

**NOTICE OF MEETING**  
**HUMAN RESOURCES COMMITTEE**

**October 27, 2016 - 3:30 PM**

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

**\*Agenda\***

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Human Resources Committee - Regular Meeting - Sep 22, 2016 3:30 PM

Review and Approve Vouchers

Correspondence and Other Issues

County Treasurer Laura Henning-Lorenz

Consideration of VPR for Limited Term Employee (LTE)

Transportation Director Greg Schnell

Consideration of Change in Table of Organization

Consideration of Equity Adjustments

Consideration of Annual Exceptions

Building Services Director Jim TeBeest

Consideration of Annual Exceptions

Register of Deeds Ellen Schleicher

Consideration of VPR for Office Supervisor

Rocky Knoll Administrator Rachelle Valleskey

Consideration of Sign On Bonuses and Incentives for Nursing Personnel

Inspector Jim Risseeuw

Consideration of Equity Adjustment for Select Patrol Supervisors and Court Corporal

Human Services Deputy Director Scott Shackelford

Consideration of VPR for Human Services Manager

HR Director - Jean Gallimore Report

Updates and Comments

Discussion of Human Resources Policy Manual - Annual Exceptions and Absenteeism Policies

Approval of Attendance at Other Meetings or Functions  
Adjourn

Prepared by:  
Penny Elsner, Ext. 6481  
Recording Secretary

Edward Procek  
Committee Chairperson

NOTE: 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 the 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 Penny Elsner , 920-459-6481 prior to the meeting so that accommodations may be arranged.

## SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

Administration Building  
508 New York Avenue - Room 302  
Sheboygan WI 53081

**September 22, 2016**                      **Called to Order: 3:30 PM**                      **Adjourned: 5:25 PM**

MEMBERS PRESENT:                      Chair Ed Procek, Vice Chair Keith Abler, Secretary Charlie Conrardy,  
Members Fran Damp and Roger TeStroete

OTHERS PRESENT:                      Human Resources Director Jean Gallimore, Transportation Director  
Greg Schnell, Planning and Conservation Director Aaron Brault,  
Finance Director Wendy Charnon, Rocky Knoll Administrator Rachelle  
Valleskey, Local 2427 Representative Vicki Wiegel and Tamara  
Brousseau

Chairman Procek called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chairman Procek confirmed the meeting was posted September 16, 2016 at 4:30 PM, in compliance with the open meeting law.

A motion to approve the minutes of August 25, 2016 as presented was made by Supervisor Conrardy. Supervisor Abler seconded the motion. Motion carried unanimously.

A motion to approve the vouchers as presented was made by Supervisor TeStroete. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Transportation Director Greg Schnell requested approval for the hiring of a two (2) Shed Supervisors with 30 day overlap coverage. A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Transportation Director Greg Schnell requested approval for overlap coverage for cross training of new employees. A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Planning and Conservation Director Aaron Brault requested approval for a change in the Table of Organization and promotions associated with the change. A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Finance Director Wendy Charnon and Transportation Director Greg Schnell requested approval for a change in the Table of Organization and promotion associated with the change. A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

A motion to go into closed session pursuant to Wis. Stat. §19.85(1)(f) consideration of Health Care Center Grievance was made by Supervisor Abler. Supervisor Conrardy seconded the motion. Upon call of the roll, all supervisors voted "AYE." Motion carried unanimously.

A motion to return to open session was made by Supervisor Damp. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Minutes Acceptance: Minutes of Sep 22, 2016 3:30 PM (Approval of Minutes)

**HUMAN RESOURCES COMMITTEE MEETING MINUTES**

Thursday, September 22, 2016

A motion to deny grievance 2016-2427-02 – Tamara Brousseau - Absenteeism Discipline was made by Supervisor Conrardy. Supervisor Damp seconded the motion. Motion carried unanimously.

Human Resources Director Jean Gallimore reviewed “annual exceptions policies,” with the Committee. It was the consensus of the Committee that this issue be deferred to the October meeting in order to receive additional information, specifically the Highway and Building Services annual exceptions.

A motion granting approval for Committee members to claim per diem for their attendance at the Finance Committee meeting of September 14<sup>th</sup> and September 28<sup>th</sup>, 2016 was made by Supervisor TeStroete. Supervisor Abler seconded the motion. Motion carried unanimously.

A motion to adjourn was made by Supervisor Conrardy. Supervisor TeStroete seconded the motion. Motion carried unanimously with adjournment at 5:25 PM.

