

# RUSK COUNTY PERSONNEL COMMITTEE AGENDA

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DATE: October 10, 2024

TIME: 3:00 p.m.

PLACE: Rusk County Law Enforcement Center – Board Room

## CALL TO ORDER

**APPROVAL OF MINUTES** – September 5 and September 26, 2024

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

## DISCUSSION AND POSSIBLE MOTION

### Administrative Coordinator

1. Discussion of Staffing Needs for 2025
2. Consider Reduction in Fulltime Employee Hours for 2025
3. Consider Furlough Days in 2025

**CLOSED SESSION** – announced by Chair

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; wit: to consider possible position restructuring or elimination of specific positions or persons.

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

### Health and Human Services

1. Child Support Specialist Reclassification

### District Attorney Office

1. Change in Victim Witness Hours in DA's Office

### Maintenance

1. Extension of Interim Facilities Manager Wage Increase for Training Purposes

### Human Resources

1. Human Resources Report
2. Discuss Creation of Support Staff Position for Maintenance and Extension
3. Approve Highway Worker I to Highway Worker II Wage Increase
4. Employee Satisfaction Surveys
5. Wage Increases for 2025
6. Amend Ad Hoc Interviewing Committee Ordinance
7. Approve Changes to Chapter 4 of the Rusk County Personnel Handbook: Recruitment – Selection – Affirmative Action.
8. Approve Changes to Chapter 2 of the Rusk County Handbook: Employment Categories and Performance Evaluations
9. Approve Leave of Absence Policy

**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 WPPA Contracts for Rusk County Sheriff Deputies and Jailer/Dispatchers.

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

## ADJOURN

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

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

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

September 5, 2024

**Personnel Committee Present:** Zimmer, Wallace, Russell, Willingham and Meyer.

**Others Present:** C. Meyer, A. Heath, A. Gudis, J. Wilk, N. Stadnik, C. Riddle and J. Kalepp

**Public:** Z. Shineflew and E. Webster.

## CALL TO ORDER

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

## APPROVAL OF MINUTES

*Motion by Russell, seconded by Wallace to approve August 5, August 7 2PM, August 7 4PM, August 9, August 19 and August 21, 2024 meeting minutes as presented. Motion carried.*

**PUBLIC COMMENT** – None

## DISCUSSION AND POSSIBLE MOTION

### Land Conservation

#### Temporary Approval of Land Conservation Intern to Work Outside Flex Schedule

N. Stadnyk is requesting approval of Land Conservation Intern to work outside flex schedule.

*Motion by Willingham, seconded by Wallace to approve Land Conservation Intern to Work Outside Flex Schedule. Motion carried.*

#### Compensation for Land Conservation Intern

The request to increase compensation for Land Conservation Intern from \$12.50 to \$16.50 per hour.

*Motion by Russell, seconded by Wallace to increase compensation for Land Conservation Intern from \$12.50 to \$16.50 per hour from the Mining Fund Budget. Motion carried as amended.*

*Motion by Willingham seconded by Meyer to amend the motion to include hourly increase retroactive to August 13, a skill set FAA part 107 Drown License and \$16.00 per hour. Motion carried.*

### Building and Grounds

#### Approve Increase in Trails End Caretaker Position Hours

A request to increase the Trails End Caretaker position hours.

*Motion by Willingham, seconded by Russell to increase the Trails End Caretaker position hours from 750 to 1,250. Motion carried.*

#### Maintenance and Extension Support Position Job Duties

Discussion on support position job duties or giving job duties away.

*Motion by Meyer, seconded by to make a recommendation to move Trails End to the Forestry Office. Motion failed for lack of a second.*

*Motion by Willingham, seconded by Russell to recommend the creation of a job description for a support staff position in the Extension office at 20 hours per week and forward to Property for approval. Motion carried.*

### Finance

#### Approve Job Description and Grade Submission for Finance Accountant II in Finance

J. Wilk, Finance Director is requesting to approve the job description and grade submission for the Finance Accountant II position in Finance.

