



Monroe County
Personnel Department

14345 County Highway B, Room 3
Sparta, WI 54656-4509
(608) 269-8719

AMENDED NOTICE OF MEETING

COMMITTEE: PERSONNEL AND BARGAINING
TIME: 5:00 p.m.
PLACE: **Rolling Hills Activity Room**
DATE: **Monday, November 16, 2015**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order - Roll Call
2. Minutes approval - October 14, 2015 - Discussion/Action
3. Personnel budget review - Discussion Only
4. Dental Insurance Renewal - Discussion/Action
5. Personnel policy disciplinary procedure - Discussion Only
6. **Personnel policy reclassification procedure - Discussion Only**
7. Topics and meeting date/time for next month's agenda - Discussion/Action
8. Adjournment

Pete Peterson
Committee Chairperson

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above. Date **amended: 11/6/15**

Personnel and Bargaining Committee
MINUTES
October 14, 2015

Present: P. Peterson, B. Humphrey, C. King
Absent: C. Schnitzler, C. Las
Also present: E. Smudde, K. Kittleson,

1. Call to Order - Roll Call

P. Peterson called the meeting to order at 5:00 P.M.
Roll Call - P. Peterson, B. Humphrey, C. King - Present
- C. King, C. Las - absent

2. Minutes approval- September 9, 2015 -

Motion to approve the September 9, 2015 minutes by C. King,
second by B. Humphrey and approved on a 3-0 vote.

3. Personnel budget review -

K. Kittleson and E. Smudde explained current state of budget, no
further action.

4. Dental Insurance Renewal -

K. Kittleson explained that our current provider originally
quoted an increase and he has taken the coverage to market and
is awaiting quotes. K. Kittleson recommended no action until
next month. No action taken.

5. Health Insurance Renewal -

K. Kittleson explained the situation regarding the health
insurance renewal and how with our current plan he recommended
the health tradition renewal for 2016 with the 4% increase.
Motion by B. Humphrey, second by C. King to approve renewal of
Health Tradition health insurance for 2016 at a 4% premium
increase with the same plan design and contribution percentage
as 2015, approved on a 3-0 vote.

6. Topics and meeting date/time for next month's agenda-

Next meeting is scheduled to take place on Monday, November 9,
2015 at 5:00 P.M. in the Rolling Hills Activity Room. Topics to
include are Dental Insurance Renewal.

9. Adjournment -

Motion to adjourn by P. Peterson, second by C. King, and
approved on a 3-0 vote. Meeting adjourned at 5:15 P.M.

