

RICHLAND COUNTY

Finance & Personnel Committee

January 3, 2022

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene at 1:00 p.m., Tuesday, **January 4th, 2022** in the Richland County Board Room 181 W. Seminary Street and via videoconference and teleconference using the following information:

WebEx Videoconference:

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=mb4c9ecd2d1db4a1af485df86ed555e28>

Meeting number: 2556 211 0291, Password: richland

WebEx Teleconference: WebEx teleconference phone number: 408-418-9388, Access code: 2556 211 0291

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email), or Finance & Personnel Committee Chair Shaun Murphy-Lopez at 608-462-3715 (phone/text) or shaun.murphy@co.richland.wi.us (email).

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval*
4. Previous meeting minutes*

Finance (including purchasing and contracts)

5. Transfer from fund 92 to Highway*
6. Contracted for Linen Services for Pine Valley*

Personnel:

7. Added vacation in recognition of experience — Pine Valley Employee*
8. Amendments to Employee Handbook: Highway and HHS*
9. Amendments to FMLA Policy*
10. Discussion and possible action on vacation policy and weather closure (as requested in the December 17th Finance and Personnel meeting) *
11. Discussion and possible action on performance pay (as requested in the December 17th Finance and Personnel meeting)*

Closing:

RICHLAND COUNTY

Finance & Personnel Committee

12. Discussion and Possible action regarding Administrative Strategic Goals*
13. Future agenda items
14. Adjournment

*Meeting materials for items marked with an asterisk may be found at <https://www.co.richland.wi.us/financePersonnelMinutes.shtml>.

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Finance and Personnel Committee.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

FINANCE AND PERSONNEL COMMITTEE

DECEMBER 17th, 2021

The Richland County Finance and Personnel Committee convened at 1:02 p.m., Friday, December 17th, 2021, in the County Board room at 181 W. Seminary Street and via videoconference and teleconference.

Committee members present included County Board Supervisors Shaun Murphy-Lopez, Marc Couey, Linda Gentes with Don Seep and Melissa Luck by remote access.

Department heads, staff and public were Clinton Langreck – County Administrator Tammy Wheelock, Tracy Thorsen, Clay Porter, WRCO, Cheryl Dull – Assistant to the County Administrator taking minutes and John Couey from MIS running the teleconferencing.

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order at 1:02 p.m.
2. **Proof of Notification:** Committee Chair Murphy-Lopez verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO, County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was emailed to The Richland Observer and the Valley Sentinel.
3. **Agenda Approval:** Administrator Langreck that #14 would be struck from the agenda. Chairman Murphy-Lopez that he would move items concerning closed session which are #11-13 to after #17. Moved by Supervisor Couey to approve the agenda with the previously mentioned changes and adjustments, second by Supervisor Gentes. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Chairman Murphy-Lopez made the correction to #16 should be Dave 2nd the motion. Moved by Shaun to approve the minutes of the December 7th meeting as corrected, seconded by Supervisor Gentes. All voting aye, motion carried.
5. **Purchase of office equipment – Treasurer’s Office:** Administrator Langreck presented the request. The Treasurers would like to purchase 2nd hand office equipment out of fund 75. Moved by Supervisor Gentes to approve the reimbursement for office equipment as requested, second by Couey. All voting aye, motion carried.
6. **Approval of ARPA funds for Digital Codification of County Ordinances:** Administrator Langreck presented an appropriation request from Fund 93 of up to \$25,000.00 for digitizing of county ordinances per Clerk Kalish’s request. Moved by Supervisor Couey to approve the request, second by Supervisor Gentes. All voting aye, motion carried.
7. **Approval of ARPA funds for UW-Extension Broadband Survey:** Administrator Langreck presented a proposal from UW River Falls to conduct a survey to gather information about broadband issues in the rural portions of Richland County. He proposes to use Fund 93 in the amount ranging between \$7,000.00 - \$8,100.00 to pay for the survey. Moved by Supervisor Couey to approve using Fund 93 to have the survey completed, seconded by Supervisor Seep with a request for discussion to follow. Supervisor Couey explained UW River Falls has a department that does just surveys. UW River Falls was recommended by a UW Richland employee, as the UW Richland no longer has those resources to complete this kind of work. All voting aye, motion carried.
8. **Financial Reports:** Administrator Langreck presented the reports requested by Finance and Personnel from the last meeting:
 - a. **Treasurer’s reports - Cash Balances:** The Treasurer prepared a report for the committee that had a range from 2014 to 2021.
 - b. **Fund #75 Capital Borrowing:** The Accounting Supervisor, Tammy Wheelock, prepared the report that was presented to the Committee. She stated the miscellaneous categories are broken down on the right side of the page. The Committee questioned the Register of Deeds amount for

\$26,000.00. Tammy will look that information up and bring that information back to next meeting

- c. **Fund #92 Short-term Capital Borrowing:** Administrator Langreck stated the Highway department has not spent any funds yet. He added the work has been completed but funds have not been transferred yet.
- d. **ARPA Funds:** Administrator Langreck stated there will be more allocations coming and the Child Care grant will be coming out of this fund. The Committee would like the report to show percentages next meeting.
- e. **Childcare and education grant monitoring:** Administrator Langreck stated no contracts have been signed yet.
- f. **Department Expenditure Reports:** A expenditure reports for departments was presented. Because the Admin is over and the Clerks is under due to staff changes, a combined Admin and Clerks office is presented as well. Department reports are through the November expenditures. The Committee would like Clerk Kalish to come to the January meeting as he has provided a report in the past that shows the numbers they need to see. Tammy Wheelock stated she has created a tracker that she thinks should provide the information they are looking for that she will present at the next meeting.
 - i. **Administrator**
 - ii. **Clerk**
 - iii. **County Board**
 - iv. **Property Lister**
 - v. **Register of Deeds**
 - vi. **Treasurer**

Moved by Supervisor Couey to approve the reports a presented, seconded by Supervisor Gentes. All voting aye, motion carried.

- 9. **Extending existing auditing contract with Johnson Block and Company Inc.:** Administrator Langreck presented a recommendation to extend the 1-year contact with Johnson Block and Company at the estimated cost of \$31,600.00. Moved by Supervisor Seep to approve the extended contract, seconded by Supervisor Couey. All voting aye, motion carried.
- 10. **Outline of 10-year financial plan operations and time-line – Report:** Administrator Langreck presented the 10-year financial plan he has prepared and the timeline for execution for 2022. Supervisor Gentes stated she is pleased that we will be addressing health insurance as she has received many comments concerning it. Moved by Supervisor Gentes to accept the 10-year report as presented, seconded by Supervisor Couey. All voting aye, motion carried.
- 15. **Out of state travel for employees:** Chairman Murphy-Lopez stated Supervisor Seep had requested this be put on the agenda. Cheryl Dull, Assistant to the County presented what was in the handbook. Nothing in the handbook addresses out of state travel. Supervisor Seep recommended that there be some control over where people go for training as it can get too costly to go out of state. Supervisor Gentes stated she hasn't been on any committee where this has been discussed and felt if there is a training out of state the handbook should be changed with the wording brought to the Finance & Personnel Committee for approval. Supervisors Couey and Gentes both feels there should be adequate training in state most of the time. Moved by Supervisor Gentes that the procedure for out of state training be clear in the handbook and that any requests should go to the County Administrator for review, seconded by Supervisor Luck. All voting aye, motion carried.
- 16. **Discussion and possible action regarding administrative strategic goals:** Administrator Langreck requesting the Committee accept a report concerning administrative plan on priorities with the strategic goals. He reviewed with the Committee what was completed from the 2020 plan, what is in development, what has been moved back and what is to start as we ramp up with the administrative team in 2022. He reviewed details of what is in development, next steps and will bring back next month what the administrative team finds as priorities and what can be accomplished quick to mark off the list.

Chairman Murphy-Lopez questioned who has the power to designate the administrator as the person to handle which project? Administrator Langreck explained how it gets to him and also reiterated that is what an administrator has been hired to do. Basically anyone can ask him to handle a project: Including but not limited to supervisors, department heads, committees, general public, etc.

Supervisor Seep would like Administrator Langreck to advise the committee what he feels the priority should be.

The Finance & Personnel committee recommends Administrator Langreck reach out to other counties to see how they handle the list that gets presented to them by supervisors, department heads, committees, general public, etc.

Supervisor Luck and Gentes are happy to see that list that is presented today. Supervisor Luck feels that the results of the Strategic Planning will also help set priority. Supervisor Couey agrees that the Administrator needs to bring back to the committee what he feels he can get done and in what order. Also that the list should be brought back each month or every other month **and** he feels what is marked off on page one is already quite an accomplishment.

Supervisor Murphy-Lopez feels we have too many committee and that we should discuss how we can change our committee structure to decrease the number of committee that the administrator needs to attend.

Supervisor Seep feels that possibly Administrator Langreck should meet with all committee chairs to discuss what the committees feel are duplicated services.

Moved by Supervisor Couey to have the Administrator bring back a prioritized list and plans to accomplish items on the list, seconded by Supervisor Seep. All voting aye, motion carried.

11. **Closed Session – Pursuant Wisconsin State Statute 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:** Moved by Supervisor Couey to go into closed session, seconded by Supervisor Gentes. All voting aye, motion carried.
12. **Return to open session:** Moved by Supervisor Couey to return to open session, seconded by Supervisor Gentes. All voting aye, motion carried.
13. **Possible action from items discussed in closed session:** Administrator Langreck stated there will be a policy prepared on how to address open records requests.
17. **Future agenda items:** Supervisor Murphy-Lopez - PTO discuss and performances linked to pay increases. Supervisor Gentes – tapping into broadband money. Supervisor Couey, Luck and Seep - none.

Bob Scallon, the Hidden Valley Grant County representative is present and ask to speak to the Committee. He feels strongly that Richland County should stay in the Hidden Valley group. He stated Richland County is in the center of the tourist district. He calculated would cost the individual citizens .06 each. Shaun recommended that Bob request to be on a future agenda. Clint state he has Ron's phone number and will notify him of the next meeting.

18. **Adjournment:** Next meeting will be Tuesday January 4th at 1:00 pm. Moved by Supervisor Couey to adjourn at 2:57 p.m., seconded by Supervisor Gentes. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Richland County Assistant to the Administrator

Richland County Committee

Agenda Item Cover

Agenda Item Name: Transfer from Fund #92 (Short-term Borrowing) to Highway (Fund #71)

Department	Administration	Presented By:	Administrator
Date of Meeting:	04 January 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure F and K
Date submitted:	30 December 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to.... transfer \$650,000 from Fund 92 to Fund 71 “County Highway Fund” to supplement Highway funds for 2021 county trunk repairs and maintenance intended with the short-term borrowing.

