

Agenda - Human Resources Committee – *REVISED May 15, 2014

**Jefferson County Courthouse
311 S Center Ave, Room 112
Jefferson, WI 53549
May 20, 2014 @ 8:30 a.m.**

Committee Members: Paul Babcock, James Braugher, Greg David, Jim Mode and Michael Wineke

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Election of Chair, Vice Chair and Secretary positions
5. Review of the Agenda
6. Citizen comments
7. Approval of April 15, 2014 minutes
8. Communications
9. Report from Human Resources Director:
 - a. Monthly accomplishments and goals
 - b. Review of the Human Resources Committee's authority (Personnel Ordinance HR0145)
 - c. Listing of popular Human Resources (HR) acronyms
 - d. Vacant position and emergency help requests
 - e. Reclassification requests
 - f. New hires starting above minimum
10. Review of Monthly Financial Report
11. Review of pay compression analysis between sworn positions at the Sheriff's Department
12. Review of pay compression concerns between Lead workers and Highway/Equipment Operators at the Highway department
13. Consideration of wages and benefits for sworn, non-represented staff of Sergeants, Captains, and Chief Deputy
14. Consideration of wages for Highway Lead Workers
15. ***Discussion of Personnel Ordinance HR0340, Application of Pay Plan to Positions, to consider an exception to the general rule of pay progression as determined necessary**
16. Consideration of amendment to the Jefferson County's Affirmative Action and Equal Employment Opportunity Policy
17. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(f), consideration of an employee's specific medical history as it relates to a leave of absence request
18. Reconvene into open session for consideration and possible action regarding items discussed in closed session
19. Set the 2014-2015 Human Resources Committee meeting schedule and agenda items for the next meeting
20. Adjournment

Next scheduled meeting: June 17, 2014 @ 8:30 a.m.

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
April 15, 2014 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by Chair, J. Braugler.
2. Present: J. Braugler, J. Schroeder, D. Schultz and G. David. Excused: P. Rogers. Quorum established. Others Present: B. Wehmeier, T. Palm, P. Ristow, D. Hunter, J. Parker.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed with no changes, moving item #10 following citizen comments.
5. Citizen Comments. Sergeants and Chief Deputy spoke in support of providing the non-represented, sworn personnel the same wage increase as provided to deputies and detectives, as recently negotiated and handouts outlining their position were provided.
6. Consideration of wages and benefits for sworn, non-represented staff. Committee discussed compression issues, county-wide comparisons vs only law enforcement comparisons, and requested input from Carlson Dettmann on compression.
7. Motion by J. Schroeder, second by G. David, to approve the March 15, 2014 minutes. Motion carried 4:0.
8. Communications: None.
9. Review of Monthly Financial Report. It was noted that the Human Resources budget is under budget right now. The biggest update from the last report is a \$10,000 payment for labor negotiation consultant for the month of January.
10. Motion by G. David, second by D. Schultz to recommend to County Board the creation of a full-time Personal Assistant Case Manager/Family Coordinator and accept additional funding. Motion carried 4:0.
11. Motion by D. Scultz, second by G. David, to convene into closed session pursuant to Wisconsin State Statues Section 19.85(1)(f), consideration of an employee's specific medical history as it relates to a leave of absence request. All present responding "Aye", 4:0. Moved into closed session at 9:15am. Note: also present were T. Palm, P. Ristow, B. Wehmeier.
12. Motion by D. Schultz, second by G. David, to reconvene into open session. All present responding "Aye", 4:0. Moved into open session at 9:17am.
 - a. Motion by J. Schroeder, second by G. David, to approve the leave of absence request for up to six months. Motion carried 4:0.

13. Next meeting set for May 20, 2014 at 8:30am. To include items of reclass language for elected officials, uniform allowance language, classification of interpreters and other possible positions, consideration of voluntary benefit changes/additions, review of highway lead and sergeant compression issues and review of heavy equipment differential at Highway.
14. Motion by G. David, second by D. Schultz, to adjourn. Meeting adjourned at 9:20am.

Human Resources Committee Secretary

Date

**Report to Human Resources Committee
May 20, 2014**

Monthly Accomplishments/Goals:

Issues/Items for April, 2014:

- Investigated one count of theft, resulting in employee termination. Investigated one count of discrimination/harassment resulting in providing additional training and education. Participated in the investigation of an employee's misconduct, resulting in a disciplinary action. Assisted with six other employee-related investigations/issues/performance-related concerns.
- Reviewed and submitted 9 reclassification requests affecting 23 individuals.
- Recruited for 12 positions and received/reviewed 379 applications.
- Processed 2 employee separations.
- Scheduled employee deferred compensation meetings with Nationwide and Wisconsin Deferred Compensation.
- Continued to work toward the goal of completing job descriptions for over 200 positions.

Action Items for May, 2014:

- Advocate for an employee through the county's grievance process.
- Complete background and reference checks on Corporation Counsel position and negotiate a salary and benefit package.
- Conduct second interviews for Safety Coordinator, establish position's work area and oversee orientation training for the new position.
- Begin working on 2015 personnel and benefit budgets for County departments.
- Orientate new members of Human Resources Committee
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response
- Organize WACPD training May 28 - 30

Review of Personnel Ordinance HR0145, Human Resources Committee's Authority:

HUMAN RESOURCES COMMITTEE AUTHORITY. In addition to other powers granted herein to the Human Resources Committee, the Committee may:

- A. Approve Memorandum of Understandings or interpretations of labor contract or personnel ordinance provisions necessary to resolve grievances, as recommended by the County Administrator, unless the grievance is for discipline, termination or workplace safety, which procedure will follow the Grievance Resolution Process in HR0520. [am. 3/13/12, ord. 2011-31]
- B. Consider and decide appeals limited to the issue of whether a Third Party Administrator of employee benefits has followed the contractual appeals process. If the procedure has been completed according to the contract, the Third Party Administrator's decision shall be affirmed. No appeal shall be considered unless the employee has first provided the Human Resources Director with the details of the claim and an opportunity to review the issue with the Third Party Administrator and County Administrator. [am. 09/11/07, ord. 2007-19; re-lettered 3/13/12, ord. 2011-31]
- C. Authorize the County Administrator or designee to temporarily suspend attendance provisions of this ordinance as necessary to operate during times of national, state or local emergencies or pandemics, subject to the requirements of union contracts, state and federal laws and regulations. This may include allowing borrowing from sick or vacation banks, allowing flexible work schedules or working from home, or allowing other temporary accommodations that may be necessary to provide flexibility to the employees in order to fulfill the needs of the public. [am. 10/27/09, ord. 2009-16; relettered 3/13/12,

ord. 2011-31]

- D. Upon inapplicability of any part or all of a collective bargaining agreement between the County and a labor organization, authorize the County Administrator or designee to temporarily administer those provisions of the collective bargaining agreements that are deemed necessary for the orderly administration of Jefferson County services. [am. 04/19/11, ord. 2011-04; re-lettered 3/13/12, ord. 2011-31]

Vacant Position requests authorized to fill. The County Administrator and Human Resources Director have reviewed and the following vacant position requests since the December Human Resources Committee meeting:

Child Support Agency

- Legal Assistant
- Enforcement Specialist

Clerk of Courts.

