



AGENDA

PERSONNEL AND VETERANS SERVICE

Tuesday, September 14, 2010

9:00 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 5, 2010
5. Discuss/consider recommendation to the County Board approve creation of a Limited Term Nurse position to provide nursing health education for the Marinette Day Treatment Programs, action if any
6. Discuss/consider recommendation to the County Board approve creation of a Child Protective Services Ongoing Social Worker position, action if any (attachment)
7. Discuss/consider recommendation to the County Board to approve Corporation Counsel's request for Executive/Legal Secretary hire and training for the period December 6, 2010 through December 27, 2010 at a cost of not more than \$3,205.00, subject to recommendation of approval by Executive Committee, action if any (attachment)
8. Discuss/consider recommendation to the County Board to approve LTE position for the finance accounting coordinator position due to FMLA, action if any (attachment)
9. Discuss/consider leave of absence for Courthouse Union employee, action if any
10. Human Resources Director's Report:
 - Distribute signed LOU's
 - Worker's Compensation Report
 - Commerce Program
 - Retirements/Resignations/Dismissals/Layoffs
 - New Hires
 - Postings
 - Administrator's Report pertaining to personnel issues
11. Update Committee on new accounts payable process
12. Future agenda items
13. Closed session per Wisconsin Statute 19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; to-wit: AFSCME Courthouse Union Disciplinary Progression Grievance and representation management rights presented on 07-29-2010

14. Closed session per Wisconsin Statute 19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; to-wit: WPPA Bargaining
15. Open session per Wisconsin Statute 19.85 (2), action if any
16. Set next meeting date
17. Adjournment

cc: Ken Casper Human Resources Director
Steve Dill Veterans Service
Ken Keller Posting
Jerry Martens
Connie Seefeldt

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



MARINETTE COUNTY NEW PERSONNEL REQUEST FORM

Steps to Be Completed

1. Begin job description process with Human Resources by March 15th to complete draft job description by March 31st. If the new personnel request is an additional position of an existing approved job description, go to Step 2.
2. Complete Department Section of New Personnel Request Form and submit to Human Resources by March 15th.
3. Submit draft job description and fully completed New Personnel Request Form to Administration by April 1st. The County Administrator will review the draft job description, the new personnel request form and follow the process outlined in 1.10 **Classification and Compensation Plans**, (a) **Classification Plan**, (4) **Establishing Positions**, of the Personnel Policies & Procedures Manual.
4. If the Committee of Jurisdiction approves the new personnel request and the draft job description, it is the department's responsibility to follow the P & P Manual process to be certain item is placed on appropriate Committee agenda. The minutes of the Committee of Jurisdiction must accompany the agenda item.

Department Completes and submits to Human Resources by March 15th

Department: Health & Human Services
 Department Head: Robin Elsner
 Position Title: Child Protective Services Ongoing Social Worker
 Old Position Title: Same

Position Type: Permanent
 Seasonal (14 wks max)
 Project (6 mos-2yrs)
 LTE (599 hours max)

Justification for Position: **See Reverse Side**

Human Resources Completes and submits to Finance

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> AFSCME LOCAL 1752 (Courthouse) | <input checked="" type="checkbox"/> | AFSCME LOCAL 1752A (Professional) |
| <input type="checkbox"/> AFSCME LOCAL 1752 (Library) | <input type="checkbox"/> | IUOE, Local 139 (Highway Union) |
| <input type="checkbox"/> WPPA (Deputies) | <input type="checkbox"/> | Non-Union (Chapter 4, Code of Ordinance) |

Union Acknowledgement:

Name (Print): _____
 Signature: _____
 Date: ____/____/____

Position Status:

- New Position
 Modified Position
 Additional of Current Position

Hours per Week: 35
 Hours per Year: 1820

Effective Start Date of Position: ____/____/____

Human Resources Initials: _____

Finance Completes and returns to Administration

Account Number: 205-00-34290
 Funding taken from: HHS Fund BALANCE

Cost of Request:

