



Urge the Wisconsin Legislature to Return Non-Violent 17-Year-Old Offenders to the Juvenile Justice System and Provide Funding for the Same

DOOR COUNTY

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BRANN			
BUR			
ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT			
KOK			
LIENAU			
MOELLER			
NEINAS			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
ZIPPERER			

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Kohout Defeated

2nd Kok

Yes ___ No ___ Exc: ___

Reviewed by: [Signature], Corp. Counsel

Reviewed by: [Signature], Administrator

FISCAL IMPACT: Human Services Director Joe Krebsbach estimates that moving 17-year-old offenders into the juvenile justice system would require him to hire an additional juvenile justice social worker, the estimated annual cost of which is \$71,228. There is potential increased cost for contracted services which cannot be determined at this time but will result with this legislation MEJ

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of December, 2015 by the Door County Board of Supervisors.

[Signature]
Jill M. Lau
County Clerk, Door County

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, Wisconsin is one of only nine states in which 17-year-olds are
 2 treated as adults when they commit a crime and fall under the jurisdiction of the adult
 3 corrections system;

4
 5 **WHEREAS**, 98% of crimes committed by 17-year-old offenders are insignificant
 6 or considered not serious; and

7
 8 **WHEREAS**, Approximately 10,000 17-year-old offenders are moved into the
 9 adult corrections system each year and, as a result, these offenders have an adult
 10 criminal record;

11
 12 **WHEREAS**, Having an adult criminal record will negatively impact future
 13 opportunities such as college and employment; and

14
 15 **WHEREAS**, The brain development of a 17-year-old minor is not complete in the
 16 area of recognition, and this may have a long-term impact of decisions he or she
 17 makes;

18
 19 **WHEREAS**, States that have moved 17-year-old offenders back into the juvenile
 20 justice system have exhibited reduced recidivism and cost savings on the back end;

21
 22 **WHEREAS**, On a trial basis, Outagamie County has successfully treated fifty-
 23 four (54) 17-year-old offenders under the juvenile justice, with no recidivism; and

24
 25 **WHEREAS**, The juvenile justice system is currently operating at capacity and is
 26 stressed, Any transfer of 17-year-old offenders back to the juvenile justice system
 27 must be accompanied by a redirection of resources to increase the system's capacity
 28 to handle 17-year olds; and

29
 30 **WHEREAS**, The Door County Human Services Board has reviewed and fully
 31 supports this resolution.

32
 33 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board of
 34 Supervisors hereby urges the Wisconsin State Legislature to pass legislation to
 35 transfer jurisdiction of non-violent 17-year-old offenders back to the juvenile justice
 36 system from the adult corrections system, including a viable means to fund the
 37 increased cost to the counties related to this transition.

38
 39 **BE IT FURTHER RESOLVED**, That the Door County Board of Supervisors
 40 hereby directs the Door County Clerk to transmit a copy of this Resolution to the
 41 Office of Governor Scott Walker, to the Wisconsin Counties Association, and to all
 42 Wisconsin state legislators representing Door County constituents.

SUBMITTED BY:
Legislative Committee

[Signature]
Susan Kohout, Chairperson

[Signature]
John Bur

[Signature]
Kathy Schultz

[Signature]
David Enigl

[Signature]
Steve Sohns



DOOR COUNTY

Resolution No. 2015-96

**PURCHASE OF RUBBER TIRED LOADER
Highway Department**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BRANN			
BUR			
ENGLEBERT			/
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT			
KOK			
LIENAU			
MOELLER			
NEINAS			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
ZIPPERER			

1 **WHEREAS**, The Door County Highway Committee deems it
2 necessary to purchase a rubber tired loader for the Highway
3 Department mining operations: and

4
5 **WHEREAS**, On December 14, 2015, the Highway Committee
6 reviewed bids for the purchase of the equipment with the following
7 recommendation for award,

8
9 Aring Equipment Company – 2016 Volvo L250 Rubber Tired Loader
10 \$433,468; and

11
12 **WHEREAS**, Funds are available, within the Highway
13 Department's budget, to use for this purpose.

14
15 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County
16 Board of Supervisors does hereby authorize the Door County
17 Highway Committee to purchase a new Rubber Tired Loader from
18 Aring Equipment Company for a price of \$433,468 FOB Sturgeon
19 Bay, WI.
20

BOARD ACTION

Vote Required: Majority Vote of a Quorum.

Motion to Approve Adopted

1st Neinas Defeated

2nd Gunnlaugsson

Yes: _____ No: _____ Exc: _____

Reviewed by:

[Signature], Corp. Counsel

Reviewed by:

[Signature], Administrator

FISCAL IMPACT: The rubber tired loader was included in the adopted 2016 Door County Budget. The budgeted amount was \$475,000. MEJ

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of December, 2015 by the Door County Board of Supervisors.

[Signature]
Jill M. Lau
County Clerk, Door County

**SUBMITTED BY:
HIGHWAY COMMITTEE**

[Signature]
John Neinas, Chairman

[Signature]
Joel Gunnlaugsson

[Signature]
Leo Zipperer

Roy Englebert

[Signature]
Ken Fisher



DOOR COUNTY

Resolution No. 2015-97

PURCHASE OF TRUCK CHASSIS, DUMP BODY AND SNOW AND ICE CONTROL EQUIPMENT

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BRANN			
BUR			
ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT			
KOK			
LIENAU			
MOELLER			
NEINAS			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
ZIPPERER			

1 **WHEREAS**, The Door County Highway Committee deems it
2 necessary to purchase two new Tri-Axle Trucks with dump bodies
3 and snow and ice control equipment for use in its Highway
4 Operations; and

5
6 **WHEREAS**, On December 14, 2015, the Highway Committee
7 reviewed bids for the purchase of the equipment with the following
8 recommendation for award,

9
10 Quality Truck Care – Two -Tri-axle Chassis \$184,920
11 Monroe Truck Equipment – Body and Snow Equip. \$238,188

12
13 **WHEREAS**, Funds are available, within the Highway
14 Department's budget, to use for this purpose.

15
16 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County
17 Board of Supervisors does hereby authorize the Door County
18 Highway Committee to purchase a two new Truck Chassis from
19 Quality Truck Care, for a price of \$184,920 and the purchase of the
20 truck dump bodies and snow equipment from Monroe Truck
21 Equipment for a price of \$238,188 FOB Sturgeon Bay, WI.
22

BOARD ACTION

Vote Required: Majority Vote of a Quorum.

Motion to Approve Adopted

1st Neinas Defeated

2nd Gunnlaugsson

Yes: No: Exc:

Reviewed by:

 Corp. Counsel

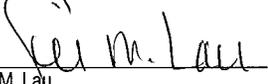
Reviewed by:

 Administrator

FISCAL IMPACT: The trucks and snow equipment were included in the adopted 2016 Door County Budget. The budgeted amount was \$426,000. MEJ

Certification:

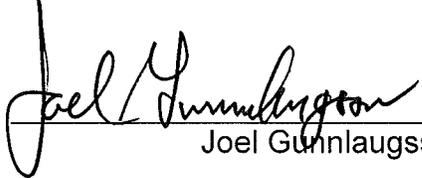
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of December, 2015 by the Door County Board of Supervisors.


