

## **Richland County Pay Plan as of 1/18/21**

### **General Government**

1. Employees with two or more years of employment as of the Effective Date\* will be placed at step 4 (is currently step 3)
2. Employees whose wages were above step 3 prior to the Effective Date\* will be placed at the next step that provides an increase; except for those already at the top step
3. Employees with less than two years of continuous employment as of the Effective Date\*, and new hires will be placed at step 2 (is currently step 1)
4. After an employee passes probation, the employee will be placed at step 3 (is currently step 2)
5. After two years from the date of hire, the employee will be placed at step 4 (is currently step 3)
6. Employees must have completed their probationary period of employment to be placed at the two year rate which is Step 4 (is currently Step 3),”

### **Pine Valley**

7. Employees with two or more years of employment as of the Effective Date\* will be placed at step 5 (is currently step 4)
8. Employees whose wages were above step 4 prior to the Effective Date\* will be placed at the next step that provides an increase; except for those already at the top step
9. Employees with less than two years of continuous employment as of the Effective Date\*, and new hires will be placed at step 3 (is currently step 2)
10. After an employee passes probation, the employee will be placed at step 4 (is currently step 3)
11. After two years from the date of hire, the employee will be placed at step 5 (is currently step 4)
12. Employees must have completed their probationary period of employment to be placed at the two year rate which is Step 5 for Pine Valley (is currently Step 4).”

### **General provisions**

13. County department heads, beginning on the Effective Date\*, may authorize a new hire to start one to two steps above the new hire step, based on qualifications and experience. The Department must be able to absorb the increased cost in its budget. Such new hires would move up a step upon successful completion of their probationary period – and at other designated intervals, unless they are already at the highest step for that position (step 4 for general government; step 5 for Pine Valley)

14. County department heads may authorize a one-time placement adjustment (not to exceed step 4 for General Government or step 5 for Pine Valley) for current employees who the department head deems their experience and value to the department warrants the increase.

15. The Finance and Personnel Committee is authorized to retain the services of Carlson Dettmann Consulting, LLC, during 2020, to update the county's compensation structures (steps) to reflect current market – update to be completed by April 30, 2020

\*Effective Date: Start of the first pay period of January 2020.

## **RESOLUTION NO. 19 - 89**

**Commented [SML1]:** Resolution No. 19-89 adopted in August 2019. Tracked changes show affects of Resolution No. 19-126, adopted in October 2019.

A Resolution Amending The County's Pay Plan.

WHEREAS the Finance and Personnel Committee has received a proposal to amend the County's Pay Plan in order to speed up annual pay increases, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED that the following changes, the gist of which is to speed up annual pay increases for County employees, is hereby approved, with the "effective date" being the start of the first pay period in January, 2020.

### General Government

1. Employees with two or more years of employment as of the Effective Date will be placed at step 4 (is currently step 3)
2. Employees whose wages were above step 3 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step
3. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 2 (is currently step 1)
4. After an employee passes probation, the employee will be placed at step 3 (is currently step 2)
5. After two years from the date of hire, the employee will be placed at step 4 (is currently step 3)

6. Employees must have completed their probationary period of employment to be placed at the two year rate which is Step 4 (is currently Step 3).

### Pine Valley

76. Employees with two or more years of employment as of the Effective Date will be placed at step 5 (is currently step 4)
87. Employees whose wages were above step 4 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step
98. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 3 (is currently step 2)
109. After an employee passes probation, the employee will be placed at step 4 (is currently step 3)
119. After two years from the date of hire, the employee will be placed at step 5 (is currently step 4)

12. Employees must have completed their probationary period of employment to be placed at the two year rate which is Step 5 for Pine Valley (is currently Step 4)."

#### General provisions

11. County department heads, beginning on the Effective Date, may authorize a new hire to start one to two steps above the new hire step, based on qualifications and experience. The Department must be able to absorb the increased cost in its budget. Such new hires would move up a step upon successful completion of their probationary period – and at other designated intervals, unless they are already at the highest step for that position (step 4 for general government; step 5 for Pine Valley)

12. County department heads may authorize a one-time placement adjustment (not to exceed step 4 for General Government or step 5 for Pine Valley) for current employees who the department head deems their experience and value to the department warrants the increase.

13. The Finance and Personnel Committee is authorized to retain the services of Carlson Dettmann Consulting, LLC, during 2020, to update the county's compensation structures (steps) to reflect current market – update to be completed by April 30, 2020, and

BE IT FURTHER RESOLVED that Resolution # 18-10 is hereby amended by repealing the following crossed-out language and adopting the following underlined language:

~~"Step progressions will automatically occur every other year, with the next progression on the steps to occur at the start of the first pay period in January of 2020."~~

"The Finance and Personnel Committee is authorized to have the County's compensation structures (steps) updated annually to reflect current market. The Finance and Personnel Committee is also authorized to permit further step progressions beginning in 2021 up to and including the use of all steps in preparations of annual budgets as the Committee and County administration deem feasible", and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period after January, 2020.

**RESOLUTION NO. 19 – 126**

**Commented [SML2]:** Adopted October 2019.

A Resolution Amending Resolution # 19-89 Which Amended The County's Pay Plan.

WHEREAS, at its August 20th meeting, the County Board adopted Resolution # 19-89 relating to amending the County's Pay Plan and several minor amendments are needed to that Resolution, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Resolution # 19-89 is hereby amended as follows:

1. The following paragraph 6 is hereby added under the heading General Government:

"6. Employees must have completed their probationary period of employment to be placed at the two year rate which is Step 4 (is currently Step 3),"

2. Paragraphs 6 through 10 under the heading "Pine Valley" are renumbered 7 through 11.

3. The following paragraph 12 is added under the heading Pine Valley:

"Employees must have completed their probationary period of employment to be placed at the two year rate which is Step 5 for Pine Valley (is currently Step 4).", and

4. The effective date is changed to the start of the first pay period paid after January 1, 2020, and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period paid after January 1, 2020.

**RESOLUTION NO. 18 - 10**

**Commented [SML3]:** Adopted in January 2018.

A Resolution Adopting A Pay Plan For County Employees.

WHEREAS changes in Wisconsin's labor relations laws have made it prudent for the County to review its pay plans and develop a uniform method for compensating its employees, and

WHEREAS the County has retained the services of Carlson Dettman Consulting, LLC to study and analyze the County's current compensation plans and to develop recommendations to develop future compensation plans for County employees, and

WHEREAS the Finance and Personnel Committee has carefully reviewed and has approved the recommendations made by the firm to replace the existing County employee compensation structures for the County Highway Department, the Courthouse and professional employees, except the Deputy Sheriff's Association and the County's elected officials ("general government") and Pine Valley Community Village, with two employee compensation structures, one for general government, consisting of 18 pay grades with 8 steps, and one for Pine Valley Community Village, consisting of 16 pay grades with 8 steps, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the two compensation plans, one for general government and one for Pine Valley Community Village, with the original of these plans being on file in the County Clerk's office and a copy having been distributed to all Supervisors; are hereby approved, and

BE IT FURTHER RESOLVED that these plans include the following elements:

• General government

1. Employees with two or more years of employment as of the effective date of the plan are placed at Step 3;
2. Employees whose wages are currently above Step 3 are placed at the next step that provides an increase in compensation;
3. Employees with less than 2 years of continuous employment as of the effective date of the plan and new hires are placed at Step 1;
4. After an employee passes probation, the employee shall be placed at Step 2.

• Pine Valley Community Village

5. Employees with two or more years of employment as of the effective date of the plan are placed at Step 4;
6. Employees whose wages currently above Step 4 are placed at the next step that provides an increase in compensation;
7. Employees with less than two years of employment as of the effective date of the plan and new hires, are placed at Step 2;
8. After an employee passes probation, the employee shall be placed at Step 3;

9. After two years from the date of hire, the employee shall be place at Step 4;

General provisions

10. An employee whose rate of pay as of April 1, 2018 exceeds the maximum rate for their position's pay grade shall have their wages frozen until such time as the pay structure, through amendments, meets or exceeds their rate of pay;

11. No current County employee shall incur a reduction in their base pay as a result of this Resolution;

12. Step progressions will automatically occur every other year, with the next progression on the steps to occur at the start of the first pay period in January, 2020, and

BE IT FURTHER RESOLVED that the Finance and Personnel Committee will conduct a formal position classification review process for employees to request a review of their position grading, and

BE IT FURTHER RESOLVED that the general government plan, except for the County Highway Department, shall be effective at the start of the second pay period in April, 2018 and the Pine Valley plan, including the County Highway Department, shall, be effective at the start of the first pay period in April, 2018, and

BE IT FURTHER RESOLVED that this Resolution shall be effective on the dates stated above.