



AGENDA

Position Classification Plan Review Committee

Tuesday, November 10, 2009
8:30 a.m.
Extension Conference Room
Third Floor, Courthouse

1. Call to order
2. Approve agenda
3. Approve/amend minutes of October 7, 2009
4. Public comment – speakers limited to 5 minutes
5. Discuss/consider Amendment #14 to the Marinette County Personnel Policies and Procedures Manual Section 1.10 Classification and Compensation Plans,
(a) Classification Plan:
 - (4) Establishing Positions (d) creation of new position, action if any (attachment-page 4)
 - (5) Re-evaluation of Established Positions and (5)(c) vacant position during a moratorium, action if any (attachment-pages 4 & 5)
6. Adjournment

Please bring your “Non-rep Position Classification and Compensation Plan” binders to the meeting.

cc: George Bousley	County Clerk
Ted Sauve	County Administrator
Connie Seefeldt	Human Resources Director
Ken Casper	Corporation Counsel
Vilas Schroeder	Media
Kathy Just	Posting
Nicholas Lakari	

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

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

1926 Hall Avenue, Marinette, WI 54143-1717

REVISED
**NON-REP POSITION CLASSIFICATION AND
COMPENSATION PLAN
REVIEW COMMITTEE RECOMMENDATIONS**

Personnel Policies and Procedures Manual – Amendment #14
Revisions to original documents are highlighted
Revisions to charts are bold

Track Changes Document	Pages 3-9
Draft Copy Document without Track Changes	Pages 10-15
New Position Request Procedure Chart	Pages 16-17
Non-Rep Re-evaluation Procedure Chart	Pages 18-19
Amendment to Chapter Two	Pages 20-21

First Reading	October 27, 2009
Second Reading	November 10, 2009
Discussion/Action	December 15, 2009

**Please bring this document to the December County
Board Meeting.**

RESOLUTION No. 301

**CREATION OF A NON-REPRESENTED POSITION CLASSIFICATION
AND COMPENSATION PLAN REVIEW COMMITTEE**

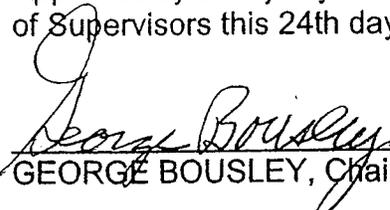
WHEREAS, Marinette County has the responsibility to effectively address non-represented employee classification and compensation.

NOW, THEREFORE, BE IT RESOLVED that a special committee to be known as the Marinette County Non-Represented Position Classification and Compensation Plan Review Committee is hereby created. The Committee shall be comprised of seven members. Composition of the Committee shall be the County Board Chairperson, County Board Vice-Chairperson, Personnel Committee Chairperson and Vice-Chairperson, Finance Committee Chairperson and two County Board of Supervisors selected and appointed by the County Board Chairperson.

BE IT FURTHER RESOLVED that the Committee is created for the purpose of reviewing the current compensation/classification plan and alternatives. The Committee shall report findings and make recommendations to the Marinette County Board of Supervisors not later than December 2009.

BE IT FURTHER RESOLVED that the Marinette County Non-Represented Position Classification and Compensation Plan Review Committee shall be dissolved effective December 31, 2009 absent specific extension of the existence of the Committee by the Marinette County Board of Supervisors.

Approved by a majority vote of the quorum of the Marinette County Board of Supervisors this 24th day of February 2009.



GEORGE BOUSLEY, Chairperson



KATHERINE K. BRANDT, County Clerk

Recommended: Personnel Committee on 02/20/09

**AMENDMENT 14
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.10 CLASSIFICATION AND COMPENSATION PLANS**

The following language shall be added to the Marinette County Personnel Policies & Procedures Manual:

1.10 Classification and Compensation Plans

...

(a) Classification Plan

...

- (4) Establishing Positions**
- (5) Re-evaluation of Established Positions**
- (6) Reorganization of a Department**

DRAFT

Please see attached

Due to the fact Resolution #301 dated 02/24/2009 states the Non-Represented Position Classification and Compensation Plan Review Committee is created to review the current compensation/classification plan and shall report findings and make recommendations to the Marinette County Board of Supervisors, this amendment will not be forwarded to the Personnel Committee.

Approved by County Board:

employee to a union position previously held, shall be compensated at the same pay grade and step level of compensation when employment terminated.

4. Limited term employees are not union participants and do not accrue seniority or benefits.
 5. In the event a limited term employee applies and is awarded permanent employment with the County, the LTE status shall be excluded from the employee's probationary period.
- b. **Permanent Seasonal Employee.**
1. The County hires seasonal employees for seasonal work. The wage rate and benefits shall be set by the appropriate bargaining agreement. See Permanent Employee Hiring Procedure.
- c. **Intern Employee. Amendment 3, Adopted 04/17/2007**
1. Interns are persons who perform work for the County on a part-time or temporary basis without compensation in order to obtain work experience. If a Department head determines his/her department has the time to accommodate an inter/shadow, that Department head shall submit an intern request in writing to the County Administrator for final approval.
 2. Interns are not County employees and are not eligible for benefits.
- d. **Project Position Employee.**
1. Upon recommendation of the Department Head with the approval of the County Administrator and Committee of Jurisdiction, the Personnel Committee may authorize a project position employee.
 2. Project employees are eligible for Social Security, Worker's Compensation and WI Retirement if the employee works six hundred (600) hours or more. See Limited Term Employee/Project Position Employee Hiring Procedure.

(4) **Establishing Positions.**

- a. The Board of Supervisors shall in the budget authorize for each department the number of permanent full-time and permanent part-time positions for the succeeding year.
- b. A Department Head prior to allowing a permanent part-time employee to work hours in excess of the original budget must obtain approval from the County Administrator. Department Heads shall submit written documentation to the County Administrator stating the reason the work percentage of the position warrants an increase of hours. Upon approval from the County Administrator, the Department Head shall forward the request to the Committee of Jurisdiction, Personnel Committee, Finance Committee and County Board for final approval.
- c. A Department Head seeking an additional permanent position for the succeeding budget year or not previously authorized in the budget shall forward a completed New Personnel Request Form and a draft job description to the County Administrator. The New Personnel Request Form and the draft job description of the new non-represented position for the succeeding budget year shall be forwarded to the County Administrator by April 1. Department heads shall contact Human Resources by March 15 to begin the job description process to be certain the draft job description process is completed by March 31. In the event the County Administrator determines that a need for a position does exist, Administration shall notify the Department Head to continue with the steps stated on the New Personnel Request form. The County Administrator shall submit a written recommendation to approve or deny the new personnel request and a copy of the draft job description to the appropriate Committee of Jurisdiction. If the Committee of Jurisdiction does not approve the new personnel request, the process ends. If the Committee of Jurisdiction approves the new personnel request and the job description, the new personnel request is forwarded to the Personnel Committee and, if funding is required, the Finance Committee. If either the Personnel Committee or the Finance Committee denies the new personnel request, the process ends. If the Personnel Committee approves the new personnel request and, if funding is required, the Finance Committee approves the new personnel request, the new personnel request is forwarded to the

County Board to render a final decision to approve the creation of the new position. The Committee of Jurisdiction, the Personnel Committee, if funding is required, the Finance Committee and the County Board shall take action on new personnel requests for the succeeding budget year annually in April.

