

WINNEBAGO COUNTY
ADMINISTRATIVE SALARY PLAN
REVISIONS FOR
2012
(Resolution 254-62011)

Effective January 1, 2012

WINNEBAGO COUNTY ADMINISTRATIVE SALARY PLAN
SALARIED POSITIONS
(Effective January 1, 2012)

Salary Range	Job Title	Department	Minimum	Control Point	Maximum	Increment Value
16	Director of Human Services	Human Services	84,793	113,057	132,842	1,696
15			79,721	106,294	124,895	1,594
14	Administrator Corporation Counsel	Park View Corporation Counsel	74,663	99,550	116,971	1,493
13	Airport Director Chief Psychologist/Clinical Supervisor Deputy Director of Human Services Director of Information Systems Director of Human Resources Director of Planning, Zoning and GIS Finance Director	Airport Human Services Human Services Information Systems Human Resources Planning and Zoning Finance	69,606	92,808	109,049	1,392
12	Behavioral Services Manager Child Welfare Division Manager Director of Facilities and Property Management Director of Nursing Director of Public Health Director of Solid Waste Highway Commissioner Long Term Support Division Manager Parks Director/Expo Manager	Human Services Human Services Facilities and Property Management Park View Public Health Solid Waste Management Highway Human Services Parks	64,533	86,044	101,102	1,291
11	Advanced Practice Nurse Prescriber Family Court Commissioner Land and Water Conservation Director	Human Services Circuit Courts Land and Water Conservation	59,477	79,302	93,180	1,190
10	Adult Therapist Supervisor Assistant Planning Director Buildings and Grounds Manager Business Manager Child Support Director/Attorney Crisis Intervention/Adul Access Supervisor CSP/CSS Supervisor Director of Activity and Social Services Economic Support Division Manager Oshkosh Team Leader/CSP Director Neenah Team Leader/CSP Director Program Supervisor Program Supervisor/Child Welfare Unit Program Supv/Team Leader/Family Support Team Program Supv/Team Leader/LTS Resource Team Program Supv/Team Leader/Supported Living Team Program Supervisor/Team Leader/Older Adult	Human Services Planning and Zoning Facilities and Property Mgt. Park View Child Support Human Services Human Services Park View Human Services Human Services Human Services Human Services Human Services Human Services Human Services Human Services Human Services	56,931	75,908	89,192	1,139

Salary Range	Job Title	Department	Minimum	Control Point	Maximum	Increment Value
9	Adult Substance Abuse/Safe Streets Supv.	Human Services	54,419	72,558	85,256	1,088
	Director of Food & Nutrition Services	Park View				
	Economic Support Division Asst. Manager	Human Services				
	Program Supervisor/Team Leader/Elderly Service Team	Human Services				
	Youth Mental Health Supervisor	Human Services				
8	Assistant Corporation Counsel	Corporation Counsel	51,874	69,165	81,269	1,037
	Assistant Finance Director	Finance				
	Assistant Director of Nursing	Park View				
	Director of Family Court Counseling Services	Family Court Counseling				
	Highway Maintenance Superintendent	Highway				
	Human Resources Manager	Human Resources				
	Payroll and Benefits Manager	Human Resources				
	Summit House Coordinator	Human Services				
	Zoning Administrator	Planning and Zoning				
7	Assistant Manager Expo Center	Parks	49,346	65,794	77,308	987
	Assistant Parks Director	Parks				
	Assistant Zoning Administrator	Planning and Zoning				
	Chief Juvenile Court Intake Worker	Human Services				
	Construction Supervisor	Facilities and Property Management				
	Director of Veterans Services	Veterans Services Office				
	Environmental Health Supervisor	Public Health				
	Family Court Counselor	Family Court Counseling				
	Financial Supervisor	Human Services				
	Highway Equipment Superintendent	Highway				
	Landfill Manager	Solid Waste				
	RN Shift Coordinator	Park View				
	RN Unit Manager	Park View				
	Staff Development Coordinator	Park View				
	Superintendent of Maintenance/Operations	Airport				
	WIC Program Director	Public Health				
6	Associate Planner	Planning and Zoning	45,578	60,770	71,405	912
	Communications Manager	Sheriff				
	Eng Tech/Bridge Ops Supt	Highway				
	General Accounting Supervisor	Finance				
	Human Resources Specialist-Labor Relations	Human Resources				
	Medical Social Worker	Park View				
	Office Systems & Confidential Records Supv.	Human Services				
	Recycling Specialist	Solid Waste Management				
	Registered Dietitian	PVHC				
	Accountant/Financial Analyst	Solid Waste Management				
	Support Specialist Supervisor	Human Services				
5	Accountant	Park View	43,032	57,376	67,417	861
	Accountant/Office Manager	Highway				
	Code Enforcement Officer	Planning and Zoning				
	Custodian Supervisor	Facilities and Property Management				
	Drug Free Community Grant Coordinator	Public Health				
	Environmental Health Specialist	Public Health				
	Expo Operations Supervisor	Parks				