Background: *(preferred one page or less with focus on options and decision points)*

2021 Major County Trunk maintenance work executed with intensions of these borrowed funds included:

1. County Trunk U — From the county line to County Trunk E near the Elk Creek Branch
2. County Trunk U — Intersection with County Trunk in Richwood Township (intersection redo)

Attachments and References:

None	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Fund #92 borrowing for County Trunk Maintenance
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Consideration of Linen Services Contract

Department	Pine Valley	Presented By:	Steve Alexander & Tom Rislow
Date of Meeting:	01/04/2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Rule 14 section e of Rules of County Board
Date submitted:	12/21/2021	Referred by:	Pine Valley Trustees

Recommendation and/or action language: Recommend a motion, "to present a resolution to the County Board for approval to enter into a 3-year agreement with Aramark to provide linen laundering services for Pine Valley"

Background: A staffing shortage, lack of applicants, and number of current staff nearing retirement have caused this request to come forward. Because of the staff vacancies, no current staff would be forcibly laid off if this request receives approval. Pine Valley would continue to use existing laundry equipment to launder resident personal clothing.

Attachments and References:

n/a	

Financial Review:

(please check one)

<input type="checkbox"/> In adopted budget	<input type="checkbox"/> Fund Number	
<input type="checkbox"/> Apportionment needed	<input type="checkbox"/> Requested Fund Number	
<input checked="" type="checkbox"/> No financial impact		

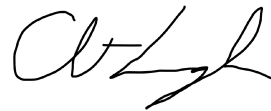
Although not the reason for the request, it is estimated Pine Valley will save in excess of \$37,000 annually (\$111,000 over the 3 years of the contract). Proposals were received from three different vendors; references were obtained. And as a result of a review of those proposals and references, Pine Valley recommends contracting with Aramark at an annual fee of \$98,740.

Approval:



Department Head

Review:



Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Added Vacation in recognition of experience — Pine Valley Employee

Department	Administration	Presented By:	Administrator
Date of Meeting:	04 Jan 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Employee Handbook
Date submitted:	30 Dec 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to.... grant one additional week of vacation time to the Pine Valley Administrator’s current vacation accrued balance, and to grant a four-work week vacation accrual rate (twelve-year tenure level) to the Pine Valley Administrator upon the 2022 anniversary date, and continuing at the same four work weeks’ level until reaching 23 years of employment with Richland County.

Background: *(preferred one page or less with focus on options and decision points)*

Administer Tom Rislow was hired as the Pine Valley Care Facility Administrator on April 3rd 2018. Administrator Rislow assumed the position with a benefits package that included vacation accrual as defined in the Employee Handbook.

[Employee Handbook Pg16, Section 13] *Vacation shall be accrued at the following rate: for newly-hired employees, ~~one (1) work week after six (6) months of employment and one (1) additional work week after one (1) year of employment;~~ two (2) work weeks after two (2) years of employment; three (3) work weeks after six (6) years of employment; four (4) work weeks after twelve (12) years of employment; five (5) work weeks after twenty-three (23) years of employment. (At the time, there was no accrual at 6 months)*

Tom currently accrues vacation at a two work week accrual rate.

I (Administrator Langreck) am requesting an exception to the handbook under reasoning of the excessive amount of direct experience that Administrator Rislow entered into Richland County employment. Tom began his first assignment as a nursing home administrator in June 1983 and has been continuously employed in nursing facility administration assignments for a running total of 38.5 years. Under these inordinate circumstances, I am requesting Tom be granted one week of additional vacation to his current balance and granted a 4 work week accrual at his next anniversary date.

Attachments and References:

None	

Financial Review:

(please check one)

Richland County Committee

Agenda Item Cover

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	Other funding Source		
X	No financial impact		

(summary of current and future impacts)

Possible reduction in service hours. No budget impact.

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Employee Handbook – Affirming Revisions and Updates

Department:	Administration	Presented By:	Assistant to the Administrator
Date of Meeting:	04 January 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Handbook
Date submitted:	04 January 2022	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to... affirm all changes to the Richland County Highway Addendum and HHS Addendum to the Handbook, and to accept the formatting change to the Richland County Highway and HHS Addendum.

Background: *(preferred one page or less with focus on options and decision points)*

The attached draft of the Richland County Highway and HHS Addendum are composed with efforts of capturing the transition from the County Clerk Administration to the present Administrator structure. There are also several small formatting changes included. Administration would like to have Finance and Personnel affirm the content changes and accept formatting changes. This includes changes worked through the Administrator Transition Committee. The Assistant to the Administrator will be walking the committee through the changes and formatting revisions.

Attachments and References:

Highway Addendum handbook updates 01-2022	HHS Addendum Handbook updates 01-2022

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Style Definition: TOC 2

RICHLAND COUNTY HIGHWAY

Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules.

January 17, 2012 (Adopted)
January 15, 2013 (Amended)
January 21, 2014 (Amended)
May 19, 2015 (Amended)
January 7, 2017 (Amended)
July 18, 2018 (Amended)
September 10, 2018 (Amended)
December 11, 2018 (Amended)
December 10, 2019 (Amended)

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The Policies contained herein may be amended, changed, deleted, withdrawn or suspended at any time in the County's discretion.

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to employees of the Richland County Highway department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

DEFINITIONS

Refer to Handbook of Personnel Policies.

EXTENT OF HANDBOOK

Refer to Handbook of Personnel Policies.

MANAGEMENT RIGHTS

Refer to Handbook of Personnel Policies.

EQUAL OPPORTUNITY POLICY

Refer to Handbook of Personnel Policies.

TERMS AND CONDITION OF EMPLOYMENT

1. Hours of Work. Refer to Handbook of Personnel Policies.

- a. A normal workday for regular full-time employees of the Employer shall be from 7:00 a.m. to 3:30 p.m., exclusive of a one-half hour lunch period, Monday through Friday. The Richland County Highway Department Clerk shall work the hours of 8:00 a.m. to 3:30 p.m., exclusive of a one-half (1/2) hour lunch period, Monday through Friday.
- b. Effective on the first Monday in April of each year until the last full work week in October, the normal work week shall be four (4) days, Monday through Thursday, and the normal workday shall be ten (10) hours, from 6:30 a.m. to 4:30 p.m. Overtime shall be paid for all hours worked outside the normal hours. Holidays, funeral leave, and jury duty time falling during the period shall be paid at ten (10) hours per day. Sick leave and vacation shall be accrued and utilized on an hourly basis during the period.
- c. The Commissioner is authorized to temporarily reduce the number of regularly scheduled work hours of a full-time employee if it is in the best interest of the department.
- d. The Commissioner is authorized to change the 10-hour workday schedule.

2. Outside Employment.

Refer to Handbook of Personnel Policies.

3. Pay Period.

Refer to Handbook of Personnel Policies.

4. Time Paid.

Refer to Handbook of Personnel Policies.

5. Accident and Injuries.

Refer to Handbook of Personnel Policies.

6. Health Examinations.

Refer to Handbook of Personnel Policies.

7. Breaks.

Refer to Handbook of Personnel Policies.

8. Leave of absence.

Refer to Handbook of Personnel Policies.

9. Flexible Work Schedule.

Refer to Handbook of Personnel Policies.

10. Seniority or Length of Hire.

Refer to Handbook of Personnel Policies.

11. Performance Evaluations.

The Highway Commissioner shall conduct performance evaluations of the staff members on a biennial basis.

12. Personnel Files.

Refer to Handbook of Personnel Policies.

13. Time Cards (Time Keeping).

Refer to Handbook of Personnel Policies.

14. Timesheets

- a. The employee is personally responsible for recording his/her time on a daily basis on a daily timesheet.
- b. The employee is responsible for recording the correct distribution of time by Project Numbers, Activity Codes, or other identifiers for a particular assignment.
- c. Any corrections to timesheets must be legible and initialed by employee.

Cr. 1/17/12, Res. 12-1; Eff. 7/17/12, Res. 12-86, 1.c. added; Eff. 1/21/14, Res. 14-23, 11. Modified: Eff. 5/19/15, Res. 15-62, 14.a., b. & c. added; Eff. 1/17/17, Res. 17-7, 1.b. modified; Eff. 12/10/19, Res. 19-147, 1.b. change summer hours, add c. & d.;

COMPENSATION AND FRINGE BENEFITS

1. Salaries.

Refer to Handbook of Personnel Policies.

2. Health Insurance.

Refer to Handbook of Personnel Policies.

3. Dental Insurance.

Refer to Handbook of Personnel Policies.

4. Retirement Plan.

Refer to Handbook of Personnel Policies.

5. Life Insurance.

Refer to Handbook of Personnel Policies.

6. Section 125 Flex.

Refer to Handbook of Personnel Policies.

7. Holidays.

Refer to Handbook of Personnel Policies.

8. Bereavement.

Refer to Handbook of Personnel Policies.

9. Compensatory time.

Refer to Handbook of Personnel Policies.

- a. Winter months from approximately November 15 through April 1, the Patrol Superintendent(s), Highway Commissioner, and Parts Clerk will alternate weekends for emergency Snow Removal Operations.
- b. Compensatory time is accumulated only with Department Head's prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each overtime hour worked. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or whether to treat it as overtime.
- c. Compensatory time may be accumulated up to a maximum of 40 hours per calendar year and it shall then in all instances be taken before December 1 of the calendar

year in which it was generated or it will be paid for. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 40 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the [County Clerk's Administrator's Office](#) every pay period.

- d. Accumulating or earning compensatory time can only be done in either one-half or whole hour increments. If an employee wishes to convert overtime to compensatory time, the employee must do so by indicating on the daily time sheet. Asking to change from overtime to compensatory time or compensatory time to overtime at a later date will not be allowed.
- e. Compensatory time may be used in increments of 1/4-hour. No employee shall plan the use of compensatory time if it adversely affects the work day crew. Compensatory time shall not be used in conjunction or as an extension to any paid breaks.
- f. Compensatory time is to be charged to the Project Number the employee was working on at the time the compensatory time was earned.

10.Overtime.

Refer to Handbook of Personnel Policies.

- a. All work performed on Saturdays, Sundays, holidays, and vacation shall be paid at the rate of one and one-half times the straight time hourly rate.
- b. Employees shall be compensated at the rate of one and one-half the normal rate of pay for all hours worked outside of the normal scheduled hours of 7:00 a.m. – 12:00 p.m., 12:30 p.m. – 3:30 p.m. during eight (8) hours work days or the normal scheduled hours of 6:30 a.m. - 4:30 p.m. during ten (10) hour work days.
- c. An employee reporting to work in case of an emergency shall be guaranteed two (2) hours work. Compensation shall be at the overtime rate.
- d. Overtime is to be charged to the Project Number the employee was working on at the time the overtime was earned.

11.Sick Leave.

Refer to Handbook of Personnel Policies.

- a. Sick leave may be used in increments of at least one (1) hour.

12.Voluntary Sick Leave Donation.