- Deputy Court Clerk I/II x 2

Fair Park

- Grounds Maintenance Worker (OPT)

Highway

- Summer Seasonal positions

Human Services

- Community Resource Coordinator – Wraparound
- Family Development Worker
- Dementia Care Specialist
- Intake/On-call Worker
- Personal Assistance Case Manager/Family Coordinator
- Juvenile Justice Worker
- Community Outreach Worker

Parks Department

- Summer Seasonal positions
- Grounds Maintenance Worker (OPT)

Sheriff's Office

- Accounting Assistant I
- Deputy Sheriff x 2

UW Extension

- Summer Intern

Emergency Help Requests. The following were emergency help requests approved since the December Human Resources Committee meeting:

- **Human Services.** Request for assistance in the Juvenile Justice unit and Children's Long Term Services area, both due to LOA
- **Child Support Agency.** Request for administrative/clerical assistance due to complete project.

Reclassification Requests:

There were nine requests made for a reclassification review for the 2015 budget. These nine positions would affect 23 employees. The County anticipates having the recommendations of these reclassifications prior to the next Human Resources Committee, which will be presented at that time and implemented during the budgeting process.

New Hires starting above minimum: J. Blair Ward accepted the offer as Corporation Counsel, effective June 18, 2014. He will start at Step 2 of the appropriate Grade 20, or at \$95,784 annually. He will be eligible to proceed to Step 4 after 6 months (\$101,108.80) contingent on meeting or surpassing specific goals established for this timeframe. In addition, 40 hours of vacation and 40 hours of Random hours were provided in 2014, and he will be credited with 4 years of service for vacation accrual purposes in future years.

HUMAN RESOURCES (HR) ACRONYMS

ADA	Americans with Disability Act
ADAAA	Americans with Disability Act Amendment Act
ADEA	Age Discrimination Employment Act
COBRA	The Consolidated Omnibus Budget Reconciliation Act (Continuation of Health Coverage)
DOL	Department of Labor
EEOC	Equal Employment Opportunity Commission
EOI	Evidence of Insurability
ERISA	Employee Retirement Income Security Act
ETF (DETF)	Employee Trust Fund (Department of)
FLSA	Fair Labor Standards Act (Wages and Overtime regulations)
FMLA	Family Medical Leave Act (Federal)
HIPAA	Health Insurance Portability and Accountability Act of 1996 (Health Information Privacy)
IME	Independent Medical Exam
LOA	Leave of Absence
OSHA	Occupational Safety and Health Act
OT	Overtime
RTW	Return to Work
UI	Unemployment Insurance
USERRA	Uniformed Services Employment and Reemployment Rights Act
WC	Workers Compensation
WFMLA	Family Medical Leave Act (Wisconsin)
WRS	Wisconsin Retirement System

Respectively submitted,



Terri M Palm
Human Resources Director

Human Resources
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Date Ran 4/21/2014
Period 3
Year 2014

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
451002	PRIVATE PARTY PHOTOCOPY	-	(3.33)	-	(10.00)	10.00	(40.00)	(40.00)	0.00%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(5.00)	(7.50)	2.50	(30.00)	(25.00)	16.67%
451200	RECORDS & REPORTS	-	(4.17)	-	(12.50)	12.50	(50.00)	(50.00)	0.00%
Totals		-	(10.00)	(5.00)	(30.00)	25.00	(120.00)	(115.00)	4.17%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	16,007.51	16,768.42	44,015.35	50,305.25	(6,289.90)	201,221.00	157,205.65	21.87%
511210	WAGES-REGULAR	-	2,195.25	-	6,585.75	(6,585.75)	26,343.00	26,343.00	0.00%
511240	WAGES-TEMPORARY	-	-	30.63	-	30.63	-	(30.63)	#DIV/0!
511310	WAGES-SICK LEAVE	45.23	-	3,700.44	-	3,700.44	-	(3,700.44)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	31.58	-	94.75	(94.75)	379.00	379.00	0.00%
511340	WAGES-HOLIDAY PAY	93.22	-	1,049.44	-	1,049.44	-	(1,049.44)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	44.52	-	205.86	-	205.86	-	(205.86)	#DIV/0!
512141	SOCIAL SECURITY	1,180.82	1,413.67	3,572.50	4,241.00	(668.50)	16,964.00	13,391.50	21.06%
512142	RETIREMENT (EMPLOYER)	1,133.36	1,329.67	3,427.79	3,989.00	(561.21)	15,956.00	12,528.21	21.48%
512144	HEALTH INSURANCE	4,520.85	5,116.25	13,755.20	15,348.75	(1,593.55)	61,395.00	47,639.80	22.40%
512145	LIFE INSURANCE	8.95	8.92	26.85	26.75	0.10	107.00	80.15	25.09%
512173	DENTAL INSURANCE	297.82	315.00	917.70	945.00	(27.30)	3,780.00	2,862.30	24.28%
521218	ARBITRATOR	-	66.67	-	200.00	(200.00)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	2,078.33	3,135.00	6,235.00	(3,100.00)	24,940.00	21,805.00	12.57%
521220	CONSULTANT	-	1,125.00	-	3,375.00	(3,375.00)	13,500.00	13,500.00	0.00%
521225	SECTION 125	389.08	400.00	1,584.84	1,200.00	384.84	4,800.00	3,215.16	33.02%
521226	ERGONOMICS	-	41.67	-	125.00	(125.00)	500.00	500.00	0.00%
521227	POSITION CLASSIFICATIONS	-	208.33	-	625.00	(625.00)	2,500.00	2,500.00	0.00%
521228	LABOR NEGOTIATIONS	10,416.20	833.33	11,275.70	2,500.00	8,775.70	10,000.00	(1,275.70)	112.76%
521229	RECRUITMENT RELATED	(909.82)	125.00	689.68	375.00	314.68	1,500.00	810.32	45.98%
521296	COMPUTER SUPPORT	-	331.50	3,855.03	994.50	2,860.53	3,978.00	122.97	96.91%
531303	COMPUTER EQUIPMT & SOFTWA	-	350.00	535.00	1,050.00	(515.00)	4,200.00	3,665.00	12.74%
531311	POSTAGE & BOX RENT	22.57	29.17	77.94	87.50	(9.56)	350.00	272.06	22.27%
531312	OFFICE SUPPLIES	-	110.83	808.15	332.50	475.65	1,330.00	521.85	60.76%
531313	PRINTING & DUPLICATING	109.01	83.33	203.26	250.00	(46.74)	1,000.00	796.74	20.33%
531323	SUBSCRIPT TAX,LAW & OTHER	-	594.58	-	1,783.75	(1,783.75)	7,135.00	7,135.00	0.00%
531324	MEMBERSHIP DUES	40.00	62.92	380.00	188.75	191.25	755.00	375.00	50.33%
532325	REGISTRATION	-	153.33	160.00	460.00	(300.00)	1,840.00	1,680.00	8.70%
532332	MILEAGE	-	80.83	61.04	242.50	(181.46)	970.00	908.96	6.29%

532334	COMMERCIAL TRAVEL	-	66.67	-	200.00	(200.00)	800.00	800.00	0.00%
532335	MEALS	-	25.00	21.09	75.00	(53.91)	300.00	278.91	7.03%
532336	LODGING	-	153.33	70.00	460.00	(390.00)	1,840.00	1,770.00	3.80%
532339	OTHER TRAVEL & TOLLS	-	-	21.00	-	21.00	-	(21.00)	#DIV/0!
532350	TRAINING MATERIALS	-	375.00	796.80	1,125.00	(328.20)	4,500.00	3,703.20	17.71%
533225	TELEPHONE & FAX	14.97	25.00	29.94	75.00	(45.06)	300.00	270.06	9.98%
571004	IP TELEPHONY ALLOCATION	43.17	43.17	129.51	129.50	0.01	518.00	388.49	25.00%
571005	DUPLICATING ALLOCATION	15.92	15.92	47.76	47.75	0.01	191.00	143.24	25.01%
571009	MIS PC GROUP ALLOCATION	480.17	480.17	1,440.51	1,440.50	0.01	5,762.00	4,321.49	25.00%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	220.50	220.50	661.50	661.50	-	2,646.00	1,984.50	25.00%
591519	OTHER INSURANCE	93.36	99.83	280.08	299.50	(19.42)	1,198.00	917.92	23.38%

Totals		35,312.41	35,358.17	96,965.59	106,074.50	(9,108.91)	424,298.00	327,332.41	22.85%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!

