

## EXECUTIVE COMMITTEE

DATE: Tuesday, June 4, 2019  
TIME: 8:00 a.m.  
LOCATION: Wood County River Block – Auditorium, Room 206  
111 W. Jackson St.  
Wisconsin Rapids, WI

1. Call meeting to order
2. Public comments
3. CONSENT AGENDA
  - (a) Review/approve minutes from previous committee meetings
  - (b) Review monthly letters of comment from department heads.
  - (c) Approval of departments vouchers – County Board, County Clerk, Maintenance and Purchasing, Risk Management, Information Technology, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Review and award Renewable & Sustainable Grants and Lean Process Initiative Grants
6. Discuss Renewable and Sustainable Committee Structure
7. Update on Sol-Smart
8. Update on county strategic plan
9. **Treasurer**
  - (a) Resolution(s) to sell tax deed property from sealed bid sale.
10. **Finance**
  - (a) Debt Resolution
  - (b) CIP discussion
  - (c) Budget Parameters to Departments
11. **Human Resources (HR)**
  - (a) Health Insurance Presentation – Tim Deaton, The Horton Group
  - (b) Budget Resolution to correct resolution 19-5-6
  - (c) Employee Policy Handbook Resolution
12. Administrative Coordinator's Report
13. Set next regular committee meeting date – Tuesday, July 9, 2019
14. Adjourn

## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, May 7, 2019  
**TIME:** 8:00 a.m.  
**PLACE:** Nepco County Park – Shelter Building  
Wisconsin Rapids, WI

**PRESENT:** Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach,  
Donna Rozar, Adam Fischer, Bill Winch

**OTHERS PRESENT** (for part or all of the meeting): See attached list.

The meeting was called to order by Chair Machon.

**Public Comment** – Maintenance Manager Van Tassel informed the Committee about an electrical power surge which occurred around 10:30 a.m. Monday, May 6<sup>th</sup> at River Block. The electrical service provider for the building, Consolidated Water Power Company, experienced a ground fault at one of their substations. Van Tassel reported this created a momentary loss of power, followed by an electrical surge that caused significant damage to several of the building systems and equipment. Some of the affected items included the HVAC system, elevators, fire alarm, lighting, as well as other equipment. The damage, which caused the overheating of multiple surge protectors, triggered the fire alarm and resulted in the evacuation of the building. Employees were advised to work from alternate locations if possible. River Block was locked down for the remainder of the day while crews began evaluating the building to assess damage and ensure it was safe to resume operations the next morning. Van Tassel is working with Safety/Risk Manager Stelzer regarding the damage to property and is also looking into measures that may prevent similar incidents in the future.

### **Consent Agenda:**

Supervisor Winch requested pages 16, 21, 35, 37, 38, 39, 43, 45, 49, and 50 be pulled from the consent agenda for discussion.

**Motion (Rozar/Curry) to approve the consent agenda, excluding the requested items pulled for discussion.  
Motion carried unanimously.**

Answers to the above pages Supervisor Winch requested be pulled from the consent agenda follow:

Page 16 regarding the subtotals from the Detailed Income Statement, “Are those losses for the entire County”? Finance Director Cummings confirmed they are.

Page 21--“What is taking so long for the implementation of Planning & Zoning (P&Z) Sanitary Permit system”? P & Z Director Grueneberg responded the permit system is not a top priority item and is being worked on in between more urgent projects.

Pages 35 and 37—request for more clarification regarding garnishment payments listed in claims as well as the Horton Group consulting fees. The garnishment payments were explained, and HR Director McGrath explained the consulting fee payments to the Horton Group.

Pages 38 and 39--“Are we getting the lowest fees possible for phone services”? IT Director Kaup stated she frequently shops around for the best deals and carriers chosen are based on the needs of individual departments.

Pages 43 and 45—clarification requested regarding medical reimbursement charges for Workman’s Compensation listed on the Report of Claims for Safety/Work Comp. and Insurance and the March Specials on the Treasurer’s Report of Claims. Clarification given.

Pages 49 and 50 are agenda item #10.

**Motion (Rozar/Fischer) to approve the pulled items from the Consent Agenda. Motion carried unanimously.**

Chair Machon gave this update on the fleet vehicle program: the County is not communicating further with Enterprise. Supervisor Clendenning questioned whether other vendors may be considered for fleet vehicles. Human Services Director Vruwink indicated he has created a committee to research possible in-house and outside options. Supervisor Curry stated he would like to thank the department heads for their due diligence in communicating contract problems to the Committee.

Jason Grueneberg presented the draft of the Renewable and Sustainable Committee structure. He is looking for direction from the Committee as to which option they would like to go with or any changes they would like made.

Discussion ensued.

**Motion (Clendenning/Curry) to choose option #1 for the Wood County Sustainable and Renewable Committee structure.**

Clendenning stated the Committee should be County specific which would line up better with option #1. Rozar stated the 11 items under the roles and responsibilities of the Committee do not line up with option #1 and more with option #2. Fischer agreed the 11 items support option #2 so if we are more interested in option #1 we would need to change the roles and responsibilities. Curry indicated it is important to distribute this grant money soon so it would be best to table the motion and have Grueneberg bring back a new draft to the Committee.

**Motion (Clendenning/Rozar) to table the motion until the next meeting. Motion carried unanimously.**

Rozar indicated the draft should give a better idea of what the Committee will do, i.e. "what the charge of the Committee would be". Fisher stated he would like the new draft to clarify the direction of the Renewable and Sustainable Committee.

Maintenance Manager Van Tassel reported the initial information provided to NREL resulted in some further questions. Answers have been provided and he expects to have a report from them by next meeting. This will give a snapshot of the possibilities for solar on County properties.

Jason Grueneberg reported he is working on a checklist which will be the final step for gold status for Sol-Smart.

Supervisor Rozar gave an update on the County strategic plan. The second survey results are in and will be reviewed. The number of responses for the second survey were consistent with the first survey.

Items 9a and b were inadvertently left on the agenda from the prior month.

Treasurer Gehrt presented 2 resolutions to sell a tax deed property back to former owners.

**Motion (Clendenning/Rozar) to accept the resolutions to sell a tax deed property back to the former owners. Motion carried unanimously.**

Treasurer Gehrt presented a resolution to accept offer of sale of tax deed property.

**Motion (Clendenning/Fischer) to accept the resolution to accept offer of sale of tax deed property. Motion carried unanimously.**

Director Cummings presented 5 proposals for Financial Advisor from Baird, Baker-Tilly, PFM, PMA, and Ehlers. Discussion ensued.

**Motion (Rozar/Fischer) to have representatives from Baird, PMA, and PFM make presentations to the Executive Committee for consideration as the financial provider. Motion carried unanimously.**

Director Cummings will schedule a special meeting with the Executive Committee for the above presentations.

Chief Deputy Dorshorst presented a resolution for the Sheriff's Department to manage the Drug Task Force Grant.

**Motion (Rozar/Fischer) to accept the resolution for the Sheriff's Department to manage the Drug Task Force Grant.**

Break at 9:28 a.m. Meeting reconvened at 9:38 a.m.

HR Director McGrath introduced Tim Deaton of the Horton Group who presented on the Health Insurance RFP responses. Mr. Deaton explained that RFPs were sent to eight vendors and seven responded. One respondent provided an incomplete submission, two declined to quote, and four provided proposals. Discussion regarding the responses ensued.

**Motion (Rozar/Fischer) to change the administration of the Wood County health plan to Anthem effective January 1, 2020 contingent on performance guarantees being included in the contract. Motion carried unanimously.**

Mr. Deaton then presented some preliminary estimates of per employee per year (PEPY) expenses for 2020. He will return in June with additional claims data and improved estimates for budgetary purposes.

McGrath stated the H & HS Committee requested the Facilities Manager job description be brought back to this Committee. McGrath explained only one item on the job description has been changed since it was brought to the Committee in March. This change was made to clarify what would happen if a conflict of opinion occurred between the Facilities Manager and the facility administrator. Discussion ensued. Supervisor Clendenning stated he would be voting "no" on this item because he does not believe the County needs a Facilities Manager. He believes those duties are the responsibility of the Administrative Coordinator.

**Motion (Rozar/Fischer) to approve the Facility Manger job description. Motion carried. Voting "no" were Clendenning (reason stated above), Winch (no reason given), Polach (no reason given).**

McGrath presented the draft Employee Policy Handbook previously distributed to the Committee members along with a red-lined version which shows the results of the legal review. McGrath explained the biggest change resulting from the legal review was to change the Complaint Resolution Process (CRP). The proposed CRP eliminates immediate supervisor and Executive Committee reviews and changes the County Board appeal to a paper review only. Discussion ensued. McGrath will bring a resolution to implement the Employee Policy Handbook to the June Committee meeting for consideration.

**Motion (Clendenning/Rozar) to approve the Employee Policy Handbook and forward it by resolution to the full County Board for approval. Motion carried unanimously.**

McGrath shared that RFPs for a Classification & Compensation Study were sent to 16 consultants in April. To date, three consultants expressed they will be submitting a proposal and two consultants stated they will not be submitting a proposal.

McGrath presented an option to the Committee to address the 20 positions identified as being significantly below market. These positions were identified as being less than 94% of market. She explained she added grades 19 and 20 to the wage plan and adjusted the positions to bring them up to market. The employees in the positions were placed at the step in their new grade closest to their current rate without going below their current rate. McGrath emphasized this is intended to bring the position "to market" rather than the individual employee to the market rate. The Committee directed McGrath to discuss this with the affected department heads to determine if the affected departments can absorb the increase in cost. The Committee asked McGrath to create a resolution and



bring it to a special meeting at 8:30 a.m. prior to the County Board meeting on May 21, 2019. Furthermore, McGrath was directed to include an explanation of how the identified positions in the resolution will be funded.

Chair Mahon asked the Committee how they would like to handle the CIP process this year. He explained that last year, he met with the department heads and Finance Director when discussing CIP requests. This year he will include the chairs of the oversight committees. The consensus of the Committee was to use the suggested process this year.

There will be a special meeting on May 21 before the County Board meeting at 8:30 a.m.

The next regularly scheduled Committee meeting is Tuesday, June 4, 2019 in room 206, River Block.

The Chair declared the meeting adjourned at 10:44 a.m.

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
Secretary

Human Resources agenda item minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

# Executive Committee Meeting

**May 7, 2019**

[illegible]

## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Monday, May 20, 2019

**TIME:** 8:00 a.m.

**PLACE:** Room 114, Wood County Courthouse

**PRESENT:** Doug Machon, Bill Clendenning, Ken Curry, Adam Fischer, Bill Winch, Donna Rozar, Dennis Polach

**OTHERS PRESENT** (for part or all of meeting): Marla Cummings, Nicole Gessert, Reuben Van Tassel, Brandon Vruwink, Jordan Bruce, Roland Hawk, John Peckham, Chad Schooley, Amy Kaup, Craig Lambert, Tina Groshek, Steve Kreuser, Lori Heideman, Erik Engel, Jason Grueneberg, Justin Conner, Shane Wucherpennig, Randy Dorshorst, Scott Brehm.

Chair Machon called the meeting to order.

**Public Comment** – There were no public comments.

### **Discuss 2020 CIP**

**Land & Water Conservation** – Shane Wucherpennig presented the 2020 request which was left in and unchanged.

**Planning & Zoning** – Jason Grueneberg and Justin Conner presented the 2020 request which was left in and unchanged.

**Communications** – Erik Engel presented the 2020 request. Request for Radio System Master Oscillators was eliminated. All other 2020 requests were included unchanged.

**Emergency Management** – Steve Kreuser presented the 2020 request. Kreuser indicated the EOC items amount was modified. All other 2020 requests were included unchanged.

**Sheriff and Corrections** – Randy Dorshorst presented the 2020 request which was left in and unchanged.

**Maintenance** - Reuben Van Tassel presented the 2020 requests. After some discussion the requests for South Courthouse Parking Lot and, Secure Sheriff Parking Lot were eliminated. Craig Lambert spoke on behalf of the District Attorney 3<sup>rd</sup> Floor remodel. All other 2020 requests were included unchanged.

**County Clerk** – Trent Miner presented the 2020 request which was left in and unchanged.

**Finance** – Marla Cummings presented the 2020 request. The amount for the Automate Fixed Assets was modified.

**Information Technology** – Amy Kaup presented the 2020 requests. After some discussion, the request for the County Wireless Environment Upgrade was eliminated. All other 2020 requests were included unchanged.

Break at 9:44 a.m. Meeting reconvened at 9:54 a.m.

**UWSP-Marshfield** – Supervisor Rozar presented the 2020 request which was left in and unchanged. Rozar requested that the 2019 Greenhouse project be carried over to 2020.

Edgewater – Jordan Bruce presented a revised list for the 2020 requests which eliminated all previous requests except the 300 South Reno, Dura Therm System, and Meal Delivery Carts. The revised list also indicated revised amounts.

Human Services – Brandon Vruwink presented the 2020 requests which were left in and unchanged.

Norwood – Jordan Bruce presented the 2020 requests which were left in and unchanged.

Highway – Roland Hawk presented the 2020 requests which were left in and unchanged.

Parks & Forestry – Chad Schooley presented the 2020 requests and indicated the ATV Trail Development amount was modified. All other requests were included unchanged.

Chairman Machon adjourned the meeting at 10:55 a.m.

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
Secretary

All minutes taken and prepared by Nicole Gessert and reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, May 21, 2019  
**TIME:** 8:30 a.m.  
**PLACE:** Wood County Courthouse, Room 317A  
**PRESENT:** Doug Machon, Donna Rozar, Bill Winch, Ken Curry, Bill Clendenning, Adam Fischer, Dennis Polach  
**OTHERS PRESENT** (for part or all of the meeting): Kelli Quinnell, Kim McGrath, Heather Gehrt, Jason Grueneberg, Quentin Ellis, Marla Cummings, Patrick Gatterman (Northward Peddle & Paddle)

The meeting was called to order by Chair Machon at 8:30 a.m.

### **Public Comment** – None

Human Resources Director McGrath presented a resolution to address positions identified as being below market. The positions were identified during the 2018 market review. McGrath explained the total cost of addressing these positions is about \$63,000. The affected departments came up with the majority of the money needed with a \$21,590 balance. HR had \$18,739 from its budget, leaving \$2,851 needed from contingency. Supervisor Clendenning stated the resolution was well-written.

**Motion (Rozar/Clendenning) to approve the resolution to address positions identified as being below market and send it to County Board. Motion carried unanimously.**

Treasurer Gehrt presented a resolution for the sale of tax deeded property located at 711 East Grand in Wisconsin Rapids (former Shammy Car Wash). She explained that while the sale results in a loss to the County, the property soon needs work that would result in additional costs. Patrick Gatterman of Northward Peddle & Paddle presented his plan for the property. Discussion ensued.

**Motion (Rozar/Curry) to approve the resolution for the sale of tax deeded property. Motion carried unanimously.**

Finance Director Cummings explained that out of the five RFPs received in regards to the financial advisor, the Committee decided at the last meeting to only interview three. One of the firms, Ehlers, not invited for an interview asked to be reconsidered when contacted about the decision of the Committee. The other firm not invited to present did not request reconsideration.

**Motion (Rozar/Curry) to add a fourth financial advisor firm for an interview by the Committee. Motion carried. Voting no: Fischer (due to the lack of transparency), and Clendenning (does not want a negative perception)**

**Chair Machon declared the meeting adjourned at 8:50 a.m.**

Submitted and signed electronically,

*Donna Rozar*

Donna Rozar

Secretary

Minutes taken and prepared by Kelli Quinnell. All minutes reviewed by the Executive Committee secretary.

## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Thursday, May 23, 2019  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County River Block-Conference Room 308  
Wisconsin Rapids, WI

**PRESENT:** Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach,  
Donna Rozar, Adam Fischer, Bill Winch

**OTHERS PRESENT** (for part or all of the meeting): Nicole Gessert, Heather Gehrt, Marla Cummings, Jodi Lubeck, Justin Fischer-Baird, Brad Viegut-Baird, Kristin Hanson-PFM, Dave Anderson-PFM, Michele Wibeg-PMA, Brian Della-PMA, Sean Lentz-Ehlers, Brian Reilly-Ehlers

The meeting was called to order by Chair Machon.

**Public Comment** – None

**Motion (Fischer/Rozar) to go into closed session at 9:00 a.m. pursuant to Wis. Stats §19.85(1)(e), to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically: Presentations from Prospective Financial Advisors.**

**Roll call vote: Clendenning: yes; Curry: yes; Fischer: yes; Machon: yes; Polach: yes; Rozar: yes. Winch: yes. Motion Carried.**

Closed session minutes kept on file.

**Motion (Fischer/Rozar) to return to open session at 11:36 a.m. All ayes. Motion carried.**

The Chair adjourned the meeting at 11:37 a.m.

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
Secretary

Minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments – June 2019

- As soon as the spring election process is completed, our office goes to work in getting the annual directory updated and to print. We had that process done about a month ahead of previous years and they were all distributed by the middle of May. As so often happens, about 4 hours after we sent it to the printer, a village trustee resigned, so it was already outdated before ink hit the paper.
- The 4-year voter registration maintenance post cards will soon be sent out by the Wisconsin Elections Commission. This is the process where a post card is sent to voters who have not voted in the past 4 years to inquire of their status. They have the opportunity to return that post card to have their registration remain active. Many times, the voter has moved, and those postcards are returned, undeliverable, to the municipal clerks. It is the responsibility of municipal clerks to track and document those post cards in the statewide election system, WisVote. Because we will have 4 new municipal clerks that probably have not been able to complete the multiple hour training required to access the system, and 1 municipality with no clerk, our office will be assisting them in making sure this process is completed.
- As mentioned a few months ago, we are reconfiguring our back room to enable us to increase our storage for election related materials. A part of that process involved going through old county board packets and other “vintage” material. Before we can dispose of it, we have to provide statutory notice to the Wisconsin Historical Society. They made 2 site visits to ascertain what information we had and what they would be interested in. They did end up taking a number of items with them to house in their archives. We were able to repurpose two large vertical file cabinets from our back room and give to the Veterans Service Office for their use. I commandeered an unused rack that was not being used in the Maintenance Department and purchased an additional one that will suit our storage needs more appropriately than the vertical file cabinets.
- Work will continue on our election system upgrade. I will be signing the proposal later in June to get the ball rolling so everyone is ready to go with the new system for the Spring Primary in February.
- It seems early to be talking about election night reporting for the Presidential election in November of 2020, but we have already gotten inquiries from polling firms, universities, and news outlets about the nature of how we report and at what intervals, so they are able to gear up for their election night reporting. So far, all of these inquiries have been via email and online survey.



# Wood County

WISCONSIN

Office of  
Finance Director

**Marla A. Cummings**  
Finance Director

June 4, 2019

Subject: Finance Department Letter of Comments

To: Executive Committee

From: Marla Cummings, Finance Director

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## **Departmental Activities**

### Project completion for the following:

1. The audit went well there were no surprises or problems. I want to thank everyone who contributed and worked hard in preparing for 2018 yearend and audit. It is nice to work with such great staff who are dedicated and work as a team.
2. We conducted interviews of Financial Advisory Services Firms and selected one
3. Municipal Financial Report (Form A) was submitted on May 14, 2019

### Ongoing projects:

1. Conducted interviews for the Deputy Finance Director position
2. Budget Software with a target release date of July 5, 2019
3. Cost Report Audit set for June 5<sup>th</sup> and 6<sup>th</sup> 2019
4. Comprehensive Annual Financial Report (CAFR) target release date June 15, 2019
5. Strategic Planning for the Finance Department target date of September 1, 2019
6. Laserfiche set up for accounts payable target date of November 30, 2019
7. Encumbrances and workflow target date of January 1, 2020
8. Fixed Asset Module target date of March 1, 2020
9. Chart of Accounts and Vendor clean up an ongoing process
10. Employee portal for check viewing target date of July 1, 2019

### Meetings, Webinars and Conferences

1. Weekly Status Call with the Budgeting Software Vendor
2. Attended Oversight Committee meeting
3. Budget Software Training
4. Monthly meeting with Wood County's Fiscal Staff
5. CIP meeting with County Board Chair, Department Heads and Oversight Committee Chairs
6. Department Head meeting
7. Meet with IT and HR on the Employee Self Service Portal
8. Met with Fiscal Service Manager and Human Services Director on yearend transfers
9. Meeting on Riverblock Power Outage

### Budget to Actual Income Statement for the 5 months ending May 31, 2019.



5/29/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Friday, May 31, 2019

	Actual	2019 Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Taxes</b>				
41110 General Property Taxes	\$11,210,242.10	\$26,904,581.00	(\$15,694,338.90)	(58.33%)
41150 Forest Cropland/Managed Forest Land	56,133.91	25,000.00	31,133.91	124.54%
41220 General Sales and Retailers' Discount	67.90		67.90	0.00%
41221 County Sales Tax	1,349,869.49	5,800,000.00	(4,450,130.51)	(76.73%)
41230 Real Estate Transfer Fees	36,497.16	120,000.00	(83,502.84)	(69.59%)
41800 Interest and Penalties on Taxes	132,168.95	410,000.00	(277,831.05)	(67.76%)
41910 Payments in Lieu of Taxes	18,398.73	18,500.00	(101.27)	(0.55%)
Total Taxes	<u>12,803,378.24</u>	<u>33,278,081.00</u>	<u>(20,474,702.76)</u>	<u>(61.53%)</u>
<b>Intergovernmental Revenues</b>				
43211 Federal Grants-Emergency Government	1,058.00		1,058.00	0.00%
43410 State Aid-Shared Revenue		3,059,556.00	(3,059,556.00)	(100.00%)
43430 State Aid-Other State Shared Revenues		291,141.00	(291,141.00)	(100.00%)
43511 State Aid-Victim Witness		73,300.00	(73,300.00)	(100.00%)
43512 State Aid-Courts	177,344.58	377,350.00	(200,005.42)	(53.00%)
43514 State Aid-Court Support Services		58,400.00	(58,400.00)	(100.00%)
43516 State Aid-Modernization Grants	37,264.00	58,120.00	(20,856.00)	(35.88%)
43521 State Aid - Law Enforcement	80,462.05	212,326.00	(131,863.95)	(62.10%)
43523 State Aid-Other Law Enforcement	18,089.00	18,000.00	89.00	0.49%
43528 State Aid-Emergency Government	1,250.47	93,250.00	(91,999.53)	(98.66%)
43531 State Aid-Transportation	548,606.26	2,096,592.00	(1,547,985.74)	(73.83%)
43549 State Aid-Private Sewage		20,000.00	(20,000.00)	(100.00%)
43551 State Aid-Health Grants	11,603.53	77,978.00	(66,374.47)	(85.12%)
43554 State Aid-Health WIC Program	50,403.00	360,000.00	(309,597.00)	(86.00%)
43557 State Aid-Health Consolidated Contract	11,592.00	66,766.00	(55,174.00)	(82.64%)
43560 State Aid-Grants	7,384.00	66,391.00	(59,007.00)	(88.88%)
43561 State Aids	3,187,668.33	12,352,657.00	(9,164,988.67)	(74.19%)
43567 State Aid-Transportation	216,615.00	211,515.00	5,100.00	2.41%
43568 State Aid-Child Support	239,833.08	938,661.00	(698,827.92)	(74.45%)
43571 State Aid-UW Extension	1,344.00	11,500.00	(10,156.00)	(88.31%)
43572 State Aid-ATV Maintenance		6,715.00	(6,715.00)	(100.00%)
43574 State Aid-Snowmobile Trail Maint		75,006.81	(75,006.81)	(100.00%)
43576 State Aid-Parks		162,500.00	(162,500.00)	(100.00%)
43581 State Aid-Forestry	48,407.18	49,090.00	(682.82)	(1.39%)
43586 State Aid-Land Conservation	44,750.79	407,487.00	(362,736.21)	(89.02%)
43640 State Aid-Co Share Managed Forest Lands		20,000.00	(20,000.00)	(100.00%)
43690 State Aid-Forestry Roads	3,245.08	3,249.00	(3.92)	(0.12%)
Total Intergovernmental	<u>4,686,920.35</u>	<u>21,167,550.81</u>	<u>(16,480,630.46)</u>	<u>(77.86%)</u>
<b>Licenses and Permits</b>				
44100 Business and Occupational Licenses	23,040.07	350,000.00	(326,959.93)	(93.42%)
44101 Utility Permits	1,475.02	1,050.00	425.02	40.48%
44102 Driveway Permits	340.00	860.00	(520.00)	(60.47%)
44200 DNR & ML Fees	12,266.51	54,250.00	(41,983.49)	(77.39%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	75.00	1,025.00	(950.00)	(92.68%)
44300 Sanitary Permit Fees	13,575.00	60,253.00	(46,678.00)	(77.47%)
44411 County Planner Plat Review Fees	600.00	7,500.00	(6,900.00)	(92.00%)
44412 Wisconsin Fund Application Fees		750.00	(750.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	1,953.78	15,675.00	(13,721.22)	(87.54%)
44415 HT Database Annual Fee	3,340.00	90,560.00	(87,220.00)	(96.31%)
44435 Water Meter Revenues	165.00		165.00	0.00%
Total Licenses and Permits	<u>56,830.38</u>	<u>582,923.00</u>	<u>(526,092.62)</u>	<u>(90.25%)</u>
<b>Fines, Forfeits and Penalties</b>				
45110 Ordinances Violations	670.87	1,700.00	(1,029.13)	(60.54%)
45115 County Share of Occupational Driver	120.00	200.00	(80.00)	(40.00%)
45120 County Share of State Fines and Forfeitures	47,905.73	152,000.00	(104,094.27)	(68.48%)
45123 County Parks Violation Fee		750.00	(750.00)	(100.00%)
45130 County Forfeitures Revenue	32,859.66	92,000.00	(59,140.34)	(64.28%)
45191 Private Sewage Fines	9,447.40	15,000.00	(5,552.60)	(37.02%)
Total Fines, Forfeits and Penalties	<u>91,003.66</u>	<u>261,650.00</u>	<u>(170,646.34)</u>	<u>(65.22%)</u>
<b>Public Charges for Services</b>				
46110 County Clerk-Passport Fees	15,245.00	20,000.00	(4,755.00)	(23.78%)
46121 Treasurer Fees-Redemption Notices	5,078.43	4,000.00	1,078.43	26.96%

5/29/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Friday, May 31, 2019

		2019			
	Actual	Budget	Variance	Variance %	
46122	Property Conversion Charges	1,000.00	(1,000.00)	(100.00%)	
46130	Register of Deeds-Fees	91,623.05	309,000.00	(217,376.95)	(70.35%)
46131	Register of Deeds-Laredo Tapestry		3,800.00	(3,800.00)	(100.00%)
46135	Land Record-Fees	23,080.00	92,880.00	(69,800.00)	(75.15%)
46140	Court Fees	55,919.30	170,000.00	(114,080.70)	(67.11%)
46141	Court Fees and Costs-Marriage Counseling	2,055.00	12,700.00	(10,645.00)	(83.82%)
46142	Court/Juvenile	12,438.26	22,000.00	(9,561.74)	(43.46%)
46143	Other Professional Reimbursements	6,176.18	14,750.00	(8,573.82)	(58.13%)
46144	Circuit Court Branch I	10,795.54	28,600.00	(17,804.46)	(62.25%)
46146	Circuit Court Branch III	4,768.00	7,500.00	(2,732.00)	(36.43%)
46191	Public Charges-Clerk	1,880.00	7,600.00	(5,720.00)	(75.26%)
46192	Public Chgs-Temp Licenses	3,145.90	7,000.00	(3,854.10)	(55.06%)
46194	County Clerk Copy Fees	67.50	275.00	(207.50)	(75.45%)
46195	Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196	Public Chgs-Human Resources	683,572.01	1,500,767.00	(817,194.99)	(54.45%)
46210	Sheriff-Public Charges	100.49	350.00	(249.51)	(71.29%)
46211	Sheriff Revenue-Civil Process Fees	28,505.76	60,000.00	(31,494.24)	(52.49%)
46212	Sheriff Cost Reimbursement/Witness Fees	20,822.95	53,000.00	(32,177.05)	(60.71%)
46214	Reserve Deputy Revenue	520.00	12,000.00	(11,480.00)	(95.67%)
46215	Sheriff Escort Service	14,800.27	30,000.00	(15,199.73)	(50.67%)
46216	Restitution	1,886.17	200.00	1,686.17	843.09%
46217	OWI Restitution	497.09	1,800.00	(1,302.91)	(72.38%)
46221	Public Chgs-Coroner Cremation	21,900.00	60,000.00	(38,100.00)	(63.50%)
46230	Death Certificates	6,400.00	15,000.00	(8,600.00)	(57.33%)
46241	Jail Surcharge	10,289.90	35,000.00	(24,710.10)	(70.60%)
46242	Huber/Electronic Monitoring	83,562.34	347,678.00	(264,115.66)	(75.97%)
46243	Inmate Booking/Processing Fee	6,837.51	18,000.00	(11,162.49)	(62.01%)
46244	Other County Transports	4,525.84	22,000.00	(17,474.16)	(79.43%)
46245	Jail Stay Fee	15,125.82	41,975.00	(26,849.18)	(63.96%)
46291	Public Chgs-ID Cards		100.00	(100.00)	(100.00%)
46310	Public Chgs-Frac Sand	163,912.16		163,912.16	0.00%
46330	Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510	Public Chgs-Crisis Stabilization	161,416.49	509,837.00	(348,420.51)	(68.34%)
46520	Institutional Care-Private Pay	320,265.96	1,380,056.00	(1,059,790.04)	(76.79%)
46521	Institutional Care-Other Pay	136.00	5,500.00	(5,364.00)	(97.53%)
46525	Public Chgs- Medicare	884,304.13	2,156,613.00	(1,272,308.87)	(59.00%)
46526	Public Chgs- Medicaid	1,327,714.33	6,227,595.00	(4,899,880.67)	(78.68%)
46527	Public Chgs-Veterans EW	1,407.12		1,407.12	0.00%
46530	Public Charges	1,706,377.99	5,893,278.00	(4,186,900.01)	(71.05%)
46531	Public Chgs- Private Insurance	325,475.38	923,369.00	(597,893.62)	(64.75%)
46532	Public Chgs-County Responsible	38,807.71	202,819.00	(164,011.29)	(80.87%)
46533	Public Chgs-NW Mental Health Inpatient	84,944.43	529,195.00	(444,250.57)	(83.95%)
46534	Public Chgs-NW Mental Health Inpatient	444,459.04	1,823,383.00	(1,378,923.96)	(75.62%)
46536	Thlrd Party Awards & Settlements		404,946.00	(404,946.00)	(100.00%)
46537	Contractual Adjustment	(1,043,003.23)	(4,430,479.00)	3,387,475.77	(76.46%)
46590	Provision for Bad Debts-Edgewater	(30,666.64)	(92,000.00)	61,333.36	(66.67%)
46621	Child Support-Genetic Tests	1,955.86	4,300.00	(2,344.14)	(54.51%)
46623	Child Support-Filing Fees	80.00	200.00	(120.00)	(60.00%)
46624	Child Support-Service Fees	3,937.47	12,000.00	(8,062.53)	(67.19%)
46625	Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721	Public Chgs-Parks	130,130.72	550,000.00	(419,869.28)	(76.34%)
46772	UW-Extension Project Revenue	357.20	3,050.00	(2,692.80)	(88.29%)
46813	County Forest Revenue	150,486.88	385,000.00	(234,513.12)	(60.91%)
46825	Land Conservation Fees & Sales	56,357.00	68,185.00	(11,828.00)	(17.35%)
46826	Private Sewage Charges	360.00	19,150.00	(18,790.00)	(98.12%)
	Total Public Charges for Services	5,860,834.31	19,503,072.00	(13,642,237.69)	(69.95%)
Intergovernmental Charges for Services					
47210	Intergovernmental Charges	172,774.18	570,700.00	(397,925.82)	(69.73%)
47230	State Charges	800,856.42	1,433,100.00	(632,243.58)	(44.12%)
47231	State Charges-Highway	142,907.81	232,838.00	(89,930.19)	(38.62%)
47232	State Charges-Machinery		2,090,226.00	(2,090,226.00)	(100.00%)
47250	Intergovernmental Transfer Program Rev		618,800.00	(618,800.00)	(100.00%)
47300	Local Gov Chgs	2 129,738.30	561,660.00	(431,921.70)	(76.90%)
47320	Local Gov Chgs-Public Safety	14,960.58	30,000.00	(15,039.42)	(50.13%)
47330	Local Gov Chgs-Transp	241,848.85	1,207,485.00	(965,636.15)	(79.97%)

