

RUSK COUNTY PERSONNEL COMMITTEE AGENDA

DATE: November 6, 2025

TIME: 3:00 p.m.

PLACE: Rusk County Law Enforcement Center – Board Room

MEETING WILL BE ACCESSIBLE BY VIDEO CONFERENCE

To link with your computer video and/or audio: [Join the meeting now](#)

CALL TO ORDER

APPROVAL OF MINUTES – October 2, 2025

PUBLIC COMMENT – limit of 3 minutes per person, with a maximum public comment of 30 minutes on agenda items only.

DISCUSSION AND POSSIBLE MOTION

1. **Airport**
 - a. Wildlife Management
2. **Maintenance**
 - a. Request to fill vacancy
3. **Zoning**
 - a. Zoning Technician Promotion and Required Job Qualifications
4. **Sheriff**
 - a. Reclassification/Restructuring of Court Services Position
5. **Health & Human Services**
 - a. Request to Fill Vacancy for Finance Accountant I
 - b. Approve Creation of 2 Additional CLTS Positions
 - c. Approve Creation of CLTS Clerk Position
 - d. Request for I&A Specialist to Work Outside of Normal Working Hours
6. **Highway**
 - a. Request to Fill Vacancy for Highway Worker
7. **Emergency Management/Ambulance**
 - a. Request to Fill Vacancy for Emergency Management & Ambulance Director
8. **Corporation Council**
 - a. RFP
9. **County Clerk**
 - a. Wage for Chief Deputy/Confidential Secretary

CLOSED SESSION announced by Chair

Consider Employee Compensation Chief Deputy/Confidential Secretary for position pursuant to 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 – Discussion/action as may be necessary or appropriate on matters discussed in closed session.

10. **Administrator Coordinator**
 - a. Monthly Budget Report Form – Administration and Corp. Counsel
 - b. Approval of Lighthouse Process and Procedure
11. **Human Resources**
 - a. Human Resources Report
 - b. Discuss Possible Implementation of Satisfaction Survey
 - c. Discussion on Potential Policies/Updates for Temporary Appointment Pay Placement and Hiring/Retention of Highly Qualified Individuals
 - d. Approve Amendment of Rusk County Handbook Chapter 7: Employee Corrective Action and Discipline Policy for Appointed Officials
 - e. Amend Ordinance Sec. 2-192(d)(10)
 - f. Amend Rusk County Handbook Chapter 4-Recruitment – Selection – Affirmative Action

ADJOURN

"Virtual attendees requesting public comment may submit their public comment in writing to the chair prior to the meeting and it will be read aloud by the chair in the meeting."

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.

Agenda prepared by C. Meyer, County Clerk under the direction of Personnel Chair Mike Russell
Posted October 31, 2025, at 10:00 a.m.

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

October 2, 2025

Personnel Committee Present: Russell, Cudo, Meyer, and Halbur. Willingham - Absent

Others Present: A. Gudis, C. Meyer, N. Stadnyk, A. Nelson, K. Bugbee, K. Walthers, A. Heath, and Ryan from von Briesen.

Public: Alicia from Alera Group

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by Meyer, seconded by Cudo, to approve the September 4, 2025, Special Minutes, September 4, 2025, Regular Committee Minutes, and September 24, 2025, minutes as presented. Motion carried.

PUBLIC COMMENT – None

DISCUSSION ONLY

Discussion with von Briesen of Employee Corrective Action and Discipline Policy and Process for Department Heads/Appointed Officials: Discussed the ordinances and Personnel Handbook and the conflicting provisions. Administration will draft a policy correction and bring it back to the November meeting.

Health Insurance Review, Renewal and Update with Alera Group – An update was given to the Committee for 2026 Health Insurance.

Motion by Halbur, seconded by Meyer, to approve the move from Symetra to Mutual of Omaha. Motion carried.

Motion by Russell, seconded by Meyer, to approve HSA decrease (single - \$2,500.00 and Family \$5,000.00) and 82% employer premium to the buy-up plan - Option 3. Motion carried.

Determine Interim Corporation Counsel Services – Discussion held.

Motion by Cudo, seconded by Meyer, to approve von Briesen and Steve Sorenson for the Interim Corporation Council for Rusk County. Motion carried.

DISCUSSION AND POSSIBLE MOTION

Airport

Wildlife Depredation – B Ewer, Facility Manager, is requesting approval for wildlife depredation at the Airport. B. Ewer and N. Stadnyk will contact Aphis. The administration will contact the insurance company to determine the next steps to address the Wildlife Depredation.

Sheriff

Resolution – Rusk County Sheriff's Office Reserve Deputy for the Patrol Division – Discussion held on what the job entails.

Motion by Halbur, seconded by Cudo, to approve the office Reserve Deputy for the Patrol Division and forward to the County Board. Motion carried.

Land Info/Zoning

Reconsider Wage and Approve Interim Zoning Administrator – The request to approve a higher wage.

Motion by Cudo, seconded by Halbur, to approve Step 7 for the Interim Zoning Administrator retroactive back to August 1, 2025. Motion carried.

Request to Fill Vacancy for Zoning Technician – N. Stadnyk is requesting to fill the vacancy.

Motion by Halbur, seconded by Meyer, to approve the Request to Fill Vacancy Zoning Technician. Motion carried.

Health and Human Services

Request to Fill Vacancy for Environmental Health Specialist

Motion by Halbur, seconded by Cudo, to approve the Request to Fill Vacancy for Environmental Health Specialist. Motion carried.

Request to Fill Vacancy for Information and Assistance Specialist

Motion by Halbur, seconded by Russell, to approve the Request to Fill Vacancy for Information and Assistance Specialist. Motion carried.

Highway

Request to Fill Vacancy for Highway Worker

Motion by Meyer, seconded by Cudo, to approve the Request to Fill Vacancy for Highway Worker. Motion carried.

Finance

Reconsider Wage and Approve Interim Finance Director

Motion by Russell, seconded by Meyer, to approve Step 3 for the Interim Finance Director, retroactive back to July 1, 2025, to the end of November. Motion carried.

Administrator Coordinator

Monthly Budget Report Form – Administration and Corporate Counsel – The Administrative Coordinator presented the report for the Monthly Budget Report Form.

Motion by Cudo, seconded by Halbur, to approve the Administration and Corporate Counsel and forward to Finance. Motion carried.

Human Resources

Human Resources Report – HR Manager Gudis gave a report.

Discuss Possible Implementation of Satisfaction Survey

Discussion on Potential Policies/Updates for Temporary Appointment Pay Placement and Hiring/Retention of Highly Qualified Individuals

Motion by Meyer, seconded by Halbur, to move Human Resources B (Discuss Possible Implementation of Satisfaction Survey) and C (Discussion on Potential Policies/Updates for Temporary Appointment Pay Placement and Hiring/Retention of Highly Qualified Individuals) to the November meeting for discussion. Motion carried.

ADJOURN

Chair adjourned at 6:00 p.m.



Position Description

Position Title	Zoning Technician
Department	Land Conservation and Development – Zoning Division
Classification	Full-Time
FLSA Status	Non-Exempt
Reports To	Zoning Administrator
Direct Reports	N/A
Last Updated	July 2025

Purpose of Position

The Zoning Technician is responsible for reviewing permit applications related to building, land use, and sanitary requirements and performs inspections of land use and sanitary permits to ensure compliance. Regularly interacts with the general public and contractors to advise applicants of necessary permits, setbacks, and other requirements and directs individuals to the proper agency for other determinations. Also responsible for maintaining the POWTS maintenance tracking system, entering and reviewing data for permit issuance, preparing public information, maintaining accurate and complete records, and preparing clear, detailed, and accurate reports. Zoning technician must have the ability to communicate and deal with the public in a positive and professional manner while enforcing the current codes and ordinances.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews land use permit applications to assure that zoning and land development code requirements are met
- Prepare written comments regarding necessary changes to building permit site plans
- Explain permit review procedures and comments to the applicants and the general public
- Provide technical assistance and information to the public related to zoning, allowable use, application requirements, and related topics
- Responds to inquiries related to previously filed permit applications
- Maintain division records related to all zoning related programs
- Gather, research, and prepare information for reports
- Prepare and process legal notices
- Receive and respond to code enforcement reports, complaints, and requests
- Perform septic system installation inspections
- Assist with code enforcement issues
- Assist with Land Information Division addressing as needed
- Prepare and submit deposits
- Perform general bookkeeping

Education, Experience, and Skills

1. Two-year degree in land use planning, natural resource management, engineering, or related field with up to one year of experience in zoning code enforcement; or high school diploma and at least 3-4 years of experience and training covering the required skills and knowledge listed below.

2. Must be able to work with the public in a positive and professional manner.
3. Thorough knowledge of current zoning and sanitation codes, laws, ordinances, and regulations.
4. Ability to review and interpret soil and site evaluation reports.
5. Current POWTS inspector certificate or the ability to obtain certificate within 6 months of employment.
6. Current Soil Tester certificate or the ability to obtain certificate within one year of employment.
7. Ability to read and correctly interpret topographic, wetland, floodplain, soils, and zoning maps.
8. Thorough knowledge of common computer software (word, excel, outlook, etc.).
9. Familiar with field grade level and transit operation.
10. Must possess a valid motor vehicle operator's license.

Physical Requirements

This job entails minimal physical demands, typically found in an office environment, with limited exposure to workplace hazards. Some lifting, moving, bending, and twisting.

Work Environment

Work will generally be conducted under normal office conditions with moderate field work related to inspection and data collection. Will occasionally require travel to attend meetings/trainings or obtain supplies. Office setting includes sitting, standing, and walking. Field conditions vary and generally involve conditions which could impact physical comfort. May have contact with irate public and abusive language due to the disgruntled nature of public exposure to zoning, land use, and sanitation code requirements.