- d. Upon County Board approval of the creation of the a new position, Administration will shall notify the Department Head shall to complete applicable evaluation forms. If the new approved position for the succeeding budget year is a non-represented position, a Position Description Questionnaire Form shall be completed and returned to Administration by May 31. for a the new non represented position. Department heads shall refer to the applicable bargaining agreement for the new position evaluation r evaluation-process of a represented position. Both A non-represented and represented completed new position evaluation documents shall be returned to Administration. The non-represented position evaluation process instructions are attached to the position description questionnaire form.
- e. Administration shall forward the Position Description Questionnaire Form and the approved job description of the new non-represented position for the new succeeding budget year to A an outside professional Human Resources management consulting service- by June 5. The outside consulting service shall determine a grade level for the non-represented position utilizing the 1989 Arthur Young Compensation/Classification System. Administration shall notify the appropriate department head of the assigned grade level of the new non-represented position for the succeeding budget year by July 31. The initial consulting service assigned grade level for the new position shall be final. There is no grade level appeal process. shall complete all non-represented employee new position evaluations. The consulting service shall assign a grade level to the new position using the Arthur Young classification system.
- f. Administration shall forward the consulting service assigned grade level of the new non-represented position for the succeeding budget year position directly to the County Board in August for approval and placement of the position in the 1989 Arthur Young Compensation/Classification plan. County Board action determines the effective date of the new position.
- f.g. Any position created within the budget cycle shall be effective the following year. A position created as an exception to the budget cycle shall be effective on the date designated by the County Board. A department head seeking an additional permanent position not previously authorized in the budget shall, with the exception of the timelines, follow the procedure above. (4) Establishing Positions c through f.
- g.h. Nothing contained in this Manual shall be construed to require the County Administrator or the Personnel Committee to hire for all positions authorized by the Board of Supervisors.

(5) **Re-evaluation of Established Positions.** A request for re-evaluation of a non-represented existing position shall be initiated in accordance with the budget process. The County Administrator shall review and update all non-represented position job descriptions annually with department heads by January 31. The non-represented position job descriptions the County Administrator determines have substantially changed shall be placed in a file by year of review. If the Executive Committee imposes a moratorium on re-evaluations of non-represented positions for a current budget year or a number of budget years, the succeeding budget year the moratorium is lifted and the Executive Committee determines non-represented position re-evaluations shall be allowed, all the job descriptions of the positions the County Administrator has determined have substantially changed in previous years and the current year shall be submitted to the Non-Rep Re-evaluation Review Committee in order of earliest to latest review year. Non-represented position re-evaluation requests shall be submitted to Administration by May 15 for completion by July 1, prior to the fiscal year in which such re-evaluation is to become effective. All re-evaluation results become effective January 1 of the next fiscal year.

- a. The County Administrator, employee's immediate Supervisor, Department Head or employee may initiate a re-evaluation request of a current non-represented position. If an employee or supervisor initiates a re-evaluation request, the employee's Department Head must approve the request. The Executive Committee shall meet annually during the first week of May to determine if non-

- represented position re-evaluations shall be allowed for the succeeding budget year. The Executive Committee's decision shall include measurable criteria regarding economic conditions and employee benefits.
- b. The re-evaluation process shall not be used as a performance reward or for temporary changes in job responsibilities. If the Executive Committee determines non-represented position re-evaluations shall not be allowed for the succeeding budget year, a moratorium shall be placed on non-represented position re-evaluations until the next annual May meeting of the Executive Committee.
- c. In the event a non-represented position becomes vacant during a moratorium, the Administrator shall forward such position to the County Board to determine the re-evaluations process. In the event a non-represented position becomes vacant during the year the Executive Committee has placed a moratorium on non-represented position re-evaluations and the County Administrator has determined the position has substantially changed at the annual department head appraisal meeting, the County Administrator shall forward the substantial change documents of the non-represented position to the County Board. The County Board shall determine if the position shall be re-evaluated and what steps are required to complete the re-evaluation process.
- d. If the Executive Committee determines non-represented position re-evaluations shall be allowed for the succeeding budget year, the Non-Rep Re-evaluation Review Committee shall meet in June. the County Administrator shall report to the Non-Rep Re-evaluation Review Committee the names of the positions where the job responsibilities have substantially changed based the updated job description. The County Administrator shall report the names of the positions where the job responsibilities have substantially changed, based upon the updated job description, to the Non-Rep Re-evaluation Review Committee at the Committee's meeting in June. The Non-Rep Re-evaluation Review Committee consists of five voting members and the County Administrator and the Human Resources Director who are ex-officio members. The five voting members are the County Board Chairperson, the County Board Vice Chairperson, the Personnel Committee Chairperson, the Finance Committee Chairperson and the Committee of Jurisdiction Chairperson. In the event the Committee of Jurisdiction Chairperson is also the Chairperson of another of the designated committees, the Committee of Jurisdiction's Vice Chairperson shall serve as the fifth member.
- e. Administration shall notify the appropriate department head during the second week of May to advise the position employee of the Executive Committee's decision and to complete a Re-Evaluation of Position Justification Form documenting the substantial changes in responsibilities of the position. The department head shall approve the completed form by completing the Re-Evaluation of Position Justification Supervisor Review & Comments Form and forward both forms to Administration by June 1.
- f. Administration shall forward the Re-Evaluation of Position Justification Form documenting substantial changes in responsibilities of the non-represented position and the updated job description directly to the Non-Rep Re-evaluation Review Committee by June 5. The Non-Rep Re-evaluation Review Committee shall determine if the job responsibilities of the position have substantially changed and render a decision to approve or deny the re-evaluation of the non-represented position by June 30. The Non-Rep Re-evaluation Review Committee at its discretion may call upon other resources the Committee deems appropriate to make a decision. The Non-Rep Re-evaluation Committee's decision shall be final. If the Non-Rep Re-evaluation Review Committee determines the job responsibilities of the position have not substantially changed and denies the re-evaluation of the non-represented position, the process ends.
- g. If the Non-Rep Re-evaluation Review Committee determines the job responsibilities of the position have substantially changed and approves the re-evaluation of the non-represented position, Administration shall advise the appropriate department head by July 5 to notify the position employee to complete a Position Description Questionnaire Form. The department head shall approve the completed form by completing the Position Description Questionnaire Supervisor Review and Comment Form and forward both forms to Administration by July 20.
- h. Administration shall forward the completed Re-Evaluation of Position Justification Form, the

updated job description, the Position Description Questionnaire Form and the Supervisor Review & Comments Form of the approved re-evaluation to an outside professional Human Resources management consulting service during the first week of August.- The outside consulting service shall to determine if the non-represented position is re-evaluated to a higher grade level, the same grade level or a lower grade level utilizing the 1989 Arthur Young Compensation/Classification system. Administration will notify the appropriate department head by September 15 of the re-evaluation result of the position. The initial consulting service re-evaluation result shall be final. There is no re-evaluation appeal process.

