



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 08/04/21

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on August 12, 2021:

- 1) Amended Agenda
- 2) Minutes from 07/08/2021 and 07/22/2021
- 3) Resolution Relating to Reclassification of GIS Specialist
- 4) Ordinance Amending the Personnel Policy and Procedure Manual to allow for sick time to be taken in one-quarter (1/4) hour increments
- 5) Ordinance Amending the Personnel Policies and Procedures Manual to comply with Fair Labor Standards Act Safe Harbor Language Requirement and to add a Telecommuting Policy



**GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK**

*Elizabeth Otto
County Clerk*

*Office: 920-294-4005
FAX: 920-294-4009*

Personnel Committee Meeting Notice

***Date: Thursday, August 12, 2021 Time: 3:30 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI***

Amended* AGENDA

**Committee
Members**

*Robert
Schweder,
Chair
Sue Wendt,
Vice-Chair
Charlie
Wielgosh
Ken Bates
Curt Talma*

*Elizabeth
Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 07/08/21 and *07/22/2021
5. Resolutions
 - Relating to Reclassification of GIS Specialist
6. Ordinances
 - Amending the Personnel Policy and Procedure Manual to allow for sick time to be taken in one-quarter (1/4) hour increments
 - Amending the Personnel Policies and Procedures Manual to comply with Fair Labor Standards Act Safe Harbor Language Requirement and to add a Telecommuting Policy
7. Committee Discussion
 - Future Meeting Dates: September 9, 2021 @ 3:30 PM
 - Future Agenda items for action & discussion
8. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks required for individuals who are **not** vaccinated) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Personnel Committee
Time: Aug 12, 2021 03:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86419389278?pwd=RVh3YWVpcFNwWkU1aWF4L01wMzBUQT09>

Meeting ID: 864 1938 9278
Passcode: 343185

Dial by your location

+1 312 626 6799 US (Chicago)
+1 929 436 2866 US (New York)

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

PERSONNEL COMMITTEE MEETING
July 8, 2021

The meeting of the Personnel Committee was called to order by Chair Bob Schweder at 3:30 PM on Thursday, July 8, 2021 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via Zoom. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Ken Bates
Bob Schweder
Curt Talma
Sue Wendt
Charlie Wielgosh

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator (Zoom); Dawn Klockow, Corporation Counsel (Zoom); Harley Reabe, County Board Chair; Nicole Geschke, HR Coordinator (Zoom); Jason Jerome, HHS Director; Matt Vandekolk, Chief Deputy; Dave Abendroth, Supervisor #4

MINUTES

Motion/second (Wendt/Bates) to approve the minutes of the June 10, 2021 meeting with no additions or corrections. Motion carried with no negative vote.

RESOLUTIONS

- **Relating to Creating a Program Aid Position in the Health and Human Services Fox River Industries (FRI) Unit**

Jason Jerome, HHS Director, explained the need for this position due in part to the closing of Waushara Industries which has increased the waiting list and the demand for services. Jerome stated that if the need is reduced in the future the position would be eliminated.

Motion/second (Wielgosh/Wendt) to approve the resolution and forward to County Board for final approval. Motion carried with no negative vote.

- **Relating to Creating a CLTS Service Facilitator Position in the Health and Human Services Behavioral Health Unit (BHU)**

Jason Jerome, HHS Director, explained that currently 38 families are being served. The state does not allow a waiting list so staffing has been provided from other programs resulting in decreased services elsewhere. This position is funded through revenues generated from billing so if the funding is reduced the position will be eliminated.

Motion/second (Wendt/Bates) to approve the resolution and forward to County Board for final approval. Motion carried with no negative vote.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – Next meeting date set for August 12, 2021 at 3:30 PM

Future agenda items:

ADJOURNMENT

Chair Schweder adjourned the meeting at 3:42 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

PERSONNEL COMMITTEE MEETING
July 22, 2021

The meeting of the Personnel Committee was called to order by Chair Bob Schweder at 3:30 PM on Thursday, July 22, 2021 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via Zoom. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Ken Bates (Zoom)
Bob Schweder
Curt Talma (Zoom)
Sue Wendt
Charlie Wielgosh

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator (Zoom); Dawn Klockow, Corporation Counsel (Zoom); Harley Reabe, County Board Chair; Nicole Geschke, HR Coordinator (Zoom); Jason Jerome, HHS Director; Kayla Yonke, HHS Financial Manager; Sue Sleezer, C&F Unit Manager; Shelby Jenson, ESU Unit Manager; Nichol Wienkes, BHU Unit Manager

RESOLUTIONS

- **Resolution Related to Creating a Food Pantry/Aging/FRI Service Worker Position**
- **Resolution Related to Creating an Additional Clinical Therapist Position**
- **Resolution Related to Upgrading and Reclassifying one Clinical Therapist Position**
- **Resolution Related to Creating a BHU Reception/Data Entry Specialist Position**
- **Resolution Related to Upgrading and Reclassifying one C&F Services Case Manager Position**
- **Resolution Related to Upgrading and Reclassifying one Public Health Nurse/Health Educator Position**
- **Resolution Related to Upgrading and Reclassifying one Economic Support Worker Position**
- **Resolution Related to Reclassifying the Part Time Public Health Nurse/Public Health Educator Position**

Jason Jerome, HHS Director, summarized the need for all positions due to an increase in demand, 5 year assessment plan, and/or administrative restructure. Lead positions will not be advertised – existing positions will be upgraded to the next level on the wage scale. The fiscal note involves minimal to no increase in tax levy due to increase revenue through billable services. Discussion held. Jerome stated that all positions will be reevaluated on an annual basis to determine if the need or funding has decreased. If so, the positions will be adjusted or eliminated.

