

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Sheahan-Malloy and Schmidt

MEMBER EXCUSED: Hilbert

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, January 22, 2019 at 9:30 a.m. in meeting room 4C located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, Human Resources Specialist; Marie Wetzal, 4-H Youth Development; Jeff Berres, County Board Supervisor

Meeting called to order by Marsik at 9:30 a.m.

Roll call was taken. All members present except Hilbert who was excused.

Chair Marsik asked non-Committee Member County Board Supervisors if they wished to be paid for attending the meeting. Supervisor Berres accepted payment.

Marsik asked if anyone present had any public comments. None

Motion by Greshay to approve the regular session minutes of the January 8, 2019 meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt. Motion carried by unanimous vote.

Hinze presented an employee request to waive the provision in Policy #218 – Vacation regarding repayment of used vacation if resignation occurs prior to one year of employment. There was discussion among the Committee members.

Motion by Sheahan-Malloy to deny the request however including it as a future agenda item for further discussion. Second by Schmidt. Motion carried by unanimous vote.

Hinze defined upcoming Human Resources projects and requested feedback from the Committee regarding priorities and timelines for a Compensation Study and Paid Time Off Policy. It was the consensus of the Committee to review a possible Compensation Study for the 2020 budget and to start PTO discussions in August of 2019. The Committee provided guidelines and Hinze indicated she would provide a project update in July.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) State Patrolman	Highway
One (1) Community Education Coordinator	Human Services
One (1) Customer Service / Support Specialist	Human Services
One (1) RN – Public Health	Human Services
One (1) Social Worker I, II, or Senior – CPS Investigator Intake	Human Services
One (1) Social Worker I, II, or Senior – Juvenile Court Intake	Human Services
One (1) Human Services Supervisor–Aging, Nutrition and Transportation	Human Services
One (1) Information Technology Director	I.T.
One (1) Trail Caretaker – Nitschke Mounds / Wild Goose Trail	LR&P

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 01/22/2019

One (1) Parks Attendant – Astico Park	LR&P
One (1) Park Caretaker – Astico Park	LR&P
One (1) Park Attendant – Ledge Park	LR&P
One (1) Park Caretaker – Ledge Park	LR&P
One (1) Park Attendant – Harnischfeger Park	LR&P
One (1) Park Caretaker – Harnischfeger Park	LR&P
One (1) Park Attendant – Derge Park	LR&P
One (1) Park Caretaker – Derge Park	LR&P
One (1) Summer 4H Youth Assistant	UW Extension

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Greshay. Motion carried by unanimous vote.

Mindemann presented a Medical Leave of Absence for consideration for an employee in the Finance Department who exhausted available 2018 Federal and State Family and Medical Leave and requested a leave extension on an intermittent basis from 12/11/2018 through 12/31/2018. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Schmidt to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Greshay. Motion carried by unanimous vote.

Mindemann presented a Medical Leave of Absence for consideration for an employee in the Human Services and Health Department who exhausted available 2018 Federal and State Family and Medical Leave and requested a leave extension on a reduced hours basis from 01/24/2019 through 01/31/2019. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried by unanimous vote.

Mindemann presented a Medical Leave of Absence for consideration for an employee in the Sheriff's Office who is not eligible for Federal and State Family and Medical Leave due to employment of less than 12 months from 01/18/2019 through 01/24/2019. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried by unanimous vote.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Aaron B. Tipton, Hazardous Materials Responder Emergency Management, \$7.25 hour \$35.00 (call outs), HAZ01, ST01, 01/07/2019; Jenny R. Cox, HS Supervisor – Economic Support, Human Services, \$29.35, DC09, ST01, 01/29/2019; Shelby J. Weber-Dutzle, Social Services Aide III, Human Services, \$20.75, DC05, ST01, 01/10/2019; Justin T. Reynolds, Information Technology Director, I. T., \$47.92, DC14, ST03, 01/21/2019; Alyssa R. Denault, Imaging Technician Intern, LR&P, \$10.00, MSC19, ST N/A, 01/03/201. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED

TERM/SEASONAL RE-HIRE - None. REHIRE – None. RECLASSIFICATION – Mitchell S. Johnson, Sign Shop Technician, Highway, \$21.31, DC05, ST02, 01/22/2019; Aaron E. Ellis, Correctional Officer, Sheriff, \$26.98, DC05, Top Step, 01/03/2019. RECLASSIFICATION – None. STEP INCREASE – None.

Hinze notified the Committee that due to Kronos automatically processing merit and step increases that a report of the previous month increases will be presented at the first Committee meeting of the month.

