

SHEBOYGAN COUNTY ORDINANCE NO. 05 (2021/22)

Re: **Amending Pay Scale for Certain County Positions**

WHEREAS, Rocky Knoll continues to experience staffing shortages for non-salaried essential workers; and

WHEREAS, the Sheriff's Department continues to experience staffing shortages for non-salaried correctional staff; and

WHEREAS, both Rocky Knoll and the Sheriff's Department provide critical roles to the citizens of Sheboygan County; and

WHEREAS, the HR Committee has determined a wage increase is necessary to meet current market conditions and to promote the recruitment of qualified personnel to these critical positions; and

WHEREAS, on January 18, 2022, the County Board approved Resolution No. 30 (2021/22), Approving Use of American Rescue Plans Act (ARPA) Funds (No. 3), to fund the wage increase at Rocky Knoll and the Sheriff's Department; and

WHEREAS, to accommodate the wage increases, it is necessary to create DBM ratings specific to the aforementioned positions.

NOW, THEREFORE, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. **Amending Section 47.03.** Section 47.03 of the Sheboygan County Code of Ordinances is hereby amended as follows (amendments indicated by redlining):

47.03 SALARIES

- (1) (1) The salary range for 2022 for positions governed by this Chapter is as follows –
Note: due to market conditions, certain positions, shown below, have their own DBM classifications:

DBM RATING	MINIMUM		MIDPOINT		MAXIMUM	
A11	\$24,342	\$11.70	\$29,942	\$14.40	\$35,542	\$17.09
A12	\$27,499	\$13.22	\$33,825	\$16.26	\$40,150	\$19.30
A13	\$30,654	\$14.74	\$37,705	\$18.13	\$44,757	\$21.52
A13-ESW	\$35,360	\$17.00	\$42,141	\$20.26	\$48,922	\$23.52
A13-CNA	\$39,520	\$19.00	\$44,218	\$21.26	\$48,917	\$23.52
B21	\$33,819	\$16.26	\$41,599	\$20.00	\$49,379	\$23.74
B21-BKG CLK	\$43,680	\$21.00	\$48,610	\$23.37	\$53,539	\$25.74
B22	\$36,977	\$17.78	\$45,483	\$21.87	\$53,990	\$25.96
B22-RK MW II	\$41,142	\$19.78	\$49,650	\$23.87	\$58,157	\$27.96
B23	\$40,133	\$19.29	\$49,365	\$23.73	\$58,597	\$28.17
B24/B31	\$44,085	\$21.19	\$54,227	\$26.07	\$64,369	\$30.95
B24-RK SR MW	\$48,235	\$23.19	\$58,387	\$28.07	\$68,536	\$32.95
B24-CO	\$52,000	\$25.00	\$60,264	\$28.97	\$68,529	\$32.95

B25/B32	\$48,824	\$23.47	\$60,056	\$28.87	\$71,287	\$34.27
C41	\$50,665	\$24.36	\$64,962	\$31.23	\$79,260	\$38.11
C41-CO SUP	\$64,480	\$31.00	\$69,122	\$33.23	\$83,429	\$40.11
C42	\$53,694	\$25.81	\$68,847	\$33.10	\$84,000	\$40.38
C42-CO SHFT COM	\$70,720	\$34.00	\$73,008	\$35.10	\$88,150	\$42.38
C43	\$56,725	\$27.27	\$72,733	\$34.97	\$88,742	\$42.66
C44/C51	\$60,518	\$29.10	\$77,597	\$37.31	\$94,677	\$45.52
C45/C52	\$65,067	\$31.28	\$83,431	\$40.11	\$101,795	\$48.94
D61	\$68,863	\$33.11	\$88,296	\$42.45	\$107,730	\$51.79
D62	\$71,893	\$34.56	\$92,181	\$44.32	\$112,470	\$54.07
D63	\$74,922	\$36.02	\$96,066	\$46.19	\$117,209	\$56.35
D64/D71	\$78,716	\$37.84	\$100,932	\$48.52	\$123,148	\$59.21
D65/D72	\$83,267	\$40.03	\$106,766	\$51.33	\$130,264	\$62.63
E81	\$83,712	\$40.25	\$111,702	\$53.70	\$139,693	\$67.16
E82	\$86,626	\$41.65	\$115,590	\$55.57	\$144,553	\$69.50
E83	\$89,538	\$43.05	\$119,476	\$57.44	\$149,415	\$71.83
E91	\$93,188	\$44.80	\$124,346	\$59.78	\$155,504	\$74.76
E92	\$97,563	\$46.91	\$130,183	\$62.59	\$162,803	\$78.27
F101	\$101,210	\$48.66	\$135,051	\$64.93	\$168,892	\$81.20

The Human Resources Department and County Administrator shall annually propose adjustments to the salary schedule as part of the budget adopted by the County Board under Chapter 5 of the County Code. The annual adjustments shall be made effective January 1 of each following year. In making the proposed salary schedule adjustment to the County Board, the Human Resources Department and County Administrator shall consider the applicable Consumer Price Index-U as determined by the Wisconsin Department of Revenue and posted by the Wisconsin Employment Relations Commission pursuant to Wis. Stat. §§ 111.70(1)(cm) and 66.0506.

