

PROCEEDINGS
OF THE
BOARD OF SUPERVISORS
Columbia County, Wisconsin

Portage, Wisconsin
January 16, 2013
9:47 A.M.

The Board of Supervisors of Columbia County convened in annual session at the Carl C. Frederick Administration Building in Portage pursuant to law. The meeting was called to order by Chair Ross and was certified to be in compliance with the Wisconsin Open Meetings Law.

All Supervisors were present, except Bechen and DeYoung, absent with notice.

Members stood and recited the Pledge of Allegiance.

A motion was made by Bradley, second by Cupery to approve the Journal of December 19, 2012. Motion carried.

A motion to approve the agenda, as printed, was made by Foley, second by Boockmeier. Motion carried.

Josh Bindl, from the Wisconsin County Mutual Insurance Corporation, presented John Tramburg with a plaque in recognition of his service on the County Mutual Board of Directors from 2005-2012.

Supervisors were invited to attend a Retirement Party for Bill Casey on Tuesday, January 29, 2013, from 1-4 p.m. in Meeting Room 1 of the County Administration Building.

Amy Yamriska, Columbia Health Care Center Administrator, and Corey Bowman, Director of Environmental Services, gave an update on the renovation project at the Columbia Health Care Center. Bill Aubrey, Architect and Tim Hoffman, Project Manager from Hoffman Construction, Inc., gave a power-point presentation of the project and entertained questions of the Board. A handout of the presentation was placed on supervisor's desks.

Tom Lorfeld, Columbia County Highway Commissioner, reported on the current Highway Department operations. Shonna Neary, Accounting Supervisor, gave an update and power-point presentation on the Accounting Plan for the Highway Department.

John Tramburg introduced Claude Lois, Administrator for the Division of State and Local Finance, and Zachary McClelland, Revenue Field Auditor, who spoke regarding Manufacturing and Utility Tax.

The following appointments were announced:

- (1) Columbia County Economic Development Corporation: Andy Ross, term to end April, 2014. Motion by Westby, second by Baebler, the appointment was approved.
- (2) County Surveyor: Jim Grothman, 2 year term to January, 2015. Motion by Boockmeier, second by Gove, the appointment was approved.

RESOLUTION NO. 1-13

WHEREAS, on December 14, 2011, the Columbia County Board of Supervisors adopted a Classification and Compensation Plan for Non-Management, Non-Supervisory County Employees ("Compensation Plan") in Resolution No. 37-11; and

WHEREAS, following adoption of the Compensation Plan, several Committees of the County Board determined that the Compensation Plan should be amended to provide additional compensation to General Employees who are called into work or who provide on call services in the course of their County employment.

NOW, THEREFORE BE IT RESOLVED, that the 2012 Compensation Plan is amended as follows:

Page 2:

Courthouse and Human Services Employees

~~On Call Pay: Maintenance Mechanics who are "on call" shall receive thirty dollars (\$30.00) per weekend, and thirty dollars (\$30.00) per holiday "on call." In addition, such employees shall be paid for time worked at the prevailing rate each time the employee reports to the workplace to respond to a call. It is understood that no employees shall be "on call" on a weekday.~~

~~On Call Pay Deputy Emergency Government: In the event the Deputy Emergency Government Coordinator is scheduled to be "on call" outside his/her normal working hours, she/he will be compensated at the rate of fifteen dollars (\$15.00) per day for each weekday, thirty dollars (\$30.00) per holiday, and thirty dollars (\$30.00) per weekend so scheduled. On call compensation will not be paid, and no on call responsibilities will be required, on days on which the Deputy Emergency Government Coordinator is on vacation, on sick leave, or otherwise unavailable for on call duty.~~

On-Call: Employer shall compensate and designate on-call personnel, in addition to normal salary, as follows:

<u>Monday through Friday</u>	<u>\$25.00 per day</u>
<u>Saturday and Sunday</u>	<u>\$35.00 per day</u>
<u>Holidays</u>	<u>\$40.00 per day</u>

On-call employees will respond to a problem within an hour or less.

Page 6:

Professional Employees

Call In: Any employee who is called to work away from home outside of his/her regular schedule of hours (whether or not the employee is on-call), shall be paid for time worked at the prevailing rate. Any employee who receives a call from or about work, authorized by a supervisor, (whether or not the employee is on-call) and requiring the employee to provide services for the County shall likewise be paid for time worked at the prevailing rate. A call to work away from home must be approved by ~~an employee's immediate~~ a department supervisor. Any employee who receives a call to work at home shall attempt to contact ~~his/her~~ a department supervisor for prior approval.

Page 8:

Public Health Nurses

Call-in Pay: An employee called in to work other than his/her scheduled time shall be paid for time worked at the prevailing rate. An employee must be authorized and instructed by ~~his/her~~ a department supervisor to provide services for the County without actually reporting to work and if so authorized and instructed shall be paid for time worked at the prevailing rate.

BE IT FURTHER RESOLVED, that all other provisions of the Compensation Plan that was adopted in Resolution No. 37-11, as amended by Resolution Nos. 5-12 and 22-12 are unchanged and remain in full force and effect; and,

BE IT FURTHER RESOLVED, that these amendments to the Compensation Plan are effective upon passage by the County Board.

