

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: *(Treasurer Sale of Tax Deed Property Sale Buena Vista)*

Department	TREASURER	Presented By:	JULIE KELLER
Date of Meeting:	9/1/2020	Action Needed:	SALE
Disclosure:	Open or Closed Session	Authority:	Statute and/or county board rule authorizing action
Date submitted:	8/25/2020	Referred by:	Previous action by body

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Hold a Tax Deed Sale

Background: *(preferred one page or less with focus on options and decision points)*

Tax deed property for sale:

Tax Deed Parcel # 006-0543-2100

ADDRESS: 29626 County Hwy B, Lone Rock, WI, Town of Buena Vista, 1.1 Acre

MINIMUM BID: \$12,500.00

Attachments and References:

~ example: financial figures attached	~example: drafted resolution for board
~example: copy of report	~example: minutes of action from previous body

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Julie Keller

Richland County Treasurer

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Initial Resolution Authorizing Not to Exceed \$1,050,000 Taxable General Obligation Promissory Notes for Capital Improvement Projects

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	01 September 2020	Action Needed:	Resolution by Board
Disclosure:	Open Session	Authority:	Committee Structure (F)
Date submitted:	25 August 2020	Referred by:	Previous F+P 29 July 2020

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Motion to pursue short-term loan financing as part of the 2021 Richland County Budget and Capital Improvement plan, and to recommend an “authority resolution” to the County Board for consideration at their September 15th meeting.

Background: *(preferred one page or less with focus on options and decision points)*

Carol Wirth, Richland County Municipal Advisor, will provide an updated report and proposed resolution to the Finance and Personnel Committee regarding short-term loan financing. Please find the attached report and proposed “authority resolution” language. I am recommending that short-term financing be used to purchase outlay and reoccurring capital improvements. This funding method allows the county to increase debt levy to continue capital improvements and preserves operating levy to avoid further reduction services.

The Authority Resolution requires a 3/4 vote of County Board Members elected (= 16 “yes” votes).

Attachments and References:

Short-Term Loan Financing Report	Proposed Example Resolution Language
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Origination fees paid from loan	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

An estimated loan of \$1,050,000 places an additional \$83 in tax burden per \$100,000 of property.

Approval:

Review:

Department Head



Administrator, or Elected Office (if applicable)



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
1025 SOUTH MOORLAND ROAD, SUITE 504
BROOKFIELD, WI 53005
414-434-9644
FAX: 414-226-2014

Richland County Finance and Personnel Committee

Short-Term Loan Financing - 2020

September 1, 2020

Presented by: Carol Ann Wirth

1. Borrowing for Capital Projects with Short-Term General Obligation Promissory Notes

“Recurring” capital projects traditionally included in County’s operating budget could be borrowed for on a “short-term” basis each year by issuing General Obligation Promissory Notes (“Notes”). The County would sell the Notes in October/November, levy a tax for the principal and interest, and repay the Notes on March 1 the following year. The taxes levied are outside of levy limits and will result in a tax increase.

2. The Capital Projects Identified for the 2021 Budget are as follows:

- Window Replacement/Old Courthouse
- Replacement of Heat Exchangers (3)
- Network Infrastructure Improvement
- Heating/Cooling Unit Replacement
- Squad Cars (2)
- Tower/Radio (Specification Design)
- New Roof for Symons Recreation Center
- Plastering Symons Pool
- County Trunk Road Improvements

The borrowing cannot fund operating expenses.

3. Initial Resolution – County Board Authority to Borrow under Wisconsin Statutes

Not to Exceed Dollar Amount - \$1,050,000 – Determined by the County

Purpose of Borrowing: financing capital improvement projects, including highway improvements, vehicles and fleet management, technology capital improvements, facility maintenance and improvements, radio and tower project engineering and project design. (Language drafted by Bond Counsel, Quarles & Brady).

Requires ¾ vote of County Board members elect (16 “yes” votes).

Does not commit the Board to borrowing, but rather provides “authority” to borrow at a later date.

“Authority” is good for five years

4. Short-Term Borrowing Structure

The General Obligation Notes will be repaid with taxes levied on all property in the County.
 The General Obligation Notes will be “Taxable” / no time limit to spend the funds.
 The General Obligation Notes will not be rated.

\$1,050,000 Taxable G.O. Notes Estimated Sources & Uses

Dated 11/24/2020 | Delivered 11/24/2020

Sources Of Funds

Taxable General Obligation Promissory Notes 2020	\$1,050,000.00
Total Sources	\$1,050,000.00

Uses Of Funds

Est. Underwriting Expenses	3,150.00
Costs of Issuance Paid by County (Municipal Advisor and Bond Counsel)	17,700.00
Deposit to Project Construction Fund	1,029,150.00
Total Uses	\$1,050,000.00

\$1,050,000 Taxable General Obligation Promissory Notes Est. Debt Service

Date	Principal	Coupon	Estimated Interest	Total Est. Debt Service
11/24/2020	-	-	-	-
03/01/2021	1,050,000.00	0.500%	1,414.58	1,051,414.58
Total	\$1,050,000.00	-	\$1,414.58	\$1,051,414.58

\$1,050,000 Taxable General Obligation Promissory Notes Preliminary Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
03/01/2021	Serial Coupon	0.500%	0.500%	1,050,000.00	100.000%	1,050,000.00
Total	-	-	-	\$1,050,000.00	-	\$1,050,000.00

Bid Information

Par Amount of Bonds	\$1,050,000.00
Total Underwriter's Discount (0.300%)	\$(3,150.00)
Total Purchase Price	\$1,046,850.00
True Interest Cost (TIC)	1.6212739%

Preliminary Tax Rate Impact:

Calculation: \$1,051,414.58 divided by 2020 Equalized Value - \$1,260,855,200 = \$0.83 Tax Rate

5. Timeline for Borrowing

September 15, 2020 – County Board Action on Initial Resolution

September / October - Prepare to Enter the Municipal Bond Market – Prepare and Distribute an Official Statement; Prepare Legal Documents.

October 27 – A.M. – Note Sale – Bids Received from Underwriters
P.M. – County Board Action on Award Resolution

The Award Resolution Commits the County to a Borrowing by Locking in the Final Interest Rate and Tax Levy.

The Award Resolution Awards the Notes to the Underwriter.

The Award Resolution Requires a Majority Vote of County Board Members Present to Pass

November 24 – County Receives all Borrowed Funds.

March 1, 2021 – Notes are Repaid with Tax Levy

RESOLUTION NO. _____

INITIAL RESOLUTION AUTHORIZING NOT TO EXCEED
\$1,050,000 TAXABLE GENERAL OBLIGATION PROMISSORY NOTES
FOR CAPITAL IMPROVEMENT PROJECTS

WHEREAS, Richland County, Wisconsin (the "County") is in need of an amount not to exceed \$1,050,000 for the public purpose of financing capital improvement projects, including highway improvements, vehicles and fleet management, technology capital improvements, facility maintenance and improvements, radio and tower project engineering and project design;

WHEREAS, it is desirable to authorize the issuance of general obligation promissory notes for such purpose pursuant to Chapter 67 of the Wisconsin Statutes; and

WHEREAS, it has been determined that it is in the best interest of the County to issue such notes on a taxable rather than a tax-exempt basis;

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the County borrow an amount not to exceed \$1,050,000 by issuing its general obligation promissory notes for the public purpose of financing capital improvement projects, including highway improvements, vehicles and fleet management, technology capital improvements, facility maintenance and improvements, radio and tower project engineering and project design. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such notes.

Adopted, approved and recorded September 15, 2020.

(SEAL)

By: _____

Victor V. Vlasak
County Clerk

By: _____

Marty Brewer
Chairperson of the County Board

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Municipal Advisory Agreement

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	01 September 2020	Action Needed:	Resolution by Board
Disclosure:	Open Session	Authority:	Rules 14 (pg. 6)(a)
Date submitted:	26 August 2020	Referred by:	

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Motion to recommend resolution to the County Board to enter an agreement with Wisconsin Public Finance Professionals LLC in the amount of \$9,750 for services with respect to the issuance of \$1,050,000 Taxable General Obligation Promissory Notes — 2020, hereinafter to as the “Issue,” to fund 2021 capital projects.

Background: *(preferred one page or less with focus on options and decision points)*

Carol Wirth, of Wisconsin Public Finance Professionals LLC, is our current municipal advisor. This contract defines the scope of services provided in Carol’s role of coordinating and arranging for the borrowing of funds for 2021 capital projects.

Richland County Rules of the Board, 14 (pg.6) (a) Contracts — Agreements entered into on behalf of Richland County should be reduced to writing whenever possible. All contracts involving an expenditure of over \$5,000.00 a year must be approved by the County Board, except that a one year’s extension of an existing contract may be authorized by the appropriate committee. All contracts involving less than \$5,000.00 a year must be approved by the appropriate committee. Department heads may not enter into any contracts on behalf of Richland County. Copies of all contracts shall be filed with the County Clerk.

Attachments and References:

Agreement	
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Service fees paid from loan	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

An estimated loan of \$1,050,000 places an additional \$83 in tax burden per \$100,000 of property.

Approval:

Review:

Department Head



Administrator, of Elected Office (if applicable)



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
1025 SOUTH MOORLAND ROAD, SUITE 504
BROOKFIELD, WI 53005
414-434-9644
FAX: 414-226-2014

Municipal Advisory Agreement

Richland County, Wisconsin

Wisconsin Public Finance Professionals, LLC (“WPFPP”) is a “municipal advisor” as defined by the Securities and Exchange Commission (“SEC”) Final Rule adopted September 18, 2013. WPFPP is registered and regulated by the SEC and the Municipal Securities Rulemaking Board (“MSRB”). Richland County, Wisconsin (“County”), hereby retains WPFPP to serve as its Municipal Advisor in accordance with the terms and conditions of this Municipal Advisory Agreement (“Agreement”) effective the date of execution (the “Effective Date”). As Municipal Advisor, WPFPP will have fiduciary duties, including a duty of care and a duty of loyalty. WPFPP is required to act in the County’s best interest without regard to its own financial and other interests.

MSRB Rule G-10 and G-42 Notifications, Disclosures of Conflicts of Interest and Other Information

As a Municipal Advisor registered with the MSRB and the SEC, WPFPP is required to provide certain notifications, disclosures and information to the County, in writing, no less than once each calendar year. Included on the last page of the Agreement are notifications and disclosures in accordance with MSRB Rule G-10 regarding a brochure available on the MSRB’s website at www.msrb.org that describes the protections available under MSRB rules and how to file a complaint with an appropriate regulatory authority; and, disclosures in accordance with MSRB Rule G-42 related to conflicts of interest and other information. All municipal advisory services are performed by employees of WPFPP. WPFPP has no relationships with other firms, or employees of the County, that could present a real or perceived conflict of interest. Carol Ann Wirth is the responsible party for WPFPP in its relationship with the County.

Scope of Municipal Advisory Services

WPFPP is engaged by the County as its Municipal Advisor to provide services with respect to the issuance of \$1,050,000 Taxable General Obligation Promissory Notes – 2020, hereinafter referred to as the “Issue,” to fund 2021 capital projects.

(a) Services to be Provided:

1. Evaluate options or alternatives with respect to the proposed new Issue
2. Review financial and other information regarding County, the proposed Issue and any source of repayment of or security for the Issues
3. Consult with and/or advise County on actual or potential changes in market place practices, market conditions, regulatory requirements or other matters that may have an impact on the County and its financing plans, or related to its outstanding issues
4. Assist County in establishing a plan of finance - establish the structure, timing, terms and other similar matters concerning the Issue
5. Prepare the financing timeline
6. Consult with representatives of County and its agents or consultants with respect to the Issue
7. Attend meetings of County’s governing body, as requested
8. Advise County on the manner of sale of the Issue

9. For an Issue to be sold at negotiated sale, assist County in the selection of an underwriter; participate in pricing discussions; and, advise County on the acceptability of the underwriter's pricing and offer to purchase.
10. For an Issue to be sold at competitive sale, conduct steps necessary for the pricing and sale of the Issue, including, preparation of the Official Notice of Sale and Bid Form, advertise the sale of the Issue, assist potential bidders with submitting bids, verify bids received, recommend suitability of interest rates based on compliance with Official Notice of Sale and current market conditions.
11. Assist in the gathering of information with respect to financial, statistical and factual information relating to County in connection with and the preparation of the Preliminary and Final Official Statement
12. Obtain CUSIP numbers and distribute an electronic version of the Preliminary and Final Official Statements
13. Advise County with regard to any continuing disclosure undertaking required to be entered into in connection with the Issue
14. Respond to questions from bidders, underwriters or potential investors
15. Work with bond counsel and other transaction participants to prepare and/or review necessary authorizing documentation of County and other documents necessary to finalize and close the Issue, and to issue an unqualified opinion approving the legality and tax status of the Issue
16. Coordinate closing, delivery of the new Issue and transfer of funds
17. Prepare closing memorandum or transaction summary, together with general guidance for County with respect to the use of the Issue proceeds and the payment of debt service; prepare final amortization schedules.
18. Provide such other usual and customary municipal advisory services as may be requested by County including services related to debt management and preliminary structuring of potential future issues, credit management and continuing disclosure requirements
19. Advise County on potential refinancing opportunities of its outstanding issues

(b) Limitations on Scope of Municipal Advisory Services. The Scope of Municipal Advisory Services is subject to the following limitations:

(i) The scope of services is limited solely to the services described herein and is subject to any limitations set forth within the description of the Scope of Municipal Advisory Services.

(ii) Unless otherwise provided in the Scope of Municipal Advisory Services described herein, Municipal Advisor is not responsible for certifying as to the accuracy or completeness of any preliminary or final official statement, other than with respect to any information about Municipal Advisor provided by Municipal Advisor for inclusion in such documents.

(iii) The Scope of Municipal Advisory Services does not include tax, legal, accounting or engineering advice with respect to any Issue or in connection with any opinion or certificate rendered by counsel or any other person at closing; and, does not include review or advice on any feasibility study.

(c) Amendment to Scope of Municipal Advisory Services

The Scope of Municipal Advisory Services may be changed only by written amendment or supplement to the Scope of Municipal Advisory Services described herein. The parties agree to amend or supplement the Scope of Municipal Advisory Services described herein promptly to reflect any material changes or additions to the Scope of Municipal Advisory Services.

Municipal Advisor's Regulatory Duties When Servicing County

MSRB Rule G-42 requires that Municipal Advisor make a reasonable inquiry as to the facts that are relevant to County's determination whether to proceed with a course of action or that form the basis for and advice provided by Municipal Advisor to County. The rule also requires that Municipal Advisor undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate or incomplete information. Municipal Advisor is also required under the rule to use reasonable diligence to know the essential facts about County and the authority of each person acting on County's behalf. The County agrees to cooperate, and to cause its agents to cooperate, with Municipal Advisor in carrying out these regulatory duties, including providing to Municipal Advisor accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties.

Term of this Engagement

The term of this Agreement begins on the Effective Date and ends, unless earlier terminated as provided below, on December 31, 2021. This Agreement may be terminated with or without cause by either party upon the giving of at least sixty (60) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of termination, the Municipal Advisor shall be paid in full for any services performed to the date of that termination at the normal hourly rates (\$160/hour professional staff, \$90/hour support staff) for time actually spent. WFPF may not assign this Agreement without the County's prior written consent. The laws of the State of Wisconsin shall apply to this Agreement.

Compensation - Fees and Expenses

WFPF's fee for services performed under this Agreement shall be \$9,750. WFPF's fee includes all necessary in-state travel and general out-of-pocket expenses i.e. supplies and copying. WFPF's fee is due and payable upon the closing of the Issue. The County shall pay the fees and expenses determined by each respective financing team participant (i.e. bond counsel and underwriter), and costs associated with the printing and distribution of Official Statements (\$700). If WFPF performs services under this Agreement, and, a financing is not consummated, WFPF shall be compensated at our normal hourly rates (\$160/hour professional staff, \$90/hour support staff) for time actually spent.

Limitation of Liability/Insurance

In the absence of willful misconduct, bad faith, or reckless disregard of obligations or duties hereunder on the part of Municipal Advisor, Municipal Advisor shall have no liability to County for any act or omission in the course of, or connected with, rendering services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, or for any financial or other damages resulting from County's election to act or not to act, as the case may be, contrary to any advice or recommendation provided by Municipal Advisor to the County. No recourse shall be had against Municipal Advisor for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of County arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with any Issue or otherwise relating to the tax treatment of any Issue, or in connection with any opinion or certificate rendered by counsel or any other party. Notwithstanding the foregoing, nothing contained in this paragraph or elsewhere in this Agreement shall constitute a waiver by the County of any of its legal rights under applicable U.S. federal securities laws or any other laws whose applicability is not permitted to be contractually waived, nor shall it constitute a waiver or diminution of Municipal Advisor's fiduciary duty to County under Section 15B(c)(1) of the Securities Exchange Act of 1934, as amended, and the rules thereunder.

WFPF shall maintain, throughout the term of this Agreement, professional general liability insurance in the amount of \$1,000,000 per occurrence, having a \$5,000 deductible.

The County acknowledges that the County is responsible for the contents of Preliminary and Final Official Statements prepared for each Issue, and, is subject to, and may be held liable under, federal or state securities laws for misleading or incomplete disclosure.

Authority

The undersigned represents and warrants that he has full legal authority to execute this Agreement on behalf of the County. The following individuals have the authority to direct Municipal Advisor's performance of its activities under this Agreement: Marty Brewer, Richland County Board Chairperson, and, Clinton Langreck, Richland County Administrator.

WISCONSIN PUBLIC FINANCE
PROFESSIONALS, LLC

By *Carol Ann Wirth*
Carol Ann Wirth, President

RICHLAND COUNTY, WISCONSIN

By: _____

Title: _____

Date: _____

Wisconsin Public Finance Professionals, LLC

MSRB Rule G-10 Disclosure - Notifications

- Wisconsin Public Finance Professionals, LLC (“WPF”) is a Municipal Advisor registered with the Municipal Securities Rulemaking Board (“MSRB”) and the Securities and Exchange Commission (“SEC”).
- The MSRB’s website address is as follows: www.msrb.org.
- A brochure is available on the MSRB website that describes protections available under MSRB rules and how to file a complaint with an appropriate regulatory authority.

MSRB Rule G-42 Disclosure

1. Wisconsin Public Finance Professionals, LLC (“WPF”) is an MSRB Registered Municipal Advisor that conducts all municipal advisory activities subject to the fiduciary standards of conduct.
2. The Form MA of WPF along with the most recent Form MA-I for each MSRB associated person is posted in the Edgar Database located on the US Securities and Exchange Commission website (www.sec.gov/edgar/searchedgar/companysearch.htm) searching under the name “Wisconsin Public Finance Professionals, LLC.” If you require a hard-copy of any of these forms, please send a written request to the Firm’s Chief Compliance Officer’s attention at the address below.
3. To the best of our knowledge and belief, neither WPF nor any Associated Person has any material undisclosed conflict of interest.
 - A. WPF has no financial interest in, nor does WPF receive any undisclosed compensation from, any firm or person that WPF may use in providing any advice, service, or product to or on behalf of any WPF client.
 - B. WPF does not pay MSRB registered solicitors or other MSRB Registered Municipal Advisors directly or indirectly in order to obtain or retain an engagement to perform municipal advisory services for any municipal entity.
 - C. WPF does not receive any payments from a third party to enlist WPF’s recommendation of services, municipal securities transactions, or any municipal financial product or service.
 - D. WPF does not have any undisclosed fee-splitting arrangements with any provider of investments or services to any municipal entity.
 - E. WPF does not have any conflicts of interest arising from compensation for municipal activities to be performed that are contingent on the size or closing of any transaction for which WPF is providing advice.
 - F. There is no other actual or potential conflict of interest that could reasonably be anticipated to impair WPF’s ability to provide advice to any municipal entity in accordance with the standards of fiduciary conduct.
4. WPF (“the Firm”) nor any of its Associated Person are not currently subject to or have been subject to any legal or disciplinary event that could be material to a client’s evaluation of the Firm or the integrity of its management or Associated Persons.

1025 South Moorland Road, Suite 504, Brookfield, WI 53005

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Health Insurance Renewal

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	01 Sep 2020	Action Needed:	Resolution
Disclosure:	Open Session	Authority:	Committee Structure (L)
Date submitted:	31 Aug 2020	Referred by:	

Recommendation and/or action language:

Motion to accept proposed Quartz 2021 renewal at 4.99% premium increase and recommend resolution to the Richland County Board for adoption.

Background: *(preferred one page or less with focus on options and decision points)*

The initial renewal proposal from Quartz a 6.46% (trend) increase for 2021 (18 Sep 2020). This proposal was based on current and expected experience, demographics, and our long-term partnership. Our insurance consultants with Wallace, Cooper and Elliot entered into negotiations with Quartz and arrived at a reduced renewal rate of 4.99% increase for 2021 (26 Sep 2020). This adjusted rate was based the argument of our group's improved experience, expected experience to run close to target Medical Loss Ratio in the coming year, and Quartz's commitment to continuing their partnership with Richland County. Wallace, Cooper and Elliot will be briefly addressing:

- Experience / Medical Loss Ratio
- Renewal Rate
- Plan Design – No Changes
- Questions

Proposed impacts to the County premium share, and employee share (pending proposed percentage increase) can be seen in attachment and is connected to the proposed amended budget.

Attachments and References:

Rate Calculations and Impacts	Proposed Rates Acceptance Form
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Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Proposed budgets by Department
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

4.99% increase equates to a \$ 159,190.20 increase in 2021 operational expenditures.

Approval:

Department Head

Review:



Administrator, or Elected Office (if applicable)

2021 HEALTH INSURANCE RATES

86% OF THE LOWEST COST PLAN IS PAID BY THE COUNTY FOR MOST FULL-TIME EMPLOYEES

FULL-TIME EMPLOYEES WORKING 34+ HOURS PER WEEK							2020	2021	Increase
PLAN NAME	SINGLE			FAMILY			2020	2021	Increase
	MAXIMUM EMPLOYER SHARE	MINIMUM EMPLOYEE SHARE	TOTAL PREMIUM	MAXIMUM EMPLOYER SHARE	MINIMUM EMPLOYEE SHARE	TOTAL PREMIUM			
86% County 14% Employee	86%	14%		86%	14%		\$ 627.53	\$ 658.86	\$ 31.33
							\$ 75.30	\$ 92.24	\$ 16.94
							\$ 552.23	\$ 566.62	\$ 14.39
Quartz Health Insurance	\$ 566.62	\$ 92.24	\$ 658.86	\$ 1,408.34	\$ 229.26	\$ 1,637.60	\$ 1,559.73	\$ 1,637.60	\$ 77.87
	ADJ	GU \$	92.24	\$ 92.24	GF \$	137.02	\$ 187.17	\$ 229.26	\$ 42.09
	DED	SU \$	92.24	\$ 92.24	FU \$	137.02	\$ 1,372.56	\$ 1,408.34	\$ 35.78

PART-TIME EMPLOYEES WORKING BETWEEN 25 HRS - 33.99 HRS PER WEEK						
PLAN NAME	SINGLE			FAMILY		
	MAXIMUM EMPLOYER SHARE	MINIMUM EMPLOYEE SHARE	TOTAL PREMIUM	MAXIMUM EMPLOYER SHARE	MINIMUM EMPLOYEE SHARE	TOTAL PREMIUM
78% County 22% Employee	78%	22%		78%	22%	
Quartz Health Insurance	\$ 513.91	\$ 144.95	\$ 658.86	\$ 1,277.33	\$ 360.27	\$ 1,637.60
	ADJ	GU \$	144.95	\$ 144.95	GF \$	215.32
	DED	SU \$	144.95	\$ 144.95	FU \$	215.32

PART-TIME EMPLOYEES - WORKING BETWEEN 17.50 - 24.99 HOURS PER WEEK						
SINGLE				FAMILY		
68% County 32% Employee	MAXIMUM EMPLOYER SHARE 68%	MINIMUM EMPLOYEE SHARE 32%	TOTAL PREMIUM	MAXIMUM EMPLOYER SHARE 68%	MINIMUM EMPLOYEE SHARE 32%	TOTAL TOTAL PREMIUM
PLAN NAME						
Quartz Health Insurance	\$ 448.02	\$ 210.84	\$ 658.86	\$ 1,113.57	\$ 524.03	\$ 1,637.60

ADJ	GU	\$ 210.84	\$ 210.84	GF	\$ 313.20
DED	SU	\$ 210.84	\$ 210.84	FU	\$ 313.20

IF A FULL-TIME EMPLOYEE DROPS DOWN TO CALL-IN STATUS & THEY WORKED ENOUGH HOURS TO BE CONSIDERED FULL-TIME ACCORDING TO OUR ACA REPORT - THEY MUST BE TREATED AS FULL-TIME EMPLOYEES FOR A "SINGLE" HEALTH INSURANCE PLAN DURING OUR ONE YEAR STABILITY PERIOD.						
SINGLE				FAMILY		
PLAN NAME	MAXIMUM EMPLOYER SHARE 86%	MINIMUM EMPLOYEE SHARE 14%	TOTAL PREMIUM	MAXIMUM EMPLOYER SHARE 25%	MINIMUM EMPLOYEE SHARE 75%	TOTAL PREMIUM
Quartz Health Insurance	\$ 566.62	\$ 92.24	\$ 658.86	\$ 409.40	\$ 1,228.20	\$ 1,637.60

ADJ	GU	\$ 92.24	\$ 92.24	GF	\$ 1,135.96
DED	SU	\$ 92.24	\$ 92.24	FU	\$ 1,135.96

RETIREE CONVERTED SICK LOCAL MEDICARE ANNUITANT			
Need copy of Medicare Card to get this rate			
PLAN NAME	SINGLE	MEDICARE 1	MEDICARE 2
Quartz Health Insurance	\$ 527.09	\$ 1,054.18	\$ 1,185.94



FINAL RATES
ACCEPTANCE FORM

The final rates offered to:
by Quartz, effective RICHLAND COUNTY
01/01/2021 are:

Renewal Offering?	YES
	<u>HMO1-1</u>
Single	\$658.86
Family	\$1,637.60
Medicare Single	\$527.09
Medicare Family	\$1,054.18
Medicare Split	\$1,185.94

We accept the following plan(s):

SBC Tracking IDs:
SOB Tracking IDs:

DFCLHEISBC
DFCLHEISOB

Please review the above final adjusted rates. If these rates are acceptable to you, please execute the Acceptance Certification provided below. If your group has any changes within 60 days of the effective date that we determine will affect the rates listed above, we reserve the right to adjust the listed rates. Premium rate discrepancies must be reported to Quartz within 60 days of the renewal date.

Please keep a copy of this certification form for your records, and return the signed original to your Sales Representative or Agent.

RICHLAND COUNTY understands that Quartz, in its sole discretion, may provide summary health information for our use. I request, on behalf of RICHLAND COUNTY, that RICHLAND COUNTY receives this summary health information for the purposes of 1) modifying, amending, or terminating the group health plan; or, 2) obtaining premium bids from health plans for providing health insurance coverage under the group health plan. I certify that I am authorized to sign on behalf of RICHLAND COUNTY.

Acceptance Certification

As an authorized representative of this Employer, I have reviewed the above, and the notice form, and accept the quoted rates on behalf of RICHLAND COUNTY. I further attest and certify that all the statements included herein are true and correct to the best of my knowledge.