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Friday, May 31, 2019

	Actual	2019 Budget	Variance	Variance %
47332 Local Gov Chgs-Roads		403,360.00	(403,360.00)	(100.00%)
47333 Local Gov Chgs-Bridges	(23,142.30)	27,440.00	(50,582.30)	(184.34%)
47350 Local Gov Chgs-Hlth & Human Svcs	18,355.50	66,858.00	(48,502.50)	(72.55%)
47351 Local Gov Chgs-Other Governments		5,000.00	(5,000.00)	(100.00%)
47391 Local Gov Chgs-BNI (Materials)		2,500.00	(2,500.00)	(100.00%)
47392 Local Gov Chgs-BNI (Staff)		850.00	(850.00)	(100.00%)
47393 Local Gov Chgs-Work Relief	840.00	14,200.00	(13,360.00)	(94.08%)
47395 Local Gov Chgs-EM Vehicles	1,111.24	5,000.00	(3,888.76)	(77.78%)
47396 Local Gov Chgs-EM Equipment	162.50	800.00	(637.50)	(79.69%)
Total Charges to Other Governments	1,500,413.08	7,270,817.00	(5,770,403.92)	(79.36%)
<b>Interdepartmental Charges for Services</b>				
47410 Dept Charges-Hlth Benefits & Other	4,630,182.00	10,813,388.00	(6,183,206.00)	(57.18%)
47411 Dept Charges-Purchasing	14,973.97	38,200.00	(23,226.03)	(60.80%)
47412 Dept Charges-Insurance	207,671.00	498,408.00	(290,737.00)	(58.33%)
47413 Dept Charges-Gen Govt	501,164.48	1,128,105.00	(626,940.52)	(55.57%)
47415 Dept Charges-Systems	107,765.34	318,245.00	(210,479.66)	(66.14%)
47421 Dept Charges-Public Safety	14,528.98	21,500.00	(6,971.02)	(32.42%)
47430 Dept Charges-Bldg Rent	371,829.60	926,936.00	(555,106.40)	(59.89%)
47435 Dept Charges-Sheriff Lockup Rent	6,666.65	16,000.00	(9,333.35)	(58.33%)
47438 Dept Charges-Riverblock Rent	248,101.00	597,276.00	(349,175.00)	(58.46%)
47440 Dept Charges	3,178.00	3,400.00	(222.00)	(6.53%)
47460 Dept Charges-Drug Court	17,000.00	73,000.00	(56,000.00)	(76.71%)
47470 Dept Charges-Highway	25,072.67	1,783,420.00	(1,758,347.33)	(98.59%)
Total Interdepartmental Charges	6,148,133.69	16,217,878.00	(10,069,744.31)	(62.09%)
Total Intergovernmental Charges for Services	7,648,546.77	23,488,695.00	(15,840,148.23)	(67.44%)
<b>Miscellaneous</b>				
48000 Miscellaneous	336.10		336.10	0.00%
48100 Interest	30.83	20.00	10.83	54.15%
48110 Interest-Capital Projects	1.18	10.00	(8.82)	(88.20%)
48113 Unrealized Gain/Loss on Investment	56,512.58	(24,500.00)	81,012.58	(330.66%)
48114 Interest-Investment	85,344.76	124,812.00	(39,467.24)	(31.62%)
48115 Interest-General Investment	83,170.10	30,000.00	53,170.10	177.23%
48116 Interest-Section 125 & Health	309.88	378.00	(68.12)	(18.02%)
48117 Interest-Clerk of Courts	81.16	400.00	(318.84)	(79.71%)
48200 Rental Income	53,779.98	138,196.00	(84,416.02)	(61.08%)
48300 Gain/Loss-Sale of Property	(44,170.80)	152,000.00	(196,170.80)	(129.06%)
48320 Gain/Loss-Sale of Surplus Property	851.00	500.00	351.00	70.20%
48340 Gain/Loss-Sale of Salvage and Waste	1,343.95	6,700.00	(5,356.05)	(79.94%)
48440 Insurance Recoveries-Other	283,059.92	1,404,240.00	(1,121,180.08)	(79.84%)
48500 Donations	184,985.27	127,550.00	57,435.27	45.03%
48502 Donations-Veterans Loan Repayment	4,290.92		4,290.92	0.00%
48503 Donations-Services ATV Club		6,000.00	(6,000.00)	(100.00%)
48540 Donations & Contributions	27,819.89	45,000.00	(17,180.11)	(38.18%)
48830 Recovery of PYBD & Contractual Adj	19,420.62	46,500.00	(27,079.38)	(58.24%)
48860 Revenue from Meals	4,506.40	21,000.00	(16,493.60)	(78.54%)
48880 Food Vending Machine Income	811.00	4,500.00	(3,689.00)	(81.98%)
48900 Other Miscellaneous Revenue	61,329.98	37,450.00	23,879.98	63.76%
48901 Other/Miscellaneous Revenue	4,829.81	1,500.00	3,329.81	221.99%
48910 Vending/Cafeteria Revenue	2,748.62	8,700.00	(5,951.38)	(68.41%)
48920 Vending Machine Revenue	1,367.02	4,200.00	(2,832.98)	(67.45%)
48940 Canteen Income		500.00	(500.00)	(100.00%)
48970 Rental Income- NHC, Health Annex	7,295.00	17,508.00	(10,213.00)	(58.33%)
48980 Misc/Other Workshop Revenue		100.00	(100.00)	(100.00%)
48990 Other Operating Income	960.52	1,984.00	(1,023.48)	(51.59%)
48991 Copier Revenue	544.75	1,800.00	(1,255.25)	(69.74%)
Total Miscellaneous	841,560.44	2,157,048.00	(1,315,487.56)	(60.99%)
<b>Other Financing Sources</b>				
49110 Proceeds from Long-Term Debt	2,126.00	59,486.00	(57,360.00)	(96.43%)
49210 Transfer from General Fund		310,000.00	(310,000.00)	(100.00%)
49220 Transfer from Special Revenue	1,349,869.49	5,800,000.00	(4,450,130.51)	(76.73%)
49270 Transfer from Internal Service		377,267.00	(377,267.00)	(100.00%)
Total Other Financing Sources	1,351,995.49	6,546,753.00	(5,194,757.51)	(79.35%)
<b>TOTAL REVENUES</b>	<b>33,341,069.64</b>	<b>106,985,772.81</b>	<b>(73,644,703.17)</b>	<b>(68.84%)</b>

5/29/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
**All Departments**  
**Friday, May 31, 2019**

	Actual	2019 Budget	Variance	Variance %
<b>EXPENDITURES</b>				
<b>General Government</b>				
51120 Committees & Commissions	87,872.21	216,928.00	129,055.79	59.49%
51212 Circuit Court Branch I	165,099.01	412,441.00	247,341.99	59.97%
51213 Circuit Court Branch II	45,160.48	122,773.00	77,612.52	63.22%
51214 Circuit Court Branch III	61,152.50	130,614.00	69,461.50	53.18%
51215 Drug Court	76,564.59	216,187.00	139,622.41	64.58%
51217 Clerk of Courts-Divorce Mediation	6,650.00	25,000.00	18,350.00	73.40%
51220 Family Court Commissioner	21,666.64	65,000.00	43,333.36	66.67%
51221 Clerk of Courts	494,491.74	1,344,176.00	849,684.26	63.21%
51231 Coroner	53,847.51	160,607.00	106,759.49	66.47%
51310 District Attorney	113,806.04	322,279.00	208,472.96	64.69%
51315 Victim Witness Program	58,611.59	152,796.00	94,184.41	61.64%
51320 Corporation Counsel	110,675.54	310,643.00	199,967.46	64.37%
51330 Child Support	388,397.97	1,049,541.00	661,143.03	62.99%
51420 County Clerk	109,474.01	302,827.00	193,352.99	63.85%
51424 County Clerk-Postage Meter	4,742.25	14,000.00	9,257.75	66.13%
51430 Health Benefit Payments	4,475,888.27	13,210,172.00	8,734,283.73	66.12%
51431 Health-Wellness	136,727.52	377,267.00	240,539.48	63.76%
51433 Human Resources-Labor Relations	3,878.00	30,000.00	26,122.00	87.07%
51435 Human Resources-Personnel	148,809.10	415,754.00	266,944.90	64.21%
51436 Human Resources-Programs	198.72	24,739.00	24,540.28	99.20%
51440 County Clerk-Elections	29,357.12	50,953.00	21,595.88	42.38%
51450 Data Processing	691,449.85	1,776,746.00	1,085,296.15	61.08%
51451 Voice over IP	66,970.04	147,300.00	80,329.96	54.53%
51452 PC Replacement	44,406.90	176,500.00	132,093.10	74.84%
51453 Co Clerk-Inform & Commun	4,698.05	18,500.00	13,801.95	74.61%
51510 Finance	237,223.14	467,934.00	230,710.86	49.30%
51520 Treasurer	168,004.09	453,189.00	285,184.91	62.93%
51550 Purchasing	22,021.32	53,006.00	30,984.68	58.46%
51590 Contingency		304,465.13	304,465.13	100.00%
51591 Efficiency		25,000.00	25,000.00	100.00%
51592 Initiatives		25,000.00	25,000.00	100.00%
51611 Bldg Maint-Courthouse and Jail	421,624.79	1,227,675.00	806,050.21	65.66%
51630 Bldg Maint-Unified Svcs Building	4,208.69	10,022.00	5,813.31	58.01%
51640 Bldg Maint-Joint Use Building	3,145.84	12,272.00	9,126.16	74.37%
51650 Bldg Maint-Sheriff Lockup	1,682.82	5,472.00	3,789.18	69.25%
51660 Bldg Maint-CBRF's		3,450.00	3,450.00	100.00%
51670 Bldg Maint-River Block	144,502.63	597,276.00	452,773.37	75.81%
51710 Register of Deeds	207,950.90	463,224.00	255,273.10	55.11%
51931 Property and Liability Insurance	520,828.05	613,429.00	92,600.95	15.10%
51933 Workers Comp Insurance	113,406.75	488,268.00	374,861.25	76.77%
51934 Sick Leave Conversion	63,975.81	500,000.00	436,024.19	87.20%
Total General Government	9,309,170.48	26,323,425.13	17,014,254.65	64.64%
<b>Public Safety</b>				
52110 Sheriff-Administration	988,367.34	2,753,446.00	1,765,078.66	64.10%
52130 Radio Engineer	64,680.35	231,544.00	166,863.65	72.11%
52131 Sheriff-Indian Law Enforce	8,122.10	34,541.00	26,418.90	76.49%
52140 Sheriff-Traffic Police	1,140,706.66	3,172,419.00	2,031,712.34	64.04%
52150 Sheriff-Civil Svc Comm	175.00	1,000.00	825.00	82.50%
52220 Emer Mgmt-Fire Suppression		143,164.00	143,164.00	100.00%
52510 Emer Mgmt-SARA Title III	14,476.14	52,807.00	38,330.86	72.59%
52520 Emergency Management	105,859.03	290,606.00	184,746.97	63.57%
52601 Dispatch	687,431.44	1,801,711.00	1,114,279.56	61.85%
52530 Emer Mgmt-Bldg Numbering	234.00	3,000.00	2,766.00	92.20%
52540 Emer Mgmt-Work Relief	67,599.92	185,677.00	118,077.08	63.59%
52710 Sheriff-Jail	1,015,558.54	2,725,304.00	1,709,745.46	62.74%
52712 Sheriff-Electronic Monitoring	55,240.50	221,737.00	166,496.50	75.09%
52713 Sheriff-PT Transp/Safekeeper	481,009.05	1,388,247.00	907,237.95	65.35%
52721 Sheriff-Jail Surcharge		100,000.00	100,000.00	100.00%
Total Public Safety	4,629,360.07	13,105,203.00	8,475,842.93	64.68%
<b>Public Works Highway</b>				
53110 Hwy-Administration	126,345.86	334,628.00	208,282.14	62.24%
53120 Hwy-Engineer	76,507.24	232,838.00	156,330.76	67.14%

5/29/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Friday, May 31, 2019

		2019		
		Actual	Budget	Variance
				Variance %
53191	Hwy-Other Administration	134,522.28	323,806.00	189,283.72
53210	Hwy-Employee Taxes & Benefits	(641,253.90)		641,253.90
53220	Hwy-Field Tools	(4,484.76)	13,400.00	17,884.76
53230	Hwy-Shop Operations	131,753.22	331,129.00	199,375.78
53232	Hwy-Fuel Handling	(12,428.27)	12,100.00	24,528.27
53240	Hwy-Machinery Operations	(585,979.60)	2,173,434.00	2,759,413.60
53260	Hwy-Bituminous Ops	32,083.78	230,902.00	198,818.22
53262	Hwy-Bituminous Ops	30,576.99	119,372.00	88,795.01
53266	Hwy-Bituminous Ops	54,277.84	1,762,924.00	1,708,646.16
53270	Hwy-Buildings & Grounds	86,619.01	181,436.00	94,816.99
53290	Hwy-Salt Brine Operations	8,672.40		(8,672.40)
53291	Hwy-Salt Brine Operations	(1,068.85)		1,068.85
53281	Hwy-Acquisition of Capital Assets	127,360.25		(127,360.25)
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00
53311	Hwy-Maint CTHS Patrol Sectn	453,336.09	1,701,201.00	1,247,864.91
53312	Hwy-Snow Remov	1,044,359.00	947,088.00	(97,271.00)
53313	Hwy-Maintenance Gang	37,928.51	107,015.00	69,086.49
53314	Hwy-Maint Gang-Materials	1,610.00		(1,610.00)
53320	Hwy-Maint STHS	840,760.03	1,386,445.00	545,684.97
53330	Hwy-Local Roads	261,252.84	1,190,217.00	928,964.16
53340	Hwy-County-Aid Road Construction		440,617.00	440,617.00
53341	Hwy-County-Aid Bridge Construction		200,422.00	200,422.00
53490	Hwy-State & Local Other Services	116,861.04	555,842.00	438,980.96
	<b>Total Public Works-Highway</b>	<b>2,319,611.00</b>	<b>12,248,116.00</b>	<b>9,928,505.00</b>
	<b>Health and Human Services</b>			<b>81.06%</b>
54121	Health-Public Health	668,410.37	1,808,272.00	1,139,861.63
54122	Health-WIC Program	144,590.29	359,800.00	215,209.71
54128	Health-Public Health Grants	32,054.61	67,205.00	35,150.39
54129	Humane Officer	16,358.88	35,485.00	19,126.12
54130	Health-Dental Sealants	49,044.34	114,654.00	65,609.66
54132	Adams-Juneau Sanitation	118,244.69	307,487.00	189,242.31
54210	Edgewater-Nursing	1,504,184.84	4,320,403.00	2,816,218.16
54211	Edgewater-Housekeeping	53,011.95	130,363.00	77,351.05
54212	Edgewater-Dietary	266,751.55	742,634.00	475,882.45
54213	Edgewater-Laundry	21,826.54	54,322.00	32,495.46
54214	Edgewater-Maintenance	128,645.47	428,717.87	300,072.40
54217	Edgewater-Activities	66,671.97	184,131.00	117,459.03
54218	Edgewater-Social Services	60,120.01	152,037.00	91,916.99
54219	Edgewater-Administration	273,609.33	720,970.00	447,360.67
54220	Wood Haven TBI	1,701.60	897,983.00	896,281.40
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00
54317	Human Services Crisis Stabilization	109,522.00	291,153.00	181,631.00
54324	Norwood-SNF-CMI	415,117.59	1,146,558.00	731,440.41
54325	Norwood SNF TBI	286,895.11	728,974.00	442,078.89
54326	Norwood-Inpatient	1,241,431.55	3,524,103.00	2,282,671.45
54350	Norwood-Dietary	451,853.77	1,129,370.00	677,516.23
54351	Norwood-Plant Ops & Maint	238,942.64	675,913.00	436,970.36
54363	Norwood-Medical Records	101,257.22	261,726.00	160,468.78
54365	Norwood-Administration	475,658.97	1,199,527.00	723,868.03
54401	Human Services-Child Welfare	1,338,682.57	3,822,418.00	2,483,735.43
54405	Human Services-Youth Aids	1,018,017.88	3,343,095.00	2,325,077.12
54410	Human Services-Child Care	49,605.09	159,188.00	109,582.91
54413	Human Services-Transportation	122,351.59	449,566.00	327,214.41
54420	Human Services-ESS	568,101.89	1,466,547.00	898,445.11
54425	Human Services-FSET	1,038,710.63	3,176,589.00	2,137,878.37
54435	Human Services-LIEAP	43,454.84	120,256.00	76,801.16
54440	Human Services-Birth to Three	198,418.08	545,393.00	346,974.92
54445	Human Services-Childrens COP	30,077.88	181,750.00	151,672.12
54450	Human Services-Childrens Waivers	136,499.74	350,302.00	213,802.26
54455	Human Services-CSP	218,503.93	590,056.00	371,552.07
54460	Human Services-OPC MH	425,202.04	1,516,881.00	1,091,678.96
54465	Human Services-CCS	768,620.55	2,284,175.00	1,515,554.45
54470	Human Services-Crisis Legal Svc	376,842.48	979,664.00	602,821.52

5/29/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Friday, May 31, 2019

		2019		
		Actual	Budget	Variance
				Variance %
54475	Human Services-MH Contr COP	108,471.03	1,393,677.00	1,285,205.97
54480	Human Services-OPC AODA	165,704.19	428,196.00	262,491.81
54485	Human Services-OPC Day Treatment	31,703.42	84,601.00	52,897.58
54495	Human Services-AODA Contract	13,812.00	126,100.00	112,288.00
54500	Human Services-Administration	1,215,318.96	3,508,916.00	2,293,597.04
54611	Aging-Committee on Aging		198,278.00	198,278.00
54710	Veterans-Veterans Relief	5,393.19	5,411.00	17.81
54720	Veterans-Veterans Service Officer	130,409.88	344,334.00	213,924.12
54730	Veterans Relief Donations	255.92	300.00	44.08
54740	Veterans-Care of Veterans Graves	240.00	2,865.00	2,625.00
54750	Veterans-WDVA Grant	2,644.47	11,058.00	8,413.53
	Total Health and Human Services	14,732,947.54	44,398,903.87	29,665,956.33
	<b>Culture, Recreation and Education</b>			
55112	County Aid to Libraries	498,976.07	977,893.00	478,916.93
55210	County Parks	555,686.15	1,679,377.00	1,123,690.85
55441	Maintenance Snowmobile Trails	18,041.20	88,591.81	70,550.61
55442	ATV Maintenance	1,062.78	11,370.00	10,307.22
55460	Marshfield Fairgrounds	25,000.00	25,000.00	0.00%
55620	UW-Extension	221,767.91	522,198.00	300,430.09
55630	UW-Extension Center-Marshfield	23,936.00	47,872.00	23,936.00
55650	UW-Extension Junior Fair	32,000.00	32,000.00	0.00%
55660	UW-Extension Projects	237.78	17,700.00	17,462.22
	Total Culture, Recreation and Education	1,376,707.89	3,402,001.81	2,025,293.92
	<b>Conservation and Development</b>			
56111	State Forestry Roads		7,000.00	7,000.00
56121	Land Conservation	110,482.24	285,452.00	174,969.76
56122	DATCP Grant	84,031.41	314,582.00	230,550.59
56123	Wildlife Damage Abatement	8,706.19	61,019.00	52,312.81
56125	Non-Metallic Mining Reclamation	22,493.24	40,288.00	17,794.76
56126	MDV	116.82	1,390.00	1,273.18
56128	Mill Creek	2,858.32	22,000.00	19,141.68
56310	County Planner	150,621.05	387,027.00	236,405.95
56320	Land Record	36,961.46	246,750.00	209,788.54
56340	Surveyor	7,535.64	44,304.00	36,768.36
56730	Transp & ED-Airport Aid		13,384.00	13,384.00
56740	Payment in Lieu of Tax		77,345.00	77,345.00
56750	Transp & Economic Develop	83,144.15	145,191.00	62,046.85
56780	CDBG-ED	33,666.45	35,000.00	1,333.55
56911	State Wildlife Habitat		2,500.00	2,500.00
56913	Park & Forestry Capital Proj	19,153.95	359,330.00	340,176.05
56943	Private Sewage System	66,681.84	261,793.00	195,111.16
	Total Conservation and Development	626,452.76	2,304,355.00	1,677,902.24
	<b>Capital Outlay</b>			
57120	Cap Projects-Gen Government	244,407.08	375,000.00	130,592.92
57121	Cap Projects-Parks	12,391.61	75,300.00	62,908.39
57213	Cap Projects-Emergency Management		249,000.00	249,000.00
57216	Cap Projects-Computer Software		15,337.00	15,337.00
57310	Highway Capital Projects	257,806.12	2,313,082.00	2,055,275.88
57410	Cap Projects-Human Services	7,176.39		(7,176.39)
57412	Cap Projects-Edgewater	90,632.88	169,000.00	78,367.12
57420	Cap Projects-Norwood	175,688.20	357,477.00	181,788.80
57610	Cap Projects-Cons & Dev-Vehicles	34,000.00	34,000.00	0.00%
57640	UW Remodeling/Construction	322.50	70,500.00	70,177.50
57930	Depreciation & Amortization	5,857.18		(5,857.18)
57940	Depreciation & Amortization	73,508.20		(73,508.20)
	Total Capital Outlay	901,790.16	3,658,696.00	2,756,905.84
	<b>Debt Service</b>			
58140	Debt Service Principal-Highway		3,400,000.00	3,400,000.00
58240	Debt Service Interest-Highway	278,002.92	568,620.00	290,617.08
	Total Debt Service	278,002.92	3,968,620.00	3,690,617.08
	<b>Other Financing Uses</b>			

5/29/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Friday, May 31, 2019

	Actual	2019 Budget	Variance	Variance %
59210 Transfers to General Fund	1,349,869.49	6,487,267.00	5,137,397.51	79.19%
59270 Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
Total Other Financing Uses	1,349,869.49	6,300,255.00	4,950,385.51	78.57%
<b>TOTAL EXPENDITURES</b>	<b>35,523,912.31</b>	<b>115,709,575.81</b>	<b>80,185,663.50</b>	<b>69.30%</b>
<b>NET INCOME (LOSS)</b>	<b>(2,182,842.67)</b>	<b>(8,723,803.00)</b>	<b>6,540,960.33</b>	<b>(74.98%)</b>



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

May 31, 2019

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – May 2019

### Human Resources Activity

	May 2019	2019 Year-to-Date
Applications Received	168	787
Positions Filled	17	79
Promotions/Transfers	3	17
New Hire Orientations	5	35
Terminations, Voluntary	14	50
Terminations, Involuntary	0	4
Retirements	0	4
Exit Interviews	6	22

### Human Resources Narrative

#### **1. General Highlights - Kim McGrath**

- a) Attended the Executive Committee meeting on May 7th where the HR-related topics discussed included a Health Insurance presentation, discussion of the Facilities Manager job description, Employee Policy Handbook draft, and a Wage Plan discussion.
- b) Attended the Wellness Board Meeting on May 7<sup>th</sup>.
- c) Attended the Employee Self-Service demo with the IT and Finance Directors on May 9<sup>th</sup>. HR and Finance were invited to test the system prior to its official implementation. The ESS system is intended to allow employee's electronic access to their payroll and benefit information.
- d) Attended the Department Head meeting on May 15<sup>th</sup>. Discussed the market review wage proposal, Civil Rights Training, and Employee Policy Handbook updates.
- e) Attended Executive Committee and County Board on May 21<sup>st</sup> where the market review wage resolution was approved.
- f) Attended and facilitated the Employee Feedback Meeting on May 22<sup>nd</sup>.
- g) Planned for and attended a former employee's continuation of an Unemployment Hearing on May 23<sup>rd</sup>.
- h) Attended the Wisconsin Local Government Leadership Academy Unit on "Effective Decision Making" on May 23<sup>rd</sup>.
- i) Attended the Health & Human Services Committee meeting on May 23<sup>rd</sup>.
- j) Met with Sheriff Becker, Chief Deputy Dorshorst, Corp Counsel Kastenzholz, and Jodi Pingel on May 28<sup>th</sup> to begin preparations for the June 10<sup>th</sup> initial meeting to open discussions with WPPA on contract negotiations.



- k) Attended the monthly call with The Horton Group on May 28<sup>th</sup>. Tim Deaton provided an update on the performance guarantees set forth by Anthem and we discussed our proposed plan for the June Executive Committee meeting. Tim will plan on attending the June and July Executive Committee meetings.
- l) Finalized the Employee Policy Handbook draft and prepared a resolution for its approval, effective July 1<sup>st</sup>.
- m) Together with the Human Resources Coordinator, continued developing the training guide and presentation materials for the new Supervisory Performance Evaluation Form. Managers will be invited to attend on-site sessions in June.
- n) Fielded questions from several consultants related to the Classification and Compensation Study RFP for a comprehensive wage plan review. Responses are due back by June 3<sup>rd</sup>.
- o) Received and responded to open records requests.
- p) Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
- q) Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

## **2. Benefits & HRIS Administrator - Jodi Pingel**

- a) Processed Family Medical Leave requests.
- b) Processed Benefit Elections/Qualifying Events and enrolled in benefits via vendor websites and updated mailing addresses, if applicable.
- c) Processed terminations included cancelling insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc. Prepared payout sheets for terminated employees and suspend accruals.
- d) Conducted Exit Interviews with four employees.
- e) Prepared May 2019 COBRA Remittance.
- f) Processed June 2019 TASC Admin Fees and June 2019 WPS Billing Statements/Bill Summary.
- g) Reviewed completed Beneficiary Designation Forms and processed updates.
- h) Printed and collated folders for New Hire Orientation and updated New Hire Orientation PPT
- i) Facilitated benefit portion of New Hire Orientations on April 29<sup>th</sup>, May 13<sup>th</sup>, May 20<sup>th</sup>
- j) Reconciled April 2019 invoices for health, dental, vision, life, and disability.
- k) Prepared April 2019 Turnover Report details.
- l) Processed mailing address updates.
- m) Processed Nationwide election changes.
- n) Taught CPR Initial Courses for Parks Department.
- o) Provided data to the Finance Department for Audit.
- p) Completed a benefit verification form for a current employee and completed PLSA form for a previous employee.
- q) Completed Group Size Questionnaire for WPS.
- r) Attended CWSHRM "Blurred Lines: How to Reduce Legal Exposure by Navigating the Changing Boundaries of Gender on May 9<sup>th</sup>.
- s) Attended the Executive Committee Meeting on May 7<sup>th</sup>.
- t) Worked with IT to create a Training section on the HR Intranet.
- u) Completed and sent data for the 2019 Western & Central Wisconsin Wage Survey.
- v) Assisted HR Director in calculating the cost comparison for under market positions.
- w) Received and reviewed the completed GASB/OPEB Valuation Report.
- x) Completed Employee Count for EAP charges.
- y) Updated HR Bulletin Board with Training and Benefit Information.
- z) Received and Reviewed EAP Utilization Report for 2019 Quarter 1.
- aa) Assisted employees with miscellaneous requests.
- bb) Attended a meeting to review the Employee Self Service Module created by IT.
- cc) Worked with Jessica Schroeder from Aegis to conduct mandatory Civil Rights Trainings at multiple locations.
- dd) Entered attendance/completion of Civil Rights Training in HRMS.

### 3. **Human Resource Generalist - Angel Butler-Meddaugh**

- a) Posted seven open positions on Cyber Recruiter, Job Net, Indeed, Wood County Employment Opportunities and any other position specific websites.
- b) Worked with Department Heads and Supervisors to develop interview questions and coordinate interviews as needed.
- c) Completed nine caregiver background checks with the Department of Justice and State of Wisconsin. Forwarded results to supervisors for review.
- d) Replied to three requests from other counties requesting information on various topics.
- e) Conducted six exit interviews with outgoing employees. Sent memos to Department Heads and HR Director for review.
- f) Set-up and reconfigured users in Cyber Recruiter.
- g) Sent the 30-day new hire feedback survey out to six new employees.
- h) Completed references, background check (if applicable) and degree verification (if applicable) for: Edgewater Administrator, Program Coordinator, CST Coordinator, Receptionist/Secretary, Residential Aide, Casual Bus Driver, Crisis Interventionist, Seasonal Maintenance Workers, LTE Truck Operators, Highway Summer Help, Environmental Health Assistant and Deputy Finance Director. Some offers have been extended and accepted. Closed recruitment files.
- i) Assisted Benefit Administrator with wage survey.
- j) Completed four required training activities through the Safety Department.
- k) Scheduled post-offer pre-employment (POPE) drug tests for multiple new hires.

**The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.**

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Replacement	Dispatch	Dispatcher	References/Background
Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment
Replacement	Edgewater	Maintenance Technician	Filled
Replacement	Finance	Deputy Finance Director	References/Background
Replacement	Health	Environmental Hlth Asst/Specialist	Deadline 5/12/19
New	Health	Environmental Hlth Tech (LTE)	Filled
New	Health	Program Coordinator (LTE)	Filled
Replacement	Highway	Summer Help	References/Filled
Replacement	Highway	Truck Operators – LTE's	References/Filled
Replacement	Human Services	Social Worker (Fam Services) -3	Deadline 6/9/19
Replacement	Human Services	FSET Case Manager	Deadline 5/27/19
Replacement	Human Services	Receptionist/Secretary	References
Replacement	Human Services	CST Coordinator	References
Replacement	Human Services	Economic Support Supervisor	Filled
Replacement	Human Services	Residential Aides (Casual)	References
Replacement	Land Cons.	Consvtn Program Coordinator	Interviewing 6/4/19
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Parks	Seasonal Mtnc Worker (LTE II)	Filled
Replacement	Parks	Camp Ranger	Filled
New	Sheriff	Part-Time Corrections Officers	Backgrounds
Replacement	Sheriff	Corrections Officers	Deadline 6/9/19

**4. Human Resources Coordinator - Kelli Quinnell**

- a) Began creating a Power Point to be utilized in training supervisors on the Supervisory Evaluation Form. Trainings will take place in late June.
- b) Continued work on scanning employee files into Laserfiche.
- c) Coordinated interviews for the Health Department in regards to the LTE Environmental Health Assistant and the Environmental Health Technician positions.
- d) Completed multiple questionnaires for Unemployment Insurance.
- e) Participated in an Unemployment Appeal Hearing with the HR Director and the impacted department on May 23<sup>rd</sup>.
- f) Along with the HR Director, conducted and participated in the quarterly Employee Feedback Group meeting on May 22<sup>nd</sup>.
- g) Assisted the HR Director in preparing the new wage scale with Pay Grades 19 and 20 added.
- h) Assisted IT with checking information contained in ESS for accuracy.
- i) Assisted employees and supervisors with questions regarding the Salary Grade Review process that is concluding at the end of this month. All Salary Grade Reviews are due to Human Resources by the end of the day on May 31<sup>st</sup>.
- j) Assisted multiple new LTE/Summer Help employees with completing employment paperwork.
- k) Continued work on a new employee newsletter with the goal of the first issue being distributed by June 30<sup>th</sup>.
- l) Reconciled and paid the April 2019 Unemployment Insurance invoice.
- m) Received a refund of POPE Drug Test charges from Marshfield labs and refunded the affected departments. One more refund should be received from Aspirus in regards to this issue and then it will be resolved.
- n) Facilitated portions of New Hire Orientation on May 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 28<sup>th</sup>.
- o) Attended the May 7<sup>th</sup> Executive Committee Meeting. Recorded and prepared the HR minutes.
- p) Attended the May 21<sup>st</sup> Executive Committee Meeting. Recorded and prepared the minutes.
- q) Entered multiple HR vouchers for payment.
- r) Responded to requests for information from other municipalities.
- s) Completed multiple verification of employment requests.
- t) Scheduled POPE Drug Tests for multiple new hires.
- u) Assisted multiple employees with benefit and policy related questions.

