



AMENDED

AGENDA

PERSONNEL AND VETERANS SERVICE

Thursday, June 15, 2017

9:30 a.m.

County Board Room

Third Floor, Courthouse

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Approve minutes of May 15, 2017
5. Discuss/consider wage adjustment for County Board Vice Chair, action if any
6. Discuss/consider recommendation to County Board to create an Assistant Jail Administrator position immediately and eliminate the Administrative Correction Officer position when vacant, pending approval of funding recommendation of Finance Committee, action if any
7. Discuss/consider recommendation to County Board to create an Assistant Land Information Director position immediately and eliminate the GIS Coordinator position when vacant, pending approval of funding recommendation of Finance Committee action if any
8. Discuss/consider recommendation to County Board to create a Waste Facilities Manager position immediately and eliminate the Conservation Technician position, when vacant, , pending approval of funding recommendation of Finance Committee action if any
9. Discuss/consider the elimination of the County Conservationist position effective immediately, action if any
10. Discuss/consider recommending County Board adopt Carlson Dettman 2017 Grade Order List Step Plan, presented as Carlson Dettman Step Plan to be published on the Marinette County website if adopted, action if any
11. Discuss/consider recommendation to County Board regarding amendments to Personnel and Policies Procedures, action if any
 - a) #70 – Section 1.04 Definition of Terms

- b) #71– **Section 1.10 Classification and Compensation Plans** ~~Section 1.13~~
Performance Appraisals
 - c) #72– **Section 1.13 Performance Appraisals** ~~Section 1.10 Classification and Compensation Plans~~
 - d) #73 – Section 1.27 Excused Absences
 - e) #74 – Section 1.26 Conditions of Employment
12. 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
 13. Discuss/consider Schedule of Paid Invoices, action if any
 14. Future agenda items
 15. Set next meeting date
 16. Adjournment

Addendum(s) when applicable

cc: Mark Anderson
Russ Bauer
Mike Behnke
Ken Keller
Joe Policello

Supervisors present at this meeting may constitute an unintended quorum of other county board committees. Supervisors appointed to the committee shall participate in action. Others may be present to listen and observe.

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)



MINUTES

Personnel and Veterans Service

May 15, 2017

1:00 p.m.

Jury Assembly Room

Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Mark Anderson, Russ Bauer, Mike Behnke, Ken Keller and Joe Policello

MEMBERS EXCUSED:

OTHERS PRESENT: County Clerk Kathy Brandt, Human Resources Director Jennifer Holtger, Veterans Program Assistant Michelle Steffen, Health and Human Services Director Robin Elsner, County Conservationist Greg Cleereman, County Administrator John Lefebvre, Eagle Herald and Peshtigo Times

1. Call to order

Chair Joe Policello called the meeting to order at 1:00 p.m.

2. Agenda

Motion (Behnke/Bauer) to approve agenda. Motion carried.

3. Public Comment - None

4. Minutes

Motion (Bauer/Anderson) to approve minutes of March 7 and 22, 2017. Motion carried.

5. Data Sharing Agreement with WDVA/CVSO/TVSO VBATS

Motion (Behnke/Bauer) to approve agreement with WDVA/CVSO/TVSO VBATS for access and data sharing, contingent upon Corporation Counsel's approval. Motion carried. Exhibit A

6. Conservation Generalist Project Position

Motion (Anderson/Behnke) to approve a Conservation Generalist Project position, 560 hours, partially funded by private sources, effective immediately. Motion carried. Exhibit B

7. Elimination of the Customer Service Resource Screener Position

Motion (Anderson/Keller) to eliminate the Customer Service Resource Screener Position, effective May 26, 2017. Motion carried. Exhibit C

8. Amendment 69 to the Personnel Policies and Procedures Manual Section 1.27 Excused Absences (c) (8) (9)

Motion (Keller/Behnke) to recommend County Board approve Amendment 69 to the Personnel Policies and Procedures Manual Section 1.27 Excused Absences (c) (8) (9). Motion carried. Exhibit D

9. Proposed Amendments to Policies and Procedures Manual as Relates to Wages and Benefits

County Administrator reviewed recommendations for implementation of the Carlson Dettmann pay study being cognizant of balancing the need to stay competitive with the market. The Administrator will present a summary of recommendations to the County Board at the May meeting and then draft as an amendment to the Policies and Procedures Manual for final approval at a later date.

10. Proposed Amendments to Policies and Procedures Manual as Relate to Cell Phone Policy and Travel Stipend

Discussion included creating policies to establish a travel per diem for highway Department Operators I and II for weeks during May thru October; allow personal use of County cell phones as long as said use does not cost the County or conflict with job duties; allow an employee to use personal cell phone for County business and receive a monthly cash payout, thus reducing the number of County owned phones currently being used.

11. County Board Vice Chair Wage Adjustment

Discussion postponed to June meeting.

12. Human Resources Director's Report

Exhibit E

Supervisor Keller excused at 3:00 p.m.

13. Schedule of Paid Invoices

Committee reviewed April Schedule of Paid Invoices totaling \$1,748.40.

14. Future Agenda Items

County Board Vice Chair salary

15. Adjournment

Motion (Bauer/Anderson) to adjourn at 3:10 p.m. Motion carried.

Next meeting date: Thursday, June 8, 2017 – 9:30 a.m.

Kathy Brandt
County Clerk

Date approved/corrected:



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
 Governing Committee 6-12-17
 Personnel Committee 6-15-17
 Finance Committee 6-19-17
 County Board 6-27-17

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

Department Completes and submits to Human Resources

Department: Sheriff's Office
 Department Head: Sheriff Sauve
 Supervisor: Robert Majewski
 Position Title: Assistant ~~Chief~~ Jail Administrator
 Old Position Title: Administrative Corrections Officer
 Hours per Week/Year: 40
 Requested Start Date: Mid July 2017 (Under CDC Wage Study)
 Account Number(s): 52710000-50111

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

Funding taken from: To be determined PK (i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: _____
 Pay Rate/Salary: \$ _____ See attached
 Pay Level: _____

Human Resources Initials: KEH

Finance Completes and returns to Administration

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

Total Cost: \$ SEE Attached Finance Initials: PK 6/6/2017

Finance Committee approval? Yes No It above current salary.

Approval*

Department Head: [Signature] 06/05/17
 County Administrator: [Signature] 6/6/17

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

**2017 - Position Request
Elimination of Administrative Corrections Officer - Creation of Assistant Jail Administrator**

2017 Budget - 2080 hours

	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.80% RETIREMENT	HEALTH & DENTAL	LIFE INS	2.50% WORKER'S COMP	TOTAL	
Administrative Corrections Officer	\$ 48,381	\$ 285	\$ 3,723	\$ 3,309	\$ 16,439	\$ -	\$ 1,217	\$ 73,354	
Assistant Jail Administrator	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.80% RETIREMENT	HEALTH & DENTAL	LIFE INS	2.50% WORKER'S COMP	TOTAL	<u>Savings(Cost)</u>
Minimum - WIPFLI	\$ 44,003	\$ 285	\$ 3,388	\$ 3,012	\$ 16,439	\$ 127	\$ 1,107	\$ 68,361	\$ 4,993
Midpoint - WIPFLI	\$ 55,004	\$ 285	\$ 4,230	\$ 3,760	\$ 16,439	\$ 158	\$ 1,382	\$ 81,258	\$ (7,904)
Maximum - WIPFLI	\$ 66,004	\$ 285	\$ 5,071	\$ 4,508	\$ 16,439	\$ 190	\$ 1,657	\$ 94,154	\$ (20,800)
Carlson-Dettmann Scale H-1	\$ 47,486	\$ 285	\$ 3,654	\$ 3,248	\$ 16,439	\$ 137	\$ 1,194	\$ 72,444	\$ 910
Carlson-Dettmann Scale H-6	\$ 54,267	\$ 285	\$ 4,173	\$ 3,710	\$ 16,439	\$ 156	\$ 1,364	\$ 80,394	\$ (7,040)
Carlson-Dettmann Scale H-11	\$ 61,048	\$ 285	\$ 4,692	\$ 4,171	\$ 16,439	\$ 176	\$ 1,533	\$ 88,344	\$ (14,990)

~~Assistant Civilian Jail Administrator~~

Marinette County (Wipfli) Pay Scale - 10

Minimum: \$44,003

Midpoint: \$55,004

Max: \$66,004

Carlson-Dettmann Pay Scale - H

Step 1: \$22.83 (\$47,486)

Step 6: \$26.09 (\$54,267)

Step 11: \$29.35 (\$61,048)

KG
04/04/2017

Assistant Jail Administrator

As part of Marinette County's HONI (How to Open a New Institution) or PONI (Planning of New Institution) jail study in the late 1990's it was recommended that there needed to be more supervision in the jail. An Assistant Jail Administrator and 3 Corporal's were instituted.

In September 2002 Marinette County New Jail Facility Estimated Staffing Needs that was prepared for and approved by the Marinette County Board of Supervisors an Assistant Jail Administrator was still suggested and approved as part of the staffing plan.

In 2004, only months after the opening of the new facility, the Lieutenant that was in charge of the jail was moved to the Patrol side of the Sheriff's Office and the Assistant Jail Administrator position was eliminated and the Civilian Jail Administrator position was created. The jail lost a full position.

In the report prepared by Allied Correctional Services in 2009 on Marinette County Jail Staffing Needs Update it was recommended that " 3. Assistant Jail Administrator – An Assistant Jail Administrator Post was recommended in the 2003/2004 staffing recommendations. This post was never filled, although the "old jail" with a maximum capacity of 64 inmates had both an Administrator and an Assistant. In addition, the Jail Lieutenant (2004) was eventually transferred to Patrol and that position was never backfilled. The demands of the Administrator have increased dramatically with not only the increase in population, but the need to oversee food service and health care contacts, coordinate with counties for prisoner boarding, etc."

