

ENROLLED ORDINANCE 180-63

APPROVE 2026 SALARY RANGE ADJUSTMENTS TO THE 2025 NON-REPRESENTED,  
SEASONAL, AND TEMPORARY SALARY RANGES; CREATE NEW PAY POLICIES  
AND MODIFY EXISTING PAY POLICIES

WHEREAS, it is necessary to maintain a competitive salary system and structure to attract and retain a qualified workforce; and

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

WHEREAS, providing shift differential pay for difficult to fill positions has proven successful in the reduction of overtime and training costs in areas that provide 24/7 service to the citizens of Waukesha County; and

WHEREAS, the 2024-2026 Waukesha Deputy Sheriff's Labor Union Contract increased Field Training Officer differential pay to \$2.00 per hour and it is appropriate to match this for non-represented staff in Correctional Officer and Telecommunicator classifications; and

WHEREAS, per Ordinance 178-34 the Department of Emergency Preparedness has authority to pay Telecommunicators an additional \$3.00 per hour during the hours of 6:00pm - 6:00am on weekdays and 6:00pm – 6:00am Friday through Monday, and on County recognized holidays; and

WHEREAS, Telecommunicator staffing has improved in the Department of Emergency Preparedness and it is appropriate to roll back eligible shift incentive hours to 10:00pm – 6:00am Monday through Sunday, as well as modify the shift incentive to be up to \$3.00 per hour rather than a fixed \$3.00 per hour at the discretion of and when agreed to by the directors of Emergency Preparedness and Administration; and

WHEREAS, to incentivize Psychiatric Technicians to work critical and hard to fill shifts, it is necessary to create a new salary administration pay policy; and

WHEREAS, the new salary administration pay policy for Psychiatric Technicians will provide flexibility and the shift incentive will only be paid for specific hours deemed critical, which will reduce staffing costs; and

WHEREAS, the County has provided for the fiscal impact of this ordinance in the adopted 2026 County Budget.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA  
ORDAINS, a salary range adjustment of three percent (3%) will be applied to the non-represented, seasonal, and temporary salary ranges.

BE IT FURTHER ORDAINED that shift differential pay of \$1.50 per hour will be paid to second and third shift Administrative Specialist and Administrative Assistant classifications

within the Sheriff's Department when working second and third shift, and when working first shift Saturday and Sunday.

BE IT FURTHER ORDAINED that Officer In Charge and Training Officer differential pay for non-represented Correctional Officers and Telecommunicators increases from \$1.50 per hour to \$2.00 per hour to be in alignment with the 2024-2026 Waukesha Deputy Sheriff's Labor Union Contract.

BE IT FURTHER ORDAINED that shift incentive hours for Telecommunicators in the Department of Emergency Preparedness be modified to 10:00pm – 6:00am, Monday through Sunday and the shift incentive be modified to an amount up to \$3.00 per hour when the directors of Emergency Preparedness and Administration deem it necessary to ensure appropriate staffing levels.

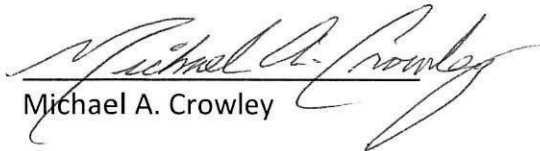
BE IT FURTHER ORDAINED that a new policy is approved to allow inpatient Psychiatric Technicians at the Mental Health Center to be paid an extra \$10.00 per hour when working a critical shift that is identified by the department.

BE IT FURTHER ORDAINED that the changes provided in this ordinance are effective December 27, 2025.

