

ENROLLED ORDINANCE 168-65

ESTABLISH SALARY PLACEMENT POLICY FOR LIEUTENANT POSITIONS
AND AUTHORIZE A ONE-TIME SALARY ADJUSTMENT FOR
LIEUTENANTS AND CAPTAINS

WHEREAS, the Sheriff Department has experienced a limited pool of qualified candidates for vacant Lieutenant positions, and

WHEREAS, Lieutenants and Captains are exempt staff who do not earn overtime, educational incentive pay, or receive uniform allowance, and

WHEREAS, Deputy Sheriffs and Detectives earn overtime, educational incentive pay and receive uniform allowance which creates a salary compression and a disincentive for employees to apply for supervisory positions, and

WHEREAS, it is appropriate to establish a salary placement policy which addresses the salary compression issues, and

WHEREAS, it is appropriate to evaluate the impact on current Lieutenants and Captains, and to make a one-time salary adjustment consistent with the new salary placement policy.

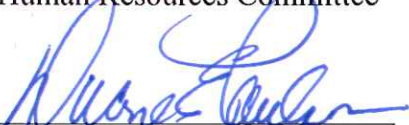
THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that effective December 28, 2013 the following salary policy be established and incorporated into the salary administration portion of the DOA Policies and Procedures:

When an employee is being promoted from a Deputy Sheriff or Detective to a Lieutenant, the value of overtime, educational incentive pay, and uniform allowance will be taken into account prior to determining the promotional salary placement of the employee. For the promotion of a Detective, a salary adjustment of 1.5% will be applied to the employee's current salary. For the promotion of a Deputy Sheriff, a salary adjustment of 8% will be applied to the employee's current salary. The normal promotional policy will be applied following the salary adjustment.

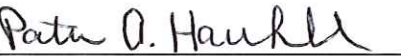
BE IT FURTHER ORDAINED that effective December 28, 2013, a one-time seven percent (7%) salary adjustment be applied to incumbent Lieutenants and a one-time four percent (4%) salary adjustment be applied to incumbent Captains promoted in 2012 or later.

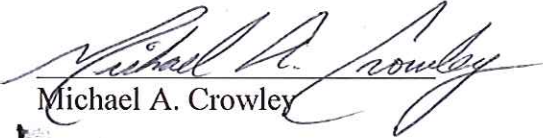
ESTABLISH SALARY PLACEMENT POLICY FOR LIEUTENANT POSITIONS
AND AUTHORIZE A ONE-TIME SALARY ADJUSTMENT FOR
LIEUTENANTS AND CAPTAINS

