

RUSK COUNTY PERSONNEL COMMITTEE AGENDA

DATE: December 4, 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 – November 6, November 13, and November 14, 2025, minutes

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

PRESENTATION

1. Cottingham \$ Butler Compensation

DISCUSSION AND POSSIBLE MOTION

Emergency Services

1. Request to Fill Vacancy for Emergency Services/Ambulance Director and Approve Updated Job Description

Highway

1. Request to Fill Vacancy for Highway Worker I Position

Treasurer

1. Grade Review for Deputy II in Treasurer's Office

Health and Human Services

1. Request to fill Vacancy for Social Service Worker/Social Worker

Maintenance

1. Request to Fill Vacancy for Custodian

CLOSED SESSION announced by Chair Pursuant to Wi Stats 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

OPEN SESSION – Discussion/action as may be necessary or appropriate on matters discussed in closed session.

Corporation Council

1. RFP

Administrator Coordinator

1. Monthly Budget Report Form – Administration and Corp. Counsel

Human Resources

1. Human Resources Report
2. Out of County Travel
3. Update Rusk County Handbook Chapter 2, Section D – Transfers – Initial Employment Period
4. Clarification of Handbook Chapter 6, Section 7(B) – Notice Period for PTO and Compensatory Time Separation Benefits

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, Rusk County Clerk under the direction of Personnel Chair Mike Russell

Posted November 26, 2025 at 10:30 a.m.

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

November 6, 2025

Personnel Committee Present: Russell, Cudo, Meyer, and Halbur. Willingham – absent.

Others Present: A. Gudis, A. Heath, R. Green, C. Meyer, N. Stadnyk, A. Nelson, Deputy Wojcik, and Judge Barna.

Public: None

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by Cudo, seconded by Halbur, to approve the October 2, 2025, minutes with changes. Motion carried.

PUBLIC COMMENT – None

DISCUSSION AND POSSIBLE MOTION

Airport

Wildlife Management – AFIS will charge \$5,000.00 to manage the wildlife at the airport. Discussion held.

The Facility Manager and Admin Coordinator will investigate further what other counties are doing and consult with the Corporation Council to move forward with wildlife Management at the Rusk County Airport.

Maintenance

Request to fill vacancy – B. Ewer, Facility Manager, is requesting to fill a night maintenance position. Discussion held. The Request will be brought back to the Committee at the December meeting.

Zoning

Zoning Technician Promotion and Required Job Qualifications – N. Stadnyk is requesting to promote an employee within the Zoning office.

Motion by Halbur, seconded by Meyer, to approve the promotion from Administrative Assistant to Zoning Technician, waiving number one of the job description qualifications, and starting the 12-month initial employment period upon acceptance of the position.

Sheriff

Reclassification/Restructuring of Court Services Position – Deputy Wojcik is requesting the reclassification/restructuring of the Court Services Position from a vacant Jail position. Discussion held.

Motion by Meyer, seconded by Halbur, to approve the reclassification/restructuring of the Court Services Job Position and complete Jail School within one year, vacate the fifteenth Jail/Dispatch position, and send to Cottingham and Butler for grading.

Health and Human Services

Request to Fill Vacancy for Finance Accountant I

Motion by Meyer, seconded by Cudo, to approve the request to fill the vacancy for the Finance Accountant I in Health and Human Services. Motion carried.

Approve Creation of 2 Additional CLTS Positions

Motion by Cudo, seconded by Meyer, to approve the request to fill one additional CLTS Case Manager Position. Motion carried.

Approve Creation of CLTS Clerk Positions – No action was taken.

Request for I&A Specialist to Work Outside of Normal Working Hours

Motion by Halbur, seconded by Cudo, to approve the request for I&A Specialist to Work Outside of Normal Working Hours until the end of February 2026. Motion carried.

Highway

Request to Fill Vacancy for Highway Worker

Motion by Halbur, seconded by Meyer, to approve the request to fill the Vacancy for a Highway worker. Motion carried.

Emergency Management/Ambulance

Request to Fill Vacancy for Emergency Management & Ambulance Director

The job description will be brought back at the December meeting for approval.

Corporation Council

RFP – Discussion held.

County Clerk

Wage for Chief Deputy/Confidential Secretary

Motion by Cudo, seconded by Russell, to approve the wage for the Chief Deputy/ Confidential Secretary at a Grade 8 Step 9. Motion carried.

CLOSED SESSION – Not needed.

