

RUSK COUNTY PERSONNEL COMMITTEE AGENDA

DATE: January 4, 2024

TIME: 3:00 p.m.

PLACE: Rusk County Law Enforcement Center – Board Room

CALL TO ORDER

APPROVAL OF MINUTES – December 7, 2023

PUBLIC COMMENT – limit of 3 minutes per person with a maximum public comment of 30 minutes.

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County

DISCUSSION AND POSSIBLE MOTION

Health and Human Services

1. Clerk II to Reclassification to Clerk III
2. Children's Long-Term Support LTE Position
3. Step placement for regraded RCTC Finance Account II

Administrative Coordinator

4. Stipend approval for the following positions; Administrative Coordinator, Finance Director, Finance Accountant III, Finance Accountant II, Chief Deputy/Confidential Secretary, Forest Administrator, Assistant Forest Administrator, Parks Manager, Forester.
5. Work from Home Policy

County Clerk/Register of Deeds/Treasurer

6. Resolution Establishing Total Annual Compensation for County Elected Officials Pursuant to Wisconsin Statute 59.22.

CLOSED SESSION announced by Chair

FMLA & Other Medical Leave Request Wi Stats 19.85(1)(c). For considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.

OPEN SESSION – Possible Motion on Topic of Closed Session.

ADJOURN

At any time, a quorum of another County Committee or of the County Board may be present at the meeting to observe the proceedings, but no action will be taken except by those Committee Members for the stated Committee meeting and only on noticed agenda items.

Please Note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information, or to request this service, contact the Rusk County Clerk's Office; phone (715)532-2100.

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

December 7, 2023

Personnel Committee Present: Meyer, Unterschuetz, Stout and DuSell. Rathsack - Absent

Others Present: C. Meyer, A. Heath, J. Wilk, J. Buchholz-Jones, J. Bugbee, J. Jacobs, Sheriff Wallace, P. Grassmann, L. Rosemeyer, N. Stadnyk, G. Shilts and E. Webster.

CALL TO ORDER

Meeting called to order by Chair DuSell at 3:00 p.m.

APPROVAL OF MINUTES

Motion by Stout, seconded by Meyer to approve November 2, 2023 meeting minutes with one correction under Administrative Coordinator from HAS to HSA. Motion carried.

PUBLIC COMMENT – None

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County – No Comment

DISCUSSION AND POSSIBLE MOTION

Sheriff

Revision to HSA Contribution Side Letter for the Union Contract - Sheriff Wallace, spoke about nothing changing other than adding one for jail-dispatch and one for patrol deputy.

Motion by Meyer, seconded by J. Unterschuetz to approve both contracts as presented. Motion carried.

Facility Manager

Wage/Rate Adjustment

Gary Shilts, Facility Manager handed out a packet to all committee members and the Human Resource Manager Lynn Rosemeyer. He spoke about his job description, the hours he has put in and speaking to HR in the past.

Motion by Meyer, seconded J. Unterschuetz to leave as is and follow the Carlson Dettmann wage scale. Motion carried.

LCDD

Resolution to Amend Funding Sources for LCDD Administrative Assistant Position – Nick Stadnyk, gave/answered any and all questions. Discussion held about how this position will be funded.

Motion by J. Unterschuetz, seconded by Meyer to remove lines 11 and 12 and cross out budget if grant finds are unavailable, and add other applicable grants and fees if available and levy funds up to 30% of this position. Motion carried.

Administrative Coordinator

Approve CEP Work Experience in Finance Department – Discussion held.

Motion by Meyer, seconded by Stout to approve the CEP work experience in finance department. Motion carried.

Update to Highway Life Insurance Policy in Personnel Handbook – This is just a clean up to removing this language from the personnel handbook.

Motion by Meyer, seconded by J. Unterschuetz to approve this update to the Highway Life Insurance Policy in Personnel Handbook. Motion carried.

Human Resources

Recruitment Update – Lynn Rosemeyer, gave an update on recruitment.

Resolution Appointing Rusk County Human Resources Manager - Lynn Rosemeyer, read the resolution to the committee. Discussion held.

Motion by J. Unterschuetz, seconded by Meyer to approve the Resolution Appointing Rusk County Human Resource Manager. Motion carried.

IT

Updates on Projects, Special Hours outside of Policy, etc.

Jim Bugbee gave an update on special hours, projects and hour outside of Policy.

Health & Human Services

Prevention Specialist Job Description and Job Description Questionnaire.

Jeremy Jacobs is requesting a Prevention Specialist Job Description approval and submit to Carlson Dettmann for review. Discussed held.

Motion by Meyer, seconded by Stout to approve the Job Description and forward to Carlson Dettmann. Motion carried.

