



AGENDA

PERSONNEL AND VETERANS SERVICE

Friday, September 12, 2014

9:30 a.m.

Jury Assembly Room

Lower Level, Courthouse Annex

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Approve minutes of August 8, 2014
5. Discuss/consider recommend County Board approve elimination of the Community Support Worker position and create an additional Mental Health Case Manager position at HHSD, contingent on Finance Committee approval, action if any
6. Discuss /consider WIPFLI study results as it pertains to the 40 hour work week, action, if any
7. Discuss/consider authorizing committees of jurisdiction to recognize retiring employees, action if any
8. Discuss/consider recommending County Board approve Amendment 43 – Marinette County Personnel Policies and Procedures Manual Section 1.10 (b) Classification and Compensation Plans, action if any
9. Human Resources Director's Report:
 - Distribute signed Letter(s) of Understanding
 - Distribute approved amendment(s) to Policies and Procedures
 - Worker's Compensation Report
 - Department of Safety and Professional Services
 - Exiting Employment
 - New Hires
 - Postings
 - Job Descriptions
10. Discuss/consider Schedule of Invoices, action if any
11. Future agenda items
12. Set next meeting date
13. Adjournment

cc: Ken Casper Human Resources Director
Melissa Christiansen Veterans Service Officer
Nick Lakari Posting
Ken Keller County Administration
Joe Policello

PLEASE NOTE: AGENDA ITEMS MAY NOT BE CONSIDERED AND ACTED UPON
IN THE ORDER LISTED

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TDD 715-732-7760)

1926 Hall Avenue, Marinette, WI 54143-1717



MINUTES

Personnel and Veterans Service

August 8, 2014
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Ken Casper, Melissa Christiansen, Ken Keller, and Nick Lakari
MEMBERS EXCUSED: Supervisor Joe Policello
OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Human Resources Director Jennifer Holtger, Finance Director Pat Kass, Sheriff Jerry Sauve, Highway Commissioner Ray Palonen, HHS Director Robin Elsner, Veteran's Service Officer Bill Kowalski, Supervisors Vilas Schroeder and Kathy Just and Peshtigo Times

1. Call to order

Chair Lakari called the meeting to order at 9:30 a.m.

2. Agenda

Motion (Casper/) to approve agenda as amended. Died for lack of second

Motion (Christiansen/Keller) to remove item #10 – WIPFLI study results as it pertains to the 40 hour work week until next Personnel meeting. Motion carried. Voting no – Supervisor Casper

3. Public Comment

None

4. Minutes

Motion (Keller/Christiansen) to approve minutes of June 13, 2014. Motion carried.

5. Two Additional Sheriff Office Deputy Positions

(Main)

Motion (Keller/Christiansen) to recommend County Board approve creation of two additional Sheriff Office deputy positions effective January 1, 2015, contingent on Law Enforcement Committee approval and Finance Committee recommending 2015 funding.

(Amendment)

Motion (Christiansen/Keller) to forward without recommendation to County Board the creation, of two additional Sheriff Office deputy positions effective January 1, 2015, contingent on Law Enforcement Committee approval and Finance Committee recommending 2015 funding. Motion failed. No: 2, Yes: 2, Voting Yes – Supervisors Christiansen and Keller

Main motion failed. No: 2, Yes: 2, Voting Yes – Supervisors Christiansen and Keller

6. Four Additional LTE Highway Positions

Motion (Christiansen/Casper) to recommend County Board create four additional LTE highway positions effective January 1, 2015, contingent on Finance Committee recommending 2015 funding. Motion carried. Exhibit A

Supervisor Christiansen excused at 10:15 a.m.

7. Three Additional Equipment Operator 1 Positions

Motion (Casper/Lakari) to recommend County Board create three additional Equipment Operator 1 positions effective January 1, 2015, contingent on Finance committee recommending 2015 funding and contingent upon state routine maintenance funding source. Motion carried. Voting no – Supervisor Keller Exhibit B

8. Human Resources Department LTE Position

Motion (Keller/Casper) to recommend County Board approve creation of a Human Resources Department LTE position effective immediately, contingent on the Finance Committee approve funding and subject to review if a healthcare consultant returns. Motion carried. Exhibit C

9. Leave of Absence of Courthouse Category Employee

Motion (Casper/Keller) to approve leave of absence of courthouse category employee from August 10, 2014 until September 15, 2014. Motion carried.

10. Human Resources Director's Report

Exhibit D

11. Schedule of Invoices

Committee reviewed June and July Schedule of Invoices totaling \$18,611.89.

