



MINUTES

Personnel and Veterans Service

October 14, 2011
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Ken Casper, Ken Keller, Nick Lakari,
and Connie Seefeldt
MEMBERS EXCUSED: Supervisor Jerry Martens
OTHERS PRESENT: Deputy County Clerk BobbieJean Boivin, Human Resources
Director Jennifer Holtger, Corporation Counsel Gale
Mattison, County Administrator Ellen Sorensen, Supervisor
Kathy Just, HHSD Manager Robin Elsner Eagle Herald and
Peshtigo Times

1. Call to order

Chair Seefeldt called the meeting to order at 12:50 p.m.

2. Agenda

Motion (Lakari/Keller) to approve agenda. Motion carried.

3. Public Comment

None

4. Minutes

Motion (Keller/Lakari) to approve minutes of August 19, 2011. Motion carried.

5. Elimination of Energy Supervisor Position

Motion (Lakari/Casper) to recommend County Board approve elimination of the Energy Supervisor position effective 12-31-11 and re-create an Energy worker position effective 12-01-11. Motion carried. Exhibit A

6. Elimination of Community Support Worker Position

Motion (Keller/Casper) to recommend County Board approve elimination of Community Support Worker Position effective 10-25-11 and re-create the Alcohol & Other Drug Abuse (AODA) Counselor position effective 12-01-11. Motion carried. Exhibit B

7. Personnel Policies and Procedures Manual – Emergency Services

Motion (Casper/Keller) to recommend County Board approve Amendment #22 Section 1.30 Miscellaneous Provisions to the Personnel Policies and Procedures Manual to address pay for the employees who volunteer for emergency services. Motion carried. Exhibit C

8. Personal Policies and Procedures Manual – Weapons Policy

Motion (Casper/Keller) to recommend County Board approve Amendment #23 Section 1.31 Weapons Policy to the Personnel Policies and Procedures Manual. Motion carried. Exhibit D

9. Extended Leave of Absence for Library Employee

Motion (Casper/Seefeldt) to approve extended leave of absence for library employee until next Personnel Committee meeting. Motion carried. Voting No – Supervisor Keller

10. Human Resources Director's Report

Exhibit E

11. Schedule of Invoices

Committee reviewed August and September Schedule of Invoices.

12. Future Agenda Items

Library Employee
Union Grievance

13. Adjournment

Motion (Casper/Lakari) to adjourn at 2:15 p.m. Motion carried.

Next meeting date: November 30, 2011 at 12:30 p.m. and alternate date set for December 1, 2011 at 9:30 a.m.

BobbieJean Boivin
Deputy County Clerk

Date approved/corrected:



MARINETTE COUNTY
NEW PERSONNEL REQUEST FORM

Steps to Be Completed

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

Department Completes and submits to Human Resources by March 15th

Department: HEALTH + HUMAN SERVICES Position Type: Permanent
 Seasonal (14 wks max)
 Department Head: ROBIN BLUNER Project (6 mos-2yrs)
 Position Title: ENERGY WORKER LTE (599 hours max)
 Old Position Title: ENERGY SUPERVISOR
 Justification for Position: See Reverse Side

Human Resources Completes and submits to Finance

- AFSCME LOCAL 1752 (Courthouse) AFSCME LOCAL 1752A (Professional)
 AFSCME LOCAL 1752 (Library) IUOE, Local 139 (Highway Union)
 WPPA (Deputies) Non-Union (Chapter 4, Code of Ordinance)

Union Acknowledgement:

Name (Print): Kathy Olsen
 Signature: [Signature]
 Date: 10/5/11

Position Status:

- New Position
 Modified Position
 Additional of Current Position

Hours per Week: 35
 Hours per Year: _____

Effective Start Date of Position: 12/1/11 Requesting overlap Human Resources Initials: [Signature]

Finance Completes and returns to Administration

Account Number: 205-54-54563/54564/54565/54566
 Funding taken from: N/A

Cost of Request:

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

Total Cost: \$ Overlap \$2,660 - Savings 10/2012 ~~26,012~~ - See ATTACHED #26,012 Finance Initials: PK 10/10/11

