

ENROLLED ORDINANCE 172-066

APPROVE 2018 SALARY AND BENEFIT MODIFICATIONS
FOR NON-REPRESENTED EMPLOYEES

WHEREAS, it is necessary to maintain competitive salary and benefits systems and structures to attract and retain a qualified work force; and

WHEREAS, it is appropriate to adjust the salary ranges to reflect the changes in the labor market; and

WHEREAS, federal regulations have required the County to modify the health plan cost sharing formula and the contribution levels toward the health savings account plan in order to comply with federal nondiscrimination regulations; and

WHEREAS, the County compensation philosophy is to continue to reassign job classifications from the step plan salary structure to the pay for performance open salary ranges; and

WHEREAS, it is beneficial to establish flexibility in being able to authorize a limited vacation and sick leave benefit upon hire for difficult to recruit positions; and

WHEREAS, the County has provided for the fiscal impact of this ordinance in the County budget for 2018.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that effective January 6, 2018, a salary range adjustment of one and one-half percent (1.5 %) will be applied to the non-represented 2017 salary ranges.

BE IT FURTHER ORDAINED that, effective January 1, 2018, the following modifications are made to the health insurance plans:

- A. Choice Plus Health Insurance Plan Establish a third cost sharing tier, so that regular full-time employees who are enrolled in a family plan and only partially comply with the health risk assessment policy, will pay twenty-three percent (23%) of the premium if either the employee or spouse fully complete the health risk assessment program.
- B. HSA Health Plan Establish a third health savings account contribution tier, so that regular full-time employees who are enrolled in a family plan and only partially comply with the health risk assessment policy, will receive one thousand five hundred dollars (\$1,500) if only the employee or spouse fully complete the health risk assessment program. Decrease the County contribution from one thousand dollars (\$1,000) to five hundred dollars (\$500) if neither the employee nor spouse complete the health risk assessment program.

BE IT FURTHER ORDAINED that, effective January 1, 2018, the following salary policy be established:

Employees in the Step Salary classifications who have been at the maximum of the range for a minimum of one (1) year will be eligible for the non-base performance award.

BE IF FURTHER ORDAINED that effective no later than July 1, 2018, that the following salary policies are established:

- A. Employees in non-exempt classifications will be eligible to accrue and use sick leave during their first six months of employment.
- B. Regular full-time and regular part-time employees who are in job classifications that were previously covered by the AFSCME Master Unit and Association of Professional Correctional Officers and Telecommunicators labor contracts will be eligible to participate in the current non-represented sick leave enhancement credit policy.
- C. Authorize Human Resources to approve up to ten (10) days of vacation in the first and second years of employment and five (5) days of sick leave for newly hired non-exempt employees in positions, which have proven difficult to recruit and retain qualified candidates.

BE IT FURTHER ORDAINED that, effective January 6, 2018, the following classifications will be moved from the Step Salary Ranges to the pay for performance Open Salary Ranges:

Current	New			
	Step	2017	Open	2017
<u>Classification</u>	<u>Range</u>	<u>Annual Salary</u>	<u>Range</u>	<u>Annual Salary</u>
Senior Administrative Specialist	S-07	\$35,547 - \$46,010	O-02	\$36,421 - \$48,173
Victim Witness Specialist	S-07	\$35,547 - \$46,010	O-02	\$36,421 - \$48,173
Registered Dietetic Technician	S-08	\$37,357 - \$49,296	O-03	\$38,230 - \$50,586
Veteran's Services Aide	S-08	\$37,357 - \$49,296	O-03	\$38,230 - \$50,586
Volunteer Program Specialist	S-08	\$37,357 - \$49,296	O-03	\$38,230 - \$50,586
Commitment Hearings Coordinator	S-09	\$39,229 - \$50,752	O-04	\$40,165 - \$53,102
Departmental Secretary	S-09	\$39,229 - \$50,752	O-04	\$40,165 - \$53,102
Payroll Coordinator	S-09	\$39,229 - \$50,752	O-04	\$40,165 - \$53,102
Senior Fiscal Specialist	S-09	\$39,229 - \$50,752	O-04	\$40,165 - \$53,102
Economic Support Specialist	S-10	\$41,163 - \$54,350	O-05	\$42,162 - \$55,765
Human Resources Assistant	S-10	\$41,163 - \$54,350	O-05	\$42,162 - \$55,765
Maintenance Mechanic I	S-10	\$41,163 - \$54,350	O-05	\$42,162 - \$55,765
Child Support Specialist	S-11	\$43,243 - \$57,054	O-06	\$44,262 - \$58,573
Court Reporter	S-11	\$43,243 - \$57,054	O-06	\$44,262 - \$58,573
Fraud Investigator	S-11	\$43,243 - \$57,054	O-06	\$44,262 - \$58,573
Maintenance Mechanic II	S-11	\$43,243 - \$57,054	O-06	\$44,262 - \$58,573
Paralegal	S-11	\$43,243 - \$57,054	O-06	\$44,262 - \$58,573