Presented by:
Human Resources Committee

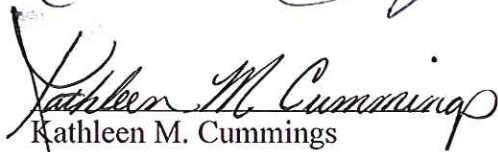

Duane E. Paulson, Chair

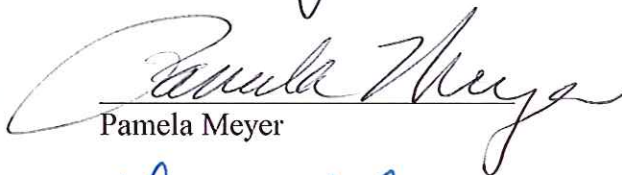
Approved by:
Finance Committee


Patricia A. Haukohl, Chair


Michael A. Crowley


Daniel J. Draeger

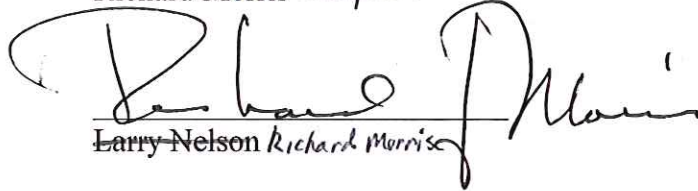

Kathleen M. Cummings

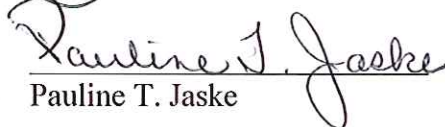

Pamela Meyer


Daniel J. Draeger



~~Richard Morris~~ Larry Nelson

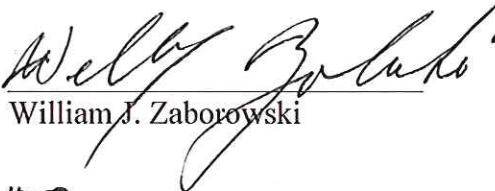

Jennifer A. Grant


~~Larry Nelson~~ Richard Morris


Pauline T. Jaske



Cathleen A. Slattery


James Jeskewitz


William J. Zaborowski


AS AMENDED

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 11/26/2013, 
Kathleen Novack, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved: X
Vetoed: _____

Date: 12-3-13, 
Daniel P. Vrakas, County Executive

WAUKESHA COUNTY BOARD OF SUPERVISORS

V

DATE-11/26/13 (ORD) NUMBER-1680065

- | | |
|---|--------------------------|
| 1 C. SLATTERY..... | 2 D. Zimmermann.....AYE |
| 3 R. MORRIS.....AYE | 4 J. BATZKO.....AYE |
| 5 J. BRANDTJEN.....AYE | 6 J. JESKEWITZ..... |
| 7 J. GRANT.....AYE | 8 P. HAUKOHL..... |
| 9 J. HEINRICH.....AYE | 10 D. SWAN.....AYE |
| 11 F. RUF.....AYE | 12 P. WOLFF.....AYE |
| 13 P. BECHER <i>HaukoHL</i>AYE | 14 P. MEYER..... |
| 15 W. KOLB.....AYE | 16 M. CROWLEY.....AYE |
| 17 D. PAULSON.....AYE | 18 L. NELSON.....AYE |
| 19 C. CUMMINGS.....AYE | 20 T. SCHELLINGER....NAY |
| 21 W. ZABOROWSKI.....AYE | 22 P. JASKE.....AYE |
| 23 K. HAMMITT..... | 24 D. DRAEGER.....AYE |
| 25 G. YERKE..... | |

TOTAL AYES-18

TOTAL NAYS-01

CARRIED X

DEFEATED _____

UNANIMOUS _____

TOTAL VOTES-19

FISCAL NOTE

ESTABLISH A SALARY PLACEMENT POLICY FOR LIEUTENANT POSITIONS AND AUTHORIZE A ONE-TIME SALARY ADJUSTMENT FOR LIEUTENANTS AND CAPTAINS

This ordinance establishes a salary policy effective December 28, 2013 whereby employees that are promoted from a Deputy Sheriff or a Detective position to a Lieutenant position will receive an upward adjustment of 8% or 1.5% (for Deputies and Detectives respectively) to their current salary when placed into the Lieutenant position. This adjustment helps make up for the loss of compensation for overtime, educational incentive, and uniform allowance available to Deputies and Detectives (but not Lieutenants) to eliminate the financial disincentive associated with applying for and accepting this promotional opportunity. The normal promotional policy will be applied following the salary adjustment.

This ordinance also authorizes a one-time salary adjustment of 7% for all incumbent Lieutenants and a 4% adjustment for incumbent Captains promoted in 2012 or later. The one-time adjustment, effective December 28, 2013, is necessary to align the salary levels of these incumbent employees (in the open range pay system) with the new open range for Lieutenants and Captains. When the changes from the compensation study ordinance were implemented, employees in the open range system were placed into the new open range system at their current salary. This, combined with the new salary placement policy proposed above, creates a scenario in which newly hired or promoted Lieutenants and Captains could be placed at a higher salary level than incumbent employees in these positions.

The anticipated cost (salaries, WRS contribution and Social Security) impact to the Sheriff's Department's 2014 Personnel Budget is estimated at \$81,000 for the four Captain positions and eleven Lieutenant positions identified. The department will absorb these costs within their 2014 Personnel Budget of \$30.4 million, mainly due to health insurance cost savings associated with plan changes regarding share premiums and HSA contributions.

