



AGENDA

Eau Claire County
Committee on Human Resources

Date: January 14, 2022

Time: 8:30 a.m.

Location: Remote Meeting via Webex

Dial In: 1-415-655-0001

Access Code: 145 646 8780

Meeting Access:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=mbb50df6c63c6702c4d14c84b1e2c64eb>

Meeting password: WBfiN343cKS

**please remain muted when not speaking*

For those wishing to make public comment, you must e-mail Samantha Kraegenbrink at samantha.kraegenbrink@co.eau-claire.wi.us at least 30 minutes prior to the start of the meeting. You will be called on during the public session to make your comments.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Approval of Minutes – **Action**
 - a. November 12, 2021
5. File No. 21-22/087: Resolution Authorizing to abolish one (1.0 FTE) Fiscal Associate II and to create one (1.0 FTE) Fiscal Associate III (Child Support) – **Discussion/Action**
6. Director's Report
 - a. Understanding the Salary Matrix
 - b. Elected Official Pay
 - c. HR Generalist Recruitment
 - d. Employment Background Check Procedure
 - e. Workplace Engagement Efforts
7. Workforce Surveys – **Discussion**
8. 2022 Committee on Human Resources Goals - **Discussion**
9. Future Items
 - a. Highway Department Structure Changes

Prepared by: Samantha Kraegenbrink

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-6745 (FAX) 839-1669 or (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703



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Committee on Human Resources

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- b. Timekeeping Policy
- c. Benchmarking Project
- d. Benefits Updates Review
- e. 2021 4th Quarter Report
- f. Employee Status Definitions
- g. Position Sharing

10. Next Meeting Topics

11. Adjourn

Prepared by: Samantha Kraegenbrink

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MINUTES

Eau Claire County

Committee on Human Resources

Date: Friday, November 12, 2021

Time: 8:30 a.m.

Location: Remote Meeting via Webex

Present: Stella Pagonis, Katherine Schneider, Kevin Stelljes, Mark Beckfield, Nick Smiar (ex-officio)

Others: Samantha Kraegenbrink – Committee Clerk, Jessica Rubin, Dave Riewestahl, Dawn Edlin, Norb Kirk, Sara Bronstad, Tim Sullivan, Ashley Proue

Public: None

Call to Order and Confirmation of Meeting Notice

Chair Beckfield called the meeting to order at 8:30 a.m.

Roll Call

Verbal roll call was taken by the committee clerk and is noted above.

Public Comment

No members of the public wished to make comment.

Approval of Minutes

Motion by Schneider to approve the minutes from October 15, 2021. Correction to the minutes to change “Moved to next meeting” under Historical Data on Approved Positions to “Moved to a future meeting.” All in favor.

Quarterly Report

Jessica Rubin provided an overview of the quarter 3 quarterly report that was included in the agenda packet.

Policy 425: Paid Time Off Updates

Jessica Rubin provided a detailed overview of the proposed changes to the policy. Motion by Supervisor Schneider to approve and refer to the County Board for fiscal impact; all in favor.

Policy 105: Separation from Employment

Jessica Rubin provided a detailed overview of the proposed changes to the policy. Correction to remove on 6.1 “such equipment includes, but is not limited to identification/key card, keys,”

Motion by Supervisor Schneider to approve with correction. All in favor.

File No. 21-22/044: Resolution authorizing a change to the employee policy manual; Policy 519, creating a shift differential for Highway Department Employees required to work overnight on state highway projects

Tim Sullivan advised that this resolution has been passed by the board. If the committee were to change the dollar amount, a new resolution would need to return to the board. Chair Beckfield



MINUTES

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recommends tabling this discussion and will take no action to bring another resolution forward.

Future Policy/Process Updates

- Employee Status Definitions
- Timekeeping Policy

Next Meeting Topics

- Understanding the salary matrix
- Historical Data on Approved Positions

Adjourn

The meeting was adjourned at 9:46 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator

FACT SHEET
File No. 21-22.087

Background

A recent review of the job description for the Fiscal Assoc II was completed and updated to align with the current job duties of the position and stay competitive with other county Child Support Agencies. Per review by Dr. McGrath, the recommendation has been made to change the position from a Fiscal Assoc II to Fiscal Assoc III.

This position handles high volumes of cash and deposits for the agency, manages all case accounts, completes account adjustments, and processes all referrals and applications for services, in addition to being assigned a NIVD caseload. The Child Support Agency is eligible for reimbursement of a portion of expenditures for this position. The Child Support Agency has recently had unsuccessful recruitments at the current level.

Request

The Child Support Agency is requesting the following position modifications:

1. Abolish 2.0 FTE Fiscal Associate II – Grade E, current budget at Step 1
2. Create 2.0 FTE Fiscal Associate III – Grade G, Step 1

Fiscal Impact per FTE in 2022:

Position Title	Fiscal Associate II	Fiscal Associate III	Difference
Pay Grade	E	G	
Pay Step	1 (step 2 in July 2022)	1 (step 2 in July 2022)	
Salary	\$36,660.00	\$40,404.00	\$3,744.00
FICA (7.65%)	\$2,804.49	\$3,090.91	\$286.42
WRS Employer (6.75%)	\$2,474.55	\$2,727.27	\$252.72
TOTAL COST	\$41,939.04	\$46,222.18	\$4,283.14

Respectfully Submitted,
Megan Brasch
Child Support Manager

2
3
4 AUTHORIZING TO ABOLISH TWO (2.0 FTE) FISCAL ASSOCIATE II POSTIONS AND
5 TO CREATE TWO (2.0 FTE) FISCAL ASSOCIATE III POSTIONS–
6

7 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular
8 positions or changes therein be submitted to the Board for authorization; and
9

10 WHEREAS, a review of the compensation and classification of the Fiscal Associate II position
11 in the Child Support Agency resulted in a recommended salary grade placement of pay grade G
12 from pay grade E due to increased job duties and responsibilities; and
13

14 WHEREAS, currently there are two (2.0 FTE) Fiscal Associate II positions in the child support
15 agency, the agency has had a difficult time attracting qualified candidates for and then retaining
16 employees in this position due to the responsibilities and the current rate of pay; and
17

18 WHEREAS, at its regularly scheduled meetings, the Committee on Administration and the
19 Committee on Human Resources respectively approved the request from the Corporation
20 Counsel/Child Support Agency to reclassify two 2.0 FTE Fiscal Associate II with two 2.0 FTE
21 Fiscal Associate III; and
22

23 WHEREAS, the reclassification of this position has the potential annual cost of \$4,283.14 per
24 position (\$8,566.28 total) as an annual cost;
25

26 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors
27 hereby approves to reclassify two (2.0 FTE) Fiscal Associate II (Grade E) to create two (2.0
28 FTE) Fiscal Associate III (Grade G) positions.
29
30
31

32 I hereby certify that the foregoing
33 correctly represents the action of the
34 Committee on Human Resources on
35 January 14, 2022, by a vote of
36 ____ for, and ____ against.
37

38 _____
39 Mark Beckfield, Chair
40 Committee on Human Resources
41
42

I hereby certify that the foregoing
correctly represents the action of the
Committee on Administration on
January 11, 2022, by a vote of
_____ for and ____ against.

Nick Smiar, Chair
Committee on Administration

2021 Salary Index
Eau Claire County

New Pay Grade	Title	Department	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
A	Meal Delivery Worker	ADRC	\$29,885	\$30,469	\$31,075	\$31,659	\$32,178	\$32,633	\$33,131	\$33,607	\$34,126	\$34,494	\$34,840	\$35,165	\$35,511	\$35,857	\$36,225	\$36,615
A	Meal Site Worker	ADRC	\$14.37	\$14.65	\$14.94	\$15.22	\$15.47	\$15.69	\$15.93	\$16.16	\$16.41	\$16.58	\$16.75	\$16.91	\$17.07	\$17.24	\$17.42	\$17.60
A	Administrative Associate II	Info Systems																
A	Administrative Associate II LTE	Treasurer																
A	Park Attendant - Seasonal	Parks & Forest																
A	Special Deputy	Sheriff																
A	Van Driver	ADRC																
B	Custodian	Facilities	\$31,334	\$31,984	\$32,611	\$33,260	\$33,736	\$34,299	\$34,797	\$35,316	\$35,836	\$36,182	\$36,571	\$36,939	\$37,285	\$37,653	\$38,021	\$38,411
B	Park Laborer - Seasonal	Parks & Forest	\$15.06	\$15.38	\$15.68	\$15.99	\$16.22	\$16.49	\$16.73	\$16.98	\$17.23	\$17.40	\$17.58	\$17.76	\$17.93	\$18.10	\$18.28	\$18.47
C	Administrative Associate III	Corp Counsel	\$32,892	\$33,563	\$34,277	\$34,927	\$35,468	\$35,965	\$36,550	\$37,069	\$37,632	\$37,978	\$38,367	\$38,800	\$39,168	\$39,558	\$39,947	\$40,337
C	Administrative Associate III	County Clerk	\$15.81	\$16.14	\$16.48	\$16.79	\$17.05	\$17.29	\$17.57	\$17.82	\$18.09	\$18.26	\$18.45	\$18.65	\$18.83	\$19.02	\$19.21	\$19.39
C	Administrative Associate III	Highway																
D	No Position		\$34,580	\$35,251	\$35,944	\$36,701	\$37,220	\$37,783	\$38,346	\$38,952	\$39,514	\$39,904	\$40,293	\$40,704	\$41,137	\$41,527	\$41,916	\$42,349
			\$16.63	\$16.95	\$17.28	\$17.64	\$17.89	\$18.16	\$18.44	\$18.73	\$19.00	\$19.18	\$19.37	\$19.57	\$19.78	\$19.96	\$20.15	\$20.36
E	Administrative Associate IV	ADRC	\$36,290	\$37,026	\$37,740	\$38,519	\$39,103	\$39,666	\$40,250	\$40,878	\$41,483	\$41,895	\$42,306	\$42,739	\$43,215	\$43,626	\$44,037	\$44,470
E	Administrative Associate IV	Register of Deeds	\$17.45	\$17.80	\$18.14	\$18.52	\$18.80	\$19.07	\$19.35	\$19.65	\$19.94	\$20.14	\$20.34	\$20.55	\$20.78	\$20.97	\$21.17	\$21.38
E	Fiscal Associate II	DHS																
E	Fiscal Associate II	Corp Counsel																
E	Fiscal Associate II	Treasurer																
E	Cook	ADRC																
F	Administrative Specialist I	Airport	\$38,086	\$38,887	\$39,644	\$40,445	\$41,072	\$41,657	\$42,263	\$42,890	\$43,583	\$43,994	\$44,448	\$44,881	\$45,335	\$45,790	\$46,223	\$46,699
F	Administrative Specialist I	DA	\$18.31	\$18.70	\$19.06	\$19.44	\$19.75	\$20.03	\$20.32	\$20.62	\$20.95	\$21.15	\$21.37	\$21.58	\$21.80	\$22.01	\$22.22	\$22.45
F	Administrative Specialist I	DHS																
G	Administrative Specialist II	CJCC	\$40,012	\$40,791	\$41,613	\$42,436	\$43,106	\$43,756	\$44,405	\$45,054	\$45,747	\$46,179	\$46,655	\$47,110	\$47,608	\$48,084	\$48,538	\$49,036
G	Administrative Specialist II	DHS	\$19.24	\$19.61	\$20.01	\$20.40	\$20.72	\$21.04	\$21.35	\$21.66	\$21.99	\$22.20	\$22.43	\$22.65	\$22.89	\$23.12	\$23.34	\$23.57
G	Administrative Specialist II	Extension																
G	Administrative Specialist II	Register of Deeds																
G	Administrative Specialist II	Veteran																
G	Administrative Specialist II	DA																
G	Administrative Specialist II	Plan & Devel																
G	Administrative Specialist II - Discovery	DA																
G	Fiscal Associate III	DHS																
G	Fiscal Associate III	Finance																
G	Fiscal Associate III	Treasurer																
G	Legal Specialist I	Clerk of Courts																
G	Resource Specialist	ADRC																
G	Seasonal Park Ranger - Coon Forks	Parks & Forest																
H	Administrative Specialist III	DA	\$42,392	\$43,280	\$44,124	\$45,011	\$45,703	\$46,352	\$47,067	\$47,802	\$48,473	\$48,971	\$49,447	\$49,966	\$50,442	\$50,940	\$51,459	\$51,979
H	Administrative Specialist III	Parks & Forest	\$20.38	\$20.81	\$21.21	\$21.64	\$21.97	\$22.28	\$22.63	\$22.98	\$23.30	\$23.54	\$23.77	\$24.02	\$24.25	\$24.49	\$24.74	\$24.99
H	Administrative Specialist III	Facilities																
H	Administrative Specialist III	Sheriff																
H	Civil Process Coordinator	Sheriff																
H	Community Service Coordinator	CJCC																
H	Crisis Response Specialist	DA																
H	Emergency Mgmt Program Assistant	Plan & Devel																
H	Fiscal Associate IV	Finance																
H	Fiscal Associate IV	Highway																
H	Fiscal Associate IV	Sheriff																
H	Ground Handler	Airport																
H	Judicial Assistant	Circuit Courts																
H	Legal Specialist II	Clerk of Court																
H	Legal Specialist II	Corp Counsel																
H	Legal Specialist II	DA																
H	Legal Specialist II	Register in Probate																
H	Maintenance Tech I	Airport																
H	Maintenance Tech	Facilities																
H	Maintenance Tech	Parks & Forest																
H	Park Ranger	Parks & Forest																
H	Quality Assurance	DHS																
H	Victim Witness Specialist	DA																
H	CJCC Systems Coordinator	CJCC																
I	Coordinator of Child Care	DHS	\$44,102	\$44,989	\$45,898	\$46,785	\$47,499	\$48,235	\$48,949	\$49,685	\$50,421	\$50,897	\$51,438	\$51,957	\$52,498	\$52,996	\$53,515	\$54,056
I	Economic Support Specialist	DHS	\$21.20	\$21.63	\$22.07	\$22.49	\$22.84	\$23.19	\$23.53	\$23.89	\$24.24	\$24.47	\$24.73	\$24.98	\$25.24	\$25.48	\$25.73	\$25.99

