

NON-CLASSIFIED EMPLOYEE PAY PLAN

P-10.01-1 NEW POSITION PLACEMENT/RECLASSIFICATION OF NON-CLASSIFIED POSITIONS

1. NEW POSITION PLACEMENT

New positions must be passed in the budget. New positions should be submitted per budget instructions provided by the Division of Financial Services. If a department is planning on submitting a newly created Non-Classified position in the budget, the Division of Personnel Services must be informed. The Division of Personnel Services, with the approval of the County Executive, will proceed with the placement of the position.

- a. The Division of Personnel Services will study the position, develop a job description, and determine a preliminary point total and placement in the pay plan.
- b. The job description and additional information pertaining to the new position, along with the recommendations from the Division of Personnel Services, will be presented to the County Executive for approval.
- c. If approved, the County Executive shall authorize the department head to submit the new position request in the budget or budget amendment for County Board approval.

2. POSITION REVIEW

- a. Reclassification requests for Non-Classified positions will be sent to the Director of the Division of Personnel Services.
- b. The Division of Personnel Services will proceed to gather the facts surrounding the reclassification request, and will present to the County Executive a reclass study and a recommendation. This will only be approved if there is a major change in the duties and responsibilities of the position in question.
- c. With the approval of the County Executive, the reclass study and recommendation will be forwarded to the appropriate oversight committee, the Finance/Administration Committee and the County Board, if necessary.

- d. Reclassifications of Non-Classified employees shall be a minimum of five (5) percent salary increase or the minimum of the new pay range, whichever is greater.
- e. The effective date of the reclassification becomes the employee's new anniversary date for purposes of performance evaluation and step increases.

P10.01-2 ANNUAL ADJUSTMENT TO THE NON-CLASSIFIED PAY PLAN

The Division of Personnel Services shall make a recommendation to the Finance/Administration Committee during the budget process for an adjustment to the Non-Classified Pay Plan.

1. An adjustment will be recommended considering internal compression, employment market, competitiveness, external comparables, etc.

No adjustment will occur in years when the employment market does not mandate an adjustment.

2. Pursuant to changes implemented in the 2004 Fair Labor Standards Act, Non-Classified positions which are determined non-exempt and eligible for overtime or compensatory time shall be identified in an annual review conducted by the Division of Personnel Services, which shall have responsibility for informing affected employees, divisions and departments.
3. Non-Classified, exempt employees are expected to structure their workday without hourly limits based on the nature and volume of their work and the time necessary to perform their assigned work, with the knowledge and approval of their supervisors.

P-10.01-3 ANNUAL PERFORMANCE EVALUATION

Non-Classified employee performance evaluations will occur on the employee's anniversary date in the current position.

1. An above average job performance evaluation shall result in a one-step wage increase in the pay range in which the employee's position is assigned. The increase will be effective on the employee's anniversary date.
 - a. An employee whose earnings level is below the control point, will be eligible for a step increase of not more than three percent (3%) of the control point. The increase will be effective on the employee's anniversary date.

- b. An employee whose earnings level is beyond the control point, will be eligible for a step increase of not more than two and one half percent (2.5%) of the control point. The increase will be effective on the employee's anniversary date.
 - c. An employee whose earnings level has reached the Merit Range of the non-rep wage classification schedule (110% of the control point) will be eligible for a merit increase of not more than one and one half percent (1.5%) of the control point. Employees who fall into the Merit Range are awarded increases strictly on performance as evaluated by the employee's supervisor. The increase will be effective on the employee's anniversary date.
 - d. Employees who have reached the top earnings level of the classification schedule will only receive wage increases on the occasion of annual range adjustments.
2. A Non-Classified employee who receives an average evaluation, a less than satisfactory evaluation, or is deficient in a major area of his/her job performance, will not be granted a step or merit increase.
3. Step increases are to be reported to the Finance/Administration Committee annually.
4. Under exceptional circumstances, petitions for in-range wage adjustments will be considered on an individual basis under the following procedure:
 - a. The Department Head shall propose and justify the in-range adjustment in writing to the Division of Personnel Services.
 - b. Following review and recommendation by the Division of Personnel Services and the County Executive the proposal shall be included in the budget for the succeeding budget year, and considered for approval by the Finance/Administration Committee during annual budget hearings.
 - c. In-range adjustments approved by the County Board in the budget resolution will become effective in the first pay period of the effective year.

