

**Agenda**  
**Human Resources Committee**  
**Jefferson County Courthouse**  
**320 S Main St, Room 112**  
**Jefferson, WI 53549**

**March 19, 2013 @ 8:30 a.m.**

Committee Members:

James Braughler, Chair; Greg David; Pamela Rogers, Secretary; Jim Schroeder, and Dick Schultz, Vice-Chair

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments
6. Approval of February 27, 2013 minutes
7. Approval of February 28, 2013 minutes
8. Communications
9. Review and approval of meeting dates and times for May 2013 – April 2014
10. Retirement recognitions, January – March, 2013
11. Recommendation of grade placements for 2013 unfunded and elected officials positions
12. Update on Risk Manager/Safety consultant for 2013
13. Update on Community Supported Agriculture (CSA)
14. Consideration of Personnel Ordinance HR0430, Family Medical Leave Act and Military Leave Act, to comply with amended regulations, effective March 8, 2013
15. Consideration of a policy addressing compensation for operating heavy equipment at the Highway department
16. Consideration of amendments, additions or deletions to sections in HR0360, Hours of Work, Overtime and Compensatory Time addressing additional compensation for Highway Workers
17. Consideration of review recommendation by Carlson Dettmann for the Highway Equipment Operator position
18. Consideration of review request from Highway Worker requesting a reclassification into an Equipment Operator position
19. Discussion of a policy to allow wage negotiations/adjustments with current employees
20. Report from Human Resources
  - a. 2012 accrual carryovers
  - b. Emergency help requests fourth quarter, 2012
  - c. Position vacancy requests fourth quarter, 2012
21. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline
22. Reconvene into open session
23. Set next meeting date and agenda
24. Adjournment

**Next scheduled meeting: April 16, 2013 @ 8:30am.**

The Committee may discuss and/or take action on any item specifically listed on the agenda

**Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.**

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
February 27, 2013 @ 4:00pm  
Jefferson County Courthouse, Room 202**

1. Meeting called to order at 4:00 by J. Braughler.
2. Present: J. Braughler, G. David, D. Schulz, P. Rogers and J. Schroeder. Quorum established. Others Present: G. Petre, T. Palm, J. Molinaro, K. McCloskey (Carlson Dettmann Associates). C. Pagendorf, D. Jacobson, J. Garity, B. Block, A. Jenswold, R. Kuhl, T. Punzel, A. Fischer, T. Barnes, T. Gard, P. Vogel, J. Daniel, B. Kern, B. Frank, B. Mattke, M. Maruna, S. Stolar T. Tomczak, T. Jaeger, R. Cooper
3. Certification of compliance with the Open Meetings Law by G. Petre.
4. Agenda reviewed. Note that Sergeants withdrew and that the Equipment Parts Person will be conducting the review by phone and move up on agenda.
5. Citizen Comments. None.
6. Motion by G. David, second by D. Schultz, to approve the February 12, 2013, minutes as printed. Motion carried 4:0, Schroeder abstain.
7. Communications: a. Email from Sergeants, indicating their desire to withdraw their review request at this time and b. memo from Tammie Jaeger, Administrative Specialist II for the County Administrator, regarding her review.
8. A draft of a proposed process for hearing and settling classification and compensation reviews was discussed with consensus to follow the process of providing each employee 5 minutes to present their review, 5 minutes for the Committee to ask questions of the employee or representative from Carlson Dettmann, and to look at areas of the 5 factors that may be rated incorrectly in order to remain objective. Department heads and supervisors had the opportunity to provide written responses along with the review requests, so their input should be limited to questions posed by the Committee. This process should focus on job duties and not policy issues such as market comparisons, pay structure and implementation or related policies. After hearing from all employees, committee will then go through each review submitted to Carlson Dettmann, including those not forwarded on to Committee, for final approval.
9. Appearances before the Human Resources Committee from staff regarding the following positions:
  - a. *Accounting Assistant II, Highway.* Detailed cost accounting responsibilities, review of work and reporting relationships.
  - b. *Equipment Parts Person, Highway (completed by phone).* Feel comparison is being compared to clerical positions when responsibilities are only 20 – 25% clerical. Purchases and maintains variety of inventory such as parts, fuel, small tools, lubricants, shop supplies.
  - c. *Accounting Specialist I, Highway.* Carlson Dettmann had approved her review from grade 3 to 4, employee requesting grade 5. Believes in last 5 years, with the elimination of several lead/supervisory positions, her job has changed drastically.

- d. *Administrative Specialist I, Administration.* Described how position is different than the typical Administrative Specialist by completing graphic design and updating county website. Maintain knowledge on various legal topics such as open records and FMLA.
- e. *Building Maintenance Worker I, Human Services.* Is required to be a “first responder” if a client starts disturbing the workplace. Clarified that does not require to hold client back/use physical force, but rather to be a presence to hopefully calm client down. Also described technical knowledge and skill needed to maintain a variety of pieces, including central air unit and new ID badge security entrance.
- f. *Community Resource Coordinator, Wraparound.* Discussion that two positions complete wraparound, one that includes waivers. Position is needed for preventative needs and makes decisions that are the starting point on where clients may end up in the system.

*BREAK: 5:52pm – 5:58pm*

- g. *Enforcement Specialists (including Paternity), Child Support Agency.* Discussed that the breadth of legal matter they deal with is great, compared to Paralegal II.
- h. *Highway Workers, Highway.* Discussed in same grade as entry level clerical workers when they are responsible for large, expensive equipment and many require advanced training/certifications (CDL; sprayer license). Exposed to hazards regularly.
- i. *Highway Worker (individual), Highway.* Discussed that, as a Highway Worker, still operates heavy equipment a significant amount of time, about 55%, with only one other Highway worker operating heavy equipment for similar amounts of time.
- j. *Operations Manager, Highway.* Review will be heard on February 28.
- k. *Superintendents, Highway.* Discussed the technical background needed for a variety of work to have all functions work together, such as reading blueprints.
- l. *Sergeants, Sheriff.* Withdrawn.

10. Motion by D. Schultz, second by P. Rogers, to adjourn. Meeting adjourned at 6:45pm.

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Human Resources Committee Secretary

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Date

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
February 28, 2013 @ 4:00pm  
Jefferson County Courthouse, Room 202**

1. Meeting called to order at 4:00 by J. Braughler.
2. Present: J. Braughler, G. David, D. Schulz, P. Rogers and J. Schroeder. Quorum established. Others Present: G. Petre, T. Palm, J. Molinaro, K. McCloskey (Carlson Dettmann Associates). J. Garity, B. Block, A. Jenswold, R. Kuhl, T. Punzel, A. Fischer, B. Kern, T. Jaeger, B. Udovich
3. Certification of compliance with the Open Meetings Law by G. Petre.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Communications: a. Memo from Ann Jenswold, Accounting Specialist I-Highway, regarding review for her position.
7. Appearances before the Human Resources Committee from staff regarding the following positions:
  - a. *Operations Manager, Highway.* Discussed feeling that job was new when he was hired and he performs duties outside of the scope of the original job description. Also compared makeup of Jefferson County to others (e.g. Construction verses Maintenance) and Ass't Highway Commissioner positions at other counties.
8. Discussion and approval of Review recommendations by Carlson Dettmann and Associates:
  - a. *Accounting Assistant II – Highway.* Motion by J. Schroeder, second by P. Rogers, to increase the thinking challenges and problem solving factor, thereby changing position to a grade 4, Accounting Specialist I. Motion carried 5:0.
  - b. *Accounting Specialist I – Highway.* Motion by P. Rogers, second by D. Schultz, to approve Carlson Dettmann's recommendation of moving to Grade 4 and title Accounting Specialist I. Motion carried 5:0.
  - c. *Administrative Specialist II – Administration.* Motion by P. Rogers, second by G. David, to increase experience required from 2 – 3 years to 6 – 7 years, along with Associates degree; thereby increasing to Grade 6 with a new title to be determined by Carlson Dettmann. Motion carried 5:0.
  - d. *Building Maintenance Worker, Human Services.* Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettmann's recommendation to deny the review. Position remains at Grade 4. Motion carried 4:1 (J. Schroeder).
  - e. *Community Resource Coordinator, Wraparound – Human Services.* Motion by G. David, second by J. Schroeder, to increase education to require a Bachelor in Social Work or related field and increase the thinking process factor; thereby increasing position to Grade 6, including position that performs waivers. Motion carried 5:0.
  - f. *Enforcement Specialists, Child Support.* Motion by G. David, second by J. Schroeder, to increase the experience to 5 years required, thereby creating an Enforcement Specialist II position (including Paternity) at a grade 6 and an entry-level Enforcement Specialist I position at Grade 5. Motion carried 3:2 (J. Braughler, P. Rogers).