\_\_\_\_\_  
Penny Elsner  
Recording Secretary

\_\_\_\_\_  
Charles Conrardy  
Secretary

Minutes Acceptance: Minutes of Sep 22, 2016 3:30 PM (Approval of Minutes)



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 9/22/2016  
**To:** Finance and Human Resources Committee Members  
**From:** Laura Henning-Lorenz

**Position Request:**

**Position:** Limited Term Employee  
**Reason for Vacancy:** NA

**Justification:** One limited term employee from Monday, October 3 (or sooner) to December 31, 2016. The individual in this position will assist with the review of conversion reports to the new land record system; perform quality assurance on several thousand property record cards; audit ownership between the old and new land record systems; and prepare Lottery Credit documents for attachment to parcel records in the new land record system.

**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: NA

**Costs:**

DBM Salary Range of Requested Position: [Click here to enter text.](#)

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

Wages	Benefits	Total
\$4799.00	-0-	\$4799.00

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

Department Head Signature *Laura Henning-Lorenz* Date: 9/22/16  
 Liaison Committee Signature *[Signature]* Date: 9/28/16  
 Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
4. HR begins recruitment process.

08/2015

Attachment: 092816 Vacant Position Request Hourly\_LTE\_Signed (3979 : VPR for Limited Term Employee (LTE))

**REQUEST FOR CHANGE IN  
DEPARTMENTAL TABLE OF ORGANIZATION**

<b>Department: Transportation</b>	<b>Date: 9/20/16</b>
<b>Effective Date of Change: 10/4/16</b>	

*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
FOREMAN	7	0	7	6	0	6
HIGHWAY WORKER II/III	71	0	71	72	0	72
<b>TOTALS</b>	<b>78</b>	<b>0</b>	<b>78</b>	<b>78</b>	<b>0</b>	<b>78</b>

**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 HR Director regarding pay grades for any new classifications.

Attachment: Change in TO - HWY (3980 : Change in Table of Organization)

**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-Rest of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>
HIGHWAY WORKER II/III	\$16,301	\$65,206	Budget

**RATIONALE**

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

A newly hired foreman left employment. After discussion with management staff it was determined we would distribute supervisory duties among other supervisors for the patching crew. This would then provide an opportunity to change the position to a highway worker II/III. The change of position to highway worker II/III will help maintain the number of people we need for the winter plow season (foremen plow during winter) and will be absorbed in to a crew for the summer months for maintenance and construction. This will allow for a small cost savings for our department as the highway worker II/III position is in a lower DBM than the foreman position.

**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:

Date: 10/3/2016

Approved  Denied

Signature: [Signature]

Liaison Committee Action:

Date: 10/3/16

Approved  Denied

Committee Chair: [Signature]

Human Resources Committee:

Approved  Denied

Attachment: Change in TO - HWY (3980 : Change in Table of Organization)

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.*

Attachment: Change in TO - HWY (3980 : Change in Table of Organization)



## Sheboygan County Transportation Department

# Memo

**To:** Human Resources Committee

**From:** Greg Schnell, Transportation Director 

**Date:** October 7, 2016

**Re:** Compression Issue Resolution

The Transportation Committee, at their meeting of August 15, 2016, approved a pay increase for Ronald Spatz. The rate of pay approved is \$29.00 per hour. The justification provided for the increase is as follows:

Ronald Spatz has been employed with the Sheboygan County Highway Department since September 30, 1996. He was promoted to shed supervisor on October 8, 2008. He was previously employed with our department from July 30, 1986 through May 31, 1991.

In 2010 the merit system was suspended; with this suspension Ron was no longer able to move through the pay scale. Ron received performance reviews (with scores that exceeded expectations) that would have provided him a 1% increase in each of the following years: 2010, 2011, 2012, and 2013.

In 2015 two of our long term shed supervisors retired; we promoted from within in both cases. One of the employees was a foreman and the other a highway worker III. These employees are paid at a rate only \$0.164 and \$0.638 less per hour than Ron. While both of these new supervisors deserve the pay negotiated when promoted, this puts Ron at a financial disadvantage after almost eight years as a shed supervisor.

Ron is a very committed employee, who is very high energy and a good leader for his staff. Ron is also our supervisor for our chip seal program. Ron is relied on to oversee the chip seal operations not only in our county, but in other counties that request we perform their chip sealing.

I can continue to tout Ron's strong points; however, his past performance appraisals did that, he exceeded expectations as a supervisor, and continues to do so. I would like to see Ron correctly compensated for the years of experience and the performance appraisals that exceeded expectations. Based on the above information and Ron's performance, my recommendation would be to bring Ron's rate of pay to \$29.00 per hour as of August 1, 2016.

