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RESOLUTION # 33-2023
GENERAL CODE OF ONEIDA COUNTY, WISCONSIN
ORDINANCE AMENDMENT # 2 - 2023

Resolution to amend Chapter 4 of the County Code, Sections 4.12 Goal Review Procedure, 4.16 Employee Classification and 4.24 Hiring Wage Rate and PTO benefits.

Ordinance Amendment offered by Labor Relations Employee Services (LRES) Committee

WHEREAS, the LRES Committee is charged with oversight of Chapter 4 of the General Code of Oneida County, Wisconsin, Personnel Policies; and

WHEREAS, from time to time amendments need to be made to the existing policies in order for the Personnel Policies to be both efficient and effective; and,

WHEREAS, Section 4.12 – Goal Review Procedure is not a “one size fits all” policy as many departments have their goals outlined in Long Range Plans, and Documentation for Grants causing redundant work for the department head; and

WHEREAS, the changes being proposed will allow department heads to work with their committee of jurisdiction to determine where their long-range plan will be located and meet on one time per year; and

WHEREAS, Section 4.16 – Employee Classification needed to be updated for Fair Labor Standards Act (FLSA) purposes, eliminating the Exempt-hourly classification; and

WHEREAS, Section 4.24 Hiring Wage Rate and PTO Benefits needed to be updated to allow the County to move forward on compensation package changes quickly, in the hiring market today, there is not time to wait weeks or a month to have a compensation package approved.

NOW, THEREFORE, THE ONEIDA COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1. Any existing ordinances, codes, resolutions, or portions thereof in conflict with this ordinance shall be and hereby are repealed as far as any conflict exists.

Section 2. This ordinance shall take effect the day after passage and publication as required by law.

Section 3. If any claims, provisions or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

Section 4. Section 4.12 of the General Code of Oneida County, Wisconsin, Goal Review Procedure is amended as follows [additions noted by underline, deletions noted by strikethrough]:

§ 4.12 *Goal Review Procedure.*

(1) Committee of Jurisdiction and Department Head Long-Range Plan.

- (a) Purpose: to identify the factors that will have a significant impact upon the operations of a department and to establish long- and short-term goals that address those factors identified. ~~Once completed, a written document shall be generated and known as the department's long-range plan. This Long-Range Plan is not a “one size fits all” document. It is up to the department head to~~ determine where their Long-Range Plan is outlined/described.

- 51 (b) The committee of jurisdiction and department head will meet to review and
 52 revise the department's long-range plan annually. The date and time of this
 53 review will be determined by the parties; however, the long-range plan review
 54 must be completed, and approved by the committee of jurisdiction, ~~on or~~
 55 ~~before December 15~~ of each year. Additional reviews may occur more
 56 frequently as determined by the parties. ~~Upon completion of the department's~~
 57 ~~long-range plan, the department shall place a copy of the plan into the~~
 58 ~~County's AllShare file. Between December 15 and December 31, the Labor~~
 59 ~~Relations and Employee Services Office shall publish a list of these~~
 60 ~~departments who have posted their completed long-range plans.~~
- 61 (2) Department Head and Employee Review and Long-Range Plan.
- 62 (a) Purpose: to identify those factors involving department employees which will
 63 have a significant impact on the ability of the department to meet the goals of
 64 the department's long-range plan and to establish individual action steps that
 65 further the operations of the department. ~~Once completed, this document shall~~
 66 ~~be known as the employee's long-range plan. This shall be a part of the~~
 67 employee's performance evaluation.
- 68 (b) The department head, or, when delegated, the employee's direct supervisor,
 69 will meet with the employee to review their performance evaluation the
 70 department's long-range plan annually. The date and time of this review will be
 71 determined by the parties. Additional reviews may occur more frequently as
 72 determined by the parties.
- 73 ~~(3) Committee to Develop Forms Necessary in Completing Long-Range Plans.~~
 74 ~~The Labor Relations and Employee Services Committee shall develop such~~
 75 ~~forms as may be necessary for departments to complete their long-range~~
 76 ~~plans. The LRES Committee shall be responsible for making changes to the~~
 77 ~~long-range plan procedure as conditions or situations warrant.~~

78
 79 Section 5. Section 4.16 of the General Code of Oneida County, Wisconsin,
 80 Employee Classifications is amended as follows [additions noted by underline, deletions
 81 noted by strikethrough]:

82
 83 *§ 4.16 Employee Classifications.*

- 84 (1) Fair Labor Standards Act (FLSA); Classification of Employees for
 85 Compensation Purposes. All positions in Oneida County have been
 86 classified according to the provisions contained in the FLSA. The Human
 87 Resources Director is responsible for determining a position's classification.
- 88 (a) Exempt salaried employees are classified as executive, professional or
 89 administrative and are paid on a salaried basis. These employees are exempt
 90 from receiving overtime under the FLSA. The County may make exceptions as
 91 required to meet the staffing demands or particular intradepartmental needs
 92 within the organization. The distinction that these employees are paid by salary
 93 versus hourly wages creates performance expectations often requiring extra
 94 hours of work. Exempt salaried employees must use paid leave as outlined in the
 95 Employee Handbook. An employee on a reduced schedule family or medical
 96 leave is subject to leave bank deductions for the difference in hours between
 97 what they would have worked as part of their normally scheduled workday and
 98 the amount of the reduced scheduled leave.

99

100 (b) ~~Exempt hourly employees are classified as professional and are paid on an~~
101 ~~hourly basis. Employees are entitled to receive compensation on an hour-~~
102 ~~for-hour or time and one-half basis beyond the established work period as~~
103 ~~outlined in the Employee Handbook.~~

104

105 Section 6. Section 4.24 of the General Code of Oneida County, Wisconsin, Hiring
106 Wage Rate and PTO Benefits is amended as follows [additions noted by underline,
107 deletions noted by strikethrough]:
108

109 § 4.24 Hiring Wage Rate and PTO Benefit.

