

- (e) Except when made by ballot, a member has the right to change his/her vote before the decision of the question has been finally and conclusively pronounced by the Chairperson or County Clerk.
- (f) No member of the Board shall leave the room during roll call.
- (8) Reconsideration and Rescission.** Any member voting with the majority may move for reconsideration or rescission of the vote on any question at the same or succeeding meeting.
- (9) Suspending, Changing and Interpreting the Rules.**
 - (a) These rules may be suspended by affirmative vote of two-thirds of the members present. The vote on any motion to suspend the rules shall be taken by roll call vote.
 - (b) These rules may be amended by Ordinance at any regular session of the County Board by a majority vote of the members present.
(Ord #261 12/17/02, Ord #271 1/27/04, Ord #327 5/26/09)

2.06 COUNTY BOARD COMPENSATION AND REIMBURSEMENT

- (1) Compensation.** County Board Supervisors shall receive an annual salary of twenty-four hundred dollars (\$2,400.00) payable in twelve (12) monthly installments.
- (2) County Board Chairperson Compensation.** The County Board Chairperson shall receive additional compensation over and above the compensation paid to him/her as a Supervisor in the amount of forty-eight hundred dollars (\$4,800.00) per year payable in twelve (12) monthly installments.
- (3) Mileage and Travel Expense.** Reimbursement for mileage shall be paid at the present rate per mile authorized by the Internal Revenue Service of the United States Department of the Treasury for the business mileage personal income tax deduction traveled to and from meetings by the most direct route. Only the operator of a personal vehicle used for transportation to and from a meeting may claim reimbursable mileage. Supervisors shall be reimbursed other travel expenses in accordance with Marinette County's Policies and Procedures Manual.
- (4) Meals.** County Board Supervisors shall be eligible for reimbursement of meal costs incurred, as stated in Marinette County's policy and procedure manual, when committee duties require attendance at a meeting or combination of meetings that would prevent the member from returning home at a normal meal period.
- (5) Per Diem.** Supervisors shall receive fifty dollars (\$50.00) per diem for each regularly scheduled monthly County Board meeting attended. Supervisors shall be paid twenty-five dollars (\$25.00) for all other meetings attended not to exceed three (3) claimed meetings per day. Claims for additional meeting payment in any given day shall be made only if such meeting, because of its nature, time or location, caused the meeting to be held separately and non-concurrent with or consecutive to or immediately prior to any other meeting. The annual number of per diem committee meetings claimed in any calendar year shall not be limited.

- (6) **Meeting Defined.** For compensation purposes, a meeting is defined as a meeting called to order by the Chairperson or a majority of its members for the purpose of exercising the responsibility, authority, power or duties delegated to or vested in a quorum of that body meeting the requirements of Ch. 19, Sub V, Wis. Stats. Open meetings of Governmental Bodies. In the event a quorum is lacking, members attending officially called meetings are entitled to meeting and travel expenses. Additionally, a Supervisor shall be credited with a committee meeting when said Supervisor has received authorization by his/her committee or the County Board Chairperson to perform an administrative task for said committee or the County Board, is a member of a Wisconsin Counties Association steering committee or has received prior approval to attend a specific event. Any day a Supervisor travels a distance of one hundred fifty (150) miles or greater, said travel day shall be counted as one (1) meeting attendance.
- (7) **County Board Chairperson Authorization to Attend Meetings.** The County Board Chairperson is authorized to attend meetings and conferences on matters directly related to County government. The Chairperson may direct the Vice-Chairperson or another member of the County Board to attend such meetings and conferences, either in place of the Chairperson or with the Chairperson. The Chairperson, the Vice-Chairperson and such other Board members as may be designated by the Chairperson, shall be entitled to per diem and mileage for attending such meetings and conferences, all subject to the regular rules of the County Board pertaining to per diem, mileage, and expenses.
- (8) **Citizen Members.** The per diem payment shall be twenty-eight dollars (\$28.00), plus mileage reimbursement at the current IRS rate for citizen members appointed by the County Board or Administrator to Boards, Committees and Commissions. Citizen members shall be eligible for reimbursement of meal costs incurred, as stated in Marinette County's policy and procedure manual, when committee duties require attendance at a meeting or combination of meetings that would prevent the member from returning home at a normal meal period. Specific to Board of Adjustment members, per diem shall be paid per inspection or hearing not to exceed two claimed per diems per day.
(Ord #288 6/28/05, Ord #300 3/28/06)