Approval

Department Head: [Signature] 10/5/11
 County Administrator: [Signature] 10/5/11
 Committee of Jurisdiction Chair: [Signature] 10/5/11
 Personnel Committee Chair: _____
 Finance Committee Chair: _____
 County Board Chair: _____

if applicable

Justification for Position

The Energy Supervisor position is being vacated by retirement effective 12/31/11. The Health & Human Services Department is requesting to eliminate the Energy Supervisor position and create and Energy Worker position. The supervisory duties would be shifted to the Economic Support Manager. The administrative duties of the current supervisory position amounted to about 20% of the position. The remaining duties of the Energy Supervisor are duties that are similar to the current Energy Worker duties. Replacing the Energy Supervisor position with an Energy Worker would allow the Energy Program to continue seamless energy services to consumers of Marinette County and uphold program integrity to our citizens. The department is requesting that the position is filled in December 2011, to allow the current supervisor to train the new worker. The elimination of the Energy Supervisor and re-creation of the Energy Worker would be cost effective to Marinette County and would incur savings for the department.



Job Title: Energy Worker

Department: Health and Human Services
Position Reports to: Economic Support Manager
Pay Grade Level: F
FLSA Status: Non-Exempt
Position Status: Full Time

JOB ANALYSIS

This position is responsible to interview clients to verify eligibility for energy assistance, verify information received and perform outreach and advocacy activities. This position also assists clients with emergency crisis situations and contacts clients monthly as a part of case management.

ESSENTIAL JOB FUNCTIONS

- A. Conduct interactive interviews for eligibility determination and/or re-determination in State computer system.
- B. Complete application with information received from client.
- C. Schedule appointments.
- D. Explain program, requirements and benefits to customers and the public.
- E. Appear as a witness in court hearings regarding cases of fraud.
- F. Conduct outreach activities to all potential clients in the County.
- G. Conduct proactive activities such as budget counseling and negotiating proactive contracts with providers.
- H. Assist clients with emergency crisis situations.
- I. Contact clients on a monthly basis as a part of case management.
- J. Prepare, maintain and close client files.
- K. Attend training sessions.
- L. Interpret manual/handbook material.
- M. Represent agency at administrative hearings when required.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Operate modern office equipment.
- D. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- E. Communicate orally and in writing effectively.
- F. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- G. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- H. Add, subtract, divide and multiply.
- I. Memorize and retain information over long and short periods of time.
- J. Apply attention to detail.
- K. Apply procedures and interpret instructions accurately.
- L. Perform effectively under tight time frames and demanding schedules.
- M. Prioritize multiple tasks and meet scheduled deadlines.
- N. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- O. Work as team player in the absence of or with minimal supervision.
- P. Manage unexpected changes within job duties.

QUALIFICATIONS

- A. Requires a High School diploma or equivalent.
- B. Requires one-year experience in the general office field.
- C. Possess and maintain an insurance acceptable driver's license.

- D. Requires basic tested proficiency in Microsoft Outlook 2000 Standard, Microsoft Word 2000 – Standard, Math – General, Filing – Standard, Spelling – General and Grammar - General.
- E. Requires intermediate advanced tested proficiency in Data Entry – Numeric and Data Entry - Alphanumeric.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Deal with challenges and criticism on a regular basis.
- C. Travel to all county workstations on an as needed basis.
- D. Interact with abusive and/or difficult individuals occasionally.

PHYSICAL DEMANDS

- A. Sit for long periods of time.
- B. Lift and/or carry up to ten pounds frequently, occasionally in excess.

ADDITIONAL DUTIES

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

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

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

Prepared: 10/05
Approved: 11/21/2005
Revised: 03/07 & 04/07
Approved: 04/20/2007
Revised: 06/07
Approved: 08/02/2007 Human Resources & Administration

**COST FOR OVERLAP OF ENERGY SUPERVISOR & ENERGY WORKER
12/1-31/11**

| | | 2011 Rate | TOTAL HOURS | 2011 SALARY | 7.65% SOCIAL SECURITY | 11.60% RETIREMENT | 0.17% WORKER'S COMP | TOTAL |
|---------------|---------------|--------------|----------------|-----------------|-----------------------------|----------------------|---------------------------|-----------------|
| Energy Worker | Starting Rate | \$ 14.47 | 154 | \$ 2,228 | \$ 170 | \$ 258 | \$ 4 | \$ 2,660 |
| | | | <u>154</u> | <u>\$ 2,228</u> | <u>\$ 170</u> | <u>\$ 258</u> | <u>\$ 4</u> | <u>\$ 2,660</u> |