110 New employees may normally be hired at Step 1 of the pay grade established for
111 their position as provided in the Classification and Compensation Plan and at the
112 starting accrual for any PTO benefit.
113

114 For the purposes of this section of the County Code; compensation package shall
115 include wage and Paid Time Off (PTO) Benefits. The following procedures shall
116 be utilized when considering wage compensation offers. Department heads may
117 recommend a starting salary compensation package to the Human Resources
118 Director. The Human Resources Director shall may approve any salary for newly
119 hired employees up to Step 6 as a starting rate. The Human Resources Director
120 may authorize up to ~~40~~ 18 PTO days beyond the base PTO plan as part of a
121 compensation package. ~~a recruitment incentive on the basis of credit for that~~
122 ~~recognizes directly related employment experience. Such credit shall be granted~~
123 ~~only at the time of hire.~~ Should the request for salary and/or PTO days exceed
124 Step 6 and/or ~~40~~ 18 days, the request must go to the Labor Relations Employee
125 Services Committee for consideration.

126 The Labor Relations Employee Services Committee may authorize any
127 combination of salary and PTO placement available to the position being filled.
128

129 Any PTO granted on date of hire, outside of the base PTO plan, are not eligible
130 for a PTO cash out upon termination if employee is not employed for one year.
131

132 Approved for presentation to the County Board by the LRES Committee this 15th day of
133 March, 2023.
134

135 Consent Agenda Item: YES NO

136
137 Vote Required: Majority = 2/3 Majority = _____ 3/4 Majority = _____
138 _____

139
140 The County Board has the legal authority to adopt. Yes No _____ as
141 reviewed by the Corporation Counsel, _____, Date:
142 3.15.23

143
144 Offered and passage moved by: _____
145

Supervisor



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James T. W...
Supervisor
J. Simpson
Supervisor

Supervisor

Supervisor

20 Ayes

0 Nays

1 Absent

0 Abstain

X Enacted

by the County Board of Supervisors this 21st day of March, 2023.

____ Defeated

Tracy Hartman
Tracy Hartman, County Clerk

Ted Cushing
Ted Cushing, Oneida County Board Vice-Chair

Consent Agenda

Supervisors	AYE	NAY	ABS	ABSTAIN
Schreier	—		X	
Rio	X			
Sorgel	X			
Fried	X			
Condado	X			
Oettinger	X			
Winkler	X			
Fisher	X			
Briggs	X			
Showalter	X			
Schultz	X			
Almekinder	X			
Harris	X			
Timmons	X			
Cushing	X			
Roach	X			
Thome	X			
Ryden	X			
Newman	X			
Kelly	X			
Holewinski	X			
TOTALS	20		1	
TAGS				

Resolution # 26 – 2023: Offered by the Supervisors of the Land Records Committee to convey tax foreclosed property, MI-1701 to Skyline Real Estate Services and RH-1426 to Shane Ford.

Resolution # 27 – 2023: Offered by the Supervisors of the Administration Committee to return Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) back to Contingency which were previously allocated in Resolution # 17 - 2022 for the purpose of CDBG Close Grant Administration Services, General Engineering Company.

Resolution # 28 – 2023: Offered by the Supervisors of the Administration Committee to return Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) back to Contingency which were previously allocated in Resolution # 42 - 2022 for the purpose of the Law Enforcement Center Jail Security Glass Replacement Project.

Resolution # 29 – 2023: Offered by the Supervisors of the Administration Committee approving a change order to the Slick LLP Auditor Contract.

Resolution # 30 – 2023: Offered by the Supervisors of the Administration Committee to request additional Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the purpose of Audit Fees.

Resolution # 31 – 2023/Rezoning Petition # 16 – 2022: Offered by the Supervisors of the Planning and Development Committee to rezone land from District #02 Single Family to District #07 Business B-2 on property described as Lot 1 CSM 4829 and Lot 8, Block 43 (PIN's TL-2136 and TL-2130) Town of Three Lakes, Oneida County.

Resolution # 32 – 2023/Ordinance Amendment # 1 – 2023: Offered by the Supervisors of the Administration Committee to amend Chapter 23 of the General Code of Oneida County section 23.07 Dog License to increase dog license fees.

Resolution # 33 – 2023/Ordinance Amendment # 2 – 2023: Offered by the Supervisors of the Labor Relations Employee Services (LRES) Committee to amend Chapter 4 of the General Code of Oneida County section 4.12 Goal Review Procedure, 4.16 Employee Classification and 4.24 Hiring Wage Rate and PTO Benefits.

Resolution # 24 – 2023: Offered by the Supervisors of the Labor Relations Employee Services (LRES) Committee to correct placement of the foreperson position on the restructure of wages at the Highway Department.

Resolution # 35 – 2023: Offered by the Supervisors of the Administration Committee authorizing Oneida County to enter into the Settlement Agreements with Teva Pharmaceutical Industries Ltd., Allergan Finance, LLC, Walgreen Co., Walmart, Inc., CVS Health Corporation and DVS Pharmacy, Inc., agree to the Terms of the Addendum to the MOU Allocating Settlement Proceeds, and Authorize Entry into the MOU with the Attorney General.

Resolution # 36 – 2023: Offered by the Supervisors of the Administration Committee to request Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the Purpose of PVC Roof Replacement on Quonset for Transfer Station Dumpsters.

Removed by
Cosing

Appointments to Committees, Commissions and other Organizations:
Re-Appoint Patrick Marquart to the Airport Commission for a 6-year term to expire in April 2029.