



**Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE
SUB-COMMITTEE MEETING**

AGENDA

Date: Monday, March 21, 2016

Time: 12:00 p.m.

Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
Conference Room

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Consider a motion to convene in closed session to review applications, resumes and conduct employment interviews with candidates for the Tourism Coordinator/Public Information Officer pursuant to Wis. Stat. §§19.36(7) and 19.85(1)(c) & (f).
5. Consider a Motion to Convene in Open Session.
6. Other Matters Authorized by Law
7. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting to listen, observe, and participate. If a majority of any such committee is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.



Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE
SUB-COMMITTEE MEETING

AGENDA

Date: Thursday, March 24, 2016

Time: 9:00 a.m.

Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
Conference Room

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Consider a motion to convene in closed session to review applications, resumes and conduct employment interviews with candidates for the Tourism Coordinator/Public Information Officer pursuant to Wis. Stat. §§19.36(7) and 19.85(1)(c) & (f).
5. Consider a Motion to Convene in Open Session.
6. Other Matters Authorized by Law
7. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.

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Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING
AMENDED AGENDA

Date: Wednesday, March 9, 2016 / Time: 11:00 a.m., Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

1. Call to Order
2. Roll Call
3. Approve March 9, 2016 Agenda
4. Approve February 10, 2016 Meeting Minutes
5. Discuss UW Extension Job Description/Duties and Assignments for Replacement of Program Assistant.
6. Review and Approve Resolution Establishing Total Annual Compensation for County Elected Officials (Clerk, Treasurer, Register of Deeds).
7. Request for Additional .52% Wage Supplement for Professional & Courthouse Employees – Possible Action
8. Review and Discuss Resolution Regarding Vehicle Use Policy
9. Discuss Vehicle Use Policy for Volunteers – Possible Action
10. **Sex Offender Ordinance Recommendation to County Board – Possible Action**
11. Other Matters Authorized by Law
12. Next Meeting
13. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting to listen, observe, and participate. If a majority of any such committee is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING
MEETING MINUTES

Date: Wednesday, February 10, 2016 / Time: 10:30 a.m., Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: The meeting was called to order at 10:30 a.m. by Ron Heuer.

Roll Call: Members present were Ron Heuer, Tom Romdenne, Lee Luft, Kaye Shillin, Larry Kirchman, John Pagel, Bob Weidner, Bruce Heidmann, Virginia Haske.

Others present: Scott Feldt, Pat Benes, Cindy Kinnard, Claire Thompson, Aerica Bjurstrom

Approve February 10, 2016 Agenda and Approve January 13, 2016 Meeting Minutes: Motion by Bruce Heidmann, second by Virginia Haske to approve the February 10, 2016 agenda and to approve the January 13, 2016 meeting minutes. Motion carried.

CBA for Courthouse Employees: Scott Feldt received a signed agreement from the Courthouse Union of .73 wage increase for calendar year 2016. Motion by Larry Kirchman, second by Bruce Heidmann to approve CBA for courthouse employees. Motion carried.

Approval to Fill Sheriff Assistant Position: Scott Feldt requested approval to fill the Sheriff Assistant position. Motion by Bob Weidner, second by Lee Luft to approve filling of the position. Motion carried.

WIC Aide Position in Public Health (from .7 FTE to .4) There is a vacancy in the WIC/Immunization Aide position. Scott Feldt requested approval to move the position from .7 FTE to .4FTE. Cindy Kinnard feels she can get done what she needs to in the position at .4 FTE and moving the Public Health Secretary position from .7 FTE to 1.0 FTE. Motion by Lee Luft, second by Virginia Haske to reduce WIC Aide position from .7 FTE to .4 FTE. Motion carried.

