

RUSK COUNTY PERSONNEL COMMITTEE AGENDA

DATE: February 1, 2024

TIME: 3:00 p.m.

PLACE: Rusk County Law Enforcement Center – Board Room

CALL TO ORDER

APPROVAL OF MINUTES – January 4, 2024

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

CORPORATION COUNSEL

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

DISCUSSION AND POSSIBLE MOTION

District Attorney/Administrative Coordinator

1. Determination of District Attorney's Office Department Head Duties

Animal Shelter

1. Resolution to reclassify part-time shelter worker to full-time and approve job description

Sheriff

1. Act 4 Contribution

Health and Human Services

1. WIC Part-Time Employee Compensation

Administrative Coordinator

1. Work from Home Policy
2. Funeral Leave Policy

County Clerk

1. Approval of LTE Deputy Clerk/Wage

Human Resource Manager

1. County Phone approval for Human Resource Manager

ADJOURN

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

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

Agenda prepared by C. Meyer, County Clerk under the direction of Chair DuSell.
Posted January 30, 2024 at 10:30 a.m.

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

January 4, 2024

Personnel Committee Present: Meyer, Unterschuetz, Stout, Kalepp and DuSell.

Others Present: C. Meyer, A. Heath, T. Cudo, J. Jacobs, L. Rosemeyer, C. Closs, G. Shilts, V. Neilsen and J. Bugbee.

Public: E. Webster.

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by J. Unterschuetz, seconded by Meyer to approve December 7, 2023 meeting minutes as presented. Motion carried.

PUBLIC COMMENT – Public Comment, Erin Webster on Agenda Items.

CORPORATION COUNSEL

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

DISCUSSION AND POSSIBLE MOTION

Health & Human Services

Clerk II to Reclassification to Clerk III – Jeremy Jacobs and Carla Closs gave an explanation for the job duties they are requesting to reclassify from a Clerk II to a Clerk III according to the Carlson Dettmann grid.

Motion by Meyer, seconded by Stout to approve the Clerk II to Clerk III according to the Carlson Dettmann grid as of January 1, 2024 at step 2 - grade 8 - \$21.36 per hour and forward to Finance for approval. Motion carried.

Children's Long-Term Support LTE Position – Jeremy is requesting to allow the current Children Long-Term Support person who has given her notice to stay on for up to 6 months as an LTE Position at \$23.64 per hour to help with the new employee.
Motion by J. Unterschuetz, second by Stout to approve the Children Long-Term Support LTE Position for up to 6 months for 20 hours per week at \$23.64 per hour. Motion carried.

Step Placement for regarded RCTC Finance Account II

Ashley Heath is requesting the RCTC Finance Account II be put on the step placement at the Carlson Dettmann approved wage.

Motion by J. Unterschuetz, second by Meyer to approve the grade scale by Carlson Dettmann wage for the RCTC Finance Account II, step 6, grade 9 at \$23.72 per hour starting January 1, 2024 and forward to Finance. Motion carried.

Administrative Coordinator

Stipend approval for the following positions; Administrative Coordinator, Finance Director, Finance Accountant III, Finance Accountant II, Chief Deputy/Confidential Secretary, Forest Administrator, Assistant Forest Administrator, Parks Manager, Forester. Ashley Heath is requesting Stipends for employees who helped out with vacant Forestry Administrator and HR Manager positions. Discussion held.

Motion by Meyer, seconded by Stout to contact legal Council and have them present during the discussion of Stipend approval for the following positions; Administrative Coordinator, Finance Director, Finance Accountant III, Finance Accountant II, Chief Deputy/Confidential Secretary, Forest Administrator, Assistant Forest Administrator, Parks Manager, Forester. Motion carried.

Work from Home Policy – Ashley Heath and Jeremy Jacobs presented a work from Home Policy for Rusk County employees for employment and retention purposes in Rusk County. Committee would like to bring it back to the February meeting.

County Clerk/Register of Deeds/Treasurer

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

Clerk Meyer and Treasurer Nielsen presented a Resolution to establish compensation for the Treasurer, Clerk and Register of Deeds for the next 4 consecutive years.

Motion by J. Unterschuetz, seconded by Meyer to approve the Resolution Establishing Total Annual Compensation for County Elected Officials Pursuant to Wisconsin Statute 59.22 and forward to County Board. Motion carried.

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

CLOSED SESSION announced by Chair

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

OPEN SESSION – at 4:29 p.m.

Motion by Meyer, seconded by Stout to approve FMLA request as presented. Motion carried.

ADJOURN

Motion by Meyer, seconded by J. Unterschuetz to adjourn at 4:30 p.m. Motion carried.