- ~~e. Non-represented position re-evaluation consideration requires the initiator to complete a Position Description Questionnaire Form a Position Description Questionnaire Supervisor Review & Comments Form a Re-Evaluation of Position Justification Form, and a Re-Evaluation of Position Justification Supervisor Review & Comments Form. The completed forms documenting substantial changes in existing responsibilities shall be forwarded to the County Administrator. The County Administrator shall submit his/her recommendation to the Committee of Jurisdiction, Personnel Committee and County Board. The re-evaluation result shall be effective on the date designated by the County Board.~~
- ~~d. If the non-represented employee receives approval for the re-evaluation request from the County Administrator, Administration shall submit the paperwork to an outside professional Human Resources management consulting service to complete the re-evaluation of the position. The consulting service shall re-evaluate the assigned grade level of the position using the Arthur Young classification system. Re-evaluation process instructions are attached to the position description questionnaire form.~~
- ~~i. Administration shall forward the consulting service re-evaluation results directly to the County Board in September for approval and placement of the position in the 1989 Arthur Young Compensation/Classification plan. County Board action determines the effective date of the position. County Board action determines the effective date of the re-evaluation results.~~
- ~~f. If circumstances not existing at budget time warrant a mid-year non-represented position re-evaluation, the initiator shall complete Position Description Questionnaire Form a Position Description Questionnaire Supervisor Review & Comments Form a Re-Evaluation of Position Justification Form, and a Re-Evaluation of Position Justification Supervisor Review & Comments Form. The completed forms documenting substantial changes in existing responsibilities shall be forwarded to the County Administrator. The County Administrator shall submit his/her recommendation to the Committee of Jurisdiction, Personnel Committee and County Board. The re-evaluation result shall be effective on the date designated by the County Board.~~
- ~~f.j. If the re-evaluation result increases a position to a higher pay grade, the position shall be placed at the appropriate step in the new pay range that provides at least a three percent (3%) an increase in pay. Step increases are payable at the intervals indicated on the non-represented employee salary schedule.~~
- ~~g.k. If the re-evaluation result decreases a position to a lower pay grade, the employee in the position shall be red-circled. Red-circled employees shall continue to receive the employee's present salary until the pay range of the re-evaluation result at least equals the employee's present red-circled salary. In lieu of any negotiated across the board increases, red-circled employees shall receive a lump sum payment equal to the across the board percentage increase.~~
- ~~h.l. All Union position re-evaluation requests shall be subject to the process stated in the applicable bargained agreement.~~

(6) Reorganization of a Department

- a. The Executive Committee's decision regarding allowing succeeding budget year re-evaluations shall not apply to non-represented position re-evaluations that are the result of a County Board approved department reorganization.
- b. The County Administrator shall submit the department reorganization plan, and the updated position related job descriptions for approval to the Committee of Jurisdiction, Personnel

Committee, if funding is required, Finance Committee and the County Board. Each Committee forwards a reorganization approval, denial or forward without recommendation motion to the County Board. The County Board shall be the final authority to approve the re-organization of a department. The County Board determines the effective date of the reorganization.

- c. Upon County Board approval of the department re-organization, Administration will notify the appropriate department head to complete the Position Description Questionnaire and/or the Re-evaluation of Position Justification Form and forward the completed forms to Administration. The County Administrator shall approve the completed forms by completing the Position Description Questionnaire Supervisor Review & Comments Form and/or the Re-evaluation of Position Justification Supervisor Review and Comments Form.
- d. Administration shall forward the Position Description Questionnaire, the Position Description Questionnaire Supervisor Review & Comments Form, the Re-evaluation of Position Justification Form, the Re-evaluation of Position Justification Supervisor Review and Comments Form and the position related approved job descriptions to an outside professional Human Resources management consulting service.
- e. The outside consulting service shall determine grade levels for the new and/or re-evaluated non-represented positions of the reorganization utilizing the 1989 Arthur Young Compensation/Classification System. Administration shall notify the department head of the assigned grade levels of the new and/or re-evaluated positions. The initial consulting service assigned grade level for the new and/or re-evaluated positions shall be final. There is no grade level appeal process.
- f. Administration shall forward the consulting service assigned grade level of the new and/or re-evaluated positions of the reorganization directly to the County Board for approval and placement of the positions in the 1989 Arthur Young Compensation/Classification plan. County Board action determines the effective date of the new and/or re-evaluated position results.

(b) **Compensation Plan.**

- (1) **Policy.** Marinette County shall maintain a current and equitable compensation plan for all employees. The compensation plan shall include the schedule of pay ranges consisting of rates of pay for all managerial and non-represented positions included in the system. The plan shall consist of one (1) or more pay ranges and each pay range shall consist of one (1) or more steps. The compensation plan shall provide an appropriate pay structure to allow the recruitment and retention of competent employees and shall provide appropriate pay differentials between levels of work and length of service.
- (2) **Current Plan.** Marinette County non-represented employees are compensated according to the Arthur Young System, which was adopted and implemented in 1989. ~~The adopted Arthur Young System caps at the midpoint step and consists~~ caps at the midpoint step and consist of seventeen (17) grades with five (5) step intervals.
- (3) **Administration.** The plan adjustments shall be made on an annual basis as recommended by the Personnel Committee and as approved by the County Board.
- (4) **Entrance Pay Rate.** The entrance pay rate of a non-represented position shall be the minimum rate of the pay range designated for each grade. In the event a Department Head recommends that a position appointment should be above the entrance pay rate based on the candidate's qualifications, the new employee may receive a higher entrance rate of pay not to exceed the twenty-four (24) month step with County Administrator and Committee of Jurisdiction approval. A copy of the Committee of Jurisdiction's approved minutes stating the approval of the candidate's higher entrance rate of pay must be attached to the payroll classification form submitted to Human Resources.
- (5) **Step Advancement.** A permanent employee shall be eligible to automatically advance to a higher salary step in the position's pay range based on time-in-service. The time-in-service requirement shall be determined based on the period of time between steps as shown on the salary schedule. It is the responsibility of the Department Head to submit a payroll classification form for an employee to Human Resources one (1) week prior to the effective date of the employee's step advancement.
- (6) **Out of Class Pay.**