2.07 DUTIES OF OFFICERS AND CERTAIN APPOINTEES

- (1) **County Board Chairperson.** The County Board Chairperson shall:
- (a) preside at meetings of the County Board and shall countersign all final and approved resolutions and ordinances of the County Board;
 - (b) expedite those matters resolved upon by the County Board;
 - (c) in cooperation with the Corporation Counsel and County Administrator, take action to ensure that all federal, state and local laws, rules and regulations pertaining to County government are enforced;
 - (d) subject to County Board confirmation, shall appoint replacement members in the event a vacancy occurs on any standing or special

- (e) Except when made by ballot, a member has the right to change his/her vote before the decision of the question has been finally and conclusively pronounced by the Chairperson or County Clerk.
- (f) No member of the Board shall leave the room during roll call.
- (8) Reconsideration and Rescission.** Any member voting with the majority may move for reconsideration or rescission of the vote on any question at the same or succeeding meeting.
- (9) Suspending, Changing and Interpreting the Rules.**
 - (a) These rules may be suspended by affirmative vote of two-thirds of the members present. The vote on any motion to suspend the rules shall be taken by roll call vote.
 - (b) These rules may be amended by Ordinance at any regular session of the County Board by a majority vote of the members present.
(Ord #261 12/17/02, Ord #271 1/27/04, Ord #327 5/26/09)

2.06 COUNTY BOARD COMPENSATION AND REIMBURSEMENT

- (1) Compensation.** County Board Supervisors shall receive an annual salary of twenty-four hundred dollars (\$2,400.00) payable in twelve (12) monthly installments.
- (2) County Board Chairperson Compensation.** The County Board Chairperson shall receive additional compensation over and above the compensation paid to him/her as a Supervisor in the amount of forty-eight hundred dollars (\$4,800.00) per year payable in twelve (12) monthly installments.
- (3) Mileage and Travel Expense.** Reimbursement for mileage shall be paid at the present rate per mile authorized by the Internal Revenue Service of the United States Department of the Treasury for the business mileage personal income tax deduction traveled to and from meetings by the most direct route. Only the operator of a personal vehicle used for transportation to and from a meeting may claim reimbursable mileage. Supervisors shall be reimbursed other travel expenses in accordance with Marinette County's Policies and Procedures Manual.
- (4) Meals.** County Board Supervisors shall be eligible for reimbursement of meal costs incurred, as stated in Marinette County's policy and procedure manual, when committee duties require attendance at a meeting or combination of meetings that would prevent the member from returning home at a normal meal period.
- (5) Per Diem.** Supervisors shall receive fifty dollars (\$50.00) per diem for each regularly scheduled monthly County Board meeting attended. Supervisors shall be paid twenty-five dollars (\$25.00) for all other meetings attended not to exceed three (3) claimed meetings per day. Claims for additional meeting payment in any given day shall be made only if such meeting, because of its nature, time or location, caused the meeting to be held separately and non-concurrent with or consecutive to or immediately prior to any other meeting. The annual number of per diem committee meetings claimed in any calendar year shall not be limited.