- g. Equipment Parts Person, Highway. Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettman's recommendation of denying the review and position remains at Grade 4. Motion carried 5:0.

Break: 6:02pm – 6:09pm

- h. Highway Workers, Highway. Motion by D. Schultz, second by P. Rogers, to increase experience required to 2 – 3 years, increase decision making and increase work environment hazards; thereby moving from grade 3 to grade 4. Motion carried 5:0.
- i. Highway Worker, Individual. Motion by J. Schroeder, second by D. Schultz, to postpone action until the next meeting, pending policy decision on Equipment Operators. Motion carried 5:0.
- j. Operations Manager, Highway. Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettman's recommendation to deny the review and position remains at grade 13. Motion carried, 5:0.
- k. Superintendents, Highway. Motion by J. Schroeder, second by G. David, to increase experience required to 6 years with 1 – 2 years supervisory experience, thereby grade change to grade 11 and maintain individual job descriptions. Motion carried 5:0.

Motion by J. Schroeder, second by G. David, to reconsider Accounting Specialist I, Highway, review (item 7. b.). Motion carried 5:0. Motion by J. Schroeder, second by G. David, to increase decision making and move to grade 5. Motion failed 2:3 (D. Schultz, P. Rogers, J. Braugher). Motion by J. Schroeder, second by P. Rogers, to approve Carlson Dettman's approval of the review at grade 4. Motion carried 5:0.

- l. Senior Accountant, Highway. Motion by J. Schroeder, second by P. Rogers, to approve Carlson Dettmann's recommendation to move from grade 10 to grade 11, title Accounting Manager. Motion carried 5:0.
- m. Accountant, Human Services. Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettmann's recommendation to move from grade 6 to grade 7, title Accountant II. Motion carried 5:0.
- n. Administrative Assistant, Fair. Motion by P. Rogers, second by J. Schroeder, to approve Carlson Dettmann's recommendation and deny review. Position remains at grade 4, Administrative Specialist I. Motion carried 5:0.
- o. ADRC Paraprofessional, Human Services. Motion by J. Schroeder, second by G. David, to approve Carlson Dettmann's recommendation to move from grade 2 to grade 3, title ADRC Paraprofessional. Motion carried 5:0.
- p. ADRC Supervisor, Human Services. Motion by P. Rogers, second by G. David, to approve Carlson Dettmann's recommendation and deny review. Position remains at grade 9, ADRC Supervisor. Motion carried 5:0.
- q. Appointment Secretary/Receptionist, Human Services. Motion by P. Rogers, second by G. David, to approve Carlson Dettmann's recommendation and deny review. Position remains at grade 2, Administrative Assistant I. Motion carried 5:0.
- r. Chief Deputy County Clerk. Motion by J. Schroeder, second by G. David, to approve Carlson Dettman's recommendation from Grade 4 to grade 5. Motion carried 5:0.
- s. Communication Operators, Sheriff's Office. Motion by J. Schroeder, second by P. Rogers, to approve Carlson Dettmann's recommendation to increase experience needed to move to Grade 5 and create a Communications Operator II position, leaving an entry-level Communications Operator I at grade 4. Motion carried 5:0.
- t. Community Outreach Worker/Interpreter, Human Services. Motion by D. Schultz, second by P. Rogers, to approve<sup>4</sup> Carlson Dettmann's recommendation of moving from

- grade 4 to grade 5 and creating a new position of Community Outreach Worker/Interpreter. Motion carried 5:0.
- u. Deputy Clerk of Courts II. Motion by P. Rogers, second by D. Schultz, to approve Carlson Dettmann's recommendation and position remains at grade 3, Deputy Court Clerk II. Motion carried 5:0.
  - v. Deputy Court Clerk III. Motion by P. Rogers, second by J. Schroeder, to approve Carlson Dettmann's recommendation and position remains at grade 4, Deputy Court Clerk III. Motion carried 5:0.
  - w. Deputy Register in Probate/Court Clerk II. Motion by J. Schroeder, second by G. David, to approve Carlson Dettmann's recommendation and position remains at grade 3, Deputy Register in Probate/Court Clerk II. Motion carried 5:0.
  - x. Economic Support Specialist I, Human Services. Motion by J. Schroeder, second by G. David, to approve Carlson Dettmann's recommendation and increase experience needed to create a new classification of Economic Support Specialist II position, grade 5, and the Economic Support Specialist I, grade 4 as an entry-level position. Motion carried 5:0.
  - y. Equipment Operator, Highway. Motion by J. Schroeder, second by P. Rogers, to postpone action until next meeting, pending input from Highway committee on policy issue of compensating for operating equipment. Motion carried 5:0.
  - z. Fair Park Director. Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettmann's recommendation and deny the review, position remaining at Grade 13. Motion carried 5:0.
  - aa. Fair Park Supervisor. Motion by D. Schultz, second by G. David, to approve Carlson Dettmann's recommendation and deny the review, position remaining at grade 9. Motion carried 4:1 (J. Schroeder).
  - bb. Financial Planner, Human Services. Motion by G. David, second by P. Rogers, to approve Carlson Dettmann's recommendation and deny the review, position remaining at grade 5. Motion carried 5:0.
  - cc. Highway Commissioner. Motion by P. Rogers, second by J. Schroeder, to approve Carlson Dettmann's recommendation and deny the review, position remaining at grade 16. Motion carried 5:0.
  - dd. Highway Leads. Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettmann's recommendation and approve the review moving from grade 5 to grade 6 and new title of Foreman. Motion carried 5:0.
  - ee. Human Services Secretary. Motion by P. Rogers, second by G. David, to approve Carlson Dettmann's recommendation and move from grade 2 to grade 3, Administrative Assistant II. Motion carried 5:0.
  - ff. Cooks, Sheriff's Office. Motion by D. Schultz, second by J. Schroeder, to approve Carlson Dettmann's recommendation to deny the review and position remains at grade 2. Motion carried 4:1 (G. David).
  - gg. Judicial Assistants. Motion by D. Schultz, second by J. Schroeder, to approve Carlson Dettmann's recommendation to move position from grade 3 to grade 4. Motion carried 5:0.
  - hh. Juvenile Justice Supervisor, Human Services. Motion by G. David, second by P. Rogers, to approve Carlson Dettmann's recommendation to move from a grade 9 to a grade 10. Motion carried 5:0.