2021 Salary Index
Eau Claire County

I	Fraud Investigator	DHS																	
I	Highway Worker - Seasonal	Highway																	
I	Maintenance Tech II	Airport																	
I	Parts & Inventory Support	Highway																	
I	Office Coordinator	Extension																	
J	Assistant to the County Admin	Administration	\$46,288	\$47,218	\$48,192	\$49,144	\$49,901	\$50,615	\$51,395	\$52,195	\$52,931	\$53,472	\$54,013	\$54,554	\$55,073	\$55,636	\$56,177	\$56,783	
J	Benefits Specialist	Veterans	\$22.25	\$22.70	\$23.17	\$23.63	\$23.99	\$24.33	\$24.71	\$25.09	\$25.45	\$25.71	\$25.97	\$26.23	\$26.48	\$26.75	\$27.01	\$27.30	
J	Chief Deputy County Clerk	County Clerk																	
J	Chief Deputy Register of Deeds	Register of Deeds																	
J	Child Support Specialist	Corp Counsel																	
J	Heavy Equipment Operator	Highway																	
J	Human Resources Generalist	Human Resources																	
J	Lead Economic Support Specialist	DHS																	
J	Maintenance Tech - Lead	Airport																	
J	Maintenance Tech - Lead	Parks & Forest																	
J	Maintenance Tech - Lead	Facilities																	
J	Payroll Specialist	Finance																	
J	Real Property Lister	Plan & Devel																	
K	Deputy Clerk Supervisor	Clerk of Courts	\$48,625	\$49,598	\$50,594	\$51,589	\$52,390	\$53,147	\$53,948	\$54,770	\$55,571	\$56,134	\$56,740	\$57,281	\$57,843	\$58,427	\$59,033	\$59,596	
K	Parts & Inventory Support Coordinator	Highway	\$23.38	\$23.85	\$24.32	\$24.80	\$25.19	\$25.55	\$25.94	\$26.33	\$26.72	\$26.99	\$27.28	\$27.54	\$27.81	\$28.09	\$28.38	\$28.65	
K	Lead - Highway Worker - Field	Highway																	
K	Marketing Specialist	Info Systems																	
K	Mechanic	Highway																	
K	Pretrial Screening Specialist	CICC																	
K	Sign & Marking Support	Highway																	
K	Victim Witness Coordinator	DA																	
K	Recycling Coordinator	Plan & Develop																	
K	Kitchen Manager	ADRC																	
L	Classification Officer (T)	Sheriff's Office	\$51,048	\$52,087	\$53,104	\$54,186	\$54,987	\$55,831	\$56,696	\$57,497	\$58,363	\$58,968	\$59,531	\$60,137	\$60,743	\$61,370	\$61,955	\$62,582	
L	Computer Support Technician	Info Systems	\$24.54	\$25.04	\$25.53	\$26.05	\$26.44	\$26.84	\$27.26	\$27.64	\$28.06	\$28.35	\$28.62	\$28.91	\$29.20	\$29.51	\$29.79	\$30.09	
L	Computer Support Technician	Sheriff																	
L	Conservation Technician I	Plan & Devel																	
L	Correctional Officer	Sheriff's Office																	
L	Electronic Monitoring Officer (T)	Sheriff's Office																	
L	Engineering Technician	Highway																	
L	Security Services Liaison Officer	Sheriff's Office																	
L	Huber Compliance Officer (T)	Sheriff's Office																	
L	Juvenile Detention Worker	DHS																	
L	Lead Mechanic	Highway																	
L	Maintenance Supervisor	Airport																	
M	Assistant Veteran Services Director	Veteran Services	\$53,623	\$54,684	\$55,787	\$56,913	\$57,757	\$58,622	\$59,488	\$60,375	\$61,306	\$61,890	\$62,539	\$63,145	\$63,772	\$64,378	\$65,049	\$65,742	
M	HR/Benefits Coordinator	Human Resources	\$25.78	\$26.29	\$26.82	\$27.36	\$27.77	\$28.18	\$28.60	\$29.03	\$29.47	\$29.75	\$30.07	\$30.36	\$30.66	\$30.95	\$31.27	\$31.61	
M	Building Inspector	Plan & Devel																	
M	Chief Deputy Clerk of Courts	Clerk of Courts																	
M	Child Support Coordinator	Corp Counsel																	
M	Corporal	Sheriff																	
M	Disability Benefit Specialist	ADRC																	
M	Diversion Program Coordinator	DA																	
M	Elder Benefit Specialist	ADRC																	
M	Facilities Supervisor	Facilities																	
M	Land Use Technician	Plan & Devel																	
M	Prevention Program Coordinator	ADRC																	
M	Purchasing Specialist	Finance																	
M	Purchasing Specialist	Finance																	
N	AODA Case Manager	DHS	\$56,263	\$57,410	\$58,579	\$59,726	\$60,613	\$61,544	\$62,474	\$63,426	\$64,335	\$64,984	\$65,677	\$66,304	\$66,975	\$67,646	\$68,317	\$69,009	
N	Case Manager	DHS	\$27.05	\$27.60	\$28.16	\$28.71	\$29.14	\$29.59	\$30.04	\$30.49	\$30.93	\$31.24	\$31.58	\$31.88	\$32.20	\$32.52	\$32.84	\$33.18	
N	Conservation Technician II-Agronomist	Plan & Devel																	
N	Forester	Parks & Forest																	
N	Juvenile Intake Worker	DHS																	
N	Options Counselor	ADRC																	
N	Dementia Care Specialist	ADRC																	
N	Treatment Court Case Manager	DHS																	
N	Social Worker	DHS																	
N	CCS Service Facilitator	DHS																	
N	Office Manager III	DA																	
N	Office Manager III	Treasurer																	