E. Smudde, Recorder



MONROE COUNTY, WISCONSIN

11/02/2015 11:18
85161sch

Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 1
glytdbud

FOR 2015 10		JOURNAL DETAIL 2015 10 TO 2015 10						
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
11430 PERSONNEL	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
11430000 PERSONNEL								
<u>11430000 461900 OTHER PERSONNEL RE</u>	0	0	0	-24.75	.00	24.75	100.0%	
TOTAL UNDEFINED ROLLUP CODE	0	0	0	-24.75	.00	24.75	100.0%	
PL100 SALARIES & FRINGE BENEFITS								
<u>11430000 511000 SALARIES</u>	120,769	33	120,802	98,013.29	.00	22,788.71	81.1%	
<u>2015/10/000005</u> 10/01/2015 PRJ	4,650.40	REF 151001			WARRANT=151001	RUN=1 BI-WEEKL		
<u>2015/10/000157</u> 10/15/2015 PRJ	4,650.40	REF 151015			WARRANT=151015	RUN=1 BI-WEEKL		
<u>2015/10/000357</u> 10/29/2015 PRJ	4,650.40	REF 151029			WARRANT=151029	RUN=1 BI-WEEKL		
<u>11430000 515005 RETIREMENT</u>	8,214	3	8,217	6,664.79	.00	1,552.21	81.1%	
<u>2015/10/000005</u> 10/01/2015 PRJ	316.22	REF 151001			WARRANT=151001	RUN=1 BI-WEEKL		
<u>2015/10/000157</u> 10/15/2015 PRJ	316.22	REF 151015			WARRANT=151015	RUN=1 BI-WEEKL		
<u>2015/10/000357</u> 10/29/2015 PRJ	316.22	REF 151029			WARRANT=151029	RUN=1 BI-WEEKL		
<u>11430000 515010 SOCIAL SECURITY</u>	7,489	2	7,491	5,978.29	.00	1,512.71	79.8%	
<u>2015/10/000005</u> 10/01/2015 PRJ	283.68	REF 151001			WARRANT=151001	RUN=1 BI-WEEKL		
<u>2015/10/000157</u> 10/15/2015 PRJ	283.68	REF 151015			WARRANT=151015	RUN=1 BI-WEEKL		
<u>2015/10/000357</u> 10/29/2015 PRJ	283.68	REF 151029			WARRANT=151029	RUN=1 BI-WEEKL		
<u>11430000 515015 MEDICARE</u>	1,753	1	1,754	1,398.25	.00	355.75	79.7%	
<u>2015/10/000005</u> 10/01/2015 PRJ	66.35	REF 151001			WARRANT=151001	RUN=1 BI-WEEKL		
<u>2015/10/000157</u> 10/15/2015 PRJ	66.35	REF 151015			WARRANT=151015	RUN=1 BI-WEEKL		
<u>2015/10/000357</u> 10/29/2015 PRJ	66.35	REF 151029			WARRANT=151029	RUN=1 BI-WEEKL		
<u>11430000 515020 HEALTH INSURANCE</u>	11,382	0	11,382	4,607.07	.00	6,774.93	40.5%	
<u>2015/10/000005</u> 10/01/2015 PRJ	232.34	REF 151001			WARRANT=151001	RUN=1 BI-WEEKL		
<u>2015/10/000157</u> 10/15/2015 PRJ	232.34	REF 151015			WARRANT=151015	RUN=1 BI-WEEKL		
<u>11430000 515025 DENTAL INSURANCE</u>	502	0	502	208.60	.00	293.40	41.6%	
<u>2015/10/000005</u> 10/01/2015 PRJ	20.86	REF 151001			WARRANT=151001	RUN=1 BI-WEEKL		



MONROE COUNTY, WISCONSIN

11/02/2015 11:18
85161sch

Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 2
glytbdud

FOR 2015 10		JOURNAL DETAIL 2015 10 TO 2015 10							
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
11430	PERSONNEL	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
<u>11430000 515030</u>	<u>LIFE INSURANCE</u>	36	0	36	30.00	.00	6.00	83.3%	
<u>2015/10/000005</u>	10/01/2015 PRJ	3.00 REF 151001				WARRANT=151001	RUN=1 BI-WEEKL		
<u>11430000 515040</u>	<u>WORKERS COMP</u>	326	0	326	264.73	.00	61.27	81.2%	
<u>2015/10/000005</u>	10/01/2015 PRJ	12.56 REF 151001				WARRANT=151001	RUN=1 BI-WEEKL		
<u>2015/10/000157</u>	10/15/2015 PRJ	12.56 REF 151015				WARRANT=151015	RUN=1 BI-WEEKL		
<u>2015/10/000357</u>	10/29/2015 PRJ	12.56 REF 151029				WARRANT=151029	RUN=1 BI-WEEKL		
TOTAL SALARIES & FRINGE BENEFITS		150,471	39	150,510	117,165.02	.00	33,344.98	77.8%	
PL200 OFFICE ADMINISTRATIVE COSTS									
<u>11430000 531000</u>	<u>OFFICE SUPPLIES</u>	500	0	500	338.29	.00	161.71	67.7%	
<u>2015/10/000305</u>	10/23/2015 API	17.79 VND 015000 IN 3276962429 F				COUNTY CLERK/STAPLES	OFFICE SUPPLIES	1009054	
<u>2015/10/000305</u>	10/23/2015 API	17.69 VND 015000 IN 3278555127 B				COUNTY CLERK/STAPLES	OFFICE SUPPLIES	1009054	
<u>2015/10/000305</u>	10/23/2015 API	151.44 VND 015000 IN 3277043900				COUNTY CLERK/STAPLES	OFFICE SUPPLIES	1009054	
<u>2015/10/000305</u>	10/23/2015 API	-16.99 VND 015000 IN 3277915752				COUNTY CLERK/STAPLES	OFFICE SUPPLIES	1009054	
<u>2015/10/000394</u>	10/30/2015 API	5.92 VND 002380 IN 0727200 I				BEAR GRAPHICS INC	OFFICE SUPPLIES	1009203	
<u>11430000 531050</u>	<u>POSTAGE</u>	525	0	525	294.00	.00	231.00	56.0%	
<u>11430000 531060</u>	<u>PRINTING</u>	200	0	200	.00	.00	200.00	.0%	
<u>11430000 531065</u>	<u>ADVERTISING</u>	8,400	3,000	11,400	8,152.25	.00	3,247.75	71.5%	
<u>11430000 532000</u>	<u>BOOKS/PUBLICAT/SUB</u>	100	0	100	39.00	.00	61.00	39.0%	
<u>2015/10/000116</u>	10/09/2015 API	39.00 VND 004796 IN 15009014				EVANS PRINT & MEDIA	BOOKS/PUBLICAT/SUB	1008626	
<u>11430000 532500</u>	<u>DUES</u>	385	0	385	215.00	.00	170.00	55.8%	
TOTAL OFFICE ADMINISTRATIVE COSTS		10,110	3,000	13,110	9,038.54	.00	4,071.46	68.9%	
PL300 TECHNOLOGY & EQUIPMENT									
<u>11430000 522025</u>	<u>TELEPHONE</u>	242	0	242	68.69	.00	173.31	28.4%	



