

Richland County Government Personnel Administration

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RICHLAND COUNTY GOVERNMENT: PERSONNEL ADMINISTRATION

Introduction

This opinion deals with County employees who are not department heads. It does not deal with department heads.

As to positions, the County Board has authority to determine the number of positions, compensation and fringe benefits. The County Board also has authority to prescribe procedural (due process) rights of County employees regarding discipline and termination, although there are also Statutory provisions dealing with this subject. Federal law governs those employees whose positions are supported by Federal funds.

In summary, this opinion deals with those elements of personnel administration which are central to a department head's ability to supervise and administer his or her department. These elements include hiring, probation, discipline and termination.

With the advent of a County Administrator, County employees are divided into the following 6 categories:

Category No. 1

The department head is an elected official. This covers the following departments.

Circuit Court, (includes Register in Probate, Court Reporter and
bailiffs)

Coroner

County Clerk

Clerk of Circuit Court

Register of Deeds

Sheriff

Treasurer

As to this category of County employees, the County Administrator has no authority regarding personnel administration.

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Category No. 2

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_____ Departments with a related board or commission. This covers the following departments:
Health and Human Services
Pine Valley Community Village
Parks (general manager of the parks system is appointed by the
County Administrator)

Veterans Service Office

The County Administrator has no authority regarding personnel administration of these departments.

Category No. 3

Departments where Statutes require the department head or the supervising committee to administer the department:

Zoning and Land Information

County Highway Department

U.W. Extension

As to the above departments, the County Administrator has no personnel administration authority.

Category No. 4

Department in which County employees by Statute are employees of both the County and the U.W. system:

U.W. Extension

The County Administrator has no personnel administration authority over this department.

Category No. 5

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Departments that are the subject of contracts with other government entities:

Ambulance

Symons Natatorium

The County Board could grant the County Administrator personnel administration authority regarding these departments, consistent with the applicable contract.

Category No. 6

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Departments where the statutes are silent as to personnel administration:

Child Support

Corporation Counsel (only employee is a part-time Assistant Corporation
Counsel who, by Resolution, is also the Assistant District Attorney
and the Director of the Child Support Agency)

Emergency Management

Fair (one part-time casual employee and one 10% clerical position)

Management Information Systems

University of Wisconsin-Platteville Food Service

Land Conservation (one 90% clerical position)

Zoning and Land Information.

The County Board could grant the County Administrator personnel administration authority

regarding these departments.

Based on the above, the Handbook of Personnel Policies and Work Rules must be revised.

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