Motion by Meyer, seconded by J. Unterschuetz to enter into Closed Session at 4:10 p.m. All responded yes.

CLOSED SESSION announced by Chair

FMLA & Other Medical Leave Request Wi Stats 19.85(1)(c). For considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.

OPEN SESSION – at 4:32 p.m.

Motion by J. Unterschuetz, seconded by Stout to approve FMLA request as presented and grant the extended leave bank request. Motion carried.

ADJOURN

Motion by Meyer, seconded by Stout to adjourn at 4:33 p.m. Motion carried.

DRAFT

Work from Home Policy

1. Purpose:

Rusk County is committed to creating a work environment and culture where the needs of our clients, employees, and organizations are aligned. Therefore, Rusk County strives to provide flexibility in its approach to work schedules and locations. Rusk County offers employees the ability to perform job duties away from County facilities in certain situations. Requests to work from home (WFH) may be approved at the sole discretion of the immediate supervisor and/or Department Head. WFH is a privilege and may be revoked at any time.

2. Eligibility:

The determination of whether an employee and/or position is appropriate for WFH is made on a case-by-case basis.

The Department Head shall evaluate whether an employee and the employee's position are suitable for WFH based on the nature of the work that is being performed. Requests to WFH may be considered when:

- a. The employee's duties can be fulfilled while WFH.
- b. WFH fits with the needs of the department.
- c. The employee has demonstrated sustained high performance and the supervisor and/or Department Head believes the employee can maintain the same quantity and quality of work while WFH.
- d. The department can maintain quality of service for clients, employees, and members of the public.

Generally, requests to WFH should not be considered when:

- a. The position requires the employee's physical presence or WFH would impair the department's efficiency.
- b. The employee's current job duties require frequent supervision, direction or input from others who are onsite.
- c. The employee's job duties require that the employee provide frequent supervision, direction or input to other employees who are onsite.
- d. The employee has documented performance issues.
- e. The employee has a documented attendance problem.
- f. The employee has less than six (6) months of consecutive service with Rusk County in their current department.

3. Expectations:

WFH is not intended to permit employees to have time to work at other jobs, provide dependent care during work hours, or run their own businesses. If any employee has a need for time off related to the above or other non-work-related matters, employees must use PTO, Comp Time, or discuss alternatives with their immediate supervisor and/or Department Head.

Employees who WFH shall comply with all Rusk County policies and department procedures/work rules.

Meetings with clients and/or visitors conducting business with Rusk County shall not be held in the employee's WFH location.

Employees who WFH are expected to maintain regularly scheduled work hours, to be fully accessible during those hours, and to attend necessary meetings and appointments in person as required by the immediate supervisor and/or Department Head.

4. Computers, Equipment, and Office Supplies:

Department Heads and/or immediate supervisors will work with the IT Department to determine the appropriate computer software needed for WFH.

Employees who WFH shall use County issued computers or laptops. Personal computers are prohibited while WFH.

Employees who WFH shall provide reliable internet access at their own expense. The County shall not be responsible for operating costs, office furniture such as desks or chairs, home maintenance, or any other incidental costs associated with the use of the employee's residence for WFH.

The IT Department shall not provide WFH site visits. When needed, the employee shall follow the standard IT helpdesk protocol. The IT Department will trouble shoot remotely and the WFH employee may be required to return to work if their computer, laptop or other equipment fails to work properly.

All equipment provided by Rusk County shall remain the property of Rusk County and shall be subject to the same business use restrictions as if located at a County facility.

5. HIPPA/Protected Health Information (PHI):

Employees who WFH shall comply with all Rusk County policies and procedures concerning the handling of PHI, as well as use of computers, internet and email.

Paper files and documents must remain on site and will not be allowed at an employee's WFH location.

6. Location:

Employees who WFH shall have a safe and ergonomically correct workspace.

Employees shall work at a designated, secured location within their home. The space shall be free from noise, interruptions and distractions.

The WFH location must have reliable internet access.

7. Liability:

The County shall not be liable for damages to the real or personal property of an employee WFH that is used by the employee in the performance of the employee's job duties.

Injuries sustained by the employee with WFH and in conjunction with the employee's regular work duties are normally covered under Rusk County's workers' compensation policy. An employee WFH is responsible for notifying the County of such injuries.

8. Request Process:

All WFH requests must be made to the immediate supervisor and/or Department Head in writing at least 24 hours prior to the start of the impacted shift. The immediate supervisor and/or Department Head shall approve or deny the WFH request, at their discretion, in writing.