Motion/second (Wendt/Wielgosh) to approve all of the resolutions and forward to Finance and County Board for final approval. Motion carried with no negative vote.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – Next meeting date set for August 12, 2021 at 3:30 PM

Future agenda items:

ADJOURNMENT

Chair Schweder adjourned the meeting at 3:40 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

RESOLUTION NUMBER -2021

Resolution Relating to Reclassification of GIS Specialist

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, in 2004 the GIS Specialist position was created as a highly technical
- 2 professional position in the Land Use Planning and Zoning Department; and
- 3 **WHEREAS**, since the creation of the position, several new duties and responsibilities
- 4 have been added to the position which have increased the responsibility and technical
- 5 expertise needed to fulfill the additional duties; and,
- 6 **WHEREAS**, the Director of Land Use Planning and Zoning and the County
- 7 Administrator have reviewed the previous job description and the proposed new job
- 8 description for the position and recommend that the position be reclassified to a higher
- 9 position on the County Wage Plan. (See attached job descriptions.); and

Majority vote is needed to pass.

Roll Call on Resolution No. -2021

Submitted by Personnel Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 17th day of August, 2021.

Robert Schweder, Chair

Sue Wendt

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Curt Talma

10 **WHEREAS**, the GIS Specialist position is currently classified in Pay Group 10 and the
11 proposed reclassification would be to Pay Group 9, effective on January 1, 2022; and

12 **WHEREAS**, The Land Use Planning and Zoning Committee approved the
13 reclassification to Pay Group 9 on a 4/0/1 (absent) vote on July 1, 2021.

14 **NOW THEREFORE BE IT RESOLVED** that the GIS Specialist position is reclassified to
15 Pay Group 9, effective January 1, 2022.

16 **BE IT FURTHER RESOLVED** that the County Administrator shall place in the 2022
17 Land Use Planning and Zoning Department budget sufficient funds for the salary and
18 fringe benefits for the reclassification.

19 **FISCAL NOTE:**

Current annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	LifeIns.	Work Comp
10	\$32.71	\$68,037	\$4,593	\$5,205	\$25,295	\$95	NA

Proposed annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	LifeIns.	Work Comp
9	\$33.62	\$69,929	\$4,720	\$5,349	\$25,295	\$98	NA

08 / 2004

GREEN LAKE COUNTY

POSITION DESCRIPTION

Title: Geographic Information System (GIS) Specialist

Department: Land Use Planning and Zoning

Location of the Position: Green Lake County Courthouse

Reports To: County Surveyor / Land Development Director

Purpose of Position: To lead in the development, implementation and maintenance of the Green Lake County Geographic Information System (GIS). These efforts will move forward the task of land information as part of the overall County effort to modernize land information records whenever possible.

Fundamental Job Duties and Responsibilities: This is a 40 hour a week position that:

- 1) Converts, produces and maintains to a current level all County land information records, in accordance with the County Land Records Modernization Plan.
- 2) Reviews products; make decisions; analyze data; design; maintain utilities; debug subroutines; trouble shoot; form alternatives; and along with the County Information Technology department consult with users to develop and implement the County GIS
- 3) Has a working understanding, such as reading and interpretation of property legal descriptions in order to map, analyze and maintain those data layers requiring this knowledge and application.
- 4) Has a working understanding of coordinate systems and projections as they relate to movement of data from one to another.
- 5) Interprets, presents and advises by working cooperatively with any entity, information related to the County GIS.
- 6) Provides assistance, coordination and implementation for the use of the geographic information system data bases, data layer product distribution and new data layers; to any entity having an interest in this data.
- 7) Advises and provides inter-operational information to others regarding application of policies, procedures, and standards to specific situations.
- 8) Attends conferences, training sessions and other similar types of continuing education programs to maintain a high level of understanding about the assigned functions related to this position.
- 9) Performs all duties as assigned by the director of the department and those administrative duties that require this position to direct others.

Geographic Information System (GIS) Specialist

Page 2

Physical Demands of the Essential Functions: Up to 75% of the time is spent looking at a computer screen, talking, hearing, handling objects or fingering which includes typing and writing. Walking, sitting, using far and near vision, are used 65% of the time including stooping, kneeling, crouching, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lbs.).

Working Conditions While Performing Essential Functions: 97% of the time is spent indoors. 3% may be spent outdoors.

Equipment Use To Perform Essential Functions: Computer terminal, planimeter, digitizer, plotter, telephone, copy machine, calculator, Fax machine, or similar machines necessary to perform essential functions.

Required Knowledge, Skills and Abilities: Computer literate individual with an understanding of "Windows" and an understanding of GIS software such as ArcINFO, ArcGIS, ArcIMS, ArcCatalog, ArcToolbox, Spatial Analyst, 3-D Analyst, COGO, AutoCAD and other ESRI GIS software products, such as ArcGIS 8.x that is currently being used and ArcGIS 9.0 that is soon to be installed. Program experience with Visual Basic, C++, Avenue and AML preferred.

Must have the ability to analyze data and information and to compare, differentiate, measure, transcribe and migrate data from a coverage to a geodatabase format. Ability to communicate orally and in writing with those that this positions serves and is responsible to.

