

SHEBOYGAN COUNTY ORDINANCE NO. 16 (2007/08)

Re: **Repealing and Re-creating Chapter 47 of the County Code**

WHEREAS, Chapter 47 of the Sheboygan County Code of Ordinances governs the compensation program for non-bargaining unit employees, and

WHEREAS, the Human Resources Committee has assigned the Human Resources Director the responsibility of reviewing the compensation program for non-bargaining unit employees, and

WHEREAS, the Human Resources Director has recommended comprehensive changes to the compensation program to avoid internal inconsistencies as well as clarifying and simplifying certain language;

NOW, THEREFORE, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. **Repealing and Re-creating Chapter 47.** Chapter 47 of the Sheboygan County Code of Ordinances is hereby repealed and re-created to read as follows:

CHAPTER 47
SHEBOYGAN COUNTY COMPENSATION PROGRAM

47.01 PURPOSE AND SCOPE.

- (1) This Chapter governs only the compensation of Sheboygan County employees who are not members of recognized bargaining units, excluding County Board Supervisors and other Board members who are compensated under Chapter 1.14 of this Code of Ordinances.
- (2) The objectives of the compensation program are to provide an appropriate salary structure which will permit the County to recruit and retain competent employees, to provide appropriate pay incentives for satisfactory and meritorious job performance, to promote internal equity and consistency within and among County Departments, and to provide an effective means of controlling salary expenditures.
- (3) This compensation program is administered by the Sheboygan County Human Resources Department under the oversight of the Human Resources Committee.

47.02 CLASSIFICATION OF POSITIONS.

- (1) Each position governed by this compensation program other than elected officials will be assigned to a Salary Grade. The determination of the most appropriate Grade for a given position classification is to be made according to a classification system adopted by the Human Resources Committee.

(2) The positions listed below are classified in the Salary Grades indicated:

Grade	Position	Department
20	County Administrator	County Administrator
19	Director Director Director	Finance Health/Human Svcs Human Resources
18	Administrator	Rocky Knoll
17	Psychologist Supervisor – Clinical Treatment/Intake Assessment (PhD)	Rocky Knoll Health/Human Svcs
16	Commissioner Director Division Manager – Community Programs Division Manager – Public Health Division Manager – Social Services Family Court Commissioner	Highway Information Systems Health/Human Svcs Health/Human Svcs Health/Human Svcs Family Court Comm
15	Child Support Enforcement Attorney Director Director Inspector Manager	Corporation Counsel Building Services Planning/Resources Sheriff Airport
14	Director/Clinical Coordinator – Community Support Director – Nursing Manager – Business/Administrative Support Supervisor – Clinical Treatment/ Intake Assessment (non-PhD)	Health/Human Svcs Rocky Knoll Health/Human Svcs Health/Human Svcs
13	County Conservationist Deputy Director Director – Clinical Programs Director – Operations Director – Social Services Supervisor – Program Supervisor – Social Work Supervisor – TASC and Contract Services for Mental Health/ AODA	Land/Water Cons Finance Rocky Knoll Sheriff Rocky Knoll Health/Human Svcs Health/Human Svcs Health/Human Svcs
12	Captain – Criminal Investigations/ Operations Commander Captain – Jail Administrator Captain – Patrol Operations Commander Captain – Support Services Director Environmental Health Officer Manager – Accounting (Highway)	Sheriff Sheriff Sheriff Sheriff Child Support Health/Human Svcs Finance

	Manager – Economic Support Manager – Special Projects Network/System Administrator Purchasing Agent Supervisor – Long-term Support/ Developmental Disability Supervisor – ADRC Surveyor	Health/Human Svcs Finance Information Systems Finance Health/Human Svcs Health/Human Svcs Highway
11	Assistant Director Assistant Director – Nursing Dietician - Registered Law Clerk Resident Assessment Coordinator Superintendent – Patrol Supervisor – Engineering Supervisor – Nurse Supervisor – Payroll Analyst	Planning/Resources Rocky Knoll Rocky Knoll Family Court Comm Rocky Knoll Highway Land/Water Cons Rocky Knoll Information Systems
10	Analyst Director – Activities Director – Building Services Director – Food Services Jail Nurse/Health Services Coord. Jail Nurse Manager – Non-Motorized Transport Pilot Program Senior Accountant Superintendent – Shop Supervisor – Economic Support Supervisor – Maintenance Services Supervisor – Victim/Witness Assistance Program	Human Resources Rocky Knoll Rocky Knoll Rocky Knoll Sheriff Sheriff Planning/Resources Finance Highway Health/Human Svcs Building Services District Attorney
9	Director – Emergency Management/ EPCRA Planning Real Property Lister Register in Probate Supervisor – District Supervisor – Office Supervisor – Office Supervisor Veterans' Service Officer	Sheriff Planning Clerk of Courts Highway Clerk of Courts District Attorney Child Support Veterans' Service
8	Accountant Accountant Accountant Assistant Surveyor/Assistant Engineer Assistant (to County Administrator) Director – Health Information Systems Social Worker Staffing Coordinator Supervisor – Billing Supervisor – Office Supervisor – Office Supervisor – Office	Finance Health/Human Svcs Sheriff Highway County Administrator Rocky Knoll Rocky Knoll Rocky Knoll Rocky Knoll Health/Human Svcs Register of Deeds Treasurer