- (6) **Meeting Defined.** For compensation purposes, a meeting is defined as a meeting called to order by the Chairperson or a majority of its members for the purpose of exercising the responsibility, authority, power or duties delegated to or vested in a quorum of that body meeting the requirements of Ch. 19, Sub V, Wis. Stats. Open meetings of Governmental Bodies. In the event a quorum is lacking, members attending officially called meetings are entitled to meeting and travel expenses. Additionally, a Supervisor shall be credited with a committee meeting when said Supervisor has received authorization by his/her committee or the County Board Chairperson to perform an administrative task for said committee or the County Board, is a member of a Wisconsin Counties Association steering committee or has received prior approval to attend a specific event. Any day a Supervisor travels a distance of one hundred fifty (150) miles or greater, said travel day shall be counted as one (1) meeting attendance.
- (7) **County Board Chairperson Authorization to Attend Meetings.** The County Board Chairperson is authorized to attend meetings and conferences on matters directly related to County government. The Chairperson may direct the Vice-Chairperson or another member of the County Board to attend such meetings and conferences, either in place of the Chairperson or with the Chairperson. The Chairperson, the Vice-Chairperson and such other Board members as may be designated by the Chairperson, shall be entitled to per diem and mileage for attending such meetings and conferences, all subject to the regular rules of the County Board pertaining to per diem, mileage, and expenses.
- (8) **Citizen Members.** The per diem payment shall be twenty-eight dollars (\$28.00), plus mileage reimbursement at the current IRS rate for citizen members appointed by the County Board or Administrator to Boards, Committees and Commissions. Citizen members shall be eligible for reimbursement of meal costs incurred, as stated in Marinette County's policy and procedure manual, when committee duties require attendance at a meeting or combination of meetings that would prevent the member from returning home at a normal meal period. Specific to Board of Adjustment members, per diem shall be paid per inspection or hearing not to exceed two claimed per diems per day.
(Ord #288 6/28/05, Ord #300 3/28/06)

2.07 DUTIES OF OFFICERS AND CERTAIN APPOINTEES

- (1) **County Board Chairperson.** The County Board Chairperson shall:
 - (a) preside at meetings of the County Board and shall countersign all final and approved resolutions and ordinances of the County Board;
 - (b) expedite those matters resolved upon by the County Board;
 - (c) in cooperation with the Corporation Counsel and County Administrator, take action to ensure that all federal, state and local laws, rules and regulations pertaining to County government are enforced;
 - (d) subject to County Board confirmation, shall appoint replacement members in the event a vacancy occurs on any standing or special

2.08 (16) (a)

(16) **Personnel and Veterans Service Committee.** The duties of the committee shall be:

- * (a) consider and review all adjustments of wages and salaries of the County officers, County Board members, and County employees under its jurisdiction and recommend the same to the County Board for approval. In even numbered years, recommend to the County Board at the regularly scheduled February County Board meeting, the salaries of elected county constitutional officers pursuant to §59.22, Wis. Stats.;
- (b) establish and maintain policies and procedures for administration of a sound, county-wide personnel management system;
- (c) provide direction and guidance on personnel policies and procedures to all county offices and departments;
- (d) approve negotiations with all employee bargaining units and recommend contracts to the County Board. The County Administrator and Human Resource Director shall represent the county in negotiations with bargaining units. The Corporation Counsel may be consulted for personnel matters, including but not limited to, litigation and arbitration upon request of the County Administrator or the Human Resource Director;
- (e) present to the County Board recommended changes in County office hours, employee fringe benefits including administration of the Wisconsin Retirement Fund and policies relating thereto, subject to provisions of bargaining unit agreements;
- (f) establish policies and procedures, in cooperation with the County Administrator and elected officials as appropriate, for the following offices and departments:
 - (1) Human Resources Department
 - (2) Veterans Service Office

(Ord #258 7/30/02, Ord #263 2/25/03, Ord 283 8/31/04)

(17) **Public Works Committee.** The composition, duties and powers of the committee shall be:

- (a) the committee shall be comprised of the Chairperson and Vice-Chairperson of the Buildings and Property; Forestry, Parks, Outdoor Recreation and Land; and Highway and Transportation Committees;
- (b) in the event a committee Chairperson or Vice-Chairperson is also the Chairperson or Vice-Chairperson of another of the above designated committees, that member is entitled to as many votes as the member holds Chairperson or Vice-Chairperson status;
- (c) act as the parent committee for the Public Works Department, said Department being composed of the following divisions:
 - (1) Maintenance
 - (2) Forestry & Parks
 - (3) Highway
- (d) to meet in the event an issue arises that affects two or more of the Public Works Department divisions and resolve said issues;