In 2009's annual jail inspection it was stated "As the facility grows and management responsibility increases the position of Jail Administrator becomes much more complex. Previously the Assistant Jail Administrator position was not filled and should be an area looked into to make sure management is able to complete all of the required functions. The addition of an assistant supervisor in this capacity could be very beneficial to oversight in the jail operations to include policy and procedure review and update...."

Over time the Administrative Corrections Officer has come to serve in other capacities beyond those of the current position. We are asking to eliminate the Administrative Corrections Officer position and create an Assistant Jail Administrator to better meet the needs of the department.

The Jail Administrator is responsible to oversee all jail staff which included 26 officers. There is no other managerial staff in the chain of command. The Jail Administrator should have an assistant to help in his duties such as interviewing, hiring recommendations, corrective measures and/or discipline (employees and inmates) as well as budgeting, purchasing, and planning for the future. The Administrative Corrections Officer currently helps with all of these things informally and fills in for the Jail Administrator when he is away from work for training, illness, vacation, etc.

Assistant ~~Civilian~~ Jail Administrator

The Jail Administrator is responsible to oversee all jail staff which includes 26 officers. He has no other managerial staff in the chain of command. The J/A should have an assistant to help in his duties such as interviewing, hiring recommendations, corrective measures and/or discipline (employees and inmates) as well as budgeting, purchasing and planning for the future. Tom currently helps Bob with all of these things informally and fills in for Bob when he is away from work for training, illness, vacation or whatever the reason may be. I think the current position of Administrative Corrections Officer is much more an actual Assistant to the J/A and I strongly encourage the title be changed to represent accordingly.



Job Title: Assistant Jail Administrator

Department: Sheriff

Position Reports to: Civilian Jail Administrator

Pay Grade Level: TBD

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position is responsible to oversee and coordinate the work assignments of all subordinate jail positions, enforce jail and Marinette County policies and procedures, and monitor various inmate procedures/activities (i.e. disciplines, transports, educational requirements, etc.). The Assistant Jail Administrator shall assume Civilian Jail Administrator duties in his/her absence. This position also reports to the Sheriff and Chief Deputy.

ESSENTIAL JOB FUNCTIONS

- A. Ensure the well-being of inmates.
- B. Monitor and coordinate work assignments of jail employees.
- C. Enforce jail operations policies and procedures as well as Marinette County policies and procedures.
- D. Assist with interviewing/hiring process for jail positions.
- E. Problem-solve inmate/public/employee complaints regarding the jail and report findings to the Jail Administrator.
- F. Perform disciplinary procedures or forward to Jail Administrator when necessary.
- G. Direct worker's compensation/injury inquiries to Jail Administrator and Human Resources.
- H. Recommend and coordinate required trainings/certifications and administer trainings when applicable.
- I. Monitor and schedule staff according to State regulations and call in employees due to sick time call-ins, transports and unforeseen emergencies.
- J. Perform inmate disciplinary procedures, including serving as a step in the appeal process.
- K. Review/correct jail bookings, releases, logs, staff paperwork and inmate disciplines for policy and procedure compliance and then report findings to Jail Administrator.
- L. Coordinate inmate transports.
- M. Coordinate probation and parole inmates with their probation and parole supervisor.
- N. Review logs, notes, nurse's directions and inmate files and notify Jail Administrator when necessary.
- O. Monitor inmate programs and assist with coordination when necessary.
- P. Maintain accurate Juvenile inmate records.
- Q. Track and maintain housing logs for Marinette County Jail and other agencies.
- R. Generate monthly population reports and charts.
- S. Assist with annual financial audit and preparing jail budget.
- T. Complete necessary paperwork for the Department of Corrections and Social Security Administration.
- U. Assist Jail Administrator with coordinating vendor contracts.
- V. Assist in review of RFP bids and vendor contracts.
- W. Track and bill outside medical services.
- X. Coordinate and review all inmate financial transactions.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Operate modern office equipment.
- D. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- E. Communicate orally and in writing effectively.
- F. Present information to management, small groups and individuals.
- G. Respond to inquiries, complaints or questions from a group or individual setting.
- H. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- I. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.

- J. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- K. Interpret complex documents.
- L. Add, subtract, divide and multiply.
- M. Process information derived from numbers.
- N. Compute rate, ratio and percent as well as draw and interpret bar graphs.
- O. Memorize and retain information over long and short periods of time.
- P. Apply charts, diagrams, or contemplate logical steps in a process.
- Q. Apply attention to detail.
- R. Apply procedures and interpret instructions accurately.
- S. Plan and monitor assigned activities.
- T. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- U. Work as team player in the absence of or with minimal supervision.
- V. Manage unexpected changes within job duties.
- W. Work independently and exercise sound professional judgment.
- X. Utilize authority effectively.
- Y. Plan, organize and direct the work of others.
- Z. Demonstrate strong management skills and ability to delegate responsibility as necessary.

QUALIFICATIONS

- A. Requires a High School diploma or equivalent.
- B. Requires three years of experience in the corrections field, supervisory experience preferred.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires an active Jail Officer State Corrections certification, TIME System Certification and CPR Certification.
- E. Must not have been convicted of a felony.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work outdoors but in the confines of a vehicle.
- C. Deal with challenges and criticism on a regular basis.
- D. Interact with abusive and/or difficult individuals occasionally.
- E. Work in fast-paced high-pressure situations.
- F. May be exposed to body fluids and communicable diseases.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Work in a confined workspace.
- D. 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.
- C. Attend trainings when required.
- D. Testify in court when required.
- E. Maintain state statutory responsibilities.

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: 01/2017
 Approved: 06/06/2017



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
 Governing Committee 6-12-17
 Personnel Committee 6-15-17
 Finance Committee 6-19-17
 County Board 6-27-17

Permission to proceed: [Signature]
 (County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Land Information
 Department Head: Greg Cleereman
 Supervisor: Greg Clerreman
 Position Title: Assistant Land Information Director
 Old Position Title: GIS Coordinator
 Hours per Week/Year: 40/2080
 Requested Start Date: Mid July (Under CDC Wage Study)
 Account Number(s): 56300000-50111

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

Funding taken from: 56330000-50111 *Land Information SALARIES* (i.e. salaries with or without fringes)
 Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale: _____
 Pay Rate/Salary: \$ _____ *See attached*
 Pay Level: _____
 Human Resources Initials: [Signature]

Finance Completes and returns to Administration

Cost of Request:
 Wages: \$ _____ Workers Comp: \$ _____
 FICA: \$ _____ Life Insurance: \$ _____
 Retirement: \$ _____ Longevity: \$ _____
 Other (explain): _____
 Total Cost: \$ _____ Finance Initials: _____
 Finance Committee approval? Yes No *Approve transfer between Org Codes.*

Approval*

Department Head: [Signature] 6/5/17
 County Administrator: [Signature] 6/6/17

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

**2017 - Position Request
Elimination of GIS Coordinator - Creation of Assistant Land Information Director**

	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.80% RETIREMENT	HEALTH & DENTAL	LIFE INS	0.17% WORKER'S COMP	TOTAL
2017 Budget - 2080 hours GIS Coordinator	\$ 61,571	\$ 240	\$ 4,729	\$ 4,203	\$ 27,925	\$ 72	\$ 105	\$ 98,845

For comparison does not include adjustment to FICA for section 125 deductions

	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.80% RETIREMENT	HEALTH & DENTAL	LIFE INS	0.17% WORKER'S COMP	TOTAL	Savings(Cost)
Assistant Land Information Director									
Minimum - WIPFLI	\$ 58,823	\$ 240	\$ 4,518	\$ 4,016	\$ 27,925	\$ 169	\$ 100	\$ 95,792	\$ 3,052
Minimum - WIPFLI	\$ 73,529	\$ 240	\$ 5,643	\$ 5,016	\$ 27,925	\$ 212	\$ 125	\$ 112,691	\$ (13,846)
Maximum - WIPFLI	\$ 88,235	\$ 240	\$ 6,768	\$ 6,016	\$ 27,925	\$ 254	\$ 150	\$ 129,589	\$ (30,744)
Carlson-Dettmann Scale H-1	\$ 62,629	\$ 240	\$ 4,809	\$ 4,275	\$ 27,925	\$ 180	\$ 107	\$ 100,166	\$ (1,321)
Carlson-Dettmann Scale H-6	\$ 71,573	\$ 240	\$ 5,494	\$ 4,883	\$ 27,925	\$ 206	\$ 122	\$ 110,443	\$ (11,598)
Carlson-Dettmann Scale H-11	\$ 80,517	\$ 240	\$ 6,178	\$ 5,491	\$ 27,925	\$ 232	\$ 137	\$ 120,721	\$ (21,876)

Assistant Land Information Director

Marinette County (Wipfli) Pay Scale - 6

Minimum: \$58,823

Midpoint: \$73,529

Max: \$88,235

Carlson-Dettmann Pay Scale - L

Step 1: \$30.11 (\$62,629)

Step 6: \$34.41 (\$71,573)

Step 11: \$38.71 (\$80,517)

*KA
de/ae/ka*

Justification for Creation of an Assistant Land Information Director Position

Establishing an Assistant Land Information Director position is a step in the right direction for succession planning. In addition the management of the various divisions within the Land Information Department will be better suited by migrating away from individual managers responsible for each division to a management organizational structure in which the managers of the Department are responsible for all department activities.