Fiscal Note: Required funds are included in the 2013 County Budget.

Fiscal Impact: NONE

Robert R. Westby
Richard C. Boockmeier
Mary Cupery
Vern E. Gove
Andy Ross, Chair
EXECUTIVE COMMITTEE

Motion was made to adopt the Resolution by Martin, second by Baebler.

Joseph Ruf, Corporation Counsel/Human Resources Director, gave a brief explanation of the proposed changes.

The resolution was adopted.

RESOLUTION NO. 2-13

WHEREAS, on January 18, 2012, the Columbia County Board of Supervisors enacted Ordinance No. 128-12 which amended Columbia County Code of Ordinances Title 7 – Human Resources; and,

WHEREAS, as part of Ordinance No. 128-12, the County Board adopted new Policies and Procedures for General Employees, Field Employees of the Highway and Transportation Department, Columbia Health Care Center Employees and Non-Sworn Staff of the Sheriff's Office, and a new Operations Manual for Management; and,

WHEREAS, since the enactment of Ordinance No. 128-12, several County Board Committees determined that certain provisions of the Policies and Procedures and the Operations Manual for Management should be amended.

NOW, THEREFORE BE IT RESOLVED, that the Policies and Procedures and the Operations Manual for Management are hereby amended as follows:

Policies and Procedures for General Employees:

Title Page:

Columbia County, Wisconsin
Policies and Procedures
For Employees in

Accounting, Building and Grounds, Child Support, Clerk of Courts' Office, County Clerk's Office, District Attorney's Office, Emergency Management, Health and Human Services, Human Resources, Judicial Assistants, Land and Water Conservation, Land Information, Management Information Services, Planning and Zoning, Register in Probate, Register of Deeds, Solid Waste, Treasurer's Office and Veterans' Service Office

Pages 6-7:

Overtime and How You Are Paid

Upon occasion, your supervisor may find it necessary to extend your work day. Your hourly rate of pay will apply to each hour worked to a maximum of 40 hours per week. Any hours worked in excess of forty (40) hours in any given week will be compensated at one and one-half (1.5) times the employee's hourly rate of pay. However, all work performed on Saturdays, Sundays or holidays will be compensated at the overtime rate, regardless of the number of hours worked in that week. All overtime must be authorized by the employee's department head or his/her designee. Overtime will not be paid twice for the same hours worked. All overtime pay will be included in the pay check following the pay period in which the overtime was worked. Vacation, personal holidays, sick leave, and compensatory time used are not considered as time worked when overtime is computed. This compensation may come in the form of time off or in pay, as determined by department management.

Call-in Pay

Employees who are called into work to respond to an emergency or pre-approved situation will be paid at the rate of one and one-half (1.5) times the normal hourly rate with a minimum of two (2) hours. "Emergency" shall be defined as a situation that endangers public, employee or building safety/security.

Policies and Procedures for: General Employees Page 10; Columbia Health Care Center Employees, Page 12; Field Employees of the Highway and Transportation Department, Page 10; and, Operations Manual for Management, Page 22-23: Holidays

If a holiday falls on a Saturday, the County will recognize that holiday on the preceding Friday; Sunday holidays will be recognized on the following Monday. If consecutive holidays (such as Christmas Eve Day and Christmas Day) fall on a Friday and Saturday or a Sunday and Monday (as they will in 2021 and 2022 respectively) the County Board will determine and announce the applicable holiday schedule by October 1 of the year preceding the year in which the first three holidays (Christmas Eve Day, Christmas Day and New Year's Eve Day) will be recognized.

Personal Holidays must be approved by department management and scheduled in advance. ~~They must be taken in full work day increments (either 7.5 hours or 8.0 hours). Employees are eligible to take personal holidays after six (6) months of employment.~~

Because the Sheriff's Office (SO) and the Columbia Health Care Center (CHCC) are both around-the clock operations, they have different holiday schedules than the rest of the County departments.

Policies and Procedures for: General Employees Page 11; Field Employees of the Highway and Transportation Department, Pages 11-12; Columbia Health Care Center Employees, Pages 12-13; Non-Sworn Staff of the Sheriff's Office, Pages 10-11 and, Operations Manual for Management, Page 23:

Vacation

Accrual: Employees earn paid vacations based on his/her anniversary date in accordance with the following schedule:

Full Years of Continuous Employment	Weeks of Vacation
6 months	1 (5 days)
1	1 (5 days)
2-4	2 (10 days)
5-11	3 (15 days)
12-17	4 (20 days)
18+	4 weeks (20 days)
18 years and hired before 12/31/1995:	4 weeks (20 days) + one
<u>18+ (For employees hired before 12/31/2011)</u>	additional day for each additional year of service to a maximum of 30 days of vacation per year

Earned vacation ~~credits shall~~ will be used in the anniversary year following that in which ~~they have been~~ it was earned. Vacation ~~credits not~~ will not used within the anniversary year after which ~~they have~~ it has been earned ~~shall~~ will automatically be carried over into the next anniversary year. ~~They , but that vacation~~ must be used within 90 days of the next anniversary year day it is carried over. If it is not used within ~~that time frame~~ ninety (90) days, the vacation ~~days~~ will be lost. (Note: This paragraph does not apply to Sheriff's non-sworn staff. Separate policies established by the Sheriff apply.)