EOE / ADA Statement

Rusk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Rusk County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Print Name: _____

Signature: _____

Date: _____



Position Description

Position Title	Court Security Officer Court Services Officer
Department	Sheriff
Classification	Full-Time
FLSA Status	Non-Exempt
Reports To	Sheriff and Chief Deputy
Direct Reports	N/A
Last Updated	October 2024 October 2025

Purpose of Position

The ~~Court Security Officer~~ Court Services Officer shall have general knowledge of and be able to apply the laws and ordinances of the county and state to situations s(he) encounters. This requires the ability to deal with individuals under high stress and possibly physically hazardous circumstances when responding to crimes, accidents, investigations and the like.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provide a safe and secure environment for the courthouse employees and court attendees
- Coordinate with the Circuit Court Judge(s), District Attorney, Clerk of Courts, Court Commissioners, etc. to provide courtroom security and surveillance
- Detect and apprehend those breaking the law in order to enforce the laws and ordinances of the State of Wisconsin and the County of Rusk
- Have knowledge of civil process laws and department practices
- ~~Transport inmates to and from other facilities~~
- Perform other such tasks as assigned by the supervisor, Chief Deputy or Sheriff

Education, Experience, and Skills

- ~~1. Minimum of 60 college credits as required by Law Enforcement Standards Board~~
2. The skills and abilities of this job require knowledge normally acquired with minimum of a high school degree or G.E.D. equivalent
- ~~3. Law Enforcement Certification by the State of Wisconsin is required. This includes in service recertification and other training as assigned by the Sheriff. LESB Certification preferred, but not required. If no LESB certification, the 30-hour Department of Justice (DOJ) handgun course must be completed upon hire.~~
4. A valid Wisconsin driver's license is required.
5. CPR certification in order to provide lifesaving assistance in emergency situations.
6. Ability to understand and follow directions in order to apply a general knowledge of state and county laws and ordinances and to follow proper procedures
7. Ability to exercise sound judgement in performing work assigned in line with established policies, procedures, directives, statutes and industry standards
8. Ability to deal with people in high stress situations

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- 9. Ability to communicate in a courteous, professional manner when assisting the public, other agencies and fellow officers

Physical Requirements

This job will typically entail minimal physical demands, with limited exposure to workplace hazards. Some lifting, moving, bending, and twisting. Activities such as talking, hearing, using far, near, and peripheral vision in both eyes are common and frequent in order to maintain surveillance, gather information and assess various situations.

Due to the nature of the law enforcement profession, in unusual or emergency situations a significantly higher level of physical activity is exerted and may require running, transporting heavy objects, and employing physical force.

Work Environment

Works in potentially unsafe and uncomfortable conditions. There may be variations or extremes in environmental factors where there is a risk of injury.

EOE / ADA Statement

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Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Print Name: _____

Signature: _____

Date: _____

REQUEST TO FILL VACANCY FORM



Fill out the below information and submit to Human Resources. Attach position description with this form. All positions shall go through this process with the exception of jailer/dispatchers and patrol deputies.

Position Title: Finance Accountant I

Department: Health and Human Services

Reason for Vacancy: accepted another position

Date of Vacancy: 10/18/2025

Supervisor: Ashley Nelson

Current/Last Incumbent: Brittany Magnuson

Status: Full-Time Part-Time Casual/LTE

Average Hours per Week: 38.75

VACANT POSITION RUBRIC

This serves as a tool for departments to think strategically and creatively about services and staffing requirements and should be used to analyze the relative priority of the position being requested. Prior to submitting this, the department shall ensure efforts are made to determine the criticality of the position within their department, cost and funding information, and an alternate plan of how they will operate if the position is not refilled. Please circle or highlight the applicable box in each row below.

	1	2	3	4
Funding Source	The position is fully levy funded.	The position is funded with both levy and grant/revenue, with majority being levy funding.	The position is funded with both levy and grant/revenue, with majority being non-levy funding.	The position is fully grant and/or revenue funded.
Statutory Requirement	The position is not statutorily required.	The position is not statutorily required but is part of a team that supports statutory or crucial programs and/or services.	The position is not statutorily required but is the only position that supports statutory or critical programs and/or services.	The position is statutorily required.
Efficiency	The position provides few, if any efficiencies.	The position provides the department with various efficiencies in that if the position is not filled, the department will be slightly negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be moderately negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be severely negatively impacted.

Overall Departmental Resources	The department has the capacity to absorb the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions, but with some negative impact.	The department does not have the capacity to absorb any of the duties of this role into another existing position.
Safety	The position does not impact safety in any way.	The position has slight impact over safety.	This position has moderate impact over safety.	The position is critical to maintaining safety.
Cost Shifting	There will be no additional costs if the position is not filled.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost lower than the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost equivalent to the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost higher than the total cost to fill the position.
Delay of Hiring	Filling the vacancy of this position could be delayed to a later date without negative consequences.	Filling the vacancy of this position could be delayed to a later date with minor negative consequences.	Filling the vacancy of this position could be delayed to a later date with moderate negative consequences.	Filling the vacancy of this position cannot be delayed to a later date without negative consequences.

Total Points from Above: 21

What are the consequences or impacts of **not** filling this position?

Internal financial operations would not be processed timely, Payroll, CLTS billing, Medicaid billing for B-3, crisis, and public health programs CSP billing, Foster care + kinship payments.

ESTIMATED ANNUAL FISCAL IMPACT

$$\begin{array}{r}
 \$ 21.06 \\
 \text{Starting Hourly Rate}
 \end{array}
 \times
 \begin{array}{r}
 2022.75 \\
 \text{Estimated Annual Hours}
 \end{array}
 =
 \begin{array}{r}
 \$ 42,599.12 \\
 \text{Estimated Total Wages Impact}
 \end{array}$$

$$\begin{array}{r}
 \$ 42,599.12 \\
 \text{Total Wages Impact}
 \end{array}
 +
 \begin{array}{r}
 7284.45 \\
 \text{Fringe Benefits* (See below)}
 \end{array}
 +
 \begin{array}{r}
 23,246.41 \\
 \text{Health Insurance ** (See below)}
 \end{array}
 =
 \begin{array}{r}
 \$ 73,129.98 \\
 \text{Estimated Annual Fiscal Impact}
 \end{array}$$

* Fringe % to Use Based on Hours: >1200 general EE: 17.1% >1200 & protected EE: 25.1% <1200: 10.2%
 ** Health Insurance Annual Premium: >1560 hours: \$23,246.41 >1560 hours: \$0
 Note: Health Insurance is based off of a family buy-up plan with county HSA contribution.

FUNDING SOURCES

<input checked="" type="checkbox"/> Federal/State (specify) <u>multiple programs throughout DHHS</u>	<u>75</u> %	\$ <u>54,847.49</u>
<input checked="" type="checkbox"/> County Tax Levy _____	<u>25</u> %	\$ <u>18,282.49</u>
<input type="checkbox"/> County Other (specify) _____	_____ %	\$ _____
<input type="checkbox"/> Grant (specify) _____	_____ %	\$ _____
<input type="checkbox"/> Grant (specify) _____	_____ %	\$ _____
<input type="checkbox"/> Other (specify) _____	_____ %	\$ _____
TOTAL	100%	\$ <u>73,129.98</u> *

*Must match at or above annual fiscal impact

Will any of the listed funding sources expire during the duration of the position? Yes No
 If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

RECOMMENDATIONS / APPROVALS

Department Head:	<u>Ashley Nelson</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Human Resources:	<u>Ashley Studis</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Admin Coordinator:	<u>Ashley Deard</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Oversight Chair:	<u>[Signature]</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Personnel Committee:	_____	Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
	<small>Chair Signature</small>		

Comments:



Position Description

Position Title	Finance Accountant I
Department	HHS
Classification	Full-Time
FLSA Status	Non-Exempt
Reports To	HHS Executive Director
Direct Reports	N/A
Last Updated	November 2025

Purpose of Position

The Rusk County Health and Human Services Department is responsible for delivering various social services and public health programs for County residents. Under the direction of the HHS Executive Director the position will be responsible for financial accounting, budgeting, financial management and information systems functions within Rusk County Health & Human Services. This position ensures the department fiscal policies and records are in accordance with Rusk County, state and federal fiscal requirements. The work will follow program guidelines of state agencies such as Wisconsin Department of Health Services (DHS) and Department of Revenue (DOR) as well as GAAP (Generally Accepted Accounting Principles). The collaborative interaction with the Health & Human Services Director and program managers shall be significant to understand allowable costs in said programming.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares and reconciles department payroll.
- Monitors and maintains accounts receivable, accounts payable, client accounts, and special funding accounts; ensures compliance with contracting requirements and all financial and data reporting standards.
- Processes accounts payable by entering invoices, verifying proper authorization, and preparing weekly payments.
- Manages Medicaid program billing through the MA portal, verifies reimbursement accuracy, and resolves denied claims.
- Prepares monthly allocations, including journal entries and payroll adjustments, and submits entries to the Finance Department for posting in the county system.
- Completes state expense reporting for program reimbursement; ensures reports are accurate, current, and submitted by required deadlines.
- Reconciles accounts by tracking state payments, investigating discrepancies between state and county balances, and providing correct account information to Finance for revenue posting.
- Prepares and submits billing for Public Health services.
- Performs monthly credit card reconciliations by assembling invoices, verifying documentation and authorizations, and entering payments into the county system.
- Prepares journal entries for monthly agency allocations and forwards them to Finance for posting in the county system.

Education, Experience, and Skills

1. Associate/Two-year Accounting degree or equivalent experience and knowledge normally acquired in two years of post-high school training including successful completion of college level courses in advanced accounting and auditing.
2. Significant level of communication skills.