Jill M. Lau
County Clerk, Door County

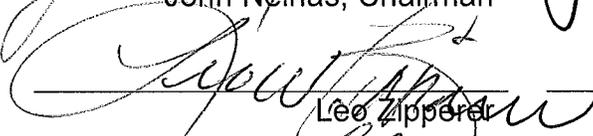
**SUBMITTED BY:
HIGHWAY COMMITTEE**



John Neinas, Chairman



Joel Gunnlaugsson



Leo Zipperer



Roy Englebert



Ken Fisher



DOOR COUNTY

Resolution No. 2015-98

APPOINTMENTS TO COMMITTEES, COMMISSIONS & BOARDS

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BRANN			
BUR			/
ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT			
KOK			
LIENAU			
MOELLER			
NEINAS			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
ZIPPERER			

Handwritten: 10/15/15

BOARD ACTION

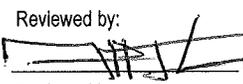
Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Sitte Defeated

2nd Virlee

Yes: _____ No: _____ Exc: _____

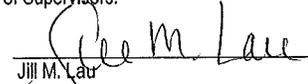
Reviewed by:  , Corp. Counsel

Reviewed by:  , Administrator

FISCAL IMPACT: There is no additional fiscal implication with the adoption of this resolution. MEJ

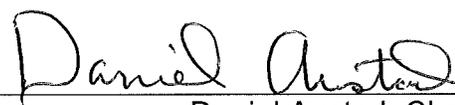
Certification:

I, Jill M. Lau , Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of December, 2015 by the Door County Board of Supervisors.


 Jill M. Lau
 County Clerk, Door County

1 **WHEREAS**, Pursuant to Section 59.18(2)(c) Wisconsin
 2 Statutes, the duties and powers of a County Administrator include
 3 appointment of "...the members of all boards and commissions
 4 where the statutes provide that such appointment shall be made by
 5 the county board or by the chairperson of the county board"; and
 6
 7 **WHEREAS**, "All appointments to boards and commissions by
 8 the County Administrator shall be subject to the confirmation of the
 9 County Board" per Section 59.18(2)(c), Wisconsin Statutes; and
 10
 11 **WHEREAS**, The Rules of Order confers the power to appoint
 12 the members of certain committees upon the Chairperson of the
 13 County Board, subject to the confirmation of the County Board; and
 14
 15 **WHEREAS**, The appointments set forth on Exhibits A and B,
 16 attached hereto and incorporated herein by reference, are submitted
 17 for County Board confirmation.
 18
 19 **NOW, THEREFORE, BE IT RESOLVED**, That the Door
 20 County Board of Supervisors hereby confirms the proposed
 21 appointments to boards, commissions, and committees as set forth
 22 in Exhibits A and B.

SUBMITTED BY:


 Daniel Austad, Chairman
 Door County Board of Supervisors


 Ken Pabich
 County Administrator



DOOR COUNTY

Resolution No. 2015-99

**APPROVAL OF
2016-2018 COLLECTIVE BARGAINING AGREEMENT
EMERGENCY MEDICAL SERVICE EMPLOYEES**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, The collective bargaining agreement between Door
2 County and Emergency Medical Service Employees will expire on
3 December 31, 2015; and

4
5 **WHEREAS**, Through collective bargaining a tentative agreement (See:
6 Appendix A, attached hereto and incorporated herein by reference as if set
7 forth in full) was reached between representatives of Door County and the
8 Emergency Medical Service Employees; and

9
10 **WHEREAS**, The tentative collective bargaining agreement is
11 contingent upon, and shall not become effective until, official ratification by
12 the collective bargaining unit and the Door County Board of Supervisors;
13 and

14
15 **WHEREAS**, The collective bargaining unit has ratified, or will ratify, the
16 tentative agreement; and

17
18 **WHEREAS**, The Door County Administrative Committee recommends
19 approval of the tentative agreement.

20
21 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board
22 of Supervisors does hereby approve the tentative agreement and
23 authorize the execution and implementation of the January 1, 2016 -
24 December 31, 2018, collective bargaining agreement between Door
25 County and the Emergency Medical Service Employees.

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BRANN			
BUR			✓
ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT			
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LIENAU			
MOELLER			
NEINAS			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
ZIPPERER			

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Lienau Defeated

2nd Gunnlaugsson

Yes: _____ No: _____ Exc: _____

Reviewed by: _____ Corp. Counsel

Reviewed by: _____ Administrator

FISCAL IMPACT: The estimated fiscal impact for 2016 is \$22,265; it is included in the 2016 budget. The estimated fiscal impact is \$49,744 for 2017 and \$74,217 for 2018; it will be part of the budget process for each of those years. MEJ

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of December, 2015 by the Door County Board of Supervisors.

Jill M. Lau
Jill M. Lau
County Clerk, Door County

**SUBMITTED BY:
Administrative Committee**

Dan Austad
Dan Austad, Chairman

David Lienau
David Lienau

Roy Englebort
Roy Englebort

John Neinas
John Neinas

Leo Zipperer
Leo Zipperer

Kenneth Fisher
Kenneth Fisher

Richard Virlee
Richard Virlee

TENTATIVE AGREEMENT - DCES
11-24-2015

3-Year Term

January 1, 2016 – December 31, 2018

ATB Wage Increase and Employee (those employed prior to July 1, 2011) WRS Contribution

2016

- January 1 1.5% ATB

- July 1 1.5% ATB
 Additional 1.5% employee contribution to WRS

2017

- January 1 1.5% ATB
 Additional .5% employee contribution to WRS

- July 1 1.5% ATB

2018

- January 1 1.0% ATB

As of 01-01-2017, the employee contribution (those employed prior to July 1, 2011) will be the lesser of 6% or the WRS required employee contribution.

Health Risk Assessment ("HRA") / Health Coverage Plan Premiums (Change to Article 19, B)

2016 - 2017

- Employee's required health coverage plan premium contribution is 15%, and Employer will pay 85% of the health coverage plan premium

- If employee participates in HRA, then employee's required health coverage plan premium contribution is 12.8%, and Employer will pay 87.2% of the health care coverage premium.

- Participation in HRA is optional for employee's spouse.

2018

- Employee must participate in and achieve the minimum score on their HRA to achieve reduction of health coverage plan premium contribution from 15% to 12.8%.
- The minimum score is to be tied to an objective ... yet to be identified and mutually agreed ... standard.
- Participation in HRA remains optional for employee's spouse.

County accepts the following items from DCES IAFF Local 4982 10/19/2015 Initial Proposal:

Article 2

Also, In B., change the term "~~new~~" to "field".

Article 7 A.

Article 8 – Holidays

Article 9 – Sick Leave A., C., D., E. and N.

Article 30 – YMCA ... Delete

Article 7 F. Seniority

- F. Seniority: Vacations submitted to the Emergency Services Director by March 1st shall be granted by seniority, whereas vacation submitted after March 1st shall be granted on a first come first serve basis. Vacation may be granted at any time of the year (except the limitation periods enumerated below) at the employee's request. Up to three (3) persons per shift (one (1) person from the North Station and two (2) persons from the Central Station) may take vacation at a time. Employees will be allowed to take vacation in increments of one (1) hour at a time if requested seven (7) days in advance.