Job Title: Assistant Land Information Director

Department: Land Information
Position Reports to: Land Information Director
Pay Grade Level: TBD
FLSA Status: Exempt
Position Status: Full Time

JOB ANALYSIS

This position is responsible for assisting the Land Information Director with developing and implementing all the various activities within the Land Information Department. This position will be responsible for implementation and maintenance of the County Land Records Modernization Plan, Land Information System (LIS) Database and Geographical Information System (GIS). In addition this position will serve as the County's Land Information Officer in accordance with the requirements of the Wisconsin Land Information Program.

ESSENTIAL JOB FUNCTIONS

- A. Serve as the backup Director.
- B. Plan, organize, and direct the activities of personnel within the Land Information Department as assigned by or in the absence of the Land Information Director.
- C. Assist the Land Information Director with the development and administration of the department budgets.
- D. Develop, plan, design, implement, administer and maintain a computerized, integrated, countywide GIS and LIS.
- E. Develop plan, implement and coordinate all activities associated with the County Imaging System and Land Records Database.
- F. Develop GIS macros, batch procedures and other automation functions to insure efficient operation of the GIS.
- G. Develop arc, polygon and point thematic geographic coverage, digital orthophotography, GRID, Network and TIN structures through the use of digitization.
- H. Coordinate geometry and import/export procedures under the ArcInfo software program.
- I. Import and convert data supplied by other departments and agencies.
- J. Enter necessary geographic information and analysis through the use of ArcInfo software, Windows NT Server and Workstation, digitizer and other related hardware.
- K. Review County functions for visibility of providing data through the GIS and educates County employees and management on the benefits of GIS.
- L. Support County staff in the use of Global Positioning Systems (GPS) equipment.
- M. Administer presentations on GIS to County staff, elected officials and the public.
- N. Keep cognizant of new GIS applications, and technological advances in the marketplace.
- O. Provide training to County staff in the use and application of the GIS, including its functions and associated software components.
- P. Provide technical assistance, as needed, on digital mapping process.
- Q. Establish, coordinate and maintain a client/server networked (intranet/internet) GIS environment.
- R. Develop, write and test computer programs using appropriate programming languages, file connectivity between tabular and graphic data.
- S. Coordinate and configuration of GIS workstations and server with the Information Services Director to ensure that hardware, software and data are properly configured for efficient operation of the GIS.
- T. Assist with writing request for proposals for technology procurement, new software acquisitions, and solicitation of contracted services.
- U. Oversee the management of agreements/contracts related to land records modernization activities.
- V. Develop quality control, tracking procedures and project management for both internal and interagency GIS projects.
- W. Maintain the knowledge and skills deemed necessary to proficiently execute the duties of this position.
- X. Assist the Land Information Director with updating and maintaining the County Land Records Modernization Plan in accordance with State requirements.

- Y. Prepare, assemble and submit forms, reports and documentation required for applicable grants and/or funds related to land records modernization..
- Z. Provide assistance to local municipalities on land information related matters.
- AA. Serve as the County's Land Information Officer in accordance with the Wisconsin Land Information Program.
- BB. Develop and manage a GIS and related databases.
- CC. Transfer and receive GIS data within a variety of sources and formats.

REQUIRED ABILITIES

- A. Communicate effectively orally and in writing.
- B. Maintain security of confidential matters and materials.
- C. Maintain knowledge of current local, state and federal laws, rules and regulations that apply.
- D. Work as team player in the absence of supervision.
- E. Memorize and retain information over long and short periods of time.
- F. Read, analyze and interpret general complex business documents.
- G. Apply charts, diagrams or contemplate logical steps in a process.
- H. Present information to management, small groups and one-on-one situations.
- I. Respond to inquiries, complaints or questions from a group or one-on-one setting.
- J. Plan, organize, direct and monitor the work of others.
- K. Process information derived from numbers.
- L. Compute rate, ratio and percent as well as draw and interpret bar graphs.
- M. Work with mathematical concepts such as probability and statistics.
- N. Deal with challenges and criticism on a regular basis including interaction with abusive, difficult and stressed individuals.
- O. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- P. Prioritize multiple tasks and meet scheduled deadlines.
- Q. Establish and maintain effective working relationships with clientele and co-workers.
- R. Take command of situations or people.
- S. Possess outstanding flexibility in order to shift focus of priority on a moment's notice.
- T. Possess knowledge of cartographic skills required for producing professional mapping products.
- U. Possess working knowledge in the functions and applications of GPS related to GIS management.
- V. Prioritize multiple tasks and meet scheduled deadlines.
- W. Interpret aerial photography, aerial slides, soils maps, USGS quadrangles and other related cartographic data.
- X. Possess knowledge of converting AutoCAD line files to ArcView shape files.
- Y. Work independently and manage a variety of concurrent work assignments.
- Z. Develop and analyze new software programs.

QUALIFICATIONS

- A. Requires a Bachelor's Degree in geography, management information systems, computer science, planning, administration or a related field.
- B. Requires four years of experience working with Geographic Information Systems and PC or Workstation ArcInfo (NT), ArcView and Visual Basic experience.
- C. Requires working knowledge of ESRI software and macro (ArcView/Avenue, ArcView Network, 3-D and Spatial Analyst extensions, ArcInfo/AML, AutoCAD), Micrografx graphics software's, Microsoft Windows (3.1x, 95, 98, NT) Operation Systems and programming interfaces (Visual Basic 5+) and various database software's (Borland Dbase, MS Excel, MS Access, etc.).
- D. Prefer supervisory experience.
- E. Possess and maintain an insurance acceptable driver's license.
- F. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27. Employee unable to participate in programs requiring the care of youth or elderly if they do not meet this qualification.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work indoors in a non-temperature controlled environment...
- C. Deal with challenges and criticism on a regular basis.
- D. Interact with abusive and/or difficult individuals.
- E. Work in fast-paced, high-pressure situations.

PHYSICAL DEMANDS

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

E. Work in confined spaces.

ADDITIONAL DUTIES

- A. Attend meetings, conferences and training sessions.
- B. Work outside of normal hours when necessary.
- C. Perform additional duties as assigned.
- D. Ensure the safety and care of youth during applicable educational programs/camps.

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: 05/2017
Approved: 06/02/2017

06/02/2017 Position pending committee/County Board approvals.



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 6-12-17
 Personnel Committee 6-15-17
 Finance Committee 6-19-17
 County Board 6-27-17

Permission to proceed: _____

JL

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Land Information
 Department Head: Greg Cleereman
 Supervisor: Greg Cleereman
 Position Title: Waste Facilities Manager
 Old Position Title: Conservation Technician
 Hours per Week/Year: 40/2080
 Requested Start Date: Mid July (Under CDC Wage Study)

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

Account Number(s): 53630000-50111 - 50%
56270000-50111 - 50%

Funding taken from: 53630000-50111 - 50% & 56270000-50111 - 50% *Land Information or MARCO Salaries* (i.e. salaries with or without fringes)

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale _____
 Pay Rate/Salary: \$ _____
 Pay Level: _____

See attached

Human Resources Initials: *JK*

Finance Completes and returns to Administration

Cost of Request:

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

Total Cost: \$ _____

Finance Initials: *JK 6/6/2017*

Finance Committee approval? Yes No *Funding should be available in existing salary budgets*

Approval*

Department Head: *Greg Cleereman*
 County Administrator: *JL*

6/5/17
6/6/17

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

**2017 - Position Request
Elimination of Conservation Technician - Creation of Waste Facilities Manager**

	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.80% RETIREMENT	HEALTH & DENTAL	LIFE INS	2.00% WORKER'S COMP	TOTAL
2017 Budget - 2080 hours Conservation Technician	\$ 52,605	\$ 300	\$ 4,047	\$ 3,598	\$ 15,970	\$ 72	\$ 1,058	\$ 77,650

For comparison does not include adjustment to FICA for section 125 deductions

	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.80% RETIREMENT	HEALTH & DENTAL	LIFE INS	2.00% WORKER'S COMP	TOTAL	<u>Savings(Cost)</u>
Waste Facilities Manager									
Minimum - WIPFLI	\$ 50,877	\$ 240	\$ 3,910	\$ 3,476	\$ 15,970	\$ 147	\$ 1,022	\$ 75,642	\$ 2,008
Midpoint - WIPFLI	\$ 63,595	\$ 240	\$ 4,883	\$ 4,341	\$ 15,970	\$ 183	\$ 1,277	\$ 90,489	\$ (12,839)
Maximum - WIPFLI	\$ 76,314	\$ 240	\$ 5,856	\$ 5,206	\$ 15,970	\$ 220	\$ 1,531	\$ 105,337	\$ (27,687)
Carlson-Dettmann Scale H-1	\$ 58,843	\$ 240	\$ 4,520	\$ 4,018	\$ 15,970	\$ 169	\$ 1,182	\$ 84,942	\$ (7,292)
Carlson-Dettmann Scale H-6	\$ 67,426	\$ 240	\$ 5,176	\$ 4,601	\$ 15,970	\$ 194	\$ 1,353	\$ 94,961	\$ (17,311)
Carlson-Dettmann Scale H-11	\$ 75,650	\$ 240	\$ 5,806	\$ 5,161	\$ 15,970	\$ 218	\$ 1,518	\$ 104,562	\$ (26,912)

Waste Facilities Manager

Marinette County (Wipfli) Pay Scale - 8

Minimum: \$50,877
Midpoint: \$63,595
Max: \$76,314

Carlson-Dettmann Pay Scale - K

Step 1: \$28.29 (\$58,843)
Step 6: \$32.33 (\$67,246)
Step 11: \$36.37 (\$75,650)

KA
02/02/2017

Justification for Creation of a Waste Facilities Manager Position

Landfill Administration duties must be passed off to another employee so the current Landfill Director can concentrate on his new responsibilities as County Administrator. The existing County Conservation Technician position duties and responsibilities are somewhat similar in nature to the Landfill duties and responsibilities so the transition into the field of solid waste should be seamless. The State of Wisconsin Solid Waste Rules require a minimum of two years of experience directly associated with the operation of a solid waste facility before being permitted to test for certification as a Landfill Manager. The Marinette County Administrator will continue to maintain the Landfill Manager certification, train the Waste Facilities Manager and assist as needed with the management of the facility until the Waste Facilities Manger obtains his Landfill Manager Certification from the WDNR. This position will report to the Land Information Director for all responsibilities not associated with the Mar-Oco Landfill and will report to the Mar-Oco Landfill Committee for all landfill related responsibilities.