3. Ability to collect, analyze, and interpret data from multiple sources.
4. Ability to follow existing procedures and instructions as well as learn new procedures.
5. Ability to proofread for spelling, grammar, math, and content errors.
6. Reading, writing, adding, subtracting, multiplying and dividing is necessary for preparing schedules and reports.
7. Knowledge of computers and software programs is essential, including spreadsheets, word processing, and accounting software.
8. Ability to maintain confidentiality.
9. Punctual, predictable, and regular attendance.
10. Ability to work as a member of a team for smooth operation of the office.
11. Ability to work in periodic stressful conditions and meet numerous deadlines.
12. Ability to set work priorities and adapt to change in technology and work environment.
13. Ability to organize and prioritize tasks.

Physical Requirements

This job entails minimal physical demands, typically found in an office environment, with very limited exposure to workplace hazards. Some lifting, moving, bending, and twisting.

Work Environment

Usual office working conditions – comfortable work environment.

EOE / ADA Statement

Rusk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Rusk County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Selection Guidelines

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Print Name: _____

Signature: _____

Date: _____

REQUEST TO FILL VACANCY FORM



Fill out the below information and submit to Human Resources. Attach position description with this form. All positions shall go through this process with the exception of jailer/dispatchers and patrol deputies.

Position Title: CLTS Case Manager

Department: HHS-CLTS

Reason for Vacancy: New position x 2

Date of Vacancy: _____

Supervisor: Rich Green- Children and Family Services

Current/Last Incumbent: _____

Status: Full-Time Part-Time Casual/LTE

Average Hours per Week: 38.75

VACANT POSITION RUBRIC

This serves as a tool for departments to think strategically and creatively about services and staffing requirements and should be used to analyze the relative priority of the position being requested. Prior to submitting this, the department shall ensure efforts are made to determine the criticality of the position within their department, cost and funding information, and an alternate plan of how they will operate if the position is not refilled. Please circle or highlight the applicable box in each row below.

	1	2	3	4
Funding Source	The position is fully levy funded.	The position is funded with both levy and grant/revenue, with majority being levy funding.	The position is funded with both levy and grant/revenue, with majority being non-levy funding.	The position is fully grant and/or revenue funded.
Statutory Requirement	The position is not statutorily required.	The position is not statutorily required but is part of a team that supports statutory or crucial programs and/or services.	The position is not statutorily required but is the only position that supports statutory or critical programs and/or services.	The position is statutorily required.
Efficiency	The position provides few, if any efficiencies.	The position provides the department with various efficiencies in that if the position is not filled, the department will be slightly negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be moderately negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be severely negatively impacted.

Overall Departmental Resources	The department has the capacity to absorb the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions, but with some negative impact.	The department does not have the capacity to absorb any of the duties of this role into another existing position.
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Delay of Hiring	Filling the vacancy of this position could be delayed to a later date without negative consequences.	Filling the vacancy of this position could be delayed to a later date with minor negative consequences.	Filling the vacancy of this position could be delayed to a later date with moderate negative consequences.	Filling the vacancy of this position cannot be delayed to a later date without negative consequences.

Total Points from Above: 22

What are the consequences or impacts of **not** filling this position?

CLTS is a statutorily required program. We are currently over the caseload limit that is recommended by the State- max of 30. We cannot have a wait list or corrective action plans could be implemented. Every client that is functionally eligible must be served. Currently there 117 enrolled in the program. 14 are currently being screened. Referrals are not slowing and keep coming in. In 2026 we have paid almost \$20,000 in over-time to the current staff. This is leading to burnout due to the several hours above 38.75 that are being worked to meet the needs of the clients and ensure all State requirements/ deadlines are being met.

ESTIMATED ANNUAL FISCAL IMPACT

$$\begin{array}{r}
 \$ 23.30 \\
 \text{Starting Hourly Rate}
 \end{array}
 \times
 \begin{array}{r}
 2022.75 \\
 \text{Estimated Annual Hours}
 \end{array}
 =
 \begin{array}{r}
 \$ 47,130.07 \\
 \text{Estimated Total Wages Impact}
 \end{array}$$

$$\begin{array}{r}
 \$ 47,130.07 \\
 \text{Total Wages Impact}
 \end{array}
 +
 \begin{array}{r}
 8,059.24 \\
 \text{Fringe Benefits* (See below)}
 \end{array}
 +
 \begin{array}{r}
 23246.41 \\
 \text{Health Insurance ** (See below)}
 \end{array}
 =
 \begin{array}{r}
 \$ 78,435.72 \\
 \text{Estimated Annual Fiscal Impact}
 \end{array}$$

* Fringe % to Use Based on Hours: >1200 general EE: 17.1% >1200 & protected EE: 25.1% <1200: 10.2%

** Health Insurance Annual Premium: >1560 hours: \$23,246.41 >1560 hours: \$0

Note: Health Insurance is based off of a family buy-up plan with county HSA contribution.

FUNDING SOURCES

<input type="checkbox"/> Federal/State (specify) _____	_____ %	\$ _____
<input type="checkbox"/> County Tax Levy _____	_____ %	\$ _____
<input type="checkbox"/> County Other (specify) _____	_____ %	\$ _____
<input checked="" type="checkbox"/> Grant (specify) <u>Medicaid funded</u>	<u>100</u> %	\$ <u>78,435.72</u>
<input type="checkbox"/> Grant (specify) _____	_____ %	\$ _____
<input type="checkbox"/> Other (specify) _____	_____ %	\$ _____
TOTAL	100%	\$ <u>78,435.72*</u>

*Must match at or above annual fiscal impact

Will any of the listed funding sources expire during the duration of the position? Yes No
 If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

RECOMMENDATIONS / APPROVALS

Department Head:	<u>Ashley Nelson</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Human Resources:	<u>Ashley Dudis*</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input checked="" type="checkbox"/> Not Recommended
Admin Coordinator:	<u>Ashley Deaf*</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input checked="" type="checkbox"/> Not Recommended
Oversight Chair:	<u>[Signature]</u> <small>Signature</small>	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Personnel Committee:	_____	Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Chair Signature

Comments:

*recommend only 1 position at this time



Position Description

Position Title	Children's Long Term Support (CLTS) Case Manager
Department	Health and Human Services
Classification	Full-Time
FLSA Status	Non-Exempt
Reports To	Children and Family Services Supervisor
Direct Reports	N/A
Last Updated	February 2023

Purpose of Position

A full-time Children's Long-Term Support (CLTS) Coordinator, under the direction of the Rusk County Children & Family Services Supervisor, provides services in compliance with program parameters. Specifically, determining eligibility, assessing needs and developing service plans for disabled children. The CLTS Case Manager is also responsible for counseling and assisting families in planning services for their disabled child(ren). Participation in training, keeping informed of federal, state and local agency regulations, rules, policies and procedures related to CLTS is required as well as maintaining required records and becoming proficient in the use of specialized software.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Determines/reassesses program functional and financial eligibility, assesses needs and develops/maintains service plans for program participants in addition to monitoring effectiveness of services
- Manages coordination of benefits for the program participants service plan regardless of funding source.
- Counsels and assists families in developing services plans and outcomes for the participant and updates service plan as required.
- Participates in training and meetings regarding Children's Long-Term Support services.
- Keeps informed of current federal, state, and local agency rules, regulations, policies and procedures related to CLTS.
- Maintains accurate and timely records and completes data entry into the appropriate data bases.
- Keeps accurate time tracking to enable MA claim reimbursement while compiling and maintaining required documentation
- Provides information to interested families regarding programs and services for disabled children.
- Maintains ongoing monitoring through required contacts with disabled child and family and coordinates services.
- Providing crisis and incident intervention and resolution.
- Authorizes and procures services on behalf of disabled child and family.
- Advocates on behalf of disabled child to secure the needed resources.
- Perform other duties as assigned.
- Provides transition services to prepare for transition to adult services, including assisting the participant to pursue vocational and/or educational opportunities.
- Identifies vulnerable and high-risk children and ensuring heightened care coordination, collaborating with other agencies/departments when applicable.
- Refer and assist the participant and family to access other services and programming.
- Cross-system coordination within Children & Family, Health & Human Services, and other agencies.
- Advocate for participant and family as necessary including developing and maintaining opportunities for families to connect.

Education, Experience, and Skills

1. Bachelor's Degree in a human service related field, and one-year experience working with person(s) of this specific target group. An Associate's Degree in a human service related field, and two years of experience working with person (s) of this specific target group(s) for which they are employed will also be considered.
2. Knowledge of modern office practices, procedures and equipment.
3. Ability to understand the needs of individuals with disabilities and a strong commitment to serve this target group.
4. Thorough knowledge of available services at Rusk County HHS as well as local community, state, and federal resources.
5. Ability to collect, organize and summarize data, perform assessments, make independent decisions and communicate effectively.
6. Ability to recognize and support safety within the home setting. Including reporting safety concerns to the proper channel as required through mandated reporting.
7. Ability to develop and sustain successful working relationships with coworkers, community partners and the general public.
8. Ability to assist in the design and development of community programs, projects, and committees.
9. Ability to work effectively as a team member as well as independently.
10. Ability to apply the laws of client confidentiality appropriately.
11. Knowledge and willingness to learn physical, psychological, social, and economic needs of persons with disabilities.
12. Counseling and interviewing skills.
13. Ability to prioritize work and flexibility in changing work conditions to meet programmatic deadlines and participant needs.
14. Active listening and communication skills, ability to establish trust/rapport, sensitivity, creativity and initiative with clients, families, coworkers, and the community members.
15. Ability to work under emotionally stressful conditions over a sustained period.
16. Valid Wisconsin driver's license and an available, insured automobile.
17. Successful participation in and completion of all necessary training, all required training within the first 90 days of employment.
18. Must successfully pass caregiver and criminal background check.

Physical Requirements

This job entails minimal physical demands, typically found in an office environment, with very limited exposure to workplace hazards. Some lifting, moving, bending, and twisting.

Work Environment

Usual office working conditions – comfortable work environment.