Department Heads will receive four (4) weeks of vacation upon hire in the year in which they are hired. In subsequent years, Department Heads will earn and four (4) weeks of vacation beginning on the anniversary date of his/her hire as a Department Head each year thereafter. After 18 years of employment, Department Heads will receive vacation according to the schedule shown above. Vacation benefits that were approved for specific department heads prior to January 1, 2012, as a condition of hire or continued employment shall remain in full force and effect.

Department management is responsible for scheduling vacations and personal holidays for the department's staff and for themselves to ensure the most efficient operation of the department. Length of employment shall not be used to schedule vacations or personal holidays in such a way that advantages some employees over others. Policies and Procedures for: General Employees Pages 11-12; and, Operations Manual for Management, Page 20:

Compensatory Time Off

There are two classifications of Compensatory Time:

- Banked Compensatory Time: earned and not taken prior to 12/31/2011;
- Current Compensatory Time: earned in the current and subsequent calendar years and not to exceed 40 hours at any given time.

Banked Compensatory Time has been converted to dollar amounts equal to the rate of pay in effect on December 31, 2011 multiplied by the number of hours of compensatory time earned but not taken as of December 31, 2011. When the Banked Compensatory Time is taken, the appropriate dollar amount will be withdrawn from the bank. The withdrawal will be made by multiplying the employee's current rate of pay by the number of compensatory time hours taken. Any Banked Compensatory Time that has not been taken at the time of retirement or termination will be paid to the employee.

Current Compensatory Time will not exceed 40 hours at any given time. Any accumulations over that maximum, will be paid out as overtime and have a direct impact on the budget of each department. Management is responsible for ensuring that compensatory time is controlled and that no employee exceeds the forty (40) hour limit. Each department head's control of compensatory time will be a major factor in his/her evaluation because of its impact on budgetary matters. While some elected officials have opted to not participate in the Management Performance Evaluation System (which is their right), all department heads, including elected officials, will be subject to a budgetary performance evaluation which will be done in conjunction with the annual Budget Review, conducted by each Governing Committee and reviewed by the Executive and Finance Committees.

Compensatory time may be taken in fifteen (15) minute increments up to the allowed maximum of forty (40) hours, but as with all time off, compensatory time must be approved by the department head or his/her designee. Compensatory time off may be used in conjunction with other paid time off, with the approval of department management.

Management has the right to direct employees to use accumulated compensatory time.

Policies and Procedures for: General Employees Pages 12-13; Field Employees of the Highway and Transportation Department, Pages 12-13; Columbia Health Care Center Employees, Pages 13-14; Non-Sworn Staff of the Sheriff's Office, Pages 12-13 and, Operations Manual for Management, Pages 23-24:

Leaves of Absence

Bereavement Leave

Paid time off is granted to an employee in the event of a death in his/her family. The length of time off is specified in the Bereavement Policy Chart (Exhibit A - Appendix.)

With management approval, compensatory time, if available, holiday, ~~or~~ vacation time or sick leave may be used to extend the bereavement leave.

Add to Appendix A:

Three (3) days bereavement leave granted on the death of the employee's brother-in-law or sister-in-law.

Sick Leave

Eligible county employees earn sick leave at the rate of one (1) working day per month, or major fraction of each month worked, up to an accumulated one hundred twenty (120) days. To be eligible for sick leave, employees must be classified as full-time or regular part-time ~~and must have been employed with the County for at least six (6) months.~~ This accumulation begins on the employee's first day of employment.

When an employee is going to be absent from work for any reason, he/she is to notify management as early on the first day of absence as possible. This is necessary so that arrangements can be made to ensure that the tasks for which the employee is responsible will be completed as required. Sick leave will be granted when an employee must be absent for work for the following reasons:

- ~~An employee's own~~ The illness or disability of the employee, employee's dependent child, or a family member for whom the employee has caregiving responsibilities, including maternity;
- Reasonable medical or dental attention of the employee, employee's dependent child, or a family member for whom the employee has caregiving responsibilities, that cannot be scheduled during non-work hours;
- In conformance with Federal and State Family Medical Leave laws.

An employee who uses three (3) or more days of consecutive sick leave is required to submit a written statement issued by a licensed medical practitioner to substantiate the medical reason for the absence. An employee who has been hospitalized for any reason or who has undergone a surgical procedure is required to submit a physician's statement that indicates the employee is able to return to work. This is required if the employee is cleared to return to work on either a full-time or part-time basis; and the statement must indicate the terms under which the employee is able to resume his or her duties.

Unused sick time will accumulate from year to year in an employee's sick leave account to a maximum of one hundred twenty (120) days. Ninety percent (90%) of the sick time balance will be paid to the employee at the time of retirement or to the employee's estate in the event of death.

Donated Sick Leave

With the approval of the department head and the Human Resources Committee, an employee may donate up to five (5) unused sick leave days to a fellow employee who has exhausted all other benefits including Family and Medical Leave.