Job Title: Waste Facilities Manager

Department: Land Information

Position Reports to: Land Information Director & Mar-Oco Landfill Committee

Pay Grade Level: TBD

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position is responsible for the planning, development, and operation of the Mar-Oco Landfill, providing technical assistance in conservation planning, design and installation of soil erosion control and water pollution abatement conservation practices/systems and oversees the long-term care of the North County Landfill.

ESSENTIAL JOB FUNCTIONS

- A. Plan, organize, and direct the daily activities at the Mar-Oco Landfill.
- B. Ensure the landfills remain in compliance with all State approvals and permits.
- C. Administer and direct the Mar-Oco Landfill employees including interviewing, hiring, disciplining, evaluating performance and assigning and directing work.
- D. Contact landowner and local units of government regarding participation in conservation programs to include Farmland Preservation Program, Targeted Runoff Management Grants, Land and Water Resource Management Grants and Environmental Quality Incentive programs.
- E. Perform on-site pre-construction soil inspections to determine the Unified soil classification using Munsell Soil Color Charts, depth to bedrock and depth to water table.
- F. Evaluate water pollution potential of barnyards, waste storage facilities and waste spreading sites utilizing applicable computer models and professional judgment.
- G. Evaluate soil erosion potential on cropland, pastureland and forestland utilizing applicable computer models.
- H. Utilize AutoCAD, Civil 3D and County GIS System to draft engineering construction plans.
- I. Operate electronic data collector, GPS Survey System and total station to collect and transfer survey data.
- J. Interpret Marinette County Agricultural Performance Standards and Animal Waste Ordinance to ensure compliance.
- K. Assist Land Information Director with grant applications.
- L. Survey, design, compute cost estimates and prepare engineering construction plans for soil erosion control and water pollution abatement conservation practices and systems.
- M. Oversee construction and perform construction inspections for soil and water conservation projects and Mar-Oco Landfill.
- N. Record and maintain required construction and landowner and financial file documentation.
- O. Prepare conservation plans, contracts and amendments/revisions for various conservation programs.
- P. Prepare and implement feasibility and cost/benefit studies as they relate to the Mar-Oco Landfill.
- Q. Administer technical presentations to groups.
- R. Prepare technical information articles.
- S. Assist other agencies and external committees as assigned by the Land Information Director.
- T. Assist landowners in the beginning stages of Wisconsin Pollution Discharge Elimination System permit process.
- U. Keep abreast of technical changes at the area/state level.
- V. Assist other divisions within the Land Information Department as needed.
- W. Monitor the operations of the North County Landfill Leachate Irrigation System which includes the startup and shut down of the system.
- X. Assist the Mar-Oco Landfill Committee with creation of agendas and minutes and assists with the Land Information Committee as assigned by the Land Information Director.
- Y. Evaluate the inventory and condition of Mar-Oco Landfill equipment and other Land Information Department equipment, including the necessary analysis to determine if new equipment should be purchased or existing equipment repaired.
- Z. Develop and solicit various requests for proposals and if awarded, execute and supervise these contracts.

- AA. Prepare and maintain monthly billings and accounts receivable information for the Mar-Oco Landfill.
- BB. Maintain all landfill monitoring data.
- CC. Submit required landfill reports to the State.
- DD. Determine the proper investment instrument and the term of the investment instruments for the Mar-Oco Landfill.
- EE. Serve as an emergency backup for Mar-Oco Landfill staff in the absence of a replacement.

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. Operate power tools and machinery in a construction and/or logging environment.
- E. Read, understand and direct work according to construction plans.
- F. Communicate effectively orally and in writing.
- G. Read and analyze complex documents.
Demonstrate strong management skills and the ability to delegate responsibility.
- H. Possess the ability to take command of situations or people.
- I. Possess outstanding flexibility in order to shift focus of priority on a moment's notice.
- J. Process information derived from numbers.
- K. Compute rate, ratio and percent as well as draw and interpret bar graphs.
- L. Demonstrate strong management skills and the ability to delegate responsibility.
- M. Plan, organize, direct and monitor the work of others.
- N. Apply charts, diagrams or contemplate logical steps in a process.
- O. Write documents and/or articles using original or innovative techniques or styles.
- P. Present information to management, small groups and individual situations.
- Q. Respond to inquiries, complaints or questions from a group or individual.
- R. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- S. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- T. Interpret complex documents.
- U. Apply concepts of basic algebra and geometry.
- V. Process information derived from numbers.
- W. Memorize and retain information over long and short periods of time.
- X. Define problems, collect data, establish facts, and draw valid conclusions.
- Y. Prioritize multiple tasks and meet scheduled deadlines.
- Z. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- AA. Explore and research problems effectively to ensure positive results.
- BB. Work as team player in the absence of or with minimal supervision.

QUALIFICATIONS

- A. Requires a Bachelor's degree from a four-year college or university with major coursework in a natural resource field of Soils, Water, Geology, Environmental Science, Natural Resource Management or related field.
- B. Requires four years of experience with one or a combination of the following: conservation planning on agricultural land; design/installation of soil erosion control/water pollution abatement conservation practices; Job Class I Wisconsin Department of Agriculture, Trade and Consumer Protection Agriculture Engineering Practitioner Certification design and construction inspection authority for commonly applied conservation practices; or operation of a solid waste landfill.
- C. Requires working knowledge of nutrient/pesticide management, storm water runoff management and construction site erosion control.
- D. Requires a State of Wisconsin Landfill Operator Certification within 18 months of hire.
- E. Requires a State of Wisconsin Landfill Facility Manager Certification within 3 years of hire.
- F. Possess and maintain an insurance acceptable driver's license.
- G. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27. Employee unable to participate in programs requiring the care of youth or elderly if they do not meet this qualification.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work indoors in a non-temperature controlled environment.
- C. Work outdoors exposed to changing weather conditions.
- D. Work outdoors but in the confines of a vehicle.
- E. Work in wet or humid conditions.
- F. Work with long periods of solitary work.

- G. Work near moving mechanical parts on a regular basis.
- H. Work in high precarious places.
- I. Work above ground level where the possibility of falling exists.
- J. May be subject to fumes or airborne particles.
- K. May be subject to toxic or caustic chemicals.
- L. Work in client structures as needed.
- M. Travel to all county workstations on an as needed basis.
- N. Adapt to rapid changes in environmental conditions.
- O. Interact with abusive and/or difficult individuals occasionally.
- P. Work in a fast-paced, high-pressure situations.

PHYSICAL DEMANDS

- A. Requires good hand-eye coordination.
- B. Sit for long periods of time.
- C. Stand for long periods of time.
- D. Walk for long periods of time including rough and uneven terrain.
- E. Work with vibrating tools or equipment when necessary.
- F. Work in a confined workspace.
- G. Stoop, kneel, crouch or crawl frequently.
- H. Bend, squat, stretch, and twist frequently.
- I. Coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling.
- J. Lift and/or carry up to 50 pounds frequently, occasionally in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.
- C. Ensure the safety and care of youth during applicable educational programs/camps.

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Prepared: 05/2017
 Approved: 06/02/2017

06/02/2017 Position pending committee/County Board approvals



AMENDMENT 70
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.04 DEFINITION OF TERMS

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

1.04 Definition of Terms.

- (a) The following definitions shall be applicable in this Chapter:
- (1) **Allocation.** The initial assignment of a position to the appropriate job classification and pay range.
 - (2) **Allegations.** Allegations are statements made by a party that establish a belief as to the facts of a particular situation.
 - (3) ~~**Arthur Young System.** The wage and classification pay plan adopted in 1989 and implemented by the County Board for all non-represented employees.~~
 - (4) **Carlson Dettmann Classification and Compensation Plan.** The wage and classification pay plan adopted in 2017 and implemented by the County Board for all employees not represented by a bargaining unit.
 - (5) **Class.** A specifically recognized and defined kind of employment in the County service designed to embrace all positions having duties and responsibilities sufficiently similar so that the same title may be used, the same qualifications may be required and the same schedule of compensation may be made.
 - (6) **Classification.** Job title assigned to a position.
 - (7) **County Standing Committees.** Agricultural, Extension Education, Building and Property, Economic Development and Tourism, Executive, Finance and Insurance, Forestry, Parks, Outdoor Recreation and Land, Health and Human Services, Highway and Transportation, Land Information Committee, Law Enforcement and Emergency Management and Personnel and Veterans Service.
 - (8) **COBRA.** The Consolidated Omnibus Budget Reconciliation Act allows continuation of insurance benefits upon employment termination at the recipient's expense.
 - (9) **Committee of Jurisdiction.** That committee of the County Board having jurisdiction over a particular department.
 - (10) **Complaint.** A complaint is an allegation of a wrong upon which the complainant seeks relief or solution. Complaints may also express grief, pain or dissatisfaction caused by another party.
 - (11) **Compensatory Time.** Time accrued by a non-exempt employee at the rate of one and one half (1 ½) times the number of hours exceeding forty (40) hours in a work week; or by a salaried professional/computer exempt employee at the rate of one times hours exceeding eighty (80) hours per pay period. ~~Time accrued by a non-exempt employee, at the rate of one and one half (1 ½) the number of hours actually worked.~~
 - (12) **Continuous Service.** Length of employment with Marinette County not interrupted by resignation, suspension or discharge.
 - (13) **County.** Marinette County.
 - (14) **County Board.** Marinette County Board of Supervisors.
 - (15) **County Service.** Employment for the County of Marinette.
 - (16) **Date of Hire.** The most recent date an employee was first hired by the County.
 - (17) **Demotion.** The assignment of an employee from a position in a higher pay range to another position in a lower pay range.
 - (18) **Department Head.** The employee responsible for the overall operation of a department.
 - (19) **Disciplinary Action.** An action taken to discipline an employee for cause, which may include an action from a verbal reprimand up to and including discharge.
 - (20) **Elected County Officials.** Those individuals elected to positions by the citizens of Marinette County and whose duties, responsibilities and rights are defined in the Wisconsin State Statutes.
 - (21) **Eligibility List.** A list of persons eligible to fill positions in a particular job classification.