Salary Range	Job Title	Department	Minimum	Control Point	Maximum	Increment Value
	Family Living Educator	UW-Extension				
	Health Educator	Public Health				
	Housekeeping Sup (PT)	Park View				
	Maintenance Supervisor	Facilities and Property Management				
	Office Manager/Chief Deputy	Clerk of Courts				
	Office Supervisor	Child Support				
	Payroll & Benefits Specialist	Human Resources				
	Program Accountant	Human Services				
	Purchasing Agent/Accountant	Finance				
	Resource Conservationist	Land & Water Conservation				
	Solid Waste Operations Supervisor	Solid Waste Management				
	Special Projects Coordinator	Human Services				
	Teen Court Program Coordinator	Circuit Courts				
	Traffic Operations Supervisor	Highway				
	VIP Program Coordinator	Courts				
	WIC Nutritionist (FT & PT)	Public Health				
	Work Release Unit Supervisor	Sheriff				
4	Accountant	Sheriff's	40,504	54,005	63,456	810
	Accountant-Medicare	Park View				
	Accounting Supervisor	Clerk of Courts				
	Argonomist	Land & Water Conservation				
	Conservation Technician	Land & Water Conservation				
	Construction Site Erosion Control Tech	Land & Water Conservation				
	Dietetic Tech/Registered Dietitian	Park View				
	Domestic Violence Investigator	District Attorney				
	Emergency Management Planner/Deputy Director	Emergency Management				
	4-H Youth Development Associate	UW-Extension				
	Investigator	District Attorney				
	Public Safety Application Administrator	Sheriff's				
	Register in Probate	Courts				
	Tax Listing and Assessment Coordinator	Planning & Zoning				
	Victim/Witness Coordinator	District Attorney				
3	Evidence/Property Coordinator	Sheriff	37,975	50,633	59,494	760
	Executive Assistant	County Executive				
2	Medical Records Coordinator	Park View	35,447	47,262	55,533	709
1			32,903	43,870	51,547	658

**WINNEBAGO COUNTY
ADMINISTRATIVE SALARY PLAN**

Rules for Administration: Salaried Positions (Effective January 1, 2012)

(Please refer to Article 12-Salary Administration, of the Handbook of Employment Policies Covering Appointed Non-represented employees of Winnebago County for a complete explanation of applicable policies).