- ii. Human Services Professional I. Motion by J. Schroeder, second by D. Schultz, to approve Carlson Dettmann's recommendation to move from grade 6 to grade 7 and create new classification of Juvenile Justice Workers. Motion carried 5:0.
  - jj. Legal Secretary, Clerk of Courts. Motion by D. Schultz, second by P. Rogers, to approve Carlson Dettmann's recommendation and deny review and position remains at grade 3. Motion carried 5:0.
  - kk. Program Assistant, Parks and Emergency Management. Motion by P. Rogers, second by D. Schultz, to approve Carlson Dettmann's recommendation to deny the review, position remains at grade 4. Motion carried 5:0.
  - ll. Sergeants, Sheriff's Office. Motion by P. Rogers, second by J. Schroeder, to approve Carlson Dettmann's recommendation to deny the review and position remains at grade 9. Motion carried 5:0.
  - mm. Support Services Clerical Assistant, Sheriff's Office. Motion by P. Rogers, second by D. Schultz, to approve Carlson Dettmann's recommendation to deny the review and position remains at grade 3, titled Administrative Assistant II. Motion carried 5:0.
  - nn. WIC Registered Dietician. Motion by J. Schroeder, second by D. Schultz, to approve Carlson Dettmann's recommendation to move from grade 4 to grade 5 with the title of WIC Dietetic Technician. Motion carried 5:0.
  - oo. Wrap Around Youth Service Supervisor. Motion by J. Schroeder, second by D. Schultz, to approve Carlson Dettmann's recommendation to move position from Grade 9 to grade 10. Motion carried 5:0.
9. Motion by P. Rogers, second by J. Schroeder, to approve making a job offer to a Birth to Three/Preschool Supervisor candidate, contingent on obtain required preschool licensure, in accordance with HR0270. Motion carried 5:0.
  10. Motion by G. David, second by D. Schultz, to approve Jefferson County as a drop off site(s) for a Community Supported Agriculture (CSA) and forward to Infrastructure to determine a physical location(s). Motion carried 5:0.
  11. Motion by J. Schroeder, second by P. Rogers, to approve the draft of when to implement the new pay plan for employees making a job change, a status change or a change due to an approved Review/appeal, with Corporation Counsel's review of wording, not concept of the draft. Motion carried 5:0.
  12. Next meeting date is March 19, 2013 at 8:30am, to include policy issue of pay for Equipment Operators, Review of pay for Highway workers in HR0360, Hours of Work, Overtime and Compensatory Time, and policy of negotiating/approving more than one step for current staff.
  13. Motion by D. Schultz, second by P. Rogers, to adjourn. Meeting adjourned at 7:25pm.

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 Human Resources Committee Secretary

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 Date

## Dodge County workers file complaint

*Written by Colleen Kottke The Reporter Media*

Mar. 14

fdlreporter.com

JUNEAU — Union members who work for Dodge County filed a complaint with the state on Thursday over the county's alleged failure to negotiate changes to its compensation structure.

American Federation of Federal, State and County Municipal Employees Council 40 Staff Representative David Dorn said the union repeatedly asked the county to sit down with workers. Instead, the county imposed a new pay structure at the beginning of 2013, making dramatic changes without discussing them with employees, according to Dorn.

The new structure streamlines the county pay scale, reducing 86 pay grades to 16, limits step increases to six for all employees and initiates a pay-for-performance component.

"The county did a disservice to its hard-working employees by ignoring repeated requests to work together and find solutions that work best for everybody," Dorn said. "Instead of having a healthy dialogue with the people who do the work, the county hired an expensive outside contractor to come in and impose a new wage structure."

Dodge County Administrator Jim Mielke was unaware that a complaint against the county was filed with the Wisconsin Employment Relations Commission and said the county has openly and directly communicated with its employees about changes and enhancements to wages and benefits over the past several years and that employee input was encouraged during the compensation study process.

"Employees were given opportunities to request further review of how their job was classified at two different stages of the compensation study," Mielke said.

AFSCME is filing the complaint on behalf of Locals 1323, 1323-A, 1323-8, 1323-G and 1516, representing approximately 200 county workers. Among them are correctional officers, highway department employees, Clearview LTC and Rehabilitation Center and courthouse employees. The county employs more than 850 people.

In a letter to the media, Dorn alluded to a recent Wisconsin appeals court ruling that refused a state request to put on hold a Dane County judge's decision repealing major parts of Gov. Scott Walker's law that effectively ends collective bargaining rights for most public employees.

"We believe the county should not be throwing out decades of negotiated agreements based on a deeply flawed law that faces court challenges on many levels," Dorn said. "Because the county refuses to listen to its workers and our requests to have a reasonable discussion around the bargaining table, we have no choice but to seek legal recourse."

Mielke said AFSME did not file paperwork to recertify as the bargaining representative of employees who were represented by the local unions.



“As a result, effective with the expiration of the 2012 labor contracts on Dec. 31, 2012, the employees of those locals no longer have union representation,” Mielke said.

Mielke said the county also believes that the decision by Dane County Judge Juan Colas is limited to the parties of that case and is not legally binding upon Dodge County as an employer.

“There has been no determination at this time that the provisions of Acts 10 and 32 do not apply to Dodge County, and therefore Dodge County is legally required to follow the requirements of those Acts,” Mielke said.

County Board Chairman Russ Kottke said the new compensation structure was a fair way of rewarding employees based on job performance instead of being solely based on longevity.

## GSH Client Update

March 14, 2013



### The Status of Act 10 - Finally Some Guidance

As you know, on September 24, 2012 a Dane County Circuit Court Judge ruled that Act 10 is unconstitutional. The State of Wisconsin appealed the Dane county circuit court's decision and asked the Court of Appeals to stay the decision. On March 12, 2013 the Wisconsin Court of Appeals denied the State's motion to stay. However, the Court of Appeals also clarified that the effect of the ruling is that Act 10 is only unconstitutional in Dane County. As to the other 71 Wisconsin counties, Act 10 remains in full force and effect. Given how long this has been pending, a brief summary of the events leading to this point is warranted.

- In July 2011 Act 10 was implemented and effectively eliminated collective bargaining for all non-public safety employees.
- Opponents to Act 10, in addition to the protests in Madison, also filed several lawsuits at the state and federal level seeking to have Act 10 found unconstitutional.
- On March 30, 2012 the Western District of Wisconsin held certain provisions of Act 10 unconstitutional - namely the provisions concerning mandatory annual recertification and the prohibition on public employers collecting union dues. This decision was appealed to the Seventh Circuit.
- On September 24, 2012 Dane county circuit court judge Juan Colas held various provisions of Act 10 unconstitutional. The State appealed that decision to the Wisconsin Court of Appeals.
- On January 28, 2013 the Seventh Circuit reversed the Western District and upheld all provision of Act 10 as constitutional at the federal level.
- On March 12, 2013 the Wisconsin Court of Appeals denied the State's motion to stay but clarified that the Dane county circuit court decision holding Act 10 unconstitutional was restricted to Dane county.

To this point, for the most part, both unions and public employers alike have been taking a wait and see approach, waiting for some guidance on what effect the Dane county circuit court decision has while the matter is on appeal. The

State had asked the Wisconsin Court of Appeals to stay the decision which had held Act 10 unconstitutional so that unions and public employers could continue to operate under Act 10's provisions until the appellate process had played out. While the Court of Appeals denied the motion to stay, thus leaving in place the decision which found Act 10 to be unconstitutional, the Court of Appeals also clarified another significant point - the decision that Act 10 is unconstitutional only applies in Dane county where the decision was rendered.

This means that Act 10 is unconstitutional in Dane county but is constitutional, and in full force and effect, in the other 71 Wisconsin counties. This of course sets up a very interesting dynamic where Dane county will be acting under one set of rules - the pre-Act 10 rules - while everyone else in the State will be acting under Act 10's provisions. This will continue to be the state of the law until the Court of Appeals hands down its final ruling. At that point, the Court of Appeals decision will be binding on each and every county in Wisconsin thus bringing all counties under the same set of rules. Of course, no matter what that decision is, it is likely to be appealed to the Wisconsin Supreme Court.