The Committee reviewed the Orientation Period Reports as presented.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations and terminations.
- b) Hinze stated there are no grievances.
- c) Hinze informed the Committee of a request for a 2018 Human Resources intradepartmental fund transfer due to a change in positions.

Future Agenda Items: Shift differential, Paid time off, Compensation, Exempt Flex time, Vacation Policy, Exit Interview Summary, 2018 Worker's Compensation Report.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, February 5, 2019 at 9:30 a.m. and Tuesday, February 19, 2019 at 9:30 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:50 a.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Sheahan-Malloy, Hilbert and Schmidt

MEMBER EXCUSED: None

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, February 5, 2019 at 9:30 a.m. in meeting room 4C located on the fourth floor of the Administration Building.

ALSO PRESENT: Tonia Mindemann, Assistant Human Resources Director; Megan Firari, Human Resources Specialist; Rebecca Bell, Human Services and Health Director; John Bohonek; County Conservationist; Sheriff Dale Schmidt; Deanna Wilson, Clearview Administrator/Executive Director; Jeff Berres, County Board Supervisor; Jeff Schmitt, County Board Supervisor

Meeting called to order by Marsik at 9:30 a.m.

Roll call was taken. All members present.

Chair Marsik asked non-Committee Member County Board Supervisors if they wished to be paid for attending the meeting. Supervisor Berres declined payment and Supervisor Schmitt accepted payment.

Marsik asked if anyone present had any public comments. None

Approval of previous open session minutes of the regular meeting tabled due to incorrect date noted on agenda.

Sheriff Schmidt presented an overview of a proposed restructure in the Sheriff's Office resulting in the creation of one (1) Sergeant position and elimination of one (1) Detective position with no budget impact and as information only. There was discussion with Committee members regarding the proposal.

Firari and Wilson presented proposed changes to three (3) Clearview policies: Shift Differential, Weekend Pay and Holiday Pay; Mentoring Program; and #7025 CNA Mentoring Program. Firari indicated that the title listed on the Mentoring Program Policy was incorrect and should have been titled 12-hour Shift. She confirmed the policy details are correct. Discussion was held regarding each policy.

Motion by Sheahan-Malloy to approve the three (3) Clearview policies: Shift Differential, Weekend Pay and Holiday Pay; Mentoring Program (amended to 12-hour Shift); and #7025 CNA Mentoring Program. Second by Greshay. Motion carried by vote of 4-0.

Mindemann presented a request for sick donations from a Human Services and Health Department employee who is on an approved reduced-hours medical leave. Mindemann explained that the employee has used all available time off. Bell supported the request.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried by vote of 4-0.

Marsik summarized Policy #218 – Vacation regarding the vacation for new hires after six (6) of employment and repayment of vacation if termination occurs prior to one year of employment. There was discussion regarding the policy with suggested modifications. It was the consensus of the Committee to leave Policy #218 – Vacation as is.

Mindemann provided the definition of exempt as defined by the US Department of Labor. There was discussion among Committee members regarding exempt status employees. It was the consensus of the Committee to include future agenda items of: policy regarding secondary employment and policy regarding tracking hours for exempt employees.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Counselor I, II or III – Children with Disabilities	Human Services
One (1) Counselor I, II or III – Community Programs	Human Services
One (1) Social Services Aide I, II or III – Child Protective Services Ongoing	Human Services
One (1) Transportation Driver	Human Services

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Sheahan-Malloy. Motion carried by vote of 4-0.

Mindemann presented a Medical Leave of Absence for consideration for an employee in the Human Services and Health Department who exhausted available 2019 State Family and Medical Leave and had not met eligibility for 2019 Federal Family and Medical Leave on a reduced hours basis from 02/01/2019 through 03/31/2019. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried by vote of 4-0.

Mindemann presented a non-medical related General Leave of Absence for consideration for an employee in the Human Services and Department for 01/28/2019 and 01/30/19-01/31/2019 due to previously exhausting accrued time off.

Motion by Greshay to approve the General Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried by vote of 4-0.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Mindemann and Firari presented a summary of recent employee resignations and terminations.
- b) Mindemann stated there are no grievances or arbitrations.
- c) Mindemann informed the Committee of a 2018 Human Resources budget carryover request.

The Committee reviewed the Salary, Wage, and Status changes as presented. Mindemann presented a supplemental report generated from Kronos for the automatically updated wage increases for the previous month (January 2019). The Committee reviewed the report. It was the consensus of the Committee that the report meets the Committee's needs for review.

