1. Agenda
   
   Documents:
   
   03-12-2019 AGENDA, SPECIAL PW AND HR MTG.PDF

2. Meeting Materials
   
   Documents:
   
   03-12-2019 SPEC JT PW-HR PACKET.PDF
Walworth County Public Works and Human Resources Committees  
SPECIAL JOINT MEETING NOTICE  
Tuesday, March 12, 2019  
2:30 PM  
County Board Room 114  
Walworth County Government Center  
100 W. Walworth St., Elkhorn, Wisconsin

Public Works: Rick Stacey, Chair  
Ken Monroe, Vice-Chair  
Supervisor Nancy Russell  
Supervisor Jerry Grant  
Supervisor William Norem

Human Resources: Tim Brellenthin, Chair  
Ken Monroe, Vice-Chair  
Supervisor Susan Pruessing  
Supervisor Rick Stacey

(Posted in compliance with Sec. 19.84 Wis. Stats.)

A quorum of the finance committee will be in attendance. It is possible that a quorum of the county board or any of its other committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator’s Office or on the County’s web page (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

A G E N D A

Note: all agenda items are subject to action.

1. Call to order
2. Roll call of committee members  
a) Public Works Committee  
b) Human Resources Committee
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of Minutes  
a) February 18, 2019 Public Works Committee Meeting (pp. 1-4)  
b) February 20, 2019 Human Resources Committee Meeting (pp. 5-7)

6. Public Comment Period
7. Consent Items

8. New business  
a) Requesting to Amend Section 15-359 of Chapter 15 of the Walworth County Code of Ordinances relating to Special Pay Premiums for certain Public Works employees (pp. 8-12)

9. Reports/announcements by Chairperson
10. Set/confirm next meeting date(s) and time(s) –
   • Public Works Committee - Monday, March 18, 2019 at 3:30 p.m.
   • Human Resources Committee – Wednesday, March 20, 2019 at 3:30 p.m.

11. Adjournment

Submitted by: Rick Stacey, Committee Chairperson
            Richard Hough, Director of Public Works
            Donna McIntyre, Human Resources Manager
            Tim Brellenthin, Human Resources Committee Chair

            Posted: March 6, 2019
Chair Rick Stacey called the meeting to order at 3:30 p.m.

Roll call of committee members was conducted, and all members were present: Chair Rick Stacey, Vice Chair Ken Monroe, and Supervisors Jerry Grant, William Norem and Nancy Russell.

**Others in Attendance**

County Board members: Supervisors Tim Brelenthin and Charlene Staples

County staff: Director-Public Works Richard Hough; County Administrator David Bretl; County Engineer Joe Kroll; Senior Project Manager John Miller; Public Works Finance Manager Penny Bishop; Human Resources Director Dale Wilson; Deputy Director of Health and Human Services (HHS) Carlo Nevicosi; Page Grandon, Jason Peters, Allan Griffin, Eric Patzold and other Public Works-Highway Division employees; Public Works Project Manager Intern Joe Latocha; and Deputy Corporation Counsel/Director of LURM Michael Cotter.

**Public comment** – Public comment on item 8.b. under New Business was heard prior to consideration of the item. Chair Stacey asked that comments be confined to the subject and speakers should refrain from personal attacks.

**Consent Items**

a) Bid Awards/Contracts/Specifications

1) **Summary Specifications for Judicial Center Exterior Entrance Upgrades** – Project #W1733

Senior Project Manager John Miller said the upgrades to the Judicial Center exterior entrance were recommended as a result of a US Marshal safety survey. The entrance has been redesigned to prohibit vehicles driving through the doors into the lobby. The plan also allows for additional handicap parking spaces. Court Security personnel reviewed and approved the specifications before they went for design. County Administrator Bretl recommended obtaining Judge Koss’ input on the specifications. **Supervisor Norem made a motion, seconded by Supervisor Russell, to approve the summary specifications for the Judicial Center Exterior Entrance upgrades. Motion carried 5-0.**