The salary range for this position is \$44,887 – 62,841. I have sufficient funds in my budget to support this pay adjustment.

Thank you for your consideration.

## Sheboygan County Transportation Department

# Memo

**To:** Human Resources Committee  
**From:** Greg Schnell, Transportation Director   
**Date:** October 7, 2016  
**Re:** Compression Issue Resolution

The Transportation Committee, at their meeting of October 3, 2016, approved a pay increase for Bryan Olson. The rate of pay approved is \$78,143.83. The justification provided for the increase is as follows:

Bryan Olson has been employed with the Sheboygan County Highway Department since May 30, 1995. He was promoted to highway superintendent on January 3, 2013.

Bryan has an associate's degree in material management, and a bachelor's degree in business administration and public service administration.

In 2010 the merit system was suspended; with this suspension Bryan was no longer able to move through the pay scale. Bryan received performance reviews (with scores that exceeded expectations and some exceptional) that would have provided him in excess of 1% increase over the years.

With the compensation study we request the highway superintendent positions be evaluated separately, based on their significant differences in responsibility. The compensation study results affirmed our beliefs that the positions needed to be in different job classes. Bryan's position was put in a higher class, but no compensation was attached to that upgrade. The salary range for this position is \$59,822 – \$89,734.

Bryan has great responsibility in our department, he is relied on very heavily to oversee our construction crews including the grading, base, paving, and crushing crews, and the blacktop plant. In addition, Bryan writes the specifications for and orders all of our equipment, and oversees the shop. Bryan consistently exceeds working a 40 hour work week.

The other highway superintendent position is a lower DBM than Bryan's position, however, the individual in this position is compensated more than Bryan. There is no way to rectify this other than to request an increase through a compression resolution. Bryan's past performance appraisals speak for themselves, he exceeded expectations and in some areas is exceptional as a supervisor.

I would like to see Bryan correctly compensated for the years of experience, educational background, and excellent performance appraisals. Based on the above information and Bryan's dedication and performance, my recommendation would be to bring his salary to \$78,143.83 as of August 1, 2016.

I have consulted with the Human Resources Director and she is in support of this compression issue resolution.

I have sufficient funds in my budget to support this pay adjustment.

Thank you for your consideration.

# TRANSPORTATION DEPARTMENT POLICY EXCEPTIONS

5.B.3.a

## **SHIFT PREMIUMS:**

**\$0.50** per hour shift premium for 2<sup>nd</sup> and 3<sup>rd</sup> shift. This shift premium is only for employees assigned to 2<sup>nd</sup> and 3<sup>rd</sup> shift and the employees who replace the 2<sup>nd</sup> and 3<sup>rd</sup> shift employee who is unable to report to work. The shift premium is not intended for 1<sup>st</sup> shift employees that start early or work late. The shift premium does not apply to vacation, holiday or sick time for an employee assigned to 2<sup>nd</sup> or 3<sup>rd</sup> shift.

**\$0.75** per hour shift premium for anyone taking over in the absence of a shed supervisor or foreman. The shift premium is to be only for a full 8 hour day or 10 hour day when on summer schedule. In the event the shed supervisor or foreman is absent less than a full work day the employee shall be responsible to perform the duties but will not receive the shift premium.

**\$1.15** per hour shift premium for Certified Bridge Inspector(s) for performing bridge inspection work.

## **CALL-IN:**

Employees called in to work outside of their regularly scheduled hours shall be entitled to a minimum of one (1) hour of pay. If the employee is required to work beyond the one (1) hour minimum, they are to be paid for the actual time worked beyond the one (1) hour.

## **EXCEPTION TO THE FLSA:**

**TIME AND ONE-HALF** for all hours worked on Saturday and Sunday.

**DOUBLE TIME** for the time worked on the following holidays:

NEW YEARS DAY

THANKSGIVING DAY

DAY AFTER THANKSGIVING

CHRISTMAS EVE DAY

CHRISTMAS DAY

NEW YEARS EVE DAY

When the employee does not work the below holidays, the holiday pay will **COUNT TOWARD THE 40 HOURS REQUIRED FOR FLSA OVERTIME:**

NEW YEARS DAY

THANKSGIVING DAY

DAY AFTER THANKSGIVING

CHRISTMAS EVE DAY

CHRISTMAS DAY

NEW YEARS EVE DAY

## **SAFETY SHOES:**

Each employee who is required to wear steel-toed safety shoes will receive \$50.00 the first payroll in January. Employees must purchase shoes in compliance with minimum safety standards determined by the Transportation Department.

