

Clark County, Wisconsin
Title: Administrative Compensation Policy

Title: Administrative Compensation Policy	Effective Date: January 8, 2017
	Adoption/Revision Date: January 1, 2020
Custodian: Personnel Manager	Approving Body: Personnel Committee

1. Authority

- a. Wis. Stat. 59.02, 59.03, and 59.51
- b. Clark County Code of Ordinances, Section 2-48

2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 17-4-19
- b. Clark County Employee Handbook and Administrative Manual

3. Purpose

- a. To establish a compensation program that:
 - i. Reflects the competitive market and strives for internal equity.
 - ii. Maintains uniformity across the organization, but allows for departmental flexibility to meet recruitment and retention needs.
 - iii. Establishes compensation expectations for county employees and incentive for reasonable longevity in comparison to market trends.

4. Scope

- a. Applies to all Clark County employees with exceptions of elected, seasonal, limited term, members of a collective bargaining agreement, or those positions not otherwise captured in the attached wage schedules.

5. Policy Overview

- a. This policy is established in transition from previous collective bargaining schedules and is intended to provide more uniformity and consistency in compensation schemes for Clark County employees. The policy addresses the County's principles of compensation, wage progression scheme, incentive schemes and reclassification process.
- b. This policy is administrative with authority vested in the Clark County Personnel Committee by ordinances and the authority for "across the board" changes approved by the Clark County Board of Supervisors.
- c. Administrative procedures regarding compensation are delegated to the Office of Finance and Personnel under guidance of this policy.

6. Policy Performance

- a. This policy is established to support the following recruitment and retention goals with quantifiable performance indicators:
 - i. At the organizational level, the median tenure in years for regular Clark County employee should not fall below the national median average for public employees as reported annually by the Bureau of Labor Statistics. [2016 Report = 7.7 years]
 - ii. At the department level, no department should experience more than 25% turn over in a year period, with consideration given to circumstances involving smaller departments with smaller staffs.
 - iii. At the position level, no vacant position should go unfilled for more than 60 days when actively recruiting.

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Founded in 1853

Administrative Compensation Policy

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SECTION 1: POLICY AUTHORITY

1. The Personnel Committee has the authority to administer the classification and salary plan under the Clark County Code of Ordinances, Section 2-48.
2. Amendments to this policy are governed by the Personnel Committee as granted by County Ordinance. Requests for amendments shall be submitted in writing to the Personnel Committee through the Personnel Office by using Appendix I. Amendment requests should specify: (1) the desired amendment; (2) the applicable section and language to amend; (3) the reason for the amendment; and (4) the recommended language or modification.

SECTION 2: POLICY DEFINITIONS

For purposes of this policy the following definitions will apply:

1. *Emergency* is defined as “a serious and unexpected, situation requiring immediate action to avoid a danger to the organization.”

SECTION 3: COMPENSATION POLICY PRINCIPLES

1. Support the performance goals of the compensation policy, the Clark County Mission, and strategic initiatives of the County.
2. Attract and retain a well-qualified workforce.
3. Compensate at levels that are both competitive with relevant labor markets and equitable across the organization.
4. Comply with federal code, state statute and county policy.
5. Demonstrate fiscal responsibility with citizen tax dollars.
6. Consistent practice of procedures, policies, and templates will be utilized with an understanding that limited exceptions may arise from operational needs. Deviations shall be approved the Personnel Committee.
7. Clark County will not discriminate in compensation based on race, color, gender, religion, creed, age, disability, national origin, lifestyle, or any other basis prohibited by state or federal law.
8. The compensation principles and related administration guidelines are regularly reviewed by the Personnel Manager and the Personnel Committee.

SECTION 4: WAGE SCHEDULE

The following section describes the structure, purpose, and progression using the Clark County Wage Schedule set forth in Appendix A.

4.1 PAY GRADES

1. The Clark County Wage Schedule is composed of a tiered system of pay grades.
2. County positions are assigned to pay grades based on study data, operational needs, and recruiting and retention trends.
3. Reclassification of a position to a different pay grade is described in Section 5 of this policy.

4.2 WAGE RANGE

1. Each pay grade has a wage range of 80% to 120% of the mid-market estimate derived from the 2018 – 2019 Clark County Classification and Compensation Study.

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2. Wage ranges shall not be adjusted for general increases (ie cost of living adjustments or wage adjustments based on CPI) as approved by Clark County Board of Supervisors.

4.3 SCHEDULE PROGRESSION

1. Each pay grade has a consistent and equal progression divided into nine steps.
2. Any starting pay referred to in this policy must start at a step within the position's pay grade.
3. The starting pay for a new employee in a position shall be determined by the department head and reviewed by the Personnel Manager.
 - a. The starting pay shall be determined based on the market and the new employee's experience and qualifications.
4. If an employee at Step 1 reaches the 6 month anniversary in the position at such step, the employee shall progress to Step 2.
5. For employees at Step 2 to Step 5, the employee shall progress to the next step at the 12 month anniversary in the position at each step.
6. For employees at Step 6 to Step 8, the employee shall progress to the next step at the 18 month anniversary in the position at each step.
7. Employees at Step 9 will no longer be eligible for step progressions.
8. Departments are required to submit a general wage notice (Appendix E) to the Department of Finance and Personnel for each new hire and for employees scheduled to receive a pay progression.
9. Years served in other positions do not transfer for pay progressions.
10. Any pay progression shall be realized on the first day of the first full pay period following the scheduled progression. See Table 1 below for a pay progression hypothetical.

Table 1 - Pay Progression Hypothetical

Day 1	6 month anniversary		12 month anniversary		18 month anniversary	
Employee's 1 st day at step	6 months at step	Date pay progression is realized*	12 months at step	Date pay progression is realized*	18 months at step	Date pay progression is realized*
03/06/2019	09/04/2019	09/15/2019	03/04/2020	03/15/2020	09/02/2020	09/13/2020

* Pay periods begin on Sundays every other week

4.4 STEP ADJUSTMENT

A step adjustment is a single increase in step progression occurring outside the scheduled pay progression set forth in Section 4.3. A request for such an adjustment (Appendix F) must be initiated by the department head and submitted to the Personnel Committee through the department's supervisory committee. The request must demonstrate financial and operational justifications that warrant a step adjustment.