Increase Public Health Secretary Position From .7 to 1.0 FTE: Scott Feldt requested approval to move the position from .7 FTE to 1.0 FTE. Discussion continued regarding employee benefits that are available at full-time. Other Public Health department staff are covering front desk and taking time away from other things they need to be doing. Motion by Kaye Shillin, second by John Pagel to increase Public Health Secretary from .7 FTE to 1.0 FTE position. Motion carried. Bob Weidner voted no.

Reclassification Request LWCD Program Specialist: Bob Weidner addressed the Reclassification Policy. Bob indicated this is to be done mid-summer prior to the budget plan instead of today. Ron Heuer indicated he would like to have this wage study done before we make any decisions on reclassifications. Motion by Bob Weidner, second by Bruce Heidmann to address the proposed reclassification in June of this year so that it complies with our existing policy. Motion carried.

Update on Project Phoenix: Scott Feldt indicated an RFP was sent out for proposals on a feasibility study. We will be having a vendor conference call in the near future.

Public Comment: None

Other Matters Authorized by Law: Scott Feldt indicated Jan Tess has retired, there is a vacancy in UWEX, he would recommend that the committee approve filling the position. Scott will bring this as an agenda item for the Personnel Committee at their meeting next month. Aeric Bjurstom distributed updated job descriptions to the committee.

Scott Feldt distributed a Personnel Report.

Scott Feldt informed the committee that recruitment advertisements would go out in the coming weeks for the Tourism/PIO position.

Scott Feldt indicated those employees receiving \$450 uniform allowance each year will provide receipts for those items and then be reimbursed.

Bob Weidner inquired if a Highway department employee recently change from part-time to full-time. Scott Feldt and Larry Kirchman responded that no employee recently changed from part-time to full-time employment in the Highway department.

Larry Kirchman indicated that items on the agendas don't say what we are doing with the agenda item. Larry sees this in other committees, it doesn't say whether we are discussing or approving an item.

Ron Heuer indicated we had a meeting last week regarding a county wide sex offender ordinance. A Milwaukee County Judge is releasing sex offenders to other counties that don't have an ordinance. We are working on a first draft of the ordinance and it will be on the agenda for the next meeting.

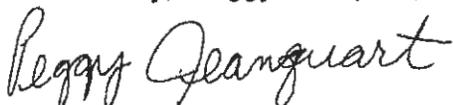
Ron Heuer discussed 43.12 library issue. We get billed every year from Brown County and Manitowoc County for library usage and we allocate that bill to the townships. Ron has had discussions with Sen. Lasee and Rep. Kitchens. The County is asking the State how we deal with how the cost has to be paid - include a phrase that says county option to do by equalized value or usage.

Bob Weidner talked about the upcoming Finance Committee Meeting that all town, city, village officials were invited to attend. Bob indicated we have a big deficit in the future and there are two known fixes a sales tax and a referendum to increase our levy. Bob indicated the question is going to come if we did none of the 2 big fixes and you look at staffing, there is no room to give up so logically we would have to discontinue programs to cover the deficit. Discussions continued.

Next Meeting: Wednesday, March 9, 2016 at 11:00 a.m.

Adjournment: Motion by John Pagel, second by Virginia Haske to adjourn the meeting. Motion carried. Adjourned at 11:44 a.m.

Submitted by, Peggy Jeanquart, Recording Secretary





**Kewaunee County UW-Extension
Communications & Educational Program Support Specialist
Position Description**

PURPOSE:

Under general direction of the Kewaunee County UW-Extension Department Head, this individual will lead communications, technology and administrative support functions for UW-Extension educators and programs. This individual also provides administrative support to the Department Head, Agriculture Agent and Community Resource Development program educators.