Employer may limit the timing of paid time off during July 4th (if the holiday falls on a Monday or Friday, then the limitation period would be Friday-Monday inclusive), Door County Triathlon, and Pumpkin Patch Festival (Egg Harbor). Employer will notify

employees of these limitation periods as described above by December 15th of the preceding year.

Article 17 – Workday and Work Week

The normal schedule for personnel shall be as follows:

one (1) day on, one (1) day off,
one (1) day on, one (1) day off,
one (1) day on, four (4) days off

If approved by the Emergency Services Director, an alternate schedule:

Two (2) days on, four (4) days off.

The schedule (whether 'normal' or the 'alternate') must be fixed on an annual basis.

It is understood that the alternate schedule will not be available to the Central Station unless and until a new Central Station is constructed.

The regularly established workday shall start at 7:00 a.m. and this starting time shall be recognized as the beginning of a twenty-four (24) hour day

Add, on a trial basis, Article 30 - Shift Trades

Shift trades are provisionally allowed. Employees may have time off if they can arrange for someone to cover their shift by swapping with another employee, subject to the following:

- The employee initiating a proposed shift trade must notify the Emergency Services Director or her/his designee.
- Shift trades need to be approved *in advance* by management, i.e., the EMS Director or her/his designee. Once approved by management, sans a crisis situation, the shift trade may not be cancelled by management.
- Shift trades do not impose additional costs on the Employer.
- Shift trades do not result in shifts that are under or over staffed;
- Shift trades can only occur between people doing the same job. Just having one person replacing another person is not good enough; this other person will need to be able to do the job for the member they are replacing.
- All approved shift trades shall be promptly recorded, *in advance*, in the Employer's scheduling system (currently EMS Manager) by the employees involved in the trade.

- The County is not responsible for enforcing any shift trades between employees.
- Until the shift trade is approved the employee originally assigned to work the shift is responsible for working the shift, and will bear any consequences if the shift is not covered.
- Once the shift trade is approved the employee who agreed to take the shift is responsible for working the shift, and will bear any consequences if the shift is not covered.

Employer views the following as a 'heads up' ... and is ambivalent about its inclusion as impact bargaining is mandated in any event.

Establish Additional EMT-Paramedic Positions

County intends to establish additional Emergency Medical Technician-Paramedic positions in 2016. The foregoing is a prerogative of management.

If County does so, it will make a proposal as to wages, hours and other conditions of employment.

County recognizes the need to bargain any impact of these decisions per § 111.70(4)(p), Wis. Stats.

The 2014-2015 collective bargaining agreement between the parties, including any appendices, shall remain in full force and effect except to the extent it conflicts with the provisions herein.



DOOR COUNTY

Resolution No. 2015-100

**APPROVAL OF
2016-2018 COLLECTIVE BARGAINING AGREEMENT
DOOR COUNTY DEPUTY SHERIFF'S ASSOCIATION**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BRANN			
BUR			
ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT	/		
KOK			
LIENAU			
MOELLER			
NEINAS			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
ZIPPERER			

VOICE VOTE ✓

BOARD ACTION

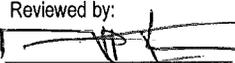
Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Fisher Defeated

2nd Sitte

Yes: _____ No: _____ Exc: _____

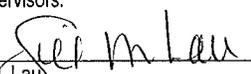
Reviewed by:  _____, Corp. Counsel

Reviewed by:  _____, Administrator

FISCAL IMPACT: The estimated fiscal impact for 2016 is \$55,476; it is included in the 2016 budget. The estimated fiscal impact is \$98,489 for 2017 and \$140,137 for 2018; it will be part of the budget process for each of those years. MEJ

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of December, 2015 by the Door County Board of Supervisors.


Jill M. Lau
County Clerk, Door County

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WHEREAS, The collective bargaining agreement between Door County and the Door County Deputy Sheriff's Association will expire on December 31, 2015; and

WHEREAS, Through collective bargaining a tentative agreement (See: Appendix A, attached hereto and incorporated herein by reference as if set forth in full) was reached between representatives of Door County and the Door County Deputy Sheriff's Association: and

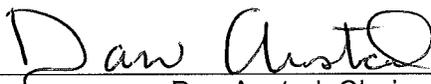
WHEREAS, The tentative agreement is contingent upon, and shall not become effective until, official ratification by the collective bargaining unit and the Door County Board of Supervisors; and

WHEREAS, The Door County Deputy Sheriff's Association has ratified, or will ratify, the tentative agreement; and

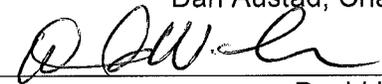
WHEREAS, The Door County Administrative Committee recommends approval of the tentative agreement.

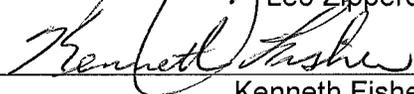
NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve the tentative agreement and authorize the execution and implementation of the January 1, 2016 - December 31, 2018, collective bargaining agreement between Door County and the Door County Deputy Sheriff's Association.

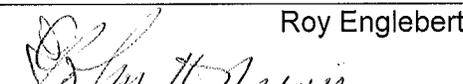
SUBMITTED BY: Administrative Committee

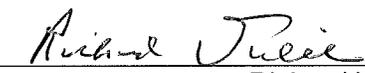

Dan Austad, Chairman

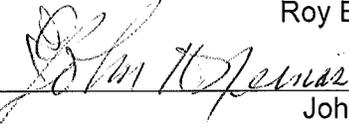

Leo Zipperer


David Lienau


Kenneth Fisher


Roy Englebert


Richard Virlee


John Neinas

TENTATIVE AGREEMENT - DCDSA
11-18-2015

3-Year Term

January 1, 2016 – December 31, 2018

ATB Wage Increase (all employees) and Employee (those employed prior to July 1, 2011) WRS Contribution

2016

- January 1 1.5% ATB

- July 1 .5% ATB

 Additional .5% employee contribution to WRS

2017

- January 1 1.5% ATB
 Additional .5% employee contribution to WRS

- July 1 .5% ATB

 Additional .5% employee contribution to WRS

2018

- January 1 1.5% ATB
 Additional .5% employee contribution to WRS

As of 01-01-2018, employee contribution (for those employed prior to July 1, 2011) is the lesser of 6% or the WRS required employee contribution.

Health Risk Assessment (“HRA”) / Health Coverage Plan Premiums [Change to § 19.02]

2016 & 2017

- Employee’s required health coverage plan premium contribution is 15%, and Employer will pay 85% of the health coverage plan premium

- If employee participates in HRA, then employee’s required health coverage plan premium contribution is 12.8%, and Employer will pay 87.2% of the health coverage plan premium.

- Participation in HRA is optional for employee's spouse.

2018

- Employee must participate in and achieve the minimum score on their HRA to achieve reduction of health coverage plan premium contribution from 15% to 12.8%.
- The minimum score is to be tied to an objective ... yet to be identified and mutually agreed ... standard.
- Participation in HRA remains optional for employee's spouse.

Employees may participate in HRA during working time *if* HRA is available. Otherwise, participation in HRA is not compensable working time.

Employer is responsible for HRA costs or fees.

"Comp" Holiday Hours

Employees may place accrued holiday hours in their compensatory time off bank. For any given holiday, an employee must place all or none of their holiday hours in to their compensatory time off bank.