Attachment: HWY Exceptions (3982 : Annual Exceptions)

# TRANSPORTATION DEPARTMENT POLICY EXCEPTIONS

5.B.3.a

## **WORK DAY AND WORK WEEK:**

The normal work week shall consist of a 40 hour work week, Sunday through Saturday. The normal work week schedule shall be Monday thru Friday. The normal work day shall be eight (8) hours per day and forty (40) hours per week. The normal work hours shall be from 7:00 a.m. to 3:00 p.m.

The County shall make every effort to assure the employees that they will be able to work all of the scheduled hours so long as there is sufficient work to be done. It is understood, however, that the above assurance shall not be construed as a "guaranteed work week". The County may, at its discretion, send employee(s) home without regard to the above scheduled hours.

## **SUMMER SCHEDULE:**

To be determined by the Transportation Director.

During the period in which a four (4) day work week is in effect, vacation taken in day increments, and sick leave, will be charged at ten (10) hours per day.

## **REST PERIOD:**

Two fifteen (15) minute rest periods will be granted each day, the time of the break to be at the discretion of the immediate supervisor in order to meet the needs of the department/crew.

## **SAFETY COMMITTEE:**

The Highway Safety Committee will be appointed by the Transportation Director. Meeting dates and times will be at the discretion of the members of the Transportation Director and Highway Safety Committee.

## **VACATION:**

Vacation for the next year may be requested beginning November 15<sup>st</sup> of each year. Vacation requested between November 15<sup>th</sup> and December 15<sup>th</sup> for the next year will be granted with respect to the date hired (tenure) in the transportation department. Vacation requested after December 15<sup>th</sup> will be granted on "first come first granted", without respect to tenure with the transportation department. In addition, vacation requests for a week or more in duration will take precedence over a single day vacation request. For example, if a longer tenured employee requests a single day of vacation in a particular week, and a less tenured employee requests the entire week, the week of vacation will be granted over the single day.

If it is necessary to have requested vacation approved for the next year prior to December 20<sup>th</sup> proof of the scheduled trip must be provided i.e. hotel reservations, plane reservations, etc.

Winter shed assignment and summer crew assignment will be a factor in the granting of vacation. The tenured employee at the shed or on the summer crew will have first preference of vacation, but only with respect to vacation that has been requested through December 15<sup>th</sup> of each year.

Once vacation has been granted, there will be no "bumping" a less tenured employee out of their approved vacation.

Attachment: HWY Exceptions (3982 : Annual Exceptions)

# TRANSPORTATION DEPARTMENT POLICY EXCEPTIONS

5.B.3.a

## **VACATION continued:**

Once vacation has been granted it is the employee's responsibility to ensure there is sufficient vacation in their bank. Once vacation has been granted if the employee does not have sufficient vacation time in their vacation bank, the employee will be unpaid for that period of time. An employee will not be allowed to cancel previously approved vacation due to lack of paid vacation time availability.

Once vacation has been requested and granted, the employee may not cancel that vacation unless approved by the Transportation Director.

In the event an employee has utilized vacation due to an approved Family and Medical Leave Act situation which would result in an unpaid vacation, the employee may request the vacation be cancelled. This type of request can only be approved by the Transportation Director.

In the event of an emergency which includes but is not limited to, snow events and other weather related emergencies, it may be necessary to call-in staff from scheduled vacation, it is understood employees are expected to report to work.

Vacation may not be taken in less than one hour increments.

Up to eight hourly field staff may be granted vacation on the same day. Up to two hourly shop employees may be granted vacation on the same day. It is understood an exception to the limited number of staff off will be permissible for the 4<sup>th</sup> of July, gun deer hunting season, Thanksgiving, Christmas, and New Year's Holidays.

Attachment: HWY Exceptions (3982 : Annual Exceptions)



# SHEBOYGAN COUNTY

**James A TeBeest**  
*Building Services Director*

## SHEBOYGAN COUNTY BUILDING SERVICES POLICY

### COMPENSATORY TIME

501

Effective 1/1/2013

Exception to Sheboygan County Personnel Policy Manual for all Building Services Full-Time Non-Exempt employees.