RICHLAND COUNTY

Printed Name of Group Representative

Date

Signature of Group Representative

Position/Title of Group Representative

Please send the completed form to:

Ron Sebrank
Quartz
840 Carolina Street
Sauk City, WI 53583



RICHLAND COUNTY
 Company # 902410
 Dates of Service 6/1/2019 to 5/31/2020
 Paid Claims Through 8/13/2020

MLR Report

Month	Member Months	Subscriber Months	Total Premium	Total Medical Paid	Total Rx Paid	Total Claims Paid	MLR
Jun-19	568	226	\$278,274	\$220,011	\$72,566	\$292,576	105.1%
Jul-19	557	221	\$271,389	\$232,904	\$77,731	\$310,635	114.5%
Aug-19	560	223	\$273,543	\$215,064	\$66,436	\$281,500	102.9%
Sep-19	573	226	\$276,314	\$242,823	\$74,915	\$317,738	115.0%
Oct-19	567	226	\$274,478	\$298,755	\$78,252	\$377,008	137.4%
Nov-19	574	228	\$277,427	\$122,475	\$62,308	\$184,783	66.6%
Dec-19	575	229	\$279,881	\$171,784	\$67,563	\$239,346	85.5%
Jan-20	555	221	\$275,718	\$87,144	\$79,513	\$166,657	60.4%
Feb-20	552	220	\$274,158	\$154,132	\$71,085	\$225,217	82.1%
Mar-20	553	221	\$274,660	\$129,301	\$102,770	\$232,071	84.5%
Apr-20	553	220	\$274,032	\$54,838	\$75,690	\$130,528	47.6%
May-20	550	218	\$271,971	\$146,828	\$80,422	\$227,251	83.6%
Total	6,737	2,679	\$3,301,843	\$2,076,059	\$909,250	\$2,985,309	90.4%

Pharmacy Utilization Report

Type	# Scripts	Total Paid	Paid per Script	Paid PMPM	% Total Paid
Brand	578	\$781,976	\$1,352.90	\$116.07	86.0%
Generic	4,348	\$127,274	\$29.27	\$18.89	14.0%
Total	4,926	\$909,250	\$184.58	\$134.96	100.0%

Large Claim Report (Top 10 by Total Claims Paid)

Member	Total Medical Paid	Total Rx Paid	Total Claims Paid	Effective Today	Diagnosis
1	\$3,508	\$205,960	\$209,467	Yes	[REDACTED]
2	\$192,552	\$413	\$192,965	Yes	[REDACTED]
3	\$1,740	\$115,534	\$117,275	Yes	[REDACTED]
4	\$112,170	\$4,922	\$117,092	Yes	[REDACTED]
5	\$249	\$101,625	\$101,874	Yes	[REDACTED]
6	\$668	\$92,258	\$92,926	Yes	[REDACTED]
7	\$3,531	\$75,471	\$79,002	Yes	[REDACTED]
8	\$68,840	\$1,248	\$70,088	No	[REDACTED]
9	\$53,415	\$7,553	\$60,968	Yes	[REDACTED]
10	\$34,279	\$20,962	\$55,241	Yes	[REDACTED]
Totals	\$470,953	\$625,946	\$1,096,899		



RICHLAND COUNTY
 Proposal Rate Options
 Effective Date: 01/01/2021

Renewal Offering	
HMO1-1	
In-Network	
Annual Deductible (Single/Family)	\$3,000 / \$6,000
Coinsurance	0%
Max Out-of-Pocket (Single/Family)	\$3,000 / \$6,000
Deductible Type:	Embedded
Physician Services	
Office Visit	Ded & Coins
Specialist Visit	Ded & Coins
Emergency Services	
Urgent Care	Ded & Coins
Emergency Room	Ded & Coins
Hospital Services	
Inpatient Services	Ded & Coins
Delivery & Newborn Charges	Ded & Coins
Outpatient Services	Ded & Coins
Diagnostic Services	
Lab & X-Ray	Ded & Coins
MR/PET/CAT Scan	Ded & Coins
Behavioral Health	
Inpatient	Ded & Coins
Transitional	Ded & Coins
Outpatient	Ded & Coins
Other Services	
Durable Medical Equipment	20% Coins
Therapy Services	Ded & Coins
Pharmacy Benefits	
Tier 1/Tier 2/Tier 3	\$10/\$35/\$60
Value Tier	\$5 Rx Outcomes
Max Out-of-Pocket (Single/Family)	\$2,000 / \$4,000
Additional Benefits	
	Evisits - Subject to Deductible, then 100% Coverage; Artificial Insemination; Hearing Aid
Health Care Reform	
Preventive Services	Unlimited
Annual Maximum	Unlimited
Lifetime Maximum	Unlimited

Large: To view the Summary of Benefits and Coverage (SBC), go to QuartzBenefits.com/sbclookup and enter the tracking number for each plan. You may also call 1-800-362-3310 to request a free paper copy. This proposal includes coverage for state and federally mandated benefits. Please Note: 0.04% of the quoted rates are due to required fees as part of the Patient Protection and Affordable Care Act including the Health Insurer Fee, the Reinsurance Assessment Fee and the Patient Centered Outcomes Research Institute Fee. Benefit year plans.

<u>Coverage Type</u>	<u>Contracts</u>	<u>Rates</u>
Single	72	\$658.86
Family	139	\$1,637.60
Medicare Single	0	\$527.09
Medicare Family	0	\$1,054.18
Medicare Split	0	\$1,185.94

Total Monthly Premium \$275,064.32

Change From Current Premium 4.99%

Line of Business Code 9000013
 Payor State WI
 SBC Tracking IDs: OFCLHEI
 SOB Tracking IDs: OFCLHEI

These rates are based upon the facts presented by your group, the demographics of your group, and the medical benefits listed on the rate options page. Any changes to the information provided may result in a change to the monthly premiums listed.

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Tri-County Airport Agreement

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	01 Sep 2020	Action Needed:	
Disclosure:	Open Session	Authority:	Committee Structure (D+E)
Date submitted:	26 Aug 2020	Referred by:	Tri-CTY Airport Commission

Recommendation and/or action language:

Pending discussion with Committee and Negotiations with Sauk County

1) Motion to propose Richland County assumes 33.3 % of ownership and 33.3% of annual operating and capital projects appropriations of the Tri-County Airport beginning on 01 Jan 2021, and make recommendation to the Tri-County Airport Commission to amend proposed 2021 budget and Tri-County Airport Operation Ordinance to reflect this proposal.

2) Motion to postpone taxiway improvement project — raising taxiway until 2022 to be considered with runway reconstruction and improvements.

Background: *(preferred one page or less with focus on options and decision points)*

Under Ordinance 19-16 Richland County has 25.5% owner interest in all Tri-County Airport assets, a 25.5% appropriation to cover annual operating expenses, and an amount designated by the Commission to be set aside in an Airport capital expenditures account. Iowa County has given notice with withdrawing in accordance with section VIII of the ordinance. The Ordinance does not specify how owner interest and appropriations will be divided upon the withdrawal of one of the member counties. Through the 2021 Airport Budget Proposal (solicited by Marc Higgs) it is proposed that Richland County assume 50% of Iowa Counties ownership and obligation. Richland County is obligated to work with Sauk County on determining the percentage of our ownership and operating and capital appropriations. I have reached out to Sauk County Interim Administrator, David Bretl, to negotiate a proposal, and am recommending 33.3% appropriation with deferred project improvements.

Attachments and References:

Airport Manager’s Proposed Budget	Reference Ordinance 19-16
Project Estimates	

Ordinance located at:

<https://www.co.richland.wi.us/pdfs/2019/CountyBoard/minutes/20190820minutes.pdf>

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	Proposed for consideration to reviewed budget
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Richland County Finance and Personnel Committee

Agenda Item Cover

		2020 Contribution:		\$ 20,199.00					
Proposed:		<u>Operating:</u>		<u>Project:</u>		<u>Total:</u>		2021 Difference	W/ No Project:
	Sauk	\$ 40,956.00	61.75%	\$ 25,612.00	61.75%	\$ 66,568.00	61.75%		
38.25% Share	Richland	\$ 25,369.00	38.25%	\$ 15,864.00	38.25%	\$ 41,233.00	38.25%	\$ 21,034.00	\$ 5,170.00
	Total:	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
Current:		<u>Operating</u>		<u>Project</u>		<u>Total</u>			
	Sauk	\$ 49,412.13	74.50%	\$ 30,899.62	74.50%	\$ 80,311.75	74.50%		
25.5% Share	Richland	\$ 16,912.88	25.50%	\$ 10,576.38	25.50%	\$ 27,489.26	25.50%	\$ 7,290.26	\$ (3,286.13)
	Total:	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
	Check!	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
1/3 Option:		<u>Operating</u>		<u>Project</u>		<u>Total</u>			
	Sauk	\$ 44,238.78	66.70%	\$ 27,664.49	66.70%	\$ 71,903.27	66.70%		
33.3% Share	Richland	\$ 22,086.23	33.30%	\$ 13,811.51	33.30%	\$ 35,897.73	33.30%	\$ 15,698.73	\$ 1,887.23
	Total:	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
	Check!	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
Population %		<u>Operating</u>		<u>Project</u>		<u>Total</u>			
	Sauk	\$ 51,733.50	78.00%	\$ 32,351.28	78.00%	\$ 84,084.78	78.00%		
22% Share	Richland	\$ 14,591.50	22.00%	\$ 9,124.72	22.00%	\$ 23,716.22	22.00%	\$ 3,517.22	\$ (5,607.50)
	Total:	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
	Check!	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			

Increase from 2020 of \$1,887.23 for total 2021 contribution to the Airport of \$22,086.23.

Approval:

Department Head

Review:

Administrator, or Elected Office (if applicable)



Tri-County Airport 2021 Budget.

Operations Budget : \$66,327.00

(2020 was \$60,598.00, difference due primarily to anticipated loss of approximately 10,000 gallons of jet fuel sales due to pandemic.

Sauk County Share : \$40,956.00

Richland County Share : \$25,369.00

Project cost (5% county share of 2021 taxiway project) : \$41,478.00

Sauk County Share : \$25,612.00

Richland County Share : \$15,864.00

Total Budget Request (project and operations): \$107,805.00

Sauk County total share : \$66,568.00

Richland County total share : \$41,233.00

Tri-County Airport Budget		2020	2021
	Account#	Amount	Amount
Airport Revenue			
Sales Tax Discount	412100	40.00	40.00
Bureau of Aeronautics Grant	424020	100,000.00	788,097.00
Hangar Lease	463410	24,000.00	24,000.00
Fuel Sales	463420	144,458.00	84,000.00
Local Govt Payments	472490	60,598.00	107,805.00
Rent of Farmland	482150	9,580.00	9,580.00
Rental of Restaurant	482440	2,400.00	2,400.00
Rental of terminal space	482450	3,000.00	3,000.00
Rent of Grounds	482460	12,200.00	12,200.00
		356,276.00	1,031,122.00
Airport Expense			
Fica & Medicare Tax	514100	5,658.00	5,861.00
Retirement County Share	514200	4,992.00	5,171.00
Health Insurance	514400	18,029.00	18,559.00
Life Insurance	514500	93.00	97.00
Workers Compensation	514600	910.00	1,050.00
Per Diem Committee	515800	1,755.00	0.00
Salaries	511100	73,639.00	76,609.00
electric	522200	5,500.00	5,500.00
Heating	522400	1,000.00	1,000.00
Telephone	522500	2,500.00	2,500.00
Aviation Fuel	522600	112,000.00	60,000.00
Snow Removal	522800	2,000.00	2,000.00
Misc. Expense	524000	200.00	200.00
Bldg/Property/Maintenance	525000	4,000.00	4,000.00
Appropriation	526100	5,000.00	41,478.00
Fuel Island Maintenance	536800	3,000.00	3,000.00
Contracted Services	520900	2,000.00	2,000.00
Insurance	551000	13,200.00	13,200.00
Principal Redemption	561000	0.00	0.00
Interest Expense	562000	0.00	0.00
Capital Outlay	581900	100,000.00	788,097.00
Milage	533200	800.00	800.00
		356,276.00	1,031,122.00

Raising Taxiway

TRI COUNTY MUNICIPAL AIRPORT
AIP-??, LNR1001
COST ESTIMATE - 07/02/2020
Taxiway A

2021

ITEM NO.	ITEM DESCRIPTION	TOTAL EST. QUAN.	UNITS	UNIT COST	TOTAL COST
455.0605	TACK COAT	800	GAL	\$7.00	\$4,200.00
460.2000	INCENTIVE DENSITY HMA PAVEMENT	1500	DOL	\$1.00	\$1,500.00
460.6224	HMA PAVEMENT 4 MT 58-28 S	2000	TON	\$105.00	\$210,000.00
522.0518	CULVERT PIPE REINFORCED CONCRETE CLASS V 48-INCH	250	LF	\$350.00	\$87,500.00
522.1018	APRON ENDWALLS FOR CULVERT PIPE REINFORCED CONCRETE 48-INCH	4	EACH	\$2,200.00	\$8,800.00
628.1504	SILT FENCE	2000	LF	\$2.00	\$4,000.00
628.1520	SILT FENCE MAINTENANCE	2000	LF	\$0.50	\$1,000.00
628.1805	EROSION CONTROL MOBILIZATIONS	4	EACH	\$250.00	\$1,000.00
628.1910	EMERGENCY EROSION CONTROL MOBILIZATIONS	2	EACH	\$500.00	\$1,000.00
628.2008	EROSION MAT URBAN CLASS I TYPE B	8200	SY	\$1.75	\$14,350.00
628.7504	TEMPORARY DITCH CHECKS	8	LF	\$10.00	\$80.00
628.7555	CULVERT PIPE CHECKS	3	EACH	\$10.00	\$30.00
629.0210	FERTILIZER, TYPE B	25	CWT	\$100.00	\$2,500.00
630.0200	SEEDING, TEMPORARY	1000	LB	\$5.00	\$5,000.00
631.0300	SOD WATER	10	MGAL	\$75.00	\$750.00
642.5201	FIELD OFFICE TYPE C	1	EACH	\$10,000.00	\$10,000.00
690.0150	SAWING ASPHALT	250	LF	\$5.00	\$1,250.00
P15203	COMMON EXCAVATION	3000	CY	\$15.00	\$45,000.00
P15205	BORROW EXCAVATION	2500	CY	\$18.00	\$45,000.00
P15901	SITE FINISHING	1	LS	\$5,000.00	\$5,000.00
P62001	PAINTING WHITE, WATERBORNE, TYPE I	200	SF	\$2.00	\$400.00
P62009	PAINTING YELLOW, WATERBORNE, TYPE I	440	SF	\$3.00	\$1,320.00
P62041	REFLECTIVE MEDIA, TYPE I, GRADATION A	920	LB	\$1.00	\$920.00
P64001	MOBILIZATION, BASE BID	1	LS	\$60,000.00	\$60,000.00
P64201	MAINTENANCE AND REPAIR OF HAUL ROADS	1	LS	\$1,000.00	\$1,000.00
P64202	MAINTENANCE AND REPAIR OF AIRPORT HAUL ROADS	1	LS	\$5,000.00	\$5,000.00
SPV.0180.01	PULVERIZE AND RELAY EXISTING PAVEMENT	7000	SY	\$3.00	\$21,000.00
T90502	TOPSOIL	500	SY	\$5.00	\$2,500.00
T90503	SALVAGED TOPSOIL	17000	SY	\$2.00	\$34,000.00
L10799	Electrical & Reflective markers	1	LS	\$25,000.00	\$25,000.00
X63491	TRAFFIC CONTROL, LANDSIDE	1	LS	\$8,000.00	\$8,000.00
X63492	TRAFFIC CONTROL, AIRSIDE	1	LS	\$10,000.00	\$10,000.00
X63493	BARRICADES AIRCRAFT OPERATIONS AREA	900	DAYS	\$3.00	\$2,700.00
X63494	UNLIT RUNWAY CLOSURE CROSSES	25	DAYS	\$45.00	\$1,125.00
X90199	SEEDING, AIRPORT MIX	1200	LB	\$6.00	\$9,600.00
X90899	MULCHING, LIQUID APPLIED	17000	SY	\$0.45	\$7,650.00

SUBTOTAL \$638,175.00
10% CONTINGENCY \$63,800.00
15% ENGINEERING \$95,700.00
5% ADMIN. \$31,900.00
TOTAL \$829,575.00

County Share: 41,478.75

Sauk \$25,923

* Richland \$15,553

20

Runway 09-27 Reconstruction with 6" raise
and New LED Lighting

TRI COUNTY MUNICIPAL AIRPORT
AIP-??, LNR1001
COST ESTIMATE - 07/02/2020
ALTERNATE A - TAXIWAY A & D AND APRON

2022

ITEM NO.	ITEM DESCRIPTION	TOTAL EST. QUAN.	UNITS	UNIT COST	TOTAL COST
204.0125	REMOVING ASPHALTIC SURFACE MILLING	100	SY	\$15.00	\$1,500.00
455.0605	TACK COAT	3500	GAL	\$7.00	\$24,500.00
460.2000	INCENTIVE DENSITY HMA PAVEMENT	6500	DOL	\$1.00	\$6,500.00
460.6224	HMA PAVEMENT 4 MT 58-28 S	10000	TON	\$105.00	\$1,050,000.00
522.0518	CULVERT PIPE REINFORCED CONCRETE CLASS V 48-INC	350	LF	\$350.00	\$122,500.00
522.1018	APRON ENDWALLS FOR CULVERT PIPE REINFORCED CO	4	EACH	\$2,200.00	\$8,800.00
628.1504	SILT FENCE	5000	LF	\$2.00	\$10,000.00
628.1520	SILT FENCE MAINTENANCE	5000	LF	\$0.50	\$2,500.00
628.1905	EROSION CONTROL MOBILIZATIONS	8	EACH	\$250.00	\$2,000.00
628.1910	EMERGENCY EROSION CONTROL MOBILIZATIONS	3	EACH	\$500.00	\$1,500.00
628.7555	CULVERT PIPE CHECKS	6	EACH	\$10.00	\$60.00
629.0210	FERTILIZER, TYPE B	80	CWT	\$100.00	\$8,000.00
630.0200	SEEDING, TEMPORARY	4000	LB	\$5.00	\$20,000.00
690.0150	SAWING ASPHALT	1800	LF	\$5.00	\$8,000.00
P15203	COMMON EXCAVATION	2500	CY	\$15.00	\$37,500.00
P62009	PAINTING, WATERBORNE, TYPE I	20000	SF	\$3.00	\$60,000.00
P62041	REFLECTIVE MEDIA, TYPE I, GRADATION A	1000	LB	\$1.00	\$1,000.00
P64001A	MOBILIZATION, ALTERNATE A	1	LS	\$200,000.00	\$200,000.00
SPV.0180.01	PULVERIZE AND RELAY EXISTING PAVEMENT	45000	SY	\$3.00	\$135,000.00
T90503	SALVAGED TOPSOIL	110000	SY	\$2.00	\$220,000.00
X63491	TRAFFIC CONTROL, LANDSIDE	1	LS	\$8,000.00	\$8,000.00
X63492	TRAFFIC CONTROL, AIRSIDE	1	LS	\$10,000.00	\$10,000.00
X90199	SEEDING, AIRPORT MIX	4000	LB	\$8.00	\$32,000.00
X90899	MULCHING, LIQUID APPLIED	110000	SY	\$1.00	\$110,000.00
X10999	Airfield Lighting	1	LS	\$400,000.00	\$400,000.00
	WETLAND MITIGATION	10	ACRE	\$5,000.00	\$50,000.00

SUBTOTAL \$2,479,360.00
10% CONTINGENCY \$247,900.00
15% ENGINEERING \$371,900.00
5% ADMIN. \$124,000.00
ALTERNATE A TOTAL \$3,223,160.00

County Share \$161,158.00

Sauk \$100,723.75

* Richland \$60,434.25

2205

Drainage ditching and culverts

2022

2023

TRAY COUNTY MUNICIPAL AIRPORT
 ABB-??, LINDA
 COST ESTIMATE - 07/02/2020
 Taxiway A

ITEM NO.	ITEM DESCRIPTION	TOTAL EST. QUAN.	UNITS	UNIT COST	TOTAL COST
465.0805	TACK COAT	500	GAL	\$7.00	\$3,500.00
460.6224	HMA PAVEMENT 4 IN 58-28 S	100	TON	\$105.00	\$10,500.00
	CULVERT PIPE 18-INCH	250	LF	\$125.00	\$31,250.00
	APRON ENDWALLS FOR CULVERT PIPE REINFORCED CONCRETE 18-INCH	8	EACH	\$250.00	\$2,000.00
	CULVERT PIPE REINFORCED CONCRETE CLASS V 48-INCH	150	LF	\$350.00	\$52,500.00
	APRON ENDWALLS FOR CULVERT PIPE REINFORCED CONCRETE 48-INCH	2	EACH	\$2,200.00	\$4,400.00
	CULVERT PIPE 48x76-INCH (NEED 6 of CTY Line Rd)	500	LF	\$375.00	\$187,500.00
	APRON ENDWALLS FOR CULVERT PIPE REINFORCED CONCRETE 48x76-INCH	12	EACH	\$3,000.00	\$36,000.00
	CULVERT PIPE REINFORCED CONCRETE CLASS V 32x49-INCH	150	LF	\$300.00	\$45,000.00
	APRON ENDWALLS FOR CULVERT PIPE REINFORCED CONCRETE 48-INCH	2	EACH	\$2,200.00	\$4,400.00
628.1504	SILT FENCE	10000	LF	\$2.00	\$20,000.00
628.1520	SILT FENCE MAINTENANCE	10000	LF	\$0.50	\$5,000.00
628.1905	EROSION CONTROL MOBILIZATIONS	5	EACH	\$250.00	\$1,250.00
628.1910	EMERGENCY EROSION CONTROL MOBILIZATIONS	5	EACH	\$500.00	\$2,500.00
628.2008	EROSION MAT URBAN CLASS I TYPE B	50000	SY	\$2.00	\$100,000.00
628.7504	TEMPORARY DITCH CHECKS	1200	LF	\$10.00	\$12,000.00
628.7555	CULVERT PIPE CHECKS	20	EACH	\$10.00	\$200.00
629.0210	FERTILIZER, TYPE B	800	CWT	\$100.00	\$60,000.00
630.0200	SEEDING, TEMPORARY	6000	LB	\$5.00	\$30,000.00
642.5201	FIELD OFFICE TYPE C	1	EACH	\$10,000.00	\$10,000.00
690.0150	SAWING ASPHALT	200	LF	\$5.00	\$1,000.00
P15203	COMMON EXCAVATION	40000	CY	\$15.00	\$600,000.00
P15901	SITE FINISHING		LS	\$5,000.00	\$0.00
P64001	MOBILIZATION, BASE BID	1	LS	\$125,000.00	\$125,000.00
P64201	MAINTENANCE AND REPAIR OF HAUL ROADS	1	LS	\$1,000.00	\$1,000.00
P64202	MAINTENANCE AND REPAIR OF AIRPORT HAUL ROADS	1	LS	\$5,000.00	\$5,000.00
T90503	SALVAGED TOPSOIL	105000	SY	\$2.00	\$210,000.00
X63491	TRAFFIC CONTROL, LANDSIDE	1	LS	\$5,000.00	\$5,000.00
X63492	TRAFFIC CONTROL, AIRSIDE	1	LS	\$2,000.00	\$2,000.00
X90199	SEEDING, AIRPORT MIX	6000	LB	\$8.00	\$48,000.00
X90899	MULCHING, LIQUID APPLIED	50555	SY	\$0.45	\$22,749.75
	WETLAND MITIGATION	20	ACRE	\$5,000.00	\$100,000.00

SUBTOTAL \$1,734,599.75
 10% CONTINGENCY \$173,500.00
 15% ENGINEERING \$260,200.00
 5% ADMIN. \$86,700.00
 TOTAL \$2,254,999.75

X .05%

5% County share: \$112,749.99

Sauk \$70,468

* Richland \$42,280

5502

5503

Airport Operation Ordinance No. 19-16 Establishing Airport Operation Policies and Land Use within the Boundaries of the Tri-County Airport was presented to the Board. Motion by Marshall, second by Sebranek that Ordinance No. 19-16 be enacted. Motion carried and ordinance declared enacted.

AIRPORT OPERATION ORDINANCE NO. 19 - 16

TRI-COUNTY AIRPORT

Lone Rock, Wisconsin

AN ORDINANCE Establishing Airport Operation Policies and Land Use within the Boundaries of the Tri-County Airport.

The county boards of Sauk, Iowa, and Richland Counties do, under the authority of Wis. Stat. §§ 114.11 through 114.151, ordain as follows:

SECTION I – DEFINITION OF WORDS AND PHRASES.

- A. "Airport" means the Tri-County Airport located at E2525 County Road JJ, Spring Green, Wisconsin 53588.
- B. "Commission" means the Tri-County Airport Commission as established by the Owner, under Wis. Stat. § 114.14, which has jurisdiction for the construction, improvement, equipment, maintenance, and operation of the airport as set forth in SECTION III.
- C. "Corporate Hangar" means a building housing one or more aircraft for the personal or business use of the hangar owner or lessee, and wherein no commercial activities are allowed.
- D. "Fixed-Base Operator" means any person, firm, corporation, or association conducting any aeronautical business on the airport.
- E. "Hangar" means a building designed or used primarily for the housing or storage of aircraft.
- F. "Manager" means the person employed by the Commission as set forth in SECTION III.
- G. "Multiple T-Hangar" means a building composed of partitioned, nested units designed to house no more than one aircraft in each unit and having single door openings for each unit.
- H. "Owner" means Sauk, Iowa, and Richland Counties.

SECTION II – AIRPORT LAND USE. In order to regulate the development and use of the Airport, the Airport shall keep and update an Airport Layout Plan, as required.

SECTION III – AIRPORT COMMISSION AND MANAGER

A. Commission Organization.

1. The Commission shall consist of seven members, six of whom shall be supervisors appointed by the chairperson of the Sauk, Iowa, and Richland county boards (two from each county), subject to approval of the respective county boards. The seventh member shall be a regular airport user when appointed.
2. The terms of the county board supervisor members shall be determined by the county boards appointing each member. Upon approval of the Commission and the county boards of the Owner, the airport user Commission member shall serve a term of three (3) years.
3. The compensation of the county board supervisor members shall be determined by the county boards appointing each member.
4. The Commission shall elect one supervisor member to serve as chairperson and one supervisor member to serve as secretary. The secretary shall keep an accurate record of all Commission proceedings and transactions and shall provide minutes detailing those proceedings and transactions to the Sauk, Iowa, and Richland county clerks.
5. Commission member votes shall be weighted as follows: Sauk County – twenty-four-and-one-half percent (24.5%) each, Iowa County twelve-and-one-half percent (12.5%) each, Richland County twelve-and-one-half-percent (12.5%) each and Airport user one percent (1.0%).
6. The airport user Commission member, subject to Commission guidance, shall actively promote and support the Airport and communicate Airport information with and from current and potential airport users and others.

B. Commission Authority and Duties. Subject to the limitations in Subsection C below:

1. The Commission shall have jurisdiction for the construction, improvement, equipment, maintenance, and operation of the Airport.
2. The Commission shall recommend regulations and fees or charges for the use of the Airport consistent with this ordinance. Such regulations, fees, and charges will be effective when approved by the Owner.
3. Sauk County shall hire an Airport Manager for the Airport and set the compensation, benefits, expense reimbursements to be paid. The Airport Manager shall be a Sauk County employee. Sauk County, with assistance of the Commission, shall establish performance

review standards for the Airport Manager and Sauk County shall conduct annual performance reviews of the Manager with input from the Commission. The Commission shall reimburse Sauk County for the salary, employee benefits, and expenses paid by Sauk County to or on behalf of the Manager.

4. The Commission may hire and fix the compensation of independent contractors as necessary, including an independent contractor to perform essential Airport management functions during a temporary absence of the Airport Manager.
5. The Commission may contract with the United States, State of Wisconsin or other governmental and non-governmental entities when necessary to fulfill its responsibilities for the construction, improvement, equipment, maintenance, or operation of the Airport.
6. The Commission, subject to approval of Owner, may contract with private parties for a term not to exceed five (5) years for the operation of the Airport, including all necessary arrangements for the improvement, equipment, and successful operation of the Airport.
7. The Commission shall procure and maintain in full force and effect insurance in forms and levels sufficient to protect the Owner, the Commission, individual members of the Commission, Airport employees and the Airport from any liability arising from the operation of the Airport.
8. The Commission shall, in cooperation with the Sauk County Finance Department, establish an airport accounting system of sufficient detail to enable the Commission to accurately establish rates and charges, eliminate inefficient operation and maintenance practices, and accomplish sound financial planning.
9. The Commission shall, in cooperation with the Manager and Sauk County Finance Department, prepare and submit an annual report to the Owner. The report shall include current information on aircraft operations, based aircraft, airport expenditures and revenues, along with comparative figures for the past year, and projects for the coming year, and include other information deemed pertinent.
10. The Commission shall prepare and submit to the Owner an annual budget setting forth anticipated revenues and expenditures, including capital improvements.
11. The Commission shall prepare and submit for adoption by the Owner an ordinance establishing minimum requirements for the conduct of aeronautical services on the Airport and an ordinance regulating vehicle and pedestrian traffic on the Airport.
12. The Commission shall approve and utilize standard leases and agreements for the various types of airport activities and land uses authorized in this ordinance.
13. The Commission shall make studies and conduct surveys as appropriate to assist in improving the operation of the Airport. It shall cooperate with the Wisconsin Bureau of Aeronautics and the Federal Aviation Administration in airport and system planning

functions and other activities.

14. The Commission shall cooperate with, and receive the cooperation of, all departments of the Owner providing services or assistance to the airport.

15. The Sauk County Corporation Counsel shall serve as legal counsel for the Commission. The Commission may engage other non-legal professional services when necessary for the Airport.

C. Limitations on Commission Authority. The exercise of authority by the Commission under Subsection B above shall be subject to all of the following conditions:

1. The Commission shall preserve public access and use of the Airport and the public may in no case be deprived of equal and uniform use of the Airport.
2. The Commission is not a subunit of Owner and no act, contract, lease, or any activity of the Commission shall be or become binding on or deemed an act of Owner unless specifically authorized by Owner, and then only to the extent specifically authorized.
3. The Commission is a governmental body. The Commission and its members shall comply with all laws applicable to governmental bodies and public officials. No member of the Commission may vote on the question of his or her selection as Manager nor on any question as to his or her compensation.

D. Manager Authority and Duties. The Airport Manager shall have the following authority and duties:

1. The Manager, under the supervision of the Commission, shall have the duty of administering and enforcing all airport ordinances, leases and agreements, and rules and regulations.
2. The Manager, under the supervision of the Commission, shall be responsible for day-to-day operations at the Airport and shall have the authority to make Commission-budgeted expenditures of \$10,000 or less per item without further pre-authorization by the Commission.
3. The Manager shall meet with the Commission at the Airport at least once each calendar quarter to inspect the Airport facilities, review Airport operations and financial matters, and discuss proposed Airport development and other business.
4. The Manager shall provide a written report to the Sauk, Iowa, and Richland County Boards on no less than a quarterly basis.
5. The Manager shall, in cooperation with the Commission and Sauk County Finance Department, prepare and submit an annual report to the Owner. The report shall include current information on aircraft operations, based aircraft, airport expenditures and

revenues, along with comparative figures for the past year, and projects for the coming year, and include other information deemed pertinent.