2021 Salary Index
Eau Claire County

O	Accountant	ADRC																	
O	Accountant	DHS	\$59,661	\$60,851	\$62,063	\$63,340	\$64,249	\$65,244	\$66,218	\$67,213	\$68,209	\$68,879	\$69,594	\$70,308	\$70,979	\$71,693	\$72,428	\$73,121	
O	Accountant	Highway	\$28.68	\$29.26	\$29.84	\$30.45	\$30.89	\$31.37	\$31.84	\$32.31	\$32.79	\$33.12	\$33.46	\$33.80	\$34.12	\$34.47	\$34.82	\$35.15	
O	Accountant	Finance																	
O	Contract Coordinator	DHS																	
O	GIS Specialist	Plan & Devel																	
O	Human Resources Advisor I	Human Resources																	
O	Mental Health Professional	DHS																	
O	Therapist	DHS																	
O	Parks & Forest Supervisor	Parks & Forest																	
O	Registered Nurse	DHS																	
O	Senior Social Worker	DHS																	
P	Civilian Sergeant	Sheriff	\$62,647	\$63,902	\$65,179	\$66,477	\$67,495	\$68,490	\$69,507	\$70,567	\$71,628	\$72,363	\$73,056	\$73,792	\$74,549	\$75,263	\$76,042	\$76,800	
P	Data Specialist	DHS	\$30.12	\$30.72	\$31.34	\$31.96	\$32.45	\$32.93	\$33.42	\$33.93	\$34.44	\$34.79	\$35.12	\$35.48	\$35.84	\$36.18	\$36.56	\$36.92	
P	Economic Support Manager	DHS																	
P	Emergency Mgmt Coord	Plan & Devel																	
P	Financial Analyst	Finance																	
P	CCS Supervisor	DHS																	
P	Fiscal Supervisor	DHS																	
P	Crisis Support Supervisor	DHS																	
P	Social Work Supervisor	DHS																	
P	Juvenile Detention Supervisor	DHS																	
Q	Data Analyst	CJCC	\$65,807	\$67,105	\$68,425	\$69,810	\$70,849	\$71,931	\$72,991	\$74,095	\$75,198	\$75,956	\$76,713	\$77,470	\$78,250	\$79,050	\$79,851	\$80,652	
Q	Environmental Engineer	Plan & Devel	\$31.64	\$32.26	\$32.90	\$33.56	\$34.06	\$34.58	\$35.09	\$35.62	\$36.15	\$36.52	\$36.88	\$37.25	\$37.62	\$38.00	\$38.39	\$38.77	
Q	GIS Administrator	Plan & Devel																	
Q	Network Analyst	Info Systems																	
Q	Highway Maintenance Supervisor	Highway																	
Q	Systems Analyst/Project Manager	DHS																	
Q	Systems Analyst/Project Manager	Info Systems																	
Q	Surveyor I	Plan & Devel																	
Q	Risk Manager	Admin																	
R	ADRC Manager	ADRC	\$69,074	\$70,459	\$71,887	\$73,294	\$74,398	\$75,523	\$76,648	\$77,795	\$78,942	\$79,743	\$80,587	\$81,366	\$82,166	\$82,989	\$83,833	\$84,677	
R	CCS Program Manager	DHS	\$33.21	\$33.87	\$34.56	\$35.24	\$35.77	\$36.31	\$36.85	\$37.40	\$37.95	\$38.34	\$38.74	\$39.12	\$39.50	\$39.90	\$40.30	\$40.71	
R	Child Support Manager	Corp Counsel																	
R	Clinic Manager	DHS																	
R	Detective Sergeant	Sheriff																	
R	Highway Fiscal Supervisor	Highway																	
R	Human Resources Advisor II	HR																	
R	Juvenile Detention Manager	DHS																	
R	Land Conservation Manager	Plan & Devel																	
R	Land Use Manager	Plan & Devel																	
R	Operations Manager	Highway																	
R	Register in Probate/Clerk of Juvenile Court	Register in Probate																	
R	Shop Superintendent	Highway																	
R	Senior Planner	Plan & Devel																	
R	Sergeant	Sheriff																	
R	Social Work Manager	DHS																	
R	Surveyor II	Plan & Devel																	
R	Veteran Services Director	Veteran																	

2021 Salary Index
Eau Claire County

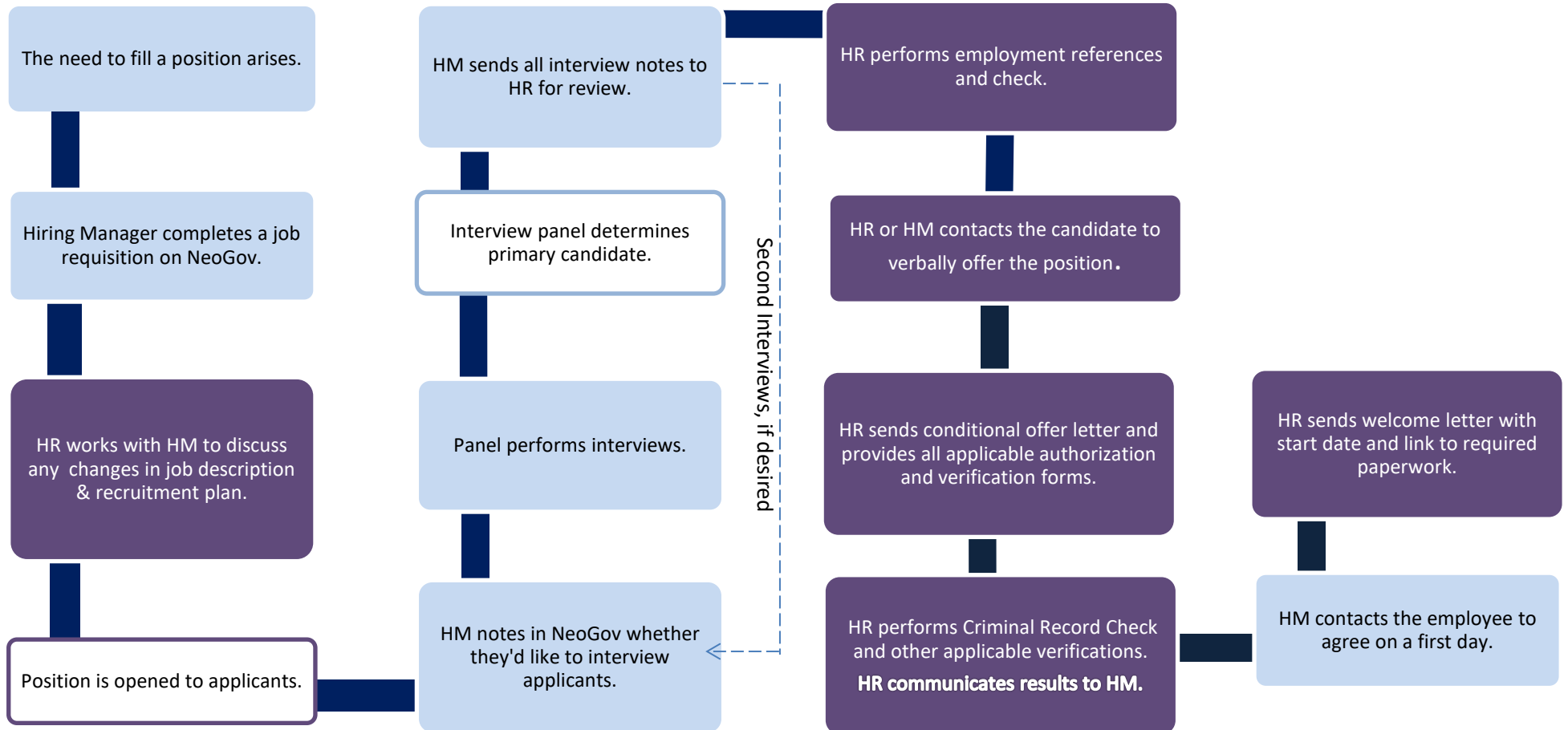
S	Admin Services Division Mgr	Sheriff	\$75,977	\$77,492	\$79,050	\$80,652	\$81,820	\$83,075	\$84,330	\$85,585	\$86,862	\$87,728	\$88,615	\$89,524	\$90,389	\$91,277	\$92,186	\$93,138
S	Behavioral Health Services Administrator	DHS	\$36.53	\$37.26	\$38.00	\$38.77	\$39.34	\$39.94	\$40.54	\$41.15	\$41.76	\$42.18	\$42.60	\$43.04	\$43.46	\$43.88	\$44.32	\$44.78
	Criminal Justice Collaborating Council																	
S	Director	CICC																
S	Family Services Administrator	DHS																
S	Economic Support Administrator	DHS																
S	Assistant HR Director	HR																
S	Senior Accounting Manager	Finance																
S	Fiscal Services Manager	DHS																
S	Forestry and Parks Director	Parks & Forest																
S	Engineering Supervisor	Highway																
S	Lieutenant	Sheriff																
S	Systems Analyst Supervisor	IS																
S	Operations Administrator	DHS																
T	ADRC Director	ADRC	\$85,109	\$86,797	\$88,550	\$90,325	\$91,666	\$93,051	\$94,436	\$95,843	\$97,293	\$98,288	\$99,240	\$100,214	\$101,231	\$102,248	\$103,265	\$104,304
T	Airport Director	Airport	\$40.92	\$41.73	\$42.57	\$43.43	\$44.07	\$44.74	\$45.40	\$46.08	\$46.78	\$47.25	\$47.71	\$48.18	\$48.67	\$49.16	\$49.65	\$50.15
T	Assistant Highway Commissioner	Highway																
T	Captain	Sheriff																
T	Deputy Director - DHS	DHS																
T	Network Administrator	Info Systems																
T	Planning & Development Director	Plan & Devel																
U	Info Systems Director	Info Systems	\$91,904	\$93,744	\$95,605	\$97,552	\$98,980	\$100,495	\$102,010	\$103,503	\$105,083	\$106,122	\$107,204	\$108,286	\$109,346	\$110,450	\$111,553	\$112,678
U	Facilities Director	Facilities	\$44.18	\$45.07	\$45.96	\$46.90	\$47.59	\$48.32	\$49.04	\$49.76	\$50.52	\$51.02	\$51.54	\$52.06	\$52.57	\$53.10	\$53.63	\$54.17
V	Assistant Corp Counsel	Corp Counsel	\$99,262	\$101,231	\$103,265	\$105,343	\$106,901	\$108,524	\$110,125	\$111,813	\$113,457	\$114,583	\$115,751	\$116,898	\$118,067	\$119,257	\$120,490	\$121,681
V	Family/Circuit Court Commissioner	Circuit Courts	\$47.72	\$48.67	\$49.65	\$50.65	\$51.39	\$52.17	\$52.94	\$53.76	\$54.55	\$55.09	\$55.65	\$56.20	\$56.76	\$57.34	\$57.93	\$58.50
V	Human Resources Director	Human Resources																
W	Finance Director	Finance	\$104,217	\$106,316	\$108,437	\$110,601	\$112,267	\$113,955	\$115,665	\$117,396	\$119,149	\$120,361	\$121,551	\$122,784	\$123,996	\$125,251	\$126,485	\$127,740
W	Highway Commissioner	Highway	\$50.10	\$51.11	\$52.13	\$53.17	\$53.97	\$54.79	\$55.61	\$56.44	\$57.28	\$57.87	\$58.44	\$59.03	\$59.61	\$60.22	\$60.81	\$61.41
X	Corporation Counsel	Corp Counsel	\$119,841	\$122,243	\$124,689	\$127,199	\$129,103	\$131,029	\$132,998	\$134,989	\$137,023	\$138,408	\$139,771	\$141,178	\$142,606	\$144,035	\$145,463	\$146,913
X	Human Services Director	DHS	\$57.62	\$58.77	\$59.95	\$61.15	\$62.07	\$62.99	\$63.94	\$64.90	\$65.88	\$66.54	\$67.20	\$67.87	\$68.56	\$69.25	\$69.93	\$70.63
Z	County Administrator	County Admin	\$149,271	\$152,279	\$155,309	\$158,403	\$160,827	\$163,229	\$165,674	\$168,141	\$170,651	\$172,361	\$174,092	\$175,823	\$177,576	\$179,372	\$181,168	\$182,965
			\$71.77	\$73.21	\$74.67	\$76.16	\$77.32	\$78.48	\$79.65	\$80.84	\$82.04	\$82.87	\$83.70	\$84.53	\$85.37	\$86.24	\$87.10	\$87.96
AA	Special Positions	Any																
	Airport Custodian		\$10.00															
	Recycling Attendant		\$13.02															
	Engineering Intern		\$13.02															
	Civilian Jury Bailiff		\$13.02															
	Interns		\$10.00															
	Interns		\$16.64															

Position Held	Expire Year	Election Year	Last meeting to finalize
			CoHR and Board
Clerk of Court	2023	2022	3rd Tuesday in March 2022
County Clerk	2021	2020	3rd Tuesday in March 2020
Register of Deeds	2021	2020	3rd Tuesday in March 2020
Sheriff	2023	2022	3rd Tuesday in March 2022
Treasurer	2021	2020	3rd Tuesday in March 2020

Pay needs to be determined before first Tuesday in April.

