RESOLUTION NO. 49-03-2017

A RESOLUTION APPROVING PERSONNEL POLICIES
Pay Plan Related Policies

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Personnel, Advisory and Legislative Committee has considered and hereby recommends approval of the following Personnel Policies:

1. Pay Plan Policy
2. Position Wage Scale Modification Policy
3. Position Reclassification Policy

NOW, THEREFORE, BE IT RESOLEVED, by the Kewaunee County Board of Supervisors duly assembled this 21st day of March 2017, that the Board approves and adopts the proposed Personnel Policies.

Respectfully Submitted,

PERSONNEL, ADVISORY & LEGISLATIVE COMMITTEE

Robert A. Weidner, Chair

Thomas J. Romdenne

Kaye Shillin

Linda Sinkula

John T. Pagel

Scott Jahnke

Larry Kirchman

Gerald Paape

John E. Mastalir

APPROVED AS TO FORM
Jeffrey R. Wisnicky
Corporation Counsel

FISCAL IMPACT STATEMENT:

	YES	NO	ABSENT	ABSTAIN
Benes, P	✓			
Cravillion, D.	✓			
Dobbins, M.	✓			
Doell, D.	✓			
Haske, V.	✓			
Jahnke, S.	✓			
Kirchman, L.	✓			
Luft, L.	✓			
Mastalir, J.	✓			
Paape, G.	✓			
Pagel, J.	✓			
Paider, R.	✓			
Rasmussen, C.			✓	
Romdenne, T.	✓			
Shillin, K.	✓			
Sinkula, L.	✓			
Teske, L.			✓	
Thomas, D.	✓			
Wagner, C.	✓			
Weidner, R.	✓			
TOTALS	18	–	2	–

POSITION WAGE SCALE MODIFICATION POLICY

1. It is the county's policy to compensate employees in a fair, equitable, and consistent manner.

2. The county has developed a policy from which employees may request the modification of a county position wage scale be considered. Wage scale modification requests shall proceed by the following procedure:

    a. The employee shall make the wage scale modification request to the Human Resources Department.
    b. The following materials shall be collected to assist in the review of the wage scale modification request:
        i. Wage Scale Modification Request Form.
        ii. Current job description.
        iii. Detailed explanation of job duties including complexity of tasks, percentage of time spent completing tasks, and job requirements (skills, knowledge, etc.).
        iv. Copies of job descriptions of similar positions in other counties for external comparable analysis. External data should try to aggregate information from the same counties used in the county pay plan (those counties include: Brown, Door,Manitowoc, Calumet, Marinette, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Green Lake, Iowa, Jackson and Waushara).
        v. Copies of position wage scales of similar positions in other counties for external comparable analysis. External data should try to aggregate information from the same counties used in the county pay plan.
        vi. Copies of wage scales of subordinate positions within Kewaunee County for comparison to address pay compression issues.
    c. The employee and Department Head shall review the materials, and provide a statement of support, opposition, or no comment to the Human Resources Department.
    d. The Department Head and Human Resources Department shall review and discuss the information provided and obtain any additional information as needed.
    e. The Human Resources Department shall make a recommendation to the County Administrator who will then make a recommendation to the Personnel Committee.
    f. The Personnel Committee shall decide whether or not to support the recommendation of County Administration.
    g. The County Board shall make final approval of any modifications to the position wage scale.

POSITION RECLASSIFICATION POLICY

1. It is the county's policy to compensate employees in a fair, equitable, and consistent manner.

2. The county has developed a policy from which employees may request the reclassification of a county position be considered. Position reclassification requests shall proceed by the following procedure:

    a. The employee shall make the reclassification request to his/her supervisor.
    b. The following materials shall be collected to assist in the review of the reclassification request:
        i. Reclassification Analysis Form.
        ii. Current job description.
        iii. Updated or modified job description.
        iv. Detailed explanation of changes in job duties, complexity of tasks, percentage of time performing job duties, and job requirements (skills, knowledge, etc.).
        v. Performance evaluation indicating job description has been reviewed and discussed with employee.
        vi. Copies of job descriptions of similar positions within Kewaunee County to be used for internal comparable analysis.
        vii. Copies of job descriptions of similar positions in other counties for external comparable analysis. External data should try to aggregate information from the same counties used in the county pay plan.
    c. The employee and Department Head shall review the materials, and provide a statement of support, opposition, or no comment to the Human Resources Department.
    d. The Department Head and Human Resources Department shall review and discuss the information provided and obtain any additional information as needed.
    e. The Human Resources Department shall make a recommendation to the County Administrator who will then make a recommendation to the Personnel Committee.
    f. The Personnel Committee shall decide whether or not to support the recommendation of County Administration.

PAY PLAN POLICY

1. It is the county's policy to compensate employees in a fair, equitable, and consistent manner.

2. The county developed an eleven step pay plan to compensate employees. The Personnel, Advisory and Legislative Committee shall review the pay plan at least once every three years for Kewaunee County to remain competitive in the labor market. Any proposed changes to the pay plan are subject to County Board approval.

3. County Administration shall place and move employees through the pay plan according to the following guidelines:

    a. The pay plan reflects Kewaunee County's commitment to fairly, equitably and consistently compensating employees and therefore it is the policy of Kewaunee County to hire employees at the starting wage.
    b. The County Administrator may authorize compensating an employee as high as step 5 for good cause in special and limited circumstances.
    c. The Personnel, Advisory and Legislative Committee may authorize compensating an employee as high as step 6 (the mid-point) or above in exceptional cases based on education, experience and labor market competition.
    d. Hiring for all Department Heads regardless of pay step requires full County Board approval.
    e. An employee will progress through the salary steps based on the employee's overall job performance which meets or exceeds expectations.

4. Current employees who transfer to another position in Kewaunee County will be slotted in the pay plan based upon the next highest step to their current salary. Employees with a current salary equal to or greater than the maximum pay step for the new position will be slotted at the maximum pay step for the new position.

5. Employees with years of service within the position that is greater than the years of service designated in the pay plan will progress through the pay plan without experiencing the step wage freezes listed in the pay plan. Employees with years of service within the position that are equal or less than the years of service designated in the pay plan will follow the pay plan as approved including step wage freezes as listed in the pay plan. Employees with years of service less than the years of service designated in the pay plan shall progress through the pay plan as if they had the required designated years of service.

6. Employees who leave county employment and return at a later date shall be treated as new employees unless the employee returns to county employment within 12 months of the last day of employment.