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

Total Cost: \$ _____

Finance Initials: PK

Approval

Department Head:	<u>Robin Elsner</u>	<u>9/3/10</u>
County Administrator:	<u>[Signature]</u>	<u>9/18/10</u>
Committee of Jurisdiction Chair:	_____	____/____/____
Personnel Committee Chair:	_____	____/____/____
Finance Committee Chair:	_____	____/____/____
County Board Chair:	_____	____/____/____

if applicable

Justification for Position (be specific)

The Planning Committee of the Health & Human Services Committee recommended that the department consider creating an additional Child Protective Services Ongoing Social Worker position, due to the additional need in the Child & Family Unit. In 2009, Marinette County Health & Human Services Department experienced an egregious incident where a child was not safely assessed by the department and incurred injury. Since that time, the Department of Children and Family Services has required the Child & Family Unit to practice differently related to child protective services and ensure that all children are safe in Marinette County and receive proper assessment by the department. The department has conducted several trainings to increase staff knowledge and practice experience, to ensure that the principles of child protective services are followed per state guidelines. The change in practice by the Child & Family Unit has increased caseloads by two thirds of what they were previously managing. The current caseload size for a Child Protective Services Ongoing Social Worker is 26 families. Practice guidelines suggest not more than 20. In addition, the total overtime in the Child & Family Unit for 2010 is 1,061 hours through July. Should the caseload size and current practice of assessing child protective services continue, the overtime for the year will equal one full time position. It is my recommendation as the Director that an additional Ongoing Social Worker will decrease overtime, reduce current caseload size to improve practice, and allow the Child & Family Unit to continue to practice child protective services at the required level of state standard. The position is all tax levy, since the Child & Family Unit social work is state mandated, but provides limited ability to generate any additional revenue to offset overhead and positions. Funding for the Child & Family Unit is local tax levy and funding from the state, Department of Children and Family Services.



Job Title: Child Protective Services Ongoing Social Worker

Department: Health & Human Services
Position Reports to: Child & Family Services Manager
Pay Grade Level: II
FLSA Status: Exempt
Position Status: Full Time

JOB ANALYSIS

This position is responsible to provide supervision and case management of child protective services cases within Marinette County. Decisions regarding daily work activity are made independently within the context of established policies and procedures.

ESSENTIAL JOB FUNCTIONS

- A. Interview and observe children and adults to collect information.
- B. Provide counseling and supervision services for children and families in need.
- C. Provide case management and supervision for alternative care cases.
- D. Provide crisis intervention and counseling.
- E. Place children in alternative care when needed.
- F. Complete necessary forms/reports to maintain legal compliance.
- G. Provide juvenile court services as needed.
- H. Participate in unit meetings when required.
- I. Explain policies and procedures to families.
- J. Provide feedback to supervisors/case workers regarding cases.
- K. Participate in Agency's rotating system of "after hours" intake coverage.
- L. Administer urine drug screens.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of current local, state and federal laws, rules and regulations that apply.
- C. Operate modern office equipment.
- D. Communicate effectively orally and in writing.
- E. Present information to management, small groups and individual situations.
- F. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- G. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- H. Add, subtract, divide and multiply.
- I. Apply common sense understanding to carry out simple instructions.
- J. Apply procedures and interpret instructions accurately.
- K. Perform effectively under tight time frames and demanding schedules.
- L. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- M. Explore and research problems effectively to ensure positive results.
- N. Work as team player in the absence of or with minimal supervision.
- O. Manage unexpected changes within job duties.
- P. Demonstrate working knowledge and application of eWISACWIS.
- Q. Possess working knowledge of general office procedures, computer hardware/software and office equipment.

QUALIFICATIONS

- A. Requires a Bachelor's degree in Social Work or closely related field from a four-year college or university.
- B. Requires one year of related experience and/or training in the Child Protective Services field.
- C. Possess and maintain an insurance acceptable driver's license.

- D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.
- E. Requires an active Wisconsin Social Work Certification within six months of hire **OR** Wisconsin Social Worker – Training Certificate within six months of hire and then an active Wisconsin Social Work Certification within twelve months of hire.
- F. Requires successful completion of the State Intake Training within the first six months of hire.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Deal with challenges and criticism on a regular basis.
- C. Work in client homes and the community as needed.
- D. Travel to all county workstations on an as needed basis.
- E. Interact with abusive and/or difficult individuals occasionally.
- F. Work in a fast-paced high-pressure position.
- G. Exposed to body fluids and communicable disease.