ESSENTIAL JOB FUNCTIONS:

Communications/Technology Functions

1. Lead coordinator of communications and technology strategy
2. Develop and implement annual office communications and marketing plan
3. Collaborate with Educators to ensure timely and media specific delivery of content
4. Produce educational materials for programs using desktop publishing software
5. Produce program marketing materials for websites (Word Press), social media, and electronic communications
6. Produce press releases for radio and newspaper
7. Produce office printed newsletter The Foghorn, eight issues per year
8. Produce the monthly Ag Journal page that appears in the local newspaper
9. Produce weekly radio submissions
10. Produce office Annual Report in print and electronic format
11. Prepare evaluations using Qualtrics, disseminate and collect survey responses
12. Develop & implement processes for program registrations and payments
13. Create and manage mailing/contact lists using Access
14. Maintain office website (Word Press) and office social media presence
15. Work with UW Extension technology and communications specialists to develop and implement best practices in social media marketing outreach

Program Administrative Functions

16. Serves counter clients including responding to requests for information and publications, forwarding materials to UW labs and following up on results. Refers questionable issues to appropriate educator.
17. Answers non-directed phone calls and route to specific program areas.
18. Coordinates registration of workshops and conferences. Uses databases to create and maintain attendance lists.

19. Maintains private applicator training manual inventory, test sheets and exam booklets. Coordinates revenues and expenses generated by Pesticide Applicator Training.
20. Proctors independent study course and private applicator training examinations.
21. Complete copy projects as needed by agent. Able to perform basic procedures such as removing paper jams and adding consumables to copiers, fax machines and printers as needed.
22. Reserves media equipment and arrange for maintenance when needed.
23. Schedules use of County Office facilities as needed. Schedules UW-Extension conference room.
24. Accepts process soil/feed/manure/weed/horticulture sample for mailing to lab or submit to Master Gardener Volunteer.
25. Sends Master Gardener Volunteer logs out to all Master Gardeners and Garden Club volunteers, compiles hours and send to Master Gardener Volunteer state office for certification. Fills in certificates for Master Gardener Volunteers and mails out when received.
26. Performs duties as office computer/hardware contact, installs updates as received from UW-Extension Tech Services.
27. Assists Department Head with duties as assigned.

REQUIRED SKILLS:

- Excellent communication, writing and proofreading skills
- Demonstrated skills in building and maintaining professional work environments
- Strong interpersonal relationship and problem-solving skills in a team setting
- Ability to learn and apply new technology
- Knowledge and experience with desktop publishing
- Attention to details; accuracy
- Ability to multi-task
- Strong customer service skills
- Ability to meet deadlines and work under pressure
- Project management skills
- Knowledge of proper operation of media equipment.
- Ability to organize and schedule work efficiently to complete tasks either on the phone, email or in person.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Knowledge and experience with advanced word processing (merging letters; producing reports using table of contents, etc.)
- Knowledge and experience with current Microsoft Office Suite (Word, Excel, Access, Outlook, Publisher, PowerPoint)
- Knowledge and experience with Google + including Google docs and Hangouts
- Knowledge and experience with Access database software program
- Knowledge and experience with Adobe Acrobat Pro
- Knowledge and experience with Word Press
- Knowledge and experience with Facebook, Pinterest and other social media

PREFERRED SKILLS:

- Knowledge and experience with SharePoint
- Understanding of copy write requirements as it pertains to UW-Extension publications and images

EDUCATION AND TRAINING:

- Required Associate's Degree in relevant field
- Preferred Bachelor's Degree in relevant field

Physical Demands:

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend and lift moderately heavy (25-30 pound) objects.

Performance of tasks involves mainly inside, protected from weather conditions.

2/4/16

DRAFT



KEWAUNEE COUNTY ADMINISTRATOR

Scott Feldt

INTEROFFICE MEMORANDUM

DATE: March 9, 2016

TO: Personnel, Advisory & Legislative (PAL) Committee Members

FROM: Scott Feldt, County Administrator

RE: Recommendation to County Board regarding Elected Officials Annual Salaries related to Salary Schedule I

REQUEST

Recommendation by the Personnel, Advisory & Legislative (PAL) Committee to the County Board establishing the annual salaries of county elected officials as they relate to Salary Schedule I.