EOE / ADA Statement

Rusk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Rusk County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Print Name: _____

Signature: _____

Date: _____



Position Description

Position Title	CLTS Clerk
Department	Health and Human Service
Classification	Full Time
FLSA Status	non exempt
Reports To	Children and Family Services Supervisor
Direct Reports	N/A
Last Updated	9/30/2025

Purpose of Position

This position provides support to meet program objectives within the Children's Long-Term Support program. The CLTS Clerk will have duties assigned according to program needs. Performs general office duties including data entry, electronic file management, basic bookkeeping, tracking program data, entering authorizations for billing and payment.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Invoicing, receipting and tracking for the CLTS program
- Computer data entry and tracking of program information
- Performs filing, electronic records management, copying, scanning, and faxing
- Placing orders through various online vendors for items authorized for purchase for program participants
- Billing on MA/ Forward Health portal
- Reconcile reimbursement for approved purchased and services
- Ensure participant electronic documents/files and required signatures are maintained in accordance with specified program requirements

Education, Experience, and Skills

1. High School education or equivalent, basic accounting principles preferred
2. Experience in customer assistance/ service preferred
3. Working knowledge and experience with Microsoft Word, Outlook, Excel and Adobe software
4. Ability to protect privileged and confidential information in accordance with County policy, State and Federal law
5. Ability to multi-task and meet deadlines
6. Ability to establish and maintain a good working relationship with other staff, government departments

Physical Requirements

This job entails minimal physical demands, typically found in an office environment, with very limited exposure to workplace hazards. Some lifting, moving, bending, and twisting.

Work Environment

Usual office working conditions – comfortable work environment.

EOE / ADA Statement

Rusk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Rusk County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Print Name: _____

Signature: _____

Date: _____

REQUEST TO FILL VACANCY FORM



Fill out the below information and submit to Human Resources. Attach position description with this form. All positions shall go through this process with the exception of jailer/dispatchers and patrol deputies.

Position Title: HWY Worker I Department: Highway
 Reason for Vacancy: Employee Left Date of Vacancy: 10/29/2025
 Supervisor: Justin Livingston Current/Last Incumbent: Sam Fuchs
 Status: Full-Time Part-Time Casual/LTE Average Hours per Week: 40

VACANT POSITION RUBRIC

This serves as a tool for departments to think strategically and creatively about services and staffing requirements and should be used to analyze the relative priority of the position being requested. Prior to submitting this, the department shall ensure efforts are made to determine the criticality of the position within their department, cost and funding information, and an alternate plan of how they will operate if the position is not refilled. Please circle or highlight the applicable box in each row below.

	1	2	3	4
Funding Source	The position is fully levy funded.	The position is funded with both levy and grant/revenue, with majority being levy funding.	The position is funded with both levy and grant/revenue, with majority being non-levy funding.	The position is fully grant and/or revenue funded.
Statutory Requirement	The position is not statutorily required.	The position is not statutorily required but is part of a team that supports statutory or crucial programs and/or services.	The position is not statutorily required but is the only position that supports statutory or critical programs and/or services.	The position is statutorily required.
Efficiency	The position provides few, if any efficiencies.	The position provides the department with various efficiencies in that if the position is not filled, the department will be slightly negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be moderately negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be severely negatively impacted.

Overall Departmental Resources	The department has the capacity to absorb the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions, but with some negative impact.	The department does not have the capacity to absorb any of the duties of this role into another existing position.
Safety	The position does not impact safety in any way.	The position has slight impact over safety.	This position has moderate impact over safety.	The position is critical to maintaining safety.
Cost Shifting	There will be no additional costs if the position is not filled.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost lower than the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost equivalent to the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost higher than the total cost to fill the position.
Delay of Hiring	Filling the vacancy of this position could be delayed to a later date without negative consequences.	Filling the vacancy of this position could be delayed to a later date with minor negative consequences.	Filling the vacancy of this position could be delayed to a later date with moderate negative consequences.	Filling the vacancy of this position cannot be delayed to a later date without negative consequences.

Total Points from Above: 22

What are the consequences or impacts of **not** filling this position?

The Highway Department will be under staffed for summer jobs and a plow driver winter storms. Proj

+

ESTIMATED ANNUAL FISCAL IMPACT

$$\begin{array}{r}
 \$ 21.06 \\
 \text{Starting Hourly Rate}
 \end{array}
 \times
 \begin{array}{r}
 2190 \\
 \text{Estimated Annual Hours}
 \end{array}
 =
 \begin{array}{r}
 \$ 46,121.40 \\
 \text{Estimated Total Wages Impact}
 \end{array}$$

$$\begin{array}{r}
 \$ 46,121.40 \\
 \text{Total Wages Impact}
 \end{array}
 +
 \begin{array}{r}
 11,576.47 \\
 \text{Fringe Benefits* (See below)}
 \end{array}
 +
 \begin{array}{r}
 23,246.40 \\
 \text{Health Insurance ** (See below)}
 \end{array}
 =
 \begin{array}{r}
 \$ 80,944.28 \\
 \text{Estimated Annual Fiscal Impact}
 \end{array}$$

* Fringe % to Use Based on Hours: >1200 general EE: 17.1% >1200 & protected EE: 25.1% <1200: 10.2%

** Health Insurance Annual Premium: >1560 hours: \$23,246.41 >1560 hours: \$0

Note: Health Insurance is based off of a family buy-up plan with county HSA contribution.

FUNDING SOURCES

<input checked="" type="checkbox"/> Federal/State (specify) <u>State RMA</u>	<u>10</u>	%	\$ <u>8,094.42</u>
<input checked="" type="checkbox"/> County Tax Levy _____	<u>70</u>	%	\$ <u>56,661.00</u>
<input checked="" type="checkbox"/> County Other (specify) <u>Bonds</u>	<u>20</u>	%	\$ <u>16,188.86</u>
<input type="checkbox"/> Grant (specify) _____	_____	%	\$ _____
<input type="checkbox"/> Grant (specify) _____	_____	%	\$ _____
<input type="checkbox"/> Other (specify) _____	_____	%	\$ _____
TOTAL	100%		\$ <u>80,944.28</u> *

*Must match at or above annual fiscal impact

Will any of the listed funding sources expire during the duration of the position? Yes No
 If yes, please indicate what sources will expire, with expiration dates:

The bond funds dependent upon approval of the board.

If yes, please indicate where the funding will come from after the sources of funding have expired:

Levy

RECOMMENDATIONS / APPROVALS

Department Head:	<u>Justin Livingston</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Human Resources:	<u>Ashley Judis</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Admin Coordinator:	<u>Ashley Deafu</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Oversight Chair:	<u>Jimmy Bell</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Personnel Committee:	_____ <small>Chair Signature</small>	Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Comments:



Position Description

Position Title	Highway Worker I
Department	Highway
Classification	Full Time
FLSA Status	Non-Exempt
Reports To	Highway Commissioner, Operations Manager, Foremen
Direct Reports	N/A
Last Updated	January 2025

Purpose of Position

The purpose of this position is to ensure the safe, efficient, and effective maintenance and construction of state and county trunk highways in Rusk County. This role is vital to preserving and improving the county's transportation infrastructure through skilled operation of heavy equipment, physical labor, and facility maintenance. The position supports highway safety and accessibility for the community by performing diverse tasks such as snow removal, roadway repairs, culvert and ditch cleaning, and facility upkeep. Additionally, the role requires adherence to safety protocols and maintaining equipment to ensure optimal functionality in all seasons.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform physical labor tasks such as hand shoveling material, placing and repairing culverts, raking topsoil, and cutting trees and brush.
- Operate heavy equipment or various highway construction and maintenance activities.
- Erect signs, shovel snow, and perform trash pickup, ditch cleaning, and culvert maintenance.
- Perform winter road maintenance by driving dump trucks equipped with snow plows, wings, and spreaders to ensure safe highway conditions.
- Operate and maintain heavy equipment, ensuring functionality during construction and maintenance projects.
- Perform minor repairs and preventative maintenance on equipment operated.
- Maintain detailed logs of equipment usage, labor, and materials.
- Complete daily project timesheets and fuel/oil log reports.
- Drive heavy dump trucks to haul materials for highway construction and maintenance projects.
- Assist with maintenance, repair, construction, remodeling, and cleaning of departmental facilities, including shops, pits, and storage yards.
- Adhere to all safety protocols and procedures to ensure personal and public safety.
- Maintain and utilize a valid Class A Wisconsin Commercial Driver's License (CDL) – preferably with Tanker Endorsements.
- Read and interpret survey grade stakes to ensure accurate construction and maintenance outcomes.
- Responsible for personal safety at work and common-sense application of safety standards.

Education, Experience, and Skills

1. Minimum formal education required is high school graduation.
2. Must possess a valid Wisconsin Driver's License and must obtain a Class A Wisconsin Commercial Driver's License (CDL), preferably with Tanker Endorsements, within the introductory period.

3. Vocational training in heavy equipment operations and mechanics or 2 to 3 years of experience in the same.
4. Must be able to apply understanding of rules, regulations, and guidelines in performance of job duties.
5. Requires the ability to understand and follow instructions.
6. High to very high physical strength in order to perform heavy manual labor.

Physical Requirements

This job entails significant physical demands typically found in heavy industry or construction work, and with significant exposure to workplace hazards. Very frequent lifting, moving, bending, twisting, etc...

Work Environment

Position will require use of specialized clothing or use of common personal protective equipment. Environmental conditions will frequently impact physical comfort.

EOE / ADA Statement

Rusk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Rusk County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Print Name: _____

Signature: _____

Date: _____

REQUEST TO FILL VACANCY FORM



Fill out the below information and submit to Human Resources. Attach position description with this form. All positions shall go through this process with the exception of jailer/dispatchers and patrol deputies.