1. All positions covered by this salary plan shall be evaluated and classified for pay purposes in accordance with the Hay Guide Chart-Profile Method of Job evaluation.
2. Persons in full-time hourly positions who are transferred to salaried positions may be assigned an initial salary rate that reflects base pay plus overtime pay received in the year preceding transfer, provided that the number of hours to be worked in the salaried position will remain generally the same as the hours worked in the hourly position. This provision shall not apply to persons in part-time hourly positions who are transferred to salaried positions.
3. No employee shall be paid at a rate that is less than the minimum rate in the pay range established for his position.
4. Rates for part-time salaried positions shall be determined on a pro rata basis by dividing the number of full-day equivalent work days assigned to the part-time position per year by the number of full-day equivalent work days normally assigned to full-time salaried positions per year.
5. A newly appointed employee shall be assigned a pay rate from within the salary range established for his position. Such salary assignment shall be based upon the level of education and experience of the person and shall be made in consideration of labor market conditions at the time of appointment.
6. A newly appointed employee shall serve a six (6) month probationary period . Periods of unpaid absence in excess of five successive work days shall serve to automatically extend the probationary period by an equivalent number of work days.
7. The salary plan may be revised by Resolution of the County Board of Supervisors on either an annual or other basis to reflect changes in the cost of living and/or local labor market conditions. Across-the-board changes may be applied to the pay of each incumbent in a covered position provided that his job performance is determined to be satisfactory on a continuing basis by his employment supervisor. Salary increases may be withheld or delayed at the discretion of the employee's supervisor in the event of unsatisfactory job performance.
8. The Personnel and Finance Committee, upon the recommendation of the County Executive and the Director of Human Resources, may authorize special pay adjustments for individual employees or groups of employees covered by this salary plan and its attached schedules, in order: 1) to establish or maintain internal pay equity; 2) to preserve adequate supervisory pay differentials above their subordinates; or 3) to respond to local labor market conditions.
9. An employee who is demoted to a position in a lower salary range shall not be paid at a rate that exceeds the maximum rate of pay assigned to that range.
10. An employee who is promoted to a position in a higher salary range shall be placed at a rate that is at least 5% above the individual's most recent rate.

11. When a position is moved to a higher salary range as the result of an upward reclassification of the job content points assigned to the position, the incumbent in the position shall be eligible for a salary adjustment in the new salary range that is at least 2% above his current rate of pay.
12. When a position is moved to a lower salary range as the result of a downward reclassification of the job content points assigned to the position, and the most recent pay of the incumbent in the position exceeds the maximum rate in the assigned pay range, the incumbent in the position shall have his rate of pay frozen until such time as his rate of pay no longer exceeds the maximum rate or, at the discretion of the County Executive, the incumbent shall have his rate of pay reduced to the maximum rate of pay assigned to the salary range.
13. Salaried positions are not paid on the basis of hours worked. Salaried employees, as a condition of employment, are expected to work on average, in excess of 37.5 hours per week. For leave and payout calculation purposes, hourly equivalents are to be calculated using an annual work year of 2,080 hours.

HOURLY PAY RATES (Effective January 1, 2012)

Pay Range	Position Title	Department	Minimum Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Maximum Step J
H-8	Administrative Coordinator	Park View	19.66	20.59	21.50	22.44	23.32	24.26	25.18	26.12	26.74	27.95
H-7			19.06	19.97	20.83	21.73	22.62	23.53	24.40	25.30	25.91	27.06
H-6			18.48	19.31	20.19	21.05	21.90	22.78	23.64	24.56	25.10	26.22
H-5	Administrative Coordinator Confidential Secretary (Paralegal) Confidential Secretary (Paralegal) GPS Coordinator Human Resources Assistant Judicial Assistant	Sheriff Corporation Counsel District Attorney Sheriff Human Resources (PVHC) Circuit Courts	17.84	18.75	19.53	20.36	21.19	22.03	22.86	23.71	24.27	25.36
H-4	Administrative Assistant Confidential Secretary Confidential Secretary Confidential Secretary/Receptionist Court Reporter Environmental Technician Purchasing Coordinator	Human Services Human Services Human Resources Human Resources Circuit Courts Solid Waste Management Park View	17.26	18.06	18.85	19.66	20.48	21.28	22.10	22.89	23.48	24.49
H-3	Inmate Classification Coordinator Nursing Services Scheduler	Sheriffs Park View	16.65	17.41	18.19	18.97	19.77	20.53	21.30	22.10	22.62	23.63
H-2	Administrative Coordinator	Facilities	16.05	16.80	17.55	18.28	19.05	19.80	20.53	21.28	21.79	22.79
H-1			15.44	16.17	16.88	17.61	18.32	19.05	19.77	20.48	20.99	21.89

WINNEBAGO COUNTY ADMINISTRATIVE SALARY PLAN

Rules for Administration: Hourly Positions (Effective January 1, 2012)

(Please refer to Article 12-Salary Administration, of the Handbook of Employment Policies Covering Appointed Non-represented employees of Winnebago County for a complete explanation of applicable policies).