SECTION 5: RECLASSIFICATION

Operational needs and position expectations will evolve and positions may need to be reclassified to a different pay grades. Reclassification of employees shall be reviewed and initially acted upon by the Personnel Committee from June 1 to June 30 upon the department's supervisory committee recommendation unless an emergency arises (see Section 2 for "Emergency" definition).

The following considerations and process will be utilized in a position reclassification:

1. Reclassification is warranted by the addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements of a position. An increase in volume of previously established duties does not warrant a reclassification.
2. Utilizing the Reclassification Request Form (Appendix G), all requests for a position reclassification shall be recommended by the immediate supervisor/department head, and approved by the supervising committee that administers the position.
3. Once approved by the supervising committee, the recommendation for the position reclassification is then presented to the Personnel Committee with:
 - a. a current job description and title;
 - b. a proposed job description and title indicating the addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements;
 - c. supporting documentation (i.e. job study data);
 - d. internal equity analysis;
 - e. an estimate of financial impact to the department; and
 - f. a plan of how the financial impact will be absorbed.
4. The Personnel Committee will review the reclassification request and supplemental materials, and if approved, the reclassification request will be forwarded to an external compensation plan consultant for a final endorsement. Consultation fees will be paid by the requesting department. Upon endorsement the reclassification will be implemented on the effective day, which will be the first day of the first full pay period of the new budget year unless otherwise approved by the Personnel Committee. Employees will carry their current hourly rate to their new pay scale and slide right to the next available step of their new paygrade upon the effective date of the reclassification.

SECTION 6: NEW POSITION

Operational needs within a department may require the creation of a new position. Creation of a new position will be considered by the Personnel Committee on an annual basis prior to budget preparations. In order to implement a new position, the new position must be approved by the department's supervisory committee.

The following considerations and process will be utilized:

1. A "new position" must contain essential job functions, expectations, and requirements that are not already consolidated under an existing position title on the wage schedule. Re-titling of an existing position does not warrant the creation of a new position.
2. Utilizing the New Position Request Form (Appendix H), all requests for a new position shall be recommended by the immediate supervisor/department head and approved by the department's supervising committee.
 - a. The Department of Finance and Personnel should be consulted in the creation of a new job position and description.
3. The approved recommendation for a new position is then presented to the Personnel Committee with the following documents:
 - a. a proposed job description and title indicating a new consolidation of significant duties, skill requirements, responsibilities, and/or education or experience requirements;
 - b. supporting documentation and job study data for schedule placement;
 - c. internal equity analysis;

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- d. an estimate of financial impact to the department; and
 - e. a plan of how the financial impact will be absorbed.
- 4. The Personnel Committee will review the new position request and supplemental materials, and if approved, the new position request will be forwarded to an external compensation plan consultant for a final endorsement. Consultation fees will be paid by the requesting department. Upon endorsement, the new position will be implemented.

SECTION 7: EMPLOYEE MOVEMENT

Employees may transition from one position to another during their tenure with Clark County. For purposes of this policy, these transitions will be classified as a promotion, a lateral transfer, or transfer to a lower pay grade. Departments are required to submit a general wage notice (Appendix E) to the Department of Finance and Personnel to initiate employee movement.

7.1 PROMOTION

A promotion is a transition of a County employee into a position found in a higher pay grade.

- 1. An employee will not have a wage reduction as a result of a promotion.
- 2. The starting pay as the result of a promotion shall commence at a wage higher than the employee's wage before promotion and shall be determined by the department head and be reviewed by the Personnel Manager. In the event the promotion is to a department head position, the department's supervisory committee shall determine the starting pay and be reviewed by the Personnel Manager.
- 3. An employee retains the right to negotiate the starting pay with the department head or department's supervisory committee depending on who is responsible to determine the starting pay.
- 4. Pay shall progress as set forth in Section 4.3.

7.2 LATERAL TRANSFER

A lateral transfer is a transition of a County employee into a position found in their current pay grade.

- 1. An employee will not have a wage reduction as a result of a lateral transfer.
- 2. The starting pay as the result of a lateral transfer shall be determined by the department head and be reviewed by the Personnel Manager.
- 3. An employee retains the right to negotiate the starting pay with the department head.
- 4. Pay shall progress as set forth in Section 4.3.

7.3 TRANSFER TO A LOWER PAY GRADE

A transfer to a lower pay grade is a transition of a County employee into a position found in a lower pay grade. It is understood that such a transition can be initiated by the employer or employee.

- 1. An employee shall have a wage reduction as a result of a transfer to a lower pay grade.
- 2. The starting pay as the result of a transfer to a lower pay grade shall be determined by the department head and be reviewed by the Personnel Manager.
- 3. An employee retains the right to negotiate the starting pay with the department head.
- 4. Pay shall progress as set forth in Section 4.3.

SECTION 8: SUPPLEMENTAL DEPARTMENT WORK RULES

Federal Regulations, Wisconsin State Statutes and Personnel Committee approved departmental work rules may allow for deviation from this policy. Such deviations shall be reviewed and approved by the Personnel Committee on an annual basis. Departments are required to submit a general wage notice (Appendix E) to the Department of Finance and Personnel to initiate wage changes.

Departments with supplemental pay schedules include the following:

1. Appendix B: Forestry and Parks Seasonal Employee Pay Schedule
2. Appendix C: Sheriff's Office Reserve Pay Schedule
3. Appendix D: Sheriff's Office Union Pay Schedule

SECTION 9: REVIEW AND MAINTENANCE

1. A review of this compensation plan and all job positions shall be conducted every one to two years or at the discretion of the Personnel Committee.
2. Any mass changes in schedule progression or correlating wage rates will be considered an "across the board salary adjustments" and shall be subject to approval by the Clark County Board of Supervisors.

