

Chapter 3.15

POSITION ADMINISTRATION

Sections:

- 3.15.010 Purpose.
- 3.15.020 Administration.
- 3.15.030 Full-Time equivalency (FTE) establishment.
- 3.15.040 Position descriptions.
- 3.15.070 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(Ord. 155-27, Sec. 10 Repealed 3.15.050 & 3.15.060)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 Full-Time equivalency (FTE) establishment.

A. Authorization for all 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, 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, part-time, or seasonal.

D. 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. (Ord. 167-20, Sec. 6, 2024; 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, 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. (Ord. 167-20, Sec. 7, 2024; 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 Position Titles.

A. The director shall maintain a list of 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 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. (Ord. 167-20, Sec. 8, 2024; 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:

<u>3.20.001</u>	Elected officers and officials compensation.
<u>3.20.005</u>	Total annual compensation for county elected officers.
<u>3.20.010</u>	Benefits of elected officials.
<u>3.20.020</u>	County board of supervisors compensation.
<u>3.20.030</u>	Committee meeting defined.
<u>3.20.040</u>	County board committee per diems.
<u>3.20.045</u>	County board chair per diem and expense authorization.
<u>3.20.050</u>	County board mileage allowance.
<u>3.20.060</u>	Compensation of county governing bodies.
<u>3.20.070</u>	Compensation prohibited.
<u>3.20.080</u>	Authorized per diem compensation.
<u>3.20.090</u>	Compensation of other officials.
<u>3.20.100</u>	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 2024 shall be as follows:

1.	Clerk of circuit court	\$ 91,638
2.	County sheriff	\$122,403
3.	County clerk	\$ 85,273
4.	County treasurer	\$ 85,273
5.	Register of deeds	\$ 85,273

C. The total annual compensation of the elected officials for calendar year 2025 shall be as follows:

1.	Clerk of circuit court	\$ 93,928
2.	County sheriff	\$125,464
3.	County clerk	\$ 92,094
4.	County treasurer	\$ 92,094
5.	Register of deeds	\$ 92,094

D. The total annual compensation of the elected officials for calendar year 2026 shall be as follows:

1.	Clerk of circuit court	\$ 96,276
2.	County sheriff	\$128,601
3.	County clerk	\$ 94,857
4.	County treasurer	\$ 94,857
5.	Register of deeds	\$ 94,857

E. The total annual compensation of the elected officials for calendar year 2027 shall be as follows:

1.	County clerk	\$97,703
2.	County treasurer	\$97,703
3.	Register of deeds	\$97,703

F. The total annual compensation of the elected officials for calendar year 2028 shall be as follows:

1.	County clerk	\$100,634
2.	County treasurer	\$100,634
3.	Register of deeds	\$100,634

(Ord. 167-19, Sec. 1, 2024; Ord. 165-37, Sec. 1, 2022; 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 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. 167-20, Sec. 9, 2024; 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 they have not been appointed as provided by resolution or ordinance unless the chair of the committee certifies in writing that 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.

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 3<sup>rd</sup> 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. 167-20, Sec. 10, 2024; 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. 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.

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. 167-20, Sec. 11, 2024; 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, 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. 167-20, Sec. 12, 2024; 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 their 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 by the Human Resources Department 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. 167-20, Sec. 13, 2024; 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)