BACKGROUND

The County Board is charged with establishing the total amount of compensation for elected officials pursuant to Chapter 59.22 of the Wisconsin Statutes. The PAL Committee provides a recommendation for the annual salaries of the County Clerk, County Treasurer, and Register of Deeds related to Salary Schedule I.

The previous decision by the County Board has aligned the salaries of the County Clerk, County Treasurer, and Register of Deeds (Salary Schedule I) with the salary of the Clerk of Circuit Courts (Salary Schedule IA). The term for elected officials on Salary Schedule I is from 2017-2020. The term for elected officials on Salary Schedule IA is from 2015-2018, then 2019-2022.

Methodologies for Determining Elected Officials Salaries

From an employee recruitment perspective, elected officials must reside and remain in the county. Therefore, it would be difficult for those positions to be recruited away by other counties.

There are two schools of thought. One school would compare the salaries of neighboring counties to provide an area perspective. The other school of thought compares the salaries of similar counties with similar populations. Attached is a spreadsheet with both methodologies.

OPTIONS

The PAL Committee has two options it may consider:

1. Follow precedent set by previous County Board for years 2017 & 2018.
2. Set salaries independently of previous County Board methodology.

RECOMMENDATION

It is my recommendation that the PAL Committee follow the intent of the previous County Board that allocates a 1.7% wage increase for Schedule I Elected Officials for years 2017 and 2018. Salary determinations for years 2019 and 2020 are a matter of policy.

County	Population	County Clerk				County Treasurer				Register of Deeds			
		2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020
Kewaunee	20,444	\$62,164	\$63,221			\$62,164	\$63,221			\$62,164	\$63,221		
<i>Neighbors</i>													
Brown	256,670	\$73,700	\$75,700	\$75,700	\$75,700	\$73,700	\$75,700	\$75,700	\$75,700	\$73,700	\$75,700	\$75,700	\$75,700
Door	27,766	\$63,100	\$64,047	\$64,687	\$65,334	\$63,100	\$64,047	\$64,687	\$65,334	\$63,100	\$64,047	\$64,687	\$65,334
Manitowoc	80,160	SALARY for 2016 - \$64,073				SALARY for 2016 - \$64,073				SALARY for 2016 - \$64,073			
<i>Region</i>													
Calumet	49,491	\$65,341	\$66,648	\$67,981	\$69,340	\$65,341	\$66,648	\$67,981	\$69,340	\$65,341	\$66,648	\$67,981	\$69,340
Marinette	41,298												
Oconto	37,417	\$60,606	\$60,606	\$62,010	\$62,010	\$60,606	\$60,606	\$62,010	\$62,010	\$60,606	\$60,606	\$62,010	\$62,010
Outagamie	182,006	SALARY for 2016 - \$69,684				SALARY for 2016 - \$71,744				SALARY for 2016 - \$71,744			
Shawano	41,579	\$57,584	\$58,735	\$59,910	\$61,108	\$57,584	\$58,735	\$59,910	\$61,108	\$57,584	\$58,735	\$59,910	\$61,108
Sheboygan	115,290	SALARY for 2016 - \$64,872				SALARY for 2016 - \$63,615				SALARY for 2016 - \$63,416			
<i>Similar</i>													
Waushara	24,178	SALARY for 2016 - \$61,145				SALARY for 2016 - \$61,145				SALARY for 2016 - \$60,145			
Iowa	23,825	\$57,492	\$58,354	\$59,229	\$60,118	\$55,492	\$56,324	\$57,169	\$58,027	\$55,492	\$56,324	\$57,169	\$58,027
Vilas	21,398	SALARY for 2016 - \$56,870				SALARY for 2016 - \$54,367				SALARY for 2016 - \$54,367			
Jackson	20,652	SALARY for 2016 - \$58,549				SALARY for 2016 - \$55,825				SALARY for 2016 - \$55,825			
Taylor	20,540	\$53,636	\$53,636	\$54,018	\$54,564	\$52,434	\$53,490	\$54,018	\$54,564	\$52,434	\$53,490	\$54,018	\$54,564
KEWAUNEE	20,444	\$62,164	\$63,221			\$62,164	\$63,221			\$62,164	\$63,221		
Adams	20,215	\$65,800	\$67,118	\$68,450	\$69,800	\$65,800	\$67,118	\$68,450	\$69,800	\$65,800	\$67,118	\$68,450	\$69,800
Langlade	19,410	SALARY for 2016 - \$55,000				SALARY for 2016 - \$55,000				SALARY for 2016 - \$55,000			
Green Lake	18,836	\$68,577	\$69,605	\$70,649	\$71,709	\$64,933	\$65,907	\$66,895	\$67,899	\$64,933	\$65,907	\$66,895	\$67,899
Richland	17,662												
Lafayette	16,853	SALARY for 2016 - \$50,828				SALARY for 2016 - \$48,565				SALARY for 2016 - \$48,565			
Neighbors and Region		2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020
		\$320,331	\$325,736	\$330,288	\$333,492	\$320,331	\$325,736	\$330,288	\$333,492	\$320,331	\$325,736	\$330,288	\$333,492
		64073				64073				64073			
		69684				71744				71744			
		64872				63615				63416			
		\$518,960				\$519,763				\$519,564			
Avg Salary		\$64,870	\$65,147	\$66,058	\$66,698	\$64,970	\$65,147	\$66,058	\$66,698	\$64,946	\$65,147	\$66,058	\$66,698
Similar Counties		2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020
		\$245,505	\$248,713	\$252,346	\$256,191	\$238,659	\$242,839	\$246,532	\$250,290	\$238,659	\$242,839	\$246,532	\$250,290
		61145				61145				60145			
		56870				54367				54367			
		58549				55825				55825			
		55000				55000				55000			
		50828				48565				48565			
		\$527,897				\$513,561				\$512,561			
Avg Salary		\$58,655	\$62,178	\$63,087	\$64,048	\$57,062	\$60,710	\$61,633	\$62,573	\$54,438	\$60,710	\$61,633	\$62,573