STEP INCREASE – UNION – None. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Tammy J. Garbalagtys, Social Services Aide II CPS, Human Services, \$16.46, DC03, ST 01, 01/29/2019; Sarah E. Tews, Crisis Coordinator, Human Services, \$31.49, DC10, ST01, 02/11/2019. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – None. RECLASSIFICATION – Jodi L. Goodman, Social Services Aide I – Youth Justice, Human Services, \$15.07, DC02, ST03 lateral transfer, 01/31/2019. WAGE INCREASES–

Employee					New	
No.	First Name	Last Name	Position Code	Location	Pay Rate	Effect Date
36608	Robert	Barrington	DAMgrAtty	1601 District Attorn	\$ 46.62	01/01/19
10433	Shelby	Brandsma	FCDir	5201 Family Court Co	\$ 33.65	01/01/19
10332	Michelle	Kenning	CCOffMgr	701 Clerk of Courts	\$ 30.43	01/01/19
22233	Joshua	Kohlhoff	ITNetwrkAdmin	1801 Information Tec	\$ 39.40	01/01/19
18770	Eileen	Lifke	FNAsstDir	1301 Finance	\$ 34.98	01/01/19
38480	James	Mielke	CA	801 Administrator	\$ 61.51	01/01/19
26151	Anthony	Muhle	PFMaint2	1911 Maintenance Adm	\$ 21.14	01/01/19
32226	Erin	Roberts	ITDataAdmin	1801 Information Tec	\$ 39.86	01/01/19
23641	Sandra	Rossing	HRSec	901 Human Resources	\$ 21.16	01/01/19
10431	Carol	Schwab	HSWICDir	4047 Women, Infants	\$ 33.04	01/01/19
26279	David	Link	PFMaintMech	1911 Maintenance Adm	\$ 25.68	01/02/19
11108	Brian	Kassube	HWForemanOp	3111 Highway Adminis	\$ 28.80	01/03/19
43723	Ashley	Schabel	HSEconSpecLead	5055 Economic Suppor	\$ 23.51	01/03/19
11148	John	Zehren	HWEquipOpEast	3111 Highway Adminis	\$ 25.75	01/03/19
20580	Jason	Boeck	SOLieutPatr	2021 Traffic Patrol	\$ 35.76	01/04/19
25892	Chad	Enright	SOPatCaptain	2021 Traffic Patrol	\$ 40.15	01/04/19
20773	Donald	Krueger	SOCorrOff	2061 Jail	\$ 26.70	01/04/19
50072	Scott	Mittelstadt	SOChiefDep	2001 Sheriff Adminis	\$ 44.49	01/04/19
10558	Steven	Noe	LRSrCartog	1104 Mapping	\$ 33.81	01/04/19
10451	Karen	Schultz	COAdminAsst	1701 Corporation Cou	\$ 23.28	01/04/19
35722	Melissa	Abel	HSPsychTher2CS	4808 MI-Community Su	\$ 31.73	01/05/19
25277	Diane	Coulter	HSADRSpec3	5035 Resource Center	\$ 27.83	01/06/19
22250	Kevin	Schultz	SOCorpJail	2061 Jail	\$ 29.70	01/06/19
29542	Matthew	Marvin	SOJailProgCorp	2061 Jail	\$ 28.10	01/07/19
26216	Paul	Beeney	PFMaintMech	1911 Maintenance Adm	\$ 25.68	01/08/19
50031	Emily	Schmitz	HSSW2LTSAPS	5036 Long-Term Suppo	\$ 25.73	01/09/19
42042	Jodell	Bolda	HSSW2CPSIntake	5001 Intake Unit	\$ 28.10	01/10/19
31892	Ryan	LeClair	HSPsychTher2CS	4808 MI-Community Su	\$ 33.79	01/10/19
49086	David	Winter	SOCorrOff	2061 Jail	\$ 21.87	01/11/19
50149	Wendy	McGurk	HSCoun2CMgrCCS	4807 MI-Comprh Commu	\$ 23.51	01/16/19
42149	Vicki	Zimmerman	HSADRSpec3	5035 Resource Center	\$ 26.40	01/16/19
26304	Cheryl	Sahr	CSSpecEnf2	5101 Child Support	\$ 23.28	01/17/19
50199	Lisa	Justmann	HSCustSSpecMed	4851 US-Medical Reco	\$ 15.07	01/18/19
42715	Brian	Hill	SOCorrOff	2061 Jail	\$ 25.22	01/23/19
10359	Jodie	Miller	CTJudAsst3	301 Circuit Court	\$ 22.10	01/23/19
50285	Jonathan	Olszewski	SOTPO	2021 Traffic Patrol	\$ 29.78	01/23/19
35638	Joseph	Meagher	EMDepDir	2811 Emergency Manag	\$ 32.60	01/25/19
23032	Amy	Nehls	EMDir	2811 Emergency Manag	\$ 37.63	01/25/19
47868	Anthony	Lemminger	PFCust2	1911 Maintenance Adm	\$ 15.46	01/26/19
50203	John	Rivera	SOCorrOff	2061 Jail	\$ 21.31	01/29/19
10580	Patrick	Litscher	CSAtty	5101 Child Support	\$ 39.68	01/30/19
10501	Randy	Nofsinger	PFMaintMech	1911 Maintenance Adm	\$ 25.68	01/30/19