1. All positions covered by this salary plan shall be evaluated and classified for pay purposes in accordance with the Hay Guide Chart-Profile Method of Job evaluation.
2. No employee shall be paid at a rate that is less than the minimum rate in the pay range established for his position.
3. A newly appointed employee shall be assigned a pay rate from within the salary range established for his position. Such salary assignment shall be based upon the level of education and experience of the person and shall be made in consideration of labor market conditions at the time of appointment.
4. A newly appointed employee shall serve a six (6) month probationary period. Periods of unpaid absence in excess of five successive work days shall serve to automatically extend the probationary period by an equivalent number of work days.
5. The hourly pay rates may be revised by Resolution of the County Board of Supervisors on either an annual or other basis to reflect changes in the cost of living and/or local labor market conditions. Across-the-board changes may be applied to the pay of each incumbent in a covered position provided that his job performance is determined to be satisfactory on a continuing basis by his employment supervisor. Pay increases may be withheld or delayed at the discretion of the employee's supervisor in the event of unsatisfactory job performance.
6. The Personnel and Finance Committee, upon the recommendation of the County Executive and the Director of Human Resources, may authorize special pay adjustments for individual employees or groups of employees covered by this hourly pay schedule in order to establish or maintain internal pay equity and/or to respond to local labor market conditions.
7. An employee who is demoted to a position in a lower pay range shall not be paid at a rate that exceeds the maximum rate of pay assigned to that range.
8. When a position is moved to a higher hourly pay range, as the result of an upward reclassification of the job content points assigned to the position, the incumbent in the position shall be eligible for a pay increase to the next highest step in the new pay range that is at least 2% above his current rate of pay, if such a step exists. If not, the promoted employee shall be paid at the maximum rate established for the pay range.
9. When a position is moved to a lower salary range as the result of a downward reclassification of the job content points assigned to the position, and the most recent pay of the incumbent in the position exceeds the maximum rate in the assigned pay range, the incumbent in the position shall have his rate of pay frozen until such time as his rate of pay no longer exceeds the maximum rate or, at the discretion of the County Executive, the incumbent shall have his rate of pay reduced to the maximum rate of pay assigned to the salary range upon demotion or at any point thereafter.

**APPENDIX A
PUBLIC HEALTH AND PARK VIEW HEALTH CENTER AND SHERIFF'S
NURSING POSITIONS
(Effective January 1, 2012)**

HOURLY PAY SCHEDULE

<u>Position Title</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
Home Health Aide (PH)	13.01	13.64	14.23	14.84	15.46	16.36
Registered Nurse (PVHC)	25.99	27.05	28.13	29.20	30.87	
Public Health Nurse (Uncertified)	24.96	25.84	26.82	27.75	28.79	31.18
Public Health Nurse (Certified) WIC Prevention Nurse	25.43	26.32	27.30	28.22	29.28	31.69
Public Health Nurse Coordinator	27.08	28.42	29.70	31.01	32.33	34.30
Nurse Practitioner (PH)	31.98	34.09	36.17	38.30	40.39	43.36

Casual Call R.N. (PVHC): \$33.61 PER HOUR

RULES FOR ADMINISTRATION (Effective January 1, 2012)

1. Newly appointed personnel shall be paid initially at a rate in the salary schedule that reflects their level of experience and labor market conditions at the time of hire and shall serve a six (6) month probationary period. Periods of absence in excess of five successive work days shall serve to automatically extend the probationary period by an equivalent number of work days.
2. Across-the-board changes may be applied to the pay of each incumbent in a covered position provided that his job performance is determined to be satisfactory on a continuing basis by his employment supervisor. Salary increases may be withheld or delayed at the discretion of the employee's supervisor in the event of unsatisfactory job performance.
3. Graduate nurses hired at Park View Health Center shall be paid \$0.50 per hour less than the current R.N. recruitment rate from their date of hire until the date that they present their R.N. license. Upon presentation of the R.N. license, the incumbent shall progress to the current R.N. recruitment rate and shall remain at that step for a period of six months before progressing to the next higher pay step.
4. Temporary Registered Nurses and Temporary Public Health Nurses shall be paid at a rate in the respective pay ranges that corresponds to their level of nursing experience and prevailing labor market conditions.
5. The following premium pay provisions shall be paid at Park View Health Center for Registered Nurses and Temporary Registered Nurses:

- a. Weekend pay differential of \$1.00 per hour between the hours of 10:30 P.M. Friday and 10:30 P.M. Sunday.
 - b. Shift differential of \$2.00 per hour for all hours worked between 2:30 P.M. and 6:30 A.M. daily.
 - c. Registered Nurses are eligible for Responsibility Pay in the amount of \$2.00 per hour for hours worked as a building supervisor.
 - d. Full-time Registered Nurses and Temporary Registered Nurses are eligible for overtime pay at the rate of time and one-half for hours worked in excess of eight in one day or eighty in a two-week pay period. Part-time Registered Nurses are eligible for overtime pay for hours worked in excess of eight in one day provided that they work the additional hours at the request of Management, and not as a matter of mutual convenience.
 - e. Full-time Registered Nurses shall be paid eight hours of holiday pay for each scheduled holiday that occurs during the year and shall work on holidays as scheduled. All hours worked on holidays shall be paid at the rate of time and one-half. Each employee shall be eligible to have four days off with pay per year as floating holidays.
 - f. Part-time Registered Nurses who work 60% of full-time or more shall be paid holiday pay on a pro rata basis in accordance with "e" above. All hours worked on holidays by part-time employees shall be paid at the rate of time and one half. Part-time Registered Nurses working 60% of full-time or more shall be eligible for floating holiday hours (to a maximum of 24 hours) based upon the proportion of full-time hours that they normally work, as determined via a semi-annual calculation.
 - g. Part-time Registered Nurses who work less than 60% of full-time shall be compensated at the rate of time and one half their normal rate of pay for the hours worked on the holiday in addition to straight time pay for hours worked on the holiday. Part-time Registered Nurses who work less than 60% of full-time shall be eligible for floating holiday hours (to a maximum of 16 hours) based upon the proportion of full-time hours that they normally work, as determined via a semi-annual calculation.
6. The following premium pay provisions shall apply to Casual Call Registered Nurses at Park View Health Center:
- a. Casual Call Registered Nurses shall be eligible for overtime pay at the rate of time and one-half for all hours worked in excess of forty within a pay week.
 - b. Casual Call Registered Nurses shall be paid at the rate of time and one half per hour for hours worked on a holiday.
 - c. Casual Call Registered Nurses shall be eligible for a night shift differential of \$1.00 per hour, for the weekend differential of \$1.00 per hour and for the responsibility pay differential of \$2.00 per hour, when assigned. They shall be ineligible for a P.M. shift differential.
7. Full-time Registered Nurses at Park View Health Center shall be eligible for vacation pay on the following bases:
- a. YEAR OF HIRE: Persons hired prior to July 1 of any year shall be eligible to use seven work days of paid vacation between the date of hire and the end of the calendar year, subject to supervisory approval.
 - b. THREE WEEKS (15 WORK DAYS). Provided each year of continuous service following the year of hire through the tenth year.
 - c. FOUR WEEKS (20 WORK DAYS). Provided each year following completion of ten years of continuous service through the twentieth year.

d. FIVE WEEKS (25 WORK DAYS). Provided each year following completion of twenty years of continuous service.

Vacation eligibility for part-time Registered Nurses at Park View Health Center shall be stated in terms of hours based upon the proportion of full-time hours that they normally work.