P-10.01-4 NEW HIRES

Newly hired Non-Classified employees are placed in the pay range for their position between the starting wage and the control point. Starting wages beyond the control point of the pay range must be approved by the County Executive.

Newly hired Department and Division Heads are placed in the pay range consistent with the County Executive's communication to the County Board of Supervisors and as approved or confirmed by the County Board.

P-10.01-5 NEW EMPLOYEE EVALUATION PERIOD

Newly hired and promoted Non-Classified employees, with the exception of Department Heads who serve at the pleasure of the County Executive, shall serve a twelve (12) month evaluation period. A new employee shall be evaluated at six (6) months and again at ten (10) months into the twelve (12) month evaluation period. A Non-Classified employee may be terminated at any time during the twelve (12) month evaluation period and shall be considered an at-will employee with no recourse to the County's disciplinary policy. A Non-Classified employee's evaluation period may be extended at the discretion of the County Executive.

P-10.01-6 DEPARTMENT HEADS AND ADMINISTRATIVE STAFF TO THE COUNTY EXECUTIVE

Department Heads and administrative staff to the County Executive shall be appointed by the County Executive and shall serve in accordance with applicable chapters of the Wisconsin Statutes. An evaluation period will not be applicable.

P-10.01-7 PROMOTIONS

1. Competitive Promotions

A competitive promotion is the movement of an employee through a competitive selection process to a position in a pay range higher than their current range.

Upon competitive promotion, a Non-Classified employee shall receive a minimum of five (5) percent salary increase, or the minimum of the new pay range, whichever is greater. The employee will serve a 12 month evaluation period in the new position.

Should a Non-Classified employee be promoted to a Department Head position, placement in the new pay range will be in accordance with the appointment confirmation by the County Board of Supervisors.

Placement in the pay ranges and step increases for Non-Classified employees promoted to Non-Classified positions will follow the guidelines as set forth in this section.

2. Non-Competitive Promotion (Division of Information Technology and Corporation Counsel only)

Non-competitive promotion from Systems Analyst & Coordinator to Senior Systems Analyst & Coordinator may occur after the employee has been in the Systems Analyst & Coordinator position for a minimum of two (2) years and has acquired the education and training required by the Director of the Division of Information Technology and has demonstrated an ability to successfully carry out the work of the senior level position.

The Director of the Division of Information Technology shall submit requests for non-competitive promotions to the Director of the Division of Personnel Services for review and approval.

Non-competitive promotion from Assistant Corporation Counsel to Senior Assistant Corporation Counsel may occur after the employee has three years of municipal law experience and has demonstrated competency in performance of the municipal law areas such as mental commitments, zoning, assessing, municipal contracting, county government, risk management, personal injury, labor relations, workers compensation, civil rights claims, protective services, social welfare law.

The Corporation Counsel shall submit requests for non-competitive promotion to the Director of the Division of Personnel Services for review and approval.

When a non-competitive promotion is approved, the employee occupying that position shall receive a minimum of a five percent (5%) salary increase or the bottom of the new pay range, whichever is greater.

P-10.01- 8 SPECIAL ASSIGNMENTS

Non-Classified employees who take on special assignments of a significant duration that are above and beyond the normal job duties may be recommended by their respective Department and Division Head to receive between a minimum \$2,500 to a maximum of \$5,000 additional pay. Written justification must be supplied by the Department and/or Division Head. The justification will be submitted to the Division of Personnel Services and presented to the County Executive for approval. Special assignment compensation requires consideration and approval by the Finance/Administration Committee of the County Board.

These special assignment awards are not part of the employee's regular compensation and must be annually reviewed and approved by the Finance/Administration Committee, or removed from the employee's compensation.

Special assignment compensation may be granted to any Non-Classified employee regardless of their position in their respective pay range.

These awards shall be divided over 26 pay periods.