The Committee reviewed the Orientation Period Reports as presented.

Future Agenda Items: Marsik indicated the County received a Petition of Election for Highway Department employees from the Labor Association Of Wisconsin, Inc., Pool of Transportation Drivers, Policy regarding tracking hours for exempt employees, Policy regarding secondary jobs, Job description review by request of the Committee.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, February 19, 2019 at 9:30 a.m. and Tuesday, March 5, 2019 at 9:30 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:44 a.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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2019-2020 Wisconsin Legislature

Assembly Bill 5

An Act to renumber and amend 40.05 (2) (ar); to amend 40.02 (48) (b) 3., 40.02 (48) (c) and 40.23 (3) (a); and to create 40.02 (17) (n), 40.02 (48) (am) 23., 40.02 (48) (b) 5., 40.05 (1) (a) 7., 40.05 (2) (ap), 40.05 (2) (ar) 2., 40.23 (3) (c), 40.65 (4w), 59.52 (8m) and 111.70 (4) (bn) of the statutes; Relating to: classifying county jailers as protective occupation participants under the Wisconsin Retirement System and the treatment of county jailers under the Municipal Employment Relations Act. (FE)

Status: A - Corrections

History

Date / House	Action	Journal
2/4/2019 Asm.	Introduced by Representatives Born, Edming, Brandtjen, Brooks, Felzkowski, Horlacher, Jagler, Katsma, Krug, Kuglitsch, Kurtz, Loudenbeck, Macco, Milroy, Murphy, Mursau, Novak, Petersen, Plumer, Rohrkaste, Schraa, Shankland, Sinicki, Steffen, Steineke, Stuck, Subeck, Swearingen, Thiesfeldt, Tranel, VanderMeer, Zimmerman, Sortwell and Tusler; cosponsored by Senators Marklein, Bewley, Darling, Hansen, Jacque, Johnson, Larson, Risser, Schachtner, Smith, Testin and Bernier	
2/4/2019 Asm.	Read first time and referred to Committee on Corrections	

Content subject to change after proofing by Chief Clerk staff.

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LRB-0856/1

MIM:kjf

2019 - 2020 LEGISLATURE

2019 ASSEMBLY BILL 5

February 4, 2019 - Introduced by Representatives BORN, EDMING, BRANDTJEN, BROOKS, FELZKOWSKI, HORLACHER, JAGLER, KATZMA, KRUG, KUGLITSCH, KURTZ, LOUDENBECK, MACCO, MILROY, MURPHY, MURSAU, NOVAK, PETERSEN, PLUMER, ROHRKASTE, SCHRAA, SHANKLAND, SINICKI, STEFFEN, STEINEKE, STUCK, SUBECK, SWEARINGEN, THIESFELDT, TRANEL, VANDERMEER, ZIMMERMAN, SORTWELL and TUSLER, cosponsored by Senators MARKLEIN, BEWLEY, DARLING, HANSEN, JACQUE, JOHNSON, LARSON, RISSER, SCHACHTNER, SMITH, TESTIN and BERNIER.
Referred to Committee on Corrections.

1 **AN ACT** *to renumber and amend* 40.05 (2) (ar); *to amend* 40.02 (48) (b) 3.,
 2 40.02
 3 (48) (c) and 40.23 (3) (a); and *to create* 40.02 (17) (n), 40.02 (48) (am) 23.,
 4 40.02
 5 (48) (b) 5., 40.05 (1) (a) 7., 40.05 (2) (ap), 40.05 (2) (ar) 2., 40.23 (3) (c),
 6 40.65 (4w),
 7 59.52 (8m) and 111.70 (4) (bn) of the statutes; **relating to:** classifying
 county
 jailers as protective occupation participants under the Wisconsin
 Retirement
 System and the treatment of county jailers under the Municipal
 Employment
 Relations Act.