SECTION 10: ATTACHMENTS

Appendix A: Wage Schedule
Appendix B: Forestry and Parks Seasonal Employee Pay Schedule
Appendix C: Sheriff's Office Reserve Pay Schedule
Appendix D: Sheriff's Office Union Pay Schedule
Appendix E: General Wage Rate Change
Appendix F: Step Adjustment Application
Appendix G: Reclassification Request Form
Appendix H: New Position Request Form
Appendix I: Proposed Changes to Compensation Policy
Appendix J: Revision History

SECTION 11: REVISION HISTORY

Revision History		
Adoption/ Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
1/8/2017	See Appendix J: Revision History	See Appendix J: Revision History
7/5/2017	See Appendix J: Revision History	See Appendix J: Revision History
TBD	See Appendix J: Revision History	See Appendix J: Revision History

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APPENDIX A: WAGE SCHEDULE

Salary Range	Department	Job Title	FLSA	1	2	3	4	STEPS 5	6	7	8	9
A	CCRLC	Executive Director	ED	\$44.54	\$47.32	\$50.66	\$54.00	\$57.34	\$60.68	\$64.02	\$66.25	\$66.81
B	Highway	Highway Commissioner	ED	\$40.15	\$42.66	\$45.68	\$48.69	\$51.70	\$54.71	\$57.72	\$59.73	\$60.23
	IT	IT Services Director	ED									
	Office of Finance	Comptroller	ED									
	Sheriff	Chief Deputy	ED									
C	CCRLC	Director of Financial Services	ED	\$36.19	\$38.45	\$41.17	\$43.88	\$46.60	\$49.31	\$52.03	\$53.84	\$54.29
	CCRLC	Director of Nursing-Daily Operations	ED									
	Community Services	Associate Director	ED									
	Corporation Counsel	Corporation Counsel	ED									
	County Attorney	County Attorney	ED									
	Forestry	Forestry and Parks Administrator	ED									
	Social Services	Director of Social Services	ED									
D	ADRC	ADRC Director	ED	\$32.50	\$34.53	\$36.97	\$39.41	\$41.84	\$44.28	\$46.72	\$48.34	\$48.75
	ADS	ADS Director	ED									
	CCRLC	Director of Social Services	ED									
	Child Support	Child Support Director	ED									
	EMS	Emergency Management Director	ED									
	Highway	Operations Manager/Patrol Supervisor	ED									
	Office of Finance	Assistant Comptroller	EM									
	Office of Personnel	Personnel Manager	ED									
	Public Health	Director of Public Health	ED									
	Sheriff	Communications Captain	ED									
	Sheriff	Detective Captain	ED									
	Sheriff	Jail Captain	ED									
	Sheriff	Patrol Captain	ED									
E	CCRLC	Director of Food and Nutrition Systems	EM	\$29.33	\$31.16	\$33.36	\$35.56	\$37.76	\$39.96	\$42.16	\$43.62	\$43.99
	CCRLC	Director of Plant Operations	EM									
	CCRLC	HR Manager	EM									
	CCRLC	Nurse Care Coordinator	EM									
	CCRLC	Physical Therapist	ED									
	Community Services	Behavioral Services Program Manager	EM									
	Community Services	Outpatient Services Program Manager	EM									
	Forestry	Forestry Manager	ED									
	IT	IT Services Site Manager	NE									
	Land Conservation	County Conservationist	ED									
	Maintenance	Maintenance Engineer	ED									
	Planning & Zoning	Planning & Zoning Administrator	ED									
	Social Services	Unit Manager-Family and Children's Social Work	ED									
	Veteran Services	Veteran Services Officer	ED									
F	CCRLC	Adult Day Care Coordinator	EM	\$26.50	\$28.16	\$30.14	\$32.13	\$34.12	\$36.11	\$38.09	\$39.42	\$39.75
	CCRLC	Food Service Manager	EM									
	CCRLC	QIDP	EM									
	CCRLC	Registered Nurse	ES									
	Forestry	Parks and Program Manager	ED									
	IT	IT Services Network Administrator	NE									
	IT	IT Services Server Administrator	NE									
	Planning & Zoning	County Surveyor	ED									
	Public Health	Lead Public Health Nurse	EM									
	Social Services	Unit Manager-Business Office	EM									
	Social Services	Unit Manager-Economic Support	EM									

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G	ADRC	Nutritionist/Dietitian	NE	\$23.88	\$25.38	\$27.17	\$28.96	\$30.75	\$32.54	\$34.33	\$35.53	\$35.83
	CCRLC	Assistant Director of Food and Nutrition	EM									
	CCRLC	Registered Dietician	EM									
	Community Services	Clinical Therapist	NE									
	Community Services	Registered Nurse	ES									
	Finance	Accountant/ Payroll & Benefit Coordinator	EM									
	Forestry	Facilities Supervisor	ED									
	Highway	Financial Manager	EM									
	Highway	Foreman	ES									
	Highway	Foreman - Maintenance Shop	ES									
	Maintenance	Maintenance Supervisor	EM									
	Planning & Zoning	GIS Coordinator	NE									
	Public Health	Public Health Educator	NE									
	Public Health	Public Health Nurse	NE									
	Register In Probate	Register in Probate	ED									
	Sheriff	Corrections Sergeant	NE									
H	ADRC	Financial Manager	NE	\$20.96	\$22.27	\$23.84	\$25.42	\$26.99	\$28.56	\$30.13	\$31.18	\$31.44
	ADRC	Information & Assistance Specialist	NE									
	ADRC	Nutrition & Prevention Coordinator	NE									
	ADS	Office/Safety Manager	EM									
	ADS	Rehab Services Manager	EM									
	CCRLC	Admissions Coordinator	NE									
	CCRLC	Asstistant Director of Client Services	NE									
	CCRLC	Social Worker	EM									
	Clerk of Courts	1st Deputy Clerk of Circuit Court	NE									
	Community Services	Birth to 3 Program Services Coordinator	EM									
	Community Services	Birth to 3 Speech Therapist	NE									
	Community Services	Case Manager	NE									
	Community Services	Emergency Mental Health Crisis Worker	NE									
	Community Services	Financial Manager	NE									
	Community Services	Service Facilitator/Case Manager	NE									
	Community Services	Substance Abuse Counselor	NE									
	Community Services	Support and Services Coordinator	NE									
	Forestry	Forester	NE									
	Forestry	Office Business Manager	NE									
	Highway	Crew Leader - Construction & Maintenance	NE									
	Highway	Mechanic	NE									
	Public Health	Environmental Health Specialist	NE									
	Public Health	Jail Health Nurse	NE									
	Sheriff	Administrative Supervisor	EM									
	Social Services	Financial Manager	NE									
	Social Services	Social Worker	ES									
I	ADS	Food Service Manager	EM	\$18.88	\$20.06	\$21.48	\$22.90	\$24.31	\$25.73	\$27.15	\$28.09	\$28.33
	CCRLC	Director of Activity Therapy	EM									
	CCRLC	Director of Medical Records	EM									
	CCRLC	Housekeeping Supervisor	NE									
	CCRLC	Plant Operations Specialist	NE									
	Child Support	Child Support Specialist II	NE									
	Community Services	Mental Health Tech/TCM	NE									
	Forestry	Construction Specialist/Heavy Equip Operator	NE									
	Forestry	Forestry Technician	NE									
	Forestry	Maintenance Specialist	NE									
	Highway	Bridge Inspector	NE									
	Highway	Heavy Equipment Operator	NE									
	Highway	Maintenance Specialist	NE									
	IT	IT Services Technician	NE									
	Land Conservation	Conservation Agronomist	NE									
	Land Conservation	Conservation Engineer	NE									
	Office of Finance	Finance Associate	NE									
	Office of Personnel	Personnel Assistant	NE									
	Planning & Zoning	Land Use Specialist	NE									
	Public Health	Finance Associate	NE									
	Register in Probate	1st Deputy/Juvenile Clerk	NE									
	Sheriff	Correction Deputy (*ND = \$0.25/hr)	NE									
	Sheriff	Telecommunicator (*ND = \$0.25/hr)	NE									