**For specific information on HR activities, please contact the HR Department.**



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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**May 2019**

1. The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month.
2. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Software preparation begins for the Norwood TBI unit move to Edgewater. Investigation and discussion with the Matrix vendor and facility directors for increased security continues and implementation for Matrix access site restriction is tentatively planned for early June.
3. System discovery is scheduled for June regarding a solution to Norwood and Edgewater needs for facility infection reporting.
4. Initial Discovery continues for the Treasurer's Office for a project that will scan and electronically archive the large collection of hard copy tax rolls that are stored in the Treasurer's vault. Hard copy tax rolls date back to 1942.
5. The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by users to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application.
6. Scheduling system discovery will be discussed within the next few weeks regarding a permit management solution for various departments, specifically the Highway department.
7. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. These changes include supporting modifications of the Human Resource policy manual, implementing new org level codes that interface with the payroll and financial software, and addressing time punching issues. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities.
8. Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module continues. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system.
9. Discovery phase is complete for Fidler Technologies AVID software implementation for the Register of Deeds Office. Implementation is set for early 2020.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

10. System discovery, research, and documentation regarding multiple departmental use of Quicken software is complete. Implementation and data conversion for one department with 4 database files is complete. Software upgrade and implementation for 1 remaining department will be scheduled as soon as the Human Services department is able to schedule.
11. Programmer Analysts continued training on new software development technologies, including ASP.NET Core, MVC, Razor Pages, C# programming language, Entity Framework Core, and others. These new technologies will help IT develop custom programs more efficiently, and enable us to migrate our existing programs to more modern platforms.
12. Continued creating forms for Crisis Intervention in Frevvo software and working with Frevvo on server issues.
13. Researched and implemented remote access software that allows IT staff to connect to devices outside of the County Network. This tool will improve our technical support of requestors outside of the County network by allowing us to remote into their machines and see exactly what is displaying on their computer.
14. Continued implementation of Questica budget software, involving Finance, IT, and Questica staff. We are currently working on integration between our Dynamics GP accounting software and the capital budget portion of Questica.
15. Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing program. The new program has been deployed and Environmental Health staff are now entering water sample information and testing results. Work continues on data exports and mail merges for results letters.
16. Continued work with the Parks and Forestry Department on the Park Reservations system. The goal is to implement features needed during the 2019 and 2020 camping season. This summer, IT will work with Parks and Forestry to evaluate continuing with the in-house system versus purchasing a commercial off-the-shelf software package.
17. Set up TraCS Accident Export to Carfax. The Sheriff's department is working with Carfax regarding car accidents and we now have an integration between our law records system and Carfax.
18. Coordinated and configured CIS, Countywide Law Enforcement system, to bring the Wisconsin Rapids Fire Department on board with our systems. Dispatch is now able to see where Rapids Fire Department apparatus are so they can more efficiently dispatch them to 911 incidents.
19. Met with HR and Finance to demo the new in-house developed Employee Self Service, ESS, system from IT. IT is close to having the first version of the system go live for all employees. This system allows employees to access their own data like pay stubs, online.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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20. IT continues to focus on security and better tracking of County network user accounts. A new Outside Provider form was created and distributed to Departments that utilize outside providers who need access to the County network.
  21. IT staff has invested a lot of time into the paging system at the Wood County Annex & Health Center. Currently paging is not broadcasting through the phone system, only the paging speakers. IT has engaged Engineering on Demand (EoD), Singlewire (the paging system manufacturer), and Cisco (the phone and network hardware equipment manufacturer). According to EoD and Singlewire, it appears that everything is working but nothing is delivered to the phones. Efforts to remedy the problem continue at the highest priority.
  22. Worked with Courthouse Maintenance staff after the River Block Power event to identify damaged telemetry equipment. IT also setup Out Patient Clinic reception at the Courthouse so they could continue to receive and place calls until staff could return to River Block.
  23. Setup SignUP Genius, an online event signup solution, for County Departments to use. This software will allow County Departments to easily coordinate sign up events. HR is currently using this solution so that County staff can sign up for mandatory Civil Rights Training.
  24. Worked on-site with Frontier Communications to restore phone service to the Norwood Facility. In May there were two phone outages as a result of issues with Frontier phone lines.
  25. Continue to receive many requests for service to change service codes or hours on notes in the TCM system that is used by Human Services. This is due to providers who sign off without confirming data. Once the provider signs, the service is ready for charging. After the service is charged the system, TCM, only allows IT to be able to make the correction. These continued data entry errors cause extra work for IT and for HS billing clerk.
  26. Obtained quote for communication link upgrade at North Park. Estimated costs were reduced by using existing park Maintenance resources. Upgrade planned for 2020 budget.
  27. IT's Business Continuity project for the Wood County Annex & Health Center continues. Installation of cable trays, fire stops and optical cable for the project is complete. Technical assistance from Norwood Maintenance staff helped reduce overall costs. Equipment grounding has been upgraded to comply with current best practices in lightning suppression. The communication link between the tower and IT's business continuity room began the last week of May. Network hardware for this project was ordered and received. Hardware will be configured and placed in early June.
  28. Continue to configure new Video Conferencing Units. In an effort to reduce cost, a new model is being deployed. We are working with the vendor to successfully integrate these units with the County phone system.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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29. Active Directory (AD), a vital network service that provides authentication and user information, continues to be updated by IT staff. AD is integrated with several other software packages utilized throughout the County.
30. In anticipation of a 25% increase to device cost as a result of tariffs, IT has placed the remaining 2019 computer orders.
31. Working with Highway & Sheriff's Departments to provide information and cost regarding installing audio/visual equipment at their locations. This would allow staff to monitor activity and view important information in common areas at these facilities.
32. Created a new form for the coroner.
33. Continue to employ two interns to assist IT staff in meeting the daily needs and requests from the Departments we support. The additional staff has allowed IT staff to begin new projects sooner than expected.
34. For the month of April, 523 helpdesk requests were created, with staff completing 530 tickets and leaving 164 open requests. These numbers represent service requests from departments throughout the County.
35. Work in preparation for the Exchange upgrade project continues. We have decommissioned the Domain Controller roles from FS-Courthouse, our final 2003 domain controller. We have now upgraded the domain functional level to 2018 R2. This upgrade includes a domain account recycle bin which allows for speedy recovery should an account be accidentally deleted. Network staff is working to add new domain controllers at Norwood, Edgewater, Highway Department and a secondary controller at the Courthouse. This will allow us to bring our domain functional level to 2016 which is needed for the upgrade to Exchange 2019. As part of these upgrades, we are also changing how domain controllers replicate with one another because the current method is deprecated in Server 2019.
36. Programmers presented at the annual GIPAW (Governmental Information Processing Association of Wisconsin) spring conference. These presentations are designed to share technical knowledge and experience with other governmental agencies in Wisconsin. This year's presentation focused on the latest web development technologies that Wood County IT programmers employ to create new custom in-house software and websites. Topics include ASP.net Core, MVC, Razor, Bootstrap, and jQuery plugins.
37. IT Director attended Pittsville High School Awards Night to present a student with a \$1,250 GIPAW Scholarship. Since Wood County is a member of GIPAW, any high school or college student that lives or goes to school within Wood County is eligible to apply for a scholarship.



# Wood County

## WISCONSIN

### MAINTENANCE DEPARTMENT

*Reuben Van Tassel*

### Monthly Letter of Comments May 2019

#### 1. River Block Power Surge

On Monday, May 6<sup>th</sup>, around 10:30 am, there was a significant power surge that damaged multiple building systems at our River Block facility. The damage was first evidenced by the fire alarm activating due to some equipment that overheated and began to melt down. The building was evacuated and remained closed for the remainder of the day while we determined the extent of the damage. Through multiple discussions with the utility provider, the Fire Department, and other contractors, we found it would be safe to re-occupy River Block the following day in order to avoid further down time and loss of Department services.

Through the great effort and patience of many County employees, we were able to resume operations despite many inconveniences. Items damaged by the power surge included: elevator controls, HVAC system, lighting control system, security cameras, and fire alarm.

Although most of the damaged systems were brought back to a functional status in a short amount of time, there will be a delay in total restoration of some systems due to manufacturing and shipping times.

#### 2. Ongoing Projects and Planning

- a. Courthouse Security – The security office, equipment calibration, and operator orientation have all been completed.
- b. Emergency Management Office – Interior office framing has begun, as well as some of the HVAC updates that are taking place as a part of the project.
- c. NREL – We received preliminary results from the analysis conducted by NREL; I will share more information with the Committee at the June meeting.
- d. 2020 Capital Projects – I am continuing to review our upcoming facility needs in order to provide the Committee with more information for budget planning.
- e. Jail Sewer Line Inspection – We are continuing to televise and inspect the Jail sewer lines. We discovered some of the lines were failing last year and we will need to determine how extensive line repair and/or replacement will be.

#### 3. Miscellaneous

- a. Attended: County Board, Executive, Judicial & Legislative, Public Safety and Department Head meetings.
- b. Participated in Wisconsin Facility Managers Association annual conference.





# Wood County WISCONSIN

## SAFETY & RISK MANAGEMENT

### Safety & Risk Management Letter of Comments – May 2019

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#### **Safety/Risk/Insurance/Work Comp - News & Activities:**

- Insurance policy premium charges to departments.
- DSPS Highway Department Safety Inspection. Purchased safety labels. Only one possible violation.

#### **Lost Time/ Restricted Duty/Medical Injuries: 1**

- 05/20/2019 – Highway – Employee sustained a lower back strain while lifting. Lost time injury.
- 05/00/2019 –

#### **First Aid Injuries: 1**

- 05/09/2019 – Norwood HC – Employee sustained a contusion to the arm from a combative person.
- 05/00/2019 –

#### **Property/Vehicle Damage Claims: 1**

- 05/07/2019 – Maintenance – Power surge to River Block Building.

#### **Liability – Wood County - Notice of Injury and Claim: 0**

- 05/11/2019 –
- 05/10/2019 –

#### **Liability – Active Lawyer Notice of Injury and Claim / Lawsuits/ Court Cases/ EEOC claims/ etc:**

- Currently 1 active suicide claim.
- Currently 1 active EEOC claim.

#### **2019 Goals: Continue Pro Active Injury and Loss Control Initiatives.**

Continue to encourage departments and employee's to call the Alaris Care Line when injured at work and the injury requires medical treatment. This will help control work comp claims costs in the future.

Continue to lower work comp department charges for future budgets if work comp reserve funds remain high. The proactive approach to safety is working well for Wood County.

## **TREASURER'S REPORT**

06-04-2019

By: H. Gehrt

1. Attended UWGB Master Academy Courses: Thinking on Your Feet & Handling Difficult People in Oshkosh on May 1.
2. Put out signs and took remaining pictures of properties on May 2.
3. Attended Executive Committee meeting on May 7.
4. Had a meet and greet with our new accounts banking representative from WoodTrust Bank on May 14.
5. Attended Department Head meeting on May 15.
6. Met with Finance Director to discuss purchase card draft policy on May 15.
7. Attended District Meeting for my association in Eau Claire on May 16.
8. Attended Executive Committee meeting on May 21.
9. Attended County Board meeting on May 21.
10. Attended Executive Committee meeting to interview Financial Advisors on May 23.
11. Attended bi-monthly telephone call for the Wisconsin County Leadership Academy on May 23.
12. Opened bids for tax deed sealed property sale on May 28.
13. From the suggestion of the Risk Management Director, had a respirator test at the hospital to be cleared to wear a respirator when going into tax deed properties that are taken back by the County on May 29.
14. Participated in the Marshfield Area Dairy Breakfast by volunteering on May 31.
15. I am waiting for Board of Reviews for each municipality to be completed to see whom I need to send out the Agricultural Land Conversion Charges to. These are fees/charges that the landowner pays for taking their land out of agriculture and converting its usage to something else.

## **Wood County Employee Wellness Update**

June 4th, 2019 Submitted: Adam Fandre

### 2019 Employee Wellness Program

**New Hire Orientation-** Continue to promote and encourage new hires to participate in the 2019 Wellness year. New hires will 90 days from their date of hire to complete their biometric screening, health risk assessment and health coaching appointment to enroll in the 2019 year and receive the 2020 health insurance premium discount.

### **Portal Updates-**

522 participants have either scheduled or completed their health coaching appointment

329 participants have completed their health coaching appointment

222 participants have registered for the quarter 2 wellness challenge

### **Wellness Committee Updates-**

- Discussion to offer chair massages at Edgewater Haven Nursing Home took place. Champ representative will touch-base with employees to determine optimal times to accommodate different shifts and send to Adam.
- General questions about quarter 2 Wellness Challenge took place. The Hawaiian Hike challenge will focus on steps with a minimum of 50,000 needed each week to receive wellness points. This number was based off of the average steps from last year's walking challenge.
- General reminders for completing health coaching appointments, the third and final qualifying wellness activity to enroll in the wellness program, were discussed. Champs will send written and verbal reminders to respective departments.
- Extensive discussion took place regarding missed deadline agenda item of last Wellness Board meeting and grievances filed against Wellness Program. It is the Committee's stance that deadlines are set for a reason and if they are not followed it defeats the purpose of having them in the first place. Some committee members were open to the idea of appeal process being created for rare or unusual circumstances. Other communication methods will be explored for next year to avoid or reduce these situations in the future.

### **Wellness Board Updates-**

\*\*\*Updates are from meeting minutes of February meeting\*\*\*

- The Wellness Coordinator presented the No Show Procedure. Following a thoughtful and deliberative discussion, motion (Rozar/Bruce) to approve this procedure as presented and forward to the Executive Committee for approval. All ayes. Motion passed.
- A total of 317 vaccines were given in 2018 (as compared to 290 in 2017) at a cost of \$14.18/vaccine (\$16.50/vaccine in 2017) which is less than the \$22.00/vaccine previously spent on employee flu vaccine administration. This cost does not include employee wages of those RNs administering the vaccine in the various facilities. This cost only reflects the supply cost. There were some comments about providing privacy during the administration of the vaccine which will be addressed during the next flu season. Because of the cost-effectiveness of having flu vaccines being administered in this way over 2 seasons, Jordon will discuss with Brandon the process of continuing this program.
- The 2018 budget is on track. The 2019 budget (\$377,267) was reviewed. The budget reflects increased participation in the Wellness Program.
- Angela from The Horton Group distributed a Compliance Bulletin from the EEOC. A discussion of the removal of incentive limits from final Wellness Plan Rules was discussed. Also discussed were the implications of cannabis use by potential employees and what those implications will be on pre-employee screening, background checks, and drug testing. Angela also mentioned a potential application for the Workplace Wellness Award.
- Adam reported the Wellness Committee is going smoothly. Committee members are helping get the word out about Wellness activities and additional Wellness Champs are being identified in various County departments. Communication continues to be a major focus of this Committee.

### **Coordinator Monthly Updates-**

- Continue to send reminders, updates, and other various communications in regards to completing the required steps in order to stay on track for enrolling in the 2019 Wellness Program.
- Worked with Human Resources to create and review tentative wellness appeal procedure to be discussed at next Wellness Board meeting.
- Continuing to work with Wellness Champs on communicating any important deadlines, activities and information at their respective department meetings.
- Working with staff at departments who do not have computers or readily available access to computers in order to complete their health coaching appointments.
- Continue to work with various departments and locations to reserve rooms and times for health coaching schedule for the months of April, May and June..
- Communicated health coaching sign-up is available to employees and spouses with step-by-step instructions of how to schedule an appointment.
- Met with participants face-to-face or over the phone to complete 283 in-person and 46 telephonic health coaching appointments. Locations traveled to include River Block, Wisconsin Rapids Courthouse, Edgewater Haven Nursing Home, the Highway Department, Cornerstone (Marshfield), the Old City Hall Plaza (Marshfield) the Annex & Health Center.
- Working closely with Human Resources to send any applicable 1<sup>st</sup> quarter \$100 payouts to participants who are terminating employment before the end of June.
- Working with finance department to send 1<sup>st</sup> quarter \$100 payouts to employees and spouses who complete their health coaching appointment.
- Worked with UW-Extension to coordinate May Lunch & Learn focused on self-care. Recorded presentation with the help of video equipment from Wisconsin Rapids Community Media Center.
- Crafted May lunch & learn quiz to be uploaded to ManageWell for participants unable to view in-person as well as hard copy versions for employees without readily available computer access.
- Met with UW-Extension and Health Department to review and discuss possible alternative opportunities for the monthly lunch & learns.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees. Meeting with department heads to discuss ergonomic assessment results and recommendations. Also working with maintenance to assist with installation of any recommended equipment.
- Coordinated with various massage therapists to hold chair massages at the courthouse and River Block in order to meet the needs/wants of various shifts/departments. Sending out appointment reminders to employees who scheduled appointments.
- Working with IT to transfer current chair massages schedules and appointments on google spreadsheets to Signup Genius, a new appointment scheduling website.
- Meeting with new hires to review Wellness Program and assist with registration and successful completion of three required activities by their appropriate deadlines.
- Updated information on Wellness internet and intranet pages with the help of IT.
- Finalized and sent communication to begin the quarter 2 wellness challenge, Hawaiian Hike, which focuses on tracking steps and meeting a minimum of 50,000 each week for four weeks. This challenge began on Monday, May 27<sup>th</sup> and will end on Sunday, June 23<sup>rd</sup>.
- Created quarter 2 activities, events and updates in ManageWell portal for quarter 2.
- Continue to update wellness bulletin boards at various Wood County locations with most up-to-date information and wellness resources.
- Continue to assist participants with navigating wellness portal and answering questions as they arise. Any feedback received is passed along to ManageWell support staff.

### Wellness Activities Currently Going on in 2019

**Health Coaching:** During this session you will go over your results from your Biometric Screening/Health Risk Assessment, and create a wellness goal to work on or continue to work on throughout the year. The deadline for this activity is June 30<sup>th</sup>, 2019.

Enclosures:

May 21<sup>st</sup>, 2019 Wellness Committee meeting minutes

**Name of Meeting:** Wellness Committee Meeting **MINUTES****Location:** Courthouse Room 114 or \*8408**Date:** 5/21/2019**Time Called to Order:** 1:30 PM**Time Adjourned:** 2:30 PM**Call in Number:** \*8408**Members Present/Call in**

Kim Keech, Lisa Keller, Amy Kniprath, Laura Clark, Maria Luepke, Tara Feltz (Phone), Caity Carmody (Phone), Sandra Green, Kirsten Wentzel, Ryan Soyk Lacey Piekarski

**Members Absent:**

**Recording Professional:**  
Sandra Green, Parks

**Next Meeting:**

- Date: June 19<sup>th</sup>, 2019
- Time: 1:00pm
- Location:
- Call in #: \*8408

AGENDA ITEM	DISCUSSION/ RECOMMENDATIONS	CONCLUSIONS /ACTIONS	RESPONSIBLE PARTY
<b>Massages at Edgewater</b>	<ul style="list-style-type: none"> <li>• Thoughts</li> </ul>	We will try again for massages at Edgewater. Massages are nice when stress levels are high. Adam has talked with a few different therapists and will try to get someone on board, possibly 1x/month.	All
<b>River Riders Bike Share Program</b>	<ul style="list-style-type: none"> <li>• Integration into Wellness Program?</li> </ul>	Currently, there is one stationed at White Sands Beach and is being utilized quite frequently. Adam will have more about this at the next meeting.	All/Sarah
<b>Quarter 2 Wellness Challenge Feedback</b>	<ul style="list-style-type: none"> <li>• Review/feedback</li> </ul>	There were a few questions regarding the # of steps. For example, the goal will most likely be to hit 50,000 steps in each of the four weeks of the challenge. This step goal was created based on the average number of steps from participants in previous year's walking challenge. There are situations where numbers can be adjusted but can only be done through Adam. There are people that do other sports such as swimming, basketball, etc. Adam will be handing out a conversion chart for those sports. Final registration deadline is 5/27/2019.	All
<b>Health Coaching</b>	<ul style="list-style-type: none"> <li>• Enough availability?</li> </ul>	Adam has completed 300+ appointments so far. Champs will send reminders to departments.	All
<b>Wellness Board Updates</b>	<ul style="list-style-type: none"> <li>• Review</li> <li>• Thoughts</li> <li>• Appeals</li> </ul>	Adam updated Wellness Committee on discussion that took place at the last Wellness Board meeting and steps moving forward with appeal process. Extensive conversation took place regarding the grievances filed by employees who did not receive their health insurance discount for 2020 due to missing deadlines. It was the Committee's stance that deadlines are set for a reason and if they are not followed it defeats the purpose of having them in the first place. Extensions for missed deadlines of the three qualifying wellness activities have not been made in the past and would be unfair to individuals who missed these in previous years. Some of the Committee was open to the idea of an appeal process being made for rare or unusual circumstances. Wellness Committee will explore other potential options and methods of communicating deadlines and expectations moving forward.	All
<b>Wellness Deadline Communication</b>	<ul style="list-style-type: none"> <li>• feedback</li> </ul>		All
<b>Other</b>	<ul style="list-style-type: none"> <li>• Any other items?</li> </ul>	Vouchers CANNOT be used at Marshfield Clinic. Only ASPIRUS. Next month's meeting will need to be rescheduled due to the same day and time as the Wellness Board meeting. Most likely June 19 <sup>th</sup> at 1pm but will be confirmed by Adam sending out a doodle poll.	Adam/All
<b>How to Get Wellness Word Out &amp; Increase Participation</b>	<ul style="list-style-type: none"> <li>• Identified locations whose participation rates are lowest, will try to reach out to these areas.</li> <li>• Update on department interactions (who talked to who)</li> </ul>	N/A	All

# COUNTY BOARD CLAIMS

April 2019

April 2019

Paid May 2019

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	MEALS/PKG HOTEL \$	TOTAL \$
Robert Ashbeck	April-19	450.00	119.48	12.00	\$581.48
Allen Breu	April-19	250.00	76.56		\$326.56
William Clendenning	April-19	615.00	213.44	—	\$828.44
Ken Curry	April-19	415.00	16.24		\$431.24
Michael Feirer	Mrch/Apr	600.00	148.48		\$748.48
Adam Fischer	April-19	515.00	551.00		\$1,066.00
Jake Hahn	April-19	250.00	41.76		\$291.76
Brad Hamilton	April-19	250.00	16.24		\$266.24
Marion Hokamp	April-19	350.00	19.72		\$369.72
Mark Holbrook	Feb/Mar/Apr	950.00	89.32		\$1,039.32
David La Fontaine	March/April 19	650.00	174.00		\$824.00
Bill Leichtnam	April-19	450.00	106.72	8.00	\$564.72
Doug Machon	April-19	500.00	190.82		\$690.82
Lance Pliml	April-19	500.00	34.80		\$534.80
Dennis Polach	April-19	465.00	31.44		\$496.44
Donna Rozar	April-19	510.00	222.72		\$732.72
William Winch	April-19	300.00	31.32		\$331.32
Joe Zurfluh	April-19	300.00	33.64		\$333.64
Francis Cherney	Aug 18-Jan19	480.00	58.50		\$538.50
Lee Garrels	Apr-May 19	200.00	62.64		\$262.64
Leland Kauth	Feb-May 19	250.00	17.40		\$267.40
Marvin Kohlbeck	Apr-May 19	200.00	41.76		\$241.76
Steve Kulick	April-19	50.00	40.02		\$90.02
Diane Lieber	Feb -May 19	300.00	23.20		\$323.20
Michael Meyers	Feb -May 19	325.00	203.00		\$528.00
Linda Schmidt	Jan & Apr 19	120.00	22.04		\$142.04
		\$ 10,245.00	\$ 2,586.26	\$ 20.00	\$ 12,851.26

Chairman

Executive Committee

## Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: MAY 2019

For the range of vouchers: 06190125 - 06190143

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06190125	OFFICE ENTERPRISES INC	Ink Tank - Postage Machine	05/02/2019	\$224.99	P
06190126	WISCONSIN RAPIDS COMMUNITY MEDIA	DVD - April County Board	05/06/2019	\$20.00	P
06190127	QUALITY PLUS PRINTING INC	Directory 2019-2020 - 700 ea.	05/09/2019	\$1,765.00	P
06190128	CENTURYLINK	Various Long Distance - April	05/09/2019	\$186.54	P
06190129	WISCONSIN MEDIA	VAR ADS 4/1 - 4/31/19	05/10/2019	\$1,226.36	P
06190130	UNITED PARCEL SERVICE	REPLENISH UPS ACCT MAY 2019	05/13/2019	\$200.00	P
06190131	UNITED MAILING SERVICE	MAIL FEES APRIL 1 - 30, 2019	05/13/2019	\$917.56	P
06190132	POSTMASTER - WISCONSIN RAPIDS	POSTAGE-2019 DIRECTORIES	05/14/2019	\$114.43	P
06190133	HF GROUP LLC	CB PROCEED APRIL 79 - MAR 1982	05/14/2019	\$75.00	P
06190134	AMAZON CAPITAL SERVICES	Office Supplies	05/17/2019	\$24.99	P
06190135	POSTMASTER - WISCONSIN RAPIDS	Presort Permit Fee - 1 yr	05/23/2019	\$235.00	
06190137	FRONTIER COMMUNICATIONS	Various Mfid Long Distance	05/28/2019	\$135.86	
06190138	WOOD TRUST BANK	VISA Charges - May 2019	05/28/2019	\$1,017.00	
06190139	TDS TELECOM	TDS PH BILL 7156525107 APR 19	05/28/2019	\$57.30	
06190140	TDS TELECOM	TDS PH BILL 7158846479 APR 19	05/28/2019	\$58.85	
06190141	TDS TELECOM	TDS PH BILL 7156522067 APR 19	05/28/2019	\$69.51	
06190142	TDS TELECOM	TDS PH BILL 7156523551 APR 19	05/28/2019	\$43.46	
06190143	TDS TELECOM	TDS PH BILL 7158846596 APR 19	05/28/2019	\$34.15	
<b>Grand Total:</b>				<b>\$6,406.00</b>	

### Signatures

Committee Chair:

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## Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: MAY 2019

For the range of vouchers: 14190153 - 14190180

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14190153	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	04/24/2019	\$6.49	P
14190154	GFOA	ANNUAL MEMBERSHIP DUES	04/03/2019	\$640.00	P
14190155	TRUE IT LLC	DYNAMICS SOFTWARE MAINTENANCE	04/24/2019	\$9,314.40	P
14190156	AMERICOLLECT INC	GARNISHMENT PAYMENT	05/09/2019	\$318.87	P
14190157	BOSTON MUTUAL	WHOLE LIFE INSURANCE	05/09/2019	\$1,281.02	P
14190158	DAUBERT LAW FIRM LLC	GARNISHMENT PAYMENT	05/09/2019	\$255.57	P
14190159	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	05/09/2019	\$287.96	P
14190160	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	05/09/2019	\$194.82	P
14190161	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	05/09/2019	\$3,638.42	P
14190162	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	05/09/2019	\$1,935.21	P
14190163	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	05/09/2019	\$2,916.44	P
14190164	NEKOOSA PORT EDWARDS STATE BANK	GARNISHMENT PAYMENT	05/09/2019	\$289.28	P
14190165	RAUSCH STURM ISRAEL ENERSON & HORNIK LLP	GARNISHMENT PAYMENT	05/09/2019	\$225.11	P
14190166	BADGER STATE INDUSTRIES	SIGNAGE FOR UWSP MFLD	05/07/2019	\$332.53	P
14190167	AMERICOLLECT INC	GARNISHMENT PAYMENT	05/23/2019	\$236.77	P
14190168	BOSTON MUTUAL	WHOLE LIFE INSURANCE	05/23/2019	\$1,345.38	P
14190169	DAUBERT LAW FIRM LLC	GARNISHMENT PAYMENT	05/23/2019	\$279.32	P
14190170	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	05/23/2019	\$282.46	P
14190171	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	05/23/2019	\$188.41	P
14190172	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	05/23/2019	\$3,006.56	P
14190173	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	05/23/2019	\$1,935.38	P
14190174	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	05/23/2019	\$3,636.10	P
14190175	NEKOOSA PORT EDWARDS STATE BANK	GARNISHMENT PAYMENT	05/23/2019	\$309.29	P
14190176	RAUSCH STURM ISRAEL ENERSON & HORNIK LLP	GARNISHMENT PAYMENT	05/23/2019	\$239.77	P
14190177	WI DIVISION OF UNEMPLOYMENTINSURANCE	GARNISHMENT PAYMENT	05/23/2019	\$191.80	P
14190178	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/20/2019	\$27.85	P
14190179	AMAZON CAPITAL SERVICES	LAPTOP BAG	05/20/2019	\$29.99	P
14190180	WIPFLI LLP	2018 AUDIT FINAL BILLING	05/17/2019	\$54,300.00	P
<b>Grand Total:</b>				<b>\$87,645.20</b>	



Signatures

Committee Chair:

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## Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: MAY 2019

For the range of vouchers: 17190033 - 17190044

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17190033	WI DEPT OF ADMINISTRATION	WiscJobs Posting - EW Admin	04/24/2019	\$175.00	P
17190034	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	03/21/2019	\$600.00	P
17190035	WOOD TRUST BANK	Visa Charges - April 2019	04/20/2019	\$292.00	P
17190036	NATIONWIDE TRUST CO FSB	PEHP	05/03/2019	\$22,862.50	P
17190037	NORTHWOODS LASER & EMBROIDERY	Retirement Plaque	04/17/2019	\$71.75	P
17190038	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal - Norwood	04/25/2019	\$100.00	P
17190039	MID-STATE TECHNICAL COLLEGE	BLS/CPR Renewal - NW	04/25/2019	\$10.00	P
17190040	WI DEPT OF WORKFORCE DEVELOPMENT	April Unemployment Charges	04/30/2019	\$889.79	P
17190041	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	04/22/2019	\$850.00	P
17190042	EAU CLAIRE AREA CHAMBER OF COMMERCE	2019 W/Central WI Wage Survey	05/09/2019	\$52.75	P
17190043	HORTON GROUP INC THE	Consulting Fees - May 2019	05/09/2019	\$2,083.33	P
17190044	KEY BENEFIT CONCEPTS LLC	OPEB/GASB Valuation Report '18	05/15/2019	\$6,600.00	P
<b>Grand Total:</b>				<b>\$34,587.12</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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## Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: MAY 2019

For the range of vouchers: 27190142 - 27190180

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190142	AMAZON CAPITAL SERVICES	NORTH PARK UPS	04/19/2019	\$129.95	P
27190143	AMAZON CAPITAL SERVICES	ADAPTERS FOR NORWOOD	04/22/2019	\$14.99	P
27190144	EO JOHNSON COMPANY INC	PAPERCUT BILLING 1ST QTR 2019	04/02/2019	\$14,730.29	P
27190145	FRONTIER COMMUNICATIONS	PHONE CHARGES	04/22/2019	\$542.00	P
27190146	FRONTIER COMMUNICATIONS	PHONE CHARGES	04/22/2019	\$1,145.09	P
27190147	INSIGHT PUBLIC SECTOR INC	CSA, SAFETY, DRG CT PCS	04/11/2019	\$1,078.00	P
27190148	INSIGHT PUBLIC SECTOR INC	CREDIT MEMO - PO 56457	04/15/2019	(\$971.30)	P
27190149	INSIGHT PUBLIC SECTOR INC	CSA, SAFETY, DRG CT PCS	04/22/2019	\$8,811.81	P
27190150	SOLARUS	PHONE CHGS ACCT 00063942-1	05/01/2019	\$8,231.56	P
27190151	SOLARUS	PHONE CHGS ACCT 00077856-5	05/01/2019	\$292.84	P
27190152	SOLARUS	PHONE CHGS ACCT 00061009-7	04/01/2019	(\$56.26)	P
27190153	SOLARUS	PHONE CHGS ACCT 00061009-7	05/01/2019	\$74.50	P
27190154	US CELLULAR	CELL PHONE CHGS ACCT 277407322	04/16/2019	\$1,879.72	P
27190155	US CELLULAR	CELL PHONE CHGS ACCT 851710598	04/16/2019	\$715.91	P
27190156	US CELLULAR	CELL PHONE CHGS ACCT 203538532	04/20/2019	\$809.41	P
27190157	US CELLULAR	CELL PHONE CHGS ACCT 217293182	04/20/2019	\$282.23	P
27190158	US CELLULAR	CELL PHONE CHGS ACCT 203391922	04/20/2019	\$137.61	P
27190159	KAUP AMY	MILEAGE	04/30/2019	\$189.08	P
27190160	AMAZON CAPITAL SERVICES	SHERIFF NEW PAC ACCESSORIES	04/30/2019	\$476.75	P
27190161	AMAZON CAPITAL SERVICES	WEBCAM COVERS	05/01/2019	\$179.75	P
27190162	AMAZON CAPITAL SERVICES	POWER STRIP TOWERS	05/02/2019	\$49.78	P
27190163	AMAZON CAPITAL SERVICES	UPS - NORWOOD	05/02/2019	\$129.95	P
27190164	CHARTER COMMUNICATIONS	INTERNET PRO100	04/24/2019	\$130.00	P
27190165	INSIGHT PUBLIC SECTOR INC	CSA, SAFETY, DRG CRT PCS	04/24/2019	\$979.56	P
27190166	US BANK	CREDIT CARD CHARGES	04/25/2019	\$1,129.92	P
27190167	AMAZON CAPITAL SERVICES	MICE & ADAPTERS	05/09/2019	\$161.22	P
27190168	AMAZON CAPITAL SERVICES	BUSINESS CARDS	05/13/2019	\$21.50	P
27190169	CDW GOVERNMENT INC	INK FOR ROD	04/29/2019	\$14.95	P
27190170	CDW GOVERNMENT INC	INK FOR ROD	05/01/2019	\$67.79	P
27190171	GRAYBAR	NORWOOD NETWORK CABLE	04/23/2019	\$153.34	P
27190172	INSIGHT PUBLIC SECTOR INC	EOC/HIGHWAY/NORWOOD PCS	04/29/2019	\$2,532.27	P
27190173	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	05/06/2019	\$3,342.81	P
27190174	VERIZON	CELL CHGS ACCT 242258062-00001	05/01/2019	\$1,499.99	P
27190175	VISTA IT GROUP	MEMORY EXCHANGE UPGRADE	04/29/2019	\$2,110.78	P

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190176	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/15/2019	\$71.28	
27190177	AMAZON CAPITAL SERVICES	UPS MFLD HIGHWAY SWITCH	05/24/2019	\$129.95	
27190178	INSIGHT PUBLIC SECTOR INC	SHERIFFS DEPT PC REPLACEMENT	05/09/2019	\$2,208.96	
27190179	INSIGHT PUBLIC SECTOR INC	NORWOOD NETWORK UPGRADE	05/10/2019	\$54,496.75	
27190180	RHYME BUSINESS PRODUCTS	PRINTER MANAGEMENT EQUIPMENT	04/18/2019	\$1,248.00	
<b>Grand Total:</b>				<b>\$109,172.73</b>	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

## Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: MAY 2019

For the range of vouchers: 19190341 - 19190450

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190341	ACE HARDWARE	SUPPLIES	04/22/2019	\$5.99	P
19190342	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	04/15/2019	\$145.44	P
19190343	AUTOZONE COMMERCIAL (Maintenance)	CREDIT MEMO	03/31/2019	(\$0.64)	P
19190344	AUTOZONE COMMERCIAL (Maintenance)	SHOP SUPPLIES	04/24/2019	\$9.68	P
19190345	CRESCENT ELECTRIC SUPPLY CO	CH SECURITY - ELEC SUPPLIES	04/17/2019	\$22.96	P
19190346	DELTA-T	EM OFFICE - DUCT HEATERS	04/18/2019	\$2,504.00	P
19190347	ERON & GEE/HERMAN'S PLUMBING & HEATING	HVAC UPDATES	03/26/2019	\$12,731.80	P
19190348	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	04/17/2019	\$239.17	P
19190349	GRAINGER (Maintenance)	REPAIR KITS - JAIL	04/24/2019	\$437.40	P
19190350	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE COURTHOUSE	04/23/2019	\$3,630.00	P
19190351	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE HUMAN SERVICES	04/23/2019	\$528.00	P
19190352	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE RIVER BLOCK	04/23/2019	\$1,034.00	P
19190353	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	04/23/2019	\$7,758.74	P
19190354	NICK MICHELS & SONS	RB ROOF REPAIRS	04/18/2019	\$140.00	P
19190355	QUALITY DOOR & HARDWARE	EM OFFICE - DOOR	04/19/2019	\$299.00	P
19190356	RON'S REFRIGERATION & AC INC	EM OFFICE - EMPTY AC UNITS	04/18/2019	\$955.00	P
19190357	RON'S REFRIGERATION & AC INC	EM OFFICE - RESTART AC	04/23/2019	\$188.00	P
19190358	SPARKS SEPTIC SERVICE	CLEAN GREASE TRAP IN JAIL	03/26/2019	\$125.00	P
19190359	SUPERIOR CHEMICAL CORPORATION	CLEANING SUPPLIES	04/24/2019	\$258.92	P
19190360	ACE HARDWARE	TOOLS	04/25/2019	\$21.98	P
19190361	ACE HARDWARE	JAIL SUPPLIES	04/29/2019	\$0.27	P
19190362	ACE HARDWARE	SUPPLIES	04/30/2019	\$11.58	P
19190363	ACE HARDWARE	TOOLS	05/01/2019	\$5.99	P
19190364	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	04/25/2019	\$4,069.35	P
19190365	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	04/25/2019	\$34.88	P
19190366	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	04/25/2019	\$45.86	P
19190367	CITY OF WIS RAPIDS TREASURER	EM OFFICE-DETACH WARNING PLATE	04/24/2019	\$190.00	P
19190368	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	05/02/2019	\$4,327.64	P
19190369	CRESCENT ELECTRIC SUPPLY CO	CH SECURITY OFFICE - LIGHTS	04/26/2019	\$157.18	P
19190370	FIRST SUPPLY	HOT WATER CIRC PUMP	04/25/2019	\$467.35	P
19190371	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	05/01/2019	\$200.44	P
19190372	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING COURTHOUSE	04/29/2019	\$2,415.00	P
19190373	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING RIVER BLOCK	04/29/2019	\$1,365.00	P
19190374	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING ELKS LOT	04/29/2019	\$800.00	P