MONROE COUNTY, WISCONSIN

11/02/2015 11:18
85161sch

Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 3
glytdbud

FOR 2015 10		JOURNAL DETAIL 2015 10 TO 2015 10						
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
11430 PERSONNEL	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
<u>11430000 553100 EQUIPMENT SERVICE</u>	1,668	0	1,668	1,330.00	.00	338.00	79.7%	
<u>2015/10/000196</u> 10/09/2015 API	133.00	VND 004998 IN I00253000		E O JOHNSON	I00253000		1008834	
TOTAL TECHNOLOGY & EQUIPMENT	1,910	0	1,910	1,398.69	.00	511.31	73.2%	
PL350 IT POOL								
<u>11430000 599000 TECHNOLOGY POOL</u>	653	0	653	653.00	.00	.00	100.0%*	
TOTAL IT POOL	653	0	653	653.00	.00	.00	100.0%	
PL400 CONF / EDUCATION & TRAVEL								
<u>11430000 533010 CONFERENCE/SEMINAR</u>	1,110	0	1,110	1,020.33	40.00	49.67	95.5%*	
<u>2015/10/000311</u> 10/23/2015 API	149.00	VND 007565 IN 15009575		FRED PRYOR SEMINARS	CONFERENCE/SEMINAR		1009066	
<u>11430000 533200 MILEAGE</u>	1,300	0	1,300	1,024.00	.00	276.00	78.8%	
<u>2015/10/000157</u> 10/15/2015 PRJ	341.00	REF 151015			WARRANT=151015	RUN=1 BI-WEEKL		
TOTAL CONF / EDUCATION & TRAVEL	2,410	0	2,410	2,044.33	40.00	325.67	86.5%	
PL600 PROGRAM COSTS								
<u>11430000 519000 LABOR RELATIONS</u>	5,350	0	5,350	450.00	.00	4,900.00	8.4%	
TOTAL PROGRAM COSTS	5,350	0	5,350	450.00	.00	4,900.00	8.4%	
TOTAL PERSONNEL	170,904	3,039	173,943	130,724.83	40.00	43,178.17	75.2%	



MONROE COUNTY, WISCONSIN

11/02/2015 11:18
85161sch

Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 4
glytdbud

FOR 2015 10

JOURNAL DETAIL 2015 10 TO 2015 10

ACCOUNTS FOR:
11430 PERSONNEL

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL PERSONNEL	170,904	3,039	173,943	130,724.83	40.00	43,178.17	75.2%
TOTAL REVENUES	0	0	0	-24.75	.00	24.75	
TOTAL EXPENSES	170,904	3,039	173,943	130,749.58	40.00	43,153.42	