Qualifications Needed (Educational, Certifications): Bachelor's Degree in Geography, Cartography, Computer Science, or related field, Geographic Information Systems (GIS), two to three years experience as a project director of GIS automated mapping , or any combination of education and experience that provides the equivalent knowledge, skills and experiences.

Must possess a valid Wisconsin driver's license.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and /or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgement, to be proper.

4/15/2021

GREEN LAKE COUNTY

POSITION DESCRIPTION

Title: (GIS) Geographic Information System / 911 Specialist &
(LIO) Land Information Officer

Department: Land Use Planning and Zoning

Location of the Position: Green Lake County Government Center

Reports To: Land Use Planning & Zoning Director

Purpose of Position: Provides administration and technical expertise to develop, implement and maintain the County's Geographic Information System (GIS) and the County's Land Information Program. This position coordinates with multiple departments to develop valuable geospatial datasets that can be implemented in the countywide GIS and that meet goals of the Wisconsin Land Information Program (WLIP). These efforts will move forward the task of land information as part of the overall County effort to modernize land information records whenever possible.

Fundamental Job Duties and Responsibilities: This is a 40 hour a week position that:

Administers the County Land Information Program:

- 1) Serves as the Land Information Officer and attends Land Information Officer Network meetings.
- 2) Applies for annual Wisconsin Land Information Grants and certifies that all grant funds are used exclusively for countywide land records modernization, as required by Statute.
- 3) Submits fee submission reports, annual grant progress reports and annual program surveys in a timely manner.
- 4) Serves on and reports to the County's Land Information Council.
- 5) Prepares the Land Information budget with approval from the Land Information Council.
- 6) Facilitates coordination with and the distribution of WLIP materials with other WLIP related County staff, departments, committees, the County Board and the general public.
- 7) Coordinates the updates required of the County Land Information Plan every three years or as needed.
- 8) Administers and coordinates the Land Information Office's Drone program.
- 9) Converts, produces and maintains, to a current level, all County land information records and databases, in accordance with the County's Land Information Plan.
- 10) Ensures the County is meeting goals of the County Land Information Plan.

Administers the County GIS Program:

- 1) Develops Geographic Information System standards and policies for the County.
- 2) Create & maintains County-wide geospatial datasets as needed.

- 3) Reviews products; make decisions; analyze data; design; maintain utilities; debug subroutines; trouble-shoot; form alternatives; and along with the County Information Technology department consult with users to develop and implement the County GIS.
- 4) Maintains County ArcGIS Online web portal and applications
- 5) Works with and provides support to all County departments to meet GIS needs including:
 - Land Use Planning & Zoning: POWTS Maintenance, Zoning, Farmland Preservation updates.
 - Emergency Management: Rural Addressing, E911 Dispatch layers
 - Highway: Assistance with sign inventory, mapping road easements
 - County Clerk: US Census Updates, Supervisory districts, Legislative Reference Bureau biannual updates; School district requests.
 - Economic Development: Tourism, trails, and economic development mapping & applications.
- 6) Administers data exchanges between State and Federal agencies.
- 7) Handles data and mapping requests as needed from other Departments and the general public.
- 8) Maintains software licensing and hardware updates, and vendor contracts
- 9) Provides access to GIS data and trains County personnel on the use of GIS technology.
- 10) Updates and maintains Metadata on all GIS data for the County.

Administer the County 911 Database:

- 1) Develops and maintains the MSAG (Master Street Address Guide)
- 2) Incorporates US Postal data into emergency response system.
- 3) Develops, maps and maintains emergency service boundaries.

Other Duties:

- 1) Coordinates with the Real Property Lister in the administration of the County's Road Names and Building Numbers ordinance.
- 2) Provides "back-end" access to Land Use Planning & Zoning Department's databases of which permit tracking software modules are based.
- 3) Performs all duties as assigned by the director of the department and those administrative duties that require this position to direct others.
- 4) Attends conferences, training sessions and other similar types of continuing education programs to maintain a high level of understanding about the assigned functions related to this position.

Physical Demands of the Essential Functions: Up to 75% of the time is spent looking at a computer screen, talking, hearing, handling objects or fingering which includes typing and writing. Walking, sitting, using far and near vision, are used 65% of the time including stooping, kneeling, crouching, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lbs.).

Working Conditions While Performing Essential Functions: 97% of the time is spent indoors. 3% may be spent outdoors.

Equipment Used To Perform Essential Functions: Computer terminal, GPS equipment, digital camera, telephone, copy machine, calculator, or similar machines necessary to perform essential functions.

Required Knowledge, Skills and Abilities: Computer literate individual with an understanding of "Windows" and an understanding of GIS software such as ESRI ArcGIS Desktop including: ArcMap, ArcCatalog, ArcGIS Pro, ArcGIS Online, Spatial Analyst, 3D Analyst and COGO. Programming experience with Visual Basic, C#, ModelBuilder, HTML, & SQL preferred.

Must have the ability to analyze data and information and to compare, differentiate, measure, transcribe and migrate data from a coverage to a geodatabase format. Ability to communicate orally and in writing with those that this positions serves and is responsible to.

Qualifications Needed (Educational, Certifications): Bachelor's Degree in Geography, Cartography, Computer Science, or related field, Geographic Information System (GIS), two to three years experience as a project director of GIS automated mapping, or any combination of education and experience that provides the equivalent knowledge, skills and experiences. FAA Part 107 Drone Certification preferred.