*Motion by Meyer, seconded by Russell to approve the Job Description and Grade Submission for Finance Accountant II in Finance. Motion carried.*

### Administrative Coordinator

#### Use of Wellness Incentives for Employee Wellness Day

A. Heath is requesting the Use of Wellness Incentives for Employee Wellness Day.

*Motion by Willingham, seconded by Russell to approve up to \$1,500.00 the use of wellness incentives for employee wellness day on September 26<sup>th</sup>. Motion carried.*

#### Out of County Travel to WCA Conference September 22-24

A. Heath, Administrative Coordinator is requesting out of County Travel to WCA Conference September 22-24.

*Motion by Willingham, seconded by Russell to approve the out of County Travel to WCA Conference September 22-24. Motion carried.*

## **Human Resources**

### **Human Resources Report**

A. Gudis gave a HR Report on current Open Positions, filled Position within the Rusk County Courthouse.

### **Wage Increases for 2025**

Discussed the request from HR Manager Gudis for a wage increase for 2025.

### **Employee Satisfaction Survey**

D. Willingham is requesting an employee satisfaction survey. Discussion held.

### **Out of County Travel**

*Motion by Meyer seconded by Willingham to approve Out of County Travel for an HR Meeting in Rice Lake on September 13<sup>th</sup>.*

*Motion carried.*

S. Wallace left at 4:53 PM.

*Motion by Russell, seconded by Meyer to enter into Closed Session at 4:55 PM. All responded yes. S. Wallace was absent for vote.*

*Returned at 4:56 PM*

**CLOSED SESSION** announced by Chair

Unpaid Leave Request 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** – at 5:16 PM

NOT NEEDED:

**CLOSED SESSION** announced by Chair

Preparing for negotiating employee contracts for Sheriff's Department pursuant to Wi Stats 19.85 (1)(e) 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.

**OPEN SESSION**

*Motion by Russell, seconded by Meyer to enter into Closed Session at 5:18 PM. All responded yes.*

**CLOSED SESSION** announced by Chair

Employee Separation Compensation 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** – at 5:29 PM

Next meeting will be held on October 10 at 3 PM.

## **ADJOURN**

*Motion by Wallace, seconded by Meyer to adjourn at 5:29 PM. Motion carried.*





CHANGES TO RUSK COUNTY PERSONNEL HANDBOOK CHAPTER 2

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 members and a TOTAL row.

1 WHEREAS, the Personnel Committee has been charged by the Rusk County Board of Supervisors with responsibility for the County’s personnel handbook and of making changes and revisions to the handbook; and

2 WHEREAS, the Personnel Committee has determined the need for additions and/or edits to the language of Chapter 2: Employment Categories and Performance Evaluations; and

3 WHEREAS, the Personnel Committee has reviewed and approved the attached revision to the Rusk County Personnel Handbook and recommends them for adoption by the County Board.

4 NOW, THEREFORE, BE IT RESOLVED, that the Rusk County Board of Supervisors adopt the revision to the Rusk County Personnel Handbook as presented, a copy of which is attached hereto and made a part of, with an effective date of October 22, 2024.

BOARD ACTION section containing 'Vote Required: Majority Vote of a Quorum' and checkboxes for 'Motion to Approve' and 'Adopted'.

Form section for 'Reviewed by:' with lines for Corp. Counsel and Finance Director, and a 'FISCAL IMPACT:' note.

