



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 04/24/2018

Amended* Post Date: 04/26/2018 was handed out at the meeting

The following documents are included in the packet for the Personnel Committee on April 25, 2018:

- 1) Agenda
- 2) Draft minutes from 03/22/2018
- 3) Explanation of exempt/non-exempt employment status
- 4) **Exemption Chart***
- 5) Resolution relating to Base Wage Compensation Adjustment for Employees with 10 Years of Service or More with Green Lake County



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

Personnel Committee Meeting Notice

***Date: Wednesday, April 25, 2018 Time: 6:00 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI***

AGENDA

Committee Members

*Joe Gonyo
Robert Lyon
Robert Schweder
Curt Talma
Sue Wendt*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Election of Chair
5. Election of Vice Chair
6. Minutes: 03/22/18
7. Correspondence
8. Update on hiring status of Ag, Education & Fair Coordinator LTE position
9. Administrator report on Halogen annual performance evaluation process for 2017
10. Discussion and possible action on designation of positions as Exempt/Non-Exempt per FLSA
11. Resolutions/Ordinances
 - Base Wage Compensation Adjustment for Employees with 10 Years of Service or More with Green Lake County
12. Committee Discussion
 - Future Meeting Dates: To be determined
 - Future Agenda items for action & discussion
13. Adjourn

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

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

OVERTIME & FAIR LABOR STANDARDS ACT (FLSA)

The Fair Labor Standards Act ("FLSA") has two primary requirements:

- (1) that employers compensate their hourly wage employees at no less than the prevailing minimum wage subject to any state or local minimum wage requirements; and
- (2) that employers pay overtime to their employees at the rate of one and one-half times the employee's normal hourly rate for all hours worked in excess of 40 in a week.

Under the FLSA, employees fall into **two** categories:

(1) Those who are **not exempt**.

Nonexempt employees enjoy all of the protections provided by the FLSA, and generally are paid on an hourly basis and,

(2) Those who are **exempt** from minimum wage and overtime pay requirements.

To qualify for an exemption, employees generally must:

- (a) meet certain tests regarding their job duties; and
- (b) be paid on a salary basis at not less than \$455 per week (\$23,660 per year).

EXEMPT EMPLOYEES

There are several classifications of employees that fall under the FLSA exemptions. The most common exemptions are for executive, administrative, professional, and computer employees.

Executive Employee Criteria. An "executive" exempt employee is one who:

- ☐ Primarily manages a department or subdivision;
- ☐ Directs the work of two or more full-time employees or the equivalent; and
- ☐ Has the ability to hire, fire and discipline, or recommend changes in status.

Examples may include:

- Payroll Manager, Building & Grounds Director, Human Resources Manager, Business Operations Manager, Accounting Manager.
- Department heads, such as land conservation director, child support director, forest administrator, zoning administrator, social services director.

Administrative Employee Criteria. An “administrative” exempt employee is one who meets all of the following criteria:

- ☐ Primary duties consist of office or non-manual work;
- ☐ Duties are directly related to management policies or general business operations; and
- ☐ Performance of job customarily and regularly requires the exercise of discretion and independent judgment.

Examples may include:

Human Resources Generalist, Internal Auditor, Budget Analyst, Grants Specialist, Office Manager, Deputy County Clerk or Deputy Register of Deeds.

Learned Professional Criteria. A “learned professional” exempt employee is one whose position:

- ☐ Requires advanced knowledge in a field of science or learning;
- ☐ Is predominantly intellectual;
- ☐ Is acquired by a prolonged course of specialized instruction.

Examples may include:

Physician (M.D., D.D.S.), Certified Nurse Practitioner, Architect, Lawyer, Teachers/Professors, Clinical Social Worker, Registered Nurse.

Computer Professional Criteria. A “computer professional” is someone employed as a computer systems analyst, programmer, software engineer, or similarly skilled worker whose primary duties consist of:

- ☐ Application of systems analysis techniques;
- ☐ Design, development, documentation, analysis, creation, testing, or modification of computer systems or programs; or
- ☐ Design, documentation, testing, creation, or modification of computer programs related to machine operating systems.