If you were requested to return to the bargaining table by a union during the uncertainty of the prior six months, it is now clear, again, that collective bargaining is effectively eliminated for all non-public safety employees and that all of Act 10's provisions remain in full force and effect as long as you are not located in Dane County. Given the amount of time that has passed, you should ensure that you refresh your understanding of the provisions of Act 10 and make sure that you are in full compliance. Should you have any questions about the impact of the recent decision or how it may apply to your particular situation, please contact Ronald Stadler or Aaron Graf.

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**For more information or questions, please contact:**

Ronald S. Stadler - [ronald\\_stadler@gshllp.com](mailto:ronald_stadler@gshllp.com) or

Aaron J. Graf - [aaron\\_graf@gshllp.com](mailto:aaron_graf@gshllp.com)

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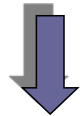
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**YOUR COUNTY GOVERNMENT AT WORK - SCHEDULE OF MEETINGS 2013-2014**

COMMITTEE / BOARD	ROOM/TIME	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Administration & Rules/ICC Committee 8:30 a.m. / 9:00 a.m.	Administrative & Rules Last Wednesday: 8:30 a.m. Rm 112 ICC 3rd Monday	29 20	26 17	31 15	28 19	25 16	30 21	27 18	25 16	29 20	26 17	26 17	30 21
Blue Spring Lake Mgmt District	Called by President												
County Board of Health	Bi Monthly 3rd Wed 1:00 p.m. Conf. Rm	8	X	17	X	18	X	20	X	15	X	19	X
Economic Development Consortium	2nd Wednesday 8:30 a.m. UWX Rm 12	8	12	10	14	11	9	13	11	8	12	12	9
Fair Park Committee	1st Thursday 8:00 a.m. Conf. Rm	2	6	4	1	5	3	7	5	2	6	6	3
Farmland Conservation Easement	2nd Monday 12:30 p.m. Rm 203	13	10	8	12	9	14	11	9	13	10	10	14
Finance Committee	2nd Thursday 8:30 a.m. Rm 112	9	13	11	8	12	10	14	12	9	13	13	10
Highway Committee	1st Tuesday 8:00 a.m. Hwy Office	7	4	2	6	3	1	5	3	7	4	4	1
Historic Sites Preservation Commission	4th Thursday 6:30 p.m. UWX	23	27	25	22	26	24	28	26	23	27	27	24
Home Consortium Board	3rd Thursday 9:00 a.m. Waukesha	16	20	18	15	19	17	21	19	16	20	20	17
Human Resources Committee	3rd Tuesday 8:30 a.m. Rm 112	21	18	16	20	17	15	19	17	21	18	18	15
Human Services Board	2nd Tuesday 8:30 a.m. Workforce	14	11	9	13	10	8	12	10	14	11	11	8
Infrastructure Committee	3rd Wednesday 10:30 a.m. Rm 112	15	19	17	21	18	16	20	18	15	19	19	16
Jefferson County Library Council	7:00 p.m. TBD												
Lake Ripley Management District	3rd Saturday 9:00 a.m. Oakland	18	15	20	17	21	19	16	21	18	15	15	19
Land & Water Conservation Committee	3rd Wednesday 8:30 a.m. Rm 202	15	19	17	21	18	16	20	18	15	19	19	16
Law Enforcement Emergency Mgmt	4th Friday 8:30 a.m. Rm 112	24	28	26	23	27	25	22	27	24	28	28	25
Mid-WI Federated Library Systems Bd	Last Tuesday 6:00 p.m. Horicon	28	25	30	27	24	29	26	31	28	25	25	29
Parks Committee	1st Monday 1:00 p.m. Rm 202	6	3	1	5	2	7	4	2	6	3	3	7
Planning & Zoning Committee	Last Monday 8:30 a.m. Rm 203	TBD	24	29	26	30	28	25	30	27	24	31	28
Planning & Zoning Public Hearing (PH)	3rd Thursday 7:00 p.m. Rm 205	16	20	18	15	19	17	21	19	16	20	20	17
Planning & Zoning Board of Adjustment (Site Inspections followed by PH)	2nd Thursday 1:00 p.m. Rm 203/205	9	13	11	8	12	10	14	12	9	13	13	10
Planning & Zoning Site Inspections	Mon prior to PH 8:00 a.m. Rm 203	13	17	15	12	16	14	18	16	13	17	17	14
Solid Waste & Air Quality Committee	3rd Friday 8:30 a.m. Rm 203	17	21	19	16	20	18	15	20	17	21	21	18
University Extension Education Committee	2nd Monday 8:30 a.m. UW Rm 12	13	10	8	12	9	14	11	9	13	10	10	14
Utility Tax Association	Quarterly	Called by Chair or the Board											
Veterans Service Commission	Annually 2:30 p.m. Rm 112	Called by Chair											
<b>COUNTY BOARD</b>	2nd Tuesday 7:00 p.m. *Monday 7:00 p.m.	14	11	9	13	10	8	12	10	X	11	11	15
		<b>Budget Public Hearing</b>							22				



NOTE: AGENDAS ARE DUE TO ADMINISTRATOR'S OFFICE BY 10:00 A.M. ON WEDNESDAYS  
Regular Meeting Dates are Subject to change and must be given to the County Administrator's Office

**Elections**  
February 18, 2014  
April 1, 2014

**Board of Canvass**  
February 20, 2014  
February 25, 2014  
April 3, 2014  
April 8, 2014

**Finance Committee**  
**Budget Hearings**  
September 11, 2013  
September 13, 2013  
September 16, 2013  
September 18, 2013

**WI Counties**  
**Annual Conference**  
September 22-24, 2013  
  
**County Fair**  
July 10-14, 2013

**Clean Sweeps**  
May 18, 2013 Watertown  
September 21, 2013 Fort Atkinson  
October 4, 2013 Whitewater  
April 12, 2014 Fair Park

**HOLIDAY**



## Carlson Dettmann Consulting, LLC

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**Date:** March 11, 2013  
**To:** Terri Palm, Human Resources Director  
**From:** Katie McCloskey, Human Resource Consultant  
**Re:** Recommendations of Grade Placement for Elected Officials in Jefferson County

As part of the 2012 Compensation Study, Carlson Dettmann Consulting was asked for our recommendation on where the elective offices of Clerk of Circuit Court, County Clerk, County Treasurer, Register of Deeds and Sheriff would be placed on Jefferson County's approved salary structure if the respective elected positions were eligible to be included in that compensation plan. It is understood that it would be impractical for the salaries for these elective positions to be included in that compensation plan due to the fact that, in accordance with §59.22 (1)(a)1., Wis. Stats., the salaries must be established by the County Board before the earliest time for filing nomination papers for these offices for the ensuing term, and also that "a county board may not adopt a step-salary plan for elective offices related to experience of the officeholder as compensation is for the office, not the officer, and the officer is entitled to the compensation as an incident of the office." (61 Atty. Gen. 165, 403.) The County has advised us that the recommendation we are being asked to provide will be one of various considerations used by the Human Resource Committee when it makes a recommendation to the County Board regarding the salaries for these elective offices.

It is our recommendation that, if the elected officials were legally allowed to be placed on the approved 2013 structure, which as explained above they cannot, they would be placed in the following grades:

- Sheriff-Grade 16
- Clerk of Courts-Grade 12
- County Clerk-Grade 12
- County Treasurer-Grade 10
- Register of Deeds-Grade 10

Please let me know if you have questions or concerns.

