will be effective the last day of the month in which the employer receives the application or a later date as specified on the cancellation notice. Voluntary cancellation of coverage does not provide the employee and dependents an opportunity for continuation or conversion of the group coverage, and under no circumstances is a partial month's premium refunded. (Am. Ord. 2008-30, 12-09-2008)
- K. ~~I.~~ Elected officials shall be provided the option of taking health insurance effective at the beginning of the term on the same terms as available to non-represented employees, as such terms and

required co-pays may change from time to time.

- L. J. In order to maintain active health coverage, an employee on a non-FMLA related leave of absence shall use accrued time according to current employment status. If the employee is receiving workers' compensation payments, the employee will only be required to substitute 20 hours of accrued time per week to maintain health ~~and dental~~ coverage as an active participant. (Am. Ord. 2007-15, 07-10-07)

Section 7. Section HR0645, Holidays, shall be amended as follows to conform to current practice.

HR0645 HOLIDAYS.

- A. All ~~regular~~ eligible employees shall be allowed the following days with pay, pro-rated for eligible part-time employees, working at least half-time:
- | | |
|--|-----------------------------------|
| New Year's Day | Floating Holiday |
| Spring Holiday, as determined annually
By the Human Resources Committee | Thanksgiving Day
The day after |
| Memorial Day | Thanksgiving |
| December 24 | Independence Day |
| Christmas Day | Labor Day |
- B. Nonrepresented ~~Highway and~~ Sheriff's Department staff shall follow their respective union contract schedule.
- C. In lieu of the paid holidays above, Communications Operators and Cooks in the Sheriff's Department, and Intake/On-call Workers, Group Home Workers and the Lueder Haus Supervisor at Human Services, shall receive ten (10) floating holidays each year. Such days are to be taken at the discretion of the employee subject to the approval of the supervisor. Such employees shall work if scheduled on any day otherwise observed as a holiday by other County employees without additional compensation. Employees who have not used all of their holidays shall have them automatically paid out, on the first pay period in January at the previous year's rate in effect on December 31st. Holidays may be carried over into the new year upon approval of the County Administrator, used by March 1 or be forfeited.
- D. When a paid holiday falls on Saturday, the next preceding Friday shall become the paid holiday. When a paid holiday falls on Sunday, the next following Monday shall become the paid holiday. When December 24 is on Friday, the December 25 holiday shall be December 27. When December 24 is on Sunday, the holiday shall be December 26.
- E. When an employee is required to work on a designated holiday or works extra hours during the week of a designated holiday, holiday hours which would be compensated in accordance with policy so as to exceed a total of 40 hours for the week may be banked for the employee's use at a mutually agreeable time. This section does not apply to exempt employees receiving random hours. (Am. Ord. 85-10, 7-9-85.; Ord. 2002-33, 3-11-03; Ord. 2010-29, 3/14/11)

- F. Except as provided in HR0645 (C), unused holidays cannot be carried over from one year to the next. Unused holidays shall be deemed waived. In exceptional circumstances, such as when December 24 or December 25 are the holidays affected by the emergency, the County Administrator may allow an employee to carry the unused holiday time into the next ensuing year. Such holiday time shall be used by March 1 of the succeeding year. A report summarizing approved requests shall be made to the Human Resources Committee (Am. Ord. 2002-33, 3/11/2003; Ord. 2003-27, 12/9/03; Ord. 2006-35, 2/14/06).

Section 8. Section HR0655, Longevity, shall be amended as follows to cease the practice of longevity for employees hired after December 31, 2011.

HR0655 LONGEVITY PAY.

- A. Full-time employees who have completed more than 5 years of continuous full-time service immediately preceding November 1 of any year shall be paid longevity pay at the rate of \$1.25 per month for each month of service up to a maximum of 300 months of service. Longevity pay will be paid in December.
- B. ~~Full-time employment means a minimum of 1900 hours per year.~~ Continuous service means employment which has not been interrupted by termination.
- C. "Month of service" shall be defined as 173.33 hours of County Service. Active military service shall be included in the computation of longevity pay only if the employee receives a leave of absence for such military service.
- D. Part-time employees shall be eligible for longevity pay upon completion of 10,400 hours in County service. Employees part-time as of December 31, 2011, and receiving longevity payments based on calendar months shall be grandfathered by continuing to use the calendar-month procedure.
- E. Any non-represented employee hired after December 31, 2004, will not be eligible for Longevity Pay. Any employee in a position covered under an AFSCME contract as of December 31, 2011, and hired after December 31, 2011, will not be eligible for the longevity rate program.

Section 9. Section HR0680, Sick Leave with Pay, shall be amended as follows to provide one consistent practice of defining when an employee can use sick time.

HR0680 SICK LEAVE WITH PAY.

- A. Eligible employees shall ~~be entitled to~~ accrue one (1) working day of sick leave with pay for each month or major fraction thereof of actual service, eligible to use the first of the succeeding month, up to an accumulated total of 108 working days. When an employee has one hundred eight (108) working days of sick leave credit, such employee shall continue to earn sick leave at the rate of one-half (1/2) working day of sick leave with pay for each month or major fraction thereof of actual service up to an accumulated total

of one hundred twenty (120) working days. The sick leave time earned during the first 6 calendar months of employment shall not be available to an employee until the first of the month following the completion of the 6-month probationary period. (Am. Ord. 2008-09, 5/13/08).

Section 10. Section HR0690, Vacation with Pay, shall be amended as follows to 1) conform to practice and 2) allow employees to utilize vacation accruing, but would not typically be available for use until the following year, and 3) renumber remaining sections accordingly.