Minutes by C. Meyer, Rusk County Clerk



RESOLUTION #

RECLASSIFICATION OF PART-TIME ANIMAL SHELTER WORKER TO FULL-TIME AND CHANGE IN JOB DESCRIPTION

RUSK COUNTY

TO THE RUSK COUNTY BOARD OF SUPERVISORS

Table with 4 columns: ROLL CALL Board Members, AYE (Yes), NAY (No), Abstain / Excused. Lists 19 board members and a TOTAL row.

1 WHEREAS, the part-time Animal Shelter Worker has taken on additional responsibilities and is working more hours; and,

2 WHEREAS, the Animal Shelter Manager is requesting to reclassify the part-time position to a full-time position and amend the title and the job description to better reflect these new duties.

3 NOW, THEREFORE, BE IT RESOLVED, that the Rusk County Board of Supervisors approves the change from part-time to full-time Animal Shelter Worker and the title change to Animal Shelter Assistant and the attached job description;

4 BE IT FURTHER RESOLVED, that the attached job description and a job description questionnaire will be submitted to Carlson Dettmann for a classification and a wage will be given at Step 1 of the grade Carlson Dettmann places this position with an effective date of April 1, 2024.

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted []
1st _____ Defeated []
2nd _____
No: _____ Yes: _____ Exc: _____

SUBMITTED BY:

Rusk County Personnel Committee

Terry DuSell, Chairman

Jonathon Unterschuetz

Bob Stout, Vice Chairman

John Kalepp

Jim Meyer

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Finance Director

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

Certification:

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

Connie Meyer
County Clerk, Rusk County



Position Description

Position Title	Animal Shelter Assistant
Department	Animal Shelter
Classification	Full Time
FLSA Status	Non-Exempt
Reports To	Animal Shelter Manager/Humane Officer
Direct Reports	N/A
Last Updated	October 2023

Purpose of Position

The general purpose of this position is to act under the direction of the Animal Shelter Manager and is responsible for ensuring that daily cleaning/medicating/vaccinating/health exams, standard of care and other operations of the shelter are followed and completed.

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.

1. Clean and sanitize kennels and cages
2. Sweep and mop floors
3. Clean, sanitize and supply bathrooms
4. Laundry
5. Feed and water all shelter animals
6. Exercise shelter animals
7. Process shelter forms regarding the intake/outtake of animals
8. Answer phones, take messages and help customers
9. Process all incoming and outgoing animals
10. Assist with euthanasia
11. Train volunteers/community service workers on cleaning duties
12. Assist with special projects
13. Share on-call duties including law enforcement call and stray pick up
14. Provide health care for animals by administering medication, ensuring vaccines are given, deworming, grooming, etc.
15. Inform the animal shelter manager when supplies are low and need to be re-ordered
16. Communicate with the animal shelter manager about temperament, health needs and suggestions for dogs and cats
17. Post all incoming strays and adoptable animals on Facebook page
18. Update Petfinder and Adopt a Pet websites
19. Coordinate/transport animals for spay/neuter appointments
20. Maintain grounds and building
21. Compliance with professional conduct standards of the Animal Control Board
22. Ensure all animals are spayed and neutered before adoption
23. Other duties as assigned by shelter manager

Education, Experience, and Skills

1. High School Diploma or equivalency
2. Effective public relation skills
3. Work or volunteer experience involving the care, protection, or treatment of animals
4. Ability to obtain a general knowledge of animal health and ordinances
5. Genuine concern, compassion understanding and respect for all animals
6. Ability to keep accurate records and make clear and concise written and oral reports
7. Ability to process computer records
8. General working knowledge of equipment and software needed to perform essential duties
9. Ability to work inside and outside in all weather conditions
10. Wisconsin Driver's License

Physical Requirements

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must be able to kneel (15%), lift up to 40 pounds (50 pounds with team member) (15%), stand (50%), sit (5%), bend (15%).

Work Environment

The essential duties and responsibilities described here are representative of those an employee encounters while performing the essential functions of this job.

Position will require use of specialized clothing or use of common personal protective equipment. Environmental conditions will frequently impact physical comfort. Position requires work around and with animals.

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: _____

Work from Home Policy

1. Purpose:

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

2. Eligibility:

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

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

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

Generally, requests to WFH should not be considered when:

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

3. Expectations:

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

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

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

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

4. Computers, Equipment, and Office Supplies:

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

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

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

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

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

5. HIPPA/Protected Health Information (PHI):

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

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

6. Location:

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

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

The WFH location must have reliable internet access.

7. Liability:

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

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

8. Request Process:

All WFH requests must be made to the immediate supervisor and/or Department Head using the Telecommuting Request Form at least 24 hours prior to the start of the impacted shift. The immediate supervisor and/or Department Head shall approve or deny the WFH request at their discretion using the submitted Telecommuting Request Form. The employee must also have a Telecommuting Agreement on file or submit one with their Telecommuting Request Form.