b) Reports

1) **Bi-Monthly Public Works Report**

Director-Public Works Richard Hough presented the first installment of his bi-monthly Public Works Report. The comprehensive report included information on: personnel, vacancies, overtime, flex time, material and equipment, policy implementation, plans, training and leadership development, projects and facilities, and a log of Public and Private concerns. Hough introduced Dennis Clark, Assistant Director of Fleet, Parks and Facilities, and announced that the Assistant Director-Highways Barry Pierce would be starting work on February 25th. From January 1 through February 3, there were 1,108 hours of accumulated overtime for the Highway Division. As of today, there are 2,000 hours, which represents two-fifths of the total overtime budget. Salt is depleting; some municipalities have been cut off as they are 20% over their allocations.
Hough said an assessment of 2018 equipment hours was conducted, which revealed some of the trucks are beneath the desirable 500 hours per fleet truck used on State highways. The fleet management policy has been overhauled, emphasizing greater preventive maintenance to extend the life of the equipment. Hough said he met with Group 1 of the leadership team and they are developing a policy on winter operations and plows. He will bring recommendations to the Committee in April. Team 2 is working on maintenance and logistics.

Hough said 29 projects were carried over from 2018; with the Project Manager Intern’s assistance, more projects will be completed this year. Capital projects have been prioritized and placed in quarterly “buckets,” in an attempt to avoid overloading staff and Purchasing.

The Department is keeping a log of public and private concerns, which will be provided to the Committee on a regular basis. He emphasized that the calls received were broken down into categories of Notification, Complaint and Claim. A notification is not attributed to an employee or operational error. Staff investigates all complaints and claims.

The last report Hough provided was a Side-by-Side Comparison of State Maintenance Category B Counties, showing how Walworth County ranks next to other Category B Counties. He noted Walworth County is the sixth highest user of salt on the roadways. Expanded brining should reduce the salt use. Hough asked the Committee to contact him if there is further information they would like included in future reports.

2) Update on new State Law for Highway Maintenance
Hough said he followed up as directed on a whether or not the State has enacted a law prohibiting counties from doing road construction. The proposed bill never made it out of committee.

New Business
- Change Order #18-014-C02 for HHS Facility Project #18-014
  Hough complimented County Engineer Joe Kroll for his efforts in combining several additive and deductive change orders to achieve a minimum financial impact as a result of removing the Child Support suite on the second floor of the new building. Another inclusion in the change order was adding tile finish on the main lobby stairway, which was omitted from the finish schedule in the original bid documents. **Supervisor Norem made a motion, seconded by Supervisor Russell, to approve change order 18-014-C02 in the amount of $5,668.04. Motion carried 5-0.**

Public Comment
Page Grandon, Public Works-Highway Patrolman, stated his concern with the new work rules, saying they were confusing. He said another long-term employee is leaving to work for another county, and that recruiting and training new employees costs the department in experience and time lost. He feels the loss of quality employees affects the department long-term. Grandon said Highway crews are concerned about getting a $5 shift differential on a Sunday, for example, and having those overtime hours flexed later in the work week. He reiterated that the State reimburses Public Works 100% for all equipment and labor on state roads in the County and those funds should be utilized.

Jason Peters, Public Works-Highway Patrolman, said he has been an employee for 13 years and is currently a crew leader. He said he takes great pride in his work and protecting public safety. He said crews get called in at all hours of the night and on holidays. Employees are worried because of the changing work rules and the potential of disciplinary action if they do not come in; however, many of their comp and vacation banks are full and they lose money if they do not take time off.
Eric Patzold, Public Works-Highway Patrolman, said he has been at the County for two years. He did some investigating on his own on other counties’ policies as to overtime and shared them with Hough. Out of 72 counties, 56 of them do not make employees flex overtime hours. None of the counties pay a shift premium. All counties he spoke to have experienced difficulty in recruiting and retaining qualified personnel.

- Request to Amend Section 15-359 of Chapter 15 of the Walworth County Code of Ordinances relating to Special Pay Premiums for certain Public Works employees

Hough said his department and Human Resources surveyed other counties. He said answers to questions vary depending upon whether the contact person is involved in human resources or highway operations. Human Resources Director Dale Wilson said the survey results contained in the agenda packet were obtained from county Human Resources or Administration personnel. Results show that not many counties utilize a pay premium and “most use an overtime rate of time and a half.” Hough affirmed that the information Mr. Patzold received was correctly recorded, but inaccurate. He said that at the County Commissioners conference, crew rest issues and overtime were overriding concerns. Hough said 60% of the counties pay time and a half after 40 hours. He thinks the shift premium is a fair offer. He added that if crews think the work rules are too complex, he can work to simplify them. Discussion ensued on overtime compensation and safety policies. Supervisors had consensus that department work rules should define a maximum number of hours drivers should be allowed in trucks for safety purposes. Vice Chair Monroe made a motion, seconded by Supervisor Russell, to eliminate the proposed shift differential and to authorize pay of time and a half for all hours worked outside of the regular workday schedule of 7:00 a.m. to 3:30 p.m., Monday through Friday. Supervisor Grant said in his experience, rule changes always come with some confusion, and staff needs to be patient. He emphasized that the County is under a mandated tax levy cap, which has to be met. He proposed a 10-hour limit on time in trucks for safety reasons. He also stated that employees were apprised of having to work extra hours at the time of hire. Grant said he would support the shift differential, but not the time and a half. The Chair called for the vote and the motion carried 4-1, with Supervisor Grant opposed. Bretl said the Human Resources Committee would consider the issue on Wednesday, February 20th.