MONROE COUNTY, WISCONSIN

11/02/2015 11:18
85161sch

Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 5
glytdbud

FOR 2015 10		JOURNAL DETAIL 2015 10 TO 2015 10						
ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11431	TRAINING							
11431000 TRAINING								
EE600 PROGRAM COSTS								
11431000	515700							
	EMP. EDUCATION & T	20,000	-3,000	17,000	2,270.00	.00	14,730.00	13.4%
	TOTAL PROGRAM COSTS	20,000	-3,000	17,000	2,270.00	.00	14,730.00	13.4%
	TOTAL TRAINING	20,000	-3,000	17,000	2,270.00	.00	14,730.00	13.4%
	TOTAL TRAINING	20,000	-3,000	17,000	2,270.00	.00	14,730.00	13.4%
	TOTAL EXPENSES	20,000	-3,000	17,000	2,270.00	.00	14,730.00	



MONROE COUNTY, WISCONSIN

11/02/2015 11:18
85161sch

Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 6
glytdbud

FOR 2015 10

JOURNAL DETAIL 2015 10 TO 2015 10

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11432 EMPLOYEE ASSISTANCE PROGRAM							
<hr/>							
11432000 EMPLOYEE ASSISTANCE PROGRAM							
<hr/>							
EA600 PROGRAM COSTS							
<hr/>							
<u>11432000 519100 EMPLOYEE ASSISTANC</u>	5,000	0	5,000	3,750.00	1,250.00	.00	100.0%*
<u>2015/10/000311 10/23/2015 API</u>	1,250.00	VND 008441 IN 28950		GUNDERSEN ADMINISTRA	EAP OCT-DEC		1009070
TOTAL PROGRAM COSTS	5,000	0	5,000	3,750.00	1,250.00	.00	100.0%
TOTAL EMPLOYEE ASSISTANCE PROGRAM	5,000	0	5,000	3,750.00	1,250.00	.00	100.0%
TOTAL EMPLOYEE ASSISTANCE PROGRAM	5,000	0	5,000	3,750.00	1,250.00	.00	100.0%
TOTAL EXPENSES	5,000	0	5,000	3,750.00	1,250.00	.00	



MONROE COUNTY, WISCONSIN

11/02/2015 11:18
85161sch

Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 7
glytdbud

FOR 2015 10

JOURNAL DETAIL 2015 10 TO 2015 10

ACCOUNTS FOR: 11433 SECTION 125 FEES	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11433000 SECTION 125 FEES							
SX600 PROGRAM COSTS							
<u>11433000 515080 SECTION 125 ADMIN</u>	3,600	0	3,600	2,671.50	.00	928.50	74.2%
<u>2015/10/000311 10/23/2015 API</u>	268.00	VND 002558 IN 1357953		EMPLOYEE BENEFITS CO OCTOBER INV 135795	1009061		
TOTAL PROGRAM COSTS	3,600	0	3,600	2,671.50	.00	928.50	74.2%
TOTAL SECTION 125 FEES	3,600	0	3,600	2,671.50	.00	928.50	74.2%
TOTAL SECTION 125 FEES	3,600	0	3,600	2,671.50	.00	928.50	74.2%
TOTAL EXPENSES	3,600	0	3,600	2,671.50	.00	928.50	



MONROE COUNTY, WISCONSIN

11/02/2015 11:18
85161sch

Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 8
glytdbud

FOR 2015 10		JOURNAL DETAIL 2015 10 TO 2015 10						
ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11434	HEALTH REIMBURSEMENT PROG							
11434000 HEALTH REIMBURSEMENT PROG								
MR600 PROGRAM COSTS								
11434000 515770	MEDICAL EXPENSE RE	160,000	0	160,000	98,849.49	.00	61,150.51	61.8%
2015/10/000311	10/23/2015 API	1,161.00	VND 002558 IN 1357953				EMPLOYEE BENEFITS CO OCTOBER INV 135795	1009061
TOTAL PROGRAM COSTS		160,000	0	160,000	98,849.49	.00	61,150.51	61.8%
TOTAL HEALTH REIMBURSEMENT PROG		160,000	0	160,000	98,849.49	.00	61,150.51	61.8%
TOTAL HEALTH REIMBURSEMENT PROG		160,000	0	160,000	98,849.49	.00	61,150.51	61.8%
TOTAL EXPENSES		160,000	0	160,000	98,849.49	.00	61,150.51	