Cc: Charlie Carlson

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Carlson Dettmann Consulting, LLC  
6907 University Avenue  
Middleton, WI 53562  
(608) 239-7991 (Charlie) (608) 334-5283 (Katie)  
Charles.carlson@carlsondettmann.com  
Katie.mccloskey@carlsondettmann.com

**FAMILY MEDICAL LEAVE ACT AND MILITARY FAMILY LEAVE ACT.**

[recreated 04/21/09, ord. 2009-04]

**A. General Provisions**

It is the policy of Jefferson County to grant from two to twenty-six weeks of leave for reasons listed under Section C of this policy during a 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 and the Military Family Leave Act. These leaves may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy. Wisconsin State FMLA, Worker's Comp and County Leaves of Absence run concurrently with the Federal Leave.

**B. Eligibility**

In order to qualify for both State and Federal Leave, both of the following conditions must be met:

1. Jefferson County must have employed the employee for at least 12 months (52 consecutive weeks for State). The 12 months of employment need not have been consecutive under Federal FMLA, but must not have a break in service within the previous seven years.
2. The employee must have worked at least 1,250 hours for Federal leave and 1,000 paid hours for Wisconsin leave during the 12 month period immediately before the date when the leave would begin.

**C. Type of Leave Covered**

In order to be eligible for leave under this policy, the employee must be taking the leave for one of the following reasons:

1. The birth of a child, or placement of a child with the employee for adoption
2. Placement with the employee of a son or daughter for foster care
3. The employee's own serious health condition;
4. The employee is needed to care for the employee's spouse; child; parent due to his/her serious health condition.
5. The employee needs to care for the employee's parent-in-law; domestic partner (as defined in sec. 40.02(21d) or 770.01(1), Wis. Stats.); or domestic partner's parent, due to his/her serious health condition (State Leave Only) [am. 10/27/09, Ord. 2009-15]
6. A qualifying exigency arising out of the fact that the employee's spouse; son/daughter; parent (the covered military member) is on covered active duty or called to covered active duty in a foreign country and is a member of the Regular Armed Forces. (Exigency: Non-Medical; Non-Routine)[am. 12/15/09, ord. 2009-21]
7. The employee is the spouse, son/daughter, parent or next of kin of a covered service member with a serious injury or illness, ~~or~~ including a covered veteran receiving treatment, recuperation or therapy for a serious injury or illness either received while on active duty or that existed before active duty and were aggravated by service in the line of duty on active duty in the Armed Forces.. The veteran must have been other than dishonorably discharged and must have served in the military at some point within the five preceding years. (Military Caregiver Leave) [am. 12-15-09, ord. 2009-21]
8. The employee is called to active duty in the Military
9. A qualifying exigency arising out of the fact that the employee may need to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.

Qualifying exigency leave may be taken for any of the following reasons: short notice deployment; military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; arranging for alternate care; and additional activities. The amount of time an eligible employee may take for Rest and Recuperation qualifying exigency leave is a maximum of 15 calendar days.

**A serious health condition under Federal Law** is defined as a condition that requires that an individual must be incapacitated for more than 3 full calendar days and the individual must have had at least 2 in-person visits to the health care provider within 30 days of each other. Treatment requires an in-person visit with the health care provider for examination, evaluation or specific treatment; a phone call, letter, fax, e-mail or text message is not sufficient.

For chronic conditions, including intermittent and reduced scheduled leaves, the individual must have at least two in-person visits to the health care provider for medical treatment/examination every year to qualify. Recertification will be required every 6 months for chronic conditions resulting in intermittent and reduced schedule leaves.

**A serious health condition under State Law** is defined as a disabling physical or mental illness, injury, impairment or condition involving inpatient care in a hospital, nursing home or hospice, or out-patient care that requires continuing treatment or supervision by a health care provider.

A qualified employee can take up to 26 weeks of leave under this policy for military caregiver leave during a single 12-month period. For military caregiver leave, the 12-month period begins on the first day the employee takes FMLA leave and ends 12 months after that date.

If a husband and wife both work for Jefferson County, and each wishes to take leave for the birth of a child, adoption or placement of a child for foster care, the husband and wife may take a combined total of 12 weeks of leave. Leave granted for the birth of a child, or placement of a child for adoption or foster care must be concluded within a 12-month period beginning from the date of the event for Federal Leave. State Leave requires leave to be taken within the period from 16 weeks prior to the birth/adoption to 16 weeks after the birth/adoption of the child.

For all other types of FMLA leave, Jefferson County measures the 12-month period on a calendar year basis, beginning January 1 of each year.

**D. Substitution of Pay**

The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy, by electing to use appropriate accrued balances.

**E. Intermittent Leave**

Intermittent Leave will be allowed as required by law; or, if not required by law, as determined by the department head and Human Resources Department that the intermittent leave would not result in hardship for the department or Jefferson County. Benefits will accrue on a pro-rated basis, in accordance with any other unpaid leave rules.

**F. Employee Benefits During Leave**

An employee may continue medical and dental benefits under the same conditions and at the same cost, if any, as if the employee had continued to



work. If the employee chooses not to return to work for reasons other than a continued serious health condition, Jefferson County will require the employee to reimburse the County the amount charged to the employee's department for the employee's health insurance during the leave.

Employees whose FMLA leave runs concurrently with the exhaustion of paid leave time will continue to have premiums payroll deducted, if applicable. Benefit premiums, if any, due during unpaid FMLA leave time will be billed to the employee. Employees choosing not to retain medical and or dental coverage during FMLA leave will have benefits reinstated on the same terms as prior to taking the leave without any qualifying period.

Holiday and Vacation will accrue as if the employee was actually working for all hours under FMLA, paid and unpaid. Sick accruals, however, will accrue in accordance with other unpaid leaves and will not accrue on unpaid FMLA hours. [am. 3/13/12, ord. 2011-31]

Employees taking unpaid FMLA will be responsible for all benefit premiums that are payroll deducted including, but not limited to, health and dental insurance premium contributions, 125B and life insurance deductions.

**G. Employee Status after Leave**

An employee, who is not a "key" employee, who takes a leave under this policy will be returned to the same or an equivalent position with the same benefits and terms of employment.

**H. Certification**

Jefferson County may ask for sufficient certification to support the employees request for FMLA leave, sufficient documentation to establish the required relationship between the employee and their family member, proof of exigency or any other information needed to determine whether or not the employee qualifies for the leave. Failure to provide this information may result in a denial of the leave.

Certification forms and other requested documentation must be filled out completely and returned within 15 days in order to determine whether or not the employee qualifies for FMLA or MFLA. If forms are not returned within 15 days, unless it is not practicable under the particular circumstances despite diligent good faith efforts FMLA may be denied and the time off will not be designated or protected under the FMLA or MFLA.

Jefferson County has the right to ask for a second opinion (at its own expense). If it becomes necessary to resolve a conflict between the original and the second opinion, Jefferson County may require the opinion of a third doctor (again, at its own expense). This third opinion will be considered final.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. Jefferson County will comply with this law by informing healthcare providers responding to requests for medical information to not provide genetic information. Genetic information, as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. [am. 02/08/11, ord. 2010-25]

**I. Procedure for Requesting Leave**

Except where leave is not foreseeable, all employees requesting leave under this policy should submit the request to the Human Resources Department or immediate supervisor.

When a leave under this policy is foreseeable, the employee must give the County 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is feasible. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to County operations. If an employee fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the employer receives notice. While on leave, employees may be requested by the Human Resources Department to report periodically the status of the medical condition and intent to return to work.

**J. Return to Work**

Where an absence is caused by the employee's serious health condition, the employee is required to present a certification of fitness to return to work to the Human Resources Department. No employee may return to work without such a certification. The fitness to return to work certification must be signed by a physician or health care provider as defined by applicable law. Employees are expected to return to work when released by the employee's health care provider (or when the family member is released). Failure to return to work after the employee's release or family member's release will be considered cause for disciplinary action in accordance with Jefferson County Discipline policy and labor union contracts.