- Resolution **-03/19 Authorizing the Closure of Highway Project CTH H (120-N of Genoa City) and Transferring Remaining Funds

Vice Chair Monroe made a motion, seconded by Supervisor Norem, to recommend approval of Resolution **-03/19 Authorizing the Closure of Highway Project CTH H (120-N of Genoa City) and Transferring Remaining Funds. Motion carried 5-0.

- Resolution **-03/19 Approving an Agreement By and Between Aurora Health Care Southern Lakes Inc. and Walworth County Concerning Transfer of the County-Owned Boiler House in Exchange for Land

Supervisor Norem made a motion, seconded by Supervisor Russell, to recommend approval of Resolution **-03/19 Approving an Agreement By and Between Aurora Health Care Southern Lakes Inc. and Walworth County Concerning Transfer of the County-Owned Boiler House in Exchange for Land. Motion carried 5-0.

Reports/Announcements by Chair – There were none.

Confirmation of next Public Works Committee meeting date and time: Monday, March 18, 2019 at 3:30 p.m.
Closed Session

The Committee convened in closed session at approximately 4:43 p.m. on motion and second by Supervisors Grant and Russell pursuant to the exemption contained in Section 19.85(1) (e) of the Wisconsin Statutes, “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session” relative to the items listed below. A roll call vote was conducted and all members present voted “aye. County Administrator David Bretl, Director-Public Works Richard Hough, Deputy Director of HHS Carlo Nevicosi, Board Supervisor Tim Brellenthin, Public Works Finance Manager Penny Bishop, County Engineer Joe Kroll, Deputy Corporation Counsel/Director of LURM Michael Cotter and Assistant Director-Fleet, Parks and Facilities Dennis Clark remained in closed session.

a) Establishing a value and terms of any potential conveyance of the County Health and Human Services building

The committee reconvened in open session at 5:05 p.m. on motion and second by Supervisors Grant and Norem.

Supervisor Grant made a motion, seconded by Supervisor Norem, to direct staff to proceed as discussed in closed session. Motion carried 5-0.

Adjournment

On motion by Vice Chair Monroe, seconded by Supervisor Grant, Chair Stacey adjourned the meeting at 5:07 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved by the Committee at the next regular business meeting.
Chair Tim Brellenthin called the meeting to order at 3:30 p.m.

Roll call was conducted and the following members were present: Chair Tim Brellenthin, Vice Chair Ken Monroe, and Supervisors Susan Pruessing and Rick Stacey. Supervisor Kathy Ingersoll was absent. A quorum was declared.

**Others in Attendance**

**County Board members:** Supervisors William Norem, Charlene Staples and David Weber

**County staff:** County Administrator David Bretl; Human Resources (HR) Director Dale Wilson; Deputy County Administrator-Finance Nicki Andersen; Director-Public Works Richard Hough; Risk/Benefits Manager Lisa Henke; Undersheriff Kevin Williams; Deputy Director of LURM/County Conservationist Shannon Haydin; Public Works-Highway Division Patrolman Page Grandon

**Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to move consideration of Unfinished Business (item 7.a) for consideration after item 8.a. under New Business, and to approve the agenda as amended. Motion carried 4-0.**

**New Business**

- Resolution Authorizing the Reclassification of an Urban Conservation Specialist Position to a Senior Urban Conservation Specialist Position in Land Use and Resource Management (LURM)

  Human Resources Director Dale Wilson said LURM reviewed the Urban Conservation Specialist position from an operations standpoint and revised the job description and title to accurately reflect the experience and qualifications the job requires. Human Resources reviewed the updated description and determined the new position should be in the 15M pay classification range. Wilson supports the reclassification, stating it falls into line with the rest of the County’s lead worker positions. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the reclassification. Motion carried 4-0.**