9. Emergency Situations:

In the event of an emergency such as weather, pandemic, or office space construction, the Department Head may direct an employee to WFH outside the standard request process. All other sections of this policy still apply in an emergency WFH arrangement.

DRAFT



RUSK COUNTY

RESOLUTION #

**Establishing Total Annual Compensation
for County Elected Officials Pursuant to Wisconsin Statute 59.22**

TO THE RUSK COUNTY BOARD OF SUPERVISORS

ROLL CALL Board Members	AYE (Yes)	NAY (No)	Abstain / Excused
1. TERRY DUSELL			
2. JERRY BILLER			
3. VACANT			
4. TONY HAUSER			
5. TERRY WEDWICK			
6. ROBERT STOUT			
7. RANDY TATUR			
8. TOM CUDO			
9. PHIL UNTERSCHUETZ			
10. JON UNTERSCHUETZ			
11. PHIL SCHNEIDER			
12. JIM MEYER			
13. MARK SCHMITT			
14. JOHN KALEPP			
15. TOM HANSON			
16. LOIS GOODE			
17. DAVE WILLINGHAM			
18. MICHAEL HRABAN			
19. DAN GUDIS			
TOTAL			

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

No: _____ Yes: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Finance Director

FISCAL IMPACT: (Note if there is any fiscal impact or not)

Certification:

I, Connie Meyer, Clerk of Rusk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the _____ day of _____, 2024 by the Rusk County Board of Supervisors.

Connie Meyer
County Clerk, Rusk County

1 **WHEREAS**, pursuant to Wis. State. § 59.22(1), the Board must establish the total
2 annual compensation for services to be paid to county elected officials (other than
3 supervisors and circuit judges) prior to the earliest time for filing nomination
4 Papers for the county elective offices and;

5
6 **WHEREAS**, the Board desires to establish the total annual compensation for county
7 elected officials, which is separate and distinct from the fringe benefits offered by the
8 County to elected officials, and which fringe benefits are subject to increase or decrease
9 during the officer's term at the discretion of the Board and in accordance with state and
10 federal law and;

11
12 **WHEREAS**, as part of the County's fringe benefit program, county elected officials may
13 participate in the Wisconsin Retirement System in accordance with state law and;

14
15 **WHEREAS**, it is the responsibility of the Personnel Committee to recommend salaries
16 for elected officials to the Board for final approval; and

17
18 **WHEREAS**, the Personnel Committee has reviewed the elected official salaries and
19 recommends the following salaries starting January 1, 2025 as follows;

OFFICIALS	2025	2026	2027	2028
Treasurer	\$ 68,003.67	\$ 70,043.78	\$ 72,145.09	\$ 74,309.45
Reg. of Deeds	\$ 68,003.67	\$ 70,043.78	\$ 72,145.09	\$ 74,309.45
County Clerk	\$ 68,003.67	\$ 70,043.78	\$ 72,145.09	\$ 74,309.45
Information Only				
Clerk of Courts	\$ 68,003.67	\$ 70,043.78		
Sheriff	\$ 83,074.24	\$ 85,566.47		

20
21
22 **NOW, THEREFORE, BE IT RESOLVED**, that the Rusk County Board of
23 Supervisors approves the recommendation of the Personnel Committee; and

24
25 **BE IT FURTHER RESOLVED**, that the aforementioned county elected officials are
26 entitled to participate in the Wisconsin Retirement System in accordance with law and
27 the County shall pay only its share of contributions required by law; and

28
29 **BE IT FURTHER RESOLVED**, that the aforementioned county elected officials are
30 entitled to participate in the County health insurance program subject to the terms and
31 conditions of the program, which may be modified from time to time, under the same
32 terms and conditions as the health insurance coverage offered to non-represented
33 managerial county employees who are not law enforcement managerial employees or
34 non-represented managerial employees described in Wis. Stat. § 111.70(1)(111111)2.

35
36 **BE IT FURTHER RESOLVED THAT**, the elected officials listed above shall be
37 subject to the provision of the fringe benefit programs as set forth in the County
38 Employee Handbook, except as otherwise required by State Law.