Non-Classified supervisors in the Department of Public Works who volunteer to plow snow outside of their regular work day shall be compensated at a rate of \$30 - \$40 per hour.

P-10.01-9 RETROACTIVE PAY FOR NON-CLASSIFIED EMPLOYEES

Consistent with any resolution adopted by the Kenosha County Board of Supervisors adjusting the salaries of the Non-Classified employees of Kenosha County, when the effective date of the salary adjustment would cause a retroactive payment to those employees, it shall be the administrative procedure of Kenosha County to provide retroactive pay to all Non-Classified employees of record as of the effective date of the pay adjustment.

Non-Classified Pay Plan Position Placement
(Revised 01/01/12)

Pay Grade “L”

Director of the Department of Administrative Services and Finance
Corporation Counsel
Director of the Department of Human Services
Director of the Department of Planning and Development
Director of the Department of Public Works

Pay Grade “K”

Brookside Care Center Administrator
Director of the Division of Information Technology
Director of the Division of Personnel Services

Pay Grade “J”

Chief Deputy Sheriff
Assistant Director of Finance/Budget Manager
Director of the Division of Health Services
First Assistant Corporation Counsel
Family Court Commissioner
Judicial Court Commissioner

Pay Grade “I”

Director of the Division of Aging and Disability Services
Director of the Division of Workforce Development
Director of the Division of Children and Family Services
Director of the Division of Facilities
Director of Fiscal Services, Department of Human Services
Data/Network Manager, Division of Information Technology
Customer Service Manager, Division of Information Technology
Application Support Team Manager, Division of Information Technology

Pay Grade “H”

Assistant Director of Personnel Services
Director of Purchasing Services
Clinical Services Director/Assistant Director, Division of Health
Captain
Director of the Division of Highways
Senior Assistant, Corporation Counsel
Director of Nursing, Brookside Care Center
Assistant to the Director of Human Services

Director of the Division of Planning Operations
Director of the Division of Long Range Planning

Pay Grade “G”

Director of Division of Emergency Management
Job Center Manager
Lead Social Worker Supervisor
Risk Manager/Personnel Analyst
Lieutenant
Director of the Division of Land Information
Chief of Staff, County Executive
Project Coordinator, Information Technology

Pay Grade “F”

Social Worker Supervisor
Manager of Elder and Disability Services, Division of Aging/Disability Services
Manager, Mental Health and Protective Sers., Division of Aging/Disability Sers.
Special Needs Services Coordinator, Division of Children/Family Services
Manager of Facilities Maintenance, Department of Public Works
Laboratory Manager/ Forensic Chemist, Division of Health
Lead Child Support Attorney
Principal Planner
Director of Juvenile Intake
MDS Coordinator, Brookside Care Center
Environmental Sanitarian, Division of Planning and Development
Patrol Superintendent, Division of Highways
Sergeant
Senior Systems Analyst and Coordinator, Information Technology
Network Engineer, Information Technology
Telecommunications Analyst, Information Technology
Chief Deputy Medical Examiner
PC Deployment Coordinator, Information Technology
Business Systems Analyst, Information Technology
Project Manager/Engineer, Department of Public Works

Pay Grade “E”

Victim/Witness Coordinator, District Attorney’s Office
Chief Investigator, Medical Examiner
Contract Monitor, Department of Human Services
Business Manager, Brookside Care Center
Manager of Fiscal Services, Sheriff’s Department
Child Support Manager, Department of Human Services

Manager of Fiscal Services, Public Works
Manager of Environmental Health, Division of Health Services
RN Shift Supervisor, Brookside Care Center
Nurse Manager, Division of Health
Court Services Manager, Circuit Court
Manager of Fiscal Services, Circuit Court
General Manager, Golf
General Manager, Parks
Director of the Division of Veterans Services, Dept. of Human Services
Dietary Manager, Brookside Care Center
Food Service Manager, Detention Center
Child Support Attorney
Land/Water Conservation Engineer
Land/Water Conservation Planner
Foreman, Division of Highways
Systems Analyst and Coordinator, Information Technology
Software Support Analyst, Information Technology
Fiscal Services Manager, Payroll/Finance, Division of Finance

Pay Grade “D”