12. Future Agenda Items

- WIPFLI study results as it pertains to the 40 hour work week

13. Adjournment

Motion (Casper/Keller) to adjourn at 11:14 a.m. Motion carried.

Next meeting date: Friday September 12, 2014 at 9:30 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:

Position Request Justification For: 4 Additional LTE Staff, Highway

Raymond Palonen – Highway Commissioner

July 22, 2014

Due to the department work load additional LTE staff is needed to perform essential maintenance and construction activities on the county and state highway system. LTE staff allows full time employees to operate equipment generating revenue for the department. LTE staff also accomplishes the needed maintenance work that would not normally be completed due to limited full time staff who are dedicated to completing the department construction and paving projects. In 2014, 5 LTE staff were hired and have performed exceptionally well exceeding the expectations of the management team.

The following are some activities that are crucial for efficient operations:

- *Mowing on the county and state highway system.*
- *Filling potholes and assisting with crackfilling functions.*
- *Responding to general roadway complaints allowing full time staff to focus on completing construction and paving functions.*
- *Performing traffic control functions such as flagging on construction and paving projects.*
- *Painting and maintaining department facilities.*
- *Performing general labor activities on construction and paving projects.*
- *Moving necessary supplies.*
- *Various other department functions.*



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
Governing Committee _____
Personnel Committee _____
Finance Committee _____
County Board _____

Permission to proceed: PK
(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Highway Department
Department Head: Raymond G Palonen
Supervisor: Construction Maint. Supervisor
Position Title: 4 Additional LTE's For 2015 (Total of 10)
Old Position Title: _____
Hours per Week/Year: 40

Account Number(s): 701-30-53210

New Positions:	<input type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input checked="" type="checkbox"/> LTE <u>KA</u>
	<input checked="" type="checkbox"/> Addition of Current Position
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Additional State Revenue + Operating Revenues

Funding taken from: Salaries without retirement (i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: Wipfl
Pay Rate/Salary: \$12.57 - 15.64
Pay Level: 13 @ 75%

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:
Wages: \$ _____ Workers Comp: \$ _____
FICA: \$ _____ Life Insurance: \$ _____
Retirement: \$ _____ Longevity: \$ _____
Other (explain): _____ \$ _____

Total Cost: \$ _____ Finance Initials: _____

Approval*

Department Head: [Signature] 7/21/14
County Administrator: See attached email. 1/1
[Signature] KA 07/21/14

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

[Signature] 8-1-14
[Signature] 8-11-14

Received in the 07/21 + 22/2014 KA

**2015 PROPOSAL FOR:
HIGHWAY - PT**

New Position Start \$12.51 per hour
No Fringes

	Pay Rate	Hours	SALARY	7.65% SOCIAL SECURITY	2015 6.80% RETIREMENT	4.50% WORKER'S COMP	TOTAL
Highway - PT	\$ 12.51	1,199	14,999	1,147	0	675	\$ 16,822
(4) LTE's @ 1199 hours							<u>\$ 67,288</u>

Annual increase for (4) additional LTE positions: \$ 67,288



MARINETTE COUNTY
POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
Governing Committee _____
Personnel Committee _____
Finance Committee _____
County Board _____

Permission to proceed: _____
(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Highway Department
Department Head: Raymond G Palonen
Supervisor: Construction Maint. Supervisor
Position Title: Equipment Operator I (3 new positions)
Old Position Title: _____
Hours per Week/Year: _____
Account Number(s): 701-30-53210

New Positions:	<input checked="" type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input checked="" type="checkbox"/> Addition of Current Position
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Additional State Revenue

Funding taken from: Salaries (i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: Wipfli
Pay Rate/Salary: \$ 16.168 - starting
Pay Level: 13

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:

Wages:	\$ _____	Workers Comp:	\$ _____
FICA:	\$ _____	Life Insurance:	\$ _____
Retirement:	\$ _____	Longevity:	\$ _____
Other (explain):	_____		\$ _____

Total Cost: \$ _____ Finance Initials: _____

Approval

Department Head: _____ 7-25-14
County Administrator: _____ 8-1-14

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

John Smith
8/1/14

**COST OF REQUEST
HIGHWAY - F/T**

7/22/14

ANNUAL COSTS	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.80% 2015 RETIREMENT	1.39 EE 7.91 ER FAMILY H&D	LIFE INS	4.50% WORKER'S COMP	TOTAL
Highway - FT (Minimum) (3) 40 hr. positions at Minimum 16.68/Hour	\$ 34,828		\$ 2,664	\$ 2,368	\$ 16,516	\$ -	\$ 1,567	\$ 57,944
Highway - FT (Midpoint) (3) 40 hr. positions at Midpoint 20.85/Hour	\$ 43,535	\$ -	\$ 3,330	\$ 2,960	\$ 16,516	\$ -	\$ 1,959	\$ 68,301
								\$ 173,831
								<u>\$ 173,831</u>
								<u>\$ 204,902</u>
								Annual increase at minimum
								Annual increase at midpoint