Moratorium on Promotions [Add to § 6.05]

An employee who has been subject to a disciplinary suspension may not apply / post / is not eligible for promotion for eighteen (18) months after they return to work from the suspension. This provision is to apply retroactively.

Vacation Use Intervals [Add to Section § 7.08]

Vacation may be taken in two hour intervals, at the beginning or end of a shift, with at least 24 hours prior notice.

Article 23 – Clothing Allowance [Change to § 23.01, Lines 10-13]

Increase annual allowance from \$100 to \$150 ... Pay out to employee during first pay period of each year ... Employee purchases direct ... Prior-approval (Sheriff or designee) of purchases ... Employee must provide a receipt ... Employer to develop a broad list of what is acceptable.

Work on Holiday [Add to § 8.03]

If an employee is scheduled to and works a paid holiday, the employee receives 1.5X their regular rate of pay for first 8-hours actually worked. If this employee is called in early or held over on the paid holiday, then the employee will receive 2X their regular rate of pay for all hours actually worked above 8 (or 10 if an Investigator).

§ 7.03 – Vacation Time-Off (§ 7.03, Lines 32-41)

Revise lines 35-40 as follows:

- Two (2) Security Deputies per shift, but not more than four (4) per calendar day all year. Jail Sergeants are included in the aforementioned limits.
- The fourth deputy must use compensatory time off. No other accrued paid leave may be used.
- The fourth deputy's time-off must be requested by March 1st. No time off request for a fourth deputy may be submitted after March 1st.
- The fourth deputy's time-off is subject to approval by the Sheriff or his/her designee. Such approval will not be unreasonably withheld.

§ 16.03 – Court Cancellation

Change to read:

- An Employee scheduled to appear in court on her/his time off is to contact the District Attorney's Office between the hours of 1:00 p.m. and 4:30 p.m. the day prior to such appearance. If the Employee does so, and is not notified of cancellation by 4:30 p.m. the day prior to such appearance, the Employee will be credited with two (2) hours of pay at the Employee's regular rate of pay.

§ Section 17.01 – Work Day and Work Cycle

Juvenile (D.A.R.E.) Officer / Investigator position's normal work week and work day will be five (5) consecutive eight (8) hour days (i.e., Monday – Friday, 7:00 a.m. to 3:00 p.m.).

On a Trial Basis:

The Investigative Sergeant and Investigator positions' normal work week and work day will be changed to four (4) consecutive ten (10) hour days, one position Monday –Thursday and the other position Tuesday-Friday, 7:00 a.m. – 5:00 p.m.

The Drug Investigator positions normal work week and work day will be changed to four (4) consecutive ten (10) hour days, one position Monday –Thursday and the other position Tuesday-Friday. The Drug Investigator positions' start and end times will normally be 10:00 a.m. – 08:00 p.m., but are flexible and subject to change from time to time based on operational requirements. These changes will be made known to the employee in advance whenever circumstances permit.

Court Security

Deputies appointed to this position will take their holidays on the same days as the Circuit Court.

§17.03 – Flexible Schedule

Eliminate the “Flex” Road Deputy positions. Add one Road Deputy position to the 7:00 a.m. – 3:00 p.m. shift, and one to the 11:00 p.m. to 7:00 a.m. shift.

§26.04 –Officer-In-Charge

If there is no Shift Sergeant, primary OIC or secondary OIC on duty, the senior Road Deputy or Investigator will be the OIC and receive a step-up in pay of ninety five cents (.95¢) per hour.

Appointed Positions

An employee holding a position subject to appointment [Court Security / Drug Investigator, and Juvenile Investigator/ D.A.R.E. Officer positions] may return to an open position (subject to seniority) within the division (road or jail) they last worked immediately prior to the appointment when their appointment ends. If there is no open position within that division, and an open position exists in the other division, then the employee may force the least senior employee to take the position in the other division (subject to seniority) and assume the least senior employee's position.

August 2, 2015, Memorandum of Understanding

Nixed and jettisoned.

Return to pre-MOU state of affairs. It is understood that further discussion may be necessary *if* questions arise as to what that (pre-MOU state of affairs) is.

The 2014-2015 collective bargaining agreement between the parties, including any appendices, shall remain in full force and effect except to the extent it conflicts with the provisions herein.

Employer views the following as a 'heads up' ... and is ambivalent about its inclusion as impact bargaining is mandated in any event.

ESTABLISH POSITIONS AND SHIFTS/WORKDAYS/WORKWEEK

County may establish part-time security deputy positions, as opposed to casual reserve deputies, at some point in the not too distant future. The foregoing is a prerogative of management.

This will, *if* County opts to do so, potentially raise two issues:

- Accretion; *and*
- Impact, and need to bargain any impact, of these decisions per § 111.70(4)(p), Wis. Stats.

If County opts to establish part-time security deputy positions, it will make a proposal as to wages, hours and other conditions of employment.



DOOR COUNTY

Resolution No. 2015-101

**2016 COMPENSATION PLAN AGING & INCREASES FOR
GENERAL MUNICIPAL EMPLOYEES**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BRANN			
BUR			
ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT			
KOK			
LIENAU			
MOELLER			
NEINAS			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
ZIPPERER			

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WHEREAS, By adoption of Resolution 2013-74 on December 10, 2013, County Board approved and implemented the Wage Comparability Study conducted by WIPFLi; and

WHEREAS, By adoption of Resolution 2014-61 on June 24, 2014, County Board approved the Base Compensation Administrative Guide; and

WHEREAS, It is now deemed appropriate to:

- i. Apply an aging factor (based on market data) annually to the Compensation Plan (1.6% to be applied for 2016);
- ii. Those that fall below the minimum after aging the plan will be brought back up to the minimum.
- iii. Those that fall below the midpoint of 100% after aging the plan will be brought back up to the midpoint.
- iv. For 2016, employees between minimum and midpoint shall be placed on the nearest step at or above their existing wage.
- v. Steps (from the minimum to the midpoint compensation ranges of the Compensation Plan) with a 'meets requirements or higher' performance evaluation will be afforded a step increase.
- vi. The 2016 Wage Increase Schedule is attached hereto and incorporated herein by reference as if set forth in full.

NOW, THEREFORE, BE IT RESOLVED THAT, the Door County Board of Supervisors approves of the Compensation Plan aging factor and increases as described above and as set forth in Addendum A (attached hereto and incorporated herein by reference as if set forth in full).

BOARD ACTION

Vote Required: Majority Vote of a Quorum

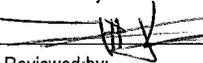
Motion to Approve Adopted

1st Lienau Defeated

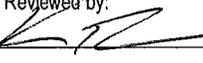
2nd Kohout

Yes: _____ No: _____ Exc: _____

Reviewed by:

 Corp. Counsel

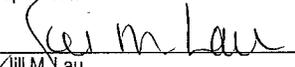
Reviewed by:

 Administrator

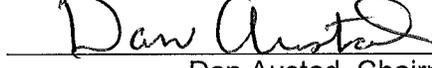
FISCAL IMPACT: It is estimated that the fiscal impact of the changes recommended herein will be no more than \$435,000.00 for 2016; this has been provided for in the 2016 budget. MEJ

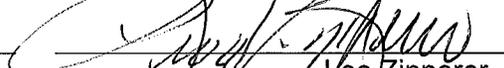
Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of December, 2015 by the Door County Board of Supervisors.