PHYSICAL DEMANDS

- A. Requires good hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to 25 pounds frequently, occasionally in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 04/04
 Approved: 05/04
 Revised: 05/04
 Approved: 06/04
 Revised: 03/06
 Approved: 05/15/2006
 Revised: 06/08, 08/08 & 09/10
 Approved: 09/03/2010

SOCIAL WORKER - CHILD PROTECTIVE SERVICES
OCT 4 - DEC 31, 2010

HS Worker III 2010			7.65%		NOV/DEC	2.00%	
Starting Rate	Hours	SALARY	SOCIAL SECURITY	11.00% RETIREMENT	FAMILY HLTH & DNTL	WORKER'S COMP	TOTAL
\$ 22.34	455	\$ 10,165	\$ 778	\$ 1,118	\$ 4,451	\$ 203	\$ 16,714

**SOCIAL WORKER - CHILD PROTECTIVE SERVICES
2011 COSTS (POSITION PROJECTED TO START 10/4/10)**

HS Worker III	Dates	Hours	SALARY	7.65% SOCIAL SECURITY	11.60% RETIREMENT	/2 MONTH FAMILY HLTH & DNTL	2.00% WORKER'S COMP	TOTAL
\$ 20.56	1/1-4/3/11	455	\$ 9,355	\$ 716	\$ 1,085		\$ 187	\$ 11,343
\$ 21.12	4/4-10/3/11	917	\$ 19,367	\$ 1,482	\$ 2,247		\$ 387	\$ 23,483
\$ 21.65	10/4-12/31/11	448	\$ 9,699	\$ 742	\$ 1,125	\$ 29,373	\$ 194	\$ 41,133
		1,820	\$ 38,421	\$ 2,939	\$ 4,457	\$ 29,373	\$ 768	\$ 75,959



OFFICE OF
COUNTY ADMINISTRATOR

STEVEN A. CORBEILLE
COUNTY ADMINISTRATOR

KAREN A. CAMPS
EXECUTIVE COORDINATOR

September 8, 2010

Health and Human Services Committee Members

Re: Request for One (1) Child Protective Services Ongoing Social Worker position

When assessing position requests from departments, I must consider the overall cost/benefit of adding the position in my decision. In this case, the Department of Health and Human Services has requested one (1) additional Child Protective Services (CPS) Ongoing Social Worker for the following reasons:

1. State mandated changes with regards to Child Protective Service Cases.
2. Caseloads dictate an increase in staffing levels.
3. Number of overtime hours (1,061 through July 2010) incurred by existing staff.

The department has demonstrated a strong need for the position and the department has indicated because of budgetary savings from unfilled positions during 2010 the impact of adding the position will not lower the Health and Human Services Fund Balance. Even though the budget transfer indicates the fund balance will be used temporarily through year end, the unfilled position savings when closed out to the fund balance, will more than negate any reduction from the budget transfer required for the additional CPS position.

For budget year 2011 the department has displayed to my satisfaction there will be no added levy increase due to the addition of the CPS Worker. This was achieved by department staff reviewing previously submitted 2011 budget estimates and making changes necessary to lower the levy by the amount of this position request. Their recommended changes in my opinion are reasonable and therefore will be included in my 2011 budget.

Based upon the above information I give my approval for the addition of the one (1) Child Protective Services Ongoing Social Worker position.