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

SUBMITTED BY:
Rusk County Personnel Committee

Sherry Wallace, Vice Chairman
Mike Russell

Jim Meyer
Dave Willingham

**CHAPTER 2**  
**EMPLOYMENT CATEGORIES AND ~~PERFORMANCE EVALUATIONS~~ COMPENSATION POLICY**

Section 1 Policy Statement: It is the policy of Rusk County to ~~administer and~~ maintain an employee category system and corresponding ~~financial reimbursement~~ compensation levels that are believed by the county to be supportive of the overall objective of recruiting and maintaining a ~~high quality~~ high-quality workforce. ~~The County shall provide salaries and benefits on the basis of external competitiveness and internal equity and within the financial limits established.~~

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Section 2 Employment Categories: Defined as like jobs in a pay grade. ~~All full-time and part-time positions within Rusk County are placed on the compensation schedule with the exception of those positions covered under union contract. Typically, contracted positions, temporary, seasonal, and casual positions are also not on the compensation schedule and are set by Resolution. Positions placed on the schedule are based upon the external market rate of similar positions and based upon internal alignment. Subject to any applicable collective bargaining agreement.~~ When a suitable employment category does not exist, the Personnel Committee with recommendation from the appropriate oversight committee ~~and if applicable within any confines or obligations under the collective bargaining agreements,~~ shall establish a new employment category with appropriate pay level subject to approval of the Rusk County Board. ~~The County will typically partner with a third-party compensation consultant to establish the new employment category grade and wage.~~

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Section 3 Elimination of Employment Categories: When it is determined that an employment category or categories are no longer useful or needed, the Personnel Committee may recommend abolishment to the Board.

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Section 4 Pay Rates: ~~Adjustments: Pay rate is ultimately determined by the County Board, however, the following actions may affect the pay status of any employee:~~

~~A. New employees: New employees will be hired at wage rates as determined by the County. The County is not required to place new employees at the first step of any applicable wage schedule~~

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A. Pay Rates for New Hires: Placement of new hires with the minimum skills and qualifications shall normally be hired at Step 1. A new hire may be hired up to Step 10 with approval of the Human Resources Manager, under the following conditions:

- i. The new hire has a level of experience or skill set immediately usable upon hire and/or
- ii. The market conditions demand a higher starting wage.

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A new hire should not be brought in above Step 10 unless there are extenuating circumstances. Any new hire requested to be brought in above Step 10 shall require the approval of the Finance Committee.

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B. Annual Employee Wage Adjustments: Employees may be eligible for a wage adjustment each year, depending on the County's ability to pay and market conditions. There are two components to pay administration that may result in pay increases for County employees – Structure Adjustments and Step Adjustments.

The first adjustment that would result in a pay change for all employees on the current step is a structure adjustment. This adjustment is reviewed and considered annually by the County and is used to keep the pay structure competitive with the County's target market. When the County determines it is necessary to age the structure forward, a certain percentage is typically applied to each grade and the steps are recalculated accordingly. Employees will experience a change in pay while remaining on their existing step with this first 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 and Human Resources Manager 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. If an employee has been with the County for at least one year, the promotional step placement would be Step 2 or 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 either that Step 2 or a 5% increase shall require the approval of the Finance Committee.

B-D. Transfer: An employee transferring from one position to another in the same pay level grade will not receive a salary adjustment. Employees wishing to transfer, will typically go through the established interview process. normally will remain at the same rate as in the former position. If this rate is less than the maximum for the pay level, the employee normally will continue to be eligible for increase on the same schedule.

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. An employee who is demoted for involuntary reasons unrelated to performance will retain their current rate of pay. When the next annual step

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adjustments are made, the incumbent will be placed onto the step that provides an increase. If an employee's base compensation exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until the pay range adjustments have moved the maximum beyond the employee's current rate of pay – at which time the employee will be placed on the step that provides an increase.

An employee who requests and is granted a voluntary demotion 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.

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D-F. Red Circle Policy: If it is determined that an employee is being compensated at a higher level than is appropriate for the duties performed, that employee's salary may be red circled. When this occurs, the employee receives no increase for that class and pay grade each time a salary adjustment is made for that employment category until parity is achieved. Red circling may occur when there is a re-organization within the County and/or department; when there is a transfer or elimination of job duties; or for other reasons which cause the level of responsibility of the position to decrease significantly.