- a. A union employee who, for one (1) work day or more works at a higher job classification, performs lead worker duties, or is designated as a replacement of an elected official or other supervisor shall be compensated for performing those duties by being paid the next months-step within the pay range of the employee's hired position which provides at least a three percent (3%) increase. To be paid the higher rate of pay, the employee must perform the duties of the higher paid position, including working all hours scheduled for the higher paid position. Compensation for a non-union employee who, for one (1) work day or more works at a higher job classification, performs lead worker duties, or is designated as a replacement of an elected official or other supervisor shall be determined on a case by case basis with approval of the County Administrator and the County Board. Both Union and Non Union employees performing work at a higher job classification must assume the work schedule of the higher paid position.
- b. When an employee is working in a higher classification during the time in which a holiday occurs, the employee shall be entitled to the higher rate of pay for the holiday, if the employee works in the higher classification position the scheduled workday prior to the holiday and the scheduled workday after the holiday. In the case where an employee works the day before a holiday, but does not work the day after a holiday, or vice-versa, the employee shall not be entitled to the higher rate of pay for the holiday.
- c. Employees shall not be entitled to Out of Class Pay when using vacation, sick, personal holiday or comp time. **Amendment 1, Adopted 07/25/2006**

(7) **Overtime; Compensatory Time**

- 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 directed to do so by the Department Head.
- b. Union employees who apply and accept a non-represented position and have a compensatory time balance shall be paid for the compensatory time at the applicable union rate of pay on the payroll prior to the start date of the non-represented position.
- c. Employees considered salaried and non-exempt from the Fair Labor Standards Act (FLSA) required to work in excess of forty (40) hours in one (1) week shall be compensated at one and one-half (1 1/2) times the employee's regular rate of pay.
- d. With Department Head approval, non-represented 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. Compensatory time shall be taken with discretion, at a time which shall not unduly disrupt operations, in segments of not less than one-half (1/2) hour increments.
 3. Compensatory time may not be used to extend an employee's termination date.
 4. At termination of employment with Marinette County for any reason, non-represented non-exempt employees shall be entitled to pay for unused accrued compensatory time.
- 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.

(8) **Acceptance of a Different Position Amendment 1, Adopted 07/25/2006**

- a. Employees accepting lesser pay grade positions shall be placed at the lesser of either the 36 month rate or the step level of the accepted pay grade that provides not more than a 3% decrease from the

- employee's current month step level. Step increases shall be based on the date the employee began work in the new position.
- b. Employees accepting positions within the same pay grade shall maintain their current month step level and shall retain accumulated time for pay grade step increases.
 - c. Employees accepting higher pay grade positions shall be placed at the lowest month step level of the accepted pay grade that provides at least a 3% increase from the employee's current month step level. Step increases shall be based on the date the employee began work in the new position.

1.11 Travel, Meal and Lodging Allowances.

- (a) **Purpose.** This section shall establish a uniform system for determining County responsibility for expenses incurred by employees performing official duties when travel is required. This section shall set forth the responsibilities of those who incur such expenses, seek approval for such expenses and account for the same.
- (b) **Travel Policy.**
 - (1) Employees shall be reimbursed for all reasonable, necessary and actual travel expenses incurred in the performance of authorized official duties, subject to the limitations in this section.
 - (2) All travel expenses must be budgeted in advance of authorization.
 - (3) Normal travel expenses such as parking, road and bridge tolls are reimbursable through the employee's expense voucher and shall be charged to the respective department's budget.
 - (4) Expenditures in excess of those authorized in this Manual shall be the responsibility of the employee.
 - (5) Employees performing official travel outside of Marinette County shall coordinate such travel arrangements and authorization with the employee's Department Head.
 - (6) A County employee requesting to attend a convention, seminar, or training outside the State of Wisconsin, with the exception of the Upper Peninsula of Michigan, shall obtain prior approval from the employee's Department Head and the Committee of Jurisdiction. A County employee requesting to attend a conference, seminar or training in the Upper Peninsula of Michigan shall obtain prior approval from the employee's department head.
 - (7) Employees shall exercise good judgment in incurring travel costs. The employee's supervisor is primarily responsible for auditing travel expenditures.
 - (8) The operator is responsible for any fines or forfeitures due to a violation of state or local traffic laws and parking violations.
- (c) **Transportation.**
 - (1) **Air Travel.**
 - a. The maximum permitted amount for air travel shall be limited to the most economical airfare available. The making of reservations well in advance is recommended so as to assure that the lowest possible airfare is attained.
 - b. Authorization for air travel is subject to approval of Department Head and the Committee of Jurisdiction.
 - c. A receipt for payment must be attached to the travel expense form.
 - d. Reasonable charges for taxis and airport limousine services, including tips at a maximum rate of fifteen percent (15%) of the charge, are reimbursable.
 - (2) **Vehicle Rental.**
 - a. Use of rental vehicles is encouraged when the vehicle rental is the most practical and economical mode of transportation determined by the employee. Only rental agencies that provide the most favorable contract terms shall be used.
 - b. If the vehicle rental agreement is not a direct charge to the County, the rental agreement should be attached to the travel expense form, along with all gas receipts, for reimbursement.
 - c. Employees shall be reimbursed for the cost of a mid-size model vehicle, unless non-availability of this size vehicle is documented by the car rental agency. For large employee groups, reimbursement of a larger size vehicle is allowed.
 - d. Employees should not purchase vehicle rental insurance. Personal insurance, and/or any additional

employee to a union position previously held, shall be compensated at the same pay grade and step level of compensation when employment terminated.

4. Limited term employees are not union participants and do not accrue seniority or benefits.
 5. In the event a limited term employee applies and is awarded permanent employment with the County, the LTE status shall be excluded from the employee's probationary period.
- b. **Permanent Seasonal Employee.**
1. The County hires seasonal employees for seasonal work. The wage rate and benefits shall be set by the appropriate bargaining agreement. See Permanent Employee Hiring Procedure.
- c. **Intern Employee. Amendment 3, Adopted 04/17/2007**
1. Interns are persons who perform work for the County on a part-time or temporary basis without compensation in order to obtain work experience. If a Department head determines his/her department has the time to accommodate an inter/shadow, that Department head shall submit an intern request in writing to the County Administrator for final approval.
 2. Interns are not County employees and are not eligible for benefits.
- d. **Project Position Employee.**
1. Upon recommendation of the Department Head with the approval of the County Administrator and Committee of Jurisdiction, the Personnel Committee may authorize a project position employee.
 2. Project employees are eligible for Social Security, Worker's Compensation and WI Retirement if the employee works six hundred (600) hours or more. See Limited Term Employee/Project Position Employee Hiring Procedure.