Total Business Unit		35,312.41	35,348.17	96,960.59	106,044.50	(9,083.91)	424,178.00	327,217.41	22.86%
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**2014 STRUCTURE
- HOURLY FORMAT**

<u>Proposed Title</u>	DEPARTMENT	Grade	<u>Min</u>	<u>Mid</u>	<u>Max</u>	FLSA Exempt
County Administrator	Administration	22	\$48.25	\$55.14	\$62.03	Y (DH)
Corporation Counsel	Corporation Counsel	20	\$44.77	\$51.17	\$57.57	Y (DH)
Director of Human Services	Human Services	19	\$43.04	\$49.19	\$55.34	Y (DH)
Director/Health Officer	Health	16	\$37.84	\$43.24	\$48.65	Y (DH)
Highway Commissioner	Highway	16	\$37.84	\$43.24	\$48.65	Y (DH)
Chief Deputy	Sheriff	15	\$36.10	\$41.26	\$46.42	Y (DH)
Finance Director	Finance	15	\$36.10	\$41.26	\$46.42	Y (DH)
Human Resources Director	Human Resources	15	\$36.10	\$41.26	\$46.42	Y (DH)
Parks Director	Parks Department	15	\$36.10	\$41.26	\$46.42	Y (DH)
Zoning and Planning Director	Zoning & Planning	15	\$36.10	\$41.26	\$46.42	Y (DH)
Child Support Director	Child Support	14	\$34.37	\$39.28	\$44.19	Y (DH)
Circuit Court Commissioner	Clerk of Courts	14	\$34.37	\$39.28	\$44.19	Y (DH)
Circuit Court Commissioner	Clerk of Courts	14	\$34.37	\$39.28	\$44.19	Y (DH)
Land & Water Conservation Dir.	LWCD	14	\$34.37	\$39.28	\$44.19	Y (DH)
Land Information Director	Land Information	14	\$34.37	\$39.28	\$44.19	Y (DH)
Administrative Services Mngr	Human Services	13	\$32.63	\$37.29	\$41.95	Y
Aging and Disability Resources Div Mngr	Human Services	13	\$32.63	\$37.29	\$41.95	Y
Asst Corporation Counsel	Corporation Counsel	13	\$32.63	\$37.29	\$41.95	Y (DH)
Captain-Administrative	Sheriff	13	\$32.63	\$37.29	\$41.95	Y
Captain-Jail	Sheriff	13	\$32.63	\$37.29	\$41.95	Y
Captain-Patrol	Sheriff	13	\$32.63	\$37.29	\$41.95	Y
Child and Family Div Manager	Human Services	13	\$32.63	\$37.29	\$41.95	Y
Economic Development Director	EDC	13	\$32.63	\$37.29	\$41.95	Y (DH)
Fair Park Director	County Fair	13	\$32.63	\$37.29	\$41.95	Y (DH)
Highway Operations Manager	Highway	13	\$32.63	\$37.29	\$41.95	Y
Information Technology Mgr	MIS	13	\$32.63	\$37.29	\$41.95	Y (DH)
Systems & Applications Manager	MIS	13	\$32.63	\$37.29	\$41.95	Y (DH)
Assistant Finance Director	Finance	12	\$30.90	\$35.31	\$39.72	Y
Director of Maintenance	Central Services	12	\$30.90	\$35.31	\$39.72	Y (DH)
Economic Support Division Mngr	Human Services	12	\$30.90	\$35.31	\$39.72	Y
Highway Fleet Manager	Highway	12	\$30.90	\$35.31	\$39.72	Y
Public Health Program Manager	Health	12	\$30.90	\$35.31	\$39.72	Y
Accounting Manager	Highway	11	\$29.16	\$33.33	\$37.50	Y
Child Protective Services Supr	Human Services	11	\$29.16	\$33.33	\$37.50	Y
Community Sup Prog Supervisor	Human Services	11	\$29.16	\$33.33	\$37.50	Y
Comprehensive Commun Serv Supr	Human Services	11	\$29.16	\$33.33	\$37.50	Y
Emergency Management Director	Sheriff	11	\$29.16	\$33.33	\$37.50	Y (DH)
Heavy Maint Superintendent	Highway	11	\$29.16	\$33.33	\$37.50	Y
Intake Supervisor	Human Services	11	\$29.16	\$33.33	\$37.50	Y
Maintenance Supervisor	Human Services	11	\$29.16	\$33.33	\$37.50	Y
Mental Health/AODA Supervisor	Human Services	11	\$29.16	\$33.33	\$37.50	Y
Operations Superintendent	Highway	11	\$29.16	\$33.33	\$37.50	Y
Patrol Superintendent	Highway	11	\$29.16	\$33.33	\$37.50	Y
Juvenile Justice Supervisor	Human Services	10	\$27.43	\$31.35	\$35.27	Y