7	Activity Therapist Mechanic (Civilian) Office Manager	Rocky Knoll Sheriff Sheriff
6	Benefits Assistant Administrative Assistant Administrative Assistant Administrative Assistant	Human Resources Rocky Knoll Sheriff Highway
5	Secretary	Human Resources
4	Mechanic's Aide/Car Washer	Sheriff
3	Check Fraud Investigator	District Attorney
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- (3) When a new position is created which has not been classified under this Chapter, the Human Resources Director shall recommend a proposed Grade for the new position using a classification system adopted by the Human Resources Committee.
- (4) The Human Resources Committee shall on an annual basis or otherwise as the Committee may determine direct that certain positions from among those governed by this Chapter be sent to a consultant for study to determine whether such positions are correctly classified. In determining which positions to send for study, the Committee shall consider: (a) any new positions which have not yet been studied by a consultant; (b) any positions which have not been examined by a consultant for a period of five (5) years or longer; (c) any position for which the responsibilities and duties have significantly and permanently changed since the last time the position was studied; and (d) any position which the responsible Department Head believes is misclassified. The study of such positions shall include opportunities for comments by the employees holding those positions as well as the direct supervisors of those employees.
- (5) An employee whose position has been studied for reclassification purposes or a Department Head responsible for such a position may appeal the recommendation of the consultant, whether the recommendation is to reclassify the position or to maintain its present classification. The Human Resources Committee may set a time limit and establish other procedures for such an appeal. Employees in a position subject to an appeal as well as supervisors and Department Heads for the position may present their views as to the proper classification to the Human Resources Committee which may accept or reject the recommendations of the consultant.
- (6) If following such a study the Human Resources Committee determines that any changes in classification are desirable, it

shall submit a proposed Ordinance making such changes to the County Board.

- (7) Employees in positions that are reclassified into a higher Salary Grade shall receive a salary increase of four percent (4%) as of the effective date of the reclassification, except that any such employee whose salary as of the effective date of the reclassification with a four percent (4%) increase would remain below the midpoint of the new grade for the position will be placed in the Step of the new Grade which represents closest to a four per cent (4%) increase (rounding up or down) in salary for that employee. Employees in positions that are reclassified into a lower Salary Grade shall continue to receive the same pay if at or above the midpoint of the new Grade, or pay in the Step of the new Grade that is closest to the employee's current salary (rounding up or down) if the current salary is below the midpoint of the new pay Grade, or at the maximum of the new pay Grade if the employee's current salary is above the maximum of the new pay Grade.

47.03 SALARIES.

- (1) The salary schedule for positions governed by this Chapter is as follows:

Effective January 1, 2008

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Midpoint	Maximum
20	\$89,361	\$92,478	\$95,596	\$97,674	\$99,752	\$101,830	\$103,908	\$118,455
19	\$83,125	\$86,024	\$88,924	\$90,857	\$92,790	\$94,723	\$96,657	\$110,189
18	\$77,255	\$79,950	\$82,645	\$84,442	\$86,239	\$88,035	\$89,832	\$102,408
17	\$71,932	\$74,442	\$76,951	\$78,624	\$80,297	\$81,970	\$83,642	\$95,352
16	\$66,916	\$69,251	\$71,585	\$73,141	\$74,697	\$76,253	\$77,810	\$88,703
15	\$62,244	\$64,416	\$66,587	\$68,034	\$69,482	\$70,930	\$72,377	\$82,510
14	\$57,927	\$59,948	\$61,968	\$63,315	\$64,663	\$66,010	\$67,357	\$76,787
13	\$54,111	\$55,998	\$57,886	\$59,144	\$60,403	\$61,166	\$62,920	\$71,728
12	\$50,576	\$52,340	\$54,104	\$55,280	\$56,457	\$57,633	\$58,809	\$67,042
11	\$47,265	\$48,914	\$50,562	\$51,662	\$52,761	\$53,860	\$54,959	\$62,653
10	\$44,175	\$45,716	\$47,257	\$48,285	\$49,312	\$50,339	\$51,367	\$58,558
9	\$41,478	\$42,925	\$44,372	\$45,335	\$46,301	\$47,266	\$48,230	\$54,982
8	\$38,946	\$40,305	\$41,664	\$42,569	\$43,475	\$44,381	\$45,287	\$51,627
7	\$34,618	\$35,825	\$37,033	\$37,838	\$38,643	\$39,448	\$40,253	\$45,888
6	\$32,129	\$33,250	\$34,371	\$35,118	\$35,865	\$36,612	\$37,359	\$42,590
5	\$29,817	\$30,857	\$31,897	\$32,591	\$33,284	\$33,978	\$34,671	\$39,525
4	\$27,676	\$28,641	\$29,606	\$30,250	\$30,894	\$31,537	\$32,181	\$36,686
3	\$25,750	\$26,648	\$27,546	\$28,145	\$28,744	\$29,343	\$29,942	\$34,134
2	\$23,962	\$24,798	\$25,634	\$26,191	\$26,748	\$27,306	\$27,863	\$31,764
1	\$22,276	\$23,053	\$23,830	\$24,348	\$24,866	\$25,384	\$25,902	\$29,529

