

SHEBOYGAN COUNTY ORDINANCE NO. 01 (2023/24)

Re: **Amending Chapter 46 of the County Code of Ordinances**

WHEREAS, Chapter 46 of the Sheboygan County Code of Ordinances governs the County's hiring process; and

WHEREAS, upon review of Chapter 46, in light of the current job market, County staff and the Human Resources Committee have determined it is necessary and appropriate to streamline the hiring process; and

WHEREAS, pursuant to Sheboygan County Board Ordinance No. 1 (2006/07), and authorized by Wis. Stat. § 83.01, the County Board converted the County Highway Commissioner position from a two-year term to an indefinite appointment; and

WHEREAS, pursuant to Sheboygan County Board Ordinance No. 9 (2013/14), the County Board renumbered the Highway Commissioner Ordinance from 46.05 to 46.07, and upon review it has been discovered that the renumbered language was unintentionally omitted from Chapter 46 during the last update.

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

Section 1. **Amending Chapter 46**. Chapter 46 of the Sheboygan County Code of Ordinances is hereby amended as follows:

46.01 FAIR EMPLOYMENT AND EQUAL OPPORTUNITY STANDARDS. It is the policy of Sheboygan County to recruit and select the most qualified persons for positions in the County. In accordance with state law and the guidelines for the Equal Employment Opportunity Commission, recruitment and selection shall be conducted in an affirmative manner to ensure open competition and to provide equal employment opportunity to qualified individuals regardless of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, political affiliation, arrest record, conviction record (except as permitted by statute), membership in the National Guard, state defense force, or any other reserve component of the military force of the United States or this State, or use or non-use of lawful products off the employer's premises during non-working hours, except as otherwise provided.

46.02 ~~FILLING POSITION VACANCIES. VACANT POSITION REQUESTS.~~ When a vacancy exists or is anticipated, the Department Head must complete a Vacant Position Request ("VPR") before the position may be filled. The VPR shall be in a format developed by the Human Resources Department and shall include: (a) the program(s) ~~or programs~~ that are served by the position including any priority attributed to such programs, ~~(b) the likely costs associated with filling the position including the extent to which such costs are included in the current year's expense budget; and (c)~~ (b) the rationale for filling the position rather than keeping the position vacant (either temporarily or permanently), reassigning staff, utilizing limited term employees, or other options, ~~including the possible effect on revenues as well as the effects on County services that may result.~~ (c) the likely costs

associated with filling the position, and (d) confirmation that the position is included in the Department's approved budget.

~~46.03 APPROVALS. If the Department Head determines that the position should be filled, he or she shall submit the VPR to the Liaison Committee. If the Liaison Committee approves filling the position, it shall be submitted to the Human Resources Committee. The Human Resources Department. Non-exempt positions require Liaison Committee approval, while exempt positions also require Human Resources Committee approval. The Human Resources Committee may grant "blanket" approvals to particular positions or classifications for particular periods of time, and if it does so, approval shall be considered granted with respect to vacancies falling within the terms of such blanket approvals without requiring further action by the Committee.~~

~~46.043 LIMITED-TERM EMPLOYEES. Department Heads may hire limited-term employees ("LTEs") on an emergency basis for a period of time not to exceed three (3) weeks, or for a period of time greater than three (3) weeks provided the position was part of the Department's approved budget, with a VPR approved by the Human Resources Director. unless otherwise directed by their Liaison Committee. A Department Head who wishes to hire an LTE for a position which was not part of the approved budget for a period of time greater than three (3) weeks must submit a VPR with an identified source of funding to the Liaison Committee and to the Human Resources Committee for approval before hiring. No LTE will be hired for a period of time exceeding twelve (12) consecutive months, unless approved by the Liaison Committee.~~

~~46.054 FILLING VACANT POSITIONS WITHOUT CHANGES. When a position on the Table of Organization becomes vacant, and the Department Head wishes to fill the position, and the position was funded in the Department's annual budget, and the Department Head does not wish to retitle, reclassify, or otherwise change the position as it exists on the Table of Organization, the Department Head with the approval of the Liaison Committee, is empowered to do so, provided the Department Head completes a Vacant Position Request ("VPR") and such VPR is approved by the Human Resources Director. The Human Resources Director may grant "blanket" approvals to particular positions or classifications for specific periods of time. The Department Head shall provide routinely notify the VPR to its Liaison Committee of approved VPRs. such reports to the Human Resources Department as may be required by the Human Resources Committee and developed by the Human Resources Department. The reports shall include:~~

- ~~a) confirmation that the position is funded in the current year's Departmental expense budget;~~
- ~~b) the Department Head's receipt of the rationale for filling the position rather than keeping the position vacant either temporarily or permanently;~~
- ~~c) the Department Head's receipt of the rationale for filling the position rather than reassigning staff, autonomy, or utilizing limited term employees, or other options.~~
- ~~d) a copy of the Liaison Committee minutes reflecting approval of refilling the position.~~

~~46.065 FILLING VACANT POSITIONS WITH CHANGES. When a position on the Table of Organization becomes vacant, and the Department Head wishes to fill the position in circumstances where the position was not funded in the Department's~~

current budget, or the Department Head wishes to retitle, reclassify, or otherwise change the position, the Department Head shall seek a change to the Table of Organization under the provisions of Chapter 40 of this Code **prior to submitting a VPR.**

46.06 ELECTION APPOINTMENT OF HIGHWAY COMMISSIONER. Pursuant to Wis. Stat. § 83.01(2), the ~~County Board shall elect a~~ County Highway Commissioner ~~for an indefinite term of office~~ shall be appointed by the County Administrator for an indefinite term of office. Pursuant to Wis. Stat. § 83.01(1)(c), the County Board elects to waive confirmation of the appointment.

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

Respectfully submitted this 16th day of May, 2023.

HUMAN RESOURCES COMMITTEE

Edward J. Procek
Edward J. Procek, Chairperson

Thomas Wegner
Thomas Wegner, Vice-Chairperson

Christian Ellis, Secretary

Kathleen Donovan
Kathleen Donovan, Member

Carl Nonhof
Carl Nonhof, Member

Opposed to Introduction:

Enacted 06/20/2023

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