Jill M. Lau
County Clerk, Door County

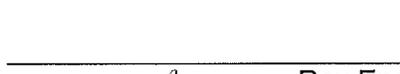
SUBMITTED BY: Administrative Committee


Dan Austad, Chairman

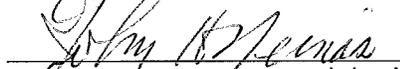

Leo Zipperer


David Lienau


Kenneth Fisher


Roy Englebert


Richard Virlee


John Neinas

2016 Wage Increase Schedule

Levels of performance	Step Increases						Merit-Based Pay Increases			
	Minimum (85%)	Step 1 (87.5%)	Step 2 (90%)	Step 3 (92.5%)	Step 4 (95%)	Step 5 (97.5%)	Step 6 Midpoint (100%)	Mid. to Max. (101-114.99%)	Merit Compensation (Maximum = 115%)	Discretionary (≥ 115%)
% of market employee is earning										
Substantially above requirements			Step Increase				2.5	2.5	2.5% of annual salary up to \$2500 max.	
Above requirements			Step increase				2.25	2.25	1.5% of annual salary up to \$1500 max.	
Meets requirements			Step increase				2.0	2.0	0.0	
Below requirements			Ineligible for step increase.				0.0	0.0	0.0	

Assumptions

New hires will start at no less than 85% of market wage.

Evaluations are annual, on anniversary date. Both step and merit-based increases are dependent on evaluation result at or above "meets requirements."

Step and merit-based increases are effective on anniversary date.

Plan is also aged annually with County Board approval.

From Minimum to Midpoint = Employee moves from earning 85% of market to earning 100% of market through steps.

After reaching Step 6 (100% of market), an employee who every year "meets requirements" is eligible for small annual raises, until s/he is earning 115% of market.

After reaching Maximum (115% of market), an employee who every year is "above requirements" is eligible for merit compensation.

Discretionary merit compensation awards are not added on to base compensation. Such awards are provided in one lump sum, and are taxable.



DOOR COUNTY

Resolution No. 2015-102

**REVISION OF COMPENSATION PLAN
AND ADMINISTRATIVE MANUAL**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BRANN			
BUR			/
ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT			
KOK			
LIENAU			
MOELLER			
NEINAS			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
ZIPPERER			

1 **WHEREAS**, By adoption of *Resolution 2013-74* on December 10,
2 2013, County Board approved and implemented the Wage Comparability
3 Study conducted by WIPFLI; and
4
5 **WHEREAS**, By adoption of *Resolution 2014-61* on June 24, 2014,
6 County Board approved the Door County Pay Philosophy including the
7 Base Compensation Administrative Guide; and
8
9 **WHEREAS**, By adoption of *Resolution 2015-57* on June 23, 2015,
10 County Board approved and adopted the recommended Performance
11 Evaluation Program; and
12
13 **WHEREAS**, That efforts to review and finalize the Compensation Plan
14 and Performance Evaluation Program have been brought to a successful
15 conclusion; and
16
17 **WHEREAS**, It is now deemed necessary and appropriate to revise the
18 Door County Base Compensation Administrative Guide and Door County
19 Administrative Manual, § 2.5 Employee Compensation, as set forth in
20 Addenda A & B, attached hereto and incorporated herein by reference as
21 if fully set forth.
22
23 **NOW, THEREFORE, BE IT RESOLVED**, By the Door County Board
24 of Supervisors does that it does hereby approve and adopt the proposed
25 revisions to the Door County Base Compensation Administrative Guide and
26 Door County Administrative Manual, § 2.5 Employee Compensation, as set
27 forth in Addenda A & B.
28

BOARD ACTION
Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted
1st Lienau Defeated
2nd Bacon

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel
Reviewed by: _____, Administrator

FISCAL IMPACT: The amounts budgeted for 2016 wage increases as part of the 2016 Adopted Budget are sufficient to cover the increases that will result from the revisions proposed herein. MEJ

Certification:
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of December, 2015 by the Door County Board of Supervisors.

Jill M. Lau
Jill M. Lau
County Clerk, Door County

**SUBMITTED BY:
ADMINISTRATIVE COMMITTEE**

Dan Austad
Dan Austad, Chairman

David Lienau
David Lienau

Roy Englebert
Roy Englebert

John Neinas
John Neinas

Leo Zipperer
Leo Zipperer

Kenneth Fisher
Kenneth Fisher

Richard Virlee
Richard Virlee

DOOR COUNTY

Base Compensation Administrative Guide

December 2015

Resolution 2015 -

Door County

Base Compensation Plan Administrative Guide

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PHILOSOPHY

The purpose of the Door County Base Compensation Plan is to ensure that pay is established and administered according to fair and equitable principles. This administrative guide is intended to provide Door County with guidelines for the day-to-day administration of employees' compensation.

It is the Human Resources Director's responsibility to administer the compensation plan consistently and impartially for each employee or candidate. The Administrative Committee serves as the oversight to the administrative process.

Door County is an equal opportunity employer. All employment decisions are based on merit, qualifications, and competence. Our employment practices are not influenced or affected by an applicant's or employee's race, color, religion, sex, sexual orientation, national origin, age, mental or physical disability unrelated to ability to do a job, or any other characteristic protected by law. This policy governs all aspects of employment (including compensation), promotion, assignment, discharge, and other terms and conditions of employment.

The objectives below serve as the framework for the Base Compensation Plan:

- Recognize the value each position and employee brings to Door County.
- Pay salaries that are equitable for work being performed.
- Pay salaries consistent with external market rate – striving for on average to meet the market.
- Be equitable in pay across departmental lines.
- Attract and retain fully qualified employees.
- Increase employees' understanding of pay administration.
- Increase manager accountability for administering pay.

These objectives are regularly reviewed and evaluated by the Human Resources Director. Modifications will be made as necessary.

Questions concerning the policies and procedures contained in this plan should be directed to the Human Resources Director.

JOB DOCUMENTATION

DEFINITION

Job documentation refers to the collection and maintenance of job content information. Formal job descriptions are used to describe duties and responsibilities required for each job at Door County.

The description focuses on the job, not the employee assigned to the job. Appraisal of the employee's performance is treated as a separate issue.

Door County's job descriptions generally contain the following information: job title; reporting relationships; exemption status; general summary; essential duties and responsibilities; required knowledge, skills, and abilities; education and experience requirements; physical requirements; and working conditions.

PURPOSE

A job description is used to describe every job. It is intended to document the **minimum** requirements of the job as it exists at the present time.

The formal job description is used as the basis for assigning a pay range. Accurate and complete job descriptions must be prepared and maintained. The importance of accurate job descriptions is stressed to all managers and employees and is recommended to be reviewed annually.

Salary adjustments for current employees or hiring rates for new employees are authorized only with a current description.

As a job changes, the job description will be updated to reflect such changes.

RESPONSIBILITIES

Current job documentation is the responsibility of the Human Resources Director in coordination with department managers. The Human Resources Director is responsible for ensuring the consistency and accuracy of the information and keeping formal copies and background information on file for all jobs. The Human Resources Director in coordination with department managers is also responsible for writing new and revised job descriptions and determining the salary range for new or changed jobs.