HR0690 VACATION WITH PAY.

- ~~D. No employee shall be entitled to take vacation during the employee's probationary period. Upon completion of an employee's probationary period, the employee shall be eligible to receive vacation for those months of service prior to January 1 of the year in which the probationary period was completed.~~
- ~~E. Exempt employees who have completed their probationary period may borrow against next year's vacation with approval or direction of the supervisor and Human Resources Director for partial day absences. Full day absences shall be without pay if the employee has no accrued time to use.~~
- D. Under rare and/or catastrophic circumstances, employees who have completed their qualifying period may borrow against next year's vacation already accrued with approval of the department head, Human Resources Director and County Administrator.

Section 11. This ordinance shall be effective after passage and publication as provided by law.

Mr. Braugler moved that Ordinance No. 2011-21 be adopted. Seconded and carried.

Mr. Mode read Resolution No. 2011-73.

WHEREAS, the Jefferson County Human Services Department contracts with several different state agencies in fulfillment of its statutory duties, and

WHEREAS, the Social Services & Community Programs contracts with the Department of Health Services and the Department of Children and Families, and the Youth Aids Program contract with the Department of Corrections must be authorized by the County Board, and

WHEREAS, the Human Services Board recommends approval of the Social Services & Community Programs contracts with the Department of Health Services in the anticipated amount of \$3,363,600, the Department of Children and Families in the anticipated amount of \$1,033,428, the AAA Older American Programs in the anticipated amount of \$332,364, the Department of Transportation in the anticipated amount of \$177,281, the Department of Health Services Division of Long Term Care in the anticipated amount of \$499,756 with anticipated federal funds of \$194,349 for the Aging and Disability Resource Center Grant, Wisconsin Home Energy Assistance Program in the anticipated amount \$160,974, and the Youth Aids contract with the Department of Corrections in the anticipated amount of \$635,195.

NOW, THEREFORE, BE IT RESOLVED that the Human Services Director or the Administrative Services Division Manager is authorized to execute the three contracts set forth above.

BE IT FURTHER RESOLVED that the Human Services Director or the Administrative Services Manager is authorized to sign addendums or revisions to said contracts during the course of the year as necessary.

BE IT FURTHER RESOLVED that the Director or Administrative Services Manager are authorized to sign all other contracts with state agencies as approved by the Human Services Board.

Fiscal Note: The various contracts are in the amounts as set forth in the material provided with the agenda. State law requires County Board approval of the three set forth above. The contracts have not been reproduced because they total in excess of 100 pages. The contracts are standard state forms which are not subject to negotiation.

Mr. Mode moved that Resolution No. 2011-73 be adopted. Seconded and carried.

Mr. Borland read Resolution No. 2011-74.

WHEREAS, the Dorothy Carnes Park (Kemmeter acreage) agricultural lease expired upon removal of the tenant's crops, and

WHEREAS, the Parks Committee has solicited bids for a three-year lease commencing March 1, 2012, running through February 28, 2015, with the following results expressed on a per acre basis:

<u>Bidder</u>	<u>3 Year Bid</u>	<u>Annual</u>	<u>Per Acre</u>
W.D. Hoard and Sons Co.	\$69,768.00	\$23,256.00	\$308.03
S.D. Farms	\$63,156.00	\$21,052.00	\$278.83
Kutz Farms LLC	\$59,006.40	\$19,668.80	\$260.51
Bill Rohloff	\$57,288.00	\$19,096.00	\$252.93
David Habeck	\$52,465.00	\$17,488.33	\$231.63
C-Ton Hill LLC	\$50,388.00	\$16,796.00	\$222.46
Jeff & Monica Gerner	\$49,830.00	\$16,610.00	\$220.00
Roger Anderson	\$45,828.00	\$15,276.00	\$202.33
G.C.W. Schultz Farm Inc.	\$31,920.00	\$10,640.00	\$140.93

AND WHEREAS, it is recommended by the Parks Committee that the 75.5 acres be leased to W.D. Hoard and Sons Company.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a three-year lease with W.D. Hoard and Sons Company for the 75.5 acres for the price bid.

Fiscal Note: Total rent for the three-year term is \$69,768.00, which will be used for habitat restoration or future park development.

Mr. Borland moved for the adoption of Resolution No. 2011-74. Seconded and carried.

County Administrator Petre presented the following appointments:

TO THE JEFFERSON COUNTY BOARD OF SUPERVISORS:
MEMBERS OF THE BOARD:

By virtue of the authority vested in me under Section 59.18 of the Wisconsin Statutes, I do hereby appoint and request the County Board's confirmation of the following individuals as members of the designed Board:

Mid-Wisconsin Federated Library Systems Board

(a) J. Loren Gray, Fort Atkinson, Wisconsin, for a three-year term ending January 1, 2015.

(b) Janet Negus, Jefferson, Wisconsin, for a three-year term ending January 1, 2015.

Mr. Buchanan moved for confirmation of the above appointments. Seconded and carried.

County Board Chair Molinaro announced the following appointments:

Jennifer Hanneman to the UW-Extension Committee effective December 1, 2011.

Ed Morse to the Land & Water Conservation Committee effective December 1, 2011.

Lloyd Zastrow to the Fair Park Committee effective December 7, 2011.

Supplemental information presented at the December 13, 2011, Jefferson County Board meeting will be available at the County Clerk's office upon request.

There being no further business, Mr. Buchanan moved that the Board adjourn. Seconded and carried at 7:40 p.m.