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J	ADRC	Benefit Specialist	NE	\$17.19	\$18.27	\$19.56	\$20.85	\$22.14	\$23.42	\$24.71	\$25.57	\$25.79
	ADS	Maintenance Technician	NE									
	ADS	Vocational Counselor	NE									
	CCRLC	Activity Therapist	NE									
	CCRLC	Adult Day Care Assistant Coordinator	NE									
	CCRLC	Beautician	NE									
	CCRLC	Certified Occupational Therapy Assistant	NE									
	CCRLC	Lead Laundry Worker	NE									
	CCRLC	LPN	ES									
	CCRLC	Shipping/Receiving Agent	NE									
	District Attorney	Legal Secretary	NE									
	District Attorney	Victim Witness Coordinator	NE									
	Forestry	Construction Specialist/Carpenter	NE									
	Forestry	Maintenance Technician	NE									
	Highway	Equipment Operator	NE									
	Register of Deeds	1st Deputy	NE									
	Social Services	Access Worker	NE									
	Social Services	Benefit Specialist (*Lead receives \$1.00/hr extra)	NE									
	Veteran Services	Benefit Specialist	NE									
K	ADS	Pizza Sales Representative	NE	\$15.77	\$16.75	\$17.94	\$19.12	\$20.30	\$21.49	\$22.67	\$23.46	\$23.65
	ADS	Rehab Supervisor w/CDL	NE									
	CCRLC	Accounting Technician/Accounts Bookkeeper	NE									
	CCRLC	Administrative Assistant	NE									
	CCRLC	Client Services Specialist	NE									
	CCRLC	Health Information Technician	NE									
	CCRLC	Nurse Technician	ES									
	CCRLC	Rehab Office Supervisor	NE									
	CCRLC	Staffing Coordinator	NE									
	CCRLC	Unit Clerk	NE									
	Clerk of Courts	Accounting Technician	NE									
	Clerk of Courts	Court Clerk	NE									
	Community Services	Accounting Technician	NE									
	Community Services	Administrative Assistant	NE									
	County Clerk	1st Deputy Clerk	NE									
	Forestry	Parks Worker/Equipment Operator	NE									
	Office of Finance	Finance Payroll Assistant	NE									
	Planning & Zoning	Administrative Assistant	NE									
	Social Services	Administrative Assistant	NE									
	UW Extension	Administrative Assistant	NE									
L	ADRC	Center Coordinator	NE	\$14.54	\$15.45	\$16.54	\$17.63	\$18.72	\$19.81	\$20.90	\$21.63	\$21.81
	ADS	Program Assistant	NE									
	ADS	Rehabilitation Supervisor	NE									
	Child Support	Child Support Specialist I	NE									
	Community Services	Program Assistant	NE									
	County Treasurer	1st Deputy Treasurer	NE									
	County Treasurer	Tax Lister	NE									
	Highway	Program Assistant	NE									
	Planning & Zoning	Land Information Technician	NE									
	Planning & Zoning	Land Use Technician	NE									
	Register of Deeds	Program Assistant	NE									
	Sheriff	Administrative Assistant	NE									

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M	ADRC	Program Assistant	NE	\$13.22	\$14.05	\$15.04	\$16.03	\$17.02	\$18.01	\$19.01	\$19.67	\$19.83
	CCRLC	Adult Day Care Aide	NE									
	CCRLC	Certified Nursing Asst	NE									
	CCRLC	Custodian	NE									
	CCRLC	Maintenance Assistant	NE									
	CCRLC	Personal Support Worker	NE									
	CCRLC	Resident Assistant	NE									
	CCRLC	WIC Nutrition Assistant	NE									
	Forestry	Parks Worker	NE									
	Highway	Laborer	NE									
	Land Conservation	Program Assistant	NE									
	Maintenance	Buildings and Grounds Worker	NE									
N	CCRLC	Health Information Clerk	NE	\$12.02	\$12.77	\$13.67	\$14.57	\$15.47	\$16.38	\$17.28	\$17.88	\$18.03
	Forestry	Office Assistant	NE									
	Register of Deeds	Office Assistant	NE									
	UW Extension	Office Assistant	NE									
O	ADRC	Van Driver	NE	\$9.30	\$11.62	\$12.44	\$13.26	\$14.08	\$14.90	\$15.72	\$16.27	\$16.40
	CCRLC	Baker-Cook	NE									
	CCRLC	Client Services Assistant	NE									
	CCRLC	Food Service Worker	NE									
	CCRLC	Housekeeper	NE									
	CCRLC	Laundry Worker	NE									
	CCRLC	Sewing Room Clerk	NE									
P	Register In Probate	Bailiff	NE	\$10.10	\$10.73	\$11.48	\$12.24	\$13.00	\$13.76	\$14.51	\$15.02	\$15.14
Q	CCRLC	Reception/Switchboard	NE	\$9.38	\$9.97	\$10.68	\$11.38	\$12.08	\$12.79	\$13.49	\$13.96	\$14.08
R	CCRLC	Dishwasher	NE	\$8.28	\$8.80	\$9.42	\$10.05	\$10.67	\$11.29	\$11.91	\$12.32	\$12.43

** **BOLD** titles indicate those positions that were sent for market data in 2019**

* ND = night differential

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APPENDIX B: FORESTRY & PARKS SEASONAL EMPLOYEE PAY SCHEDULE

This shall serve as the current approved process for hiring of seasonal and temporary Forestry and Parks Department employees, together with related wage considerations.