Policies and Procedures for: General Employees Page 16; Field Employees of the Highway and Transportation Department, Page 16; Columbia Health Care Center Employees, Pages 19-20; and, Operations Manual for Management, Pages 35-36:

Prescription Drug Usage

If an employee whose position affects public safety where the inability or impaired ability to perform essential functions will result in a significant risk of substantial harm to the health or safety of the individual or others is taking any legally prescribed medication, therapeutic drug, or any non-prescription drug which contains any measurable amount of alcohol or which carries a warning label that indicates the employee's mental functioning, motor skills or judgment may be adversely affected by the use of this medication ~~work-related duties~~, he or she must notify his/her supervisor ~~B~~efore performing any work related duties. A written report of this notification is to be filed by the supervisor with the department head. It is the responsibility of the employee to inform his/her physician of any types of safety-sensitive functions that he/she performs in order that the physician may determine if the prescribed substance could interfere with the safe and effective performance of the employee's duties or the operation of County equipment.

However, as required by the Federal Regulations, any employee who uses or possesses medication containing alcohol while on duty or who tests positive for alcohol will be removed from his/her position and subject to the provision of this policy, even though the reason for the positive alcohol test is the fact that the employee's prescription or nonprescription medication contains alcohol.

A legally prescribed drug is one where the employee has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. The prescription must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing County business is prohibited by County policy. (Note: This section does not apply to Sheriff's Non-Sworn Staff. Separate policies established by the Sheriff apply.)

Policies and Procedures for: General Employees Pages 23-26; Field Employees of the Highway and Transportation Department, Pages 23-27; Columbia Health Care Center Employees, Pages 26-29; Non-Sworn Staff of the Sheriff's Office, Page 17-20 and, Operations Manual for Management, Page 28-31:

The Columbia County Grievance Procedure

A grievance is a dispute regarding an employee's discipline or termination of employment or a dispute concerning workplace safety. No grievance shall be processed under this procedure unless it is in writing and contains all of the following:

- A. The name and position of the grievant;
- B. A clear and concise statement of the grievance;
- C. The issue involved;
- D. The relief sought;
- E. The date the incident or alleged violation took place;
- F. The specific section of County policy or workplace safety rule alleged to have been violated;
and
- G. The signature of the grievant and the date.

1. The term "days" means all calendar days, Sunday through Saturday, including weekends and holidays regardless of whether the employee is scheduled to work. The time within which an act is to be done under this procedure shall be computed by excluding the first day and including the last day.

2. A "grievant" is an employee as defined by Wisconsin Statutes governing this grievance procedure. A grievant shall personally present his or her case at each stage of this procedure. A grievant may select one (1) other person to assist in processing a grievance.

3. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or County rule related to: Safety of the physical work environment; Safe operation of workplace equipment and tools; Provision of protective equipment, training and warning requirements; Workplace violence and accident risk.

4. "Discipline" means suspension or demotion resulting in loss of pay or benefits. Discipline does not include oral or written reprimands, performance reviews, work plans or other employment action that does not result in loss of pay or benefits.

5. "Termination" means discharge from employment. Layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedure

Filing a Grievance. Within ten (10) days after the facts upon which a grievance is based are known, or should have reasonably become known, an employee shall present a written grievance to the County Human Resources ("HR") Department on the required County grievance form. (Exhibit B - Appendix.) The County HR Department shall determine if the grievance is timely, if the subject matter of the grievance is within the scope of this procedure and if the grievance has been otherwise properly processed.

HR Committee Review. A grievance that the County HR Department determines to be properly and timely filed will be reviewed by the HR Committee of the Columbia County Board of Supervisors during a regularly scheduled monthly HR Committee meeting. Grievances shall be scheduled at the discretion of the HR Committee Chair. The grievant may request that the Human Resources Committee review the grievance in a closed session. The Human Resources Committee has the discretion to grant or deny that request. If the grievance is reviewed in a closed session, the Committee's decision will be made in open session. The Human Resources Committee may take one of three actions:

- Uphold the action taken by department management;
- Reverse the decision made by department management; or
- Refer the grievance to the department's governing committee for review. That committee's recommendation will be referred back to the Human Resources Committee for final action.

The HR Committee's decision concerning a grievance will be recorded in the HR Committee meeting minutes.

Review by Impartial Hearing Officer ("IHO"). Five (5) days following the final approval of the HR Committee meeting minutes containing a grievance decision, a grievant may file a written request with the County HR Department seeking IHO review of the grievance.

An IHO shall be appointed by the County Board Chair or designee. Any costs incurred by the IHO will be paid by the grievant. The IHO will convene a hearing at a date and time mutually convenient to all parties. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The grievant shall have the burden of proof in all cases. The IHO may apply relaxed standards for the admission of evidence, including allowing the admission of hearsay. The IHO shall provide the parties with a written decision within thirty (30) days following the hearing.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from or modify the terms of any County policy, statute, or work rule. The IHO shall deny the grievance if a rational basis exists for the County's action.

Appeal to the County Board. Either party may appeal an adverse determination by an IHO to the Columbia County Board of Supervisors. A written notice appealing an IHO's decision shall be filed in the County Clerk's Office within ten (10) days following the date of the IHO's written decision. The IHO's decision shall be reviewed at a regular monthly County Board meeting, which will be scheduled at the discretion of the County Board Chair.