Economic Support Supervisor
Child Support Supervisor
Child Support Collections Supervisor
Foreman, Parks
Golf Course Conditions Supervisor
GIS System Coordinator
Office Manager, District Attorney’s Office
Fiscal Supervisor, Department of Human Services
Senior Land Use Planner, Department of Planning and Development
Detention Systems Coordinator

Pay Grade “C”

Admission/Marketing Coordinator, Brookside Care Center
Deputy Medical Examiner
Register in Probate
Central Services Manager, Job Center
Corrections Sergeant
Assistant Environmental Sanitarian, Department of Planning and Development
Nursing Office Manager, Brookside Care Center
Medical Records Supervisor, Brookside Care Center
Programs Manager, Detention Center
Activity Director, Brookside Care Center

Personnel Services Coordinator
Golf Equipment Manager

Pay Grade “B”

Admissions/Release Supervisor
Legal Assistant, Corporation Counsel
Executive Secretary, Corporation Counsel
Laundry and Housekeeping Manager, Brookside Care Center
Laboratory Technologist
Chief Cook, Sheriff’s Department
Epidemiologist, Division of Health
Administrative Assistant, Detention Center
Office Manager, County Executive’s Office
Office Manager, Medical Examiner's Office
Office Manager, Sheriff’s Department
Public Health Sanitarian, Division of Health
Purchasing Specialist
Corrections Corporal
Personnel Assistant

Pay Grade “A”

Executive Secretary, Sheriff’s Department
Laundry Manager, Detention Center

Pay Grade “AA”

Office Assistant, County Executive’s Office
Golf Coordinator/Supervisor
Public Health Technician

P-10.02-1 PAID TIME OFF

Effective January 1, 2012 all new non-classified employees, and effective January 1, 2013, all other non-classified employees have a “bank” of time to use for vacation, sick, and personal reasons based on eligible years of service with Kenosha County. This fund is referred to as paid time off (PTO). PTO does not include designated paid holidays. Holiday benefit time is given to employees in addition to PTO.

Non-classified Employees’ PTO is available from their first day of employment. Employees increase the number of PTO days as their years of service increase, indicated in the chart below:

<u>Years of Service</u>	<u>PTO Days per Year</u>
1 st calendar year	Prorated (one day for each two months worked)
2 nd through 6 th years	15 days
7 th through 14 th years	20 days
15 plus years	25 days

Employees who have earned more than 25 paid days off (vacation and personal time) by December 31, 2011, will retain their number of paid days off for the balance of their employment with Kenosha County.

In the above example, for years two through six, after 15 days are used no more PTO time is available for the remainder of the calendar year. Any employee who does not have sufficient PTO to cover an absence will be subject to corrective action under the attendance policy.

The County makes the full balance of PTO available in January of each year.

PTO is paid at an employee’s regular straight-time hourly rate.

If employees resign, retire or otherwise terminate employment with the County with PTO days remaining in their PTO bank, they will not receive pay for those days.

To schedule PTO, Non-Classified Employees must secure his/her supervisor’s written approval in advance, except in the case of emergency. Each department/division has its own guidelines on scheduling and advance notice of paid time off. All PTO requests are approved or rejected subject to the needs of the department/division.

PTO days can be scheduled individually or in blocks of days. PTO can be scheduled in hourly increments only if such increments are not limited by department/division policies.

PTO is reported on employees' Kronos ledger or time card. Employees are responsible for accurately tracking their paid time off.

Employees can carry over up to five PTO days from year to year. This is to encourage employees to save PTO for emergencies that may occur at the end of the year. All other PTO not used in the calendar year is deemed unearned and forfeited. Employees may not cash out unused PTO.

New Non-Classified Employees may be granted PTO commensurate with their professional experience at the discretion of the Director of Personnel Services.

P-10.02-2 RESIDENCY

Non-Classified employees who head a Department are required to reside within the corporate limits of Kenosha County.

Department heads are required to reside within the corporate limits of Kenosha County within one year from their respective date of hire.

Department heads may make written request to the Finance/Administration Committee of the County Board for an extension of time to move into the County based on need or hardship.