Refer to Handbook of Personnel Policies.

13.Vacation.

Refer to Handbook of Personnel Policies.

- a. Vacation may be used in increments of no less than one (1) hour.

14.Family and Medical Leave.

Refer to Handbook of Personnel Policies.

15.Symons Employee Membership.

Refer to Handbook of Personnel Policies.

16.Military Leave.

Refer to Handbook of Personnel Policies.

Cr. 1/17/12, Res. 12-1; Eff. 1/21/14, Res. 14-23, 9.c., d., e. & f. added; Eff. 5/19/15, Res. 15-62, 9.a. deleted, b. revised, f. added, b.-f. relettered to a.-e., 10.d. added; Eff. 1/17/17, Res. 17-7, 10.b. modified; Eff. 8/21/18, Res 18-106, 13.a. modified; Eff. 12/11/18, Res. 18-161, 13.b. deleted, add reference HPP; Eff. 8/18/20, Res. 20-95, 9.c. increase comp time; Eff. 11/17/20, Res. 20-144, 1. Add (s), 11.a. & 13.a. change time increments;

RULES OF CONDUCT

Refer to Handbook of Personnel Policies.

1. Department Head Responsibility.

Refer to Handbook of Personnel Policies.

2. Grounds for Termination or Suspension.

Refer to Handbook of Personnel Policies.

HARRASSMENT

Refer to Handbook of Personnel Policies.

VIOLENCE IN THE WORKPLACE

Refer to Handbook of Personnel Policies.

PROCEDURES FOR HIRING, PROMOTIONS, DEMOTIONS, TERMINATIONS, SUSPENSIONS, DISCIPLINARY ACTIONS, AND DISMISSAL

1. Hiring.

Refer to Handbook of Personnel Policies.

a. Skills testing.

Required, varies by position.

2. Temporary Vacancies.

Refer to Handbook of Personnel Policies.

3. Probationary Period.

Refer to Handbook of Personnel Policies.

a. New employees shall be on a probationary status for a period of six (6) months. New employees shall receive sick leave and vacation benefits from his/her first day of hire and will receive insurance benefits as soon as permitted by the insurance carrier.

b. New hires shall start at Step 2 of the County's new wage plan and, after successfully completing probation, go to Step 3 in the plan. Any further step increases shall be determined by the ~~County Board~~[County Administrator](#).

4. Reclassification.

Refer to Handbook of Personnel Policies.

5. Dismissal or Suspension.

Refer to Handbook of Personnel Policies.

6. Non-Disciplinary Termination/Layoff.

Refer to Handbook of Personnel Policies.

7. Concerns.

Refer to Handbook of Personnel Policies.

8. Policy on Nepotism.

Refer to Handbook of Personnel Policies.

9. Job Promotions and/or Transfers.

- a. A qualified employee desiring such transfer or promotion may, when offered, submit a letter of intent and shall be subject to interview and skills evaluation or testing. The successful applicant will be chosen by the Commissioner based on ability, skill set, and overall qualifications to best fit the position.
- b. An employee selected for promotion or transfer to a new job classification within this department shall be subject to the County Policy regarding probation.
- c. The following positions shall be exempt from interdepartmental transfers or promotion: Patrol Superintendent, Bookkeeper, Parts Manager/Shop Clerk, Mechanic, Assistant Foreman/Mechanic, Lead Shop Foreman/Mechanic, Office Clerk, Lead Paving Foreman and Lead Grade Foreman. Existing Highway Department employees may apply in accordance with the Richland County Policy regarding hiring.

10. Emergency Assignments.

The Employer recognizes that there are occasions when due to severe or hazardous weather conditions, safety will best be served by assigning employees to specific jobs as needed. Determination of these conditions shall be at the discretion of the Highway Commissioner. A mechanic will be on duty during snowplowing operations when feasible.

11. Full Time Hiring.

The Highway Department will follow the hiring procedures detailed in the Handbook of Personnel Policies and Work Rules of Richland County for any and all regular, full time employees.

- a. The Department Head (Commissioner) shall, if the need exists, fill a vacant position with a new employee up to three days prior to the last day of employment for the purpose of task training.
- b. Specialized positions may require a longer training period and specific requests would need to be taken to the Highway Committee and Finance/Personnel
County Administrator for approval on a case-by-case basis.

12. Seasonal Hiring.

☞ The Highway Committee shall have full discretion on the need for hiring seasonal employees based on the recommendation of the Highway Commissioner. The Highway Committee and Commissioner may, if necessary, place an advertisement in the Richland Observer for at least two weeks in which the job is briefly described, the salary range is set forth and written application are solicited. A skills test may be required. The Commissioner shall conduct interviews and make the final decision as to who shall be hired. The seasonal position shall be set up to 560 hours' maximum. Seasonal employees may be terminated at any time at the discretion of the employer. Discharges shall not be subject to the grievance procedure.

Cr. 1/17/12, Res. 12-1; Eff. 7/17/12, 2.a. prob. Revised; Eff. 1/15/12, Res. 12-4, Sec 9. Deleted, Sec 9. Retitled and modified; Eff. 1/21/14, Res. 14-23, 11. a., b. & c. added, 11. renumbered to 12.; Eff. 5/19/15, Res. 15-62, 3.b. added, 8. Deleted, 8. Added, 9.a.-g. deleted; 9.a.-c. added, 11. Modified, 11.a. & b. added, 1. a. & b. added; Eff. 7/17/18, Res 18-88, 3.b. modified, 12. Modified; Eff. 12/11/18, Res. 18-161, 3.a. modified, 9.c. add positions; Eff 7/21/20, Res. 20-84, 3.b. correct starting step; Eff. 11/17/20, 10. Revised;

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REIMBURSEMENT

1. Lodging.

Refer to Handbook of Personnel Policies.

2. Meals.

Refer to Handbook of Personnel Policies.

3. Mileage.

Refer to Handbook of Personnel Policies.

4. Other Expenses.

Refer to Handbook of Personnel Policies.

5. Registration Fees/Meals/Lodging.

Refer to Handbook of Personnel Policies.

6. Expense Vouchers.

Refer to Handbook of Personnel Policies.

MISCELLANEOUS PERSONNEL PROVISIONS

1. Change of Address or Status.

Refer to Handbook of Personnel Policies.

2. Official County Bulletin Board.

Refer to Handbook of Personnel Policies.

3. Employee Bulletin Board.

Refer to Handbook of Personnel Policies.

4. Equipment.

Refer to Handbook of Personnel Policies.

5. Telephone policies.

Refer to Handbook of Personnel Policies.

6. Notification of Absence.

Refer to Handbook of Personnel Policies.

7. Weather Conditions.

Refer to Handbook of Personnel Policies.

8. Jury Duty.

Refer to Handbook of Personnel Policies.

9. Ambulance or Fire Volunteers.

Refer to Handbook of Personnel Policies.

10. Break Room.

Refer to Handbook of Personnel Policies.

11. Credit Union Deduction/Deferred Compensation.

Refer to Handbook of Personnel Policies.

12. Computers, Software, Internet.

Refer to Handbook of Personnel Policies.

13. Picture Identification badge.

Refer to Handbook of Personnel Policies.

14. Training Opportunities.

Refer to Handbook of Personnel Policies.

15. Gifts and Gratuities.

Refer to Handbook of Personnel Policies.

16. County Workspaces/Personal Property.

Refer to Handbook of Personnel Policies.

17. Eyeglasses.

The Richland County Highway Department shall replace eyeglasses broken or damaged on the job, provided that such replacement shall be limited to replacement of the eyeglasses only, and shall not cover the cost of exams or other tests related to the replacement of the eyeglasses.

18. Safety Rules and Regulations/Toxic substances.

The Richland County Highway Department will abide by federal and state safety rules and regulations relating to the use of toxic substances by employees of the Richland County Highway Department.

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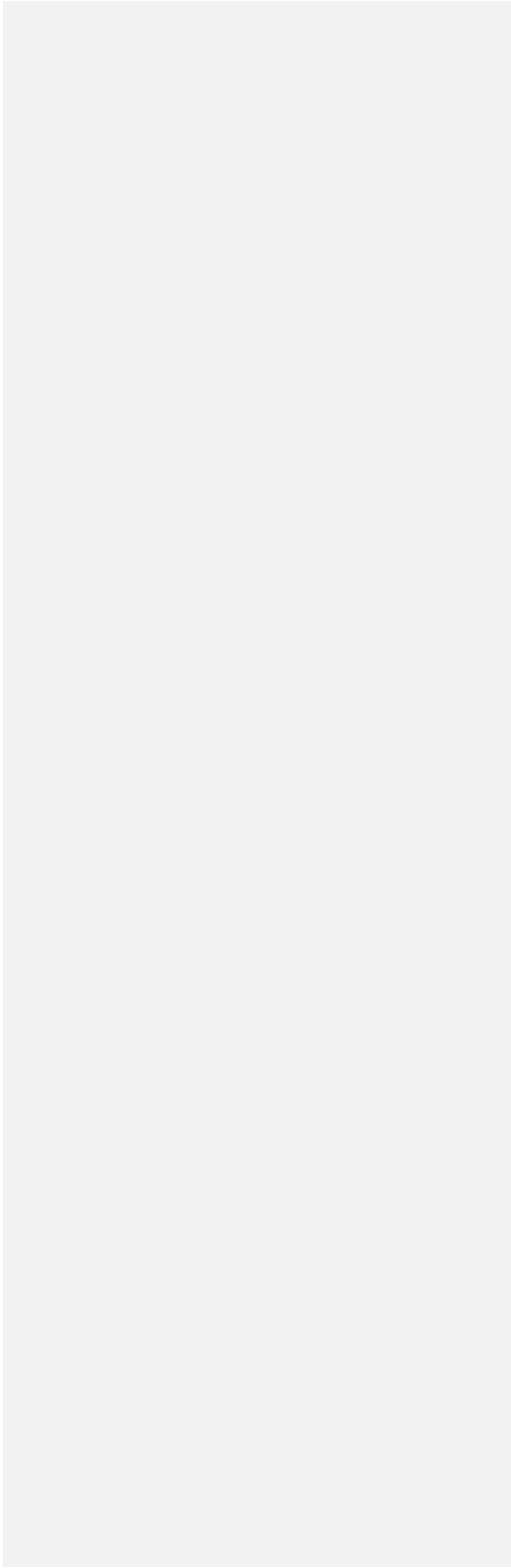
Richland County Health and Human Services

Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules

The Policies contained herein may be amended, changed, deleted, withdrawn
or suspended at any time in the County's discretion.