**Public comment** – Page Grandon, Public Works Highway Division Patrolman, stated he recently applied for a Groundskeeper position in the Public Works Facilities Division and was not selected for an interview. Grandon stated he performed the job duties of maintaining county grounds and parks several years ago. He also applied for the Groundskeeper job four years ago when it was posted and would have been selected but he requested more money commensurate with his experience. Former Public Works Director Kevin Brunner sent a letter in favor of Grandon’s selection to Human Resources at that time. Grandon said he asked Director-Public Works Richard Hough why he was not selected for an interview for the current position, and Hough informed him that Human Resources never forwarded Grandon’s application to him for review. Grandon inquired with Human Resources and was told he did not meet the educational requirements for the position. Grandon indicated he met with Mr. Wilson, who informed him that County Administrative Procedures do at times allow substitution of a certain number of years of experience for years of education, and he believes he has the required experience. Wilson said he reviewed the Administrative Procedures and agreed Grandon did not meet the minimum requirements for the position by substituting years of experience for the required education of the position. Wilson reviewed all of the applications and the other applicants selected for interviews were more qualified on paper than Grandon. Grandon reiterated he feels he is qualified for the position [which was already hired] and was denied the opportunity of an interview by Human Resources.
Unfinished Business

- Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Certain Public Works Employees

County Administrator Bretl said there have been lengthy discussions at the Public Works Committee meetings in January and this week about the proposed pay premiums for certain Public Works employees, including public comment from employees. A lengthy packet of information on the subject was forwarded to Supervisors before this meeting, and he had extra copies if anyone wished. The Public Works Committee voted 4-1 to eliminate the proposed shift differential and recommended time and one-half pay for any hours worked outside of the regular Monday-Friday, 7:00 a.m. to 3:30 p.m. schedule.

Wilson distributed the revised ordinance draft prior to the meeting. He noted that if the ordinance is approved, the effective date will be May 26, 2019, the beginning of a pay period. The delayed implementation is to allow payroll personnel to do the necessary scheduling and coordination with Public Works software. Wilson noted that the fiscal impact statement is conservative, as weather and other operational factors are unpredictable. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the revised document as presented. Motion carried 4-0.**

New Business

- Resolution Adopting a Pay Range for a Casual Administrative Clerk II Position

Wilson said due to a retirement of a long-term employee in the Finance Department, and newly hired staff helping with Lakeland Health Care Center’s (LHCC) scheduling area, Administrator Bretl and he approved the recruitment of a Limited Term Position to bring back a former LHCC scheduler to help with the information transfer and training of a new employee. The creation of the pay range was authorized prior to Board approval to bring the person on board quickly due to the circumstances. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to approve the resolution adopting the pay range for the Casual Administrative Clerk II position. Motion carried 4-0.**

- Request to overfill the Comptroller position in Finance per Section 15-18 of the Walworth County Code of Ordinances

Bretl noted he approves overfilling the Comptroller position to ensure a smooth transition and continuity of knowledge and operations in the Finance Department. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the request to overfill the Comptroller position. Motion carried 4-0.**

- Resolution Approving a Contract Settlement Agreement by and between Walworth County and the Deputy Sheriff’s Association for the Period of January 1, 2019 to December 31, 2021

Wilson distributed an update to the resolution, which contained an error in the fiscal note. The Union has ratified the tentative agreement and the language as proposed fits within the parameters defined by the Committee. **Supervisor Stacey made a motion, seconded by Supervisor Pruessing, to recommend approval of the resolution approving a contract settlement by and between Walworth County and the Deputy Sheriff’s Association for the period January 1, 2019 to December 31, 2021. Motion carried 4-0.**

Reports

- Worker’s Compensation & Training Report

Risk/Benefits Manager Lisa Henke summarized the Worker’s Compensation and Training Report for November and December 2018 and January 2019. There were 33 reported incidents, 16 of which were report only; 16 required medical treatment as a result of the incident; and one incident required medical treatment and time away from work. Amounts paid by department for the incidents and the outstanding reserves were listed in the report. Exhibit A of the report shows the costs associated with claims that are...
still open from previous years as of the end of January. As per request, the types of claims, body parts injured and causes of injuries were included. Henke included a list of department training with the topic, dates of training and staff attendance. Henke emphasized the department heads and/or their designees are responsible for completing safety training within their departments. Human Resources sent all employees educational topics to help prevent work related injuries and additional safety information.