- (2) The base salary for all employees in positions governed by this Chapter shall be within the range for the position's Grade and, if below the midpoint of the position's Grade, shall be at one of the Steps indicated.
- (3) Positions shall be classified by the Human Resources Department as either salaried (exempt) or hourly (non-exempt). The pay for part-time hourly positions shall be an hourly rate calculated by dividing the appropriate pay level on the salary schedule by 2080. The pay for part-time salaried positions shall be a pro-rata portion of the appropriate pay level on the salary schedule, based on the ratio of the number of work hours expected annually to 2080.
- (4) A newly hired employee should normally be placed in Step 1 of the Grade for the position. A new employee may, however, be placed in a higher Step but not above the midpoint by the County Administrator or by the Department Head with the approval of the Human Resources Director. A new employee may be given a starting salary above the midpoint for the position only with prior approval of the Liaison Committee and the Human Resources Committee. Before offering a starting salary above Step 1, at least the following factors should be considered: (1) whether the new employee has substantial experience immediately usable in the new position; (2) whether market conditions demand a higher starting salary for the skills and qualifications needed; and (3) whether the higher starting salary will exacerbate or alleviate compression issues and whether it will promote internal equity and consistency.
- (5) All employees subject to this Chapter shall receive a performance evaluation at the conclusion of the employee's probationary period and on each anniversary of the employee's tenure in the same position or in another position at the same Salary Grade. Each employee who has not yet reached the maximum of the Grade for that employee's position is eligible for either a possible step increase (to the next step or to the midpoint) or a possible merit increase at the completion of the employee's probationary period in the position and again at each yearly anniversary of that employee's tenure in that position, with the exception that the anniversary date will not change if an employee is transferred to a new position in the same Salary Grade as the employee's old position. Step and merit increases shall not be effective unless they have been confirmed by the Human Resources Committee.
- (6) No Step increase may be granted unless the employee has received a performance evaluation rating of at least 5.0. No merit pay increase may be granted that is higher

than the percentage increase corresponding to the employee's performance evaluation rating as follows:

<u>Rating</u>	<u>Merit Increase</u>
7.0	1.00%
7.5	1.25%
8.0	1.50%
8.5	1.75%
9.0	2.00%

- (7) In the event that a salary adjustment other than the changes otherwise provided for in this Chapter is necessary because of internal or equitable comparables, market conditions, salary compression, or other unusual circumstances, the Department Head involved and the Human Resources Director shall make recommendations to the County Administrator, who shall make such recommendation as he or she may deem appropriate to the Human Resources Committee which shall further evaluate and review the matter and make a recommendation to the County Board.
- (8) The County Board may make changes to the salary schedule from time to time as the Board may determine. If the salary schedule is revised across-the-board by a percentage or by a dollar amount, all current employees subject to this Chapter as of the effective date of such change will receive a corresponding adjustment in salary.
- (9) Pay for limited-term employees will be as determined by the Department Head after consultation with the Human Resources Director and does not need to conform to the salary schedule. Limited-term employees are not eligible for Step or merit pay increases.

47.04 TRANSFERS, PROMOTIONS, AND DEMOTIONS.

- (1) An employee who moves from one position to another within the same pay Grade will not receive an adjustment in pay and the employee's anniversary date and eligibility date for Step or merit increases will not change.
- (2) An employee who moves to a position in a higher Salary Grade shall receive an increase in pay of seven and five-tenths percent (7.5%) if the new position is one Grade higher, or ten percent (10.0%) if the new position is more than one Grade higher with the following exceptions: (a) if such increase will place the employee below the midpoint but above the minimum for the new position, the increase will be rounded up or down to place the employee in the closest step or midpoint; (b) if such increase would place the employee above the maximum for the new position, the increase will be to the maximum for the new position; and (c) if such increase would leave the employee below the

minimum for the new position, the increase will be to the minimum for the new position.