January 2012 (Adopted)
January 2013 (Amended)
January 2014 (Amended)
March 2015 (Amended)
January 2016 (Amended)
June 2016 (Amended)
August 2020 (Amended)
February 2021 (Amended)
August 2021 (Amended)

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Introduction to Your Employee Handbook and Work Rules 3
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Management Rights..... 3
Equal Opportunity 3
Terms and Condition of Employment..... 3
Compensation and Fringe Benefits 4
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This addendum has been prepared as a supplement to the Richland County Employee Handbook of Personnel Policies and Work Rules as it relates to employees of the Health and Human Services Department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

DEFINITIONS

Refer to Employee Handbook

INTRODUCTION TO YOUR EMPLOYEE HANDBOOK AND WORK RULES

Refer to Employee Handbook

EXTENT OF HANDBOOK

The ~~Finance and Personnel Committee~~ County Administrator shall have jurisdiction over all personnel matters relating to County employees, ~~except those which are delegated to the Health and Human Services Board as listed in this Addendum.~~

MANAGEMENT RIGHTS

Refer to Employee Handbook

EQUAL OPPORTUNITY

Refer to Employee Handbook

TERMS AND CONDITION OF EMPLOYMENT

1. Office Hours

Refer to Employee Handbook

- d. The Director's right to change work hours is limited to the hours of 7:00 a.m. to 9:00 p.m., provided that any change in work hours is preceded by at least one (1) week written notice to all affected employees. The normal workday shall be eight (8) hours. The normal work week shall be forty (40) hours, Monday through Friday. Employee lunch hours (½ hour to 1 hour) may be staggered to provide office coverage during the noon hour. Various programs will operate later into the evening as needed. Staff will organize work week to accommodate this time of operation, not to exceed their normal approved work week hours. Part-time or Temporary Casual County staff shall work schedules approved by their immediate supervisor, not to exceed their normal approved work week hours.

The Director is authorized to temporarily reduce the number of work hours of a consenting full-time employee, if it is in the best interest of the Department, to no less than thirty-five (35) hours per week, without ~~Health and Human Services Board and Finance and Personnel Committee~~ County Administrator approval. Refer to the County ~~Clerk's Administrator's~~ Office regarding the impact of benefit accrual on reduced hours.

2. Outside Employment

Refer to Employee Handbook

3. Pay Period

Refer to Employee Handbook

4. Time Paid

Refer to Employee Handbook

5. Accidents and Injuries

Refer to Employee Handbook

6. Health Examinations

Refer to Employee Handbook

7. Breaks

Refer to Employee Handbook

8. Leave of Absence

Refer to Employee Handbook

~~a.~~ Leaves of absence without pay for up to thirty (30) working days duration may be granted by the Director with notification to ~~Finance and Personnel Committee Chairperson, and the County Clerk's~~ County Administrator's Office. Refer to the County ~~Clerk's~~ Administrator's Office regarding benefit accrual.

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9. Flexible Work Schedule

Refer to Employee Handbook

10. Seniority or Length of Hire

Refer to Employee Handbook

11. Performance Evaluations

Refer to Employee Handbook

~~a.~~ Annual performance evaluations are conducted on each employee and should be completed annually. The Director shall conduct the evaluation of all unit managers. Each supervisor is responsible for conducting the evaluation of his or her immediate staff. The All Agency Performance Evaluations Policy (AA3.2.3) shall be followed and the appropriate form completed. If the employee's overall evaluation score is Needs Improvement (NI) or Unsatisfactory (U), management is to refer to ~~the #5.~~ Discipline, Suspension or Dismissal of the an Employee section HIRING AND EMPLOYMENT CONSIDERATIONS of the Health & Human Services Addendum for further action if needed.

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12. Personnel Files

Refer to Employee Handbook

13. Time Cards (Timekeeping)

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 1/21/14; Res 14-21, 11. a. revised;

COMPENSATION AND FRINGE BENEFITS

1. Salaries

Refer to Richland County Salary Grades

2. Health Insurance and Dental Insurance

Refer to Employee Handbook

3. Loss of Time Insurance

Refer to Employee Handbook

4. Retirement Plan

Refer to Employee Handbook

5. Life Insurance

Refer to Employee Handbook

6. Section 125 Flex

Refer to Employee Handbook

7. Paid Holidays

Refer to Employee Handbook

8. Bereavement Leave

Refer to Employee Handbook

9. Compensatory Time

Refer to Employee Handbook

- a. Non-Exempt Employees: Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- b. Exempt Employees: Management and Professional staff earns compensatory time when total paid hours are greater than forty (40) hours in one week. Prior approval by the Director is required to work hours, which will result in earned compensatory time. Compensatory time is earned at the rate of hour for hour. Compensatory time may be accumulated up to a maximum of forty (40) hours and it shall then in all instances be taken by the last pay period of the calendar year in which it was generated or it will be paid for by the last pay period of the year. Use of compensatory time off shall be by mutual agreement between the employee and the Director. Compensatory time earned and used will be reported to the County ~~Clerk's~~ Administrator's Office for each payroll period. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- c. On-Call Compensatory Time: Health and Human Services staff serving as emergency on-call personnel shall earn compensatory time as follows:
 - On-call pay of \$1.25 per hour will be earned for on-call duty;
 - On-call holiday pay of \$1.50 per hour will be earned for on-call holiday duty. Holiday duty shall include the County-paid holiday as well as the actual calendar holiday if it falls on a separate day;
 - Any assignment among unit employees shall be rotated as reasonably possible, and management will allow reasonable trades of availability;
 - ~~Payment for on-call duty will be made with each payroll.~~
 - ~~In addition, an on~~On-call employee who is called upon to work shall receive 1.5 hours of comp time for every hour or partial hour worked not to exceed forty (40) hours of accumulated on-call compensatory time. On-call compensatory time earned can accrue and ~~does not have to~~ shall be taken prior to the end of the calendar year in which it was generated or be paid out. Additional calls received within the hour shall not be considered as a new call for purposes of this provision.
 - On-call compensatory time earned and used will be reported to the County ~~Clerk's~~ Administrator's Office for each payroll period.
 - Use of on-call compensatory time off shall be by mutual agreement between the employee and his/her immediate supervisor.
 - Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.
- d. Health and Human Services staff who have a specialized bilingual fluency and are assigned to participate on the Economic Support bi-lingual call center queue or provide interpreter services in the course of their duties shall be eligible for a wage modifier of \$0.75 per hour.

10. Overtime

Refer to Employee Handbook

11. Sick Leave

Refer to Employee Handbook

12. Voluntary Sick Leave Donation

Refer to Employee Handbook

13. Vacation

Refer to Employee Handbook

14. Family and Medical Leave

Refer to Employee Handbook

⌘ All employees requesting Family and Medical Leave shall also submit a copy of all required forms/documents to the Director for action and filing in the employee’s medical record which is kept separate from their personnel file.

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15. Symons Employee Membership

Refer to Employee Handbook

16. Military Leave

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 4/21/14, Res. 14-21, 8. b. revised, 8. c. revised, 13. a. added; Eff. 4/21/15, Res. 15-51, 8. c. pager payment modified, lieu payment added;

RULES OF CONDUCT

1. Department Heads’ Responsibility

Refer to Employee Handbook

2. Grounds for Termination or Suspension

Refer to Employee Handbook

3. Harassment

Refer to Employee Handbook

4. Violence in the Workplace

Refer to Employee Handbook

HIRING AND EMPLOYMENT CONSIDERATIONS

1. Hiring for Long-Term Vacancies (90 days or longer):

- a. The Director shall notify the County Administrator of vacant County positions;
- b. The Director or designee shall place an advertisement for a minimum of two consecutive weeks in the Richland Observer and in other publications as needed. The advertisement shall briefly describe the job, the salary range set forth, and solicit written applications within a specific timeframe;
- c. The Director and the appropriate supervisor and/or designee shall screen all applications. Selected applicants shall be interviewed by the Health & Human Services Director, the appropriate manager/supervisor, and/or designee. For all management positions, a final interview shall be held by the Health and Human Services Director, the appropriate supervisor and/or designee, and the County Administrator if he/she opts to participate. The Director shall notify the County Administrator of the appointment of all County employees. Prior to offering a position, references ~~checks~~ checks and skills testing may be required. Satisfactory criminal and caregiver background checks are a requirement of employment.
- d. Employees hired for a Social Worker or AODA Counselor position who have not yet received certification shall be paid at the Social Worker (Temporary Certification) starting rate, and agree to obtain temporary certification by the end of his/her

probationary period. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. The Director may waive the Social Worker certification requirement of an otherwise qualified candidate if it does not conflict with any other program requirements and is in the best interest of the agency and the services to be provided. When the certification requirement is waived, the employee may not advance to the pay grade for the certified social worker level positions.

- e. The employee shall then obtain his/her Social Worker or AODA Counselor Certification from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of social work certification is received, the employee will be paid at the Social Worker (Certified) step that provides them with an increase in salary. Once proof of AODA certification is received, the employee will be paid at the AODA (Certified) step that provides them with an increase in salary. Thereafter, employees shall move through the salary schedule based upon the time required between steps.
- f. Employees hired as a Social Worker who holds a Masters Degree in Social Work from an accredited school shall be paid at the Social Worker (Certified) starting rate. The employee shall then obtain his/her Social Worker Certification from the State of Wisconsin within one year from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director.
- g. Employees hired for a Mental Health Therapist position who have not yet received licensure shall be paid at the Mental Health Therapist (Non-Licensed) beginning rate, and agree to achieve the required number of hours of supervised clinical experience based upon degree type to obtain his/her licensure from the State of Wisconsin within two years from the date of hire. Employees agree to take the necessary course work at his/her own expense, and will pay for any fees related to obtaining said certification. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. If the timetable is not adhered to, he/she will terminate employment with Richland County by resignation on a voluntary basis unless an extension has been approved by the Director. Once proof of licensure is received and probationary period passed, the employee will be paid at the Mental Health Therapist (Licensed) job rate.

2. Hiring for Temporary Vacancies (Less than 90 days)

Refer to Employee Handbook

- a. All employees who are temporarily assigned to work in a vacant higher paid position shall receive the higher rate of pay working in said position as determined by the Director.

3. Probation Period:

- a. All employees who are new to a County position shall serve no less than a six-month probation period in that new position. County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which shall not be less than three months in duration. All part-time or Temporary Casual County staff are required to work a minimum of 910 hours as their probationary period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position be reviewed within a fixed period from the employee's start of work in any position. A performance evaluation is completed and the purpose of this initial review is to determine:

- If the employee is to continue in the position in regular status, or
- If the employee's employment in the position is to be terminated. No interference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

- b. Any employee's probation period can be extended up to a maximum of one full year. The granting of extensions shall be by the County Administrator, after receiving the recommendation of the Director. Employees whose probation periods are extended are not eligible to receive their post probation salary increases until the end of their probation period, as extended.