MARINETTE COUNTY
POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
 Governing Committee 08/08/2014
 Personnel Committee 08/12/2014
 Finance Committee 08/12/2014
 County Board 08/12/2014

Permission to proceed: _____
 (County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Human Resources
 Department Head: Jennifer Holtger
 Supervisor: Holtger/Gross
 Position Title: Clerical LTE
 Old Position Title: _____
 Hours per Week/Year: 15 - 20 hours/week

New Positions:	<input type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input checked="" type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Account Number(s): To help with clerical overflow. I.E. filing, scanning personnel files, scanning other HR documentation, assisting with new hire meetings, employment verifications, etc.

Funding taken from: Previous consultant fees. (i.e. salaries with or without fringes)
 To be effective 07/01/2015 immediately per

Budget \$26,150
 spent 8,600
\$17,550

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: Wipfli
 Pay Rate/Salary: \$14.47 - 18.08
 Pay Level: 11 @ 75%

min $19.29 \times 75\% = 14.47$
 midpt $24.11 \times 75\% = 18.08$

Human Resources Initials: KJ

Finance Completes and returns to Administration

Cost of Request:
 Wages: \$ _____ Workers Comp: \$ _____
 FICA: \$ _____ Life Insurance: \$ _____
 Retirement: \$ _____ Longevity: \$ _____
 Other (explain): _____
 Total Cost: \$ SEE ATTACHED \$5,305 - 6,628 Finance Initials: _____

Approval*

Department Head: [Signature] 7/16/14
 County Administrator: [Signature] 7/16/2014
[Signature] 7/16/14

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

**2014 - PROPOSAL FOR:
HUMAN RESOURCES CLERICAL LTE**

LTE Position Start \$14.47 - \$18.08
No Fringes

	75% Pay Rate	Hours	SALARY	7.65% SOCIAL SECURITY	6.65% RETIREMENT	0.17% WORKER'S COMP	TOTAL
MINIMUM Clerical LTE	\$ 14.47	340	\$ 4,919.80	\$ 376.36	\$ -	\$ 8.36	\$ 5,305
MIDPOINT Clerical LTE	\$ 18.08	340	\$ 6,147.20	\$ 470.26	\$ -	\$ 10.45	\$ 6,628



HUMAN RESOURCES DEPARTMENT

Personnel Agenda Report

Personnel Committee Date: August 8, 2014

WORKER'S COMPENSATION

Description of Injury	Report Type
Laceration to middle finger of right hand	Medical
Laceration left thumb	Report Only
Sore mid/upper back and left shoulder	Report Only
Twisted right foot and ankle	Report Only
Deer Tick	Report Only
Poison Ivy Exposure	Report Only
Poison Ivy Exposure	Medical

Total Number of Claims this Month: 7 2 - Medical, 5 - Report Only, 0 - Lost Time
 YTD Lost Time: 0
 Pending YTD Lost Time: 0
 Updates/Additional Comments:

DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES

Monthly Trainings

July Back Injury Prevention
 August Confined Spaces

EXITING EMPLOYMENT

Resignations 1
 Retirements 1
 Layoffs ---
 Dismissals ---

NEW HIRES

Date of Hire	Job Title	Department
06/16/2014	Seasonal Employee	Highway
06/26/2014	Facilities Director	Maintenance
06/30/2014	Long Term Services Case Manager	Health & Human Services
06/30/2014	Mental Health Therapist	Health & Human Services
07/07/2014	Library Assistant – 50% (Stephenson)	Library
07/07/2014	Civilian Corrections Officer	Sheriff
07/08/2014	Civilian Corrections Officer	Sheriff
07/09/2014	Receptionist – Clinic Division	Health & Human Services
07/14/2014	Long Term Services Case Manager	Health & Human Services
07/28/2014	Administrative Secretary LTE	Administration
08/04/2014	Accounting Clerk	Finance
08/04/2014	Mental Health Case Manager	Health & Human Services
08/07/2014	Chief Deputy ROD/Tract Supervisor	Register of Deeds
08/07/2014	Mental Health Case Manager	Health & Human Services
08/11/2014	LIHEAP – Reception/Clerical	Health & Human Services
08/11/2014	Parks Caretaker	Forestry & Parks

POSTINGS

Date Closed	Job Title	Department
07/02/2014	CCO 12-Hour Nights	Sheriff
07/02/2014	CCO 40-Hour Fill	Sheriff
07/07/2014	CPS Ongoing Social Worker	Health & Human Services



MARINETTE COUNTY
POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
Governing Committee _____
Personnel Committee _____
Finance Committee _____
County Board _____

Permission to proceed: _____
(County Administrator initials and dates)

W/Masters billing higher level.