6. The Manager shall have such other duties and responsibilities as may be specified in the Airport Manager job description.

SECTION IV – AIRPORT OPERATION POLICIES

The Commission, in carrying out its duties and responsibilities, shall adhere to the following policies:

- A. The Commission shall encourage the development of the Airport, especially in those areas where substantial building costs are incurred by lessees, by approving long- term leases which provide for the reexamination and readjustment of rates and charges at specified periods of time during the term of the lease.
- B. The Commission may provide utility service infrastructure up to a lessee's property line. The lessee shall bear such costs on his leased property.
- C. No person shall engage in any business or commercial activity whatsoever on Airport property unless specifically authorized in writing by the Commission. Lessees shall be selected on the basis of their qualifications, financial capabilities, and services offered; and not solely by bid basis. In determining the use of public building space, first consideration shall be given to public necessity and convenience. The Commission will provide the Wisconsin Bureau of Aeronautics with a complete copy of each current lease and agreement, if required by law.
- D. Buildings to be constructed by lessees shall conform to all state and local building codes, and the building plans shall be subject to the approval of the Commission; Wisconsin Department of Industry, Labor, and Human Relations; Wisconsin Bureau of Aeronautics; and the Federal Aviation Administration.
- E. Only the Airport Manager or designees thereof, with Commission authorization, may engage in the activity of storing, transporting, or dispensing of aviation fuels to the general public.
- F. Aircraft ground access to the Airport property shall not be allowed, except from an approved Airport Industrial Park as depicted on the Airport Layout Plan.
- G. Tobacco smoking, e-cigarette use, alcohol consumption, and illegal use of drugs is prohibited on Airport grounds.

SECTION V – AIRPORT OWNERSHIP AND FUNDING

- A. Airport Ownership. Subject to all other provisions pertaining to ownership interests contained within this section and Section VII, ownership interest in all Airport assets shall be apportioned

between the member counties as follows: Sauk County forty-nine percent (49%), Iowa County twenty-five-and-one-half percent (25.5%) and Richland County twenty-five-and-one-half percent (25.5%).

B. Airport Funding.

1. County Appropriations. All moneys appropriated for the construction, improvement, equipment, maintenance or operation of the Airport, as managed by the Commission, or earned by the Airport or made available for its construction, improvement, equipment, maintenance or operation in any manner whatsoever, shall be deposited with the treasurer of Sauk County, where it shall be kept in a special fund and paid out only on order of the Commission, drawn and signed by the secretary and countersigned by the chairperson of the Commission.
 - a. Annual Operating Expenses. The county board of each county Owner shall appropriate on an annual basis the monetary amount requested by the Commission for annual operating expenses in the upcoming year in the following proportions: Sauk County forty-nine percent (49%), Iowa County twenty-five-and-one-half percent (25.5%) and Richland County twenty-five-and-one-half percent (25.5%).
 - b. Capital Expenditures. In addition to the appropriation for annual operating expenses, the county board of each member county shall appropriate on an annual basis an amount designated by the Commission to be set aside in an Airport capital expenditures account, which shall be reserved for future maintenance and construction projects exceeding \$5000.00 in total cost and with a life expectancy of not less than five (5) years.
2. Any private monetary contributions to the Airport shall be applied to the Airport capital expenditures account unless otherwise specifically designated by the contributor at the time the contribution is made.
3. Failure to Fund. Failure of a county Owner to fully fund the Airport as required by Paragraph 1 of this section shall be deemed a material breach of a member county's financial obligations to the Airport. Upon such a breach, the non-breaching counties may, by resolution passed by the county boards of both non-breaching counties, expel the breaching member county from the Airport. In the event of expulsion, the expelled county's assets in the Airport shall be forfeited in equal shares to the remaining member counties. The remaining member counties shall assume liability for all state or federal funds previously spent or committed to the Airport on a cost-share basis.

SECTION VI – COOPERATION

Owner counties shall, in a timely and constructive manner, cooperate to resolve drainage and other issues related to but outside of the physical boundaries of the Airport property that significantly impact the operation or viability of the Airport.

SECTION VII – NOTICES

The County Clerks of the Owner counties shall be the designated points of contact for any written notices or reports required under this ordinance.

SECTION VIII – WITHDRAWAL AND DISSOLUTION

A. Withdrawal.

1. Authority for Withdrawal. As permitted by Wis. Stat. § 114.151, the county board of any participating member county of the Airport may by resolution withdraw from and relinquish its interest in the joint operation and control of the Airport.
2. Procedure for Withdrawal. If a member county wishes to withdraw from the Airport, it shall provide written notice to each member county of its intent to do so by no later than July 1. Upon receipt of this notice, the other member counties will have 60 days in which to file a corresponding notice of intent to withdraw from the Airport. Any withdrawal must be formalized by action of the withdrawing county's board by no later than October 1 in the calendar year notice of intent to withdraw is given, and the withdrawal shall have an effective date of January 1 of the next calendar year.
3. Rights and Liabilities Upon Withdrawal. A withdrawing county shall remit by December 1 all unpaid appropriations for the calendar year in which notice of intent to withdraw is given. A withdrawing county shall remain liable for and shall remit timely payment of any appropriation obligation incurred prior to withdrawal for future Airport projects but only for the amount obligated as of July 1. A withdrawing county shall relinquish all current and future interests in and claims related to the Airport. The remaining member counties shall assume liability for all state or federal funds previously spent or committed to the Airport on a cost-share basis.
4. Continued Operations. In the event of withdrawal by a member county, membership of the withdrawing county on the Commission shall cease on the effective date of withdrawal. The Airport shall not be dissolved upon the withdrawal of a single member county but shall continue to operate in accordance with the provisions of the Airport Operation Ordinance and any other ordinances adopted by the Owner pertaining to operations at the Airport, which

shall be subject to revision, as necessary, with approval of the county boards of the remaining members of the Airport.

B. Dissolution.

1. Procedure For Dissolution. The Airport and Commission may be dissolved upon mutual agreement and resolution by the county board of all members of the Airport or if the county boards of at least two member counties resolve to withdraw from and relinquish their interest in the joint operation and control of the Airport.
2. Action Upon Dissolution. Upon action triggering dissolution of the Airport, a meeting of the Commission or its remaining members shall be called to determine whether the Airport shall continue to operate, and if not, to adopt a plan for closure and liquidation.
 - a. Continued Operation Upon Dissolution. If a single member county chooses to continue operations at the Airport, all assets and liabilities of the Airport shall be transferred to that operating county, and the Commission shall be dissolved. Each withdrawing county shall remit by December 1 all unpaid appropriations for the calendar year in which dissolution occurs. Each withdrawing county also shall remain liable for any appropriation obligation incurred prior to withdrawal for future Airport projects but only for the amount obligated as of July 1. The operating county shall assume liability for all state or federal funds previously spent or committed to the Airport.
 - b. Closure of Airport. In the event the decision is made to close the Airport, notice shall be given to all tenants of the Airport in accordance with the terms of their lease agreements. Upon closure, the assets of the Airport shall first be used for the payment of debts and obligations of the Airport. Remaining assets, if any, shall be distributed to the then-existing member counties of the Airport in ratio to past contributions by each member. Unless otherwise agreed upon or dictated by contract, member counties at the time of dissolution shall share equally all outstanding liability for state or federal funds previously spent or committed to the Airport on a cost-share basis.

- C. Cooperation Required. In the event of withdrawal from or dissolution of the Airport, all member counties agree to cooperate in the drafting and execution of any documentation necessary to effectuate the withdrawal or dissolution.

SECTION IX – SUPERSEDING EFFECT

Owner expressly intends, without reservation, this ordinance to supersede upon adoption any prior ordinance, agreement or understanding of Owner with respect to the matters addressed.

SECTION X – SEVERABILITY

The several provisions of this ordinance shall be deemed severable, and it is expressly declared that the Owner would have passed the other provisions of this ordinance, irrespective of whether or not one or more provisions may be declared invalid. And, if any provision of this ordinance or the application or circumstances is held invalid, the remainder of the ordinance and the application shall not be affected.

SECTION XI – EFFECTIVE DATE

This Ordinance shall be effective immediately upon the adoption of an identical Ordinance by the County Board of Sauk and Iowa County.

Dated: August 20, 2019
Passed: August 20, 2019
Published: August 29, 2019

ORDINANCE OFFERED BY THE COUNTY BOARD
SUPERVISOR MEMBER OF THE TRI-COUNTY
AIRPORT COMMISSION

Jeanetta Kirkpatrick, Chairman
Richland County Board of Supervisors

FOR AGAINST

Buford E. Marshall, Jr.

X

ATTEST:
Victor V. Vlasak
Richland County Clerk

Resolution No. 19-94 Authorizing The Finance and Personnel Committee To Hire A Consultant To Aid In The Search For A County Administrator was read by County Clerk Vlasak. Motion by Seep, second by Turk that Resolution No. 19-94 be adopted. Motion carried and resolution declared adopted.

RESOLUTION NO. 19 - 94

A Resolution Authorizing The Finance and Personnel Committee To Hire A Consultant To Aid In The Search For A County Administrator.

WHEREAS the County Board just adopted a Resolution creating the position of County Administrator and it will be necessary to conduct as broad a search as possible in order to hire the best-qualified individual, and

WHEREAS the Finance and Personnel Committee has proposed that it be given authority to hire a consultant to aid in the search for a County Administrator.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Finance and Personnel Committee is hereby authorized to enter into such contract or contracts as the Committee deems appropriate for the purpose of searching for a County Administrator, and

BE IT FURTHER RESOLVED that the County Clerk is hereby authorized to sign on behalf of the County such contract or contracts as have been approved by the Finance and Personnel Committee, and

BE IT FURTHER RESOLVED the cost of the consultant or consultants shall be paid from the General

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Proposed, Amended 2021 Budget

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	01 Sep 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (D)
Date submitted:	28 Aug 2020	Referred by:	

Recommendation and/or action language:

Motion to the amendments to the preliminary budget be approved and the reviewed budget be solicited to departments and committees for review and feedback, in efforts to present a finalized 2021 budget to the Richland County Board.

Background: (preferred one page or less with focus on options and decision points)

In accordance with approved budget process, a report is attached with proposed amendments to the preliminary budget. These proposals are submitted to the committee for review and discussion.

Attachments and References:

Attached Report of Reviewed Budget	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

TBD- Goal of a balanced budget

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

To: Richland County Board — Marty Brewer, Chair
Finance and Personnel Committee — Shaun Murphy-Lopez, Chair

Subject: Report — Proposed Amendments to Preliminary 2021 Budget

Report Content:

August 28, 2020

- Budget Objectives
- 2021 Preliminary Budget
- Proposed Amendments
- Unmet Goals and Commitments
- Service Impacts and Concerns
- Condition and Recommendation

Budget Objectives:

The Finance and Personnel Committee is tasked to, “*Annually prepare a budget for the County for submission to the County Board for its approval at the annual meeting*” under authority defined through the Richland County Board’s Committee Structure Document, Paragraph D. The County Administrator is tasked to, “annually, and otherwise as necessary, communicate to the board the condition of the county, and recommend such matters to the board for its consideration as the county administrator considers expedient. Notwithstanding any other provision of the law, the county administrator shall be responsible for the submission of the annual budget to the board,” under authority defined by Wisconsin State Statute §59.18(5)(5). Under this partnership, the Finance and Personnel Committee took action to approve the following Budget Goals proposed by the County Administrator:

Levy:

- Meet the operating levy limit as imposed by the State of Wisconsin.

Services:

- Within operating levy limit, protect the effective delivery of essential services and protections.
- To the greatest extent possible, maintain current discretionary services provided directly by the county and/or through partnerships.

Response to COVID-19 Impacts:

- Absorb 2020 revenue and expenditure impacts resulting from the pandemic.
- Account for 2021 revenue and expenditure impacts resulting from the pandemic.

Wages and Benefits:

- Meet projected increases and adjustments in health insurance premium costs and fringe benefits.
- Evaluate and consider incremental adjustments in employee wages to progress towards the goal of obtaining market value as determined through 2018 study, Resolution 19 – 89.

New Equipment:

RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

Phone: (608) 649-5960 • Fax: (608) 647-6611

E-Mail: clint.langreck@co.richland.wi.us

- Reintroduce new equipment expenditures to department budgets that were absorbed by loan funding in the 2021 budget for new equipment under \$5,000.

Capital Improvements and Capital Outlays:

- Within the operating levy limit, maintain the county's infrastructure to ensure that future boards do not have to react to aging and broken systems causing frequent sharp rises in property tax levy and rate.
- Investigate annual short-term loan financing for a capital improvements and capital outlay program that identifies and prioritizes projects and equipment over \$5,000.

Preservation of Undesignated General Fund:

- Strive to build and maintain an appropriate minimum undesignated general fund balance according to Resolution 15 – 98.

2021 Preliminary Budget:

Department Heads were instructed to draft preliminary budgets with a 0% increase in levy use, from salaries, fringes, contracts, and operations without consideration for capital outlays. With considerations for obligated expenditure increases and decreased revenue projections, the preliminary budget.

	A	B	C	D	E	F	G
BUDGET SUMMARY - RICHLAND COUNTY							
	ACTUAL	ACTUAL	ACTUAL &	CURRENT	RECOMMENDED	ADOPTED	
	EXPENSES	EXPENSES	ESTIMATED*	BUDGET	BUDGET	BUDGET	
	2019	6/30/2020	2020	2020	2021	2021	
7 Expenditures for Operation and Maintenance							
9 General Government	-	43,114.04	5,000.00	2,263,636.95	2,301,643.76	-	
10 Public Safety	-	-	-	4,141,385.39	4,353,006.56	-	
11 Health and Social Services	-	-	-	17,712,364.47	17,583,440.59	-	
12 Transportation	-	-	-	20,199.00	20,199.00	-	
13 Highways	-	-	-	3,879,143.65	3,879,143.65	-	
14 Culture	-	-	-	313,323.90	342,859.96	-	
15 Public Areas	-	-	-	569,212.12	561,675.45	-	
16 Special Education	-	-	-	391,518.95	342,445.25	-	
17 Natural Resources	-	-	-	507,210.63	523,506.29	-	
18 County Planning	-	-	-	160,330.34	249,917.46	-	
19 County Development	-	-	-	141,500.00	132,393.46	-	
20 Debt Service	-	-	-	2,266,239.14	2,588,662.69	-	
21 Capital Projects	-	-	-	189,249.70	189,249.70	-	
22							
23							
24 Total Expenditures	-	43,114.04	5,000.00	32,555,314.24	33,068,143.82	-	
25							
26 Less: All Revenues	-	1,294,451.25	-	23,701,356.27	23,113,115.85	-	
27							
28 Proposed 2019 Tax Levy For 2020 Budget				8,853,957.97	9,955,027.97	-	
29				2266239.14	-2,588,662.69	Debt	
30				190,695.85	-204,363.97	Libraries	
31 County Sales Tax Applied	1,250,000.00			25428.8	-25,428.80	Bridge Aid	
32				6,371,594.18	7,136,572.51	Allowable	
33 Undesignated General Fund Bal. - 12/31/18							
34 Outstanding Debt as of 12/31/19	24,247,143.52						
35							
36 2019 Equalized Value(TID out)		Mill Rate	#DIV/0!				
37 2019 Equalized Value(TID in)		Mill Rate	#DIV/0!				
38							
39 *xx months estimated							
40 AR = Anticipated Revenue - No Levy							
41							

RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

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E-Mail: clint.langreck@co.richland.wi.us

Proposed Amendments:

		<u>Notes:</u>
Preliminary budget gap:	<u>\$764,978.33</u>	
Health ins. premium Increase	\$110,000	Initial renewal = 6.46% increase = \$181,000 total Negotiated rate = 4.99% increase = \$160,000 total Offset by revenues, other funds = - (\$50,000)
Total 2021 budget levy gap:	\$874,978.33	
MGMT Info Systems	\$20,000	Reduce “New equipment over \$5,000” and add project to short-term borrowing.
Register of Deeds	\$20,000	Initial consideration to reduce deputy to 20hrs. Propose utilization of \$20,000 against Redaction Fund #22 to offset wages and benefits in 2021.
Pine Valley	\$200,000	Contribute/transfer from net operation.
Health and Humans Services	\$120,000	Reduce operating levy.
Child Support	\$30,000	Reduce levy, eliminate 1 FTE Clerical Assistant II effective 1 Jan 2021.
Highway	\$150,000	Reduce operating levy, add project funding from short-term borrowing.
Fair	\$15,000	Reduce operating levy.
Symons	\$20,000	Reduce operating levy.
UW-Extension	\$42,000	Reduce levy, eliminate 1.0 FTE (35 hrs.) support staff position.
UW-Food Services	\$70,000	Reduce operating levy, close operation effective 1 January 2021 unless funding is identified.
Land Conservation	\$40,000	Reduce levy, eliminate 1.0 FTE Planner/Technician.
Zoning	\$80,000	Utilization against \$80,000 Land Grant fund to offset wages and benefits in 2021.
Courthouse Repair	\$20,000	Reduce operating levy, add projects to borrowing.
UW-Richland Outlay	\$20,000	Reduce operating levy.
Health Ins. Premium Share Increase to levy limit est.	\$60,000 \$60,000	Increase General Employees FT from 12% to 14%. Net new construction 0.83% increase, awaiting audit and state SL-202C form.
Total amended offset:	\$967,000	
Difference of:	\$92,021.67	Estimated fill beyond current identified gap

Unmet Goals and Commitments:

With the current positive offset resulting from the proposed amendments, and assumed estimates, these budgetary issues and goals remain unaddressed:

Tri-County Airport Ops.	Proposed increase in appropriation of 25.5% share to 33.3% with Iowa County withdrawal in 2021. This equals \$1,887.23 increase to levy gap in operational expenses.
Tri-CTY Drainage Solution	\$13,811.51 proposed taxiway improvement for 2021. Recommend delaying project to 2022 with runway.
CDBG revolving loan return	We are obligated to return the \$1.2 million in the CDBG revolving loan fund with the approximate \$56,900 in current loaned out amount. We may defer returning the current loan and allow the State to assume the principal and interest, or return in full and keep the principal and continue to collect the interest.
Res. 19-89 wage study	Estimated step increase \$242,000.
Res. 15-98 25% undesignated fund	Pending 2019 audit (Goal of 25% reserve of total expenditures set forth in in the County's budget for the year).
Southwest Regional Development	EDA Grant for Strategic Economic Development (\$400,000+) study with \$12,500 local match for 2021 and \$12,500 match in 2022. Grant has been secured and these contributions from Richland County are expected in moving forward with partners on the project.
2020 shortfalls and COVID-19 Impacts	Estimating possible \$391,238 shortfall (but sales revenues holding and some stimulus funds were obtained) total impact likely unknown until 2020 audit.

Service Impacts and Concerns:

Departments report the following impacts in services resulting from the proposed amendments:

Pine Valley — Directive was given by the County Administrator to the Pine Valley Administrator to prepare the Pine Valley budget with this transfer. This transfer thins the anticipated positive net position of Pine Valley and assumes a higher risk of not meeting budget. To accomplish this projection, census and revenue were calculated with a lessened conservative outlook.

Health and Humans Services — Service impacts as identified in amended reductions:

Explanation of Reductions/Savings to Tax Levy in HHS Budget	Tax Levy Reductions or Savings
<i>Reduction of maintenance position from 40 hours to 35 hours per week</i>	\$ 5,000.00
<i>Reduction in building operations and supplies budget</i>	\$ 5,000.00
<i>Reassigned a portion of electronic health record expense from tax levy to Comprehensive Community Services funding</i>	\$ 5,000.00
<i>Shift AMSO from ADRC Budget to offset tax levy reduction in ADMIN Budget</i>	\$ 5,000.00
<i>Add enhanced IM/Economic Support funding in 2021 budget (this annual payment has been variable and therefore has not been included in previous budgets)</i>	\$ 25,000.00
<i>Reduce tax levy funding for court-ordered Chapter 51 evaluations to align more with expense history</i>	\$ 10,000.00
<i>Move expenses of emergency detox placements to Fund 54</i>	\$ 5,000.00
<i>Eliminate tax levy-funded Residential Treatment for Substance-use Disorders (eliminates funding for 1 -2 individuals)</i>	\$ 20,000.00
<i>ONE TIME carryover of 2020 balance in fund 34 (revolving grant funding) to 2021 in order to reduce tax levy for funding of Public Health staff expense</i>	\$ 20,000.00
<i>ONE TIME carryover of unutilized 2020 state nutrition funding to reduce tax levy in 2021; this carry over is only allowed in 2020 to 2021 due to COVID pandemic</i>	\$ 20,000.00
Total Reduction in HHS Tax Levy	\$ 120,000.00

Fair — The reduction impacts to the budget will cause reduced personnel service hours, compensations and benefits, and general office and advertising materials.

UW-Extension — The reduction in 35 hours of staff support significantly impacts the department’s ability to provide education and support initiatives like 4-H. With reduction in staff, instructors will have to devote more time to administrative functions and will have less time teaching and consulting. Public accessibility to instructors and access to the department will also be reduced.

UW-Food Services — The reduction and proposed closing of county operations at the cafeteria has significant impacts on our UW partner and Public Health-Senior Nutrition Program operations. Several concerns from members of the public attest to the importance of the continued operation of these services, as well as the hospitality and culture the campus provides to its students. In discussion with the Campus Dean, there is no current backup plan to staff the

cafeteria if the county closes operations. The Senior Nutrition Program through HHS-Public Health contracts with UW-Food Services to prepare meals.

Land Conservation — The reduction in one full-time Planner/Technician will have significant impacts on cost-sharing, the Farmland Preservation Program, reductions in the Land Conservation Grant, supporting nutrition management plans, etc.

UW-Richland Outlay — Further reductions in building maintenance and improvements leads to further deterioration of county property, increased liabilities, and likely increased future costs in more elaborate maintenance efforts.

Symons Center — The reductions cut \$20,000 of operations levy from a preliminary \$35,000 in operations levy. If the City matches this \$20,000 reduction, this leads to a total \$40,000 reduction in operating revenues for Symons. Increased personnel difficulties with filling the Assistant Director position.

Child Support — The reduction of one full-time Clerical Assistant II will leave increased financial reporting and administrative duties on other staff, impacting case management time.

Condition and Recommendation:

The overall financial condition is one of maintaining a course to solvency and planning for future impacts. With unfavorable economic projects in the future, increasing expenditures and degrading infrastructure, prioritizations in future services will be necessary to achieve financial solvency and financial goals. The 2021 reviewed budget fails to achieve several goals, including 25% reserve in undesignated funds and having employees reach market value on the Carlson Dettmann wage study. The implementation of strategic planning and capital planning should help establish future priorities in services and future capital infrastructure investing.

I recommend that the amendments to the preliminary budget be approved by the Finance and Personnel Committee, and the reviewed budget be solicited to departments and committees for review and feedback, in efforts to present a finalized 2021 budget to the Richland County Board.

Additional dialogue with the Finance and Personnel Committee may result in changes to the budget and these proposals prior to finalization.

Clinton Langreck
Richland County — Administrator

Cc: Departments

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Capital Investment / Capital Improvement Plan

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	01 Sep 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (D)
Date submitted:	28 Aug 2020	Referred by:	

Recommendation and/or action language:

Motion to approve proposed capital improvement planning for short-term borrowing appropriations in 2021.

Background: *(preferred one page or less with focus on options and decision points)*

The plan below is focused on appropriations for proposed short-term borrowing to fund capital improvements and capital projects in 2020. Future plans will incorporate more projects from other funding sources for greater oversight on the scope of county infrastructure investment. I anticipate capital improvements and capital projects planning to occur annually in May through July prior to operational budgeting. This process should help the county plan, evaluate and discuss resources and funding appropriations strategically.

Attachments and References:

Capital Improvement Project Matrix (Below)	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Multiple
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

TBD- Goal of a balanced budget

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

2021 Capital Investment / Capital Project Planning			(Reviewed)	Revenues Sources					
2021 planning efforts are focused on appropriation for proposed short-term borrowing to fund capital improvements and capital projects. Future plans will incorporate more projects from other funding sources for greater overview.			Total	County Tax Levy	G.O. Debt / Short Term	G.O. Debt Long Term	Foundation / Partnership Funded	Fed or State Got/ Grant	Service Fees / Other
				2021 Projects & Equipment					
Courthouse	Window Replacement/Old courthouse (Reduce \$20,000)	\$ 75,000		\$ 55,000.00					
Courthouse	Replacement of Heat Exchangers (Reduce to 3 from 4)	\$ 24,000		\$ 24,000.00					
MIS	Network Infrastructure Improvement	\$ 20,000		\$ 20,000.00					
HHS	Heating /Cooling Unit Replacement	\$ 6,000		\$ 6,000.00					
Pine Valley	Computer replacements - 10	\$ 8,500							\$ 8,500.00
Pine Valley	Patient lift	\$ 5,500							\$ 5,500.00
Pine Valley	Bladder Scanner	\$ 13,000							\$ 13,000.00
Sheriff	3 Squad Cars (Reduce to 2)	\$ 130,000		\$ 130,000.00					
Sheriff	Tower/Radio (Specification Design)	\$ 45,000		\$ 45,000.00					
Symons Center	New Roof for Symons Recreation Center	\$ 100,000		\$ 50,000.00			\$ 50,000.00		
Symons Center	Plastering Pool	\$ 50,000		\$ 25,000.00			\$ 25,000.00		
Highway	County Trunk Road Improvements	\$ 650,000		\$ 650,000.00					
	Subtotal	\$ 1,127,000		\$ 1,005,000.00			\$ 75,000.00	\$ -	\$ 27,000.00
2022 Projects & Equipment									
Administration	Administrator's Office	\$ 10,000		\$ 10,000.00					
Register in Probate	Paint / Fix Ceiling Tile / New Carpet	\$ 5,000		\$ 5,000.00					
MIS	New Phone System Courthouse	\$ 50,000		\$ 50,000.00					
HHS	HVAC Community Services Building	\$ 100,000		\$ 100,000.00					
Courthouse	AC/Chiller/Sheriff's Side building	\$ 100,000		\$ 100,000.00					
Courthouse	Replacement of Exchanger (x3)	\$ 25,000		\$ 25,000.00					
Pine Valley	Computer replacements - 10	\$ 8,750							\$ 8,750.00
Pine Valley	Patient lift	\$ 5,750							\$ 5,750.00
Sheriff	4 Squad Cars	\$ 260,000		\$ 260,000.00					
Sheriff	Tower/Radio (Project Design, Construction, Oversight)	\$ 4,000,000			\$ 4,000,000.00				

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

Richland County Finance and Personnel Committee

Agenda Item Cover

	Symons Center	Re-modeling of the locker rooms	\$ 25,000		\$ 12,500		\$ 12,500		
	Highway	Salt Shed (Price Needed)							
	Highway	County Trunk Road Improvements (Divert to shed)	\$ 650,000		\$ 650,000.00				
		Subtotal	\$ 5,239,500	\$ -	\$ 1,212,500		\$ -	\$ -	\$ -
2023 Projects & Equipment									
	Courthouse	Replacement of Heat Exchangers (x 3)	\$ 26,000						
	Pine Valley	Computer replacements - 10	\$ 9,000						\$ 9,000.00
	Sheriff	3 Squad Cars	\$ 200,000		\$ 200,000.00				
	Highway	County Trunk Road Improvements	\$ 650,000		\$ 650,000.00				
			\$ -						
		Subtotal	\$ 885,000	\$ -	\$ 850,000		\$ -	\$ -	\$ 9,000
2024 Projects & Equipment									
	Pine Valley	Computer replacements - 10	\$ 9,250						\$ 9,250.00
	Highway	County Trunk Road Improvements	\$ 650,000						
			\$ -						
		Subtotal	\$ 659,250	\$ -	\$ -		\$ -	\$ -	\$ 9,250
2025 Projects & Equipment									
	Pine Valley	Patient lift	\$ 6,500						\$ 6,500.00
	Pine Valley	Floor Scrubber	\$ 12,000						\$ 12,000
	Highway	County Trunk Road Improvements	\$ 650,000						
		Subtotal	\$ 668,500	\$ -	\$ -		\$ -	\$ -	\$ 18,500

Richland County Finance and Personnel Committee

Agenda Item Cover

Future and Undesignated Project Requests										
	Courthouse	Courthouse Roof								
	Courthouse	Ongoing Heat Exchanger Replacement								
	Courthouse	Boilers both sides of Courthouse								
	Administrator	Energy Efficiency Study/Lights								
	Courthouse	Air Quality / Cleaning Ventilation in Courthouse / Jail								
	MIS	Office 365 (this is a software subscription not item)								
	MIS	New Phone system in the courthouse								
	Sheriff	911 Server Upgrade (2026 - 2028)	\$	150,000						
	Symons Center	Building addition	\$	3,000,000						
	MIS	Ongoing Server apportionment								
	HHS	Lighting Community Services Building								
	UW Campus	Rubber Roofing Melville, Miller, Classroom, Wallace, Gym	\$	300,000						
	UW Campus	Concrete, drainage, fire/emergency access (Phase #1)	\$	300,000						
	UW Campus	Concrete, drainage, fire/emergency access (Phase #2)	\$	450,000						
	UW Campus	Fire alarm system, generator repairs (Phase #1)	\$	300,000						
	UW Campus	Fire alarm system, generator repairs (Phase #2)	\$	350,000						
	UW Campus	HVAC Upgrades (Phase #1)	\$	350,000						
	UW Campus	HVAC Upgrades (Phase #2)	\$	400,000						
	UW Campus	Exterior Building Repairs (Phase #1)	\$	410,000						
	UW Campus	Exterior Building Repairs (Phase #2)	\$	450,000						
	UW Campus	Interior Building Repairs (Phase #1)	\$	400,000						
	UW Campus	Interior Building Repairs (Phase #2)	\$	300,000						
		Subtotal	\$	7,160,000	\$	-	\$	-	\$	-

Richland County Finance and Personnel Committee

Agenda Item Cover

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Community Development Block Grant Close

Department	Richland Economic Development	Presented By:	Jasen Glasbrenner
Date of Meeting:	8/1/20 – 1pm	Action Needed:	Review and Approval of CDBG Close Process
Disclosure:	Open	Authority:	Committee Structure (J)
Date submitted:	8/25/20	Referred by:	

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Actions Needed:

- 1) Review of Current Possible CDBG Close Projects
- 2) Approval for RFP or RFQ Process for consulting / administration of CDBG Close program
- 3) Review and approval of Resolution to Adopt a Citizen Participation Plan for CDBG Close program
- 4) Review and approval of Citizen Participation Plan for CDBG Close Program

Background: *(preferred one page or less with focus on options and decision points)*

Attachments and References:

Current – Possible County CDBG Close Projects 8-25-20	1-Richland County Citizen Participation Plan (CPP) 8-24-20
1-Adopting Resolution – CPP for CDBG CLOSE – 8-25-20	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

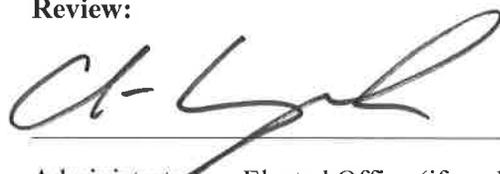
This CBDG Close process is in regard to a fund balance of approx. 1.2million that the county has in its possession. The funds must be returned to the state by Jan 2021. We are able to recover those funds for the county if we write project proposals that meet the State requirements. The actions requested are required to continue to move through the process of recovering the funds.