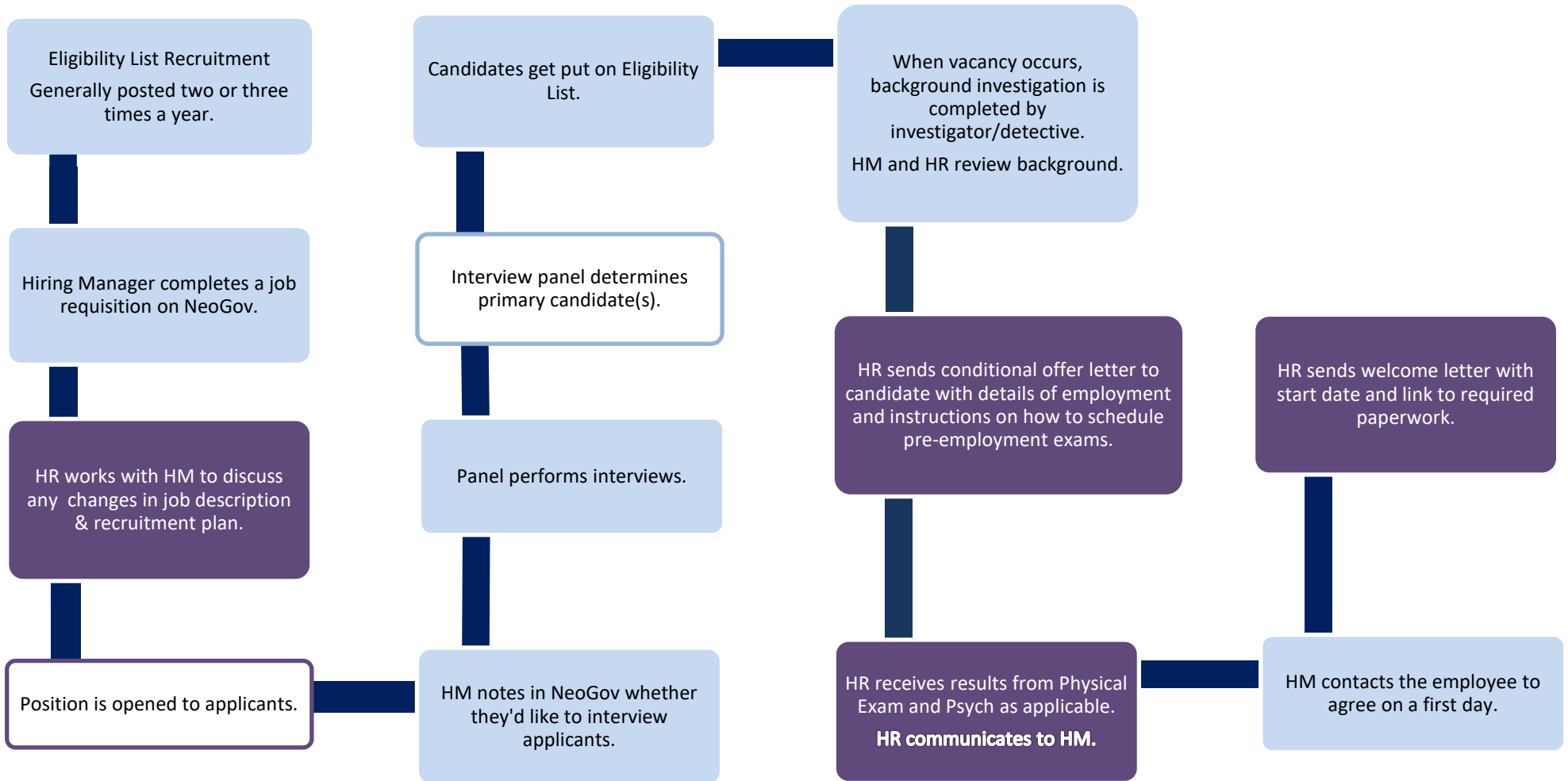
General Recruitment Process for County Positions – No Pre-Employment Exams

Hiring Manager (HM)	Human Resources (HR)
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Recruitment Process for Sheriff's Office

Sheriff's Office / Hiring Manager (HM)	Human Resources (HR)
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Title 3

HUMAN RESOURCES

Chapters:

3.01	<u>Objectives and Scope</u>
3.03	<u>Organization and Administration</u>
3.05	<u>Records and Transaction Management</u>
3.10	<u>Equal Employment Opportunity and Affirmative Action</u>
3.15	<u>Position Administration</u>
3.20	<u>Compensation and Salary Administration: Elected and Other officials</u>
3.50	<u>Conflict of Interest</u>
3.85	<u>Deputy Sheriffs</u>

(Ord. 155-27, Sec. 11 Repealed Chapters 3.25, 3.30, 3.35, 3.40, 3.45, 3.55, 3.60, 3.65, 3.70, 3.75 and 3.80)

Chapter 3.01

OBJECTIVES AND SCOPE

Sections:

3.01.001	Purpose.
3.01.005	Scope and collective bargaining obligations.
3.01.010	Definitions.
3.01.020	Interpretation.

3.01.001 Purpose. The general purpose of the human resources code is to establish a framework for personnel administration that meets the social, economic and program needs of the county. It shall be the responsibility of every member of the supervisory staff to administer these policies in a fair and impartial manner. (Ord. 155-27, Sec. 1, 2011; Ord. 151-10, Sec. 13, 2007; Ord. 147-54, 2003; Ord. 80-81/276, Sec.3 (part), 1980).

3.01.005 Scope and collective bargaining obligations. County employees, other than supervisory, confidential, managerial or executive, have the right to organize, join and participate in any employee organization, freely and without fear of penalty or reprisal, as provided for in the Municipal Employment Relations Act, Wis. Stat. § 111.70, which includes provisions for the resolution of impasses.

A. This code shall apply to personnel administration for all employees and departments of the county except as otherwise provided. Students engaged in field training, volunteer workers, and persons employed to make or conduct a temporary special inquiry, investigation or examination on behalf of the county board or committee of jurisdiction shall not be covered by the provisions of this code.

B. This code shall apply to employees not covered by collective bargaining agreements and to employees so covered when specific contracts do not apply to the contrary.

C. In instances where these provisions are in conflict with Wis. Stat. § 59.26, the latter provision shall prevail. (Ord. 155-27, Sec. 2, 2011; Ord. 147-54, 2003; Ord. 144-24, Sec. 11, 2000; Ord. 141-03, Sec.1, 1997; Ord. 128-25 Sec.1, 1984; Ord. 80-81/276, Sec.3 (part), 1980).

3.01.010 Definitions. The following words and phrases as utilized in this title of the code shall be afforded the definitions hereunder set forth, unless a different meaning is specifically afforded to the word or phrase via definition established in another title of this code or from the context:

A. "Appointing authority" means the person, governing body or designee thereof which has the authority granted by law or ordinance to appoint an individual to or remove an individual from positions in county service. The county administrator shall appoint heads of all departments and offices and the head of each department or office shall appoint all subordinate personnel.

B. "Committee" means the committee on human resources.

C. "Department head" means any county official who has the responsibility for the operation of a county department.

D. "Director" means the human resources director.
(Ord. 160-21, Sec. 1 & 2, 2016; Ord. 155-27, Sec. 3, 2011; Ord. 155-16, Sec. 1-3, 2011; Ord. 155-4, Sec. 1, 2011; Ord. 153-13, Sec.7 & 8, 2009; Ord 151-35, Sec. 2, 2007; Ord. 151-10, Sec. 14, 2007; Ord. 150-27, 2006; Ord. 147-54, 2003; Ord.139-86, Sec.5, 1995; Ord.138-70, 1994; Ord. 137-08, Sec. 1, 1993; Ord. 135-93, Sec.1, 1991; Ord. 127-1, Sec.3, 1983; Ord. 126-34, Sec.1, 1982; Ord. 126-15, Secs.3 (part) and 4, 1982; Ord. 1-82/473, Sec. 1m, 1982; Ord. 81-82/183, Sec.1 (part), 1981; Ord. 80-81/276, Sec.3 (part), 1980; Ord. 155-27, Sec. 3, 2011).

3.01.020 Interpretation. In the event of any ambiguity or conflict in the human resources code, the corporation counsel shall be consulted and requested to render an opinion regarding the appropriate construction. (Ord. 151-10, Sec. 15, 2007; Ord. 147-54, 2003; Ord. 80-81/276, Sec.3 (part), 1980).

Chapter 3.03

ORGANIZATION AND ADMINISTRATION

Sections:

- 3.03.010 Purpose.
- 3.03.020 Responsibility and authority.

3.03.010 Purpose. In order to establish and maintain a human resources program for the county, this chapter shall establish a clear understanding of responsibility and authority. Proper organization and delegation of authority are essential to effective and efficient county government administration and management. (Ord. 151-35, Sec. 4, 2007; Ord. 147-54, 2003; Ord. 80-81/276, Sec.5 (part), 1980).

3.03.020 Responsibility and authority.

- A. The county board shall:
 - 1. Authorize by ordinance any amendments to the human resources code;
 - 2. Confirm non-elected department head appointments;
 - 3. Authorize the creation, addition, reduction, or abolition of full time equivalency of all regular positions pursuant to Chapter 3.15; and
 - 4. Appropriate funds for all authorized personnel positions.
- B. The committee shall perform those functions provided in 2.04.440 and Title 3, shall establish pay rates for seasonal employees, and approve any changes to the Employee Policy Manual except any changes resulting in a fiscal impact will go to the county board for approval.
- C. The county administrator shall perform those human resources functions provided in Chapter 2.06 and Title 3.
- D. The director shall:
 - 1. Administer the human resources code, the Employee Policy Manual and Human Resources Administrative Manual and perform those functions provided therein;

2. Lead strategic efforts and make operational decisions in all areas of personnel management including employment and recruiting, training and development, classification and compensation, benefits, employee relations, labor negotiations, personnel records and health and safety;
3. Make recommendations regarding overall personnel resource strategic and workforce planning;
4. Develop and maintain classification and compensation plans;
5. Review reorganization recommendations made by department heads to outline appropriate action for the board;
6. Approve setting the salary of new employees above the minimum;
7. Approve exceptions to benefits policy;
8. Approve travel costs of applicants;
9. Monitor temporary assignments and use of overtime;
10. Maintain a list of regular position titles, and
11. Maintain a record of authorized full time equivalency for each position.

E. Department heads shall:

1. Enforce the human resources code, the Employee Policy Manual, and the Human Resources Administrative Manual as it pertains to their respective departments, and keep employees informed of its provisions;
2. Recommend to the director any amendments to the human resources code, the Employee Policy Manual, and the Human Resources Administrative Manual which would improve county operating efficiency or employment relations;
3. Delegate appropriate authority to subordinate supervisory personnel in enforcing the code, the Employee Policy Manual, and the Human Resources Administrative Manual; and
4. Immediately notify the director of any known changes in personnel and participate in the selection of replacement employees.