(4) **Establishing Positions.**

- a. The Board of Supervisors shall in the budget authorize for each department the number of permanent full-time and permanent part-time positions for the succeeding year.
- b. A Department Head prior to allowing a permanent part-time employee to work hours in excess of the original budget must obtain approval from the County Administrator. Department Heads shall submit written documentation to the County Administrator stating the reason the work percentage of the position warrants an increase of hours. Upon approval from the County Administrator, the Department Head shall forward the request to the Committee of Jurisdiction, Personnel Committee, Finance Committee and County Board for final approval.
- c. A Department Head seeking an additional permanent position for the succeeding budget year or not previously authorized in the budget shall forward a completed New Personnel Request Form and a draft job description to the County Administrator. The New Personnel Request Form and the draft job description of the new non-represented position for the succeeding budget year shall be forwarded to the County Administrator by April 1. Department heads shall contact Human Resources by March 15 to begin the job description process to be certain the draft job description process is completed by March 31. The County Administrator shall submit a written recommendation to approve or deny the new personnel request and a copy of the draft job description to the appropriate Committee of Jurisdiction. If the Committee of Jurisdiction does not approve the new personnel request, the process ends. If the Committee of Jurisdiction approves the new personnel request and the job description, the new personnel request is forwarded to the Personnel Committee and, if funding is required, the Finance Committee. If either the Personnel Committee or the Finance Committee denies the new personnel request, the process ends. If the Personnel Committee approves the new personnel request and, if funding is required, the Finance Committee approves the new personnel request, the new personnel request is forwarded to the County Board to render a final decision to approve the creation of the new position. The Committee of Jurisdiction, the Personnel Committee, if funding is required, the Finance Committee

and the County Board shall take action on new personnel requests for the succeeding budget year annually in April.

- d. Upon County Board approval of the creation of a new position, Administration shall notify the Department Head to complete applicable evaluation forms. If the new approved position for the succeeding budget year is a non-represented position, a Position Description Questionnaire Form shall be completed and returned to Administration by May 31.. Department heads shall refer to the applicable bargaining agreement for the new position evaluation process of a represented position. Both non-represented and represented completed new position evaluation documents shall be returned to Administration.
- e. Administration shall forward the Position Description Questionnaire Form and the approved job description of the new non-represented position for the new succeeding budget year to an outside professional Human Resources management consulting service by June 5. The outside consulting service shall determine a grade level for the non-represented position utilizing the 1989 Arthur Young Compensation/Classification System. Administration shall notify the appropriate department head of the assigned grade level of the new non-represented position for the succeeding budget year by July 31. The initial consulting service assigned grade level for the new position shall be final. There is no grade level appeal process.
- f. Administration shall forward the consulting service assigned grade level of the new non-represented position for the succeeding budget year directly to the County Board in August for approval and placement of the position in the 1989 Arthur Young Compensation/Classification plan. County Board action determines the effective date of the new position.
- g. A department head seeking an additional permanent position not previously authorized in the budget shall, with the exception of the timelines, follow the procedure above, (4) Establishing Positions c through f.
- h. Nothing contained in this Manual shall be construed to require the County Administrator or the Personnel Committee to hire for all positions authorized by the Board of Supervisors.

(5) **Re-evaluation of Established Positions.** A re-evaluation of a non-represented existing position shall be initiated in accordance with the budget process. The County Administrator shall review and update all non-represented position job descriptions annually with department heads by January 31. The non-represented position job descriptions the County Administrator determines have substantially changed shall be placed in a file by year of review. If the Executive Committee imposes a moratorium on re-evaluations of non-represented positions for a current budget year or a number of budget years, the succeeding budget year the moratorium is lifted and the Executive Committee determines non-represented position re-evaluations shall be allowed, all the job descriptions of the positions the County Administrator has determined have substantially changed in previous years and the current year shall be submitted to the Non-Rep Re-evaluation Review Committee in order of earliest to latest review year.

- a. The Executive Committee shall meet annually during the first week of May to determine if non-represented position re-evaluations shall be allowed for the succeeding budget year. The Executive Committee's decision shall include measurable criteria regarding economic conditions and employee benefits.
- b. If the Executive Committee determines non-represented position re-evaluations shall not be allowed for the succeeding budget year, a moratorium shall be placed on non-represented position re-evaluations until the next annual May meeting of the Executive Committee.
- c. In the event a non-represented position becomes vacant during the year the Executive Committee has placed a moratorium on non-represented position re-evaluations and the County Administrator has determined the position has substantially changed at the annual department head appraisal meeting, the County Administrator shall forward the substantial change documents of the non-represented position to the County Board. The County Board shall determine if the position shall be re-evaluated and what steps are required to complete the re-evaluation process.
- d. If the Executive Committee determines non-represented position re-evaluations shall be allowed for the succeeding budget year, the Non-Rep Re-evaluation Review Committee shall meet in June. The