A copy of the approved formal job description is available for each employee through his or her manager or by contacting the Human Resources Department.

PROCESS

Job descriptions are to be kept current and up to date through periodic reviews by managers and employees.

- **New jobs** - If a manager wants to hire for a new job, a position description questionnaire must be completed listing the minimum requirements and responsibilities for the job. A job description will then be developed and a salary range assigned to the job.
- **Revised jobs** - As a job changes, a revised job description may be needed. Managers should review job descriptions with their employees on an annual basis in conjunction with the performance appraisal process.

If changes are minor, the manager and employee should note the changes on the current job description and forward it to the Human Resources Director. The Human Resources Director will make the changes and prepare and distribute an official revised description.

If there are major changes in the duties and responsibilities of a job, the manager and employee must complete a new position description questionnaire. The questionnaire must be forwarded to the Human Resources Director who will develop a new job description. The Human Resources Director will determine if the new job should be placed in a different salary range. The recommendation will be sent forward to the County Administrator. The County Administrator will forward the recommendation to the Administrative/Finance Committee for approval. The manager and employee will be notified regarding the new job description and salary range change, if any.

- **Vacant jobs** - If a job becomes vacant, the manager should review the current job description to determine if there should be any changes prior to an individual being hired to fill the position. Revisions should be made before any action is taken to fill the position.

Please reference Policy 2.06 Reclass – Reallocation in the Door County Administrative Manual for more information on the process for filling positions.

JOB PRICING AND SALARY RANGE STRUCTURE

DEFINITION

Job pricing is the process of matching our jobs at Door County to that of the external market. Job groups are determined through a process of evaluating jobs based upon internal and external conditions and grouping similarly valued jobs together. The market value for jobs within a job group is used as a factor when computing the pay for the salary range structure.

The salary range structure consists of a series of overlapping salary ranges. Each salary range has a minimum, midpoint, and maximum salary amount. It is important to annually review the CPI-U data as well as to review data from local and national compensation surveys in order to age your pay ranges appropriately. Wipfli would be happy to assist you with gathering that information.

PURPOSE

Door County is committed to providing a salary range structure responsive to the external market and that is internally equitable. Data will be collected and analyzed on a regular basis to determine market movement of jobs and current salary trends.

RESPONSIBILITIES

The Human Resources Director is responsible for gathering, analyzing, and recommending changes to the salary range structure based on market data and salary trend information. Final approval of these suggestions will be made by the County Administrator.

PROCESS

On an annual basis, the Human Resources Director gathers information regarding trends in general pay movement. The Human Resources Director presents this information to the Administrative Committee and recommends and discusses possible changes to the salary range structure. The Administrative Committee reviews and approves recommended changes.

A full review of market data for Door County's jobs will be conducted at least once every three (3) years to (5) years. The Human Resources Director will review market data and develop a comparison of market data to current midpoints and current pay practices. This information will be shared with the Administrative Committee.

The Human Resources Director will also conduct a comparative ratio analysis on an annual basis to determine where each employee's pay falls relative to his or her current salary range.

SALARY RANGE STRUCTURE

The salary range structure consists of a series of overlapping salary ranges. Each salary range is identified through a minimum, midpoint, and maximum salary amount.

- **Minimum** – Normally, the lowest amount Door County will pay an individual for a job assigned to the salary range.
- **Minimum to midpoint area (85% - 96% of midpoint) Steps one (1) through five (5)** – Normally intended for employees who:
 - Are continuing to learn job responsibilities while meeting performance standards.
 - Are fully trained but perform at a level that is less than fully satisfactory.
 - Have not acquired sufficient time in the job to warrant pay at the midpoint level.
- **Midpoint area (97% - 103%)** – Normally represents the salary level for employees who are fully qualified and performing at a fully proficient level over a period of time (market rate).
- **Midpoint area to maximum (104% - 115%)** – Intended for employees whose performance is excellent or outstanding and consistently exceeds performance objectives over a period of time.

PAY ADJUSTMENTS

DEFINITION

A pay adjustment occurs when Door County adjusts an employee's rate of pay to fall within the parameters of established pay ranges. These adjustments may occur for various reasons.

PURPOSE

To ensure credibility and achievement of Door County's objectives, an effective pay adjustment system has been developed and will be maintained with guidelines and procedures communicated to users on a timely basis. The guidelines and procedures of the base compensation plan are intended to ensure that each employee will be rewarded on the basis of demonstrated performance.

RESPONSIBILITIES

Department managers are responsible for initiating appropriate pay adjustments for their employees through the review of performance and communication with the Human Resources Director. The Administrative Committee – along with County Board approves all pay adjustments. Managers will communicate all approved pay adjustments to employees.

The Human Resources Director is responsible for:

- Monitoring the day-to-day administration of salaries and compensation decisions for consistency with the plan's objectives.
- Maintaining the base compensation plan administrative guide and communicating all changes to department managers and employees.
- Training each department manager to administer the plan within approved guidelines.
- Resolving and coordinating pay adjustment recommendations not consistent with Door County's guidelines.
- Preparing timely recommendations for merit increase guidelines.
- Ensuring that a formal performance appraisal precedes all merit increases.

The Administrative Committee is ultimately responsible for approving all pay adjustments and ensuring overall plan objectives are being met.

GENERAL GUIDELINES

The following are general guidelines for all types of adjustments:

- All pay adjustment recommendations must be submitted in writing to the Human Resources Director or attached to the performance appraisal form as appropriate.
- Pay adjustment recommendations should take into account the internal equity of the proposed salary compared to that of other employees assigned to that same job and in the same salary range.
- Employees not at work at the time of a pay adjustment (i.e., due to leave of absence) will receive their pay adjustment effective on the day they return to work.
- Pay adjustments of any kind cannot be communicated to an employee prior to the manager receiving approval of that action.

TYPES OF PAY ADJUSTMENTS

New Hires: The hiring rate is normally the minimum of the salary range for entry-level individuals. If an individual with prior experience is hired, the hiring rate should reflect the level of experience the individual brings to Door County. This is usually between minimum and midpoint for the position. The proposed rate should not create inequities within Door County. It is important to maintain a careful balance between the needs of Door County and the desires and expectations of the job applicant. The proposed hiring rate will be presented and discussed with the Human Resources Director. Exceptions (hiring rates over mid-point) will be brought to the County Administrator with recommendation for final approval.

Merit/Discretionary Increases: Increases are intended to ensure that performance is recognized and that equity is achieved and maintained. The Human Resources Director will review market conditions and trends to determine merit increases on an annual basis. Recommendations for merit increases should be on the basis of performance and should not move the compensation of an employee past the maximum established for the salary range. Evaluations must be completed and approved prior to a step or merit increase. Increases are determined on an annual basis and approved during the budget process.