APPROVE 2026 SALARY RANGE ADJUSTMENTS TO THE 2025 NON-REPRESENTED, SEASONAL, AND  
TEMPORARY SALARY RANGES; CREATE NEW PAY POLICIES AND MODIFY EXISTING PAY POLICIES

Presented by:  
Human Resources Committee

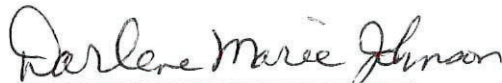
  
Larry Nelson, Chair

  
Michael A. Crowley

**Absent**

Darryl J. Enriquez

  
John G. Gscheidmeier

  
Darlene M. Johnson

  
Chris Mommaerts

  
Jeremy Walz


Approved by:  
Finance Committee

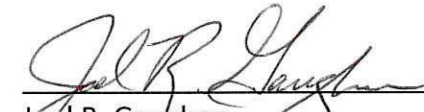
  
Gary J. Szpara, Chair

  
Timothy Dondlinger


**Absent**

Darryl J. Enriquez

  
Wayne Euclide

  
Joel R. Gaughan

  
Darlene M. Johnson

  
Brian Meier

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

Date: 12-19-2025

  
Margaret Wartman, County Clerk

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

Approved: X

Vetoed: \_\_\_\_\_

Date: 12-19-2025

  
Paul Farrow, County Executive



## ORDINANCE ADMINISTRATIVE FACT SHEET

Title of O/R:	APPROVE 2026 SALARY RANGE ADJUSTMENTS TO THE 2025 NON-REPRESENTED, SEASONAL, AND TEMPORARY SALARY RANGES; CREATE NEW PAY POLICIES AND MODIFY EXISTING PAY POLICIES	
Submitting Department:	Administration	
Department Contact(s): (Include dept. manager or staff who has worked on this ordinance in addition to the dept. head)	Marianne Marshall, Human Resources Manager Natalie Durr, Senior Human Resources Analyst	
Who will appear at committee meetings?	Marianne Marshall, Human Resources Manager	
Date of Co. Board Meeting at which you plan O/R to be considered:	12/16/2025	Fiscal Note by DOA? Yes
Routing Number:	Routing # 500-12-25	

**Does this O/R create or abolish any positions or involve other Human Resources issues?**

☒ Yes\*                      ☐ No

\* If yes, the ordinance should be reviewed by HR prior to submission to Corp. Counsel.

**Does this O/R appropriate or transfer expenditure authority, additional resources or change the Budget intent?**

☐ Yes\*                      ☒ No

\*If department staff developed a fiscal impact statement, please send to your assigned budget analyst concurrent with forwarding of O/R to Corp. Counsel.

**Does this O/R authorize the execution of any new or extended contracts/leases/MOUs or other agreements that obligate the County?**

☐ Yes\*                      ☒ No

\*If yes, the proposed documents must be forwarded to risk management and Corp. Counsel for approval. The O/R will not be forwarded to the Co. Board until related agreements receive approval. Departments are responsible for putting approved documents on file with the Co. Clerk.

**Are there documents (other than contracts, leases or MOUs) that should be included with this O/R before it goes to the County Board office?**

☐ Yes\*                      ☒ No

If yes, all documents must be received by Corp. Counsel before the ordinance can be forwarded to DOA for review. Contracts or leases that are affected by or are the subject of an O/R must be provided to Corp. Counsel.

**Has this O/R been reviewed by Corporation Counsel?**

☒ Yes                      ☐ No

Sec. 59.14(1m), Wis. Stats. Summary (for publication purposes): This ordinance will approve 2026 salary range adjustments to the 2025 non-represented, seasonal, and temporary salary ranges; create new pay policies and modify existing pay policies.

1 APPROVE 2026 SALARY RANGE ADJUSTMENTS TO THE 2025 NON-REPRESENTED,  
2 SEASONAL, AND TEMPORARY SALARY RANGES; CREATE NEW PAY POLICIES  
3 AND MODIFY EXISTING PAY POLICIES  
4

5 WHEREAS, it is necessary to maintain a competitive salary system and structure to attract and  
6 retain a qualified workforce; and  
7

8 WHEREAS, it is appropriate to adjust salary ranges periodically to reflect changes in the labor  
9 market; and  
10

11 WHEREAS, providing shift differential pay for difficult to fill positions has proven successful in  
12 the reduction of overtime and training costs in areas that provide 24/7 service to the citizens of  
13 Waukesha County; and  
14