2012 SAVINGS TO REPLACE ENERGY SUPERVISOR WITH ENERGY WORKER

| | | 2012 Rate | TOTAL HOURS | 2011 SALARY | 7.65% SOCIAL SECURITY | 5.90% RETIREMENT | LIFE INS | 0.17% WORKER'S COMP | TOTAL |
|-------------------|---------------|--------------|----------------|------------------|-----------------------------|---------------------|---------------|---------------------------|------------------|
| Energy Worker | Starting Rate | \$ 14.47 | 763 | \$ 11,041 | \$ 845 | \$ 651 | | \$ 19 | \$ 12,556 |
| | 6 Month Rate | \$ 14.98 | 1,064 | \$ 15,939 | \$ 1,219 | \$ 940 | | \$ 27 | \$ 18,125 |
| | | | <u>1,827</u> | <u>\$ 26,980</u> | <u>\$ 2,064</u> | <u>\$ 1,591</u> | | <u>\$ 46</u> | <u>\$ 30,681</u> |
| Energy Supervisor | Starting Rate | \$ 23.40 | 1,040 | \$ 24,336 | \$ 1,862 | \$ 1,436 | | \$ 41 | \$ 27,675 |
| | 6 Month Rate | \$ 24.05 | 1,056 | \$ 25,397 | \$ 1,943 | \$ 1,498 | \$ 137 | \$ 43 | \$ 29,018 |
| | | | <u>2,096</u> | <u>\$ 49,733</u> | <u>\$ 3,805</u> | <u>\$ 2,934</u> | <u>\$ 137</u> | <u>\$ 84</u> | <u>\$ 56,693</u> |
| | Savings | | | | | | | | <u>\$ 26,012</u> |



MARINETTE COUNTY NEW PERSONNEL REQUEST FORM

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3. Submit draft job description and fully completed New Personnel Request Form to Administration by April 1st. The County Administrator will review the draft job description, the new personnel request form and follow the process outlined in 1.10 Classification and Compensation Plans, (a) Classification Plan, (4) Establishing Positions, of the Personnel Policies & Procedures Manual.
4. If the Committee of Jurisdiction approves the new personnel request and the draft job description, it is the department's responsibility to follow the P & P Manual process to be certain item is placed on appropriate Committee agenda. The minutes of the Committee of Jurisdiction must accompany the agenda item.

Department Completes and submits to Human Resources by March 15th

Department: HEALTH & HUMAN SERVICES Position Type: Permanent
 Department Head: ROBIN ELSNER Seasonal (14 wks max)
 Position Title: ALCOHOL & OTHER DRUG ABUSE (AODA) COUNSELOR Project (6 mos-2yrs)
 Old Position Title: COMMUNITY SUPPORT WORKER LTE (599 hours max)
 Justification for Position: See Reverse Side *10-25-11 eliminate*

Human Resources Completes and submits to Finance

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

Union Acknowledgement:

Name (Print): Prothy Olsen - phone
 Signature: Michelle Taylor - VM
 Date: 10/5/11

Position Status:

- New Position
 Modified Position
 Additional of Current Position

Hours per Week: 35
 Hours per Year: _____

Effective Start Date of Position: 12/1/11

Human Resources Initials: [Signature]

Finance Completes and returns to Administration

Account Number: 205-62-54325
 Funding taken from: 205-62-54311

Cost of Request:

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

Total Cost: \$ For 2011 - \$3,001. See Attached.

Finance Initials: PK 10/11/11

Approval

| | | | |
|----------------------------------|------------------------------------|-----------------|---------------|
| Department Head: | <u>Rob Elser</u> | <u>10/5/11</u> | |
| County Administrator: | <u>William C. Brennan</u> | <u>10/5/11</u> | |
| Committee of Jurisdiction Chair: | <u>Katherine Just</u> | <u>10/5/11</u> | |
| Personnel Committee Chair: | | <u>1/1</u> | |
| Finance Committee Chair: | <u>Approved by Vitas Schroeder</u> | <u>10/18/11</u> | if applicable |
| County Board Chair: | | <u>1/1</u> | |

Justification of Position

The Community Support Worker position is being vacated by retirement effective October 7, 2011. The department is recommending the creation of a Alcohol & Other Drug Abuse(AODA) Counselor position. Currently, appointments for mental health and AODA services are schedule for intake 4 to 6 weeks from the date of contact with the Adapt Clinic. This places individuals in crisis situations, since services are not readily accessible. The creation of the AODA Counselor position would free time currently utilized by existing counselors to complete Operating While Intoxicated Assessments. In turn, intake appointments could be scheduled within 2 weeks, with the creation of the position. The position is cost neutral and would not require any additional tax levy.