Must possess a valid Wisconsin driver's license.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and /or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgement, to be proper.

ORDINANCE NO. -2021

Amending the Personnel Policy and Procedure Manual to allow for sick time to be taken in one-quarter (1/4) hour increments

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 17th day of August 2021, does ordain as follows:

- 1 **WHEREAS**, the Personnel Policy and Procedures Manual allows for vacation time to be
- 2 taken in one-quarter (1/4) hour increments; and

- 3 **WHEREAS**, currently sick time may only be taken in one-half (1/2) hour increments;
- 4 and

Roll Call on Ordinance No. -2021

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 17th day of August, 2021.

Robert Schweder, Chair

Sue Wendt, Vice-chair

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Curt Talma

6 **WHEREAS**, the differences between the increments between vacation and sick time has
7 caused some or may cause confusion for employees and changing how employees may
8 take sick time to match vacation time will alleviate confusion.

9 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
10 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

11 Section 1. Green Lake County Ordinance, No. 1042-2012 enacted on December 18,
12 2012, and as amended from time-to-time, is amended as follows (deletions are in
13 ~~strikeout~~, additions are in underline).

14
15 **SICK LEAVE**

16
17 **A. Allocation of Paid Sick Leave**

18
19 Subject to applicable collective bargaining agreements, all regular full-time
20 employees will be granted sick leave, with pay, at the rate of nine (9) days per
21 calendar year. For the purpose of definition, sick leave means absence from duty
22 because of an employee's illness or injury.

23
24 Employees may use their annual allotment of sick days for the illness or injury of an
25 employee's immediate family and as necessary to care for the immediate family
26 member. An employee's immediate family shall include the employee's spouse,
27 children, parents and parents of the employee's spouse for this benefit only.

28
29 An employee may also use their annual allotment of sick leave to attend
30 medical/dental/vision appointments of the employee and immediate family
31 members. All sick leave under this policy must be used in minimum increments of
32 one-quarter (1/4) one-half (1/2) hour.

33
34 Employees who are regularly scheduled to work a 2080 hour work year shall
35 receive eight (8) hours paid time off per sick day at their base rate. Employees who
36 are regularly scheduled to work a 1950 hour work year shall receive seven and
37 one-half (7.5) hours of paid time off per sick day at their base rate. Employees who
38 are regularly scheduled to work an 1820 hour work year shall receive seven (7)
39 hours of paid time off per sick day at their base rate. In no event shall any
40 employee receive more than eight (8) hours of paid time off for a sick day.

41
42 Regular part-time employees are eligible for sick days. The paid time off for sick
43 days for regular part-time employees will be calculated on a pro-rata basis at the
44 employee's base hourly rate in accordance with the formula found in the definition
45 of "regular part-time" employee in this Manual. The County may require an
46 employee to provide documentation from a physician substantiating any illness or
47 injury for which sick leave is being requested at any time, subject to state and
48 federal law. If sick leave is necessary, the employee must report the sick leave to

49 the employee's Supervisor and/or Department Head as soon as possible but no
50 later than one
51 (1) hour before the employee's scheduled shift or according to departmental policy.
52

53 Only full time law enforcement—24/7 employees are eligible to receive this sick
54 leave benefit. Part-time law enforcement—24/7 employees are not entitled to
55 receive the benefit.
56

57 New regular full-time and regular part-time hires shall receive sick days on pro rata
58 basis based on the date of their hire. New employees shall not be permitted to take
59 paid sick leave during the first six (6) months of their employment with the County.
60

61 Section 2. This ordinance shall become effective upon passage and publication.

62 Section 3. The repeal and recreation of any section herein shall not have any effect on
63 existing litigation and shall not operate as an abatement of any action or proceeding then
64 pending or by virtue of the repealed sections.

65 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
66 repealed.

ORDINANCE NO. -2021

Amending the Personnel Policies and Procedures Manual to comply with Fair Labor Standards Act Safe Harbor Language Requirement and to add a Telecommuting Policy.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 17th day of August 2021, does ordain as follows:

- 1 **WHEREAS**, a review of the current Personnel Policies and Procedures Manual (PPPM)
- 2 in regard to the Fair Labor Standards Act (FLSA) revealed that certain provisions
- 3 require amendment to be consistent with the FLSA; and
- 4 **WHEREAS**, the PPPM lacks “safe harbor” language for exempt employees.

Roll Call on Ordinance No. -2021

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 17th day of August, 2021.

Robert Schweder, Chair

Sue Wendt, Vice-chair

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Curt Talma

5 **WHEREAS**, the County Personnel Policies and Procedures Manual allows for
6 employees to work from home in certain circumstances, but a formal telecommuting
7 policy does not currently exist; therefore the Personnel Policies and Procedures Manual
8 should be updated to include a telecommuting policy.

9 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
10 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

11 Section 1. Green Lake County Ordinance, No. 1042-2012 adopted on December 18,
12 2012 and as amended from time-to-time is amended as follows (additions are in **bold**
13 **underline**, deletions are in ~~strikeout~~):

14
15 **NON-EXEMPT, AND EXEMPT AND PARTIALLY EXEMPT EMPLOYEES**

16
17 In addition to personnel classifications, employees are generally classified under the
18 Fair Labor Standards Act (“FLSA” or “Act”) and state wage and hour laws (collectively
19 “FLSA”) as non-exempt, **and** exempt ~~and partially exempt~~. An employee’s classification
20 under the FLSA determines, among other things, whether an employee is entitled to
21 premium overtime pay. The County designates employees as exempt, **and** non-exempt
22 ~~or partially exempt~~ in accordance with the requirements of the FLSA.