MAINTENANCE / PURCHASING - MAY  
2019

19190341 - 19190450

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190375	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING MUPPET LOT	04/29/2019	\$325.00	P
19190376	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	04/25/2019	\$426.05	P
19190377	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	04/25/2019	\$214.49	P
19190378	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	04/25/2019	\$70.64	P
19190379	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	04/25/2019	\$10.41	P
19190380	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	04/25/2019	\$551.47	P
19190381	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	04/25/2019	\$96.60	P
19190382	WE ENERGIES	GAS SERVICE JAIL	04/29/2019	\$534.52	P
19190383	WE ENERGIES	GAS SERVICE COMMUNICATIONS	04/29/2019	\$152.08	P
19190384	WE ENERGIES	GAS SERVICE COURTHOUSE	04/29/2019	\$3,686.02	P
19190385	WE ENERGIES	GAS SERVICE HUMAN SERVICES	04/29/2019	\$94.68	P
19190386	WOOD TRUST BANK	ARCHITECT SOFTWARE	04/21/2019	\$525.00	P
19190387	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	04/30/2019	\$590.20	P
19190388	AMERICAN TIME	RB CLOCKS	05/09/2019	\$410.59	P
19190389	ADVANCE AUTO PARTS	SUPPLIES	05/02/2019	\$6.49	P
19190390	CRESCENT ELECTRIC SUPPLY CO	LIGHT BULBS	04/30/2019	\$185.58	P
19190391	FIRE & SAFETY EQUIPMENT INC	ANNUAL FIRE EXTINGUISHER SVC	04/30/2019	\$1,248.48	P
19190392	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	05/08/2019	\$87.46	P
19190393	GRAINGER (Maintenance)	SHOP SUPPLIES	05/02/2019	\$39.79	P
19190394	NORTHSTAR ENVIRONMENTAL TESTING LLC	CH SECURITY OFF-ASBESTOS TEST	05/03/2019	\$165.00	P
19190395	QUALITY DOOR & HARDWARE	CH SECURITY - ELECTRIC STRIKE	04/30/2019	\$134.32	P
19190396	SHERWIN-WILLIAMS CO THE	CH SECURITY OFFICE - PAINT	05/03/2019	\$403.63	P
19190397	VAN ERT ELECTRIC COMPANY INC	RB IR SCAN	05/01/2019	\$801.00	P
19190398	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	04/30/2019	\$238.08	P
19190399	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	04/30/2019	\$58.20	P
19190400	WE ENERGIES	GAS SERVICE RIVER BLOCK	04/30/2019	\$1,213.24	P
19190401	AIRGAS USA LLC	SAFETY SUPPLIES	05/21/2019	\$204.20	P
19190402	CHANNING BETE COMPANY INC	SAFETY/CPR SUPPLIES	05/21/2019	\$273.78	P
19190403	NASSCO INC	PAPER SUPPLIES	05/21/2019	\$252.00	P
19190404	QUALITY PLUS PRINTING INC	PRINTING	05/21/2019	\$460.00	P
19190405	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	05/21/2019	\$248.40	P
19190406	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/21/2019	\$991.62	P
19190407	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/21/2019	\$1,021.84	P
19190408	CEIA USA LTD	CH SECURITY - METAL DETECTOR	05/09/2019	\$7,225.00	P
19190409	GRAINGER (Maintenance)	JAIL SUPPLIES	05/09/2019	\$80.85	P
19190410	GRAINGER (Maintenance)	SUPPLIES	05/09/2019	\$79.58	P
19190411	HOME DEPOT CREDIT SERV (Maintenance)	CH,RB,CH SECURITY,JAIL,TREAS	05/05/2019	\$550.77	P
19190412	KOLO TRUCKING AND EXCAVATING INC	EM REMODEL - EXCAVATING	05/06/2019	\$2,157.50	P
19190413	PEARL ENGINEERING CORPORATION	CH GENERATOR-ROOF EVALUATION	04/30/2019	\$575.00	P
19190414	POMP'S TIRE SERVICE INC - GREEN BAY	TIRES - 2013 FORD F250	05/16/2019	\$759.96	P
19190415	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	05/13/2019	\$56.21	P
19190416	CHANNING BETE COMPANY INC	SAFETY/CPR SUPPLIES	05/28/2019	\$130.13	P
19190417	INDIANHEAD SPECIALTY CO	STAMPS	05/28/2019	\$14.45	P
19190418	OFFICE DEPOT	OFFICE SUPPLIES	05/28/2019	\$165.55	P

MAINTENANCE / PURCHASING - MAY  
2019

19190341 - 19190450

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190419	OFFICE ENTERPRISES INC	CHAIRS	05/28/2019	\$610.00	
19190420	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/28/2019	\$1,932.65	
19190421	STAPLES ADVANTAGE	OFFICE SUPPLIES	05/28/2019	(\$61.19)	
19190422	ACE HARDWARE	TOOLS	05/23/2019	\$14.58	
19190423	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	05/16/2019	\$221.92	
19190424	APPLIED INDUSTRIAL TECHNOLOGY	BELTS - JAIL	05/15/2019	\$59.79	
19190425	APPLIED INDUSTRIAL TECHNOLOGY	BELTS	05/17/2019	\$57.63	
19190426	SUMMIT COMPANIES	SEMI ANNUAL FIRE INSPECTION	05/08/2019	\$401.00	
19190427	COMPLETE CONTROL	EM REMODEL - HVAC PARTIAL PAY	05/17/2018	\$6,762.80	
19190428	COMPLETE CONTROL	HVAC UPDATES - SIEMENS MBC	05/17/2018	\$8,470.00	
19190429	ERON & GEE/HERMAN'S PLUMBING & HEATING	HVAC UPDATES - MIXING VALVE	05/14/2019	\$2,758.06	
19190430	ERON & GEE/HERMAN'S PLUMBING & HEATING	REPLACE BALL VALVE IN JAIL	05/14/2019	\$770.32	
19190431	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	05/20/2019	\$40.00	
19190432	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	05/20/2019	\$40.00	
19190433	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	05/15/2019	\$268.27	
19190434	QUALITY DOOR & HARDWARE	CH SECURITY OFFICE-DOOR, GLASS	05/22/2019	\$4,119.82	
19190435	QUALITY DOOR & HARDWARE	CH SECURITY OFFICE-ELEC STRIKE	05/22/2019	\$175.78	
19190436	QUALITY DOOR & HARDWARE	CH SECURITY OFFICE-CLOSER	05/22/2019	\$411.57	
19190437	RAPID QUALITY LAWN & LANDSCAPING	FERTILIZING AND WEED CONTROL	05/19/2019	\$280.80	
19190438	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	05/21/2019	\$150.00	
19190439	SUPERIOR CHEMICAL CORPORATION	CLEANING SUPPLIES	05/20/2019	\$385.10	
19190440	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	05/14/2019	\$50.18	
19190441	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	05/14/2019	\$34.65	
19190442	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	05/14/2019	\$320.82	
19190443	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	05/14/2019	\$2,637.50	
19190444	WATER WORKS & LIGHTING COMM	WATER/SEWER SVC COURTHOUSE	05/14/2019	\$863.29	
19190445	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	05/14/2019	\$7.45	
19190446	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	05/14/2019	\$76.83	
19190447	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	05/14/2019	\$35.27	
19190448	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	05/14/2019	\$5,831.33	
19190449	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	05/14/2019	\$3,785.80	
19190450	WISCONSIN VALLEY BUILDING PRODUCTS	BATTERY, TOOLS	05/15/2019	\$205.55	
<b>Grand Total:</b>				<b>\$114,358.41</b>	

Signatures

Committee Chair: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
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Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_



## Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: MAY

For the range of vouchers: 23190012 - 23190024

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23190012	ASPIRUS BUSINESS HEALTH	RESPITATOR CLEARANCE PHY	05/07/2019	\$160.00	P
23190013	MARSHFIELD GLASS LLC	VEHICLE DAMAGE REPAIR BILL	05/07/2019	\$421.00	P
23190014	WI COUNTY MUTUAL INS CORP	2ND HALF GEN/AUTO LIABILITY PR	05/07/2019	\$148,860.50	P
23190015	AMAZON CAPITAL SERVICES	POWER SURGE DAMAGES - RB	05/14/2019	\$21.99	P
23190016	NAPA CENTRAL WI AUTO PARTS	POWER SURGE DAMAGES - RB	05/14/2019	\$140.97	P
23190017	WISCONSIN VALLEY BUILDING PRODUCTS	POWER SURGE DAMAGES - RB	05/14/2019	\$41.26	P
23190018	FIRST SUPPLY	POWER SURGE DAMAGES - RB	05/15/2019	\$2,028.65	P
23190019	CRESCENT ELECTRIC SUPPLY CO	POWER SURGE DAMAGES - RB	05/22/2019	\$415.95	P
23190020	FIRST SUPPLY	POWER SURGE DAMAGES - RB	05/22/2019	\$1,006.03	P
23190021	OTIS ELEVATOR CO	POWER SURGE DAMAGES - RB	05/22/2019	\$2,011.02	P
23190022	STAPLES ADVANTAGE	POWER SURGE DAMAGES - RB	05/22/2019	\$286.60	P
23190023	JJ KELLER & ASSOCIATES	SUBSCRIPTION RENEWAL	05/28/2019	\$180.00	
23190024	BAUERNFEIND BUSINESS TECHNOLOGIES INC	POWER SURGE DAMAGES - RB	05/28/2019	\$3,207.07	
Grand Total:				\$158,781.04	

### Signatures

Committee Chair:

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Committee Member:

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COMMITTEE REPORT  
SAFETY, WORK COMP  
AND INSURANCE  
APRIL 2019

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
ALL THE BELOW WERE PAID BY AEGIS (TPA)			
PREPAID	RISING MEDICAL SERVICES	BILL REVIEW SERVICES	\$395.06
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$167.78
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$173.76
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.50
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$370.65
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$1,723.18
PREPAID	RISING MEDICAL SERVICES	BILL REVIEW SERVICES	\$320.99
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$167.91
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$167.78
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$167.78
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$173.76
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.50
PREPAID	LINDER & MARSACK	WC MED REIMBURSE	\$596.00
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$395.08
PREPAID	RISING MEDICAL SERVICES	BILL REVIEW SERVICES	\$218.82
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$265.56
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.99
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$136.00
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$314.50
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$102.00
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$136.00
PREPAID	PARADIGM COMPLEX CARE SOLUTIONS	WC MED REIMBURSE	\$451.65
PREPAID	WISCONSIN RIVER ORTHOPAEDICS	WC MED REIMBURSE	\$179.08
PREPAID	RISING MEDICAL SERVICES	BILL REVIEW SERVICES	\$2.10
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$14.30
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$173.76
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$274.69
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$93.25
PREPAID	WORK COMP	TPD	\$345.24
TOTAL			\$7,746.05

TTD - TEMPORARY TOTAL DISABILITY

TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY

DB - DEATH BENEFIT

CHAIRMAN

## Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: MAY 2019

For the range of vouchers: 28190100 - 28190125

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28190100	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	05/01/2019	\$1,547.00	P
28190101	MOBILE LOCK & SECURITY	LOCK UP TAX DEED PROPERTY	05/01/2019	\$85.00	P
28190102	WATER WORKS & LIGHTING COMM	TAX DEED UTILITIES	05/01/2019	\$2,328.40	P
28190103	CITY OF MARSHFIELD	APRIL SPECIALS	05/08/2019	\$1,133.62	P
28190104	CITY OF NEKOOSA TREASURER	APRIL SPECIALS	05/08/2019	\$7,535.82	P
28190105	CITY OF PITTSVILLE TREASURER	APRIL SPECIALS	05/08/2019	\$108.05	P
28190106	CITY OF WISCONSIN RAPIDS	APRIL SPECIALS	05/08/2019	\$1,905.41	P
28190107	GOETZ ABSTRACT & TITLE INC	TITLE REPORT	05/08/2019	\$50.00	P
28190108	TOWN OF PORT EDWARDS	APRIL SPECIALS	05/08/2019	\$799.04	P
28190109	TOWN OF REMINGTON	APRIL SPECIALS	05/08/2019	\$422.48	P
28190110	TOWN OF SARATOGA	APRIL SPECIALS	05/08/2019	\$1,018.61	P
28190111	TOWN OF CAMERON	APRIL SPECIALS	05/08/2019	\$694.92	P
28190112	TOWN OF GRAND RAPIDS	APRIL SPECIALS	05/08/2019	\$1,269.63	P
28190113	TOWN OF LINCOLN	APRIL SPECIALS	05/08/2019	\$257.77	P
28190114	TOWN OF RICHFIELD	APRIL SPECIALS	05/08/2019	\$505.69	P
28190115	TOWN OF ROCK TREAS LISA M WALLIS	APRIL SPECIALS	05/08/2019	\$483.30	P
28190116	VILLAGE OF ARPIN TREASURER	APRIL SPECIALS	05/08/2019	\$0.72	P
28190117	VILLAGE OF VESPER	APRIL SPECIALS	05/08/2019	\$179.22	P
28190118	VILLAGE OF MILLADORE	APRIL SPECIALS	05/08/2019	\$249.47	P
28190119	VILLAGE OF PORT EDWARDS TREAS	APRIL SPECIALS	05/08/2019	\$504.01	P
28190120	WI DEPT OF ADMINISTRATION	APRIL WI LAND INFO	05/08/2019	\$5,810.00	P
28190121	MARATHON CO SHERIFFS DEPT	SERVICE FEE TAX DEED NOTICE	05/22/2019	\$75.00	P
28190122	MARSHFIELD UTILITIES	TAX DEED UTILITIES	05/22/2019	\$7.39	P
28190123	PORTAGE COUNTY SHERIFF'S DEPT	SERVICE FEE TAX DEED NOTICE	05/22/2019	\$60.00	P
28190124	STATE OF WISCONSIN TREASURER	APRIL CLERK OF COURTS REVENUE	05/22/2019	\$139,172.29	P
28190125	WOODTRUST BANK	APRIL MONTHLY SERVICE FEES	05/22/2019	\$776.46	P
<b>Grand Total:</b>				<b>\$166,979.30</b>	

## Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: MAY 2019

For the range of vouchers: 34190007 - 34190007

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34190007	ASPIRUS OCCUPATIONAL HEALTH	Mileage/HRA/BIO/Lab/Adv	05/01/2019	\$7,218.53	P
Grand Total:				\$7,218.53	

### Signatures

Committee Chair:

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Committee Member:

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## County of Wood

Courthouse - 400 Market Street

Wisconsin Rapids, WI 54495-8095

## **2019 Wood County Renewable and Sustainable Grant (RSG)**

Applicant Organization: Wood County Courthouse Maintenance Dept.

Contact Person/Title: Reuben Van Tassel/Facilities Manager

Contact Person Telephone: 715-421-8404 Email: rvantassel@co.wood.wi.us

### ***The purpose of the 2019 Renewable and Sustainable Grant (RSG) Fund***

*The purpose is to promote creative and innovative approaches that implement renewable and sustainable practices in Wood County government departments and facilities. Wood County is making \$25,000 available in 2019 for renewable and sustainable projects that can serve as catalysts for future renewable and sustainable projects. Grant requests can be made for any amount of \$25,000 or less. A department may submit more than 1 project application and multiple RSG projects may be funded.*

***\*Grant applications are due by May 24<sup>th</sup>, 2019 at 4:30pm, and can be submitted to the Wood County Clerk's Office.***

***Sustainable practices*** meet today's needs without compromising the ability of future generations to meet their own needs.

***Renewable resources*** are commodities or resources that are replaceable or replenishable by biological reproduction or reoccurring processes.

**Request Overview** - Provide a summary overview of your proposed project and explain how it is consistent with the purpose of this grant fund.

Criteria	4 (Excellent)	3 (Above Average)	2 (Average)	1 (Unsatisfactory)	Score
Innovation is apparent. Activities/strategies are creative and unique. Demonstrates how the project is consistent with the grant goals.	Highly creative, unique and/or innovative. May serve as catalyst for future renewable and sustainable projects.	Somewhat creative, unique and/or innovative. May be something done before but contains some originality.	Few components contain creative, unique or innovative approaches.	Lacks creativity or innovation. Common request.	

*(If you require additional space, attach separate sheet.)*

To become more sustainable, we need to decrease our consumption; I am requesting reimbursement for an efficiency improvement to some of our heating and cooling circulation pumps that will help us become more sustainable. Existing pumps are older technology that require many components and frequent maintenance. New wet-rotor pumps have advanced technology with a simplified mechanical design that will save the County money through lower electricity consumption, less time required for service, and increased heating/cooling efficiency. 2019 project cost: \$12,731.80

**Return on Investment** - Explain how the proposed project will provide a Return on Investment (ROI) to Wood County. ROI should address the measurable financial impact to the County, as well as any non-financial impacts. ROI can be measured over an extended period of time of 1 year, 5 years, and 10 years or longer if necessary. Please be as specific as possible.

Criteria	4 (Excellent)	3 (Above Average)	2 (Average)	1 (Unsatisfactory)	Score
Clearly identifies the need of the proposed project and how it will accomplish the goal of the grant while providing a return on investment to Wood County.	Clearly identifies specific data that shows how the project will provide a ROI while aligning with the purpose of the grant.	Specific with some data to support the proposed project and how it will provide a return on investment.	Mentions a general statement of need but provides no supporting data.	Provides no information on the need of the project or how the project will provide a return on investment.	

*(If you require additional space, attach separate sheet.)*

The Return on Investment for this project would come from the reduction in electricity consumption, higher efficiency in heating and cooling, and reduced labor and material cost for maintenance. The total annual savings on electricity is approximately \$1,200.00. The exact savings in heating/cooling costs and labor/materials is not known at this time.

**Leveraged or Matching Funds** – Are leveraged funding sources or matching funds being applied to the proposed project? If so please explain the amount of funding and the source.

Criteria	4 (Excellent)	3 (Above Average)	2 (Average)	1 (Unsatisfactory)	Score
Clearly identifies any leveraged or matching fund sources being applied to the proposed project.	Clearly identifies leveraged or matching funds with supporting data.	Specific sources for leveraged or matching funds with some supporting data.	Mentions leveraged or matching funds with no supporting data.	Provides no leveraged or matching funds.	

*(If you require additional space, attach separate sheet.)*

The matching funds would be the rebate contributions from Focus on Energy estimated at approximately \$960.00

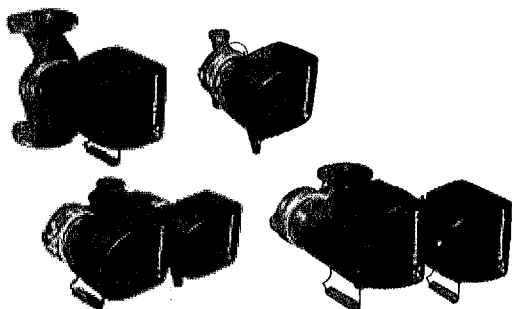
## Project Funding Request Summary

(If you require additional space, attach separate sheet.)

	<b>Requested Funding</b>	<b>Total Organization Budget</b>	<b>Other Funding – e.g. grants, volunteers, donations</b>
<b>Wages &amp; Benefits</b>			
<b>Office Supplies &amp; Expenses</b>			
<b>Professional Services</b>			
<b>Conferences &amp; Dues</b>			
<b>Misc. or Other</b>	<b>\$11,771</b>		<b>\$960 - REBATE</b>
<b>Total</b>			<b>\$12,731</b>

**Project Reporting Requirement** – On approval of the grant funding request, the applicant will submit a 1-page timeline and implementation strategy to the Executive Committee. On completion of the RSG Grant, a 1-page summary will be prepared and presented to the Wood County Executive Committee to be reviewed at their regularly scheduled June meeting.

## MAGNA3 circulator pump



TM05 5751 3912

The Grundfos MAGNA3 circulator pumps are designed for circulating liquids in systems with variable flow requirements where you want to optimise the setting of the pump duty point, thus reducing energy costs.

### Applications

- heating systems
  - main pump
  - mixing loops
  - heating surfaces
- air-conditioning and cooling systems
- domestic hot-water systems
- ground-source heat pump systems
- solar-heating systems.

The MAGNA3 circulator pump is perfect for both new systems and as replacement. The pump is ideal when operating in systems requiring an automated adjustment of pressure.

The MAGNA3 pump range is the best choice as it eliminates the need for expensive bypass valves and similar components.

Furthermore, the pump is appropriate for systems with hot-water priority, as an external signal can force the pump to immediately operate according to the maximum curve, for example in solar-heating systems.

### Characteristic features

- AUTO<sub>ADAPT</sub>
- FLOW<sub>LIMIT</sub>
- FLOW<sub>ADAPT</sub> - a combination of the AUTO<sub>ADAPT</sub> control mode and FLOW<sub>LIMIT</sub> function
- built-in Grundfos differential-pressure and temperature sensor
- proportional-pressure control
- constant-pressure control
- constant-temperature control
- constant-curve duty
- maximum or minimum curve duty
- automatic night setback
- self-explanatory user interface with TFT display and high quality silicone push-buttons
- heat energy monitor
- multipump function
- complete range available for a maximum system pressure of 16 bar, PN 16.

### Benefits

- Low energy consumption due to the AUTO<sub>ADAPT</sub> function allowing the pump to automatically adapt to system characteristics, such as outside temperatures and consumption patterns
- simple installation
- no maintenance and long life
- operating log history
- easy and simple system optimisation
- external control and monitoring enabled via add-on modules
- no external motor protection required
- insulating shells for heating systems supplied with single-head pumps
- wide temperature range due to thermal separation of the control box and pumped liquid.

### Duty range

Data	MAGNA3 (N) single-head pumps	MAGNA3 D twin-head pumps
Maximum flow rate, Q	78.5 m <sup>3</sup> /h	150 m <sup>3</sup> /h
Maximum head, H	18 m	
Maximum system pressure	1.6 MPa (16 bar)	
Liquid temperature	-10 to +110 °C	



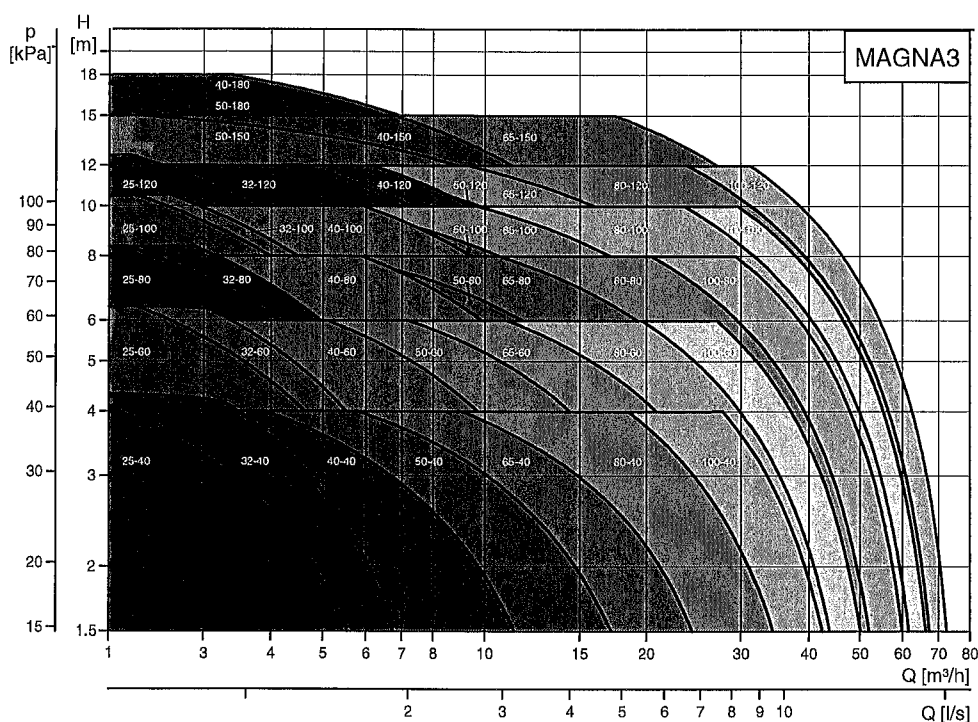
## MAGNA3, cast-iron range

	DN 25	DN 32	DN 32 F	DN 40 F	DN 50 F	DN 65 F	DN 80 F	DN 100 F
xx-40								
xx-60								
xx-80								
xx-100								
xx-120								
xx-150								
xx-180								

## MAGNA3, stainless-steel range

	DN 25 (N)	DN 32 (N)	DN 32 F (N)	DN 40 F (N)	DN 50 F (N)	DN 65 F (N)
xx-40						
xx-60						
xx-80						
xx-100						
xx-120						
xx-150						
xx-180						

## Performance range, MAGNA3



**Note:** MAGNA3 32-120 is available for flange connection and for threaded connection, but with different performance.

Further product documentation:  
[net.grundfos.com/qr/i/99218286](http://net.grundfos.com/qr/i/99218286)



TM05 7963 2017

99284804 0617

ECM: 1209304

Subject to alterations.

GRUNDFOS A/S . DK-8850 Bjerringbro . Denmark  
 Telephone: +45 87 50 14 00  
[www.grundfos.com](http://www.grundfos.com)

**GRUNDFOS**



## County of Wood

Courthouse - 400 Market Street  
Wisconsin Rapids, WI 54495-8095

## **2019 Wood County Renewable and Sustainable Grant (RSG)**

Applicant Organization: Wood County Maintenance Dept.

Contact Person/Title: Reuben Van Tassel/Facilities Manager

Contact Person Telephone: 715-421-8404 Email: rvantassel@co.wood.wi.us

### ***The purpose of the 2019 Renewable and Sustainable Grant (RSG) Fund***

*The purpose is to promote creative and innovative approaches that implement renewable and sustainable practices in Wood County government departments and facilities. Wood County is making \$25,000 available in 2019 for renewable and sustainable projects that can serve as catalysts for future renewable and sustainable projects. Grant requests can be made for any amount of \$25,000 or less. A department may submit more than 1 project application and multiple RSG projects may be funded.*

***\*Grant applications are due by May 24<sup>th</sup>, 2019 at 4:30pm, and can be submitted to the Wood County Clerk's Office.***

***Sustainable practices*** meet today's needs without compromising the ability of future generations to meet their own needs.

***Renewable resources*** are commodities or resources that are replaceable or replenishable by biological reproduction or reoccurring processes.

**Request Overview** - Provide a summary overview of your proposed project and explain how it is consistent with the purpose of this grant fund.

Criteria	4 (Excellent)	3 (Above Average)	2 (Average)	1 (Unsatisfactory)	Score
Innovation is apparent. Activities/strategies are creative and unique. Demonstrates how the project is consistent with the grant goals.	Highly creative, unique and/or innovative. May serve as catalyst for future renewable and sustainable projects.	Somewhat creative, unique and/or innovative. May be something done before but contains some originality.	Few components contain creative, unique or innovative approaches.	Lacks creativity or innovation. Common request.	

*(If you require additional space, attach separate sheet.)*

Proposed project would include replacing 590 existing fluorescent bulbs throughout the Jail with LED bulbs to save energy and reduce utility charges. This LED upgrade would not only save energy but would also save time and materials by reducing the amount of bulbs that need to be replaced annually. The initial investment to replace 590 bulbs would cost \$4,130.00 before rebate savings offered by Focus on Energy at approximately \$1,180.00. Total annual savings would be around \$6,656.14.

**Return on Investment** - Explain how the proposed project will provide a Return on Investment (ROI) to Wood County. ROI should address the measurable financial impact to the County, as well as any non-financial impacts. ROI can be measured over an extended period of time of 1 year, 5 years, and 10 years or longer if necessary. Please be as specific as possible.

Criteria	4 (Excellent)	3 (Above Average)	2 (Average)	1 (Unsatisfactory)	Score
Clearly identifies the need of the proposed project and how it will accomplish the goal of the grant while providing a return on investment to Wood County.	Clearly identifies specific data that shows how the project will provide a ROI while aligning with the purpose of the grant.	Specific with some data to support the proposed project and how it will provide a return on investment.	Mentions a general statement of need but provides no supporting data.	Provides no information on the need of the project or how the project will provide a return on investment.	

*(If you require additional space, attach separate sheet.)*

The Return on Investment from this project would be the savings in energy costs and the time and materials saved by increasing the life of the bulbs. The total annual savings of \$6,656.14 would have a return on investment of approximately 7.75 months.

**Leveraged or Matching Funds** – Are leveraged funding sources or matching funds being applied to the proposed project? If so please explain the amount of funding and the source.

Criteria	4 (Excellent)	3 (Above Average)	2 (Average)	1 (Unsatisfactory)	Score
Clearly identifies any leveraged or matching fund sources being applied to the proposed project.	Clearly identifies leveraged or matching funds with supporting data.	Specific sources for leveraged or matching funds with some supporting data.	Mentions leveraged or matching funds with no supporting data.	Provides no leveraged or matching funds.	

*(If you require additional space, attach separate sheet.)*

The matching funds would be the rebate contributions from Focus on Energy estimated at approximately \$1,180.00

## Project Funding Request Summary

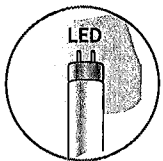
(If you require additional space, attach separate sheet.)

	<b>Requested Funding</b>	<b>Total Organization Budget</b>	<b>Other Funding – e.g. grants, volunteers, donations</b>
<b>Wages &amp; Benefits</b>			
<b>Office Supplies &amp; Expenses</b>			
<b>Professional Services</b>			
<b>Conferences &amp; Dues</b>			
<b>Misc. or Other</b>	<b>\$2,950.00</b>		<b>Rebate = \$1,180.00</b>
<b>Total</b>	<b>\$2,950.00</b>		<b>\$1,180.00</b>

**Project Reporting Requirement** – On approval of the grant funding request, the applicant will submit a 1-page timeline and implementation strategy to the Executive Committee. On completion of the RSG Grant, a 1-page summary will be prepared and presented to the Wood County Executive Committee to be reviewed at their regularly scheduled June meeting.

# LINEAR REPLACEMENT LAMPS

**General Requirements:** Incentives are available for replacing existing standard wattage linear fluorescent lamps with reduced wattage light emitting diode (LED) as described in each of the sections below. Incentive is limited to 50% of the retail product cost for Business Incentives, 100% for Small Business and Multifamily Incentives. Product cost is the amount paid by the customer for qualifying equipment, excluding any Focus on Energy incentive credit, shipping and sales tax. Focus on Energy reserves the right to confirm actual payment.



## 4FT T8 LIGHT EMITTING DIODE (LED) LAMP

### Requirements:

- **Must be DesignLights Consortium™ (DLC) TRT V4.4 listed in the Four-Foot Linear Replacement Lamps General Application.**
- Measures MAY NOT be combined with fixture incentives.
- 4' LED Replacement Lamps DLC listed as "Dual Mode Internal Driver (UL Type A or B)" may apply for the measure by which they are installed.
- Measures are not intended for refrigerated display case applications.
- Measures may be combined with delamping Incentives on page 18.
- **UL TYPE B PRODUCTS - By signing the application, customers agree that necessary steps have been taken to ensure product, luminaire and maintenance safety.**

BUSINESS INCENTIVES				
Measure Description	Code	Incentive	Unit	NC
4' TLED, ≤24W, replacing 4' T8 or T12 Lamp w/External Driver (UL Type C)	L3511	\$2	Lamp	*
4' TLED, ≤24W, replacing 4' T8 or T12 Lamp, Direct Wire (UL Type B)	L3759	\$2	Lamp	*
4' TLED, ≤24W, replacing 4' T8 or T12 Lamp Utilizing Existing Ballast (UL Type A)	L3512	\$1.50	Lamp	*
* See LPD measures on page 32				

SMALL BUSINESS INCENTIVES				
Measure Description	Code	Incentive	Unit	NC
4' TLED, ≤24W, replacing 4' T8 or T12 Lamp w/External Driver (UL Type C)	S-L3511	\$3	Lamp	NO
4' TLED, ≤24W, replacing 4' T8 or T12 Lamp, Direct Wire (UL Type B)	S-L3759	\$3	Lamp	NO
4' TLED, ≤24W, replacing 4' T8 or T12 Lamp Utilizing Existing Ballast (UL Type A)	S-L3512	\$2.50	Lamp	NO
NC = New Construction Eligible?				

MULTIFAMILY INCENTIVES				
Measure Description	Code	Incentive	Unit	NC
Common Area, 4' TLED, ≤24W, replacing 4' T8 or T12 Lamp w/External Driver (UL Type C)	M-L3511	\$2	Lamp	NO
Common Area, 4' TLED, ≤24W, replacing 4' T8 or T12 Lamp, Direct Wire (UL Type B)	M-L3759	\$2	Lamp	NO
Common Area, 4' TLED, ≤24W, replacing 4' T8 or T12 Lamp Utilizing Existing Ballast (UL Type A)	M-L3512	\$1.50	Lamp	NO
NC = New Construction Eligible?				