General Laborer Seasonal: This category of seasonal employees includes individuals with little experience who are employed as campground maintenance, summer mowing crew and Bruce Mound operations workers.

First year of employment - Wage rate	\$9.50/hour
Second year - - - - -	\$10.00/hour
Third year - - - - -	\$10.40/hour
Fourth year - - - - -	\$10.70/hour

After 4 years, individuals in this category who have demonstrated a high level of job proficiency may be promoted to the second year Skilled and Experienced Seasonal level with an increase in pay up to that level.

Skilled and Experienced Seasonal: This category of seasonal employees includes individuals with unique qualifications or considerable work experience. These positions involve specialized tasks and/or a greater level of responsibility than the General Labor category. Examples of this category include assistant campground managers, mowing crew lead worker, campground maintenance leads and Bruce Mound operations workers.

First year of employment - Wage rate	\$10.75/hour
Second year - - - - -	\$11.25/hour
Third year - - - - -	\$11.65/hour
Fourth year - - - - -	\$11.95/hour

Wage rates for skilled and experienced seasonal employees that work beyond 4 years will be reviewed on a case-by-case basis, but may not exceed \$13.00/hour.

Starting pay for newly hired employees may be adjusted depending on skill level and previous relevant work experience.

Specialized and Professional Limited Term Employees and Interns: The Forestry and Parks Department has employed specialized and professional LTE's on a project basis and for other specialized employment to perform essential functions of the department. These employees possess specialized skills or education essential to the position. Depending on skill level and work experience, specialized and professional employee wage rate would normally be not less than \$13.00/hour and not greater than \$18.00/hour.

Park Manager Positions: This category of seasonal employment includes those employees with responsibility for management of campgrounds and parks. Typical duties of a park manager includes registering campers, greeting the public, record keeping, collect and deposit fees, enforcing park policies

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and county ordinances, resolve disputes, grounds maintenance, and direct supervision of seasonal park staff.

Starting in 2012 all park managers are paid an hourly wage. Pay range for park managers shall be not less than \$11.00/hour and not greater than \$17.00/hour depending on the park, experience and housing allowance.

Following is a list of county parks with manager positions. This list reflects from highest to lowest, the ranking of pay for park managers. Generally, this ranking is also a reflection on park size, visitor numbers, and annual revenues.

- 1) Russell Memorial Park
- 2) Rock Dam and Wild Rock Parks
- 3) Snyder Park
- 4) Mead Lake Park
- 5) Sherwood Park

Seasonal Employee Incentive: In order to provide exceptional customer service to our patrons, increase the recruitment of quality employees and improve retention of those employees, Clark County Forestry and Parks Department offers seasonal employment incentive opportunities. To qualify for the following incentives, an employee must demonstrate an ability and willingness to execute their daily tasks in a proper and timely manner while meeting the following requirements.

- A. Employee shall demonstrate an eagerness to learn and develop work skills.
- B. Employee shall maintain a regular and consistent work schedule.
 - i) Campground Staff shall work an average of 25 hours a week through the summer camping season.
 - ii) Bruce Mound Staff shall be available for snow making, during the holiday season and work an average of one shift per week.
- C. Employee shall be in good standing with Clark County Forestry and Parks Management staff.

One of the following incentive opportunities available to those Seasonal Employees who meet the above criteria are:

- A. Campground Manager
 - 1) Free use of the park designated "Manager Site" during the duration of your seasonal employment.
- B. Campground Staff
 - 1) The use of a walk-in only available site free of charge during weekends where that person will be the primary on site contact.
 - 2) 25% off one (1) camping reservation, 28 nights or longer, within Clark County Forestry and Parks Campgrounds.
 - 3) 25% off of up to three (3) camping reservations, less than 28 nights each, within Clark County Forestry and Parks Campgrounds.
 - i) All camping discounts will be processed after Labor Day.
- C. Bruce Mound Staff
 - 1) A free season lift ticket.

Seasonal Employee Administration: The Forestry and Parks Department Managerial Staff is charged with the overall administration of departmental programs and functions. The Forestry and Parks Department Managerial Staff is authorized and directed the responsibility of recruiting and hiring

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seasonal and short-term labor, together with decision making authority for discipline and discharge of such employees.

The Forestry and Parks Department Managerial Staff performs these personnel related functions within the framework of an approved annual work plan and County Board approved budget.

The yearly step progressions and employee incentives are intended to recognize skills acquired over time and improved efficiency through recognition of operating procedures and knowledge of the job. Seasonal employee pay rates will be reviewed in the spring and fall with the appropriate adjustments made. Wage increases are not automatic and will be based on length of service and performance. Partial step increases may be approved. Wage increases will be used to reward and motivate employees while maintaining department morale.

It is expected that Forestry and Parks and Highway Departments will continue and possibly expanding employee sharing. The ability to attract and maintain competent seasonal employees to backfill full-time employees at Bruce Mound is essential to continuing this arrangement.

Approvals: The above recognized 2020 Forestry and Parks Department Seasonal Employee Pay Schedule is hereby approved by the Forestry and Parks Committee on November 12, 2019 and Personnel Committee on November 18, 2019 and does supersede previously established seasonal pay schedules. Implementation of the new rates begin January 5, 2020, the beginning of the first pay period in 2020.

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APPENDIX C: SHERIFF'S OFFICE RESERVE PAY SCHEDULE

Reserves-Part Time Employee in Both Divisions

Untrained/Uncertified	\$14.00
Trained/Uncertified	\$16.00
Untrained/Certified	\$16.00
Certified/Trained*	\$18.88

*Certified/Trained range = Step 1

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APPENDIX D: SHERIFF'S OFFICE UNION PAY SCHEDULE

ADDENDUM 'A'

WPPA Association Local 662 Contract - Sheriff's Department Personnel
2019-2020 Contract

		Start	w/ ND	1 Year	w/ ND	2 Year	w/ND	3 Year	w/ ND
2018	Jul	\$ 21.50	\$ 22.00	\$ 22.30	\$ 22.80	\$ 23.68	\$ 24.18	\$ 26.61	\$ 27.11
2019	Jan	\$ 21.98	\$ 22.48	\$ 22.80	\$ 23.30	\$ 24.21	\$ 24.71	\$ 27.21	\$ 27.71
2020	Jan	\$ 22.31	\$ 22.81	\$ 23.14	\$ 23.64	\$ 24.57	\$ 25.07	\$ 27.62	\$ 28.12
2020	Jul	\$ 22.64	\$ 23.14	\$ 23.49	\$ 23.99	\$ 24.94	\$ 25.44	\$ 28.03	\$ 28.53