Department/division heads shall be reimbursed for directly related moving expenses at a rate of seventy-five percent (75%) not to exceed a maximum of \$1,500.00. If a department/division head voluntarily leaves the employment of Kenosha County within one year from the date of moving expense reimbursement, the individual will be required to pay any moving expenses reimbursement back to the County.

P-10.03-3 ACCIDENT AND SICKNESS BENEFITS

Non-Classified employees and department heads shall be eligible for a continuation of pay when unable to work due to an accident or personal illness based on the following provisions:

Benefits shall begin on the first day of illness, injury, outpatient surgery, or hospitalization.

Benefits shall be paid based on the following schedule:

First thirty (30) working days of absence – full regular pay.

From the 31st working day to the 260th working day – two-thirds (2/3) of regular pay.

Holidays and PTO are included in the one year duration of the Accident and Sickness benefit. Holidays, and PTO do not extend the Accident and Sickness benefit beyond one year.

A return to work for less than two (2) weeks shall not qualify for a new benefit period in case of recurrence of the same condition or illness.

Benefits are not limited to one (1) accident or illness per year.

Employees who remain ill or injured beyond four days must submit an Accident and Sickness Claim Form and a doctor's certificate stating the specific illness, period of treatment, and date when the employee may return to work from sick leave.

Medical evidence of continuing disability must be provided at thirty (30) day intervals or as requested by the County.

Payment shall be at the employee's current hourly rate based on an eight (8) hour day or the normally scheduled workday for part time employees.

Maternity benefits shall be applied on the same schedule outlined above, commencing the first day the employee is physically unable to work until the employee is physically able to return to work, as determined by the employee's physician.

In order to qualify for benefits, an employee must report to the supervisor no later than one-half (1/2) hour after the earliest time for which he or she is scheduled to report for work.

Each employee claiming benefit shall be subject to verification of the alleged illness by a County representative.

Verification also shall be required when an employee has a record of repetitious usage of short amounts of sick leave over an extended period of time. The County reserves the right to require an employee to have a physical exam or exams from a physician or physicians of the County's choice.

A department head or the Director of Personnel Services may require an employee to undergo a medical examination upon returning from sick leave or on such occasions

when it is in the best interest of the County. A physician designated by the Director of Personnel Services will perform the medical examination.

No accident/sickness benefit shall be paid to Non-Classified employees or department heads receiving the benefit after a disability retirement is approved by the Wisconsin Retirement Fund.

P-10.02-4 WORKER'S COMPENSATION

An employee who is absent due to injury or illness caused during the course of his/her duties shall receive his/her regular wages during his/her absence.

Exception - An employee who is absent due to back and/or neck injuries caused during the course of his/her duties shall receive his/her regular wage for a period of six months compensation in accordance with the Wisconsin Worker's Compensation Act after six month.

P-10.02-5 FUNERAL LEAVE

In the event of a death of an employee's father, mother, husband, wife, brother, sister, son, daughter, father-in-law, mother-in-law, step-parent or step-child (a step-child is one living with or who was raised by the step-parent) and grandchild, such employee will be paid for straight time lost from scheduled work not to exceed three working days within a seven day period following the date of death, except in special circumstances.

In the event of a death of an employee's brother-in-law, sister-in-law, grandparent, great grandparent, great grandchild, son-in-law, daughter-in-law, aunt or uncle, such employee will be paid for straight time lost from scheduled work not to exceed one scheduled workday falling between the date of death and the date of the funeral, both inclusive, except in special circumstances.

Funeral leave is paid at the employee's straight-time hourly rate for the payroll period in which the date of death occurred. The employee may be required to furnish verification of the date of death, date of funeral and relationship to the deceased.

P-10.02-6 HOLIDAYS

Non-Classified employees receive ten (10) paid holidays per year. They are: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. Martin Luther King Day may be observed as an unpaid day off with supervisor approval. Non-

Classified employees will be required to authorize such deduction in pay by submitting a voluntary leave without pay form to the Division of Finance.

If a holiday falls during an employee's vacation, the employee will be granted an additional day off with pay and scheduled by mutual agreement of the employee and the department head.