Position Title: Emergency Management and Ambulance Director

Department: Emergency Management and Ambulance

Reason for Vacancy: Vacant

Date of Vacancy: September 28, 2025

Supervisor: Emergency Services Committee

Current/Last Incumbent: Tom Hall

Status: Full-Time Part-Time Casual/LTE

Average Hours per Week: 40

VACANT POSITION RUBRIC

This serves as a tool for departments to think strategically and creatively about services and staffing requirements and should be used to analyze the relative priority of the position being requested. Prior to submitting this, the department shall ensure efforts are made to determine the criticality of the position within their department, cost and funding information, and an alternate plan of how they will operate if the position is not refilled. Please circle or highlight the applicable box in each row below.

	1	2	3	4
Funding Source	The position is fully levy funded.	The position is funded with both levy and grant/revenue, with majority being levy funding.	The position is funded with both levy and grant/revenue, with majority being non-levy funding.	The position is fully grant and/or revenue funded.
Statutory Requirement	The position is not statutorily required.	The position is not statutorily required but is part of a team that supports statutory or crucial programs and/or services.	The position is not statutorily required but is the only position that supports statutory or critical programs and/or services.	The position is statutorily required.
Efficiency	The position provides few, if any efficiencies.	The position provides the department with various efficiencies in that if the position is not filled, the department will be slightly negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be moderately negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be severely negatively impacted.

Overall Departmental Resources	The department has the capacity to absorb the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions, but with some negative impact.	The department does not have the capacity to absorb any of the duties of this role into another existing position.
Safety	The position does not impact safety in any way.	The position has slight impact over safety.	This position has moderate impact over safety.	The position is critical to maintaining safety.
Cost Shifting	There will be no additional costs if the position is not filled.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost lower than the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost equivalent to the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost higher than the total cost to fill the position.
Delay of Hiring	Filling the vacancy of this position could be delayed to a later date without negative consequences.	Filling the vacancy of this position could be delayed to a later date with minor negative consequences.	Filling the vacancy of this position could be delayed to a later date with moderate negative consequences.	Filling the vacancy of this position cannot be delayed to a later date without negative consequences.

Total Points from Above: 26

What are the consequences or impacts of **not** filling this position?

This is a department head position for two county departments that have critical safety and public impact.

ESTIMATED ANNUAL FISCAL IMPACT

$$\begin{array}{r}
 \$ 28.98 \\
 \text{Starting Hourly Rate}
 \end{array}
 \times
 \begin{array}{r}
 2080 \\
 \text{Estimated Annual Hours}
 \end{array}
 =
 \begin{array}{r}
 \$ 60,278.40 \\
 \text{Estimated Total Wages Impact}
 \end{array}$$

$$\begin{array}{r}
 \$ 60,278.40 \\
 \text{Total Wages Impact}
 \end{array}
 +
 \begin{array}{r}
 10,307.61 \\
 \text{Fringe Benefits* (See below)}
 \end{array}
 +
 \begin{array}{r}
 23,246.41 \\
 \text{Health Insurance ** (See below)}
 \end{array}
 =
 \begin{array}{r}
 \$ 93,832.42 \\
 \text{Estimated Annual Fiscal Impact}
 \end{array}$$

* Fringe % to Use Based on Hours: >1200 general EE: 17.1% >1200 & protected EE: 25.1% <1200: 10.2%

** Health Insurance Annual Premium: >1560 hours: \$23,246.41 >1560 hours: \$0

Note: Health Insurance is based off of a family buy-up plan with county HSA contribution.

Physical Requirements

This job entails medium physical demands and could have exposure to hazardous conditions or environments while out in the field.

Work Environment

Usual office working conditions – comfortable work environment while performing office duties. There is moderate to severe conditions that may impact comfort while performing interactions in the field.

EOE / ADA Statement

Rusk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Rusk County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Print Name: _____

Signature: _____

Date: _____

BUDGET REPORT



THIS FORM IS TO BE COMPLETED MONTHLY BEGINNING IN MAY (OR SOONER IF BUDGET CONCERNS ARISE) BY EACH DEPARTMENT AND SUBMITTED FOR REVIEW TO THE OVERSIGHT COMMITTEE.

The Oversight Committee shall approve and forward the report to the Finance Committee for monthly review and final approval.

Department: Administration Month of Report: November

Budget Name: Administrative Coordinator Budget Number: 140

Name & Title of Person Preparing This Report: Ashley Heath, Administrative Coordinator

HISTORICAL BUDGET INFORMATION:

2023 Actual Expenditures: 198,523.06 2024 Actual Expenditures: 266,314.80

2023 Actual Revenues: 114.34 2024 Actual Revenues: 12.00

BUDGET INFORMATION:

Budgeted Expenditures: 266,705.00 Budgeted Revenues: 0.00

YTD Expenditures: 214,448.60 YTD Revenues: 2,193.83

Projected Expenditures: 269,705.00 Projected Revenues: 2,193.83

GL ACCOUNTS OF CONCERN: Check if no concerns.

Account Number/Name: 100-38-51100-216/Contracted Services

Reason for Concern: Employee grievance, grading positions, background checks - over by \$7,235.87

Plan of Action: Lower advertising expenses in 2025 to cover overage.

Account Number/Name: 100-38-51100-212/Legal Fees & Labor Negotiations

Reason for Concern: Negotiations with Sheriff Deputies still ongoing.

Plan of Action: Will monitor for overages but less than half spent through 7-25-25.

Account Number/Name:

Reason for Concern:

Plan of Action:

OTHER INFORMATION:

Please detail any other information relevant to departmental budget outlook. Attach additional sheets if needed.

20% of budget left as of 10/27/25

BUDGET REPORT

Department Head's Signature: Ashley Heath

Date: 10-27-25

This budget report form is to be sent to the Clerk's Office/Agenda Preparer for inclusion in the packet provided to the Oversight Committee.

Oversight Committees shall approve budget report forms and forward to the Finance Committee. Departments shall email approved budget report forms and Oversight meeting minutes to the Finance Director, or in their absence the Administrative Coordinator, to compile final monthly report for the Finance Committee.

Fully approved final monthly report, which includes all departmentally submitted budget report forms, will be filed with the Finance Director, or in their absence the Administrative Coordinator.

Please refer to the Financial Procedures Manual, Chapter 6 for the full policy regarding monthly departmental budget reports.

BUDGET REPORT



THIS FORM IS TO BE COMPLETED MONTHLY BEGINNING IN MAY (OR SOONER IF BUDGET CONCERNS ARISE) BY EACH DEPARTMENT AND SUBMITTED FOR REVIEW TO THE OVERSIGHT COMMITTEE.

The Oversight Committee shall approve and forward the report to the Finance Committee for monthly review and final approval.

Department: Corporation Counsel

Month of Report: November

Budget Name: Corporate Counsel

Budget Number: 112

Name & Title of Person Preparing This Report: Ashley Heath, Administrative Coordinator

HISTORICAL BUDGET INFORMATION:

2023 Actual Expenditures: 85,697.04

2024 Actual Expenditures: 108,315.66

2023 Actual Revenues: 1,000.00

2024 Actual Revenues: 0.00

BUDGET INFORMATION:

Budgeted Expenditures: 94,968.00

Budgeted Revenues: 0.00

YTD Expenditures: 66,0017.04

YTD Revenues: 0.00

Projected Expenditures: 94,968.00

Projected Revenues: 0.00

GL ACCOUNTS OF CONCERN: Check if no concerns.

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

OTHER INFORMATION:

Please detail any other information relevant to departmental budget outlook. Attach additional sheets if needed.

30% of budget left as of 10/27/25

BUDGET REPORT

Department Head's Signature: Ashley Heath

Date: 10-27-25

This budget report form is to be sent to the Clerk's Office/Agenda Preparer for inclusion in the packet provided to the Oversight Committee.

Oversight Committees shall approve budget report forms and forward to the Finance Committee. Departments shall email approved budget report forms and Oversight meeting minutes to the Finance Director, or in their absence the Administrative Coordinator, to compile final monthly report for the Finance Committee.

Fully approved final monthly report, which includes all departmentally submitted budget report forms, will be filed with the Finance Director, or in their absence the Administrative Coordinator.

Please refer to the Financial Procedures Manual, Chapter 6 for the full policy regarding monthly departmental budget reports.

Lighthouse Whistleblower Reporting policy

1. Purpose: The purpose of this policy is to:
 - a. Encourage employees to report suspected illegal, dishonest, fraudulent or unethical activities.
 - b. Establish clear procedures for reporting concerns.
 - c. Protect employees who report in good faith from retaliation.
 - d. Ensure compliance with applicable state and federal law, including the Defend Trade Secrets Act (DTSA) and Wis. Stat. § 134.90.
2. Definitions: For purposes of this policy:
 - a. *Whistleblower:* an employee of Rusk County who reports an activity that he/she reasonably believes to be illegal, dishonest, fraudulent, or otherwise in violation of law or County policy.
 - b. *Whistleblower Report:* A good-faith report of suspected illegal, dishonest, fraudulent, or grossly unethical activity that could result in financial loss, legal liability or reputational harm to Rusk County. Examples include, but are not limited to:
 - i. Violations of federal, state, or local laws.
 - ii. Billing for services not performed or goods not delivered.
 - iii. Fraudulent financial reporting.
 - iv. Misuse or theft of County funds or property.
 - v. Corruption, bribery, or conflicts of interest.
 - c. *Non-Whistleblower Complaint:* Matters related to personal grievances, workplace disagreements, supervisory style, or employee performance. Examples include, but are not limited to:
 - i. “My manager is mean.”
 - ii. “My coworker doesn’t know what they’re doing.”
 - iii. “I saw someone leave early without asking.”These issues are not whistleblower matters and must be addressed through existing personnel policies, Human Resources, or the County’s complaint procedure.
 - d. *Retaliation:* Any adverse employment action taken against an employee for submitting a whistleblower report in good faith. This includes termination, demotion, reduction in compensation, elimination of job responsibilities, reassignment to less desirable duties, threats, or harassment.
 - e. *Trade Secret:* As defined by 18 U.S.C. § 1839(3) and Wis. Stat § 134.90(1)(c), all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing, if:
 - i. The owner has taken reasonable measures to keep such information secret; and
 - ii. The information derives independent economic value from not being generally known or readily ascertainable through proper means by another person.
3. Policy Statement:

- a. Employees have a duty to report suspected whistleblower matters as defined in this policy.
 - b. Whistleblowers are not responsible for investigating or determining corrective action; this responsibility rests with appropriate management officials.
 - c. Employees must exercise sound judgement and avoid baseless allegations. Employees who intentionally file false reports will be subject to disciplinary action, up to and including termination.
4. Procedure:
- a. Reporting:
 - i. Employees should utilize the Lighthouse Hotline for reporting suspected violations of law, fraud, misuse of County funds, theft, corruption, or other serious misconduct.
 - ii. Reports of ordinary workplace disagreements, supervisory issues, or personnel matters are not appropriate for the Hotline and should instead be submitted through established County complaint procedures.
 - b. Confidentiality:
 - i. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.
 - c. Anti-Retaliation:
 - i. Rusk County will not retaliate against an employee who reports a concern in good faith.
 - ii. Any employee who believes they are being retaliated against must report this immediately to the Human Resources Manager.
 - iii. Protection from retaliation does not extend to personal wrongdoing alleged against the whistleblower.
 - d. Handling of Reports:
 - i. All Hotline reports are logged through the Lighthouse.
 - ii. Each report is automatically sent to Corporation Counsel, the Administrative Coordinator, and the Human Resources Manager and will be reviewed within three business days to determine whether it falls within the scope of this policy.
 1. Reports alleging fraud, illegality, or serious misconduct will be investigated.
 2. Reports that do not qualify as whistleblower matters will be redirected to the appropriate department head or oversight committee chair to determine next steps.
 3. The Human Resources Manager will ensure that every whistleblower report is documented within a confidential file.
 4. To the extent permitted by law, the County will communicate to the reporting party that the report was received. Specific outcomes may not be shared due to confidentiality or personnel rules.

5. A summary of Hotline activity will be provided monthly to the Personnel Committee, with confidentiality maintained, but will include: a listing of each report received with the date reported, incident type, nature of report, last updated on, and last updated by.
5. Defend Trade Secrets Act (DTSA) Compliance: In accordance with DTSA, employees are granted immunity from liability for the confidential disclosure of a trade secret when made:
 - a. To a federal, state, or local government official, or to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; or
 - b. In a complaint or other document filed in a lawsuit or proceeding, if filed under seal.Employees may also disclose trade secret information to their attorney in connection with an anti-retaliation lawsuit, provided that any filings containing trade secrets are submitted under seal and not disclosed except by court order.

DRAFT



RUSK COUNTY WHISTLEBLOWER POLICY

Est. June 2019

A whistleblower as defined by this policy is an employee of Rusk County who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include but are not limited to violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Administrative Coordinator. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas – confidentiality, and anti- retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Rusk County will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Administrative Coordinator immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

In the event that such a report requires disclosures of trade secrets, the DTSA provides for immunity to the employee for certain disclosures of trade secrets.

Pursuant to 18USC1893(3) and Wis. Stat. § 134.90(1)(c), the term “trade secret” means all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if— (A)the owner thereof has taken reasonable measures to keep such information secret; and (B)the information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable through proper means by, another person who can obtain economic value from the disclosure or use of the information.

Defend Trade Secrets Act (DTSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

(1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order."

Satisfaction Survey Options



VENDORS USED FROM OTHER COUNTIES

BoldPath Consulting - \$6,000 - \$10,000

- Choose between an input on survey theme or consultant-led approach with lighter internal engagement
- Shorter, more streamlined survey on lower end of range while a broader effort with more detailed questions and reporting pushes it higher.
- Add structured follow-through action-planning step after results are presented to help translate findings into measurable goals. This will add a modest amount to the base project.
- Nearly all work can be conducted remotely, but some counties prefer to have final presentation and discussion held onsite which would add in travel costs.
- Base scope will cover survey design, confidential administration, analysis of results and final written report and presentation to the County.
- Process takes 6-10 weeks from kickoff to delivery.

Cottingham and Butler - \$4,500 consultation fee + \$20 per employee surveyed

- Consult and guide client through appropriate setup of Gallup's Q12 Engagement Survey.
- Administer the Gallup Q12 survey on behalf of the client.
- Create reports that include data for each division, department, supervisor, etc.
- Can request additional support including manager support for team meetings to review results, development of department-specific action plans, and/or quarterly progress reviews. Cost is \$250/hour for remote support and \$2,000 per day for on-site support.

Qualtrics EX25– \$5,000 for 190 employees

- Configuration was challenging but ongoing management is not too bad.
- Quick and easy to launch.
- You receive a lot of data from the survey. That price does not include someone to analyze anything for you so it is helpful to have someone who is comfortable with data to help you dig in.

Energage - \$10,000 for 500 employees so would be cheaper for Rusk County

- Add custom statements to the workplace survey to collect additional insights for data-driven decisions making.
- Monitor strength and focus areas. Dig deeper into the culture themes that drive the workplace experience with research-backed, pre-built survey templates.
- Evaluate improvement impact. Collect additional feedback at key intervals to track progress, drive meaningful change, and create a culture of continuous improvement.

JA Counter / Alera Group – Free

- Can conduct a benefit satisfaction survey. They conduct this through Microsoft Forms.
- Did this a couple of years ago for Rusk County.
- This really focuses on benefits.

Microsoft Forms or Survey Monkey – free

- Many counties use Microsoft Forms or Survey Monkey to keep costs down and allow for full customization.

- SurveyMonkey supports anonymous surveys using features such as “anonymous response” options to prevent collection of IP address and email address. If you send the survey via a personalized email link to track completion, it may be able to link the respondent so need to explicitly enable Anonymous Responses in collector settings.
- For Microsoft Forms if you only allow responses from “people in your organization” it automatically records the respondent’s name and email so to make it truly anonymous, you must allow responses from anyone with the link and that will avoid collecting emails.

Satisfaction Survey Sample Questions

The questions below are grouped in to 11 categories. This is not meant to be a single survey but rather to give options for what topics of a survey could cover. Some questions are similar in nature.

Demographics / Basic Info

- Basic questions regarding role, department, tenure, age group.

Overall Job Satisfaction and Engagement

- I would recommend Rusk County as a great place to work.
- I see myself working at Rusk County one year from now.
- I see myself here in 2 years.
- My job gives me a sense of purpose.
- At work, I have the opportunity to do what I do best every day.
- I am proud of where I work.
- Overall, I am satisfied with my supervisor / department head / leadership of the county / decisions made at the committee and board level.
- I would refer someone to work here.
- I am actively looking for employment elsewhere. If yes, explain why.

Leadership and Trust

- I have confidence that Administration (County Admin, HR, Finance Director, Chief Information Officer) advocates for what is best for the organization.
- I have confidence that the County Board members advocate for what is best for the organization.
- There is trust between employees and Administration.
- The County’s leadership team demonstrates a focus on the betterment of Rusk County. Select all that apply: county board, administration, department heads, immediate supervisors.

Management / Direct Supervisor *(would need to define direct supervisor)*

- My direct manager and I have a good working relationship.
- I have regular meetings or check-ins with my direct manager to discuss progress, challenges, and career development.
- My direct manager successfully handles conflict.
- My direct manager holds employees accountable.
- My direct manager is fair to me.
- I feel comfortable approaching my direct manager with ideas or concerns.
- I receive useful feedback on how I am performing in my role.
- I know what is expected of me at work.
- My supervisor provides clear expectations for my performance.
- I am comfortable sharing input with my supervisor.
- My immediate supervisor sets a tone of respect within my department.

- My immediate supervisor behaves respectfully towards me.
- My department head behaves respectfully towards me.

Team / Department Culture

- I feel like I am part of a team.
- My associates or fellow employees are committed to doing quality work.
- I feel a sense of camaraderie and connection at work.
- There is cooperation between my department and other departments we work with.
- Everyone in my department is a positive County ambassador.
- I am satisfied with the culture of my department.
- Employees organization-wide treat one another with respect.
- There are too many rumors/gossip within my department.

Policies, Procedures, and Work Environment

- Policies and procedures are fairly applied in my department.
- I have enough authority to carry out my job effectively.
- I have enough time to do my job effectively.
- My organization supports my wellbeing.
- My organization allows me to have a satisfactory work-life balance.
- At work, my opinions seem to count.
- What are the greatest barriers to performing your work? (Select all that apply: time, technology, lack of resources, lack of guidance, unclear procedures, unclear expectations, distractions, coordination with co-workers).

Recognition and Feedback

- In the last seven days, I have received recognition or praise for doing good work.
- I receive positive feedback regularly. (Select all that apply: public, co-workers, immediate supervisor, county board members, I do not feel I receive positive feedback.)
- I feel that my contributions are important and valued.

Compensation and Benefits

- I am satisfied with my salary increases.
- I feel I am compensated fairly for the work I do.
- I am satisfied with the benefits package I receive.
- I understand the benefits available to me.
- My organization provides sufficient benefits related to my wellbeing and mental health.
- How satisfied are you with the following: compensation and salary, health insurance benefits, voluntary benefits (dental, vision, accident, disability, etc.), PTO policy, paid holidays.

Career Development / Growth

- This last year, I have had opportunities at work to learn and grow.
- I am satisfied with the training and development programs offered by the organization.

Innovation / Department Operations

- My department is innovative in how work is done, using new technologies or creative approaches.
- There is a fair distribution of work within my department.

