

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

April 24, 2023 3:30 PM

Administration Building
508 New York Avenue, Conference Room 302
Sheboygan WI 53081

Remote Access: +1-216-508-0648

Meeting ID: 411 062 297#

Virtual: <https://meet.google.com/rma-uxpu-bhz>

Members of the Committee may be appearing remotely. Persons wanting to observe the meeting are encouraged to listen remotely.

AGENDA

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes – Monday, April 10, 2023

Sheriff Cory Roeseler

- Consideration of Exception to Donation of Benefit Time Policy

Rocky Knoll Administrator Kayla Clinton

- Consideration of an Equity Increase for a certain employee
- Consideration of a Change in Table of Organization to include Vacant Position Request for Administrative Assistant
- Consideration of Vacant Position Request for Limited Term Employee (LTE)

Corporation Counsel Crystal Fieber

- Review of Year to Date Budget
- Review of Summary of Previous Months Activities and Hours
- Review of Claims and Litigation Report
- Consideration of Ordinance No. __ - Amending Chapter 46 of the County Code of Ordinances

County Administrator Alayne Krause

- Human Resources Department updates and comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:
Penny Elsner
Recording Secretary

Edward Procek
Committee Chairperson

NOTES: The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. §19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify Human Resources, 920.459.3105 prior to the meeting so that accommodations may be arranged.

Posted Friday, April 21, 2023 11:00 AM

**SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT
OFFICE OF THE SHERIFF**

*Cory L. Roeseler, Sheriff
Chad M. Broeren, Inspector*

Phone: (920) 459-3112 FAX: (920) 459-4305

To: Human Resources Committee

From: Sheriff Cory Roeseler

Date: April 20, 2023

RE: Donation time for employees

Our Department has a deputy who has been with us for almost 4 months. His wife had a medical emergency that required him to care for her. He has exhausted all of his benefit time. He is not eligible for any donated time from any other employees because our current policy requires that you be employed with the County for at least one year before you are eligible.

This is the second time I have come to the Human Resources Committee to ask for this same exemption. I am not sure what the reason is for the required one year of employment. In my experience, the time when donation time may be needed most is for new employees that don't have the necessary benefits in case of family medical emergencies. I am hoping that the committee could recommend making an adjustment to the policy.

In recap, I am asking for a waiver for the one-year requirement in order to receive donated benefit time for our Deputy who is off to care for his wife as a result of a medical issue. We have already received more than enough interest from our employees to cover all the time he needs to be away.

Thank you for your consideration.

Sincerely,

Cory Roeseler
Sheriff

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Rocky Knoll	Date: 4/24/23
Effective Date of Change: 4/24/23	

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
Administrative Assistant	0		0	1		1
Administrative Clerk/Receptionist		2	1.4	1		1
Project Coordinator	1		1	0		0
Graduate Nurse		1	.5	2	1	2.5
TOTALS	1	3	2.9	4	1	4.5

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with the HR Director regarding pay grades for any new classifications.

Rocky Knoll Health Care Center is requesting the removal of 1 FTE Project Coordinator and .4FTE of an Administrative Clerk/Receptionist is requested. The current 1 LTE Administrative Assistant is assuming several permanent duties and tasks that are associated with the former 1 FTE Project Coordinator and .4 FTE Administrative Clerk/Receptionist.

Rocky Knoll is also requesting the addition of 2 FTE Graduate nurses to help fill open positions in the nursing department.

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Res of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>
Administrative Assistant	\$64,622	\$84,881	Available funds from removal of full time project coordinator and part-time (.4) Administrative Clerk/Receptionist
Graduate Nurse	\$144,144	\$192,510	Open nursing positions
Total	208,766	277,391	

RATIONALE

Briefly summarize the reasons for the requested change in the table of organization.

Permanently assigning Administrative Assistant position to assume several duties and tasks that were the responsibility of the full time Project Coordinator and part-time receptionist. Other duties have been distributed to other management to ensure no disruption in operations.

Adding graduate nurse positions allows the facility to hire nurses that have graduated from an accredited school of nursing but are waiting to take the nursing boards. This is allowed per state and federal regulations.