Approval:

Jasen Glasbrenner

Department Head

Review:



Administrator, or Elected Office (if applicable)

Richland County CDBG Close Program

-Project List-

Updated 8/19/2020

Jasen Glasbrenner – Richland Economic Development Director

GUIDING TERMS of CDBG Close

- 2 or 3 projects total –
 - o Verify handling of Homesteaders Loan
 - o 24 months to carry out new projects.

Option 1 – City Auditorium Project

Jasen, (See Dave P. Email 8/14/20)

Thank you for the list of activities typically seen at the City Auditorium. DEHCR concurs that the accessibility improvements are eligible improvements to this building. Please include a copy of this email as evidence of DEHCR's confirmation that accessibility improvements are and eligible activity.

Dave

- Issues that need to be verified as of 8/24/20
 - o There was / is office rental space on third floor. Does this affect the project?
 - o We have plans already begun for this project and some preliminary estimates. We should review these plans to find out if we are looking at a 100% funded project or if we will have to fund a portion of the project because of usage.
 - o What if a portion of the basement is rented to a business? This has been talked about in the past - Restaurant
- Handicap Accessibility (ADA)
 - o Elevator and Restrooms
 - o <https://www.rcpac.org/restoration>
- Currently held by a non-profit but city may retake possession
- Building is located in Richland Center but does serve a wider area. However, the primary focus of the project is ADA Accessibility.
- This is a Davis Bacon Project



Option 2 – Sidewalks Project in Lone Rock

David P. of the DOA has verbally indicated that this would work.

- Spoke with Mary Litviak who works with Economic Development efforts in Lone Rock.
- Sidewalks for Main St.
- Lights for Main St.
- Memorial Sidewalk to old Lone Rock School -

Option 3 – Library Improvement

David P. of the DOA has verbally indicated that this would work.

- Brewer Public Library <https://brewerpubliclibrary.wordpress.com/>
 - Upgrading Library with meeting space & private rooms
 - Would we need to prove the use?
 - Cardholder data
 - Service area would be Richland Center – Citizens to utilize. Dave P. says the narrative would want to focus on the city benefit not the wider area. 8/13/20

Option 4 – Create A Street Project

Hi Jasen, (See Dave P. Email 8/13/20)

We reviewed the project and agree this would be a community wide benefit project as described. If you pursue this as a project, please include this email in the application as DEHCR's approval meeting the Low to moderate income national objective using community wide benefit.

- Richland Center

- Main St. or major thoroughfare in a community already declared LMI.
 - Church St. between Hazeltine St. and E Gage St.



- Boaz
- Viola - Cross County lines municipality

Option 5 – Public Parking Lots

David P. of the DOA has verbally indicated that this would work.

- Richland Center
 - CDBG – does not do routine maintenance.
 - Fires Station Parking Lot – Seal Coat - ? on Cost – No to maintenance
 - Jefferson & Mill St. - \$180,000



- Jefferson – across from Kwik Trip - \$180,000



- Church St. Parking Lot – Across from Bindl Tire – \$115,000



- Other Villages in Richland County – I have done map searches.

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

Richland County, WI

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of Richland County, WI, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The Richland County Board shall create a Citizen Participation Plan Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the Richland County Board. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.

The Richland County Board shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the Richland County Board shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

CITIZEN PARTICIPATION

1. The Richland County Board shall establish a committee composed of persons representative of the Richland County demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This

committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of Richland County, WI.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in The Richland Observer at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the Richland County Clerk's Office. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The county will attempt to have at least one of the public hearings in the service area (if applicable).

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by Richland County staff in the Economic Development Department. A County staff member will meet with citizens on request.
2. The County will maintain, in the County Clerk's Office, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes. The county staff will respond to all such requests within 15 days after the Richland County [Finance and Personnel] has met to discuss the request.

COMPLAINTS

The Richland County Board will handle citizen complaints about the program in a timely manner. By federal regulation the Richland County Board will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to Jasen Glabrenner, Economic Development Director .

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
Wisconsin Department of Administration
Division of Energy, Housing and Community Resources, 9th Floor
P.O. Box 7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Community Development Block Grant Close Program (CDBG-CL), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

NON-ENGLISH SPEAKING PERSONS

Richland County, WI will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen's participation process.

Resolution to Adopt a Citizen Participation Plan

WHEREAS, the County of Richland, WI has applied for a Community Development Block Grant (CDBG); and
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low to moderate income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the County of Richland, WI has prepared and publicly reviewed a Citizen Participation Plan;
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)

NOW, THEREFORE, BE IT RESOLVED, that the County Board of the County of Richland, WI officially adopts the Citizen Participation Plan.
(City Council, County Board, Village Board, Town Board) (County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)

ADOPTED on this 15 day of September, 2020. ATTEST: _____
(Day) (Month) (Year) (Signature of Clerk)

The governing body of Richland County, WI has authorized the above resolution by Resolution No.: _____, dated _____.
(UGLG/Unit of General Local Government's Name) (Resolution Number) (Date Authorized)

Signature of the Chief Elected Official

Title

Date Signed

Typed Name of the Chief Elected Official

**Richland County Finance & Personnel Committee
Agenda Item Cover**

Agenda Item Name: Employee Handbook Amendments Regarding Internal Promotions

Department	Administration	Presented By:	Administrator
Date of Meeting:	01 Sep 2020	Action Needed:	Resolution
Disclosure:	Open Session	Authority:	Committee Structure (N)
Date submitted:	27 Aug 2020	Referred by:	County Administrator

Recommendation and/or action language:

Motion to recommend County Board resolution amending the County Handbook of Personnel Policies and Work Rules (page 20 – 21) to allow vacancies to be filled by promotion, transfer, demotion, or new hire when determined to be appropriate by the Department Head or the County Administrator,

Background: There is currently no mechanism to transfer or promote staff.

HIRING AND EMPLOYMENT CONSIDERATIONS

Procedure for hiring, promotions, terminations, suspensions, demotions, disciplinary actions and dismissal. (Except as otherwise provided in the Wisconsin Statutes or in the addendums of Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, the Highway Department, and in Sheriff's Department Ordinance 89-7 as amended).

1. Hiring for Long-Term Vacancies (90 days or longer): Whenever it appears to a Department Head that an approved job position within the department will be vacant for a period of 90 days or longer the following procedure shall be followed:
 - a. The Department Head shall immediately notify the supervising committee and the County Clerk, who shall in turn notify the Finance and Personnel Committee. In case of a vacancy in a Department Head position, the County Clerk shall perform the hiring steps which the Department Head would otherwise do.

When management determines that a vacancy or new position shall be filled, position vacancies may be filled by promotion, transfer, demotion, or new hire. It shall be policy to promote career advancement opportunities while filling positions with the best qualified employees. It is not necessary to recruit outside applicants for vacant positions when the position is filled by promotion, transfer or demotion.

- b. In the event that it is necessary to recruit outside applicants, the County Clerk or Department Head shall then place an advertisement in the Richland Observer to run for at least two weeks. The County Clerk or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum briefly describe the job position, necessary qualifications, the salary range and where and how to apply for the position and include the sentence that the County is an equal opportunity employer. All applicants must be directed to fill out the application form attached as Addendum B to the County's Administrative Manual unless the department has its own approved application form.

Richland County Finance & Personnel Committee
Agenda Item Cover

Attachments and References:

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Financial Review:

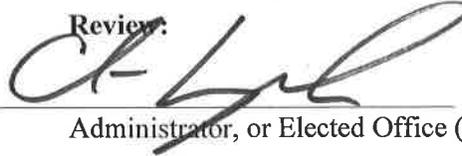
(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Department Head

Review:



Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Employee Handbook Amendment

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	September 1 st , 2020	Action Needed:	Vote on a Motion
Disclosure:	Open	Authority:	Committee Structure page 6E
Date submitted:	August 25 th , 2020	Referred by:	

Recommendation and/or action language:

Motion to recommend proposed amendments to the Employee Handbook of Richland County, (adopted by the County Board on January 17, 2012 and last amended on June 20, 2017) and addendum HHS, Highway, Sheriff and Pine Valley with resolution referral to the County Board.

Background:

At the July 21, 2020 meeting of the Richland County Board, job descriptions of the Administrator and 13 department heads were amended to reflect the statutory authority of the Administrator to supervise department heads who are not elected by Richland County voters.

The purpose of the Employee Handbook of Richland County is to provide “. . . a broad overview of Richland County’s (the “County”) employment policies, practices, procedures, and benefits . . .” Among other topics, this manual provides employees information on performance evaluation, discipline, separation, sexual harassment, accident reporting, and the County’s drug and alcohol policy.

Several changes are recommended to the Employee Handbook to reflect the supervisory changes approved by the Richland County Board. These changes shift responsibilities from the Administrative Coordinator and supervisory committees to the Administrator.

Attachments and References:

Attachment A: Employee Handbook, Addendum HHS, Highway, Sheriff and Pine Valley

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Department Head



Administrator, or Elected Office (if applicable)

**HANDBOOK OF PERSONNEL POLICIES
AND WORK RULES
OF
RICHLAND COUNTY**

Developed by
Finance and Personnel Committee
In Collaboration with County Department Heads,
Elected and Appointed Officials
and Employee Representatives

January 17, 2012 (Adopted)
August 18, 2015 (Amended)
March 15, 2016 (Amended)
October 25, 2016 (Amended)
January 17, 2017 (Amended)
February 21, 2017 (Amended)
June 20, 2017 (Amended)
September 15th, 2020 (Amended)

Formatted: Superscript

TABLE OF CONTENTS

	Page
Definitions	3
Introduction to Your Employee Handbook and work Rules	7
Extent of Handbook	7
Management Rights	8
Equal Opportunity	8
Terms and Conditions of Employment	8
1. Office Hours	8
2. Outside Employment	9
3. Pay period	9
4. Time Paid	9
5. Accident and Injuries	9
6. Health Examinations	10
7. Breaks	10
8. Leave of Absence	10
9. Flexible Work Schedule	10
10. Seniority or Length of Hire	10
11. Performance Evaluations	10
12. Personnel Files	10
13. Time Cards (Time Keeping)	10
Compensation and Fringe Benefits	11
1. Health Insurance	11
2. Dental Insurance	12
3. Loss of Time Insurance	12
4. Retirement Plan	12
5. Life Insurance	12
6. Section 125 Flex	12
7. Holidays	13
8. Bereavement.....	14
9. Compensatory Time	14
10. Overtime	15
11. Sick Leave	15
12. Voluntary Sick Leave Donation	16
13. Vacation	17
14. Family and Medical Leave	17
15. Symons Complex Employee Privileges	18
16. Military Leave	18
Rules of Conduct	18
1. Grounds for Termination	18
2. Harassment	18
3. Violence in the Workplace	20
Hiring and Employment Considerations	20
1. Hiring	20
2. Temporary Vacancies	21
3. Probation Period	22
4. Reclassification	22
5. Dismissal – Suspension	23
6. Non-Disciplinary Termination/Layoff	23
7. Resignation/Retirement	24

7. Concerns	24
8. Policy on Nepotism	24
Reimbursement	25
1. Lodging	25
2. Meals	26
3. Mileage	26
4. Other Expenses	26
5. Registration Fees	26
6. Expense Vouchers	26
Miscellaneous Personnel Provisions	26
1. Change of Address or Status	26
2. Official County Bulletin Board	26
3. Employee Bulletin Board	27
4. Equipment	27
5. Telephone Policies	27
6. Notification of Absence	27
7. Weather Conditions	27
8. Jury Duty	27
9. Ambulance or Fire Department Volunteers	27
10. Break Room	28
11. Credit Union	28
12. Deferred Compensation	28
13. Use of Computers, Software and Internet	28
14. Picture Identification Badge	28
15. Training Opportunities	28
16. Gifts or Gratuities	28
17. County Workspaces and Personal Property	28
18. Handbook Signature Page	29

HANDBOOK OF PERSONNEL POLICIES AND WORK RULES

Definitions:

“County employee” is defined to include the following full-time and part-time positions. The Department Head is the first position listed for each Department. Departments are set forth in capital letters. Department Heads are set forth in **BOLD**. *Denotes Employees Exempt from Fair Labor Standards Act.

AMBULANCE/EMERGENCY GOVERNMENT OFFICE

Emergency Medical Services/Emergency Management Director*

Advanced Emergency Medical Technician

Emergency Management Specialist

CHILD SUPPORT AGENCY

Child Support Administrator/Assistant Corporation Counsel*

Lead Child Support Worker

Child Support Worker

CLERK OF CIRCUIT COURT’S OFFICE

Clerk of Circuit Court

Deputy Clerk of Circuit Court

Clerical Assistant II

COURTHOUSE MAINTENANCE

Maintenance Supervisor

Custodian

CORPORATION COUNSEL’S OFFICE

Corporation Counsel*

COUNTY CLERK’S OFFICE

County Clerk

Accounting Supervisor/Deputy County Clerk

Payroll and Benefits Specialist

Accounts Payable Specialist

DISTRICT ATTORNEY’S OFFICE

District Attorney*

Assistant District Attorney*

Legal Assistant

Victim/Witness Coordinator (24 hours/week)
and Legal Secretary (11 hrs/week)

ECONOMIC DEVELOPMENT DIRECTOR’S OFFICE

Economic Development Director*

FAIRGROUNDS / RECYCLING

Fair and Recycling Coordinator

Groundskeeper

FAMILY COURT COMMISSIONER
Family Court Commissioner*

HEALTH AND HUMAN SERVICES
Director*

Manager of Operations*
Administrative Supervisor*
Confidential Administrative Secretary*
Aging and Disability Resource Center Manager*
Child and Youth Services Manager*
Children's Long-Term Support & Birth to Three Supervisor*
Behavioral Health Services Manager*
Business Systems Supervisor*
Comprehensive Community Services Supervisor*
Comprehensive Community Services Quality Coordinator*
Economic Support Manager*
Economic Support Lead Worker*
Public Health Manager/Local Health Officer*
Disability Benefit Specialist*
Adult Protective Services Worker*
Information and Assistance Specialist*
Child and Youth Case Manager*
Children's Long Term Support and Birth to Three Case Manager*
Early Intervention Special Educator*
Mental Health Therapist (Licensed)*
Mental Health Therapist (Non-Licensed)*
Substance Abuse Counselor*
Treatment Court Coordinator*
Psychiatric Nurse*
Public Health Nurse*
Health and Wellness Coordinator*
Youth Aide Worker*
Secretary
Clerical Assistant II
Fiscal Specialist
Nutrition Program Coordinator
Elderly Benefit Specialist
Economic Support Specialist
Occupational Therapist (part-time)
Speech and Language Pathologist (Part-time)
Nutrition Site Worker (part-time)
Nutrition Driver (Temp/Casual)
Driver/Escort Driver (Temp/Casual)
English/Spanish Interpreter (Temp-Casual)

HIGHWAY DEPARTMENT

Highway Commissioner*
Patrol Superintendent*
Bookkeeper
Clerk
Foreman
Foreman Assistant

Heavy Equipment Operator
Parts
Patrolman
Sign Person
Truck Driver
Welder and Mechanic

JUDICIAL OFFICE

Register in Probate/Probate Registrar/Juvenile Clerk/Judicial Assistant*

LAND CONSERVATION OFFICE

County Conservationist*

Secretary
Conservation Technician

MANAGEMENT INFORMATION SYSTEMS

Management Information Systems Director*

Management Information Systems Administrator
Management Information Systems Assistant

PINE VALLEY HEALTHCARE AND REHABILITATION CENTER

Administrator*

Administrative Assistant*
Nursing Administrator Assistant*
Director of Nursing*
Registered Nurse Manager*
Registered Nurse Supervisor
Social Services Supervisor*
Human Resources Director*
Registered Nurse
Licensed Practical Nurse
Medication Aide
Certified Nursing Assistant
Personal Care Worker
Resident Assistant
Maintenance Supervisor*
Maintenance Worker
Housekeeper Lead*
Housekeeper
Laundry Worker
Food Service Supervisor*
Lead Cook
Food Service Worker I
Food Service Worker II
Cook I
Social Worker*
Activities Director/Volunteer Service Coordinator
Activity Aide
Clerical Assistant*
Fiscal Clerk*
CBRF Unit Clerk
Unit Clerk

Manager of Health Information Services*

REGISTER OF DEEDS' OFFICE

Register of Deeds

Deputy Register of Deeds

SHERIFF'S DEPARTMENT

Sheriff

Chief Deputy*

Road Patrol Lieutenant*

Office Manager/Confidential Assistant

Secretarial/Clerical Assistant II (part-time)

Dispatcher/Jailer

SYMONS NATATORIUM

Director*

Assistant Director

Maintenance

Instructors

Life Guard

Receptionist

TREASURER'S OFFICE

County Treasurer

Deputy County Treasurer

Real Property Lister

Assistant Real Property Lister (part-time)

U.W. EXTENSION OFFICE

Clerical Assistant II

Administrative Secretary

UW-RICHLAND FOOD SERVICE

Food Services Supervisor*

Food Service Worker

Cafeteria Worker (part-time)

Food Service Worker – Temporary Casual

VETERAN SERVICE OFFICE

Veteran Service Officer

Veterans Benefit Specialist

ZONING DEPARTMENT

Zoning Administrator*

Office System Technician

Geographical Information Systems (GIS) Technician/

Assistant Zoning Administrator/Sanitarian

INTRODUCTION TO YOUR EMPLOYEE HANDBOOK AND WORK RULES

This Handbook of Personnel Policies and Work Rules (the “Handbook”) provides a broad overview of Richland County’s (the “County”) employment policies, practices, procedures, and benefits. The Handbook is provided to you as a guideline and does not cover all of the County’s policies, practices, procedures, or benefits, nor does it provide a written answer to every possible employment situation.

Notwithstanding any provision herein, and subject to applicable law, the County reserves the right to make employment-related decisions on a case-by-case basis. The County reserves the right, as allowed by law, to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Handbook or procedures or benefits discussed herein at any time, without advance notice, in its sole discretion.

The County expects every employee to familiarize him/herself with this Handbook and to keep the Handbook accessible for easy reference. This Handbook supersedes all previous verbal and written policies. If you have any questions regarding any of the items in this Handbook, please contact the [County Administrator](#) ~~County Clerk’s Office~~.

An electronic copy of this Handbook can be accessed on the County’s website.

EXTENT OF HANDBOOK

Extent of Handbook: Powers and duties of the [County Administrator and](#) Finance and Personnel Committee (Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Highway Department, Sheriff’s Department – See Addendum).

The Finance and Personnel Committee shall have final jurisdiction over all personnel matters relating to County employees which are dealt with in this Handbook. Department Heads shall have the authority to issue an addendum dealing with department specific issues provided such addenda are approved by the Finance and Personnel Committee. Department Heads shall have the authority to administer and manage personnel at the Department level provided such administration and management is in compliance with this handbook and applicable addendum. In the event of a conflict between this handbook and an approved department addendum, the addendum shall control.

All other personnel policies relating to County employees which have been issued by Finance and Personnel Committee or Departments of County government are void effective on the date this handbook and addenda issued hereunder are approved. All previous Resolutions or Ordinances adopted by the County Board and relating to personnel policies for County employees are hereby repealed to the extent that they are in conflict with this Handbook. It is the intent of the County Board that this Handbook of Personnel Policies and Work Rules shall be considered a Civil Service or Merit Policy except that the County Board has elected not to establish a Civil Service Commission.

All matters covered by this Handbook, including but not limited to, salary levels, hiring, promotion, reclassification, discharge, demotion, discipline, suspension and any and all such matters relating to County employees under this Handbook of Personnel Policies and Work Rules shall be under the jurisdiction of the Finance and Personnel Committee in accordance with this Handbook. It is recognized that, by Wisconsin Statutes, certain committees, boards and elected officials have the right to hire and fire some members of their staff, but, in such instances, those committees, boards and elected officials are encouraged to consult with the Finance and Personnel Committee prior to making such decision.

The Finance and Personnel Committee shall have final authority over all matters set forth in this Handbook, except that the Finance and Personnel Committee shall make recommendations to the County Board as to all matters relating to salary levels, position reclassifications and the creation or

elimination of positions, the final decision on which shall be made by the County Board. As to all matters relating to salary levels and position reclassifications, the Finance and Personnel Committee shall first receive the recommendation to the County Board.

This Handbook shall not apply to the extent that conflicts with State or Federal laws, rules or regulations, including the County's Affirmative Action/Civil Rights Compliance Plan which was approved by the County Board on May 18, 1993, which shall supersede this Handbook in the appropriate instance.

This Handbook is not intended to create a contract of employment, express or implied, or evidence of a contract of employment, between the County and any one, or all, of its employees. Only the County Board has the authority to enter into such contracts. Any such agreements must be in writing and signed by an authorized representative of the County Board and the employee.

Except as required by the laws of the State of Wisconsin, every employee of the County serves as an at-will employee. As such, the County cannot guarantee you or any employee continued employment for any definite period of time. You have the right to terminate your employment at any time, for any reason or no reason, and the County retains the same right to terminate your employment at any time, as allowed by applicable law.

MANAGEMENT RIGHTS

The management of Richland County and the direction of the working forces shall be vested exclusively in the Employer. Such management and direction shall encompass all rights inherent in the authority of the Employer, including, but not limited to the right to hire, recall, transfer, promote, demote, discharge or otherwise discipline and to layoff employees. Further, the Employer shall have exclusive prerogatives with respect to assignments of work, including temporary assignment, scheduling of hours including overtime, to create new, or to change or modify operational methods of control, and to pass upon the efficiency and capabilities of the employees.

EQUAL OPPORTUNITY

Equal opportunity is the County's policy. It is the County's policy to select the best qualified person for each position. The County does not discriminate against applicants for employment or against employees because of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law. This policy applies to all employment practices and personnel actions.

It is the duty of every employee to help create a job environment that promotes equal opportunity. Any incident or situation that you believe violates this policy should be brought to the immediate attention of your supervisor or other individual in management.

Failure to follow this policy will result in discipline, up to and including termination.

TERMS AND CONDITIONS OF EMPLOYMENT

Terms and Conditions of Employment (Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, Highway Dept. – See Addendum).

1. Office Hours:

- a. Courthouse: The normal office hours for regular, full-time County Employees are 8:30 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.
- b. Highway Department: The normal office hours for regular, full-time County

employees are 7:00 a.m. to 3:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

- c. Sheriff's Department: The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.
- d. Health and Human Services: The normal office hours for regular, full-time County employees are 8:00 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook. Various programs will operate later into the evening as needed.
- e. Pine Valley Healthcare and Rehabilitation Center: The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:15 p.m., Monday through Friday.
- f. Extension Offices: The normal office hours for regular, full-time County employees are 8:30 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.
- g. UW-Richland Food Service: The normal hours for the cafeteria are 7:15 a.m. to p.m., Monday - Thursday; 7:15 a.m. to 2:00 p.m. Friday, except holidays set forth in this Handbook.
- h. Management Information Systems: The normal office hours for regular, full-time County employees are 8:00 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.
- i. Symons Natatorium: The normal hours for regular, full-time County employees are 8:30 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

The above listing is for the purpose of notification of when offices will be open. This listing is not indicative of the number of hours worked per day or does it indicate the amount of time allocated for lunch. County Offices shall make every attempt to remain open during the noon hour during all week days except for holidays set forth in the Handbook of Personnel Policies and Work Rules.

2. **Outside employment**: Employees of the County may accept outside employment as long as such employment does not interfere with the employee's responsibility to the county or does not represent a violation of the Rules of conduct as set forth in this Handbook.

Public sector employers may not allow their employees to volunteer without compensation, additional time to do the same work for which they are employed.

3. **Pay period**: Employees are paid every other Friday. If a holiday falls on Friday, the checks will be issued late on Thursday. Employees must sign up for direct deposit of their paychecks.
4. **Time Paid**: All paid time shall be considered time worked for the purpose of computing overtime.
5. **Accident and Injuries**: All injuries or accidents involving employees or visitors will be reported immediately to the Department Head and the employee or person assisting. All employee accidents shall be reported to the Richland County [Administrator or their designee](#) Clerk.
6. **Health Examinations**: Any health examination required as a condition of employment will be paid by the County.
7. **Breaks**: Two 15 minute breaks are granted as your workload allows. These are not to be

used for leaving work early, to make up tardiness or to accumulate time off.

8. **Leave of Absence:** Leaves of absence without pay for up to six months may be granted by the Department Head subject to the approval of the ~~Finance and Personnel Committee~~County Administrator. Requests for leaves of absence shall be in writing and directed to the employee's Department Head. ~~The Finance and Personnel Committee~~The County Administrator, after receiving the recommendation of the Department Head, may extend a County employee's leave of absence for up to an additional six months, no County employees may be granted a leave of absence in excess of one year in duration. All leaves of absence shall be reported to the ~~County Clerk~~Administrator or their designee's Office within one week of its occurrence. All requests will be considered on their merits.

County employees receiving leaves of absence for medical reasons must exhaust their sick leave before starting the leave of absence. The County will pay its normal health insurance premium contribution for those employees who are on Worker's compensation for a period of up to one year and for those employees who are on a medical leave of absence for a period of up to six months. County employees do not generate vacation and sick leave during unpaid of absence.

Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium at least two weeks in advance of the due date.

9. **Flexible Work Schedule:** A flexible work schedule may be arranged by mutual agreement between employee and department head. In the event it is a department head requesting a flexible schedule, the ~~supervising committee~~County Administrator must approve. The schedule may be revised or terminated at any time.
10. **Seniority or Length of Hire:** Seniority or length of hire is defined as an employee's total length of continuous service with the county.
11. **Performance Evaluations:** The ~~supervising committee~~County Administrator shall conduct annual performance evaluations of the director/department head/commissioner (exception: Elected County officials). The directors/department heads/commissioner shall conduct annual performance evaluations of their staff using the standard forms available in the County ~~Administrator-Clerk's~~ office.
12. **Personnel Files:** The County will grant an employee access to his/her personnel files as required by applicable law. Certain personnel records may be excluded from this review, as permitted by law. Should you want copies of your personnel record, the County reserves the right to charge you the costs of copying your record.
13. **Time Cards (Time Keeping):** Accurately recording time worked is the responsibility of every employee. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work, except in exceptional circumstances, must always be approved before it is performed and paid at the appropriate legal rate.

Tampering, altering, or falsifying time cards or recording time on another employee's time

card may result in disciplinary action, up to and including discharge.

Hourly employees should report to work no more than seven (7) minutes prior to their scheduled starting time and stay no more than seven (7) minutes after their scheduled stop time without express, prior authorization from their supervisor.

It is the employee's responsibility to complete and sign his/her own time card to certify the accuracy of all time recorded. The supervisor will review and then sign the time card before submitting it for payroll processing. In addition, if corrections or modifications are made to the time card, both the employee and the supervisor must verify the accuracy of the changes by initialing the time card.

COMPENSATION AND FRINGE BENEFITS

Salaries: See Richland County Salary Grades

The provisions of this section apply to all County employees except as otherwise noted and except that the following paragraphs relating to vacations and holidays do not apply to the position of the Chief Deputy Sheriff, Road Patrol Lieutenant and Confidential Administrative Secretary in the Sheriff's Department. The Chief Deputy Sheriff, Road Patrol Lieutenant and Confidential Administrative Secretary shall receive vacation and holiday benefits as well as longevity pay and uniform allowance in accordance with the applicable bargaining agreement covering the Sheriff's Department.