23
24 1. Non-exempt employees. Non-exempt employees are entitled to all of the protections
25 provided by the FLSA including minimum wage, compensation for hours worked in
26 excess of scheduled hours and premium overtime pay equal to time and one-half for all
27 hours worked over forty (40) in a work week. Non-exempt employees qualify for
28 compensatory time under the FLSA in lieu of premium pay for overtime hours worked
29 (to the extent that compensatory time is made available by the County).

30
31 2. Exempt employees. Exempt employees receive an annual salary for the services
32 they perform and generally are not subject to the requirements of the FLSA. This means
33 that exempt employees are not entitled to, and do not receive, among other things,
34 additional compensation for hours worked outside of their scheduled hours (if any) or
35 premium overtime pay/compensatory time for hours worked in excess of forty (40) hours
36 per week. Exempt employees include, but are not limited to, Department Heads,
37 Supervisors, Administrators, Managers, certain information technology (IT) employees
38 and professional employees.

39
40 3. ~~Partially exempt~~ **Law Enforcement and Corrections employees**. ~~Partially exempt~~
41 ~~employees~~ **Law Enforcement and Corrections employees** are paid on an hourly
42 basis but are not eligible to receive premium overtime pay for hours worked over forty
43 (40) in a work week. Instead, ~~partially exempt~~ **Law Enforcement and Corrections**
44 employees receive premium overtime pay based on whether they work more than a
45 defined number of hours in a designated “work period.” A “work period” consists of a
46 period of days set by the County (which may or may not coincide with an employee pay
47 period). The FLSA defines the number of hours which a partially exempt employee may
48 be required to work during a work period before being entitled to premium overtime pay

49 equal to time and one-half. The maximum number of hours that may be worked varies
50 depending upon the occupation of the employee. ~~Partially exempt employees include~~
51 ~~sheriff's deputies and corrections employees.~~

52 53 **PAYMENT OF WAGES**

54
55 **Payroll Periods.** The County uses a bi-weekly payroll period. Payment is issued on
56 Thursday of every other week, except when the payday is an official holiday. All
57 employees are required to receive their wages by direct deposit. For purposes of
58 calculating employees' pay, the following guidelines will be followed:

59
60 1. Exempt employees who are paid a base salary shall have their pay computed on a bi-
61 weekly time period.

62
63 2. Non-Exempt employees will be paid on the basis of the hours that are actually worked
64 during the bi- weekly pay period.

65
66 ~~Employees should examine their advice of deposit carefully when they receive it. If~~
67 ~~employees have any questions regarding the advice, contact the County Clerk's Office~~
68 ~~immediately. Errors are possible and if they occur, the County wants to correct them~~
69 ~~promptly~~

70 **It is the County's policy and practice to accurately compensate employees and to**
71 **do so in compliance with all applicable state and federal laws. To ensure that**
72 **Employees are paid properly for all time worked and that no improper deductions**
73 **are made, Employees must record correctly all work time and review their**
74 **paychecks promptly to identify and to report all errors. Employees also must not**
75 **engage in off-the-clock or unrecorded work.**

76
77 **A. Review Pay Stub. The County makes every effort to ensure Employees are**
78 **paid correctly. Occasionally, however, inadvertent mistakes can happen. When**
79 **mistakes do happen and are called to the County's attention, the County will**
80 **promptly make any correction that is necessary. Employees should review their**
81 **pay stub when they receive it to make sure it is correct. If an Employee believes a**
82 **mistake has occurred or if there any questions, please use the reporting**
83 **procedure outlined below.**

84
85 **B. Non-exempt Employees. Employees who are eligible for overtime pay or extra**
86 **pay (including pay due under our PPPM or a collective bargaining agreement),**
87 **must maintain a record of the total hours worked each day. These hours must be**
88 **accurately recorded on a time card that will be provided if an Employee does not**
89 **have access to the employee electronic timekeeping system. Each employee must**
90 **sign or electronically sign their time card to verify that the reported hours worked**
91 **are complete and accurate (and that there is no unrecorded or "off-the-clock"**
92 **work). Employee time cards must accurately reflect all regular and overtime**
93 **hours worked, any absences, early or late arrivals, early or late departures and**

94 meal breaks (if required to report meal breaks). At the end of each pay period,
95 Employees must submit a completed time card for verification and approval.
96 When Employees receive each pay check, please verify immediately that you
97 were paid correctly for all regular and overtime hours worked each workweek.

98 C. Exempt Employees. Employees that are classified as an exempt salaried
99 employee will receive a salary which is intended to compensate you for all hours
100 that worked for the County. This salary will be established at the time of hire or
101 when an employee becomes classified as an exempt employee. While it may be
102 subject to review and modification from time to time, such as during salary
103 review times, the salary will be a predetermined amount that will not be subject to
104 deductions for variations in the quantity or quality of the work performed.