2.07 (3) (f)

committee, agency or commission of the County Board who are not subject to appointment by the County Administrator. Any vacancies requiring citizen appointments shall be identified at a County Board meeting and no appointment shall be made prior to the next County Board meeting, thus allowing County Board members the opportunity to provide names of qualified candidates or nominees for consideration;

- (e) serve as ex officio member to all standing, special, or ad hoc committees of the County Board to which the Chairperson is not duly appointed;
 - (f) may call meetings of standing committee chairpersons for the purpose of reviewing program evaluations being conducted by said standing committees. Following the April reorganization meeting, the County Board Chairperson may also call a meeting of the standing committee chairpersons for the purpose of orientation and training in conducting committee meetings, program evaluations, resolution procedure and County Board rules.
- (2) **Vice-Chairperson.** The County Board Vice-Chairperson shall:
- (a) in the event of death or resignation of the County Board Chairperson, assume and perform all duties of the Chairperson.
 - (b) in the event of absence or disability of the County Board Chairperson, assume and perform all duties of the Chairperson.
 - (c) in the event absence or disability of the Chairperson extends to a period of sixty days, the Vice-Chairperson shall be compensated at the Chairperson's salary. The Executive Committee shall determine the date the Vice-Chairperson shall become entitled to the salary of the Chairperson.
- (3) **Corporation Counsel.** The Corporation Counsel shall:
- (a) prosecute and defend civil actions in which the County Board has an interest;
 - (b) attend County Board meetings and serve as parliamentarian and legal advisor to the County Board;
 - (c) upon request, advise the County Board, its commissions, committees, agencies and officers in civil matters;
 - (d) review and make recommendation to the County Board on all contracts, agreements, ordinances and resolutions as to the legal content and application of the same;
 - (e) serve as legal advisor to all County departments as requested in civil matters; and, serve as chief legal representative for the Marinette County Child Support Agency;
 - (f) upon request of the County Administrator or Personnel Committee, assist in labor relations, arbitrations and negotiations with employee bargaining units;
 - (g) perform all other necessary duties as prescribed by §59.42(1)(c), Wis. Stats.
- (4) **County Administrator.** The County Administrator shall have all the powers and duties as set forth in §59.18, Wis. Stats., and shall:

2.08 (16)(d)

(16) **Personnel and Veterans Service Committee.** The duties of the committee shall be:

- * (a) consider and review all adjustments of wages and salaries of the County officers, County Board members, and County employees under its jurisdiction and recommend the same to the County Board for approval. In even numbered years, recommend to the County Board at the regularly scheduled February County Board meeting, the salaries of elected county constitutional officers pursuant to §59.22, Wis. Stats.;
 - (b) establish and maintain policies and procedures for administration of a sound, county-wide personnel management system;
 - (c) provide direction and guidance on personnel policies and procedures to all county offices and departments;
 - (d) approve negotiations with all employee bargaining units and recommend contracts to the County Board. The County Administrator and Human Resource Director shall represent the county in negotiations with bargaining units. The Corporation Counsel may be consulted for personnel matters, including but not limited to, litigation and arbitration upon request of the County Administrator or the Human Resource Director;
 - (e) present to the County Board recommended changes in County office hours, employee fringe benefits including administration of the Wisconsin Retirement Fund and policies relating thereto, subject to provisions of bargaining unit agreements;
 - (f) establish policies and procedures, in cooperation with the County Administrator and elected officials as appropriate, for the following offices and departments:
 - (1) Human Resources Department
 - (2) Veterans Service Office
- (Ord #258 7/30/02, Ord #263 2/25/03, Ord 283 8/31/04)

(17) **Public Works Committee.** The composition, duties and powers of the committee shall be:

- (a) the committee shall be comprised of the Chairperson and Vice-Chairperson of the Buildings and Property; Forestry, Parks, Outdoor Recreation and Land; and Highway and Transportation Committees;
- (b) in the event a committee Chairperson or Vice-Chairperson is also the Chairperson or Vice-Chairperson of another of the above designated committees, that member is entitled to as many votes as the member holds Chairperson or Vice-Chairperson status;
- (c) act as the parent committee for the Public Works Department, said Department being composed of the following divisions:
 - (1) Maintenance
 - (2) Forestry & Parks
 - (3) Highway
- (d) to meet in the event an issue arises that affects two or more of the Public Works Department divisions and resolve said issues;