## REMINDER

Customers looking for business incentives on their new construction project should use the Lighting Power Density (LPD) measure. See page 32 for details.

## REMINDER

Exact model numbers and manufacturer of equipment installed must be identified on invoicing and any qualified product list, when required. For Focus on Energy's Private Label policy, visit [focusonenergy.com/private\\_label\\_policy](http://focusonenergy.com/private_label_policy).

## JAIL CELL BLOCKS

### Energy Savings Calculator

Use the form below to calculate the total savings you can generate from switching over to LED and Fluorescent light bulbs \*Preset form numbers are based on local estimates, not actual yields. For an accurate assessment of energy savings edit the form fields to your local settings \*

EXISTING		PROPOSED	
32	watts Fluorescent	17	watts LED
⚡ Total Wattage 36 Including ballast		⚡ Total Wattage 17 watts	
▽ Total Quantity 296 units		⌚ Hours Used 16 hours/ day	
\$ Electricity Cost 8 ¢ / kwh		📅 Days Used 7 days/ week	

COST SAVINGS CALCULATOR		
Existing Annual Energy Cost	Proposed Annual Energy Cost	Amount Saved
\$5,017.80	\$2,344.51	\$2,673.29

COST PER UNIT : \$ 7.00	TOTAL COST : \$ 2,072.00
-------------------------	--------------------------

Return on Investment: 9.3 months

Rebate - \$592.00  
Cost minus rebate = \$1,480.00

## JAIL COMMON AREAS

### Energy Savings Calculator

Use the form below to calculate the total savings you can generate from switching over to LED and Fluorescent light bulbs \*Preset form numbers are based on local estimates, not actual yields. For an accurate assessment of energy savings edit the form fields to your local settings \*

EXISTING		PROPOSED	
32	watts Fluorescent	17	watts LED
⚡ Total Wattage 36 Including ballast		⚡ Total Wattage 17 watts	
▽ Total Quantity 294 units		⌚ Hours Used 24 hours/ day	
\$ Electricity Cost 8 ¢ / kwh		📅 Days Used 7 days/ week	

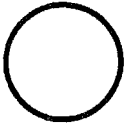
COST SAVINGS CALCULATOR		
Existing Annual Energy Cost	Proposed Annual Energy Cost	Amount Saved
\$7,475.85	\$3,493.00	\$3,982.85

COST PER UNIT : \$ 7.00	TOTAL COST : \$ 2,058.00
-------------------------	--------------------------

Return on Investment: 6.2 months

Rebate - \$588.00  
Cost minus rebate = \$1,470.00



## RESOLUTION#

ITEM#

DATE June 18, 2019

Effective Date June 18, 2019

Introduced by EXECUTIVE COMMITTEE  
Page 1 of 1

Committee

CAK

<b>Motion:</b>	Adopted: <input type="checkbox"/>
1 <sup>st</sup> _____	Lost: <input type="checkbox"/>
2 <sup>nd</sup> _____	Tabled: <input type="checkbox"/>
No: _____ Yes: _____	Absent: _____
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: <u>PAK</u> , Corp Counsel	
Reviewed by: _____, Finance Dir.	

**INTENT & SYNOPSIS:** To accept offer of sale of tax deed property.

<b>FISCAL NOTE:</b>	<b>Offered Amount</b>	<b>\$4,200.00</b>
	<b>R.E. Taxes</b>	<b>(2,420.56)</b>
	<b>Tax Deed Expense</b>	<b>(324.18)</b>
	<b>Special Charges</b>	<b>(919.40)</b>

<b>GAIN</b>	<b>\$535.86</b>
-------------	-----------------

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

**WHEREAS**, during the sealed bid process no offer was received on the below mentioned property, and,**WHEREAS**, an open bid process was held and this was the best offer received on the below mentioned property, and,**WHEREAS**, it is beneficial for Wood County to sell tax deed property so as to obtain deficient tax revenues and to place the property back on the tax roll:**THEREFORE BE IT RESOLVED**, that the following offer be accepted**City of Pittsville**

31-00046AB Lot 2 of WCCSM No. 9471 (recorded in Volume 33 of Survey Maps at Page 171 as Document No. 2012R06123) being part of Lot 3 of the Subdivision of the SE ¼ of the NE ¼ of Section 27, Township 23 North, Range 3 East, according to the Sargents Plat of the City of Pittsville, Wood County, Wisconsin.

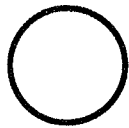
**OFFERED AMOUNT**

\$4,200.00

**APPRAISED AMOUNT**

\$10,000.00

Property is located at 8181 High St, City of Pittsville.



## RESOLUTION#

ITEM#

DATE June 18, 2019

Effective Date June 18, 2019

Introduced by Executive Committee  
Page 1 of 4

Committee

CAK

<b>Motion:</b>	Adopted:	<input type="checkbox"/>
1 <sup>st</sup>	Lost:	<input type="checkbox"/>
2 <sup>nd</sup>	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: _____, Finance Dir.		

**INTENT & SYNOPSIS:** To accept offer of sale of tax deeded property.

<b>FISCAL NOTE:</b>	<b>Offered Amount</b>	<b>\$111,859.00</b>
	<b>R.E. Taxes</b>	<b>(30,743.48)</b>
	<b>Publication fees</b>	<b>(931.50)</b>
	<b>Tax Deed fees</b>	<b>(1,764.76)</b>
	<b>Special Charges</b>	<b>(2,549.60)</b>
	<b>GAIN</b>	<b>\$75,869.66</b>

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendinning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

**WHEREAS**, a sealed bid process was held and these were the best offers received on the below mentioned properties, and,**WHEREAS**, it is beneficial for Wood County to sell tax deeded property so as to obtain deficient tax revenues and to place the property back on the tax roll:**THEREFORE BE IT RESOLVED**, that the following offers be acceptedTown of Cameron

03-00072A A parcel of land in the NW 1/4 of the NW 1/4 of Section 29, Township 25 North, Range 3 East, described as follows: Commencing at a point 233.3' E of the NW corner of said Section and 33' S of the center line of State Trunk Hwy Ten, run thence Southerly on an angle of 88° 53' from the S line of said highway 457', thence Easterly on an angle with said line of 90° 191.45', thence N parallel with the West line 453.5' to the NE corner of said tract, thence W along the South line of State Truck Hwy Ten, 191.45' to the point of the beginning containing two acres of land, And commencing at a point on the East line of Hwy 13 and 10, 56.55' E, and 234' S of the NW corner of Section 29, Township 25 North, Range 3 East; run thence E at right angles to hwy, 168.25'; thence S and parallel with hwy 258.9'; thence W 168.25' to the East line of the hwy; thence N along the East line of hwy 258.9' to the point of beginning, containing 1 acre more or less, excepting the N 10' thereof previously conveyed to Lester L. Wickershiem and Rita Wickershiem, husband and wife, as joint tenants, by Quit Claim Deed in Volume 277 of Deeds, at page 441, Wood County Records, And commencing at an iron pipe on the East line of Hwy 13 and 10, 56.55' E and 234' S of the N corner of Section 29, Township 25 North, Range 3 East; thence E at right angles to the hwy 168.25' to a wooden stake which is the point of beginning; thence continue E at right angles to the hwy, 10.3' to an iron pipe; thence Southerly at a counterclockwise angle of 90° 33' to said line 258' to an iron pipe; thence Westerly at a counterclockwise angle of 92°, 47' to said line 12.45' to an iron pipe; thence Northerly at a counterclockwise angle 86° 40' to said line 258.9' more or less to the point of beginning, all in the NW 1/4 of the NW 1/4 of Section 29, Township 25 North, Range 3 East, Wood County, Wisconsin. The above lands all being in the Town of Cameron, Wood County, Wisconsin. Excepting from the above lands Lot 1 of WCCSM #4500 (recorded in Volume 15 of Survey Maps at Page 300). Further excepting from the above all lands used, deeded or platted for hwy purposes. And further excepting Lot 1 of WCCSM #9657 (recorded in Volume 34 of Survey Maps at Page 157.)

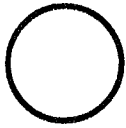
MINIMUM BID  
\$40,000.00

OFFER  
\$40,300.00

60

Property is located at 10480 State Highway 13, Town of Cameron.





## RESOLUTION# \_\_\_\_\_

Introduced by \_\_\_\_\_

Page 2 of 4

Committee \_\_\_\_\_

Town of Grand Rapids

07-00714 That part of the SW 1/4 of the SW 1/4 of Section 24, Township 22 North, Range 6 East, Town of Grand Rapids, Wood County, Wisconsin, described as follows: beginning at the SE corner of said 40 acre tract, run thence North 320' on the East line of said 40 to a point on the North line of Lake Drive Highway, run thence West 6.4' more or less on the North line of said Lake Drive Highway to a point which is the SW corner of Lot 1 of Fisher's Pineview Subdivision, Town of Grand Rapids, Wood County, Wisconsin, according to the recorded plat thereof, run thence North 60' on the West line of said Lot 1 and parallel with the East line of said SW 1/4 of the SW 1/4 for the starting point of the land hereby described, run thence South on the line last described herein 60' to the said point on the North line of Lake Drive Highway, run thence West on the North line of said Lake Drive Highway 100', run thence in a Northeasterly direction in a straight line to the starting point of the land hereby described, describing hereby a triangular tract 60' North and South on the East line, and 100' East and West on the South line thereof.

MINIMUM BID

\$100.00

OFFER

\$100.00

Property is vacant lot on Wazeecha Ave, Town of Grand Rapids.

Town of Grand Rapids

07-01529 Lot 1 of Fisher's Pineview Subdivision, Town of Grand Rapids, Wood County, Wisconsin.

MINIMUM BID

\$2,000.00

OFFER

\$2,000.00

Property is vacant lot on Wazeecha Ave., Town of Grand Rapids.

Town of Milladore

12-00512A Lot 1 of WCCSM No. 9539 (recorded in Volume 34 of Survey Maps at Page 39 as Document No. 2012R12480) being part of the SW ¼ of the SW ¼ of Section 32, Township 25 North, Range 5 East, Town of Milladore, Wood County, Wisconsin.

MINIMUM BID

\$3,500.00

OFFER

\$7,000.00

Property is located at 9740 Brookside Rd, Town of Milladore.

Town of Saratoga

18-00869C Lot 1 of WCCSM No. 5720 (recorded in Volume 20 of Survey Maps at Page 20 as Document No. 776502) being part of the NW ¼ of the NW ¼ of Section 23, Township 21 North, Range 5 East, Town of Saratoga, Wood County, Wisconsin.

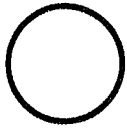
MINIMUM BID

\$25,000.00

OFFER

\$42,001.00

Property is located at 11253 County Rd Z, Town of Saratoga



## RESOLUTION#

ITEM#

DATE

Effective Date:

 Introduced by \_\_\_\_\_  
 Page 3 of 4

Committee \_\_\_\_\_

Town of Saratoga

18-01588 Lot 25 of Town of Saratoga's Assessor's Plat No. 1, Town of Saratoga, Wood County, Wisconsin.

MINIMUM BID

\$2,500.00

OFFER

\$2,705.00

Property is located at 1168 Pixler Court, Town of Saratoga.

Town of Sigel

21-00588A Lot 1 of WCCSM No. 3223 (recorded in Volume 11 of Survey Maps at Page 223) being part of the North ½ of the SW fractional ¼ of Section 30, Township 23 North, Range 5 East, Town of Sigel, Wood County, Wisconsin.

MINIMUM BID

\$2,500.00

OFFER

\$2,601.00

Property is located at 4865 State Highway 73, Town of Sigel.

Town of Sigel

21-00588C Lot 2 of WCCSM No. 4427 (recorded in Volume 15 of Survey Maps at Page 227) said lot being part of the NW ¼ of the SW fractional ¼ of Section 30, Township 23 North, Range 5 East, Town of Sigel, Wood County, Wisconsin.

MINIMUM BID

\$1,000.00

OFFER

\$1,101.00

Property is vacant lot west of 4865 State Highway 73, Town of Sigel.

Town of Sigel

21-00590A Lot 2 of WCCSM No. 3223 (recorded in Volume 11 of Survey Maps at Page 223) being part of the North ½ of the SW fractional ¼ of Section 30, Township 23 North, Range 5 East, Town of Sigel, Wood County, Wisconsin.

MINIMUM BID

\$300.00

OFFER

\$401.00

Property is located at 4857 State Highway 73, Town of Sigel.

City of Wisconsin Rapids

34-04165 The North 85 feet of Block 7 of Boles and Blesener Subdivision, City of Wisconsin Rapids, Wood County, Wisconsin.

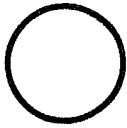
MINIMUM BID

\$2,500.00

OFFER

\$2,650.00

Property is vacant land on 24<sup>th</sup> Ave S, City of Wisconsin Rapids.



**RESOLUTION#** \_\_\_\_\_

ITEM# \_\_\_\_\_

DATE \_\_\_\_\_

Effective Date: \_\_\_\_\_

Introduced by \_\_\_\_\_

Page 4 of 4

Committee \_\_\_\_\_

City of Wisconsin Rapids

34-11099 Lot 57, East Side Annex Assessor's Plat No. 41, City of Wisconsin Rapids, Wood County, Wisconsin.

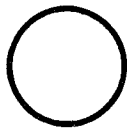
MINIMUM BID

\$10,000.00

OFFER

\$11,000.00

Property is located at 2030 Elm St, City of Wisconsin Rapids.



## RESOLUTION#

Introduced by Executive Committee  
Page 1 of 1

Committee

BLN

<b>Motion:</b>	Adopted: <input type="checkbox"/>
1 <sup>st</sup> _____	Lost: <input type="checkbox"/>
2 <sup>nd</sup> _____	Tabled: <input type="checkbox"/>
No: _____ Yes: _____	Absent: _____
Number of votes required:	
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Three-Fourths
Reviewed by: <u>PAK</u> , Corp Counsel	
Reviewed by: <u>MAC</u> , Finance Dir.	

**INTENT & SYNOPSIS:** Initial resolution authorizing the issuance of general obligation promissory notes in an amount not to exceed \$6,000,000 for Highway Projects and Capital Improvement Projects

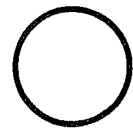
**FISCAL NOTE:** Proceeds from general obligation promissory notes not to exceed \$6,000,000 designated as follows:

Highway Projects - \$2,300,000

Capital Improvement - \$3,700,000

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

**BE IT RESOLVED**, by the County Board of Supervisors of Wood County, Wisconsin that there shall be issued, pursuant to Section 67.12(12), Wisconsin Statutes, general obligation promissory notes in an amount not to exceed \$6,000,000 for the public purpose of financing highway projects and capital improvement projects. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such notes.



## RESOLUTION#

Introduced by \_\_\_\_\_ Executive Committee  
Page 1 of 1

ITEM#

DATE June 18, 2019

Effective Date July 1, 2019 *upon passage and publication*

**Motion:**Adopted: ☐1<sup>st</sup>Lost: ☐2<sup>nd</sup>Tabled: ☐No: ☐ Yes: ☐Absent: ☐

Number of votes required:

☐

Majority

☒

Two-thirds

Reviewed by: PAK, Corp CounselReviewed by: MAE, Finance Dir.

INTENT & SYNOPSIS: To amend the 2019 budget to include monies that were amended in Resolution 19-5-6 from the wrong function for the market review wage adjustments.

FISCAL NOTE: No additional cost to Wood County. The monies were amended from the wrong function in Resolution 19-5-6.

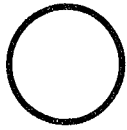
Account	Account Name	Debit	Credit
51435	Human Resources		\$18,739
51436	Human Resources Programs	\$18,739	

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
5	Fisher, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

**WHEREAS**, the budget resolution 19-5-6 named an incorrect function of 51435,

**THEREFORE BE IT RESOLVED**, to amend the budget in 2019 (51436) by adding monies to the function of (51435) Human Resources from budget resolution 19-5-6,

**BE IT FURTHER RESOLVED**, that the County Clerk shall publish a class one notice of this resolution within ten days.



## RESOLUTION#

Introduced by Executive Committee  
Page 1 of 1

ITEM#

DATE June 18, 2019

Effective Date July 1, 2019

<b>Motion:</b>	Adopted:	<input type="checkbox"/>
1 <sup>st</sup>	Lost:	<input type="checkbox"/>
2 <sup>nd</sup>	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: _____, Finance Dir.		

**INTENT & SYNOPSIS:** To approve the policies contained in the revised *Wood County Employee Policy Handbook*, effective July 1, 2019, superseding all previous policies contained therein.

**FISCAL NOTE:** None. Printing of the Handbooks is budgeted for in the Human Resources 2019 budget.

**SOURCE OF MONEY:** Human Resources 2019 budget

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

**WHEREAS**, it is both appropriate and a good business practice for Wood County to maintain an approved set of policies relating to wages, hours, and working conditions; and

**WHEREAS**, it is also a good business practice to make the policies readily available to employees in the form of a handbook; and

**WHEREAS**, these policies need to be periodically reviewed and modified to ensure that they continue to be current with the business needs of Wood County and remain fair and equitable to all affected employees; and

**WHEREAS**, the Human Resources Department, department heads, and the Executive Committee have completed an extensive review of the policies contained in the current employee handbook and the Executive Committee has reviewed and approved the policies as modified; and

**WHEREAS**, those revised policies have been made available for review by the Wood County Board of Supervisors; and

**WHEREAS**, the Executive Committee has recommended approval of the revised policies dated July 1, 2019;

**NOW THEREFORE BE IT RESOLVED** that the Wood County Board of Supervisors hereby approves the policies contained in the revised *Wood County Employee Policy Handbook*, effective July 1, 2019 to supersede all previous policies contained therein or elsewhere; and





# Employee Policy Handbook





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## FOREWORD

This *Wood County Employee Policy Handbook* (Handbook) is designed to promote consistent human resources management throughout Wood County. This Handbook is intended to give information to Wood County employees about the main features of our employment policies, procedures, guidelines, benefits and other general information. It does not, and is not intended to, cover these matters in detail or serve as any type of contract. The Wood County Board of Supervisors retains the right to change these and any existing policies, when it is deemed to be in the best interest of Wood County. An employee may be adversely impacted by changes in this Handbook. Wood County facilities or departments may make policies that address the particular interests of that facility or department, provided the policy does not conflict with policies contained or discussed in this Handbook. Deviations from these policies must be approved by the Executive Committee in advance of their implementation.

Some policies herein may be superseded by a union contract or Civil Service Ordinance, and are subject to Wood County Board Rules. This Handbook is effective July 1, 2019, and supersedes all previous Wood County Policy Handbooks or policies discussed in this Handbook.

The policies and procedures of Wood County are continually being reviewed and revised to ensure they stay current with the needs of the employees and Wood County. To find out if there have been any changes since this Handbook was published, please consult with the Human Resources Department. A current version of the Handbook will be available on the Employee Intranet.

Should any part of this Handbook be ruled obsolete or invalid, the balance of the document will remain in effect.

This Handbook shall govern human resources administration for all employees and departments of Wood County except:

- Members of the Wood County Board of Supervisors.
- Elected Wood County officials.
- Members of boards, commissions, committees, and judges.
- Persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the Wood County Board of Supervisors, a committee thereof, or the Wood County Board Chairperson.
- Contracted or leased individuals.
- Employees covered by a collective bargaining agreement shall be governed by that Agreement. This Handbook shall govern represented employees to the extent that the issues at hand are not addressed by the respective labor agreement. Where a union contract has language dealing with any subject covered in this Handbook, the contract will be considered as the full rights of the employees in that bargaining unit and this Handbook will not extend those rights beyond the contractual language.

## EQUAL OPPORTUNITY POLICY

Wood County will conduct business in compliance with the equal opportunity policy and standards of the Wisconsin Department of Workforce Development, Department of Health Services, Department of Family Services, and all applicable state and federal statutes, and regulations relating to non-discrimination in employment and service delivery.

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment, or otherwise be subject to discrimination in employment in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or non-use of lawful products off the employer's premises, or any other characteristic protected by law. All employees are expected to support goals and programmatic activities relating to non-discrimination in employment.

No otherwise qualified applicant for service or service recipient shall be excluded from participation, be denied benefits, or otherwise be subject to discrimination in any manner on the basis of race, color, national origin or ancestry, sex, religion, age, political belief or affiliation, disability or association with a person with a disability. This policy covers eligibility for the access to service delivery, and treatment in all of the programs and activities.

To assist us in complying with all applicable equal opportunity rules, regulations and guidelines, the Human Resources Director has been appointed as Equal Opportunity Coordinator. Employees are encouraged to discuss any perceived discrimination concerns in employment or service delivery with the Human Resources Director.

The Human Resources Director may be reached Monday through Friday, from 8:00 a.m. through 4:30 p.m., at 715-421-8457.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

Wood County is committed to providing equal opportunity to all qualified persons in all aspects of employment. This extends to our current employees and applicants for positions with Wood County. As part of this commitment, we intend to fully comply with the guidelines established by the ADA and its amendments. A qualified person is an individual who meets the skills, experience, education and other job-related requirements of a position and who, with or without reasonable accommodation, can perform the essential functions of the job.

Any person who suffers from a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment, is covered by the ADA. If the condition restricts their ability to perform some aspects of their job, or the job for which they are applying, Wood County will provide or allow reasonable accommodation to enable the person to perform the necessary tasks.

If an employee believes they may need accommodation in accordance with this policy, they should contact both their immediate supervisor and the Human Resources Department to discuss what reasonable accommodations may be necessary. Applicants needing accommodation should notify the Human Resources Department at any time during the application or interview process to discuss necessary accommodations. When a request for accommodation is made, Human Resources together with the department will initiate an interactive process to determine what reasonable accommodations may be made.

Any employee or applicant who feels they have not received full and fair consideration under this policy should meet with the Human Resources Director to discuss their complaint.

## **WOOD COUNTY DEPARTMENT POLICIES**

Wood County has a number of policies that have been approved either by the Wood County Board of Supervisors or by an Oversight Committee. These policies set the overriding principles of Wood County operations and cannot be changed without action by the approval authority.

The “approval authority” is the highest body to formally approve the policy or the body that has the delegated authority to approve deviations from the policy.

Departments have the responsibility to set policies related to their specific operations. They may also set procedures, guidelines or work rules related to their operations. Policies tend to be broad; procedures or guidelines tend to be more specific, and typically work rules are the most specific, but the terms may be used interchangeably. Departmental policies should not conflict with Wood County policies; however, departments may request approval to deviate from Wood County policy. Any deviation from a Wood County policy requires approval of the approval authority. A department may also set a procedure or work rule on how a Wood County policy will be administered.

## **PERSONNEL POLICY PRINCIPLES**

Wood County policies should be fair, respectful of employees, consistently applied, and there should be clear expectations set forth in the policy and the administration of the policy. Policies are necessary for a well-run operation. Both employees and management need to know what the guidelines are and what to do in a given situation. Wood County intends to follow its policies in all situations. However, if an employee believes they have a situation that warrants a deviation from a specific policy, they are encouraged to discuss it with their supervisor as soon as practical.

To ensure that our policies are well written, Wood County considers the following criteria:

### **Fairness**

The guidelines should apply the same to all employees in a given situation. That does not mean that every department will administer everything exactly the same, but the basic principle of the guidelines should apply to all departments. (An example of this is that some departments might have a different starting time, but all employees should be expected to be at their workstation at their designated start time.)

### **Respectful of employees**

Policies or guidelines are written with the understanding that the majority of our employees want to come to work and do a good job. Written policies are provided to help employees understand how situations are expected to be handled.

### **Consistently applied**

Policies should be administered consistently. “Consistently” means that the basic principles of the policy should remain constant from case to case without regard to personal feelings, friendships, or any discriminatory factors. However, good policy administration also requires that the employees and their individual or unique circumstances be considered to make sure the administration of the policy is also fair.

### **Clear expectations**

Employees have the right to be aware of a policy and how it will be administered up front. Employees also have the responsibility to learn the policy and ask questions if they are unclear about a policy. Management has the responsibility to make the policies available to the employees in a reasonable manner. The purpose of this Handbook is to make our Employee Policies available to all employees. We will notify all employees of any policy changes or new policies. Employees are encouraged to check the Wood County Employee Intranet to make sure they are aware of the most recent revisions to Wood County policies. Employees are encouraged to consult with their supervisor or Human Resources on any questions they may have related to Wood County policies.

## **CODE OF CONDUCT**

Wood County is committed to conducting its business ethically and with honesty, integrity, and respect for all. In all situations, Wood County strives to comply with applicable laws, rules, and regulations. Wood County is committed to acting honorably and professionally and treating all employees, elected officials, vendors, clients, patients, and members of the public with courtesy and respect. Compliance with the Code of Conduct (the Code) is an expectation and a condition of employment.

### **Conducting County Business**

Wood County conducts all of its business with integrity and professionalism. Employees are expected to communicate clearly, respectfully, and professionally in their interactions. All individuals are treated fairly and equitably. Our reputation as a County is a valuable asset and one that each and every employee has a part in upholding. We continuously challenge ourselves, our teams, and our departments to improve.

### **Acting with Professionalism**

Wood County values each and every employee as an important member of our organization. The goal is for every employee to be treated with fairness, courtesy, and respect. Wood County values open and honest communication. We encourage employees to raise work-related questions and concerns as they arise in a well-thought out and respectful manner. Employees are expected to act honorably which includes:

- Never to attack each other's character, appearance, beliefs or values.
- Respect each other's differences; it is acceptable to "agree to disagree".
- Be polite, helpful, and friendly.
- Avoid gossiping, misrepresenting, and/or spreading rumors about any individual, including peers, managers, vendors, clients, patients, and other members of the public.
- Speak at a respectful volume and tone; it is never acceptable to yell, shout, scream, or use profanity in any business conversation or setting.
- Allow others the opportunity to share their opinion in the same respectful manner.
- Be prompt and punctual in any commitments.

Wood County is an Equal Opportunity Employer and we provide equal treatment for all applicants and employees. We will not tolerate discrimination based on age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or non-use of lawful products off the employer's premises, or any other characteristic protected by law. (See Wood County's "Equal Opportunity" Policy for more information.) We follow these principles in all areas of employment including recruitment, hiring, training, promotion, compensation and benefit eligibility, transfers, and employment status.

Wood County is committed to providing employees a safe workplace, free from unlawful discrimination and threats of violence. Any such behavior or threat should be reported immediately. Managers who receive such information should contact Human Resources. (See Wood County's "Discrimination/Harassment" Policy and "Safety/Security" Policy for more information.)

### **Compliance with Legal Regulations**

Wood County employees are expected to act in a manner that upholds the intent of all local, state, and federal laws in all County business and interactions. Violations of such laws have potentially serious consequences, both for Wood County and for individuals. If questions or concerns arise, it is important to seek guidance immediately.

### **Conflicts of Interest**

A conflict of interest may occur if an employee's personal, social, financial, or political activities interfere, or potentially interfere, with the responsibilities of their position at Wood County. Employees should seek advice before proceeding with a situation that is or could be perceived as a conflict of interest. (See Wood County's "Conflict of Interest" Policy for more information.)

We recognize these situations may arise without any willful action on the employee's behalf and that changes in circumstances may occur at any time. Employees who become aware of a potential conflict of interest should disclose the situation immediately to their supervisor or Department Head.

### **Protect Wood County's Assets and Reputation**

Wood County expends considerable resources to develop assets to use for its business, including:

- Physical assets- our facilities, equipment, vehicles, technology and communication systems,
- Information Security- internal and external communication and digital and hard copy documentation, and
- Reputation- the name and reputation of Wood County.

Employees are expected to follow applicable security, use, and safety procedures to protect Wood County's assets from theft, loss, damage, or misuse. Wood County assets are only to be used for business purposes. Employees are expected to uphold the reputation of Wood County whenever representing the County.

### **Reporting Concerns**

All employees are responsible for reading, understanding, and following the Code. Any violations of the Code are subject to disciplinary action, up to and including termination of employment. Any violation of the law may also be subject to civil and criminal penalties.

Employees are encouraged to ask questions, raise concerns, and/or report potential and actual violations to their immediate supervisor, Department Head, or the Human Resources Director. Wood County takes all reports seriously, investigates all matters thoroughly, and will take appropriate action.

### **No Retaliation**

Wood County does not tolerate retaliation against employees for making good faith reports of possible violations of the law or Wood County policies, including this Code. Employees who retaliate, attempt to retaliate, or commit any other similar misconduct will be disciplined.

# **I. EMPLOYMENT**

## **EMPLOYMENT FORMS**

At the time of hire, employees complete tax withholding forms, insurance forms, proof of employability documents, and any other necessary forms regarding employment with Wood County. All responses on these forms, or any other forms required and completed throughout the course of employment, are expected to be complete, factual and honest. Any attempt to mislead or conceal relevant information, or give a false or incorrect answer to any requested information related to an employee's application, qualifications, benefit eligibility or other employment related questions, may result in Wood County terminating the employment relationship without prior warning or notice.

## **EMPLOYEE PERSONNEL FILE**

Important employment related documents are kept in a central file known as an employee's "personnel file". An example of the type of information that is kept includes the employment application, insurance enrollment forms, annual performance evaluations, disciplinary actions, and any relevant employment test scores. The personnel file is maintained in the Human Resources Department or in a secure area at Wood County Annex and Health Center (Norwood Health Center) or Edgewater Haven, depending on what facility the employee is employed. Employees have the right to review their file during normal business hours, but on unpaid time. If an employee wishes to do so, they should inform their supervisor or the Human Resources Department in writing and arrangements will be made as soon as practical, but no later than seven (7) business days from the date of the request, for the employee to review the non-confidential parts of their personnel file. A representative from the Human Resources Department will explain how the file is arranged and what contents are confidential. Employees are able to supplement any papers in the file with a written statement if they choose. Employees may request a copy of the non-confidential documents in their own personnel file for a fee, with written notice to Human Resources.

## **PERSONAL INFORMATION**

If an employee has a change to any of their personal information, such as address or telephone number, the Human Resources Department should be informed in writing, as soon as possible. The most recent address provided to the Human Resources Department will be considered the employee's "address of record". It is important that this information is kept current, so that Wood County can ensure proper delivery of work-related mail or messages. This information will only be used by Wood County for business purposes, and will not be given to anyone for any other purpose without the employee's written consent, or as required by law or union contract.

## **INTRODUCTORY PERIOD**

### **Newly Hired Employees**

A newly hired employee must complete an introductory period of six (6) months. During this time, each employee should receive appropriate "on-the-job" training, together with information on the operation of the department and Wood County. The introductory period provides the employee with an opportunity to learn the new position, and gives management the ability to assess if the employee has the skills and aptitude to successfully perform the job. During the introductory period, Wood County may end employment without notice. Completion of the introductory period does not waive the "at-will employment" status discussed in this Handbook. Under certain circumstances, a supervisor may extend the introductory period with approval of the Human Resources Director.

### **Promoted Employees**

An employee who is promoted or transferred to another position, will serve a thirty (30) working day introductory period in the new position.



## EMPLOYEE STATUS

### Full-time

An employee who is regularly scheduled between thirty-eight and three-quarters (38.75) and forty (40) hours per week is considered full-time (2,015 or 2,080 hours per year).

### Part-time

An employee who is regularly scheduled for less than thirty-eight and three-quarter (38.75) hours per week is considered part-time. Employees who are regularly scheduled for twenty (20) or more hours per week are eligible to receive Wood County benefits (sick leave, vacation, and holidays) on a pro-rated basis.

### Casual

An employee that holds a position budgeted for fewer than twenty (20) hours per week, is considered casual and not eligible for Wood County benefits. Effective July 1, 2011, employees who are employed more than 1,200 hours in any continuous twelve (12) month period, are eligible for Wisconsin Retirement System (WRS) participation.

### Temporary/Seasonal

An employee who fills a position that is of limited duration or is for a specified period of time, is considered to be a casual employee. The wage rate for a temporary/seasonal position shall be subject to approval of the Human Resources Director or the Executive Committee.

### Contract/Leased/Agency Employees

Persons contracted to perform specific tasks through an agency or paid as an independent contractor, are not considered Wood County employees, and may be used on a specific need basis with approval of the Human Resources Director or the Executive Committee. They receive no pay or benefits from Wood County, and should be used only as long as a specific need exists. A formal contract is necessary to ensure that the relationship is not interpreted as employer/employee.

### Exempt/Non-Exempt Status

This status is defined by state and federal regulations and is based on a number of criteria such as, but not limited to, job duties and supervisory responsibilities. The primary difference is how overtime and compensatory time is handled.

### Temporary Increase In Duties

Occasionally, employees may be assigned to perform a job in a higher salary grade than their regular position. If the assignment is short-term, no adjustment to the employee's wage will be made. However, if the assignment is for a significant period of time (as described below), and the employee assumes the full duties of the higher position, the following guidelines will apply:

1. **Non-exempt employees** who are temporarily assigned to a position with a minimum pay rate which is higher than his/her current rate, shall be paid his/her current rate for ten (10) working days, and then shall be paid at either 1.05 or 1.10 times his/her current hourly rate thereafter. The rate of increase is dependent on the requirements of the position and is at the discretion of the Department Head.
2. **Exempt employees** who are temporarily assigned to a position which is higher than his/her current rate, shall be paid his/her current rate for ten (10) working days and then shall be paid at either 1.05 or 1.10 times his/her current hourly rate thereafter. The rate of increase is dependent on the requirements of the position and is at the discretion of the Department Head. In the event the position being covered is a Department Head role, the oversight committee determines the rate of increase.
3. The temporary increase in pay requires approval of the Department Head and the Human Resources Director. No temporary assignment shall exceed six (6) months unless permission is obtained in advance from the Executive Committee.