The County Board will consider grievance appeals in open session and will make its decision based on the written decision of the IHO. The County Board will not conduct a new hearing or examine the records, evidence and testimony that were produced at the hearing before the IHO. The County Board shall decide the appeal by a simple majority vote of the members present, either affirming or reversing the IHO's written decision. The County Board's decision concerning an appeal will be recorded in the monthly Proceedings of the County Board and shall be binding on all parties.

Timelines

A grievant's failure to process a grievance within the time limits set forth in this procedure shall constitute waiver of the grievance which will then be considered resolved. To encourage that grievances are addressed in a prompt manner, the time limits set by this procedure are intended to be strictly observed and may not be extended without the express written consent of the County Board Chair.

Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure prevents County employees from addressing concerns regarding matters not subject to the grievance procedure with County managers and elected officials.

I Don't Have a Grievance (as it is defined above) but I Do Have a Problem - What Can I Do?

The Definition of a "Problem"

It must be understood that, subject to applicable law, ~~that~~ the County has the right to determine the number of employees, the duties of each employee, the nature and place of the work, and all other matters pertaining to the management and operation of the County, including the hiring, promoting, transferring, demoting, suspending or discharging for just cause an employee. This also includes the right to assign and direct employees, to schedule work and to establish and enforce policies and procedures. That notwithstanding, the County also recognizes that all employees should have access to a process to resolve any issues that he/she may have in conjunction with his/her job.

To address that, a complaint procedure has been established that provides employees with an avenue to resolve any issues which impede his/her ability to perform his/her job duties. This process does not include situations involving harassment, discrimination, retaliation or other prohibited conduct which were discussed earlier and for which another process has been established.

The Procedure to Resolve that Problem or Issue

The County has established a complaint procedure that provides employees with an avenue to resolve any issues they may have (not to include harassment, discrimination or retaliation which were discussed earlier, and for which another process has been established).

An employee who has a complaint about any aspect of his/her employment, should schedule a meeting with department management to explain the problem, and to define what measurements need to be taken to resolve the issue. The problem and the employee's recommendation for solving the concern should be put in writing before that meeting. If the complaint involves the immediate supervisor or department head, the employee's first step is to schedule a meeting with the Human Resources Director. Either ~~Department~~ department management or the Human Resources Director may find that the complaint has no merit; ~~however,~~ In that event, the employee may request that the complaint be heard by the department's governing committee. Both the employee and the Human Resources Director or his/her designee will attend that meeting. The employee may request that this hearing be held in a Closed Session. The governing committee has the option of agreeing with the request or denying it.

If the complaint is not resolved at that level, the employee, accompanied if he or she chooses, by a mentor of his or her own selection, will meet with the Human Resources Committee. The employee may, once again, request that this be held in a Closed Session. The Human Resources Committee may agree with that request or deny it. If the Human Resources Committee also rejects the complaint, the employee can file for a "Peer/Supervisory" review. The ~~That~~ review ~~would~~ will be conducted by the Human Resources Director; ~~included in the panel is~~ will be the employee, two peers of his/her choosing, two peers chosen by the Human Resources Committee, the employee's immediate supervisor, and a member of the Executive Committee of the County Board of Supervisors. This review is scheduled with the understanding that the decision of this panel will be final. The employee may, once again, request that this be held in a Closed Session. The members of this Peer/Supervisory review panel may agree with that request or deny it. A written summary of the findings and basis of the decisions of each of the committee reviews will be provided and will be made available to the Supervisory/Peer Review Panel.

All of the reviews must all be scheduled within sixty (60) days of the filing of the complaint and resolved within ninety (90) days.

Policies and Procedures for Field Employees of the Highway and Transportation Department, Pages 30-31:

Reimbursement for Purchase and Use of Safety Equipment

~~If a~~Any employee who is required by the County or by any Federal or State regulatory agency to wear any particular type of uniform, special clothing, or protective gear, the ~~County will purchase the necessary equipment and the employee will reimburse the County for fifty percent (50%) of the cost of such equipment through payroll deduction.~~ employee will receive an annual Safety Clothing Allowance of fifty dollars (\$50) for the purchase of the required apparel or gear. Failure to purchase or wear such required apparel or gear will result in disciplinary action up to and including termination.

Upon the submission of an original receipt, the County will provide a reimbursement not to exceed fifty dollars (\$50.00) per calendar year for the purchase/replacement of prescription safety glasses with lenses that meet ANSI Standards as approved by an optometrist.

Employees who are required to wear safety shoes will be reimbursed \$100.00 per calendar year for the purchase of steel toed safety shoes, upon the submission of an original receipt for the purchase.

Operations Manual for Management Page 28:

Staff Reductions

Should the County find it necessary to implement cost saving staffing measures, both short-term furloughs or employee lay-offs will be considered. However, each employee's knowledge, skills, abilities and value to the department as a whole must be the determining factors in managements' decision on which employees will be impacted by the implementation of the cost-saving measures that have been decided upon. It is imperative that each employee's knowledge, skills and abilities be addressed in the annual evaluation that is given to each employee. This will ensure that the staffing decisions are based on consistent and objective factors that are defensible and justifiable. Final staffing decisions will be made by the department head in collaboration with his/her governing committee as well as the advice and counsel of the Human Resources Director.