If the employee returns to work within the time frame allowed for the requested type of leave, the employee will be returned to the same or a substantially similar position, unless notified that the employee is a "key" employee. A substantially similar position is defined as a job of similar job duties, job classification, work hours, and salary as that which the employee held at the time the leave began. An employee, however, has no greater right to reinstatement or to other conditions of employment than if the employee had been continuously employed during the FMLA leave period.

If the employee is not released to return to work within the approved qualified time, the employee may request a personal leave of absence in accordance with applicable contracts and policies. While on a personal leave of absence, employees must exhaust all of their accrued time (vacation, sick, holiday, random, compensatory time) prior to taking time off without pay, or according to HR0450, Leave of Absence without Pay. Once the employee is on unpaid leave for the 30-day grace period, Jefferson County will no longer pay the employer share of benefits, and some benefits may be cancelled altogether. After the 30-day grace period the employee will be sent COBRA notification which allows them to purchase health insurance at the current active rate. The 30-day grace period runs concurrently with FMLA; therefore, employees requesting a personal leave may have benefits affected immediately upon expiration of FMLA. [am. 3/13/12, ord. 2011-31]

**K. Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer; 1-866-487-9243; TTY 1-877-889-5627 or [www.wagehour.dol.gov](http://www.wagehour.dol.gov) or the State of Wisconsin, Department of Workforce Development, Equal Rights Division; 1-608-266-6860 (Madison); 1-414-227-4384 (Milwaukee) or [www.dwd.wisconsin.gov](http://www.dwd.wisconsin.gov). [am. 3/13/12, ord. 2011-31]

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FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.  
[HR0430 recreated 04/21/09, ord. 2009-04]

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County/City	Min Pay (Hy Worker)	Max Pay (Hy Worker)	Premium	Equipment	Min time operating	Other Premiums	FLSA	Comments
Jefferson	17.02	21.88	5%		4 hours	5% hazardous 5% winter maintenance (Currently cumulative!) 5% Lead 5% higher classification	No, over 8 day; outside normal work hours	Recommend equipment to be determined by HR Committee
Calumet	17.97	23.11	\$1.50/hour	Backhoe, Center Stripper, Loader, Motor Grader, Sign Truck/Sign Shop, Skid Steer with Mill Head	None	\$1.50/hour if acting in foreman role	Yes, except 1 ½ on holidays	Feel snowplowing built into base wages
Barron County	18.68	20.76	19.19 – 21.32 (.56/hour)	Grader, Crane, Crusher, Dozer, Water Truck, Back Hoe, Paver, Roller, Front End Loader, Steamer, Sweeper	None.	\$.15/hour on Hy 53 and working nights	Yes	Eq Op receive Highway worker pay when driving truck/snow plowing
Walworth	17.70	22.21	\$.50/hour	Excavator, dozer, grader, loader, skid loader, bucket truck, shoulder machine, chip sealing machine, 6-wheel drive (used for plowing)	None	\$1/hour for lead		We just changed the way we compensate for the equipment operator work. We used to have three full-time operators who received the pay all the time. As they have left (we are down to one) we have reclassified those positions into Patrolman positions

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								and we compensate them the extra only when they are operating
Fond du Lac	20.34	20.34	20.68 (\$.34/hour)	Bit. Distributor, Bit. Hand Finishers, Bit. Machine Finisher, End Loader, Bit. Paver, Bit. Roller, Cat Excavator, Gradall, Motor Grader, Shoulder Machine, Chip Spreader	None, separate position	\$.50/hour above top position for Lead	Not indicated	
Marquette	17.31	20.36	17.64-20.75	Not indicated	None, separate position	None	OT on weekends	
Lacrosse County	18.70	21.20	19.67-22.17	Motor Grader, Blade, Track, Tractor, Rollers, 1 yard+end loader, Turnapull, Scraper, Paver, Shouldering Machine, Chip Spreader	None, separate position	If work 1 hour or more in higher grade, get paid at step that gives an increase in that step	Not indicated	
City of West Allis	15.90	21.29	\$5/DAY as Eq Op I and \$15/Day as Eq. Op. II. Eq. Op II \$23.73 - \$25.60	Not Indicated	None indicated	\$20/day as Lead.	Similar to Jefferson County	
City of Franklin	21.38	25.38	25.40 – 26.49/hour for	Self propelled paver, track	None...separate positions; not	Not indicated	Not	Have Light Equipment Operator

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			Heavy equipment operator positions	excavator, truck mounted hydraulic excavator, bull dozer, culvert steamer and road grader	premium		indicated	and Heavy Eq. Operator (no laborer/truck driver)
City of Marshfield	15.38	21.10	16.45 - 22.56 for lighter eq. and 17.68 – 24.25 for heavy eq	Lighter eq; mini excavator; front end loader, bulldozer; Heavy Equipment: Ariel Truck, Loader/Backhoe, Motor Grader, Rubber tired Excavator, tracked Excavator	None, separate positions	None	Not indicated	
City of Appleton			21.68-23.59 for eq. op I and IIs	Grader, backhoe, end loader, paver, large snow blower, prentice loader, aerial Boom truck, sewer truck				
Wisconsin DOT						the State of WI DOT does not actually have highway workers per se. We do not do the plowing but we write the policies for counties to do this work. We do have some engineering technicians that still operate drill equipment and do some signage work but for the most part we only oversee this type of work. For the ones we have they are classified as engineering technicians and are paid \$16.273 to start. We do not have any premium pay for heavy equipment. We do have some requirements for CDL's and do not pay extra for that either. No hazardous duty pay either.		
PROPOSAL	17.02	21.88	\$1.50/hour	Excavator; loader; backhoe; grader;	30 minutes	5% hazardous for everyone, 15 minutes or	1 ½ on Sat, Sun or	Remove 5% for winter maintenance

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FROM HR				paver; bulldozer; skid loader, ariel lift, truck for gard rail repair with boom; screener for sand; mixing plant; roller; chip spreader		more; 5% as Foreman, everything NONCUMULATIVE	holiday	now that moved up a grade; remove 5% for working another job;
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	current	proposed	difference
yr 1	\$ 1,954,510.07	\$ 1,983,617.06	\$ 29,107.00
yr 2	\$ 1,999,477.92	\$ 2,026,981.57	\$ 27,503.65
yr 3	\$ 2,009,558.26	\$ 2,026,981.57	\$ 17,423.31
yr 4	\$ 2,019,828.80	\$ 2,026,981.57	\$ 7,152.77
yr 5	\$ 2,029,909.15	\$ 2,026,981.57	\$ (2,927.58)
yr 6	\$ 2,040,179.69	\$ 2,026,981.57	\$ (13,198.12)
yr 7	\$ 2,040,179.69	\$ 2,026,981.57	\$ (13,198.12)
yr 8	\$ 2,040,179.69	\$ 2,026,981.57	\$ (13,198.12)

cumulative expense with 5% winter maintenance

yr 1	yr 2	yr 3	yr 4	yr 5	yr 6	yr 7	yr 8
cumulative							
\$ 29,107.00	\$ 56,610.65	\$ 74,033.96	\$ 81,186.72	\$ 78,259.14	\$ 65,061.02	\$ 51,862.90	\$ 38,664.78

cumulative expense without 5% winter maintenance

\$ 52,186.65	\$ 65,185.96	\$ 67,914.72	\$ 60,563.14	\$ 42,941.02	\$ 25,318.90	\$ 7,696.78
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yr 11 start seeing savings

Note: winter maintenance of 5% was about \$8223.75 annual cost; however, moving to grade 4 and eliminating the winter maintenance = 6852 hours at .56495/hour = \$4424 annual savings starting yr 2

Payroll is entered into chems through 3/7/13. The 5% premium costs to the county in account 53313 (county winter maintenance) through that time has amounted to an additional \$3,038.42 for labor costs. This is for highway workers doing activity 071 (snow removal with plow) on county roads.

dd



**HOURS OF WORK, OVERTIME, AND COMPENSATORY TIME.** [am. 12/13/11, ord. 2011-21]**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, Circuit Court Commissioners, Assistant Corporation Counsels, Chief Deputy, Systems and Applications Manager, Information Technology 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; am. ord. 2011-21, 01/13/2011; am. 12/11/12, ord. 2012-20]
  - a. Exempt employees are expected to work whatever hours are necessary beyond the workweek to assure that a complete and adequate job is done. [am. 3/13/12, ord. 2011-31]
  - 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 workweek to assure that a complete and adequate job is done. [am. 3/13/12, ord. 2011-31]
  - 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 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. [am. 3/13/12, ord. 2011-31]
  - 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.