All increases are determined annually and approved by County Board during the approval of the annual budget										
Levels of performance	Step Increases							Merit-Based Pay Increases		
	Minimum (85%)	Step 1 (87.5%)	Step 2 (90%)	Step 3 (92.5%)	Step 4 (95%)	Step 5 (97.5%)	Step 6 Midpoint (100%)	Mid. to Max. (101- 114.99%)	Discretionary Merit Compensation (≥ 115%)	
Substantially above requirements	Step Increase								TBD	TBD% of annual salary up to \$2500 max.
Above requirements	Step Increase								TBD	TBD% of annual salary up to \$1500 max.
Meets requirements	Step Increase							TBD	TBD	0.0
Below requirements	Ineligible for step increase.								0.0	0.0

PROMOTION

A promotion is the reassignment of an employee from one job to another job that is at least one range higher than the former job. A promotion is generally accompanied by an increase in pay. Promotional increases are provided to recognize an increase in the scope and responsibility and should be given at the time the new responsibilities are assumed. The amount of the increase should be consistent with the objectives of the base compensation plan, take into consideration the employee's pay level prior to the promotion, and consider internal equity issues. Typically this increase will be between 3% and 7% dependent on qualifications.

EQUITY AND ADMINISTRATIVE ADJUSTMENTS

An equity adjustment is made to correct inequities due to internal or external conditions and may also be used to bring compensation to the minimum of the range or up to the level of other employees with the same experience, job, and performance.

JOB RECLASSIFICATION

As the organization continues to grow, jobs and responsibilities will evolve and change over time. Therefore, as job descriptions change, they will be evaluated to determine if the job needs to be reclassified into a different salary range.

LATERAL TRANSFER

A lateral transfer is the reassignment of an employee from one job to another job in the same salary range and normally does not involve a change in pay. Lateral transfers provide employees with the opportunity to acquire new work experience and generally will be exposed to a different work environment.

DEMOTION

Demotion is the reassignment of an employee from one job to another job in a lower salary range with a resulting decrease in the scope and responsibility of an individual employee's job. Demotions may occur for unsatisfactory job performance, in response to an employee request, and for various organizational reasons. It will need to be determined if the compensation of the employee is reduced; typically between 3% and 7% but not fall below the minimum of the assigned pay range. This will largely be determined by the current pay level of the employee relative to the salary range as well as internal equity considerations.

EXCEPTIONS

In order to make the base compensation plan a more valuable management tool, exceptions which are variances from normal limits and guidelines may be considered when there is justifiable cause. Exceptions to policy should be discussed with the Human Resources Director prior to the preparation of any recommendation. Exceptions must be reviewed and approved by the Administrative Committee.

GLOSSARY OF TERMS

TRENDING OR AGING – of the compensation plan

These two terms are used interchangeably - this is an adjustment to the pay plan as a whole to allow the plan to stay in line with the current market wages regarding positions. This is for market pricing the positions and is not relative to compensation increases or COLA. This is an analysis done by the consultant and provided to the County based on industry trends. The consultant looks at the pay practices and pay levels at non-profit, for profit and comparable counties to keep the plan current and competitive.

COLA – Cost of Living Adjustment (see Handbook, section XIV. Employee Compensation sub. C) Determined during each budget cycle – may only be used to adjust wages to market; the intent is to move away from COLA's and toward increases based on performance. If a COLA is proposed, it would be implemented on the first full pay period of the new fiscal year.

PAY FOR PERFORMANCE

All employees will have a role in performance evaluations performed on their respective anniversary date. Any increase from the performance evaluation will be implemented on the first pay period after the employee anniversary date. Employee's falling below a 'meets requirement' will be placed on an Action Plan.

MERIT (DISCRETIONARY) BASED PAY INCREASE

An annual amount of compensation provided as a one-time lump sum payment not to be added to the base compensation amount. If an employee's wage, when increased, straddles the maximum, then the increase will be added to their base wage up to the range Maximum (114.9%) with the remainder of the compensation in a lump sum. This amount is based on the previous year's performance and determined annually during the budget process.

ACTION PLAN

When an employee falls below 'meet requirements' during the performance review process, the supervisor, with assistance from the Human Resources Director, shall setup an Action Plan. The plan should outline the steps required in order for the employee to improve and bring their performance to 'meets requirements'. The Action Plan shall specify the timeframe for the corrective action to occur. The employee and supervisor shall meet periodically to review progress with the Action Plan and again at the end to determine if all goals have been met successfully.

CONFIDENTIALITY

Door County will treat all pay and salary range information confidentially. As a general rule, Door County will not discuss individual compensation information with other employees unless extenuating circumstances exist. When discussing compensation with an employee, we will remain focused on that employee's specific pay situation. Employees will be provided their individual pay and salary range only. If an employee is considering a job change to a vacant position, the salary range information will be discussed at that time.

Door County compensation data is public record. Therefore, any party wishing to acquire specific compensation information may be entitled to receive it provided they make the request in the appropriate manner.

Compensation/Performance Policy

Created: June 2015 – Adopted by Resolution: 2015 – 57 – Amended December 2015
Incorporated into the Administrative Manual – 2.05 Employee Compensation
and Performance Review Process

POLICY

Purpose

As an employer, the County of Door believes that it is in the best interest of both the organization and its employees to fairly compensate its workforce for the value of the work provided. It is the County of Door's intention to use a compensation system that will determine the current market value of a position based on the skills, knowledge and behaviors required of a fully competent incumbent. The system used will be objective and nondiscriminatory in theory, application and practice.

Compensation Criteria

- The compensation system will price positions to market by using local, national and industry specific survey data.
- The market data will primarily include a combination of comparable counties, state, non-profit and profit organizations.
- The system will evaluate *internal equity*, which is the relative worth of each job in the county when comparing the required level of job competencies, formal training and experience, responsibility, and accountability of one job to another and arranging all jobs in a formal job grading structure or in broad-bands.
- The compensation system must be flexible enough to ensure that the county is able to recruit and retain a qualified workforce, while providing the structure necessary to effectively manage the overall compensation program.

Responsibilities

The Administrative Committee is responsible for reviewing recommendations made by management and the County Board of Supervisors will give final approval for the vendor and compensation system that will be used by the County of Door.

On an annual basis the consultant will provide salary structural movement trends. The county board will review and approve, as appropriate, recommended changes to the salary structure and position range movement as recommended by management and as determined through the market analysis process.

Professional support and consultation will be available to evaluate the compensation system and provide ongoing assistance in the administration of the program. The consultant will maintain the level of expertise required to provide information and recommendations necessary to ensure that, as the organization and external market changes over time, the compensation program continues to provide value to the County of Door employees' and its citizens.

As part of the annual budgeting process the county board will review and approve, as appropriate, funds to be allocated for total compensation, which would include base salaries, step and performance increases, and discretionary merit compensation awards.

Performance Review Process

In its continuing efforts to provide the highest quality of services to the citizens of Door County, while maintaining a rewarding work environment for its employees, the County has adopted a performance planning and review system as part of the overall compensation program.

Within this system, participating employees will, on a regular basis, engage in a process of planning and reviewing work activities.

The performance planning and review system is designed to enhance job satisfaction of County employees through clarification of performance requirements and utilization of a goal-setting process. For department heads and supervisors, this system should provide a valuable management tool for planning and evaluating work performed in their areas of responsibility.

This Performance Evaluation system applies to all General Municipal Employees of Door County.

OBJECTIVES

The Door County performance evaluation planning and review system was established to achieve the following objectives:

- Establish individual goals for continuing and/or improving work performance.
- Identify and develop plans to improve core competencies and work performed.
- Recognize, in a formal and documented process, individual employee performance.
- Develop consistent and equitable criteria to be used when evaluating employees.

Pay Adjustments

At the conclusion of the evaluation process the department head will provide the recommendation for any increase and submit the completed evaluation forms to the Human Resources Director for review and processing.