- (22) **Employee.** A person filling an allocated position of County employment.
- (23) **Exempt Employee.** An employee meeting the criteria defined by the Fair Labor Standards Act (FLSA) who is not eligible for overtime pay.
- (24) **Evening Shift.** Hours established by the department as evening hours.
- (25) **FMLA.** Federal or State Family Medical Leave Acts.
- (26) **FLSA.** Fair Labor Standards Act.
- (27) **Full-Time Employee.** An employee in a permanent position whose normal assigned schedule of work hours totals or exceeds one thousand eight hundred twenty (1,820) and whose positions qualify them for the benefits of the Wisconsin Retirement Fund.
- (28) **Good Standing.** Status of an employee who gives a two (2) week notice and completes the notice, is not terminated for cause, has returned all County owned property/equipment, is not under investigation at the time of resignation and will owe the county no money at the time of last wage payment.
- (29) **Grievance.** A written complaint regarding the interpretation or application of this Manual.
- (30) **HIPAA.** Health Insurance Portability and Accountability Act.
- (31) **Independent Contractor.** A person or business who performs services for the County under an express or implied agreement and who is not subject to the County's control, or right to control, the manner and means of performing the services.
- (32) **Interns.** Persons who perform work for the County on a part-time or temporary basis without compensation in order to obtain work experience.
- (33) **Job Descriptions.** A written description of a class containing job title, department, supervisor, pay grade, FLSA status, position status, job analysis, essential job functions, required abilities, qualifications, environmental conditions of the workplace, physical demands and additional duties.
- (34) **Just Cause.** A cause, which must be based on reasonable grounds, with a fair and honest cause or reason, regulated by good faith and with notice of hearing given and an opportunity to be heard.
- (35) **Leave of Absence.** Authorized time off with a specified beginning and ending date.
- (36) **Lead Worker.** Employee, who in the absence of a Supervisor or Sergeant, is assigned the responsibility by the Department Head or designee to serve as lead worker and is responsible for the direction of work for at least three (3) coworkers for a time period of not less than four (4) hours.
- (37) **Limited Term Employee.** Employees hired due to unforeseen circumstances and/or needs of a department on a temporary basis, not to exceed eleven hundred ninety-nine (1199) hours in a twelve (12) month rolling calendar year. **[Amendment 51, Adopted 04/21/2015]**
- (38) **Longevity.** Years of continuous service with the County.
- (39) **Lunch Period.** A one-half (1/2) hour or one (1) hour unpaid free-from-work period.
- (40) **Manual.** Marinette County Policies and Procedures Manual.
- (41) **Non-Exempt Employee.** Employees meeting the criteria defined by the Fair Labor Standards Act (FLSA) who are eligible for overtime pay.
- ~~(42) **Non-Represented Employee.** Persons employed by Marinette County who are not represented by a bargaining group.~~
- (43) **Out of Class Pay.** Temporary pay adjustment for employees moved into positions of higher responsibility and pay.
- (44) **Overtime.** Hours worked by eligible employees in excess of the established work period.
- (45) **Overtime Pay.** Compensation for hours worked in excess of the established work period.
- ~~(46) **Part Time Employee.** Persons employed a minimum of six hundred (600) hours, but less than one thousand eight hundred twenty (1,820) hours, and whose positions qualify them for prorated County benefits.~~
- (47) **Part Time Insurance Eligible Employee.** Person employed a minimum of thirty (30) hours per week, but less than thirty-five (35) hours per week and whose position qualifies for prorated County benefits.
- (48) **Part Time Non-Insurance Eligible Employee.** Person employed less than thirty (30) hours per week and qualifies for prorated County benefits, excluding health insurance.
- (49) **Pay Range.** The minimum through maximum rates of pay established for each class of positions.
- (50) **Performance Appraisal.** A written instrument that documents the performance of an employee.

- (51) **Probationary Period.** A trial period of employment, twelve (12) months, during which time an employee is required to demonstrate capability for permanent employment in the position to which assigned.
- (52) **Project Employee.** Employment that is supported by a grant and is not a permanent position.
- (53) **Re-Evaluation.** The assignment of a position from one class to another to recognize a substantial change in the duties and responsibilities of a position.
- (54) **Red Circled Pay.** A base salary received by an employee, which is above the salary range maximum for the classification of the employee's position.
- (55) **Rest Period.** A ten (10) or fifteen (15) minute paid free-from-work period
- (56) **Seasonal Employee.** An employee hired for a seasonal period of time whose employment terminates at the end of a given season in the same calendar year. The seasonal employee may return year after year.
- (57) **Seniority.** Length of time the employee has been employed by the County, computed from the most recent hire date, excluding unexcused absences or unpaid leaves of more than sixty (60) days.
- (58) **Sick Leave.** Leave from duty granted an employee to recover from sickness or injury or to receive authorized medical treatment.
- (59) **Significant Other.** An employee's partner in an intimate relationship without disclosure or presumption about his/her marital status or sexual orientation.
- (60) **Step Increment.** Increase in wages within a specific pay range.
- (61) **Sub Motor Pool.** A group of vehicles provided to users from more than one (1) department at a common location.
- (62) **Suitability of Employment.** Determination of whether or not a probationary employee has demonstrated capability for permanent employment.
- (63) **Supervisor.** The person responsible for the assignment, direction and evaluation of the work of another employee.
- (64) **Termination.** The removal of an employee from employment for voluntary or involuntary reasons.
- (65) **Time in Service.** Period of time between steps shown on the non-represented employee salary schedule.
- (66) **Work Period.** An established and regularly recurring period of work.
- (67) **Work Rules.** A departmental or County regulation, which is job related and promulgated in writing.
- (68) **Work Schedule.** Established hours an employee is required to work.

Approved by Personnel Committee:

Approved by County Board:



AMENDMENT 71
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. [Amendment 39; Adopted 02/25/2014]~~

~~(1) Hiring/ Progression in Pay.~~

~~a. Entrance Pay. Entrance Pay is defined as the wage paid for newly hired Marinette County employees or employees transferring into a new position. The hiring rate is the entry level wage for the position. If a Department Head wishes to hire at a rate higher than the minimum, he/she shall make a written request with justification to the Human Resources Director. Proposed entrance pay up to midpoint/market value shall require written approval from the County Administrator and Human Resources Director. Entrance pay higher than the midpoint/market level shall require written approval from the County Administrator, Human Resource Director, Governing Committee Chair and County Board Chair.~~

~~b. Merit Pay. Merit pay shall be based on performance evaluations. Employees covered in Phase I and Phase II of the WIPFLI study are eligible to receive an increase in pay January 1, 2016 if merited. Employees hired post Phase I and Phase II will be eligible for pay increases in 2015 if merited.~~

~~1. Performance evaluations shall be conducted semi-annually by each employee's direct supervisor/manager. Specific performance evaluation deadlines shall be determined by County Administration. An employee shall be evaluated on his/her overall job description performance and will be given an overall score between 1 and 5.~~

~~2. Each department Head shall approve all performance evaluations conducted for department employees.~~

~~3. Performance evaluations shall be submitted to Administration by a date specified by Administration. All performance evaluations must be approved by the County Administrator and two additional Administration department heads.~~

~~4. Administration shall provide a standard evaluation to be customized for each job description. No modifications shall be made to performance evaluations forms without approval of the County Administrator and Human Resources Director.~~

~~5. Merit pay shall be based on performance evaluation results and distance from an employee(s) position's pay and the midpoint/market level. The salary range structure consists of a series of overlapping salary ranges. Each salary range is identified through a minimum, midpoint, and maximum salary amount. Minimum is the lowest amount Marinette County will pay an individual for a job assigned to the salary range. Minimum to midpoint is the first and second quintiles and is intended for employees who are continuing to learn job responsibilities while meeting performance standards. Employees are fully trained but perform at a level that is less than fully satisfactory. Employees have not acquired sufficient time in the job to warrant pay at the midpoint level. The midpoint area is the third quintile representing the salary level for employees performing at a fully proficient level over a period of time. The~~

midpoint is the market rate. Midpoint area to maximum is the fourth and fifth quintiles. This area is intended for employees whose performance is excellent or outstanding and consistently exceeds performance objectives over a period of time. Individual merit pay scales shall be charted in quintiles by Human Resources and will not be provided to departments/employees until after the evaluation process has been completed. Upon final approval of an employee performance evaluation Administration shall submit the evaluation to Human Resources. Human Resources will notify the Department Head and Finance of any increase and evaluation shall be placed in employee's personnel file.