F. Supervisory personnel may, if delegated by the department head, enforce human resources policies. (Ord. 159-006, Secs. 1 & 2, 2015; Ord 155-27, Sec. 4, 2011; Ord. 155-16, Sec. 4, 2011; Ord. 151-10, Sec. 16, 2007; Ord. 147-54, 2003; Ord.141-06, Sec.1, 1997; Ord.139-86, Sec.6, 1995; Ord. 135-74, Sec. 1 & 2, 1992; Ord. 126-62, Sec.3, 1983; Ord. 80-81/276, Sec.5 (part), 1980).

Chapter 3.05

RECORDS AND TRANSACTION MANAGEMENT

Sections:

- [3.05.010](#) Purpose.
- [3.05.020](#) Responsibility and authority.
- [3.05.030](#) Inspection and confidentiality of records.

3.05.010 Purpose. Personnel records are essential to provide factual data about an individual's employment with the county. They serve as a basis to evaluate qualifications for promotion or transfer and determine the status, eligibility, rights and benefits of employees. The documents in the employee's personnel file vitally affect the rights and benefits of employees and serve to support management decisions. (Ord. 147-54, 2003; Ord.141-69, Sec.5, 1997; Ord. 80-81/276, Sec.11 (part), 1980).

3.05.020 Responsibility and authority.

- A. The human resources director shall:
 - 1. Establish, maintain and coordinate personnel transactions and records for all county employees;
 - 2. Maintain a central personnel file for each county employee showing name, address, birth date, title, salary, changes in status, annual performance ratings and such other pertinent information necessary for effective personnel administration and for compliance with federal and state laws;
 - 3. Advise and assist department heads and the county administrator on all county personnel transactions, records and systems procedures; and
 - 4. Notify the finance department on all matters affecting payroll changes.
- B. Department heads shall:
 - 1. Initiate and process transactions that affect their employees using forms provided or approved by the director;
 - 2. Maintain a record of each employee's compensatory time, where applicable, to justify compensable time off work; and
- C. All employees shall notify human resources of any changes which affect their personal status, such as changes in name, address, telephone number, marital status or eligible dependents. (Ord. 159-006, Sec. 3 & 4, 2015; Ord. 147-54, 2003; Ord.141-69, Secs.6-7; Ord.141-06, Sec.9, 1997; Ord. 81-82/473, Secs.14--16, 1982; Ord. 80-81/276, Sec.11 (part), 1980).

3.05.030 Inspection and confidentiality of records.

A. General information. Information as to the name, dates of employment, classification title and salary of county employees is available for public inspection at times in accordance with procedures prescribed by the director.

B. Confidential personnel records. Other employee information not designated in A., shall be considered confidential and shall be available to the county administrator, the corporation counsel, the employee's supervisor, department head, human resources department and appropriate standing committee or body on a need-to-know basis as necessary in order to perform their respective duties.

1. Employee requests for personnel records. An employee or his or her representative shall, upon written request, be allowed to inspect any documents in the employee's personnel file. The inspection shall take place during working hours in the human resources department.

2. Third party requests for personnel records. When a third party request is made for personnel records, the director shall deny the request, shall balance the interests of the public to be informed in public matters against the harm to employee reputations which would likely result from the inspection and disclosure and release the records or release the records only after a notice of impending release and the right of judicial review, where applicable, have been provided to the employee, all in conformance with the Wisconsin Public Records Law.

C. Medical records. The right of an employee or his or her representative to inspect personnel records includes the right to inspect any personal medical records maintained by the county. An employee must execute a medical release before his or her medical records are released to his or her representative or a third party. If the director believes that disclosure of an employee's medical records would have a detrimental effect on the employee, the employer may release the medical records to the employee's physician or through a physician designated by the employee, in which case the physician may release the medical records to the employee or to the employee's immediate family. (Wis. Stat. § 103.13(5)). Requests by third parties must be accompanied by a written release from the employee.

D. Applications. An applicant for a position may indicate in writing that he or she does not wish his or her identity to be revealed. Except with respect to an applicant who is selected as a final candidate (1 of top 5) for a position, the County may not provide access to any record related to the application that may reveal the applicant's identity. (Ord. 155-27, Sec. 5, 2011; Ord. 151-10, Sec. 18, 2007; Ord. 147-54, 2003; Ord. 144-24, Sec. 12, 2000; Ord.141-06, Sec.10, 1997; Ord. 128-25, Sec.6, 1984; Ord. 80-81/276, Sec.11 (part), 1980).

Chapter 3.10

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

Sections:

- [3.10.001](#) Equal employment opportunity and affirmative action policy.
- [3.10.010](#) Affirmative action program.
- [3.10.020](#) Affirmative action officer.
- [3.10.040](#) Grievances under this chapter.

3.10.001 Equal employment opportunity and affirmative action policy. The county shall foster to the fullest extent practicable that equal employment opportunity be provided in the employment and advancement of covered veterans and persons with disabilities at all levels of employment, including the executive level. Eau Claire County does not and will not discriminate against any applicant or employee because he or she is a covered veteran or because of a physical or mental disability in regard to any position for which the applicant or employee is qualified. In addition, Eau Claire County is committed to a policy of taking affirmative action to employ and advance in employment qualified covered veterans and individuals with disabilities. Such affirmative action shall apply to all employment practices, including, but not limited to hiring, upgrading, demotion or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. Eau Claire County will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to disabled veterans. Our obligations in this area stem from not only adherence to various state and federal regulations, but also from our commitment as an employer in this community to provide job opportunities to covered veterans and persons with disabilities. (Ord. 158-015, Sec. 2, 2014; Ord. 147-54, 2003; Ord. 135-93, Secs.2 & 3, 1991; Ord. 131-61, Secs. 1 & 2, 1987; Ord. 128-11, Sec.2, 1984; Ord. 80-81/276, Sec.4 (part), 1980).

3.10.010 Affirmative action program. The program has been designed to bring women and men, members of minority groups, covered veterans, and persons with disabilities into all levels and segments of Eau Claire County's workforce in proportion to their representation in the qualified relevant labor market. The program is a detailed, results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity requirements through the equal treatment of all people. (Ord. 158-15, Sec. 2, 2014; Ord. 147-54, 2003; Ord. 130-81, Sec.1, 1987; Ord. 80-81/276, Sec.4 (part), 1980).

3.10.020 Affirmative action officer. The affirmative action officer shall be responsible for administration of the affirmative action program which, in part, is a monitoring function over the human resources system. Responsibility shall be for the day-to-day operation and overall implementation and administration of the affirmative action program. To fulfill these responsibilities the affirmative action officer shall have full access to all departmental records relating to recruitment and employment transactions including policies and procedures, rules and regulations, personnel files, background investigation reports and other informational documents relating to the recruitment and employment transactions affecting county employees and applicants. (Ord. 158-15, Sec. 2, 2014; Ord. 147-54, 2003; Ord. 80-81/276, Sec.4 (part), 1980).

(Ord. 163-004, Sec. 1, 2019 Repealed Section 3.10.030; Ord. 158-15, Sec. 2, 2014; Ord 155-27, Sec. 7, 2011; Ord. 147-54, 2003; Ord. 128-11, Sec.3, 1984; Ord. 80-81/276, Sec.4 (part), 1980).

3.10.040 Grievances under this chapter. Any employee or applicant, feeling personally aggrieved by the action of any person obligated to administer the equal employment opportunity and affirmative action policy shall refer such matter directly to the affirmative action officer, the director or the corporation counsel. (Ord. 158-15, Sec. 2, 2014; Ord. 147-54, 2003; Ord. 128-11, Sec.4, 1984; Ord. 80-81/276, Sec.4 (part), 1980).

Chapter 3.15

POSITION ADMINISTRATION

Sections:

- [3.15.010](#) Purpose.
- [3.15.020](#) Administration.
- [3.15.030](#) Position and full time equivalency (FTE) establishment.
- [3.15.040](#) Position descriptions.
- [3.15.070](#) Regular and project position titles.

(Ord. 155-27, Sec. 10 Repealed 3.15.050 & 3.15.060)

3.15.010 Purpose. The purpose of position administration is to provide an efficient organization of work which provides maximum economy and efficiency in providing public services. (Ord. 147-54, 2003; Ord. 80-81/276, Sec.6 (part), 1980).

3.15.020 Administration. The director shall be responsible for the administration of all positions authorized by the board or committee, ensuring that employees receive the proper pay and benefits as determined by the status of the position occupied. (Ord. 147-54, 2003; Ord. 80-81/276, Sec.6 (part), 1980).

3.15.030 Position and full time equivalency (FTE) establishment.

- A. Authorization for all regular position titles and full time equivalency or changes therein is subject to the recommendation of the governing committee, the committee and approval by the board.
- B. Authorization for all temporary part-time, casual, and seasonal positions or changes therein shall be approved by the director, subject to departmental budgetary constraints.

C. Each full time equivalency within a position title shall be determined and designated as regular, temporary part-time, casual, or seasonal.

D. Authorization for the addition, reduction , or deletion of FTE within a position title is subject to the recommendation of the governing committee, the committee, and approval by the board. (Ord. 163-06, Sec. 1, 2019; Ord. 160-21, Sec. 2, 2016; Ord. 159-006, Sec. 5, 2015; Ord. 155-27, Sec. 8, 2011; Ord. 155-16, Sec. 5, 2011; Ord. 153-13, Sec. 1, 2009; Ord. 147-54, 2003; Ord. 134-24, Sec. 1, 1990; Ord. 130-37, Sec.1, 1986; Ord.85-86/24, Sec.1, 1985; Ord.80-81/276, Sec.6 (part), 1980).

3.15.040 Position descriptions. Position descriptions are necessary to establish a distribution of duties and responsibilities that employees are expected to perform, to classify positions correctly, to fix the appropriate pay for such positions and to develop valid employee selection procedures.

- A. New position classification. The department head shall submit a completed position requisition and supporting documentation to the director. The director or designee shall prepare a new position description.

B. Changes in position descriptions. The department head shall notify the director when changes in duties and responsibilities of positions occur. Changes will be made by the director or designee by amendment to the position description unless they are so substantial as to make preparation of a new description desirable.

C. Records. An official position description for each county position shall be maintained in the human resources department and, if required by law or regulation, in the individual personnel folder. (Ord. 159-006, Sec. 6, 2015; Ord. 151-10, Sec. 20, 2007; Ord. 147-54, 2003; Ord. 141-68, Sec. 1-2, 1997; Ord. 85-86/24, Sec. 2, 1985; Ord. 80-81/276, Sec. 6 (part), 1980).

3.15.070 Regular and project position titles.

A. The director shall maintain a list of regular position titles used in county service which shall include the position title, number of FTE per position title, salary code and any contingent conditions for specific positions. The list is available from human resources by request.