Merit/ Discretionary Performance Compensation

A merit/discretionary compensation award may be given by Department Heads and/or the County Administrator to those employees that are above the 115% threshold of the Compensation Plan who receive an evaluation level of above or substantially above requirements. This award is not to be part of an employee's base compensation, but rather a monetary lump sum award.

Note:

- The salary increase would be implemented on the first full pay period after the anniversary date of hire.
- The percent (%) increase shall not take the employee above maximum. If the amount of increase straddles the maximum it will be split with the amount up to the maximum and a one-time lump sum for that which is above.



DOOR COUNTY

Resolution No. 2015-103

Position Reclassification Requests for 2016

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BRANN			
BUR			
ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT			
KOK			
LIENAU			
MOELLER			
NEINAS			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
ZIPPERER			

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WHEREAS, Carlson Dettmann Consulting was contracted to review specific positions within the adopted Compensation Plan that were deemed to be misclassified. A total of 22 positions were reviewed; and

WHEREAS, The Consultant, Human Resources Director, and County Administrator, considered the personnel reclassification requests made and submitted changes to Administrative Committee; and

WHEREAS, Consultant Charlie Carlson presented and recommended to the Administrative Committee, on December 15, 2015 that five (5) of the 22 positions be reclassified; and

WHEREAS, The Administrative Committee unanimously agreed and recommends action by the County Board on reclassifying five (5) of the 22 positions reviewed by the Consultant.

The following personnel requests are recommended for approval:

Reclassifications

- | | |
|-----------------------------|----------------------|
| Highway Commissioner | Range 6 to Range 5 |
| Telecommunicator Supervisor | Range 13 to Range 12 |
| Child Support Specialist | Range 16 to Range 15 |
| WIC Director/Nutritionist | Range 12 to Range 10 |
| Cook | Range 19 to Range 17 |

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve the above action on the reclassifications detailed above

BOARD ACTION
Vote Required: Majority Vote of a Quorum

Motion to Approve _____ Adopted

1st Lienau Defeated

2nd Sohns

Yes: _____ No: _____ Exc: _____

Reviewed by: [Signature], Corp. Counsel

Reviewed by: [Signature], Administrator

FISCAL IMPACT: We estimate that the fiscal impact of these proposed reclassifications will have a fiscal impact of \$7,491.00 for 2016, which can be covered by the Payroll Contingency amount included in the 2016 Adopted Budget. MEJ

Certification:
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of December, 2015 by the Door County Board of Supervisors.

[Signature]
Jill M. Lau

SUBMITTED BY:

[Signature]
Dan Austad, Chairman
Door County Board of Supervisors



DOOR COUNTY

**Resolution No. 2015-104
CAPITAL IMPROVEMENTS FUND TO COUNTY ROADS &
BRIDGES FUND –
TRANSFER OF NON-BUDGETED FUNDS**

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	X		
BACON	X		
BRANN			X
BUR	X		
ENGLEBERT			X
ENIGL	X		
FISHER	X		
GUNNLAUGSSON	X		
HAINES	X		
HALSTEAD	X		
KOCH	X		
KOHOUT	X		
KOK	X		
LIENAU	X		
MOELLER	X		
NEINAS	X		
SCHULTZ	X		
SITTE	X		
SOHNS	X		
VIRLEE	X		
ZIPPERER	X		
	19	0	2

BOARD ACTION

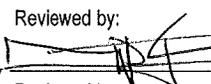
Vote Required: Two Thirds of Entire Membership

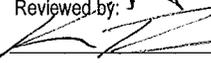
Motion to Approve Adopted

1st Lienau Defeated

2nd Schultz

Yes: 19 No: 0 Exc: 2

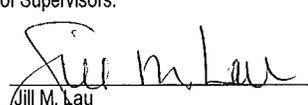
Reviewed by:  , Corp. Counsel

Reviewed by:  , Administrator

FISCAL IMPACT: The fiscal impact is a decrease of \$50,000 to paving / construction in the CIP Fund and an increase in the County Roads & Bridges Fund for the same amount. Reimbursements to the Highway Fund, 701, will be monitored and recorded by the Finance Department when the expenditures occur. MEJ

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of December, 2015 by the Door County Board of Supervisors.


Jill M. Lau
County Clerk, Door County

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, In accordance with Section 65.90(5)(a) Wisconsin Statutes
2 and Rules of Order #19 the amounts of the various appropriations and the
3 purposes for such appropriations stated in a budget may not be changed
4 unless authorized by a vote of two-thirds of the entire membership of the
5 County Board of Supervisors; and

6
7 **WHEREAS**, The Door County Highway Department will have an
8 unanticipated significant increase in 2015 in the routine maintenance expense
9 line. The expense for the cost of cleanup for wind, storms, flooding, culvert
10 wash out and shoulder repairs was greater than expected; and

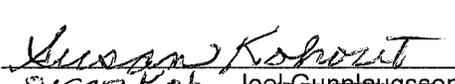
11
12 **WHEREAS**, The Highway Department, Fund 701 receives
13 reimbursement for county road maintenance from Fund 205, County Roads
14 and Bridges and also receives reimbursement for county road construction
15 from Fund 401, Capital Improvement Program Fund (CIP). There should be
16 sufficient savings from county roads paving/construction to cover the overage
17 in the county roads routine maintenance account which is expected to be
18 approximately \$50,000. The Highway Committee is requesting that the
19 overage in county roads routine maintenance in the County Roads and Bridges
20 Fund 205, be transferred from the CIP Fund 401 county roads
21 paving/construction to cover the budget deficit; and

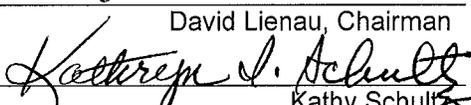
22
23 **WHEREAS**, The Finance Committee is recommending that an amount
24 not to exceed \$50,000 be transferred from account 401.51.7190.71101.205 in
25 the CIP Fund which is the paying fund for county road construction to Fund
26 205, County Roads and Bridges routine maintenance 205.42.4107.52440
27 which is the paying fund for the Highway Department, Fund 701.

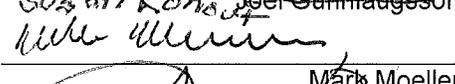
28
29 **NOW, THEREFORE, BE IT RESOLVED**, that the Door County Board of
30 Supervisors does hereby approve the transfer of up to \$50,000 from the CIP
31 Fund 401.51.7190.71101.205 to the County Roads and Bridges Fund account
32 205.42.4107.52440. The anticipated additional expenditures will be monitored
33 by the Finance Department staff.

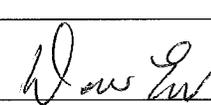
**SUBMITTED BY:
Finance Committee**

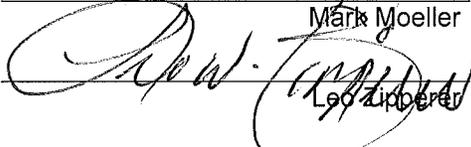

David Lienau, Chairman

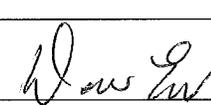

Susan Kohout, Joel Gunnlaugsson


Kathy Schultz


Mark Moeller


Charles Brann


Leo Zipperer


David Enigl