9. Emergency Situations:

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

Telecommuting Agreement



The following conditions for telecommuting must be agreed to by the employee.

Employee Name: _____

Position Title: _____

Department: _____

My telecommuting arrangement will begin on _____ and end on _____ (agreement shall not exceed 12 months and will be on a calendar year basis). This agreement is in relation to an approved Telecommuting Request Form.

I will be using County-owned equipment as described on the attached Telecommuting Request Form and understand that I am responsible for said equipment as stated in the County's Work From Home Policy.

I understand and agree to the job assignments or tasks to be completed under my telecommuting arrangement with my supervisor and/or department head.

Employees must maintain confidential information in accordance with existing County policies.

TELECOMMUTING EQUIPMENT POLICY:

- Employee agrees not to use any Rusk County equipment for private purposes, nor allow family members, friends, or any individual not employed by the County access to equipment.
- Employee shall promptly return all Rusk County-owned equipment and data documents when required by the employee's supervisor or when employment ends.
- When using Rusk County equipment or software, employee agrees to follow all software licensing provisions agreed to by Rusk County.
- Rusk County is not responsible for private property used, lost, damaged, or destroyed.
- Rusk County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of employee's residence for a telecommuting location.
- Meetings with clients or visitors conducting business with Rusk County will not be held at a telecommuting location.
- Measurable performance metrics related to telecommuting must be available and provided if requested.
- The employee agrees to comply with policies regarding telecommuting equipment in the Work From Home Policy.

OTHER CONDITIONS:

Employees may, at the discretion of their immediate supervisor and/or department head, be called to work at their centrally located worksite on their regular telecommute day during their regular work hours to meet workload requirements. This agreement may be terminated at any time.

Telecommuting Agreement

APPROVAL:

By signing below, I am indicating I have read the Work From Home Policy and agree that the telecommuting work schedule complies with Rusk County policies and procedures, human resources guidelines, and FLSA and state regulations. I understand this telecommuting agreement may be terminated at any time by Rusk County.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

DRAFT

TELECOMMUTING REQUEST FORM



THIS FORM IS TO BE COMPLETED BY THE EMPLOYEE REQUESTING TO TELECOMMUTE.

Employee Name: _____ Work Phone Number: _____
Job Title: _____ Work Cell Phone Number: _____
Department: _____ Personal Cell Phone Number: _____
Supervisor: _____ Work Email Address: _____

PROPOSED LOCATION/SCHEDULE:

1. My position is: Exempt Non-Exempt
2. Requested telecommuting location address: _____
3. Telecommuting days: MON TUES WED THUR FRI VARIABLE: _____
4. How many days per month do you expect to telecommute? _____ days
5. Telecommuting schedule: Start ____:____ AM PM and End: ____:____ AM PM
6. Internet Provider: _____
7. From remote work location, go to <https://www.megapath.com/speedtestplus/>, run test and enter results below:
Download: _____ Upload: _____ Latency: _____ JITTER: _____ IP: _____

TASKS OR ESSENTIAL FUNCTIONS TO BE COMPLETED WHILE TELECOMMUTING:

1.
2.
3.
4.
5.

Do you have a County issued laptop? Yes No

If yes, skip to **EQUIPMENT** section.

SOFTWARE

What applications do you need access to at your telecommuting location to perform work duties?

EQUIPMENT

Place a check by the following equipment or services that you will need to telecommute. For each needed item, please indicate whether you plan to provide the equipment.

TELECOMMUTING REQUEST FORM

ITEM	NEEDED FOR JOB <i>Please use checkmarks.</i>	CURRENTLY HAVE ACCESS AT TELECOMMUTE LOCATION <i>Please use checkmarks.</i>		FOR DEPARTMENT HEAD OR IT USE <i>Please use checkmarks.</i>
		COUNTY	PERSONAL	APPROVED
Laptop				
Printer				
VPN				
Phone				
Monitor				
Keyboard				
Mouse				
Other: _____				

A signature below means the County equipment marked as approved has been provided to me for use for work duties. All equipment remains the property of Rusk County and must be returned at the end of the remote work arrangement.

Employee's Signature: _____ Date: _____

SUPERVISORS AND/OR DEPARTMENT HEADS MUST COMPLETE THIS SECTION:

	YES	NO
Are the job duties to be performed conducive for telecommuting?		
Is the employee's job performance conducive for telecommuting? (consider the employee's work habits and past job performance)		
Can arrangements for the equipment be made without presenting a financial hardship on the department?		
Can a cost savings be realized from this telecommuting arrangement? (e.g. office space reduced) Please specify:		
Are performance metrics available upon request?		