15 WHEREAS, the 2024-2026 Waukesha Deputy Sheriff's Labor Union Contract increased Field  
16 Training Officer differential pay to \$2.00 per hour and it is appropriate to match this for non-  
17 represented staff in Correctional Officer and Telecommunicator classifications; and  
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19 WHEREAS, per Ordinance 178-34 the Department of Emergency Preparedness has authority to  
20 pay Telecommunicators an additional \$3.00 per hour during the hours of 6:00pm - 6:00am on  
21 weekdays and 6:00pm – 6:00am Friday through Monday, and on County recognized holidays;  
22 and  
23

24 WHEREAS, Telecommunicator staffing has improved in the Department of Emergency  
25 Preparedness and it is appropriate to roll back eligible shift incentive hours to 10:00pm – 6:00am  
26 Monday through Sunday, as well as modify the shift incentive to be up to \$3.00 per hour rather  
27 than a fixed \$3.00 per hour at the discretion of and when agreed to by the directors of Emergency  
28 Preparedness and Administration; and  
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30 WHEREAS, to incentivize Psychiatric Technicians to work critical and hard to fill shifts, it is  
31 necessary to create a new salary administration pay policy; and  
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33 WHEREAS, the new salary administration pay policy for Psychiatric Technicians will provide  
34 flexibility and the shift incentive will only be paid for specific hours deemed critical, which will  
35 reduce staffing costs; and  
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37 WHEREAS, the County has provided for the fiscal impact of this ordinance in the adopted 2026  
38 County Budget.  
39

40 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA  
41 ORDAINS, a salary range adjustment of three percent (3%) will be applied to the non-  
42 represented, seasonal, and temporary salary ranges.  
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44 BE IT FURTHER ORDAINED that shift differential pay of \$1.50 per hour will be paid to  
45 second and third shift Administrative Specialist and Administrative Assistant classifications  
46 within the Sheriff's Department when working second and third shift, and when working first  
47 shift Saturday and Sunday.  
48



49 BE IT FURTHER ORDAINED that Officer In Charge and Training Officer differential pay for  
50 non-represented Correctional Officers and Telecommunicators increases from \$1.50 per hour to  
51 \$2.00 per hour to be in alignment with the 2024-2026 Waukesha Deputy Sheriff's Labor Union  
52 Contract.  
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55 Department of Emergency Preparedness be modified to 10:00pm – 6:00am, Monday through  
56 Sunday and the shift incentive be modified to an amount up to \$3.00 per hour when the directors  
57 of Emergency Preparedness and Administration deem it necessary to ensure appropriate staffing  
58 levels.  
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60 BE IT FURTHER ORDAINED that a new policy is approved to allow inpatient Psychiatric  
61 Technicians at the Mental Health Center to be paid an extra \$10.00 per hour when working a  
62 critical shift that is identified by the department.  
63  
64 BE IT FURTHER ORDAINED that the changes provided in this ordinance are effective  
65 December 27, 2025.

FISCAL NOTE

APPROVE 2026 SALARY RANGE ADJUSTMENTS TO THE 2025 NON-REPRESENTED,  
SEASONAL, AND TEMPORARY SALARY RANGES; CREATE NEW PAY POLICIES  
AND MODIFY EXISTING PAY POLICIES

This ordinance authorizes a 3% across-the-board wage increase for all non-represented 2025 salary ranges effective December 27<sup>th</sup>, 2025. These wage adjustments are included in the 2026 County Budget. The chart below includes all regular full-time and part-time employees except elected officials and those represented by a collective bargaining agreement.

	2025 Wages & Benefits Base	2026 ATB Changes	2026 Wages & Benefits Base	%
Salaries	\$95,065,577	\$2,851,967	\$97,917,544	3.0%
Retirement	\$6,784,655	\$203,540	\$6,988,195	3.0%
Social Security	\$6,866,846	\$206,005	\$7,072,851	3.0%
<b>Total</b>	<b>\$108,717,078</b>	<b>\$3,261,512</b>	<b>\$111,978,590</b>	<b>3.0%</b>

Extra-help wages include a 3% increase. Departments build in higher rates based on average wages and manage those expenses on an overall appropriation basis.