Sincerely,



Steve Corbeille
Administrator

Cc: Robin Elsner, Director Health and Human Services

1926 Hall Avenue • Marinette, Wisconsin 54143-1717 • Phone 715-732-7415 • FAX 715-732-7412

www.marinettecounty.com



**MARINETTE COUNTY
LIMITED TERM EMPLOYEE/PROJECT POSITION EMPLOYEE
REQUEST FORM**

Complete and Submit to the Finance Director for Funding Approval

Employment Requested:

- Limited Term Employee (599 or less total hours in 12 month period)
 Project Position Employee

Department: Corporation Counsel
 Position Reports to: Corporation Counsel
 Total Hours: 14 work days + 2 Holidays = 16 days
 Pay Rate: \$ starting rate
 Number of Positions: 1

Justification:

Current Legal/Executive Secretary plans to retire 12/27/10. This position is the sole support for the corporation counsel office, thus training time is necessary. Appropriate hire date for new employee is 12/6/10 giving 14 business day training time.

Qualifications

- Specialized
 Attach copy of updated job description
 Office/Clerical
 Complete the following if applicable:
 Microsoft Excel 2000 – Standard (0-100) _____
 Microsoft Word 2000 – Standard (0-100) _____
 Typing (0-100) _____

If you feel additional testing is required, please list tests along with justification.

Department Head Signature: _____

Dale Mathison

8/25/10

Funding Approval (Finance Director)

NOTE: It is the responsibility of the Department to ensure funding is approved

- _____ Funding is available through Salaries WITHOUT Fringes (Object 112)
 _____ Funding is available through Salaries WITH Fringes (Object 111), Department must obtain signed approval from County Administrator to transfer funds.
 Funding is NOT available through Salaries WITHOUT or WITH Fringes, Department must obtain the following:
- Signed approval from County Administrator to transfer funds
 - Signed approval from Governing Committee Chairperson and Governing Committee minutes recommending Personnel Committee creates position and Finance Committee considers budget transfer
 - Signed approval from Personnel Committee Chairperson or Personnel Committee minutes approving position
 - Signed approval from Finance Committee Chairperson or Finance Committee minutes approving the transfer of funds
 - County Board minutes approving position and/or transfer of funds

Account Number: 100-14-51320-111
100-06-51330-111-029

Finance Director: _____ 8/27/2010
 County Administrator: _____ 8/30/2010
 Governing Committee Chair: _____ / /
 Personnel Committee Chair: _____ / /
 Finance Committee Chair: _____ / /

Department must submit completed form to Human Resources once funding is approved.



Job Title: Legal/Executive Secretary

Department: Corporation Counsel
Position Reports to: Corporation Counsel
Pay Grade Level: 7
FLSA Status: Non-Exempt
Position Status: Full Time

JOB ANALYSIS

Responsibilities include providing paralegal, clerical and administrative support essential to the operation of the department. Additional duties include acting as liaison between employees, department heads, the general public, and Corporation Counsel regarding departmental issues. Furthermore, this position provides general office management and supervises/structures interdepartmental activities.

ESSENTIAL JOB FUNCTIONS

- A. Provide paralegal, clerical and administrative support.
- B. Prepare and maintain legal document files according to legal compliance and efficiency.
- C. Finalize legal information for filing original documents with Clerk of Courts and Register in Probate.
- D. Arrange process service.
- E. Schedule meetings, appointments, court dates and other events within the department.
- F. Monitor, maintain, and order office equipment and supplies.
- G. Request and review information from various departments, agencies, and the general public under the direction of the Corporation Counsel.
- H. Ensure accuracy of legal documents and data within required timelines.
- I. Research, collect and enter data into the computer system or case files.
- J. Track status of individuals under legal contract with the County.
- K. Prepare copies of documents and ensure the delivery to all necessary persons.
- L. Draft and proofread legal documents and various confidential reports including but not limited to letters and memorandums.
- M. Ensure documents comply with departmental, State and Federal regulations.
- N. Complete purchase orders and departmental vouchers.
- O. Record purchases, verify receipts and route necessary information to various departments as required.
- P. Screen and refer telephone calls and inquiries to the proper authority.
- Q. Provide requested information to department heads, employees, the general public and other agencies.
- R. Serve as liaison between general public, judiciary staff and other departments when necessary.
- S. Receive and sort departmental mail and facsimiles.
- T. Coordinate and schedule travel arrangements, conferences and meetings.
- U. Respond to complaints from the general public, county employees and other agencies when necessary.
- V. Instruct Health & Human Services workers regarding forms and procedures.
- W. Schedule meetings, court hearings and other appointments for attorney.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Work productively in the absence of or with minimal supervision.
- C. Communicate effectively orally and in writing.
- D. Apply procedures and interpret instructions accurately.
- E. Memorize and retain information over long and short periods of time.
- F. Work efficiently and accurately under time constraints, pressure or emotional strain.
- G. Plan and monitor assigned activities.
- H. Work independently, exercise sound professional judgement, and effectively utilize authority.
- I. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.