The provisions of this section relating to part-time employees apply only to those part-time County employees who were hired before October 22, 1992. Part-time County employees shall receive fringe benefits under this section only if the normal working hours for the employee's position are at least half-time for the department in which the position is situated. Part-time employees working more than half-time on a temporary basis are not entitled to fringe benefits under this section.

1. **Health Insurance:** The County will determine its health insurance carrier, plan composition, and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The health insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail.

The County agrees to pay the premium for single or family health insurance in the amount of eighty-eight (88%) of the gross premium.

Premiums for part-time employees will be pro-rated for each calendar quarter based on the average number of hours that the employee was paid during the previous calendar quarter. The County agrees to pay the following portion of the premium:

34+ hours	88%
25 hours – 33.99 hours	78%
17.5 hours – 24.99 hours	68%, and

A copy of the health insurance policy will be given to the County employee by the insurance agent. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium. In the case of such a leave of absence, the employee's premium payment is to

be calculated by dividing the total annual premium in effect at the start of the employee's leave of absence by the number of hours which the employee works per year then multiply that figure by the number of hours in the employee's leave of absence. COBRA coverage will be provided as determined by Federal law. (See [County Clerk's Administrator's Office designee](#)).

Any full-time employee with a reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Dental Insurance: The County will determine its dental insurance carrier, plan composition and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The dental insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail. Currently, the County provides dental insurance. The County's monthly contribution to the premium for the dental insurance plan for part-time (35 hours per pay period and above) and full-time employees shall be \$52.39 for the family dental plan and \$18.31 for the single dental plan. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their dental insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium.

2. **Loss of Time Insurance:** A loss of time policy is available to County employees at the employee's expense.
3. **Retirement Plan:** Richland County participates in Wisconsin Department of Employee Trust Funds. Participation in the retirement plan is dictated by Employee Trust Funds which is currently determined as 1,200 hours in a twelve month period.

The County pays 50% of the required WRS contributions and the remaining 50% is paid by the employee.

4. **Life Insurance:** All County employees participating in the State Retirement Fund are eligible, after the completion of the probationary period, to obtain group life insurance. This life insurance is paid for in part by the County and in part by the participating County employee, based upon a formula determined by the State of Wisconsin, Department of Employee Trust Funds, based upon the Wisconsin Statutes. Survivors and dependents life insurance is also available at employee option and entirely at employee expense.
5. **Section 125 Flex:** Employees may use pretax earnings to pay for medical expenses (including health insurance premiums and qualified dependent care expenses).

6. **Paid Holidays:** The following paid holidays are observed:

Holidays	Non Union	Professionals	Pine Valley	Highway	Emergency Medical Services	Courthouse	Sheriff's
New Year Day	X	X	X	X	X	X	X
Good Friday	X	X		X	X	X	
Easter			X		X		
Memorial Day	X	X	X	X	X	X	X
Independence Day	X	X	X	X	X	X	X
Labor Day	X	X	X	X	X	X	X
Thanksgiving	X	X	X	X	X	X	X
Day After Thanksgiving	X	X		X		X	
Last Day Before Christmas	X	X		X	X	X	X
Christmas Day	X	X	X	X	X	X	X
Veterans' Day			X		X		X
Floating Holiday	X	X		X		X	
2 Personal Days			X				
Birthday							X
Total	10	10	10	10	10	10	9

- a. Regular, part-time employees who work 35 hours per pay period or more are paid one-half day of holiday for each day of holiday.
- b. Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.
- c. In the event a holiday falls on a Saturday, it shall be observed on the previous Friday. In the event a holiday falls on a Sunday, it shall be observed on the following Monday. In the event Christmas falls on a Monday, the Christmas Eve holiday shall be observed on the previous Friday. In the event Christmas falls on a Saturday, the Christmas holiday shall be observed on the following Monday.
- d. It is understood that no veteran will be denied Veteran's Day as his or her floating

- holiday as long as the floating holiday has not been used.
- e. Employees will be paid at their straight time hourly rate as holiday pay for these holidays. An employee called to work on a holiday shall be paid one and one half (1½) times the straight time hourly rate, plus receiving his/her holiday pay.
- f. To qualify for holiday pay, employees must work all regularly scheduled work time for one scheduled work day immediately preceding the holiday and one scheduled work day immediately following the holiday, unless on an excused absence or vacation.
- g. Floating Holiday: Upon successful completion of probationary period, one floating holiday is accrued on the first pay period of every year and must be used within that calendar year. It must be taken as one full day off only and may not be broken into hourly increments. It is not paid out upon termination of employment.
- h. If the holiday comes during the employee's vacation, he/she shall be granted an additional day off with pay at the beginning or end of his/her vacation period, or by mutual agreement at some other time.

7. **Bereavement Leave:** In the event that a death in the immediate family of an employee requires his/her absence from work, the employee may be absent up to three (3) days without loss of pay for the regular work days for which he/she should have worked but for his/her absence. Immediate family shall be defined as: spouse, parent, child, step child, sibling, mother/father in-law, brother/sister in-law, son/daughter in-law, grandparent of employee or spouse, grandchild of employee or spouse, step parent, registered domestic partner. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.

The amount of time taken off should be reasonably necessary under all circumstances, such as time required in order for the employee to arrange for the funeral of the deceased and to attend the funeral of the deceased.

In the case of the death of an employee's or spouse's aunt, uncle, niece and nephew, the employee will be given paid funeral leave of one (1) day of the funeral only, provided the day of the funeral is the employee's scheduled workday and he/she attends the funeral. Funeral pay will not be given for employees on layoff, vacation or any kind of leaves of absence. Notice and reason for intended absence due to death in the immediate family is to be given promptly to the employee's department head.

8. **Compensatory Time:** Compensatory time is accumulated by non exempt County employees on an emergency basis on other than regular working hours. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff and the Road Patrol Lieutenant are not eligible to receive compensatory time.

Compensatory time is accumulated only with the Department Head's prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each hour worked over 40 hours per week. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or to be paid for it. Compensatory time may be accumulated up to a maximum of 24 hours per calendar year and it shall then in all instances be taken by the last pay period of the calendar year in which it was generated or it will be paid for by the last pay period of the year. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 24 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the [County Clerk's Administrator's Office designee](#).

9. **Overtime:** An employee may work extra hours and thereby accumulate either compensatory time or overtime only with the Department Head's prior approval. Employees who have the department Head's prior approval and who are directed to work beyond normal working hours, as specified in this handbook, and who make a proper election to be paid overtime, shall be paid straight time up to 40 hours per week and time-and-one-half payment for any work over 40 hours per week. All overtime must be reported to the [County Clerk's Administrator's Office designee](#). Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff, Road Patrol Lieutenant and all employees holding positions which are marked with an asterisk in this Handbook are not eligible to receive overtime.

Any employee called in to work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours of compensation.

The County has determined that employees listed on pages 4 through 8 of this Handbook with a designation of an asterisk (*) are exempt from the provision Of Fair Labor Standards Act.

10. **Sick Leave:** Sick leave is defined as an employee's absence from duty because of illness, bodily injury, diagnostic treatment, dental procedures, optician's services, exposure to contagious disease, attendance upon members of the immediate family whose illness requires the care of such employee. In the event there is evidence that an employee is claiming sick leave for the purpose other than defined, the employer may require that such employee verify the validity of his/her claim.

Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend their county employment. Sick leave may also be used by the employee to attend medical appointments for themselves or for their immediate family (spouse or children). For care of a parent or parent-in-law, FMLA forms will need to be completed. All sick leaves must be reported biweekly to the [County Clerk's Administrator's Office designee](#). Elected officials are not eligible to receive sick leave.

Sick leave accrues at the rate of one day per month on the staff person's anniversary date for full-time employees. Regular, part-time employees working at least 17 and 1/2 hours per week or 70 hours per month shall accrue sick leave at a rate of one-half of the sick leave generated by full-time employees. Up to 126 days of sick leave may be accrued.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Sick leave shall accumulate for not more than one-hundred twenty six (126) days.

A doctor's statement and/or completion of Family Medical Leave forms are required where more than three (3) consecutive days of sick leave are taken except in case of maternity leave. Richland County reserves the right to require a doctor's certificate in any case where sick leave has been or is proposed to be taken.

In the event an employee suffers an injury or illness in the course of performing his/her

duties, the employee may use accumulated sick leave to make up the difference between what the employee receives from Worker's Compensation payments and his/her regular pay. The employee using sick leave under this section will be charged only for the portion of a full day's sick leave needed to supplement Worker's Compensation to equal the employee's full day's pay. An employee can not collect more compensation than he/she would have been paid had he/she been working.

The following 3 paragraphs apply only to employees who were hired by Richland County prior to January 1, 2018. (This benefit is not available to employees hired after December 31, 2017.)

All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position; exceptions are death, retirement or early retirement.

Any unused sick leave accumulated by the employee to a maximum of sixty (60) days at the time of death or retirement shall be paid to the employee in a lump sum upon death or retirement, provided that upon retirement the employee is eligible for retirement benefits under the Wisconsin Retirement Fund. In lieu of payment each such employee shall be offered the option of converting 90% of his/her eligible accumulated sick leave (up to 126 days) to payment toward health insurance premium. The employee election provided in this paragraph shall be in writing and shall be submitted to the County ~~Administrator~~Clerk. The employee may not change his/her election once it has been submitted.

Except as otherwise authorized in special circumstances, a Department Head shall leave a position vacant for such period of time as is necessary to recoup the cost of providing the benefit described in the preceding paragraph.

The following paragraph applies to employees who were hired by Richland County after December 31, 2017:

All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position. Accrued but unused sick leave is not paid to employees when employment ceases.

11. **Voluntary Sick Leave Donation:** This policy is intended to provide financial assistance and support to regular full-time and regular part-time employees of the County who have exhausted all paid time off benefits and are unable to return to work due to a catastrophic illness or injury suffered by them.

A catastrophic illness is defined as "a prolonged non-occupational illness or injury which is life threatening as determined by the County ~~Administrator~~Clerk and supported by medical substantiation from the employee's treating physician, and would result in the employee having to go on unpaid leave of absence or terminate their employment."

Richland County employees may voluntarily donate up to three (3) sick days to a fellow worker who meets the above definition. All donations are irrevocable and will not be returned to the donating employee even if the recipient does not use the time. Only full days may be donated.

Time donated will be credited to the account of the recipient for use. Donated days will be paid at the rate of pay of the recipient. Unused donated days will not be paid out in any circumstance upon separation from employment. Recipients are eligible to receive up to 60 days of donated sick time under this policy.

The County ~~Clerk-Administrator~~ or their designee will maintain all records relating to this policy. The County reserves the right to modify or terminate this policy at any time with or without notice.

12. **Vacation:** For full-time employees, vacations shall be accrued based upon years of service and may be used as time is accrued after the employee has successfully completed the first six months of employment. Vacation shall be accrued at the following rate: for newly hired employees, one work week after 6 months of employment and one additional work week after 1 year of employment; 3 work weeks after six years of employment, four work weeks after twelve years of employment, five works weeks after twenty-three years of employment. Vacation must be used within 18 month following the employee's anniversary date. Vacation time not taken in accordance with this paragraph is forfeited. While vacations may be taken at any time, County employees are required to notify their Department Head of their expected vacation dates as soon as they are known to the employee. All Department Heads shall have the authority to disapprove a County employee's proposed dates of vacation only if the proposed dates will disrupt the operation of that Department. If duplicate requested dates arise, the employee whose request was made first will be favored. Vacation days may be used singly or all at once. Regular, part-time employees who work at least half-time accrue vacation at one-half the rate for full-time employees. All vacation time must be reported biweekly to the County— ~~Administrator~~Clerk's ~~Office~~designee.

All vacation time shall be taken in no less than one half (1/2) hour increments, unless otherwise agreed.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Employees who terminate their employment or who are laid off will be paid for vacation previously earned and not received for the current year up to the date of termination on a pro-rated basis. (see page 24 Resignation/Retirement)

Upon retirement, early retirement or separation from employment, an employee or beneficiary shall receive payment for unused vacation benefits and this payment will be paid in one lump sum. Unused compensatory time and vacation or sick leave benefits cannot be used to extend out the date of retirement, early retirement or separation.

Elected officials are not eligible to receive vacation.

13. **Family and Medical Leave:** Employees must submit FMLA paperwork as soon as the medical need is known. The County follows Federal and State Family and Medical Leave provisions. The County— ~~Administrator~~Clerk's ~~office~~—designee maintains the official documents for this leave and must be contacted for the information and official form as contained in the County's Family and Medical Leave Act Policy.
14. **Symons Employee Membership:** Employees of the Symon's Natatorium Complex are entitled to standard membership privileges at the Natatorium at no cost during the term of their employment there.

15. **Military Leave:** A leave of absence without pay shall be granted to employees in accordance with the Uniformed Service Employment and Re-employment Act with respect to reinstatement and seniority of employees entering or returning from Service in the armed forces of the United States.

RULES OF CONDUCT

Department heads are responsible to see that the provisions of this handbook are adhered to by themselves and by all of their subordinate county employees. Non-elected department heads who fail to see that their subordinates comply with this handbook or who fail themselves to comply with this handbook are subject to disciplinary action.

Grounds for Termination: Grounds for termination of employment or suspension with or without pay include but are not limited to the following:

- a. Incompetent job performance
- b. Frequent tardiness from employment
- c. Job-related dishonesty
- d. Repeated absence from employment
- e. Breach of confidentiality
- f. Inappropriate use of sick time in violation of this Handbook and any other County policies
- g. Drinking or drug abuse on the job or being under the influence of alcohol or drugs while on the job
- h. Insubordination
- i. Conviction of job-related criminal offense or offenses
- j. Violation of the provisions of this Handbook, an addendum, or any other county policies
- k. Violation of County's Code of Ethics Resolution, which states as follows:
No Department Head or County employee shall:
 - Use or attempt to use his or her position to secure any preferential or unlawful rights or advantages for himself or herself or others.
 - Have a financial or other personal interest which is in conflict with the proper discharge of his or her duties.
 - Disclose or use confidential information concerning Richland County to promote a private financial interest.
 - Accept any substantial gift, in any form, from a person who has business dealings with Richland County. (See Ethics Policy).
 - Use the County's tax exempt status for making personal purchases or for making purchases for non-County clubs or organizations.
- l. Elimination of job due to reorganization or lack of work.
- m. Elimination of job that has sunset per County Board Resolution.

Harassment: Unlawful harassment is prohibited. The County is committed to providing a professional work environment. This means that the County will not tolerate harassment directed at an employee, customer, or vendor, whether sexual harassment or harassment because of his/her age, race, creed, color, disability, marital status, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law.

What kind of harassment is prohibited? The county's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law. For example, unwelcome jokes concerning an individual's age, race, or ethnicity are unacceptable.

What is sexual harassment? Unwelcome conduct of a sexual nature constitutes sexual harassment if any of the following apply:

- a. Submission to such conduct is explicitly or implicitly made a term or condition of employment; or
- b. Submission to or rejection to such conduct affects employment decisions; or
- c. Such conduct has the purpose or effect of creating a sexually hostile work environment.

The following are examples of unwelcome conduct that could violate this policy.

- a. Sexual advances or requests for sexual favors.
- b. Verbal conduct of a sexual nature, e.g., comments about an individual's body, physical attributes, sexual activities, etc.
- c. Displays of sexual nature, e.g., calendars, photographs, magazines, etc.
- d. Offensive sexual jokes.

What is unlawful harassment on the basis of other protected characteristics? Unlawful harassment may be based on an individual's race, religion, national origin, age, disability, or any other characteristic protected by federal, state, or local law.

The following are examples of potentially harassing conduct:

- a. Comments regarding an individual's physical appearance or attributes.
- b. Mimicking an individual's accent or speech pattern.
- c. Use of racial or ethnic epithets.
- d. The telling of derogatory or offensive jokes.
- e. Harassing letters, emails, phone calls, or gifts.
- f. Comments about an individual's age or disability.

What should you do if you believe you are being harassed in violation of this policy? You must promptly report the conduct to the County ~~Administrator~~Clerk. Your complaint will be investigated promptly. The information you provide will be shared on a "need-to-know" basis. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What should you do if you are aware of another employee, client, customer, or vendor, who, you believe, is being harassed in violation of this policy? You must promptly report your concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, are expected to bring violations of this policy to the attention of the County by informing one of the individuals described above. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What should you do if a customer or vendor treats you or another employee of the county in a way that might violate this policy? You must promptly report the concerns as if a County employee or

agent did the harassment. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What will be done to those who violate this policy? Appropriate disciplinary action will be taken against any employee found to have violated this policy. Such discipline can range from termination of employment, suspension, demotion, or pay cut, to a warning. In the case of harassment by a customer or vendor, the County will act promptly to remedy the harassment and prevent further occurrences.

No retaliation. There will be no retaliation against anyone who, in good faith, makes a report of a potential violation of this policy or who assists in the investigation of such a complaint. Any County employee who retaliates against another employee for making a complaint under this policy will be subject to termination.

Violence in the Workplace: Violence in the workplace is prohibited. The County is committed to providing a safe and healthy work environment free from intimidation, threats, or acts of violence. The County will not tolerate threats or acts of violence directed by an employee towards others.

Violence is defined to include, but is not limited to, physical assault, aggressive behavior (either physical or verbal), intentional destruction of the County's property, intimidation through verbalized or implied threats, fighting on or off the County's premises during work time (regardless of who instigates the altercation), or destruction of another's property on the County's property or while on County business. Any reported threats or acts of violence will be investigated as a serious violation of this policy and will be grounds for disciplinary action, up to and including immediate termination.

Do not assume that any threat or act of violence is not serious. Any employee who believes he/she has been threatened with violence, has been a victim of an act of violence, either related to or on the job, or is aware of another individual who has been subjected to or threatened with violence must report this information to his/her supervisor, to another supervisor, or to the County ~~Administrator~~ ~~Clerk~~ as soon as possible. The County will investigate such reports and take action appropriate to the situation. When necessary, the County will cooperate with local law enforcement agencies.

The County will not retaliate against any employee who in good faith reports potential violations of this policy. Therefore, failure to report a threat or act of violence may lead to disciplinary action, up to and including termination.

HIRING AND EMPLOYMENT CONSIDERATIONS

Procedure for hiring, promotions, terminations, suspensions, demotions, disciplinary actions and dismissal. (Except as otherwise provided in the Wisconsin Statutes or in the addendums of Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, the Highway Department, and in Sheriff's Department Ordinance 89-7 as amended).

1. **Hiring for Long-Term Vacancies (90 days or longer):** Whenever it appears to a Department Head that an approved job position within the department will be vacant for a period of 90 days or longer the following procedure shall be followed:
 - a. The Department Head shall immediately notify the ~~supervising committee and the County Clerk~~ County Administrator, who shall in turn notify the ~~Finance and Personnel Committee~~. In case of a vacancy in a Department Head position,

- the County ~~Clerk-Administrator~~ shall perform the hiring steps which the Department Head would otherwise do.
- b. The County ~~Clerk-Administrator~~ or Department Head shall then place an advertisement in the Richland Observer to run for at least two weeks. The County ~~Administrator~~~~Clerk~~ or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum briefly describe the job position, necessary qualifications, where and how to apply for the position and include the sentence that the County is an equal opportunity employer. All applicants must be directed to fill out the application form attached as Addendum B to the County's Administrative Manual unless the department has its own approved application form.
 - c. The Department Head or designee ~~and the applicable committee or board~~~~County Administrator~~ may interview those applicants who appear from their written applications to be qualified for the job. Department heads shall be interviewed by the County Administrator with a representation from the applicable supervisory committee;
 - d. Skills testing is required for all positions. The Department Head shall determine what skill tests are necessary and appropriate for each position and when in the hiring process to administer the tests. All tests shall be designed to determine whether the applicant has the basic skills and aptitude necessary to satisfactorily perform the job duties of the position. Department Heads may seek approval from ~~their supervisory committee and the Finance and Personnel Committee~~ the County Administrator to not administer skills testing for specific positions if skills testing is not necessary to determine if the applicant has the basic skills for the position.
 - e. Background checks must be performed on all final candidates prior to making an offer of employment in accordance with department policy and state and federal law. Except as otherwise required by law, the scope of the background check shall be determined by the Department Head. The Department Head shall obtain a legal review if the background check reveals information that may be used adversely against the candidate.
 - f. The ~~appropriate board or committee~~County Administrator, after receiving the recommendation of the Department Head, shall make the final decision as to who shall be hired;
 - g. The County ~~Administrator~~~~Clerk~~ shall not pay wages to any County employee whose hiring has not been accomplished in accordance with this paragraph or appropriate addendum.
2. **Hiring for Temporary Vacancies (Less than 90 days):** Whenever it appears to the Department Head that a job position within the department will be vacant for a period of less than 90 days, the Department Head with the approval of the ~~chairperson of the Department Head's supervisor committee~~County Administrator, may hire a limited term employee on an emergency basis not to exceed thirty (30) working days which shall expire when the regular employee returns to the position or the position is filled by a regular employee. The Department Head shall also give written notice to the ~~Finance and Personnel Committee and to the County Clerk~~County Administrator when filling a vacant position with a limited term employee. All persons filling temporary vacancies under this paragraph shall be paid at the probationary rate for Grade 7 in the County's Job Classification and Salary Plan.

3. **Probation Period:** All County employees who are new to a full-time or part-time County position shall serve a probation period the length of which shall not be less than 6 months in duration. County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which shall not be less than 3 months in duration. All Temporary/Casual County employees are required to work a minimum of 910 hours as their probationary period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:

- If the employee is to continue in the position in regular status, or
- If the employee's employment in the position is to be terminated. No inference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

Any employee's probation period can be extended up to a maximum of an additional six months. The granting of extensions shall be by the ~~Finance and Personnel Committee, County Administrator~~ after receiving the recommendation of the Department Head. Employees whose probation periods are extended are not eligible to receive their post-probation salary increases until the end of their probation period, as extended.

Department heads shall submit to the ~~supervising committee of the department~~ County Administrator a written evaluation of the performance of each employee on probation in the department and also a recommendation as to whether or not that employee merits the continuation of regular status as a County employee. Written notice shall be given to the affected employee before the end of the employee's probation period. If the affected employee has not satisfactorily completed his or her probation period so that his or her county employment is to be terminated or if the affected employee's probation period is to be extended. Department heads shall immediately notify the County ~~Clerk's Administrator's~~ Office as to the employment status of their probation employees ~~as soon as that status has been determined by the department's supervising committee.~~

The Personnel and Finance Committee shall be notified in Closed Session of any employee who has been terminated or had his or her probation period extended. This notification shall be provided at a regularly scheduled Finance and Personnel Committee meeting immediately following the termination or placement on extended probation.

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Probationary employees may be terminated at any time at the discretion of the Department Head. Discharges during the probationary period shall not be subject to the grievance procedure.

4. **Reclassification:** Reclassification of an existing position shall be undertaken only by County Board. The basis of all reclassifications shall be changed, increased duties of the position being reclassified. Unless the reclassification Resolution states otherwise,

all incumbents of reclassified positions shall start in the reclassified position at the after probation rate for the reclassified position.

5. **Discipline, Suspension or Dismissal of an Employee:** If it is necessary to discipline, suspend or dismiss an employee, a notice in advance will be given as follows:

- a. First step. The Department Head shall discuss and document in a timely manner all problems relating to the employee's job performance with the employee. In all cases in which continuation of the unsatisfactory performance could lead to discipline, suspension and/or termination, the Department Head shall give the affected County employee written notice of the nature of the problem.
- b. If the employee fails in the opinion of the Department Head to correct adequately the problem giving rise to the above notice within the allowed time period, the Department Head shall present the issue to the ~~Finance and Personnel Committee for advice and consultation~~County Administrator. The department head and the ~~Finance and Personnel Committee~~Administrator will discuss what, if any, job action is to be taken relative to an employee. The department head has the authority to take disciplinary action up to three (3) days suspension without pay provided the department head has notified the ~~Finance and Personnel Committee~~Administrator of the decision.
- c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Department Head and/~~or Finance and Personnel Committee~~Administrator.
- d. The department head shall not have the authority to terminate a non-probationary employee. All terminations must be presented to the ~~Finance and Personnel Committee~~Administrator for review and final approval. **Prior to the termination, the Finance and Personnel Committee Administrator shall insure that the affected employee is given written notice that termination of the employee has been proposed and the reasons therefore. The employee shall also receive written notice, in accordance with the provisions of the Wisconsin Open Meetings Law, of the time, date, and place of the Finance and Personnel Committee's meeting when such termination is to take place. Nothing in this section shall prevent the Finance and Personnel Committee from suspending the employee without pay pending the meeting referenced therein.**
- e. The Richland County Discipline/Termination Grievance Policy and Procedures are to be followed should an employee decide to file a grievance. See Appendix A.
- f. The process outlined above shall not apply to terminations due to reorganization, lack of work or the sunset of a position.
- g. In the case of a department head, the ~~supervising committee~~County Administrator will follow the above procedure.

6. **Non-Disciplinary Termination/Layoff:** Non-disciplinary termination/layoff due to reorganization or lack of work:

- a. Elimination of Position: Whenever it becomes necessary, in the interest of economy or because the necessity for the position involved no longer exists or because of reorganization or lack of work, the County Board may abolish any position covered by this policy. Any employee holding such an abolished position shall be laid off.
- b. Layoff: When the County determines that a layoff shall occur, in whole or in part, in a department, length of hire will be a secondary consideration, behind department needs, position title, skill needs and performance reviews. If two or more

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employees are equally qualified, the least senior employee shall be the first laid off. Employees rehired within a year of their lay off will maintain their original date of employment and any unused accrued sick leave benefits.

c. **Recall:** Recall will be at the discretion of the department head unless the County Board initiated the layoff.

7. **Resignation/Retirement:** Employees shall submit upon resignation or retirement a letter giving 2 weeks' notice of their last day of work. Employees who fail to give such notice shall forfeit any payout of accrued sick leave and/or vacation. The ~~supervising committee~~ County Administrator ~~department head~~ for the department in which the employee works shall take action to accept the written notice of resignation or retirement, and respond with written acceptance. Both documents shall be placed in the employee's personnel file. Unused compensatory time and vacation or sick leave time benefits cannot be used to extend out the date of retirement, early retirement or separation.

8. **Concerns:** A "Concern" is a claim by an employee that the County has not complied with this Handbook of Personnel Policies and Work Rules or related addendum, or other county policies.

Employees, who have such a concern, shall present the concern to the department head. Concerns shall be presented in writing and shall be acted upon by the department head within five (5) working days whenever possible.

Employees who are dissatisfied with the department head's written response to their concern may then, within two (2) weeks of receiving the department head's response, appeal to the ~~Personnel and Finance Committee~~ Administrator by filing a written statement of the concern. Employees who are dissatisfied with the Administrator's written response to their concern may then, within two (2) weeks of receiving the Administrator's response may appeal with the County Clerk, who shall then forward the concern to the Finance and Personnel Committee, who shall act upon the concern, with notice to the employee, at its next meeting.

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Concerns, as defined herein, by employees that relate to actions of their department heads shall be presented, in writing by the employee directly to the ~~County Clerk~~ Administrator, who shall forward the concern to the Finance and Personnel Committee, who shall act upon the concern at its next meeting.

The decision of the Finance and Personnel Committee shall be final.

Concerns involving discipline or termination shall follow the Richland County Discipline/Termination Grievance Policy and Procedures (see Appendix A).

Concerns involving situations concerning work place safety shall follow the Workplace Safety Grievance Policy and Procedure (see Appendix B).

9. **Policy on Nepotism:**

a. If a department head becomes aware that a person in a supervisory position in his or her department is a relative, significant other or domestic partner of a subordinate of that supervisor, the department head shall immediately report that fact to the ~~County Clerk~~ Administrator;

b. Any full-time or part-time County employee or supervisor must inform the person's department head within 30 days of the person becoming a relative, significant other or domestic partner of a supervisor or subordinate in the same department of County government;

~~e.~~ Upon receiving facts set forth in paragraph a herein, the County Clerk shall promptly convey the facts to the Chair of the Finance and Personnel Committee;

~~d.c.~~ "Relative" means spouse, parent, grandparent, grandchild, child, brother, sister, niece, nephew, aunt and uncle;

~~e.d.~~ "Significant other" means a person with whom the employee co-habits;

~~f.e.~~ A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.

~~g.f.~~ Applicants for County positions shall not be hired if the employment would place the applicant in the situation described in paragraph a herein.

~~h.g.~~ No County employee shall be assigned, transferred or promoted if the resulting employment would place the employee in the situation described in paragraph a herein.

~~i.h.~~ The Finance and Personnel Committee Administrator is hereby authorized and directed to arrive at a reasonable solution to the relationship described in paragraph a herein, while making every effort to have each affected County employee continue in his or her County employment.

~~j.i.~~ This subsection shall not apply to temporary, casual or call-in County employees.

