

TO AMEND SECTION 3.01.005 C. OF THE CODE: SCOPE AND COLLECTIVE BARGAINING OBLIGATIONS; TO AMEND SECTION 3.01.010 A. OF THE CODE: DEFINITIONS; TO AMEND 3.03.020 OF THE CODE: RESPONSIBILITY AND AUTHORITY; TO AMEND SECTION 3.05.020 C. OF THE CODE: RESPONSIBILITY AND AUTHORITY; TO AMEND SECTION 3.05.030 OF THE CODE: INSPECTION AND CONFIDENTIALITY OF RECORDS; TO AMEND SECTION 3.15.030 OF THE CODE: POSITION AND FULL TIME EQUIVALENCY (FTE) ESTABLISHMENT; TO AMEND SECTION 3.15.040 OF THE CODE: POSITION DESCRIPTIONS; TO AMEND SECTION 3.15.070 OF THE CODE: REGULAR AND PROJECT POSITION TITLES; TO AMEND SECTION 3.20.010 B. OF THE CODE: BENEFITS OF ELECTED OFFICIALS; TO AMEND SECTION 3.20.020 B. OF THE CODE: COUNTY BOARD OF SUPERVISORS COMPENSATION; TO AMEND SECTION 3.20.030 C. OF THE CODE: COMMITTEE MEETING DEFINED; TO AMEND SECTION 3.20.080 OF THE CODE: AUTHORIZED PER DIEM COMPENSATION; TO AMEND SECTION 3.20.090 B. AND C. 6. OF THE CODE: COMPENSATION OF OTHER OFFICIALS; TO AMEND SECTION 3.85.005 C. AND D. OF THE CODE: DEFINITIONS; TO AMEND 3.85.030 C. OF THE CODE; TO REPEAL SECTION 3.85.035 OF THE CODE: DISCIPLINARY AND DISMISSAL PROCEDURES

The County Board of Supervisors of the County of Eau Claire does ordain as follows:

SECTION 1. That Subsection C. of Section 3.01.005 be amended to read:

C. In instances where these provisions ~~are in~~ conflict with Wis. Stat. § 59.26, the latter provision shall prevail.

SECTION 2. That Subsection A. of Section 3.01.010 of the code be amended to read:

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, with the exception of those department heads who are constitutionally elected officials. ~~and~~ The head of each department or office shall appoint all subordinate personnel.

SECTION 3. That Section 3.03.020 of the code be amended to read:

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~~ total number 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, the committee shall approve any changes in the salary grid shall establish pay rates for seasonal employees, and the committee shall approve any changes to the Employee Policy Manual, except aAny changes resulting in a fiscal impact will go to the committee on finance

and budget, and then 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 current market rate minimum;
7. Approve exceptions to benefits policy;
8. ~~Approve travel costs of applicants;~~
9. 8. Monitor ~~Approve~~ temporary assignments ~~and use of overtime~~;
10. ~~Maintain a list of regular position titles, and~~
11. ~~9.~~ Maintain a record of authorized position titles and their full-time equivalency for each position.

E. Department heads shall:

1. Enforce the human resources code and, 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, and the Employee Policy Manual ~~and the Human Resources Administrative Manual~~ which would improve county operating efficiency or employment ~~mentee~~ relations;
3. Delegate appropriate authority to subordinate supervisory personnel in enforcing the code and, the Employee Policy Manual ~~and the Human Resources Administrative Manual~~; and
4. ~~Immediately notify~~ Provide notification to the director of any known changes in personnel within 24 hours and
4. ~~p~~Participate in the selection of replacement employees.

F. Supervisory personnel may, if delegated by the department head, enforce human resources policies.

SECTION 4. That Subsection C. of Section 3.05.020 be amended to read:

C. ~~All~~Employees shall notify human resources of any changes which affect their personal status, such as changes in name, address, mail, telephone number, marital status or eligible dependents.

SECTION 5. That Section 3.05.030 of the code be amended to read:

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 employee, the county administrator, the corporation counsel, the employee's supervisor, department head, and human resources department. The appropriate standing committee or oversight body, on a need-to-know basis as necessary may be provided personnel records as determined by the director in consultation with corporation counsel and in compliance with all laws and in accordance with this section, 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~~ a mutually agreed upon time in the human resources department.

2. Third party open records requests ~~for personnel records~~. When a third party makes an open records request for ~~is made for~~ personnel records, the director, in consultation with corporation counsel, ~~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, except in the instance of an internal investigation; whereas records may be released to confidential parties, ie. Department of Workforce Development (DWD) , outside legal counsel, etc., 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~~ their 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~~ their medical records are released to ~~his or her~~ their 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.

C. Applications. An applicant for a position may indicate in writing that he or she does not wish ~~his or her~~ their 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.

D.

SECTION 6. That Section 3.15.030 of the code be amended to read:

3.15.030 Position and Full Time equivalency (FTE) establishment.

A. Authorization for all ~~regular position titles and full-time~~ 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. Authorization for FTE change(s) outside of the budget process within a department is subject to the recommendation of the governing committee, the committee, the Committee on Finance and Budget, and approval by the board, when there is fiscal impact that amends the department budget. All other FTE changes may be determined by the director with the approval of the County Administrator or designee.

SECTION 7. That Section 3.15.040 of the code be amended to read:

3.15.040 Position descriptions. Position descriptions are necessary to establish a distribution of duties and responsibilities that employees are expected to perform, as well as the skills and aptitude necessary to fulfill the job responsibilities, 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 and the required skills 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.

SECTION 8. That Section 3.15.070 of the code be amended to read:

3.15.070 Regular and project pPosition tTitles.

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 and approval of the department head, the director, and of the county administrator.~~ The governing committee and the Human Resources Committee will be informed of the changes.

SECTION 9. That Subsections B. & C. of Section 3.20.010 of the code be amended to read:

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.

SECTION 10. That Subsection B. of Section 3.20.020 of the code be amended to read:

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~~ they have not been appointed as provided by resolution or ordinance unless the chair of the committee certifies in writing that ~~his or her~~ their 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.

SECTION 11. That Subsection C. of Section 3.20.030 of the code be amended to read:

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. A quorum of the committee shall act as the collective bargaining representative of the county board and shall oversee the Corporation Counsel in conducting collective bargaining negotiations with represented employees over hours, wages, benefits, and terms and conditions of employment in county service.~~

SECTION 12. That Subsection A. of Section 3.20.080 of the code be amended to read:

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, criminal justice collaborating council: \$30.00;

SECTION 13. That Subsection B. and paragraph 6. of Subsection C. of Section 3.20.090 of the code be amended to read:

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

6. Circuit court officers shall be paid the hourly rate ~~established at salary established by the Human Resources Department 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;

SECTION 14. That Subsections C. and D. of Section 3.85.005 be amended to read:

C. "Deputy sheriff" means such persons as are duly appointed by the sheriff to aid in the performance of ~~his or her~~ their duties, as set forth at Wis. Stat. § 59.27 under ~~his or her~~ their direction, and in the case of ~~his or her~~ their absence or disability, or a vacancy in ~~his or her~~ their 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.

SECTION 15. That Subsection C of Section 3.85.030 be amended to read:

C. The undersheriff will receive an annual stipend of ~~\$1,500~~2,080.

SECTION 16. That Section 3.85.035 be repealed.

ENACTED: April 3, 2024

Sue McDonald
County Clerk