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

ACTION TAKEN

Department Head Determination:

☒ Approved ☐ Denied

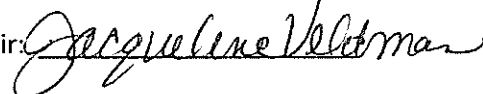
Date: 4/12/23

Signature: 

Liaison Committee Action:

☒ Approved ☐ Denied

Date: 4/13/2023

Committee Chair: 

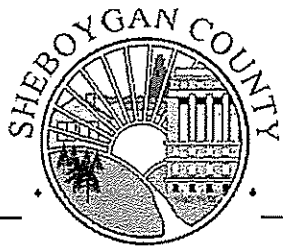
Human Resources Committee:

☐ Approved ☐ Denied

Date: _____

Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 4/13/2023

To: Health Care Center Committee Members

From: Katherine Clinton, NHA

Position Request:

Position: Administrative Assistant

Reason for Vacancy: LTE to permanent position

Justification:

The current Administrative Assistant position is considered limited term employment. We are eliminating 1 FTE project Coordinator and .4 FTE of Administrative Clerk/Receptionist. The current Administrative Assistant LTE, Diane Spiro, will permanently assume several tasks associated with former Project Coordinator position and part-time (.4) Receptionist.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$51,189	\$33,692	\$84,881

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature [Signature]

Date: 4/10/23

Human Resources Director Signature [Signature]

Date: 4/11/2023

Liaison Committee Signature [Signature]

Date: 4/13/2023

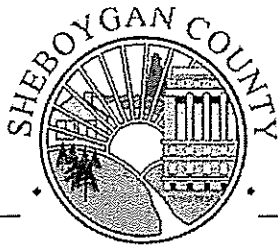
Human Resources Committee Signature _____

Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only*).
5. HR begins recruitment process.

01/2021



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 4/6/2023

To: Health Care Center Committee Members

From: Katherine Clinton, NHA

Position Request:

Position: Maintenance Technician I LTE

Reason for Vacancy: Assistance with upcoming project work

Justification:

Rocky Knoll Health Care Center is also requesting the creation of a part-time LTE Maintenance technician I to assist with upcoming projects associated with renovation and ability to fill in for time off of current employees.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$8,120	\$726	\$8,846

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature

Date: 4/10/23

Human Resources Director Signature

Date: 4/11/2023

Liaison Committee Signature

Date: 4/13/2023

Human Resources Committee Signature

Date:

Form Process:

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5. HR begins recruitment process.

01/2021

R5510512

SC1082

Corporation Counsel

County of Sheboygan
Variance Analysis by Company
As of 2/28/2023

3/22/2023 15:15:43

Page - 1

Budget Current Period	%	Actual Current Period	%	Variance Current Period	%	Description	Budget Year to Date	%	Actual Year to Date	%	Variance Year-to-Date	%
						400000 Revenues						
						410000 Taxes						
20,458.00	46.4	20,458.00	48.8			411000 Property Tax Levy	40,916.00	46.4	40,916.00	48.8		
20,458.00	46.4	20,458.00	48.8			410000 Taxes	40,916.00	46.4	40,916.00	48.8		
						420000 Intergovernmental Rev						
						450000 Public Charges for Se						
						460000 Interest and Other Re						
29.00	.1	299.15	.7	270.15	931.6	466000 Other Miscellaneous	58.00	.1	362.85	.4	304.85	525.6
29.00	.1	299.15	.7	270.15	931.6	460000 Interest and Other Re	58.00	.1	362.85	.4	304.85	525.6
						470000 Interdepartmental Rev						
23,584.00	53.5	21,181.45	50.5	2,402.55-	10.2	476000 Other Interdepartmen	47,169.00	53.5	42,576.11	50.8	4,592.89-	9.7
23,584.00	53.5	21,181.45	50.5	2,402.55-	10.2	470000 Interdepartmental Rev	47,169.00	53.5	42,576.11	50.8	4,592.89-	9.7
44,071.00	100.0	41,938.60	100.0	2,132.40-	4.8	400000 Revenues	88,143.00	100.0	83,854.96	100.0	4,288.04-	4.9
						500000 Expense/Expenditure						
						510000 Personnel Related Exp						
5,969.00	13.5	6,283.82	15.0	314.82-	5.3	511000 Wages	12,536.00	14.2	12,754.39	15.2	218.39-	1.7
847.00	1.9	908.01	2.2	61.01-	7.2	512000 Benefits	1,762.00	2.0	1,843.00	2.2	81.00-	4.6
6,816.00	15.5	7,191.83	17.1	375.83-	5.5	510000 Personnel Related Exp	14,298.00	16.2	14,597.39	17.4	299.39-	2.1
						530000 Operating Expenses						
36,155.00	82.0	36,155.25	86.2	.25-		531000 Purchased Services	72,310.00	82.0	72,310.50	86.2	.50-	
213.00	.5	135.66	.3	77.34	36.3	533000 General Operating	376.00	.4	271.32	.3	104.68	27.8
36,368.00	82.5	36,290.91	86.5	77.09	.2	530000 Operating Expenses	72,686.00	82.5	72,581.82	86.6	104.18	.1
						550000 Interdepartmental Cha						
8.00		8.46		.46-	5.8	551000 Employee Related Ins	20.00		16.40		3.60	18.0
83.00	.2	83.34	.2	.34-	.4	551900 Insurance Charges	166.00	.2	166.60	.2	.60-	.4
24.00	.1	24.00	.1			553000 System Operation Cha	48.00	.1	48.00	.1		
115.00	.3	115.80	.3	.80-	.7	550000 Interdepartmental Cha	234.00	.3	231.00	.3	3.00	1.3
						560000 Capital Outlay						
						570000 Depreciation						