REIMBURSEMENTS

1. **Lodging:** Policy as to reimbursement for overnight lodging:

- Actual expenses for the standard room rate will be reimbursed, not to exceed the governmental rate. Department heads have the authority to approve lodging expenses for employee attendance at training and seminars if the standard room rate is the same as or does not exceed the government rate.
- Approval by the Department Head is required where lodging expenses for employee attendance at training and seminars will exceed the government rate.
- All registration fees are to be paid in advance so as to take advantage of any available discounts.
- All lodging reservations are to be made in advance and the proper paperwork be in place so as to eliminate sales and room tax charges on lodging.
- Sheriff's Department prisoner transports are exempt from the requirement to comply with the governmental rate for lodging.
- Employee attendance at training and seminars where lodging expenses are involved which are more than the governmental rate and where the supervising committee Administrator will not approve the costs exceeding the governmental rate

may be attended by the employee if the employee agrees to pay the lodging costs which exceed the governmental rate.

- Receipts must be submitted in all cases.
 - When more than one employee is in attendance, sharing rooms when appropriate is encouraged.
 - When an officer or employee is accompanied by his or her spouse, the additional expense over that otherwise reimbursed shall be paid by the individual employee.
2. **Meals:** Policy as to reimbursement for meals:
 - Actual expenses for meals shall be reimbursed in amounts not to exceed \$20.00/day.
 - Alcoholic beverage is not a reimbursable expense.
 - The above limitations shall not include applicable sales tax which shall be reimbursed, and gratuities which shall be reimbursed up to a maximum of 15% of the amount of the bill.
 - Detailed, itemized receipts shall be required in all cases.
 3. **Mileage:** Mileage for county related business will be reimbursed at the same rate in effect when the miles were driven as the rate set by the State as mileage reimbursement to its employees. This reimbursement change from the IRS rate to the State rate is effective with miles driven April 1, 2015 and thereafter.
 4. **Other Expenses:** Reimbursement may be paid for other business related expenses in an amount reasonable under the circumstances, and if approved by the ~~employee's appropriate County Board Committee Administrator.~~
 5. **Registration Fees:** When registration fees for attendance at a duly authorized convention, seminar or meeting include the costs of meals and lodging, no other reimbursement shall be allowed.
 6. **Expense Vouchers:** Expense vouchers must be submitted to the County Clerk's Office within 90 days from the time that the expense is incurred, except that the Audit Committee may grant an extension when that committee deems it appropriate.

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Approved expenses shall be paid at the first payday after approval, by direct deposit to the employee's account in the same manner as salaries are paid. Approved expenses for reimbursement through payroll shall include only lodging, meals, mileage, parking and registration fees.

MISCELLANEOUS PERSONNEL PROVISIONS

(Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, Highway Department – See Addendum).

1. **Change of address or status:** It is each employee's responsibility to report changes in marital status, dependents, legal name, residences and mailing addresses, phone numbers, direct deposit information, beneficiary information, emergency contacts, and any information that may affect his/her tax withholdings or benefits. This information is necessary as it may affect your compensation, dependent's eligibility for medical insurance, and other important matters. To update any of this information, please notify the County Administrator or designee.
~~1. Clerk's Office.~~

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2. **Official County Bulletin Board:** The official County bulletin board is located in the ground floor entrance lobby. This bulletin board is for posting information of importance to employees and the public.
3. **Employee Bulletin Board:** Permission is granted to post legitimate non-political notices on a bulletin board designated by department head for use by Employees.
4. **Equipment:** Employees are to report to their Department Head any equipment in need of repair or replacement. Employees will be required to pay for the repair or replacement of any items maliciously damaged. County supplies and equipment are not to be used for personal purposes, except that this sentence does not apply to the District Attorney or to those employees who are otherwise authorized to use County vehicles for their personal use. If supplies are low, employees should notify their Department Head.
5. **Telephone Policies:** Use of County telephones and county cellular phones for personal long distance calls is not permitted. Employees should limit the amount of personal phone calls they make during working time.
6. **Notification of absence:** County employees must in all instances notify their Department Head when they are unable to report to work. All absences from regular hours of employment must be for a reason set forth in this Handbook and all such absences must be reported to the County ~~clerk's Administrator~~ or designee's Office at the end of each month.
7. **Weather Conditions:** Employees shall be paid for what would have been their normal working hours on days in which their offices are closed by the County Administrator in collaboration with the Board Chairman, or Vice-Chairman in the Chair's absence. On any other day in which the employee is unable to reach their office due to weather conditions, the employee has the option of treating such absence as either sick leave or vacation.
8. **Jury Duty:** Employees shall be excused with full pay for jury duty. Employees not selected as jurors for a case shall report promptly back to their County employment.
9. **Ambulance or Fire Department Volunteers:** It is the policy of Richland County that every effort be made to permit on-duty, County officers and employees who are ambulance or fire department volunteers to respond to ambulance/fire emergencies.
 - a. Employees shall not schedule regular ambulance duty during scheduled work hours unless a prior arrangement has been made with the department head. An earlier cut-off time or later start time may need to be considered to assure return from ambulance runs and prompt start time or completion of shift.
 - b. In the event of a serious community need for fire or ambulance, the on-site supervisor will determine which employees may leave their work situations to respond. Every effort will be made to allow the volunteer employee to respond to the call, if not immediately, as soon as a relief person can be obtained. If the employee's position is integral to the County's operations, as in the following situations, this may prevent the employee from responding:
 - The employee's absence from his or her duty station may result in potential or serious adverse effect to life or safety of individuals.
 - The employee's absence may place the County at risk of non-compliance with State or Federal regulations.

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- If, in the supervisor's judgment, the absence of that/those volunteer employee or employees would cause irreparable damage to the County's operations.
- c. The volunteer will not be paid by the County for hours not worked.
 - d. If absence/tardiness is due to the employee's response to emergency fire or ambulance calls, this will be taken into consideration when applying facility attendance policies.
 - e. Every effort should be made by incident command to early release County employees according to their job responsibility and the requirements of the County or of the emergency.
10. **Break Room:** A break room when feasible is provided for employees.
 11. **Credit Union:** Employees may authorize money to be deducted from their paycheck to go to the Credit Union upon the filing of appropriate forms with the County ~~Clerk's~~ [Administrator's Office/designee](#).
 12. **Deferred Compensation:** Employees may authorize money to be deducted from their paycheck to go to the Deferred Compensation Program upon the filing of appropriate forms with the County ~~Clerk's~~ [Administrator's Office/designee](#).
 13. **Use of Computers, Software & Internet:** County employees are to follow the policies on the use of County-owned computers and software and the use of the internet by county Employees which are set forth in the Richland County Computer and Internet Use Policy in Appendix C in this Handbook. Departments are to consult and cooperate with the Management Information Systems Department on all computer, networking, printer and peripheral purchases.
 14. **Picture Identification Badge:** The County shall provide each full-time and part-time County employee with a picture identification tag which shall be worn at work and/or displayed at the discretion of the employee's department head. These identification tags shall be turned in to the County ~~Clerk~~ [Administrator or designee](#) at the termination of the employee's County employment.
 15. **Training Opportunities:** Employees will be provided training opportunities to enhance job performance and to advance career opportunities subject to budgetary constraints.
 16. **Gifts or Gratuities:** No employee shall accept compensation, gift, or gratuity of nominal value from any person, persons, or organizations which may be involved in the decisions made or influenced him/her, or which would otherwise create a conflict between his/her duty and the public interest and his/her private interest. Refer to Richland County Ethics Policy.
 17. **County Workspaces and Personal Property:** Employees shall have no expectation of privacy with respect to any item or document stored in or on County-owned property. The County may, at any time, conduct a search of its property, regardless of whether the searched areas are locked or unlocked. The County does not assume any responsibility for loss, theft or damages to an employee's personal property. The County is not liable for vandalism, theft or damage to employee cars parked on County property. Upon separation from employment, employees shall promptly return any County property that is in their possession.

RICHLAND COUNTY EMPLOYEE HANDBOOK

RECEIPT AND ACKNOWLEDGMENT

This Employee Handbook (the "Handbook") is an important document intended to help you become acquainted with Richland County (the "County"). This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. Additional information about many of these policies and programs is available from the County [Clerk's-Administrator's](#) Office. Please take advantage of these resources to ensure that you are fully aware of your rights and responsibilities as an employee of the County.

By signing below, I agree to the accuracy of all the following statements:

I acknowledge having received a copy of Richland County's Employee Handbook, dated, February 6, 2020 acknowledge and understand that it is my responsibility to read, familiarize myself with, and understand all of the provisions of the Handbook. To the extent I had any questions regarding the Handbook; I have asked the appropriate person and have received a sufficient answer. I further acknowledge that I will seek clarification from the County [Clerk's Administrator's](#) Office if I have any questions in the future.

I understand and acknowledge that the County reserves the right, as allowed by law, to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Handbook or procedures or benefits discussed herein at any time, without advance notice, in its sole discretion.

I further understand and acknowledge that nothing in this Handbook creates or is intended to create a promise or representation of continued employment and that employment at the County is "at will" to the extent allowed by applicable law. This means that the County cannot guarantee me or any employee continued employment for any definite period of time. I understand that I have the right to terminate my employment at any time, for any reason or no reason, and the County retains the same right to terminate my employment at any time, as allowed by applicable law, unless I have a written agreement signed by myself and an authorized representative of the Richland County [Board](#) stating otherwise.

I acknowledge and understand that this Handbook supersedes all prior practices, customs, and procedures, including any other representations, verbal or written, by any employee or representative of the County.

Employee's Printed Name

Position

Employee's Signature

Date

A signed original copy of this form must be given to the County [ClerkAdministrator](#). It will be filed in your personnel file.

Commented [ML6]: Would this be Administrator?

RICHLAND COUNTY HIGHWAY

Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules.

January 17, 2012 (Adopted)
January 15, 2013 (Amended)
January 21, 2014 (Amended)
May 19, 2015 (Amended)
January 7, 2017 (Amended)
July 18, 2018 (Amended)
September 10, 2018 (Amended)
December 11, 2018 (Amended)
December 10, 2019 (Amended)
September 15, 2020 (Amended)

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The Policies contained herein may be amended, changed, deleted, withdrawn or suspended at any time in the County's discretion.

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to employees of the Richland County Highway department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

- A. DEFINITIONS** – Refer to Handbook of Personnel Policies.
- B. EXTENT OF HANDBOOK** - Refer to Handbook of Personnel Policies.
- C. MANAGEMENT RIGHTS** – Refer to Handbook of Personnel Policies.
- D. EQUAL OPPORTUNITY POLICY** – Refer to Handbook of Personnel Policies.
- E. TERMS AND CONDITION OF EMPLOYMENT** –
 - 1. Hours of Work.** Refer to Handbook of Personnel Policies.
 - a. A normal workday for regular full-time employees of the Employer shall be from 7:00 a.m. to 3:30 p.m., exclusive of a one-half hour lunch period, Monday through Friday. The Richland County Highway Department Clerk shall work the hours of 8:00 a.m. to 3:30 p.m., exclusive of a one-half (1/2) hour lunch period, Monday through Friday.
 - b. Effective on the first Monday in ~~May~~ April of each year until the ~~first Friday before Labor Day~~ last full work week in October, the normal work week shall be four (4) days, Monday through Thursday, and the normal workday shall be ten (10) hours, from 6:30 a.m. to 4:30 p.m. Overtime shall be paid for all hours worked outside the normal hours. Holidays, funeral leave, and jury duty time falling during the period shall be paid at ten (10) hours per day. Sick leave and vacation shall be accrued and utilized on an hourly basis during the period.
 - c. The Commissioner is authorized to temporarily reduce the number of regularly scheduled work hours of a full-time employee if it is in the best interest of the department.
 - d. The Commissioner is authorized to change the 10 hour workday schedule.
 - 2. Outside Employment.** Refer to Handbook of Personnel Policies.
 - 3. Pay Period.** Refer to Handbook of Personnel Policies.
 - 4. Time Paid.** Refer to Handbook of Personnel Policies.
 - 5. Accident and Injuries.** Refer to Handbook of Personnel Policies.
 - 6. Health Examinations.** Refer to Handbook of Personnel Policies.
 - 7. Breaks.** Refer to Handbook of Personnel Policies.
 - 8. Leave of absence.** Refer to Handbook of Personnel Policies.

- 9. Flexible Work Schedule.** Refer to Handbook of Personnel Policies.
- 10. Seniority or Length of Hire.** Refer to Handbook of Personnel Policies.
- 11. Performance Evaluations.** The Highway Commissioner shall conduct performance evaluations of the staff members on a biennial basis.
- 12. Personnel Files.** Refer to Handbook of Personnel Policies.
- 13. Time Cards (Time Keeping).** Refer to Handbook of Personnel Policies.
- 14. Timesheets**
 - a. The employee is personally responsible for recording his/her time on a daily basis on a daily timesheet.
 - b. The employee is responsible for recording the correct distribution of time by Project Numbers, Activity Codes, or other identifiers for a particular assignment.
 - c. Any corrections to timesheets must be legible and initialed by employee.

F. COMPENSATION AND FRINGE BENEFITS –

- 1. Salaries.** Refer to Handbook of Personnel Policies.
- 2. Health Insurance.** Refer to Handbook of Personnel Policies.
- 3. Dental Insurance.** Refer to Handbook of Personnel Policies.
- 4. Retirement Plan.** Refer to Handbook of Personnel Policies.
- 5. Life Insurance.** Refer to Handbook of Personnel Policies.
- 6. Section 125 Flex.** Refer to Handbook of Personnel Policies.
- 7. Holidays.** Refer to Handbook of Personnel Policies.
- 8. Bereavement.** Refer to Handbook of Personnel Policies.
- 9. Compensatory time.** Refer to Handbook of Personnel Policies.
 - a. Winter months from approximately November 15 through April 1, the Patrol Superintendent, Highway Commissioner, and Parts Clerk will alternate weekends for emergency Snow Removal Operations.
 - b. Compensatory time is accumulated only with Department Head's prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each overtime hour worked. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or whether to treat it as overtime.
 - c. Compensatory time may be accumulated up to a maximum of 24 hours per calendar year and it shall then in all instances be taken before December 1 of the calendar year in which it was generated or it will be paid for. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 24 hours per year of compensatory

time must be paid out. Notice of all accumulated compensatory time shall be reported to the County ~~Clerk's Administrator's~~ Administrator's Office designee.

- d. Accumulating or earning compensatory time can only be done in either one-half or whole hour increments. If an employee wishes to convert overtime to compensatory time, the employee must do so by indicating on the daily time sheet. Asking to change from overtime to compensatory time or compensatory time to overtime at a later date will not be allowed.
- e. Compensatory time may be used in increments of 1/4-hour. No employee shall plan the use of compensatory time if it adversely affects the work day crew. Compensatory time shall not be used in conjunction or as an extension to any paid breaks.
- f. Compensatory time is to be charged to the Project Number the employee was working on at the time the compensatory time was earned.

10. Overtime. Refer to Handbook of Personnel Policies.

- a. All work performed on Saturdays, Sundays, holidays, and vacation shall be paid at the rate of one and one-half times the straight time hourly rate.
- b. Employees shall be compensated at the rate of one and one-half the normal rate of pay for all hours worked outside of the normal scheduled hours of 7:00 a.m. – 12:00 p.m., 12:30 p.m. – 3:30 p.m. during eight (8) hours work days or the normal scheduled hours of 6:30 a.m. - 4:30 p.m. during ten (10) hour work days.
- c. An employee reporting to work in case of an emergency shall be guaranteed two (2) hours work. Compensation shall be at the overtime rate.
- d. Overtime is to be charged to the Project Number the employee was working on at the time the overtime was earned.

11. Sick Leave. Refer to Handbook of Personnel Policies.

- a. Sick leave may be used in increments of at least one (1) hour.

12. Voluntary Sick Leave Donation. Refer to Handbook of Personnel Policies.

13. Vacation. Refer to Handbook of Personnel Policies.

- a. Vacation may be used in increments of no less than one (1) hour.

15. Family and Medical Leave. Refer to Handbook of Personnel Policies.

16. Symons Employee Membership. Refer to Handbook of Personnel Policies.

17. Military Leave. Refer to Handbook of Personnel Policies.

G. RULES OF CONDUCT – Refer to Handbook of Personnel Policies.

1. Department Head Responsibility. Refer to Handbook of Personnel Policies.

2. Grounds for Termination or Suspension. Refer to Handbook of Personnel Policies.

H. HARRASSMENT – Refer to Handbook of Personnel Policies.

- I. VIOLENCE IN THE WORKPLACE** - Refer to Handbook of Personnel Policies.
- J. PROCEDURES FOR HIRING, PROMOTIONS, DEMOTIONS, TERMINATIONS, SUSPENSIONS, DISCIPLINARY ACTIONS, AND DISMISSAL –**
- 1. Hiring.** Refer to Handbook of Personnel Policies.
 - a. Skills testing.** Required, varies by position.
 - 2. Temporary Vacancies.** Refer to Handbook of Personnel Policies.
 - 3. Probationary Period.** Refer to Handbook of Personnel Policies.
 - a.** New employees shall be on a probationary status for a period of six (6) months. New employees shall receive sick leave and vacation benefits from his/her first day of hire and will receive insurance benefits as soon as permitted by the insurance carrier.
 - b.** New hires shall start at Step 1 of the County's new wage plan and, after successfully completing probation, go to Step 2 in the plan. Any further step increases shall be determined by the County Board.
 - 4. Reclassification.** Refer to Handbook of Personnel Policies.
 - 5. Dismissal or Suspension.** Refer to Handbook of Personnel Policies.
 - 6. Non-Disciplinary Termination/Layoff.** Refer to Handbook of Personnel Policies.
 - 7. Concerns.** Refer to Handbook of Personnel Policies.
 - 8. Policy on Nepotism.** Refer to Handbook of Personnel Policies.
 - 9. Job Promotions and/or Transfers.**
 - a.** A qualified employee desiring such transfer or promotion may, when offered, submit a letter of intent and shall be subject to interview and skills evaluation or testing. The successful applicant will be chosen by the Commissioner based on ability, skill set, and overall qualifications to best fit the position.
 - b.** An employee selected for promotion or transfer to a new job classification within this department shall be subject to the County Policy regarding probation.
 - c.** The following positions shall be exempt from interdepartmental transfers or promotion: Patrol Superintendent, Bookkeeper, Parts Manager/Shop Clerk, Mechanic, Assistant Foreman/Mechanic, Lead Shop Foreman/Mechanic, Office Clerk, Lead Paving Foreman and Lead Grade Foreman. Existing Highway Department employees may apply in accordance with the Richland County Policy regarding hiring.
 - 10. Emergency Assignments.** The Employer recognizes that there are occasions when due to severe or hazardous weather conditions, safety will best be served by assigning two employees to specific job needs. Determination of these conditions shall be at the discretion of the Highway Commissioner. Two persons shall always be assigned to the four-wheel drive snowplow. A mechanic will be on duty during snowplowing operations when feasible.

11. Full Time Hiring. The Highway Department will follow the hiring procedures detailed in the Handbook of Personnel Policies and Work Rules of Richland County for any and all regular, full time employees.

- a. The Department Head (Commissioner) shall, if the need exists, fill a vacant position with a new employee up to three days prior to the last day of employment for the purpose of task training.
- b. Specialized positions may require a longer training period and specific requests would need to be taken to the ~~Highway Committee and Finance/Personnel~~ [County Administrator](#) approval on a case-by-case basis.

12. Seasonal Hiring.

- a. The ~~Highway Committee-County Administrator~~ shall have full discretion on the need for hiring seasonal employees based on the recommendation of the Highway Commissioner. The ~~Highway Committee-County Administrator~~ and Commissioner may, if necessary, place an advertisement in the Richland Observer for at least two weeks in which the job is briefly described, the salary range is set forth and written application are solicited. A skills test may be required. The Commissioner shall ~~conduct~~ interviews and make the final decision as to who shall be hired. The seasonal position shall be set up to 560 hours maximum. Seasonal employees may be terminated at any time at the discretion of the employer. Discharges shall not be subject to the grievance procedure.
- b. New hires shall start at Step 1 of the County's new wage plan and, after successfully completing probation, go to Step 2 in the plan. Any further Step increases shall be determined by the County Board.

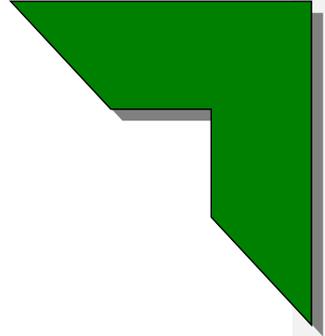
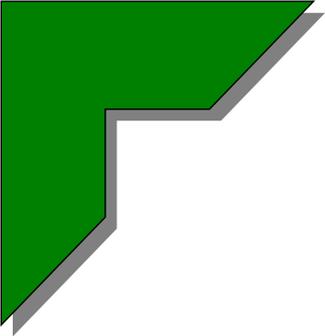
K. REIMBURSEMENT –

- 1. **Lodging.** Refer to Handbook of Personnel Policies.
- 2. **Meals.** Refer to Handbook of Personnel Policies.
- 3. **Mileage.** Refer to Handbook of Personnel Policies.
- 4. **Other Expenses.** Refer to Handbook of Personnel Policies.
- 5. **Registration Fees/Meals/Lodging.** Refer to Handbook of Personnel Policies.
- 6. **Expense Vouchers.** Refer to Handbook of Personnel Policies.

L. MISCELLANEOUS PERSONNEL PROVISIONS –

- 1. **Change of Address or Status.** Refer to Handbook of Personnel Policies.
- 2. **Official County Bulletin Board.** Refer to Handbook of Personnel Policies.
- 3. **Employee Bulletin Board.** Refer to Handbook of Personnel Policies.
- 4. **Equipment.** Refer to Handbook of Personnel Policies.
- 5. **Telephone policies.** Refer to Handbook of Personnel Policies.

- 6. Notification of Absence.** Refer to Handbook of Personnel Policies.
- 7. Weather Conditions.** Refer to Handbook of Personnel Policies.
- 8. Jury Duty.** Refer to Handbook of Personnel Policies.
- 9. Ambulance or Fire Volunteers.** Refer to Handbook of Personnel Policies.
- 10. Break Room.** Refer to Handbook of Personnel Policies.
- 11. Credit Union Deduction/Deferred Compensation.** Refer to Handbook of Personnel Policies.
- 12. Computers, Software, Internet.** Refer to Handbook of Personnel Policies.
- 13. Picture Identification badge.** Refer to Handbook of Personnel Policies.
- 14. Training Opportunities.** Refer to Handbook of Personnel Policies.
- 15. Gifts and Gratuities.** Refer to Handbook of Personnel Policies.
- 16. County Workspaces/Personal Property.** Refer to Handbook of Personnel Policies.
- 17. Eyeglasses.** The Richland County Highway Department shall replace eyeglasses broken or damaged on the job, provided that such replacement shall be limited to replacement of the eyeglasses only, and shall not cover the cost of exams or other tests related to the replacement of the eyeglasses.
- 18. Safety Rules and Regulations/Toxic substances.** The Richland County Highway Department will abide by federal and state safety rules and regulations relating to the use of toxic substances by employees of the Richland County Highway Department.



**PINE VALLEY COMMUNITY VILLAGE
HANDBOOK
ADDENDUMS AND ADDITIONS
TO
RICHLAND COUNTY
PERSONNEL POLICIES**

The Policies contained herein may be amended, changed, deleted, withdrawn or suspended at any time in the County's discretion.

(Updated: ~~December 2019~~ [September 2020](#))

TABLE OF CONTENTS	PAGE
A. Definitions.....	4
B. Extent of Handbook.....	4
C. Management Rights.....	4
D. Equal Opportunity Policy.....	4
E. Terms and Condition of Employment.....	4
1. Office Hours	4
2. Call Back Pay.....	5
3. Pay Period	5
4. Time Paid.....	5-6
5. Accident and Injuries.....	6
6. Health Examinations.....	6
7. Breaks.....	6
8. Leave of Absence.....	7
9. Flexible Work Schedule.....	7
10. Length of Service.....	7
11. Performance Evaluations.....	7-8
12. Personnel File.....	8
13. Time Clock and Badges.....	8
F. Compensation & Fringe Benefits	
1. Health Insurance.....	8
2. Dental Insurance.....	8
3. Retirement Plan.....	8
4. Life Insurance.....	9
5. Section 125 Flex.....	9
6. Holidays.....	9
7. Bereavement.....	10
8. Compensatory Time.....	10
9. Overtime.....	10
10. Sick Leave.....	10-11
11. Vacation.....	11-12
12. Family and Medical Leave.....	12
13. Symons Complex Employee Privileges.....	12
14. Military Leave.....	12
G. Rules of Conduct	
1. Department Heads Responsibility.....	12
2. Grounds for Termination or Suspension.....	12-15
3. Sexual Harassment Policy.....	15
4. Violence in the Workplace.....	15
5. Grievances.....	15
H. Hiring & Orientation.....	15-16
1. Hiring.....	15
2. Temporary Vacancies.....	15
3. Probation Period.....	15-16
4. Reclassification.....	16
5. Dismissal or Suspension.....	16-17
6. Non-disciplinary Termination/Layoff.....	17

7.	Complaints Procedures.....	17
I.	Reimbursement.....	17
1.	Lodging	17
2.	Meals	17
3.	Mileage	17
4.	Other Expenses	17
5.	Registration Fees	17
6.	Expense Vouchers	17
J.	Miscellaneous Personnel Provisions.....	17
1.	Change of Address or Status.....	17
2.	Official County Bulletin Board.....	17
3.	Employee Bulletin Board.....	17
4.	Equipment.....	17
5.	Telephone Policies.....	17
6.	Notification of Absence.....	17
7.	Weather Conditions.....	17
8.	Jury Duty.....	17
9.	Ambulance or Fire Department Volunteers.....	18
10.	Break Room.....	18
11.	Credit Union/Deferred Compensation.....	18
12.	Use of Computers, Software & Internet.....	18
13.	Picture Identification Badge.....	18
14.	Training Opportunities.....	18
15.	Gifts or Gratuities.....	18
16.	County Workspaces and Personal Property.....	18
17.	Parking.....	18
18.	Service Awards.....	18
19.	Suggestion box.....	18
20.	Professional Ethics.....	18-19
21.	Mail.....	19
22.	Resignation.....	19
23.	Smoking Regulations.....	19
24.	Fire & Disaster Plan.....	19
25.	Security.....	19
26.	Lost and Found.....	19

**RICHLAND COUNTY
PINE VALLEY COMMUNITY VILLAGE
ADDENDUM TO PERSONNEL POLICIES**

SUBJECT TO APPROVAL BY PINE VALLE BOARD OF TRUSTEES

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to employees of Pine Valley Community Village. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

- A. **Definitions** – refer to Handbook of Personnel Policies
- B. **Extent of the Handbook**
1. The Finance and Personnel Committee shall have jurisdiction over all personnel matters relating to County Employees which are dealt with in this Handbook except as it pertains to Pine Valley Community Village staff for those items listed in Addendum. Hiring, firing and disciplinary actions will be made at the department head level. Prior to discharge or suspension, consultation/notice to the labor attorney and supervising committee may be made. Reclassification or changes in salary levels will be recommended to the supervising committee, County Personnel Committee and County Board.
- C. **Management Rights** – refer to Handbook of Personnel Policies
- D. **Equal Opportunity Policy** – refer to Handbook of Personnel Policies
- E. **Terms and Conditions of Employment**
1. Office Hours:
- a. Normal work hours shall be 8:00 A.M. to 4:15 P.M. Monday through Friday for Department Heads and Administrative Personnel. The normal work hours for Licensed Nursing Personnel shall be 6:00 A.M. to 2:15 P.M., 2:00 P.M. to 10:15 P.M., 10:00 P.M. to 6:15 A.M. The Administrator/Department Head shall have the right to change work hours based on facility needs and with reasonable notice to affected employees. Some departments may flex hours to better meet Resident/Family needs.
 - b. Work Day: The normal work day shall consist of one (1) consecutive eight and one-quarter (8:15) hour shift including a twenty (20) minute rest period scheduled by supervisor, and a one-half (1/2) hour unpaid meal period. Employees working on a shift other than eight and one-quarter (8:15) hours shall receive meal and break periods pursuant of the current practice.
 - c. Work Week: The normal work week for full-time employees shall consist of at least nine (9) work days in a fourteen (14) calendar day period.
 - d. Schedules: Schedules of work shall be posted one (1) month in advance. The shift schedule system will be maintained, except that upon a determination by the Administrator that a change in the schedules and hours of work is necessary. The Administrator shall have the prerogative to initiate modifications in schedules and hours of work upon 2 weeks notice to the employees.

- e. The **Pine Valley Administrator** is authorized to temporarily reduce the number of work hours of a consenting full-time employee, if it is in the best interest of the Department.

Commented [ML1]: It might be less confusing for employees if this was referred to as Pine Valley Administrator to distinguish from the County Administrator referred to later in the document

- 2. **Call Back Pay:**
Maintenance called to work outside and not consecutive with their assigned shift will be given a minimum of two (2) hours of straight time pay, or pay at the applicable rate for time worked, whichever is greater. Refer to Handbook of Personnel Policies.
- 3. **Pay Period:** All employees shall be paid every other Friday. If a payday falls on a holiday, the payday will be the day prior to the holiday. Employees will register with the Richland County payroll system (ESS) to retrieve their paycheck information.
- 4. **Time Paid – Employment Categories:** A work day is defined as the equivalent of one (1) 7 3/4 hour shift. All paid time shall be considered time worked for the purpose of computing overtime.

Full-time: Employees working at least 9 days or 69.75 hours in a 14 day pay period in a designated full time position.