MONROE COUNTY, WISCONSIN

11/02/2015 11:18
85161sch

Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 9
glytdbud

FOR 2015 10		JOURNAL DETAIL 2015 10 TO 2015 10						
ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11435	RETIREMENT/FRINGE POOL							
11435000 NON-LAPSING RETIREMENT/FRINGE								
FP600 PROGRAM COSTS								
11435000	515200	NON-LAPSING RETIRE	33,300	-44,228	-10,928	15,548.15	.00	-26,476.29 -142.3%*
TOTAL PROGRAM COSTS		33,300	-44,228	-10,928	15,548.15	.00	-26,476.29	-142.3%
TOTAL NON-LAPSING RETIREMENT/FRINGE		33,300	-44,228	-10,928	15,548.15	.00	-26,476.29	-142.3%
TOTAL RETIREMENT/FRINGE POOL		33,300	-44,228	-10,928	15,548.15	.00	-26,476.29	-142.3%
TOTAL EXPENSES		33,300	-44,228	-10,928	15,548.15	.00	-26,476.29	



MONROE COUNTY, WISCONSIN

11/02/2015 11:18
85161sch

Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 10
glytbdud

FOR 2015 10

JOURNAL DETAIL 2015 10 TO 2015 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	392,804	-44,189	348,615	253,813.97	1,290.00	93,510.89	73.2%

** END OF REPORT - Generated by LESLIE SCHREIER **

From: [Ken Kittleson](#)
To: [Ed Smudde](#)
Subject: FW: MONROE COUNTY--COURTHOUSE renewal effective 1/1/2016 Policy 010-350073
Date: Wednesday, November 11, 2015 11:50:56 AM

From: Richard Tischer [mailto:RTischer@ticinsurance.com]
Sent: Thursday, November 05, 2015 3:33 PM
To: Ken Kittleson <Ken.Kittleson@co.monroe.wi.us>
Subject: Re: MONROE COUNTY--COURTHOUSE renewal effective 1/1/2016 Policy 010-350073

Ken,
Thanks for the update and thank you for the opportunity to assist you!

Kindest Regards

Richard Tischer
The Insurance Center
P 608.783.6441
www.ticinsurance.com

On Nov 5, 2015, at 3:03 PM, "Ken Kittleson" <Ken.Kittleson@co.monroe.wi.us> wrote:

Hi, Rick-

My recommendation will be to remain with Ameritas at the current rates for 2016-2017, but would like to bring the renewal before the personnel committee at their meeting on Nov 9, though there is discussion of rescheduling it to Nov 16. I will contact you immediately following the meeting. Thanks for all of your efforts with this, and please thank your Delta contact for being interested in our group.

-Ken

From: Richard Tischer [mailto:RTischer@ticinsurance.com]
Sent: Thursday, October 29, 2015 2:58 PM
To: Ken Kittleson <Ken.Kittleson@co.monroe.wi.us>
Subject: Fwd: MONROE COUNTY--COURTHOUSE renewal effective 1/1/2016 Policy 010-350073

Ken,
As you already know we have both carriers at current rate and 2 yr rate guarantee. I think both are final. Please advise.
Thanks

Richard Tischer
The Insurance Center
P 608.783.6441

www.ticinsurance.com

Begin forwarded message:

From: <JEarp@ameritas.com>
Date: October 29, 2015 at 2:19:38 PM CDT
To: Richard Tischer <RTischer@ticinsurance.com>
Cc: "BVillani@Ameritas.com" <BVillani@Ameritas.com>, Ken Kittleson <Ken.Kittleson@co.monroe.wi.us>, "susan.amundson@westlandinsurance.com" <susan.amundson@westlandinsurance.com>
Subject: RE: MONROE COUNTY--COURTHOUSE renewal effective 1/1/2016 Policy 010-350073

Hi Rick,

I just got off the phone with underwriting and was able to get them to agree to a **2 year rate guarantee** for this next renewal. In regards to the network issue, Delta only has 4 more PPO dentists in Monroe County. Almost half of the members see providers in La Crosse County and we have 23 more PPO providers than Delta in this county. Delta's Premier network doesn't factor in since their proposal didn't include this network.

We are truly thankful that Monroe County - Courthouse has allowed Ameritas to be their dental carrier over the last several years and we look forward to many more years to come. Thanks for working with us on this renewal.