Operations Manual for Management Page 13:

Special Provisions for the Highway and Transportation Department

On-Call and Call-In Pay for Managerial Employees

The Operations Superintendent, Shop Superintendant and Patrol Superintendants shall receive compensation in addition to their regular salaries according to the following schedule:

Weekend on-call duty \$100 per weekend

Holiday on-call duty \$50 for a 1 to 2 day holiday
that falls on Monday – Friday

Call in pay \$25 for each event to which managerial employees are required to respond in
person. Paid in addition to on-call pay listed above.

BE IT FURTHER RESOLVED, that all other provisions of the Policies and Procedures and the Operations Manual for Management that were enacted in Ordinance No. 128-12, as amended by Resolution Nos. 4-12, 21-12, 29-12 and 32-12 are unchanged and remain in full force and effect; and,

BE IT FURTHER RESOLVED, that these amendments to the Policies and Procedures and the Operations Manual for Management are effective upon passage by the County Board.

Fiscal Note: Required funds are included in the 2013 County Budget.

Fiscal Impact: NONE

Robert R. Westby
Richard C. Boockmeier
Mary Cupery
Vern E. Gove
Andy Ross
EXECUTIVE COMMITTEE

Motion was made to adopt the Resolution by Cupery, second by Baumgartner.

Motion was made by Wingers to amend the Operations Manual for Management under Vacation for Department Heads to read: Department Heads will receive four (4) weeks of vacation in the year in which they are hired. In subsequent years, Department Heads will earn four (4) weeks of vacation on the anniversary date of his/her hire as a Department Head. Second was made by Martin.

The motion to amend carried.

The resolution, as amended, was adopted.

RESOLUTION NO. 3-13

WHEREAS, Federal monies are available under the Community Development Block Grant Program, administered by the State of Wisconsin, Department of Administration, Division of Housing, for the primary purpose of providing affordable housing initiatives and housing improvements; and

WHEREAS, Columbia County serves as Lead County for the Wisconsin Southern Housing Consortium and as such, is responsible for procuring administrative services; and

WHEREAS, after due consideration, COLUMBIA COUNTY has recommended that MSA Professional Services, Inc. be hired to administer the Community Development Block Grant (CDBG) for the following types of projects:

- DOWNPAYMENT AND CLOSING COST ASSISTANCE
- HOUSING REHABILITATION
- RENTAL UNIT REHABILITATION
- CONVERSION OF SPACE (ACQUISITION/DEMOLITION)

WHEREAS, it is necessary for the County Board to approve the hiring of a program administrator for COLUMBIA COUNTY's CDBG funds; and

WHEREAS, the Columbia County Revolving Loan Fund/Housing Committee has reviewed the proposal for administration of the Housing Program.

NOW, THEREFORE, BE IT RESOLVED, that the Columbia County Board does approve and authorize the hiring of MSA Professional Services, Inc. for administration of the Southern Housing Consortium CDBG Housing Program; and

BE IT FURTHER RESOLVED, that the Columbia County Board Chairman is hereby authorized to sign all necessary documents on behalf of Columbia County; and

BE IT FURTHER RESOLVED, that authority is hereby granted to the Columbia County Revolving Loan Fund/Housing Committee to take the necessary steps to comply with all requirements and guidelines set forth by the State of Wisconsin, Department of Administration to manage the administrative responsibilities on behalf of the Southern Housing Consortium.

Fiscal Note: NONE

Fiscal Impact: NONE

Andy Ross
Mark A. Witt
JoAnn Wingers
Vern Gove
John H. Tramburg
REVOLVING LOAN FUND/HOUSING COMMITTEE

Motion was made to adopt the Resolution by Konkel, second by Teitgen.

Kari Justmann, representative from MSA Professional Services, Inc., was in attendance and entertained questions from the Board. It was asked that MSA Professional Services, Inc. provide an annual report to the Board.

The Resolution was adopted.

ORDINANCE NO. 135-13

The Columbia County Board of Supervisors do ordain as follows: That Title 7 of the County Code, is hereby amended as follows:

TITLE 7

Chapter 1 Human Resources

- Appendix A: Policies and Procedures for General Employees
- Appendix B: Policies and Procedures for Field Employees of the Highway and Transportation Department
- Appendix C: Policies and Procedures for Columbia Health Care Center Employees
- Appendix D: Policies and Procedures for the Non-Sworn Staff of the Sheriff's Office
- Appendix E: Operations Manual for Management

Chapter 1

Human Resources

- 7-1-1** Human Resources Administration System
- 7-1-2** Classification of Positions
- 7-1-3** Compensation Plan
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- 7-1-9** Selection and Placement of Department Head Positions
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- 7-1-11** Miscellaneous Provisions

Sec. 7-1-1 Human Resources Administration System.

- (a) **Authority.** This Chapter is promulgated under the authority of Sec. 59.22(2)(c), Wis. Stats., as amended, and may be amended by the Columbia County Board of Supervisors in the same manner as adopted. The County Board possesses the sole right to operate County government and all management rights repose in it. These rights include, but are not limited to, the following:
 - (1) To direct all operations of the County government.
 - (2) To establish equitable work rules and schedules of work.
 - (3) To hire, promote, transfer, schedule, and assign employees to positions within the County.