- (53) **Sick Leave.** Leave from duty granted an employee to recover from sickness or injury or to receive authorized medical treatment.
- (54) **Significant Other.** An employee's partner in an intimate relationship without disclosure or presumption about his/her marital status or sexual orientation.
- (55) **Step Increment.** Increase in wages within a specific pay range.
- (56) **Sub Motor Pool.** A group of vehicles provided to users from more than one (1) department at a common location.
- (57) **Suitability of Employment.** Determination of whether or not a probationary employee has demonstrated capability for permanent employment.
- (58) **Supervisor.** The person responsible for the assignment, direction and evaluation of the work of another employee.
- (59) **Termination.** The removal of an employee from employment for voluntary or involuntary reasons.
- (60) **Time in Service.** Period of time between steps shown on the non-represented employee salary schedule.
- (61) **Work Period.** An established and regularly recurring period of work.
- (62) **Work Rules.** A departmental or County regulation, which is job related and promulgated in writing.
- (63) **Work Schedule.** Established hours an employee is required to work.

1.05 Organization and Administration

(a) **Purpose.** In order to establish and maintain a personnel program for the County, this section shall establish a clear understanding of responsibility and authority. Proper organization and delegation of authority are essential to effective and efficient County government administration and management.

(b) **Responsibility and Authority.**

(1) **County Board. The County Board shall:**

- a. Authorize by motion an amendment to this Manual.
- a. Confirm all non-elected Department Head appointments.
- b. Authorize the creation, abolition or reclassification of all permanent positions.
- c. Appropriate funds for all authorized permanent positions.

(2) **Personnel Committee. The Personnel Committee shall:**

- a. Review and consider all adjustments of wage schedules of Elected Officials including County Board members, and County employees and recommend the same to the County Board for approval.
- b. Recommend and maintain policies and procedures for administration of a sound, countywide personnel management system.
- c. Provide policy direction and guidance to all County offices and departments.

(3) **Finance Committee. The Finance Committee shall:**

- a. Review and consider all unbudgeted personnel requests for appropriation of funds prior to consideration by the County Board.

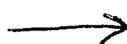
(4) **Committee of Jurisdiction. The Committee of Jurisdiction shall:**

- a. Review and consider all new personnel requests for departments under its jurisdiction prior to consideration by the Personnel Committee and County Board.
- b. Chairperson or Designee with the County Administrator shall interview candidates for Department Head vacancies prior to submission to County Board for confirmation.
- c. Review and approve job descriptions for new and re-evaluated positions in departments under its jurisdiction prior to consideration by the Personnel Committee and County Board.
- d. Participate in annual Department Head performance appraisals with the County Administrator.

(5) **County Administrator. The County Administrator shall:**

- a. Approve the creation, abolition or reclassification of all positions prior to submission to the Committee of Jurisdiction, Personnel Committee and County Board.
- b. Consider and approve all job descriptions for County positions.

1.05 (b) (2)



1.05 (b)(6)(b)c.

- c. Appoint and supervise Department Heads except those elected by the people.
- d. Interview candidates for Department Head vacancies with the appropriate Committee of Jurisdiction chairperson or designee. The candidate selected by the County Administrator shall be approved by a majority vote of the Committee of Jurisdiction prior to submission to the full County Board for confirmation.
- e. Review and consider all independent contractor requests.
- f. Annually perform Department Head appraisals with participation of the Committee of Jurisdiction chairperson or designee.
- g. Consider and recommend all amendments to this Manual to the Personnel Committee and the County Board.

(6) **Corporation Counsel. The Corporation Counsel shall:**

- a. Be responsible for interpretations of the intent of the language in this Manual.
- b. In conjunction with the Human Resources Director, negotiate union agreements with bargaining group representatives.