## **PAYCHECKS AND TIMECARDS**

The payroll period is two (2) weeks beginning on a Sunday and ending on a Saturday. All Wood County employees are required to participate in the mandatory direct deposit program. Employees receive a pay statement, and funds are directly deposited on the Thursday after the end of the payroll period. Questions related to an employee's pay should be discussed with the employee's supervisor. If the question is still not resolved, contact the Payroll Administrator.

Employees are required to complete a timecard each pay period. The timecard should be approved by both the employee and the supervisor at the end of the pay period. Questions regarding the completion of time cards should be directed to the supervisor or the Payroll Administrator.

Falsely recording time, altering or tampering with timecards, or punching or recording on another employee's timecard, is a serious offense and may result in termination. Employees may not work before or after their scheduled work period, unless such time is authorized in advance by their immediate supervisor.

## **LENGTH OF SERVICE**

Length of service is defined as the amount of continuous employment since an employee's most recent hire date. That hire date is considered an employee's "anniversary date". Some Wood County benefits, such as vacation, are based on an employee's length of service with Wood County. An employee's length of service ends when the employment relationship ends. If an employee terminates employment with Wood County and is rehired at a later date, the employee's hire date starts over with no accrued length of service. In some cases, an employee may not accrue service credit while on a leave of absence. Employees would be notified of those cases in advance, and would return with an "adjusted" length of service date.

Full or part-time employees transferring from one Wood County position to another full or part-time Wood County position will retain their anniversary date and length of service rights.

Length of service for employees wishing to transfer between a non-union and union position will be subject to negotiations between Wood County and the union, if applicable.

## **WORKFORCE REDUCTION OR LAYOFF**

A workforce reduction, commonly called a "layoff", is a method of reducing the number of employees either on a permanent, temporary, or emergency basis. Layoffs are usually used to reduce the cost of operating a business. If Wood County needs to reduce costs by layoff, management will meet with employees to ensure that they understand their rights and responsibilities. Employees to be laid off will be given as much notice as practical prior to the effective date of the layoff.

### **Permanent Layoff**

If a permanent reduction in the number of employees is necessary, the decision of who will be laid off will be based primarily on department needs, position title, skill needs and past performance evaluations. Length of service with Wood County will be considered as a secondary factor in the determination of who will be laid off. Employees rated as "satisfactory" or above on their most recent evaluation, will be considered to have demonstrated the required skills of the position unless there is more recent documentation to the contrary. Skill needs are defined in the position description. Permanent layoffs must be approved by the Executive Committee.

Employees being permanently laid off will be given at least seven (7) calendar days' notice, and will be offered out placement assistance.

### **Emergency Layoff**

The Wood County Board Chairperson has the authority to direct an emergency layoff for all Wood County employees. A Department Head may implement an emergency layoff if an unforeseen circumstance arises, causing the employee's work to be unnecessary, impractical or unsafe to perform. Emergency layoffs should not extend beyond five (5) workdays and are unpaid, but employees will continue to maintain their Wood County benefits. Time off will be considered as time worked for calculation of future benefits. Employees may choose to be paid accrued vacation or compensatory time instead of taking the layoff. An emergency layoff that extends beyond five (5) days, the Department Head should consult with Human Resources to enact Temporary Layoff procedures.

### **Layoff Notification**

Employees being placed on permanent or temporary layoff status will receive written notification of the effective date of the layoff, their benefit rights, their recall rights and how to file for unemployment compensation. A copy of the layoff notification will be kept in the employee's personnel file. The Human Resources Department and the Department Head will be available to answer questions employees may have at the time of the layoff.

## **TRAINING**

In today's world, training is an on-going process. This is especially true in the workplace. Both the technology and the skills we use in performing our jobs are constantly changing. To continually stay proficient in our positions, employees have a need to continually learn. The two (2) main types of training an employee may encounter are discussed below.

### **On-the-job Training**

This method of training is used to help a new employee learn how to perform their job. It consists of explaining what needs to be done, showing the new employee how to do it, having the new employee perform the task, and then monitoring their performance. Most on-the-job training is done right where the work is performed. The supervisor is responsible to ensure that employees receive the proper on-the-job training. Questions related to job training should be discussed with the supervisor.

### **Skills Training**

This type of training is designed to help an employee learn a specific skill, or skills, that is related to their job. This type of training is usually done in a classroom setting and may be done internally or externally. An example of this type of training may be attendance at a conference or seminar. If a supervisor feels there are additional job-related skills that an employee should learn, it will be discussed with the employee individually. If there is an additional job-related skill that an employee would like to learn, the request should be made directly to the supervisor. There is no guarantee of skills training being provided upon employee request.

## **MANAGEMENT RIGHTS**

Wood County reserves certain rights of management including, but not limited to: direct all operations of government; hire, promote, transfer, assign, retain and terminate employees; establish and enforce work rules and determine work schedules; suspend, demote, discharge, and take other disciplinary action against employees; relieve employees from their duties because of lack of work or for other reasons; maintain the efficiency of government operations; introduce new or improved methods; change existing methods; contract out for goods or services; determine the methods, means and personnel by which such operations are to be conducted; take whatever action may be necessary to carry out the functions of government in situations of emergency; and take whatever action is necessary to comply with state or federal laws. It is our intention to abide by all applicable state and federal guidelines, statutes and regulations in exercising the actions listed above.

## **AT-WILL EMPLOYMENT**

Employment with Wood County is governed by the common law doctrine of “at-will” employment. This means that both the employee and Wood County have the right to end the employment relationship at any time with or without cause. No employee or agent of Wood County has the authority to imply, negotiate, agree to, or sign a contract of employment regarding wages, hours, or conditions of employment for a stated period of time except the Executive Committee or Wood County Board of Supervisors.

## **POSITION DESCRIPTIONS**

Each job in Wood County has a position description, or job description, on file in the Human Resources Department. The position description shows the title of the job, department, salary grade, basic purpose of the job, key or essential duties of the position, required qualifications, and educational/physical requirements of the job. At the time of hire, the position description document will be presented to the employee. The employee will sign the current version of the position description and it will be kept in the employee’s personnel file. Employees should be very familiar with their individual position description. If an employee is considering applying for another position in Wood County, the position description is a valuable and informational resource. Employees may review any position description by contacting the Human Resources Department.

The position description is a general document, but in no way is intended to be a full or final list of duties. Other duties may occasionally be added or deleted. If a position description is changed, the change will be discussed with the employee, who will be asked to sign the revised copy to document that the change was discussed. Employees are encouraged to contact their supervisor or Human Resources with any questions regarding their position description.

## **EMPLOYMENT OF RELATIVES**

Wood County must ensure that all decisions made in the course of Wood County business are free of bias. Wood County does not have a policy of total restriction of employment of relatives. Typically, it is a decision between two (2) persons if they wish to be employed in the same organization, provided it does not conflict with appropriate management of Wood County. Therefore, employment of relatives is permitted within Wood County, provided the relationship does not interfere, nor appear to interfere, with appropriate management of Wood County or its activities.

In business decisions, it is imperative to make fair and consistent decisions free of bias due to family relationships. This is especially true in making personnel related decisions. If a family or personal relationship exists between a supervisor and an employee, both the decisions that affect the employee and the supervisor making the decision, may be viewed by others as biased. If this happens, the efficiency of a department or its creditability may suffer.

Nothing in this policy is intended to supersede the Wood County Board Rules or the Wood County Code of Ethics. For more information, employees should refer to those documents.

### **Guidelines**

To avoid conflict of interests, whether real or perceived, no person may hold a position where there is a direct or indirect reporting relationship with a spouse, parent, child, sibling, grandchild or other similar family relationship. “Similar family relationships” include, but are not restricted to “in-law”, “step”, “partner” or “significant other” relationships. An “indirect reporting relationship” is when a decision made by a person may affect the wages, hours of work, work assignments or other conditions of employment.

No employee may hold a position where there is a direct or indirect approval relationship of financial transactions of a spouse, parent, child, sibling or other similar family relationships.

This policy may affect a person's eligibility to be hired into, transfer into, or be employed in a specific department. In cases where a violation of this policy exists or develops, preference will be given to the employee with the longest service in the department. The Executive Committee has final review authority regarding this policy.

While Wood County does not intend to unduly restrict personal relationships that have no effect on Wood County, any relationship between Wood County employees or a relationship between a Wood County employee and another person that, real or perceived, disrupts Wood County's business, causes a conflict of interest or jeopardizes the public image of Wood County, will be considered to be a violation of this policy.

## **JOB VACANCIES AND CAREER ADVANCEMENT**

Wood County encourages employees to continually find ways to improve their careers. This may be defined in several ways: more responsibility, more income, another shift, or a different type of work. The following are several ways of achieving this.

All regular exempt and non-exempt job vacancies are posted on the Wood County website, and may be advertised on other applicable websites, for a minimum of two weeks. A list of vacancies is also placed on the employment bulletin board outside the Human Resources Department and forwarded to the Department of Workforce Development. Current Wood County employees who wish to be considered for a vacancy should apply for the position on the Wood County website. All employment applications, and any other supporting documentation, will be reviewed and if qualified, applicants may be scheduled for an interview. The selection of the person to fill the vacancy will be made based on skill, ability, experience and other job related criteria.

Reassignment of duties or caseloads between persons within the same department and job title is not considered a vacancy or position opening. These types of changes are normal departmental duties and do not require a vacancy announcement.

Employees who may be interested in a future vacancy with Wood County may want to learn about the requirements and duties of the position and then prepare for an opening before it occurs. Wood County must hire the best qualified applicant based on a number of factors, and while being a current Wood County employee may factor into the overall decision, it does not guarantee that the employee will be awarded the position.

## **TUITION ASSISTANCE PROGRAM**

The Tuition Assistance Program is designed to provide financial assistance to full-time employees who voluntarily enroll in educational courses that are of benefit to Wood County as an employer, to help the employee prepare for future positions or career advancement within Wood County, for which there is a reasonable expectation that the individual could qualify. (Refer to "Employee Status" section for the definition of full time.) Subject to funding availability, this program is completely voluntary and does not create any employee rights or Wood County obligations. To qualify, an employee must have worked full-time for Wood County for at least thirty-six (36) consecutive and continuous months and have a rating of "satisfactory" or better on his/her most recent performance evaluation. Employees eligible for other forms of educational assistance (e.g., Veteran's Educational Program, scholarships, etc.) must first exhaust that financial aid, or provide proof of ineligibility, before applying for benefits under this Program.

### **Approval**

For each semester that a qualifying employee seeks reimbursement, the employee shall complete an application on forms provided by the Human Resources Department. As part of the application process, the employee understands that he/she agrees to sign a promissory note covering the amount of tuition reimbursement, which will require repayment of any reimbursement under this Program if the employee does not remain employed in a full-time capacity with Wood County for 36 months following the date of reimbursement. Before each semester, the employee shall consult with and receive prior approval from the Department Head before commencing any course work to be eligible for consideration for

reimbursement under this Program. The Department Head shall recommend approval to the Department's oversight committee. If the Department Head does not approve of the request, the employee is not eligible for reimbursement.

The oversight committee shall retain final authority to grant or deny approval to begin any coursework covered under this policy, and to grant or deny reimbursement. Approval for reimbursement for one semester does not automatically guarantee future approval(s).

There is no appeal from any decision of the Department Head or the oversight committee under this Program.

#### **Amount of Assistance**

Wood County shall establish a single fund, from which reimbursement requests will be considered for payment. The annual amount will be established in the annual budget. For the course(s) taken each semester, Wood County will reimburse fifty percent (50%) the tuition costs only, up to a maximum \$1,500 per semester.

All courses must be successfully completed before reimbursement may occur. After the employee has successfully completed the class(es), an official grade report or transcript must be submitted to the Department Head. Reimbursement is based on the final grade for the course, at least "C" or above or "pass" if the course is graded "pass/fail". (If the employee has taken multiple courses, the reimbursement is based on the average of grades received for the courses taken during that semester.) Proof of tuition payment from the school is required for reimbursement. This Program does not provide reimbursement for books, student fees, personal expenses and other non-tuition costs.

The actual amount of reimbursement is subject to the availability of funds. Prior approval by the oversight committee does not guarantee reimbursement if the annual budget allocation is exhausted.

An employee may request, and may be approved for, up to two semesters per calendar year. The maximum amount an employee may be reimbursed is \$3,000 per calendar year, per employee.

#### **Educational Leave**

Subject to Department needs and requirements, an employee may receive approved unpaid educational leave without the requirement to exhaust one's other paid time off benefits, as provided elsewhere in this Handbook. However, the employee may substitute compensatory time and/or vacation with the approval of the Department Head. An employee who takes an approved educational leave shall not lose his/her rights of length of service in relation to vacation or sick leave accruals; however, these benefits will not accrue while the employee is on leave. An employee on approved educational leave shall have the option of paying insurance premiums so as to remain a part of Wood County's health, dental, vision and life insurance plans. The employee will pay the entire premium. If a premium is not timely paid, that will be treated as a discontinuance of that benefit and COBRA rights, as may apply, will be implemented.

#### **Agreement for Continued Employment**

By accepting tuition reimbursement under this Program and as part of the application process, the employee is agreeing to continue employment with Wood County for a period of no less than 36 continuous months in a full-time position following the date of the most recent reimbursement. Employees who do not complete 36 months of continuous full-time service following reimbursement will be required to repay the full reimbursement amount. The employee agrees to sign a promissory note, on a form provided as part of the application process, for this purpose.

If an employee resigns his/her position for any reason (including retirement) or is terminated before an approved course is complete, or if the employee voluntarily reduces employment to less than full-time, eligibility for reimbursement ends immediately. If the employee has already been reimbursed, but has not met the requirement for 36 months of continuous full-time service, Wood County will withhold the previously reimbursed amount from the employee's final paycheck(s). If that is not possible, Wood County will make reasonable efforts to collect the debt.

**Tax Status**

The rules of this Program are governed by the Internal Revenue Code. As such, certain reimbursements may be subject to income taxes or other withholdings, depending on the employee's particular situation. All reimbursements are processed on a pre-tax basis, regardless of whether they are subject to taxes or other withholdings or not. The payment of any taxes or other withholdings that may be due remains exclusively the responsibility of the employee. The rules of this Program may be modified at any time without notice to keep the program in compliance with the Internal Revenue Code.

**GARNISHMENTS AND INCOME ASSIGNMENTS**

Employees who are subject to a legal garnishment, and/or income assignment, may have a fee deducted from their paycheck to cover administrative charges in accordance with state or federal law.

## II. WORK SCHEDULES AND PAY

### PAY PLAN AND DEDUCTIONS

Wood County uses a two (2) week payroll cycle and employees are paid every two (2) weeks. For security and confidentiality reasons, pay statements will not be issued to anyone other than the employee without written authorization from the employee.

Certain payroll deductions and/or withholdings are mandated by law. These include:

1. **FICA (Social Security Tax):** The Federal Insurance Contribution Act (FICA) requires that a percentage of gross wages be deducted from paychecks each pay period. In addition, employer contributions to the fund equal or exceed what the employee contributes each year.
2. **Federal Income Tax Withholding:** Federal law requires that a portion of employee's wages be withheld for taxes. The amount deducted is based upon the amount of earnings and the number of dependents claimed as deductions. An annual statement of earnings and taxes withheld, IRS form W-2, will be provided to each employee by January 31, or the deadline determined by the IRS, for the preceding calendar year.
3. **State Income Tax Withholding:** In Wisconsin, state law also requires that a portion of wages be withheld for taxes. Like Federal withholding, the amount deducted is based on earnings and the number of dependents claimed.

Some payroll deductions are for individual benefit options. These include, but are not limited to, the programs or options shown below. For more information regarding these plans, please contact the Human Resources Department or the plan documents.

1. **Wisconsin Retirement System (WRS):** WRS is the state mandated retirement plan that covers most state and county employees. The percentage contribution that is required by the employer and employee is set by state law and may change annually. For more information regarding this benefit, see the "Benefits" section of this Handbook or contact the WRS office at their toll-free number, 877-533-5020.
2. **Individually selected benefits:** Deferred Compensation or to establish a Flexible Spending Account.
3. **Insurance premiums:** Benefit premiums are based on the insurance plan(s) selected and the level of coverage. Premium amounts communicated annually by Human Resources are deducted from the employee's gross wages.

Employees are compensated on a bi-weekly, per pay period basis. Pay is based on the timecard information that has been completed, submitted, and approved. If an employee feels an error has been made on their pay statement, they should discuss it with their supervisor, the payroll representative at their facility, or the Payroll Administrator.

### ATTENDANCE

Regular attendance is expected of all employees. Regular attendance includes arriving on time, taking breaks at the proper time and working until the end of the designated shift. If an employee is absent from work, it can cause a hardship for the rest of the department. An unsatisfactory attendance record may result in disciplinary action, up to and including termination. We understand that occasionally it is necessary for employees to be unexpectedly absent because of an illness or other unforeseen emergencies. Employees must inform their supervisor as soon as practical if they are unable to report to work. The supervisor has the right to know the basic reason for the absence and the anticipated return date. In some cases, including but not limited to, an absence of three (3) days or more, or contagious disease, the supervisor may require medical certification confirming the employee is able to return to work.

If an employee's attendance record is unsatisfactory, the supervisor will take appropriate disciplinary action, up to and including termination of employment. Failure to report for work for three (3) consecutive workdays without notification will be considered voluntary termination of employment.



As a public sector employer responsible directly to the taxpayers, principles of public accountability require Wood County to mandate all employees, including those covered by the Fair Labor Standards Act (non-exempt employees) and those excluded from its coverage (exempt employees), that employees be docked pay for any amount of time not worked, except when paid leave is requested and available as a defined benefit. All Wood County employees, except for elected officials, are subject to the attendance requirements detailed above.

## **OVERTIME/COMPENSATORY TIME**

### **Exempt Employees**

An exempt employee required to work more than eight (8) hours per day shall receive compensatory time on a “straight time” basis (hour for hour), for any time worked over eight (8) hours per day. To qualify for compensatory time off, the work must involve a specific project or meeting that cannot be performed during normal work hours. Paid time off is not counted as hours worked for compensatory time purposes. Accrued compensatory time may be taken with approval of the supervisor. An exempt employee may only accumulate up to eighty (80) hours of compensatory time. No compensatory time may be accrued beyond eighty (80) hours and no accrued compensatory time will be paid out, either at the time it is accrued or at termination. No more than forty (40) hours of accrued compensatory time may be taken off per month, unless approved by the Department Head.

For some 24/7 departments and facilities, compensatory time may be computed on any hours worked in excess of eighty (80) hours in a pay period.

### **Non-exempt Employees**

A non-exempt employee who works more than forty (40) hours in one (1) week will receive overtime pay, at the rate of one and one-half (1½) hours for every one (1) hour worked in excess of forty (40) hours. If there is a mutual agreement between the employee and the supervisor, the employee may take the overtime as “compensatory time earned” at the rate of one and one-half (1½) hours for each one (1) hour of overtime worked. To qualify for overtime or compensatory time off, the employee must have approval from their direct supervisor to work any additional hours beyond their normal or regular schedule.

Paid time off is not counted as hours worked for overtime/compensatory time purposes. The employee should attempt to schedule compensatory time off so it does not unduly disrupt the operations of the department, and with approval of the supervisor. A non-exempt employee may accumulate up to eighty (80) hours of compensatory time. Overtime hours worked after an accumulation of eighty (80) hours of compensatory time will be paid at the appropriate overtime rate. No more than forty (40) hours of accrued compensatory time may be taken off per month, unless approved by the Department Head. Accrued compensatory time will be paid out at the time of termination for non-exempt employees.

For some 24/7 departments and facilities, compensatory time may be computed on any hours worked in excess of eighty (80) hours in a pay period.

### **Part-time Employees**

Part-time non-exempt employees must work over forty (40) hours a week to qualify for overtime pay or compensatory time off. Part-time exempt employees earn compensatory time off after eight (8) hours worked in a day. Work outside of a part-time employee’s “normally scheduled work week” does not automatically qualify for overtime pay or compensatory time earned. Overtime pay/compensatory time earned will be calculated based on the rates in the exempt/non-exempt employee guidelines.

### **Compensatory Time Off Records**

To ensure the accuracy of our payroll and attendance records, all compensatory time (both worked/earned and taken off) must be recorded on the timecard. Employees should talk to their supervisor, or contact Human Resources, with questions regarding compensatory time.

## **JURY DUTY/WITNESS PAY**

### **Jury Duty**

If an employee is called to serve jury duty, they will continue to receive their regular pay based on the number of hours they are regularly scheduled on the days they are required to miss work, for no more than thirty (30) days in one (1) calendar year. To be eligible for this compensation, employees will need to return the completed jury duty form, and any compensation, not including mileage, issued from the Clerk of Courts office. To be eligible for this compensation, the employee will provide verification of jury service to their supervisor.

### **Witness Pay**

If an employee is subpoenaed as a witness by Wood County, or in relation to their Wood County duties, they will continue to receive their regular pay based on the number of hours they are regularly scheduled to work, on the days they are required to miss work. To be eligible for this compensation, the employee will provide a copy of the subpoena to their supervisor.

### **Return to Work**

If an employee is excused from jury duty, or as a witness, on a particular day, the employee will be expected to return to work, provided there are two (2) or more hours remaining in the workday.

## **WAGE PLAN**

Wood County has established a wage plan for all positions that maintains a fair rate of pay for all full-time and part-time positions. The wage rate for a position is compared to both the internal comparable positions and to comparable positions outside of Wood County employment. “Comparable positions” are other jobs that perform similar types of work and require similar basic skills. Each job is evaluated based on a number of factors and then assigned a salary “Grade”. Each salary grade has eleven (11) total steps.

### **Salary Increases**

The actual wage rates for each salary grade are evaluated and wage increases (typically referred to as “cost of living adjustment” or COLA) are approved, as appropriate, by the Wood County Board of Supervisors.

### **Step Increases**

There are eleven (11) steps, or salaries, for each job grade with the normal starting salary being Step 1. Step 6 is considered the “control point”. The control point is the market average wage for that type of work. Employees will normally progress one step per year to Step 11 based on years of service and satisfactory performance. Employees are typically hired at Step 1 and, with a satisfactory annual review, will move up one step annually on January 1st. For more detailed information regarding step increases, employees should contact their supervisor or Human Resources.

### **Merit Pay**

Employees who are eligible to receive a “merit” increase may progress past Step 11. Merit increases are awarded based on the employee’s performance over the past year and on the amount of money budgeted for merit increases each year.

### **Annual Salary Grade Appeals**

Every year there is a thirty (30) day window for employees to request a review of their position. If the duties or responsibilities of a position have significantly changed, the employee may request to have their position reevaluated. To do this, the employee shall submit a completed appeal form to their supervisor by the deadline set forth by Human Resources, along with a completed Job Description Questionnaire (JDQ) showing the changes from the previous JDQ. Appeal forms are available from Human Resources. If the supervisor and Department Head support the appeal, the Department Head shall forward it to Human Resources by the deadline communicated. Human Resources will forward the appeal for review. The Executive Committee will review the recommendations regarding the appeal and make a final decision if the appeal will be approved, denied or referred for further consideration. The employee will be informed of

the review results. If the wage grade is changed as a result of an appeal, the change will be effective on January 1st of the following year.

### **New Position Reviews**

A new position will require a job description which is reviewed and ranked by the Department Head and Human Resources. One year after the position has been operational, a formal JDQ may be submitted for ranking based on any changes that may have occurred during that first year in the role. Recommendations for any adjustments based on evaluation may be implemented by Human Resources without further review or approval.

### **Market Reviews**

A position that is found to be below the competitive market rate based on available market survey information, in conjunction with a history of at least 12 months of unsuccessful recruitment or retention due to market rates, will be reviewed by the Executive Committee upon the recommendation of Human Resources. This may include positions that are already in a pay grade, or positions that are seasonal, limited term employment or casual. If the position is found to be below market to the detriment of Wood County's efforts to recruit or retain critical staffing, the Executive Committee may approve a pay grade adjustment for the position. Positions moved based on market reviews will be noted as such in the Wood County Pay Structure Plan, and will be reviewed the following year to ensure the move remains appropriate to the market.

## **RECRUITMENT AND RETENTION**

The purpose of this policy is to provide departments with the necessary tools to be able to recruit and retain quality employees in an ever-changing job market while working within Wood County's current pay plan structure.

### **Employee Recruitment Guidelines**

Departments have the ability to hire new employees up to Step 6. Departments also have the ability to negotiate up to two (2) weeks of vacation for new hires. If a department needs to offer Step 7 or above, the Department Head will work with the Human Resources Director to review and finalize the offer. If the Department Head and Human Resources Director are unable to come to an agreement on an offer, the hiring department's oversight committee will make the final offer decision.

### **Employee Retention Guidelines**

Department Heads have the ability to advance employees who are identified as working above average to skip one step per year higher on the pay scale, up to Step 6.

### **Wage Plan Review**

In order to stay competitive, the wage plan should be reviewed by the Executive Committee every two years to ensure its effectiveness and verify the plan has kept up with current market values.

## **LUNCH PERIODS AND BREAKS**

Employees will receive a thirty (30) minute, forty-five (45) minute, or one (1) hour lunch period as determined by their supervisor or the Department Head. Where possible, Wood County offices are to remain open during the lunch hour and employees shall stagger their lunch periods to accommodate this schedule.

Normally, each employee should be scheduled for a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon during the normal workday based on the ability of the department to relieve the employee from their work duties. Breaks not taken are lost. Breaks cannot be accumulated and/or used to extend lunch periods or to shorten the workday, unless approved by the supervisor for an approved wellness activity as permitted by the Employee Wellness Policy. Break times should be established by the supervisor or Department Head.

Part-time employees may receive breaks based on their daily work schedule. Part-time employees scheduled to work less than four (4) hours would not normally be scheduled for any breaks. Part-time employees working between four (4) and eight (8) hours in any day, may be scheduled for fifteen (15) minute breaks and a lunch break.

In some cases, departments, shifts, or specific positions may be required to have a different lunch or break schedule. In those cases, the Department Head has the authority to approve the adjusted break times subject to approval by the Human Resources Director. Short term adjustments of break times due to work needs do not require prior approval of the Human Resources Director. Lunch breaks of thirty (30) minutes or longer will not be paid time.

### **III. POLICIES AND PROCEDURES**

#### **CONFIDENTIALITY**

In the course of employment, employees may have access to confidential Wood County or personal information. All employees have a strict and legal responsibility to protect the confidentiality of this information. This may include information concerning Wood County's practices, employee records, client information, court records, and so forth. Failure to properly protect confidential information may result in legal action against the employee and/or Wood County. Any violation of this policy may subject the employee to discipline, up to and including termination of employment. Questions regarding the confidentiality of information or of an employee's responsibilities related to confidentiality should be discussed with the direct supervisor or Corporation Counsel at the earliest possible time.

**Open Records Requests.** As a governmental agency we are subject to "Open Records" laws. This means that anyone may request specific information in writing, and in most cases, we are required to provide them with the information in a timely manner. However, in some cases the information requested should not be released, or there may be several things that must be done before the information can be released. When any request for information is received, whether the person calls it an "Open Records" request or not, the employee in receipt of the request should discuss it with their supervisor or Corporation Counsel prior to providing the information.

#### **FITNESS FOR DUTY**

For health, safety, and protection reasons, all employees are expected to be mentally and physically ready for work when they report to work. If for any reason an employee feels they are not able to report for work, they should notify their supervisor according to the department policy, but at least prior to the start of the shift.

If a supervisor, or any member of management, feels that an employee is unable to mentally or physically perform their duties in a safe manner, the employee may be required to submit to an examination by a qualified person to determine fitness for duty. This includes, but is not restricted to, a qualified medical practitioner or drug and/or alcohol testing. If the provider determines the employee is able to perform their duties, the employee will be paid for all missed work hours. If the provider determines that the employee is not fit for duty, any time missed after the determination will not be paid and the employee may receive disciplinary action up to and including termination of employment. Failure to submit to mandatory fitness for duty testing will be considered voluntary termination.

Wood County maintains a mandatory drug testing procedure which is available for review in the Human Resources Department. Some positions, including any position requiring a Commercial Driver's License (CDL), are subject to random drug/alcohol testing, due to the nature of their duties or state and federal laws.

An employee's off-duty physical or mental condition is a private issue, unless it affects or impairs their ability to perform their duties in a satisfactory manner. In that case, Wood County may take corrective action or provide accommodation, where appropriate.

#### **PERFORMANCE EVALUATIONS**

Employees should know what performance is expected from them and how their supervisor views their performance. This is usually done on an informal basis through frequent interactions between the employee and supervisor in normal business conversations. However, there is a benefit to having a formal performance evaluation completed annually. Each year, supervisors will meet with their employees to discuss how they view the employee's performance compared to the expectations of the job. During this discussion, a Performance Evaluation form will be completed. Employees should review all ratings and written comments, and if they choose, may add or attach their own comments to the form.

After the original has been signed, a copy should be provided to the employee and the original forwarded to the Human Resources Department to be placed in the employee's personnel file.

The performance evaluation form is divided into several performance factors. This allows for discussion of specific areas or competencies related to the employee's job. A rating of "satisfactory" indicates that the employee is performing that skill or competency at the level expected. To obtain a rating of "satisfactory", the employee should be able to handle their duties on a daily and weekly basis with minimal instruction or assistance.

Performance evaluations are important because they provide an opportunity for discussion. It allows an open discussion between the employee and the supervisor about performance expectations, giving recognition, challenges and concerns, and setting goals for the next year. The employee has the ability to share their desire to learn additional skills or duties. The supervisor can provide insight on where the employee exceeds expectations, meets expectations, and where they can improve on current skills. Evaluations may be done mid-year if there is a significant reason to do so. Performance evaluations should also be done at the end of any introductory period, or if the employee transfers to another Wood County position.

If an employee receives a rating of less than satisfactory in any category or competency, the supervisor will provide clear expectations regarding the level of performance needed and required to obtain a satisfactory rating. The employee may be placed on a Performance Improvement Plan (PIP), which is intended to provide greater transparency and communication between the employee and the supervisor during a specified period of time. The PIP includes a formal document and process that is intended to help the employee by providing detailed areas of concern, clear and written expectations for success, and regular feedback and communication with their supervisor. A copy of the PIP will be placed in the employee's personnel file.

Performance evaluations are intended to be a candid dialog between the employee's supervisor and the employee on how well the employee is doing in meeting their specific job expectations. The supervisors rating should be based on clear job expectations and all employees in a job classification should be evaluated on similar factors and levels of expectations. Hopefully both the supervisor and employee agree on the ratings, however, that may not always be the case. If an employee feels their evaluation does not accurately reflect their performance and one or more factors are rated below satisfactory, the employee has the option to submit a written statement to be attached to and filed with the evaluation form.

## **TERMINATION OF EMPLOYMENT**

### **Voluntary Termination**

Attendance at work is critical to assist in a smooth transition as an employee prepares to leave Wood County employment. Any employee who voluntarily resigns is expected to provide at least fourteen (14) calendar days advance written notice to his/her immediate supervisor. This notice should include the effective date and reason for resignation. It is expected that the employee will continue to work during this fourteen (14) day period. However, should Wood County choose for any reason, other than misconduct, to release the employee sooner, the employee will be paid for their remaining time up to the anticipated last day of work, but not to exceed two (2) weeks. Unless released from duty prior to the effective date of resignation, the last day the employee physically reported for work will be the last date of employment.

During the last two (2) weeks of employment, the employee is expected to work all scheduled hours. Good faith use of preapproved vacation, or illness related sick time is allowed, if approved by the supervisor, following the usual departmental procedures. Any use of unpaid time or accrued compensatory time requires prior Department Head approval. Employees will be paid for earned and accrued vacation. Non-exempt employees are paid for any accrued compensatory time that they have not taken. The last day of work will be the last day the employee reported for work. Paid leave benefits, paid time off or holidays do not extend the final date of employment.

In some professional positions, a thirty (30) day notice is requested to ensure an efficient and smooth transition of duties. However, in all cases, providing the most notice possible is advantageous for all parties involved.

### **Involuntary Termination**

Employees who are terminated involuntarily will be paid for earned and accrued vacation. Non-exempt employees will be paid for any accrued compensatory time that they have not taken.

### **Retirement**

Wood County funds an excellent retirement plan for employees through the Wisconsin Retirement System (WRS). When nearing retirement, employees should contact both the Benefits Administrator in the Human Resources Department, and WRS (toll free number 877-533-5020) to discuss their individual situation and retirement options. Once an employee has decided on a retirement date, written notice should be provided to the supervisor with as much notice as possible, but at least fourteen (14) calendar days' notice.

### **Exit Interviews**

An exit interview may be conducted for anyone who leaves Wood County employment. This exit interview is held to obtain open and honest opinions from the exiting employee on their experience while working for Wood County. The insight provided may lead to improvements. At the exit interview, Human Resources will also provide complete information on any employee benefits that are applicable.

## **REQUEST FOR EMPLOYMENT REFERENCE CHECKS**

Wood County will respond to factual questions regarding an employee's work performance or attendance, provided the individual requesting the information has a need to know and Wood County is supplied with a satisfactory and current release of information signed by the employee. Normally the request for information is directed to the Human Resources Department, but occasionally the request is directed to the person's former supervisor. Any requests for an employment related reference check, or verification of employment, should be referred to the supervisor, Department Head, or the Human Resources Department.

Occasionally supervisors are asked to be a "personal reference". Unfortunately, any answer given by a member of management is considered to be a professional reference, not a personal one, even if it is not on work time. Therefore, supervisors need to be very careful on how they handle such requests. If a supervisor has a concern with providing a reference, please contact Human Resources.