Department Completes and submits to Human Resources

Department: Health & Human Services
Department Head: Robin Elsner
Supervisor: Jarvie
Position Title: Mental Health Case Manager
Old Position Title: Community Support Worker
Hours per Week/Year: 40

Account Number(s): 205-62-54311-111-000 70%
205-62-54390-111-000 26%
205-62-54317-111-000 4%

New Positions: Permanent
 Seasonal
 Project
 LTE
 Addition of Current Position

Changes to Existing: Hours of Work
 Title Change
 Location Change

Funding taken from: _____ (i.e. salaries with or without fringes)

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale: Wipfli
Pay Rate/Salary: \$ 40,120 - 64,710
Pay Level: 11 - BS or 12 - MS

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:
Wages: \$ _____ Workers Comp: \$ _____
FICA: \$ _____ Life Insurance: \$ _____
Retirement: \$ _____ Longevity: \$ _____
Other (explain): _____

Total Cost: \$ _____ Finance Initials: See attached email.

See attached email. KA

Approval*

Department Head: *Robin Elsner* 8/5/14
County Administrator: *See attached email.* ___/___/___
KA

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

Justification for Request: In November 2014, the Community Support Program, within the Health & Human Services Department, will have a Community Support Worker position vacated due to retirement. The department is requesting elimination of the Community Support Worker position, since it is a para-professional (non-degreed) position which has limited billing potential and creating an additional Mental Health Case Manager position, which is a bachelor's or master's degree position, and increases the department's ability to maximize billing third party insurances and increase revenue.

Marinette County Health & Human Services
Fiscal Impact - CSP Worker vs. Mental Health CM position
 Note: No Impact for Health & Dental included

Staff	111 2014 WAGES	133 LONG	151 S.S.	152 RET	154 H&D	155 LIFE	159 W/C	2% 2.76/1000	Total Benefits	Total S&B	Variance to Current
CSP Wrkr - Current Budg(Level 13)	\$ 40,048.00	\$ 360.00	\$ 3,091.21	\$ 2,747.74	\$ 21,291.69		\$ 808.16	\$	\$ 27,938.81	\$ 68,346.81	
CSP Wrkr - New Level 13(Start)	\$ 34,700.00		\$ 2,654.55	\$ 2,359.60	\$ 21,291.69	\$ 95.77	\$ 694.00	\$	\$ 27,095.61	\$ 61,795.61	\$ 6,551.19
CSP Wrkr - New Level 13(Mid)	\$ 43,375.00		\$ 3,318.19	\$ 2,949.50	\$ 21,291.69	\$ 119.72	\$ 867.50	\$	\$ 28,546.59	\$ 71,921.59	\$ (3,574.79)
Mental Health CM - Level 11(Start)	\$ 40,120.00		\$ 3,069.18	\$ 2,728.16	\$ 21,291.69	\$ 110.73	\$ 802.40	\$	\$ 28,002.16	\$ 68,122.16	\$ 224.64
Mental Health CM - Level 11(Mid)	\$ 50,150.00		\$ 3,836.48	\$ 3,410.20	\$ 21,291.69	\$ 138.41	\$ 1,003.00	\$	\$ 29,679.78	\$ 79,829.78	\$ (11,482.97)
Mental Health CM - Level 10(Start)	\$ 43,140.00		\$ 3,300.21	\$ 2,933.52	\$ 21,291.69	\$ 119.07	\$ 862.80	\$	\$ 28,507.29	\$ 71,647.29	\$ (3,300.48)
Mental Health CM - Level 10(Mid)	\$ 53,925.00		\$ 4,125.26	\$ 3,666.90	\$ 21,291.69	\$ 148.83	\$ 1,078.50	\$	\$ 30,311.19	\$ 84,236.19	\$ (15,889.38)

Rep	HRA	Non HRA
Single/Single	\$ 9,872.75	\$ 9,762.22
Family/Family	\$ 29,642.39	\$ 29,308.70
Emp/Sp	\$ 21,291.69	\$ 21,055.10
Emp/Ch	\$ 16,923.97	\$ 16,738.70