Employees may elect to quantify overtime hours as compensatory time when earned with the following conditions:

1. Employee must obtain Supervisor approval.
2. There must be a reasonable expectation that it will be used as time off and not paid out. In the event that the supervisor determines that an employee is consistently not utilizing compensatory time as time off, that employee may be restricted from banking compensatory time.
3. At no time may an employee bank more than 40 hours of compensatory time. Once reaching the limit all overtime hours will be paid when earned.
4. Unused compensatory bank hours will be paid out as the County determines.

end

Attachment: Compensatory Time - BLDG SERV (3983 : Annual Exceptions)



# SHEBOYGAN COUNTY

**James A TeBeest**  
*Building Services Director*

## SHEBOYGAN COUNTY BUILDING SERVICES POLICY

### OVERTIME

503

Effective 11/11/2015

Exception to Sheboygan County Personnel Policy Manual for all Building Services Full-Time Non-Exempt employees.

Overtime will be earned at time and one-half when required by federal and state Fair Labor Standards Act (FSLA) except as follows:

1. Time and one-half for all hours worked on Saturdays and Sundays.
2. Double time for time worked on the following holidays:
  - a. NEW YEAR'S DAY
  - b. THANKSGIVING DAY
  - c. DAY AFTER THANKSGIVING DAY
  - d. CHRISTMAS EVE DAY
  - e. CHRISTMAS DAY
  - f. NEW YEAR'S EVE DAY
3. When the employee does not work the holidays below, they shall be counted as 8 "hours worked" toward the 40 hours required for FSLA overtime:
  - a. NEW YEAR'S DAY
  - b. THANKSGIVING DAY
  - c. DAY AFTER THANKSGIVING DAY
  - d. CHRISTMAS EVE DAY
  - e. CHRISTMAS DAY
  - f. NEW YEAR'S EVE DAY

End

Attachment: Overtime - BLDG SERV (3983 : Annual Exceptions)





WISCONSIN

# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 10/11/2016  
**To:** Planning, Resources, Agriculture & Extension Committee Members  
**From:** Ellen R Schleicher

**Position Request:**

**Position:** Office Supervisor – Register of Deeds  
**Reason for Vacancy:** Retirement

**Justification:** Our office needs to have a person in a supervisory position to make decisions that pertain to the day to day operations of the office.

**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:**

DBM Salary Range of Requested Position: \$44,145 - \$61,803

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

Wages	Benefits	Total
\$52,974	\$24,315	\$77,289

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

Department Head Signature Ellen R Schleicher Date: 10/11/2016  
 Liaison Committee Signature Keith Aboen Date: 10/11/2016  
 Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
4. HR begins recruitment process.

08/2015

Attachment: ROD Supv VPR (3984 : VPR for Office Supervisor)




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## Memorandum

**TO:** Human Resources Committee members

**FROM:** Rachelle Valleskey

**DATE:** October 27, 2016

**SUBJECT:** Consideration of Sign on bonuses and increasing shift differential for RNs

Rocky Knoll's five star quality rating is in jeopardy due to 6 open Registered Nurse positions for the PM and Noc shifts. RN to resident ratios is one of the components used in the quality rating. We currently have a four star rating for staffing, with a very narrow margin sliding towards three stars. In order to maintain and improve our quality of care for our residents, we need to fill these open positions.

Due to current market conditions, we need to be more competitive in the job market and at least mirror what other nursing homes are offering for sign on bonuses and shift differentials.

First proposal is to offer a \$2,000 sign on bonus for registered nurses. This would amount to \$12,000 in expenses up to \$16,000 if you figure in potential turnover (based on the last 9 months). The proceeds for which would be paid out of the wages budget which is under projection due to the current openings. The Health Care Committee has approved a \$500 bonus at time of hire for new RNs, with the remaining \$1,500 paid out at the first anniversary date.

Second proposal is to raise the night shift differential from \$1.00 per hour to \$1.50 per hour and night shift weekend differential from \$2.00 per hour to \$2.50 per hour. This would cost an additional \$4,400 annually. The proceeds for which, would also be paid out of the wages budget which is under projection.