RESOLUTION NO.

SALARY SCHEDULE I

**A RESOLUTION ESTABLISHING TOTAL ANNUAL COMPENSATION
FOR COUNTY ELECTED OFFICIALS**

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, the board shall establish the total annual compensation for services to be paid to
2 elected officials pursuant to §59.22 of the Wisconsin Statutes; and
3

4 **WHEREAS**, the Personnel, Advisory and Legislative Committee met, considered, and
5 recommends the annual compensation of the County Clerk, County Treasurer and Register of
6 Deeds as set forth below:
7

	<u>2017</u> (Proposed)	<u>2018</u> (Proposed)	<u>2019</u> TBD	<u>2020</u> TBD
8 County Clerk	\$62,164	\$63,221		
9 County Treasurer	\$62,164	\$63,221		
10 Register of Deeds	\$62,164	\$63,221		

11
12
13
14 **WHEREAS**, the intent of the Personnel, Advisory and Legislative Committee recommendation is
15 to establish the total annual compensation for county elected officials, which is separate and
16 distinct from fringe benefits offered by the County to elected officials, and which fringe benefits
17 are subject to increase or decrease during the officer's terms at the discretion of the Board and
18 in accordance with state and federal law; and
19

20 **WHEREAS**, as part of the County's fringe benefit program, county elected officials may
21 participate in the Wisconsin Retirement System in accordance with state law; and
22

23 **WHEREAS**, as part of the County's fringe benefit program, county elected officials may elect to
24 receive health and dental insurance coverage under the same terms and conditions as the
25 health and dental insurance coverage offered to non-represented managerial county employees
26 who are not law enforcement managerial employees or non-represented managerial employees
27 described in Wis. Stat. §11.70(1)(mm)2.
28

