

SHEBOYGAN COUNTY ORDINANCE NO. 09 (2013/14)

Re: **Revising Hiring and Employment Ordinance**

**Printed as amended*

WHEREAS, through the adoption of Resolution No. 35 (2001/02), Resolution No. 9 (2002/03), and Resolution No. 22 (2003/04), the County Board established aggressive temporary measures for limiting the filling of vacancies on a response to anticipated loss of state shared revenue, and as a consequence of the ongoing challenges for financing local government, and

WHEREAS, through the enactment of Ordinance No. 1 (2004/05), some of these measures were made permanent through the establishment of a protocol for filling vacant positions, and

WHEREAS, with the enactment of Ordinance No. 21 (2010/11) wherein the decision-making related to the Tables of Organization for the County was moved from the full County Board to the Human Resources Committee, and with the transition from an Administrative Coordinator to a County Administrator system, some of the protocols put into place through Ordinance No. 1 (2004/05) no longer are necessary and a more streamlined protocol is appropriate;

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

Section 1. **Revising Filling of Vacant Positions Provisions.** Sections 46.02 and 46.03 of the Sheboygan County Code of Ordinances are hereby repealed and re-created as follows: *Rather than repeal and re-create Section 26.02 as provided in Ordinance No. 9 (2013/14), restore 46.02, but add the language in bold as follows:*

46.02 *FILLING POSITION VACANCIES. When a vacancy exists or is anticipated in any regular **salaried non-exempt** position, the Department Head must conduct a Vacant Position Audit ("VPA") before the position may be filled. The VPA shall be in a format developed by the Human Resources Department and shall include: (a) the program 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; (c) the projected impact of keeping the position vacant either temporarily or permanently including the possible effect on revenues as well as the effects on County services that may result; and (d) whether the position is likely to be affected by "bumping" or by a transfer of an employee from another position that has lower priority or which might otherwise be left vacant.*

Restore Section 46.03.

Renumber 46.02 of Ordinance 9, (2013/14) to 46.05 and add the language in bold as follows:

~~46.02~~ 46.05 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 such reports to the Human Resources Committee as may be required by the Human Resources Committee and developed by the Human Resources Department. The reports shall include:

- ✓ confirmation that the position is funded in the current year's Departmental expense budget;
- ✓ the Department Head's receipt of the rationale for filling the position rather than keeping the position vacant either temporarily or permanently;
- ✓ 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- **and**
- ✓ **a copy of the Liaison Committee minutes reflecting approval of refilling the position.**

~~46.03~~ 46.06 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.

Renumber the current Section 46.05 to 46.07.

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

Respectfully submitted this 22nd day of October, 2013.

HEALTH & HUMAN SERVICES COMMITTEE*

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