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 Meyer, to approve the Administration and Corporate Counsel and forward to Finance. Motion carried.

Approval of Lighthouse Process and Procedure

Motion by Meyer, seconded by Cudo, to approve the Lighthouse Process and Procedure as presented. Motion carried.

Human Resources

Human Resources Report – HR Manager Gudis presented a report on the Rusk County Courthouse positions and compensation.

Discuss the Possible Implementation of a Satisfaction Survey – The Survey will be reintroduced in 2026 for further discussion.

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

A meeting with Cottingham and Butler will be set with the Personnel Committee to discuss future wage increases.

Approve Amendment of Rusk County Handbook Chapter 7: Employee Corrective Action and Discipline Policy for Appointed Officials – Discussion held.

Motion by Halbur, seconded by Meyer, to approve the Amendment of Rusk County Handbook Chapter 7: Employee Corrective Action and Discipline Policy for Appointed Officials with corrections and forward to the County Board. Motion carried.

Amend Ordinance Sec. 2-192(d)(10)

Motion by Cudo, seconded by Meyer, to Amend Ordinance Sec. 2-192(d)(10) and forward to the County Board. Motion carried.

Amend Rusk County Handbook Chapter 4-Recruitment – Selection – Affirmative Action

Motion by Cudo, seconded by Meyer, to Amend Rusk County Handbook Chapter 4-Recruitment – Selection – Affirmative Action with the corrections and forward to the County Board. Motion carried.

ADJOURN

Motion by Meyer, seconded by Cudo, to adjourn at 6:45 p.m.

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

November 14, 2025

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

Others Present: A. Gudis, C. Meyer, A. Heath, and C. Riddle.

Public: Attorney Luis Padilla Jr.

CALL TO ORDER

Meeting called to order by Chair Russell at 8:00 a.m.

Buildings and Grounds

Request to fill Trails End Caretaker Position.

Motion by Willingham, seconded by Halbur, to approve the request to fill the Trails End Caretaker Position. Motion carried.

Motion by Halbur, seconded by Willingham, to enter into closed session at 8:06 a.m. All responded yes.

CLOSED SESSION announced by Chair

Motion to go into closed session pursuant to Wis. Stats 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; to wit: Negotiating Union Contract for Rusk County Sheriff Deputies.

OPEN SESSION – at 8:53 a.m.

ADJOURN

Chair adjourned at 8:54 a.m.

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

November 13, 2025

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

Cudo recused himself at 9:34 a.m.

Others Present: A. Gudis, C. Meyer, and A. Heath

Public: Attorney Luis Padilla Jr.

CALL TO ORDER

Meeting called to order by Chair Russell at 8:30 a.m.

EMERGENCY MANAGEMENT/AMBULANCE

Ashley Gudis, HR Manager, is requesting approval of the Interim Emergency Management & Ambulance Director.

Motion by Willingham, seconded by Cudo, to approve the request to approve Theresa Ludvigsen as the Interim Emergency Management & Ambulance Director at Step one, effective October 1, 2025. Motion carried.

HEALTH & HUMAN SERVICES

A. Nelson, HHS Director, is Requesting to Fill the Vacancy for an Elder Benefit Specialist.

Motion by Cudo, seconded by Willingham, to approve the request to fill the vacancy for an Elder Benefit Specialist. Motion carried.

Discussed the process of negotiations.

Supervisor Cudo has recused himself from deliberating or negotiating during the Union Contract for Rusk County Sheriff Deputies at 9:34 a.m.

Motion by Willingham, seconded by Halbur, to enter into closed session at 8:44 a.m. All responded yes.

CLOSED SESSION announced by Chair

Motion to go into closed session pursuant to Wis. Stats 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; to wit: Negotiating Union Contract for Rusk County Sheriff Deputies.

OPEN SESSION – at 4:32 p.m.

ADJOURN

Chair adjourned at 4:32 p.m.



Position Description

Position Title	Emergency Management and Ambulance Director
Department	Emergency Management
Classification	Full-Time
FLSA Status	Exempt
Reports To	Emergency Services Committee
Direct Reports	EMTs and EMRs
Last Updated	<u>November 2025</u>

Purpose of Position

The Emergency Management and Ambulance Director will design, implement, and coordinate the emergency management program, pursuant to applicable laws and regulations. This position coordinates emergency management activities and programs for the County and assist~~ed and coordinates with~~ municipalities in ~~updating~~ **and** maintaining compliance with their individual emergency management plans. In addition, the Director will design, implement, and coordinate an ongoing ambulance program to assure compliance with applicable Federal, State, and County regulations in all areas of ambulance service, including equipment and personnel.