Job Title: Alcohol & Other Drug Abuse (AODA) Counselor

Department: Health & Human Services

Position Reports to: Community Services Supervisor

Pay Grade Level: II

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position is responsible to provide AODA evaluations, crisis consults, information and referral, case management and counseling services to assigned caseload. Additional duties include performing Operating While Intoxicated (OWI) assessments. Decisions regarding daily work activity are made independently within the context of established policies and procedures.

ESSENTIAL JOB FUNCTIONS

- A. Assess and assign provisional diagnoses to new cases requesting services.
- B.
- C. Evaluate and provide ongoing AODA services to assigned caseload.
- D. Provide emergency face-to face or telephone crisis counseling.
- E. Provide information and referral, as well as, case management activities on a case-by-case basis.
- F. Complete all medical record documentation required for the cases within the timeframe identified by administrative code.
- G. Provide consultation to other agencies/resources regarding cases and service provisions.
- H. Complete billing, timesheets, re-certification, provider applications and all other record keeping functions within timeframes identified by the department.
- I. Provide recommendations regarding caseload information as directed by the staff psychiatrist and clinical supervisor.
- J. Provide minimum levels of face-to-face contact with clients per week as determined by the department.
- K. Administer urine drug tests and breathalyzer alcohol tests.
- L. Assess OWI cases.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Communicate orally and in writing effectively.
- D. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- E. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- F. Respond effectively to the most sensitive inquires or complaints.
- G. Define problems, collect data, establish facts and draw valid conclusions.
- H. Memorize and retain information over long and short periods of time.
- I. Plan and monitor assigned activities.
- J. Prioritize multiple tasks and meet scheduled deadlines.
- K. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- L. Work as team player in the absence of or with minimal supervision.
- M. Work independently and exercise sound professional judgment.
- N. Maintain all certifications and training standards.

QUALIFICATIONS

- A. Requires a Bachelor's degree from an accredited school in the social work, psychology, counseling or Human Services field.
- B. Requires an active Wisconsin Certified Substance Abuse Counselor (SAC) or Substance Abuse Counselor in training credential with SAC within 3 years of hire
- C. Possess an active Wisconsin OWI Assessor Certification
- D. Possess and maintain an insurance acceptable driver's license.
- E. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

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

PHYSICAL DEMANDS

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

ADDITIONAL DUTIES

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

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

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Prepared: 08/08
Approved: 08/19/2008
Revised: 10/08
Approved: 10/13/2008
Revised: 10-5-2011
Approved: 10-5-2011

**COST TO REPLACE CSP WORKER WITH AODA COUNSELOR
12/1-31/11**

| | | 2011 Rate | TOTAL HOURS | 2011 SALARY | 7.65% SOCIAL SECURITY | 11.60% RETIREMENT | LIFE INS | 0.17% WORKER'S COMP | TOTAL |
|---------------------|---------------|--------------|----------------|-----------------|-----------------------------|----------------------|-------------|---------------------------|----------------------|
| CSP Worker (7hr) | Starting Rate | \$ 19.09 | 154 | \$ 2,940 | \$ 225 | \$ 341 | \$ - | \$ 5 | \$ 3,512 |
| | | | <u>154</u> | <u>\$ 2,940</u> | <u>\$ 225</u> | <u>\$ 341</u> | <u>\$ -</u> | <u>\$ 5</u> | <u>\$ 3,512</u> |
| HS Worker II (7 hr) | Starting Rate | \$ 20.56 | 154 | \$ 3,166 | \$ 242 | \$ 367 | \$ 6 | \$ 5 | \$ 3,787 |
| | | | <u>154</u> | <u>\$ 3,166</u> | <u>\$ 242</u> | <u>\$ 367</u> | <u>\$ 6</u> | <u>\$ 5</u> | <u>\$ 3,787</u> |
| Cost ----- | | | | | | | | | <u><u>\$ 275</u></u> |