NONEXEMPT EMPLOYEES

Nonexempt employees are those whose job duties do not meet the executive, administrative, professional, computer professional, or any other exempt employee category under the FLSA.

Compensable Work Time. Nonexempt employees must be paid for all “hours worked.” “Hours worked” means time suffered or permitted to work. The workweek may begin on any day and may be different for different employees. If the employer knows or has reason to believe that an employee is working, that time is work time.

GREEN LAKE COUNTY

2017

Pay Group	Job Title	Dept.	Minimum
	* indicates EXEMPT position		
1	* County Administrator	ADM	\$92,626
2	* Corporation Counsel	CORP	\$86,142
3	* Health and Human Services Director	HHS	\$80,112
4	* Highway Commissioner	HWY	\$74,504
5	* Chief Deputy	LE	\$69,289
	* IT Technical Director	IT	
6	* Land Use Planning and Zoning Director	ZON	\$64,439
7	* ADRC Director	HHS	\$59,928
	* Aging/LTC Manager	HHS	
	* Economic Support Services/Child Support Manager	HHS	
	* Behavioral Health Manager	HHS	
	* Children and Family Services Unit Manager	HHS	
	* Corrections Administrator	LE	
	* County Conservationist Director	LC	
	* Emergency Management Director	EMS	
	* Fox River Industries Manager	FRI	
	* Health Officer/Unit Manager	HHS	
	* Highway Superintendent	HWY	
	* Maintenance Supervisor	MAINT	
8	* CLTS/CC Coordinator	HHS	\$55,733
	* Dual Diagnosis Clin. Therap.Mental Hlth/Substance Abuse	HHS	
	* Intensive In-Home Clinical Therapist	HHS	
9	Maintenance Technician	MAINT	\$51,832
	Soil Conservationist III	LC	
	* Outpatient Psychiatric Clinic Nurse	HHS	
	* Public Health Nurse RN	HHS	
	Sergeant of Corrections	LE	
	Sergeant of Communications	LE	
	* Veterans Service Officer	VSO	
10	* GIS Specialist	ZON	\$48,203
	* Highway Engineer Technician	HWY	
	Highway Forman	HWY	
	* IT Support Specialist	IT	
	* Register in Probate	CCP	
	Soil Conservationist II	LC	

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Pay Group	Job Title	Dept.	Minimum
11	* indicates EXEMPT position		
	ADRC Resource Specialist	HHS	\$44,829
	Adult Protective Services Worker	HHS	
	Birth to 3 Services/Family Support Coordinator	HHS	
	Child Protection Intake Worker	HHS	
	Children & Family Services Case Manager	HHS	
	CST Coordinator	HHS	
	* CSP Professional Crisis Worker	HHS	
	Mental Health Case Manager	HHS	
	CCS Service Facilitator	HHS	
	Drug Court Coordinator	HHS	
	Code Enforcement Officer	ZON	
	Community Response Social Worker	HHS	
	Disability Benefits Specialist	HHS	
	Elderly Benefit Specialist	HHS	
	* Executive Administrative Assistant	Various	
	Juvenile Court Dispositional Social Worker	HHS	
	Juvenile Court Intake Social Worker	HHS	
	Mechanic/Parts Foreman	HWY	
	Nutrition Volunteer Coordinator	HHS	
	* Production Supervisor	FRI	
	* Services Coordinator	FRI	
	Soil Conservationist I	LC	
Supported Employment Program Coordinator	FRI		
* Teacher	FRI		
12	* Account Budget Coordinator	CC	\$41,691
	* Financial Manager	HHS	
	* Clerk of Court Chief Deputy	COC	
	* Treasurer Chief Deputy	TRE	
	Communications Officer	LE	
	Corrections Officer	LE	
	General Laborer	HWY	
	Mechanic II	HWY	
	* Paralegal/Office Manager	DA	
	Sign Man	HWY	
13	Account Clerk/Billing Specialist	HHS	\$38,773
	Administrative Assistant	Various	
	Sheriff's Office/Corrections Clerk	LE	
	Court Records Clerk	COC	
	Court Services Deputy	LE	
	* Deputy County Clerk	CC	
	* Deputy Register of Deeds	ROD	
	* Judicial Assist/Assist Reg of Probate	CCP	
	* Legal Assistant/Administrative Assistant	CORP	
	* Legal Clerk	DA	
	Program Specialist	UWEX	
	Secretary/ Bookkeeper II	FRI	
	* Victim/Witness Coordinator	DA	
	* HR Coordinator	ADM	