Management Analyst	Administration	10	\$27.43	\$31.35	\$35.27	Y
Parks Supervisor	Parks Department	10	\$27.43	\$31.35	\$35.27	Y
Senior Systems Analyst	MIS	10	\$27.43	\$31.35	\$35.27	Y
Veterans Service Officer	VSO	10	\$27.43	\$31.35	\$35.27	Y (DH)
Wraparound/Yth Srvc Supvr	Human Services	10	\$27.43	\$31.35	\$35.27	Y
ADRC Supervisor	Human Services	9	\$25.69	\$29.36	\$33.03	Y
Benefits Administrator	Human Resources	9	\$25.69	\$29.36	\$33.03	Y
Birth-to-three/Preschool Supervisor	Human Services	9	\$25.69	\$29.36	\$33.03	Y
Economic Support Supervisor	Human Services	9	\$25.69	\$29.36	\$33.03	Y
Fair Park Supervisor	County Fair	9	\$25.69	\$29.36	\$33.03	Y
IT Specialist/Compliance Officer	Human Services	9	\$25.69	\$29.36	\$33.03	Y
Sergeant - Detective	Sheriff	9	\$25.69	\$29.36	\$33.03	N
Sergeant - Support Services	Sheriff	9	\$25.69	\$29.36	\$33.03	N
Sergeant-Detective	Sheriff	9	\$25.69	\$29.36	\$33.03	N
Sergeant-Jail	Sheriff	9	\$25.69	\$29.36	\$33.03	N
Sergeant-Patrol	Sheriff	9	\$25.69	\$29.36	\$33.03	N
Sr Micro Computer Specialist	MIS	9	\$25.69	\$29.36	\$33.03	N
Zoning/On-Site Waste Mng Tech	Zoning & Planning	9	\$25.69	\$29.36	\$33.03	N
Advanced Accountant	Human Services	8	\$23.96	\$27.38	\$30.80	N
Aging & Disability Resource Specialist II	Human Services	8	\$23.96	\$27.38	\$30.80	N
Behavioral Health Specialist	Human Services	8	\$23.96	\$27.38	\$30.80	N
Chld Prot Serv Ongoing Prof I	Human Services	8	\$23.96	\$27.38	\$30.80	N
Communication Supervisor	Sheriff	8	\$23.96	\$27.38	\$30.80	N
Community Support Prof II	Human Services	8	\$23.96	\$27.38	\$30.80	N
Comprhnsve Comm Srv Facilitatr	Human Services	8	\$23.96	\$27.38	\$30.80	N
Foster Care Coordinator	Human Services	8	\$23.96	\$27.38	\$30.80	N
GIS/Engineering Technician	Highway	8	\$23.96	\$27.38	\$30.80	N
Human Resources Specialist	Human Resources	8	\$23.96	\$27.38	\$30.80	Y
Intake/On Call Worker	Human Services	8	\$23.96	\$27.38	\$30.80	N
Jail Case Mngr/Beh Hlth Spec	Human Services	8	\$23.96	\$27.38	\$30.80	N
Jail Food Service Supervisor	Sheriff	8	\$23.96	\$27.38	\$30.80	Y
Lueder Haus Supervisor	Human Services	8	\$23.96	\$27.38	\$30.80	Y
Mediator/Custody and Placement Evaluator	Clerk of Courts	8	\$23.96	\$27.38	\$30.80	N
Office Manager	DA Office	8	\$23.96	\$27.38	\$30.80	Y
Office Manager	Human Services	8	\$23.96	\$27.38	\$30.80	Y
Onsite Waste Systems Tech	Zoning & Planning	8	\$23.96	\$27.38	\$30.80	N
Public Health Nurse	Health	8	\$23.96	\$27.38	\$30.80	Y
Resource Conservationist	LWCD	8	\$23.96	\$27.38	\$30.80	N
Safety Coordinator	Human Resources	8	\$23.96	\$27.38	\$30.80	Y
Resource Conservationist	LWCD	8	\$23.96	\$27.38	\$30.80	N
Surveyor	Land Information	8	\$23.96	\$27.38	\$30.80	Y
Systems Analyst	MIS	8	\$23.96	\$27.38	\$30.80	N
Water Resource Management Spec	LWCD	8	\$23.96	\$27.38	\$30.80	N
WIC Project Director Supervisr	Health	8	\$23.96	\$27.38	\$30.80	Y
Accountant II	Human Services	7	\$22.23	\$25.40	\$28.58	N
Adult Protective Srvc Case Mg	Human Services	7	\$22.23	\$25.40	\$28.58	N
Alternate Care Coordinator	Human Services	7	\$22.23	\$25.40	\$28.58	N
Community Support Prof I	Human Services	7	\$22.23	\$25.40	\$28.58	N
Dep Reg Prob/Lead Juvenile Cl	Clerk of Courts	7	\$22.23	\$25.40	\$28.58	N
Human Service Professional II	Human Services	7	\$22.23	\$25.40	\$28.58	N
Juvenile Justice Worker*	Human Services	7	\$22.23	\$25.40	\$28.58	N
Lead Deputy Clerk	Clerk of Courts	7	\$22.23	\$25.40	\$28.58	N
Paralegal II	Corporation Counsel	7	\$22.23	\$25.40	\$28.58	N
Paralegal II	DA Office	7	\$22.23	\$25.40	\$28.58	N
Programmer Analyst	MIS	7	\$22.23	\$25.40	\$28.58	N
Registered Nurse - Associate	Health	7	\$22.23	\$25.40	\$28.58	N

Accountant I	Human Services	6	\$20.49	\$23.42	\$26.35	N
Administrative Secretary	Administration	6	\$20.49	\$23.42	\$26.35	N
Aging & Disability Resource Specialist I	Human Services	6	\$20.49	\$23.42	\$26.35	N
Bridge Crew Foreman	Highway	6	\$20.49	\$23.42	\$26.35	N
Cartographer	Land Information	6	\$20.49	\$23.42	\$26.35	N
Community Rsrc Coord-Wraparound	Human Services	6	\$20.49	\$23.42	\$26.35	N
Dementia Care Specialist	Human Services	6	\$20.49	\$23.42	\$26.35	N
Disability Benefits Specialist	Human Services	6	\$20.49	\$23.42	\$26.35	N
Early Intervention Teacher	Human Services	6	\$20.49	\$23.42	\$26.35	N
Elder Benefits Specialist	Human Services	6	\$20.49	\$23.42	\$26.35	N
Enforcement Specialist II	Child Support	6	\$20.49	\$23.42	\$26.35	N
Equipment Mechanic II	Highway	6	\$20.49	\$23.42	\$26.35	N
GIS & Land Use Specialist	LWCD	6	\$20.49	\$23.42	\$26.35	N
Grade Crew Foreman	Highway	6	\$20.49	\$23.42	\$26.35	N
Highway Foreman	Highway	6	\$20.49	\$23.42	\$26.35	N
Human Services Professional I	Human Services	6	\$20.49	\$23.42	\$26.35	N
Micro Computer Specialist	MIS	6	\$20.49	\$23.42	\$26.35	N
Pers Asst Case Mngr/Fam Coord	Human Services	6	\$20.49	\$23.42	\$26.35	N
Sign Foreman	Highway	6	\$20.49	\$23.42	\$26.35	N
Volunteer Service Coordinator	Human Resources	6	\$20.49	\$23.42	\$26.35	N
Welder Fabricator	Highway	6	\$20.49	\$23.42	\$26.35	N
Accounting Specialist II	Finance	5	\$18.75	\$21.43	\$24.11	N
Accounting Specialist II	Health	5	\$18.75	\$21.43	\$24.11	N
Accounting Specialist II	Human Services	5	\$18.75	\$21.43	\$24.11	N
Administrative Specialist II	Sheriff	5	\$18.75	\$21.43	\$24.11	N
Building Maintenance Worker II	Central Services	5	\$18.75	\$21.43	\$24.11	N
Chief Deputy County Clerk	County Clerk	5	\$18.75	\$21.43	\$24.11	N
Clinic LPN	Health	5	\$18.75	\$21.43	\$24.11	N
Communications Operator II	Sheriff	5	\$18.75	\$21.43	\$24.11	N
Community Outreach Worker/Interpreter	Human Services	5	\$18.75	\$21.43	\$24.11	N
Economic Support Specialist II	Human Services	5	\$18.75	\$21.43	\$24.11	N
Economic Support Specialist II	Human Services	5	\$18.75	\$21.43	\$24.11	N
Economic Support Specialist II	Human Services	5	\$18.75	\$21.43	\$24.11	N
Economic Support Specialist II	Human Services	5	\$18.75	\$21.43	\$24.11	N
Enforcement Specialist I	Child Support	5	\$18.75	\$21.43	\$24.11	N
Family Development Worker	Human Services	5	\$18.75	\$21.43	\$24.11	N
Financial Assistance Worker-CSP	Human Services	5	\$18.75	\$21.43	\$24.11	N
Financial Intake Worker	Human Services	5	\$18.75	\$21.43	\$24.11	N
Financial Planner	Human Services	5	\$18.75	\$21.43	\$24.11	N
Financial Planner	Human Services	5	\$18.75	\$21.43	\$24.11	N
Financial Support Specialist	Child Support	5	\$18.75	\$21.43	\$24.11	N
First Offender Program Dir	DA Office	5	\$18.75	\$21.43	\$24.11	N
Justice Computer Specialist	DA Office	5	\$18.75	\$21.43	\$24.11	N
Lead Sign Worker	Highway	5	\$18.75	\$21.43	\$24.11	N
Mechanic	Sheriff	5	\$18.75	\$21.43	\$24.11	N
Microcomputer Technician	MIS	5	\$18.75	\$21.43	\$24.11	N
Parks Construction/Maint Lead	Parks Department	5	\$18.75	\$21.43	\$24.11	N
Public Health Tech (clinic)	Health	5	\$18.75	\$21.43	\$24.11	N
Public Health Tech (jail)	Health	5	\$18.75	\$21.43	\$24.11	N
Solid Waste/Clean Sweep Specialist	Zoning & Planning	5	\$18.75	\$21.43	\$24.11	N
Victim Witness Coordinator	DA Office	5	\$18.75	\$21.43	\$24.11	N
WIC Dietetic Technician	Health	5	\$18.75	\$21.43	\$24.11	N
Accounting Specialist I	Finance	4	\$17.02	\$19.45	\$21.88	N
Accounting Specialist I	Finance	4	\$17.02	\$19.45	\$21.88	N
Accounting Specialist I	Highway	4	\$17.02	\$19.45	\$21.88	N
Accounting Specialist I	Highway	4	\$17.02	\$19.45	\$21.88	N