Non Rep	HRA	Non HRA
Single/Single	\$ 9,762.22	\$ 9,762.22
Family/Family	\$ 29,308.70	\$ 29,308.70
Emp/Sp	\$ 21,055.10	\$ 21,055.10
Emp/Ch	\$ 16,738.70	\$ 16,738.70

Kate Gross

From: Jennifer Holtger
Sent: Friday, August 08, 2014 2:55 PM
To: Kate Gross; Pat Kass
Cc: Gale Mattison; Robin Elsner
Subject: RE: Position Request Form - Mental Health Case Manager

yes

Jennifer Holtger
Director of Human Resources
Marinette County
715-732-7417

From: Kate Gross
Sent: Friday, August 08, 2014 2:27 PM
To: Pat Kass
Cc: Jennifer Holtger; Gale Mattison; Robin Elsner
Subject: RE: Position Request Form - Mental Health Case Manager

I will attach this email chain, will that suffice?

Kate M. Gross
Human Resource Generalist Marinette County
Phone: 715.732.7425 Fax: 715.732.7413

www.marinettecounty.com

From: Pat Kass
Sent: Friday, August 08, 2014 2:23 PM
To: Kate Gross
Cc: Jennifer Holtger; Gale Mattison; Robin Elsner
Subject: FW: Position Request Form - Mental Health Case Manager

Kate,

I approve to proceed. Gale 's not available but it looks like Jennifer has approved so Robin can go to his committee this month and then to Finance and Personnel in September. Could you write on the position request form that the funding is coming from the generation of additions revenues. I can initial or sign if you want to send the original to me.

Thanks,

Pat

From: Robin Elsner
Sent: Friday, August 08, 2014 2:17 PM
To: Pat Kass
Subject: RE: Position Request Form - Mental Health Case Manager

Pat,

Yes, revenue will cover the difference in pay, should the department obtain a highly qualified candidate that could start at midpoint. Thanks,

Robin

From: Pat Kass
Sent: Friday, August 08, 2014 1:37 PM
To: Robin Elsner
Cc: Jennifer Holtger; Gale Mattison; Kate Gross; Stacy Strasler
Subject: RE: Position Request Form - Mental Health Case Manager

Robin,

Are you projecting the increased revenues will cover the additional cost up to \$15,889.38 per the fiscal impact worksheet?

Pat

Patrick Kass, CPA
Marinette County Finance Director
1926 Hall Ave
Marinette, WI 54143
715-732-7422
pkass@marinettecounty.com

From: Kate Gross
Sent: Friday, August 08, 2014 10:47 AM
To: Jennifer Holtger; Pat Kass; Gale Mattison
Subject: Position Request Form - Mental Health Case Manager

Please let me know if you approve moving forward with this request. Thank you -

Kate M. Gross
Human Resource Generalist Marinette County
Phone: 715.732.7425 Fax: 715.732.7413

www.marinettecounty.com

From: MCAdmin@marinettecounty.com [<mailto:MCAdmin@marinettecounty.com>]
Sent: Friday, August 08, 2014 10:40 AM
To: Kate Gross
Subject: Attached Image



AMENDMENT 43
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.10 CLASSIFICATION AND COMPENSATION PLANS

The Policies & Procedures Manual shall be amended to read as follows:

1.10 Classification and Compensation Plans.

...

(b) Compensation Plan

...

(7) Overtime; Compensatory Time

...

- e. With Department Head approval, non-exempt employees may, in lieu of overtime pay, accrue compensatory time at one and one-half (1 1/2) times the hours worked. Overtime and compensatory time shall not be accrued for hours worked in excess of thirty-five (35) but less than forty (40) per week.
1. Compensatory time may be accumulated to a maximum of one hundred twenty (120) hours.
 2. Highway non-exempt employees may not accrue comp time and shall automatically be paid out overtime accrue compensatory time to a maximum of forty (40) hours. These employees may use up to 40 hours of comp time per calendar year, subject to approval of the Highway Commissioner.
 3. Any employee whose compensatory time accrual is at maximum shall be paid for hours worked in excess of the maximum.
 4. Unused compensatory time is automatically carried into the following year.
 5. Compensatory time shall be taken with discretion, at a time which shall not unduly disrupt operations subject to supervisor approval.
 6. Compensatory time may not be used to extend an employee's last date of employment.
 7. At termination of employment with Marinette County for any reason, unused accrued compensatory time shall be paid to the employee.

Approved by Personnel Committee:

Approved by County Board: