

**Richland County  
Executive & Finance Standing Committee**

Date Posted: August 19, 2025

**NOTICE OF MEETING**

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Monday, August 25, 2025 at 5:00 PM in the Richland County Boardroom of the Courthouse located at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/executive-and-finance-committee/>

If you have any trouble accessing the meeting, please contact MIS Support at 608-649-4371 (phone) or [mis@co.richland.wi.us](mailto:mis@co.richland.wi.us) (email).

**AGENDA**

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From The August 12, 2025 Meeting
6. Public Comment
7. Reports
  - A. Administrator's Report
  - B. Radio Tower Project Update
  - C. Veterans Service Office Quarterly Report
  - D. Pine Valley Water Reservoir Update
8. Discussion & Possible Action: 2026 Preliminary Budget
9. Discussion & Possible Action: Approval Of A Municipal Advisory Agreement With Wisconsin Public Finance Professionals, LLC.
10. Discussion & Possible Action: Approval Of Changes To The Holiday Section Of The Handbook Of Personnel Policies And Work Rules Of Richland County
11. Discussion & Possible Action: Approval Of Updates To The Pine Valley Addendum
12. Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(E): Deliberating Or Negotiating The Purchasing Of Public Properties, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session: Potential Future Uses Of Campus Buildings
13. Return To Open Session
14. Possible Action On Items From Closed Session
15. Correspondence
16. Future Agenda Items
17. Adjourn

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Tricia Clements, County Administrator at 181 W. Seminary St., Richland Center, WI 53581 or call 608-647-2197.

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 Executive & Finance Standing Committee.

Derek S. Kalish  
County Clerk

# Richland County Executive & Finance Standing Committee

August 12, 2025

The Richland County Executive & Finance Standing Committee convened on August 12, 2025 in person and virtually at 5:00 PM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Williamson called the meeting to order at 5:00 PM.

**Roll Call:** County Clerk Kalish conducted roll call. Committee member(s) present: Steve Carrow, Randy Schoonover, Gary Manning, Mark Gill, David Turk, and Steve Williamson. Committee member(s) absent: Marc Couey and Ingrid Glasbrenner. Melvin “Bob” Frank arrived at 5:05 PM.

**Verification Of Open Meetings Law Compliance:** County Clerk Kalish confirmed the meeting had been properly noticed.

**Approval Of Agenda:** Motion by Manning second by Schoonover to approve agenda with item #13 removed. Motion carried and amended agenda declared approved.

**Approval Of Minutes From The July 8, 2025 Meeting:** Committee Chair Williamson asked if there were any corrections or amendments to the minutes from the July 8, 2025 meeting. Hearing none, Committee Chair Williamson declared the minutes from the July 8, 2025 meeting approved as published.

**Public Comment:** Shirley Welte expressed concerns over the draft resolution language for agenda item #10.

**Reports - County Administrator Update:** Administrator Clements noted the following:

- A Finance Director was hired and started on August 11, 2025
- The 2026-2028 CIP plan has been uploaded into the Administration document folder
- Payrolls for Sheriff, Symons, Courthouse, and HHS have been merged
- Thanked Ambulance Services staff for their work with Emergency Services

**Reports – Radio Tower Project Update:** Administrator Clements provided brief status updates for various radio tower projects and noted that the anticipated switch over date is December 15, 2025.

**Reports – Pine Valley Reservoir Update:** Nothing reported as report was not ready.

**Discussion & Possible Action – 2026 Preliminary County Budget:** Administrator Clements reviewed the progress of the 2026 budget and noted that the preliminary budget will be presented at the August 25<sup>th</sup> meeting.

**Discussion & Possible Action – Approval To Issue Request For Proposals For Emergency Services Building Roof:** Interim EMS Director Scott provided a brief overview of the need for approval to request proposals to repair the leaking roof of the Emergency Services building. Motion by Frank second by Turk to approve the issue of requests for proposals to repair the Emergency Services building roof. Motion carried.

**Discussion & Possible Action – Approval Of Changes To The Holiday Section Of The Handbook Of Personnel Policies And Work Rules Of Richland County:** Administrator Clements provided a brief

## Richland County Executive & Finance Standing Committee

background on the subject and noted the goal of updating the employee handbook for consistency across departments. Motion by Gill second by Williamson to approve changes to the holiday section of the Handbook of Personnel Policies and Work Rules of Richland County. Discussion continued regarding the additional pay for times, days, and holidays worked and the number of employees the changes would impact. Motion by Schoonover second by Manning to postpone approval of changes to the holiday section of the Handbook of Personnel Policies and Work Rules of Richland County. Motion carried and further discussion postponed until the August 25, 2025 Executive and Finance Standing Committee meeting.

**Discussion & Possible Action – Approval Of Changes To The Reimbursements Section Of The Handbook Of Personnel Policies And Work Rules Of Richland County:** Administrator Clements reviewed the proposed changes to the reimbursements section of the Handbook of Personnel Policies and Work Rules of Richland County. Motion by Carrow second by Frank to approve the changes to the reimbursements section of the Handbook of Personnel Policies and Work Rules of Richland County. Motion carried item forwarded to full County Board for approval.

**Discussion & Possible Action – Approval To Accept Donations To Symons Recreation Complex:** Symons Director Hardy provided brief background on proposed donations. Motion by Carrow second by Schoonover to accept donations to the Symons Recreation Complex. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action - Approval To Accept Intergovernmental Agreement For The Operations Of The Symons Recreation Complex:** Item removed from the agenda.

**Discussion & Possible Action – Richland County Mission Statement:** County Board Chair Turk provided brief background on the events that led to the creation of a mission statement for Richland County. Administrator Clements noted that two versions were created and that there was a preference for the shorter of the two. Motion by Frank second by Manning to adopt the following as the mission statement for Richland County: “Richland County is dedicated to fostering a thriving, inclusive community through transparent, accountable, and fiscally responsible services. We aim to promote growth, well-being, and prosperity while respecting our rural roots and empowering all residents to succeed.” Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Emergency Services Department Staffing Request:** Interim EMS Director Scott reviewed need for additional staff in the Emergency Services Department. Motion by Schoonover second by Gill to approve addition of one full-time EMT position. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Approval To Create And Fill The Ambulance Service Director Position:** Administrator Clements provided brief background regarding the needed separation of Emergency Management and Ambulance Service responsibilities into two different positions. Motion by Turk second by Schoonover to approve the creation and filling of the Ambulance Service Director position. Motion carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Creation Of An Ad Hoc County Facilities Committee:** Administrator Clements noted the need for the long-range planning for the current/future use of county facilities. Committee Chair Williamson noted that the Campus Reconfiguration Committee does not have the bandwidth to address the current/future use of county facilities in addition to the campus reconfiguration

**Richland County  
Executive & Finance Standing Committee**

matters. Motion by Carrow second by Williamson to approve the creation of an ad hoc County Facilities Committee. Discussion continued. Supervisor Carrow asked if the current Public Works Standing Committee could absorb the long-range planning of the current/future use of county facilities tasks. Motion by Carrow second by Williamson to amend the original motion to designate the current/future planning of county facilities to the Public Works Standing Committee. Amendment carried. Amended motion to designate the current/future planning of county facilities to the Public Works Standing Committee carried and item forwarded to full County Board for approval.

**Discussion & Possible Action – Approval Of Fee Increase For Minor Subdivision Review/Certified Survey Map:** Land Conservation and Zoning Director Cooper provided brief overview of proposed fee increase. Motion by Carrow second by Turk to approve fee increase for minor subdivision review/certified survey maps. Motion carried and item forwarded to full County Board for approval.

**Correspondence:** None.

**Future Agenda Items:**

Reports: Pine Valley Water Reservoir Update

Discussion & Possible Action: 2026 Preliminary Budget

Discussion & Possible Action: Approval Of Changes To The Holiday Section Of The Handbook Of Personnel Policies And Work Rules Of Richland County

**Adjourn:** Motion by Manning second by Carrow to adjourn. Motion carried and meeting adjourned at 6:02 p.m.



Derek S. Kalish  
Richland County Clerk

## 2025 Forms filed

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	
21-22 Veterans Service Org. as Representative	3	1	1	3	2	1	1						
21-0966 Intent to File a Claim	1				2		1						
21-526ez Application for Disability Compensation	4	4	3	6	1	2	3						
21-8940 Application for Individual Unemployability													
21-686C Application Request to Add/ Remove Dependents	1	1		2			2						
20-0996 Review Request: Higher Level Review			1				1						
20-0995 Review Request: Supplemental Claim	1	1											
21-4138 Statement in Support of Claim		2			2								
10-10d Application for CHAMPVA	1	1		1									
10-10ez Application for VA Health Care	1	4	2										
10-10ezr Health Benefits Update Form													
21p-534ez DIC & Survivors Pension	3												
21p-530 Burial Benefits Application	1	2											
27-2008 Burial Flag Application	6	1	2	4	1	4	4						
40-1330 Application for Bronze Marker	4	3	4				3	1					
STATE													
2500-123 State Park Pass				1	2		1						
3010 Drivers License Identifier		1	2	2	2		4						
4000 Application for a Wisconsin Veterans Home			1										
2096 CVSO Tax Abatement Verification Form	1	1					1	1					
2097 Certification for Property Tax Credit	1	1					1	1					
57 VSO Grant Packet													
other	18	17	14	19	22	18	20						
2025 TOTALS PER MONTH	46	40	30	38	34	32	40						
2024 TOTALS PER MONTH	27	37	39	32	40	41	31	38	30	18	37	35	405
2023 TOTALS PER MONTH	62	45	36	27	40	31	37	35	23	36	41	39	419
2022 TOTALS PER MONTH	40	35	29	22	25	27	26	38	36	56	34	36	404
2021 TOTALS PER MONTH				35	46	48	52	33	46	50	41	48	

Richland County Veterans Service Office Monthly Numbers													
2025	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		
	Calls	Walk-Ins	Calls	Walk-Ins	Calls	Walk-Ins	Calls	Walk-Ins	Calls	Walk-Ins	Calls	Walk-Ins	
1	/	/					26	5	19	3			
2	25	5					27	9	20	6	28	4	
3	13	3	26	8	22	6	21	4			29	8	
4			26	3	35	7	20	4			26	6	
5			35	9	19	4			6	/	19	5	
6	32	5	24	9	27	5			15	/	21	4	
7	24	10	19	6	20	6	30	3	8	/			
8	37	11					35	5	16	/			
9	26	8					28	59	10	/	25	7	
10	21	3	16	5	36	4	26	8			22	7	
11			21	8	27	6	18	5			21	8	
12			26	5	24	7			36	11	29	7	
13	26	6	20	4	27	5			30	13	20	3	
14	31	13	28	6	22	6	26	11	27	9			
15	29	8					24	10	24	7			
16	22	6					24	5	24	8	36	10	
17	18	3	22	7	18	6	21	10			39	14	
18			19	9	29	8	/	/			31	9	
19			19	4	35	7			41	13	23	3	
20	27	7	21	6	24	5			33	10	20	3	
21	24	5	23	7	19	3	33	5	25	6			
22	29	9					27	9	35	7			
23	/	/					19	7	27	6	22	4	
24	/	/	24	5	24	7	31	7			23	7	
25			31	8	30	9	24	6			33	13	
26			33	5	37	5			/	/	19	5	
27	37	10	27	7	18	3			30	10	27	3	
28	34	9	25	5	27	7	25	5	28	8			
29	33	5					23	7	23	6			
30	29	4					23	6	13	4	30	7	half year
31	21	7			28	8							calls visits
2025	538	138	485	126	548	124	531	190	490	127	543	137	3135 842
2024	523	135	493	142	496	130	487	135	406	183	510	151	2915 876
2023	494	164	468	163	536	156	361	169	582	238	485	120	2926 1010
2022			416	81	423	118	324	85	400	129	392	112	2389 487
2021									478	149	608	98	

	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER			
	Calls	Walk-Ins	Calls	Walk-Ins	Calls	Walk-Ins	Calls	Walk-Ins	Calls	Walk-Ins	Calls	Walk-Ins		
1	26	12			/	/							/ (closed)	Weekend
2	27	5												
3	21	4											No Day This M	
4	/	/												
5														
6														
7	17	5												
8	25	9												
9	27	3												
10	34	5												
11	23	3												
12														
13														
14	36	8												
15	27	18												
16	23	8												
17	24	5												
18	20	3												
19														
20														
21	28	10												
22	22	10												
23	24	8												
24	19	7									/	/		
25	34	5									/	/		
26														
27									/	/				
28	38	10							/	/				
29	27	8												
30	31	6												
31	25	8											full	year
2025	578	160											calls	visits
2024	468	159	430	125	473	312	379	123	508	167				
2023	471	126	542	194	502	327	524	168	518	158	439	109	5927	2092
2022	407	115	548	150	430	213	346	110	423	134	428	142	4971	1351
2021	432	114	400	79	339	266	418	85	516	93	427	78	3618	962



# Preliminary Budget Summary

---

2026



# 2026 Preliminary Budget Highlights

---

- Advancement of one step on wage scale for all full-time employees.
- Addition of Radio Tower Technician & Radio Tower operations funding.
- Restructuring of Administration, Symons, Emergency Services, and HHS staff.
- Focus on maintaining and enhancing cyber security.

# Revenue Type Summary

---

- Taxes: County Sales tax, interest on taxes, and MFL/Forest Crop
- Intergovernmental: State Aid
- Regulation & Compliance: Fines, forfeitures, and various fees (permits, large group, etc.)
- Public Charges for Services: Departmental fees charged within county (includes HHS, Pine Valley, Sheriff, etc.)
- Other General Revenues: Various non-department fees, Pine Valley rebated funds, and Short-Term Borrowing
- Commercial Revenues: Investment income
- Highway: GTA, Operational, Town Bridge 50/50 Cost Share, Wheel Tax, State Maintenance Agreements
- Tax Levy: Funding gap between revenues and expenses

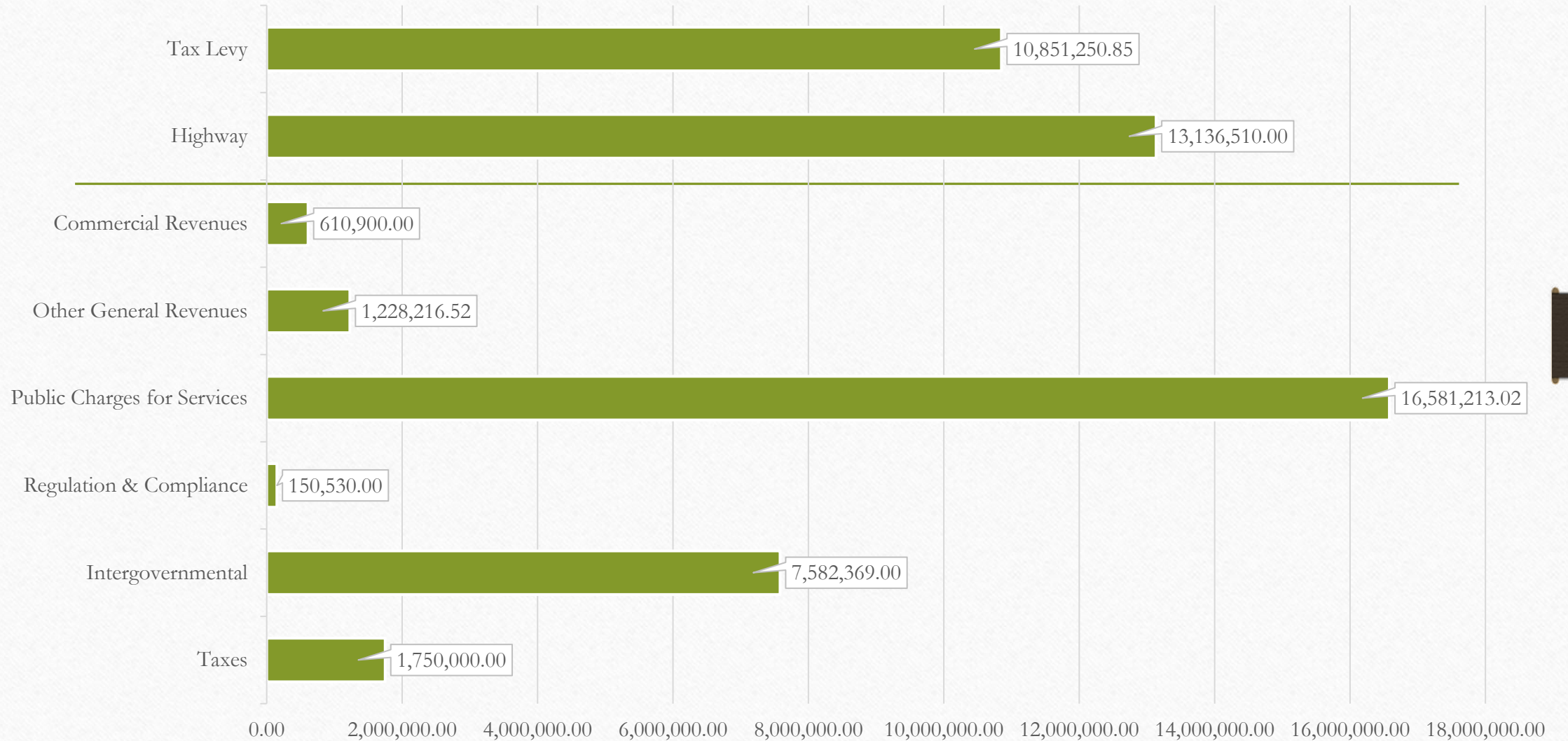
# 2026 Preliminary Budget Revenues

---

2026 Preliminary Budgeted Revenues	
Taxes	1,750,000.00
Intergovernmental	7,582,369.00
Regulation & Compliance	150,530.00
Public Charges for Services	16,581,213.02
Other General Revenues	1,228,216.52
Commercial Revenues	610,900.00
Highway	13,136,510.00
Tax Levy	10,851,250.85
TOTAL	51,890,989.39



## 2026 Preliminary Budget Revenue



# Expense Type Summary

---

- General Government: General Administration
- Public Safety: Sheriff-Ambulance - Emergency Government - Animal Control - LEPC
- Health & Social Services: Pine Valley – Health & Human Services(all dept.) – Child Support – Veterans
- Transportation: Airport
- Highway: Administration – CTHS – Bridge Construction – Town Bridge Cost Share – Equipment – State Main Agreement
- Culture: Libraries – County Fair
- Public Areas: Snowmobile trails/areas – county parks – Ash Creek Community Forest – Symons
- Special Education: Extension
- Natural Resources: Land Conservation – Wildlife Damage Mgmt. – Nursery Stock – Recycling – Watershed
- County Planning: SWWRPC – Zoning – Failing Septic Systems
- County Development: Economic Development – NHS
- Debt Service: Debt Service Payments
- Capital Projects: Capital Projects

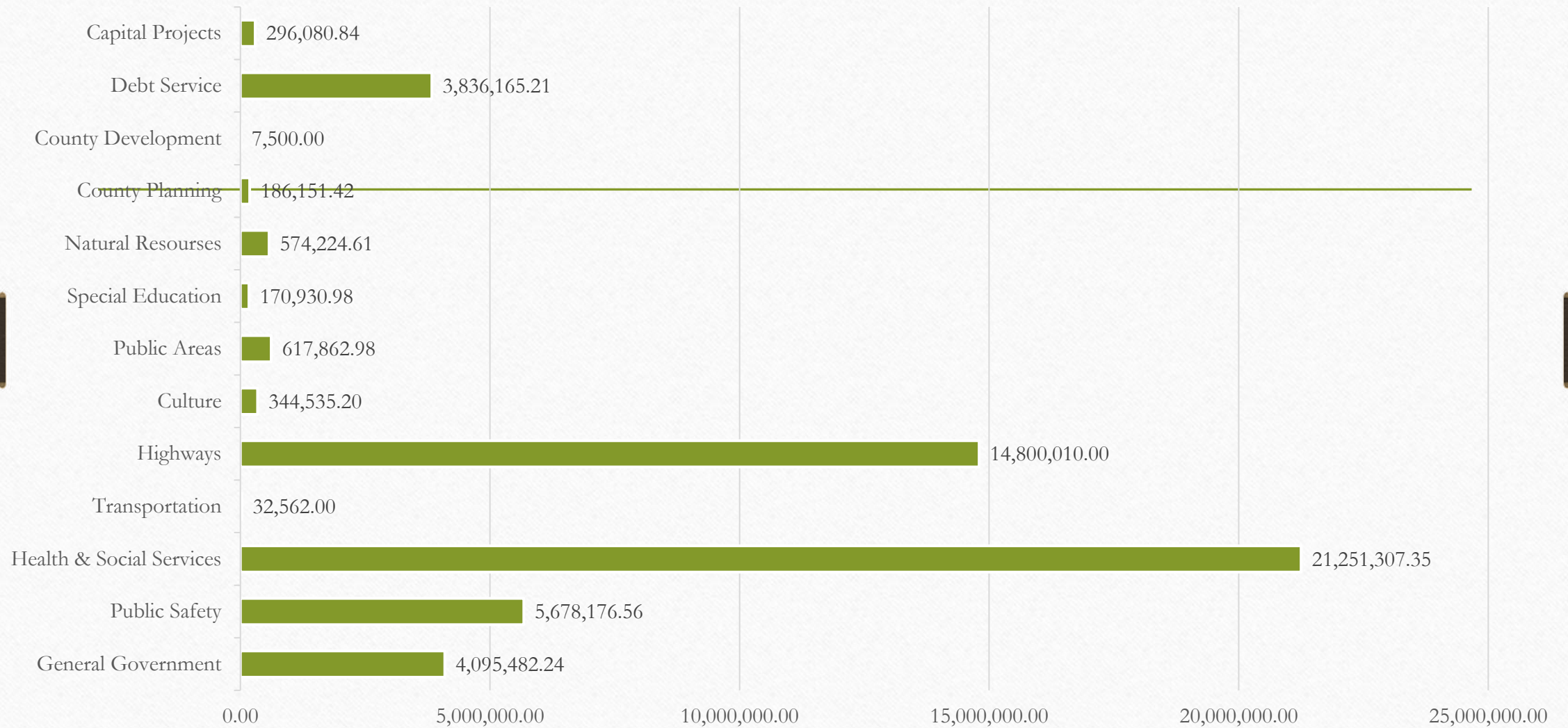
# 2026 Preliminary Budgeted Expenses

---

2026 Preliminary Budgeted Expenses	
General Government	4,095,482.24
Public Safety	5,678,176.56
Health & Social Services	21,251,307.35
Transportation	32,562.00
Highways	14,800,010.00
Culture	344,535.20
Public Areas	617,862.98
Special Education	170,930.98
Natural Resources	574,224.61
County Planning	186,151.42
County Development	7,500.00
Debt Service	3,836,165.21
Capital Projects	296,080.84
TOTAL	51,890,989.39



## 2026 Preliminary Budget Expenses





# 2025 Debt Service Summary

## 2025 DEBT SCHEDULE

DEBT ISSUES	BALANCE 12-31-25
G.O. Refunding Bonds (Debt Consolidation)	690,000    Matures 3-1-27
G.O. Promissory Notes (Capital Improvement Projects)	1,545,000    Matures 3-1-28
G.O. Pine Valley Construction Bonds (PVCV)	7,320,000    Matures 3-1-35
G.O. Pine Valley Construction Bonds (PVCV)	6,645,000    Matures 9-1-36
G.O. Capital Improvement Bonds – Radio Tower	8,100,000    Matures 9-1-38
TOTAL	24,300,000

2026 Debt Payments Summary  
(Principal & Interest)

General – 782,500  
Pine Valley – 1,487,350  
Radio Tower – 468,250  
Short –Term borrowing – 1,098,065.21

TOTAL – 3,836,165.21

# 2026 Top 5 Departments By Gross Levy

---

Sheriff's Department

4,064,342.56

Debt Service

3,836,165.21

Highway

1,663,500.00

Institutional Costs

1,285,000.00

Health & Human Services

1,045,670.88

# 2026 Preliminary Gross Levy

	2025 LEVY	2026 LEVY	PLUS OR MINUS
Department			
Ambulance Service	0.00	0.00	0.00
New Ambulance (Fund 16)	0.00	0.00	0.00
Ambulance Equipment & Outlay (Fund 47)	0.00	0.00	0.00
Animal Control-Dog License Fees	14,275.00	14,925.00	650.00
Capital Planning	229,263.61	0.00	-229,263.61
Child Support Program	76,768.59	68,743.61	-8,024.98
Circuit Court	214,047.30	202,793.00	-11,254.30
Conservation Planner Technician	27,877.54	34,029.12	6,151.58
Coroner	52,285.00	57,740.00	5,455.00
Corporation Counsel	163,111.00	152,740.62	-10,370.38
County Board	45,931.00	41,646.00	-4,285.00
County Administrator	579,037.12	725,169.02	146,131.90
County Clerk	181,651.23	176,538.76	-5,112.47
County Parks	54,875.00	38,507.47	-16,367.53
County Technology Fund	161,150.00	382,146.71	220,996.71
County Treasurer	172,856.41	206,952.54	34,096.13
Courthouse	273,244.40	325,083.44	51,839.04
Courthouse Repair Outlay	20,000.00	20,000.00	0.00
Court Mediation	200.00	400.00	200.00
Debt Service	3,351,487.50	3,836,165.21	484,677.71
District Attorney	236,108.35	234,089.61	-2,018.74
Economic Development	30,000.00	0.00	-30,000.00
Elections	48,164.00	59,740.41	11,576.41
Emergency Government	44,959.43	27,601.00	-17,358.43
Fairs and Exhibits	18,104.98	15,000.01	-3,104.97
Family Court Commissioner	29,205.35	28,505.35	-700.00

	2025 LEVY	2026 LEVY	PLUS OR MINUS
Health and Human Services	994,498.46	1,045,670.88	51,172.42
Highway	1,663,500.00	1,663,500.00	0.00
Management Information Systems	331,701.36	449,149.33	117,447.97
Institutional Costs Funds	1,385,000.00	1,285,000.00	-100,000.00
Land Conservation	139,705.79	142,573.19	2,867.40
Local Emergency Planning Committee	-4,440.00	0.00	4,440.00
Pine Valley	0.00	0.00	0.00
Property Lister	114,005.92	120,513.74	6,507.82
Radio Tower	0.00	147,080.84	147,080.84
Register of Deeds	2,296.59	77,809.82	75,513.23
Register in Probate	214,320.02	224,055.25	9,735.23
Sheriff's Department	4,063,999.00	4,064,342.56	343.56
911 Outlay	50,000.00	74,000.00	24,000.00
Soil Conservation Cost Sharing	4,000.00	0.00	-4,000.00
Surveyor	4,650.00	4,650.00	0.00
Symons Recreation Complex	53,960.40	53,190.26	-770.14
University Extension	202,720.99	170,930.98	-31,790.01
UW-Richland Outlay	80,000.00	50,000.00	-30,000.00
Veterans Service Office	100,412.42	115,060.77	14,648.35
Videoconferencing	4,000.00	5,000.00	1,000.00
Watershed Maintenance	0.00	2,500.00	2,500.00
Zoning	-12,718.05	-386.12	12,331.93
General	-5,075,209.92	-5,491,907.53	-416,697.61
TOTALS	10,341,005.79	10,851,250.85	510,245.06



## Executive & Finance Standing Committee

### Agenda Item Cover

**Agenda Item Name:** Approval Of A Municipal Advisory Agreement With Wisconsin Public Finance Professionals, LLC.

<b>Department</b>	County Administrator / County Board Chair	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	8/12/2025 8-25-2025	<b>Action Needed:</b>	Approve Of Municipal Advisory Agreement
<b>Date submitted:</b>	8/08/2025	<b>Referred by:</b>	County Administrator
<b>Action needed by no later than (date)</b>	8/25/2025	<b>Resolution</b>	Draft Version Attached

**Recommendation and/or action language:** Motion to approve a Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC.

**Background:** To facilitate the issuance of the \$1,085,000 tax-exempt promissory notes, it is necessary for the County to employ public finance professionals, and the Finance and Personnel Standing Committee is recommending that the County Board approve a Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC for this purpose.

---

**Attachments and References:** Resolution

**Financial Review:** This issuance of short-term borrowing is included in the proposed 2026 budget.

(please check one)

<input checked="" type="checkbox"/>	In proposed 2026 budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

---

Department Head

---

  
Tricia Clements, County Administrator



**WISCONSIN**

Public Finance Professionals, LLC

155 South Executive Drive, Suite 211 | Brookfield, WI 53005  
414-434-9644 | Fax 414-226-2014 | [wipublicfinance.com](http://wipublicfinance.com)

## **Municipal Advisory Agreement**

### **Richland County, Wisconsin**

## **\$1,085,000 (Tax-Exempt) General Obligation Promissory Notes 2025**

Wisconsin Public Finance Professionals, LLC (“WPFP”) is a “municipal advisor” as defined by the Securities and Exchange Commission (“SEC”) Final Rule adopted September 18, 2013. WPFP is registered and regulated by the SEC and the Municipal Securities Rulemaking Board (“MSRB”). Richland County, Wisconsin (“County”), hereby retains WPFP to serve as its Municipal Advisor in accordance with the terms and conditions of this Municipal Advisory Agreement (“Agreement”) effective the date of execution (the “Effective Date”). As Municipal Advisor, WPFP will have fiduciary duties, including a duty of care and a duty of loyalty. WPFP is required to act in the County’s best interest without regard to its own financial and other interests.

### **MSRB Rule G-10 and G-42 Notifications, Disclosures of Conflicts of Interest and Other Information**

As a Municipal Advisor registered with the MSRB and the SEC, WPFP is required to provide certain notifications, disclosures and information to the County, in writing, no less than once each calendar year. Included on the last page of the Agreement are notifications and disclosures in accordance with MSRB Rule G-10 regarding a brochure available on the MSRB’s website at [www.msrb.org](http://www.msrb.org) that describes the protections available under MSRB rules and how to file a complaint with an appropriate regulatory authority; and, disclosures in accordance with MSRB Rule G-42 related to conflicts of interest and other information. All municipal advisory services are performed by employees of WPFP. WPFP has no relationships with other firms, or employees of the County, that could present a real or perceived conflict of interest. Carol Ann Wirth is the responsible party for WPFP in its relationship with the County.

### **Scope of Municipal Advisory Services**

WPFP is engaged by the County as its Municipal Advisor to provide services with respect to the issuance of \$1,085,000 (Tax-Exempt) General Obligation Promissory Notes – 2025, hereinafter referred to as the “Issue,” to fund capital projects.

#### **(a) Services to be Provided:**

1. Review County’s financial and other information regarding the potential source of repayment of or security for the Issue.
2. Participate in phone conversations, in-person and virtual meetings with County Administration, Committees and County Board to provide information on various matters related to the issuance of municipal securities including the preparation of a financial plan for the Issue including structuring terms, redemption features, a financing timeline and guidance related to marketplace practices, regulatory requirements or other matters that may have an impact on the Issue.
3. Prepare amortization options for the Issue to achieve County’s financing goals for the capital projects.
4. Coordinate financing team including bond counsel and purchaser of the Issue.
5. Advise County on the manner of sale of the Issue:

For an issue to be sold at competitive sale, conduct steps necessary for the pricing and sale of the issue, including preparation and dissemination of the Official Notice of Sale and Bid Form, advertise the sale of the Issue, assist potential bidders with submitting bids, verify bids received, recommend suitability of interest rates based on compliance with Official Notice of Sale and current market conditions. Respond to questions from bidders.

6. Gather financial, statistical and factual information for the preparation and electronic distribution of the required disclosure document, the "Preliminary Official Statement," describing the details of the Issue, the County, the projects, economic/demographic and financial information. The Preliminary Official Statement will be reviewed by the County.
7. Apply for CUSIP Numbers
8. Prepare Final Official Statement incorporating final sale results. Provide Final Official Statement to the purchaser of the Issue in a timely manner.
9. Advise County on the continuing disclosure undertaking required to be entered into in connection with the Issue.
10. Prepare and provide information for bond counsel's completion of closing documents; assist County officials with execution of closing documents; prepare final amortization schedules. Coordinate financing team participants for closing; prepare and distribute distribution list, settlement statement and closing memorandum; monitor and confirm wire transfers to accomplish the closing of the financing and delivery of funds.
11. Provide such other usual and customary municipal advisory services as may be requested by County including general guidance with respect to the use of the proceeds of the Issue, the repayment of debt service, debt management and preliminary structuring of potential future issues, credit management and continuing disclosure requirements.

**(b) Limitations on Scope of Municipal Advisory Services.** The Scope of Municipal Advisory Services is subject to the following limitations:

(i) The scope of services is limited solely to the services described herein and is subject to any limitations set forth within the description of the Scope of Municipal Advisory Services.

(ii) Unless otherwise provided in the Scope of Municipal Advisory Services described herein, Municipal Advisor is not responsible for certifying as to the accuracy or completeness of any preliminary or final official statement, other than with respect to any information about Municipal Advisor provided by Municipal Advisor for inclusion in such documents.

(iii) The Scope of Municipal Advisory Services does not include tax, legal, accounting or engineering advice with respect to any Issue or in connection with any opinion or certificate rendered by counsel or any other person at closing; and, does not include review or advice on any feasibility study.

**(c) Amendment to Scope of Municipal Advisory Services**

The Scope of Municipal Advisory Services may be changed only by written amendment or supplement to the Scope of Municipal Advisory Services described herein. The parties agree to amend or supplement the Scope of Municipal Advisory Services described herein promptly to reflect any material changes or additions to the Scope of Municipal Advisory Services.

**Municipal Advisor's Regulatory Duties When Servicing County**

MSRB Rule G-42 requires that Municipal Advisor make a reasonable inquiry as to the facts that are relevant to County's determination whether to proceed with a course of action with a course of action or that form the

basis for and advice provided by Municipal Advisor to County. The rule also requires that Municipal Advisor undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate or incomplete information. Municipal Advisor is also required under the rule to use reasonable diligence to know the essential facts about County and the authority of each person acting on County's behalf. The County agrees to cooperate, and to cause its agents to cooperate, with Municipal Advisor in carrying out these regulatory duties, including providing to Municipal Advisor accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties.

### **Term of this Engagement**

The term of this Agreement begins on the Effective Date and ends, unless earlier terminated as provided below, on December 31, 2026. This Agreement may be terminated with or without cause by either party upon the giving of at least sixty (60) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of termination, the Municipal Advisor shall be paid in full for any services performed to the date of that termination at the normal hourly rates (\$205/hour professional staff, \$105/hour support staff) for time actually spent. WPFP may not assign this Agreement without the County's prior written consent. The laws of the State of Wisconsin shall apply to this Agreement.

### **Compensation - Fees and Expenses**

WPFP's fee for services performed under this Agreement shall be \$11,500. WPFP's fee includes all necessary in-state travel and general out-of-pocket expenses i.e. supplies and copying. WPFP's fee is due and payable upon the closing of the Issue. The County shall pay the fees and expenses determined by each respective financing team participant (i.e. bond counsel and underwriter), and costs associated with the printing and distribution of Official Statements (\$750). If WPFP performs services under this Agreement, and, a financing is not consummated, WPFP shall be compensated at our normal hourly rates (\$205/hour professional staff, \$105/hour support staff) for time actually spent.

### **Limitation of Liability/Insurance**

In the absence of willful misconduct, bad faith, or reckless disregard of obligations or duties hereunder on the part of Municipal Advisor, Municipal Advisor shall have no liability to County for any act or omission in the course of, or connected with, rendering services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, or for any financial or other damages resulting from County's election to act or not to act, as the case may be, contrary to any advice or recommendation provided by Municipal Advisor to the County. No recourse shall be had against Municipal Advisor for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of County arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with any Issue or otherwise relating to the tax treatment of any Issue, or in connection with any opinion or certificate rendered by counsel or any other party. Notwithstanding the foregoing, nothing contained in this paragraph or elsewhere in this Agreement shall constitute a waiver by the County of any of its legal rights under applicable U.S. federal securities laws or any other laws whose applicability is not permitted to be contractually waived, nor shall it constitute a waiver or diminution of Municipal Advisor's fiduciary duty to County under Section 15B(c)(1) of the Securities Exchange Act of 1934, as amended, and the rules thereunder.

WPFP shall maintain, throughout the term of this Agreement, professional general liability insurance in the amount of \$1,000,000 per occurrence, having a \$5,000 deductible.

The County acknowledges that the County is responsible for the contents of Preliminary and Final Official Statements prepared for each Issue, and, is subject to, and may be held liable under, federal or state securities laws for misleading or incomplete disclosure.



**Authority**

The undersigned represents and warrants that he has full legal authority to execute this Agreement on behalf of the County. The following individuals have the authority to direct Municipal Advisor's performance of its activities under this Agreement: Tricia Clements, Richland County Administrator and Derek Kalish, County Clerk.

WISCONSIN PUBLIC FINANCE  
PROFESSIONALS, LLC

By   
Carol Ann Wirth, President

RICHLAND COUNTY, WISCONSIN

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Wisconsin Public Finance Professionals, LLC**

### **MSRB Rule G-10 Disclosure - Notifications**

- Wisconsin Public Finance Professionals, LLC (“WPFP”) is a Municipal Advisor registered with the Municipal Securities Rulemaking Board (“MSRB”) and the Securities and Exchange Commission (“SEC”).
- The MSRB’s website address is as follows: [www.msrb.org](http://www.msrb.org).
- A brochure is available on the MSRB website that describes protections available under MSRB rules and how to file a complaint with an appropriate regulatory authority.

### **MSRB Rule G-42 Disclosure**

1. Wisconsin Public Finance Professionals, LLC (“WPFP”) is an MSRB Registered Municipal Advisor that conducts all municipal advisory activities subject to the fiduciary standards of conduct.
2. The Form MA of WPFP along with the most recent Form MA-I for each MSRB associated person is posted in the Edgar Database located on the US Securities and Exchange Commission website ([www.sec.gov/edgar/searchedgar/companysearch.html](http://www.sec.gov/edgar/searchedgar/companysearch.html)) searching under the name “Wisconsin Public Finance Professionals, LLC.” If you require a hard-copy of any of these forms, please send a written request to the Firm’s Chief Compliance Officer’s attention at the address below.
3. To the best of our knowledge and belief, neither WPFP nor any Associated Person has any material undisclosed conflict of interest.
  - A. WPFP has no financial interest in, nor does WPFP receive any undisclosed compensation from, any firm or person that WPFP may use in providing any advice, service, or product to or on behalf of any WPFP client.
  - B. WPFP does not pay MSRB registered solicitors or other MSRB Registered Municipal Advisors directly or indirectly in order to obtain or retain an engagement to perform municipal advisory services for any municipal entity.
  - C. WPFP does not receive any payments from a third party to enlist WPFP’s recommendation of services, municipal securities transactions, or any municipal financial product or service.
  - D. WPFP does not have any undisclosed fee-splitting arrangements with any provider of investments or services to any municipal entity.
  - E. WPFP does not have any conflicts of interest arising from compensation for municipal activities to be performed that are contingent on the size or closing of any transaction for which WPFP is providing advice.
  - F. There is no other actual or potential conflict of interest that could reasonably be anticipated to impair WPFP’s ability to provide advice to any municipal entity in accordance with the standards of fiduciary conduct.
4. WPFP (“the Firm”) nor any of its Associated Person are not currently subject to or have been subject to any legal or disciplinary event that could be material to a client’s evaluation of the Firm or the integrity of its management or Associated Persons.

155 South Executive Drive, Suite 211, Brookfield, WI 53005

## RESOLUTION NO. 25 - XX

Resolution Approving A Municipal Advisory Agreement With Wisconsin Public Finance Professionals, LLC.

WHEREAS the Finance and Personnel Standing Committee and the County Administrator, Tricia Clements, have recommended that the County Board approve the County issuing not to exceed \$1,085,000 tax-exempt general obligation promissory notes for capital improvement projects, and

WHEREAS, in order to facilitate the issuance of these promissory notes, it is necessary for the County to employ public finance professionals and the Finance and Personnel Standing Committee is recommending that the County Board approve a Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC for this purpose, and

WHEREAS the Finance and Personnel Standing Committee has carefully reviewed the agreement 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 approval is hereby granted for the Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC, a copy of which is on file in the County Clerk's office and which is accessible on the County's website, and

BE IT FURTHER RESOLVED that the County Board Chair, David Turk and the County Administrator, Tricia Clements, are hereby authorized to sign the Municipal Advisory Agreement on behalf of the County, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES\_\_\_\_\_ NOES\_\_\_\_\_

RESOLUTION\_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: AUGUST 19, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(25 AUGUST 2025)

FOR            AGAINST

STEVE CARROW  
MARC COUEY  
GARY MANNING  
MARK GILL  
INGRID GLASBRENNER  
DAVID TURK  
BOB FRANK  
STEVE WILLIAMSON

**Executive and Finance Committee**  
**Agenda Item Cover**

**Agenda Item Name:** Approve updates to the Holiday Schedule for 2026

<b>Department:</b>	Administration	<b>Presented By:</b>	Tricia Clements
<b>Date of Meeting:</b>	August 12, 2025	<b>Action Needed:</b>	Resolution
<b>Date submitted:</b>	June 27, 2025	<b>Referred by:</b>	Tricia Clements

**Recommendation and/or action language:**

Approve changes to the Holiday section of the Handbook of Personnel Policies and Work Rules of Richland County.

**Background:**

One goal of Administration is to update the employee handbook to ensure consistent implementation across all county departments. In reviewing the Handbook and the Union Contract for the Sheriff's Office, it was found that the number of holiday's employees earn is different. The 2025 - 2027 Union Contract increased their observed holiday's to 10, matching all other Department's except Pine Valley. Certain shift at Pine Valley are awarded two additional holiday's. It is set up that for shifts that start after 2 pm on the last day before Christmas and New Year's Day they are awarded an additional holiday day(s).

In budget preparation for 2026, the plan is to incorporate a step increase for all full time employees. Due to not adding a COLA, added two additional holidays for all employees would be a low to no cost benefit that can be provided. It is the request to provide 12 paid holiday's to all employees.

**Attachments and References:**

Paid Holiday section from the Handbook.

**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		

---

Department Head

---

  
Administrator, Tricia Clements

---

## Paid Holidays:

The following paid holidays are observed effective 1/1/2023 1/1/2026:

Holidays	Pine Valley	Emergency Medical Services	General Employees	Sheriff's Union	Sheriff's
New Year Day	X	X	X		X
Martin Luther King, Jr. Day		X	X	X	X
Good Friday		X	X		X
Easter	X	X			
Memorial Day	X	X	X	X	X
Independence Day	X	X	X	X	X
Labor Day	X	X	X	X	X
Veterans' Day	X	X	X	X	X
Thanksgiving	X	X	X	X	X
Day After Thanksgiving			X		X
Last Day Before Christmas	X Only for shifts beginning at or after 2 pm	X	X	X	X
Christmas Day	X	X	X	X	X
New Year's Eve Day	X Only for shifts beginning at or after 2 pm			X	
Floating Holiday		X	X		
3 Personal Days	X				
Birthday				X	X
Total	12	10-12	10-12	9-10	9-10-12

- ~~Regular, part-time employees who work 35 hours or more per pay period or more are paid one-half day of holiday for each day of holiday. Regular, part-time, employees who work less than 35 hours per week will receive their holiday on a pro-rated basis.~~
- ~~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.~~
- In the event a holiday falls on a Saturday, it shall be observed on the previous Friday. In the event a holiday falls on a Sunday, it shall be observed on the following Monday. In the event Christmas

falls on a Monday, the Christmas Eve holiday shall be observed on the previous Friday. In the event Christmas falls on a Saturday, the Christmas holiday shall be observed on the following Monday.

- d. It is understood that no veteran will be denied Veteran's Day as his or her floating holiday as long as the floating holiday has not been used.
- e. Employees will be paid at their straight time hourly rate as holiday pay for these holidays. An employee called to work on a holiday shall be paid one and one half (1½) times the straight time hourly rate, plus receiving his/her holiday pay.
- f. To qualify for holiday pay, employees must work all regularly scheduled work time for one scheduled work day immediately preceding the holiday and one scheduled work day immediately following the holiday, unless on an excused paid absence or vacation.
- g. Floating Holiday: Upon successful completion of probationary period, one floating holiday is accrued on the first pay period of every year and must be used within that calendar year. It must be taken as one full day off only and may not be broken into hourly increments. It is not paid out upon termination of employment.
- ~~h. If the holiday comes during the employee's vacation, he/she shall be granted an additional day off with pay at the beginning or end of his/her vacation period, or by mutual agreement at some other time.~~

**RESOLUTION NO. 25 - xx**

Resolution Approving Changes To The Holiday Section Of The Handbook Of Personnel Policies And Work Rules Of Richland County.

WHEREAS a goal of Administration is to update the employee handbook to ensure consistent implementation across all county departments, and

WHEREAS in reviewing the handbook and the Union Contracts for the Sheriff's Office, it was found that the number of holidays employees earn is different, and

WHEREAS two additional holidays will be provided to employees in place of a COLA increase, and

WHEREAS the Executive and Finance Standing Committee has carefully reviewed and considered the proposed changes to the Handbook of Personnel Policies and Work Rules of Richland County, and

WHEREAS the Executive and Finance Standing Committee is now presenting this Resolution to the County Board for its consideration, and

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors approves the proposed changes to the holiday section of the Handbook of Personnel Policies and Work Rules of Richland County, and

BE IT FURTHER RESOLVED that this Resolution shall be effective January 1, 2026.

VOTE ON FOREGOING RESOLUTION

AYES\_\_\_\_\_ NOES\_\_\_\_\_

RESOLUTION\_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: AUGUST 19, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(25 AUGUST 2025)

FOR      AGAINST

STEVE CARROW  
CRAIG WOODHOUSE  
GARY MANNING  
MARK GILL  
INGRID GLASBRENNER  
DAVID TURK  
BOB FRANK  
STEVE WILLIAMSON  
MARC COUEY



**Pine Valley Committee  
Agenda Item Cover**

**Agenda Item Name:** Pine Valley Addendum

<b>Department:</b>	Pine Valley	<b>Presented By:</b>	Brittany Paulus
<b>Date of Meeting:</b>	August 25, 2025	<b>Action Needed:</b>	Vote
<b>Date submitted:</b>	August 21, 2025	<b>Referred by:</b>	County Administrator

**Recommendation and/or action language:**

Request that the changes to Pine Valley's addendum be reviewed and approved.

**Background:**

Pine Valley's addendum was due for a review and some changes were needed to work with county handbook and federal and state regulations.

**Attachments and References:**

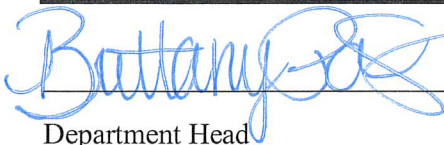
Pine Valleys corrected Addendum, noted you will see all changes.

**Financial Review:**

None

(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		

  
\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Administrator, Tricia Clements

---

## **PINE VALLEY ADDENDUMS AND ADDITIONS TO RICHLAND COUNTY PERSONNEL POLICIES**

Updated as 01/01/2024

## Contents

1.	Definitions.....	5
2.	Extent of the Handbook .....	5
3.	Management Rights: .....	5
4.	Equal Opportunity Policy: .....	5
5.	Terms and Conditions of Employment.....	5
a.	Office Hours: .....	5
•	Normal work hours:.....	5
•	Work Day: .....	5
•	Work Week:.....	6
•	Schedules:.....	6
b.	Call Back Pay: .....	6
c.	Pay Period:.....	6
d.	Time Paid .....	6
•	Full-time:.....	6
•	Part-time:.....	6
•	Call-in: .....	7
•	Wages: .....	7
•	Shift Differential: .....	7
•	Weekend Differential: .....	7
e.	Accident and Injuries: .....	8
f.	Breaks: .....	8
g.	Lactation Accommodation: .....	8
•	Procedure: .....	8
h.	Leave of Absence:.....	9
i.	Flexible Work Schedule:.....	9
j.	Length of Service: .....	9
k.	Performance Evaluations: .....	9
l.	Personnel File: .....	10
m.	Time Clock and Badges: .....	10
	Compensation and Fringe Benefits for Full and Part-time Employees .....	10
1.	Health Insurance: .....	10
2.	Dental Insurance: .....	11
3.	Retirement Plan.....	11
4.	Life Insurance .....	11
5.	Section 125 Flex.....	11
6.	Holidays:.....	10-11
7.	Bereavement: .....	12
8.	Compensatory Time: .....	12
9.	Overtime: .....	13
10.	Sick Leave: .....	13
11.	Accrued Sick Leave:.....	13
12.	Days in Bank: .....	13
13.	Workers Compensation: .....	14
14.	Voluntary Sick Leave Donation:.....	14
15.	Unused Sick Time: .....	14
16.	Vacation: .....	14

17.	Resignation/Retirement Notice:.....	15
18.	Family and Medical Leave:.....	15
19.	Symons Complex Employee Privileges: .....	15
20.	Military Leave: .....	15
	Rules of Conduct.....	15
1.	Department Heads' Responsibility:.....	15
2.	Grounds for Termination or Suspension:.....	15
3.	No Department Head or County employee shall: .....	17
4.	Grievances .....	17
5.	Sexual Harassment Policy:.....	17
6.	Violence in the Workplace: .....	17
7.	Grievances: .....	17
	Procedures for Hiring, Disciplinary Action, Suspensions, Dismissal and Layoff: .....	19
1.	Hiring: .....	19
2.	Temporary Vacancies:.....	19
3.	Probation Period:.....	19
4.	Reclassification.....	20
5.	Dismissal or Suspension: .....	20
6.	Termination/Layoff/Reduction of Hours due to Lack of Work: .....	21
7.	Non-disciplinary Termination/Layoff .....	21
8.	Complaints Procedures .....	21
	Reimbursement .....	21
1.	Lodging:.....	21
2.	Meals .....	21
a.	Mileage.....	21
b.	Other Expenses .....	21
c.	Registration Fees .....	21
d.	Expense Vouchers .....	21
	Miscellaneous Personnel Provisions: .....	22
1.	Change of Address or Status: .....	22
2.	Official County Bulletin Board: .....	22
3.	Employee Bulletin Board: .....	22
4.	Equipment: .....	22
5.	Telephone Policies: .....	22
6.	Weather Conditions: .....	22
7.	Jury Duty: .....	22
8.	Ambulance or Fire Department Volunteers: .....	22
9.	Break Room: .....	22
10.	Credit Union/Deferred Compensation:.....	22
11.	Use of Computers, Software & Internet: .....	22
12.	Picture Identification Badge: .....	23
13.	Training Opportunities/In-service Education:.....	23
14.	Gifts or Gratuities.....	23
15.	Parking: .....	23
16.	Service Awards:.....	23
17.	Suggestion box:.....	23
18.	Professional Ethics: .....	23
19.	Mail:.....	24
20.	Resignation: .....	24

21.	Smoking Regulations:.....	24
22.	Fire & Disaster Plan:.....	24
23.	Security: .....	24
24.	Lost and Found:.....	24

**RICHLAND COUNTY  
PINE VALLEY COMMUNITY VILLAGE  
ADDENDUM TO PERSONNEL POLICIES  
SUBJECT TO APPROVAL BY PINE VALLEY BOARD OF TRUSTEES**

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

**1. Definitions**

Refer to County Handbook

**2. Extent of the Handbook**

~~The Finance and Personnel~~ **Executive and Finance Committee** shall have jurisdiction over all personnel matters relating to County Employees which are dealt with in this Handbook except as it pertains to Pine Valley Community Village staff for those items listed in Addendum. Hiring, firing and disciplinary actions will be made at the department head level. Prior to discharge or suspension, consultation/notice to the labor attorney or county administrator may be made. Reclassification or changes in salary levels will be determined by the **Executive and Finance Committee** and County Board.

**3. Management Rights:**

Refer to County Handbook

**4. Equal Opportunity Policy:**

Refer to County Handbook

**5. Terms and Conditions of Employment**

**a. Office Hours:**

• **Normal work hours:**

Shall be 8:00 A.M. to 4:30 P.M. Monday through Friday for Department Heads and Administrative Personnel. The normal work hours for Licensed Nursing Personnel shall be 6:00 A.M. to ~~2:15 P.M.~~ **2:30 P.M.**, 2:00 P.M. to ~~4:15~~ **10:30 P.M.**, 10:00 P.M. to ~~6:15~~ **6:30 A.M.** The Pine Valley Administrator/Department Head shall have the right to change work hours based on facility needs and with reasonable notice to affected employees. Some departments may flex hours to better meet Resident/Family needs.

• **Work Day:**

The normal work day shall consist of one (1) consecutive eight ~~and one-quarter~~ (8:15-~~30~~) hour shift including a twenty (20) minute rest period scheduled by supervisor, and a one-half (1/2) hour unpaid meal period. Employees working on a shift other than eight ~~and one-quarter~~ (8:15-~~30~~) hours shall receive meal and break periods pursuant of the current practice.

The paid time per shift shall be 8.00 hours for the following positions:

Director of Nursing  
Clinical Reimbursement Coordinator/RN Manager  
PV Business & Financial Service Manager  
Social Services Supervisor

Social Worker  
Human Resources Director  
Registered Nurse Manager  
Registered Nurse Supervisor  
Assisted Living Nurse Supervisor  
Manager of Information Systems  
Nursing Administrative Assistant  
Food Services Supervisor  
Activity Aide  
Payroll & Accounts Payable Clerk  
Billing Specialist

- **Work Week:**

The normal work week for full-time employees shall consist of at least nine (9) work days in a fourteen (14) calendar day period. **Management work week consists of Monday through Friday at 10 days per pay period.**

- **Schedules:**

Schedules of work shall be posted one (1) month in advance. The shift schedule system will be maintained, except that upon a determination by the Pine Valley Administrator that a change in the schedules and hours of work is necessary. The Pine Valley Administrator shall have the prerogative to initiate modifications in schedules and hours of work upon 2 week's notice to the employees.

- The Pine Valley Administrator 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.

**b. Call Back Pay:**

Maintenance called to work outside and not consecutive with their assigned shift will be given a minimum of two (2) hours of straight time pay, or pay at the applicable rate for time worked, whichever is greater. Refer to Handbook of Personnel Policies.

**c. Pay Period:**

All employees shall be paid every other Friday by direct deposit. If a payday falls on a holiday, the payday will be the day prior to the holiday. Employees will register with the Richland County payroll system (ESS) to retrieve their paycheck information.

**d. Time Paid**

Employment Categories: A work day is defined as the equivalent of one (1) ~~7<sup>3</sup>/<sub>4</sub>~~ 8 hour shift. All paid time shall be considered time worked for the purpose of computing overtime.

- **Full-time:**

Employees working at least 9 days or **72** hours in a 14 day pay period in a designated full time position.

- **Part-time:**

Employees working at least six (6) days or **48** hours in a 14 day pay period in a designated part-time position.



- **Call-in:**

Employees who have less than **five or less** scheduled shifts or **less than 40** hours in a 14 day pay period in a designated call-in position. **On call must be scheduled minimum of 2 days per month.**

- **Wages:**

Pay will be on an hourly basis. Any hours absent from work and not covered by a benefit day, will not be paid and a report forwarded to the Pine Valley Administrator, indicating such, **which could result in disciplinary action**

A person who posts to a new classification will be paid her/his existing rate or the hire rate of the new job, whichever is higher, for ~~ninety (90) calendar days~~ **2 weeks**, after which he/she will be paid as if she/he had been assigned to the new classification on the day she/he was hired.

- **Shift Differential:**

Registered Nurses, Licensed Practical Nurses, Nursing Assistants, except those employees whose positions are listed in ~~section F 8 under the heading~~ "Compensatory Time", CNA's who receive hourly "premium pay" whose shifts begin at or after 2:00 p.m. receive a premium of \$1.50 per hour added to their base rate, and those whose shifts begin at or after 10:00 p.m. receive a premium of \$3.00 per hour premium, added to their base rate. Maintenance Workers whose shift begins at or after 2:00 p.m. receive a premium of \$1.50 hour.

- **Weekend Differential:**

All Employees, except those employees whose positions are listed in Section F 8 under the heading "Compensatory Time", CNA's who receive hourly premium pay, whose shifts begin on or after 2:00 p.m. receive for whose shifts begin on or after 10:00 p.m. Friday nights and whose shift extends to or until 10:00 p.m. Sunday will receive \$1.50 per hour premium in addition to regular rate of pay.

- **Weekend on call pay:**

The person holding the full-time positions of Clinical Reimbursement Coordinator/RN Manager, Director of Nursing, Nurse Manager and Nurse Supervisor are required to be on call approximately one-weekend a month and the on-call pay is \$25.00 per 8-hour shift, for regular weekends, and \$35.00 per 8-hour shift for a holiday that falls on a weekend.

- **Charge nurse pay:**

Charge Nurses shall be paid at \$2.00/hour above their current rate of pay, except that on-call nurses serving as Charge Nurses are not eligible to receive this pay differential because they are already receiving a higher rate of pay.

- **Premium Pay:**

**Premium Pay for Casual Call in Certified Nursing Assistants, Licensed Practical Nurses and Registered Nurses is only applicable to weekend obligated staff members and will be as follows:**

**CNA- \$3.00 more per hour**

**LPN- \$4.00 more per hour**

**RN- \$5.00 more per hour**

#### **e. Accident and Injuries:**

All incidents and accidents involving employees or visitors will be reported immediately to a supervisor and an incident report completed and routed to the various depts. All employees are covered by Worker's Compensation Insurance.

Employees who are injured while on the job should report their injury to a nurse on duty immediately following the accident. Should the employee find it necessary to see a Health Care Provider, a "Request to Doctor" form must be hand carried by the employee to the provider at the time of the appointment. The employee should report to their supervisor if a Health Care Provider has been seen and return the "Physician Report on Injured Employee" form to the ~~Business Office~~ **Human Resources**. Late incident reports or failure to follow facility safety policies may result in disciplinary action.

#### **f. ~~Health Examinations:~~**

~~Each new employee shall be required to have a physician, licensed to practice medicine in the State of Wisconsin, certify that the individual is free of communicable disease and is physically able to perform the job with or without accommodation.~~

A two-step Mantoux skin test will be given at Pine Valley ~~Mantoux was given if the results are negative.~~ Every employee will receive a Tuberculosis Screening Questionnaire annually. Employees who have had a positive skin test will be required to complete an employee health Tuberculosis Screening Questionnaire annually. If the employee does not have any symptoms of the disease, they are not required to have a chest x-ray.

Failure to obtain the tuberculin test during the month that it is due will mean suspension from work until the employer receives verification that the employee has had a test.

#### **g. Breaks:**

Employees working a full ~~7-3/4~~ **8** hour shift will be entitled to one paid 20-minute coffee break per day. Employees working less than a 6 hour shift a day but at least 4 hours will receive a 10 minute paid break. Employees who work 6 or more hours will be scheduled for a 30-minute unpaid break.

#### **h. Lactation Accommodation:**

During their shift, to comply with state and federal laws regarding lactation breaks, it is the policy of this nursing facility to accommodate nursing mothers' who desire to express breast milk. This will apply to willing mothers for children up to one year of age. Flexibility in scheduling this employee's breaks to accommodate the usual feeding times of the child will be considered. Pumping usually takes 15-20 minutes and may be needed 2-3 times during an 8-hours shift. If the activity will exceed the paid break times allowed by the facility, unpaid time may be used to complete the process. (Staff would need to punch out and punch back in when completed).

##### **• Procedure:**

- 1) Employee will inform their supervisor if they wish to express breast milk during their work hours.
- 2) A private place close to the employee's work unit will be mutually agreed upon for the activity to take place. Ways to ensure privacy during the activity will be mutually agreed upon by the employee and supervisor. (What the sign will say to limit other staff entry, provide a room with a lock on the door if possible, window covering, etc.)

- 3) The selected room should have a table, chair, electricity and if possible, running water and close access to a refrigerator.
- 4) Jokes or harassment based on this activity will not be tolerated.
- 5) If the employee is not satisfied with the lactation arrangements, they should speak with their supervisor or the Human Resource Director.

**i. Leave of Absence:**

The Pine Valley Administrator has authority to grant employees a leave of absence without pay for up to six months when justified. Leave of absence may be extended for an additional six months if authorized by Pine Valley Administrator. Each request will be considered on its own merit with weight given to the employee's work record and the needs of the facility. Refer to County Handbook Leave of Absence.

Temporary employees who may have been hired to fill the temporary vacancy caused by an employee leave and later are considered for full-time employment will have the time spent in the temporary capacity counted as satisfying the probationary period or any part thereof, providing the services rendered by the temporary employee warrants consideration for full-time employment.

Employees returning to work from a leave of absence that was medically related or from an absence related to a work related injury or illness, must obtain a physician's statement indicating the employee is substantially available for work. Employees do not generate vacation, sick leave or any other benefit during non-paid leaves of absence.

Employees who are off work for a job related injury must obtain a physician's statement indicating the employee is substantially unavailable for work. They shall be required to continue to bring these statements to their supervisor until they return to work.

**Employees will be able to work under a light duty status in the event of a work related injury. You must provide a doctors note of the restrictions you are under to accommodate your needs.**

Employees must exhaust all paid benefit time prior to starting unpaid leave.

**~~j. Flexible Work Schedule:~~**

~~A flexible work schedule may be arranged by mutual agreement between employee and department head.~~ **See County Handbook**

**k. Length of Service:**

Pine Valley recognizes length of service based on date of hire. In considering schedules, layoffs, transfers, promotions and filling vacancies, the facility will make the decision based on what is best for the facility. Length of service will be one item considered but may not be the determining factor. Selection of applicants to fill job vacancies or new positions shall be determined by the employee's skill, ability and experience. Length of service shall, upon completion of the probationary period, begin with the original date of hire.

**l. Performance Evaluations:**

All staff shall be evaluated 3 months after hire and prior to completing their probationary period staff must accrue 468 hours of actual work or be employed for 3 months to pass probation, whichever is greater. This will allow for review by the Pine Valley Administrator and Department Head for successful completion of probation, need to extend probation, or need to terminate employment. Staff will then be evaluated 12 months from the probationary evaluation, and ongoing on an annual basis. Evaluations forms used will be based off of Pine Valley's template

and are specific to the employee's job description. The Pine Valley Administrator will be evaluated by the ~~Pine Valley Sub Committee~~ **County Administrator**. Pine Valley Department Heads will be evaluated by the Pine Valley Administrator. Department Heads will evaluate their staff. ~~R.N. Managers will evaluate licensed staff. Licensed staff will evaluate nursing assistants.~~ The Performance Appraisal is a tool to clarify work standards, view level of performance, evaluate: job knowledge, attendance, punctuality, quality and quantity of work, adaptability, judgment and interpersonal relationships. The purpose of the evaluation is to acknowledge strengths and identify weaknesses which need to be corrected. The worker's overall performance should be improved as a result of the evaluation.

#### **m. Personnel File:**

Inquiries regarding employees should be directed to the Human Resource Director or Department Head. The facility will not disclose confidential information about any employees unless written permission is granted and then information will only be disclosed on the "need to know" basis. Employees seeking to establish credit and using the facility as a reference should inform their prospective creditor that any request of information must be submitted in writing or request will be denied. Personnel records are confidential and will not be made available to any other employee or outsider. The Pine Valley Administrator, as legal custodian of the records, will insure that only those in need of official information in conjunction with employment will have limited access to information.

#### **n. Time Clock and Badges:**

Employees ID Badge is used for access into the facility and is used to punch the time clock. The ID Badge is also used for access to various areas of the building based on the employee's job title. It is the employee's responsibility to keep this badge secure and employee must notify their supervisor or the payroll clerk immediately if their badge is misplaced or lost or if occurs during non-business hours call Richland County MIS Director at ~~608-649-5922~~ **(608) 649-4371**. If for any reason the employee must have his/her time validated, the immediate Supervisor, Department Head or Pine Valley Administrator must approve the entry. Personnel will not clock in more than seven minutes prior to their scheduled period of work or over seven minutes after completion of work unless approved by the Pine Valley Administrator, Department Head or their designated representative.

Cr 1/1/12; Res 12-1; Eff 7/17/12, Res. 12-87, Performance Eval modified; Eff. 1/15/13, Res. 13-15, Differential modified; Eff. 1/21/14, Res. 14-22, Part-Time reworded, Lactation added; Eff. 3/17/15, Res. 15-41, Perf Eval. Modified; Eff. 4/18/17, Res. 17-41, modified 1. c., 3., 4., 5., 7., 11., & 13., Eff. 5/16/17, Res. 17-49, Differential Pay; Eff 8/21/18, Res. 18-104, Differential Pay; Eff 10/30/18, Res. 18-152, Pay period; Eff. 12/10/19, Res. 151, A. 2., 3., 5., 6., 10., 14., 15., B. 7., 9., 11., 16., Days in Bank, C. 2., D. 25.; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 5.a, revise positions, d. edit differential, f. & l. revised;

## **Compensation and Fringe Benefits for Full and Part-time Employees**

Call-in employees do not receive fringe benefits, except as noted.

### **1. Health Insurance:**

Refer to County Handbook

The employer shall provide health insurance coverage for employees who are on Worker's Compensation for a period of one year, or medical leave of absence for a period of six (6) months. Request for leaves of absence must be in writing and directed to the Pine Valley Administrator. The Pine Valley Administrator may extend an employee's leave of absence an additional 6 months. No employee will be granted a leave of absence in excess of one year. Employees must exhaust all benefit time prior to starting unpaid leave. The employee shall pay its normal premium contribution. The insurance may be continued by an employee on an authorized extended or non-qualifying leave of absence if permitted by the insurer, with the employee paying the total premium. The employee would contact the County Administrator's

office to find out the premium due date, and then submit the premium to the County Administrator's office.

## **2. Dental Insurance:**

Refer to County Handbook

## **3. Retirement Plan**

Refer to County Handbook

## **4. Life Insurance**

Refer to County Handbook

## **5. Section 125 Flex**

Refer to County Handbook

## **6. Holidays:**

Paid holidays for ~~regular~~ **Full Time and Part Time** employees, including probationary employees are as follows: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve (only for shifts beginning at or after 2:00pm), Christmas Day and New Year's Eve (only for shifts beginning at or after 2:00pm). Full-time employees receive 3 personal holidays and part-time employees receive one day & half personal holidays. Staff must satisfactorily complete the probationary period to be eligible for personal days.

- a. To qualify for holiday, pay, employees must work all regularly scheduled work time for one scheduled work day immediately preceding the holiday and one scheduled workday immediately following the holiday, unless on an excused absence or vacation.
- b. Regular full-time employees will be paid straight time for holidays not worked. If they work on the holiday, they receive time and one half (1 ½) in addition to their ~~straight time~~ **Holiday Pay**.
- c. Regular part-time employees will be paid half-time for holidays not worked. If they work on the holiday, they receive time and one half in addition to their ~~straight time~~ **Holiday Pay**.
- d. Hours Worked on a Holiday: If the majority of an employee's hours worked fall on a holiday, then the employee's entire shift shall be considered as paid time for computation of holiday pay. Holiday pay for night staff shall be the night shift before the holiday.
- e. Call-in employees will receive time and one half in addition to their ~~straight time~~ **Holiday Pay** for all hours worked on a holiday.
- f. A personal holiday cannot be taken on the day that any other paid holiday is observed and to receive pay the employee must be off the day that they request as their personal holiday.
- g. The Employer will give a written response to a request within thirty (30) days of the submission of the request. If a personal day is approved and the employee is later called in to work on that day, the personal day will be treated as if it were a fixed holiday.
- h. Personal holidays need to be used in the calendar year or they are forfeited.
- i. Holidays Falling On Weekends, Employees off day: Employees who do not usually work weekends, will receive compensation time, equivalent to straight time, and may use the holiday up to 30 days after the holiday.

- j. Employees may observe special religious holidays by submitting their request through their immediate department head. ~~Time off may be granted on a non-pay status~~ **Personal holiday or Vacation shall be used**, providing the time scheduled will permit such an absence. Requests should be made at least three (3) weeks prior to the anticipated holiday.
- k. Holidays Falling During Vacation or Sick Leave: If any of the above listed holidays falls during time taken as paid vacation or paid sick leave, such holiday shall not be charged against accumulated vacation or sick leave.
- l. Employees on lay-off do not receive holiday pay.

## **7. Bereavement:**

Refer to County Handbook/Policy.

## **8. Compensatory Time:**

Pine Valley offers compensatory time for employees in the positions listed below. Compensatory time may be accrued up to a maximum of 40 hours. Once this plateau has been reached, further compensation time will not accrue unless the balance falls below 40 hours, except with the approval of the Pine Valley Administrator. Compensatory time is accumulated only with the Department Head's prior approval in each instance. Any eligible time over an accumulated 40 hours per year of compensatory time must be paid out. Compensatory time not taken by separation date will be paid.

Compensatory time is accumulated at the rate of one ~~and one-half~~ hour of compensatory time for time worked over 8 hours per day or 80 hours per pay period for the following positions, **in order for the list below to receive compensation time, you must be working the floor to accommodate a call in or staffing shortage need.**

Director of Nursing

Clinical Reimbursement Coordinator/RN Manager

Nursing Supervisor

Assisted Living Nurse Supervisor

Nursing Administrator Assistant

Nurse Managers

~~Director of Activities~~

Social Workers

Food Service Supervisor

Assistant Food Service Supervisor

Maintenance Supervisor

~~PV Business & Financial Service Manager~~

Human Resource Director

~~Medical Records Supervisor/Manager of Information Systems~~

Clerical Assistants

~~Billing Specialist~~



## ~~Accounts Payable & Payroll Clerk~~

Pine Valley Administrator is not eligible to receive compensatory time and is exempt from the provisions of Fair Labor Standards Act.

The following position will now fall under flexible time verse compensatory time:

Pine Valley Administrator

Director of Activities

Medical Records/Manager of Information Systems

Billing Specialist

Accounts Payable & Payroll Clerk

Flexible Time- You will accrual at normal hour rate, and when you work over your time, you will need to take time off to accommodate the additional time work within 1 week.

### **9. Overtime:**

Employees eligible for overtime pay will be paid at a rate of time and one half for all hours worked over 8 hours per day or 80 hours in a pay period Overtime must be approved in advance by the employee's supervisor and an overtime slip completed.

### **10. Sick Leave:**

~~The purpose of sick leave is to protect the employee from financial hardship due to prolonged illness or accident. All regular full-time employees shall be entitled to sick leave with full pay based on the basis of one (1) working day for each complete month of service. Part-time employees shall receive one-half working day for each complete of month of service. Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend to their county employment. Sick leave may also be used by the employee to attend medical appointments for themselves or for their immediate family (spouse or children) if eligible for family medical Leave. Sick leave cannot be used in less than one half (1/2) hour increments. Inappropriate use of sick leave may result in disciplinary action up to and including termination. (See County Handbook/Policy)~~

### **11. Accrued Sick Leave:**

Refer to County Handbook

~~Sick leave earned in other Richland County employment will carry over into this unit. Employees absent from work for a period of three days or more may be required to visit a physician and obtain at that time a certificate from a physician licensed to practice medicine in the State of Wisconsin that they are physically able to fully perform all of their assigned duties before they will be permitted to work again. The Pine Valley Administrator reserves the right to demand a physician's certificate after one day of absence if the employee has a record of frequent absences due to illness.~~

### **12. Days in Bank:**

Refer to County Handbook

~~When and if an employee maintains at least 24 sick days for a 12-month calendar year, that employee may also be paid for half of the sick leave not used, but accrued during that 12-month~~

~~calendar year. The maximum number of days paid at the end of a 12-month period will not exceed six. Sick leave payment for those employees eligible and desiring to be paid will be made during the month of January each year for the previous 12 months ending December 31.~~

~~Part time earn ½ day per complete month of service.~~

~~Authorization may be given to use up to three (3) days of earned sick leave for each immediate family illness. Use of over three (3) days of earned sick leave for immediate family illness must be approved by the Pine Valley Administrator.~~

~~"Immediate Family" shall constitute spouse, children, sister or brother of employee and mother or father of the employee and mother or father of the spouse. Eligibility is determined by the number of days the employee has accumulated in the bank and the circumstance.~~

~~Pregnancy—maternity/paternity leave: Absence from work by a County employee for pregnancy—maternity/paternity leave is considered sick leave. To the extent that the employee exhausts their sick leave eligibility, leave of absence shall be granted in accordance with the Handbook of Personnel Policies. Unused Sick Time: Refer to County Handbook/Policy.~~

### **13. Workers Compensation:**

In the event an employee suffers an injury or illness in the course of performing his/her duties, the employee may use accumulated sick leave to make up the difference between what the employee receives from Worker's Compensation payments and his/her regular pay. The employee using sick leave under this section will be charged only for the portion of a full day's sick leave needed to supplement Worker's compensation to equal the employee's full day's pay.

**Pine Valley will accommodate light duty restrictions in the event of injury occurring during work.**

### **14. Voluntary Sick Leave Donation: See County Handbook**

~~An employee may contribute up to three (3) days of sick leave to another county employee. The employee donating sick leave must contribute full days (partial days are not allowed). The donated days will be paid at the rate of the employee receiving the donated days. The employee receiving donated days must exhaust all sick leave prior to receiving donated days. Donated days cannot be banked, or calculated as part of employee payout. The employee donating sick leave will have the hours deducted from his or her sick leave balance. Such donations will not affect the donating employee's eligibility to receive annual sick payout provided the employee meets the criteria outlined in the first paragraph of the subsection entitled "Days in Bank".~~

### **15. Unused Sick Time:**

See County Handbook/Policy.

### **16. Vacation:**

See County Handbook/Policy

~~Shall be accrued based upon years of service and may be used after the employee has successfully completed the first six months of employment. Staff must satisfactorily complete the probationary period to be eligible for vacation days. Vacation benefits are accrued at the following rates. Maximum accumulation for each year of service is indicated in the full-time column.~~

<del>Years</del>	<del>Full-time</del>	<del>Part-time</del>	<del>OR (whichever is greater)</del>
<del>6 mo</del>	<del>5 days</del>	<del>2.5 days</del>	<del>1 day/403 hrs compensated</del>
<del>1 Yr.</del>	<del>5 days</del>	<del>2.5 days</del>	<del>1 day/403 hrs. compensated</del>



2 Yrs.	10 days	5.0 days	1 day/201.5 hrs. compensated
6 Yrs.	15 days	7.5 days	1 day/134 hrs. compensated
12 Yrs.	20 days	10.0 days	1 day/101 hrs. compensated
23 Yrs.	25 days	12.5 days	1 day/81 hrs. compensated

~~Vacation requests for two days or more shall be submitted thirty (30) days in advance. Vacation requests shall be dated and presented in writing on appropriate forms or online through our payroll software (Kronos) and approved by department head or supervisor. Vacation shall be scheduled on a first come, first serve basis. If a conflict arises between two (2) or more employees concerning dates, the employee whose request was made first will be favored.~~

~~All vacation time shall be taken in no less than one two (2) hour increments and must be used within 18 months following the employee's anniversary date. Employees that have reached the 15-year service mark will receive payout of up to one (1) week that is not used by the 18 months. The County Administrator is authorized to extend this deadline if the employee has been unable to take their accrued vacations within 18 months due to unforeseen circumstances. Vacation time not taken in accordance with this paragraph is forfeited. Employees or beneficiary, upon retirement, early retirement, death or termination of employment, will be paid for vacation previously earned and not received for the current year on a pro-rated basis.~~

#### **17. Resignation/Retirement Notice:**

SEE COUNTY HANDBOOK FOR.

#### **18. Family and Medical Leave:**

Pine Valley will administer Family Medical Leave in accordance with the County Policy.

#### **19. Symons Complex Employee Privileges:**

refer to Handbook of Personnel Policies.

#### **20. Military Leave:**

Pine Valley will administer Military Leave in accordance with the County Policy.

Cr. 1/1/12, Res. 12-1, Family and Medical and Military Leave modified; Eff. 3/17/15, Res. 15-41, Sick leave & Vacation modified and 6. d., h., i., 8., 10., 11.; Eff. 7/18/17, Res. 17-69, Holidays; Eff. 3/20/18, Res 18-35 Sick Donation; Eff. 5/15/18, Res 18-55, Compensatory Time; Eff. 5/15/18, Res 18-56, Sick Time, Days in Bank; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 8. Positions, 10. revised;

## **Rules of Conduct**

### **1. Department Heads' Responsibility:**

refer to Handbook of Personnel Policies.

### **2. Grounds for Termination or Suspension:**

- Theft of property belonging to Pine Valley Community Village, or a resident, visitor or another employee.
- Alcohol or drug use on the job or being under the influence of alcohol or drugs while on the job.
- Possession of a dangerous weapon on nursing facility premises.
- Disclosing confidential Protected Health Information (PHI) to unauthorized persons or to any employee who does not have a "need to know" based on what is required to do their job. Breach of confidentiality.

- e. Willful damage to facility property.
- f. Insubordination.
- g. Disorderly or immoral conduct in or around the facility.
- h. Falsification of employment applications.
- i. Conviction for the violation of a criminal law.
- j. Falsification of nursing facility records.
- k. Conduct endangering the welfare of a resident or another employee, or facility property.
- l. Influencing or inducing a resident to make a gift or bequest to an employee, to the facility or solicit gratuities.
- m. Violation of the Residents Bill of Rights.
- n. Smoking on facility grounds, includes use of e-cigarettes.
- o. Failure to obtain permission from the Supervisor to leave job or premises during working hours.
- p. Punching or swiping another employee's time card or badge or requesting another employee to punch or swipe your time card.
- q. Un-excused Absence.
- r. Failure to follow safety practices or policies or personnel handbook.
- s. Sleeping on duty or unavailable/engaged while on duty.
- t. Unauthorized posting or removal of bulletin board items.
- u. Unauthorized distribution of literature.
- v. Unauthorized solicitation in or around the nursing facility premises.
- w. Organization of activities for any group or groups on the nursing facility time and premises without permission of the Pine Valley Administrator.
- x. Wearing of unauthorized buttons or badges, wearing printed t-shirts with offensive & inappropriate message.
- y. Failure to report an accident or injury.
- z. Excessive absenteeism/tardiness - six (6) or more occurrences of illness in the past 12 months for full-time employees and five (5) or more occurrences of illness for part-time employees, except for unusual circumstances, shall be considered excessive.
- aa. Refusing to report for a physical, laboratory test or x-rays when requested by the Pine Valley Administrator of the Nursing Facility.
- bb. Unsatisfactory work performance as based upon the employee performance evaluation.
- cc. Failure to follow supervisor's directions.
- dd. Repeated failure to be at the work station ready to work at the starting time.
- ee. Criticism of a fellow employee of the facility in front of a member of the public or another employee of the facility while on duty.
- ff. Stopping work before time specified or overstaying rest or lunch periods.

gg. Failure to follow facility parking restrictions.

hh. Use of facility telephone for personal calls without permission of supervisor. Failure to report personal long distance calls & failure to reimburse the facility for toll calls.

~~ii. Violation of the County's Code of Ethics Resolution, which states as follows:~~

jj. Violation of the above rules may result in discipline up to and including discharge at the discretion of the Pine Valley Administrator, depending upon the severity of the infraction

kk. When an employee's conduct is considered to be cause for disciplinary action his/her Supervisor will inform him/her verbally or in writing.

ll. When an employee's conduct is considered to be cause for disciplinary action his/her Supervisor will inform him/her verbally or in writing

### **3. No Department Head or County employee shall:**

a. Use or attempted use of his/her position to secure any preferential or unlawful rights or advantages for himself/herself or others.

b. Having a financial or other personal interest which is in conflict with the proper discharge of his/her duties.

c. Disclosing or using confidential information concerning Richland County to promote a private financial interest.

d. Accepting any substantial gift, in any form, from a person who has business dealings with Richland County.

~~e. Elimination of job due to reorganization or lack of work.~~

~~f. Elimination of job that has sunset per County Board Resolution.~~

~~g. Violation of the above rules may result in discipline up to and including discharge at the discretion of the Pine Valley Administrator, depending upon the severity of the infraction.~~

~~h. When an employee's conduct is considered to be cause for disciplinary action his/her Supervisor will inform him/her verbally or in writing.~~

~~i. The employee will sign the notice and receive a copy. One copy will be retained by the employee and another will be placed in the employee's personnel file.~~

### **4. Grievances**

~~Refer to Handbook of Personnel Policies.~~ County Does not have a grievance policy

### **5. Sexual Harassment Policy:**

refer to Handbook of Personnel Policies. Sexual harassment of any kind will not be tolerated. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the work place is free from sexual harassment at all times.

### **6. Violence in the Workplace:**

refer to Handbook of Personnel Policies and facility Policy.

### **7. Grievances:**

#### **o. - 2. Definition of a Grievance**

A grievance is a formal concern or complaint raised by a staff member regarding:

- Workplace policies or practices

- Working conditions
  - Interpersonal conflicts
  - Harassment, discrimination, or retaliation
  - Perceived unfair treatment
  - Any violation of facility policy, law, or ethical standards
- 

### **p. 3. Reporting Process**

#### **Step 1 – Informal Resolution (Optional)**

- Employees are encouraged to address concerns directly with the person(s) involved when possible.
- Supervisors should be approached to help mediate informal resolutions.

#### **Step 2 – Formal Written Grievance**

- If the issue cannot be resolved informally, the employee should complete a **Staff Grievance Form** and submit it to their immediate supervisor or the Human Resources (HR) department.
- If the grievance involves the immediate supervisor, the form should be submitted directly to HR or the Administrator.

#### **Step 3 – Submission Timeline**

- Grievances should be submitted within **10 business days** of the incident or awareness of the issue.
- 

### **q. 4. Investigation Process**

- The supervisor, HR, or Administrator will acknowledge receipt of the grievance within **3 business days**.
  - An impartial investigation will be conducted, which may include:
    - Interviews with the complainant, witnesses, and involved parties
    - Review of relevant documents or records
  - Investigations should be completed within **15 business days**, unless circumstances require more time (in which case the employee will be informed).
- 

### **r. 5. Resolution**

- Findings and decisions will be documented in writing.
  - The resolution will be communicated to the employee in person (when possible) and followed by a written summary.
  - Corrective actions, if any, will be implemented promptly.
- 

### **s. 6. Confidentiality**

- All grievance matters will be handled as confidentially as possible.
  - Information will be shared only with those directly involved in the investigation and resolution process.
- 

### **t. 7. Protection from Retaliation**

- No employee will be retaliated against for filing a grievance in good faith.
  - Retaliation should be reported immediately and will be investigated as a separate offense.
- 

### **u. 8. Appeal Process**

- If the employee disagrees with the resolution, they may submit a written appeal to the Administrator within **5 business days** of receiving the decision.
  - The Administrator's decision will be final.
-

---

## **v. 9. Recordkeeping**

- HR will maintain grievance records in a secure file for **at least 3 years** in compliance with applicable laws.

Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 3. e. struck, f.-j. relettered,

## **Procedures for Hiring, Disciplinary Action, Suspensions, Dismissal and Layoff:**

### **1. Hiring: See County Handbook**

- ~~The Human Resource Director shall advertise a vacant position as appropriate and interview prospective candidates.~~
- ~~Reference checks are completed as provided by the candidate.~~
- ~~Any prospective employee requiring a license or certificate to perform their duties shall show evidence of such before beginning work and when the license is renewed. A copy is placed in the personnel file.~~
- ~~No one under the age of 18 years of age will be employed without a work permit.~~
- ~~Each position has a corresponding written job description of the duties for that position. Each employee receives, signs and dates a copy of their job description and the copy is maintained in the personnel file.~~
- ~~Each new employee will be required to have had a thorough orientation to their position and shall be required to complete and sign an orientation checklist indicating that they received and understand this information.~~
- ~~A minimum of 468 hours worked in no less than the first three months of employment, shall constitute a probationary period for all employees, if their services has been completed in a satisfactory manner per the written evaluation. Evaluations are completed by the employee's supervisor at 3 months and 6 months and annually thereafter. No inference is to arise from the terms probation or probationary 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.~~
- ~~The Department Head in whose Department the vacancy exists, shall interview those applicants who appear from their written applications to be qualified for the job.~~
- ~~Skills testing may be required for some positions specific to job requirements.~~
- ~~Applicants will complete Pine Valley's application which is available at the reception desk or online at: [www.co.richland.wi.us](http://www.co.richland.wi.us)~~

### **2. Temporary Vacancies:**

Temporary vacancies when filled by current staff will be paid at the pass probation job rate for the position filled. If limited term employees are hired they shall be paid and hired according to County Handbook of Personnel Policies.

### **3. Probation 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 is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:

- a. If the employee is to continue in the position in regular status, or
- b. If the employee's employment in the position is to be terminated. No inference 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.

Probationary employees may be disciplined and terminated without recourse. Employees are probationary for three (3) months or 468 hours of actual work, whichever is greater. If still employed after such probationary period, their length of service shall date from the first day of hire. Successful completion of the probationary period will be determined by the department head with the Pine Valley Administrator's approval.

Any employee's probationary period can be extended up to a maximum of an Additional six months. This decision will be made by the Pine Valley Administrator.

Employees whose probationary periods are extended are not eligible to receive their post-probation salary increases until the end of their probationary period, as extended. Employees whose probation has been extended shall be notified in writing prior to the end of their probationary period. Prompt notification shall be given to the County Administrator's office regarding the status of the probationary employee.

Probationary employees may be terminated at any time at the discretion of the Employer. Discharges during the probationary period shall not be subject to the grievance procedure.

#### **4. Reclassification**

refer to Handbook of Personnel Policies

#### **5. Dismissal or Suspension: See County Handbook**

~~If it is necessary to dismiss or suspend an employee, a notice in advance will be given as follows:~~

- ~~a. The Department Head shall discuss all problems relating to the employee's job performance with the employee. In all cases in which continuation of the unsatisfactory performance could lead to suspension and/or termination, the Department Head shall give the affected County employee written notice, if possible, of the nature of the problem relative to the County employee's job performance.~~
- ~~b. All employee concerns shall be presented to the employee's Department Head. Concerns shall be presented in writing within five (5) scheduled work days of the alleged concern and shall be acted upon by the Department Head within five (5) working days. Employees who are dissatisfied with the Department Head's written response may then present their concern in writing to the Pine Valley Administrator who shall have five (5) working days from receipt of concern to act upon the concern.~~
- ~~c. Employees who are dissatisfied with the Pine Valley Administrator's written response shall have two weeks from the date of receipt of the Pine Valley Administrator's response to appeal to Pine Valley Community Village's Board of Trustees, by filing a written statement of the concern and the Board will act on it at their next meeting with notice to the concern. Concerns by employees against their Department Head shall be presented in writing by the employee, directly to the Pine Valley Administrator and then the process would proceed as outlined above.~~

## **6. Termination/Layoff/Reduction of Hours due to Lack of Work:**

Whenever it becomes necessary either due to low census, need for economy, reorganization of work or change in need for staff or hours, employees may experience a reduction in hours, loss of position or change in position. Employees may be laid off, terminated or have hours reduced or their position changed according to the needs of the facility. The nursing home reserves the right to terminate any employee for unsatisfactory service, without notice, at any time during the three month (468 hours) probationary period. Employees separated for violations will receive pay to the time of dismissal only, **you will not receive any unused accumulated vacation time.**

**In the event that you are laid off, Pine Valley may do the following:**

- a. Pay you your normal pay for up to 30 days**
- b. Pay out your vacation you accumulated at point of lay off**
- c. Pay out your comp balance up to 40 hours**
- d. If you are flex time you will not be paid out that balance**

## **7. Non-disciplinary Termination/Layoff**

refer to Handbook of Personnel Policies.

## **8. Complaints Procedures**

Refer to Handbook of Personnel Policies.

Cr. 1/1/12, Res. 12-1, 3. Reworded, 5. a., b. & c. Modified; Eff. 3/17/15, Res. 15-41, Hiring modified; Eff. 9/19/17, Res. 17-89, Probation; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 3. reworded;

## **Reimbursement**

### **1. Lodging:**

refer to Handbook of Personnel Policies.

### **2. Meals**

refer to Handbook of Personnel Policies.

#### **a. Mileage**

refer to Handbook of Personnel Policies.

#### **b. Other Expenses**

refer to Handbook of Personnel Policies.

#### **c. Registration Fees**

refer to Handbook of Personnel Policies.

#### **d. Expense Vouchers**

refer to Handbook of Personnel Policies.

~~Employees who attend conferences or seminars out of the County for professional or employment-related training for certification and who leave County employment within 1 year after the training must reimburse the County for all expenses incurred by the County relative to that conference or seminar, excluding salary or wages. The County will deduct the amount due under~~

this paragraph from any compensation owed to the employee after the County has received the employee's notice of separation or retirement.

Cr 1/1/12, Res. 12-1; Eff. 1/16/18, Res. 18-2, added 7.;

## **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:**

Employees will refrain from using the telephone for personal matters except for an emergency. Long distance calls for other than official business of the facility will not be permitted.

**Notification of Absence:** Employees are expected to notify their immediate supervisor or designee, when unable to report to work for any reason. Having relatives call for the employee is unacceptable. The employee should give as much advance notice as possible for any absence. A minimum of ~~one~~ **Two** hour is required according to our Absenteeism Policy.

### **6. Weather Conditions:**

If employees are unable to report to work due to weather conditions they should notify their Supervisor. If weather conditions improve employees should call in to see if they should report to work. Days missed due to weather conditions, will be taken as vacation, personal day, sick day, ~~or without pay if a paid benefit day is unavailable,~~ **If you are do not have any time off benefits, you will need to make up to ensure that you worked the required hours for your status and benefits.**

### **7. Jury Duty:**

Employees shall be excused with full pay for jury duty. Any compensation for such duty shall be paid to the county. Employees not selected as jurors for a case shall report promptly back to their work station.

### **8. Ambulance or Fire Department Volunteers:**

refer to Handbook of Personnel Policies.

### **9. Break Room:**

refer to Handbook of Personnel Policies.

### **10. Credit Union/Deferred Compensation:**

~~refer to Handbook of Personnel Policies.~~

### **11. Use of Computers, Software & Internet:**

Employees are required to adhere to Pine Valley's Policies **as well as the county policy** on the use of the facility computers and software and the use of the internet, as defined in the Facility



~~Policy and Procedure book.~~

## **12. Picture Identification Badge:**

All staff shall be issued a picture identification badge by the Centralized IT **MIS** Department. Time Badges are required for all employees, except the Pine Valley Administrator. Employee will use their time badge to swipe in at the start of their shift and out at the end of the shift. Employees will not swipe in earlier than seven minutes prior or out more than seven minutes after their shift ends. Employees will swipe out and in for lunch if they leave the facility.

## **13. Training Opportunities/In-service Education:**

Employees are required to attend in-service programs at the request of the Pine Valley Administrator or their particular department. It is the employee's responsibility to record each in-service on their index card in the in-service file box. Certified Nursing Assistants are required to have 12 hours of in-service education annually. **Staff are required to attend meetings at the facility as these will not be recorded, additionally, you will be required to review Relias to ensure compliance of continued education.** ~~An employee who is unable to attend a required in-service has 30 days to view the video tape. All in-services are videotaped except the fire in-service.~~ Employees are required to attend the fire in-service and all other in-services required by the department head or administration.

## **14. Gifts or Gratuities**

~~refer to Handbook of Personnel Policies.~~ Employees are not able to accept gifts or gratitude due to state and federal regulations.

**County Workspaces and Personal Property** – refer to Handbook of Personnel Policies.

## **15. Parking:**

Employees are to park in the lower level parking lot.

## **16. Service Awards:**

Employees who have given five or more years of service to Pine Valley Community Village will be recognized. They are given recognition in five year intervals beginning with the fifth year of employment.

## **17. Suggestion box:**

This box is located in the employee break-room for employees to place ideas or suggestions. Please sign so we can discuss idea/suggestion with the appropriate person.

## **18. Professional Ethics:**

- a. All information concerning the condition or wellbeing of a resident is considered confidential and shall not be disclosed by an employee. Requests for information shall be referred to the Pine Valley Administrator, Director of Nursing, Social Worker, or licensed nursing staff.
- b. Information regarding the resident's diagnosis and treatment will be made known to employees on a "need to know" basis only. Employees will not be permitted to review resident medical charts or doctor's orders unless they have a specific need to have chart information in their daily care of the resident. Disclosure of such information by an employee may be grounds for immediate dismissal and perhaps legal action as well (*refer to HIPAA policies*).
- c. No one shall abuse any resident. This includes the willful infliction of injury, unreasonable

confinement, intimidation, or punishment with resulting physical harm, pain or mental anguish. This also includes failure to provide goods and services necessary to avoid physical harm, mental anguish, or mental illness and deliberate misplacement, exploitation, or wrongful temporary or permanent use of a resident's belongings or money without the resident's consent. Anyone found guilty of such action will be subjecting themselves to immediate dismissal and could be fined or imprisoned.

#### **19. Mail:**

All mail will be delivered to the Receptionist Office. Employees should have their personal mail addressed to their residence. Incoming and outgoing mail belonging to the residents shall not in any way be tampered with except on written notification of the resident or guardian.

#### **20. Resignation:**

Resignations must be submitted in writing two weeks prior to the last day of work for all employees with the exception of Department Heads and Licensed Personnel who shall be required to give thirty day's notice.

#### **21. Smoking Regulations:**

Employees are not permitted to smoke on the grounds. Employees who smoke must punch out and leave the premises to do so.

#### **22. Fire & Disaster Plan:**

Plans are located near each fire alarm box. Employees are oriented to the fire and disaster plans upon hire and this information is reviewed annually at an in-service. Drills are conducted on a regular schedule to insure that employees are familiar with these plans.

#### **23. Security:**

Building security is the responsibility of the maintenance department or the nurse in charge in the absence of the maintenance personnel. All exit doors are locked from 9:00 P.M. each evening until 7:00 A.M. the following morning. Entry can be made by staff with the use of their photo ID badge.

#### **24. Lost and Found:**

The nursing facility cannot be responsible for personal articles lost, stolen or damaged on the premises. Lost and Found items are kept at the switchboard.

Cr. 1/1/12, Res. 12-1; Eff. 3/17/15, Res. 15-41, Weather conditions modified; Eff. 4/18/17, Res. 17-41, change Dept name change, revised 25.; Eff. 12/14/21, Res. 21-106, reformatted, change authority title;

This is to certify that I have received my personal copy of Pine Valley Community Village Employee Manual and Resident Bill of Rights and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

Name

Date

## RESOLUTION NO. 25 - XX

Resolution Approving Changes To The Pine Valley Community Village Addendum.

WHEREAS Pine Valley Community Village, maintains policies, procedures, and agreements with its staff to ensure compliance with applicable laws, regulations, and professional standards, and

WHEREAS Administration has determined that revisions and/or addendums to staff policies are necessary to address current operational needs, regulatory requirements, and workforce best practices, and

WHEREAS the proposed staff addendum changes include, but are not limited to:

- Updates to employee handbook policies;
- Revisions to attendance, scheduling, or call-in procedures;
- Adjustments to benefit and leave provisions;
- Clarifications of expectations, rights, and responsibilities of staff; and

NOW THEREFORE BE IT RESOLVED by the Richland County Board Supervisors that approval is granted that the Addendum hereby approves and adopts the staff addendum changes as presented, effective September 16, 2025,

BE IT FURTHER RESOLVED that the Administrator and/or Human Resources designee is authorized to implement, distribute, and communicate the approved addendum(s) to all affected staff members, and to secure acknowledgment of receipt as required.

BE IT FURTHER RESOLVED that this Resolution shall effective immediately upon passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES\_\_\_\_\_ NOES\_\_\_\_\_

RESOLUTION\_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: SEPTEMBER 16, 2025

RESOLUTION OFFERED BY THE EXECUTIVE &  
FINANCE STANDING COMMITTEE  
(25 AUGUST 2025)

FOR          AGAINST

STEVE CARROW  
MARC COUEY  
GARY MANNING  
DAVID TURK  
BOB FRANK  
STEVE WILLIAMSON  
RANDY SCHOONOVER