~~(2) **Overtime; Compensatory Time. [Amendment 42, Adopted 05/27/2014]**~~

- a. ~~It is the policy of the County to keep overtime and compensatory time to a minimum. Department Heads shall approve all overtime and compensatory time in advance. Permanent non-exempt employees shall work overtime only when approved to do so by the Department Head.~~
- b. ~~Effective 01/01/2012 all non-exempt employees, excluding those working under the 29 USC §207(k) exemption, shall receive overtime pay only for hours exceeding 40 hours worked in a work week. [Amendment 25; Adopted 12/20/2011]~~
- c. ~~Non-Exempt employees who accept an Exempt position and have a compensatory time balance shall be paid for the compensatory time at the applicable non-exempt rate of pay on the payroll after the start date of the exempt position.~~
- d. ~~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 compensatory time and shall automatically be paid overtime earned. [Amendment 43; Adopted 09/30/2014]~~
 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.~~
- e. ~~Employees considered salaried and exempt from the Fair Labor Standards Act (FLSA) are expected to work the time required to complete the job and shall not receive overtime pay. In lieu of compensatory time, exempt employees shall annually receive one (1) additional week of vacation. This additional week of vacation may be included in the annual accrual of vacation for carryover to the next year. With Department Head approval, limited flexibility of the work schedule is acceptable. Limited flexibility of the work schedule does not include establishing a consistent or patterned flexible weekly work schedule.~~
- f. ~~See applicable Union agreement for specific overtime and compensatory time provisions for Union employees.~~

~~(3) **Shift Differential for Second Shift Positions.** Employees within second shift positions shall receive \$0.25 per hour in addition to the regular hourly rate for all hours worked. Employees who are not in second shift positions shall be paid regular pay for all hours worked.~~

1.105 Compensation Plan.

- (a) **Implementation of Carlson Dettmann 2017 Compensation and Classification Plan.** Upon adoption of the Carlson Dettmann Compensation and Classification Plan by the County Board, effective pay period commencing July 16, 2017, all full and/or part time permanent employees in positions identified in the plan shall be moved to and placed the step that provides a pay increase with the following exceptions:
- (1) Employees with not less than two (2) full continuous years of service in the same position prior to January 1, 2017 shall not be placed below step 2.
 - (2) Employees with not less than three (3) full continuous years of service in the same position prior to January 1, 2017 shall not be placed below step 3.
 - (3) Employees with not less than four (4) full continuous years of service in the same position prior to January 1, 2017 shall not be placed below step 4.
 - (4) Employees with not less than five (5) full continuous years of service in the same position prior to January 1, 2017 shall not be placed below step 5.
 - (5) Employees classified above step eleven (11) shall remain at the same hourly rate/salary .
- (b) **Option to convert to forty (40) hours per week.**
- (1) Salaried employees classified as less than forty (40) hours-per week shall be given the option to become a forty (40) hour per week employee and shall notify the County Administrator by not later than July 10, 2017 whether it is their intent to become a forty (40) hour per week employee effective 01/01/2018 or to remain at the employee's current hour per week schedule. This classification will be used to determine the step the employee will be placed in the Carlson Dettmann wage schedule. An employee choosing to be classified as forty (40) hours per week shall receive vacation, personal time, and sick time in eight (8) hour days effective January 1, 2018. A vacation bank accrued prior to 2018 shall be converted to an eight (8) hour day bank, a sick bank will not be converted and will carry into 2018.
 - (2) In future years any remaining less than forty (40) hour per week salaried employee shall, prior to August 1, provide written intent to the County Administrator to be classified as a forty (40) hour salaried employee. Once an employee opts to become a forty (40) hour employee, the employee remains a forty (40) hour employee for the duration of employment with the County.
 - (3) Salaried less than forty (40) hour per week employees will be placed in the plan at the next step providing an increase, or if above step eleven (11), red-circled with no opportunity for advancement in the plan. If a salaried less than forty (40) hour a week employee elects to be classified as a forty (40) hour per week salaried employee the forty (40) hour per week status shall become effective January 1 of the new budget year.
 - (4) Employees classified as thirty-five (35) hour salaried exempt prior to implementation of the Carlson Dettman plan, and under the plan reclassified as non-exempt employees, shall have the same option as salaried employees classified as less than forty (40) hours per week to elect to become forty (40) hour per week employees.
- (c) **Pay Adjustments.** Employees shall receive pay adjustments based upon the Carlson Dettmann Compensation and Classification Plan. Employees below step six (6) shall increase one step per year and employees at or above step six (6) shall advance one step in even years. In odd years, compensation shall be adjusted to reflect the cost of living. The cost of living shall be equivalent to a positive percentage change in the Consumer Price Index - Wage (CPI-W) for July-June for the previous two-year period, or two and one-half (2.5) percent whichever is less. Employees shall not advance any step if the employee has received a step two (2) or higher discipline, as defined by these Policies and Procedures, within the preceding two (2) years. In addition salaried employees identified as thirty five (35) hour per week employees shall not advance in the plan but shall receive the same cost of living increase used to adjust the plan in odd years. Employees who are above step eleven (11) and red-circled shall receive the same cost of living increase used to adjust the plan in the odd years.

- (1) The County Psychiatrist, not included in the Carlson Dettmann plan, shall receive a cost of living adjustment commencing July 16, 2017. The cost of living adjustment shall be equivalent to a positive percentage change based on the most current annual year-end CPI-W.
- (d) **Classification Appeal Process.** In the event an employee believes an error has been made in his/her position classification, the employee may request a re-evaluation. Reevaluations shall be focused on the Job Description Questionnaire (JDQ). The appealing employee shall provide information solely based on either JDQ creation errors or consultant evaluation of the JDQ. Appeal process steps:
- (1) The employee shall submit a signed Statement of Intent to Appeal form to Human Resources in a timely fashion requesting review of the Carlson Dettmann Consulting Point Factor Job Evaluation levels for the employee's classification. As the Carlson Dettmann Consulting Point Factor Job Evaluation system is a proprietary product, Human Resources will provide a non-disclosure form requiring the employee signature and arrange a time for the employee to review the rating levels in the Human Resources Department.
 - (2) Based on the employee's review, if the employee wishes to appeal, the employee shall complete an appeal form. The appeal form must include a statement explaining why the employee believes the JDQ was not correctly completed or how the consultant committed an error in classifying the position.
 - (3) The Department Head shall review the information provided by the employee, certify it is factual and correct, sign the Department Head appeal review portion of the form and provide comments. The Department Head shall submit the appeal with supporting documents to Human Resources.
 - (4) The Consultant will discuss the appeal with the County Administrator, Human Resources Director and the employee's Department Head, reviewing the substance and merits of each appeal. The Consultant will make a recommendation to the County Administrator on each appeal with a recommendation to uphold or deny the appeal with an explanation for the recommendation. The County shall accept the recommendation of the Consultant and Human Resources shall notify the employee of the appeal decision within ten working days of the receiving the determination from the County Administrator.
- (e) **Employees Changing Positions.** An employee changing to a position which results in an increased pay category shall be placed in a step within the pay category that provides a five (5%) percent increase in pay or step one (1) whichever is greater. An employee changing to a position which results in a lesser pay category shall be placed in a step as if the employee were a new hire.
- (f) **Significant Change in Existing Vacant Position.** Significant changes to positions shall be addressed through the elimination and creation of a new position process. A newly created position shall be evaluated and the pay grade shall be established by a contract consultant.
- (g) **Overtime; Compensatory Time.** It is the policy of the County to keep overtime and compensatory time to a minimum. Department Heads or management designee shall approve all overtime and compensatory time in advance. Permanent non-exempt employees shall work overtime only when approved to do so by the Department Head or management designee.
- (1) All non-exempt employees, excluding those working under the 29 USC §207(k) exemption, shall receive overtime pay for hours exceeding forty (40) hours in a work week. Hours used to calculate overtime pay shall consist of hours worked, holiday hours, vacation hours and personal time hours, but shall not include sick or bereavement hours.
 - (2) Non-Exempt employees who accept an Exempt position and have a compensatory time balance shall be paid for the compensatory time at the applicable non-exempt rate of pay on the payroll after the start date of the exempt position.
 - (3) 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.
 - a. Compensatory time may be accumulated to a maximum of one hundred twenty (120) hours.
 - b. Highway non-exempt employees may not accrue compensatory time and shall

- automatically be paid overtime earned.
- c. Any employee whose compensatory time accrual is at maximum shall be paid for hours worked in excess of the maximum.
 - d. Unused compensatory time is automatically carried into the following year.
 - e. Compensatory time shall be taken with discretion, at a time which shall not unduly disrupt operations, subject to supervisor approval.
 - f. Compensatory time may not be used to extend an employee's last date of employment.
 - g. At termination of employment with Marinette County for any reason, unused accrued compensatory time shall be paid to the employee.
- (4) Employees considered Salaried Professional/Computer exempt from the Fair Labor Standards Act (FLSA) are expected to work the time required to complete the job. Salaried Professional/Computer exempt employees shall accrue one hour of compensatory time for every hour exceeding eighty (80) hours per pay period. These compensatory hours shall be capped at 16 total hours and are not eligible for payout. Salaried Professional/Computer exempt employees must receive approval from the Department Head or management designee to accrue compensatory hours. With Department Head approval, limited flexibility of the work schedule is acceptable. Limited flexibility of the work schedule does not include establishing a consistent or patterned flexible weekly work schedule.
- (h) **Shift Differential for Evening Positions.** Effective January 1, 2018, employees working evening shift shall receive \$0.25 per hour in addition to the regular hourly rate for all hours worked. Employees assigned to work evening shift shall not be paid shift differential for time off, defined as vacation, personal time, holiday, sick, or funeral leave. Shift differential pay shall not apply to extending a day shift into the evening or starting a day shift early in the morning and extending into the day shift.
 - (i) **Lead Worker.** Effective January 1, 2018, any employee who, for four (4) hours or more, is assigned by a department head/elected official or designee to perform lead worker duties shall be paid an additional \$.50 per hour. There shall be only one lead worker eligible to receive lead worker pay for each department at a work site. Lead worker pay only applies in the absence of a management employee at a work site. Lead worker pay shall only apply to time physically worked. If applicable, overtime shall be calculated using lead worker compensation.
 - (j) **Travel Per Diem.** Effective January 1, 2018, Highway Department Equipment Operators I & II shall receive a five (5) dollar per week travel per diem payment during the months of May through October to offset the expense of reporting to a work site other than a County Highway shop. Employees will receive as two lump sum payments; 08/15 of each year for May, June and July and 11/15 of each year for August, September and October.
 - (k) **On Call Pay.** Effective October 8, 2017, Department Heads/Elected Officials shall receive prior written authorization from the County Administrator to utilize On Call Pay for any position within their Department. Hourly employees required to be on call during off duty hours shall be compensated at a rate of one (1) dollar per hour. On Call pay shall not apply to hours of work and shall not be included in overtime. The Department Head/Elected Official or designee shall notify the employee of being placed in an on call status in writing/email with a minimum of eight (8) hours advance notice or a shorter notice if approved by both parties in writing. Employees in on call status shall provide a valid contact telephone number to a designated person/entity and shall report to work within one (1) hour of notification. Employees failing to report for work shall be subject to the disciplinary process.
 - (l) **Call in Pay.** Effective October 8, 2017, hourly employees not on call and/or not scheduled to work shall be paid two (2) hours pay in addition to pay received for actual time worked as compensation for being required to work outside the normal work schedule. These two (2) additional hours shall not be used to calculate overtime pay.