Primary Timekeeper: 2 Crystal H. Fieber

			01/01/2023 to 03/31/2023
			Billed Hours
<hr/>			
08299.002 Corporation Counsel			
Airport			
2	Crystal H. Fieber		27.60
6	Diamond Braeger		1.10
8	Michael J. Bauer		0.50
Total Fees			29.20
Totals			29.20
<hr/>			
08299.003 Corporation Counsel			
Building Services			
2	Crystal H. Fieber		1.70
13	Amanda J. Kress		2.40
Total Fees			4.10
Totals			4.10
<hr/>			
08299.004 Corporation Counsel			
Child Support			
3	Oliver Bauer		19.00
6	Diamond Braeger		2.20
Total Fees			21.20
Totals			21.20
<hr/>			
08299.005 Corporation Counsel			
Clerk of Courts/Register in Probate/Judges			
2	Crystal H. Fieber		3.20
Total Fees			3.20
Totals			3.20
<hr/>			
08299.006 Corporation Counsel			
Corporation Counsel			
2	Crystal H. Fieber		28.00
4	Anna R. Bramstedt		3.20
6	Diamond Braeger		7.90
Total Fees			39.10
Totals			39.10
<hr/>			
08299.007 Corporation Counsel			
County Administrator			
2	Crystal H. Fieber		44.90
6	Diamond Braeger		2.10
Total Fees			47.00
Totals			47.00
<hr/>			
08299.008 Corporation Counsel			
County Board			
2	Crystal H. Fieber		24.40
6	Diamond Braeger		6.40
Total Fees			30.80
Totals			30.80

Primary Timekeeper: 2 Crystal H. Fieber

			01/01/2023 to 03/31/2023
			Billed Hours
<hr/>			
08299.009 Corporation Counsel			
County Clerk			
2	Crystal H. Fieber		1.10
6	Diamond Braeger		0.40
Total Fees			1.50
Totals			1.50
<hr/>			
08299.010 Corporation Counsel			
District Attorney			
2	Crystal H. Fieber		1.90
6	Diamond Braeger		1.90
Total Fees			3.80
Totals			3.80
<hr/>			
08299.012 Corporation Counsel			
Finance			
2	Crystal H. Fieber		14.30
6	Diamond Braeger		5.80
13	Amanda J. Kress		0.50
Total Fees			20.60
Totals			20.60
<hr/>			
08299.013 Corporation Counsel			
Health and Human Services			
2	Crystal H. Fieber		23.00
3	Oliver Bauer		18.90
6	Diamond Braeger		4.00
12	Kelly L. Del Ponte		1.80
17	Paul A. Dirkse		3.20
Total Fees			50.90
Totals			50.90
<hr/>			
08299.014 Corporation Counsel			
Highway			
2	Crystal H. Fieber		12.80
6	Diamond Braeger		1.90
13	Amanda J. Kress		0.20
Total Fees			14.90
Totals			14.90
<hr/>			
08299.015 Corporation Counsel			
Human Resources			
2	Crystal H. Fieber		45.20
6	Diamond Braeger		3.40
Total Fees			48.60
Totals			48.60
<hr/>			
08299.016 Corporation Counsel			
Information Technology			
2	Crystal H. Fieber		6.10