- (3) An employee who elects to take a new position in a lower Salary Grade on a voluntary basis shall receive an adjustment in salary to an appropriate point within the range for the new position's Grade as may be agreed upon at the time the employee is offered the new position; provided, however, that the new salary shall not be higher than the employee's salary in the previous position.
- (4) An employee whose position is eliminated due to a reorganization or a reduction in staff and who is offered and accepts a position in a lower Salary Grade in the same Department shall receive a salary that is as close as is possible to the employee's previous salary while remaining within the range for the Grade of the new position.
- (5) If an employee is reassigned to a position in a lower Salary Grade due to inadequate performance, the salary will be lowered by a planned reduction and shall not exceed the maximum of the new salary range.
- (6) An employee who is temporarily assigned to an existing vacant position in a higher Salary Grade for a period which exceeds or is expected to exceed thirty (30) days may receive a temporary increase to the salary that would result from a permanent promotion to that position as provided by Subsection (2). The temporary increase will not take effect unless approved by the Human Resources Committee. At the end of the temporary assignment, the employee will return to his or her previous salary as adjusted by any increase that the employee would have been entitled to during the period of temporary assignment.

47.05 LONGEVITY PAY.

- (1) Employees hired prior to December 31, 1994, are eligible for longevity pay, as a percentage of base pay, if they have been employed continuously by the County for a period of years according to the following schedule:

5 years	2.5%
10 years	5.0%
15 years	7.5%
20 years	10.0%
25 years	12.5%

- (2) Longevity pay is not taken into account when determining placement on the salary schedule and shall not be affected by the maximum salaries stated in the schedule.
- (3) An employee hired after December 31, 1994, is not eligible for longevity pay, except that an employee who was

eligible for longevity pay when a member of a union bargaining unit may continue to receive longevity pay on the same basis after becoming subject to this Chapter.

47.06 SALARIES OF ELECTED OFFICIALS.

- (1) Wis. Stat. § 59.22 requires the Board to establish the compensation for County elected officials (other than Supervisors and Circuit Judges) before the earliest time for filing nomination papers (normally June 1 of the election year).
- (2) That annual salaries of the elected officials through 2004 (except the Sheriff's salary, which is through 2006) have been set by Resolution No. 2 (2002/03) as follows:

	<u>2004</u>	<u>2005</u>	<u>2006</u>
Clerk of Courts	\$54,552		
County Clerk	\$50,911		
Register of Deeds	\$49,761		
Sheriff	\$69,289	\$69,289	\$70,682
Treasurer	\$49,919		
Coroner	\$61/call		

- (3) Unless modified by the County Board using the procedure outlined in Subsection (5), commencing with the first full term of these elected officials after 2004, the annual salaries of the elected officials shall be equal to their 2004 salaries (or in the case of the Sheriff, the Sheriff's 2006 salary), plus an amount equal to the sum of the compounded percentage and/or across-the-board increases in salaries granted by the County Board to non-bargaining unit personnel pursuant to Section 47.03(8) during the preceding term of the office. These annual salaries shall not be modified during the term of office thereafter.
- (4) The medical, dental, and other benefits granted to other non-bargaining unit employees as established by the Human Resources Committee shall be provided to the elected officials throughout the term of office thereafter on the same basis as is set forth in the County Policy and Procedure manual as of the earliest date for circulating nomination papers and shall not be modified during the term of office thereafter.
- (5) The County Clerk and the Human Resources Director shall calculate the anticipated salaries and benefits of the elected officials based on Subsections (3) and (4), and shall report the anticipated salaries and benefits to the County Board to be included in the Agenda mailing to the County Board members prior to the regular Board meeting on the second Tuesday in April in even numbered calendar

years. At the meeting on the second Tuesday in April in even numbered years, the County Board shall vote to approve the salaries and benefits as reported or to approve such other salaries and benefits as deemed appropriate.

- (6) By the earliest date for the circulation of nomination papers for these elected offices, the County Clerk and the Human Resources Director shall prepare a list of what the salaries and benefits will be for these elected offices and shall make this list available to the public.

Section 2. **Effective Date.** The herein Ordinance shall take effect upon enactment except that any current employee who is paid more than the maximum for that employee's position in base salary under the prior Ordinance will continue to be paid his or her current salary through December 31, 2008. As of January 1, 2009, that employee will be paid at the maximum for the employee's position as set forth in this Ordinance.

Respectfully submitted this 18th day of March, 2008.

HUMAN RESOURCES COMMITTEE

Donald A. Schramm
Donald A. Schramm, Chairperson

Roger L. Te Stroete
Roger L. Te Stroete, Vice-Chairperson

William B. Seibold
William B. Seibold, Secretary

Devin LeMahieu
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Val Schultz
Val Schultz

ENACTED 4.8.2008

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