

WASHINGTON COUNTY, WISCONSIN

Date of enactment: 6/19/13

Date of publication: 6/19/13

VOTE

2013 ORDINANCE 3

AN ORDINANCE to amend Sections 7.03, 7.04 and 7.05 relating to: Washington County Classification and Compensation Plan; Administration of the Classification and Compensation Plan and Employee Benefit Program - Longevity.

The people of the County of Washington, represented in the Board of Supervisors, do ordain as follows:

SECTION 1. Section 7.03(1) of the code is amended to read:

7.03 WASHINGTON COUNTY CLASSIFICATION AND COMPENSATION PLAN. (1) (AM 13-3) **Full-time Employees.** (b) Conversion from the pay plan currently in effect through February 28, 2013, shall be as follows:

1. Effective March 1, 2013, all employees, except the members of the Deputy Sheriff's bargaining unit and certain elected officials, shall move to that step in the range of their new pay grade that will give them an increase. Thereafter, employees ~~shall~~ may move from step to step at the yearly intervals prescribed in the pay plan, ~~up to Control Point Step 6.~~ earned by a performance review that achieved expectations, completed before and not more than six months prior to the step anniversary date.

SECTION 2. Section 7.04(1) of the code is amended to read:

7.04 ADMINISTRATION OF THE CLASSIFICATION AND COMPENSATION PLAN. The following rules are adopted for the administration of the Human Resources Classification and Compensation Plan.

(1)(AM 13-3) **Pay Grades.** The authorized pay grades shall be interpreted and applied as follows:

* * *

(h) Performance Evaluation.

* * *

2. ~~Employees who are not at the job rate (maximum) of their pay scale shall have their performance reviewed 30 days prior to their eligibility for the next step in the pay plan. Step increases shall be withheld for a period not to exceed 6 months should an employee fail to receive a satisfactory performance evaluation review. Employees who receive 2 consecutive unsatisfactory performance evaluations may be subject to termination of employment. It is understood that there must be good and sufficient cause before such termination can take place. All employees covered by the pay plan shall have their performance reviewed within six months prior to their step anniversary date. Employees obtaining a combined rating on the authorized Human Resources performance review form of Achieved Expectations or better may move to the next step available in their pay grade. Employees who did not obtain an Achieve Expectations rating will not receive a step raise. Performance improvement plans may be established or continued for these employees, as determined appropriate by the Department Head in consultation with Human Resources.~~

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2 3. ~~Employees, including department heads, may appeal a poor~~
3 ~~performance evaluation to the Administrative Services Committee whose decision in the matter~~
4 ~~shall be final.~~

5
6 3 4. Copies of all annual performance reviews shall be forwarded to the
7 Human Resources Department for inclusion in the employee's ~~personal~~ personnel file.

8
9 4 5. The Human Resources Department shall be responsible for
10 providing County departments with an appropriate evaluation form and necessary training in its
11 use prior to ~~May 31, 1991~~ September 1, 2013.

12
13 **SECTION 3.** Section 7.05(15) of the code is repealed:

14 **7.05 EMPLOYEE BENEFIT PROGRAM.** ~~(15) Longevity.~~ (a) ~~All full time~~
15 ~~employees who have completed 5 full years of service with Washington County shall receive~~
16 ~~longevity pay. Longevity pay shall be paid on the following schedule: \$5 per month after 5 full~~
17 ~~years of service, \$10 per month after 10 full years of service, \$15 per month after 15 full years of~~
18 ~~service, \$20 per month after 20 full years of service.~~

19
20 ~~(b) Longevity payments shall be calculated from the anniversary date of~~
21 ~~employment and paid annually in one lump sum on the first payday in December.~~

22
23 ~~(c) Pro rata longevity benefits shall be paid to employees whose employment~~
24 ~~is terminated due to death or retirement. Longevity benefits will not be paid to employees upon~~
25 ~~termination of employment for any other reason.~~

26
27 ~~(d) Elected officials shall not be eligible for longevity pay.~~

28
29 ~~(e) Leaves of absence in excess of 30 calendar days will be excluded from the~~
30 ~~calculation of longevity benefits.~~

31
32 ~~(f) Effective January 1, 1980 regular part time employees (20 hours per week~~
33 ~~or more) will be eligible to receive one half of the longevity benefit as follows: \$2.50 per month~~
34 ~~after 5 full years of service, \$5 per month after 10 full years of service, \$7.50 per month after 15~~
35 ~~full years of service, \$10 per month after 20 full years of service.~~

36
37 ~~(g) Employees whose employment status changes from full time to regular~~
38 ~~part time or vice versa during the course of their employment shall have their longevity~~
39 ~~calculated from their original date of hire provided, however, that there are no breaks in said~~
40 ~~employment. Employees who are eligible for longevity and whose employment status changes~~
41 ~~during the course of a calendar year, shall receive a pro rata longevity payment. During the~~
42 ~~actual month of a status change, the amount of longevity earned will be determined by the~~
43 ~~employee status during the majority of the workdays in that month.~~

44
45 ~~(h) The above longevity benefits shall not be available to any employee hired~~
46 ~~after January 1, 1991. Employees hired prior to January 1, 1991 shall retain their appropriate~~
47 ~~longevity benefit as long as they continue to meet the eligibility requirements listed above.~~

1 ~~(i) — Sheriff's Department Command Staff including Deputy Sheriff Captains,~~
2 ~~Deputy Sheriff Lieutenants and Deputy Sheriff Sergeants are removed from the County's~~
3 ~~Longevity Plan effective January 1, 1994.~~

4
5 ~~(j) — Sheriff's Department Corrections and Communications Command Staff~~
6 ~~are removed from the County's Longevity Plan effective January 1, 2000.~~

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8 ~~(k) — The longevity benefits referred to in this subsection shall cease to be~~
9 ~~available to any and all employees as of December 31, 2012.~~

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11 **SECTION 4.** Due to the repeal of Subsection (15), subsequent subsections shall be
12 formatted and renumbered accordingly.

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14 **SECTION 5. EFFECTIVE DATE.** This ordinance shall become effective upon
15 passage by the Board of Supervisors and publication as provided by law.

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17 **SECTION 6. SUMMARY.** Ordinance amendment enhancing County's performance
18 evaluation system.

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22 VOTE REQUIREMENT FOR PASSAGE: Majority

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24 APPROVED: Introduced by members of the ADMINISTRATIVE
25 (signed by Kimberly A. Nass) SERVICES COMMITTEE as filed with
26 Kimberly A. Nass, County Attorney the County Clerk.

27 Dated 6/12/13

(signed by Peter I. Sorce)

28
29 Considered 6/11/13

Peter I. Sorce, Chairperson

30 Adopted 6/11/13

31 Ayes 23 Noes 4 Absent 3

32 Voice Vote _____

33 Countersigned:

34
35 _____
Herbert J. Tennies

36 County Board Chairperson

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38 (When the compensation plan was adopted by the Board in 2012, the estimated cost of step
39 progression was approximately \$137,000. The cost for this ordinance will be included in the
40 2014 budget.)