B. Position title changes. Authorization for all title changes is subject to the recommendations of the governing committee and director and approval by the committee. (Ord. 159-006, Sec. 7, 2015; Ord. 155-27, Sec. 9, 2011; Ord. 155-16, Sec. 6, 2011; Ord. 155-16, Sec. 5, 2011; Ord. 153-13, Sec. 5, 2009)

(Ord. 153-13, Sec. 6, 2009 REPEALED CHAPTER 3.18)

Chapter 3.20

COMPENSATION AND SALARY ADMINISTRATION:
ELECTED AND OTHER OFFICIALS

Sections:

3.20.001	Elected officers and officials compensation.
3.20.005	Total annual compensation for county elected officers.
3.20.010	Benefits of elected officials.
3.20.020	County board of supervisors compensation.
3.20.030	Committee meeting defined.
3.20.040	County board committee per diems.
3.20.045	County board chair per diem and expense authorization.
3.20.050	County board mileage allowance.
3.20.060	Compensation of county governing bodies.
3.20.070	Compensation prohibited.
3.20.080	Authorized per diem compensation.
3.20.090	Compensation of other officials.
3.20.100	Compensation claims and payments.

3.20.001 Elected officers and officials compensation.

A. Prior to March 15th of each even numbered year the committee shall review salaries of all county elected officials and make recommendations by ordinance to the board in accordance with Wis. Stat §§ 59.22(1) for each position up for election.

B. The salaries of all elected officers shall be in lieu of all fees, including all per diem and other forms of compensation for services rendered. All fees collected by such officers shall be remitted to the county treasurer as provided in Chapter 4.05.

C. Prior to November 1st, of each odd numbered year the committee shall review and recommend to the board, by ordinance, salary and per diem schedules for the full terms of the county supervisors to be next elected, as provided by law. (Ord. 155-33, Sec. 1, 2012; Ord. 150-013; Sec. 1, 2006; Ord 147-101; Sec. 1, 2004; Ord. 147-54, 2003; Ord.141-03, Sec.1, 1997; Ord. 136-70; Ord.136-15, 1992; Ord. 134-05, Sec.2, 1990; Ord. 126-7, Secs.3--5, 1982: Ord. 81-82/43, Secs.3 and 4, 1981; Ord. 80-81/276, Sec.7 (part), 1980).

3.20.005 Salaries of elected officers.

A. The salaries of all elected officers shall be paid in accordance with Chapter 4.07.

B. The total annual compensation of the elected officials for calendar year 2021 shall be as follows:

1.	Clerk of circuit court	\$ 81,517
2.	County sheriff	\$108,884
1.	County clerk	\$ 78,037
2.	County treasurer	\$ 78,037
3.	Register of deeds	\$ 78,037

C. The total annual compensation of the elected officials for calendar year 2022 shall be as follows:

1.	Clerk of circuit court	\$ 83,555
2.	County sheriff	\$111,606
1.	County clerk	\$ 80,378
2.	County treasurer	\$ 80,378
3.	Register of deeds	\$ 80,378

D. The total annual compensation of the elected officials for calendar year 2023 shall be as follows:

3.	County clerk	\$ 82,790
4.	County treasurer	\$ 82,790
5.	Register of deeds	\$ 82,790

E. The total annual compensation of the elected officials for calendar year 2024 shall be as follows:

1.	County clerk	\$ 85,273
2.	County treasurer	\$ 85,273
3.	Register of Deeds	\$ 85,273

(Ord. 163-33, Sec. 1, 2020; Ord. 161-39, Sec. 1, 2018; Ord. 159-43, Sec. 1, 2016; Ord. 157-49, Sec. 1. & 2., 2014; Ord 155-33, Sec. 2, 2012; Ord. 154-5, Sec. 1-2, 2010; Ord. 152-002, Sec. 2, 2008; Ord 150-013; Sec. 3, 2006).

3.20.010 Benefits of elected officials. This section establishes fringe benefits for county elected officials under Wis. Stat. §59.22(1), effective on the first day of the term of office that begins after the date of the ordinance. Fringe benefits are separate and distinct from total annual compensation. It is expressly understood that fringe benefits are subject to increase or decrease during the officer's term at the discretion of the county board and in accordance with state and federal law. Elected officials are:

A. Eligible to participate in a group health insurance plan as provided in the Employee Policy Manual.

B. Eligible to participate in a group dental plan by paying the entire premium as provided in the Employee Policy Manual

C. Eligible to participate in the Wisconsin Retirement System ("WRS") as authorized by law. Each elected official is required to pay their share of the total WRS required contributions. The county will pay only its share of the total WRS required contributions as required by law. It is expressly recognized that these contributions may change, when the required WRS rate is adjusted, as authorized by law.

D. Eligible to participate in the Wisconsin Group Life Insurance Program, social security, deferred compensation, Roth IRA's, group long-term disability plan, flexible spending account and the EdVest college savings program as provided in the Employee Policy Manual.

E. The sheriff is eligible to receive reimbursement of up to \$720 annually for expenses incurred for the purchase of uniforms based on receipts received with monthly expense reports. (Ord. 161-39, Sec. 2, 2018; Ord. 161-32, Sec. 1, 2017; Ord. 160-18, Sec. 1, 2016; Ord. 159-30, Sec. 1, 2016; Ord. 159-11, Sec. 1, 2015; Ord. 157-23, Sec. 1, 2013; Ord. 155-033, Sec. 3, 2012; Ord. 150-004, Sec. 1, 2006; Ord. 147-54, 2003; Ord. 127-45, Sec.1, 1983; Ord. 126-7, Secs.6 and 7, 1982).

3.20.020 County board of supervisors compensation.

A. The compensation for each member of the county board shall be paid monthly by the county treasurer on the payroll date falling no earlier than the 7th day but not later than the 20th day of each month as follows:

1. Chair: \$4,675 per year at \$389.58 per month;
2. First vice chair: \$1,836 per year at \$153 per month;
3. All others: \$1,500 per year at \$125.00 per month;*
4. A pro rata adjustment shall be made for portions of months not served in

such capacities.

B. Each supervisor shall be paid \$30.00 for each committee or county board meeting he or she attends. Supervisors shall not receive per diem for attending a committee meeting held within 1 hour prior to a county board meeting or held during a county board recess. Meeting and mileage payments for attendance are not to exceed two meetings in any one day. Supervisors shall not be paid for attending the meeting of a committee to which he or she has not been appointed as provided by resolution or ordinance unless the chair of the committee certifies in writing that his or her attendance was requested. Any supervisor failing to answer at least half of all roll call votes at any meeting of the board shall be considered absent for purposes of receiving payment.

C. The finance director or designee shall prepare an appropriate attendance certificate in either paper or electronic format. Attendance of the meeting will be determined by the minutes and an attendance sheet will promptly be filed with the finance department.

* This ordinance will go into effect at the County Board organization meeting, the 3rd Tuesday of April 2020. (Ord 163-22, Sec. 2, 2019)

D. No payment claims shall be allowed if not filed within 60 days of the date of the committee meeting and in accord with this section.

E. All claims under this section shall include the claimant's certification that the claim is true and correct, and that no portion of the amount claimed was previously reimbursed by the county or by any other source. (Ord. 163-22, 2019, Sec. 2, 2019; Ord. 163-021, Sec. 1, 2019; Ord. 151-040, Sec. 1-2, 2008; Ord. 147-54, 2003; Ord. 145-65, Sec. 1, 2001; Ord.143-57, 1999; Ord.140-38, Sec.2, 1996; Ord.137-73, 1993; Ord.135-60, Sec. 1, 1991; Ord.131-46, Sec.1, 1987, Ord. 126-39, Secs.1-4, 1982; Ord.79-80/244, Sec.1, 1979; Ord.361-77, Sec.2, 1977).

3.20.030 Committee meeting defined. "Committee meeting" as used in this chapter shall mean:

A. The convening of a standing, select or special committee of the county board or a subcommittee thereof for duly authorized purposes under Wis. Stat. ch. 19, subch. V, and the rules of the county board wherein an agenda is published, a quorum is present and regular business is conducted;

B The attendance by a supervisor at a meeting of any other board, council, commission, or committee, without enumeration, to which he or she has been appointed by the county board or the chair thereof as the official permanent county representative, and at meetings of subcommittees thereof to which said supervisor has been appointed by the chair of such body.

C. The attendance of a member of the human resources committee at collective bargaining negotiation sessions, mediation sessions, grievance or interest arbitration hearings, unit clarification hearings, prohibited practice hearings or any other hearing authorized under the Wisconsin Municipal Employment Relations Act.

D. The following do not constitute meetings and therefore do not qualify for per diem payments; ribbon cuttings, ground breakings meals not in conjunction with approved meetings, award ceremonies, sporting events, taxpayer alliance meetings and political forums. (Ord 151-40, Sec. 3-4, 2008; Ord. 151-10, Sec. 24, 2007; Ord. 147-54, 2003; Ord. 146-77, 2003; Ord.139-53, 1995; Ord.126-55, Sec.1, 1982; Ord. 126-39, Sec.7, 1982; Ord.361-77, Sec.4, 1977).

(Ord. 163-021, Sec. 2, 2019; Ord. 159-20, Sec. 1, 2015; Ord. 158-12, Sec. 8 & 9, 2014; Ord. 152-34, Sec. 1, 2008; Ord. 151-10, Sec. 25, 2007; Ord. 147-54, 2003; Ord.141-63, 1997; Ord. 135-60, 1991; Ord. 133-68, Ord. 133-57, 1989; Ord. 131-46, Secs.2 & 3, 1987; Ord. 130-46, Sec.1, 1986; Ord. 127-60, Sec.2, 1983; Ord. 126-76, Secs.6 (part), 7, 1983; Ord. 126-39, Secs.5, 6, 6m, 1982; Ord. 81-82/344, Sec.1, 1981; Ord. 80-81/244, Sec.1, 1980; Ord. 79-80/244, Sec.2, 1979; Ord. 361-77, Sec.3, 1977).

3.20.045 County board chair per diem and expense authorization. All county board chair per diems authorized in this chapter and travel and training expenses authorized in the Human Resources Manual require approval of the finance and budget committee. (Ord. 151-10, Sec. 26, 2007; Ord. 147-54, 2003; Ord.146-76, 2003).

3.20.050 County board mileage allowance.

A. Each supervisor shall, for each day he or she attends a meeting of the board or for attendance at not to exceed 2 committee meetings in any 1 day, receive a mileage allowance for each mile traveled in going to and returning from the meeting by the most usual traveled route at the rate established in the Employee Policy Manual as the standard mileage allowance; but subject to the limitations in the Employee Policy Manual for out-of-county committee meetings. The standard mileage allowance shall be paid to any county supervisor who travels to a meeting, which is cancelled due to a lack of a quorum.

B. Nothing in this section shall be construed to prohibit claims for travel expense reimbursement by any supervisor for authorized travel within or without the county on official county business not constituting a committee meeting as defined in 3.20.030. All such claims shall be subject to the provisions of the Employee Policy Manual. (Ord. 158-12, Sec. 5, 2014; Ord. 151.10, Sec. 32, 2007; Ord. 147-54, 2003; Ord.139-88, 1995; Ord. 138-28, 1994; Ord. 126-55, Sec.2, 1982; Ord. 126-39, Sec.8, 1982; Ord. 361-77, Sec.5, 1977).