(7) **Human Resources Department.**

- a. All personnel activities and issues, unless otherwise requested or directed by the County Administrator shall be conducted through the Human Resources Department.
- b. Employees for new positions or vacancies shall be hired through the Human Resources Department.
- c. The Human Resources Department shall create or update job descriptions for newly created positions, when a position becomes vacant, before a position is posted or advertised, when changes/merges occur within the job, or if the position is re-evaluated. All job descriptions shall be written according to the requirements regulated by state and federal laws.
- d. The Human Resources Department shall be responsible for the administration of employee benefits.
- e. The Human Resources Department shall be responsible for maintaining the Marinette County Policies and Procedures Manual.

(8) **Human Resources Director. The Human Resources Director shall:**

1.05 (b)(8)(b)(c)

- a. Lead strategic efforts and make operational recommendations to the County Administrator in all areas of personnel management including employment and recruiting, training and development, classification and compensation, benefits, employee relations, labor negotiations, personnel records and health and safety.
- b. In conjunction with Corporation Counsel, negotiate union agreements with bargaining group representatives.
- c. Be the Spokesperson for Marinette County with regard to communicating with the bargaining group business representatives.
- d. Authorize all payroll memo changes prior to submission to the Finance Department.
- e. Develop and implement necessary HIPAA procedures as Marinette County's HIPAA Privacy Officer.
- f. Cooperate with other governmental agencies regarding personnel tests, recruiting, training, and the temporary exchange of personnel for on the job training and management experience.
- g. Evaluate, from time to time, the operation and effectiveness of the policies herein, and report the findings and recommendations to the County Administrator.

(9) **Finance Department.**

- a. The Finance Department shall administer payroll, which includes converting data from personnel transactions to payroll records and shall maintain cumulative records of vacation, overtime, sick leave and payroll deductions.
- b. Payroll records and data shall be developed in cooperation with the Human Resources Director to provide current personnel and position information, summaries and statistics.

(10) **Department Heads. Department Heads shall:**

- a. Enforce this Manual as it pertains to their respective departments and keep employees informed of its provisions.
- b. Recommend to the Human Resources Director or County Administrator an amendment to this

Parks Staff Re-organization- 2009

Current Parks Staff Structure

	January	February	March	April	May	June	July	August	September	October	November	December
1 Park Foreman	x	x	x	x	x	x	x	x	x	x	x	x
2 Park Foreman	x	x	x	x	x	x	x	x	x	x	x	x
3 Camp Bird Caretaker	x	x	x	x	x	x	x	x	x	x	x	x
4 9-month Park Caretaker (39 weeks)												
5 9-month Park Caretaker (39 weeks)												
6 9-month Park Caretaker (39 weeks)												
7 9-month Park Caretaker (39 weeks)												
8 7-month Park Caretaker (30 weeks)												
9 7-month Park Caretaker (30 weeks)												
10 7-month Park Caretaker (30 weeks)												
11 6 1/2 month Park Caretaker (Night Patrol)- 27 weeks)												
Monthly Number of Staff	3	3	7	10	10.5	11	11	11	11	11	8	3

Proposed Parks Staff Re-structure

*Reduction of 1 Foreman (12 months) but add additional 6.5 months to Caretakers (Plus help from Forestry 8-month position on an as needed basis during summer)

	January	February	March	April	May	June	July	August	September	October	November	December
1 Park Foreman	x	x	x	x	x	x	x	x	x	x	x	x
2 Park Foreman												
3 Camp Bird Caretaker	x	x	x	x	x	x	x	x	x	x	x	x
4 9-month Park Caretaker (39 weeks)												
5 9-month Park Caretaker (39 weeks)												
6 9-month Park Caretaker (39 weeks)												
7 9-month Park Caretaker (39 weeks)												
8 9-month Park Caretaker (39 weeks)												
9 9-month Park Caretaker (39 weeks)												
10 9-month Park Caretaker (39 weeks)												
11 7-month Park Caretaker (Night Patrol)- 30 weeks												
12 8-month Forestry Equipment Operator (34 weeks)- 4 months in parks												
Monthly Number of Staff	2	2	9	9	10	11	11	11	11	10	10	2