**Reports/announcements by Chair** – Chair Brellenthin noted that it was Dale Wilson’s last meeting as Human Resources Director. He thanked him for his guidance to the Committee and accomplishments at the County. He wished him well in the future.

**Confirmation of next meeting:** Wednesday, March 20, 2019 at 3:30 p.m.

**On motion by Vice Chair Monroe, seconded by Supervisor Pruessing, Chair Brellenthin adjourned the meeting at 4:01 p.m.**

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved at the next regularly scheduled committee meeting.
Memorandum

To: County Board Supervisors

From: David A. Bretl, County Administrator

Date: March 6, 2019

RE: DPW Shift Differential

I am enclosing the packet for the upcoming special meeting of the Human Resources and Public Works Committees.

I am suggesting some amendments to the ordinance that is included with the Board packet to ensure that there is no misunderstandings as to how the shift differential is implemented. The proposal was to pay a shift differential equivalent to time-and-one-half for hours outside of the 7:00 a.m. to 3:30 p.m. work day. I think the ordinance that was presented at committee could be interpreted in a number of different ways.

Enclosed is a memo from Dale Wilson as well as some examples that illustrate different pay situations.

DAB/sr
Memorandum

To: County Board Human Resources Committee

From: Dale Wilson, Human Resources Director

Date: March 1, 2019

Re: Ordinance Relating to Special Pay Premiums for Certain Public Works Employees

After reviewing the material distributed at your February 20, 2019 Committee meeting, county staff noticed the wording in the material distributed may be able to be interpreted multiple ways and would need clarification. Included is an updated version of the Ordinance amendment. Staff believes the updated version clarifies the intent of the action the Human Resources Committee took on February 20, 2019.

The changes do not alter what staff believes was the intent of the Committee. Rather, the changes provide clarity to minimize confusion as to the specific amount of the pay premium and how the pay premium would be applied.

Please review the updated version and a special Human Resources Committee meeting will be scheduled to discuss the updated version to ensure the language properly codifies the Committee’s intent.
DPW Special Pay Premium Scenario Analysis:

The following scenarios are based on an employee with an hourly wage of $25 who receives an additional half time (0.5) wage premium for hours worked outside of schedule and overtime pay for any hours over 40 for the week.

Scenario # 1

<table>
<thead>
<tr>
<th>Scenario # 1</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>TOTAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start:</strong></td>
<td>12:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>8:00</td>
<td></td>
</tr>
<tr>
<td><strong>End:</strong></td>
<td>16:00</td>
<td>15:30</td>
<td>11:00</td>
<td>15:30</td>
<td>15:30</td>
<td>15:30</td>
<td>13:00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td>4:00</td>
<td>8:00</td>
<td>4:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>5:00</td>
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</tr>
<tr>
<td><strong>Reg Hours:</strong></td>
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<td>8.0</td>
<td>4.0</td>
<td>8.0</td>
<td>8.0</td>
<td>8.0</td>
<td>0.0</td>
<td>40.0</td>
</tr>
<tr>
<td><strong>Premium Hours:</strong></td>
<td>4.0</td>
<td>0.0</td>
<td>4.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>5.0</td>
<td>8.0</td>
</tr>
<tr>
<td><strong>OT Hours:</strong></td>
<td>0.0</td>
<td>5.0</td>
<td>5.0</td>
<td>5.0</td>
<td>5.0</td>
<td>5.0</td>
<td>5.0</td>
<td>15.0</td>
</tr>
</tbody>
</table>

In this scenario, the employee would earn:
- A rate of 1.5 pay for Sunday's hours (1.0 reg. wage and 0.5 prem.) for hours worked outside of schedule
- A rate of 1.0 pay for Monday to Friday's hours (regular wage)
- Overtime Pay for the hours worked on Saturday as they occurred after 40 hours for the week.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Rate</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular: 40.00</td>
<td>$25</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>Premium: 4.00</td>
<td>$12.50 ($25 x 0.50)</td>
<td>$ 50</td>
</tr>
<tr>
<td>OT: 5.00</td>
<td>$38.00 (OT rate)</td>
<td>$ 190</td>
</tr>
</tbody>
</table>