Jeremy Earp | **Ameritas®** | Regional Group Manager
1110 Fourier Dr Ste 120 Madison, WI 53717 | p: 888-895-7800 | c: 608-215-3368 | f: 888-600-5304 | jearp@ameritas.com

From: Richard Tischer <RTischer@ticinsurance.com>
To: "BVillani@Ameritas.com" <BVillani@Ameritas.com>, Ken Kittleson <Ken.Kittleson@co.monroe.wi.us>, "susan.amundson@westlandinsurance.com" <susan.amundson@westlandinsurance.com>, "JEarp@ameritas.com" <JEarp@ameritas.com>
Date: 10/28/2015 05:16 PM
Subject: RE: MONROE COUNTY--COURTHOUSE renewal effective 1/1/2016 Policy 010-350073

Gentlemen,

Along with Delta's expanded network of dentists and quoting current rate, (which is attractive), Delta has sweetened the Monroe County quote today with a final offer by providing a rate guarantee of 2 yrs. So we don't have to do this again for a while, is your underwriter willing to beat this as a final last look so Monroe County can

remain your client until 2018? (three year rate guarantee) Please let me know your decision.

Kindest Regards

Richard Tischer
Corporate Benefits Specialist
rtischer@ticinsurance.com

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).

***CONFIDENTIALITY NOTICE:** This message and any included attachments are from Monroe County, Wisconsin and are for the sole use of the intended recipient(s). This message may contain confidential and privileged information. Unauthorized review, use, disclosure or distribution is strictly prohibited and may be unlawful. If you are not the intended recipient, please promptly delete this message and notify the sender of the delivery error by e-mail or you may call Monroe County at (608) 269-8696.*

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).

advance of the planned departure. <1/96><1/01>

- (b) Employees who are not department heads in classification grades 6 through 17 shall give notice in writing at least three weeks in advance of the planned departure. <1/96><1/01>
 - (c) All recognized County department heads, including all individual department heads at Rolling Hills, and all registered nurses, shall give notice in writing at least thirty days in advance of the planned departure.
 - (d) Employees failing to give the required advance notification of termination shall not be considered for reemployment except for unusual reasons and with the consent of the Personnel Director.
- (2) EXIT INTERVIEW. An exit interview shall be conducted, when possible, with a sampling of employees separating from County employment regardless of length of service, position or circumstances of separation. A mailing of forms to former employees may be used to supplement or replace interviews. The exit interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where personnel policies and procedures are in need of review or revision, and to determine where supervisory or managerial practices need modification or improvement.
- (a) The Personnel Director or an authorized designee shall conduct exit interviews and shall also analyze the results of each interview to determine relation to current personnel policies and procedures.
 - (b) Department heads shall notify the Personnel Director as soon as it is learned that an employee is leaving. The Personnel Director shall then schedule a time and place for the interview which shall normally be during the employee's last work day. Those employees not interviewed personally may be mailed an exit interview form to be completed and returned to the Personnel Department.

4.62 GROUNDS FOR DISCIPLINARY ACTION.

- (1) The County expects employees to report to their assigned place of work and be on-the-job at the beginning of the

shift. It is further expected that employees will be physically, emotionally and psychologically able to perform assigned tasks. An inability to perform assigned tasks may be grounds for initiating disciplinary action. Complaints concerning an employee's performance or actions should be referred to the employee's supervisor. Any complaint concerning the County Administrator will be addressed by the Administrative/Executive Committee. Any questions concerning the chain of command should be referred to the Personnel Department.

- (2) The following list, which is not intended to be all inclusive, gives examples of specific conduct which may warrant discipline ranging from a verbal warning to immediate discharge, depending on the seriousness of the offense in the judgment of management:
- (a) Failure to perform duties of assigned position.
 - (b) Dishonesty or falsification of records.
 - (c) Assuming duties while under the influence of controlled substances or intoxicants; or possession or use of intoxicants or controlled substances during working hours.
 - (d) Unauthorized use or abuse of County equipment or property.
 - (e) Theft or destruction of County equipment or property.
 - (f) Work stoppages such as strikes or slowdowns.
 - (g) Insubordination or refusal to comply with the legal order, or directive of an authorized supervisor.
 - (h) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws and regulations when this conduct impairs the efficiency of County service.
 - (i) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave.
 - (j) Use of official positions or authority for personal or political profit or advantage.
 - (k) Disregard or repeated violations of safety rules and regulations and work rules.
 - (l) Conduct constituting unlawful harassment,

discrimination or retaliation.