Accounting Specialist I	Sheriff	4	\$17.02	\$19.45	\$21.88	N
Administrative Specialist I	County Fair	4	\$17.02	\$19.45	\$21.88	N
Administrative Specialist I	LWCD	4	\$17.02	\$19.45	\$21.88	N
Administrative Specialist I	UW Extension	4	\$17.02	\$19.45	\$21.88	N
Administrative Specialist I	UW Extension	4	\$17.02	\$19.45	\$21.88	N
Administrative Specialist I	Zoning & Planning	4	\$17.02	\$19.45	\$21.88	N
Administrative Specialist I/Dep Treasurer	Land Information	4	\$17.02	\$19.45	\$21.88	N
Building Maintenance Worker I	Central Services	4	\$17.02	\$19.45	\$21.88	N
Building Maintenance Worker I	Human Services	4	\$17.02	\$19.45	\$21.88	N
Chief Deputy Register of Deeds	Register of Deeds	4	\$17.02	\$19.45	\$21.88	N
Communications Operator I	Sheriff	4	\$17.02	\$19.45	\$21.88	N
Community Outreach Worker	Human Services	4	\$17.02	\$19.45	\$21.88	N
Deputy Court Clerk III	Clerk of Courts	4	\$17.02	\$19.45	\$21.88	N
Deputy Veteran Service Officer	VSO	4	\$17.02	\$19.45	\$21.88	N
Early Intervention Serv Coord	Human Services	4	\$17.02	\$19.45	\$21.88	N
Economic Support Specialist I	Human Services	4	\$17.02	\$19.45	\$21.88	N
Economic Support Specialist I	Human Services	4	\$17.02	\$19.45	\$21.88	N
Equipment Operator	Highway	4	\$17.02	\$19.45	\$21.88	N
Equipment Parts Person	Highway	4	\$17.02	\$19.45	\$21.88	N
Group Home Worker	Human Services	4	\$17.02	\$19.45	\$21.88	N
Highway Worker	Highway	4	\$17.02	\$19.45	\$21.88	N
Judicial Assistant	Clerk of Courts	4	\$17.02	\$19.45	\$21.88	N
Legal Assistant	Child Support	4	\$17.02	\$19.45	\$21.88	N
Legal Secretary	DA Office	4	\$17.02	\$19.45	\$21.88	N
Legal Secretary	DA Office	4	\$17.02	\$19.45	\$21.88	N
Medical Office Ass't	Human Services	4	\$17.02	\$19.45	\$21.88	N
Mental Health Technician	Human Services	4	\$17.02	\$19.45	\$21.88	N
Nutrition Program Coordinator	Human Services	4	\$17.02	\$19.45	\$21.88	N
Program Assistant	Parks/EM Dept	4	\$17.02	\$19.45	\$21.88	N
Program Assistant	Zoning & Planning	4	\$17.02	\$19.45	\$21.88	N
Protective Payee	Human Services	4	\$17.02	\$19.45	\$21.88	N
Real Property Lister	Land Information	4	\$17.02	\$19.45	\$21.88	N
Administrative Assistant II	Child Support	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II/Elections Clerk	County Clerk	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	EDC	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	Health	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	Health	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	Health	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	Human Services	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	Human Services	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	Human Services	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	Human Services	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	Parks Department	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	Sheriff	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	Sheriff	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	Sheriff	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	Sheriff	3	\$15.06	\$17.21	\$19.36	N
Administrative Assistant II	Sheriff	3	\$15.06	\$17.21	\$19.36	N
ADRC Paraprofessional	Human Services	3	\$15.06	\$17.21	\$19.36	N
Buildings/Grounds Maint Wrkr	Parks Department	3	\$15.06	\$17.21	\$19.36	N
Central Duplicating Clerk	MIS	3	\$15.06	\$17.21	\$19.36	N
Deputy Court Clerk II	Clerk of Courts	3	\$15.06	\$17.21	\$19.36	N
Deputy Reg Prog/Court Clerk II	Clerk of Courts	3	\$15.06	\$17.21	\$19.36	N
Deputy Register of Deeds I	Register of Deeds	3	\$15.06	\$17.21	\$19.36	N
Deputy Treasurer	County Treasury	3	\$15.06	\$17.21	\$19.36	N
Home Delivered Meal Assessor	Human Services	3	\$15.06	\$17.21	\$19.36	N
Human Resources Associate	Human Resources	3	\$15.06	\$17.21	\$19.36	N
Legal Secretary	Clerk of Courts	3	\$15.06	\$17.21	\$19.36	N

Marketing Assistant	County Fair	3	\$15.06	\$17.21	\$19.36	N
Transportation Coord/Van Drvr	Human Services	3	\$15.06	\$17.21	\$19.36	N
Accounting Assistant I	Sheriff	2	\$13.33	\$15.23	\$17.13	N
Administrative Assistant I	Court of Clerk	2	\$13.33	\$15.23	\$17.13	N
Administrative Assistant I	Fair	2	\$13.33	\$15.23	\$17.13	N
Administrative Assistant I	Human Services	2	\$13.33	\$15.23	\$17.13	N
Administrative Assistant I	Human Services	2	\$13.33	\$15.23	\$17.13	N
Administrative Assistant I	Human Services	2	\$13.33	\$15.23	\$17.13	N
Administrative Assistant I	Human Services	2	\$13.33	\$15.23	\$17.13	N
Administrative Assistant I	Register of Deeds	2	\$13.33	\$15.23	\$17.13	N
Cook	Sheriff	2	\$13.33	\$15.23	\$17.13	N
Parks Maintenance Worker	Fair	2	\$13.33	\$15.23	\$17.13	N
Lead Custodian	Human Services	2	\$13.33	\$15.23	\$17.13	N
Parks Maintenance Worker	Parks Department	2	\$13.33	\$15.23	\$17.13	N
Central Service Worker	Central Services	1	\$11.80	\$13.48	\$15.17	N
Custodian	Central Services	1	\$11.80	\$13.48	\$15.17	N
Custodian	Central Services	1	\$11.80	\$13.48	\$15.17	N
Custodian	Human Services	1	\$11.80	\$13.48	\$15.17	N
Custodian	Sheriff	1	\$11.80	\$13.48	\$15.17	N
Nutrition Site Manager	Human Services	1	\$11.80	\$13.48	\$15.17	N
Van Driver	Human Services	1	\$11.80	\$13.48	\$15.17	N