Primary Timekeeper: 2 Crystal H. Fieber

		01/01/2023 to 03/31/2023
		Billed Hours
<hr/>		
08299.016 Corporation Counsel (continued)		
Information Technology		
6	Diamond Braeger	2.50
Total Fees		8.60
Totals		8.60
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08299.018 Corporation Counsel		
Planning/Conservation		
2	Crystal H. Fieber	4.20
3	Oliver Bauer	16.30
6	Diamond Braeger	2.60
13	Amanda J. Kress	4.80
17	Paul A. Dirkse	10.30
Total Fees		38.20
Totals		38.20
<hr/>		
08299.019 Corporation Counsel		
Register of Deeds / Real Property		
2	Crystal H. Fieber	3.50
6	Diamond Braeger	0.20
8	Michael J. Bauer	0.50
9	J. Phil Mueller	2.00
Total Fees		6.20
Totals		6.20
<hr/>		
08299.020 Corporation Counsel		
Rocky Knoll		
2	Crystal H. Fieber	24.50
3	Oliver Bauer	3.10
6	Diamond Braeger	5.90
Total Fees		33.50
Totals		33.50
<hr/>		
08299.021 Corporation Counsel		
Sheriff/Medical Examiner		
2	Crystal H. Fieber	15.30
3	Oliver Bauer	21.70
6	Diamond Braeger	22.50
13	Amanda J. Kress	3.70
17	Paul A. Dirkse	0.30
Total Fees		63.50
Totals		63.50
<hr/>		
08299.022 Corporation Counsel		
Treasurer		
2	Crystal H. Fieber	0.60
6	Diamond Braeger	1.20
9	J. Phil Mueller	3.00
Total Fees		4.80
Totals		4.80

Primary Timekeeper: 2 Crystal H. Fieber

		01/01/2023 to 03/31/2023
		Billed Hours
<hr/>		
08299.024 Corporation Counsel		
Veteran's Services		
2	Crystal H. Fieber	3.00
Total Fees		3.00
Totals		3.00
<hr/>		
Primary Timekeeper 2 Crystal H. Fieber		
2	Crystal H. Fieber	285.30
3	Oliver Bauer	79.00
4	Anna R. Bramstedt	3.20
6	Diamond Braeger	72.00
8	Michael J. Bauer	1.00
9	J. Phil Mueller	5.00
12	Kelly L. Del Ponte	1.80
13	Amanda J. Kress	11.60
17	Paul A. Dirkse	13.80
Total Fees		472.70
Totals		472.70

Primary Timekeeper: 12 Kelly L. Del Ponte

			01/01/2023 to 03/31/2023
			Billed Hours
13410.000 M CHIPS/Guardianships			
General CHIPS/Guardianships			
4	Anna R. Bramstedt		31.00
5	Cheryl A. Brown		0.80
10	Herbert C. Humke III		4.70
11	Nancy J. Beck		50.55
12	Kelly L. Del Ponte		385.70
Total Fees			472.75
Totals			472.75
Primary Timekeeper 12 Kelly L. Del Ponte			
4	Anna R. Bramstedt		31.00
5	Cheryl A. Brown		0.80
10	Herbert C. Humke III		4.70
11	Nancy J. Beck		50.55
12	Kelly L. Del Ponte		385.70
Total Fees			472.75
Totals			472.75

Primary Timekeeper: 12 Kelly L. Del Ponte

			01/01/2023 to 03/31/2023
			Billed Hours
11967.000 M HHS - TPRs			
General TPRs			
2	Crystal H. Fieber		1.40
12	Kelly L. Del Ponte		1.80
Total Fees			3.20
Totals			3.20
11967.040 M HHS - TPRs			
12	Kelly L. Del Ponte		0.60
Total Fees			0.60
Totals			0.60
11967.047 M HHS - TPRs			
4	Anna R. Bramstedt		0.30
11	Nancy J. Beck		0.30
12	Kelly L. Del Ponte		3.60
Total Fees			4.20
Totals			4.20
11967.049 M HHS - TPRs			
4	Anna R. Bramstedt		1.90
12	Kelly L. Del Ponte		12.90
Total Fees			14.80
Totals			14.80
11967.051 M HHS - TPRs			
4	Anna R. Bramstedt		0.30
11	Nancy J. Beck		1.70
12	Kelly L. Del Ponte		5.30
Total Fees			7.30
Totals			7.30
11967.052 M HHS - TPRs			
11	Nancy J. Beck		1.00
12	Kelly L. Del Ponte		4.10
Total Fees			5.10
Totals			5.10
11967.053 M HHS - TPRs			
11	Nancy J. Beck		1.50
12	Kelly L. Del Ponte		0.40
Total Fees			1.90
Totals			1.90