# Rocky Knoll Health Care Center

As of September 30, 2016

## Sign on Bonus

	Positions Currently Open	Projected Turnover Rest of Year	Projected Recruitment Rest of Year	Signing Bonus	Total Sign on Bonus
R.N.	6	2	8	\$2,000	\$16,000

## Shift Differentials Effects on Nursing Budget

RN Shift Differentials	Daily	Hours	Reg		Holiday		Hourly Rate	Annual Wage	Old Rate	Old Wage	Increase
			253	102	7	3					
RN Second Shift	4	32	8,096		224		\$1.00	\$ 8,320.00	\$1.00	\$ 8,320.00	\$ -
RN Night Shift	3	24	6,072		168		\$1.50	\$ 9,360.00	\$1.00	\$ 6,240.00	\$ 3,120.00
Weekend	4	32		3,264		96	\$1.00	\$ 3,360.00	\$1.00	\$ 3,360.00	\$ -
Weekend 2nd Shift	4	32		3,264		96	\$2.00	\$ 6,720.00	\$2.00	\$ 6,720.00	\$ -
Weekend Night Shift	3	24		2,448		72	\$2.50	\$ 6,300.00	\$2.00	\$ 5,040.00	\$ 1,260.00
								34,060.00			4,380.00

As of November 1, 2016

RN Shift Differentials	Daily	Hours	Reg		Holiday		Hourly Rate	Annual Wage	Old Rate	Old Wage	Increase
			44	17							
RN Second Shift	4	32	1,408				\$1.00	\$ 1,408.00	\$1.00	\$ 1,408.00	\$ -
RN Night Shift	3	24	1,056				\$1.50	\$ 1,584.00	\$1.00	\$ 1,056.00	\$ 528.00
Weekend	4	32		544			\$1.00	\$ 544.00	\$1.00	\$ 544.00	\$ -
Weekend 2nd Shift	4	32		544			\$2.00	\$ 1,088.00	\$2.00	\$ 1,088.00	\$ -
Weekend Night Shift	3	24		408			\$2.50	\$ 1,020.00	\$2.00	\$ 816.00	\$ 204.00
								5,644.00			732.00



## Sheriff's Dept. Managers Salary vs Deputy

Employee	Rate of Pay	Employment Date	Date in Position
<b>Inspector DBM D71</b> Salary Range - \$34.79 - \$43.49 - \$52.19			
Inspector Risseeuw	\$44.73	10/3/1988	2/3/2013
<b>Captain DBM D61</b> Salary Range - \$30.44 - \$38.05 - \$45.66			
Capt Roeseler	\$40.90	1/8/1991	6/2/2006
<b>Lieutenant DBM C44</b> Salary Range - \$26.75 - \$33.44 - \$40.12			
Lt Detienne	\$37.59	3/24/1992	6/2/2006
Lt Gottsacker	\$36.82	9/15/1997	1/11/2015
Lt Liermann	\$34.43	4/18/2000	2/20/2013
<b>Sargeant DBM C43</b> Salary Range - \$25.07 - \$31.34 - \$37.61			
Sgt Spicer	\$34.97	9/30/1992	6/20/2000
Sgt Jorsch	\$34.10	1/11/1996	8/24/2003
Sgt Spence	\$32.13	11/25/2002	11/20/2011
Sgt Splivalo	\$32.13	2/28/2000	2/20/2013
Sgt Haag	\$31.92	6/1/2009	5/3/2015
Sgt Blodgett	\$31.82	1/7/2008	3/6/2016
Contract Salary Range - \$25.71 - \$26.40 - \$27.67 - \$28.48 - \$29.92 Plus applicable longevity			
Depy Fuller	\$33.66	1/16/1990	
Depy Mandl	\$33.66	1/23/1989	
Depy Obremski	\$33.66	7/2/1986	
Depy Olsen	\$33.66	4/29/1988	
Depy Pashley	\$33.66	1/7/1992	
Depy Joesse	\$32.91	7/22/1991	
Depy Oppenorth	\$32.91	9/12/1994	
Depy Traas	\$32.91	2/19/1993	
Depy Beernink	\$32.16	7/20/1998	
Depy Brill	\$32.16	9/18/1996	
Depy TenHaken	\$32.16	7/29/1994	
Depy Zajkowski	\$32.16	5/28/1996	

Longevity Prior to 1/1/98	Longevity After 1/1/98
After 5 Years - 2.5%	After 5 Years - \$20/Month
After 10 Years - 5%	After 10 Years - \$30/Month
After 15 Years - 7.5%	After 15 Years - \$40/Month
After 20 Years - 10%	
After 25 Years - 12.5%	

Concerns/Cory	Points of Consideration
Sgt vs Depy Wages	Salary Ranges Appropriate/All Above Midpoint
Percentage longevity issue	Salary increase would perpetuate the issue within the ranks
(Length of Service)	Sgt salaries would continue to increase while Depy positions would continue to be replaced through employee movement over time
Treat individual or all within job title	Most recent Sgt hires accepted position at new salary rate
Recruitment (Sgt Position)	Employee receives a promotional increase plus a 6 month and/or annual
6 month step	