2019-2020 Contract

Investigators, Sergeant, and Detective Pay Scale with Uniform Allowance and Night Differential Included

		Base	w/ ND
2018	Jul	\$ 27.99	\$ 28.49
2019	Jan	\$ 28.90	\$ 29.40
2020	Jan	\$ 29.62	\$ 30.12
2020	Jul	\$ 30.06	\$ 30.56

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APPENDIX E: GENERAL WAGE RATE CHANGE

Dept. Name:		Date Completed:
Employee Name:		Employee #:
Job Title (current):	Grade (current):	Step (current):
Job Title (proposed):	Grade (proposed):	Step (proposed):
Type of Change:	New Hire	Effective Date:
Wage Rate Recommended: (For active law enforcement union employees, please separate by hourly, uniform and differential if applicable.)		
Current County Wage: (if applicable)		

New Hires and Promotions/Transfers, please complete the following:

Employee Status:	Full-time
How many hours will employee work per week?	
Was position posted per contract:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will employee work at least 1 year and 1200 hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will employee work at least 80 hours per month?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the position approved by your Dept.'s Supervising Committee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the new employee entitled to (check all that apply):	<input type="checkbox"/> Health Insurance? <input type="checkbox"/> PTO? <input type="checkbox"/> STD/LTD? (min 80 hrs/mo)
Please explain "No and N/A" responses:	
Are there any special conditions of employment? If so, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
For active law enforcement union employees – Indicate the following:	<input type="checkbox"/> Certified <input type="checkbox"/> Not Certified <input type="checkbox"/> Other
Has employee attended orientation with Payroll Office (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has employee received ID Badge and Entrance Card (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Step Adjustments:

If regular full-time employee, how many months has this employee been in this position?

If regular part-time employee, how many hours work in this position since the last approved wage rate change?

Employee's Signature

Date

Department Head's Signature

Date

Date reviewed by Personnel Manager:

To be completed by Department of Finance and Personnel

Pay Group:	Job Code:	Union Code:	Work Comp Code:
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APPENDIX F: STEP ADJUSTMENT APPLICATION

1. Type of Step Adjustment <input type="checkbox"/> Step Adjustment (Step Increase)		2. Proposed effective date:	
3. Employee Name:	4. Employee Number:	5. Department:	
6. Current Position Title:		7. Current Pay Grade:	
8. Current Wage Rate:	9. Proposed Wage Rate:	10. Date employee began current position:	
11. Years served in current position:	12. Date materials received by the Department of Finance and Personnel:		

Required Supporting Documentation:

☐ Current job description and title

☐ Estimated county financial impact to remove, retrain and recertify a replacement:
 \$_____ ☐ supporting documentation and calculations

☐ Estimated operational impact to replace the employee: #service hours lost:
 _____ ☐ supporting documentation and calculations

☐ Total financial impact to implement step adjustment:
 \$_____ Budget year: _____

☐ Plan of how financial impact will be absorbed.

☐ When was the employees last increase: ____/____/_____,

☐ What was the amount of the increase in dollars and cents: _____

☐ What was the amount of the increase as a percentage of their wage rate at the time:
 % _____

☐ When will the employee's next increase come if no action is taken:
 ____/____/_____.

☐ How much will that increase be in dollars and cents: _____.

☐ How long has the employee been in the department? _____and in current position?

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<input type="checkbox"/> Additional supporting documentation
<div style="display: flex; justify-content: space-between;"> Department Head Signature: Date: </div>
<div style="display: flex; justify-content: space-between;"> Supervisory Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: </div>
<div style="display: flex; justify-content: space-between;"> Personnel Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: </div>

TO BE COMPLETED BY THE DEPARTMENT OF FINANCE AND PERSONNEL

New Wage Rate:	Effective Date:
Old Wage Rate:	
Signature of Personnel Manager:	Date:
Incentive Retention executed by:	Date:

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APPENDIX G: RECLASSIFICATION REQUEST

1. Department:	2. Number of employees:	3. Full-time/Part-time
4. Current Position Title:		5. Pay Grade:
6. Proposed Position Title:		7. Proposed Pay Grade:
8. Date materials effectively received by the Office of Personnel:		9. Proposed Effective Date:
<p align="center"><u>Required Supporting Documentation:</u></p> <p><input type="checkbox"/> Current job description and title</p> <p><input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements</p> <p><input type="checkbox"/> Describe why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.</p> <p><input type="checkbox"/> Supporting documentation (i.e. study data, internal equity)</p> <p><input type="checkbox"/> Total financial impact to implement reclassification: \$_____ Budget year:_____</p> <p><input type="checkbox"/> Plan of how financial impact will be absorbed</p>		
Department Head Signature:		Date:
Supervisory Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
Personnel Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:

TO BE COMPLETED BY THE DEPARTMENT OF FINANCE AND PERSONNEL

Approved New Position Title:	Effective Date:
Pay Group:	Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:	Union Code:
Workmen's Comp Code:	EEOC Job/Salary Category:
New EEOC Function Number:	
Signature of Personnel Manager:	Date:
Reclassification executed by:	Date:

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APPENDIX H: NEW POSITION REQUEST FORM

1. Proposed Position Title:		2. Department:	
3. Position reports to:		4. Date all materials received by Personnel:	
5. <input type="checkbox"/> Full-time; <input type="checkbox"/> Part-Time; <input type="checkbox"/> Other: LTE/Seasonal/Reserve/Intern		6. Estimated hours per week:	
7. Benefits Eligibility: <input type="checkbox"/> yes <input type="checkbox"/> no	8. Is this position covered by grant funding: <input type="checkbox"/> yes % _____ <input type="checkbox"/> no		9. Proposed date to fill position:
<p align="center">Required Supporting Documentation:</p> <p><input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements</p> <p><input type="checkbox"/> Proposed pay group</p> <p><input type="checkbox"/> Supporting documentation (i.e. job study data, internal equity)</p> <p><input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____</p> <p><input type="checkbox"/> Plan of how financial impact will be absorbed</p> <p><input type="checkbox"/> Proposed change to department's organizational chart</p>			
Department Head Signature:		Date:	
Supervisory Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Personnel Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:	

TO BE COMPLETED BY THE OFFICE OF FINANCE AND PERSONNEL

Approved New Position Title:	Effective Date:
Pay Group:	Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:	Union Code:
Workmen's Comp Code:	EEOC Job/Salary Category:
New EEOC Function Number:	
Signature of Personnel Manager:	Date:
New Position Added by:	Date:

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APPENDIX I: PROPOSED CHANGES TO COMPENSATION POLICY

This form is intended to be used for submission of proposed changes of the Administrative Compensation Policy in accordance with Section 1.