- c. The Director shall make a recommendation to the County Administrator as to whether or not that employee merits the continuation of regular status as a County employee. A copy of a written evaluation and recommendation shall be given to the County employee at the time it is recommended to the County Administrator only if the affected employee has not satisfactorily completed his or her probation period, so that their County employment is to be terminated or if the affected employee's probation period is to be extended. Such written notice shall be given to the affected employee before the end of the employee's probation period. The Director shall also immediately notify the County Clerk's Administrator's Office as to the employment status of their probationary employees as soon as that status has been determined by the County Administrator. ~~The County Clerk will then notify the Finance and Personnel Committee.~~

- d. All decisions concerning whether employees at the end of their probation period shall be:

- ~~Terminated from County employment or~~
- Continue their employment in regular employment status with the County or
- Have their probation period extended, will be made in all instances by the County Administrator. Probationary employees may be terminated at any time at the discretion of the Director. Discharges during the probationary period shall not be subject to the grievance procedure.

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4. Reclassification

Refer to Employee Handbook

5. Discipline, Suspension or Dismissal of an Employee:

- a. Management reserves the right to discipline employees as appropriate. The Director and/or the employee's supervisor shall discuss all problems relating to the employee's job

performance with the employee. Verbal and written warnings, as well as work plans, shall be documented and placed in the employee's personnel file. Employees receiving such notices are entitled to be heard on the question by the County Administrator.

- b. If the employee fails in the opinion of the Director to adequately correct the problem giving rise to the above notice within the allowed time period, the Director shall present the issue to the County Administrator for advice and consultation if it is not a situation requiring immediate dismissal. The Director and County Administrator will discuss what, if any, job action is to be taken relative to an employee. The Director has the authority to take disciplinary action up to three (3) day suspension without pay provided the Director has notified the County Administrator of the decision.
- c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Director and/or County Administrator.
- d. The Director shall not have the authority to terminate an employee. All terminations must be presented to the County Administrator for review and final approval. Prior to the termination, the Director shall ensure that the affected employee is given written notice that termination of the employee has been proposed and the reasons therefore. Nothing in this section shall prevent the County Administrator from suspending the employee without pay pending a decision.
- e. The Richland County ~~Discipline/Termination Grievance Policy and Procedures~~Formal Complaint and Mismanagement Policy ~~are~~is to be followed should an employee decide to file a grievance. Refer to <https://administrator.co.richland.wi.us/policy/> to view the policy. ~~Refer to Appendix B of the Handbook of Personnel Policies.~~
- f. This section shall not apply to terminations due to reorganization, lack of work or the sunset of a position.

6. Non-Disciplinary Termination/Layoff

- a. Elimination of Position

Refer to Employee Handbook

- b. Layoff

Refer to Employee Handbook

- c. Recall: Recall ~~with~~will be at the discretion of the Director unless the County ~~Board~~County Administrator initiated the layoff.

7. Resignation/Retirement

Refer to Employee Handbook

8. Concerns

Refer to Employee Handbook

9. Policy on Nepotism

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 1/15/13, Res. 13-14, 1. b. & c. revised; Eff. 1/21/14, Res. 14-21, 2. a. added, 5. Title revised; Eff. 6/21/16, Res. 16-84, 1. & 3. Title change;

REIMBURSEMENTS

1. Lodging

Refer to Employee Handbook

2. Meals

Refer to Employee Handbook

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3. Mileage

Refer to Employee Handbook

4. Other Expenses

Refer to Employee Handbook

- a. The Richland County Health & Human Services Purchase Request Form shall be utilized for other business related purchases, and if the employee purchases the item, reimbursement shall be submitted for approval by the ~~Health & Human Services~~ County Administrator. Once reimbursement is approved, a check shall be generated separate from payroll and issued one time per month.

5. Registration Fees

Refer to Employee Handbook

6. Expense Vouchers

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 1/21/14, Res. 14-21, 4, a. added;

MISCELLANEOUS PERSONNEL PROVISIONS

1. Change of Address or Status

Refer to Employee Handbook

- a. It is each employee's responsibility to report changes in legal name, residences and mailing addresses, phone numbers, emergency contacts, and any other relevant information to the ~~Office Supervisor~~ Administrator & Building Operations Manager immediately.

2. Official County Bulletin Board

Refer to Employee Handbook

3. Employee Bulletin Board

Refer to Employee Handbook

4. Equipment

Refer to Employee Handbook

5. Telephone Policies

Refer to Employee Handbook

- a. The Director or designee shall determine which employees are to be issued a department cellular phone and how that department cellular phone is to be used.

6. Notification of Absence

Refer to Employee Handbook

7. Weather Conditions

Refer to Employee Handbook

8. Jury Duty

Refer to Employee Handbook

9. Ambulance or Fire Department Volunteers

Refer to Employee Handbook

10. Break Room

Refer to Employee Handbook

11. Credit Union

Refer to Employee Handbook

12. Deferred Compensation

Refer to Employee Handbook

13. Use of Computers, Software & Internet

Refer to Employee Handbook

14. Picture Identification Badge

All Health and Human Services staff shall be issued a picture identification badge by the MIS Department. A security form must be completed prior to issuance of the badge which grants access to certain areas of the Community Services Building. The badge shall be returned to the MIS Department upon separation of employment.

15. Training Opportunities

Refer to Employee Handbook

16. Gifts or Gratuities

Refer to Employee Handbook

17. County Workspaces and Personal Property

Refer to Employee Handbook

Cr. 1/17/12, Res. 12-1; Eff. 6/21/16, Res. 16-84, 1. Modified;

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Refer to the Richland County Handbook of Personnel Policies for all items not specifically addressed in this addendum. Health and Human Services employees shall refer to internal All Agency policies and procedures related to the above items when applicable. These policies do not supersede or replace the policies in the Richland County Handbook of Personnel Policies.

This is to certify that I have received my personal copy of Richland County Health & Human Services Addendum to the Richland County Handbook of Personnel Policies and Work Rules, and have read and understand the policies, practices, rules and regulations contained therein.

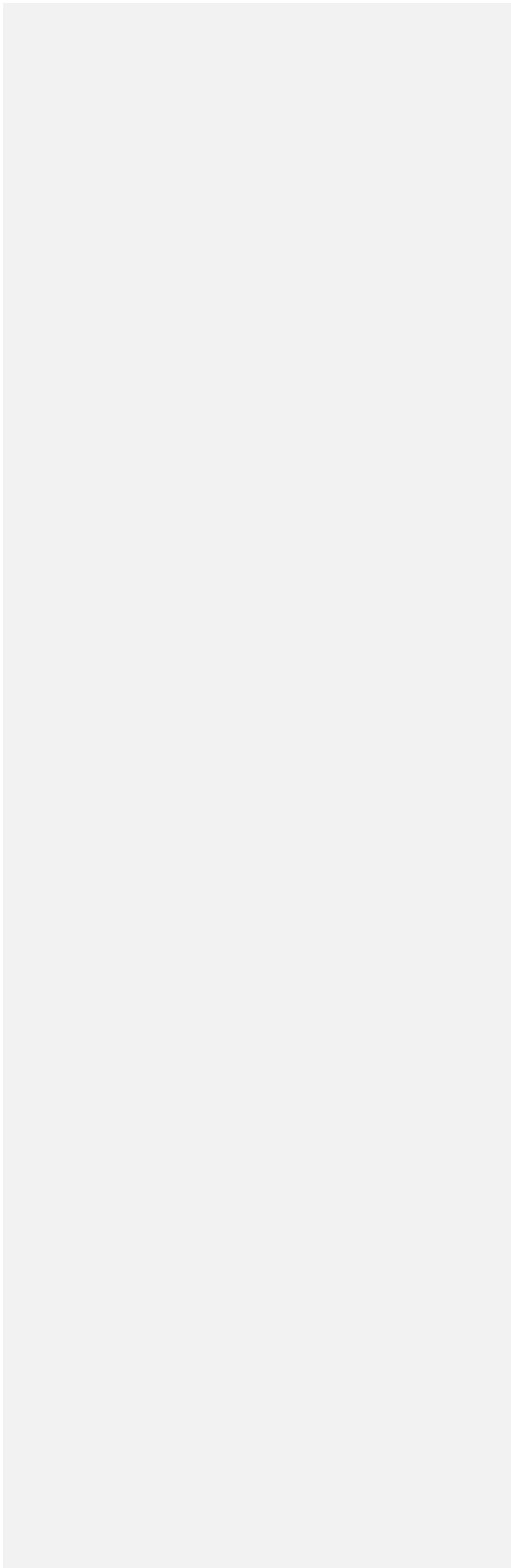
I understand the above is a condition of my employment.

Date

Position Title

Print Name

Sign Name



Richland County Committee

Agenda Item Cover

Agenda Item Name: Employee Handbook – Affirming Revisions and Updates

Department:	Administration	Presented By:	Assistant to the Administrator
Date of Meeting:	04 January 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Handbook
Date submitted:	04 January 2022	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to... affirm all changes to the Richland County FMLA Policy, and to accept the formatting change to the Richland County FMLA Policy.

Background: *(preferred one page or less with focus on options and decision points)*

The attached draft of the Richland County FMLA Policy is composed with efforts of capturing the transition from the County Clerk Administration to the present Administrator structure and more defined law. The current changes have been reviewed and approved by the County Corp Council. There are also several formatting changes included. Administration would like to have Finance and Personnel affirm the content changes and accept formatting changes. The Assistant to the Administrator will be walking the committee through the changes and formatting revisions.

Attachments and References:

Highway Addendum handbook updates 01-2022	HHS Addendum Handbook updates 01-2022

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County FMLA Policy

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Richland County Administrator Office
12/7/2021

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**~~Richland~~
~~County~~
~~FMLA~~**

1..... INTRODUCTION
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FAMILY AND MEDICAL LEAVE ACT POLICY

1. INTRODUCTION

The County's Family and Medical Leave Policy is intended to conform to, and not exceed, the requirements of the federal Family and Medical Leave Act of 1993, as amended ("FMLA") and, the Wisconsin Family and Medical Leave Act ("WFMLA"). This Policy is intended to comply with applicable laws and does not necessarily incorporate all provisions of such laws directly into the County's personnel policies. This Policy does not repeat every provision of the FMLA's or the WFMLA's statutory or regulatory requirements. You may contact the County Administrator's Office if you have specific questions regarding the FMLA, WFMLA or this Policy.

Family and medical leave taken under this Policy may be covered by federal law, state law, or both. When leave taken by employees under this Policy is governed by both federal and state law, the more generous provision will control in the event of a conflict. However, when leaves are governed by state or federal law, but not both, the applicable law will control under this Policy. In this regard, you should note that certain leaves may be covered by both state and federal law for only a portion of the leave.

2. ELIGIBILITY REQUIREMENTS.

a. Federal

To be eligible for leave under federal law, you must have been employed by the County for at least twelve months, must have worked at least 1,250 actual worked hours during the twelve-month period immediately preceding the commencement of the requested leave, ~~and be employed at a worksite where 50 or more employees are employed by the County within a 75 mile radius.~~

b. State

To be eligible for leave under Wisconsin law, you must have been employed for more than 52 consecutive weeks and have been paid for at least 1,000 hours in the 52 weeks immediately preceding the request for leave. The kind and amount of leave available to you under this Policy, as well as your rights during leave, depend on whether you meet the above requirements.

3. TYPES OF LEAVE AVAILABLE.

The County provides family and medical leave for eligible employees under the following circumstances:

Federal:

- a. For the birth of the eligible employee's child and to ~~care for a bond with a newborn child.~~
- b. For placement with the eligible employee of a child for adoption or foster care, and to bond with that child.
- c. To care for an eligible employee's ~~spouse, domestic partner, child, parent or parent in law with a serious health condition~~ immediate family member (spouse, child or parent) with a serious health condition;
- d. ~~Because of a serious health condition that makes the eligible employee unable to perform any of the essential functions of the employee's job. To take medical leave when the employee is unable to work because of a serious health condition; or~~
- e. ~~Because of a~~For "qualifying exigency" arising out of the fact that the eligible employee's spouse, son, daughter or parent is ~~a member of the Armed Forces, including the National Guard or Reserves or a retired member of the Armed Forces, on active duty (or has been notified of an~~

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~~impending call or order to active duty) in support of a contingency operation or call to covered active duty status as a member of the National Guard, Reserves or Regular Armed Forces.~~

f. For an eligible employee to care for his or her spouse, son, daughter, parent or next of kin who is a covered service member with a serious injury or illness.

State:

a. ~~The birth of a child or placement of an adopted child for adoption of a child, including time taken as a precondition to adoption;~~

b. ~~To care of the employee's child, spouse, domestic partner, parent, parent in-law or domestic partner's parent with a "serious health condition"; or~~

c. ~~To care for an employee's own "serious health condition," which make the employee unable to perform his or her employment duties.~~

f. ~~Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.~~

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See the County Administrator's office to determine whether your request for leave qualifies under one of the above categories.

4. CERTIFICATION.

If leave is requested due to your own serious health condition, the serious health condition of your spouse, domestic partner, child or parent, the serious illness or injury of a covered servicemember or for a qualifying exigency, the County requires that the leave request be supported by certification issued ~~by a from the treating~~ health care provider ~~or other specified third party.~~ The County may also require certification for qualifying exigency and servicemember family leave. The County's certification forms can be obtained from the County Administrator's Office. Failure to provide the County with timely, complete and responsive certification within 15 days of the County's request for certification may result in delay or denial of the leave.

If an employee provides the County with incomplete or insufficient certification, the County will provide written notice to the employee explaining the deficiency in the certification and will allow the employee at least 7 days to cure the deficiency. If such deficiency is not cured, the County may ~~deny~~ delay the employee's leave request.

The County reserves the right to request re-certification or a second medical opinion if:

~~when necessary.~~

a. The employee requests an extension of leave;

b. The circumstances described in the original certification have changed significantly (e.g., the nature of duration of the illness, complications, etc.); or

c. Based on information received, the County has reason to doubt the continuing validity of the certification.

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In addition, the ~~Company~~ County may contact the employee's health care provider to clarify and authenticate a medical certification, as permitted by law.

5. DEFINITION OF SERIOUS HEALTH CONDITION.

In conjunction with the certification, the County reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling you to family or medical leave under state or federal law.

Under federal law, a "serious health condition" ~~under this policy means and is defined as~~ illness, injury, impairment, or physical or mental condition that involves one of the following:

- ~~•a. Inpatient care (i.e., an overnight stay)Conditions requiring an overnight stay in a hospital, hospice or residential other medical care facility;:-~~
- ~~b. Conditions that incapacitate you or your family member for more than three consecutive days and have ongoing medical treatment either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication; A period of incapacity of more than three consecutive full calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves:~~
- ~~•c. Chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and~~
- ~~○ In person treatment two or more times by a health care provider related to the same condition under the following circumstances:~~
 - ~~• the first in person treatment must occur within 7 days of the first day of incapacity; and~~
- ~~•d. the second in person treatment must occur within 30 days of the first day of incapacity, unless extenuating circumstances exist.~~
 - ~~○ In person treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.~~
- ~~•e. Any period of incapacity due to pregnancy, or forincluding prenatal caremedical appointments, incapacity due to morning sickness and medically required bed rest.~~
- ~~•f. A chronic condition that requires periodic visits for in person treatment by a health care providerAny period of incapacity or treatment due to a chronic serious health condition.~~
- ~~•g. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider; or~~
- ~~•h. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention.-~~

Under Wisconsin law, a serious health condition is a disabling physical or mental illness or condition that involves inpatient care or outpatient care that requires continuing treatment of a health care provider.

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6. MILITARY FAMILY LEAVE ENTITLEMENTS.

Federal law allows eligible employees with a spouse, son, daughter or parent who is an active or retired member of the Armed Forces, including the National Guard or Reserves, and who is on active duty or call to active duty status in support of a contingency operation to use their general 12-week leave entitlement to address certain "qualifying exigencies." Qualifying exigencies may include attending certain military events, arranging for alternate childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Federal law also provides a special leave entitlement for eligible employees to take up to 26 weeks of leave in a single 12-month period to care for their spouse, son, daughter, parent or next of kin who is a covered service member. A covered service member is a current member of the Regular Armed Forces (Army, Navy, Air Force, Marines, Coast Guard), including the National Guard or Reserves, who has a serious illness or injury incurred or aggravated in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing treatment, recuperation or therapy, or is on outpatient status, or is on the temporary disability retired list. ~~The term covered service member also includes a veteran who was a member of the Armed Forces, including the National Guard or Reserves, at any time during the five year period preceding his/her medical treatment, recuperation or therapy for a serious illness or injury incurred or aggravated in the line of duty on active duty.~~

Service member and qualifying exigency leave may run concurrent with other leave entitlements provided under federal, state and local law. For details, contact the County Administrator's Office.

7. AMOUNT OF LEAVE AVAILABLE.

Under federal law, eligible employees are entitled to a total of 12 work weeks of leave during a 12-month period for any of the reasons stated in Section 32, above. Except when leave is to care for a covered servicemember, an eligible employee may take up to 26 weeks of leave (reduced by each week used for the other types of leave) in a single 12-month period to care for the service member. Leave to care for a covered servicemember, when combined with other leave, may not exceed 26 weeks in a single 12-month period. The 12-month period utilized by the County in applying this Policy is defined as ~~the a rolling~~ calendar year.

A "rolling" 12-month period measured backward from the date employee's federal FMLA leave begins. Any leave taken within the prior year from the date of FMLA leave counts toward the 12-week allowance.

Note: ~~that~~ the federal FMLA is not available for leave to care for a domestic partner or a parent-in-law (including parents of domestic partners).

Under state law, eligible employees are entitled to:

- a. ~~a~~ total of 6 weeks of leave for the birth of your biological child and/or the placement of a child with you for, or as a precondition to, adoption;
- b. ~~a~~ total of 2 weeks of leave to care for a spouse, domestic partner, child, parent or in-law (including the parent of a domestic partner) with a serious health condition; ~~and~~
- c. ~~a~~ total of 2 weeks of leave if you cannot perform your employment duties due to a serious health condition.

The County will treat use of family or medical leave under this Policy as simultaneous use of state and federal leave entitlements whenever permitted by law.

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8. MANNER IN WHICH LEAVE CAN BE TAKEN.

Leave available under this Policy may be taken in full, and, under certain circumstances, may also be taken intermittently (e.g., one week at a time) or on a reduced leave schedule (e.g., consecutive hours at a time). See the County Administrator's office for details.

While on FMLA leave, employees may not work or otherwise provide services for another employer nor may employees engage in any for-profit enterprise themselves or on behalf of a family member.

9. COMPENSATION DURING LEAVE.

Generally, leave taken under this policy is unpaid. However, for leaves governed exclusively by federal law, you must, as allowed by law, use the following leaves provided by the County, if available:

- a. Vacation or personal leave, ~~if available,~~ for any family or medical leave;
- b. Accrued paid family leave (i.e., paid leave covering the particular circumstances for which the employee is seeking leave), ~~if available,~~ for birth, adoption, or to care for a seriously ill family member; and
- c. Accrued paid medical or sick leave, ~~if available,~~ to care for a seriously ill family member, or for the employee's own serious health condition.

However, you may not substitute paid sick leave or paid medical leave for leave taken under this Policy in any situation where the County would not normally provide such paid leave. In addition, in order to receive paid leave, you must satisfy any procedural requirements (e.g., notice requirements) associated with the taking of such leave, unless waived by the County. The procedural requirements for taking paid County leave are outlined in the Richland County Handbook of Personnel Policies.

For leaves governed by state law, you may elect to substitute paid leave, if available. The County reserves the right to deny substitution as permitted by law.

10. CONTINUATION OF BENEFITS.

You will remain eligible for group health insurance benefits under the County's group health plan during leave taken under this Policy under the same conditions as coverage would have been provided if you had been actively employed during the entire leave. However, you have the option of choosing not to retain such coverage during family or medical leave if you prefer.

Note: If the employee chooses not to continue coverage, notification of COBRA will be provided.

During leave taken under this Policy, the County will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. You are responsible for paying your portion of health insurance premiums regardless of whether your family and medical leave is paid or unpaid. It is your responsibility to make arrangements with the County Administrator's office for making premium payments for group health insurance during leaves.

The County may recover any premium payments it made on behalf of the employee during the period of leave including the amounts paid on the employee's behalf after the premium payment was missed.

To the extent permitted by law, the County reserves the right to require you to place up to eight weeks' health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received from you more than thirty days late.

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Your entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the County's policy regarding provision of such benefits when an employee is on other forms of leave.

11. ACCRUAL OF BENEFITS.

To the extent permitted by law, you will not continue to accrue seniority or any other employment benefit during leave taken under this Policy, except that such benefits shall accrue if you elect to use other leaves provided by the County pursuant to Section ~~(+)~~9., above, and if such benefits would normally accrue during such leave.

12. EMPLOYMENT RESTORATION.

To the extent required by law, when you return from family or medical leave, you will be returned to the same position you held when leave commenced, or ~~if the original position is not available, to an equivalent a~~ position with equivalent benefits, pay, ~~general work schedule, and other terms and conditions of employment same or substantially similar duties.~~ This policy does not entitle you to any right, benefit, or position of employment other than those to which you would have been entitled had you not taken leave. The County reserves all rights concerning restoration of employment or denial of same under state or federal law.

13. REQUIRED ADVANCE NOTICE.

~~Absent extenuating circumstances, You will be expected to provide at least 30 days' advance notice for foreseeable leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice either the same or next business day. You must provide the County with a completed FMLA Request Form, available from the County Administrator's office before leave taken under this Policy is to begin. You will generally be expected to provide at least 30 days' advance notice for foreseeable leave (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for your own serious health condition or that of a family member). The County has 5 business days to respond to your request.~~

When requesting partial or intermittent leave in connection with child birth or adoption, you must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practicable due to uncertainty as to when leave will be required to begin, a change in circumstances, or medical emergency, notice must be given as soon as practicable.

If you wish to take leave for a FMLA-qualifying reason for which you have already been approved for, you must provide the County specific notice of your need for FMLA-qualifying leave. Simply calling in "sick" will not be sufficient.

When planning medical treatment, you should consult with the County and make a reasonable effort to schedule the leave so as not to disrupt unduly the County's operations, subject to the approval of your health care provider. You are ordinarily expected to consult with the County in order to work out a treatment schedule which best suits your needs, as well as the County's.

~~The Employee must complete a Time Sheet and Absence Slip for every week that days are missed. If the employee fails to provide complete and sufficient notice, the employee's FMLA leave request may be denied.??~~

14. THE COUNTY'S RESPONSIBILITIES.

It is unlawful for the County to (1) interfere with, restrain or deny the exercise of any right provided under the FMLA, or (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA, or for involvement in any proceeding under or related to the FMLA. An employee must report any violation or potential violation of the policy to the County Administrator's

office. An employee may also file a complaint with the U.S. Department of Labor or may bring a private action against the Company. This Policy does not affect any federal or state law prohibiting discrimination nor does this Policy supersede any federal, state or local law that provides greater family or medical leave rights.

Richland County Committee

Agenda Item Cover

Agenda Item Name: Vacation policy and weather closure

Department	Administration	Presented By:	Administrator
Date of Meeting:	04 Jan 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Employee Handbook
Date submitted:	30 Dec 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to....

(Pending Discussion)

Background: *(preferred one page or less with focus on options and decision points)*

Per future item request; the committee is asked to discuss and take possible action in amending or giving guidance regarding vacation policy and weather closure. Handbook language can be found below.

Attachments and References:

Employee Handbook Section 13 (Below)	
Employee Handbook Section 7 (Below)	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

13. Vacation:

For full-time employees, vacation shall be accrued based upon years of service and may be used as time is accrued after the employee has successfully completed the first six (6) months of employment.

Vacation shall be accrued at the following rate: for newly-hired employees, one (1) work week after six (6) months of employment and one (1) additional work week after one (1) year of employment; two (2)

Richland County Committee

Agenda Item Cover

work weeks after two (2) years of employment; three (3) work weeks after six (6) years of employment; four (4) work weeks after twelve (12) years of employment; five (5) work weeks after twenty-three (23) years of employment. Vacation must be used within Eighteen (18) month following the employee's anniversary date. The Administrator is authorized to extend this deadline if the employee has been unable to take their accrued vacation within 18 months due to unforeseen circumstances. Vacation time not taken in accordance with this paragraph is forfeited. While vacations may be taken at any time, County employees are required to notify their Department Head of their expected vacation dates as soon as they are known to the employee. All Department Heads shall have the authority to disapprove a County employee's proposed dates of vacation only if the proposed dates will disrupt the operation of that Department. If duplicate requested dates arise, the employee whose request was made first will be favored. Vacation days may be used singly or all at once. Regular, part-time employees who work at least half-time accrue vacation at one-half the rate for full-time employees. All vacation time must be reported biweekly to the County Administrator's Office.

All vacation time shall be taken in no less than one half (1/2) hour increments, unless otherwise agreed.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Employees who terminate their employment or who are laid off will be paid for vacation previously earned and not received for the current year up to the date of termination on a pro-rated basis. (see page 21 Resignation/Retirement).

Upon retirement, early retirement or separation from employment, an employee or beneficiary shall receive payment for unused vacation benefits and this payment will be paid in one lump sum.

Unused compensatory time and vacation or sick leave benefits cannot be used to extend out the date of retirement, early retirement or separation.

Elected officials are not eligible to receive vacation.

7. Weather Conditions:

Employees shall be paid for what would have been their normal working hours on days in which their offices are closed by the County Administrator in consultation with the County Board Chairman if available. On any other day in which the employee is unable to reach their office due to weather conditions, the employee has the option of treating such absence as either sick leave or vacation.

Richland County Committee

Agenda Item Cover

Agenda Item Name: Performance Pay

Department	Administration	Presented By:	Administrator
Date of Meeting:	04 Jan 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Employee Handbook
Date submitted:	30 Dec 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to....

(Pending Discussion)

Background: *(preferred one page or less with focus on options and decision points)*

Per future item request; the committee is asked to discuss and take possible action in amending or giving guidance regarding performance pay.

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Discussion and possible action regarding administrative strategic goals

Department	Administration	Presented By:	Administrator
Date of Meeting:	04 Jan 2022	Action Needed:	Report / possible action
Disclosure:	Open Session	Authority:	Administrator Agreement
Date submitted:	31 Dec 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

(Possible) Motion to.... approve report on addressing strategic goals.

(Possible) Motion to.... (amend priority work plan)

Background: *(preferred one page or less with focus on options and decision points)*

The County Administrator will present a report on progress, and planning to address the administrative goals for the 2020-2022 session and the current list of requested/identified administrative projects and initiatives facing the administrator/administrative team.

As per previous action and discussion. The administrator will be presenting a report on current progress and priority work plan. As a process, the committee will have the ability to recommend amendments and offer guidance via motion.

Attachments and References:

Strategic Plan Tracking and Reporting	Projects and Initiatives List
Work Plan – Prioritized	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

TBD

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

Strategic Plan Tracking and Reporting: 2020-2022

Items:	Actions:	Status:									
Challenges for the County Administrator (18 month goals)		29-Sep-20	30-Oct-20	25-Nov-20	29-Dec-21	16-Feb-21	25-Feb-21	18-May-21	04 Oct-21	1-Nov	30-Dec
1. Develop a long-term strategic plan Plan has been drafted by SWRPC - Attending meetings Resolution to complete by end of session		Prelim	Dev.	Dev.	Dev.	Actions	Actions	Actions	Actions	Actions	Actions
2. Transition finance and HR from County Clerk's Office to the Administrator's Office Established roles and position descriptions Some remaining overlap with Clerk serving as Finance Officer		Prelim	Dev.	Dev.	Dev.	Actions	Actions	Actions	Complete		
3. Make resolutions and ordinances available and organized on the internet Intentions of utilizing ARPA funds to codify ordinances Approval to use ARPA funds, Contract to Board in February		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Dev.
4. Develop more uniform HR policy and procedures		No Actions	No Actions	No Actions	No Actions	No Actions	No Actions	Prelim	POSTPONE		
5. Implement a uniform performance review program Completed 4 of 14 complete; 4 in development		Prelim	Dev.	Dev.	Dev.	Dev.	Actions	Dev.	Dev.	Dev.	Dev.
6. Develop plan and funding for more broadband Committed \$200,000 from ARPA		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	POSTPONE		
7. Develop finance and purchasing policy (increase admin authority on purchasing) Amendment to Rule #14 expanding authority Voucher Procedure on Invoices		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	POSTPONE		
8. Develop new county board member orientation program Drafted plan is awaiting action from F+P on December 17th. Finalized action by the Board anticipated for January.		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Action	Action
9. Full review of county employee handbook, addendums and administrative manual Several Addendums to reviewed. Anticipating February Completion		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Action	Action
10. Partner with Southwest Regional Planning in developing a county strategic plan Entered an Agreement // Planning Sessions Complete // Finalizing Plan		Dev.	Dev.	Dev.	Actions	Actions	Actions	Complete			
11. Develop policy and procedure to address complaints and investigations Department Review: Taking to County Board in January Board Adoption in February 2021		Prelim	Prelim	Actions	Actions	Complete!					
12. Develop compensation and classification plan (Proposed by Administrator)		Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Actions	Complete		

Date: 30-Dec-21

Project and Initiatives involving the Administration Team:

<u>By Duties:</u>	<u>Department/ committee / function:</u>	<u>Project / Initiative:</u>	<u>Status</u>	<u>Cost (est.)</u>	<u>Current Lead</u>	<u>Strategic Goal</u>
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Board Relations

Orientation and Training Program	Supervisor Training: orientation, county functions, budget, ethics, WCA, sponsor program	Near Completion	?	Admin	Yes
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Administrative Duties

Administrator	Performance evaluations on reporting department heads (14)	4 of 14	min	Administrator	Yes
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Budget Preparation and Execution

Capital Program	Development and implementation of a 10 year capital management planning	Preliminary	?	Administrator	No
10 Year Financial Plan	Development and implementation of a 10 year financial plan	Preliminary	?	Administrator	No
Control Plan	Continue refinement of plan to monitor, evaluate, and report budget compliance	Preliminary	?	Accounting Supervisor	No

Financial Reports and Planning

Finance	Service Card System	Development	?	Admin / Treasurer / CFO	No
Finance	Early Childhood Education and Daycare Grant Program	Action	\$335,100	Ad. Assistant	No
Finance	Implement a on-week withholding on payroll (2023), schedules and cycles	Preliminary	?	Administrator	No

Project and Initiatives Involving the Administration Team:

By Duties:	Department/ committee / function:	Project / Initiative:	Status	Cost (est.)	Current Lead	Strategic Goal
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Board Relations

	Board	Redistricting with coordination of committee	Done	Min	CTY Clerk	No
	Board	Policy, Rules, Procedure of addressing public comment in public meetings	No actions	min	Admin	No
	County Board	Routine Coordination, Presence and Support	Routine	?	Clerk / Amin /Corp Counsel	No
Assist	Rules and Resolution	Routine Coordination, Presence and Support	Routine	?	Clerk / Amin /Corp Counsel	No
Do	Finance and Personnel	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No
Do	Property Committee	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No
Do	Strategic Planning	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No
	Veterans Commission	Routine Coordination, Presence and Support	Routine	?	CVSO	No
	UW Campus	Routine Coordination, Presence and Support	Routine	?	Clerk/Admin	No
	Tri-County Airport	Routine Coordination, Presence and Support	Routine	?	Clerk/Admin	No

Assist	Orientation and Training Program	Supervisor Training: orientation, county functions, budget, ethics, WCA, sponsor program	Near Completion	?	Admin	Yes
	Committees	POLICY - Review Committee Authorities and Responsibilities Review	Development	?	Committees	No
	Committees	Rules - (Future Ordinance) Process for appointments to Boards, Committees and Commissions	Development	?	Committees	No