9/19/2016

Proposed Wage Adjustment for Patrol Supervisors and Court Services Corporal

Name	Current Rate	Proposed Rate	Difference	FICA	Retirement	Annual (1957 hours)
Sgt. Matt Spence	32.127	33.00	0.87	0.07	0.08	2,001.29
Sgt. Shawn Splivalo	32.127	33.00	0.87	0.07	0.08	2,001.29
Sgt. Randy Haag	31.92	33.00	1.08	0.08	0.10	2,475.82
Sgt Tony Blodgett	31.29	33.00	1.71	0.13	0.16	3,920.05
Lt Jason Liermann	34.431	35.00	0.57	0.04	0.05	1,304.39
Crpl Adam Walter	30.21	31.50	1.29	0.10	0.12	3,143.10 **
Total additional cost						<u>\$ 14,845.95</u>

\*\* He works 2,080 hrs per year

Attachment: Drannock Wage Adjustment 2007 - Hourly Pay Adjustment for Court Services Corporal and some Patrol Supervisors  
Attachment: Wage Adjustment for Some Supervisors (3986 : Equity Adjustment for Select Patrol Supervisors and Court Corporal)

## SHEBOYGAN COUNTY LAW COMMITTEE MINUTES

Law Enforcement Center  
525 North 6<sup>th</sup> Street  
Sheboygan, WI 53081

Administrative Conference Room

**September 21, 2016**                      **Called to Order: 4:00 PM**                      **Adjourned: 4:28 PM**

MEMBERS PRESENT: Chairman Vernon Koch, Vice Chairman Thomas Epping, Secretary Fay Uraynar, Member Mark Winkel

MEMBERS ABSENT: Member Libby Ogea

ALSO PRESENT: Jim Risseeuw, Cory Roeseler, Melody Lorge

### Call to Order

Chairman Koch called the meeting to order.

### Pledge of Allegiance

All in attendance recited the Pledge of Allegiance.

### Certification of Compliance with Open Meeting Law

Chairman Koch certified compliance with the open meeting law. The agenda was posted at 12:05 p.m. on September 20, 2016.

### Approval of Minutes

Motion by Epping, second by Uraynar, to approve the minutes from the meeting on September 7, 2016. Motion carried unanimously.

### Correspondence/Communications

Inspector Risseeuw informed the Committee members of a letter of resignation from a dispatcher.

### Public Comments

There were no public comments.

### Clerk of Courts

Motion by Epping, second by Uraynar, to approve the Vacant Position Request - Judicial Assistant and any domino effect. Motion carried unanimously.

**Sheriff**

Motion by Epping, second by Uraynar, to approve the repairs to Squad 25 and Squad 47. Motion carried unanimously.

Supervisor Winkel arrived at the meeting at 4:12 p.m.

Motion by Epping, second by Koch, to approve the contract extension for William Bruckbauer until the project is complete. Motion carried 3-1 with Supervisor Uraynar voting nay.

Motion by Winkel, second by Uraynar, to approve the hourly pay adjustment for Court Services Corporal and some Patrol Supervisors. Motion carried unanimously.

**Vouchers**

Motion by Uraynar, second by Epping, to approve the vouchers. Motion carried unanimously.

**Approval of Attendance at Other Meetings or Functions**

There were no meetings attended that needed committee approval.

**Reports on Meetings Attended**

There were no reports on meetings attended.

**Adjournment**

Motion by Uraynar, second by Epping, to adjourn. Motion carried unanimously.

Jodi LeMahieu  
Recording Secretary

Fay Uraynar  
Committee Secretary

Attachment: Wage Adjustment for Some Supervisors (3986 : Equity Adjustment for Select Patrol Supervisors and Court Corporal)





WISCONSIN

# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 10/12/2016  
**To:** Health & Human Services Committee Members  
**From:** Scott Shackelford

**Position Request:**

**Position:** Human Services Manager - Juvenile Court Ongoing  
**Reason for Vacancy:** Retirement of Barry Neumann 1/6/2017

**Justification:** The Human Services Manager-Juvenile Court Ongoing manages 8 staff who perform duties under WI Statutes 938. Duties of this position include hiring, consultation, oversight of core program areas related to juvenile court services, and after-hours coverage. This position is a key management position to managing at-risk youth in the community as well as in various programs.