Supervisor's recommendation on telecommuting request: Approved Denied

Supervisor's Signature: _____ Date: _____

Department Head: Telecommuting request is: Approved Denied

Department Head's Signature: _____ Date: _____

This request is only approved if all necessary signatures are collected and a Telecommuting Agreement Form has been completed. This request form is to be filed with the Department Head.

Addition to Rusk County Personnel Handbook Chapter 6

Funeral Leave

Section 3 Funeral Leave

1. Purpose

The purpose of this policy is to establish guidelines for funeral leave for employees. In the event of the death of an employee's loved one, the employee will be permitted time off without loss of pay or without being required to use accrued PTO or Comp Time.

The purpose of funeral leave is to allow time for the employee to make funeral arrangements, attend or travel to/from the funeral, celebration of life, visitation, wake, burial, or otherwise pay respects to the family; and/or to handle any estate related activities in which the employee has a role.

Employees not involved or attending the funeral may not qualify for funeral leave.

2. Eligibility

This policy shall apply to all full time and part time employees who have been a Rusk County employee for 30 days or more. Limited term, contract, temporary, casual or seasonal employees are not eligible for paid funeral leave.

3. Family Member Definitions

The following are definitions for each classification of deceased family members or other individuals that will qualify an eligible employee to use funeral leave:

- a. Group 1: Defined as the employee's spouse, parent (includes step-parent), sibling (includes step or half siblings), or child (includes biological, adopted, step or foster child).
- b. Group 2: Defined as father-in-law, mother-in-law, son in-law, daughter in-law, grandparent, step grandparent, grandparent in-law, grandchild, step grandchild, sister in-law, brother in-law, uncle or aunt.
- c. Group 3: Defined as any County Board Supervisor active within the past six (6) months, active County employee or retired County employee that was with the County for 1 year or more.

4. Time Off and Paid Funeral Leave Permitted by Classification

- a. Group 1: Up to five (5) days and no more than 38.75 or 40 hours (depending on employee's regularly scheduled number of hours) paid at the employee's regular straight time hourly rate at the time of the funeral leave multiplied by the number of hours the employee would otherwise have worked at the time of the absence.

- b. Group 2: Up to three (3) days and no more than 23.25 or 24 hours (depending on the employee's regularly scheduled number of hours) paid at the employee's regular straight time hourly rate at the time of the funeral leave multiplied by the number of hours the employee would otherwise have worked at the time of the absence. In addition, an employee may use up to two (2) days of PTO, comp time, or extended leave balances approved by the Department Head for a total of five (5) days of leave.
- c. Group 3: Up to four (4) hours paid at the employee's regular straight time hourly rate at the time of the funeral leave multiplied by the number of hours the employee would otherwise have worked at the time of the absence to attend the funeral or visitation of a County Board Supervisor or co-worker at the discretion of the Department Head.
- d. Part-time employees are eligible for funeral leave pro-rated based on the normally scheduled hours on the day in which funeral leave is taken. For example, if an employee typically works 4 hours a day, 20 hours a week and a Group 1 family member dies, they would be eligible for five (5) days and no more than twenty (20) hours paid (4 hours per day) at the employee's regular straight time hourly rate at the time of the funeral leave.

5. Other Requirements

- a. Funeral leave will not be approved if the employee is on a paid or unpaid leave of absence, worker's compensation leave, on scheduled PTO, or laid-off. If the employee chooses to cancel future PTO scheduled due to an upcoming funeral, funeral leave may be approved by the Department Head and Human Resources Manager or designee.
- b. Funeral leave may be taken continuously or non-continuously.
- c. Funeral leave shall be taken within 30 days of death unless approved by the Department Head and Human Resources Manager or designee.
- d. Funeral leave will not be counted as time worked for overtime calculation purposes.
- e. Payment for funeral leave shall only be for days lost from the approved regularly scheduled work days/hours of the employee.
- f. Funeral leave is limited to ten (10) days and no more than 77.5 or 80 hours maximum per calendar year per employee (depending on the employee's regularly scheduled number of hours).
- g. Employee shall complete a Funeral Leave Request Form and submit it to their Direct Supervisor and/or Department Head for approval. The Department Head shall submit it to the Human Resources Manager for processing.
- h. Funeral Leave Request Forms shall have an obituary or other documentation attached that includes date of death and date of funeral. In rare instances, the obituary or other documentation may be provided after the form is submitted, if approved by the Human Resources Manager.

- i. Additional time off may be granted at the discretion of the Department Head and chargeable to PTO, Comp Time, or Extended Leave balances.
- j. The County recognizes that the individuals designated in the policy may not identify other people within the family who are cared about deeply. In these instances, accrued PTO is available and may be approved by the Department Head per policy.

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