- (4) To suspend, demote, discharge, and take appropriate disciplinary action for cause.
 - (5) To relieve employees from their duties because of lack of work, funds, or any other legitimate reasons.
 - (6) To maintain efficiency and services of County government operations.
 - (7) To apply whatever action is necessary to comply with State and/or Federal law.
 - (8) To introduce new or terminate existing methods or facilities.
 - (9) To change or modify existing methods or facilities.
 - (10) To determine the kinds and amounts of services to be performed as pertains to County government operations, and the number and variations of classifications to perform such services.
 - (11) To contract out for goods, and services.
 - (12) To determine the methods, means, and personnel by which County operations are to be conducted.
 - (13) To take whatever action is deemed necessary to carry out the operations of County government in situations of emergency.
- (b) **Purpose.** The purposes of this Chapter shall be to establish a system of Human Resources Administration that meets the needs of Columbia County government. This system shall include policies and procedures to recruit, select, develop and maintain an effective, efficient, and responsible work force for the County that meets all Federal Merit System and Affirmative Action Guidelines. This Chapter shall be based on the following objectives:
- (1) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.
 - (2) To provide equitable compensation for all employees.
 - (3) To require good job performance, reward exceptional performance, and correct inadequate performance in a fair and timely manner.
 - (4) To assure fair treatment of all applicants and employees in all aspects of human resources administration without regard to political affiliation or beliefs, race, color, national origin, creed, sex, age, family/marital status, handicap, and with proper regard for their rights as citizens.
 - (5) To protect employees against coercive political activities and to prohibit the use of their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.
 - (6) To provide an opportunity to appeal decisions.
- (c) **Scope.** This Chapter shall govern human resources administration for all employees and departments of the County of Columbia, except the following:
- (1) Members of the Columbia County Board of Supervisors.
 - (2) Elected County officials.
 - (3) Members of boards, commissions, committees, and judges when they are acting in that capacity.
 - (4) Students engaged in field training.
 - (5) Volunteer workers.
 - (6) Persons employed to make or conduct a temporary special inquiry investigation or examination on behalf of Columbia County (those under contract).
 - ~~(7) Employees represented by unions specific policies are not addressed by the collective bargaining agreement.~~
 - (7) Sheriff's sworn staff where specific policies are addressed by the collective bargaining agreement.
- (d) **Human Resources Function.**
- (1) **Organization.** There shall be in Columbia County government a Human Resources Department under the direction of the Human Resources Committee.
 - (2) **Human Resources Committee.**
 - (a) There shall be a five (5) member Committee known as the Human Resources Committee.
 - (b) Duties of the Committee shall be:
 1. To provide advice and counsel on all aspects of public human resources administration and monitor the human resources system effectiveness.
 2. To review and adopt personnel policies for execution of the County's human resources function in accordance with this Chapter.

3. To foster the development, implementation, and execution of an Affirmative Action Plan, American with Disabilities Act Plan, and Equal Employment Opportunities Commission Plan.
 4. To make recommendations to the County Board to bring all relevant laws, rules, and regulations into conformity with this Chapter.
 5. To serve as the final internal appeal level under this Chapter for employees complaints, when the Human Resources Committee is not the direct supervisor of the complainant. When the Human Resources Committee is the direct supervisor of the complainant, the Executive Committee will fulfill this function. (Determination of this committee is binding upon the employer in cases of discrimination.)
 6. The Human Resources Committee shall establish Policies and Procedures and an Operations Manual for Management. Changes to the Policies and Procedures and the Operations Manual for Management shall require approval of the County Board by resolution be recommended by the Human Resources Committee, but made by the Executive Committee, after approval by the Finance Committee in the event that the revision would have a financial impact on the County. Any revisions approved by the Finance Committee will be reviewed by the Executive Committee prior to approval by the County Board. All approved changes to the Policies and Procedures and the Operations Manual for Management shall be distributed to all departments by the Human Resources Director.
- (3) **Human Resources Department.**
- a. There shall be a Human Resources Department. The head shall be the Human Resources Director who shall be hired and appointed pursuant to County Ordinance and serve in the same manner as other department heads.
 - b. The Human Resources Director shall direct the Department's activities and appoint its employees with approval of the Human Resources Committee.
- (e) **Intergovernmental Cooperation.** The Human Resources Director shall cooperate with other governmental agencies regarding personnel tests, recruiting, training.
- (f) **Department Heads.** Department heads shall cooperate with the Human Resources Director in all areas covered under this Chapter, the Policies and Procedures and the Operations Manual for Management.
- (g) **Unlawful Acts Prohibited.**
- (1) No person shall make any false statement, certificate, mark, rating or report, or in any manner commit, or attempt to commit, any fraud preventing the impartial execution of this Chapter and policies.
 - (2) No person shall directly or indirectly give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for any appointment, proposed appointment, promotion or proposed promotion or advantage, in a position in the County service.
 - (3) No person shall deprive another of any right granted by this Chapter or furnish to any person any confidential information for the purpose of affecting the rights or prospects of any person with respect to employment in the County service.
- (h) **Sexual Harassment Policy.** It is the policy of Columbia County that sexual harassment in County employment is illegal. ~~and~~ The County's policy is further enumerated in the Policies and Procedures and the Operations Manual for Management.
- (i) **Equal Employment Opportunity.** Columbia County assures equal employment opportunity and affirmative action in the application of its human resources administration as enumerated in the Policies and Procedures and the Operations Manual for Management.