3.20.060 Compensation of county governing bodies.

A. Members of special or select committees under 2.04.150, who are not county board supervisors shall receive the per diem payment in 3.20.020 B and mileage reimbursement set forth in subsection D.

B. Each member of a county governing body created under 2.05.001 shall be paid the per diem authorized in 3.20.080, and mileage reimbursement set forth in subsection D.

C. County board supervisors who are members of a select or special committee under 2.04.150 or a member of a governing body under 2.05.001, except those who are subject to 3.20.080, shall receive the per diem in 3.20.020 B and the mileage in 3.20.050.

D. Mileage reimbursement shall be paid for each mile traveled in going to and returning from a meeting of any governing body or subcommittee thereof authorized under B. by the most usual traveled route at the rate established in the Employee Policy Manual as the standard mileage allowance, subject to the limitations in the Employee Policy Manual for out of county travel. The standard mileage allowance shall be paid to any committee member authorized to receive mileage reimbursement who travels to a meeting which is cancelled due to lack of a quorum. (Ord. 163-037, Sec. 1, 2020; Ord. 158-12, Sec. 6, 2014; Ord. 151-10, Sec. 28, 2007; Ord. 147-54, 2003; Ord. 138-28, 1994; Ord.135-36, Sec.2, 1991; Ord. 126-53, Sec.4 (part), 1982).

3.20.070 Compensation prohibited.

A. No per diem shall be paid to any county elected officer or employee under 3.20.060, nor to any other member of a county governing body unless authorized in this chapter.

B. It is the policy of the county board that members of advisory committees serve without per diem compensation. (Ord. 147-54, 2003; Ord. 126-53, Sec.4 (part), 1982).

3.20.080 Authorized per diem compensation.

A. Board of land use appeals, ADRC subcommittee on Older Americans Act programs, human services board, land conservation commission, veterans service commission not to exceed 6 meetings per calendar year, local emergency planning committee and housing authority, and aging and disability resource center board: \$30.00;

B. Airport commission: \$75 per month for attendance at the regularly scheduled monthly meeting. (Ord. 159-20, Sec. 2; 2015; Ord. 152-31, Sec. 8, 2008; Ord. 151-42, Sec. 2, 2008; Ord. 147-54, 2003; Ord. 143-80, 1999; Ord. 136-42, 1992; Ord. 134-60, Sec. 2, 1990; Ord. 134-53, 1990; Ord. 131-46, Sec.5, 1987; Ord. 127-60, Sec.1, 1983; Ord. 126-53, Sec.4 (part), 1982).

3.20.090 Compensation of other officials.

A. The officials named in this section shall be compensated at the rates fixed herein.

B. Each such official shall receive reimbursement only for mileage, meals and lodging expenses incurred in the course of his or her duties, in accordance with the Employee Policy Manual.

C. Compensation rates:

1. Commissioners of condemnation (Wis. Stat. § 32.08(4)): \$20 per hour, except for the chair at \$25 per hour;

2. County board of canvassers (Wis. Stat. § 7.60): \$15 per hour, except for county elected officials or employees;

3. Court commissioners appointed under Wis. Stat. § 757.68, shall be paid reasonable compensation as fixed by the circuit court but not more than the hourly equivalent of the salary of a circuit court judge as determined by the county finance director;

4. Grand and petit jurors and talesmen (Wis. Stat. § 756.25): \$25 per day or \$12.50 per half-day;

5. Local assessors, clerks and other officials, for attending any meeting directed by the State Department of Revenue under Wis. Stat. § 73.06(1): \$18 per day plus the standard county mileage allowance in the Employee Policy Manual;

6. Circuit court officers shall be paid the hourly rate established at salary grade 801 step A, with a minimum 2 hours of call-in time on days where circuit court officers report for work and court is cancelled;

7. Except for mileage, witnesses paid per statute.

D. The director and the finance director shall assure compliance with this chapter, and shall recommend appropriate revisions in the compensation schedules to the committee prior to November 1st annually. (Ord. 161-23, Sec. 1, 2017; Ord. 158-12, Sec. 7, 2014; Ord. 151-10, Sec. 30, 2007; Ord. 147-54, 2003; Ord.141-71, Sec.1; Ord.141-58; Ord.141-03, Sec.1; Ord.140-107, Sec.1; 1997; Ord.137-38, 1993; Ord.135-84, 1992; Ord. 134-64, 1991; Ord. 134-54, 1990; Ord. 131-52, Sec.1, Ord. 130-59, Secs.1-3, 1987; Ord. 129-77, Secs.1,2, 1986; Ord. 129-46, Sec.1, 1985; Ord. 127-60, Sec.3, 1983; Ord. 127-30, Secs.1, 2, 1983; Ord. 126-76, Secs.3, 4, 1983; Ord. 126-53, Sec.5 (part), 1982).

(Ord. 163-21, Sec. 3, 2019; Ord. 147-54, 2003; Ord.140-107, Secs.2-3, 1997; Ord. 126-76, Secs.5, 6(part), 8, 1983).
(Ord. 155-27, Sec. 11, Repealed Chapters 3.25, 3.30, 3.35, 3.40, 3.55, 3.60, 3.65, 3.70, 3.75 and 3.80)

Chapter 3.50

CONFLICT OF INTEREST

Sections:

3.50.001	Purpose.
3.50.005	Definitions.
3.50.010	Specific conflicts enumerated.
3.50.020	Prohibited contracts with the county.
3.50.030	Public purpose doctrine.
3.50.040	Incorporation of state statutes.
3.50.050	Sanction for violations.
3.50.060	Forfeiture schedule.
3.50.070	Political activity.
3.50.080	Outside employment.
3.50.090	Nepotism.
3.50.100	Solicitations and sales.

3.50.001 Purpose. The proper operation of a democratic and representative government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for improper personal gain; and that conflicts between private interests and public responsibilities be avoided. In recognition of these goals, there is established a code of ethics to establish guidelines for ethical standards of conduct for such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the county and by directing disclosure by such officials and employees of private interests in matters affecting the county. The provisions and purpose of this code and such rules and regulations as may be established are declared to be in the best interests of the county. (Ord. 147-54, 2003; Ord.136-11, Sec.1, 1992; Ord.81-82/132, Sec. 1 (part), 1981).

3.50.005 Definitions.

A. "Person" means any individual, corporation, partnership, joint venture, association or organization.

B. "Financial interest" means any interest which yields, directly or indirectly, a monetary or other material benefit to the county officer or employee or to any person employing or retaining services of the county officer or employee.

C. "Anything of value" means any money or property, favor, service, payment, advance forbearance, loan or promise of future employment, but DOES NOT INCLUDE such things as compensation and expenses paid by the state or county, fees, honorariums and expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this code.

D. "Privileged information" means any written or oral material related to county government which has not become part of the body of public information and which is designated by statute, court decision, lawful order, ordinance, resolution or custom as privileged.

E. "Official" means all county department heads or directors, county supervisors, and all other county elected officers, except judges and district attorneys.

F. "Employee" means all persons filling an allocated position of county employment and all members of boards, committees, and commissions except those individuals included in E.

G. "Immediate family" means an individual's spouse; and an individual's relative by marriage, lineal decent, or adoption who receives, directly or indirectly, more than ½ of his or her support from the individual or from whom the individual receives, directly or indirectly, more than ½ of his or her support. (Ord. 147-54, 2003; Ord. 136-11, Sec. 2, 1992)

3.50.010 Specific conflicts enumerated. The following conflicts of interest shall be expressly prohibited:

A. Incompatible employment. No public official or employee shall engage in or accept private employment or render services to any other governmental body or to anyone in the private sector which would tend to be incompatible with the proper discharge of his or her duties, unless otherwise permitted by law or unless disclosure is made as hereinafter provided.

B. Representing private interests before agencies or courts. No elected public official or employee who is admitted to practice law shall represent, as an advocate any private interests, other than his or her own or that of his or her family, in any proceeding adverse to the county before any federal or state court or agency.

C. Disclosure of confidential information. No public official or employee shall, without proper authorization, disclose confidential information, nor use such information to advance the actual or anticipated financial or personal interests of him or herself or others.

D. Gratuities or kickbacks.

1. An official or employee shall not accept anything of value whether in the form of a gift, service, loan or promise from any person, which may impair his or her independence of judgment or action in the performance of his or her official duties.

2. No payment of a gratuity or kickback shall be made by or on behalf of any person and be accepted by any public official or employee as an inducement or reward for the latter's action in procuring the award of any contract or order.

3. It is not a conflict of interest for an official or employee to receive a gift or gratuity that is an unsolicited item of insignificant value or anything which is given to them independent of their position as an official or employee.

E. Failure to disclose interest in legislation.

1. The following persons on behalf of themselves or their families shall disclose the nature and extent of any personal or financial interest in proposed legislation before the county board:

a. County board members; and

b. Public officials or employees who have been asked to render official opinions or recommendations to the county board on the legislation.

2. The disclosure shall be made before any debate commences upon the particular legislation and shall consist of an announcement to be recorded in the journal of proceedings and a request to abstain from voting. Notwithstanding abstention from voting as may be allowed by the board, it shall be the responsibility of each employee or public official to personally ascertain that such actions do not conflict with Wis. Stat. § 946.13.

F. Nepotism forbidden. Public officials and employees are forbidden from engaging in nepotism, as applied at 3.50.090, and are further forbidden from using their positions to influence the county to employ in any capacity whatsoever, or otherwise retain the services of, as an independent contractor or agent, a member of his or her immediate family.

G. Use of position to compel charitable contributions, donations or induce business. Public officials are forbidden from using their positions to influence employees to make political campaign contributions, secure other donations to causes, public or private, or to engage in business transactions in which they have a personal or financial interest.

H. Conducting private business on county premises and time. Public officials and employees are forbidden from conducting their personal or private business while they are on county premises and engaged in their public duties. (Ord. 147-54, 2003; Ord. 139-16, Sec.1, 1995; Ord. 136-11, Sec. 5 & 6, 1992; Ord. 81-82/380, Secs.1, 2, 1981; Ord. 81-82/132, Sec.1 (part), 1981).

3.50.020 Prohibited contracts with the county.

A. An official or employee or a business in which an official or employee holds a 10% or greater interest, may not enter into a contract with the county involving a payment or payments of more than \$3,000 within a 12 month period unless the official or employee has made a written disclosure of the nature and extent of such relationship or interest to the county board. Further, pursuant to Wis. Stat. § 946.13, an official or employee is prohibited from participating in the formation of a contract(s) with Eau Claire County involving receipts or disbursements of more than \$15,000 in any year.