Primary Timekeeper: 12 Kelly L. Del Ponte

		01/01/2023 to 03/31/2023
		Billed Hours
Primary Timekeeper 12 Kelly L. Del Ponte		
2	Crystal H. Fieber	1.40
4	Anna R. Bramstedt	2.50
11	Nancy J. Beck	4.50
12	Kelly L. Del Ponte	28.70
Total Fees		37.10
Totals		37.10

KEY	Claim Number	DOL	Claim Type	Description of Accident	Loss Paid	Exp. Paid	Total Paid
	Claimant		O/C		Loss Rec	Exp. Rec	

2023 Accident Year - Sheboygan County

300.70497.1162	01/27/2023	GLPI			\$0.00	\$0.00	\$0.00
REHOR, GRANT		O			\$0.00	\$0.00	

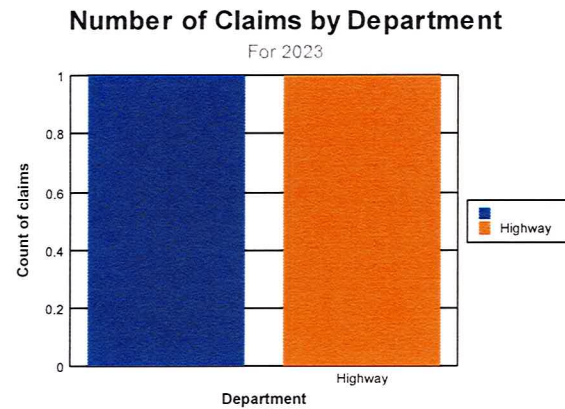
Summary for Sheboygan County - 2023 - All Claims					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	

Highway							
300.70387.1162	02/28/2023	ALPD		CLAIM FOR BROKEN WINDOW FROM PLOW THROWN ROCKS	\$0.00	\$0.00	\$0.00
BOHNHOFF, GENE		C			\$0.00	\$0.00	

Summary for Sheboygan County - 2023 - All Highway Claims					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	

Summary for Sheboygan County - 2023

Loss Paid	0.00
Expense Paid	0.00
Total Paid	0.00
Loss Reserve	0.00
Expense Reserve	0.00
Total Incurred	0.00
Number of Claims	2