Analysis by the Legislative Reference Bureau

Under current law, participants under the Wisconsin Retirement System (WRS) whose principal duties involve active law enforcement or fire suppression or prevention and require frequent exposure to a high degree of danger or peril and a high degree of physical conditioning are classified as protective occupation participants. Current law classifies police officers, fire fighters, and various other

individuals as protective occupation participants. Under the WRS, the normal retirement age of a protective occupation participant is lower than that of other participants and the percentage multiplier used to calculate retirement annuities is higher for protective occupation participants.

This bill classifies county jailers as protective occupation participants without a requirement that their principal duties involve active law enforcement or active

fire suppression or prevention. The bill defines county jailers as persons employed by a county whose principal duties involve supervising, controlling, or maintaining a jail or persons confined in a jail, regardless of whether the jailers have been sworn regarding their duties or whether they serve on a full-time basis.

Under the bill, county jailers who become protective occupation participants on or after the bill's effective date and are employed by a county that did not classify county jailers as protective occupation participants on July 1, 2018, are required to pay all additional employer costs resulting from their classification as protective occupation participants, including the cost of the duty disability program. County jailers who were classified as protective occupation participants before the bill's effective date and county jailers hired on or after the bill's effective date in counties that did classify county jailers as protective occupation participants on July 1, 2018, are not required to pay the additional employer costs. The bill also allows a county jailer to elect at the time of hire not to become a protective occupation participant.

Finally, under the Municipal Employment Relations Act, public safety employees may collectively bargain over wages, hours, and conditions of employment, and general employees may bargain collectively over only an annual percentage wage increase that does not exceed the annual percentage increase in the consumer price index. Under MERA, public safety employees and general employees may not be in the same collective bargaining unit. This bill amends MERA so that a county that treats a county jailer as a public safety employee on the effective date of this bill shall continue to treat any person it employs as a county jailer as a public safety employee except that, if the county subsequently raises a question regarding the appropriateness of including county jailers in a collective bargaining unit containing public safety employees, no person the county employs as a county jailer may be treated as a public safety employee.

Because this bill relates to public employee retirement or pensions, it may be referred to the Joint Survey Committee on Retirement Systems for a report to be printed as an appendix to the bill.

For further information see the *state and local* fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

1 SECTION 1 . 40.02 (17) (n) of the statutes is created to read:
 2 40.02 (17) (n) Notwithstanding par. (d), each participant who is a county
 3 jailer
 4 and who is classified as a protective occupation participant shall be granted
 5 creditable service as a protective occupation participant for all covered service as a
 county jailer that was earned on or after the effective date of this paragraph
 [LRB

1 inserts date], but may not be granted creditable service as a protective occupation
 2 participant for any covered service as a county jailer that was earned before the
 3 effective date of this paragraph [LRB inserts date], unless that service was
 4 earned
 5 while the participant was classified under sub. (48) (a) and s. 40.06 (1) (d) as a
 protective occupation participant.

6 SECTION 2 . 40.02 (48) (am) 23. of the statutes is created to read:
 7 40.02 (48) (am) 23. A county jailer.

8 SECTION 3 . 40.02 (48) (b) 3. of the statutes is amended to read:
 9 40.02 (48) (b) 3. A "deputy sheriff" or a "county traffic police officer" is any
 10 officer or employee of a sheriff's office or county traffic department, except one
 whose
 11 principal duties are those of a telephone operator, clerk, stenographer, machinist or
 12 mechanic and whose functions do not clearly fall within the scope of active law
 13 enforcement even though such an employee is subject to occasional call, or is
 14 occasionally called upon, to perform duties within the scope of active law
 15 enforcement. Deputy sheriff or county traffic police officer ~~includes~~ also does not
 16 include a county jailer, but does include any person regularly employed and
 17 qualifying as a deputy sheriff or county traffic police officer, even if temporarily
 18 assigned to other duties.

19 SECTION 4 . 40.02 (48) (b) 5. of the statutes is created to read:
 20 40.02 (48) (b) 5. A "county jailer" is an employee of a county whose
 21 principal
 22 duties involve supervising, controlling, or maintaining a jail or the persons confined
 23 in a jail, as assigned by the sheriff under s. 59.27 (1), regardless of whether the
 employee has been sworn regarding his or her duties or whether the employee
 24 serves
 on a full-time basis. Notwithstanding par. (a), an employer may classify an
 25 employee
 who is a county jailer as a protective occupation participant under par. (am) 23.