105
106 Exempt employees will receive their full salary for any workweek in which work is
107 performed. However, under federal law, exempt employee salary is subject to
108 certain deductions. For example, absent contrary state law requirements, an
109 exempt employee's salary can be reduced for the following reasons in a
110 workweek in which work was performed:

- 111
- 112 • Full day absences for personal reasons, including vacation.
- 113 • Full day absences for sickness or disability, since we have a sick day
114 pay plan.
- 115 • Full day disciplinary suspensions for infractions of safety rules of major
116 significance (including those that could cause serious harm to others).
- 117 • Family and Medical Leave absences (either full or partial day absences).
- 118 • To offset amounts received as payment for jury and witness fees or
119 military pay.
- 120 • Unpaid disciplinary suspensions of one or more full days for significant
121 infractions of major workplace conduct rules set forth in written
122 policies.
- 123 • The first or last week of employment in the event you work less than a
124 full week.

125
126 An Exempt employee's salary also may be reduced for certain types of
127 deductions, such as: the employee's portion of health, dental or life insurance
128 premiums; state, federal or local taxes, social security; or voluntary contributions
129 to a 401(k) or pension plan. In any workweek in which you performed any work,
130 an exempt employee's salary will not be reduced for any of the following reasons:

- 131
- 132 • Partial day absences for personal reasons, sickness or disability.
- 133 • An absence because the facility is closed on a scheduled work day.
- 134 • Absences for jury duty, attendance as a witness, or military leave in any
135 week in which you have performed any work.
- 136 • Any other deductions prohibited by state or federal law.

137
138 Please note: Exempt employees will be required to use accrued vacation,
139 personal or other forms of paid time off for full or partial day absences for

140 personal reasons, sickness or disability. However, an exempt employee's salary
141 will not be reduced for partial day absences if they do not have accrued paid time
142 off.

143 If an employee has questions about deductions from their pay, please contact the
144 County Clerk immediately. If an employee believes their wages have been
145 subject to any improper deductions or pay does not accurately reflect all hours
146 worked, concerns should be reported to a supervisor immediately. If a
147 supervisor is unavailable or if an employee believes it would be inappropriate to
148 contact that person (or if employee has not received a prompt and fully
149 acceptable reply within three business days), the employee should immediately
150 contact the County Clerk. If an employee has not received a satisfactory
151 response within five business days after reporting their concern to the County
152 Clerk and the employee is unsure who to contact to correct the problem, please
153 immediately contact the County Administrator.

154
155 Every report will be fully investigated and corrective action will be taken, up to
156 and including discharge of any employee(s) who violates this policy.

157
158 In addition, the County will not allow any form of retaliation against individuals
159 who report alleged violations of this policy or who cooperate in the County's
160 investigation of such reports. Retaliation is unacceptable. Any form of retaliation
161 in violation of this policy will result in disciplinary action, up to and including
162 discharge.

163 164 RECORDKEEPING OF HOURS

165
166 Timesheets. All employees, whether non-exempt, partially exempt or exempt regardless
167 of status under the FLSA, are required to record their hours worked on time sheets
168 provided by the County if they do not have access to the employee electronic
169 timekeeping system. All employees should also record time off such as vacations,
170 holidays and sick time on time sheets provided by the County.

171
172 It is a violation of the County's policy for any employee to falsify a time card, or to
173 alter another employee's time card. It is also a serious violation of County policy
174 for any employee or manager to instruct another employee to incorrectly or
175 falsely report hours worked or alter another employee's time card to under- or
176 over-report hours worked. If any manager or employee instructs you to (1)
177 incorrectly or falsely under- or over-report your hours worked, (2) alter another
178 employee's time records to inaccurately or falsely report that employee's hours
179 worked, or (3) conceal any falsification of time records or to violate this policy, do
180 not do so. Instead, report it immediately to the County Administrator.

181
182 In addition, the County will not allow any form of retaliation against individuals
183 who report alleged violations of this policy or who cooperate in the County's
184 investigation of such reports. Retaliation is unacceptable. Any form of retaliation

185 **in violation of this policy will result in disciplinary action, up to and including**
186 **discharge.**

187 188 OVERTIME AND COMPENSATORY TIME

189
190 Compensatory Time for Non-exempt and Partially-Exempt **Law Enforcement and**
191 **Corrections** Employees. The County may provide non-exempt and **Law Enforcement**
192 **and Corrections** ~~partially exempt~~ employees with compensatory time instead of paying
193 for overtime hours worked in excess of forty (40) hours. Compensatory time will be
194 provided in accordance with the requirements of state and federal law.

195
196 Use of Compensatory Time by Non-exempt and Partially-Exempt **Law Enforcement and**
197 **Corrections** Employees. The Department Head or Supervisor must pre-approve the
198 hours that the employee plans to be absent from work prior to the employee taking
199 compensatory time. The Department Head and Supervisor shall manage requests to use
200 compensatory time in accordance with the FLSA. The County may require employees to
201 use compensatory time in accordance with the FLSA.

202 **Accumulation of Compensatory Time.** Compensatory time may be accumulated in an
203 amount not to exceed twenty (20) hours and any hours in excess of twenty (20) hours
204 shall be paid out. UWEX employees during the week of the County Fair may
205 accumulate up to seventy-five (75) hours of compensatory time and any hours in excess
206 of seventy-five (75) hours shall be paid out. Highway employees may accumulate up to
207 forty (40) hours of compensatory time and any hours in excess of forty (40) hours shall
208 be paid out. **WPPA union members may accumulate up to forty (40) hours of**
209 **compensatory time and any hours in excess of forty (40) hours shall be paid out.**

210 It is the Department Head's responsibility to monitor and pay out employees for any
211 excess hours. The County may pay out banked compensatory time at any time. All
212 compensatory time earned by employees shall be used by December 15th or paid out
213 by the last payroll period of each year.