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.

- Develop, manage, and monitor the annual budgets for the Ambulance Service and Emergency Government Program.
- Oversee all disciplinary actions, employee training, and the implementation of medical procedures and departmental policies.
- Receive, investigate, and respond to complaints related to staff conduct, department policies, billing inquiries, and records requests.
- Provide direct supervision and performance oversight of all Emergency Medical Technicians (EMTs) and Emergency Medical Responders (EMRs) within the Ambulance Department.
- Prepare and submit bi-weekly payroll for all department personnel.
- Direct and coordinate all Ambulance Service operations, including communication and issue resolution with other governmental entities.
- Manage and administer all Emergency Government operations in accordance with Wisconsin State Statute Chapter 323 to assure that Rusk County citizens will be adequately protected in the event of natural or manmade disasters.
- Develop and maintain Rusk County Emergency Operations Plan and related documents consistent with federal and state guidelines; ensure that a continuity of government capability exists and is maintained for the county.
- Develop and maintain Rusk County Hazard Mitigation Plan.
- Serve as the county's principal contact with State and Federal Emergency Management agencies.
- Coordinate and/or assist with the development of mutual aid agreements and other memorandums with municipalities, counties, and regions, as well as any specialized response teams.
- Participate in regional response and recovery planning activities within the Wisconsin Emergency Management Northwest Region.
- Advise County Board of Supervisors during times of disaster.
- Coordinate recovery activities, perform assessments, document disaster damage, and administer required documentation and financial reimbursements.
- Direct emergency management training programs and exercises.

- Ensure compliance with the National Incident Management System (NIMS) and coordinate all ICS/NIMS training for county employees.
- Obtain and administer state and federal emergency management and disaster funds and grants.
- Coordinate activities of the Local Emergency Planning Committee and conduct bi-annual meetings.
- Coordinate off-site emergency planning and hazardous materials inventory reporting for hazardous materials facilities located within the county in compliance with federal and state regulations and ensure compliance with the Emergency Planning and Community Right-To-Know Act program.
- Facilitate effective relationships between county law enforcement agencies, fire departments, EMS, hospitals, volunteer, disaster service agencies and all others involved in emergency services.
- Promote seasonal weather awareness and coordinate severe weather operations.

Education, Experience, and Skills

1. Associate degree or equivalent experience in fields related to one or more of the following: planning, safety, hazardous materials, emergency management, or administration/business.
2. Has or must obtain an EMT license within two years of employment, and maintain it throughout employment.
- ~~2-3.~~ Wisconsin Certified Emergency Manager credential or ability to obtain similar certification within two years of employment.
4. Minimum of two years of experience in a ~~related emergency response~~ field preferred.
- ~~3-5.~~ Training in ICS and NIMS is required.
- ~~4-6.~~ Working knowledge of government organizations, laws, rules and regulations, pertaining to emergency management operations and the nature of hazardous materials.
- ~~5-7.~~ Knowledge of current emergency management practices and procedures. Ability to use software programs related to emergency management, including but not limited to WHOPRS, E-sponder, CAMEO, Marplot and ALOHA.
- ~~6-8.~~ Knowledge of requirements of SARA Title III programs including emergency planning, emergency release notifications, hazardous chemical reporting and community right-to-know criteria.
- ~~7-9.~~ Computer skills and experience with common software and GIS.
10. Knowledge of government organizations, laws, rules and regulations, at the State, Federal and Local levels, pertaining to ambulance operations. ~~Computer skills and experience with common software.~~
11. Knowledge of budgeting and maintaining a budget. Complete required training for WEM grants, including but not limited to the Emergency Performance Grant, within one year of hire.
12. Knowledge of County geography.
13. Ability to make sound judgements and decisions during an emergency or stressful situations.
14. Ability to maintain confidentiality regarding information and records.
- ~~8-15.~~ Ability to demonstrate strong leadership skills and emotional stability in high stress and emergency situations.

Physical Requirements

This job entails ~~medium~~some physical demands and could have exposure to hazardous conditions or environments while out in the field. May be exposed to highly traumatic and stressful situations or events.

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. This position requires a flexible schedule which may include early morning, late evening, and weekend work occasionally. Must be able to respond to emergency calls in a timely manner 24/7.