B. Contracts are not prohibited if they are with, or tax credits or payments are received by, public officers or employees as set forth in Wis. Stat. § 946.13(2)(g). (Ord. 161-11, Sec. 1, 2017; Ord. 147-54, 2003; Ord.141-81 Sec.1; Ord.141-03, Sec.1, 1997; Ord.136-11, Sec.7, 1992)

3.50.030 Public purpose doctrine.

A. Use of public property. No public official or employee shall request or permit the use of county services or of county-owned vehicles, equipment, materials or property for non-official purposes or for personal profit or convenience, except when such services are generally available to the public-at-large. This prohibition shall not apply to the use of county vehicles or property for personal convenience, sufficiently related to job requirements of an officer or employee, as approved and regulated by the county board or as provided pursuant to a contract with a collective bargaining unit.

B. Obligations to citizens. No public official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. (Ord. 147-54, 2003; Ord.136-11 Sec.8, 1992; Ord.81-82/132, Sec.1 (part), 1981).

3.50.040 Incorporation of state statutes.

A. In addition to Wis. Stat. § 946.13, referred to in 3.50.020, the following provisions of the Wisconsin Statutes are incorporated by reference and made a part of this chapter:

1. Section 19.01, Oaths and bonds;
2. Section 19.21, Custody and delivery of official property records.
3. Section 19.81-19.89, Open meetings with governmental bodies.
4. Section 19.59, Codes of ethics for local government officials, employees

and candidates.

B. Failure of public officials to comply with the provisions of law set forth in A. of this section shall constitute a violation of this chapter. (Ord. 147-54, 2003; Ord.141-81, Sec.2, 1997; Ord.136-11, Sec.9, 1992; Ord.81-82/132, Sec.1 (part), 1981).

3.50.050 Sanction for violations. Any person violating this chapter may be subject to a forfeiture of not less than \$100 nor more than \$1,000 for each offense, subject to 3.50.060. (Ord. 147-54, 2003; Ord. 136-11, Sec.10, 1992; Ord. 129-1, Sec.1, 1985; Ord. 81-82/132, Sec.1 (part), 1981).

3.50.060 Forfeiture schedule. The following specified violations of this chapter shall be subject to the accompanying forfeiture schedule:

- A. 3.50.010 A., Incompatible employment, \$100 to \$500;
- B. 3.50.010 B., Representing private interests before county agencies or courts, \$100 to \$1,000;
- C. 3.50.010 C., Disclosure of confidential information, \$100 to \$1,000;
- D. 3.50.010 D., Gratuities or kickbacks, \$100 to \$1,000;
- E. 3.50.010 E., Failure to disclose interest in legislation, \$100 to \$250;
- F. 3.50.010 F., Nepotism forbidden, \$100 to \$250;
- G. 3.50.010 G., Use of position to compel charitable contributions, donations or induce business, \$100 to \$250;
- H. 3.50.010 H., Conducting private business on county premises and county time forbidden, \$100 to \$200;
- I. 3.50.020, Prohibited contracts with the county, \$100 to \$1,000;
- J. 3.50.030, Public purpose doctrine, \$100 to \$1,000. (Ord. 161-11, Sec. 2, 2017; Ord. 147-54, 2003; Ord. 136-11, Sec.11, 1992; Ord. 81-82/132, Sec.1 (part), 1981).

3.50.070 Political activity. 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:

A. 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.

B. 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:

1. Campaign for any candidate or political party;
2. Make campaign speeches or engage in other activity to elect a candidate;

3. Collect contributions or sell tickets to political fund-raising functions;
4. Distribute campaign material in any election;
5. Organize or manage political meetings;
6. Circulate nominating petitions;
7. Display political badges, buttons or stickers in any county building or wear such items during working hours.

C. No employee or elected official shall at any time use any county-owned or leased equipment for any personal political activity.

D. 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.

E. 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. (Ord. 147-54, 2003; Ord. 144-24, Sec. 10, 2000; Ord. 80-81/276, Sec.3 (part), 1980).

3.50.080 Outside employment.

A. No employee may engage in outside employment if such employment conflicts with or affects the performance of the employee's county duties.

B. No employee may concurrently hold more than 1 county position without the written approval of the director. The director shall have authority to grant such approval up to 30 working days within the budget of the affected department(s). Such approval may be granted for combination part-time positions when it is in the best interests of the county to do so, and when such part-time positions do not represent a conflict of interest.

C. 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 the director for deposit with the county treasurer.

D. Failure to comply with this section shall be considered grounds for discipline. (Ord. 147-54, 2003; Ord. 144-24, Sec. 17, 2000; Ord. 136-63, 1992; Ord. 80-81/276, Sec.16 (part), 1980).

3.50.090 Nepotism.

A. Within this section "relative" shall include: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepchild, stepparent, grandchild and grandparent.

B. Relatives shall not be employed in an immediate superior-subordinate relationship.

C. No appointing authority shall hire a relative nor participate in selection and appointment procedures if a relative is an applicant under consideration.

D. The county chair shall not appoint a county board supervisor to a standing committee where a relative is an employee in the governed department.

E. No appointing authority, county board supervisor, county elected official or employee shall seek to influence the employment decisions of an appointing authority on behalf of a relative.

F. Any person who violates this section shall be subject to disciplinary action. (Ord. 147-54, 2003; Ord. 132-101, 1989; Ord. 80-81/276, Sec.18 (part), 1980).

3.50.100 Solicitations and sales. No employee or group of employees shall on behalf of the county solicit funds or other things of value from any person, nor solicit funds or sell things of value to persons on county property without first obtaining permission from the county administrator. This shall not apply to internal departmental solicitations such as farewell gifts, shower gifts, length of service gifts or donations for employee social gatherings. (Ord. 147-54, 2003; Ord.141-06, Sec.23, 1997; Ord. 80-81/276, Sec.18 (part), 1980).

Chapter 3.85

DEPUTY SHERIFFS

Sections:

<u>3.85.001</u>	Purpose.
<u>3.85.005</u>	Definitions.
<u>3.85.010</u>	Classification and number of deputy positions.
<u>3.85.015</u>	Qualifications.
<u>3.85.020</u>	Municipal police as deputies.
<u>3.85.025</u>	Certain deputies and posse exempt.
<u>3.85.030</u>	Appointment of Undersheriff.
<u>3.85.035</u>	Disciplinary and dismissal procedures.

3.85.001 Purpose.

A. This chapter establishes a civil service system under Wis. Stat. § 59.52(8), for the office of the county sheriff.

B. This chapter will apply to employees not covered by collective bargaining agreements and to employees so covered when specific bargaining agreements do not apply to the contrary.(161-11, Sec. 4, 2017; 157-26, Sec. 1, 2013)

3.85.005 Definitions. The following definitions apply to this chapter:

A. "Office" means the office of the county sheriff.

C. "Deputy sheriff" means such persons as are duly appointed by the sheriff to aid in the performance of his or her duties, as set forth at Wis. Stat. § 59.27 under his or her direction, and in the case of his or her absence or disability, or a vacancy in his or her office, who will perform all of the duties of the sheriff during such absence or until such vacancy is filled.

D. "Posse" means adult residents of the county summoned by the sheriff to assist him or her in times of public emergency for the purpose of preserving the public peace or for the pursuit of felons.

E. "Reserve deputy " means those deputy sheriffs, not employed by the county on a regular basis, exclusive of the posse.

F. "Veteran" means a person, otherwise qualified under 3.85.020, who has served honorably in the U.S. Armed Forces as defined in Wis. Stat. ch. 45. (Ord. 161-33, Sec. 1, 2017; Ord. 161-11, Sec. 3, 2017; 157-26, Sec. 1, 2013)

3.85.010 Classification and number of deputy positions.

A. The classification and maximum number of regular deputy sheriff positions will be established by the county board.

B. There will be no honorary deputy sheriffs appointed. The county will not assume any liability for the acts of any persons appointed in violation hereof. (157-26, Sec. 1, 2013)

3.85.015 Qualifications.

A. Deputy positions will have defined qualifications established based upon the Law Enforcement Standards Board, the policy making body for the Wisconsin Department of Justice, as authorized by state law under Wis. Stat. § 15.255. The primary mission of the Law Enforcement Standards Board is to establish and enforce standards for professional employment, education and training of law enforcement, tribal law enforcement, jail and secure juvenile detention officers in Wisconsin.

B. Applicants for law enforcement employment must meet the minimum education and training requirements for deputy sheriff as defined under Wis. Stats. §§ 165.85(4)(a) and 66.0501(1) and, Wis. Admin. ch. LES Code 2.(Ord. 161-33, Sec. 2, 2017; Ord. 161-11, Sec. 5, 2017; Ord. 157-26, Sec. 1, 2013)

3.85.020 Municipal police as deputies.

A. The sheriff may appoint any duly authorized municipal police officer(s) of any municipality in the county as deputy sheriffs. Such deputies will hold office at the pleasure of the sheriff and only during their employment as a police officer by a municipality in the county.

B. Such deputies will only use their powers as deputy sheriffs when and as authorized by the sheriff. No such deputy will be considered an employee of the county for any purpose and will serve without compensation. (157-26, Sec. 1, 2013)

3.85.025 Certain deputies and posse exempt. Deputy sheriffs appointed under 3.85.020 and persons appointed to a posse by the sheriff per Wis. Stat. § 59.28, are exempt from the requirements of this chapter. (157-26, Sec. 1, 2013)

3.85.030 Appointment of Undersheriff.

A. Wis. Stat. §59.26 requires the sheriff to appoint an undersheriff. The undersheriff is responsible for executing the statutorily required duties of the sheriff in those circumstances in which the sheriff is unavailable or unable to execute those duties.

B. The sheriff will notify the director of the appointment.

C. The undersheriff will receive an annual stipend of \$1,500. (157-26, Sec. 1, 2013)

3.85.035 Disciplinary and dismissal procedures.

A. Deputy sheriffs will hold office on good behavior and will not be dismissed or suspended except as provided below.

B. A deputy sheriff may only be suspended, demoted, dismissed, or suspended and demoted for just cause. In determining whether there is just cause, the committee on human resources will apply the standards as set forth in Wis. Stat. § 59.52(8).

C. The committee on human resources will act based either on its own investigation or on charges filed by the sheriff. The charges filed by the sheriff will be filed with the chair of the committee on human resources in the human resources department. A copy of such charges will be sent to the affected employee, employee's union or other representative, corporation counsel and the human resources director. The human resources director will immediately send copies of the complaint to members of the committee on human resources.

D. The committee on human resources chair will establish a hearing date, time and place and send a written notice thereof to the employee, the employee's union representative, the sheriff, director and committee on human resources members. The committee on human resources may utilize a hearing officer and may take and have transcribed any testimony at the hearing.

E. At the end of the hearing, the committee on human resources may deliberate in open or closed session and then will formally take action in open session. The committee on human resources' decision will be reduced to writing, will include findings of fact and conclusions of law and will be signed and dated by the committee chair and filed in the human resources department. The human resources director will send a copy of the decision with a written notice stating the date the decision was filed along with appeal rights to the employee, the employee's union or other representative, the sheriff, corporation counsel and committee on human resources members. (Ord. 161-11, Sec. 6, 2017; Ord. 157-26, Sec. 1, 2013)

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