Sec. 7-1-2 Classification of Positions.

Columbia County shall maintain a Classification Plan to be governed by the Human Resources Committee. The purpose of the Classification Plan is to provide a system of standardized titles and standardized job descriptions for effective planning and budgeting, standards of job performance, fair and equitable pay, valid selection and recruitment programs.

Sec. 7-1-3 Compensation Plan.

Columbia County shall maintain a current and equitable Compensation Plan for all employees (reviewed annually). This Compensation Plan shall include the schedule of pay ranges consisting of minimum and maximum rates of pay for all classes of positions in the County service. The objective of the Compensation Plan shall be:

- (a) To provide an appropriate salary structure in order to recruit and retain an adequate number of competent employees; and
- (b) To provide appropriate pay incentive for high employee productivity.

Sec. 7-1-4 Recruitment; Applicant Evaluation; Appointment; Promotion.

It shall be the policy of the County to recruit and select the most qualified persons for positions in the County's service. Recruitment and selection shall be conducted in an affirmative manner to insure open competition, provide equal employment opportunity, affirmative action, and compliance with the Civil Rights Act and American with Disabilities Act. Whenever possible, vacancies shall be filled from within County service by qualified individuals.

Sec. 7-1-5 Performance Evaluation; Disciplinary Procedure; Grievance Procedure; Employee Orientation and Training; Exit Interviews.

It shall be the policy of Columbia County to have a performance evaluation system, a disciplinary procedure, a grievance procedure, employee orientation and training, and to conduct exit interviews when appropriate.

Sec. 7-1-6 Records Management.

It shall be the policy of Columbia County that an effective personnel records management system be developed and maintained that meets all Federal and State law and County needs.

Sec. 7-1-7 Fringe Benefits.

It shall be the policy of Columbia County to provide fringe benefits as set forth in the Policies and Procedures and the Operations Manual for Management.

Sec. 7-1-8 Conditions of Employment.

The conditions of employment applying to all employees of Columbia County are as set forth in the Policies and Procedures and the Operations Manual for Management.

Sec. 7-1-9 Selection and Placement of Department Head Positions.

Department Head positions shall be filled in conformance with the procedures in the Policies and Procedures and the Operations Manual for Management.

Sec. 7-1-10 Separate Policies and Procedures for General Employees, Field Employees of the Highway and Transportation Department, Columbia Health Care Center Employees, and Non-Sworn Staff of the Sheriff's Office.

There shall be separate Policies and Procedures for the General Employees, Field Employees of the Highway and Transportation Department, Columbia Health Care Center Employees, and Non-Sworn Staff of the Sheriff's Office.

Sec. 7-1-11 Miscellaneous Provisions.

- (a) There shall be established such miscellaneous provisions as deemed appropriate in the Policies and Procedures and the Operations Manual for Management. In the event of contradictory language on personnel matters in the manuals of other departments, the language contained in the Policies and Procedures and the Operations Manual for Management shall supersede the language contained in other department manuals.

- (b) The Policies and Procedures and the Operations Manual for Management shall, at all times, be in conformance with Federal and State laws.
- (c) Changes to the Policies and Procedures and the Operations Manual for Management shall be submitted to the County Board as Resolutions recommended by the Human Resources Committee, but made by the Executive Committee, after approval by the Finance Committee in the event that the revision would have a financial impact on the County. Any revisions approved by the Finance Committee will be reviewed by the Executive Committee prior to approval by the County Board. and shall become effective upon passage.
- (d) The effective date of this amended ordinance shall be January 1, 2012.
- (e) All Personnel Policies and Procedures and Operations Manuals for Management previously adopted by the County Board are superseded by this Chapter and by the Policies and Procedures and the Operations Manual for Management adopted in this Chapter.

Fiscal Note: None

Fiscal Impact: None

DATE PASSED: January 16, 2013

DATE PUBLISHED: January 21, 2013

Andy Ross, Chair
COLUMBIA COUNTY
BOARD OF SUPERVISORS
Susan M. Moll
COLUMBIA COUNTY CLERK

Motion was made by Pufahl, second by Rashke, to adopt.

Motion by Kessler to amend Sec. 7-1-1(c)(7) to read: Sheriff's sworn staff where specific policies are addressed by the collective bargaining agreement. Second was made by Rashke.

The motion to amend carried.

The ordinance, as amended, was passed and is to be known as Ordinance 135-13.

Gove moved adjournment of this meeting to Wednesday, March 20, 2013 at 9:45 a.m. Second was made by Field. The motion carried. The meeting adjourned at 12:02 p.m.

Minutes of Columbia County Board of Supervisor meeting are considered Draft until approved at a subsequent County Board Meeting. Complete minutes are on file in the County Clerk’s Office or can be viewed on the County Website at www.co.columbia.wi.us after publication.