Open-ended / Improvement

- If you could change one thing about your job, what would it be?
- What would make Rusk County a better place to work?

- What do you like most about working in your position at Rusk County or what makes you excited to come to work each day?
- What do you like least about working in your position at Rusk County or what is something you would change if you could?
- Only complete if you are NOT satisfied with your employment with Rusk County. Indicate the main reason for your dissatisfaction: pay, benefits, hours, supervisor, co-workers, workload, stress, type of work, other.
- When was the last time, if ever, that you seriously considered terminating employment and took steps to leave your position with Rusk County? If answered anything but never, why did you consider leaving your position? Why did you change your mind and decide to stay with Rusk County?
- Rank in order of importance regarding what you want in a job with 1 being most important: high wages, job security, promotion opportunities, good working conditions, interesting work, personal loyalty of supervisor, tactful discipline, appreciation of work done, understanding of personal problems, feeling of being "in on things," opportunity to work from home, opportunity for work schedule flexibility.

CHAPTER 7 – EMPLOYEE CORRECTIVE ACTION AND DISCIPLINE POLICY

1. OBJECTIVE

The purpose of the Employee Corrective Action and Discipline Policy is to establish a clear, uniform, and consistent approach to situations requiring employee corrective or disciplinary actions. Corrective and disciplinary steps are intended to correct employee behavior or performance issues.

2. POLICY

Rusk County may utilize corrective and progressive disciplinary principles when confronted with employee behaviors or performances requiring interventions. [Corrective and disciplinary interventions](#) will typically begin at the first level and progress through each level if performance expectation(s) and/or corrective action requirements have not been met. However, dependent upon the seriousness of employee conduct being reviewed, corrective and/or disciplinary intervention may be initiated at any level. This policy is not intended to displace the day-to-day interactions between management and staff relating to job performance. Rusk County encourages its management staff to be proactive in identifying problem areas and addressing those areas as issues arise.

3. PROCEDURE FOR PROGRESSIVE CORRECTIVE AND DISCIPLINE LEVELS

The below policy applies to employees, not Appointed Officials.

When disciplinary action against an Appointed Officials is being contemplated, the Personnel Committee shall address whether disciplinary action is appropriate, in consultation with the Human Resources Manager and the standing committee overseeing the respective Appointed Official, if any. If the Personnel Committee determines disciplinary action of a suspension or less is warranted, the Committee shall implement the disciplinary action. If the Personnel Committee determines termination is warranted, the Committee shall refer the matter to the County Board for review and possible action, which may include termination, lesser discipline, or no discipline.

A. Level I: Verbal Warning

Level I is a verbal warning. In consult with the Human Resources Manager, the supervisor clearly informs the employee that he/she is being verbally warned. Verbally, the supervisor informs the employee of specifically what has been done wrong and the corrective action or expectation(s) required. The employee is also verbally informed that if corrective action is not taken or expectations are not met, further corrective and/or disciplinary steps up to and including suspension and/or termination may occur.

B. Level II: Written Warning

Level II is a written warning. In conjunction with the Human Resources Manager, a written warning can be provided to an employee for whom there is a performance deficiency or conduct issue that needs to be corrected. The written warning must state specifically the conduct or performance deficiency that must be corrected. If applicable, a specific corrective action plan shall be outlined and a time frame at the end of which the corrective action plan must be completed. The employee is informed that if the corrective action plan is not completed or adhered to, expectations are not met, or additional violations occur, further corrective and/or disciplinary steps may be taken up to and including suspension and/or termination.

C. Level III: Suspension

Level III is a suspension with or without pay. A suspension is a serious step since the next step may be dismissal if corrective action does not occur, expectations are not met or additional violations occur. The supervisor, in conjunction with the Human Resources Manager, will issue the notice of suspension. The suspension notice will specifically identify the date the suspension begins and ends and the conduct or performance deficiency for which the suspension is being given. If applicable, the notice will also specifically describe the corrective action that is

required of the employee to perform and the time frames for doing so. The employee must also be informed that if corrective action does not occur, or expectations are not met, further corrective and/or disciplinary action may be taken up to and including termination.

D. Level IV: Termination

The Department Head and Human Resources Manager will determine if termination of employment is necessary for all staff ~~with the exception of Appointed Officials as described in Rusk County Ordinance Section 2-119~~. If a termination does occur, the Human Resources Manager will notify the Administrative Coordinator, Personnel Chair and the County Board Chair.

If there is a vacancy of a Department Head or Human Resources Manager and an interim has not been named, the Personnel committee shall appoint another department head, manager, or supervisor to be involved in the termination decision. In the event an appointed individual cannot be named, the recommendation for discipline or termination shall be referred to the Personnel Committee.

~~Recommendations for discipline or termination of Appointed Officials will be referred to the Personnel Committee through the Human Resources Manager for disposition.~~

E. Documentation

All steps taken under this procedure shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file. The employee shall sign written warnings and notices of suspension acknowledging receipt of the notice.

Whether disciplinary actions against employees are taken or not taken by County management, it shall in no way abrogate the right of Rusk County to discharge an employee from employment at any time, for any reason or no reason, with or without prior notice. It is impossible to categorically state when or if disciplinary measures or termination of the employment relationship will be the appropriate action. The degree of discipline administered will depend on the nature and severity of the infraction, and the employee's prior record and shall be in accordance with County policies and procedures as well as local, state, or federal laws and regulations.

At the sole discretion of the County, various types of employee discipline may be imposed which include but are not limited to the following: verbal warning, written warning, and/or suspension. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. Employees who violate policies and procedures, whether expressed or implied or who have unsatisfactory work performance are subject to disciplinary action, up to and including discharge from employment. It is the responsibility of each Supervisor and/or Department Head with the assistance of the Human Resources Manager to evaluate thoroughly the circumstances and facts as objectively as possible and then apply the most suitable form of discipline. The employer may repeat disciplinary action.

(Updated and approved by County Board on August 19, 2024)

Sec. 2-192. Rules.

- (a) All standing committees and other committees, boards, etc. on which the county has representation, will generally have to meet certain legal standards (i.e., open meeting requirements), oversee operational necessities (i.e., budget responsibilities), and deal with personnel or other issues. To these ends, the following list of obligations is established.
- (b) The following shall be the responsibility of all standing committees unless legally exempted therefrom. The following shall be the responsibility of all joint committees, the board of adjustment, and other boards and committees unless legally exempted therefrom or when the organization involved fulfills those duties separately from the county (i.e., Northwest Regional Planning Commission).
- (c) It shall be the responsibility of the committee chairperson, in the case of standing committees and the board of adjustment, the responsibility of the county supervisors who are members of any joint committee, and the responsibility of the county board chair in all other cases, to assure that the county's obligations in these areas are being met.
- (d) Accordingly, all committees:
 - (1) Shall hold their meetings in compliance with the state's open meetings laws.
 - (2) Shall furnish the county clerk's office with an agenda of their meetings posting.
 - (3) If a quorum is not present for a particular standing or joint committee meeting, the members may request the county board chair (or the vice-chair if the chair is not available) complete the quorum and serve as a substitute for any county board member on any standing or joint committee and exercise voting rights if necessary to transact business at that meeting. If a quorum cannot be obtained, the members present shall adjourn but shall be entitled to travel expenses only.
 - (4) Shall keep a record (written, typed or electronic) of its meetings, including dates, attendance, matters considered and the action thereon, in the committee file in the office of the county clerk.
 - (5) Shall meet on a regular schedule.
 - (6) Shall review all claims and accounts referred to it by the respective department administrator and send signed payment approval report with notation of approval or disapproval to the finance department who shall submit them and any other known claims to the finance committee.
 - (7) Shall submit all requests for transfer of county appropriations between budgeted line items to the finance committee for approval.
 - (8) Reserved.
 - (9) Shall, upon approval of a request from its county department or otherwise, submit to the personnel committee for its approval any proposed change in the hours of any county position, adding any new county position (full- or part-time), and the reclassification of any county employee. The personnel committee shall, upon its approval, submit the request to the county board for its approval.
 - (10) Shall, when the county hiring, promotion, change of status, disciplinary action, termination, or other county personnel actions may be anticipated, be responsible to consult the county's personnel handbook, follow established county procedures, and involve the personnel committee ~~as appropriate~~ **or required**.
 - (11) Shall, upon approval of a request from any county department or office over which it has oversight authority, forward to the property committee requests for furniture, equipment, or vehicles with a purchase cost over \$250.00.

-
- (12) Shall review and approve annual county budgets for offices or departments over which it has oversight responsibility and forward same to the county finance committee as required.
 - (13) Shall monitor grants for which the county has any responsibility received by the department over which it has oversight authority. This responsibility includes assuring that expenses are monitored, that claims are timely filed, and expenses are recovered. The committee shall assure that the county finance director is aware of the grant so it may be accounted for properly on the county's books. Also, the committee shall submit information to the finance committee so that it is aware of the grant and can fulfill its duties with respect thereto.

(Code 1987, § 2.01.15; Res. of 11-16-1972; Res. No. 84-9, 4-17-1984; Res. No. 85-80, 11-13-1985; Res. No. 85-83, 11-13-1985; Res. No. 88-48, 8-29-1989; Res. of 9-30-1997; Res. of 11-12-1997; Res. of 12-16-1997; Res. No. 98-64A, 11-10-1998; Res. No. 98-64A, 8-31-1999; Res. No. 99-79, 11-9-1999; Res. No. 98-64A, 12-28-1999; Res. No. 98-64A, 4-16-2002; Res. No. 03-28, 6-24-2003; Res. No. 04-47, 10-26-2004; Res. No. 05-09, 1-25-2005; Res. No. 05-27, 6-31-2005; Res. No. 09-11, 4-28-2009; Res. No. 09-16, 5-26-2009; Res. of 6-29-2010; Amend. of 12-17-2013; Amend. of 2-25-2014)

CHAPTER 4 – RECRUITMENT – SELECTION – AFFIRMATIVE ACTION

1. POLICY STATEMENT

It shall be the policy of Rusk County to recruit and select the best qualified persons for positions in the County's service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity and prohibit discrimination because of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, genetic testing, honesty testing, arrest record, conviction record, military service, membership in National Guard, state defense force or any other reserve component of the military forces of the United States or this state, use or nonuse of lawful products off the employer's premises during non-working hours, or any other protected classification under state or federal law.