SUBMITTED BY:

Rusk County Personnel Committee

Terry DuSell, Chairman

John Kalepp

Robert Stout, Vice Chairman

Jonathon Unterschuetz

Jim Meyer

County	Clerk of Courts	Coroner	Sheriff	County Clerk	Register of Deeds	Treasurer
Adams County	74,084		\$93,636.00	\$74,084.00	\$74,084.00	\$74,084.00
Barron County	81,052	NA	104,283	81,052	81,052	81,052
Brown County	\$85,585.00	NA	\$122,770	\$80,333	\$80,333	\$80,333
Buffalo County	\$63,346.00	\$4,579.00	\$87,523.00	\$63,346.00	\$63,346.00	\$63,346.00
Burnett County	\$65,800	We have part-time Med. Examiner	\$82,620	\$63,730	\$63,730	\$63,730
Chippewa County	\$85,821.84	\$16,744.02	\$111,755.20	\$77,426.63	\$77,426.63	\$77,426.63
Clark County	\$67,500 + CPI	\$6,500 + CPI	\$81,50 + CPI	\$68,085 + CPI	\$63,454 + CPI	\$52,454+ CPI
Columbia County	80,260.73	N/A	\$115,359.30	\$85,592.00	\$83,682.56	\$83,682.56
Crawford County	\$75,541.14	\$23,958.69	\$87,587.84	\$75,541.14	\$75,541.14	\$75,541.14
Dodge County	\$84,386.50	n/a	\$110,249.08	\$78,536.00	\$78,536.00	\$78,536.00
Door County	75,480	N/A	105,060	72,799	72,799	70,025
Douglas County	\$69,715	N/A	\$91,267	\$75,127	\$69,715	\$69,715
Dunn County	\$89,038	\$97,436	\$125,747	\$72,442	\$72,442	\$72,442
Eau Claire County	\$91,638.00		\$122,403.00	\$85,273.00	\$85,273.00	\$85,273.00
Fond du Lac County	\$83,538	n/a	\$113,815	\$82,727	\$82,727	\$82,727
Grant County	\$74,866.00	\$90 per diem, \$65 cremation, \$125 autopsy \$20/hr office hours	\$90,558	\$69,398.76	\$69,398.76	\$69,398.76
Green Lake County	76,554.28	N/A	102,127.05	77,222.73	73,119.35	73,119.35
Jackson County	\$67,407.00	\$0.00	\$94,501.00	\$67,690.00	\$64,541.00	\$64,541.00
Kewaunee County	80,220	Per Diem of \$50 up to 1 hour and \$15 each half hour after that. Limit of \$200 per day	96,166	76,120	76,120	\$76,120.00
La Crosse County	91,944	n/a	127,624	89,405	89,405	89,405
Lafayette County	\$66,547.77	\$11,464.96	\$84,286.92	\$66,547.77	\$66,547.77	\$66,547.77
Langlade County	\$69,796.76			\$64,821	\$64,821	\$64,821
Lincoln County	\$71,412.11	\$29,880.00	\$91,847.51	\$69,680	\$69,680	\$69,680
Marathon County	91,932.60	NA	118,820.46	83,422	68,772	73,351
Marinette County	\$71,715	N/A	\$99,860	\$71,715	\$71,715	\$71,715
Marquette County	\$76,600.00	N/A	\$102,163.00	\$72,586.00	\$72,586.00	\$72,586.00
Oconto County	\$74,349	\$0.00	\$104,727	\$70,296.01	\$70,296.01	\$70,296.01
Oneida County	73, 238	N/A We have a medical examiner	2023 is \$112,228	\$71,180.00	\$71,180.00	\$71,180.00
Ozaukee County	\$89,588	N/A went to ME in 2023	\$128,391	\$85,134	\$85,134	\$85,134
Pepin County	\$66,107.00	500.00 + 175.00 PER CALL	\$86,635.00	\$62,436.00	\$62,436.00	\$62,436.00
Polk County	\$77,825.00		\$109,320.00	\$71,718.00	\$71,718.00	\$71,718.00
Price County	64,572	7,202	92,615	64,572	64,572	64,572
Richland County	69,258.02	6,600	84,998.16	82,126.46	66,682.98	66,682.98
Rock County	86,967	none	133,761	88,590	86,967	86,967
Sawyer County	\$61,941.00	position eliminated; now medical examiner	81,780	59,380	59,380	59,380
Sheboygan County	84,831	n/a	115,769	79,945	79,945	79,945
Taylor County	64,155.00	N/A	94,432.00	58,313.00	58,313.00	58,313.00
Trempealeau County	\$72,559.61	\$13,478.57	\$101,089.24	\$80,935.00	\$78,425.00	\$78,425.00
Vilas County	\$71,585.00	\$0.00	\$103,000.00	\$67,030.00	\$67,030.00	\$67,030.00
Washburn County	\$65,032.00	\$11,149.00	\$85,154.00	\$68,117.00	\$68,117.00	\$71,491.00
Waukesha County	\$101,507	NA - not elected. Medical Examiner position	\$130,937	\$85,137	\$86,284	\$85,137
Waushara County	77,801.98	N/A Appointed Medical Examiner	102,037.98	69,184	69,184	69,184
Winnebago County	\$93,074	na	\$120,573	\$85,621	\$85,621	\$85,621