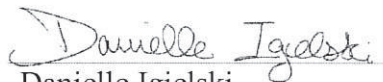
In addition, there are Human Resource pay policy changes related to shift or assignment incentives outlined below which are in addition to the impacts in the table above:

1. Shift incentive pay of \$1.50 per hour will be paid to Administrative Specialist and Administrative Assistant classifications within the Sheriff's Department when working second and third shift, and when working first shift Saturday and Sunday. The department staffs these shifts with 1 to 2 individuals per shift. The estimated cost of this shift differential is approximately \$17,000 annually. The Sheriff's Department indicates these costs will be offset through decreased overtime costs and increased operational efficiency.
2. Officer In Charge and Training Officer differential pay for non-represented Correctional Officers and Telecommunicators increases from \$1.50 per hour to \$2.00 per hour to be in alignment with the 2024-2026 Waukesha Deputy Sheriff's Labor Union Contract. The estimated annual cost of this pay differential is approximately \$10,000 annually.
3. Shift incentive hours for Telecommunicators in the Department of Emergency Preparedness be modified to 10:00pm – 6:00am, Monday through Sunday and the shift incentive be modified to an amount up to \$3.00 per hour when the directors of Emergency Preparedness and Administration deem it necessary to ensure appropriate staffing levels. Current policy provides shift incentive hours from 6:00pm – 6:00am Monday through Friday and all day on Saturday and Sunday and holidays. This change reduces the number of hours eligible for the shift incentive pay by 52 hours per week for each post staffed. Additionally, reflective of improved staffing trends, the shift incentive will be lowered to \$1.50 per hour on an actual basis. Combined, these changes reduce shift incentive pay by \$115,000 annually. This change is expected to be budget neutral.

Referred on: 11/24/25	File Number: 180-O-064	Referred to: HR-FI
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as decreased incentive pay is offset by increased regular full-time staffing costs. As positions are filled and vacancy and turnover rates decrease, more predictable staffing patterns occur, and reduced shift incentives are needed.

4. Provide inpatient Psychiatric Technicians at the Mental Health Center to be paid an extra \$10.00 per hour when working a critical shift that is identified by the department. This shift incentive allows for staffing continuity using County trained Psychiatric Technicians that currently earn \$24 per hour on average. At \$34 per hour (with the \$10 per hour incentive pay), this is less expensive than contracted staff at \$40 per hour and registered nurses (who fill in when necessary) at an average rate of \$46 per hour. Total annual savings is dependent on current staff availability and if paying overtime for the critical shifts.



Danielle Igielski

Finance Manager – Business and Accounting Services

11/21/2025




# VOTE RESULTS

21 AYE 2 NAY 0 ABSTAIN 2 ABSENT

Ordinance 180-O-064: Approve 2026 Salary Range Adjustments To The 2025 Non-Represented, Seasonal, And Temporary Salary Ranges; Create New Pay Policies And Modify Existing Pay Policies  
 Ordinance 180-O-064: Approve 2026 Salary Range Adjustments To The 2025 Non-Represented, Seasonal, And Temporary Salary Ranges; Create New Pay Policies And Modify Existing Pay Policies

Majority Vote of Members Present

 **Passed**

D1 - Styza	AYE	D10 - Thieme	AYE	D19 - Enriquez	AYE
D2 - Euclide	AYE	D11 - Howard	AYE	D20 - Schellinger	AYE
D3 - Gscheidmeier	AYE	D12 - Wolff	AYE	D21 - Gaughan	AYE
D4 - Batzko	AYE	D13 - Leisemann	AYE	D22 - Szpara	AYE
D5 - Dondlinger	AYE	D14 - Mommaerts	ABSENT	D23 - Hammitt	AYE
D6 - Walz	S AYE	D15 - Kolb	NAY	D24 - Schroeder	ABSENT
D7 - LaFontain	NAY	D16 - Crowley	AYE	D25 - Johnson	AYE
D8 - Koremenos	AYE	D17 - Meier	AYE		
D9 - Heinrich	AYE	D18 - Nelson	M AYE		