appealed; approved HR Committee 1/15/13

JEFFERSON COUNTY

2013 STRUCTURE - HOURLY FORMAT

Grade	Minimum				Control Point						Maximum
	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
22	\$48.25	\$49.63	\$51.00	\$52.38	\$53.76	\$55.14	\$56.52	\$57.90	\$59.28	\$60.65	\$62.03
21	\$46.52	\$47.84	\$49.17	\$50.50	\$51.83	\$53.16	\$54.49	\$55.82	\$57.15	\$58.48	\$59.81
20	\$44.77	\$46.05	\$47.33	\$48.61	\$49.89	\$51.17	\$52.45	\$53.73	\$55.01	\$56.29	\$57.57
19	\$43.04	\$44.27	\$45.50	\$46.73	\$47.96	\$49.19	\$50.42	\$51.65	\$52.88	\$54.11	\$55.34
18	\$41.31	\$42.49	\$43.67	\$44.85	\$46.03	\$47.21	\$48.39	\$49.57	\$50.75	\$51.93	\$53.11
17	\$39.57	\$40.70	\$41.83	\$42.96	\$44.09	\$45.22	\$46.35	\$47.48	\$48.61	\$49.74	\$50.87
16	\$37.84	\$38.92	\$40.00	\$41.08	\$42.16	\$43.24	\$44.32	\$45.40	\$46.48	\$47.56	\$48.65
15	\$36.10	\$37.13	\$38.17	\$39.20	\$40.23	\$41.26	\$42.29	\$43.32	\$44.35	\$45.39	\$46.42
14	\$34.37	\$35.35	\$36.33	\$37.32	\$38.30	\$39.28	\$40.26	\$41.24	\$42.23	\$43.21	\$44.19
13	\$32.63	\$33.56	\$34.49	\$35.43	\$36.36	\$37.29	\$38.22	\$39.15	\$40.09	\$41.02	\$41.95
12	\$30.90	\$31.78	\$32.66	\$33.54	\$34.43	\$35.31	\$36.19	\$37.08	\$37.96	\$38.84	\$39.72
11	\$29.16	\$30.00	\$30.83	\$31.66	\$32.50	\$33.33	\$34.16	\$35.00	\$35.83	\$36.66	\$37.50
10	\$27.43	\$28.22	\$29.00	\$29.78	\$30.57	\$31.35	\$32.13	\$32.92	\$33.70	\$34.49	\$35.27
9	\$25.69	\$26.42	\$27.16	\$27.89	\$28.63	\$29.36	\$30.09	\$30.83	\$31.56	\$32.30	\$33.03
8	\$23.96	\$24.64	\$25.33	\$26.01	\$26.70	\$27.38	\$28.06	\$28.75	\$29.43	\$30.12	\$30.80
7	\$22.23	\$22.86	\$23.50	\$24.13	\$24.77	\$25.40	\$26.04	\$26.67	\$27.31	\$27.94	\$28.58
6	\$20.49	\$21.08	\$21.66	\$22.25	\$22.83	\$23.42	\$24.01	\$24.59	\$25.18	\$25.76	\$26.35
5	\$18.75	\$19.29	\$19.82	\$20.36	\$20.89	\$21.43	\$21.97	\$22.50	\$23.04	\$23.57	\$24.11
4	\$17.02	\$17.51	\$17.99	\$18.48	\$18.96	\$19.45	\$19.94	\$20.42	\$20.91	\$21.40	\$21.88
3	\$15.06	\$15.49	\$15.92	\$16.35	\$16.78	\$17.21	\$17.64	\$18.07	\$18.50	\$18.93	\$19.36
2	\$13.33	\$13.71	\$14.09	\$14.47	\$14.85	\$15.23	\$15.61	\$15.99	\$16.37	\$16.75	\$17.13
1	\$11.80	\$12.13	\$12.47	\$12.81	\$13.14	\$13.48	\$13.82	\$14.15	\$14.49	\$14.83	\$15.17
	1	2	3	4	5	6	7	8	9	10	11

APPENDIX A - WAGES
JEFFERSON COUNTY SHERIFF'S DEPARTMENT
JOB CLASSIFICATION LIST - GRADE ORDER

<u>DEPUTIES</u>	<u>GRADE</u>	<u>A B C D E</u>					
		<u>Start</u>	<u>6 Months</u>	<u>1 1/2 yrs</u>	<u>2 1/2 yrs</u>	<u>3 1/2 yrs</u>	
Effective 12/29/13	27	23.790	24.520	25.370	26.140	27.090	2.50%
Effective 12/28/14	27	24.380	25.130	26.000	26.790	27.770	2.50%
Effective 12/27/15	27	25.110	25.880	26.780	27.590	28.600	3.00%

<u>DEPUTY - Part-time</u>	<u>GRADE</u>	<u>E</u>					
		<u>Start</u>					
Effective 12/29/13	29	17.070					2.50%
Effective 12/28/14	29	17.500					2.50%
Effective 12/27/15	29	18.030					3.00%

<u>DETECTIVES</u>	<u>GRADE</u>	<u>A B C D E</u>					
		<u>Start</u>	<u>6 Months</u>	<u>1 1/2 yrs</u>	<u>2 1/2 yrs</u>	<u>3 1/2 yrs</u>	
Effective 12/29/13	28	28.550	29.020	29.140	29.260	29.380	2.50%
Effective 12/28/14	28	29.260	29.750	29.870	29.990	30.110	2.50%
Effective 12/27/15	28	30.140	30.640	30.770	30.890	31.010	3.00%

APPLICATION OF PAY PLAN TO POSITIONS. The salary schedule for the respective classes of positions with such amendments as may be adopted by the Board of Supervisors from time to time by ordinance shall have the force and effect and shall be interpreted and applied as follows:

- A. The salaries or rates of compensation prescribed are fixed on the basis of full-time service in full-time positions unless otherwise designated.
- B. The rates of pay prescribed shall be deemed to include pay in every form, except for necessary expenses authorized and incurred incident to employment, except, for allotment for uniforms and/or other clothing allowance, as well as for personal use of a County vehicle, as may be prescribed by the Board of Supervisors. [am. 3/13/12, ord. 2011-31]
- C. Normally, and as a general rule, upon progress and productivity regular full-time employees may be considered eligible for increase in salary according to the current step-system plan. The minimum step shall be paid upon initial employment, accept as provided in HR0310. Employees shall advance to the next step upon satisfactory completion of 12 months and 1900 hours of service, until the employee reaches the maximum step.
- D. Normally, and as a general rule, upon progress and productivity regular part-time employees may be considered eligible for increase in salary according to the current step-system plan. The minimum step shall be paid upon initial employment, accept as provided in HR0310. Employees shall advance to the next step upon satisfactory completion of 12 months and 2080 hours of service, until the employee reaches the maximum step.
- E. No advance in the step system and corresponding pay increases shall be automatic upon completion of the periods of service and all step increases shall be made on the basis of merit as established by the employee's work performance and after written recommendation of the department head and approval by the Human Resources Director. Employees shall be evaluated at least annually. Employees shall sign a copy of the evaluation form. A copy of said evaluation form shall be provided to the employee. Approximately 30 days before an employee becomes eligible for a step increase, the Human Resources Department shall notify the department head. The department head shall submit an evaluation form to the Human Resources Department no later than the employee's anniversary date. Such evaluation form shall be signed by the employee, with a copy given to the employee. Step pay increases shall be earned. No pay increase shall be granted until the department head notifies the Human Resources Department that the employee has satisfactorily completed service by indicating such on the performance evaluation. Whenever an employee requests in writing the reasons for not receiving a pay increase or contingency rate for which the employee is eligible, the Human Resources Director shall advise the employee of the reasons. Due to the implementation of a new Classification and Compensation plan on December 30, 2012, a performance evaluation will not be required prior to implementation of the plan; however, department heads shall be held accountable to ensure each employee receives an evaluation annually. [am. 3/13/12, ord. 2011-31; am. 12/11/12, ord. 2012-20]
- F. Step increases shall normally become effective on the first day of the pay period following the employee's calendar anniversary date. An employee's calendar anniversary date may be affected by a job change or by the corresponding days in excess of an unpaid leave of absence greater than 30 calendar days or 173.33 hours in a year. [am. 3/13/12, ord. 2011-31]
- G. If an applicant does not have the required license or certification or equivalent employment experience required of the class specification, the County Administrator and Human Resources Director may employ such person at an appropriate step below the assigned range for the classification until such person obtains the license, certification or employment experience required, but in no event longer than one year. A report shall be provided to the Human Resources committee indicating the details of the exception. [am. 3/13/12, ord. 2011-31]

Jefferson County Affirmative Action and Equal Employment Opportunity Policy Statement

It is the policy of Jefferson County to recruit and select the most qualified persons for positions in the County's service. Recruitment and selection shall be conducted in an affirmative manner which ensures open competition, provides equal employment opportunity without regard to the following, or any other characteristic protected by state or federal law: age, race, religion, color, disability or association with a person with a disability, sex, national origin or ancestry, arrest record or conviction record, sexual orientation, marital status or pregnancy, political belief, or affiliation, military participation, or use or nonuse of lawful products during non-working hours. This policy shall include, but not limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, and selection for training, including apprenticeship. Nothing in this policy shall be construed to prevent Jefferson County from exercising its right to determine bona fide occupational qualifications.

The County Administrator, ~~Gary R. Petre~~, Benjamin Wehmeier, and the Human Resources ~~Manager~~ Director, Terri M Palm, have been appointed Equal Employment Opportunity Officers and are responsible for planning and implementing Jefferson County's affirmative action program as well as the day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are to support this program. They shall provide leadership in implementing affirmative action, goals and initiatives.

During the term of contracts with the State of Wisconsin, Jefferson County shall comply with s. 16.765, Wis. Stats., State regulations and Federal laws relating to equal employment opportunities and affirmative action. The County shall continue to work cooperatively with government and community organizations to take affirmative action to insure equal employment and advancement opportunities.

Jefferson County is committed to providing equal opportunity. This requires that no otherwise qualified person shall be excluded from participation, benefits of, or subjected to discrimination in employment, activity or program, in any manner on the basis of any of the following: age, race, religion, color, sex, national origin, disability, arrest or conviction record, sexual orientation or marital status, or any other characteristic protected by state or federal law. All employees are expected to support the County's goals and activities related to nondiscrimination.

- Implementing all audit and reporting systems designed to measure the effectiveness of the program and reviewing program results with management
- Serving as liaison between the organization, compliance agencies and other relevant community organization as necessary
- Keeping all departments informed of the latest developments in Equal Employment Opportunity
- Ensuring that all technical phases of compliance are met.

2. Management Responsibilities

The responsibilities of management include assisting in the development and implementation of the EEO Plan and Program in order to meet the program's goal and objectives. Managers are responsible for ensuring that all selection decisions and the application of personnel policies and practices are consistent with the equal employment opportunity policy.

3. Human Resources Responsibilities

- Seek to develop and work with recruiting contacts which include minority and female organizations to identify and secure a representative mix of applicants for all positions.
- Maintain all relevant personnel data necessary to monitor equal opportunity, including but not limited to applicant flow (external and internal), offers, hires, promotions, transfers, demotions, training program participation, terminations, layoffs and recalls.
- Review all existing job descriptions and specifications for job-relatedness and consistency with the applicable EEO regulations.
- Review compensation and benefit policies and practices for consistency with the Equal Employment Opportunity policy and all applicable regulations.

Complaint Process

Complaints related to Employment

Any employee or applicant can file a grievance or complaint for various reasons, including discrimination in employment on the basis of age, race, religion, color, disability, sex, national origin, arrest or conviction record, sexual orientation, or marital status, or any other characteristic protected by federal or state law. Such complaints will follow Section HR0145, HR0435 or HR0520 ~~Section 6.34~~ of the County Ordinances, as appropriate.

Retention of records

The records and reports relating to the complaint will be retained for two years from the date of final disposition of the complaint by the County.

Publication of Complaint procedure

This complaint procedure is provided to all employees at the time of hiring. The complaint procedure is set out in the Personnel Ordinance. Jefferson County is prepared to provide assistance to persons who are visually impaired or have other difficulties which prevent them from reading the procedures. Such individuals are referred to the EEO Coordinator or the ~~Personnel Office~~ Human Resources Department which will read the information to the individuals and provide it in aurally accessible form (normally tape recording).

Non Retaliation

No complainant will be intimidated, harassed or subjected to any other form of adverse action because of the filing of a complaint of discrimination. Staff members who are witnesses or knowledgeable parties are urged to cooperate fully in the complaint investigation process without fear of adverse action or retaliation.

Process for filing a complaint

All formal complaints must be filed within 180 days of the event or treatment you feel was discrimination, unless otherwise noted. However, you should file the complaint as soon as possible after the action took place. If you file an informal complaint and you are not satisfied with the resolution, you can still file a formal complaint as long as you do it within filing time frame.