Lawrence M. Dahl

Lawrence M. Dahl

Accounting Services Manager

11/06/2013

TECHNICAL CORRECTION
RECOMMENDED BY THE HUMAN
RESOURCES DIVISION

Approved 11-19-13

TABLE I
Create and Abolish Positions

CREATE		ABOLISH		
Department	Status	Classification	Status	
Administration	5-RFT	Administrative Assistant	4-RFT	Account Clerk I
	1-RPT	Administrative Specialist	1-RFT	Account Clerk II
	9-RFT	Administrative Specialist	3-RFT	Administrative Assistant I-Fiscal Management
	2-RFT	Senior Administrative Specialist	1-RFT	Clerk II
	3-RFT	Fiscal Assistant	2-RFT	Clerk Typist II
	3-RFT	Senior Fiscal Specialist	1-RPT	Clerk Typist II
			1-RFT	Clerk Typist II (Confidential)
		5-RFT	Clerk Typist III	
		1-RFT	Clerk Typist I-II	
		2-RFT	Clerk Typist III (Confidential)	
		1-RFT	Delivery & Receiving Clerk	
		1-RFT	Program Assistant	
Circuit Court Services	17-RFT	Administrative Assistant ¹	4-RFT	Account Clerk I
	12-RFT	Administrative Specialist ²	1-RFT	Administrative Assistant I-Fiscal Management
	33-RFT	Senior Administrative Specialist	1-RFT	Clerk I
	2-RFT	Fiscal Assistant ³	1-RFT	Clerk II
	4-RFT	Fiscal Specialist	1-RFT	Clerk I-II
	2-RPT	Fiscal Specialist ⁴	1-RFT	Clerk Typist I
	2-RFT	Senior Fiscal Specialist	14-RFT	Clerk Typist II
			12-RFT	Clerk Typist III
			1-RFT	Clerk Typist I-II
			2-RFT	Deputy Clerk - Juvenile Court
			17-RFT	Deputy Clerk of Courts
			2-RFT	Deputy Register in Probate
			12-RFT	Legal Clerk
		1-RFT	Program Assistant	
		2-RPT	Program Assistant	

¹ 2-RFT unfunded
² 1-RFT unfunded
³ 1-RPT unfunded
⁴ 4-RPT unfunded

168-0-066

**TECHNICAL CORRECTION
RECOMMENDED BY THE HUMAN
RESOURCES DIVISION**

**TABLE I
Create and Abolish Positions**

CREATE		ABOLISH		
Department	Status	Classification	Status	Classification
Health & Human Services	19-RFT	Administrative Assistant	10-RFT	Account Clerk I
	17-RFT	Administrative Specialist	4-RFT	Account Clerk II
	7-RFT	Fiscal Assistant	5-RFT	Clerk II
	4-RFT	Fiscal Specialist	1-RFT	Clerk Typist I
	4-RFT	Senior Administrative Specialist	26-RFT	Clerk Typist II
	4-RFT	Senior Fiscal Specialist	3-RFT	Clerk Typist III
			2-RFT	Clerk Typist I-II
			4-RFT	Program Assistant
Medical Examiner	1-RFT	Administrative Assistant	1-RFT	Clerk Typist I
Parks and Land Use	4-RFT	Administrative Assistant	1-RFT	Account Clerk I
	1-RPT	Administrative Assistant	3-RFT	Account Clerk II
	6-RFT	Administrative Specialist	2-RPT	Clerk I
	1-RPT	Administrative Specialist ⁶	1-RFT	Clerk Typist I
	1-RFT	Fiscal Assistant ⁷	6-RFT	Clerk Typist II
	3-RFT	Fiscal Specialist	3-RFT	Clerk Typist III
	1-RFT	Senior Administrative Specialist	2-RFT	Program Assistant
	1-RPT	Senior Administrative Specialist	1-RPT	Program Assistant
	1-RFT	Senior Fiscal Specialist		
Publics Works	1-RFT	Administrative Assistant ⁸	4-RFT	Account Clerk I
	2-RFT	Administrative Specialist	1-RFT	Administrative Assistant I-Fiscal Management
	2-RFT	Fiscal Assistant	1-RFT	Clerk Typist II
	2-RFT	Fiscal Specialist	2-RFT	Clerk Typist III
	1-RFT	Senior Fiscal Specialist		

⁶ 1-RPT unfunded

⁷ 1-RFT unfunded

⁸ 1-RFT unfunded

168-0-066