Approved by Personnel Committee:

Approved by County Board:



AMENDMENT 72
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.13 PERFORMANCE APPRAISALS

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

1.13 Performance Appraisals Reviews.

(a) Policy.

- (1) It is the policy of Marinette County that a written performance appraisal shall be conducted on every non-represented employee.
- (2) The purpose of performance appraisals is to assist employees in developing effective ways of achieving work goals, as well as to review the overall performance of the employees in completing the tasks and meeting the responsibilities assigned to the position.
- (3) Performance appraisal reports shall not be considered in decisions affecting placement, demotions, layoffs, dismissal, training or reclassifications.
- (4) There shall be two (2) copies of each appraisal:
 - a. One (1) copy to employee.
 - b. Original submitted to Human Resources to be One (1) placed in the employee's personnel file in Human Resources.

(b) Administration. Performance reviews appraisals shall be conducted for all non-represented employees, except the County Administrator, prior to completion of any applicable probationary period. Thereafter, performance reviews appraisals shall be conducted annually by July 1st January 31st.

- (1) Management The immediate supervisor shall conduct performance reviews appraisals of non-represented department employees annually by December 31st.
- (2) The County Administrator shall invite the applicable Committee of Jurisdiction Chairperson or designee to participate in department head performance appraisals by attending the Performance Appraisal or completing a Performance Feedback Survey form.
- (3) Committee of Jurisdiction Chairperson may attend Department Head performance review if requested by the Department Head or County Administrator.
- (4) Performance reviews appraisals shall be reported on forms provided by Human Resources Administration.
- (5) As part of the performance review appraisal process, when applicable the County Administrator shall review and update all non-represented all position job descriptions shall be updated and changes provided to Human Resources within sixty (60) days of completion of performance review annually with department heads by January 31st.
- (6) Prior to the review appraisal appointment, the employee shall complete a 'Self Performance Review' 'Standard of Performance Self-Evaluation Form' and provide to the reviewer at the time of the performance review. The employee email this completed form and all non-rep updated job descriptions to the County Administrator two (2) weeks prior to his/her scheduled appraisal appointment.
- (7) The performance review appraisal shall be reviewed and signed by the employee, applicable manager and the Department Head prior to being filed in the employee's personnel file with the employee's 'Self Performance Review'.
- (8) Performance reviews with attachments shall be submitted to Human Resources within ten business days of probationary period completion.

(c) Appeal. Employees shall have no right to appeal their performance review appraisal. If an employee disagrees with an review appraisals, the employee may submit a statement of explanation or disagreement, which shall be attached to the performance review appraisal.

Approved by Personnel Committee:

Approved by County Board:



**AMENDMENT 73
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.27 EXCUSED ABSENCES**

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

1.27 Excused Absences.

(a) **Vacations.** [\[Amendment 25, Adopted 12/20/2011\]](#) [\[Amendment 40, Adopted 03/25/2014\]](#) [\[Amendment 58, Adopted 10/25/2016\]](#)

(1) Employee vacation shall be determined based upon the schedules set forth below. Vacation eligibility shall be determined based upon the length of continuous service of each employee as of the employee's most recent hiring date as adjusted for unpaid leaves in excess of fourteen (14) days. Employees shall earn vacation on an accrual basis. As has been a long standing practice, the County will advance employees one hundred percent (100%) of vacation eligibility in January 2017 and in January 2018 and will not advance vacation in future years. Only vacation accrued by the employee shall be used to determine if an employee's vacation bank exceeds the maximum allowed by the County. Section 1.27(a)9 accrual limited to 150% of vacation eligibility shall not be enforced in calendar years 2017 and 2018. [\[Amendment 64, Adopted 02/28/2017\]](#)

All County Employees excluding WPPA

Two Weeks	0 through 5 th year
Three Weeks	6 th through 10 th year
Four Weeks	11 th through 13 th year
Five Weeks	14 th Year and Over

****Employees reaching 19 years prior to 01/01/2022 shall receive six weeks.**

Salaried/Management

35 Hour Employees		40 Hour Employees	
70 hours	0 through 5th year	80 hours	0 through 5th year
105 Hours	6th through 10th year	120 hours	6th through 10th year
140 Hours	11th through 13th year	160 hours	11th through 13th year
175 Hours	14th through 18th year	200 hours	14th through 18th year
210 Hours	19 Plus years	240 hours	19 Plus years

Courthouse & Highway Categories

7 Hour Employees		8 or 12 Hour Employees	
35 hrs	0 through 1st year	40 hrs	0 through 1st year
70 hrs	2nd through 6th year	80 hrs	2nd through 6th year
105 hrs	7th through 11th year	120 hrs	7th through 11th year
140 hrs	12th through 14th year	160 hrs	12th through 14th year
175 hrs	15th through 19th year	200 hrs	15th through 19th year
210 hrs	20 Plus years	240 hrs	20 Plus years

Professional Category

35 Hour Employees		40 Hour Employees	
35 hrs	0 through 1st year	40 hrs	0 through 1st year
70 hrs	2nd through 5th year	80 hrs	2nd through 5th year
105 hrs	6th through 10th year	120 hrs	6th through 10th year

140 hrs	11th through 13th year	160 hrs	11th through 13th year
175 hrs	14th through 18th year	200 hrs	14th through 18th year
210 hrs	19 Plus years	240 hrs	19 Plus years

Library Category

36.5 hrs	0 through 1st year
73 hrs	2nd through 6th year
109.5 hrs	7th through 11th year
146 hrs	12th through 14th year
182.5 hrs	15th through 19th year
219 hrs	20 Plus years

- (2) Employees shall ~~receive full week of vacation on~~ accrue vacation based on the above vacation schedule upon hire and beginning January 1st of the employee's anniversary year in which the employee is eligible to move to the next level of vacation.
- (3) Vacation may not be used during an employee's first four (4) months of the twelve (12) month probationary period, although accumulation starts with the first (1st) day of employment.
- (4) Vacation pay shall be computed on the pay rate in effect on the employee's day of vacation leave, excluding overtime ~~or premium pay~~.
- (5) Effective April 26, 2005, the Psychiatrist employee shall be entitled to the normal vacation schedule plus one (1) additional week of vacation for each remaining vacation level until this employee reaches the maximum of six (6) weeks of vacation. This employee also receives one (1) additional week of vacation in lieu of compensatory time. If this employee vacates the position of Psychiatrist for any reason prior to reaching the six (6) week level, this benefit shall terminate for the Psychiatrist position.
- (6) An employee using scheduled vacation hours ~~that subsequently becomes ill or who has a family member as defined by this Manual become ill~~ may not transfer vacation hours to sick leave hours.
- (7) Recognizing the need to perform departmental duties, Department Heads may schedule vacations at the Department Head's discretion. Vacation requests for all other employees require the approval of the employee's supervisor. Department Heads and/or supervisors shall consider workload of the department when approving vacation time.
- (8) ~~Employees are expected to use earned vacation within the year earned. Weeks of vacation shall be converted to days of vacation which shall be converted to hours based on the work schedule of each employee. When a position's/employee's weekly hours change, the number of days the employee has banked shall remain the same. His/her banked hours shall be adjusted to reflect the same number of days as before the change. Effective immediately, employees may carry over 150% of yearly vacation eligibility. At no time may an employee vacation bank exceed 150% of the vacation eligibility.~~ **[Amendment 44; Adopted 10/28/2014] [Amendment 54; Adopted 03/29/2016]**
- (9) In addition to earned vacation, exempt employees receive one (1) additional week of vacation in lieu of compensatory time. ~~Effective 01/01/2018, only 40-Hour management exempt employees shall receive an additional week of vacation in lieu of compensatory time.~~
- (10) Employees completing the probationary period, who subsequently leave the employ of the County in good standing, shall receive payment for accrued unused vacation time as of the date of separation. Any unused vacation carried over from the previous year shall be paid out with the pro-rated vacation. **[Amendment 51, Adopted 04/21/2015]**
- (11) An employee leaving the work force, for any reason, who has used vacation in excess of the amount accrued the final year of service, shall be responsible to reimburse the County for overused vacation. If possible, the reimbursement shall be deducted from the employee's final wages. **[Amendment 51, Adopted 04/21/2015]**
- (12) In the event of death of an active, current employee, surviving spouse or dependent shall receive payment for accrued unused vacation time as of the date of death. Any unused vacation carried over from the previous year shall be paid out with the pro-rated vacation.
- (13) Employees may gift any portion of earned vacation time to another employee for FMLA purposes by

completing a '[Gifted Vacation Time Authorization Form](#)'. The completed form shall be submitted to Human Resources. The recipient employee continues to accrue benefits while using donated time. The recipient employee shall not use donated time until the recipient employee's sick/vacation/personal day/comp banks have been exhausted. If an employee receiving donated time returns to work prior to benefit bank exhaustion, the donated vacation time shall be returned to the donating employee.