	<p><u>U.S. Equal Employment Opportunity Commission</u> <u>Reuss Federal Plaza</u> <u>310 West Wisconsin Ave., Suite 800</u> <u>Milwaukee, WI 53203-2292</u> <u>800-669-4000 (voice)</u> <u>414-297-4133 (fax); 800-669-6820 (TTY)</u> <u>Milwaukee District Office U.S. Department of Labor, OFCCP</u> <u>Federal Building</u> <u>310 West Wisconsin Avenue, Suite 1115</u> <u>Milwaukee, WI 53203</u> <u>414-297-3821 (voice); 414-297-4038 (fax)</u></p>
<p>Medical Assistance Service, Women Infants and Children, Food Stamps, BadgerCare, Senior Care, Child Placement Services, Medicaid, Community Aid, and other programs administered by the WI Dept. of Health and Family Services <u>Medical Assistance Services, Medicaid, BadgerCare Plus, FoodShare (formerly Food Stamps Program in Wisconsin), TEFAP, SeniorCare, Community Aid, Long Term Care, Mental Health and Substance Abuse, Services to the Deaf and Hard of Hearing, Blind and Visually Impaired and Persons with Disabilities, Family Care, Public Health Services, Community Health Center Programs, WIC (Women, Infants and Children), and other programs administered by the WI Department of Health Services</u></p>	<p>Wisconsin Dept of Health and Family Services Division of management and Technology Office of Civil Rights Compliance <u>1 W. Wilson, Room 561</u> <u>PO Box 7850</u> <u>Madison, WI 53707</u> <u>Voice 608-266-9372</u> <u>TDD 608-266-2555</u> <u>WI Department of Health Services</u> Office of Affirmative Action and Civil Rights Compliance <u>1 W. Wilson, Room 656</u> <u>P.O. Box 7850</u> <u>Madison, WI 53707</u> <u>608-266-9372 (voice)</u> <u>608-266-0583 (fax)</u> <u>888-701-1251 (TTY) or Wisconsin Relay 711</u></p>
<p><u>Wisconsin Workforce Investment Act, and other programs administered by the Wisconsin Department of Workforce Development.</u></p>	<p><u>WI Department of Workforce Development</u> ATTN: Equal Opportunity Officer <u>201 E. Washington Ave, Room G100</u> <u>P.O. Box 7972</u> <u>Madison, WI 53707-7972</u> <u>608-266-6889 (voice); 866-275-1165 (TDD)</u></p>

You also have the right to file a formal complaint with a federal agency.

<p>Formal Discrimination Complaint about any of the above services administered by the Wisconsin Department of Health and Family Services <u>Formal Discrimination Complaints about any of the above services administered by the Wisconsin Department of Health Services.</u></p>	<p>US Dept of Health and Human Services Office for Civil Rights Region V, 233 N Michigan Ave Chicago, IL 60601 Telephone: 312-886-2359</p>
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complete the USDA Program Discrimination Complaint found online at:
http://www.ascr.usda.gov/complaint_filing_cust.html,
or at any USDA office, or call 866-623-9992 to
request a form.

Employment Issues:

~~77 Jackson Boulevard, 20th Floor
Chicago, IL 60604
Voice: 312-353-1457~~

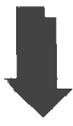
~~US Equal Employment Opportunity
Commission
310 W Wisconsin Ave, Suite 800
Milwaukee, WI 53203
Telephone: 414-297-1111
TDD: 414-297-1115~~

~~The Office of Federal Contract
Compliance
US Department of Labor
230 South Dearborn St
Chicago, IL 60603
Telephone: 312-353-2158
TDD: 312-353-2158~~

~~USDA Director, Office of Adjudication
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
866-632-9992 (request a form)
Email: program.intake@usda.gov
800-877-8339 (Federal Relay Services)
800-845-6136 (Spanish)~~

YOUR COUNTY GOVERNMENT AT WORK - SCHEDULE OF MEETINGS 2014-2015

COMMITTEE / BOARD	ROOM/TIME	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	
Administration & Rules/ICC Committee 8:30 a.m. / 9:00 a.m.	Administrative & Rules Last Wednesday; 8:30 a.m. Rm 112 ICC 3rd Monday	28 19	25 16	30 21	27 18	24 15	29 20	26 17	31 15	28 19	25 16	25 16	29 17	
Blue Spring Lake Mgmt District	Called by President													
County Board of Health	Bi Monthly 3rd Wed 1:00 p.m. Conf. Rm	21		16		17		19		21		18		
Economic Development Consortium	2nd Wednesday 8:30 a.m. UWX Rm 12	14	11	9	13	10	8	12	10	14	11	11	8	
Fair Park Committee	1st Thursday 8:00 a.m. Conf. Rm	1	5	3	7	4	2	6	4	1	5	5	2	
Farmland Conservation Easement	2nd Monday 12:30 p.m. Rm 203	12	9	14	11	9	13	10	8	12	9	9	13	
Finance Committee	2nd Thursday 8:30 a.m. Rm 112	8	12	10	14	11	9	15	11	8	12	12	9	
Highway Committee	1st Tuesday 8:00 a.m. Hwy Office	6	3	1	5	2	7	4	2	6	3	3	7	
Historic Sites Preservation Commission	4th Thursday 6:30 p.m. UWX	22	26	24	28	25	23	27	25	22	26	26	23	
Home Consortium Board	3rd Thursday 9:00 a.m. Waukesha	15	19	17	21	18	16	20	18	15	19	19	16	
Human Resources Committee	3rd Tuesday 8:30 a.m. Rm 112	20	17	15	19	16	21	18	16	20	17	17	21	
Human Services Board	2nd Tuesday 8:30 a.m. Workforce	13	10	8	12	9	14	11	9	13	10	10	14	
Infrastructure Committee	1st Wednesday 8:30 a.m. Rm 112	7	4	2	6	3	1	5	3	7	4	4	1	
Jefferson County Library Council	7:00 p.m. TBD													
Lake Ripley Management District	3rd Saturday 9:00 a.m. Oakland	17	21	19	16	20	18	15	20	17	21	21	18	
Land & Water Conservation Committee	3rd Wednesday 8:30 a.m. Rm 112	21	18	16	20	17	15	19	17	21	18	18	15	
Law Enforcement Emergency Mgmt	4th Friday 8:30 a.m. Rm 112	23	27	25	22	26	24	28	26	23	27	27	24	
Mid-WI Federated Library Systems Bd	Last Tues 6:00 p.m. Horicon													
Parks Committee	1st Monday 1:00 p.m. Rm 202	5	2	7	4	1	6	3	1	5	2	2	6	
Planning & Zoning Committee	Last Monday 8:30 a.m. Rm 203													
Planning & Zoning Public Hearing (PH)	3rd Thursday 7:00 p.m. Rm 205													
Planning & Zoning Board of Adjustment (Site Inspections followed by PH)	2nd Thursday 1:00 p.m. Rm 203/205													
Planning & Zoning Site Inspections	Mon prior to PH 8:00 a.m. Rm 203													
Solid Waste & Air Quality Committee	3rd Friday 8:00 a.m. Rm 203													
University Extension Education Committee	2nd Monday 8:30 a.m. UW Rm 12	12	9	14	11	8	13	10	8	12	9	9	13	
Utility Tax Association	Quarterly	Called by Chair or the Board												
Veterans Service Commission	Annually 2:30 p.m. Rm 112	Called by Chair												
WI River Rail Transit Commission	1st Friday 10:00 a.m. Dane Cty													
COUNTY BOARD	2nd Tuesday 7:00 p.m. *Monday 7:00 p.m.	12	9	14	11	8	13	10	8	X	9	8	19	
		Budget Public Hearing							28					



NOTE: AGENDAS ARE DUE TO ADMINISTRATOR'S OFFICE BY 10:00 A.M. ON WEDNESDAYS
Regular Meeting Dates are Subject to change and must be given to the County Administrator's Office

Elections
August 12, 2014
November 4, 2014

Board of Canss
Finance Committee
Budget Hearings
September 17, 2014
September 22, 2014
September 24, 2014
September 26, 2014

WI Counties
Annual Conference
September 14-16, 2014
County Fair
July 9-13, 2014

Clean Sweeps
May 17, 2014 Watertown
September 20, 2014 Fort Atkinson
October 3, 2014 Whitewater
April 11, 2015 Fair Park
May 16, 2015 - Watertown
HOLIDAY