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

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 I Department: Highway
 Reason for Vacancy: Employee Left Date of Vacancy: 11/26/2025
 Supervisor: Justin Livingston Current/Last Incumbent: Mark Michielson
 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 work and winter storms. Summer projects are dependent on full capacity staff to capture as much funding as possible and to complete projects in a timely manner.

ESTIMATED ANNUAL FISCAL IMPACT

$$\begin{array}{r}
 \$ 21.69 \\
 \text{Starting Hourly Rate} \\
 \text{Use Step 1}
 \end{array}
 \times
 \begin{array}{r}
 2190 \\
 \text{Estimated Annual Hours}
 \end{array}
 =
 \begin{array}{r}
 \$ 47,501.10 \\
 \text{Estimated Total Wages Impact}
 \end{array}$$

$$\begin{array}{r}
 \$ 47,501.10 \\
 \text{Total Wages Impact}
 \end{array}
 +
 \begin{array}{r}
 8,360.19 \\
 \text{Fringe Benefits* (See below)}
 \end{array}
 +
 \begin{array}{r}
 23,921.84 \\
 \text{Health Insurance ** (See below)}
 \end{array}
 =
 \begin{array}{r}
 \$ 79,783.13 \\
 \text{Estimated Annual Fiscal Impact}
 \end{array}$$

* Fringe % to Use Based on Hours: >1200 general EE: 17.6% >1200 & protected EE: 24.8% <1200: 10.4%
 ** Health Insurance Annual Premium: >1560 hours: \$23,921.84 > 1560 hours: \$0
 Note: Health Insurance is based off of a family plan with county HSA contribution.

FUNDING SOURCES

<input checked="" type="checkbox"/> Federal/State (specify) <u>State RMA</u>	<u>10</u>	%	<u>\$ 7,978.31</u>
<input checked="" type="checkbox"/> County Tax Levy _____	<u>70</u>	%	<u>\$ 55,848.19</u>
<input checked="" type="checkbox"/> County Other (specify) _____	<u>20</u>	%	<u>\$ 15,956.63</u>
<input type="checkbox"/> Grant (specify) _____		%	\$ _____
<input type="checkbox"/> Grant (specify) _____		%	\$ _____
<input type="checkbox"/> Other (specify) _____		%	\$ _____
TOTAL	100%		\$ <u>79,783.13</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 are dependent on board approval

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>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Human Resources:	<u><i>Ashley Studis</i></u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Admin Coordinator:	<u><i>Ashley Studis</i></u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Oversight Chair:	_____ <small>Signature</small>	<input 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: _____

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.

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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: Housekeeping

Department: Maintenance

Reason for Vacancy: Vacancy

Date of Vacancy: 10/31/2025

Supervisor: Brett Ewer

Current/Last Incumbent: Patrick Groothusen

Status: Full-Time Part-Time Casual/LTE

Average Hours per Week: 38.75

VACANT POSITION RUBRIC

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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: 16

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

Assigning courthouse cleaning responsibilities to the Maintenance Department would significantly impact overall efficiency. The department is already tasked with maintaining county properties, jointly managed facilities, the fairgrounds, the airport, and a wide range of daily maintenance duties. Adding courthouse cleaning would stretch available resources and reduce the department's ability to effectively manage existing responsibilities.

ESTIMATED ANNUAL FISCAL IMPACT

$$\begin{array}{r}
 \frac{\$ 19.00}{\text{Starting Hourly Rate}} \times \frac{2,015}{\text{Estimated Annual Hours}} = \frac{\$ 38,285}{\text{Estimated Total Wages Impact}} \\
 \\
 \frac{\$ 38,285}{\text{Total Wages Impact}} + \frac{6,546.74}{\text{Fringe Benefits* (See below)}} + \frac{23,246.41}{\text{Health Insurance ** (See below)}} = \frac{\$ 68,078.15}{\text{Estimated Annual Fiscal Impact}}
 \end{array}$$

* 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.



REQUEST FOR PROPOSALS

LEGAL SERVICES OF CORPORATION COUNSEL

December 17, 2025

Prepared by
Rusk County Administrative Coordinator
www.ruskcounty.org
715-532-2257

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DRAFT

Introduction

Rusk County (“County”) is soliciting proposals from qualified attorneys or law firms to provide [part-time] corporation counsel services to the County. The County operates under an Administrative Coordinator form of government pursuant to Wis. Stat. § 59.19 and seeks legal counsel to support the County Board, its committees, elected and appointed officials, and departments in accordance with Wis. Stat. § 59.42 and Rusk County Code of Ordinances Sec. 2-144.