## **EMERGENCY FACILITY CLOSURES**

Although it does not happen frequently, there may be some circumstances under which the Wood County Courthouse, Wood County offices, or a Wood County department would be ordered closed. In those cases, employees would be notified by an announcement on local radio stations. Additional notification may be given on local TV stations or personal notification to employees. The ultimate decision to close Wood County offices rests with the Wood County Board Chairperson. Any emergency closure will be considered an "emergency layoff" and will be handled in accordance with that policy. In case of a county-wide closing, the Wood County Clerk's office staff is responsible for notifying the media.

Inclement weather may make it impossible for some employees to report to work, or require employees to leave work before the end of normal office hours, or require employees to remain at work for the next shift. The decision to report to work during inclement weather, or to remain at work, is an individual decision based on a number of individual factors. We urge all employees to seriously consider their own safety, the safety of their family, as well as the needs of Wood County in these situations. If an employee is unable to report to work, or will need to leave early due to inclement weather, they should notify their supervisor as soon as possible. Employees may request that this time off be charged to unused vacation, compensatory time, or they may take the time unpaid. Sick leave may not be used.

## LEAVES OF ABSENCE

Wood County may authorize an employee for a leave of absence (leave) for a select number of reasons. The employee's rights, responsibilities, and benefits under various types of leave are discussed below. Wood County reserves the right to verify the need for the leave.

### Family Medical Leaves

Wood County understands that occasionally employees may need to miss work due to a family medical crisis. We intend to abide by the state and federal laws that apply to when and how Family and Medical Leave Act (FMLA) requests are granted. These rules cover how many hours a person must work prior to the absence to qualify for a leave, who is covered by FMLA, and what conditions qualify for a leave. If an employee anticipates an absence due to the birth or adoption of a child, a serious medical condition for themselves or a family member, or a military family or caregiver leave, the employee must obtain a "Family Medical Leave Request Form" from the Human Resources Department (also available on the Human Resources Employee Intranet) or the facility business office, to determine if the employee would qualify for an FMLA leave. Completed forms must be returned to Human Resources thirty (30) days prior to the start date of the leave. If an unforeseeable illness occurs, the completed form must be returned to Human Resources no later than three (3) days after returning to work. Contact the Benefits Administrator in the Human Resources Department with any questions.

If Wood County determines that an absence qualifies for FMLA leave, a leave will be granted even if the employee has not requested one. This is done to ensure that we fully comply with both the state and federal laws. Employees granted a Federal FMLA leave will be required to use any accrued benefit time (including sick time, vacation time, compensatory time, and floating holidays) starting the first day of the FMLA leave. Employees granted State FMLA leave may choose to use any accrued benefit time starting the first day of the FMLA leave, but are not required to substitute paid leave. If an employee is granted both State and Federal FMLA leaves, they will run concurrently. In this case, the employee has the option to use paid time or not for the combined state/federal portion of the leave. Once the state portion of the leave runs out, the employee will be required to use accrued benefit time if they have any, unless the employee has filed a short or long-term disability claim.

The following is a brief overview of the qualifying number of hours worked and amount of FMLA available to employees. It is only intended to summarize appropriate FMLA Laws and employees should direct specific questions to the Benefits Administrator.

### FMLA OVERVIEW

Leave Reason	Type of Leave	Qualifying Hours	Amount of Leave Available	Pay Status (4)
Birth or Adoption of a Child	State	Employed 52 weeks & 1,000 total hours (1) in last 12 months (3)	Up to 6 weeks	Employee may use paid time
	Federal	Employed 1 year & worked 1,250 hours (2) in last 12 months (3)	Up to 12 weeks	Employee must use paid time
Personal Illness or Injury	State	Employed 52 weeks & 1,000 total hours (1) in last 12 months (3)	Up to 2 weeks	Employee may use paid time
	Federal	Employed 1 year & worked 1,250 hours (2) in last 12 months (3)	Up to 12 weeks	Employee must use paid time
Family Illness or Injury	State	Employed 52 weeks & 1,000 total hours (1) in last 12 months (3)	Up to 2 weeks	Employee may use paid time
	Federal	Employed 1 year & worked 1,250 hours (2) in last 12 months (3)	Up to 12 weeks	Employee must use paid time.



Maximum Time in a Year	State	Total 8 weeks
	Federal	Total of 12 weeks

(1) Calculated as hours worked including holidays, sick, comp, and vacation time.

(2) Calculated as only hours actually worked.

(3) Based on 52 calendar weeks prior to the first requested date of the leave.

(4) Where State and Federal Leaves run concurrently, the state benefits will apply until those benefits are exhausted.

### Personal Leaves

Employees may be granted personal leaves to resolve urgent personal issues. A personal leave is not intended to be a medical leave, however if an employee does not qualify for FMLA or has exhausted all FMLA leave, they are able to request leave under this policy. Such leave is not intended to be used as unpaid vacation time off.

- Unpaid leaves may be granted only after an employee has used all accrued paid time (vacation, compensatory time, floating holiday, sick, etc.).
- The Department Head may grant an unpaid leave of up to thirty (30) days.
- The department's oversight committee may grant a leave of three (3) months or less.
- The Executive Committee may grant a leave of up to six (6) months.
- The total time away from work for a personal leave should not exceed six (6) months.
- Personal leaves should be requested through the "Leave of Absence Request Form".

### Political Leave

The Wood County Board of Supervisors may grant a leave of absence to any employee assuming a county elected office for the period of time up to one (1) term of that elected office. The leave will commence on the day of swearing in and run to the last day of the term. Such political offices shall be those as set forth and designated by Wisconsin Law or the United States Constitution, and such positions must constitute a full-time endeavor. A political leave of absence may not be available for all positions. Employees interested in seeking a political leave of absence should consult with Human Resources with any questions. Political leaves should be requested through the "Leave of Absence Request Form".

### Education Leave

A leave of absence up to twelve (12) consecutive months may be granted for attendance at a college, university, vocational-technical or similar accredited school, as part of an approved Career Advancement Program, if approved by the Department Head and the employee's oversight committee. Education leaves should be requested through the "Leave of Absence Request Form".

### Military Leave

Wood County promotes the defense of the United States by adhering to applicable state and federal laws pertaining to the granting of leave to employees for service in the United States Armed Forces. Military service is defined as active duty, initial active duty for training purposes, and/or active and inactive military training duty. Requests for military leave should be submitted in writing, accompanied by the order to report to active duty, to the supervisor who will review it with the Human Resources Department. Employees must notify their supervisor of the need for a military leave of absence as soon as the Order(s) are published, or the Inactive Duty Training schedule is available.

### General Conditions of All Leaves

- Unpaid leave status will be effective from the date immediately after the expiration of paid time (sick time, vacation, etc.) or FMLA, whichever is longer, and until the date the employee is able to return to work, or the maximum approved leave time expires. Intermittent leave time or partial day leaves should not be granted without prior approval of the Human Resources Department.
- Unpaid leaves should be requested and approved in writing. Employees should complete the "Leave of Absence Request Form" form or a FMLA leave request form, if the leave is for medical reasons. The completed form should be given to Human Resources as soon as possible, but no later than during the first week of absence. Wood County may require medical or other verification of the need for the leave. Wood County may also require periodic verification of the need for the leave.

- Employees are expected to return from leave as soon as possible, regardless of the expiration date of the leave. If the employee is unable to return to work on the first regularly scheduled work day after the leave expires, the supervisor must be notified as soon as possible, but no later than the start of the scheduled work shift.
- Leaves are not to be used for other employment, or purposes other than the reason given at the time the leave was granted.
- Wood County will attempt to keep the position open until the employee returns from the unpaid leave status. However, if business conditions warrant, the position may be filled on either a permanent or temporary basis at Wood County's discretion and in accordance with federal and state law.
- Continuation of any insurance benefits are explained in the "Insurance" section of this Handbook or in the Wood County Benefits Guide. However, the employee is responsible to ensure that benefits are maintained and provisions have been made for the premiums to be paid.
- Leaves for medical reasons, FMLA, or military service will be considered as "time worked" for length of service purposes. Personal, political or educational leaves longer than a total of thirty (30) days will not be considered as time worked for time-off accrual purposes, unless prior approval has been received from the Human Resources Director or Executive Committee.
- The benefits described in this section do not change the at-will employment relationship with Wood County.

## **DISCRIMINATION/HARASSMENT**

Wood County is an equal opportunity employer and as such is committed to maintaining a workplace free of discrimination against any protected group. Wood County will support both the spirit and intent of all state and federal statutes relating to affirmative action and specifically, sexual harassment. In keeping with this commitment, Wood County will not tolerate discrimination, sexual harassment, or other inappropriate actions by, or of, any of its employees. All employees are required to abide by this policy and all state and federal statutes relating to affirmative action. If any employee feels they, another employee, or a member of the public have been the victim of discrimination or harassment they should immediately notify one of the following: supervisor, Department Head, Human Resources Director, or Corporation Counsel. If a complaint is received, or if a situation is thought to exist which could be construed as harassment or discrimination, Wood County will take the necessary steps to investigate the situation in a sincere and timely manner. If harassment, inappropriate actions, or any other violation of Wood County policy, state or federal statute by any person is determined to exist, Wood County will take the appropriate steps to correct the situation.

### **Sexual Harassment/Discrimination**

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, as a condition of employment;
2. Submission to, or rejection of, such conduct is the basis for employment decisions, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or the conduct creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include sexual propositions, sexual innuendos, suggestive comments, sexually orientated "jokes" or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures and physical contact such as touching, pinching, brushing against another's body, coercing sexual intercourse, continuous requests for dates after the recipient states he or she is not interested, or name calling, or communications containing any of the above.

### **Designated Contact Persons**

Any employee who believes they have been subject to discrimination including sexual harassment, should immediately report the matter to their supervisor, Department Head, or to the Human Resources Director. If for any reason, the complainant is uncomfortable reporting the action to any of these representatives, they may report it to the Corporation Counsel. If any member of management receives a complaint, or is aware of a situation that may constitute discrimination or harassment, they should immediately notify the Human Resources Director.

### **Investigation/Resolution of a Complaint**

It is the policy of Wood County to investigate all complaints of harassment or discrimination promptly. Wood County will, to the extent possible, maintain the confidentiality of those involved in the complaint and investigation. If the investigation confirms that harassment or discrimination has occurred, Wood County will take appropriate corrective action including, but not limited to, formal disciplinary action. The employee filing the complaint may or may not be notified of the final determination prior to closure of the complaint. Wood County forbids intimidation of or retaliation against anyone for reporting harassment or discrimination or otherwise assisting in the investigation of the complaint.

Employees found to have violated this policy will be subject to disciplinary action up to and including termination of their employment.

## **OTHER EMPLOYMENT**

Wood County employees are generally not able to hold another regular position with Wood County that requires compensation. This does not preclude employees from holding temporary assignments in addition to their regular duties. There may be instances in which it would be beneficial to both Wood County and the employee to hold two separate positions. This would be allowable if the affected departments are amenable on the joint scheduling, the employee has interest in, is qualified for, and is selected to hold dual positions, and the dual employment arrangement has the approval of the affected Department Head(s) and Human Resources.

Wood County employees are allowed to hold a job outside of Wood County employment provided the other job does not distract, discredit, or interfere with his/her employment with Wood County. If the other employer is a vendor of Wood County, or the employee is considering working for a vendor of Wood County, the employee is encouraged to disclose the employment relationship with the Department Head and Human Resources to ensure the situation does not present a conflict of interest or violate state ethics laws.

### **Volunteer Work**

Employees may volunteer to help on a Wood County related project as long as the project does not relate to the type of work they normally perform for Wood County. Questions regarding volunteer work should be directed to the employee's Department Head or Human Resources.

## **TOBACCO USE POLICY**

Wood County is committed to providing healthy, clean and productive workplaces for our employees and those who visit these places. In support of our commitment to a culture of health, we have adopted this policy prohibiting the use of tobacco products in Wood County buildings and structures, on Wood County property and grounds and in all Wood County vehicles and equipment, except in designated areas.

"Wood County buildings and structures" includes any building or structure owned or leased by Wood County and any real property or grounds owned or leased by Wood County. This excludes all Wood County Park and Forestry Properties.

"Wood County vehicles and equipment" is any vehicle or equipment owned, rented or leased by Wood County.

"Tobacco products" includes cigarettes, e-cigarettes, cigars, pipes, chewing tobacco, snuff, cheroots, stogies, periques, smoking tobacco, cavendish, plug and twist tobacco, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco and other kinds and forms of tobacco prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking.

It is prohibited for anyone to use tobacco products in or on Wood County buildings and structures, on Wood County property, or in or while operating Wood County vehicles or equipment, except in designated areas. Every attempt will be made to assure designated areas are 25 feet from any door, other entrance, or window. Employees are prohibited from

smoking during working hours, except during a break or lunch period.

Department Heads with primary responsibility for operations performed on that site are delegated responsibility to ensure compliance with this policy.

## UNEMPLOYMENT COMPENSATION

Wisconsin Unemployment Compensation laws cover employees of Wood County. Employees who lose their job, or have a reduction in work hours, may have a legal right to file for Unemployment Compensation through the State of Wisconsin Unemployment Insurance. The state laws will then determine if or how much benefits the employee will receive. Wood County does not determine eligibility for unemployment benefits. All questions regarding unemployment claims should be directed to the State of Wisconsin Department of Workforce Development, Unemployment Insurance Division.

## WORKERS' COMPENSATION

Wisconsin Workers' Compensation laws cover employees of Wood County. If an employee is injured while performing the duties of their job, they have a legal right to file for Workers' Compensation benefits through the Wood County Safety/Risk Management Department. All questions regarding Workers' Compensation claims should be directed to the Safety/Risk Manager.

If injured on the job, no matter how insignificant, if medical attention is sought, the employee must immediately notify their supervisor (or another member of management) that a work related injury has occurred. Failure to report an injury in a timely matter may cause the original injury to become worse and may also result in disciplinary action. No employee will suffer any retaliatory action as a result of filing a Workers' Compensation claim. Questions regarding Workers' Compensation should be directed to the supervisor or the Safety/Risk Manager.

## TRAVEL

Wood County will reimburse employees for actual necessary and reasonable itemized travel costs incurred while on authorized Wood County business, other than to a location that is considered as the employee's normal work site. Wood County may specify the mode of travel used to ensure that travel costs are reasonable. Commuting expense between an employee's residence and their normal place of employment is not reimbursable. All travel must be pre-authorized by the supervisor or Department Head in order to be eligible for reimbursement. Employees may receive mileage reimbursement based on the IRS rate for all authorized travel in a personal automobile. A completed and approved travel expense form is required before reimbursement will be made. Wood County Board Rules specify how travel must be approved. Receipts are required for air, train, or rental car travel, hotel and motels, conference registration and other items, as stated in the Wood County Board Rules.

Expenses for meals and reasonable tips do not require a receipt, but are limited to the amount set by the Wood County Board Rules, which, as of April 19, 2016 are:

	Morning Meal (Breakfast)	Noon Meal (Lunch)	Evening Meal (Dinner)
Amount Not to Exceed	\$8.00	\$12.00	\$18.00
Reimbursement Eligibility	Leave before 6:00 a.m.	Leave before 10:30 a.m., Return after 1:30 p.m.	Return after 6:00 p.m.

Employees attending a conference, seminar, or event where a meal, or meals, are provided as part of the registration or attendance fee are not eligible for an additional meal reimbursement under this policy for the meals that are provided.

## ACCOMMODATIONS FOR MOTHERS OF NEWBORN CHILDREN

Wood County recognizes that natural breastfeeding of infants is an excellent method of providing the infant with a healthy start on their development. To facilitate the breastfeeding process, Wood County will take appropriate measures to

facilitate breastfeeding and expression of milk by mothers of newborns less than one year of age. Because each case may be different, Wood County encourages the mother to discuss her particular needs with her supervisor or with a representative of the Health Department.

- Wood County will designate an appropriate and private lactation room for mothers to use for breastfeeding or to express milk. If the mother prefers she may use her private office area.
- Wood County will make other reasonable accommodations to provide a comfortable and private environment for the mother to breastfeed or express milk, when access to a lactation room is not practical because of the work environment or duties.
- The Wood County Health Department will provide information to mothers regarding breastfeeding or expression of milk.
- Mothers may use paid break times and/or unpaid lunch breaks for breastfeeding or expression of milk. If the designated break times are not adequate, or the scheduled break time does not meet the needs of the mother, she should discuss scheduling options with her supervisor. If the normal break time is not adequate, the mother may use compensatory time, vacation time, or approved unpaid time off in the smallest increment of an hour normally approved for that department. Sick time would not be an option.
- Scheduling of the lactation room is the responsibility of the mother(s) using the room.
- Employees will be expected to provide their own equipment and refrigeration as needed.
- Mothers needing special accommodations should discuss it with their supervisor, a representative of the Health Department, or Human Resources.
- The Department may also make accommodations for the mother to breastfeed the newborn.

## **LOST AND FOUND ITEMS**

Wood County feels that whenever practical, personal items should be returned to their rightful owner. Any perception that a Wood County employee acquired an item at the expense of a private party, would create a negative public image and is potentially an ethics violation. Any lost items that are recovered by Wood County employees must be retained for a reasonable period of time, giving the proper owner an opportunity to reclaim the item. If the owner does not reclaim the item in a reasonable period of time, the item will be donated to a charitable organization, sold at a periodic public sale, or disposed of in the trash. No Wood County employee, family member, or member of the general public may take ownership of a retrieved item for any reason except by purchase at auction on personal time.

### **Guidelines**

- Any item that is found should be taken to the designated “lost and found” area for that facility.
- Any employee finding, or given a lost item should deliver it to the appropriate lost and found area as soon as practical in keeping with their normal duties. Any attempt to transport a lost and found item off Wood County premises other than to the lost and found area will be interpreted as an attempt to take ownership of the item in violation of this policy. Such action may result in disciplinary action up to, and including, termination of the person’s employment.

The designated area for the Courthouse is the Emergency Management department. The designated area for the River Block building is the main reception desk at the first floor entrance.

## **RIGHT TO SEARCH POLICY**

In an effort to ensure safe, secure, and cost effective operations of Wood County, Wood County and its representatives have the right to search any and all employees while on, or in, any Wood County controlled building or grounds, or while performing duties associated with their work. This includes, but is not limited to, the person’s clothing, vehicles, workplace, handbag, locker, electronic or telephone communications or activities, and other items under that person’s control, or used in performance of their work or used while at work. Such searches should be conducted in a reasonable manner, and may be with or without cause, prior notice, or suspicion. Wood County will strive to maintain an atmosphere of respect for all parties if a search is administered. A request to search a person’s property, garments or workplace is not to be interpreted as an accusation of any sort. Any results of a search may be used in disciplinary

actions or referred to legal authorities for other action. All searches shall be performed in a legal manner in keeping with appropriate state and federal guidelines. Failure of an employee to submit to a search will result in disciplinary action up to, and including, termination of the person's employment with Wood County.

Employees, including full-time, part-time, casual, temporary, contracted employees, and volunteers, are not to bring any personal items, equipment or similar items to work or the workplace with any expectation of privacy. They are not to use any locker spaces, storage containers, closets, or similar areas with any expectation of privacy. Employees are restricted from using any private or personal locks or similar devices to secure items or areas without prior approval of the Department Head, and if approved, the employee must furnish a key or combination to their supervisor with the understanding that such area may be opened at any time without prior notice to the employee.

Personal vehicles may be parked on a daily basis in Wood County parking lots or areas. This benefit is optional to the employee and does not create any form of responsibility for Wood County. Vehicles are subject to search per this policy, based upon reasonable suspicion. Employees are exempted from the requirement to furnish the Department Head with a key or combination to personal vehicles.

All searches should be performed in a discreet manner and the employees' rights and dignity should be considered prior to, during, and after the search. A request to search a person's property, garments or workplace is not to be interpreted as an accusation of any sort.

All persons being searched have the right to a witness, and they should be informed that the search may lead to further discipline or legal actions. A search will not be unreasonably delayed until a specific witness is available. If the requested witness is not reasonably available, the person will need to select another witness.

Employees may request to have a qualified third party perform the search. The employee does not have the right to select the individual who will be performing the search. The third party would not reveal any confidential or personal information resulting from the search that was not in violation of Wood County or facility policy, but would confirm if there was or was not a violation of Wood County or facility policy. All law officers are considered to be properly trained to conduct searches.

Searches may include, but are not limited to, the person, any lockers, or other spaces used by the individual, work areas or workspace, work equipment, electronic communications, handbags, parcels, vehicles, clothing or similar items or areas. Search of electronic activities or communications does not require prior notice, the employee's presence or a witness, pursuant to Wood County policy.

All searches of Wood County employees will be considered as paid work time for the person being searched and witnesses. No minor person shall be searched without notification to the parent or legal guardian or prior approval.

## **TELEWORK POLICY**

Teleworking, or telecommuting, is the concept of working from home or another remote location. As Wood County is committed to conducting its business to best serve the needs of our citizens, customers, clients, patients, and members of the public, teleworking is generally not available for Wood County positions. However, there may be times when it is necessary and beneficial for an employee to work remotely and therefore this option may be available, only at the direction and approval of the Department Head.

If an employee is approved for telework, it must be on a temporary or limited short-term basis. No position at Wood County is eligible for full-time remote work. Wood County has the right to refuse an employee's request for telework as well as the right to terminate a telework agreement at any time.

Any employee who is given authorization to work from home must comply with an IT-approved remote access methodology and have appropriate systems access privileges to the Wood County network to ensure that their connection is secure. Employees must maintain a heightened sense of security when working remotely so that the

security and confidentiality of Wood County systems and network is never in a position to be compromised. Any questions or concerns about remote connectivity security should be directed to the IT Department.

The employee's compensation, benefits, work status, and work responsibilities will not change as a result of teleworking. The employee must accurately report all hours worked remotely on their timecard. Failure to accurately report hours is a violation of this policy.

The employee must have a dedicated workspace at their remote or home location for safe placement of equipment to be used while teleworking. It is the responsibility of the employee to maintain this workspace in a safe condition, free from hazards to the employee and equipment. Wood County will not reimburse an employee for any internet or communication charges incurred at their personal residence for this purpose.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## **WELLNESS POLICY**

Wood County recognizes that in order for employees to be effective in their roles, they need to be physically, mentally, emotionally, and spiritually healthy. To that end, we will make every effort to support employees in achieving their wellness goals. During work hours, one means of providing that support is to allow employees to use their lunch and other breaks collectively to work toward their wellness goals.

### **Objectives**

1. To provide a culture of wellness where employees feel supported and empowered to work toward their individual wellness goals.
2. To contribute to a workforce that is healthy, present, and productive.
3. To provide flexibility during work hours to maximize well-being.

Employees who wish to combine their breaks for wellness activities should request to meet with their supervisor to discuss the feasibility of doing so. Adequate coverage must be assured. If feasible, the supervisor may approve an employee to combine their breaks with their lunch to allow a longer period of time, not to exceed the normal daily combined break time. Breaks cannot be used to delay start times or for early release.

## **IV. PERSONAL CONDUCT AND DISCIPLINE**

### **DISCIPLINARY GUIDELINES**

Wood County employees are expected to follow established work rules, policies and procedures. In addition, they are expected to make reasonable decisions in performing their job duties in line with the mission of their department and Wood County as a whole. Supervisors have the responsibility to ensure that work expectations are clearly understood by their employees, and that they have had adequate opportunity to learn the required skills and duties. In the majority of cases, Wood County employees meet or exceed these expectations. However, when employees fail to perform to the expected level, their supervisor will be responsible to take corrective action. If the first corrective action does not resolve the problem, the supervisor should take progressively more severe disciplinary action until the problem is resolved.

Supervisors administering corrective discipline should document the performance issue to be corrected and each step of the disciplinary process. Copies of disciplinary actions will be provided to the employee, and will be kept in the employee's personnel file. Demotions and terminations must be approved by the Human Resources Director, or their designee, before such actions are taken. In the event that dismissal is anticipated and the Human Resources Director, or their designee, cannot be reached, the employee shall be suspended by the person in charge of the department at that time, pending review.

The disciplinary process typically starts with a warning, either verbal or written. However, in serious cases it may be necessary to take a higher level of disciplinary action including termination of a person's employment immediately. In all cases, employees are considered to be at-will employees. Nothing in this, or any other Wood County policy, negates the employment at-will status.

#### **Causes for Disciplinary Action**

The following non-exclusive examples will be grounds for disciplinary action ranging from a warning to immediate discharge:

- Dishonesty or falsification of records.
- Possession of alcoholic beverages or illegal drugs on Wood County premises or while performing Wood County business. This includes off-duty use of alcoholic beverages or drugs that affect a person's job performance.
- Unauthorized use, theft, abuse or destruction of Wood County equipment, property, or supplies.
- Insubordination or refusal to comply with the proper order of an authorized supervisor.
- Violation of, or refusal to comply with, pertinent laws or regulations.
- Conduct that impairs the efficiency of Wood County services and/or impairs, or is perceived to impair, the ethical operation of Wood County.
- Habitual tardiness, unauthorized or excessive absence, or abuse of sick leave.
- Use of official position or authority for personal or political profit or advantage.
- Disregard for, or violations of work rules or procedures, safety rules or regulations.
- Possession of any weapon or dangerous item that is in violation of Wood County, or department policy, or state law while at work or on duty.
- Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis.

#### **Progressive Disciplinary Action**

The following are progressive disciplinary actions that may be taken if an employee's performance needs to be corrected. In most cases, the first step of discipline should be a Verbal or Written Warning with appropriate documentation.

- Verbal Warning (documented)
- Written Warning
- Final Written Warning or Suspension
- Termination of employment



Depending on the nature of the violation, Wood County reserves the right to escalate any action taken, up to and including termination. Further, if an employee is placed on a Performance Improvement Plan and fails to complete the plan in the specified period of time, their employment may be terminated with or without progressive disciplinary action.

The Disciplinary Action Form is available from the Human Resources Department, or on the Employee Intranet, for use in documenting discipline at any stage. If any supervisor has a question on if, or how to take disciplinary action, they should discuss it with the Human Resources Director, or their designee.

## **GRIEVANCE PROCEDURE PROCESS**

Wood County will strive to treat all employees equitably and fairly within established Wood County and department policies, procedures, and state or federal guidelines affecting the workplace. If an employee does not feel that they have received fair treatment within the established policies, procedures, or state and federal guidelines, they have the right to discuss the matter with representatives of Wood County, and/or to request formal consideration of their complaint under this policy.

This grievance procedure is established pursuant to Section 66.0509(1m), Wisconsin Statutes. Eligible employees shall use the procedure to resolve qualifying disputes regarding covered employee termination, discipline or workplace safety issues.

This policy is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind and does not constitute a contract of employment, express or implied. Unless specifically required by another statute or code, the County's employment relationship with employees eligible to use this procedure is at will and employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the County or the employee. This grievance procedure may be modified or eliminated by the County at any time, with or without prior notice.

The grievance procedure is intended to resolve complaints about application or administration of existing Wood County policies and not intended as a mechanism to change an existing policy. This process is not intended to hear complaints regarding application of issues related to health, disability, wellness, or other insurances. No retaliatory action will be taken against any employee for proper and good faith use of this process or participation in the processing of a complaint. Time spent in preparation of a complaint is not considered a work activity and should be done on the employee's time, not paid time.

### **Administration**

The Human Resources Director will supervise and administer the grievance procedure process. Supervisors and Department Heads should keep the Human Resources Director informed of all complaints in progress.

### **Definitions**

The following definitions shall apply to this grievance procedure:

- A. "Employee" for purposes of a grievance of Discipline and Termination (as defined in this grievance procedure) means a regular full-time employee or a part-time employee who has worked one thousand two hundred hours (1200) for the County in the year preceding the event which is being grieved. "Employee" does not include, without limitation, any of the following: elected officials, other part-time employees, temporary employees, seasonal employees, contract employees, limited term employees, contractors or their respective employees, employees covered by a collective bargaining agreement which contains a grievance procedure covering Discipline or Termination (as defined in this grievance procedure) or any employees, officials or officers that serve at the pleasure of an appointing authority as provided by Wisconsin statutes.

- B. "Employee" for purposes of Workplace Safety (as defined in this procedure) means any employee of the County.
- C. "Discipline" is defined as any of the following adverse employment actions: disciplinary suspension of employment, disciplinary reduction in base pay; and disciplinary reduction in rank or demotion with a reduction in pay. "Discipline" does not include, without limitation, any of the following actions: layoffs or workforce reduction activities; non-disciplinary wage, benefit or salary adjustments or reductions; non-disciplinary reductions in rank or demotions; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts or omissions in an employment file; oral or written reprimands; administrative suspensions pending investigation of misconduct or nonperformance; or change in assignment or assignment location.
- D. "Termination" is defined as an involuntary separation of employment initiated by the County that is not a layoff, furlough or workforce reduction or termination arising from disability.
- E. "Working day" means a day when the Wood County Courthouse is open for business.
- F. "Workplace safety" means any condition of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. Workplace Safety does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, and work schedules.

#### **Grievance Procedure for Discipline and Termination**

1. **Appeal to Department Head:** A grievance may only be filed by the Employee who is the subject of the Discipline or Termination. An Employee may initiate a grievance relating to Discipline or Termination by presenting a written grievance (either in letter format or on the approved grievance form available in Human Resources) to the Department Head within ten (10) working days of the event giving rise to the grievance.

A meeting will be held to discuss the complaint at a mutually agreeable time between the Department Head and the employee. The Department Head shall give an answer to the complaint, in writing; within ten (10) working days from the date the meeting was held to discuss the complaint.

2. **Appeal to Human Resources Director:** If the employee is not satisfied with the Department Head's response, they may present a written grievance to the Human Resources Director within ten (10) working days of the date of delivery of the Department Head's response.

A meeting will be held to discuss the complaint at a mutually agreeable time between the Human Resources Director and the employee. Within ten (10) working days of the meeting, the Human Resources Director will issue a written response to the grievance which may include, without limitation, the following: the terms and conditions of any agreements to resolve the grievance; findings and recommendations regarding the disposition of the grievance.

Within five (5) working days from receipt of the County's response to the grievance, the Employee may request a hearing before the impartial hearing officer. A written request shall be submitted to the Human Resources Department. Failure to submit a written request for hearing within five (5) working days of the County's response shall constitute an abandonment of the grievance.

Failure of the County to respond within the time periods set forth in this Policy shall not be deemed as an approval of the grievance.

3. **Hearing Procedure:** The impartial hearing officer will be selected by mutual agreement from a list maintained by the Human Resources Department. Once a hearing date is scheduled it may be adjourned only upon written request by the Employee or the County to the impartial hearing officer and a finding by the impartial hearing officer that there is “good cause” for an adjournment. The decision of the impartial hearing officer regarding a request for adjournment shall be final, binding and not subject to any appeal.

The Employee and the County shall exchange a list of witnesses they intend to call at the hearing and any documents relating to the Discipline/Termination which they intend to introduce no less than three (3) working days before the hearing.

The parties shall provide a copy of the witness list and documents to the impartial hearing officer. Each party may file a pre-hearing statement of no more than three (3) type written single space pages outlining their respective positions.

The hearing before the impartial hearing officer will be digitally recorded or transcribed. The digital recording and/or transcript of the hearing shall be maintained by the County for one (1) year following the completion of the hearing after which time it may be destroyed. The hearing shall be closed to the public.

The Employee may be represented by an attorney at the hearing. Neither party shall be responsible for the attorneys’ fees of the other party.

The Employee shall call witnesses and present testimony and exhibits that are relevant to the grievance. The Employee may call one or more County witnesses in the Employee’s case and question the County witnesses. At the close of the Employee’s case, the County shall call its witnesses and present testimony and exhibits that are relevant to the grievance. The parties may cross-examine witnesses presented by the other party. Cross-examination shall be limited to ten (10) minutes per witness unless extended by the impartial hearing officer.

The impartial hearing officer shall not be bound by the statutory rules of evidence. The impartial hearing officer shall have the discretion to admit all evidence that the impartial hearing officer determines is relevant and shall exclude immaterial, irrelevant or unduly repetitious testimony or evidence. During the hearing, the impartial hearing officer may ask questions as the impartial hearing deems necessary. Any defects in the proceedings that do not substantially affect the rights of the parties shall be disregarded by the hearing officer. Notwithstanding the foregoing, the impartial hearing officer may not base any finding or conclusion based solely on hearsay evidence.

After the Employee and the County have finished introducing evidence, the impartial hearing officer shall close the record. The parties shall have no right to file briefs or position statements. The IHO will be requested to issue a decision stating if the issue is an appropriate application of existing policy or not, within thirty (30) working days of a hearing.

### **Decision Standards**

The Employee bears the burden of proof by clear, convincing and satisfactory evidence that the County’s decision to Discipline/Terminate the Employee did not have a rational basis. If the Employee does not meet his or her burden of proof, the impartial hearing officer shall deny the grievance.

The impartial hearing officer shall issue a written decision within ten (10) business days of the close of evidence. The decision of the impartial hearing officer shall, at a minimum, contain: a description of the grievance, statement of issues under review, and the officer’s findings and conclusions.

If the grievance is approved, the impartial hearing officer may recommend, without limitation, the following: reinstatement; a lesser adverse employment action including, suspension of employment, reduction in base pay,

demotion, oral or written reprimand or performance improvement plan; documentation of officer's findings placed in an employment file; restitution of pay and lost benefits.

### **Grievance Procedure for Workplace Safety**

- 1. Report of an Unsafe Condition:** An employee may not file a grievance relating to a condition that the Employee believes constitutes a Workplace Safety violation unless the employee has first reported the condition to the employee's Department Head and the Human Resources Director in writing. A grievance may only be filed by an "Employee." The Employee need not be personally impacted by a condition alleged to constitute a Workplace Safety violation.
- 2. Investigation Procedure:** Upon receiving a written report of an alleged Workplace Safety violation from an Employee, the County shall have ten (10) working days in which to investigate the condition and advise the employee in writing of the County's findings and recommendations.