2012 COST TO REPLACE CSP WORKER WITH AODA COUNSELOR

| | | 2012 Rate | TOTAL HOURS | 2011 SALARY | 7.65% SOCIAL SECURITY | 5.90% RETIREMENT | LIFE INS | 0.17% WORKER'S COMP | TOTAL |
|---------------------|---------------|--------------|----------------|----------------|-----------------------------|---------------------|-----------------|---------------------------|------------------------|
| CSP Worker (7 Hr) | Starting Rate | \$ 19.09 | 763 | \$ 14,566 | \$ 1,114 | \$ 859 | \$ - | \$ 25 | \$ 16,565 |
| | 6 Month Rate | \$ 19.75 | 1,064 | \$ 21,014 | \$ 1,608 | \$ 1,240 | \$ - | \$ 36 | \$ 23,899 |
| | | | | <u>1,827</u> | <u>\$ 35,580</u> | <u>\$ 2,722</u> | <u>\$ 2,099</u> | <u>\$ -</u> | <u>\$ 61</u> |
| HS Worker II (7 Hr) | Starting Rate | \$ 20.56 | 763 | \$ 15,687 | \$ 1,200 | \$ 926 | \$ - | \$ 27 | \$ 17,840 |
| | 6 Month Rate | \$ 21.12 | 1,064 | \$ 22,472 | \$ 1,719 | \$ 1,326 | \$ 69 | \$ 38 | \$ 25,625 |
| | | | | <u>1,827</u> | <u>\$ 38,159</u> | <u>\$ 2,919</u> | <u>\$ 2,252</u> | <u>\$ 69</u> | <u>\$ 65</u> |
| Cost ----- | | | | | | | | | <u><u>\$ 3,001</u></u> |

*Per the request of the HHSD Director, Robin Elsner, the HS Worker position was calculated using a level II position, which is the lowest level that the counselor can be hired at.



AMENDMENT 22
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.30 MISCELLANEOUS PROVISIONS

Section 1.30 Miscellaneous Provisions; (f) shall be amended to read as follows:

1.30 Miscellaneous Provisions

...

- (f) **Volunteer Service of Emergency Rescue Squads and Fire Departments.**
- (1) Marinette County recognizes the difficulty of retaining and attracting volunteers to Emergency Rescue Squad and Fire Department services. The rescue squad services provided to the citizens of Marinette County are vital and often life saving.
 - (2) Employees of the County shall be allowed regular straight time pay when called away from duties with the County to serve on a volunteer rescue squad or fire department on the following basis:
 - a. This policy pertains only to full-time employees.
 - b. Employees shall be allowed to leave while on duty for the County subject to approval of immediate supervisor.
 - c. The policy shall be on a non-precedent setting basis.
 - d. This policy only pertains to volunteers on the emergency rescue squads or fire departments.
 - e. The emergency rescue squad or fire department must provide insurance coverage for a County employee while performing services as a volunteer of that rescue squad or fire department and such coverage must be acknowledged in a letter to the County.
 - f. Upon receipt of any volunteer service payment, the employee shall immediately submit the check to the County Treasurer.

Approved by Personnel Committee: October 14, 2011

Approved by County Board:



AMENDMENT 23
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.30 MISCELLANEOUS PROVISIONS

The following language shall be added to Section 1.30 Miscellaneous Provisions:

1.30 Miscellaneous Provisions

...

(p). Weapons Policy.

- DRAFT
- (1) **Purpose.** This policy is intended to preserve and promote public protection and safety, public peace and good, and workplace safety and health.
 - (2) **Definitions.**

“Law Enforcement Officer” means a Wisconsin law enforcement officer, as defined in §175.46(1)(g) Wis. Stats. or a federal law enforcement officer, as defined in §175.40(7)(a)1. Wis. Stats.