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- 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. [am. 12/13/11, ord. 2011-21]
  - 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. [cr. 12/13/11, ord. 2011-21]
  - 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. [cr. 12/13/11, ord. 2011-21]
  - 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. [cr. 12/13/11, ord. 2011-21]
  - 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 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. [am. 12/13/11, ord. 2011-21]
  - 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

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- 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. [cr. 12/13/11, ord. 2011-21]
- 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. [cr. 12/13/11, ord. 2011-21]
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. [am. 12/13/11, ord. 2011-21]
- 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. [cr. 12/13/11, ord. 2011-21]
- 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. [cr. 12/13/11, ord. 2011-21]
- 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. [cr. 12/13/11, ord. 2011-21]
- 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 substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift. [cr. 12/13/11, ord. 2011-21]
3. It is the policy of the County to avoid overtime work. Daily work schedules may be modified within the work week to accommodate workload fluctuations without accrual of compensatory time or payment of overtime. 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

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- supervisor. Overtime shall be assigned within departments reasonably equally among the employees who normally do the work during their regular work day, whenever feasible. [am. 12/13/11, ord. 2011-21]
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. [am. 12/13/11, ord. 2011-21]
  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. [cr. 12/13/11, ord. 2011-21]
    - 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 160 hours of overtime worked or 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; am. 12/13/11, ord. 2011-21].
    - 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. [am. 12/13/11, ord. 2011-21]
    - 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. 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 or a designated holiday. 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 or a designated holiday. [cr. 12/13/11, ord. 2011-21; am. 3/13/12, ord. 2011-31]
  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

## Item #16

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, including HR0360 B.2.a. above. [cr. 12/13/11, ord. 2011-21; am. 3/13/12, ord. 2011-31]

8. Shift Differentials and Premium Pay: [cr. 12/13/11, ord. 2011-21]
  - 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. [cr. 12/13/11, ord. 2011-21]
  - b. Public Health. Full-time Public Health Technicians working in the jail receive seventy-five cents (\$.75) per hour in addition to their regular rate of pay. Public Health Nurses or WIC Project Director assigned to work as Clinical Instructors for nursing students shall receive a one-dollar (\$1.00) per hour premium, for all hours spent by the employee with the student nurse. [cr. 12/13/11, ord. 2011-21; am. 3/13/12, ord. 2011-31]
  - c. ~~Highway Workers working in any one shift in a higher paid position for four hours or more shall receive five percent (5%) of the employee's regular rate of pay while working in such position.~~ Whenever non-supervisory Highway employees are assigned to work as 'temporary ~~lead or~~ foreman', such employees shall, for the duration of the assignment, receive an additional five percent (5%) of the employee's regular rate, ~~paid non-cumulative if already receiving the five percent (5%) for working in a higher paid position, with the final rate not to exceed the maximum rate of the corresponding Lead position.~~ All work assignments will be approved by a department supervisor prior to receiving the additional compensation. [cr. 12/13/11, ord. 2011-21; am. 12/11/12, ord. 2012-20]
  - d. Highway ~~workers~~ employees 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, paid non-cumulative if already receiving the five percent (5%) for working in a 'temporary foreman' position. [cr. 12/13/11, ord. 2011-21]
  - e. ~~Employees designated in the Highway Worker classification shall receive an additional five percent (5%) of the employee's regular rate when performing winter maintenance duties. [am. 12/11/12, ord. 2012-20]~~

19	<b>Economic Support Specialist One</b>	Human Services	4	yes	<p>Create a Training Level One, move all current staff to ESS II position</p> <p><b>Approve Carlson Dettmann Recommendation.</b></p>	<p style="text-align: right;"><b>Item #17</b></p> <p>It is my recommendation, the County develop two levels of Economic Support Specialists. One would be an entry-level position in Grade 4. The second would be a position that requires mastering specific skills before moving to the position of Economic Support Specialist Two. The supervisor should work with human resources to establish these parameters. Once the individual has obtained all the skills and expertise and the supervisor verifies this, the supervisor can recommend to human resources that the individual should move from a Grade 4 to a Grade 5. It is my understanding that all the current Economic Support Specialists have mastered all the skills that are required to fully perform the duties of an Economic Support Specialist Two and, therefore, should all be moved into a Grade 5. Due to the fact that the Economic Support Specialists are assigned an area in which they spend more time, lead the consultant to conclude that some of those concentrating in one area did not possess all the knowledge nor did it appear they had the same level of responsibility for these additional duties listed on the other Economic Support Specialist JDQ's. After further discussions with the direct supervisor, it was explained that all the current Economic Support Specialists have the same responsibilities. I also looked at the Economic Support Specialists who also have the additional Child Care responsibilities and adjusted the points for those additional responsibilities. The adjustment of those points did <u>not</u> move these Economic Support Specialist with Child Care responsibilities into a Grade 6.</p>
20	<b>Equipment Operators</b>	Highway	4	yes	<p>If increase the requirements for being hired into the position, then move into the next Grade <b>Postpone any approval pending policy decision on percentage of time needed to operate heavy equipment to be considered an Eq. Operator. Next meeting 3/19/13. Will remain at Grade 4 at this time.</b></p>	<p>The Equipment Operator rating was right at the cusp of a Grade 4. After reviewing the comments on the appeal explaining the construction knowledge they need on the job and equipment maintenance, I checked the ratings for this position. The ratings for this position are correct in all areas, but I don't believe the education and experience rating for the job was high enough. The job was rated as requiring only two to three years of experience, but it is my recommendation the job require a minimum of five years experience. The new rating moved the position into a Grade 5.</p>

26	<b>Highway Leads</b>	Highway	5	yes	Move from Grade 5 to Grade 6 <b>Approve Carlson Dettmann Recommendation</b>	It is my recommendation the position be moved up from a Grade 5 to a Grade 6. Based on the appeal, a thorough review of the job evaluation ratings was conducted for this position. It was determined that not enough points was given by the consultant in the area of decision making and problem solving and the job evaluation points were adjusted accordingly. The adjustment of points resulted in the Lead Worker positions moving from a Grade 5 to a Grade 6. There was also a request for these positions to be retitled as Highway Foreman. The title of Highway Foreman seems to reasonably reflection the position's responsibilities.
27	<b>Highway Operations Manager</b>	Highway	13	no	No Change <b>Approve Carlson Dettmann Recommendation</b>	Based on information on the appeal form, I verified that the education and experience rating for this position was correct and was in line with other top management staff reporting to the Director of a large department. The Decision Making rating is the same as other management staff at the same level in the organization. As this is a Professional Engineering position, the thinking and challenges rating was among the highest in the organization. Interactions and Communications was also rated in line with top management staff reporting to a Department Head. The job is rated appropriately.
28	<b>Highway Superintendents</b>	Highway	10	no	No Change <b>Increase experience required to 6 years with a minimum of 1 - 2 years supervisory experience. Move grade from 10 to 11. Maintain individual classifications of Heavy Maintenance, Operations and Patrol Superintendents</b>	The external market comparisons are not part of this review process. There was a comparison made on whether or not the Highway Superintendent positions should be in the same grade as the Parks Supervisor. I compared the ratings and the ratings are different, however, the difference is not enough to move the positions into two different grades.
29	<b>Highway Worker (Individual)</b>	Highway	3	policy decision	Recommend making a policy decision on what percentage of time constitutes a Equipment Operator (example: 75%) <b>Postpone making any decision until next meeting (3/19/13) based on policy established on what percentage qualifies to be an eq. operator.</b>	It is my recommendation that the County work with the Human Resource department and determine if this person should be promoted to Equipment Operator. If the individual is continuously performing this higher level of work, consideration should be given to whether or not the individual is currently placed in the correct job classification. The County needs to make a policy decision on what percentage of time constitutes an individual being paid as an Equipment Operator.