1 without making a determination that the principal duties of the employee involve
 2 active law enforcement or active fire suppression or prevention. A determination
 3 under this subdivision may not be appealed under s. 40.06 (1) (e) or (em). A county
 4 jailer is not a protective occupation participant if he or she so elects with the

employer

5 under s. 59.52 (8m) or 2019 Wisconsin Act (this act).

6 **SECTION 5 . 40.02 (48) (c)** of the statutes is amended to read:

7 40.02 (48) (c) In s. 40.65, "protective occupation participant" means a
8 participating employee who is a police officer, fire fighter, an individual determined
9 by a participating employer under par. (a) or (bm) to be a protective occupation
10 participant, county undersheriff, deputy sheriff, county jailer, state probation and
11 parole officer, county traffic police officer, conservation warden, state forest ranger,
12 field conservation employee of the department of natural resources who is subject
to

13 call for forest fire control or warden duty, member of the state traffic patrol, state
14 motor vehicle inspector, University of Wisconsin System full-time police officer,
15 guard or any other employee whose principal duties are supervision and discipline
16 of inmates at a state penal institution, excise tax investigator employed by the
17 department of revenue, person employed under s. 60.553 (1), 61.66 (1), or 62.13 (2e)
18 (a), or special criminal investigation agent employed by the department of justice.

19 **SECTION 6 . 40.05 (1) (a) 7.** of the statutes is created to read:

20 40.05 (1) (a) 7. For a county jailer covered under subd. 3., the percentage of
21 earnings equal to the total actuarially required contribution rate, as approved by
the

22 board under s. 40.03 (1) (e), for a participating employee whose formula rate is
23 determined under s. 40.23 (2m) (e) 3., less the contribution rate paid by the
employer

24 for a county jailer under sub. (2) (a). This subdivision applies only to a county jailer
25 who becomes a protective occupation participant on or after the effective date of
this

1 subdivision [LRB inserts date], and is employed in a county that did not classify
2 county jailers as protective occupation participants on July 1, 2018.

3 **SECTION 7 . 40.05 (2) (ap)** of the statutes is created to read:

4 40.05 (2) (ap) The contributions under par. (a) that are required to be paid
5 by
6 a participating employer for a county jailer whose formula rate is determined
under

7 s. 40.23 (2m) (e) 3. shall be a percentage of earnings equal to one-half of the total
8 actuarially required contribution rate, as approved by the board under s. 40.03 (1)
(e), for an employee whose formula rate is determined under s. 40.23 (2m) (e) 1.

This

9 paragraph applies only to contributions paid for a county jailer who becomes a
10 protective occupation participant on or after the effective date of this paragraph
11 [LRB inserts date], and is employed in a county that did not classify county jailers
12 as protective occupation participants on July 1, 2018.

13 **SECTION 8 . 40.05 (2) (ar)** of the statutes is renumbered 40.05 (2) (ar) 1.

and

14 amended to read:

15 40.05 (2) (ar) 1. ~~Participating~~ Except as provided in subd. 2., participating
16 employers of employees subject to s. 40.65 shall contribute an additional
percentage

or percentages of those employees' earnings based on the experience rates determined to be appropriate by the board with the advice of the actuary.

SECTION 9 . 40.05 (2) (ar) 2. of the statutes is created to read:

40.05 (2) (ar) 2. County jailers who become protective occupation participants

on or after the effective date of this subdivision [LRB inserts date], and are employed in a county that did not classify county jailers as protective occupation participants on July 1, 2018, shall make the contribution under subd. 1. in lieu of their employers.

SECTION 10 . 40.23 (3) (a) of the statutes is amended to read:

40.23 (3) (a) Except as provided in ~~par. pars.~~ (b) and (c), the initial monthly amount of any retirement annuity in the normal form shall not be less than the money purchase annuity which can be provided by applying the sum of the participant's accumulated additional and required contributions, including interest credited to the accumulations, plus an amount from the employer accumulation reserve equal to the participant's accumulated required contributions, less any accumulated contributions to purchase other governmental service under s. 40.25 (7), 2001 stats., or s. 40.285 (2) (b) to fund the annuity in accordance with the actuarial tables in effect on the annuity effective date.

SECTION 11 . 40.23 (3) (c) of the statutes is created to read:

40.23 (3) (c) Under par. (a), for a county jailer described in s. 40.02 (48) (am)

23., the amount to be paid from the employer accumulation reserve is equal to the employer required contributions, including interest, paid for a county jailer under s. 40.05 (2) (a). This paragraph applies only to a county jailer who becomes a protective occupation participant on or after the effective date of this paragraph [LRB inserts date], and is employed in a county that did not classify county jailers as protective occupation participants on July 1, 2018.