Part-time: Employees working at least six (6) days or 46.50 hours in a 14 day pay period in a designated part-time position.

Call-in: Employees who have less than six (6) scheduled shifts or 46.50 hours in a 14 day pay period in a designated call-in position.

Wages: Pay will be on an hourly basis. Any hours absent from work and not covered by a benefit day, will not be paid and a report forwarded to the Administrator, indicating such.

A person who posts to a new classification will be paid her/his existing rate or the hire rate of the new job, whichever is higher, for ninety (90) calendar days, after which she/he will be paid as if she/he had been assigned to the new classification on the day she/he was hired.

Shift Differential: Registered Nurses, Licensed Practical Nurses, Medication Aides Nursing Assistants, Personal Care Workers and Resident Assistants, except those employees whose positions are listed in section F 8 under the heading “Compensatory Time”, and call-in RN’s, LPNS, Medication Aides, and C.N.A.’s who receive hourly “premium pay” whose shifts begin at or after 2:00 p.m. receive a premium of \$1.50 per hour added to their base rate, and those whose shifts begin at or after 10:00 p.m. receive a premium of \$3.00 per hour added to their base rate. Maintenance Workers whose shift begins at or after 2:00 p.m. receive a premium of 25 ¢ per hour and if Maintenance Worker shift begins at or after 10:00 pm receive a 30 ¢ per hour premium, added to the base rate.

Weekend Differential: Registered Nurses, Licensed Practical Nurses, Medication Aides, Nursing Assistants, Personal Care Workers and Resident Assistants, except those employees whose positions are listed in section F 8 under the heading “Compensatory

Time”, and call-in RN’s, LPN’s, Medication Aides and C.N.A.’s who receive hourly premium pay, whose shifts begin at or after 2:00 p.m. receive for whose shifts begin on or after 10:00 p.m. Friday nights and whose shift extends to or until 10:00 p.m. Sunday will receive \$1.50 per hour premium in addition to their regular rate of pay. Maintenance Workers, Dietary, and Activity Aides will receive a forty cent (40¢) per hour premium in addition to regular rate of pay.

5. Accident and Injuries: All incidents and accidents involving employees or visitors will be reported immediately to a supervisor and an incident report completed and routed to the various depts. All employees are covered by Worker’s Compensation Insurance.

Employees who are injured while on the job should report their injury to a nurse on duty immediately following the accident. Should the employee find it necessary to see a Health Care Provider, a "Request to Doctor" form must be hand carried by the employee to the provider at the time of the appointment. The employee should report to their supervisor if a Health Care Provider has been seen and return the "Physician Report on Injured Employee" form to the Business office. Late incident reports or failure to follow facility safety policies may result in disciplinary action.

6. Health Examinations: Each new employee shall be required to have a physician, licensed to practice medicine in the State of Wisconsin, certify that the individual is free of communicable disease and is physically able to perform the job with or without accommodation. Physical Therapy also screens employees for fitness for duty post job offer.

A two-step Mantoux skin test will be given at Pine Valley Mantoux was given if the results are negative. Every employee will receive a Tuberculosis Screening Questionnaire annually. Employees who have had a positive skin test will be required to complete an employee health Tuberculosis Screening Questionnaire annually. If the employee does not have any symptoms of the disease, they are not required to have a chest x-ray.

Failure to obtain the tuberculin test during the month that it is due will mean suspension from work until the employer receives verification that the employee has had a test.

7. Breaks: Employees working a full 7 3/4 hour shift will be entitled to one paid 20 minute coffee break per day. Employees working less than a 6 hour shift a day but at least 4 hours will receive a 10 minute paid break. Employees who work 6 or more hours will be scheduled for a 30 minute unpaid break.

Lactation Accommodation: To comply with state and federal laws regarding lactation breaks, it is the policy of this nursing facility to accommodate nursing mothers who desire to express breast milk. This will apply to willing mothers for children up to one year of age. Flexibility in scheduling this employee’s breaks to accommodate the usual feeding times of the child will be considered. Pumping usually takes 15-20 minutes and may be needed 2-3 times during an 8-hours shift. If the activity will exceed the paid break times allowed by the facility, unpaid time may be used to complete the process. (Staff would need to punch out and punch back in when completed).

A. PROCEDURE:

- 1.) Employee will inform their supervisor if they wish to express breast milk during their work hours.

- 2.) A private place close to the employee's work unit will be mutually agreed upon for the activity to take place. Ways to ensure privacy during the activity will be mutually agreed upon by the employee and supervisor. (What the sign will say to limit other staff entry, provide a room with a lock on the door if possible, window covering, etc.)
- 3.) The selected room should have a table, chair, electricity and if possible, running water and close access to a refrigerator.
- 4.) Jokes or harassment based on this activity will not be tolerated.
- 5.) If the employee is not satisfied with the lactation arrangements, they should speak with their supervisor or the Human Resource Director.

8. Leave of Absence: The Administrator has authority to grant employees a leave of absence without pay for up to six months when justified. Leave of absence may be extended for an Additional six months if authorized by Administrator. Each request will be considered on its own merit with weight given to the employee's work record and the needs of the facility. Refer to County handbook Leave of Absence.

Temporary employees who may have been hired to fill the temporary vacancy caused by an employee leave and later are considered for full-time employment will have the time spent in the temporary capacity counted as satisfying the probationary period or any part thereof, providing the services rendered by the temporary employee warrants consideration for full-time employment.

Employees returning to work from a leave of absence that was medically related or from an absence related to a work related injury or illness, must obtain a physician's statement indicating the employee is substantially available for work. Employees do not generate vacation, sick leave or any other benefit during non-paid leaves of absence.

Employees who are off work for a job related injury must obtain a physician's statement indicating the employee is substantially unavailable for work. They shall be required to continue to bring these statements to their supervisor until they return to work.

Employees must exhaust all paid benefit time prior to starting unpaid leave.

9. Flexible Work Schedule: A flexible work schedule may be arranged by mutual agreement between employee and department head.
10. Length of Service – Pine Valley recognizes length of service based on date of hire. In considering schedules, layoffs, transfers, promotions and filling vacancies, the facility will make the decision based on what is best for the facility. Length of service will be one item considered but may not be the determining factor. Selection of applicants to fill job vacancies or new positions shall be determined by the employee's skill, ability and experience. Length of service shall, upon completion of the probationary period, begin with the original date of hire.
11. Performance Evaluations: All staff shall be evaluated 3 months after hire and prior to completing their probationary period staff must accrue 468 hours of actual work or be employed for three months to pass probation, whichever is greater. This will allow for review by the Administrator and Department Head for: successful completion of

probation, need to extend probation, or need to terminate employment. Staff will then be evaluated 3 months from the probationary evaluation, and ongoing on an annual basis. Evaluations forms used will be based off of Pine Valley's template and are specific to the employee's job description. The Administrator will be evaluated by the ~~Pine Valley Board of Trustee~~County Administrators. Pine Valley Department Heads will be evaluated by the Administrator. Department Heads will evaluate their staff. R.N. Managers will evaluate licensed staff. Licensed staff will evaluate nursing assistants. The Performance Appraisal is a tool to clarify work standards, view level of performance, and evaluate: job knowledge, attendance, punctuality, quality and quantity of work, adaptability, judgment and interpersonal relationships. The purpose of the evaluation is to acknowledge strengths and identify weaknesses which need to be corrected. The worker's overall performance should be ~~improved~~ as a result of the evaluation.

12. Personnel File:

Inquiries regarding employees should be directed to the Human Resource Director or Department Head. The facility will not disclose confidential information about any employees unless written permission is granted and then information will only be disclosed on the "need to know" basis. Employees seeking to establish credit and using the facility as a reference should inform their prospective creditor that any request of information must be submitted in writing or request will be denied. Personnel records are confidential and will not be made available to any other employee or outsider. The Administrator, as legal custodian of the records, will insure that only those in need of official information in conjunction with employment will have limited access to information.

13. Time Clock and Badges: Employees ID Badge is used for access into the facility and is used to punch the time clock. The ID Badge is also used for access to various areas of the building based on the employee's job title. It is the employee's responsibility to keep this badge secure and employee must notify their supervisor or the payroll clerk immediately if their badge is misplaced or lost or if occurs during non-business hours call Richland County MIS Director at 608-649-5922. If for any reason the employee must have his/her time validated, the immediate Supervisor, Department Head or Administrator must approve the entry. Personnel will not clock in more than seven minutes prior to their scheduled period of work or over seven minutes after completion of work unless approved by the Administrator, Department Head or their designated representative.

F. **Compensation and Fringe Benefits for Full and Part-time Employees**

Call-in employees do not receive fringe benefits, except as noted.

1. Health Insurance: See County handbook/policy.

The employer shall provide health insurance coverage for employees who are on Worker's Compensation for a period of one year, or medical leave of absence for a period of six (6) months. Request for leaves of absence must be in writing and directed to the Administrator. The Administrator may extend an employee's leave of absence an additional 6 months. No employee will be granted a leave of absence in excess of one year. Employees must exhaust all benefit time prior to starting unpaid leave. The employee shall pay its normal premium contribution. The insurance may be continued by an employee on an authorized extended or non-qualifying leave of absence if permitted by the insurer, with the employee paying the total premium. The employee would contact the County ~~Administrator~~Clerk's office designee to find out the premium due date, and then submit the premium to the County ~~Clerk's~~Administrator's

[officeredesignee.](#)

2. Dental Insurance – refer to Handbook of Personnel Policies
3. Retirement Plan – refer to Handbook of Personnel Policies
4. Life Insurance – refer to Handbook of Personnel Policies
5. Section 125 Flex – refer to Handbook of Personnel Policies
6. Holidays:

Paid holidays for regular employees, including probationary employees are as follows: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Full-time employees receive three personal holidays and part-time employees receive one day & half day personal holiday. Staff must satisfactorily complete the probationary period to be eligible for personal days.

- a. To qualify for holiday pay, employees must work all regularly scheduled work time for one scheduled work day immediately preceding the holiday and one scheduled workday immediately following the holiday, unless on an excused absence or vacation.
- b. Regular full-time employees will be paid straight time for holidays not worked. If they work on the holiday, they receive time and one half (1 1/2) in addition to their straight time.
- c. Regular part-time employees will be paid half-time for holidays not worked. If they work on the holiday, they receive time and one half in addition to their straight time.
- d. Hours Worked on a Holiday: If the majority of an employee's hours worked fall on a holiday, then the employee's entire shift shall be considered as paid time for computation of holiday pay. Holiday pay for night staff shall be the night shift before the holiday.
- e. Call-in employees will receive time and one half in addition to their straight time for all hours worked on a holiday.
- f. A personal holiday cannot be taken on the day that any other paid holiday is observed and to receive pay the employee must be off the day that they request as their personal holiday.
- g. The Employer will give a written response to a request within thirty (30) days of the submission of the request. If a personal day is approved and the employee is later called in to work on that day, the personal day will be treated as if it were a fixed holiday.
- h. Personal holidays need to be used in the calendar year or they are forfeited.
- i. Holidays Falling On Weekends, Employees off day: Employees who do not usually work weekends, will receive compensation time, equivalent to straight time, and may use the holiday up to 30 days after the holiday.
- j. Employees may observe special religious holidays by submitting their request through their immediate department head. Time off may be granted on a non-pay status, providing the time scheduled will permit such an absence. Requests should be made at least three (3) weeks prior to the anticipated holiday.
- k. Holidays Falling During Vacation or Sick Leave: If any of the above listed holidays falls during time taken as paid vacation or paid sick leave, such holiday shall not

be charged against accumulated vacation or sick leave.

l. Employees on lay-off do not receive holiday pay.

7. Bereavement: See County Handbook/Policy
8. Compensatory Time – Pine Valley offers compensatory time for employees in the positions listed below. Compensatory time may be accrued up to a maximum of 40 hours. Once this plateau has been reached, further compensation time will not accrue unless the balance falls below 40 hours, except with the approval of the Administrator. Compensatory time is accumulated only with the Department Head’s prior approval in each instance. Any eligible time over an accumulated 40 hours per year of compensatory time must be paid out. Compensatory time not taken by separation date will be paid.

Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for time worked over 8 hours per day or 80 hours per pay period for the following positions.

- Director of Nursing
- Nursing Supervisor
- Nursing Administrator Assistant
- Nurse Managers
- Director of Activities
- Social Workers
- Food Service Supervisor
- Maintenance Supervisor
- Administrative Assistant
- Human Resource Director
- Medical Records Supervisor/Manager of Information Systems
- Clerical Assistants
- Fiscal Clerks

Pine Valley Administrator is not eligible to receive compensatory time and is exempt from the provisions of Fair Labor Standards Act.

9. Overtime – Employees eligible for overtime pay will be paid at a rate of time and one half for all hours worked over 8 hours per day or 80 hours in a pay period Overtime must be approved in advance by the employee’s supervisor and an overtime slip completed.
10. Sick Leave - The purpose of sick leave is to protect the employee from financial hardship due to prolonged illness or accident. All regular full-time employees shall be entitled to sick leave with full pay based on the basis of one (1) working day for each complete month of service. Part-time employees shall receive one-half working day for each complete of month of service. Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend to their county employment. Sick leave may also be used by the employee to attend medical appointments for themselves or for their immediate family (spouse or children) if eligible for family medical Leave. Sick leave cannot be used in less than one half (1/2) hour increments. Inappropriate use of sick leave may result in disciplinary action up to

and including termination of employment. (See Absenteeism Policy) Accrued Sick Leave: See County Handbook/Policy.

Sick leave earned in other Richland County employment will carry over into this unit. Employees absent from work for a period of three days or more may be required to visit a physician and obtain at that time a certificate from a physician licensed to practice medicine in the State of Wisconsin that they are physically able to fully perform all of their assigned duties before they will be permitted to work again. The Administrator reserves the right to demand a physician's certificate after one day of absence if the employee has a record of frequent absences due to illness.

Days in Bank

When and if an employee maintains at least 24 sick days for a 12 month calendar year, that employee may also be paid for half of the sick leave not used, but accrued during that 12 month calendar year. The maximum number of days paid at the end of a 12 month period will not exceed six. Sick leave payment for those employees eligible and desiring to be paid will be made during the month of January each year for the previous 12 months ending December 31.

Part time earn 1/2 day per complete month of service.

Authorization may be given to use up to three (3) days of earned sick leave for each immediate family illness. Use of over three (3) days of earned sick leave for immediate family illness must be approved by the Administrator.

"Immediate Family" shall constitute spouse, children, sister or brother of employee and mother or father of the employee and mother or father of the spouse. Eligibility is determined by the number of days the employee has accumulated in the bank and the circumstance.

Pregnancy – maternity/paternity leave: Absence from work by a County employee for pregnancy – maternity/paternity leave is considered sick leave. To the extent that the employee exhausts their sick leave eligibility, leave of absence shall be granted in accordance with the Handbook of Personnel Policies.

Workers Compensation – In the event an employee suffers an injury or illness in the course of performing his/her duties, the employee may use accumulated sick leave to make up the difference between what the employee receives from Worker's Compensation payments and his/her regular pay. The employee using sick leave under this section will be charged only for the portion of a full day's sick leave needed to supplement Worker's compensation to equal the employee's full day's pay.

Voluntary Sick Leave Donation: See County Handbook/Policy.

Unused Sick Time: See County Handbook/Policy.

11. Vacation – Shall be accrued based upon years of service and may be used after the employee has successfully completed the first six months of employment. Staff must satisfactorily complete the probationary period to be eligible for vacation days. Vacation benefits are accrued at the following rates. Maximum accumulation for each year of service is indicated in the full-time column.

Years	Full-time	Part-time	OR (whichever is greater)
6mo	5 days	2.5 days	1 day/403 hrs compensated
1 Yr	5 days	2.5 days	1 day/403 hrs compensated
2 Yrs	10 days	5.0 days	1 day/201.5 hrs compensated
6 Yrs	15 days	7.5 days	1 day/134 hrs compensated
12 Yrs	20 days	10.0 days	1 day/101 hrs compensated
23 Yrs	25 days	12.5 days	1 day/ 81 hrs compensated

Vacation requests for two days or more shall be submitted thirty (30) days in advance. Vacation requests shall be dated and presented in writing on appropriate forms or online through our payroll software (Kronos) and approved by department head or supervisor. Vacation shall be scheduled on a first come, first serve basis. If a conflict arises between two (2) or more employees concerning dates, the employee whose request was made first will be favored.

All vacation time shall be taken in no less than one two (2) hour increments and must be used within 18 months following the employee’s anniversary date. Vacation time not taken in accordance with this paragraph is forfeited. Employees or beneficiary, upon retirement, early retirement, death or termination of employment, will be paid for vacation previously earned and not received for the current year on a pro-rated basis.

SEE COUNTY HANDBOOK FOR RESIGNATION/ RETIREMENT NOTICE.

- 12. Family and Medical Leave – Pine Valley will administer Family Medical Leave in accordance with the County Policy.
- 13. Symons Complex Employee Privileges – refer to Handbook of Personnel Policies
- 14. Military Leave – Pine Valley will administer Military Leave in accordance with the County Policy.

G. Rules of Conduct

- 1. Department Heads’ Responsibility – refer to Handbook of Personnel Policies
- 2. Grounds for Termination or Suspension –

Rules - prohibit the following by employees:

- 1. Theft of property belonging to Pine Valley Community Village, or a resident, visitor or another employee.
- 2. Alcohol or drug use on the job or being under the influence of alcohol or drugs while on the job.
- 3. Possession of a dangerous weapon on nursing facility premises.
- 4. Disclosing confidential Protected Health Information (PHI) to unauthorized persons or to any employee who does not have a “need to know” based on what is required to do their job. Breach of confidentiality.

5. Willful damage to facility property.
6. Insubordination.
7. Disorderly or immoral conduct in or around the facility.
8. Falsification of employment applications.
9. Conviction for the violation of a criminal law.
10. Falsification of nursing facility records.
11. Conduct endangering the welfare of a resident or another employee, or facility property.
12. Influencing or inducing a resident to make a gift or bequest to an employee, to the facility or solicit gratuities.
13. Violation of the Residents Bill of Rights.
14. Smoking on facility grounds, includes use of e-cigarettes.
15. Failure to obtain permission from the Supervisor to leave job or premises during working hours.
16. Punching or swiping another employee's time card or badge or requesting another employee to punch or swipe your time card.
17. Un-excused Absence.
18. Failure to follow safety practices or policies or personnel handbook.
19. Sleeping on duty or unavailable/engaged while on duty.
20. Unauthorized posting or removal of bulletin board items.
21. Unauthorized distribution of literature.
22. Unauthorized solicitation in or around the nursing facility premises.
23. Organization of activities for any group or groups on the nursing facility time and premises without permission of the Administrator.
24. Wearing of unauthorized buttons or badges, wearing printed t-shirts with offensive & inappropriate message.
25. Failure to report an accident or injury.
26. Excessive absenteeism/tardiness - six (6) or more occurrences of illness in the

past 12 months for full-time employees and five (5) or more occurrences of illness for part-time employees, except for unusual circumstances, shall be considered excessive.

27. Refusing to report for a physical, laboratory test or x-rays when requested by the Administrator of the Nursing Facility.
28. Unsatisfactory work performance as based upon the employee performance evaluation.
29. Failure to follow supervisor's directions.
30. Repeated failure to be at the work station ready to work at the starting time.
31. Criticism of a fellow employee of the facility in front of a member of the public or another employee of the facility while on duty.
32. Stopping work before time specified or overstaying rest or lunch periods.
33. Failure to follow facility parking restrictions.
34. Use of facility telephone for personal calls without permission of supervisor. Failure to report personal long distance calls & failure to reimburse the facility for toll calls.
35. Violation of the County's Code of Ethics Resolution, which states as follows:
No Department Head or County employee shall:
 - a. Use or attempted use of his/her position to secure any preferential or unlawful rights or advantages for himself/herself or others.
 - b. Having a financial or other personal interest which is in conflict with the proper discharge of his/her duties.
 - c. Disclosing or using confidential information concerning Richland County to promote a private financial interest.
 - d. Accepting any substantial gift, in any form, from a person who has business dealings with Richland County.
 - e. Inappropriate use of sick leave can result in termination of employment. All accrued sick leave is lost when employment ceases except after retirement, death or early retirement. Upon death or retirement according to ETF guidelines, an employee or beneficiary shall receive payment unused sick leave up to a maximum of sixty (60) days.
36. Elimination of job due to reorganization or lack of work.
37. Elimination of job that has sunset per County Board Resolution.
38. Violation of the above rules may result in discipline up to and including discharge at the discretion of the Administrator, depending upon the severity of the infraction.
39. When an employee's conduct is considered to be cause for disciplinary action

his/her Supervisor will inform him/her verbally or in writing.

40. The employee will sign the notice and receive a copy. One copy will be retained by the employee and another will be placed in the employee's personnel file.

41. Grievances: Refer to Handbook of Personnel Policies.

3. Sexual Harassment Policy – refer to Handbook of Personnel Policies. Sexual harassment of any kind will not be tolerated. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the work place is free from sexual harassment at all times.

4. Violence in the Workplace – refer to Handbook of Personnel Policies and facility Policy.

5. Grievances: See County Policy

H. **Procedures for Hiring, Disciplinary Action, Suspensions, Dismissal and Layoff**

1. Hiring:

- a. The Human Resource Director shall advertise a vacant position as appropriate and interview prospective candidates.
- b. Reference checks are completed as provided by the candidate.
- c. Any prospective employee requiring a license or certificate to perform their duties shall show evidence of such before beginning work and when the license is renewed. A copy is placed in the personnel file.
- d. No one under the age of 18 years of age will be employed without a work permit.
- e. Each position has a corresponding written job description of the duties for that position. Each employee receives, signs and dates a copy of their job description and the copy is maintained in the personnel file.
- f. Each new employee will be required to have had a thorough orientation to their position and shall be required to complete and sign an orientation checklist indicating that they received and understand this information.
- g. A minimum of 468 hours worked in no less than the first three months of employment, shall constitute a probationary period for all employees, if their services has been completed in a satisfactory manner per the written evaluation. Evaluations are completed by the employee's supervisor at 3 months and 6 months and annually thereafter. No inference is to arise from the terms probation or probationary period, that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.
- h. The Department Head in whose Department the vacancy exists, shall interview those applicants who appear from their written applications to be qualified for the job.
- i. Skills testing may be required for some positions specific to job requirements.
- j. Applicants will complete Pine Valley's application which is available at the reception desk or online at: www.co.richland.wi.us

2. Temporary Vacancies – Temporary vacancies when filled by current staff will be paid at

the pass probation job rate for the position filled. If limited term employees are hired they shall be paid and hired according to County Handbook of Personnel Policies.

3. Probation Period: The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:
 1. If the employee is to continue in the position in regular status, or
 2. If the employee's employment in the position is to be terminated. No inference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

Probationary employees may be disciplined and terminated without recourse. Employees are probationary for three months or 468 hours of actual work, whichever is greater. If still employed after such probationary period, their length of service shall date from the first day of hire. Successful completion of the probationary period will be determined by the department head with the Administrator's approval.

Successful completion of the probationary period will be determined by the department head with the Administrator's approval.

Any employee's probationary period can be extended up to a maximum of an Additional six months. This decision will be made by the Administrator.

Employees whose probationary periods are extended are not eligible to receive their post-probation salary increases until the end of their probationary period, as extended. Employees whose probation has been extended shall be notified in writing prior to the end of their probationary period. Prompt notification shall be given to the [County Administrator's office designee](#) regarding the status of the probationary employee.

Probationary employees may be terminated at any time at the discretion of the Employer. Discharges during the probationary period shall not be subject to the grievance procedure.

4. Reclassification – refer to Handbook of Personnel Policies
5. Dismissal or Suspension: If it is necessary to dismiss or suspend an employee, a notice in advance will be given as follows:
 - a. The Department Head shall discuss all problems relating to the employee's job performance with the employee. In cases in which continuation of the unsatisfactory performance could lead to suspension and/or termination, the Department Head shall give the affected County employee written notice if possible, of the nature of the problem relative to the County employee's job performance.
 - b. All employee concerns shall be presented to the employee's Department Head. Concerns shall be presented in writing within five (5) scheduled work days of the alleged concern and shall be acted upon by the Department Head within five (5) working days. Employees who are dissatisfied with the Department Head's written response may then present their concern in writing to the Administrator who shall have five (5) working days from receipt of concern to act upon the concern.

- c. Employees who are dissatisfied with the Administrator's written response shall have two weeks from the date of receipt of the Administrator's response to appeal to ~~Pine Valley Community Village Board of Trustees~~ the County Administrator, by filing a written statement of the concern ~~and the Board will act on it at their next meeting with notice to the concern~~. Concerns by employees against their Department Head shall be presented in writing by the employee, directly to the Administrator and then the process would proceed as outlined above.

Termination/Layoff/Reduction of Hours due to Lack of Work: Whenever it becomes necessary either due to low census, need for economy, reorganization of work or change in need for staff or hours, employees may experience a reduction in hours, loss of position or change in position. Employees may be laid off, terminated or have hours reduced or their position changed according to the needs of the facility. The nursing home reserves the right to terminate any employee for unsatisfactory service, without notice, at any time during the three month (468 hours) probationary period. Employees separated for violations will receive pay to the time of dismissal only, and any unused accumulated vacation time.

- 6. Non-disciplinary Termination/Layoff – refer to Handbook of Personnel Policies
- 7. Complaints Procedures – Refer to Handbook of Personnel Policies

I. Reimbursement

- 1. Lodging – refer to Handbook of Personnel Policies
- 2. Meals – refer to Handbook of Personnel Policies
- 3. Mileage – refer to Handbook of Personnel Policies
- 4. Other Expenses – refer to Handbook of Personnel Policies
- 5. Registration Fees – refer to Handbook of Personnel Policies
- 6. Expense Vouchers – refer to Handbook of Personnel Policies
- 7. Employees who attend conferences or seminars out of the County for professional or employment-related training for certification and who leave County employment within 1 year after the training must reimburse the County for all expenses incurred by the County relative to that conference or seminar, excluding salary or wages. The County will deduct the amount due under this paragraph from any compensation owed to the employee after the County has received the employee's notice of separation or retirement.

J. Miscellaneous Personnel Provisions:

- 1. Change of Address or Status – refer to Handbook of Personnel Policies
- 2. Official County Bulletin Board – refer to Handbook of Personnel Policies
- 3. Employee Bulletin Board – refer to Handbook of Personnel Policies
- 4. Equipment – refer to Handbook of Personnel Policies
- 5. Telephone Policies – Employees will refrain from using the telephone for personal matters except for an emergency. Long distance calls for other than official business of the facility will not be permitted.
- 6. Notification of Absence – Employees are expected to notify their immediate supervisor or designee, when unable to report to work for any reason. Having relatives call for the employee is unacceptable. The employee should give as much advance notice as possible for any absence. A minimum of one hour is required according to our Absenteeism Policy.
- 7. Weather Conditions – If employees are unable to report to work due to weather conditions they should notify their Supervisor. If weather conditions improve employees should call in to see if they should report to work. Days missed due to weather

conditions, will be taken as vacation, personal day, sick day, or without pay if a paid benefit day is unavailable.

8. Jury Duty – Jury Duty: Employees shall be excused with full pay for jury duty. Any compensation for such duty shall be paid to the county. Employees not selected as jurors for a case shall report promptly back to their work station.
9. Ambulance or Fire Department Volunteers – refer to Handbook of Personnel Policies
10. Break Room – refer to Handbook of Personnel Policies
11. Credit Union/Deferred Compensation – refer to Handbook of Personnel Policies
12. Use of Computers, Software & Internet – Employees are required to adhere to Pine Valley's Policies on the use of the facility computers and software and the use of the internet, as defined in the Facility Policy and Procedure book.
13. Picture Identification Badge – All staff shall be issued a picture identification badge by the Centralized IT Department. Time Badges are required for all employees, except the Administrator. Employee will use their time badge to swipe in at the start of their shift and out at the end of the shift. Employees will not swipe in earlier than seven minutes prior or out more than seven minutes after their shift ends. Employees will swipe out and in for lunch if they leave the facility.
14. Training Opportunities – Inservice Education: Employees are required to attend inservice programs at the request of the Administrator or their particular department. It is the employee's responsibility to record each inservice on their index card in the inservice file box. Certified Nursing Assistants are required to have 12 hours of inservice education annually. An employee who is unable to attend a required inservice has 30 days to view the video tape. All inservices are video taped except the fire inservice. Employees are required to attend the fire inservice and all other inservices required by the department head or administration
15. Gifts or Gratuities – refer to Handbook of Personnel Policies
16. County Workspaces and Personal Property – refer to Handbook of Personnel Policies
17. Parking: Employees are to park in the lower level parking lot.
18. Service Awards: Employees who have given five or more years of service to Pine Valley Community Village will be recognized. They are given recognition in five year intervals beginning with the fifth year of employment.
19. Suggestion box: This box is located in the employee break-room for employees to place ideas or suggestions. Please sign so we can discuss idea/suggestion with the appropriate person.
20. Professional Ethics
 1. All information concerning the condition or well being of a resident is considered confidential and shall not be disclosed by an employee. Requests for information shall be referred to the Administrator, Director of Nursing, Social Worker, or licensed nursing staff.
 2. Information regarding the resident's diagnosis and treatment will be made known to employees on a "need to know" basis only. Employees will not be permitted to review resident medical charts or doctor's orders unless they have a specific need to have chart information in their daily care of the resident. Disclosure of such information by an employee may be grounds for immediate dismissal and perhaps legal action as well (*refer to HIPAA policies*).
 3. No one shall abuse any resident. This includes the willful infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical

harm, pain or mental anguish. This also includes failure to provide goods and services necessary to avoid physical harm, mental anguish, or mental illness and deliberate misplacement, exploitation, or wrongful temporary or permanent use of a resident's belongings or money without the resident's consent. Anyone found guilty of such action will be subjecting themselves to immediate dismissal and could be fined or imprisoned.