Section	Applicable Language	Issue or Concern Noted	Resolution Proposed

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APPENDIX J: REVISION HISTORY

<u>Action Date:</u>	<u>Change:</u>	<u>Justification:</u>	<u>Authority:</u>	<u>Effective Date</u>
	Reclassifications/ Granted Appeals:			
8/2/2016	ADS- Food Service Manager from J to K	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	Community Services- Emergency Mental Health Crisis Worker from J to I	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	Forestry and Parks- Maintenance Technician from M to L	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	Forestry and Parks- Construction Specialist / Heavy Equipment Operator from K to J	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	Forestry and Parks- Parks Worker from O to M	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Activity Therapist from P to O	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Adult Day Care Aide from Q to O	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Adult Day Care Assistant Coordinator from O to N	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Day Service Coordinator from K to I	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Director of Activity Therapy from K to J	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Food Service Manager from I to J	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Food Service Worker from S to Q	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Housekeeper from S to Q	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Housekeeping Supervisor from L to K	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Laundry Worker from S to Q	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC - Linen & Clothing Clerk from S to Q	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Personal Support Worker from P to O	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC-Rehab Office Supervisor / Accounting Technician from N to M	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Resident Assistant from R to O	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Sewing Room Clerk from R to Q	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017

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<u>Action Date:</u>	<u>Change:</u>	<u>Justification:</u>	<u>Authority:</u>	<u>Effective Date</u>
8/2/2016	Social Services- Access Worker from M to L	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	Sheriff Office- Telecommunicator M to L	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	Public Health- Administrative Assistant hrly rate of 18.02	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
12/9/2016	Add revision date to the document cover, and as footer on each page	Ensure referencing most up to date	Action Personnel Committee	1/8/2017
12/9/2016	Substitute wage schedule (8/15/16) to reflect changes resulting from the appeal process	as stated	Action Personnel Committee	1/8/2017
12/9/2016	Modify FLSA status for "Director of Social Services/Program Director-CBRF" on Pay Grade "H" from "ED" to "EM" to reflect traditional practice of the position.	as stated	Action Personnel Committee	1/8/2017
12/9/2016	Rename pay grade "W" to "T"	will not be adding T-W Pay Grades	Action Personnel Committee	1/8/2017
12/9/2016	Change Pay Grade "W/T" to reflect \$10.00 mid point; ranging from \$8 @ 80% to \$12 @ 120%	Keeps bottom above minimum age and reflects "living wage" for F/T employees	Action Personnel Committee	1/8/2017
12/9/2016	Make a Revision Tracking Log: Tracking all Amendments with date and justification beginning with appeals results:	as stated	Action Personnel Committee	1/8/2017
12/9/2016	Include language on process of policy changing under Section 1: Policy Authority: "Amendments to this policy are governed by the Personnel Committee as granted by County Ordinance. Requests for amendments may be submitted in writing to the Personnel Committee through the Personnel Office. Amendment requests should specify: (1) the desired amendment, (2) the applicable section and language to amend, (3) the reason for the amendment, (4) the recommended language or modification." Add request form as an appendix, comparable to that in the handbook.	better define authority and process	Action Personnel Committee	1/8/2017

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<u>Action Date:</u>	<u>Change:</u>	<u>Justification:</u>	<u>Authority:</u>	<u>Effective Date</u>
12/9/2016	Modify Appendix D: Remove Boxes, 1, 2, and 8: We should change our culture of reclassifications being focused on individuals, to focus on the position and essential job functions. Add # of employees impacted. Add if full-time or part-time.	as stated	Action Personnel Committee	1/8/2017
12/9/2016	Add annotation "*" noting deviation for: Highway Commissioner, Personnel Manager, and DSS Lead. Reference to work rules, Committee Action or resolutions	Identify special pay situations	Action Personnel Committee	1/8/2017
12/9/2016	Clarification on transition: if currently working at a split rate, like sewing room clerk, which number do we use in transitioning to new scale if combined?	Clarify the rate used in issuing a transition	Action Personnel Committee	1/8/2017
3/20/2017	Addition of Director of Information Technology Services to Pay Grade "B."	New position added	Action Personnel Committee	4/2/2017
3/20/2017	Addition of Register of Deeds - Office Assistant to Pay Grad "Q."	Due to oversight, position was not added during comp plan development	Action Personnel Committee	4/2/2017
7/5/2017	Addition of a policy cover, revision history and policy review for the Administrative Compensation Policy	In compliance with policy on policy and states policy goals	Action Personnel Committee	1/7/18
7/5/2017	Addition of a definitions section and defining of the term "emergency" in the Administrative Compensation Policy	as per committee directive	Action Personnel Committee	1/7/18
7/5/2017	Amendments to the compensation principles as presented in the Administrative Compensation Policy	as per Personnel Manger recommendation to add more clarity on intentions	Action Personnel Committee	1/7/18
7/5/2017	Replace the current wage schedule incentive rates with a step seven (7) at the 112% rate and amend necessary policy language in the Administrative Compensation Policy to reflect this change	Removes discretion and miss understood expectation of entitlement based on longevity	Awaiting Approval of the County Board	1/7/18