214
215 ~~**Deductions From Salaried Employees.** It is the policy of the County to fully comply~~
216 ~~with the FLSA and applicable state law relating to deductions from salaries of exempt~~
217 ~~employees. It is further the policy of the County to promptly investigate and correct any~~
218 ~~improper payroll deductions or other payroll practices that do not comply with the FLSA.~~
219 ~~If an employee believes that an improper payroll practice — such as an improper~~
220 ~~deduction from an exempt salary — has occurred, he or she may make a complaint to~~
221 ~~the County Clerk's office. The County Clerk's office will see that the matter is~~
222 ~~appropriately reviewed; the employee will be reimbursed for the amount of any~~
223 ~~inappropriate deduction taken.~~

224 225 UNAUTHORIZED HOURS AND WORKING FROM HOME

226
227 ~~Non-exempt and partially exempt County employees are prohibited from working outside~~
228 ~~their scheduled hours without the express approval of their Department Head. Non-exempt~~
229 ~~and partially exempt employees who work prior to or following their shifts without~~
230 ~~authorization shall be subject to discipline up to and including discharge from employment.~~

231
232 **Employees should not work any hours outside of their scheduled work day**
233 **unless their supervisor has authorized the unscheduled work in advance.**
234 **Employees shall not start work early, finish work late, work during a meal break**
235 **or perform any other extra or overtime work unless authorized to do so and that**
236 **time is recorded on the employee's time card. Employees are prohibited from**
237 **performing any "off-the-clock" work. "Off-the-clock" work means work performed**
238 **but failed to report on your time card. Any employee who fails to report or**
239 **inaccurately reports any hours worked will be subject to disciplinary action, up to**
240 **and including discharge.**

241
242 ~~Exempt, Non-exempt and partially exempt employees are generally prohibited from~~
243 ~~working at home. However, the County recognizes that there could be circumstances~~
244 ~~which would make it necessary for an employee to work from their home but only on a~~
245 ~~very limited and temporary basis. If circumstances warrant such a decision, prior approval~~
246 ~~must be granted by the Department Head and County Administrator and all time worked~~
247 ~~by the employee must be recorded accurately in writing. Non-exempt and partially exempt~~
248 ~~employees who work from home without prior approval shall be subject to discipline up to~~
249 ~~and including discharge from employment. The County recognizes that there could be~~
250 ~~circumstances which would make it necessary and/or beneficial for an employee to work~~
251 ~~from their home on a regular or temporary basis. If circumstances warrant such a decision,~~
252 ~~prior approval must be granted by the Department Head and County Administrator and all~~
253 ~~time worked by the employee must be recorded accurately in writing. Any employee who~~
254 ~~works from home without prior approval shall be subject to discipline up to and including~~
255 ~~discharge from employment. See Appendix Q for Telecommute Policy details.~~

256
257 Section 2. Appendix Q – Telecommuting Policy, as attached hereto is adopted.

258
259 Section 3. This ordinance shall become effective upon passage and publication.

260 Section 4. The repeal and recreation of any section herein shall not have any effect on
261 existing litigation and shall not operate as an abatement of any action or proceeding then
262 pending or by virtue of the repealed sections.

APPENDIX Q

GREEN LAKE COUNTY TELECOMMUTE POLICY

Telecommuting allows employees to work remotely for all or part of their workweek. Green Lake County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement. Telecommuting is not a county-wide benefit. Telecommuting is a privilege that does not change the terms and conditions of employment with Green Lake County. This policy provides a general overview of telecommuting and does not attempt to address each unique situation or technology need.

Telecommuting shall not be a replacement for appropriate child care. Employees may not telecommute with the intent of or for the sole purpose of meeting their dependent care responsibilities while performing official duties. While performing official duties, telecommuting employees are expected to arrange for dependent care just as they would if they were working at a County facility. If children or adults in need of primary care are in the alternate work location during an employee's work hours, another person must be present to provide the care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Telecommuting can be informal, such as working remotely for a short-term project or a formal set schedule of working away from the office as described below. Either an employee, supervisor or department head can request telecommuting as a possible work arrangement. The request must be approved by the Supervisor and/or Department Head and submitted to the County Administrator for final approval.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the Supervisor, Department Head or County Administrator. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Exceptions to this policy must be approved by the Department Head and the County Administrator and reported at the next regularly scheduled Personnel Committee meeting.

A. ELIGIBILITY

Individuals requesting formal telecommuting arrangements must be employed with Green Lake County for a minimum of 6 (six) months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and supervisor, with the assistance of the Human Resources Coordinator and the Information Technology department, will evaluate the suitability of such an arrangement, reviewing the following areas:

1. **Employee suitability.** The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters, including but not limited to:
 - a. Integrity and internal motivation
 - b. Personal accountability
 - c. Self or intrinsically motivated
 - d. Ability to work independently
 - e. Ability to communicate proactively and know and how to achieve work goals
 - f. Effective time management, highly organized and ability to pay attention to detail
2. **Job responsibilities.** The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement. Employee must be readily available by phone and email during regularly scheduled work hours, with allowance for breaks and lunch per County policy.
3. **Equipment needs, workspace design considerations and scheduling issues.** The employee, and supervisor and department head or both will review the physical workspace needs and the appropriate location for the telework. This can be done in person or virtually, as requested.

Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee. Due to potential issues with out-of-state laws on family leave, no employee will be allowed to telecommute from outside the State of Wisconsin. All telecommuting must occur within the State of Wisconsin.

If the employee, and supervisor or department head or both agree, and the Human Resources Coordinator concurs, a telecommuting request form will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction,

by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings, either in person, by Zoom or other teleconferencing applications discuss work progress and problems. At the end of the trial period, the employee and supervisor will evaluate the arrangement and make recommendations for continuance or modifications.

B. EQUIPMENT AND SUPPLIES

The employee understands that he/she is responsible for all equipment needs related to a home workspace, with the exception of a county or state issued laptop, tablet or other similar device. The county will not necessarily provide laptops or tablets for the purpose of working remotely. Only employees identified as having a need for a laptop or tablet when working on-site will be provided a county laptop or tablet, which can then be used for remote work as needed.

With the exception of a county issued device and/or VPN, the employee will be responsible for providing and acquiring the appropriate equipment needs (including hardware, software, high speed internet, secure Wi-Fi, phone lines and other office equipment) for each telecommuting arrangement, at their own expense. The Human Resources Coordinator and the Information Technology department will serve as resources in this matter. Green Lake County reserves the right to make determinations as to appropriate equipment, subject to change at any time, and in ensuring proper security is in place to protect County related data.

Green Lake County will supply the employee with appropriate office supplies (pens, printer ink, paper, etc.) as deemed necessary by the employee's immediate supervisor or department head. Green Lake County will also reimburse the employee for business-related expenses, e.g. phone calls and mailing costs that are reasonably incurred in carrying out the employee's job. Employees must provide documentation to be reimbursed for business-related expenses.

The employee will establish an appropriate work environment within his or her home for work purposes. Green Lake County will not be responsible for support of personally owned equipment, costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Green Lake County will not assume liability for loss, damage, or wear of employee-owned equipment. Green Lake County Information Technology Department will not provide technical support for personal equipment, even when co-mingled with county provided equipment. For liability reasons, Information Technology will also not remote into personal equipment without the employee's presence and consent and some technical issues for county equipment may need to be addressed on-site.

C. SECURITY AND CONFIDENTIALITY

Employees must adhere to all Federal State and local confidentiality laws, including but not limited

to, 45 CFR part 160-164, Wis. Stat. §§146.81 and 146.82 (HIPAA and state protected health information), Wis. Stat. Chapters 51, 54 and 55 (Mental Health, Guardianship and Protective Placement), and Wis. Stat. Chapters 48, 938, and 118 (Protected Juvenile Information). Employees who choose to operate under this agreement are responsible for ensuring that all information deemed to be confidential under these or any other applicable state, federal or local law remains confidential. Maintaining confidentiality includes working in a location where third parties, including family members, will not be able to overhear or see confidential information in any format, written, verbal or electronic. Employees must also take steps to secure this information including the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the telecommuting work environment. All confidentiality policies contained in the Personnel Policies and Procedures Manual also apply to telecommuting.

D. SAFETY

Employees are expected to maintain their home workspace in a safe manner and free from safety hazards. Green Lake County will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the County's workers' compensation policy. Telecommuting employees are responsible for notifying the County of any work related injuries preferably by the end of the work shift, or as outlined in County policy. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Forms can be found on the Green Lake County Intranet.

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

571 County Road A

Green Lake WI 54941-8630

VOICE: 920-294-4070

FAX: 920-294-4139

Email: glcdhhs@co.green-lake.wi.us



FOX RIVER INDUSTRIES

222 Leffert St.

PO Box 69

Berlin WI 54923-0069

VOICE: 920-361-3484

FAX: 920-361-1195

Email: fri@co.green-lake.wi.us

Dear Personnel Committee Members,

This letter is to strongly support a tele-commuting policy to allow for more flexible work environments and improved work life balance for current and prospective employees of the Green Lake County Department of Health and Human Services.

Throughout the COVID-19 Pandemic, our employees have demonstrated the ability to work remotely while continuing to provide high quality services for Health and Human Services clients. The Departments have invested in the necessary technology and infrastructure to support safe and secure remote work. With the emergence of the COVID-19 Delta variant and other unique COVID-19 challenges, it is important that Green Lake County continues to provide remote work flexibility so that we can easily adapt to the Pandemic as it continues to evolve.

Additionally, working from home is not uncommon anymore. Currently, over 42% of the United States work force is working remotely. In a recent survey of 669 CEOs, 78% of them reported that they will continue to allow remote work after the COVID-19 Pandemic. By continuing to allow flexible work options, we are staying competitive in the ability to attract and recruit talented employees to the Green Lake County Department of Health and Human Services.

Finally, we have truly observed the benefits that the ability to work remotely has had for our staff. Improved work life balance is among the top benefits reported by our staff. Not only have improvements in work life balance been observed here in DHHS, but nationally, research also shows that over 60% of people report improved work life balance when they do not have to commute into work. Other benefits that research shows result from worksites that allow remote work are reduced employee turnover, increased productivity, and improved employee morale.

As times continue to change and life and job demands become increasingly more stressful for our employees, it is vitally important that we adapt to recruit new talent and support current employees so that we can continue to provide high quality services to our community members.

Thank you for your consideration in this tele-commuting policy and your support of our Vision to deliver innovative, effective and responsive community programs that encourage citizens of Green Lake County to thrive.

Respectfully,

The DHHS Management Team