- (m) Use or possession of weapons while performing County work, with the exception of law enforcement employees.
- (n) Violation of any departmental or County policy.
- (o) Other circumstances which may warrant disciplinary action shall be addressed on a case-by-case basis.

4.63 DISCIPLINARY ACTION PROCEDURE.

- (1) It is expected that supervisory personnel shall uniformly enforce rules and regulations and document and date supporting evidence of misconduct. In all instances, this shall be done with the employee's knowledge. The degree of disciplinary action shall be tailored to the offense. It is not necessary that a series of notices (progressive discipline) be given for a serious instance of misconduct which would more properly be handled by an immediate suspension or involuntary termination. Prior to any involuntary termination, the Personnel Director must be consulted. <9/06>
- (2) VERBAL WARNING. A verbal notification shall be given an employee of violation of the County's policies or performance standards. An individual conference shall be used to fully explain and discuss the nature of the violation. The warning shall be signed by the supervisor issuing the warning and a copy shall be provided to the employee.
- (3) WRITTEN WARNING.
 - (a) Written warnings shall be placed in writing with a copy given to the employee and shall contain the specifics of the conduct for which the employee is being warned. The supervisor shall sign the written warning, and the record of such warning shall be maintained in the employee's personnel file. <9/06>Verbal and written warnings may not be appealed through the grievance procedures outlined in personnel policies 4.71 and 4.72. <7/04>
 - (b) Employees may insert a response to verbal and written warnings in their personnel file, if they choose.

(4) SUSPENSION.

- (a) All suspensions shall be without pay and result in either full reinstatement or termination.
- (b) An employee on suspension shall leave work and not report to work until instructed in writing to do so.
- (c) All suspensions may be grieved in accordance with the Grievance Procedure in 4.71
- (d) All suspensions shall be in writing with a copy given to the employee. Suspensions should not exceed thirty calendar days. Suspensions for exempt employees shall be in increments <2/03> of one week to protect the exempt status under the Fair Labor Standards Act. <12/97>

(5) INVOLUNTARY TERMINATION.

- (a) All involuntary terminations shall be ordered by the department head with notification to the County Administrator. <6/93><9/06>
- (b) All involuntary terminations shall be in writing, and approved by the Personnel Director, with a copy for the employee. <9/06>
- (c) All involuntary terminations receive no severance pay apart from that for time already worked and accrued vacation. <2/10>
- (d) All involuntary terminations may be appealed in accordance with the Grievance Procedure in 4.71. <9/06>

(6) EXCLUSIONS. Exclusions from the grievance and disciplinary action procedure processes are outlined in 4.05-4.07. <6/93>

4.64 ADMINISTRATIVE LEAVE FOR INVESTIGATORY PURPOSES.

- (1) An employee may be placed on administrative leave with pay during the investigation of some matter relative to the employment of the individual suspended.
- (2) Administrative leave with pay shall be used judiciously

Note: "More of the same" is not the basis for reclassification, but rather new work of a higher level shall be demonstrated before the County Administrator and Personnel Director shall consider a reclassification request.

- (4) Conversely, some positions are reduced in level of classification to reflect reduction in duties or responsibilities. Reclassification requests shall have the recommendation of the department head and Personnel Director prior to consideration and approval or denial by the County Administrator
- (5) For each position, a range of salary is established which reflects differences in the weighted factor score, as described in 4.25-4.27.

4.23 CHANGES IN CLASSIFICATION.

- (1) PROMOTION. Promotion is the movement of an employee from one position to another having a higher salary grade. When an employee is promoted to a position in a higher salary grade, the employee shall serve a three month trial period, or a longer period with concurrence of the department head and Personnel Director. <12/98> Salary shall be adjusted from the first date of promotion to a rate in the higher salary grade that grants the employee an increase in total salary for the year from the date of promotion above the total annual salary for the same period had the employee not received the promotion. <12/95><12/99> Due to varying circumstances involved with promotions, the department heads shall meet with the Personnel Director prior to the initiation of any personnel action involving a promotion. This effort should help avoid any misunderstanding which may occur when promotions are under consideration. All promotions shall be approved by the County Administrator.
- (2) TRANSFER.
 - (a) Transfer is the movement of an employee from one position to another in the same or different department having the same salary grade. There shall be no change in the salary rate of an employee who is transferred. The request shall be submitted to the County Administrator for action provided both