...
(d) **Sick Leave. [[Amendment 25, Adopted 12/20/2011](#)] [[Amendment 48; Adopted 11/12/2014](#)]**

- (1) Permanent full-time employees hired prior to 01/01/2012 shall be entitled to one (1) day of paid sick leave for each month of continuous service for the remainder of 2017 and unused sick leave shall carryover from year to year. Effective 01/01/2012 Employee sick leave accrual is capped at 800 hours.
- (2) Employees hired after 01/01/2012 accrue nine sick days per year.
- (3) Effective 01/01/2018 all employees shall accrue nine sick days per year.
- (4) Sick leave may not be used during an employee's first four (4) months of the probationary period, although accumulation starts with the first (1st) day of employment.
- (5) Sick leave may be used for personal illness, medical or dental appointments, bodily injury or attendance to the illness, medical or dental appointment or bodily injury of the immediate family. Immediate family shall include spouse, children, parents, siblings, father-in-law, mother-in-law, grandchildren, grandparents, stepchildren, stepparents, stepsiblings, son-in-law, daughter-in-law, brother-in-law, sister-in-law and significant other.
- (6) Employees must observe the following regulations to be granted sick leave with pay:
 - a. Notify the Department Head or designee of the reason for absence from work within one-half (1/2) hour of the start of a normal workday, except in the case of extreme emergency.
 - b. Keep supervisor informed of health condition.
 - c. Submit medical statement from attending physician certifying inability to work for an absence of more than five (5) working days.
- (7) Paid sick leave shall be computed on the base pay in effect the day of the employee's sick leave, excluding any overtime or premium pay.
- (8) When an employee's sick leave balance is insufficient to cover the absence of an employee, additional sick days may be charged to accumulated vacation or compensatory time.
- (9) While an employee is on paid sick leave, sick leave and vacation shall continue to accrue.
- (10) Willful misuse of sick leave or the willful making of false reports regarding illness shall subject the employee to disciplinary action and shall be considered just cause for suspension or discharge.
- (11) An employee receiving Worker's Compensation benefits which are less than the employee's salary may, at employee's option, use a portion or percentage of paid sick leave to supplement benefits up to the level of the employee's salary. Sick leave used to supplement Worker's Compensation benefits shall be charged against the employee's sick leave accumulation until the accumulation has been exhausted.
- (12) After five (5) days of consecutive sick leave for the same qualifying condition, employees shall be forced to apply for Family Medical Leave.

Approved by Personnel Committee:

Approved by County Board:



AMENDMENT 74
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.26 CONDITIONS OF EMPLOYMENT

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

1.26 Conditions of Employment.

...
(p)

Cellular Phones [Amendment 8; Adopted 09/30/2008] [Amendment 37; Adopted 02/25/2014]

If an employee's position must requires the use of a cellular phone to perform his/her official duties, the employee may elect to use a county cellular phone or the employee has an option to use her/his personal cellular phone and receive a monthly stipend for use of the personal phone. For the employee to be issued a County cellular phone. A The employee's Department Head shall notify the Finance Department in writing of all Department personnel authorized to use a personal cellular phone or a county phone with the ability to make equipment changes under the County cellular phone provider contract. Authorized personnel may communicate directly with the cellular phone provider representatives related to equipment changes.

- (1) County Issued Cellular phone. A Department Head must submit a written request to the County Administrator for the purchase of additional cellular phone lines/numbers or additional cellular phone equipment. The County Administrator must approve the request prior to purchase and distribution to the employee. The Department Head shall provide a copy of the approval to the Finance Department and the Finance Department will coordinate all line changes with the cellular phone provider. The Department Head shall also notify the Finance Department of a desire to discontinue a line and the Finance Department will coordinate the same with the cellular phone provider.
 - a. Personal use of a County issued cellular phone shall comply with the County's Policies and Procedures Personal Use of Telephones and/or Cellular phones.
 - b. ~~Marinette County cellular phone accounts shall not be used for personal use.~~
 - c. Employees shall use telephone etiquette when while answering cellular phone calls in County buildings. Employee cellular phones shall be turned off or switched to vibrate while attending County meetings. If the cellular phone is on vibrate and the employee determines the call is vital, the employee must leave the meeting room to answer the call.
 - d. The Finance Department may conduct audits to ensure additional costs for personal use of the County cellular phone are not occurring. ~~accounts are not used for personal use. Unauthorized use of cellular phones shall be considered a violation to **Section 1.23 – Misconduct Unacceptable Performance; (b) Violation of County Rules of Conduct; (5) The employee has used County owned equipment, supplies, uniforms or vehicle for personal use without supervisor approval** and the employee may be subject to disciplinary action. [Amendment 17, Adopted 12/21/2010]~~
- (2) Employee Personal Cellular phones. Effective January 1, 2018, an employee opting to use her/his personal phone for County business will not be issued a County cellular phone.
 - a. An employee electing to use a personal cellular phone for County business in place of a County issued cellular phone shall upon approval of the County Administrator receive a monthly non-taxable stipend. The Department Head shall obtain written authorization from the County Administrator for an employee to enter into a stipend agreement with the County.
 - b. Upon execution of a Cellular phone Stipend Agreement with the County, and submission each month of a copy of payment of the employee's provider monthly bill, an employee will receive a monthly stipend.
 - c. The amount of the stipend shall be established annually by the Marinette County Board of Supervisors.

- d. An employee receiving reimbursement for County business use of a personal cellular phone may under certain circumstances be required to provide the phone to the County for analysis of County business.

(q) **Personal Use of County Telephones**

- (1) An employee may use County telephones to place or receive necessary personal telephone calls or text messages provided additional toll, texting, or data charges are not incurred by the County.
- (2) All toll, texting or data charges incurred by the County as a result of personal use of a County telephone ~~personal long distance charges incurred by an employee must~~ shall be reimbursed to the County Treasurer immediately upon receipt of the department's billing statement ~~detailed telephone charges.~~
- (3) Personal use of telephones, including personal calls and/or text messages received or placed by an employee, shall be kept at a minimum and restricted to rest periods and lunch periods whenever possible.

Approved by Personnel Committee:

Approved by County Board:

05/31/2017 10:26
CHubbard

Marinette County, WI - LIVE
INVOICE LIST BY GL ACCOUNT

P 1
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YEAR/PERIOD: 2017/5 TO 2017/5	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
	51430000								HUMAN RESOURCES
	100-51-41-000-000-04-51430-000-52225-								TELEPHONE
	002809 CENTURYLINK	24434		2017	5	INV P		8.67	CENTURYLINK/SPEEDPA
								ACCOUNT TOTAL	8.67
	100-51-41-000-000-04-51430-000-52411-								POSTAGE
	000096 UNITED MAILING SERVI	148160		2017	5	INV P	051017	19.46	9007 POSTAGE DUE
								ACCOUNT TOTAL	19.46
	100-51-41-000-000-04-51430-000-52426-								ADV BIDS NOTICES
	000263 PESHTIGO TIMES	23793		2017	5	INV P		448.40	Position Ads
								ACCOUNT TOTAL	448.40
	100-51-41-000-000-04-51430-000-52441-								EMPLOYMENT EXPENSE
	000584 SEARCH FIRST INFORMA	23794		2017	5	INV P		110.00	Record check
	000584 SEARCH FIRST INFORMA	24091		2017	5	INV P		146.00	Background checks
	000584 SEARCH FIRST INFORMA	24404		2017	5	INV P		367.00	Background checks
								623.00	
	000760 AURORA HEALTHCARE, I	23791		2017	5	INV P		39.00	Pre-Employ drug scr
	000778 EQF*TALX CORPORATION	24403		2017	5	INV P		32.95	Employment expense
	000886 WI DEPT OF JUSTICE	23792		2017	5	INV P		80.00	RECORDS CHECK
	000886 WI DEPT OF JUSTICE	24092		2017	5	INV P		7.00	RECORDS CHECK
	000886 WI DEPT OF JUSTICE	24093		2017	5	INV P		40.00	RECORDS CHECK
	000886 WI DEPT OF JUSTICE	24094		2017	5	INV P		30.00	RECORDS CHECK
	000886 WI DEPT OF JUSTICE	24405		2017	5	INV P		10.00	RECORDS CHECK
								167.00	
								ACCOUNT TOTAL	861.95
								ORG 51430000 TOTAL	1,338.48
	54720000								VETERANS SERVICE OFFICE
	100-54-68-000-000-04-54720-000-52225-								TELEPHONE
	002809 CENTURYLINK	24434		2017	5	INV P		12.38	CENTURYLINK/SPEEDPA
								ACCOUNT TOTAL	12.38
	100-54-68-000-000-04-54720-000-52411-								POSTAGE
	000096 UNITED MAILING SERVI	148160		2017	5	INV P	051017	41.87	9007 POSTAGE DUE
								ACCOUNT TOTAL	41.87
								ORG 54720000 TOTAL	54.25

05/31/2017 10:26
CHubbard

Marinette County, WI - LIVE
INVOICE LIST BY GL ACCOUNT

P 2
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YEAR/PERIOD: 2017/5 TO 2017/5	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
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FUND 100	GENERAL FUND	TOTAL:	1,392.73
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** END OF REPORT - Generated by Chastidy Hubbard **