- County Administrator shall report the names of the positions where the job responsibilities have substantially changed, based upon the updated job description, to the Non-Rep Re-evaluation Review Committee at the Committee's meeting in June. The Non-Rep Re-evaluation Review Committee consists of five voting members and the County Administrator and the Human Resources Director who are ex-officio members. The five voting members are the County Board Chairperson, the County Board Vice Chairperson, the Personnel Committee Chairperson, the Finance Committee Chairperson and the Committee of Jurisdiction Chairperson. In the event the Committee of Jurisdiction Chairperson is also the Chairperson of another of the designated committees, the Committee of Jurisdiction's Vice Chairperson shall serve as the fifth member.
- e. Administration shall notify the appropriate department head during the second week of May to advise the position employee of the Executive Committee's decision and to complete a Re-Evaluation of Position Justification Form documenting the substantial changes in responsibilities of the position. The department head shall approve the completed form by completing the Re-Evaluation of Position Justification Supervisor Review & Comments Form and forward both forms to Administration by June 1.
 - f. Administration shall forward the Re-Evaluation of Position Justification Form documenting substantial changes in responsibilities of the non-represented position and the updated job description directly to the Non-Rep Re-evaluation Review Committee by June 5. The Non-Rep Re-evaluation Review Committee shall determine if the job responsibilities of the position have substantially changed and render a decision to approve or deny the re-evaluation of the non-represented position by June 30. The Non-Rep Re-evaluation Review Committee at its discretion may call upon other resources the Committee deems appropriate to make a decision. The Non-Rep Re-evaluation Committee's decision shall be final. If the Non-Rep Re-evaluation Review Committee determines the job responsibilities of the position have not substantially changed and denies the re-evaluation of the non-represented position, the process ends.
 - g. If the Non-Rep Re-evaluation Review Committee determines the job responsibilities of the position have substantially changed and approves the re-evaluation of the non-represented position, Administration shall advise the appropriate department head by July 5 to notify the position employee to complete a Position Description Questionnaire Form. The department head shall approve the completed form by completing the Position Description Questionnaire Supervisor Review and Comment Form and forward both forms to Administration by July 20.
 - h. Administration shall forward the completed Re-Evaluation of Position Justification Form, the updated job description, the Position Description Questionnaire Form and the Supervisor Review & Comments Form of the approved re-evaluation to an outside professional Human Resources management consulting service during the first week of August. The outside consulting service shall determine if the non-represented position is re-evaluated to a higher grade level, the same grade level or a lower grade level utilizing the 1989 Arthur Young Compensation/Classification system. Administration will notify the appropriate department head by September 15 of the re-evaluation result of the position. The initial consulting service re-evaluation result shall be final. There is no re-evaluation appeal process.
 - i. Administration shall forward the consulting service re-evaluation results directly to the County Board in September for approval and placement of the position in the 1989 Arthur Young Compensation/Classification plan. County Board action determines the effective date of the re-evaluation results.
 - j. If the re-evaluation result increases a position to a higher pay grade, the position shall be placed at the appropriate step in the new pay range that provides an increase in pay. Step increases are payable at the intervals indicated on the non-represented employee salary schedule.
 - k. If the re-evaluation result decreases a position to a lower pay grade, the employee in the position shall be red-circled. Red-circled employees shall continue to receive the employee's present salary until the pay range of the re-evaluation result at least equals the employee's present red-circled salary.

1. All Union position re-evaluation requests shall be subject to the process stated in the applicable bargained agreement.

(6) **Reorganization of a Department**

- a. The Executive Committee's decision regarding allowing succeeding budget year re-evaluations shall not apply to non-represented position re-evaluations that are the result of a County Board approved department reorganization.
- b. The County Administrator shall submit the department reorganization plan, and the updated position related job descriptions for approval to the Committee of Jurisdiction, Personnel Committee, if funding is required, Finance Committee and the County Board. Each Committee forwards a reorganization approval, denial or forward without recommendation motion to the County Board. The County Board shall be the final authority to approve the re-organization of a department. The County Board determines the effective date of the reorganization.
- c. Upon County Board approval of the department re-organization, Administration will notify the appropriate department head to complete the Position Description Questionnaire and/or the Re-evaluation of Position Justification Form and forward the completed forms to Administration. The County Administrator shall approve the completed forms by completing the Position Description Questionnaire Supervisor Review & Comments Form and/or the Re-evaluation of Position Justification Supervisor Review and Comments Form.
- d. Administration shall forward the Position Description Questionnaire, the Position Description Questionnaire Supervisor Review & Comments Form, the Re-evaluation of Position Justification Form, the Re-evaluation of Position Justification Supervisor Review and Comments Form and the position related approved job descriptions to an outside professional Human Resources management consulting service.
- e. The outside consulting service shall determine grade levels for the new and/or re-evaluated non-represented positions of the reorganization utilizing the 1989 Arthur Young Compensation/Classification System. Administration shall notify the department head of the assigned grade levels of the new and/or re-evaluated positions. The initial consulting service assigned grade level for the new and/or re-evaluated positions shall be final. There is no grade level appeal process.
- f. Administration shall forward the consulting service assigned grade level of the new and/or re-evaluated positions of the reorganization directly to the County Board for approval and placement of the positions in the 1989 Arthur Young Compensation/Classification plan. County Board action determines the effective date of the new and/or re-evaluated position results.

(b) **Compensation Plan**

- (1) **Policy.** Marinette County shall maintain a current and equitable compensation plan for all employees. The compensation plan shall include the schedule of pay ranges consisting of rates of pay for all managerial and non-represented positions included in the system. The plan shall consist of one (1) or more pay ranges and each pay range shall consist of one (1) or more steps. The compensation plan shall provide an appropriate pay structure to allow the recruitment and retention of competent employees and shall provide appropriate pay differentials between levels of work and length of service.
- (2) **Current Plan.** Marinette County non-represented employees are compensated according to the Arthur Young System, which was adopted and implemented in 1989. The adopted Arthur Young System caps at the midpoint step and consist of seventeen (17) grades with five (5) step intervals.
- (3) **Administration.** The plan adjustments shall be made on an annual basis as recommended by the Personnel Committee and as approved by the County Board.
- (4) **Entrance Pay Rate.** The entrance pay rate of a non-represented position shall be the minimum rate of the pay range designated for each grade. In the event a Department Head recommends that a position appointment should be above the entrance pay rate based on the candidate's qualifications, the new employee may receive a higher entrance rate of pay not to exceed the twenty-four (24) month step with County Administrator and Committee of Jurisdiction approval. A copy of the Committee of Jurisdiction's approved minutes stating the approval of the candidate's higher entrance rate of pay must

- be attached to the payroll classification form submitted to Human Resources.
- (5) **Step Advancement.** A permanent employee shall be eligible to automatically advance to a higher salary step in the position's pay range based on time-in-service. The time-in-service requirement shall be determined based on the period of time between steps as shown on the salary schedule. It is the responsibility of the Department Head to submit a payroll classification form for an employee to Human Resources one (1) week prior to the effective date of the employee's step advancement.
- (6) **Out of Class Pay.**
- a. A union employee who, for one (1) work day or more works at a higher job classification, performs lead worker duties, or is designated as a replacement of an elected official or other supervisor shall be compensated for performing those duties by being paid the next months-step within the pay range of the employee's hired position which provides at least a three percent (3%) increase. To be paid the higher rate of pay, the employee must perform the duties of the higher paid position, including working all hours scheduled for the higher paid position. Compensation for a non-union employee who, for one (1) work day or more works at a higher job classification, performs lead worker duties, or is designated as a replacement of an elected official or other supervisor shall be determined on a case by case basis with approval of the County Administrator and the County Board. Both Union and Non Union employees performing work at a higher job classification must assume the work schedule of the higher paid position.
 - b. When an employee is working in a higher classification during the time in which a holiday occurs, the employee shall be entitled to the higher rate of pay for the holiday, if the employee works in the higher classification position the scheduled workday prior to the holiday and the scheduled workday after the holiday. In the case where an employee works the day before a holiday, but does not work the day after a holiday, or vice-versa, the employee shall not be entitled to the higher rate of pay for the holiday.
 - c. Employees shall not be entitled to Out of Class Pay when using vacation, sick, personal holiday or comp time. Amendment 1, Adopted 07/25/2006
- (7) **Overtime; Compensatory Time**
- 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 directed to do so by the Department Head.
 - b. Union employees who apply and accept a non-represented position and have a compensatory time balance shall be paid for the compensatory time at the applicable union rate of pay on the payroll prior to the start date of the non-represented position.
 - c. Employees considered salaried and non-exempt from the Fair Labor Standards Act (FLSA) required to work in excess of forty (40) hours in one (1) week shall be compensated at one and one-half (1 1/2) times the employee's regular rate of pay.
 - d. With Department Head approval, non-represented 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. Compensatory time shall be taken with discretion, at a time which shall not unduly disrupt operations, in segments of not less than one-half (1/2) hour increments.
 3. Compensatory time may not be used to extend an employee's termination date.
 4. At termination of employment with Marinette County for any reason, non-represented non-exempt employees shall be entitled to pay for unused accrued compensatory time.
 - 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.