JEFFERSON COUNTY  
EMPLOYEE COMPENSATION AND CLASSIFICATION PLAN

REQUEST FOR REVIEW FORM

Name: Brian Mattke  
Date: 12-28-2012  
Title: Highway Worker  
Department: Highway  
Signature: Brian W. Mattke

***EMPLOYEES SUBMITTING A REVIEW AS A GROUP SHOULD COMPLETE A SEPARATE SHEET TO INCLUDE ALL NAMES AND SIGNATURES***

**I believe my position was incorrectly graded because:**

(If the basis of the review is additional responsibilities or significant changes to the position since the completion of the JDQ, please explain when the duties changed, the reason for the change, and from where the duties originated. If the duties came from another position, the employee must indicate from which position they were removed).



28 December 2012

To whom it may concern:

I am submitting this letter in addition to the Request to Review Form for Grade review.

I believe the JDQ that I submitted July 2012 is accurate. I have been operating equipment for the last 3 years in many different capacities.

From April 1<sup>st</sup> through Dec 1<sup>st</sup> for the past three years, I have been with the Grade Crew. By operating various equipment, this opens the door to move into the Lead workers(Grade Crew Foreman) position at some point in the future.

I have operated includes the following: (but not limited too):

- Cat Dozer
- Excavator
- Grader
- Endloader
- Paver(Big&Small)
- Chipspreader
- Shoulder Machine
- Skid Steers
- Low Boy Semi
- Water Truck
- Snow plow
- Broom/Sweeper
- Mower Tractor
- Tractor Backhoe

According to my JDQ and the time cards I have submitted it is recorded that over 55% of my time is utilized towards equipment operation. In 2012, there is not a piece of equipment I have not been asked to run and ran it to its full potential by any of my supervisors or foreman.

Therefore, the time and experience I have involved in operating equipment justifies advancement to Equipment Operator Scale.



MANAGEMENT REVIEW FORM

Supervisor Review Section:

I certify that I have reviewed all factual information concerning this review.

Russell C. Cagge  
Name

Maintenance Superintendent  
Position Title

12-31-12  
Date

Tim Pugh operator Superintendent

Comments:

Department Head Review Section:

I certify that I have reviewed all factual information concerning this review.

Will Oker  
Name

HIGHWAY COMMISSIONER  
Position Title

1/10/13  
Date

Fiscal Impact:

Comments:

Human Resources Director Review Section:

I certify that I have reviewed all factual information concerning this review.

Tom M. Del  
Name

HR Director  
Position Title

1-13-13  
Date

Comments:

Info is in accordance w/ Review Guidelines  
and demonstrate ability as Eo Operator.

**Report to Human Resources Committee  
March 19, 2013**

**Vacation, Compensatory and Holiday carry-over requests.** Employee's requests for vacation, holiday and compensatory carry-over have been tabulated for 2012. There were a total of 9913.2 hours of vacation carried over into 2013 or enough hours for about 4.75 FTE and 871 more hours than the previous year. Of this total, 1003.50 hours were in excess of 40 hours allowed by an employee, 316.5 hours more than in 2011. These hours must be used by March 1, 2013, or as approved by the County Administrator, or forfeited. There was 341.75 hours of vacation forfeited at the end of the calendar year (not requested to carry over).

In addition, 91 hours of holiday, affecting 7 employees, was approved for carryover, to be used by March 1, 2013, or forfeited, and 30.32 hours of compensatory time.

**Emergency Help Requests.** The following were emergency help requests approved in the fourth quarter of 2012:

- **Highway.** Student to assist with mapping project.
- **Human Services.** Dementia Care Specialist (ADRC program), 100% grant funded.
- **UW-Extension.** Web-page Assistance, funded by the Masters Gardener account.

**Positions authorized to fill.** The County Administrator and Human Resources Director have reviewed and the following vacant position requests during the fourth quarter of 2012:

**Central Services**

- Full-time Custodian

**Child Support Agency**

- Full-time Financial Specialist

**Clerk of Courts.**

- Full-time Deputy Court Clerk II – General (two positions)
- Full-time Legal Secretary

**Health Department.**

- Occasional Part-time L.P.N. or A.D.N for jail

**Human Services.**

- Full-time Child Protective Services Ongoing Professional I
- Full-time Family Development Worker
- Full-time Financial Employment Planner
- Full-time Intake Worker

Respectively submitted,



Terri M Palm  
Human Resources Director

## Terri Palm

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**From:** Bill Kern  
**Sent:** Monday, March 18, 2013 10:44 AM  
**To:** Terri Palm  
**Subject:** Equipment Operator/Hwy Worker Wage Study

Terri,

Attached is the information we discussed regarding the Hwy Worker/Equipment Operator positions. I reviewed the equipment operations from the last two years and it ended up the E1 group of equipment was operated for 51% of the hours and the E2 group was operated for 49% of the hours. Hard to believe, but it was almost a perfect split. Let me know if you have any other questions before the HR meeting, I will be there.

Bill

**William T. Kern, PE**  
Jefferson County Highway Commissioner  
(920) 674-7390  
[billk@jeffersoncountywi.gov](mailto:billk@jeffersoncountywi.gov)



Highway  
Worker-Equipme...

3/4/13

### *Highway Worker/Equipment Operator Wages*

#### **Higher Grade (E1)**

Backhoe, Grader, Dozer, Paver, Chip Spreader, Shoulder Machine

\*\* 10% premium paid when operating equipment [51% hours over the last 2 years]

#### **Lower Grade (E2)**

Rollers, Loader-Backhoe, End Loader, Drill Truck Operator, Hi-Lift Operator

\*\* 5% premium paid when operating equipment [49% hours over the last 2 years]

#### **Notes:**

- All field employees are classified as Highway Workers and Equipment Operators. Based on the Carlson Dettman Wage Study, both groups are placed in the same pay grade (Grade 4).
- Recommend leaving all employees in Grade 4 and classify all employees as Highway Workers. Pay either a 5% or 10% premium to employees only when they operate equipment in the above grade classes.
- Recommend paying a premium to 'temporary foreman' of 5% over their base pay, when assigned by a supervisor.
- Remove winter maintenance premium.

## Personnel Ordinance Change

### 8. Shift Differentials and Premium Pay

- c. Highway Workers operating the following equipment will be paid a premium of an additional 5% or 10% above the employee's regular rate of pay.
  - E1 Grade – Backhoe, Grader, Dozer, Paver, Chip Spreader, Shoulder Machine
    - 10% premium only when operating the equipment
  - E2 Grade – Rollers, Drill Truck, Hi-Lift Truck, End Loader, Loader-Backhoe
    - 5% premium only when operating the equipment
  - Whenever non-supervisory highway employees are assigned to work as a 'temporary foreman', such employees shall receive an additional 5% of the employees regular rate.
  - All work assignments will be approved by a department supervisor, prior to receiving the additional compensation.
  
- e. REMOVE