P-10.02-7 INSURANCE

The County provides all Non-Classified employees the opportunity to enroll in a comprehensive hospital-surgical-major medical coverage plan and dental plan. Non-Classified enrollment is determined through negotiation on the employee's compensation package. Non-Classified enrollment is generally on the 91st day of employment.

Kenosha County provides Non-Classified employees with a life insurance plan provided through Wisconsin Group Life Insurance which pays a death benefit equivalent the employee's one-year salary.

Employees are covered by the life insurance benefit after six (6) months of employment.

Employees may purchase additional coverage at their own expense

P-10.02-8 RETIREMENT

Employees are enrolled in the Wisconsin Retirement Fund immediately upon employment. Non-Classified employees are required to pay the employee share into the Wisconsin Retirement System. Such contribution to the Wisconsin Retirement System shall be deducted directly from payroll on a pre-tax basis.

Employees who voluntarily terminate employment at sixty (60) years of age and have had fifteen (15) or more years of continuous employment with the County immediately preceding separation, shall retain hospital-surgical-major medical and dental coverage at no cost to the employee. If the employee was covered by a family policy at the time of retirement, he/she shall be eligible to retain such family coverage. The County's premium obligation shall terminate when the employee becomes eligible for Medicare. However, if the employee decides to purchase supplemental Medicare benefits, he/she shall pay the cost of such coverage. This paragraph does not apply to Non-Classified employees hired after January 1, 2012.

Employees who voluntarily terminate employment who are fifty-seven (57), fifty-eight (58) or fifty-nine (59) years of age and have had thirty (30) or more years of continuous employment with the County immediately preceding separation shall retain hospital-

surgical-major medical and dental coverage with fifty percent (50%) of the cost of said coverage to be paid by the employee. Upon reaching the age of sixty (60), employees hired before January 1, 2012 shall be covered by the provisions of the above paragraph.

Sworn Non-classified employees who voluntarily terminate employment between the ages of 53 and until they reach Medicare eligibility will have the premium for hospital, surgical, major medical coverage paid by the County for themselves and for their families, provided that the employee had family coverage at the time of separation. An employee may terminate employment at age 50 with the understanding there is no county-paid insurance between age 50 and age 53 unless they participate at their own expense or are covered as a spouse of another county employee. If they do not participate at their own expense, the employee must show proof of insurance during that time before they can return to the County's insurance plan at age 53. No proof of insurability will be required.

The County shall be under no obligation to continue full payment of such coverage in case a plan of national health insurance should be established, or the payment for such coverage made by the County shall be reduced in proportion to benefits which may be provided by the government under any plan, and if the plan eventually provides for full coverage, the County obligation to pay for such coverage shall cease when the government program becomes effective. Employees who retire on or after December 31, 2008 shall receive the same health insurance benefits and remain in the same risk pool as active employees.

For employees not covered by the preceding three paragraphs, the County agrees to include retiring employees in the group for which the County shall negotiate a comprehensive hospital-surgical-major medical coverage policy including dental coverage. Retiring employees may voluntarily continue the hospital-surgical-major medical and dental coverage. Each retired employee who elects to continue said coverage shall pay the entire cost of said coverage.

Any retiring employee electing to carry said coverage after retirement shall so notify the Division of Personnel Services in writing at least thirty (30) days before the effective date of his/her retirement. Said retired employee shall also be required to pay the monthly premium for said coverage to the Division of Personnel Services one (1) month in advance.

In the event early retirement packages are determined to be in the best financial interest of Kenosha County each individual package shall be approved by the Finance/Administration Committee. Early retirement proposals will be presented by the Director of the Division of Personnel Services to the Division of Finance through the administrative proposal process for fiscal review and County Executive approval.

P-10.02-9 TUITION REIMBURSEMENT

Tuition reimbursement up to \$1,200.00 per year is available to Kenosha County employees furthering their education. The level of reimbursement is based on a variety of factors including degree track, courses of study and performance in those courses.

Employees must pass their probationary period before applying for tuition reimbursement benefits. If an employee voluntarily leaves the employment of Kenosha County within one year after completion of the course or degree, the individual will be required to pay any tuition reimbursement back to the County.