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<u>Action Date:</u>	<u>Change:</u>	<u>Justification:</u>	<u>Authority:</u>	<u>Effective Date</u>
7/5/2017	Amendment Section 5 to include the language, "Upon endorsement the reclassification will be implemented on the effective day, which will be the first day of the first full pay period of the new budget year unless otherwise approved by the Personnel Committee. Employees will carry their current hourly rate to their new pay scale and slide right to the next available step of their new paygrade upon the effective date of the reclassification.	adds clarity in how and when employees will be impacted by reclassifications	Action Personnel Committee	1/7/18
7/5/2017	Amend Section 8 in the Administrative Compensation Policy as proposed	removes language needed in the 2017 transition	Action Personnel Committee	1/7/18
7/5/2017	Amend Appendix F in the Administrative Compensation Policy as proposed	reflects common questions asked by the committee during incentive adjustment requests	Action Personnel Committee	1/7/18
7/5/2017	Amend Appendix G in the Administrative Compensation Policy as proposed	reflects concerns of displaced work duties in reclassifications	Action Personnel Committee	1/7/18
3/20/2017	Addition of Director of IT Services to Pay Grade B	New position added	Action Personnel Committee	1/7/18
7/26/2017	Addition of IT Services Technician to Pay Grade J	New position added	Action Personnel Committee	1/7/18
9/15/2017	Addition of IT Services Site Manager to Pay Grade D	New position added	Action Personnel Committee	1/7/18
9/15/2017	Addition of IT Services Network/Server Administrators to Pay Grade E	New position added	Action Personnel Committee	1/7/18
8/18/2017	Addition of Nutrition and Prevention Coordinator to Pay Grade J	New position added	Action Personnel Committee	1/7/18
8/18/2017	Addition of Nutritionist/Dietitian to Pay Grade I	New position added	Action Personnel Committee	1/7/18
7/26/2017	CCRLC Beautician from Q to P	Reclassification	Action Personnel Committee	1/7/18
7/26/2017	CCRLC Director of Financial Services from E to C	Reclassification	Action Personnel Committee	1/7/18

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<u>Action Date:</u>	<u>Change:</u>	<u>Justification:</u>	<u>Authority:</u>	<u>Effective Date</u>
7/26/2017	CCRLC Director of Social Services from H to G	Reclassification	Action Personnel Committee	1/7/18
7/26/2017	ADS Director from G to F	Reclassification	Action Personnel Committee	1/7/18
6/28/2017	Forestry & Parks Administrative Assistant from M to L. Changed title to Office Business Manager	Reclassification	Action Personnel Committee	1/7/18
7/5/2017	Social Services Accounting Technician from M to K. Changed title to Financial Manager	Reclassification	Action Personnel Committee	1/7/18
7/26/2017	Community Services Accounting Technician from M to K. Changed title to Financial Manager	Reclassification	Action Personnel Committee	1/7/18
7/26/2017	Community Services Accounting Assistant from O to M. Changed title to Accounting Technician	Reclassification	Action Personnel Committee	1/7/18
9/14/2017	Addition of Land Use Technician to Pay Grade L	New position added	Action Personnel Committee	1/7/18
11/7/2017	Section 11: Revision History. Added appendices to show changes made.	as stated	Action Personnel Committee	1/7/18
11/9/2017	Appendix A: Updated Wage Schedule with reclassifications and to show 1.84% increase	as stated	Action Personnel Committee and County Board	1/7/18
7/1/2017	Appendix B: Updated Mead Dam Operator wage	as stated	Action Forestry and Parks Committee	1/7/18
11/9/2017	Appendix C: Updated Sheriff Office wages to show 1.84% increase	as stated	Action Personnel Committee and County Board	1/7/18
11/7/2017	Appendix E: Made note the Highway Commissioner agreement is no longer valid as of 12/7/17 due to retirement. Kept appendix in for history reasons.	as stated	Action Personnel Committee	1/7/18
12/6/2017	Personnel Manager- From F to E	as stated	Action Personnel Committee	12/6/2017
9/12/2018	ADS Director- From F to E	Reclassification	Action Personnel Committee	1/6/2019

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<u>Action Date:</u>	<u>Change:</u>	<u>Justification:</u>	<u>Authority:</u>	<u>Effective Date</u>
9/12/2018	CCRLC Director of Financial Services- From C to B	Reclassification	Action Personnel Committee	1/6/2019
9/12/2018	Addition of Assistant Comptroller to Pay Grade F	New position added	Action Personnel Committee	1/6/2019
9/12/2018	Addition of Finance Associate to Pay Grade K	New position added	Action Personnel Committee	1/6/2019
9/27/2018	Appendix D: Updated WPPA wages per contract	As stated	Action Personnel Committee	1/6/2019
10/10/2018	Appendix A: Updated Wage Schedule with reclassifications and to show 1.84% increase	As stated	Action Personnel Committee and County Board	1/6/19
10/10/2018	Appendix C: Updated Sheriff Office wages to show 1.84% increase	As stated	Action Personnel Committee and County Board	1/6/2019
12/18/2018	Appendix B: Updated Seasonal Wage Schedule	As stated	Action Personnel Committee	1/6/2019
04/16/2019	<ul style="list-style-type: none"> -Updated the Table of Contents Simplified authority reference in Section 1 -Updated wage schedules in Appendix A with updated wage ranges and position placement -Redefined wage ranges; prohibited updating wage ranges based on general increases -Removed starting range from wage schedule -Defined starting pay is determined by department head -Changed frequency of step progressions (current: 18 month; proposed: 6, 12, or 18 month depending on step) -Refined step adjustment process in Section 4.4 *Redefined reclassification process by limiting window for 	2018-2019 Compensation Study with assistance and recommendations from CliftonLarsonAllen	Action by County Board of Supervisors	04/16/2019

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	reclassification requests in Section 5 -Defined wage impact and process for employee movement in Section 7 -Removed Section 9 for 2017 transition -Changed review of compensation plan every 1-2 years vs. every 4 years in Section 9 -Removed Appendix E and K -Updated Appendix C and D to reflect CBA and current practice			
4/11/2019	Title Changes: Highway Department: Crew Leader – Maintenance Shop <u>TO</u> Foreman – Maintenance Shop Sheriff's Office: Administrative Assistant/Supervisor <u>TO</u> Administrative Supervisor Sheriff's Office: Program Assistant <u>TO</u> Administrative Assistant ADRC: Administrative Assistant <u>TO</u> Financial Manager	As stated	Action by Personnel Committee	5/12/2019
6/17/2019	Sheriff Communications and Detective Captain- From F to D	Reclassification	Action by Personnel Committee	7/7/2019
6/17/2019	Public Health Administrative Assistant- From K to I. Renamed position to Finance Associate.	Reclassification	Action by Personnel Committee	1/5/2020
4/12/2019	Updated Department from CCRLC to Community Services for Case Manager, Support and Service Coordinator and Emergency Management Crisis Worker.	Contract change	Action by Community Services Committee	1/5/2020
11/18/2019	Appendix B: Updated Seasonal Wage Schedule	As stated	Action Personnel Committee	1/5/2020