1. Scope of Services

The selected attorney or firm will serve as Corporation Counsel to Rusk County on a [part-time] basis, performing the duties outlined in Wisconsin Statutes, County ordinance, and as assigned by the County Board. Services may include, but are not limited to:

General Government

- Provide legal opinions and guidance to the County Board, committees, administrative coordinator, and department heads.
- Draft, review, and interpret ordinances, contracts, resolutions, leases, and policies.
- Attend each County Board meeting and meetings of committees upon request.
- Act as parliamentarian for the County Board.
- Provide advice and counsel as to the open meetings and public records law, and other statutes as related to County government, including powers and duties of the Board and County department heads.

- Represent the County, the County Board, the County’s employees, officers, agents, boards and commissions in civil matters, administrative proceedings, and other legal actions not handled by outside counsel.
- Keep apprised of changes in laws and regulations, advising applicable departments of such changes.

Zoning and Land Use

- Advise the Zoning and Land Conservation departments on ordinance enforcement, citations, and land use matters.
- Represent the County in zoning appeals and enforcement actions.
- Advise and assist the County Treasurer in instituting actions to foreclose tax liens by action IN REM pursuant to Wis. Stat. § 75.521.

Health & Human Services

- Provide legal support related to statutory proceedings within HHS with the exception of legal services currently provided under separate contracts and/or by the District Attorney’s Office, including but not limited to CHIPS, JIPS, TPR, child support matters and Wis. Stat. Chapters 51, 54, and 55.
- Represent the County in applicable court proceedings with the exception of CHIPS, JIPS, TPR, any juvenile court litigation, child support matters and Wis. Stat. Chapters 51, 54, and 55.
- Coordinate with HHS staff to ensure compliance with state and federal law.

Employment & Personnel

- Shall provide legal guidance and representation to the County on personnel-related matters as requested.
- Advise the Board, committees, Administrative Coordinator and department heads on federal and state employment laws, including FLSA, FMLA, ADA, Title VII, and related regulations as issues arise.
- Review and assist with updates to County personnel policies.
- Advise the Personnel Committee on grievance procedures.
- Assist elected officials with understanding their statutory authority and responsibilities regarding their employees.
- Interpret collective bargaining agreements and assist the Personnel Committee in addressing contract disputes or grievances.
- Represent the County or coordinate with outside counsel regarding claims or complaints filed against the County.

The County reserves the right to require additional contract terms and provisions.

2. Qualifications

Respondents must:

- Be licensed to practice law in the State of Wisconsin.
- Have at least five (5) years of experience in municipal or county government law.
- Be able to appear in person at the request of the County Board.

- Demonstrate familiarity with Wisconsin Statutes and administrative code provisions related to core county governance, land use/planning/zoning/environmental issues, Health & Human Services (with the exception of CHIPS/JIPS/TPR/any juvenile litigation/child support/51/54/55), personnel, labor and employment law, law enforcement, finance, procurement, and public works, and open meetings and open records law.
- Have the capacity to provide timely, responsive legal advice to multiple departments.
- Demonstrate knowledge of governmental organization, legislative procedures, and judicial procedures.
- Have a thorough knowledge of parliamentary procedure and experience in providing advice regarding same.

3. Proposal Requirements

Proposals should include:

1. **Cover letter** summarizing qualifications and interest in serving as Corporation Counsel for Rusk County.
2. **Experience** with counties or municipalities in the four identified service areas: General Government, Zoning and Land Use, Health & Human Services, Employment & Personnel.
3. **Staffing plan** and identification of the primary attorney(s) to perform services in identified service areas.

4. **Availability** to include board meeting attendance, in-person court appearances, hours per week and expected response time for urgent matters.
5. **Fee structure** outlining hourly rate or flat monthly retainer, and any travel, ancillary or reimbursable costs.
6. **References** from at least three governmental clients.

4. Term and Compensation

The County anticipates entering into a one-year agreement, renewable annually by mutual consent. The County reserves the right to negotiate compensation based on qualifications and proposed fee structure after submittal of proposals.