Total Weekly Gross Earnings: $ 1,240

Scenario # 2

<table>
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<tr>
<th>Scenario # 2</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<td>7:00</td>
<td>9:00</td>
<td></td>
</tr>
<tr>
<td><strong>End:</strong></td>
<td>17:30</td>
<td>16:30</td>
<td>17:30</td>
<td>18:30</td>
<td>15:30</td>
<td>13:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td>0:00</td>
<td>10:00</td>
<td>9:00</td>
<td>10:00</td>
<td>11:00</td>
<td>8:00</td>
<td>4:00</td>
<td>52.00</td>
</tr>
<tr>
<td><strong>Reg Hours:</strong></td>
<td>10.0</td>
<td>9.0</td>
<td>10.0</td>
<td>11.0</td>
<td>0.0</td>
<td>0.0</td>
<td>4.0</td>
<td>40.0</td>
</tr>
<tr>
<td><strong>Premium Hours:</strong></td>
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<td>1.0</td>
<td>2.0</td>
<td>3.0</td>
<td>0.0</td>
<td>0.0</td>
<td>8.0</td>
<td>8.0</td>
</tr>
<tr>
<td><strong>OT Hours:</strong></td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>12.0</td>
</tr>
</tbody>
</table>

In this scenario, the employee would earn:
- A rate of 1.0 pay for Monday to Thursday's hours worked within the schedule (regular wage)
- A rate of 1.5 pay for Monday to Thursday's hours (1.0 reg. wage and 0.5 prem.) for hours worked outside of schedule
- Overtime Pay for the hours worked on Friday and Saturday as they occurred after 40 hours for the week.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Rate</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular: 40.00</td>
<td>$25</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>Premium: 8.00</td>
<td>$12.50 ($25 x 0.50)</td>
<td>$ 100</td>
</tr>
<tr>
<td>OT: 12.00</td>
<td>$38.50 (OT rate)</td>
<td>$ 462</td>
</tr>
</tbody>
</table>

Total Weekly Gross Earnings: $ 1,562

Date Prepared: 02/28/2019
ORDINANCE NO. 1163 - 03/19

AMENDING SECTION 15-359 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO SPECIAL PAY PREMIUMS FOR CERTAIN PUBLIC WORKS EMPLOYEES

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Section 15-359 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-359. Special pay premiums.

(b) Any premium listed below is paid on productive hours only.

<table>
<thead>
<tr>
<th>Type of Premium</th>
<th>How Much</th>
<th>Who</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unscheduled Hours</td>
<td>Additional one-half hourly pay rate</td>
<td>Hourly Public Works employees *Excludes Public Works administrative staff, casual and limited-term employees (LTE)</td>
<td>Received for any non-overtime hours worked outside of the regular Monday-Friday 7:00 a.m. – 3:30 p.m. schedule, as defined by departmental policy, or outside an approved revised schedule as allowed by Section 15-120 (c)</td>
</tr>
</tbody>
</table>

PART II: That this ordinance shall become effective no later than May 26, 2019.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 12th day of March 2019.

_______________________  ____________________________
County Board Chair      Attest: County Clerk

County Board Meeting Date: March 12, 2019

Action Required: Majority Vote ___X___ Two-thirds Vote ______ Other ______

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

_______________________  ____________________________
David A. Bretl          Date                         Nicole Andersen          Date
County Administrator/Corporation Counsel  Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.
Ordinance No. 1163-03/19
Fiscal Note and Policy Impact Statement

I. Title: Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Certain Public Works Employees

II. Purpose and Policy Impact Statement: The purpose of this ordinance amendment is to set a special pay premium for non-overtime hours of certain regular employees in the Department of Public Works who actively provide support outside of normal DPW business hours of 7:00 a.m. to 3:30 p.m. or outside an approved revised schedule. The premium would not apply to Public Works administrative staff, casual and limited-term employees, nor would it apply during periods of overtime. This will be implemented no later than May 26, 2019 or whenever appropriate information technologies can be adjusted accordingly.

III. Is this a budgeted item and what is its fiscal impact: The existing 2019 DPW payroll budget can accommodate the implementation of this additional pay premium due to management’s implementation of work rules and with winter operations in the first part of the year being completed by the time these changes are effective. It is anticipated that future annualized costs could be increased by $140,453, or significantly more depending on actual hours worked, which will be budgeted for in future years if deemed necessary.

IV. Referred to the following standing committee(s) for consideration and date of referral:

Committee: Public Works
Date: March 12, 2019

Vote:

Committee: Human Resources
Date: March 12, 2019

Vote:

County Board Meeting Date: March 12, 2019

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

David A. Bretl
County Administrator/Corporation Counsel

Nicole Andersen
Deputy County Administrator - Finance