If the County advises the employee in writing within ten (10) working days that it is taking corrective action to address the workplace safety issue as may be required by law, an Employee may not initiate a Workplace Safety grievance.

An Employee may initiate a grievance relating to Workplace Safety by presenting a written grievance the office of the County Human Resources Director. Upon receipt of the grievance, the County shall have ten (10) working days to provide a written response to the Employee. Failure to timely file a grievance with the Office of the Human Resources Director within ten (10) working days of the County's response shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.

- 3. Hearing Procedure:** An employee shall have five (5) working days from receipt of the County's response to file a written request with the Human Resources Director for a hearing before the impartial hearing officer. Failure to submit a request for a hearing shall constitute an abandonment of the grievance.

The same hearing procedure shall be utilized as set forth in the Discipline/Termination Hearing Procedure of this Policy.

#### **Decision Standards**

The County bears the burden of proving by a preponderance of the evidence that the condition identified by the Employee does not constitute a Workplace Safety violation and that no corrective action is required. If the County does not meet its burden of proof, the impartial hearing officer shall uphold the grievance.

The impartial hearing officer shall issue a written decision within ten (10) business days of the close of evidence. The decision of the impartial hearing officer shall, at a minimum, contain: a description of the alleged unsafe condition and the County's response; the standard of review; the provisions of Wis. Admin. Code Chap. SPS 332 that are implicated by the Workplace Safety grievance; the officer's findings of fact and conclusions.

If the grievance is sustained, then the impartial hearing officer may recommend that the County take corrective action to address the Workplace Safety violation. The impartial hearing officer shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to the Workplace Safety violation.

### **Wood County Board Review**

- 1. File of An Appeal:** An appeal of the impartial hearing officer's decision may be filed by the Employee or by the Wood County Executive Committee.

An appeal may be initiated to the County Board by filing a written appeal with the Corporation Counsel within ten (10) working days of the date of the impartial hearing officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final.

A timely request for appeal shall be forwarded to the County Board Chairperson along with a copy of hearing record including the transcript of the hearing (if available) and any exhibits introduced at the grievance hearing. The Chairperson shall direct the Wood County Clerk to place the matter on the next Wood County Board meeting agenda, but not sooner than ten (10) working days from receipt of the appeal.

2. **Standard of Review:** The County Board's review shall be limited to the decision made by the hearing officer and therefore, the Board will not accept additional testimony, evidence, written or oral arguments or otherwise conduct a hearing of any sort in relation to an appeal. The Board shall not overturn or otherwise modify the impartial hearing officer's decision unless, upon two-thirds (2/3) vote of the members present and eligible, the decision is found to be arbitrary, oppressive or unreasonable and represented the will of the impartial hearing officer and not its judgment.

The Wood County Board Chairperson will direct the Wood County Clerk to inform both parties of the Wood County Board's decision within ten (10) working days of the Wood County Board's consideration of the matter. The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law.

### **Employee Representation**

Employees may be accompanied by a representative of their choice at any level of the complaint procedure after the appeal to the Department Head, provided the employee notifies Wood County at least twenty-four (24) hours ahead of the meeting that the representative will attend and who the representative will be. The representative is allowed to help the employee present their complaint, but the employee is responsible to initiate actions related to the processing of the appeal. Any representation on behalf of the employee is at the employee's expense.

## **PERSONAL USE OF WOOD COUNTY EQUIPMENT**

Wood County does not allow personal use of Wood County equipment. Employees assigned Wood County equipment for business purposes may be permitted to keep equipment overnight depending on department policy and procedure. Employees failing to return Wood County property may be charged for the items not returned in a timely matter.

## **PERSONAL COMMUNICATIONS**

### **Mail/Phone Calls/Electronic Communications**

Employees are not allowed to use Wood County phone lines, mail systems or any form of electronic communications for personal use, without prior approval of their supervisor. The reason for this policy is that these systems are paid for by Wood County, and are intended for Wood County business only. Use of these systems for purposes other than Wood County business increases the cost of Wood County operations and may conflict with employee's responsibilities to Wood County and your job. Employees are further prohibited from using their workplace to send or receive personal deliveries or mail. Personal use of personal communication devices, such as cell phones and/or smart phones, during work time may be allowable on a very limited and intermittent basis with Department Head approval.

### **Urgent Personal Messages**

We recognize that occasionally employees may need to take an urgent call or message during work time, either on Wood County equipment or on personal devices. Employees are encouraged to attend the urgent situation, be as brief as possible, and return to their duties as soon as possible. If an employee needs to make a personal phone call during

business hours, the same rules apply, and the employee should inform their supervisor prior to making the call. If violations of this policy cause department disruptions or problems, the supervisor may take corrective actions.

### **Visual Image Devices Prohibited**

To ensure the privacy of our employees and customers, avoid disruption in the workplace, and protect the confidentiality of certain information, the use of any photographic equipment or device to take pictures in any Wood County facility is expressly prohibited without specific approval of the Department Head, Human Resources Director or Corporation Counsel.

### **Use of Electronic Recording Devices**

No conversation, communications, or similar activities may be recorded without prior notice to all parties involved in the communications. Exceptions may be approved by the Wood County Sheriff or designee for investigative purposes. Employees do not have any right to record any conversations or meetings without prior and specific approval of their supervisor and the parties involved.

## **COMPUTER USAGE**

Wood County provides its employees with computer equipment including hardware, software, files, and manuals. This policy covers usage of the aforementioned computer equipment for work-related purposes. Personal use of Wood County computers or similar equipment may interfere with a person's ability to perform their duties and is not authorized.

All computer software and hardware is to be installed by or authorized by the IT Department. All computer documents, including e-mail, may be subject to inspection by Wood County. Most employee-deleted files can be recovered, including e-mail, even if not sent. No computer equipment shall be removed from Wood County premises without express permission from the employee's Department Head. Permission can only be granted for the purposes of Wood County business.

Employees must not allow another person to work under their login. Employees must always logoff when away from their terminal or computer, unless in a secured area.

Employees are prohibited from:

- Using Wood County-owned computer hardware, software and internet access accounts for personal use.
- Copying software, data files, etc., owned by or licensed to Wood County, for personal use.
- Installing or copying personally owned or licensed files or programs to Wood County-owned computer equipment.

In addition to the policy above, any use that is deemed to be offensive or harassing, per Wood County policy will be subject to disciplinary action.

## **CONFLICT OF INTEREST/CODE OF ETHICS**

All Wood County business should be conducted with the best interests of Wood County in mind and free of personal interests. Occasionally situations arise where an employee may have a personal interest in the outcome of a decision or action. In such cases, a "conflict of interest" may exist and the employee should get advice before proceeding any further with the issue. If that personal interest causes the employee to take or influence an action, or make or influence a decision to benefit themselves, a family member, or a friend, a conflict of interest and possibly a violation of the Wood County Code of Ethics may exist.

The following excerpt from the Wood County Code of Ethics should serve as general guidelines regarding conflict of interest:

*"No County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family."*

*No employee shall engage in his/her own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee shall use or disclose privileged information gained in the course of, or by reason of, his/her official position or activities."*

### **Code of Ethics**

The entire Wood County Code of Ethics, and any updates, is incorporated herein, by reference. Copies of the Wood County Code of Ethics are available through the Wood County Clerk's office. The Ethics Committee has the authority to investigate and determine if a violation of the Wood County Code of Ethics has occurred. Employees are encouraged to ask questions, raise concerns, and/or report potential and actual violations to their immediate supervisor, Department Head, or the Corporation Counsel.

### **Gifts and Gratuities**

To ensure that there is no actual or perceived breach of the Wood County Code of Ethics, good business practices or any conflict of interest, no employee is allowed to accept gifts or gratuities from vendors, Wood County residents or others, except as permitted in the Wood County Code of Ethics. Questions regarding this policy can be directed to an employee's supervisor, Department Head, or the Corporation Counsel.

## **PERSONAL ATTIRE**

In almost every Wood County job we interact with the public. The appearance of all employees is important to project a positive public image to the citizens we serve. Without unduly restricting individual tastes, it is the policy of Wood County to require personal cleanliness, good grooming, and appropriate attire while employees are on duty. It is the responsibility of the employee to dress appropriately for the job. Appropriate attire is determined by the type of work being performed, and the people the position interacts with. Appropriate attire may change from day-to-day based on a number of factors. Each Department Head is responsible to establish what attire, jewelry, or manner of dress is appropriate for each situation. However, all clothing or accessories should be free of signs, slogans, insignias or the like, that present a negative public image or may be offensive to other groups or individuals.

## **SOLICITATION/DISTRIBUTION OF MATERIALS**

During work time employees are expected to concentrate on performing their assigned duties. Any interruptions or distractions cause a loss of time and may result in less than satisfactory performance. Solicitation and/or distribution of any materials, by an employee, to another employee, is prohibited while either employee is on their working time or in working areas. Solicitation or distribution of any materials by non-employees is not allowed to an employee, if the employee is on work time or in working areas. Furthermore, in the interest of employee safety and well-being, the distribution of materials of any kind shall not be permitted at any time in working areas of the Courthouse or other Wood County facilities, without the express permission of the Human Resources Department.

Wood County time should not be used to conduct private business. Collections and sales of goods and services (cosmetics, jewelry, and insurance, for example) by employees or non-employees, is strictly prohibited. Contributions for community based charitable fund raising activities may be solicited on Wood County property, with the advance permission of the Human Resources Department.

## **SAFETY/SECURITY**

Wood County is committed to providing a safe work environment for employees and customers.

### **Workplace Safety**

Wood County will take appropriate actions to provide safe working conditions for its employees. To do this, Wood County and our employees must both be aware of conditions in all work areas that can produce injuries. Employees are

expected to perform their duties in line with established safety procedures, correct any unsafe conditions they see, and inform their supervisor or the Safety/Risk Manager immediately of any unsafe situation beyond the employee's ability or authority to correct. Wood County establishes the following overall safety policy statements:

- Wood County intends to comply with all applicable safety regulations.
- The safety of Wood County employees and the public are of greatest importance.
- Safety will take precedence over shortcuts.
- Every attempt will be made to reduce the possibility of accidents or recurrence.
- All employees are expected to follow established rules of safety and use safety equipment and Personal Protective Equipment (PPE) that has been provided.

If an employee feels that their work environment is not safe, the employee should contact their supervisor or the Safety/Risk Manager immediately. Persons violating this policy or violating established safety procedures or practices, will be subject to disciplinary action, including but not limited to, termination of their employment.

For further information consult the Safety/Risk Manager or the Wood County Safety and Risk Management Website.

### **Facility Security**

Wood County will take appropriate actions to provide secure facilities for our employees. Employees must be aware of the security protocols and procedures in place at the facility/facilities which they are assigned. Employees are expected to access only the areas of facilities that they are authorized to access. Employees are to report any suspicious activities or persons to management immediately.

Employees are provided with the applicable keys and/or access cards they need to enter Wood County facilities and/or departments to which they are assigned to perform the duties of their position. Keys and access cards are to remain in the employees possession for the duration of time they are employed by Wood County. Keys and access cards are never to be shared, lent/borrowed, or intentionally damaged/destroyed. If a Wood County key or access card is lost, stolen, damaged, or destroyed employees must report the item to their supervisor or the Maintenance Department immediately. Keys and access cards must be returned to Wood County at the time of employment separation. There may be a replacement fee imposed to the employee if a key or access card is lost, stolen, damaged, or destroyed. Questions regarding keys and access cards should be directed to the Maintenance Department.

Employees are issued a name badge at the time of hire. Some name badges are also the employee's access card, as described in the paragraph above. Employees are encouraged to wear their name badge at all times in which they are performing work as a Wood County employee.

## **VIOLENCE IN THE WORKPLACE PREVENTION**

Wood County is committed to providing a safe work environment free from the risk of violence for our employees and customers.

Wood County will not tolerate any form of threats, threatening behavior, verbal abuse, or violence by anyone at any Wood County owned or leased facility or any Wood County sponsored activity. Violence/threats include, but are not limited to striking another, pushing, kicking, throwing things, abusing/destroying property, physical threats of violence, stalking or harassment. Such action by or directed at Wood County employees, clients, or visitors will lead to disciplinary and possible legal action. Wood County will take immediate corrective action in the case of a threat of violence. Employees are responsible to immediately report anything they feel is physically threatening towards themselves or another person or Wood County Property.

Employees are restricted from possessing any weapon or dangerous item that is in violation of Wood County or department policy, or state or federal law while at work, or on duty. Employees need to be aware of Wood County's



restrictions on carrying concealed weapons and are responsible to abide by those restrictions. Any employee who becomes aware of a violation of Wood County's restrictions regarding carrying weapons should immediately report it to their supervisor or another member of the management team.

## **INTERNET AND SOCIAL MEDIA USAGE**

It is generally accepted that anything posted on or transmitted over the internet is open to the general public as information and may be retained there indefinitely. Therefore, greater care should be taken when using the internet than may normally be necessary for written or verbal communications. The responsibility for such care rests with the original poster of the information or communication, and any person who reuses or forwards such information or communications.

Personal use of the internet or social media during work time is a violation of this and other Wood County policies. Individual departments may authorize employees to access social media sites for work related reasons during work hours. The parameters of such authorizations are a departmental responsibility and must comply with the Wood County Social Media Policy, available on the Employee Intranet.

Personal use of the internet during non-working hours from personal equipment, or a personal computer is not restricted unless it conflicts with this or other Wood County policies.

Employees using the internet or any form of social media must ensure that they do not represent themselves as speaking for Wood County or as a representative of Wood County, unless they are authorized to do so. Any personal views or opinions expressed by employees related to Wood County, its facilities, operations, policies, initiatives, activities, or past or present employees must be clearly identified as personal opinions and not those of Wood County. Even if the poster does not identify themselves as an employee of Wood County, simple silence on not representing Wood County is not sufficient; a clear statement that the information or opinion is the poster's personal view and not that of Wood County is required.

No information related to Wood County may be posted that violates the "Health Insurance Portability and Accountability Act" (HIPAA), proprietary information, copyright or other confidential or protected information, or in any other way violates state or federal laws.

Employees are required to abide by the "Terms of Service" of any media they are using, and are restricted from using a false identity to avoid compliance with this or other Wood County policies.

Copyright infringement is also strictly prohibited. Wood County's Copyright Liability Prevention Policy can be located on the Employee Intranet.

Employees violating this policy may be subject to disciplinary action based on the severity of the violation, up to and including, possible termination of their employment. Specific disciplinary action will be based on a number of factors including, but not limited to, the assumed knowledge or expertise of the poster in relation to the topic of the communication.

## V. BENEFITS

### BENEFIT ELIGIBILITY

Employees classified as “full-time” qualify for the maximum level of benefits available under Wood County’s benefit programs. Those individual benefits are discussed in this Handbook.

Part-time employees are eligible for pro-rated benefits if their position is budgeted to work an average of at least twenty (20) hours per week in that (calendar) year.

Annual Budgeted Hours	Average Hours Per Week	FTE
2015-2080	38.75-40	100%
1872	34-38.5	90%
1664	30-33	80%
1456	26-29	70%
1248	22-25	60%
1040	20-21	50%

Full or-part time employees whose scheduled work hours are reduced on a permanent basis will have their benefit eligibility level reduced effective on the first day of the month after the reduction in hours occurs.

Full or part-time employees whose hours are increased on a “non-voluntary basis” for at least three (3) calendar months will have their benefit level increased effective on the first day of the month after the increase in hours occurs.

Full or part-time employees whose hours are increased or decreased will maintain their current vacation and sick day balance, but will receive future allocations at the accrual level associated with their new position status.

For this policy, the term “calendar month” means from the first day to the last day of the month not 30 or 31 consecutive days.

Casual employees do not qualify for Wood County benefits.

#### County Employee to Elected Official

In the event a Wood County employee should be appointed or elected to a Wood County elected office, the employee will be treated as a terminated employee for accrued benefit purposes. Benefits such as health, dental, and life insurance shall continue as if the person was a classified, active employee. Elected Officials shall contribute to the Wisconsin Retirement System, at the rate established annually by the Department of Employee Trust Fund for each applicable employment category. Vacation and sick leave will no longer accrue. Any vacation earned prior to becoming an elected official will be paid out at the current rate of pay. Sick leave accrued shall be forfeited

### BEREAVEMENT LEAVE/PAY

We understand that the loss of a family member or close friend is a sad and stressful time. We want to assist our employees to take care of personal business as best we can, therefore, Wood County has the following types of bereavement leave:

#### Spouse or Dependent Children

An employee may be allowed up to five (5) workdays with pay to mourn the loss of their spouse or dependent child (less than 26 years of age).

### **Immediate Family**

An employee may be allowed up to three (3) workdays with pay to mourn the loss of their child (26 years or older), parent, stepparent, stepchild, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepbrother, stepsister, and grandparents-in-law.

### **Extended Family**

An employee may be allowed up to one (1) workday with pay to mourn the loss of their aunt, uncle, niece, or nephew.

### **Coworker**

An employee may be allowed to take up to one-half (1/2) day, or four (4) hours, whichever is less, with pay to attend the funeral of a fellow coworker subject to the discretion of the Department Head.

### **General Bereavement Guidelines**

This policy is intended to provide time for mourning, arranging and/or attending the funeral or memorial service, and taking care of any family and legal matters related to the loss. Wood County may require the employee to furnish proof of death and their relationship to the deceased. If an employee needs additional time off due to related family matters, they may use accrued time or apply for a personal leave of absence.

Because of the changing nature and definition of a “family member”, bereavement leave may be extended to other family relations or any person with which the employee has a legal “loco-parentis” relationship. In such cases, the Department Head should discuss the specifics of the request with the Human Resources Director, prior to approval.

The employee will be allowed to use compensatory hours, vacation, or unpaid time off, if it does not impair the efficient operations of the department, to attend the funeral of a friend or a relative not included above.

Part-time employees will receive paid time off for the hours they would have regularly worked during the applicable bereavement leave period.

## **DEFERRED COMPENSATION**

In addition to the Wisconsin Retirement System (WRS) plan, Wood County employees are eligible to defer wages to a legally qualified tax sheltered savings plan that has been approved for payroll deduction by the Wood County Board of Supervisors. This plan allows employees to invest some of their earnings for future use. To learn more about this program, contact the Human Resources Department or the Deferred Compensation representative, toll free number 877-677-3678.

## **FLEXIBLE SPENDING ACCOUNT**

Wood County provides employees the opportunity to participate in a flexible spending program (IRS Section 125), which allows certain medical and/or childcare expenses to be paid in pre-tax dollars. The program is subject to annual review. Details are available through the Human Resources Department.

## **HOLIDAYS**

Wood County will provide ten (10) paid holidays each calendar year, as follows:

New Year's Day	Thanksgiving Day
Friday before Easter	Friday after Thanksgiving
Memorial Day	Last workday immediately preceding Christmas Day
Independence Day	Christmas Day
Labor Day	Last workday immediately preceding New Years Day

Holiday pay is awarded based on employment type not scheduled work hours. Facilities with 24-hour operations, or non-

standard shift schedules may have different holidays or scheduling provisions. Any holiday falling on Saturday shall be celebrated on the preceding Friday, and any holiday falling on Sunday shall be celebrated on Monday. To be eligible for holiday pay, an employee must work the last regularly scheduled workday preceding the holiday, and the first regularly scheduled workday following the holiday, unless the employee is on approved paid time off.

### **Holiday Pay**

A non-exempt employee required to work on a scheduled holiday, shall be paid holiday pay plus time and one-half (1½) for actual hours worked on the day the holiday is celebrated. If mutually agreed between the employee and supervisor, the employee may receive one (1) compensatory day instead of holiday pay.

## **INSURANCE**

Wood County offers our employees plan options with different levels of benefits and premiums. Employees are encouraged to learn about all available health insurance options and then select the option that best fits their situation.

The Wood County Health Insurance Plan is a self-funded comprehensive major medical insurance plan offered to all regular full-time and appropriate part-time employees. Upon hire, insurance coverage becomes effective beginning the first day of the month following sixty (60) days of employment for non-exempt employees and the first of the month following date of hire for exempt employees. Coverage will cease on the last day of the month that the individual was actively at work prior to termination of their employment or retirement.

### **Insurance Plan Enrollment**

Wood County offers two (2) different levels of benefits: Single or Family. Employees can sign up for their preferred coverage option no later than three (3) weeks after their first date of employment. Failure to sign up during that time-frame will result in the employee considered as a late enrollee, and requiring “proof of insurability” related to a Qualifying Event. Employees are encouraged to contact the Benefits Administrator in the Human Resources Department with any questions.

Annually, there is an “open enrollment” period. During open enrollment, benefit eligible employees are able to make changes to their benefit elections including health, vision, and dental insurance, flexible spending enrollment, and life and disability insurance. Employees will be notified of the open enrollment period in writing, and will have an opportunity to attend an informational open enrollment meeting to learn of the changes in plans and premiums and to allow employees the ability to make an informed decision that best meets their needs and the need of their family.

### **Premiums**

Wood County will pay a portion of the premium for medical insurance for full-time employees, or a prorated percentage for part-time. Participation in the Wood County Wellness Program and completion of the three (3) core activities qualify employees for an additional Wellness Incentive Premium Discount.

### **Insurance Benefit While on Approved Leave of Absence**

Employees who are on an approved, unpaid leave of absence may continue their insurance coverage provided they pay fifty percent (50%) of the full premium to the Human Resources Department, by the tenth of each month. Employees are allowed to participate in this program for a maximum of six (6) months. Upon their return to work, at the time they have returned for the same duration of the leave of absence, the employee will be reimbursed for the Wood County share of the insurance premium paid while on leave. Employees will continue to pay their regular premium contribution while on an approved FMLA leave.

### **Continuation of Health Insurance Benefits Upon Retirement**

Employees retiring from Wood County employment who meet the retirement criteria as defined by WRS are eligible to continue on the Wood County Health Plan at the defined retiree rates (subject to change annually). Retirees can remain on this plan until Medicare eligible. Employees who retire without meeting the WRS retirement eligibility criteria may be able to remain enrolled in the Wood County Health Insurance Plan under the Federal Consolidated Omnibus Reconciliation

Act (COBRA). For more information see the information below.

### **Continuation of Health, Dental, Vision Insurance After Termination of Employment**

COBRA gives employees certain rights to carry their health insurances forward when they leave an employer. The main COBRA benefit is that an employee can normally remain on their current health insurance plan, provided they pay the full premium plus administrative costs. Employees will receive information on their COBRA rights upon termination of employment.

#### **Dental Insurance**

Dental insurance is offered to Wood County employees on a voluntary basis. Employees are responsible for the entire dental insurance premium.

#### **Vision Insurance**

Vision insurance is offered to Wood County employees on a voluntary basis. The premium is subsidized by Wood County.

## **GROUP TERM LIFE INSURANCE**

Life insurance can be a major benefit for families. To help our employees, Wood County offers a group term life insurance plan. Wood County will pay fifty percent (50%) of the premium cost of the plan for full-time, part-time 80% and part-time 90% employees. Employees may enroll in this plan by returning a completed enrollment form to the Benefits Administrator in the Human Resources Department by the end of the fifth month of employment (one (1) month prior to the end of the introductory period as a new employee). The plan is effective the first of the month after 180 days of employment. Late enrollees may be required to submit evidence of insurability.

Employees may also enroll in a supplemental life insurance plan to cover themselves, their spouse and dependents under the age of twenty-six (26). For more information, contact the Benefits Administrator in the Human Resources Department.

## **POST EMPLOYMENT HEALTH PLAN (PEHP)**

Employees hired prior to January 1, 2019 are eligible to take part in this program. The PEHP program offers an excellent plan to help employees fund their health, dental, vision, and disability insurance premiums after retirement. The PEHP plan allows employees who have completed fifteen (15) consecutive years of service, and who qualify for WRS retirement benefits, to deposit up to one hundred (100) unused sick days in a personal fund to pay future health, dental, vision, or disability insurance premiums. Employees who have completed ten (10) consecutive years of service are eligible for the PEHP program if they are age 65 or older and qualify for WRS retirement benefits at the time of separation. Employees who have their employment involuntarily terminated due to actions significantly against the best interests of Wood County or for significant violation of an existing policy will not be entitled to enrollment in the PEHP plan. Wood County Elected Officials are not eligible to participate in this program.

Eligible employees are automatically enrolled in this program and their sick days are converted to a cash fund the day of retirement. Starting the first day of retirement, or any time after that, eligible participants may withdraw funds from the account to reimburse the actual costs of health, dental, vision or disability plans of their choice. Eligible employees will be given more information regarding their specific account by the Benefits Administrator during the exit interview.

## **RETIREMENT**

Each pay period, Wood County will contribute, at a minimum, the legally required amount to the Wisconsin Retirement System (WRS) fund for eligible employees. An employee, who works in excess of 1,200 hours in a twelve (12) month period of time, is normally eligible for participation in the WRS program. In addition to the Employer's normal share of the contribution, employees may be required to contribute to the WRS fund.

## **SICK DAYS**

We understand that occasionally a serious health condition of an employee or their immediate family may cause missed time at work. Wood County provides regular full and part-time employees with up to twelve (12) sick days per year to use in those cases.

1. Sick days may be used when an employee must be absent from work because of:
  - Illness or injury of the employee.
  - Serious illness or injury of an employee's immediate family where the immediate family member requires the constant care and attention of the employee. Immediate family for sick day purposes includes spouse, child, parent, and stepparent.
  - Contact with or exposure to a contagious disease causing the employee's presence to be a risk to fellow workers.
  - Validated reasonable medical or dental attention that cannot be scheduled during non-working hours
2. Each employee (except casuals) shall receive one (1) day of credit for each full calendar month actually worked. Number of hours accrued are based on employment type not hours actually worked.
3. Sick days shall accrue to a maximum of one hundred (100) days.
4. Wood County may require an employee to submit a medical statement to verify the need for sick days. The Department Head or Human Resources may require an employee to provide a medical release to return to work.
5. Sick days shall be granted in no less than one-quarter (1/4) hour units.
6. If using sick time for a partial day, the total amount of sick time and regular hours worked must equal the number of budgeted hours. Sick time may only be used to cover regularly scheduled hours, up to a maximum of the employee's daily or weekly budgeted hours.
7. A full-time employee in his/her introductory period shall accrue sick days during the first six (6) months of service, but shall only be allowed to use three (3) sick days during those first six (6) months.
8. Employees who were hired before January 1, 2019 and have at least 15 years of consecutive service, and meet the other criteria, may have up to one hundred (100) accrued sick days deposited in the Wood County PEHP plan.
9. Unused sick days are lost upon resignation, termination, or death of an employee.
10. An employee will not be paid sick days for any illness or injury which arises from non-Wood County employment or as a result of contracted work.
11. An employee receiving Workers Compensation or Short or Long-Term Disability payments from a Wood County Third Party Administrator will not be allowed to receive sick day payments concurrently.
12. Catastrophic Sick Days Account (CSLA): After an employee has reached the maximum accumulation of one hundred (100) sick days, any additional sick days accumulated thereafter shall be placed in an individual CSLA. Sick days in the CSLA may only be used when an employee is absent from work because of illness or injury and the employee's regular sick days have been exhausted. Upon resignation, termination, or death of an employee, CSLA shall be forfeited.
13. Part-time employees who work over twenty (20) hours per week will be eligible for a pro-rated sick days benefit based on total hours of sick days for a full-time employee. Part-time employees working under twenty (20) hours per week, temporary employees, or seasonal employees will not be eligible for paid sick days. Such employees should be informed of their ineligibility at time of employment.

## **SOCIAL SECURITY**

The Social Security (FICA) Plan is established and administered by the Federal government to fund the Social Security program. Both Wood County and the employee make contributions to this fund. Employees can see their contributions on their paycheck.

## VACATION

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and to attend to personal affairs. Wood County encourages employees to have a work-life balance and use vacation hours to enjoy time away from work. Employees qualify for and accrue vacation based on their employment type and length of service with Wood County.

### Vacation Accrual

Eligible employees begin accruing vacation immediately upon hire. Vacation accruals are earned bi-weekly. Vacation accrual rates are based on the employee's Full Time Equivalent (FTE) as budgeted by their department.

The annual award rates are set forth in the table below. This is the total number of hours of vacation that an employee will earn over the course of the year for their respective years of service.

FTE	0-4 years	5-9 years	10-14 years	15-24 years	25+ years
<b>100%</b>	80.0	120.0	160.0	200.0	240.0
<b>97%</b>	77.5	116.3	155.0	193.8	232.6
<b>90%</b>	72.0	108.0	144.0	180.0	216.0
<b>80%</b>	64.0	96.0	128.0	160.0	192.0
<b>70%</b>	56.0	84.0	112.0	140.0	168.0
<b>60%</b>	48.0	72.0	96.0	120.0	144.0
<b>50%</b>	40.0	60.0	80.0	100.0	120.0

The bi-weekly accrual rates corresponding to the employee's current year of employment are set forth in the table below. The day of the employee's anniversary marks the beginning of the next employment year for the employee. Therefore, an employee will begin accruing at the higher rate for five years on their fourth anniversary, the higher 10 year rate on their ninth anniversary, and so forth.

FTE	0-3 years	4-8 years	9-13 years	14-23 years	24+ years
<b>100%</b>	3.06639288	4.59958932	6.13278576	7.66598220	9.19917864
<b>97%</b>	2.97056810	4.45776865	5.94113621	7.42833676	8.91553730
<b>90%</b>	2.75975359	4.13963039	5.51950719	6.89938398	8.27926078
<b>80%</b>	2.45311431	3.67967146	4.90622861	6.13278576	7.35934292
<b>70%</b>	2.14647502	3.21971253	4.29295003	5.36618754	6.43942505
<b>60%</b>	1.83983573	2.75975359	3.67967146	4.59958932	5.51950719
<b>50%</b>	1.53319644	2.29979466	3.06639288	3.83299110	4.59958932

Employees will continue to accrue vacation hours until the maximum accumulation of hours is earned, which is two (2) weeks over the annual awarded hours.

Sheriff's Department employees who are covered under the Deputies contract will accrue vacation time based on the language in the current and applicable union contract.

Part-time employees who are budgeted to work over twenty (20) hours per week will be eligible for pro-rated vacation benefits based on total hours of vacation for a full-time employee. Part-time employees working under twenty (20) hours per week, casual employees, temporary employees, and seasonal employees are ineligible for vacation benefits.

Vacation accruals are suspended during any approved, unpaid leave of absence, excluding leaves approved under the Family and Medical Leave Act (FMLA).

### **Vacation Scheduling**

Each department is responsible to approve or deny vacation requests within that department using the scheduling system that works best for the department. Employees are encouraged to meet with their supervisor for an explanation of how scheduling works in the department. Wood County reserves the right to adjust vacation schedules based upon work load variations.

### **Vacation Pay**

Employees will be paid at their normal rate of pay and normal number of scheduled hours for each vacation day/week. If an employee's vacation is interrupted by a death in the family that qualifies for Bereavement Leave, the employee should discuss with their supervisor if they wish to reschedule the affected vacation days.

All paid vacation time must be exhausted before unpaid time off is approved.

### **Vacation Donation**

Wood County employees will be allowed to donate earned vacation days to other Wood County employees, who are on approved Leaves of Absence (LOA) and who have exhausted all their available benefit time. Donated time will be paid to employees at the same schedule as the employee normally works. Donated time does not extend the LOA, or qualifications for benefits. Other benefit time will not accrue during such days; accruals will be suspended. Employees must complete the "Vacation Donation Form" to donate hours to either a specific individual employee or to the Banked Hours Account. For more information, contact the Human Resources Department.

### **Termination of Employment**

In the event of resignation or retirement, or death of an employee, any vacation earned and unused will be paid out on the employee's final paycheck.

## **VOLUNTARY EMPLOYEE ASSISTANCE PROGRAM**

As our world becomes more complex, personal and family problems increase and also become more complicated. These problems, whether emotional, marital, family related, alcohol and drug or psychological, affect more families every day. Wood County wants to ensure that help is available to assist employees in dealing with these types of problems. Therefore, we offer an Employee Assistance Program (EAP) that is available to all Wood County employees and their families. The EAP provides free problem assessment, referral, and/or follow-up consultation. They can also help find other resources, if necessary, to help employees deal with any issues or problems, including support groups or community programs.

Participation in the program is voluntary and all contacts with the EAP are confidential. Counselors are available 24 hours a day. They can be contacted at:

#### **Ascension Employee Assistance Program**

Phone: 715-344-6379 or 1-800-540-3758

Email: [eap@ascension.org](mailto:eap@ascension.org)

Website: [ascensionWIEAP.org](http://ascensionWIEAP.org)







**NOTES**



## ACKNOWLEDGEMENT OF RECEIPT

I, \_\_\_\_\_, acknowledge receipt of the revised “Wood County Employee Policy Handbook” dated **July 1, 2019**. Wood County reserves the right to amend, change or delete any or all of these policies with or without prior notice. I understand that any questions, which may arise from the contents of this Handbook, can be clarified by contacting the Human Resources Department.

This “Acknowledgement of Receipt”, the attached Handbook and policies and procedures contained therein, are not intended to, nor do they, constitute any contract of employment, or imply a contract of employment obligating either the employee or Wood County, except as specified in those policies and procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Department

## Administrative Coordinator Report

1. Met with Department Heads concerning River Block power surge.
2. Attended Eighth Street Corridor Project Event by UWSP students.
3. Met with Ho Chunk to discuss Economic Development collaboration possibilities.
4. Attended Marshfield CVB Banquet.
5. Attended Central Wisconsin Economic Research Bureau event.
6. Attended Mid-State Ribbon Cutting Ceremony for solar powered recharging station for E.C.s.
7. Met with Noresco representatives and Reuben regarding efficiency audits.
8. Radio interview with WFHR.
9. Met with and spoke at Pickerel Congregate Dining site.
10. Met with city officials and others concerning bike path signage.
11. Attended Grand Rapids Town Board meeting.