2. RECRUITMENT PROCESS

With the approval of the Personnel Committee, the Human Resources Manager will be responsible for coordinating recruitment activities necessary to meet current and projected staffing needs of the affected department. The recruitment process shall be tailored to the number and type of positions to be filled and to meet labor market conditions.

A. Promotional Opportunities

Promotional recruitments may be conducted in an effort to encourage upward mobility. Applicants for promotion will have satisfactorily completed their introductory employment period and possess the qualifications as set forth in the job announcement(s). Promotional opportunities will follow the compensation plan outlined in Chapter 2.

B. Open Recruitment

The Personnel Committee may direct recruitment efforts to external sources if a position is not filled by an internal candidate or the Personnel Committee determines it is in the best interests of the County to consider a pool of both internal and external candidates. External sources may include, but are not limited to:

- Electronic job boards and/or social media sites
- Local or national newspapers
- Professional journals
- University placement services
- WI Job Center

Open recruitment will run for two weeks for full-time and regular part-time vacancies, in general and one week for limited or short-term vacancies, in general.

C. Job Postings

Internal job postings and external job ads will be developed and placed by the Human Resources Manager. If necessary, the affected department may be asked to assist the Human Resources Manager in formulating the job announcement or ad or in determining special placement sources.

D. Applications

Applications for employment shall be submitted using the electronic County Employment Application. Applications are screened and may be used for interviewing purposes to fill openings in employment categories for 6 months.

(Approved and updated by Personnel Committee June 5, 2025)

3. SELECTION

The Human Resources Manager and Department Administrator shall select the best qualified candidates to be interviewed by reviewing applications and recognizing attributes that are necessary for successful job performance. [In the event of a disagreement, the oversight committee chair will be consulted and make the final decision.](#)

For selection of Department Heads and Appointed Officials, the County Board Chair, Administrative Coordinator and Human Resources Manager shall select the best qualified candidates to be interviewed.

A. Selection Methods

The Human Resources Manager shall be responsible for determining methods to be used to screen applicants for job vacancies which may include, but are not limited to:

1. Review of education, training and experience.
2. Practical, written, or oral tests, work samples or performance tests, if job related.
3. Physical tests of strength, stamina or dexterity if job related and validated, subject to any requirements of the Americans with Disabilities Act.
4. Background and reference inquiries.

B. Notification of Applicants

Each person completing an application who was not selected for interview may be given proper notice in writing of non-selection.

4. NEPOTISM

Within this section “family member” shall include wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, aunt, uncle, nephew, niece, stepparent, stepchild, stepbrother, stepsister and for County Board members includes “immediate family” as defined in Wis. Stat. 19.42(7).

- A. Family members shall not be employed in an immediate supervisor-subordinate relationship.
*In addition, County Board supervisors must comply with Wis. Stat. 19.41 et. seq.
- B. No County Board supervisor, county elected official or employee shall hire a family member nor participate in a selection and appointment procedure if a family member is an applicant under consideration.
- C. No County Board supervisor, elected official or employee shall try to influence the employment decisions on behalf of a family member.
- D. An applicant shall disclose any family member described in Section 4 above who is employed by, or an elected official of, Rusk County. Should any job applicant provide false information concerning family members, that applicant, if hired, may be subject to discipline, up to and including termination.

5. TESTING

Examinations may be developed for certain positions based on the position’s responsibilities, the qualifications required, and resources available. The examination may consist of a structured questionnaire, practical tests, written tests, or assessment center testing, etc. In all cases, the testing will be job related and designed to determine the candidate’s knowledge, skills and abilities (KSA’s) for the position.

- A. The examination contents are developed or acquired by the Human Resources Manager with assistance provided by the affected department. Examination contents are confidential and unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.
- B. The Human Resources Manager shall ensure that all testing is based on bonafide occupational qualifications. The Human Resources Manager shall ensure that reasonable accommodations are made in test procedures to assure that persons with disabilities can be tested in an appropriate manner. The following are ways in which

the County may accommodate an applicant with a disability: replace written test with on-the-job tests or verbal testing, enlarge print in exams, magnification, amplification devices, and/or interpreters.

6. INTERVIEW PROCESS

The primary function of the interview is to obtain data or certain knowledge, skills, abilities of a candidate not available through review of resumes or other testing mechanisms. Certain guidelines will be observed to maximize the validity and reliability of the interview process as well as ensure the adherence to current EEOC requirements.

- A. The Human Resources Manager will coordinate with Committee Chair and Department Head to select interview panel members.
- B. The Human Resources Manager shall coordinate the interview process, including, scheduling candidates, development of interview questions, etc.
- C. The Ad Hoc Interviewing Committee shall reach consensus and make the final selection for the position. The notice of selection is to be made by the Human Resources Manager.
- D. Each of the final applicants who are interviewed and not hired may be given proper notice in writing from the Human Resources Manager.

7. REFERENCE CHECKS, CRIMINAL BACKGROUND CHECKS, PRE-EMPLOYMENT DRUG TESTING, MEDICAL EXAMS

- A. The Human Resources Manager will conduct reference checks on the final candidate. The reference checks may include verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, and other pertinent information.
- B. No criminal background check will be conducted without first notifying the applicant.
- C. When a position is to be filled, the Human Resources Manager will work with the employing department to determine whether pre-employment drug tests or medical exams are required. These exams will be coordinated and scheduled by the Human Resources Manager.
- D. The final offer of employment is contingent upon the results of these exams.

8. APPOINTMENT

For all positions, an employment confirmation letter is forwarded to the final accepting candidate outlining the terms of employment. The letter is prepared and sent by the Human Resources Manager in cooperation with the affected department.

9. INITIAL EMPLOYMENT PERIOD

The first twelve (12) months of employment (18 months for employees of the Sheriff's Department) or longer for selected positions will serve as the introductory employment period. Supervisors will be observing new employees to determine performance.

Supervisors will inform employees of their progress on the job and will review County policies and practices during the initial employment period. If an employee's performance is not satisfactory during this period, his/her employment may be terminated. Employees who separate from employment for any reason (voluntary or involuntary) during the initial period of employment will not receive pay out of accrued PTO. Unless otherwise provided by state statute, all employees are employees "at will" and may be dismissed by the County at any time with no notice or reason and the

employee is free to quit at any time with no notice or reason, unless contrary to the terms of an applicable collective bargaining agreement. Employees at-will employment status does not change after completing their initial employment period.

10. RE-HIRE

An employee who terminates his/her employment in good standing and is subsequently re-hired by the County will be treated the same as any other new hire for purposes of determining wage rates, benefits eligibility, initial periods, etc.

11. REDUCTION IN FORCE

In the event of a reduction in force, layoffs will be determined under the guidance of the Personnel Committee, by the Administrative Coordinator, Human Resources Manager, and Department Administrator after considering various job-related factors including, but not limited to, knowledge, skills, ability, performance, qualifications, efficiency and experience.

12. CASUAL EMPLOYEES

A. Definition

Casual employees are defined as persons occupying positions not established by County Board action.

1. Seasonal employee shall mean a part-time or full-time employee hired for an abbreviated time span to meet seasonal program needs. Seasonal employment terminates at the end of the season or when the need no longer exists.
2. Temporary employee shall mean a part-time or full-time employee hired on a limited term basis to perform a specific special assignment. In the absence of contract language to the contrary, temporary appointments shall not exceed 2,080 hours in a calendar year.
3. Employment/training program employee shall mean a part-time or full-time employee hired for a fixed term to receive job training or work experience funded by the state or federal government or to work-off government transfer payments through a Work Relief program.

B. Benefits

Casual employees are not eligible for fringe benefits unless otherwise determined by the Personnel Committee. Casual employees may be eligible for participation in the Wisconsin Retirement System (WRS) subject to applicable requirements for hours worked and years of service.

C. Compensation

All persons employed on a seasonal or temporary basis shall be paid a wage determined by the Personnel Committee.

D. Status Change

If a current casual employee is selected for a regular allocated position, the employee is considered a new employee from the date of status change.

13. REFERENCE INQUIRIES

Rusk County reserves the right to respond to reference inquiries from prospective employers with respect to current or past County employees and, in response to such inquiries, provide information and determine the form in which the information is provided, as it deems appropriate. Inquiries beyond confirming dates of employment, wage rates, and position(s) held must be made in writing. The County shall maintain a file of written responses to all reference inquiries.

When a past or current employee has provided a written request that the County not respond to reference requests, the County's response to a potential employer's inquiry will, in general, be restricted to dates of employment, wage rates, and position(s) held. Rusk County reserves the right, however, to provide any other information that it deems appropriate.

Further, the County may advise the potential new employer that further information is being withheld at the employee's request.

14. RECRUITMENT MONITORING PROCESS

To ensure consistency and fairness in hiring, the Personnel Committee will periodically review recruitment practices for compliance with County policy.

A. Quarterly Review

Two (2) job postings will be selected each quarter by the Personnel Committee.

B. Review Meeting

The selected committee member will meet with Human Resources and the Department Head to review the applications for those postings and discuss how interview selections were made.

C. Purpose

The review is intended to confirm that hiring practices align with County policy and to identify any patterns or areas for improvement.

D. Scope

Reviews are not intended to question or alter individual hiring decisions.

E. Confidentiality

All application materials and discussions will remain confidential in accordance with applicable laws and County policy.