29 **NOW, THEREFORE, BE IT RESOVLED**, by the Kewaunee County Board of Supervisors, duly
30 assembled this 15th day of March 2016, that the above-stated compensation affecting elected
31 officials of Kewaunee County shall be the annual compensation effective and payable for the
32 year commencing January 1, 2017; such payments shall be made in accordance with the usual
33 procedures; and that the compensation described above shall remain in effect until December
34 31, 2020, thus superseding Salary Schedule I now in effect until December 31, 2016; and
35

1 **BE IT FURTHER RESOLVED**, the aforementioned county elected officials are entitled to
 2 participate in the Wisconsin Retirement System. Each participating county elected official shall
 3 contribute a percentage of each payment of earnings equal to the percentage required by law of
 4 the total actuarially required contribution rate, as approved by the Wisconsin Employee Trust
 5 Fund Board. Kewaunee County will likewise contribute a percentage of each payment of earning
 6 equal to the percentage required by law of the total actuarially required contribution rate, as
 7 approved by the Wisconsin Employee Trust Fund Board.

8
 9 **BE IT FUTHER RESOLVED**, that the aforementioned county elected officials may elect to
 10 receive health and dental insurance coverage under the same terms and conditions, which may
 11 be changed from time to time, as the health and dental insurance coverage offered to non-
 12 represented managerial county employees who are not law enforcement managerial employees
 13 or non-represented managerial employees described in Wis. Stat. §111.70(1)(mm)2.

Respectfully Submitted,

PERSONNEL, LEGISLATIVE & ADVISORY COMMITTEE

APPROVED AS TO FORM

Jeffrey R. Wisnicky
 Corporation Counsel

FISCAL IMPACT STATEMENT:

	Y E S	N O	A B S E N T	A B S T A I N
Benes, P				
Cravillion, D.				
Doell, D.				
Garfinkel, R.				
Haske, V.				
Heidmann, B.				
Heuer, R.				
Jahnke, S.				
Kirchman, L.				
Luft, L.				
Mastalir, J.				
Paape, G.				
Pagel, J.				
Paider, R.				
Romdenne, T.				
Shillin, K.				
Sinkula, L.				
Tebon, K.				
Wagner, C.				
Weidner, R.				
TOTALS				



KEWAUNEE COUNTY ADMINISTRATOR

Scott Feldt

INTEROFFICE MEMORANDUM

DATE: March 9, 2016

TO: Personnel, Advisory & Legislative (PAL) Committee Members

FROM: Scott Feldt, County Administrator

RE: Request for 0.52% Wage Supplement for Courthouse and Professional Union (AFSCME Local 2969) employees

REQUEST

Requesting a wage supplement of 0.52% to address pay equity issues when compared to other county employees receiving a 1.5% wage supplement for 2016. The financial impact of the request is \$15,001 (\$12,745 wages, \$2,256 FICA, Withholding, etc.). The cost is within our 2016 budget projections.

BACKGROUND

With the passage of Act 10, County employee unions are required to recertify each year. Negotiations between the County and local AFSCME unions are restricted to base wages. To provide a broader picture, Kewaunee County has come to an agreement with the AFSCME Locals 2969 & 2969A (Professionals & Courthouse) where the employees will receive a wage increase of 0.73% over base wages as stipulated in state statutes. Non-represented employees will receive a 1.5% wage supplement for 2016. A wage supplement is not a wage increase. At the end of 2016, the non-represented employees will have the same hourly wage they had in 2015, while the Courthouse and Professional employees will see a wage increase of 0.73% over 2015.

OPTIONS

The PAL Committee has a number of options it may consider:

1. Approve the request of the Administrator and authorize a 0.52% wage supplement.
2. Deny the request outright.
3. Approve a wage supplement of a different percentage greater or lesser than 0.52%.