SECTION 12 . 40.65 (4w) of the statutes is created to read:

40.65 (4w) A county jailer who becomes a protective occupation participant on or after the effective date of this subsection [LRB inserts date], is not entitled to a duty disability benefit under this section for an injury or disease occurring before the effective date of this subsection [LRB inserts date].

SECTION 13 . 59.52 (8m) of the statutes is created to read:

59.52 (8m) EMPLOYMENT OF COUNTY JAILERS. The board shall provide an individual who is employed as a county jailer an option to elect not to be a protective

occupation participant under s. 40.02 (48) (b) at the time the individual is hired as a county jailer. An individual shall make an election under this subsection in writing on a form provided by the board.

SECTION 14 . 111.70 (4) (bn) of the statutes is created to read:

111.70 (4) (bn) *Public safety employee determination regarding county jailers.*

6 1. Except as provided under subd. 2., a county jailer, as defined in s. 40.02 (48) (b)
7 5., is a general municipal employee.

8 2. A county that treats a county jailer as a public safety employee on the
9 effective date of this subdivision ... [LRB inserts date], shall continue to treat any
10 person it employs as a county jailer as a public safety employee except that, if the
11 county raises a question concerning the appropriateness of including county jailers
12 in a collective bargaining unit that includes public safety employees, no person it
13 employs as a county jailer may be treated as a public safety employee.

14 **SECTION 15 . Nonstatutory provision.**

15 (1) COUNTY JAILER OPT OUT FROM PROTECTIVE OCCUPATION PARTICIPANT
16 STATUS

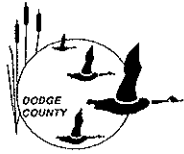
16 UNDER WISCONSIN RETIREMENT SYSTEM. No later than 60 days after the effective
17 date

17 of this subsection, if an individual employed as a county jailer on the effective date
18 of this subsection does not want to be a protective occupation participant under the
19 Wisconsin Retirement System, the individual shall notify his or her employer in
20 writing on a form provided by the employer. An election not to be a protective
21 occupation participant is irrevocable.

22 **SECTION 16 . Effective date.**

23 (1) This act takes effect on the January 1 after publication.

24 (END)



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #	305	Approval Date: 11/15/11
Policy Title	ETHICS	Effective Date: 01/01/12
		Revision Date(s): 07/07/15; 5/16/17

POLICY

Dodge County is dedicated to conducting business honestly and ethically. Dodge County will continually improve the quality of its services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Dodge County will not compromise its principles for short-term gain.

- A. All employees are expected to adhere to high standards of personal integrity. No illegal or unethical conduct on the part of officers, managers, or employees is in Dodge County's best interest.

- B. Employees may not allow their personal interests to conflict or appear to conflict with the interests of Dodge County. No County employee shall use his/her office or position for personal financial gain or financial gain of his/her family. Employees must be particularly careful to avoid representing Dodge County in any transaction with others with whom there is any outside business affiliation or relationship. Dodge County contacts shall not be utilized to advance a private business or personal interest at the expense of Dodge County. No employee shall engage in his/her own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. Employees should not seek employment or be employed with another entity if that position compromises their position with Dodge County.

- C. Bribes, kickbacks, or other similar remuneration or consideration shall not be given to or accepted by any person or organization in order to attract or influence business activity. No County employee shall solicit or accept for himself/herself or another person any gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or regulated by the County. This does not include acceptance of loans from banks or other financial institutions on customary terms of finance for personal use, such as home mortgage loans.

- D. Employees are allowed to accept unsolicited gifts of a nominal value such as advertising or promotional material (i.e. pens, calendars, etc.) and awards for meritorious public or personal contributions or achievements. Employees attending conferences are allowed to participate in conference activities, (i.e. meals, banquets, entertainment, door prizes, etc.) if it is available to all attendees.