5. Submission Instructions

Proposals must be received no later than 5:00 PM on January 23, 2025. Submit electronically with a subject line “RFP – Corporation Counsel Services” or in a sealed envelope marked “RFP – Corporation Counsel Services” to:

Rusk County Clerk
311 Miner Ave E
Ladysmith, WI 54848
Email: cmeyer@ruskcountywi.gov

Questions may be directed in writing to:

Ashley Heath, Administrative Coordinator
Email: aheath@ruskcountywi.gov

6. Selection Process

Proposals will be reviewed by the Personnel Committee, which will evaluate qualifications and may conduct interviews. A recommendation will be forwarded to the full County Board for final approval and appointment.

7. Reservation of Rights

Rusk County reserves the right to reject any and all proposals, including any portion of a proposal, for any reason at the County's sole discretion, or to accept the proposal considered most advantageous to the County following final negotiations, evaluations, and review.

If no proposal is selected or the respondents are unable to finalize an agreement with the County, the County reserves the right to advance proposals as they come forward or to select an alternative proposal.

This is a negotiated procurement. Negotiation is a procedure that includes the receipt of a proposal from offerors, permits bargaining, and usually affords an opportunity to revise offers before award of a contract. Bargaining, in the sense of discussion, persuasion, alteration of initial assumption and positions may apply to price, scope of services, qualifications, type of contract or other terms of a proposed contract unless modified terms are prohibited by law. Award may be made on the basis of the original proposal without negotiations with any offer.

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: _____ Month of Report: _____

Budget Name: _____ Budget Number: _____

Name & Title of Person Preparing This Report: _____

HISTORICAL BUDGET INFORMATION:

2023 Actual Expenditures: _____ 2024 Actual Expenditures: _____

2023 Actual Revenues: _____ 2024 Actual Revenues: _____

BUDGET INFORMATION:

Budgeted Expenditures: _____ Budgeted Revenues: _____

YTD Expenditures: _____ YTD Revenues: _____

Projected Expenditures: _____ Projected Revenues: _____

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.

BUDGET REPORT

Department Head's Signature: _____

Date: _____

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.

FUNDING SOURCES

<input type="checkbox"/> Federal/State (specify) _____	_____ %	\$ _____
<input checked="" type="checkbox"/> County Tax Levy _____	100 %	\$ 68,078.15
<input type="checkbox"/> County Other (specify) _____	_____ %	\$ _____
<input type="checkbox"/> Grant (specify) _____	_____ %	\$ _____
<input type="checkbox"/> Grant (specify) _____	_____ %	\$ _____
<input type="checkbox"/> Other (specify) _____	_____ %	\$ _____
TOTAL	100%	\$ _____*

*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:
 . No

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

RECOMMENDATIONS / APPROVALS

Department Head:	<u>Brett _____</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	
Human Resources:	<u>Ashley Budin _____</u> <small>Signature</small>	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<i>recommend closed session to discuss</i>
Admin Coordinator:	<u>Ashley Budin _____</u> <small>Signature</small>	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	
Oversight Chair:	<u>Janet Bell _____</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:

APPROVAL FOR OUT-OF-COUNTY TRAVEL

NAME: Ashley Gudis

DEPARTMENT: Human Resources

Date of travel: Jan 28-30, 2025

Location: Madison, WI

Meeting Purpose:

WPELRA (WI Public Employer Labor Relations Association)

Registration Fee: \$\$ 150.00

Estimated Meals: \$\$ 53.00

Estimated Lodging: \$\$ 2 nights 196.00

Miles @ .30 cents: \$\$ 432 miles 129.60

Other: \$\$ Parking 54

TOTAL \$\$ 582.60

COMMITTEE SIGNATURES:

52nd Annual Conference

Wisconsin Public Employer Labor
Relations Association (WPELRA)



*Working Together:
Navigating
Change in
Wisconsin's
Public Workforce*

January 29 - 30, 2026
[Registration](#)

The Madison Concourse Hotel
[Madison, Wisconsin](#)



Conference At-A-Glance

Thursday, January 29

- 7:15 a.m. - 8:15 a.m. ● New Members' Breakfast
- 7:30 a.m. - 8:30 a.m. ● Registration & Continental Breakfast
- 8:30 a.m. - 8:45 a.m. ● Welcome - Tara Semenchuk, WPELRA President
- 8:45 a.m. - 10:15 a.m. ● Morning Keynote - Sarah Schillerstrom, SRSD Consulting
- 10:15 a.m. - 10:30 a.m. ● Break
- 10:30 a.m. - 11:45 a.m. ● Morning Breakout Sessions (2)
- 11:45 a.m. - 1 p.m. ● WPELRA Luncheon & Annual Business Meeting
- 1 p.m. - 2:15 p.m. ● Afternoon Keynote - Jim Macy, Acting Administrator, U.S. Department of Labor, Wage and Hour Division
- 2:15 p.m. - 2:30 p.m. ● Break
- 2:30 p.m. - 3:45 p.m. ● Afternoon Breakout Sessions (2)
- 3:45 p.m. - 4:30 p.m. ● State Legislative Update
- 4:30 p.m. - 5 p.m. ● Break
- 5 p.m. - 7:30 p.m. ● Hospitality and Networking