RECOMMENDATION

It is my recommendation that the PAL Committee follow the intent of the County Board that allocates a 1.5% wage supplement to all non-represented staff. After the County Administrator has introduced a proposed pay plan, the Committee can then decide if any action regarding pay will be authorized on a retroactive basis.

Kewaunee County
810 Lincoln Street
Kewaunee, WI 54216

PHONE (920) 388-7164
FAX (920) 388-7101
WEB SITE <http://www.kewauneeco.org>

Q. Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property for County business, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Employees shall notify the supervisor if any equipment, machines, tools, or vehicles appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor will answer any questions about an employee's responsibility for maintenance and care of equipment and vehicles on the job.

The improper, careless negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, will result in disciplinary action, up to and including discharge. No smoking is allowed in County owned vehicles.

In order to minimize the use of personal vehicles while conducting County business, Kewaunee County provides a pool of vehicles for employee use. It is the policy of Kewaunee County that the pool of county owned vehicles shall be used for travel associated with official Kewaunee County business. It is the obligation of each employee requesting to use a vehicle to make reservations in advance with the County Clerk's office. Failure to request a County owned vehicle may result in non-payment of a voucher for personal mileage if a vehicle was available and not used. Vehicle keys, as well as a trip ticket, are to be picked up in the County Clerk's office the day of travel. However, if travel is required prior to normal office hours, it is the responsibility of the employee to make arrangements with the County Clerk's office to pick up the keys the day before actual use. Employees will be allowed to take such vehicle home for early departure the next day. It is also the responsibility of the employee to make sure the vehicle is returned promptly for use by other staff.

In certain circumstances, a County owned vehicle may be provided for certain employees in order to carry out their assigned duties. These vehicles should be housed on County-owned property during non-working hours and used by employees only to carry out their job duties as needed. The County requires that no personal items other than incidentals be stored in the vehicle. The vehicle is to be locked each night with work articles stored either in the lock box or trunk during times when the vehicle is not in use.

In instances where a County-owned vehicle is provided to an employee on a 24-hour basis, it is the policy of the County that the only personal use allowed would be commuting between an employee's home and his/her work.

The County may grant permission to use a County owned vehicle to commute to and from an employee's residence to his/her assigned office or job site provided the following criteria are met:

1. The employee's job description specifies being available on a 24/7 basis; and
2. The county owned vehicle is essential to the performance of his or her duties by being equipped to facilitate performance of these duties; and
3. It is not efficient or practical to have a personal vehicle with similar capabilities; and
4. The employee may be called to report to a location other than the customary job location.

The County Administrator is authorized to grant short-term vehicle use. Short-term vehicle use means two workweeks or less and not more than four workweeks in any given calendar year. The Personnel, Advisory and Legislative Committee will consider authorizations of more than two weeks. Employees commuting to and from work in a County owned vehicle shall pay to the County when required and in a manner permissible under the then current IRS regulations.

Except for persons authorized by the Kewaunee County Department of Human Services, only Kewaunee County employees or elected officials may operate or drive County equipment and vehicles. Spouses, family members, acquaintances or clients served by Kewaunee County are strictly prohibited from operating or driving County owned equipment of vehicles.

The Director of the Kewaunee County Department of Human Services or a Human Services Manager assigned to supervise the transportation program may authorize individuals to drive County vehicles. The authority of the Human Services Director or Manager to authorize individuals to drive County vehicles is strictly limited to securing drivers in furtherance of the transportation program. The Human Services Director or Manger shall only authorize individuals that meet the following requirements:

- Has a valid Wisconsin driver's license.
- Will not jeopardize County's insurability by any insurance carrier.
- Submits to a caregiver background check.
- Submits to a driving record check.
- Has the ability to work with, and be sensitive to, the needs of the elderly and disabled.
- Signs an agreement requiring the individual to abide by all County policies and any rule or requirement established by the Kewaunee County Department of Human Services.