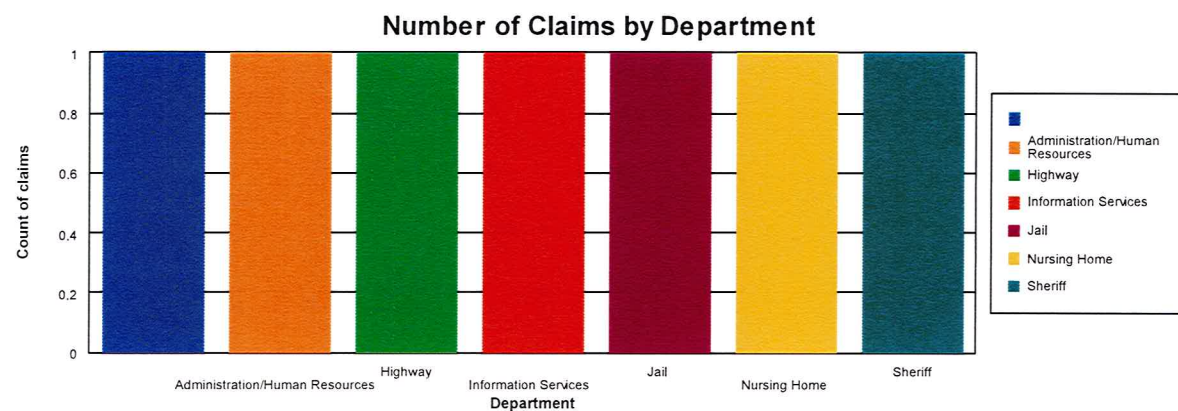
Total Loss by Department

For This Policy Year

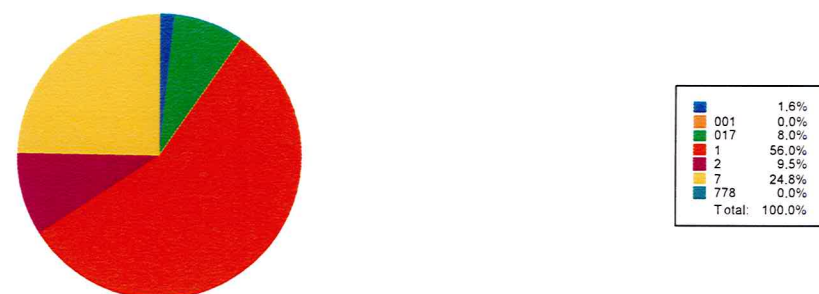
Highway	0.0%
Highway	0.0%
Total:	100.0%

Summary for Sheboygan County Overall

Loss Paid	126,364.50
Expense Paid	88,682.62
Total Paid	215,047.12
Loss Reserve	260,100.00
Expense Reserve	178,843.37
Total Incurred	653,990.49
Number of Claims	23



Total Paid by Department
For This Policy Year



1 **SHEBOYGAN COUNTY ORDINANCE NO. _____ (2023/24)**

2
3 Re: **Amending Chapter 46 of the County Code of Ordinances**

4
5
6 **WHEREAS**, Chapter 46 of the Sheboygan County Code of Ordinances governs the
7 County's hiring process; and

8
9 **WHEREAS**, upon review of Chapter 46, in light of the current job market, County staff
10 and the Human Resources Committee have determined it is necessary and appropriate to
11 streamline the hiring process; and

12
13 **WHEREAS**, pursuant to Sheboygan County Board Ordinance No. 1 (2006/07), and
14 authorized by Wis. Stat. § 83.01, the County Board converted the County Highway
15 Commissioner position from a two-year term to an indefinite appointment; and

16
17 **WHEREAS**, pursuant to Sheboygan County Board Ordinance No. 9 (2013/14), the
18 County Board renumbered the Highway Commissioner Ordinance from 46.05 to 46.07, and
19 upon review it has been discovered that the renumbered language was unintentionally omitted
20 from Chapter 46 during the last update.

21
22 **NOW, THEREFORE**, the County Board of Supervisors of the County of Sheboygan
23 does ordain as follows:

24
25 Section 1. **Amending Chapter 46.** Chapter 46 of the Sheboygan County
26 Code of Ordinances is hereby amended as follows:

27
28 46.01 FAIR EMPLOYMENT AND EQUAL OPPORTUNITY STANDARDS. It is the
29 policy of Sheboygan County to recruit and select the most qualified persons for
30 positions in the County. In accordance with state law and the guidelines for the
31 Equal Employment Opportunity Commission, recruitment and selection shall be
32 conducted in an affirmative manner to ensure open competition and to provide
33 equal employment opportunity to qualified individuals regardless of age, race,
34 creed, color, disability, marital status, sex, national origin, ancestry, sexual
35 orientation, political affiliation, arrest record, conviction record (except as
36 permitted by statute), membership in the National Guard, state defense force, or
37 any other reserve component of the military force of the United States or this
38 State, or use or non-use of lawful products off the employer's premises during
39 non-working hours, except as otherwise provided.

40
41 46.02 ~~FILLING POSITION VACANCIES. VACANT POSITION REQUESTS.~~ When a
42 vacancy exists or is anticipated, the Department Head must complete a Vacant
43 Position Request ("VPR") before the position may be filled. The VPR shall be in a
44 format developed by the Human Resources Department and shall include: (a) the
45 program(s) ~~or programs~~ that are served by the position including any priority
46 attributed to such programs, ~~(b) the likely costs associated with filling the position~~
47 ~~including the extent to which such costs are included in the current year's expense~~
48 ~~budget; and (c)~~ (b) the rationale for filling the position rather than keeping the
49 position vacant (either temporarily or permanently), reassigning staff, utilizing

50 limited term employees, or other options, ~~including the possible effect on~~
51 ~~revenues as well as the effects on County services that may result.~~ (c) the likely
52 costs associated with filling the position, and (d) confirmation that the position is
53 included in the Department's approved budget.
54