21. Mail: All mail will be delivered to the Receptionist Office. Employees should have their personal mail addressed to their residence. Incoming and outgoing mail belonging to the residents shall not in any way be tampered with except on written notification of the resident or guardian.
22. Resignation: Resignations must be submitted in writing two weeks prior to the last day of work for all employees with the exception of Department Heads and Licensed Personnel who shall be required to give thirty days notice.
23. Smoking Regulations: Employees are not permitted to smoke on the grounds. Employees who smoke must punch out and leave the premises to do so.
24. Fire & Disaster Plan: Plans are located near each fire alarm box. Employees are oriented to the fire and disaster plans upon hire and this information is reviewed annually at an inservice. Drills are conducted on a regular schedule to insure that employees are familiar with these plans.
25. Security: Building security is the responsibility of the maintenance department or the nurse in charge in the absence of the maintenance personnel. All exit doors are locked from 9:00 P.M. each evening until 7:00 A.M. the following morning. Entry can be made by staff with the use of their photo ID badge.
26. Lost and Found: The nursing facility cannot be responsible for personal articles lost, stolen or damaged on the premises. Lost and Found items are kept at the switchboard.

This is to certify that I have received my personal copy of Pine Valley Community Village Employee Manual and Resident Bill of Rights and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

Name _____

Date _____

Richland County Sheriff's Department

Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules

The Policies contained herein may be amended, changed, deleted, withdrawn
or suspended at any time in the County's discretion.

Effective: January 2012
Amended June 19, 2018
[Amended September 15, 2020](#)

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to unrepresented employees of the Richland County Sheriff's Department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

Introduction - Refer to Handbook of Personnel Policies

Extent of Handbook

1. The Finance and Personnel Committee shall have jurisdiction over all personnel matters relating to unrepresented County employees of the Richland County Sheriff's Department except those which are delegated to the Law Enforcement and Judiciary Committee of the County Board, County Ordinance or listed in this Addendum.

Management Rights – refer to Handbook of Personnel Policies

Equal Opportunity Policy – refer to Handbook of Personnel Policies

Terms and Condition of Employment

1. Office Hours – refer to Handbook of Personnel Policies for normal sheriff's department administration office hours. In addition, sheriff's patrol and jail/dispatch is a 24/7 operation.
2. Outside Employment – refer to Handbook of Personnel Policies. In addition, Outside employment of sheriff's department personnel shall be with the approval of the Sheriff and existing sheriff's department work rules and policies and procedures.
3. Pay Period – refer to Handbook of Personnel Policies
4. Time Paid – refer to Handbook of Personnel Policies
5. Accidents and Injuries – refer to Handbook of Personnel Policies
6. Health Examinations – refer to Handbook of Personnel Policies
7. Breaks – The language in the Handbook of Personnel Policies does not apply to sheriff's department personnel.
8. Leave of Absence – refer to Handbook of Personnel Policies, in addition Upon written application, an employee may be granted a personal leave without pay for up to thirty (30) days at the Sheriff's discretion based on the nature of the request. Extensions may be granted at the option of the ~~Personnel/Finance Committee~~ County Administrator following the Handbook of Personnel Policies.
9. Flexible Work Schedule – refer to Handbook of Personnel Policies
10. Length of Hire – refer to Handbook of Personnel Policies
11. Performance Evaluations
 - a. Annual performance appraisals are completed on each employee. The Sheriff shall supervise and approve all appraisals. Each supervisor is responsible for conducting evaluations of his or her immediate staff. The performance appraisal is a tool to clarify work standards, review level of performance, evaluate job knowledge, attendance, punctuality, quality, quantity, adaptability, judgment and interpersonal relationships. The purpose is to acknowledge strengths and detect weaknesses to improve upon or

correct. The goal is enhance and improve the employee's overall performance as a result of the annual review.

12. Personnel File – refer to Handbook of Personnel Policies

13. Time Cards (Timekeeping) – refer to Handbook of Personnel Policies for timekeeping concepts. The sheriff's department does not use time cards.

Compensation and Fringe Benefits

1. Health Insurance – refer to Handbook of Personnel Policies

2. Dental Insurance – refer to Handbook of Personnel Policies

3. Retirement Plan – refer to Handbook of Personnel Policies

4. Life Insurance – refer to Handbook of Personnel Policies

5. Section 125 Flex – refer to Handbook of Personnel Policies

6. Holidays – refer to Handbook of Personnel Policies for listing of sheriff's department holidays. In addition,

a. The computation of the hourly rate of pay for holiday pay shall be as follows: Any employee required to work on a holiday, the employee will receive seventeen (17) hours of straight time pay in addition to his/her regular salary, for a total of twenty-five and one-half (25½) hours straight time pay for the day. If a holiday falls on an employee's scheduled day off, the employee will receive eight and one-half (8½) hours of straight time pay in addition to the employee's regular salary for a total of seventeen (17) hours straight time pay for the day. To receive holiday pay, the employee must work the hours scheduled for the week during which the holiday falls, unless on paid sick leave or other leave with pay or excused for proper reasons beyond the employee's control. Holidays will be observed on the actual day of the holiday, except that those employees regularly scheduled to work Monday through Friday shall observe holidays pursuant to state policy.

7. Bereavement Leave – refer to Handbook of Personnel Policies

8. Compensatory Time – refer to Handbook of Personnel Policies, In addition

a. The 24 hour threshold listed in the Handbook of Personnel Policies shall be 25.5 hours for sheriff's department employees working a 6 on 3 off schedule. The 40 hours per week language does not apply to sheriff's department employees working a 6-3 schedule. Comp time is earned outside the normal 8.5 hour shift and outside the normal 6 day on and 3 day off schedule.

b. Sick leave comp earned prior to January 1, 2012 will be honored. No sick leave comp accrual after January 1, 2012.

9. Overtime – refer to Handbook of Personnel Policies. In addition,

a. **Jailer/Dispatchers:** Overtime may be assigned to employees who are on the current or the following shift. Overtime shall be split between the employee on the current shift and the following shift unless the overtime is an extension of the shift due to workload. If employees are unable to work overtime it will be offered to other employees according to length of service, with employees having the longest length of service being offered first.

b. Overtime is any hours beyond the regular 6-3, 8.5 hour schedule. Overtime is paid at the rate of one and one half the employee's straight time hour rate. The sheriff must authorize all overtime, except in his/her absence, overtime may be authorized by a command staff supervisor.

c. **Office Manager and Clerk/Typist:** Overtime starts after 40 hours of work.

10. Sick Leave – refer to Handbook of Personnel Policies. In addition,

a. In order for an employee to be eligible for sick leave, the employee shall report his/her sick leave prior to the start of his/her shift, unless circumstances prevent him/her from doing so.

b. When an employee is scheduled to work on a holiday and the employee is absent due to illness under this article, the employee shall receive, in addition to eight and one-half (8½) hours of holiday pay, one day's sick leave at the employee's regular straight time hourly rate. The total pay to an employee under this section shall be eight and one-half (8½) hours of straight time pay in addition to his/her regular salary for a total of seventeen (17) hours straight time pay for the day. A day of sick leave will be deducted from the employee's accumulated sick leave.

12. Vacation – refer to Handbook of Personnel Policies. In addition,

a. Each regular full-time employee shall receive one (1) week's vacation with pay after one (1) year of employment; two (2) weeks' vacation with pay each year after two (2) years of employment; three (3) weeks' vacation with pay each year after six (6) years of employment; four (4) weeks' vacation with pay each year after twelve (12) years of employment; five (5) weeks' vacation with pay each year after twenty-three (23) years of employment. An employee's vacation eligibility shall be based on the employee's anniversary date of employment. The number of employees on vacation within a given classification at any given period shall be determined by the sheriff. On November 1 of each calendar year there shall be posted a vacation schedule for the following calendar year. All employees shall sign the posting by November 30, selecting their vacation on the basis of those who are hired first have first pick. If employees do not sign the vacation posting schedule by November 30 of any year, remaining vacations shall be scheduled on a first come, first serve basis. Changes in the vacation schedule may be made with fourteen (14) calendar days advance notice to the sheriff and with mutual agreement of the sheriff, provided no other employee's vacation schedule is affected. Vacation pay shall be based upon a normal work week, and shall be taken in unit periods of not less than one (1) week, except upon approval of the sheriff. All efforts will be made to schedule vacations for the employees covered by this addendum so that such employees receive a normal work week off for each week of vacation. Employees who work less than 80% of scheduled hours during the year preceding vacation, shall receive prorated vacations based upon time worked. Vacation must be used within 18 months following the employee's anniversary date. Vacation time not taken in accordance with this paragraph is forfeited. It is understood that a week's vacation shall be six (6) work days pay for each week of vacation.

b. Employees who terminate their employment or who are laid off due to lack of work will be paid for vacation previously earned and not received for the current year up to and including the date of termination on a prorated basis.

c. When a holiday falls during an employee's vacation week, the employee will receive eight and one-half (8½) hours of straight time pay in addition to his/her regular for a total of seventeen (17) straight time hours. A day of vacation in this case will not be deducted

from the employee's accumulated vacation. The additional eight and one-half (8½) hours of pay shall be computed using the following:

13. Family and Medical Leave – refer to Handbook of Personnel Policies
14. Symons Complex Employee Privileges – refer to Handbook of Personnel Policies
15. Military Leave – refer to Handbook of Personnel Policies

Rules of Conduct

1. Department Heads' Responsibility – refer to Handbook of Personnel Policies
2. Grounds for Termination or Suspension – refer to Handbook of Personnel Policies
3. Sexual Harassment Policy – refer to Handbook of Personnel Policies
4. Violence in the Workplace – refer to Handbook of Personnel Policies

*In addition sheriff department employees need to refer to Richland County Sheriff's Department Work Rules and policies and procedures regarding Sexual Harassment and Racial Profiling.

Hiring and Employment Considerations

1. Hiring:

- a. The Sheriff's Department will follow the hiring procedures detailed in County Ordinance 89-7. Two eligibility lists will be kept to fill full time vacancies, one for the jailer/dispatch position and one for the road patrol/task force deputy positions.

Commented [ML1]: I think we need to change this ordinance in order to remove the LEJC from the hiring process

2. Temporary Vacancies- refer to Handbook of Personnel Policies

3. Probation Period:

- a. All newly hired employees shall serve a twelve (12) month probationary period. During said probationary period employees shall be subject to dismissal without cause or prior notice or recourse to the county's complaint procedures. If still employed after such probationary period, their hiring shall date from the first day of hire. An employee who successfully completes his/her probationary period shall receive sick leave, holiday and vacation benefits from his/her first day of hire, and will receive insurance benefits as soon as permitted by the insurance carrier. A probationary employee receives holidays and sick time during the probationary period.

Employees who are promoted within their classification must also be required to serve a three (3) month probationary period in the position to which they are promoted. If the employee does not complete the probationary period satisfactorily, he/she shall return to his/her former position with all rights unimpaired. However, they shall not be subject to discharge without the right of the county's complaint process.

- b. refer to Handbook of Personnel Policies
- c. refer to Handbook of Personnel Policies
- d. refer to Handbook of Personnel Policies

4. Reclassification – refer to Handbook of Personnel Policies

5. Dismissal or Suspension- refer to Handbook of Personnel Policies

6. Non-Disciplinary Termination/Layoff – refer to Handbook of Personnel Policies
7. Concern Procedures – refer to Handbook of Personnel Policies

Reimbursements

1. Lodging – refer to Handbook of Personnel Policies
2. Meals – refer to Handbook of Personnel Policies
3. Mileage – refer to Handbook of Personnel Policies
4. Other Expenses – refer to Handbook of Personnel Policies
5. Registration Fees – refer to Handbook of Personnel Policies
6. Expense Vouchers – refer to Handbook of Personnel Policies

Miscellaneous Personnel Provisions

1. Change of Address or Status

a. It is the responsibility of the employee to inform the sheriff's department office manager of any change of address, marital status, number of dependants, telephone number, etc. The office manager will report any changes to the County ~~Clerk~~

Administrator's designee per Handbook of Personnel Policies.

2. Official County Bulletin Board – refer to Handbook of Personnel Policies
3. Employee Bulletin Board

a. Sheriff's Department Employees shall be allowed an employee's bulletin board in the jail/dispatch area to post non-political information of importance to employees that conforms to sheriff's department policies and procedures.

4. Equipment – refer to Handbook of Personnel Policies. In addition, refer to sheriff's department policies and procedures regarding equipment.
5. Telephone Policies – refer to sheriff's department policies and procedures regarding telephone, cell phone and fax communication protocol.
6. Notification of Absence

a. Sheriff Department employees shall call the dispatch center, the sheriff or a command staff supervisor to advise when they intend to be absent on sick leave. Command Staff supervisors shall notify the Sheriff when they are on sick leave. All other absences shall be reported to the Sheriff or command staff supervisor.

7. Weather Conditions – refer to Handbook of Personnel Policies

a. The Richland County Jail/Dispatch Center is never "closed." Contact the Sheriff or command staff supervisor for weather condition emergencies. The sheriff's department administrative office shall follow the language in the Handbook of Personnel Policies regarding "Weather Conditions."

8. Jury Duty – refer to Handbook of Personnel Policies

9. Ambulance or Fire Department Volunteers

a. "On duty" sheriff's department employees shall not be dismissed from duty to serve on any ambulance or fire duty call.

10. Break Room

a. Sheriff Department employees exempt from this provision.

11. Credit Union/Deferred Compensation – refer to Handbook of Personnel Policies

12. Use of Computers, Software & Internet – refer to Handbook of Personnel Policies and sheriff's department policies and procedures.

13. Picture Identification Badge

a. Sheriff's department employees exempt. Sheriff's department employees shall follow department policies and procedures regarding, ID's, badges and the wearing of uniforms.

14. Training Opportunities – refer to Handbook of Personnel Policies

15. Gifts or Gratuities – refer to Handbook of Personnel Policies and sheriff's department policies and procedures.

16. County Workspaces and Personal Property – refer to Handbook of Personnel Policies and sheriff's department policies and procedures.

17. Ammunition:

a. The Sheriff, Chief Deputy and Lieutenants are required to meet state certification and shall receive one hundred (100) rounds of practice ammunition each month. One box (50 rounds) of service ammunition shall be given to each deputy on January 1 of each year. The replaced service ammunition shall be used to provide for one (1) month's allocation of practice ammunition.

18. Regular/Normal Schedules:

a. Dispatcher/Jailers:

Day Shift: Start between 6am and 9am.

Second Shift: Start between 2pm and 4:30pm

Third Shift: Start between 10:30pm and midnight.

Swing persons: Work the shift of the person off. Minimum of 8 hours between shifts for swing persons.

Administrative Office Staff- Start between 7a-9a and end between 3p-5pm.

Chief Deputy/Lieutenants: As determined by the Sheriff.

b. Shift assignment shall be subject to change upon one (1) week's notice, except in the case of an emergency. Shift assignments may be changed on less than one (1) week's notice if mutually agreed to by the sheriff and affected employees.

19. Notice of Discipline:

a. Notice of all discipline shall be in writing and a copy shall be provided the employee at the time the action is taken. Written notice of oral discipline shall be given to the employee as soon as possible after the action is taken.

20. Promotion Procedure:

a. The Sheriff will post the promotional vacancy for 10 days with minimum qualifications listed on the promotion posting. All candidates who sign the posting who meet the minimum qualifications will be given a written exam. This written exam will be scored on a 0-40 point scale. Applicants will then be given an oral interview by an interview panel consisting of command staff supervisors and line staff supervisors within the classification. This oral interview will be scored on a 0-40 point scale. The Sheriff will then assign 0-20 points to each candidate based on the Sheriff's perception of the candidates past work record. The candidate scoring the most points will then be awarded the promotion position.

21. Computation of Hourly Rates of Pay

a. Hourly rates shall be calculated as follows:

1. For employees working a 5-2 schedule (8 hour day):

Annual rate ÷ 2080 = Hourly rate

2. For employees working a 6-3 schedule (8.5 hour day):

Annual rate ÷ 2068 = Hourly rate

3. The annual rate shall be the monthly rate times twelve.

22. Shift Differentials:

a. Employees working the second shift shall receive \$50.00 per month added to their base pay. Employees working the third shift shall receive \$60.00 per month added to their base pay. The swing person shall receive \$60.00 per month added to their base pay.

23. Call-In Pay:

a. Any employee called in to work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours pay at time and one-half of his regular rate of pay. Scheduled court appearances, unless canceled at least six

(6) hours before the scheduled time, shall be paid for at a minimum of two (2) hours at time and one-half.

24. Longevity Pay:

- a. Upon completion of three (3) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred dollars (\$400.00);
- b. Upon completion of five (5) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred fifty dollars (\$450.00);
- c. Upon completion of seven (7) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred dollars (\$500.00);
- d. Upon completion of ten (10) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred fifty dollars (\$550.00);
- e. Upon completion of fifteen (15) years of service with the Employer, the employee shall be granted a longevity bonus of six hundred dollars (\$600.00).
- f. Longevity bonuses shall be annual and will be paid in the first payroll period of December of each year. Eligibility for the longevity bonus shall be based on the employee's anniversary date of hire. If an employee is terminated during the year and would be eligible for a bonus, the employee will receive a prorated eligibility bonus upon termination.

25. Uniform Allowance:

- a. The Sheriff shall maintain a voucher system for the purpose of uniform and equipment purchase and maintenance for each member of the department. The County shall allocate \$500 per employee per year (\$650 for Sheriff, Chief Deputy, Lieutenants) Funds in the account can only be used for the purchase of approved items. Funds not used in one calendar year may be carried forward into the next calendar year, but the amount in any employee's account may not exceed \$1,500 per employee (\$1,800 for Sheriff, Chief Deputy and Lieutenant) this system shall be a reimbursement system except in cases where the Employer has established an account with a supplier.

26. Effective Date of Wage Rate Changes:

- a. When an employee's rate of pay is changed and such a change falls in the first half of the pay period, the employee's new rate will commence the start of the pay period; if the rate change falls in the second half of the pay period, the employee's new rate will commence the start of the following pay period.

27. Step Increases:

- a. New employees, upon completion of their initial probationary period, shall advance one step in their classification pay range.
- b. When an employee is promoted to a position in a higher classification, his/her pay shall be increased to the minimum rate for the higher class. If his/her present rate is equal

to or exceeds this minimum, his/her pay shall be increased to the next higher step in the new class regardless of the time since the last increase. Any change in a position classification must be approved by the Employer

Refer to the Richland County Handbook of Personnel Policies for all items not specifically addressed in this addendum. Health and Human Services employees shall refer to internal All Agency policies and procedures related to the above items when applicable. These policies do not supersede or replace the policies in the Richland County Handbook of Personnel Policies.

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Medical Leave of Absence

Department	Land Conservation	Presented By:	Cathy Cooper
Date of Meeting:	1 Sept 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Personnel Policy-FMLA/Leave of absence
Date submitted:	25 Aug 2020	Referred by:	

Recommendation and/or action language:

Motion to waive the requirement that Tammy Cannoy-Bender needs to exhaust her sick time to be on a leave of absence.

Background: *(preferred one page or less with focus on options and decision points)*

On June 13, 2020, Tammy Cannoy-Bender had a non-work related injury at home. She has been on Family Medical Leave Act since then. Her 12 weeks of FMLA runs out on September 6th. Her doctor has released her to come back to work on September 14, 2020. She has an appointment today and hopes he releases her to come back on September 8, 2020. In the leave of absence section it states that before an employee can be on a leave of absence the employee must exhaust their sick time. Finance and Personnel will need to "waive" this requirement as Tammy still has a lot of sick time to use.

2. **Leave of Absence:** Leaves of absence without pay for up to six months may be granted by the Department Head subject to the approval of the Finance and Personnel Committee. Requests for leaves of absence shall be in writing and directed to the employee's Department Head. The Finance and Personnel Committee, after receiving the recommendation of the Department Head, may extend a County employee's leave of absence for up to an additional six months, no County employees may be granted a leave of absence in excess of one year in duration. All leaves of absence shall be reported to the County Clerk's Office within one week of its occurrence. All requests will be considered on their merits.

County employees receiving leaves of absence for medical reasons must exhaust their sick leave before starting the leave of absence. The County will pay its normal health insurance premium contribution for those employees who are on Worker's compensation for a period of up to one year and for those employees who are on a medical leave of absence for a period of up to six months. County employees do not generate vacation and sick leave during unpaid of absence.

Attachments and References:

Preliminary Budget Summary	
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts) TBD / Balanced Budget

Approval:



Department Head

Review:



Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Strategic Plan and Administrative Priorities

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	01 Sep 2020	Action Needed:	Resolution
Disclosure:	Open Session	Authority:	
Date submitted:	28 Aug 2020	Referred by:	

Recommendation and/or action language:

Motion to recommend resolution to the County Board adopting proposed 1) County Administrator challenges, 2) County Board Strategic Goals, and 3) County Board priority values to help guide initiatives and resources through the 2020-2022 County Board session.

Background: *(preferred one page or less with focus on options and decision points)*

In efforts to adopt and implement strategic priorities, goals and values for the remainder of the 2020-2022 session, I am proposing the initiatives listed below for consideration and adoption. These initiatives were gathered by method of individual interviews with county board supervisors and followed by a survey. From the survey, I listed the top ten popular responses for categories of “Challenges for the County Administrator” and “County Board Strategic and Priority Goals” are listed in order of popularity and I have added two of my choosing in representing priorities from administration. The category of “Values” lists the top five popular responses.

Challenges for the County Administrator (18 month goals for administrator):

1. Develop a long-term strategic plan
2. Transition finance and HR from County Clerk’s Office to the Administrator’s Office
3. Make resolutions and ordinances available and organized on the internet
4. Develop more uniform HR policy and procedures
5. Implement a uniform performance review program
6. Develop plan and funding for more broadband
7. Develop finance and purchasing policy (increase admin authority on purchasing)
8. Develop new county board member orientation program
9. Full review of county employee handbook, addendums and administrative manual
10. Partner with Southwest Regional Planning in developing a county strategic plan
11. Develop policy and procedure to address complaints and investigations (Proposed by Administrator)
12. Develop compensation and classification plan (Proposed by Administrator)

Richland County Finance and Personnel Committee

Agenda Item Cover

County Board Strategic and Priority Goals (longer range goals):

1. More centralized HR supervision and resources
2. Consider future referendum options for maintaining services
3. Reach goal of 25% General Fund Reserve (3 months' reserve)
4. Plan and prioritize employee retention and development
5. Develop a five-year and ten-year plan
6. Improve fiscal transparency
7. Continue transition of Committee Boards and Commission to advisory/policy roles
8. Continue establishing administrator position and administrative authority
9. Collaboration with Richland Center
10. Develop a plan for a new jail / public safety building
11. Develop a plan for county owned property that promotes economic development
(Proposed by Administration)
12. Develop more rural broadband access (Proposed by Administration)

County Board Prioritized Values (how we approach solutions when values conflict):

1. Strategic Vision
2. Proactive
3. Accountability
4. Transparency
5. Direction by policy

Attachments and References:

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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

No direct expenses, but may significantly influence project and funding decisions.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Resignation of Accounting Supervisor

Department	County Clerk	Presented By:	Victor V. Vlasak
Date of Meeting:	September 1, 2020	Action Needed:	Accept Resignation
Disclosure:	Open or Closed Session	Authority:	Employee Handbook – Page 24
Date submitted:	August 19, 2020	Referred by:	

Recommendation and/or action language:)

Take action to accept the written notice of resignation.

Background: Handbook of Personnel Policies and Work Rules of Richland County – Section entitled “Hiring and Employment Considerations – 7. The supervising committee for the department in which the employee works shall take action to accept the written notice of resignation or retirement.

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Victor V. Vlasak, Richland County Clerk

Department Head

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Resignation of Deputy Register of Deeds

Department		Presented By:	
Date of Meeting:	September 1, 2020	Action Needed:	Accept resignation of Melony Walters as Deputy Register of Deeds
Disclosure:	Open Session	Authority:	59.43(3)
Date submitted:	08/27/2020	Referred by:	Susan Triggs

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Recommend motion to accept resignation of Melony Walters as Deputy Register of Deeds.

Background: *(preferred one page or less with focus on options and decision points)*

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Review:

Susan Triggs

Register of Deeds

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY INVESTMENTS							
As Of 7/31/2020							
FUND 10 - GENERAL FUND INVESTMENTS							
	LOCAL GOVERNMENT INVESTMENT POOL					\$15,395,666.45	
FUND 23 - LAND RECORDS GRANT							
	LOCAL GOVERNMENT INVESTMENT POOL					\$268,694.15	
FUND 40 - COMMUNITY OPTIONS RISK RESERVE							
	COMMUNITY 1ST MUNICIPAL INVESTMENT					\$4,693.42	
FUND 55 - REVOLVING LOAN FUND							
	LOCAL GOVERNMENT INVESTMENT POOL					\$1,175,195.69	
FUND 75 - CAPITAL IMPROVEMENTS PROJECTS							
	LOCAL INVESTMENT GOVERNMENT POOL					\$2,902,982.29	
	LGIP					\$19,742,538.58	
	Community Options Risk Reserve					\$4,693.42	
	TOTAL					\$19,747,232.00	

INTEREST ON INVESTMENTS**LOCAL GOVERNMENT INVESTMENT POOL**

	2019		2020	
	INTEREST	%	INTEREST	%
JANUARY	\$13,660.42	2.47%	\$11,941.80	1.61%
FEBRUARY	\$15,537.77	2.46%	\$13,859.06	1.62%
MARCH	\$18,199.50	2.47%	\$10,231.20	1.14%
APRIL	\$18,128.05	2.49%	\$4,490.08	0.51%
MAY	\$17,172.98	2.45%	\$1,739.98	0.20%
JUNE	\$15,702.21	2.42%	\$1,242.50	0.14%
JULY	\$18,214.39	2.38%	\$1,353.88	0.14%
AUGUST	\$19,338.86	2.17%		
SEPTEMBER	\$14,709.79	2.18%		
OCTOBER	\$12,916.13	1.92%		
NOVEMBER	\$10,767.79	1.71%		
DECEMBER	\$11,030.28	1.63%		
	\$185,378.17		\$44,858.50	

Average Interest Rate Per Year

2007	5.02%
2008	2.46%
2009	0.48%
2010	0.21%
2011	0.14%
2012	0.16%
2013	0.10%
2014	0.09%
2015	0.13%
2016	0.42%
2017	0.84%
2018	1.88%

**RICHLAND COUNTY
SALES TAX HISTORY**

	2018	2019	2020
JANUARY	\$75,556.90	\$102,699.41	\$106,038.84
FEBRUARY	\$109,829.73	\$107,110.07	\$97,945.44
MARCH	\$69,618.73	\$77,695.96	\$84,142.18
APRIL	\$58,896.08	\$65,799.10	\$97,802.81
MAY	\$104,776.55	\$104,845.20	\$95,550.07
JUNE	\$111,914.22	\$93,441.12	\$93,702.75
JULY	\$90,472.80	\$115,765.25	\$115,212.03
AUGUST	\$144,992.04	\$141,547.69	\$118,130.77
SEPTEMBER	\$82,147.04	\$65,911.85	
OCTOBER	\$115,223.32	\$116,344.16	
NOVEMBER	\$117,541.42	\$118,424.02	
DECEMBER	\$90,551.80	\$82,231.43	
TOTAL	\$1,171,520.63	\$1,191,815.26	\$808,524.89
ANNUAL SALES TAX REVENUE:			
2004	\$921,917.33		
2005	\$961,482.68		
2006	\$931,177.10		
2007	\$898,370.01		
2008	\$964,036.28		
2009	\$881,013.57		
2010	\$902,047.76		
2011	\$896,604.56		

DELINQUENT TAX HISTORY

TAX YEAR	TOTAL TAXROLL	% DELINQ. AFTER JAN 31 COLLECTIONS	% DELINQ. AFTER JULY 31 COLLECTIONS
2005	\$19,277,369.01	4.62%	3.41%
2006	\$19,730,430.56	5.31%	3.69%
2007	\$20,596,048.84	4.66%	3.15%
2008	\$20,862,955.92	5.46%	3.86%
2009	\$21,598,624.66	5.28%	3.43%
2010	\$20,982,593.33	5.29%	3.56%
2011	\$20,450,768.03	5.40%	3.60%
2012	\$21,295,866.50	5.34%	3.46%
2013	\$20,813,972.34	5.18%	3.29%
2014	\$20,813,972.34	4.62%	2.82%
2015	\$21,026,285.47	4.76%	2.83%
2016	\$21,027,886.01	3.99%	2.74%
2017	\$22,346,563.02	4.43%	2.34%
2018	\$22,766,679.96	4.59%	2.94%
2019	\$23,289,784.73	4.21%	2.91%

August 28, 2020 Unpaid Tax Balance for 2019 Tax Year = \$496,627.76 2.13%