- J. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- K. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- L. Possess excellent troubleshooting and problem solving skills.
- M. Explore and research problems.
- N. Prioritize multiple tasks.
- O. Meet scheduled deadlines.
- P. Possess flexibility and ability to shift focus of priorities on short notice.
- Q. Possess working knowledge of general office procedures and equipment.
- R. Utilize Microsoft Office software to complete position duties.

QUALIFICATIONS

- A. Requires an Associates Degree in Administrative Assistance, Legal Secretary or Paralegal program or a closely related field.
- B. Requires four years experience in an Administrative, Legal Secretary or Paralegal position.
- C. Possess working knowledge of Wisconsin law, Statutes and procedures.
- D. Possess and maintain an insurance acceptable driver's license.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Deal with hostile situations or unpleasant persons.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Assume additional administrative responsibilities in the absence of the Corporation Counsel such as prioritizing workload and responding to emergency situations.
- C. Assist in preparation of special projects as assigned.
- D. Assist Corporation Counsel with the creation of departmental programs, policies and procedures.
- E. Assist in preparation and monitoring issues regarding departmental budget.
- F. Perform additional duties as assigned.

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Prepared: 11/01
 07/10 Revised with 2010 Department Head Performance Appraisal
 County Administrator Determined no Substantial Changes
 Approved: 08/10/2010

**PROPOSAL FOR:
Corporation Counsel Legal Secretary to Start 12/6/10
(16 Day Overlap with Current Employee Retirement)**

	2010 Starting Rate	16 Days 8 Hrs/Day	Salary	7.65% Social Security	11.00% Retirement	0.17% Worker's Comp	Total
Legal Secretary	\$ 19.89	128	\$ 2,546	\$ 195	\$ 280	\$ 4	\$ 3,025

	6 Mo Rate	16 Days 8 Hrs/Day	Salary	7.65% Social Security	11.00% Retirement	0.17% Worker's Comp	Total
Legal Secretary	\$ 20.45	128	\$ 2,618	\$ 200	\$ 288	\$ 4	\$ 3,111

	12 Mo Rate	16 Days 8 Hrs/Day	Salary	7.65% Social Security	11.00% Retirement	0.17% Worker's Comp	Total
Legal Secretary	\$ 21.07	128	\$ 2,697	\$ 206	\$ 297	\$ 5	\$ 3,205

*10 % Child Support
90 % Corp Counsel*

**2010
MARINETTE COUNTY FINANCE DEPARTMENT
BUDGET TRANSFER FORM**

Entry#:	
Date Posted:	
Current Date:	
Initials	

Department: Corporation Counsel

Date: 8/27/10

Transfer From:

Account Number:							Object Code Description	Amount of Transfer	Budget Amount	Remaining Balance
100	-	00	-	34291	-	-	Contingency	\$ 3,205.00		
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
-	-	-	-	-	-	-				
								\$ 3,205.00		

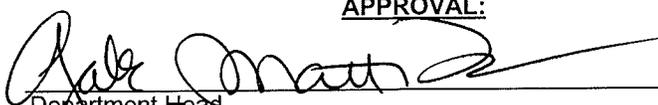
Transfer To:

Account Number:							Object Code Description	Amount of Transfer	Budget Amount	Remaining Balance
100	-	14	-	51320	-	111	Salaries	\$ 2,427.30	\$ 104,088.00	\$ 35,173.35
-	-	-	-	-	-	151	Social Security	\$ 185.40	\$ 8,003.00	\$ 2,731.04
-	-	-	-	-	-	152	Retirement	\$ 267.30	\$ 11,508.00	\$ 3,927.36
-	-	-	-	-	-	159	Workers Comp	\$ 4.50	\$ 178.00	\$ 60.86
-	-	-	-	-	-	-				
100	-	06	-	51330	-	111 - 29	Salaries	\$ 269.70	\$ 83,743.00	\$ 45,688.71
-	-	-	-	-	-	151 - 29	Social Security	\$ 20.60	\$ 6,421.00	\$ 3,509.83
-	-	-	-	-	-	152 - 29	Retirement	\$ 29.70	\$ 9,265.00	\$ 5,079.00
-	-	-	-	-	-	159 - 29	Workers Comp	\$ 0.50	\$ 143.00	\$ 78.34
								\$ 3,205.00		

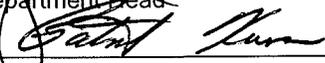
Explanation: Transfer contingency funds to cover position training prior to retirement.
(Funding up to a maximum of \$3,205 depending on salary of new employee.)
(Salary allocation: 90% Corporation Counsel, 10% Child Support)

FOR FINANCE USE ONLY	
DOES TRANSFER "FROM ACCOUNT" INVOLVE CONTINGENCY FUNDS?	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Level of Approval:	Date
Administrator <input checked="" type="checkbox"/>	_____
Governing Committee <input checked="" type="checkbox"/>	_____
Finance Committee <input checked="" type="checkbox"/>	_____
County Board <input type="checkbox"/>	_____

APPROVAL:



 Department Head



 Finance Department



 Administrator



MARINETTE COUNTY
**LIMITED TERM EMPLOYEE/PROJECT POSITION EMPLOYEE
 REQUEST FORM**

Complete and Submit to the Finance Director for Funding Approval

Employment Requested:

- Limited Term Employee (599 or less total hours in 12 month period)
 Project Position Employee

Department: Finance
 Position Reports to: Finance Director
 Total Hours: Up to 147 Hours
 Pay Rate: \$ 15.79
 Number of Positions: 1

Justification:

This position will fill in for the Accounting Coordinator for a FMLA. Funding is available in SALARIES without fringes, but this funding was originally approved for the Interim Finance Director work with the City of Marquette. This request is being handled as a "Funding is Not Available" because of the change in the purpose of the LTE.

Qualifications

- Specialized
 Attach copy of updated job description
 Office/Clerical
 Complete the following if applicable:
 Microsoft Excel 2000 – Standard (0-100) _____
 Microsoft Word 2000 – Standard (0-100) _____
 Typing (0-100) _____

If you feel additional testing is required, please list tests along with justification.

Department Head Signature: *[Signature]* 8/27/2010

Funding Approval (Finance Director)

NOTE: It is the responsibility of the Department to ensure funding is approved

- Funding is available through Salaries WITHOUT Fringes (Object 112)
 Funding is available through Salaries WITH Fringes (Object 111), Department must obtain signed approval from County Administrator to transfer funds.
 Funding is NOT available through Salaries WITHOUT or WITH Fringes, Department must obtain the following:
1. Signed approval from County Administrator to transfer funds
 2. Signed approval from Governing Committee Chairperson and Governing Committee minutes recommending Personnel Committee creates position and Finance Committee considers budget transfer
 3. Signed approval from Personnel Committee Chairperson or Personnel Committee minutes approving position
 4. Signed approval from Finance Committee Chairperson or Finance Committee minutes approving the transfer of funds
 5. County Board minutes approving position and/or transfer of funds

Account Number: 100-04-51510-112
 Finance Director: *[Signature]* 8/30/10
 County Administrator: *[Signature]* 8/31/10
 Governing Committee Chair: / /
 Personnel Committee Chair: / /

**2010 PROPOSAL FOR:
FINANCE DEPARTMENT - LTE**

	2010 Rate	Hours	SALARY	7.65% SOCIAL SECURITY	11.00% RETIREMENT	0.17% WORKER'S COMP	TOTAL
LTE - GRADE SIX	\$ 15.79	147	\$ 2,321	\$ 178	\$ 255	\$ 4	\$ 2,758
			\$ 2,321	\$ 178	\$ 255	\$ 4	\$ 2,758