Records Management Analyst	S-11	\$43,243 - \$57,054	O-06	\$44,262 - \$58,573
Telecommunicator	S-11	\$43,243 - \$57,054	O-06	\$44,262 - \$58,573
Benefits Specialist	S-12	\$45,365 - \$59,925	O-07	\$46,488 - \$61,485
Crew Leader	S-12	\$45,365 - \$59,925	O-07	\$46,488 - \$61,485
Sign & Signal Maintenance Worker	S-12	\$45,365 - \$59,925	O-07	\$46,488 - \$61,485
Deputy Medical Examiner	S-13	\$47,674 - \$62,878	O-08	\$48,797 - \$64,563
Radio Systems Technician	S-15	\$52,562 - \$69,326	O-10	\$53,810 - \$71,178
Radio Systems Specialist	S-20	\$67,080 - \$88,504	O-15	\$68,702 - \$90,834

FISCAL NOTE

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Sections of the Ordinance with fiscal implications include the following:

Across-the-Board Increase

This ordinance authorizes a 1.5% across-the-board wage increase for all non-represented County employees, effective January 6, 2018. This would include all employees except elected officials, certain temporary and seasonal categories covered by a separate ordinance and those represented by the Wisconsin Professional Police Association.

The fiscal impact of these changes is illustrated below:

	2017 Wages & Benefits Base	2018 ATB Changes	2018 Wages & Benefits	%
Salaries	\$72,687,074	\$1,090,360	\$73,777,434	1.50%
Retirement	\$4,946,385	\$74,199	\$5,020,584	1.50%
Social Security	\$5,560,561	\$83,413	\$5,643,974	1.50%
Total	\$83,194,020	\$1,247,972	\$84,441,992	1.50%

Health Plan Changes

This ordinance authorizes changes in the cost sharing and contribution formulas for the health plans offered by the County. A third cost sharing tier will be added to both the Choice Plus Plan and the Health Savings Account Plan for cases where there is partial compliance with the annual Health Risk Assessment. The Choice Plus Plan will add a 23% for partially compliant family plans (versus 20% for full compliance and 25% for non-compliance). The Health Savings Account Plan will add a County contribution of \$1,500 for partially compliant family plan participants and decrease the contribution for non-compliant participants from \$1,000 to \$500. The impact of these changes is estimated to be minimal.

Other Salary Policies

This ordinance also authorizes non-exempt employees to accrue and use sick leave during the first six months of employment. Classifications previously covered by the AFSCME Master Unit, Association of Professional Correctional Officers and Telecommunicators labor contracts will be allowed to participate in the County sick leave enhancement credit policy. Human Resources will be allowed to approve up to ten days of vacation in the first and second year of employment, and up to five days of sick leave for newly hired non-exempt employees. The changes are estimated to have minimal fiscal impact.

Reassignment of Certain Classifications into New Salary Ranges

The ordinance lists twenty-five positions to be moved into new ranges. In some cases, the new range minimum is higher than the employee's current salary and their Salary will need to be adjusted accordingly. The impact of these adjustments is estimated at \$35,002.

The annual net impact of all the provisions of the ordinance is estimated at \$1,282,974. The 2018 Adopted Budget includes sufficient funding for these changes.

Lawrence M. Dahl

Lawrence M. Dahl


Accounting Services Manager

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Presented by:
Human Resources Committee

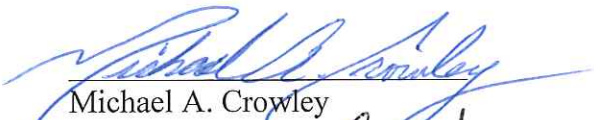
Approved by:
Finance Committee



Larry Nelson, Chair


James A. Heinrich, Chair


Jim Batzko

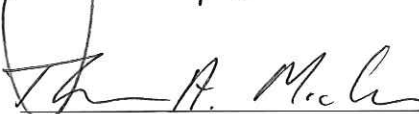

Timothy Dondlinger


Michael A. Crowley


Thomas A. Michalski


Jennifer Grant


Richard Morris

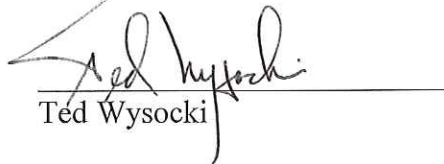

Thomas A. Michalski


Duane E. Paulson


William Mitchell


Steve Whittow


Jeremy Walz


Ted Wysocki

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

Date: 12/19/17, 
Kathleen Novack, County Clerk

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

Approved: X
Vetoed: _____

Date: 12-27-17, 
Paul Farrow, County Executive

D1 - Kolb	AYE	D14 - Wood	AYE
D2 - Zimmermann	AYE	D15 - Mitchell	AYE
D3 - Morris	AYE	D16 - Crowley	AYE
D4 - Batzko	(2) AYE	D17 - Paulson	AYE
D5 - Dondlinger	AYE	D18 - Nelson	(M) AYE
D6 - Walz	AYE	D19 - Cummings	Absent
D7 - Grant	AYE	D20 - Schellinger	AYE
D8 - Michalski	AYE	D21 - Zaborowski	AYE
D9 - Heinrich	AYE	D22 - Wysocki	Absent
D10 - Swan	AYE	D23 - Hammitt	AYE
D11 - Howard	AYE	D24 - Whittow	Absent
D12 - Wolff	AYE	D25 - Johnson	Absent
D13 - Decker	AYE		

172-0-066

Passed (21 Y - 0 N - 4 Absent)

Majority Vote

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