**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:**

DBM Salary Range of Requested Position: CS2 \$59,822- \$89,734

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

Wages	Benefits	Total
\$61,027	\$25,319	\$86,346

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

County Administrator/Department Head Signature \_\_\_\_\_ Date: 10/18/16

Liaison Committee Signature *James Basinger* \_\_\_\_\_ Date: 10-18-16

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
4. HR begins recruitment process.

## **501 - COMPENSATORY TIME**

Compensatory time will not be used unless a compensatory time plan for the department or work unit has been submitted by the department head and approved by the Human Resources Committee on an annual basis.

A compensatory time plan will not be approved unless it includes at least the following elements:

- A provision that compensatory time may be approved by a supervisor or department head only when the business needs of the department for extra work time during the week justify the use of compensatory time;
- A provision that compensatory time will be used only when there is an expectation that the employee will take the compensatory time off within 90 calendar days or less after the compensatory time is earned; and
- A cap on the total amount of compensatory time that may be in an employee's bank at any one time, which cap shall not be greater than 40 hours.

Unused compensatory time will be paid out annually unless otherwise requested by the employee within the same calendar year or upon termination of employment.

## **502 - OVERTIME PAY**

Overtime will be paid at time and a half when required by the federal or state Fair Labor Standards Act. Overtime at time and a half will not be paid when not required by the Fair Labor Standards Act unless an annual exception is granted by the Human Resources Committee.

Overtime is generally available for hours worked in excess of 40 hours per week. For law enforcement employees subject to 29 U.S.C. §207(k), overtime is available for work over 160 hours in a work period of 28 consecutive days. Non-work time such as vacation, sick leave, holidays, or compensatory time taken are not included in hours worked for purposes of calculating eligibility for overtime. Exceptions to this policy may be made annually to the Human Resources Committee.

## **702 - ATTENDANCE AND ABSENTEEISM**

All employees are important members of the Sheboygan County Government team. The County is committed to providing the highest level of government services and functions to better serve the community. In order to accomplish this, employees prompt and regular attendance is required.

**Notifications.** In case of an employee's illness or injury that would prevent the employee from reporting to work at their regularly scheduled time, the employee shall notify his or her supervisor, manager and/or department head in the manner directed by the department head. A minimum of one (1) hour notice is expected for most employees, and a minimum of two (2) hour notice for those in a relief required position or if directed by the department policy. The employee is expected to call personally, if possible.

**Absence Without Notification.** Any absence from work without notification (no-call, no-show) shall be subject to disciplinary action and normally treated as a double step for progressive discipline. Employees who are absent from work for three (3) consecutive workdays without notification will be terminated. No representative of the County has the authority to enter into a contrary agreement unless the department head, after prior consultation with the Human Resources Director, determines there was sufficient justification for the absence.

**Absenteeism.** An occurrence of absence consists of any period of absence (regardless of whether the absence is covered by paid sick leave or medical documentation) of up to five working days, uninterrupted by any period of work, which is not protected by federal or state family medical leave laws. An occurrence of absenteeism is an occurrence of absence for which either of the following is true:

- The absence is not fully covered by proper use of a sick pay benefit available to the employee; or
- The employee has had two or more previous occurrences of absence which fall in whole or in part within the 90 calendar days preceding the current period of absence.

Each occurrence of absenteeism as defined above is subject to corrective action or discipline.

**Medical Statement.** Any absence of more than three (3) consecutive work days due to illness or other medical condition will require the employee to provide a statement from a health care provider to justify the granting of sick pay and to allow the employee to return to work. A statement from a health care provider will not prevent a period of absence from becoming an "occurrence of absenteeism" as defined above, however.

**Tardiness.** Excessive tardiness may result in corrective action or discipline. Departments are encouraged to develop their own standards to define excessive tardiness.

**Leaving Early.** An employee request to leave work early may be considered by the supervisor, manager and/or department head. Approval or disapproval of such requests should be based on the urgency of the reason for absence and department staffing needs.

**Abuse of Sick Leave.** Any use of sick pay or sick leave for an improper purpose is considered abuse and may result in corrective action or discipline. Sick leave abuse includes, but is not limited to:

- Taking sick leave and then, during the period of sick leave, engaging in other activity inconsistent with a need for time off of work.
- Development of “pattern of use”, which includes:
  - Repeated use of sick leave on days directly preceding or following weekends or scheduled days off;
  - Taking sick leave on the same day of the week or the same date each month; or
  - Extension of holidays or vacation by using sick leave.

Management reserves the right to investigate any potential abuse of sick leave through any lawful means necessary, including home visits.