- E. Appropriate steps must be taken to ensure the confidentiality of information that may be obtained including but not limited to strategic business plans, operating results, customer lists, personnel records, resident information, costs, processes, and methods.
- F. No employee shall use or disclose "privileged information" gained in the course of or by reason of his/her official position or activities.
- G. Employees must report all information accurately and honestly, and as otherwise required by applicable reporting standards.
- H. All forms of money compensation, except expense reimbursements, for outside services performed during the hours when the employee is actually providing services to the county, shall be turned over to employee's Department Head or the County Administrator for deposit with the County Treasurer.
- I. Under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200.113, any violations of law, fraud, or bribery in any federally funded grant program must be reported to the federal grantor agency or pass through entity. Any employee who becomes aware of any such violations of law, fraud or bribery must report the matter to his/her supervisor who in turn will report it to the County Administrator. The County Administrator will notify the federal grantor agency or pass through entity.
- J. Employees are prohibited from gathering competitor intelligence by improper means and refrain from acting on knowledge that that has been gathered in such a manner. Employees will seek to avoid exaggerating or disparaging comparisons of the services and competence of competitors.
- K. Employees must comply with all applicable Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their interactions. Employees must promptly disclose any unethical, dishonest, fraudulent or illegal behavior, or any violation of Dodge County policies and procedures to their supervisor.
- L. Political Activity. No employee is precluded from engaging in political activity provided that such activity does not interfere with normal work performance, is not conducted during normal working hours and does not involve the use of County equipment or property. All employees and elected officials shall have the right to freely express their views as a citizen and cast their vote, subject to the following:
 - 1. No employee or elected official shall directly or indirectly use or seek to use his or her authority or the influence of his or her position to control or modify the political action of another person.
 - 2. No employee or elected official during his or her hours of duty shall, except as provided by law, engage in political activities including, but not limited to, the following:
 - a. Campaign for any candidate or political party;
 - b. Make campaign speeches or engage in other activity to elect a candidate;

- c. Collect contributions or sell tickets to political fund-raising functions;
 - d. Distribute campaign material in any election;
 - e. Organize or manage political meetings;
 - f. Circulate nominating petitions;
 - g. Display political badges, buttons or stickers in any county building or wear such items during working hours.
3. No employee or elected official shall at any time use any county-owned or leased equipment for any personal political activity.
 4. No employee shall be removed, discharged, reduced in pay or position, or otherwise discriminated against because of the employee's political opinions or affiliations except as provided for in this section.
 5. Employees whose principal employment is in a federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act as amended, 5 U.S.C. §§ 1501-1508.

Policy Enforcement

Department heads and supervisors will be responsible for enforcing this policy, and for reporting any serious violations of the policy to the Human Resources Department. Employees found to be in willful violation of the policy may be disciplined up to and including discharge.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

February 19, 2019

PERSONNEL REQUISITION REQUESTS

One (1) Economic Support Specialist – Overpayment/Fraud Specialist	Human Services
One (1) Land and Water Conservation Intern	L&WC

LEAVE OF ABSENCE REQUESTS FOR COMMITTEE APPROVAL

Eunice Berndt	Human Services	03/03/2019-09/03/2019
Care for sister (guardian/ward)	General-w/ability to use sick time	
Julie Zemke	Human Services	02/11/2019-02/13/2019
Care for child	General Unpaid	

PERSONNEL CHANGES:

NEW HIRE – UNION

None.

RE-HIRE – UNION

None.

RECLASSIFICATION – UNION

None.

STEP INCREASE – UNION

ANNUAL WAGE INCREASE

APPOINTED OFFICIAL

Thomas H. Stebbins	Drainage Board	County Board
\$50.00 / meeting	CB01, ST N/A	01/16/2019

NEW HIRE

Emily Worth	Psychiatric Therapist II CSP & CCS	Human Services
29.35	DC09, ST 01	02/07/2019

LIMITED TERM/SEASONAL NEW HIRE

None.

LIMITED TERM/SEASONAL RE-HIRE

None.

RE-HIRE

Scott G. Smith	Transport Officer Occasional	Sheriff
\$19.00	MSC37, ST01	02/14/2019

RECLASSIFICATION

Sara A. Hermann	Social Worker I Community Services	Human Services
\$22.89 (+\$2.14)	DC06, ST01	02/14/2019
Tracy L. Sobstad	Social Worker II CPS Prevention	Human Services
\$28.03 (+\$0.00)	DC07, ST Merit	02/14/2019

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – February 19, 2019

RECLASSIFICATION (cont.)

Danielle K. Wickersham \$28.67 (+\$0.00)	RN Public Health DC08, ST03 – F.T. to P.T. 20+	Human Services 04/04/2019
Melissa M. Zarczynski \$31.94 (+\$0.00)	Sr. Social Worker Youth Justice Serv. Preven. DC08, ST Merit	Human Services 02/14/2019
Richard L. Leistekow \$25.73 (+\$0.92)	Survey and Mapping Specialist II DC07, ST02	LR&P 01/29/2019

ORIENTATION PERIOD REPORTS

Dawn Faber	Final Report	Register of Deeds
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