 - a. “Licensee” means an individual holding a valid license to carry a concealed weapon under §175.60 Wis. Stats. or an out-of-state licensee per §175.60(1)(f) 1.-2. Wis. Stats.
 - b. “Special Event” means an event that is open to the public, is for a duration of not more than three (3) weeks, and either has designated entrances to and from the event that is locked when the event is closed or requires an admission.
 - c. “Weapon” includes, without limitation, any firearm, an electric weapon, as defined in §941.295(1c)(a) Wis. Stats., a knife ,except a pocket knife with a blade less than 2.5 inches, a switchblade, as defined in §941.24(1) Wis. Stats., a billy club, oleoresin capsicum (OC) spray devices, also known as pepper spray or pepper mace, metallic knuckles, nunchaku, shuriken, cestus, manrikigusari, or any device designed or used as a weapon and capable of producing great bodily harm or death.
 - (3) **Prohibitions.**
 - a. County employees are prohibited from carrying or possessing a concealed weapon, or a weapon that is not concealed, in the course, or during any part of, their employment.
 - b. All persons are prohibited from carrying or possession of a concealed weapon, or a weapon that is not concealed, while operating or being a passenger in any County owned or leased motor vehicle.
 - c. No person may, while carrying or possessing a weapon, enter or remain in any part of a building that is owned, occupied, or controlled by the County.
 - d. No person may, while carrying or possessing a weapon, enter any special event sponsored by Marinette County.
 - e. **Exceptions to Prohibitions.** These prohibitions do not apply to any of the following:
 1. A weapon in a courthouse or courtroom if a judge who is a licensee is carrying the weapon or if another licensee or out-of-state licensee, whom a judge has permitted in writing to carry a weapon, is carrying the weapon.
 2. A weapon in a courthouse or courtroom if a district attorney, or an assistant district attorney, who is a licensee is carrying the weapon.
 3. Certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.
 4. A person if a weapon is in vehicle not owned or controlled by the County driven or parked in a County facility parking lot.
 - (4) **Notice.**
 - a. A sign will be posted that is located in a prominent place near all of the entrances to any building to which the restrictions apply, where any individual entering the building can be reasonably expected to see the sign.

- b. County employees will be notified, either orally or in writing, of these restrictions.
 - c. Any motor vehicle operator or occupant will be notified, either orally or in writing, of the restriction.
- (5) **Miscellaneous Provisions.**
- a. This policy is intended to be consistent with, and cannot supersede, state law/ or federal law.
 - b. If any provision or clause of this policy or its application to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this policy that can be given effect without the invalid provision or application, and to this end the provisions of this policy are severable.
 - c. Reference to the Wisconsin Statutes herein include as such statutes now exist or are hereafter amended.
- (6) **Penalties.**
- a. If applicable, referral to law enforcement or the district attorney for prosecution as applicable under Wisconsin Statutes, including §943.13 Wis. Stats.
 - b. As to County employees, discipline up to and including discharge from employment.

Approved by Personnel Committee: October 14, 2011

Approved by County Board:



MARINETTE COUNTY
HUMAN RESOURCES DEPARTMENT
Personnel Agenda Report

Personnel Committee Date: October 14, 2011

WORKER'S COMPENSATION

Table with 2 columns: Description of Injury, Report Type. Rows include Sore right forearm, Cement debris in right eye, Tightened lower/mid back.

Total Number of Claims this Month: 3 0 - Medical, 3 - Report Only, 0 - Lost Time
YTD Lost Time: 2 - 2011 Injuries, total lost time pending
Pending YTD Lost Time:
Updates/Additional Comments:

DEPARTMENT OF COMMERCE

Monthly Trainings

Table with 2 columns: Month, Training Topic. Rows include September (Material Safety Data Sheets), October (Personal Protective Equipment), November (Tuberculosis), December (Hazardous Chemical Waste Management).

EXITING EMPLOYMENT

Table with 2 columns: Type of Exit, Count. Rows include Resignations (2), Retirements (2), Layoffs (---), Dismissals (---).

NEW HIRES

Table with 3 columns: Date of Hire, Job Title, Department. Rows include hires for LIHEAP, Library, Receptionist, Dispatcher, and Administrator.

POSTINGS

Table with 3 columns: Date Closed, Job Title, Department. Rows include postings for Mental Health Therapist, LIHEAP, CCO, and CCO.

JOB DESCRIPTIONS

Table with 2 columns: Department, Description. Row includes Health & Human Services with 1 All Highway Union job descriptions.