Conference At-A-Glance

Friday, January 30

- 8 a.m. - 9 a.m. ● Networking Breakfast
 - 9 a.m. - 10:15 a.m. ● Morning Keynote
 - 10:15 a.m. - 10:30 a.m. ● Break
 - 10:30 a.m. - 11:45 a.m. ● Morning Breakout Sessions (2)
 - 11:45 a.m. - 12:30 a.m. ● Closing Remarks and Raffle
-

Registration Now Open!

Member Rate: \$150.00 / Non-Member Rate: \$225.00

[2026 WPELRA Annual Training Conference - Event Registration](#)

The Madison Concourse Hotel

<https://www.concoursehotel.com/>

Room Rates: \$98.00 Single / \$139.00 Double / \$149.00 Triple / \$159.00 Quad

Parking: \$18.00

Rates are valid through January 13, 2026

Group ID: WPELRA 2026 Annual Conference or #1206718

D. Educational Leave of Absence

Educational leave of absence may be granted at the discretion of the Personnel Committee.

E. Jury Duty

Employees who serve on a jury or are subpoenaed relating to their County job to appear as a witness before a court or administrative tribunal shall turn their jury or witness pay back to the County and will be compensated their regular scheduled hours for up to a maximum of two (2) weeks per calendar year. Employees when released from jury or witness duties shall immediately return to their job and complete the scheduled workday. Employees shall not be entitled to overtime or shift differential under this provision.

F. Unauthorized Leave

An employee who is absent from work without approval receives no pay for the duration of the absence and is subject to disciplinary action involving failure to report to work. An employee who is absent from work without authorization for up to two (2) or more days is considered to have resigned their employment with the County.

G. Other Provisions While on Non-FMLA Leave of Absence

Outside Employment

An employee who is on a leave of absence is prohibited from working for another employer while on the approved leave.

Continuation of Benefits

A Non-FMLA Leave of Absence does not provide any benefit protections. If an employee is approved for a leave of absence, the employee's health, dental and vision benefits will terminate the last day of the month following the employee's last day in active pay status (this includes work time and use of leave balances). The County will discontinue its contribution towards insurance premiums and the employee will be eligible to enroll in COBRA or apply for portability coverage. If/when the employee returns to work after their Non-FMLA leave of absence, the group health insurance coverage would be reinstated the first day of the month that follows the return to full time employment.

The employee shall be required to pay for all disability, life insurance and select benefits. Failure to make the required payments shall result in termination of these insurance coverages as indicated under "Termination of Benefits".

Termination of Benefits

Maintaining health, dental, vision and/or all other benefits shall stop if and when the following occurs:

1. An employee informs the county of intent not to return to work during or at the end of the leave period;
or
2. The employee fails to return to work when the leave period is used up; or
3. The employee fails to make any required payments while on leave.

Other Conditions

Employees are expected to return from leave as soon as possible, regardless of the expiration date of the leave. If the employee is unable to return to work on the first regularly scheduled work day after the leave expires, the supervisor must be notified as soon as possible, but no later than the start of the scheduled work shift.

(Updated and Approved by County Board on October 22, 2024)

7. SEPARATION BENEFIT FOR PTO AND COMPENSATORY TIME

- A. Resignation: An employee deciding to leave Rusk County employment shall submit a resignation in writing stating the last working day for the County. This notice shall be given to the employee's department head. The

notice shall be given to both the Administrative Coordinator and Human Resources Manager if a department head is resigning. It is expected that employees will give as much notice as possible to facilitate the hiring and orientation of new staff members. The County reserves the right to determine the last day of employment once notice is given. The final pay check shall include payment of hours actually worked since the last pay check.

- B. At time of voluntary separation (retirement or resignation) employees with at least 12 months of service who subsequently leave employment of the County in good standing, may receive cash payment for all remaining accrued PTO time, less normal withholding if employees provide 10 working days written notice and department heads provide 20 working days written notice. Employees failing to provide at least 10 working days' notice and department heads failing to provide at least 20 working days' notice will not receive the PTO payout.