E-G. Temporary Appointments: Employees temporarily appointed to positions of a higher employment category shall be paid at Step 1 on that new pay grade, a rate determined by the Personnel Committee taking into consideration qualifications, duties, and duration. Employees stepping into the temporary position who are hourly, will remain hourly. Employees who are salaried, will receive a stipend that is based off of the Step 1 hourly rate at that new pay grade. At the end of the temporary appointment the employee's pay rate will go back to the previous category pay rate. The appointment of the position shall be approved by the oversight committee.

H. Compression: There may be occasions when either a new hire or promoted employee may make less than a subordinate employee within the County. In this circumstance, the Human Resource Managers may make a recommendation to the Finance Committee for a wage review.

I. Reclassification: If a position experiences substantial change in scope and responsibilities, the positions pay grade may be evaluated. The County will typically partner with a third-party compensation consultant for these reviews. If a grade adjustment is recommended, the change will be taken to the Finance Committee for approval.

If a reclassification results in a position moving up in the pay structure, then incumbents within the role will be placed on the step that provides at least a 2.5% increase.

If a reclassification results in a position moving down in the pay structure, then the rules for demotion will be applied to all incumbents.

F. Board Resolution: Regular Full or Part time employees may be authorized by County Board resolution

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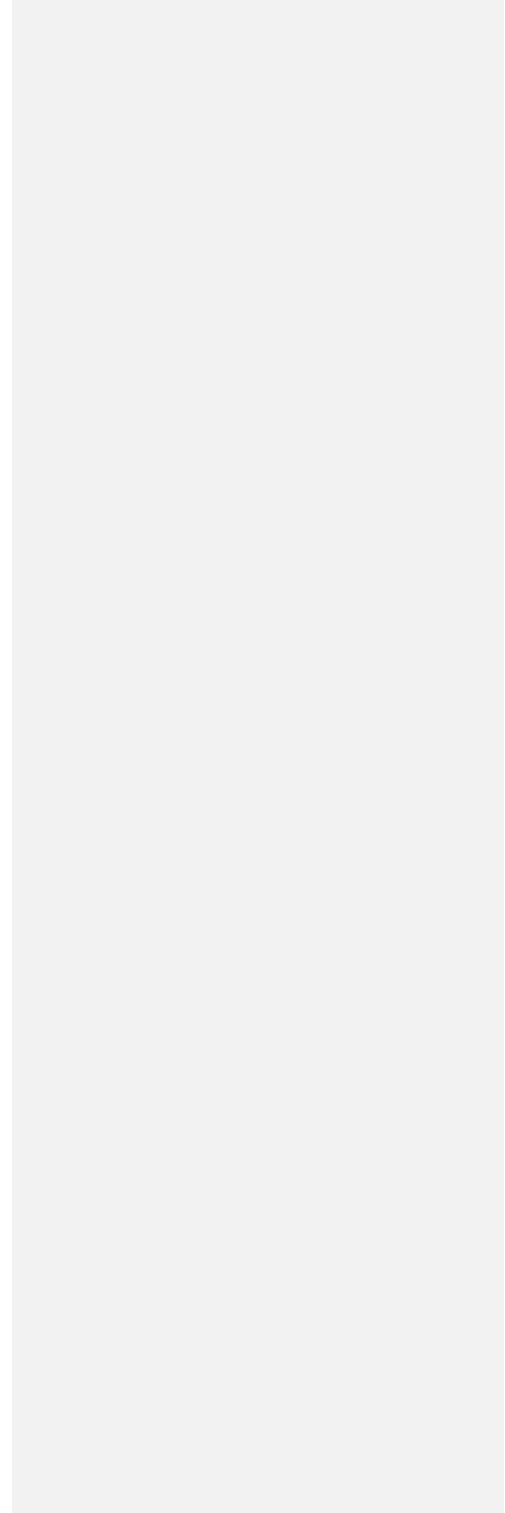
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~~to receive annual or other pay rate adjustments.~~

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