- (2) Positions shall be classified by the Human Resources Department as either salaried (exempt) or hourly (non-exempt). The pay for part-time hourly positions shall be an hourly rate calculated by dividing the appropriate pay level on the salary schedule by 2080. The pay for part-time salaried positions shall be a pro-rata portion of the appropriate pay level on the salary schedule, based on the ratio of the number of work hours expected annually to 2080, or such other methodology as may be required to maintain compliance with the Fair Labor Standards Act.
- (3) A new employee may be paid up to the midpoint if approved by the Department Head with the approval of the Human Resources Director. A new employee may be given a starting salary above the midpoint for the position after consultation with the Human Resources Director, if approved by the County Administrator and the Human Resources Committee. Before offering a starting salary, the following factors should be considered: (1) whether the new employee has substantial experience immediately usable in the new position; (2) whether market conditions demand a higher starting salary for the skills and qualifications needed; and (3) whether the higher starting salary will exacerbate or alleviate compression issues and whether it will promote internal equity and consistency.
- (4) All employees subject to this Chapter shall receive a performance evaluation at the conclusion of an initial period (if less than twelve [12] months) and at twelve

(12) months of employment and annually thereafter between November 1 and February 28. Based on the evaluation rating set forth below, each employee who has not yet reached the maximum of the salary range for that employee's position shall be eligible for a pay-for-performance increase at the completion of the employee's initial period and at twelve (12) months and annually thereafter, retroactive to the first of each year for the annual evaluation completed between November 1 and February 28. Pay-for-performance increases shall not be effective unless the performance evaluation has been reviewed and approved by the Human Resources Director or designee.

- (5) No pay-for-performance increase may be granted except at the completion of the initial period (if applicable), at twelve (12) months, and annually thereafter. To receive a pay-for-performance increase, the employee must receive a performance evaluation rating of at least 2.5. The following ratings shall be used in determining the amount of the employee's pay-for-performance increase:

Rating	Pay-for-Performance Increase
2.5	1.00%
3.0	2.00%
3.5	2.50%
4.0	3.00%
4.5	3.25%
5.0	3.50%

- (6) Notwithstanding Subsection (5) above, the maximum pay-for-performance increase shall be the amount that would put the employee at the maximum in the salary schedule for that employee's position. For those employees who have been identified as being paid more than the maximum amount for their assigned DBM pay range effective January 1, 2016, although their salary will not be decreased, no additional salary increases will be given as long as they remain above the maximum amount of their assigned DBM Rating. However, if such an employee receives an overall rating of 5.0 or higher on the annual performance evaluation, the employee will receive a pay-for-performance increase that will be exclusive of the employee's base pay in an amount equal to one percent (1.0%) of the base salary or regular hours.
- (7) If an employee fails to obtain an annual performance evaluation rating resulting in pay-for-performance increases equal to or greater than the annual adjustments to the salary schedule provided under Section 47.03(1) of this Chapter which would otherwise result in an employee earning less than the minimum salary for that employee's DBM Rating, the employee shall nevertheless be granted a pay increase in an amount equal to the minimum salary for that employee's DBM Rating at the annual pay for performance opportunity. The Department Head and Human Resources Director shall identify and target any such employee for enhancement programming to improve that employee's performance.
- (8) All hires subject to this Chapter hired at or near the minimum wage or salary for their position may earn less than the minimum if the annual adjustment to the salary schedule as provided under Section 47.03(1) of this Chapter is made before their first annual performance evaluation.
- (9) In the event that a salary or compensation adjustment other than the changes otherwise provided for in this Chapter is necessary because of internal or

equitable comparables, market conditions, salary compression, or other unusual circumstances, the Department Head involved and the Human Resources Director shall obtain approval of the salary or compensation adjustment from the Department's Liaison Committee and shall then submit such recommendation to the Human Resources Committee which shall further evaluate and approve any warranted adjustment. **The Liaison Committee shall refer the adjustment to the Finance Committee pursuant to Section 5.07 if the department's budgeted salaries and benefits are not sufficient to cover the adjustment.** If the Committee makes any salary or compensation adjustments, it shall periodically provide a report of the adjustments to the full County Board.

- (10) Pay for limited-term employees will be as determined by the Department Head after consultation with the Human Resources Director and does not need to conform to the salary schedule. Limited-term employees are not eligible for pay-for-performance increases.

Section 2. **Effective Date.** The herein Ordinance shall take effect upon enactment.

Respectfully submitted this 15th day of February, 2022.

HUMAN RESOURCES COMMITTEE

Fran Damp

Fran Damp, Chairperson

Roger Te Stroete

Roger Te Stroete, Vice-Chairperson

Edward J. Procek

Edward J. Procek, Secretary

Charlette Nennig

Charlette Nennig

Kathleen Donovan

Kathleen Donovan

Opposed to Introduction:

Enacted 03/15/2022