Employees failing to give the required advance notification of voluntary separation shall not be considered for reemployment except for unusual reasons and with the consent of the Human Resources Manager and/or Administrative Coordinator.

At the time of an involuntary separation due to lack of work (layoff), employees with at least 12 months of service shall receive payment for all remaining PTO, less normal withholdings. At the time of any other involuntary termination, NO cash payment for remaining PTO shall occur.

If an employee separates employment for any reason before taking overtime compensatory time, it shall be paid in a lump sum on the final paycheck.

- C. Employees shall return all County property to their immediate supervisor on their last day of work.

8. MILEAGE ALLOWANCE

Mileage when traveling by personal automobile on official County business shall be reimbursed at the rate of the current County Board resolution. Individuals shall maintain a personal insurance policy of not less than combined \$100,000 single limits of bodily injury and property damage, and shall provide the County Clerk's Office with a photocopy of their policy by January 31st or at time of renewal. Reimbursement for all expenses incurred on official travel shall be subject to review by a higher level of authority. All requests for reimbursement shall be reported on such forms as determined appropriate by the Finance Committee.

9. HEALTH INSURANCE AND COBRA

A. Cost to Employees

The County pays a percentage of the single, single +1, or family medical and hospitalization insurance premiums for full-time employees.

B. Enrollment

Subject to the carrier's eligibility requirements, employees are eligible to participate in the County's group health insurance plan starting the first of the month after the start date. If an employee starts on the 1st of the month, the insurance coverage will start on the first (that day). The County's percentage of premium payments will commence immediately upon enrollment. To obtain medical coverage under this program, employees must meet insurance carrier requirements and requirements under applicable union contract. Employees who apply for medical coverage after 10 days of employment or who have discontinued their medical coverage and desire to rejoin the plan must make application and qualify per insurance carrier enrollment requirements.

No employee shall make any claim against the employer for additional compensation in lieu of or in addition to the County's contribution.

type of pay adjustment.

The second adjustment that would result in a pay change for most employees will be the step adjustment. Again, depending on the County's ability to pay, an annual decision will be made by the County Board as to whether to award step movement or not. Employees who are not at the maximum step will be moved forward based upon the number of steps the County Board approves with this second pay adjustment.

When structure and step adjustments are implemented, they will typically occur with the first pay period of the fiscal year. Employees who are on the final step of the pay structure are considered red circled. Employees will be eligible for the structure adjustment only.

C. Promotions

A promotion is the movement of an employee from a position in one pay grade to a different position in a higher pay grade. A promotion shall be approved by the Department Head, Human Resources Manager, and Administrative Coordinator and typically shall not be required to go through the established interview process.

An employee receiving a promotion will be placed on the step in the new pay grade that provides a 5% increase. The following promotion scale shall apply.

- i. If an employee has been with the County for at least two years the promotional step placement would be Step 2
- ii. If an employee has been with the County for 3-5 years the promotional step placement would be Step 3
- iii. If an employee has been with the County for 6-10 years the promotional step placement would be Step 4
- iv. If an employee has been with the County for more than 10 years the promotional step placement would be Step 5
- v. OR the promotional wage will be on the step that gives the employee a 5% increase, whichever is greater.

No employee will exceed the maximum of the pay grade. If the 5% increase would place the employee beyond the maximum of the new pay grade, the employee will be placed at the maximum with no additional compensation change. Any promotion requested to be brought in higher than the established promotional scale shall require the approval of the Personnel Committee.

D. Transfers

An employee transferring from one position to another in the same pay grade will not receive a salary adjustment. Employees wishing to transfer, will typically go through the established interview process.

Employees who transfer to a new position—whether through promotion, demotion, or lateral transfer—shall serve a new initial employment period beginning on the first day in the new position. This initial employment period will be twelve (12) months and shall follow all standards, procedures, and expectations outlined in the County's Initial Employment Period policy.

E. Demotions

Demotion is the movement of an employee from one pay grade to a lower pay grade for any reason. An employee demoted for any reason, voluntary or involuntary, normally will be paid at the level to which he/she is demoted too. The employee will be placed on the same step in the new pay grade. As an example, an employee currently in Grade 12 on Step 3 would be moved to a position in Grade 9 on Step 3. Those requesting a demotion, will typically go through the established interview process.

F. Red Circle Policy

If it is determined that an employee is being compensated at a higher level than is appropriate for the duties