(8) **Acceptance of a Different Position Amendment 1, Adopted 07/25/2006**

- a. Employees accepting lesser pay grade positions shall be placed at the lesser of either the 36 month rate or the step level of the accepted pay grade that provides not more than a 3% decrease from the employee's current month step level. Step increases shall be based on the date the employee began work in the new position.
- b. Employees accepting positions within the same pay grade shall maintain their current month step level and shall retain accumulated time for pay grade step increases.
- c. Employees accepting higher pay grade positions shall be placed at the lowest month step level of the accepted pay grade that provides at least a 3% increase from the employee's current month step level. Step increases shall be based on the date the employee began work in the new position.

1.11 Travel, Meal and Lodging Allowances.

- (a) **Purpose.** This section shall establish a uniform system for determining County responsibility for expenses incurred by employees performing official duties when travel is required. This section shall set forth the responsibilities of those who incur such expenses, seek approval for such expenses and account for the same.

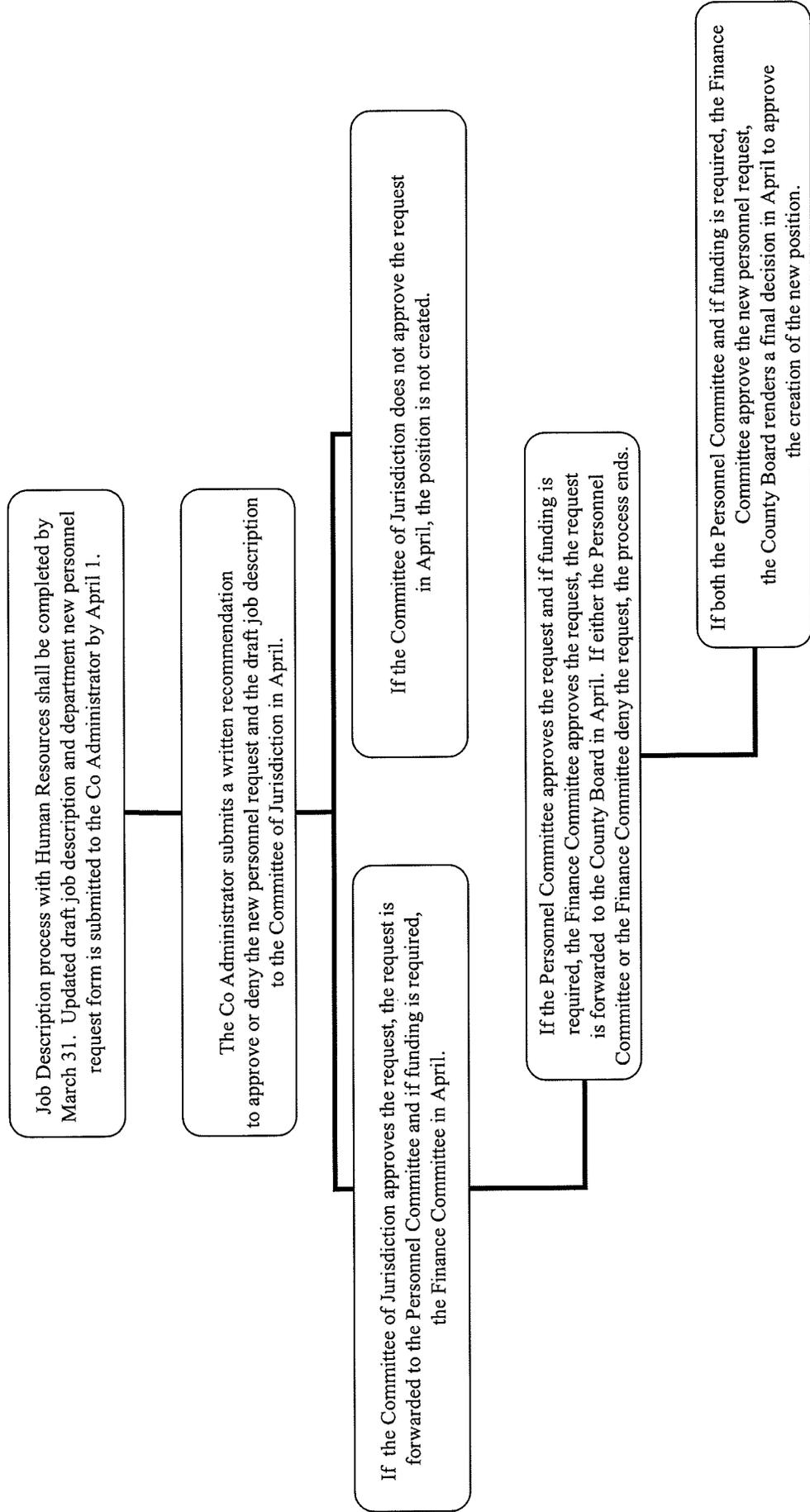
- (b) **Travel Policy.**

- (1) Employees shall be reimbursed for all reasonable, necessary and actual travel expenses incurred in the performance of authorized official duties, subject to the limitations in this section.
- (2) All travel expenses must be budgeted in advance of authorization.
- (3) Normal travel expenses such as parking, road and bridge tolls are reimbursable through the employee's expense voucher and shall be charged to the respective department's budget.
- (4) Expenditures in excess of those authorized in this Manual shall be the responsibility of the employee.
- (5) Employees performing official travel outside of Marinette County shall coordinate such travel arrangements and authorization with the employee's Department Head.
- (6) A County employee requesting to attend a convention, seminar, or training outside the State of Wisconsin, with the exception of the Upper Peninsula of Michigan, shall obtain prior approval from the employee's Department Head and the Committee of Jurisdiction. A County employee requesting to attend a conference, seminar or training in the Upper Peninsula of Michigan shall obtain prior approval from the employee's department head.
- (7) Employees shall exercise good judgment in incurring travel costs. The employee's supervisor is primarily responsible for auditing travel expenditures.
- (8) The operator is responsible for any fines or forfeitures due to a violation of state or local traffic laws and parking violations.