Administrative Duties

	Administrator	Performance evaluations on reporting department heads (14)	3 of 14	min	Administrator	Yes
	Administrator	Performance evaluations on reporting subordinates (3.5)	0 of 3.5	min	Administrator	Yes
	Clerk's Office	Ordinances and Resolutions with Digital Accessibility on Website	Development	?	Clerk	Yes
	Clerk's Office	Ordinances converted to Book of Ordinances	Development	?	Clerk	Yes
Assist	Clerk's Office	POLICY - Review record retention schedule	Development	?	Clerk / Admin	Yes
	Clerk's Office	Purge historic records and storage spaces	Development	Many hours	Clerk / Admin	No
	Administration	Purchase and Install new AS400 system	System arrived	\$60,000	MIS	Yes
	Administration	Sort out office and floor space	Actions	?	Admin / Clerk	Yes
	Administration	Promoting Southwest Tech presence in Richland Center	No actions	?	Admin	No
	Administration	POLICY and procedure - Reviewing Contracts Through Corporation Counsel	No actions	?	Admin	Yes
	Broad Band Development	Develop a plan and funding for improving rural broadband access	Preliminary	?	Committees	Yes

Assist	Training	Department Head Training: working with committees, budget, leadership, employment law	Preliminary	?	Admin	No
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Assist	Training	Employee training: Complaint Policy, Benefits, future advancements in county	No actions	?	Admin	No
	Training	AS400 Training and viewer access for Department Heads	No actions	?	Tammy W.	No

Do	COVID-19 Vaccination Education Initiative	Base Line Data- Promotion - Monitoring - Follow-up Data - Report to F+P, HHS B	Preliminary	?	Admin/Asst. /HHS Dir.	No
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Do	Veterans Commission	Customer service review process remains a concern of the commission	No actions	?	Admin	No
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	UWEX	Evaluation of current community educator needs	No action	?	Admin	No
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Assist	UW Campus	Future Utilization and Foot Print // Contingency Plan Development	Preliminary	?	Admin	No
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	UW Campus	Campus Loop deed to City	Surveyed	?	CC	No
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Assist	UW Campus	Future utilization of none developed forest and agriculture sections	Preliminary	?	ED	No
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	Tri-County Airport	Ownership Agreement Ordinance	Awaiting Sauk	?	Admin / Sauk	No
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	Tri-County Airport	Airport Improvements: project tracking, land acquisition, and funding	Close	\$9,500,000	Admin / Sauk	No
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Do/Assist	Land Conservation	Services and staffing evaluation, regarding Land Conservation, Zoning, Land Information	No action	?	Admin	No
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Assist	Land Con and Fair	Investigation of moving parks from Land Con to a "Parks and Fair" configuration	No action	?	Admin	No
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	Business Reviews	Hiring consultants to evaluate business plans: Fair, Ambulance	Preliminary	?	Admin	No
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	Solar Field	Solar Field - follow up push on development	Underway	\$160,000-	ED	No
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	Solar Field	Solar Field - follow up on personal solar panel ordinance	Actions	\$100 per	Zoning	No
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	Solar Field	Solar Field - Monitor revenue flow from DOR	Preliminary	\$100K+ / year		
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	Solar Field	Solar Panels on County Roofs - Through Aliant or other Utility (Iowa County)	No action	?	Accounting Supervisor	No
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Strategic Planning and Organizational Improvement

	Assist	Strategic Plan Development	Development of long-term strategic plan; monitoring and enforcement; data support	Near Completion	?	Committee Lead / SWRP/ Admin	Yes
	Assist	Strategic Plan Development	Development of work-plan to implement the strategic initiatives	Preliminary	?	Admin	No

Budget Preparation and Execution

		Capital Program	Development and implementation of a 10 year capital management planning	Preliminary	?	Administrator	No
		10 Year Financial Plan	Development and implementation of a 10 year financial plan	Preliminary	?	Administrator	No
		Control Plan	Continue refinement of plan to monitor, evaluate, and report budget compliance	Preliminary	?	Administrator / CFO	No
	Tammy	MIS Budget	2023 Reconfiguration to Office and Organizational Budgets	Preliminary	?	Administrator	No

Financial Reports and Planning

		Finance	American Recovery Plan: Access needs and options, selection process, decision, tracking and audit	Actions	\$3,300,000		No
		Finance	American Recovery Plan: Coordinating with Townships and City on their uses	No action	Multiple M	Admin	No
		Finance	2022 Budget— Process planning and coordination	Actions	\$36M	Admin	No
		Finance	2022 Budget— Union negotiations	Actions	?	Admin / Jon	No
		Finance	2022 Budget— Health Insurance and Benefits Review, Assessment, Proposal	Actions	?	Admin	No
		Finance	2022 Budget— Capital Projects and Improvement process and borrowing	Actions	?	Admin / Clerk	No
		Finance	2022 Budget— Review of county partnerships	Actions	?	?	No
	Do	Finance	POLICY - Purchasing Policy	Preliminary	?	Admin / Clerk	YES
	Assist	Finance	POLICY - Finance policy, w/ funds (purpose, authority, responsibility) ref resolutions	Preliminary	?	Admin / Clerk	No
		Finance	POLICY - Grant and Endowment Receipt, Holding and Issue	Preliminary	?	Admin / Clerk	No
	Do	Finance	Service Card System	Development	?	Admin / Clerk	No
	Do	Finance	Amazon Business Account for the County	Preliminary	?	Admin / Clerk	No
	Do	Finance	Reviewing revenues (fines, fees, and grants)	No actions	?	Admin / Clerk	No
	Assist	Finance	Evaluation of Property and Liability Insurance	Status Quo	?	Admin / Clerk	No
	Assist	Finance	Routine Finance meetings for county coordination	No actions	?	Admin / Clerk	No
	Assist	Finance	Evaluate centralized finance department - with attached personnel	Preliminary	?	Admin / Clerk	No
	Assist	Finance	Next Generation Finance and Payroll System: Assess, Evaluate, Plan	No actions	?	Admin / Clerk	No
		Finance	AS400 Switch over - Anticipating February after year end	Development	\$60,000	Admin / MIS	No

	Do	Finance	Early Childhood Education and Daycare Grant Program	Actions	\$335,100	Admin	No
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		DOJ Grant	Department of Justice, Coronavirus Round two for Law Enforcement contagion mitigation	Actions	\$150,000	DOJ / Accounting Supervisor	No
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	Assist	Ambulance Garage	Finalize Purchase	Dec 15th	\$600,000	Chair and DH	No
		Ambulance Garage	Monitor Project and Funding Requests	Preliminary	?	Admin / Chair/ DH	No

		Housing Authority	Evaluation and repurpose of aged grant program	Preliminary	\$55,000	ED	No
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		CDBG Close	Lone Rock Improvements	Con. \$ flow	\$481,750	ED	No
		CDBG Close	Richland Center Auditorium	Con. \$ flow	\$752,341.31	ED	No

	Assist	Finance	Implement a on-week withholding on payroll (2023), schedules and cycles	Preliminary	?	Admin	No
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		Opioid Settlement	Monitoring and tracking opioid settlement project	No actions	?	Admin	No
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Human Resources

		Human Resources	Recruitment Process for Corporation Counsel	Actions	?	Admin / HHS	No
		Human Resources	Recruitment Process for Accounts Payable Specialist	CLOSE	?	Clerk / HHS	No
	Do	Human Resources	POLICY - Review Long-term medical absence	Preliminary	?	Admin	No
	Do	Human Resources	POLICY - Regarding abandoned personal possessions	Preliminary	?	Admin	No
	Do	Human Resources	POLICY - Vehicle use policy	No actions	?	Admin	No
	Do	Human Resources	POLICY - Building Policy for Courthouse	No actions	?	Admin	No
		Human Resources	POLICY— Finalize Handbook with changes reflecting Administrator	Done	?	Admin	YES
		Human Resources	POLICY— complete review Handbook, Administrative Manual and Addendums	Done	?	Admin	YES
		Human Resources	POLICY— Compensation, Classification and Authorization	Adopted	?	Admin	No
		Human Resources	Review FLSA classifications	Done	?	Admin	No
	Assist	Human Resources	POLICY - Performance Evaluation Policy and Procedures	No actions	?	Admin	YES
	Assist	Human Resources	Evaluation of uniform timekeeping and timecard system	No actions	?	Admin	No
		Human Resources	POLICY and Procedure- Masking and Vaccinations in County Buildings	Ongoing	?	Admin	No
	Assist/Depart Heads	Human Resources	POLICY - Return to work and light duty	Preliminary	?	Admin	No
	Do	Human Resources	POLICY- Review and Update Civil Rights	Development	?	Admin	No
	Assist	Human Resources	POLICY - Public Works Solicitation, Bidding and Awarding Process	No actions	?	Admin	No

	Assist/Form Comm	Human Resources	Review on future compensations and benefits package, including time-off	Preliminary	?	Admin	No
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		Highway	Clerical Staff hour reduction	Done	?	Admin / HWY	No
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		Human Resources	Consideration of future new positions: Tourism Director, Jail Administrator, Radio Administrator,	Preliminary	?	Admin	No
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	Do/Assist	Human Resources	Establish Reoccurring HR meetings and work group	Preliminary	?	Admin	No
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Property Management

Assist	Courthouse	Security and Key Project	No Actions	10K-50K	Maint	No
	Courthouse	Duct Cleaning	Done	\$14,082.00	Maint	No
	Courthouse	Air Purification Equipment Installation	Scheduled	\$42,454.00	Maint	No
	Courthouse	Roof replacement on historic courthouse	Scheduled	242,000	Admin	No
Do	Courthouse	Reallocation of Emergency Management / Ambulance Space	Preliminary	?	Admin	No
Assist	Courthouse	Long-term future occupation of courthouse / future jail project	2013 Study	Multi-million	Committee	No

Complete

Property	Cazenovia Demolition — parcel is still ours; concerns on redemption (Economic Development)	Done	\$60,000-	ED	No
Property	1 st Street — parcel is still ours; concerns on redemption (Corp Counsel and Economic Development)	Done	\$10,000-	ED and CG	No
Property	Crook Property - work with city on razing and development	Holding	0		No
Property	Streamline process on property development (Economic Development)	Preliminary	?	ED / Corp Counsel / Treasurer	No
Property	Contaminated Parcel, old dry cleaning (Economic Development)	Preliminary	?	ED	No
Property / Parks	Kayak Landing project and land swap	Preliminary	?	Parks and Chair	No
Property	Roofing repairs on Campus, Symons; HHS (Passed to Department Heads)	Done	\$600,000-	Contractor / DH	No

MIS / Sheriff	Radio Tower Project - Assessment and Improvements to Radio Counsels and Towers	Actions	6-10 M	MIS/ Sheriff / Consultant	No
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Do	Land Conservation	Concerns on rented space, possible movement to courthouse	2023	\$10,000	Admin / Land	No
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Community & Intergovernmental Relations

Lobbying	Communicate with State Representatives on Levy Limits and County Financial Position	Preliminary	?	Admin	No
Public Addresses	Schedule Reoccurring Public Addresses with Radio and Paper	Preliminary	?	Admin	No