55 ~~46.03 APPROVALS. If the Department Head determines that the position should be~~
56 ~~filled, he or she shall submit the VPR to the Liaison Committee. If the Liaison~~
57 ~~Committee approves filling the position, it shall be submitted to the Human~~
58 ~~Resources Committee. The Human Resources Department. Non-exempt~~
59 ~~positions require Liaison Committee approval, while exempt positions also require~~
60 ~~Human Resources Committee approval. The Human Resources Committee may~~
61 ~~grant "blanket" approvals to particular positions or classifications for particular~~
62 ~~periods of time, and if it does so, approval shall be considered granted with~~
63 ~~respect to vacancies falling within the terms of such blanket approvals without~~
64 ~~requiring further action by the Committee.~~
65

66 ~~46.043~~ LIMITED-TERM EMPLOYEES. Department Heads may hire limited-term
67 employees ("LTEs") on an emergency basis for a period of time not to exceed
68 three (3) weeks, or for a period of time greater than three (3) weeks provided the
69 position was part of the Department's approved budget, with a VPR approved by
70 the Human Resources Director. ~~unless otherwise directed by their Liaison~~
71 ~~Committee.~~ A Department Head who wishes to hire an LTE for a position which
72 ~~was not part of the approved budget~~ for a period of time greater than three (3)
73 weeks must submit a VPR with an identified source of funding to the Liaison
74 Committee ~~and to the Human Resources Committee~~ for approval before hiring.
75 No LTE will be hired for a period of time exceeding twelve (12) consecutive
76 months, ~~unless approved by the Liaison Committee.~~
77

78 ~~46.054~~ FILLING VACANT POSITIONS WITHOUT CHANGES. When a position on the
79 Table of Organization becomes vacant, and the Department Head wishes to fill
80 the position, and the position was funded in the Department's annual budget, and
81 the Department Head does not wish to retitle, reclassify, or otherwise change the
82 position as it exists on the Table of Organization, the Department Head ~~with the~~
83 ~~approval of the Liaison Committee,~~ is empowered to do so, provided the
84 Department Head completes a ~~Vacant Position Request ("VPR")~~ and such VPR is
85 approved by the Human Resources Director. The Human Resources Director
86 may grant "blanket" approvals to particular positions or classifications for specific
87 periods of time. The Department Head shall ~~provide routinely notify the VPR to its~~
88 Liaison Committee of approved VPRs. ~~such reports to the Human Resources~~
89 ~~Department as may be required by the Human Resources Committee and~~
90 ~~developed by the Human Resources Department. The reports shall include:~~
91

- 92 a) ~~confirmation that the position is funded in the current year's Departmental~~
93 ~~expense budget;~~
94 b) ~~the Department Head's receipt of the rationale for filling the position rather than~~
95 ~~keeping the position vacant either temporarily or permanently;~~
96 c) ~~the Department Head's receipt of the rationale for filling the position rather than~~
97 ~~reassigning staff, autonomy, or utilizing limited term employees, or other options.~~

d) ~~a copy of the Liaison Committee minutes reflecting approval of refilling the position.~~

46.065 FILLING VACANT POSITIONS WITH CHANGES. When a position on the Table of Organization becomes vacant, and the Department Head wishes to fill the position in circumstances where the position was not funded in the Department's current budget, or the Department Head wishes to retitle, reclassify, or otherwise change the position, the Department Head shall seek a change to the Table of Organization under the provisions of Chapter 40 of this Code **prior to submitting a VPR.**

46.06 ELECTION APPOINTMENT OF HIGHWAY COMMISSIONER. Pursuant to Wis. Stat. § 83.01(2), the ~~County Board shall elect a~~ County Highway Commissioner ~~for an indefinite term of office~~ shall be appointed by the County Administrator for an indefinite term of office. Pursuant to Wis. Stat. § 83.01(1)(c), the County Board elects to waive confirmation of the appointment.

Section 2. **Effective Date.** The herein Ordinance shall take effect upon enactment.

Respectfully submitted this 16th day of May, 2023.

HUMAN RESOURCES COMMITTEE

Edward J. Procek, Chairperson

Thomas Wegner, Vice-Chairperson

Christian Ellis, Secretary

Kathleen Donovan, Member

Carl Nonhof, Member

Opposed to Introduction:

Countersigned by:

Vernon Koch, Chairperson