- (c) **Transportation.**

- (1) **Air Travel.**
 - a. The maximum permitted amount for air travel shall be limited to the most economical airfare available. The making of reservations well in advance is recommended so as to assure that the lowest possible airfare is attained.
 - b. Authorization for air travel is subject to approval of Department Head and the Committee of Jurisdiction.
 - c. A receipt for payment must be attached to the travel expense form.
 - d. Reasonable charges for taxis and airport limousine services, including tips at a maximum rate of fifteen percent (15%) of the charge, are reimbursable.
- (2) **Vehicle Rental.**
 - a. Use of rental vehicles is encouraged when the vehicle rental is the most practical and economical mode of transportation determined by the employee. Only rental agencies that provide the most

New Position Request Procedure for the Succeeding Budget Year



New Non-Rep Position Request Procedure for the Succeeding Budget Year after County Board

If the County Board approves the creation of a new non-rep position in April, Administration shall notify the department head to complete a Position Description Questionnaire Form. The completed Position Description Questionnaire Form is to be returned to Administration by May 31.

Administration forwards the completed Position Description Questionnaire and the updated job description for evaluation to an outside consulting firm by June 5. The outside consulting firm shall determine a grade level for the non-rep position utilizing the 1989 Arthur Young compensation/Classification System. Administration shall notify the department head of the assigned grade level for the new position by July 31. The initial grade level result shall be final. There is no grade level appeal process.

Administration forwards the outside consulting firm grade level results directly to the County Board for approval and placement of the position in the compensation/classification plan in August. County Board action determines the effective date of the position.

Non-Rep Position Re-evaluation Procedure for the Succeeding Budget Year

The Co Administrator shall review and update all non-rep job descriptions annually with each department head by January 31. The non-represented position job descriptions the County Administrator determines have substantially changed shall be placed in a file by year of review.

If the Executive Committee imposes a moratorium on re-evaluations of non-represented positions for a current budget year or a number of budget years, the succeeding budget year the moratorium is lifted and the Executive Committee determines re-evaluations shall be allowed, all the job descriptions of the positions the Co Administrator has determined have substantially changed in previous years and the current year shall be submitted to the Non-Rep Re-evaluation Review Committee in order of earliest to latest review year.

The Executive Committee shall annually meet during the first week of May to determine if non-rep re-evaluations shall be allowed for the succeeding budget year. The decision shall include measurable criteria regarding economic conditions and employee benefits.

If the Executive Committee determines non-rep re-evaluations shall not be allowed for the succeeding budget year, a moratorium shall be placed on non-rep re-evaluations until the next annual May meeting of the Executive Committee.

If Executive Committee determines non-rep re-evaluations shall be allowed for the succeeding budget year, the Co Administrator shall report the positions where the job responsibilities have substantially changed based upon the updated job description to the Non-Rep Re-evaluation Review Committee in June.

Administration will notify the department head during the second week of May to have employee complete a Position Justification Form and return to Administration by June 1.

Administration shall forward the Position Justification Form documenting substantial changes in responsibilities of the non-rep position and the directly to the Non-Rep Re-evaluation Review Committee by June 5.

After review of the Position Justification Form, the Non-Rep Re-evaluation Review Committee shall render a decision to approve or deny the re-evaluation of a position by June 30. If approved, the process continues. If denied, the process ends. The Committee's decision shall be final.

Non-Rep Position Re-evaluation Procedure for the Succeeding Budget Year after Executive and Review Committee

If the Executive Committee allows non-rep re-evaluations for the succeeding budget year and the Non-Rep Re-evaluation Review Committee concludes the responsibilities of a non-rep position have substantially changed and approves the re-evaluation, Administration shall notify the Department head by July 5 to advise the position employee to complete a Position Description Questionnaire Form.

The Position Description Questionnaire Form shall be completed by the employee and approved by the employee's immediate supervisor by completing the Position Description Questionnaire Supervisor Review and Comment Form. Both completed forms shall be returned to Administration by July 20.

Administration forwards the completed Position Description Questionnaire, the Position Justification Form and the updated job description of the non-rep position for re-evaluation to an outside consulting firm during the first week of August. An outside consulting firm determines if the non-rep position is re-evaluated to a higher grade level, the same grade level or a lower grade level utilizing The 1989 Arthur Young Compensation/Classification System. Administration shall notify department head by September 15 of the re-evaluation results. The initial re-evaluation result shall be final. There is no re-evaluation appeal process.

Administration forwards the outside consulting firm grade level results directly to the County Board for approval and placement of the position in the compensation/classification plan in September. County Board action determines the effective date of the re-evaluation results.

**AMENDING THE GENERAL CODE OF ORDINANCES OF MARINETTE
COUNTY – CHAPTER 2 COUNTY GOVERNMENT**

Sections 2.08 Committees of the County Board

The County Board of Supervisors of the County of Marinette does ordain as follows:

Section One: Section 2.08(9) is amended as follows:

2.08(9) Executive Committee

...

(m) The Executive Committee shall meet annually in May to determine if non-represented position re-evaluations shall be allowed for the succeeding budget year. The Executive Committee's decision shall include measurable criteria regarding economic conditions and employee benefits.

Section Two: This ordinance shall be effective immediately upon passage and publication.

ADOPTED:

George Bousley, Chairperson

Katherine K. Brandt, County Clerk

Recommended : Non-Rep Position Classification and Compensation Review Committee
October 7, 2009

Marinette County Finance Department
Fiscal Impact Statement

Number _____

Title of Proposed Legislation

*AMENDING THE GENERAL CODE OF ORDINANCES OF MARINETTE COUNTY -
CHAPTER 2 COUNTY GOVERNMENT*

Ordinance

Resolution

Fiscal Impact Statement:

This amendment will add one additional Executive Committee meeting per year with the estimated following cost: Meeting per diems with 100% attendance would be \$300. Mileage cost would be based on the IRS rate (currently \$.55 per mile) times actual mileage of committee members. Actual committee members are unknown at this time. Mileage cost estimated on 20 miles for each member would be \$132. Copy and other miscellaneous cost of \$10. For a total fiscal impact of \$442.

Patrick Kass
County Finance Director

Date