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Pay Group	Job Title	Dept.	Minimum
	* indicates EXEMPT position		
14	Economic Support Worker	ES	\$36,059
	Public Health Program Specialist	HHS	
	Maintenance Repairperson	MAINT	
	Child Support Specialist	CS	
15	Court Services Officer	LE	\$33,535
	* Deputy Veteran Service Officer	VSO	
	* Deputy County Clerk - PT	CC	
	* Deputy Treasurer - PT	TRE	
	Lead Bus Driver	FRI	
16	Community Integration Production Aide	FRI	\$31,187
	Community Residential Service Aide	HHS	
	Master Control Aide-Part Time	LE	
	Material Handler/Bus Driver	FRI	
	Program Aide	FRI	
	Data Entry Specialist/Insurance Representative	HHS	
	Recidivism Reduction Aide	LE	
	Secretary I - PT	HHS	
17	Maintenance Custodian	MAINT	\$29,004
18	OPEN		\$26,974
19	* Meal Site Manager - Part Time	HHS	\$25,086

RESOLUTION NUMBER -2018

**Base Wage Compensation Adjustment for Employees with
10 Years of Service or More with Green Lake County**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of May 2018, does resolve as follows:

- 1 **WHEREAS**, in 2013 the Green Lake County Board of Supervisors adopted a
- 2 Compensation Structure and Wage Plan for all non-represented employees as
- 3 developed by WIPFLI, LLC; and

- 4 **WHEREAS**, in 2017 the Green Lake County Board of Supervisors adopted Resolution
- 5 #2-2017 updating the Compensation Plan and Merit Pay Policy; and

- 6 **WHEREAS**, in 2017 the Green Lake County Board of Supervisors adopted Resolution
- 7 #14-2017 establishing the 2018 budget allocation for annual merit pay increases for
- 8 employees hired after 6/30/2017 and effective 1/1/2018 of 2%; and

- 9 **WHEREAS**, the Green Lake County preliminary 2017 year-end general fund financial
- 10 statements reflect a salary and fringe benefits savings of approximately \$75,000; and

- 11 2/3 vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain 0

, Chair

Passed and Adopted/Rejected this 15th
day of May 2018.

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

12 **WHEREAS**, subsequent to the allocation of the 2018 merit pay increases, financial
13 analysis shows that the hourly pay rate for eight (8) employees with 10 years of service
14 or more, eight (8) employees with 15 years of service or more, five (5) employees with
15 20 years of service or more, nine (9) employees with 30 years of service or more, and
16 one (1) employee with 40 years of service or more are well below the midpoint of their
17 wage range; and

18 **WHEREAS**, the accumulated years of service for these 31 employees exceeds 700
19 years, these employees are highly skilled, high performing as evidenced by their
20 respective annual performance evaluations, and have demonstrated strong commitment
21 and dedication to a career in public service with Green Lake County.

22 **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of
23 Supervisors does hereby authorize an hourly wage rate increase to the wage range
24 midpoint for those 23 high performing employees with 15 years of service or more with
25 Green Lake County effective the first full pay period of July 2018.

26 **BE IT FURTHER RESOLVED** that the Green Lake County Board of Supervisors does
27 hereby authorize an hourly wage rate increase to 95% of the wage range midpoint for
28 those 16 high performing employees with 10 years of service or more with Green Lake
29 County effective the first full pay period of July 2018.

30 **BE IT FURTHER RESOLVED** that unused 2017 general fund salary and fringe funds to
31 be carried forward to 2018 shall cover the costs of this wage rate increase up to the
32 appropriate compensation plan pay group midpoint in an amount not to exceed
33 \$55,000.

34 **FISCAL NOTE:** An amount not to exceed \$55,000 shall be allocated from the
35 Non-Lapsing Retirement/Salary/Fringe account #18-101-23-51820-999-000 to cover the
36 cost of this base wage compensation adjustment, associated FICA and County share of
37 the retirement contribution costs.