8. Public Health nursing personnel assigned to work at the correctional facilities of the Sheriff's Department shall be paid a premium rate of \$2.00 per hour for all such hours worked.
9. A Public Health Nurse Coordinator who is assigned on-call duties on a weekend or holiday shall be paid \$25 per day for each 24-hour day of on-call duty. A Public Health Nurse Coordinator who is assigned on-call duties on a normal work day shall be paid \$17 per day for each 24-hour day that includes regularly scheduled hours.
10. Registered Nurses, who terminate their employment at Park View Health Center and who return to employment in the same position at Park View within 90 days may be allowed to retain their seniority for pay and future benefit entitlement purposes, however their paid time off in the year of return will be reduced on a pro rata basis for the time not worked prior to the date of return.
11. This pay schedule, the rules for its administration and the stated differential/premium rates may be adjusted by action of the Personnel and Finance Committee upon recommendation of the County Executive and the Director of Human Resources in response to labor market conditions or pay equity considerations.

APPENDIX B
PAY SCHEDULE FOR NON-REPRESENTED
CRAFT EMPLOYEES
(Effective January 1, 2012)

<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
HVAC Specialist Plumber	27.32	29.01	30.69	32.39	34.73
Electrician (Journeyman)	25.29	26.87	28.43	29.98	32.16
Electrician (Master)	26.60	28.25	29.91	31.53	33.84
Carpenter	23.42	24.87	26.30	27.75	29.79

RULES FOR ADMINISTRATION & OTHER PAY PRACTICES (Effective January 1, 2012)

1. **HIRING RATE:** Persons may be hired into any of these positions at any step in the plan based upon experience and prevailing labor market conditions and shall serve a six (6) month probationary period. Periods of unpaid absence in excess of five successive work days shall serve to automatically extend the probationary period by an equivalent number of work days.
2. **MASTER ELECTRICIAN:** Upon becoming licensed as a Master Electrician, an individual who was previously classified as a Journeyman Electrician, shall be immediately eligible to be placed at the same pay step in the Master Electrician pay range that corresponds to his current pay step in the Journeyman Electrician pay range. He shall progress to incrementally higher steps as previously scheduled.
3. **OVERTIME:** All hours worked in excess of eight in one day (except in the case of an adjusted schedule, as provided for below) or 40 in one work week shall be compensated at the rate of time and one half.
4. **MINIMUM OVERTIME PAYMENT:** Workers who are scheduled in advance or who are called in for overtime work, that is not contiguous to their regular hours, shall be paid for a minimum of two hours at the rate of time and one-half. This minimum payment shall be provided in lieu of any payment for travel time.
5. **HOLIDAY OVERTIME:** Workers who are called-in to work on a holiday shall be compensated at the rate of double time for all hours worked, with the two hour minimum provided for above. In addition, these employees shall have the option of receiving straight time holiday pay for the day or taking another day off in place of the holiday.
6. **ADJUSTED SCHEDULES:** Management may temporarily adjust the regular work schedules of craft employees, in advance, to accommodate special scheduling needs (Example: Repair work in offices that would otherwise be unduly disrupted during regular business hours). The rescheduled hours would not constitute overtime hours unless the rescheduled hours exceeded eight hours in a day. In order to accommodate individual employee needs, by mutual agreement between the employee and the employee's supervisor, employees may adjust the length of one or more of their work days within a given work week in order to give them time off when they would otherwise be working. In these cases, hours that are scheduled in excess of eight in one day would be compensated on a straight time basis.
7. Annual holiday earnings shall be stated in terms of annual hours earned, all utilization shall be treated as floating holidays of choice and the hours used shall be subtracted from the annual balance. In the event of employment termination occurring during a given year, the amount of entitlement shall be prorated on the basis of the partial year of service and any over-utilization (less eight hours) shall be recovered from the employee's final pay.
8. Across-the-board changes may be applied to the pay of each incumbent in a covered position provided that his job performance is determined to be satisfactory on a continuing basis by his employment supervisor. Salary increases may be withheld or delayed at the discretion of the employee's supervisor in the event of unsatisfactory job performance.
9. This pay schedule and its rules for administration may be changed by action of the Personnel and Finance Committee upon recommendation of the County Executive and the Director of Human Resources in response to labor market conditions or pay equity considerations.

APPENDIX C
WINNEBAGO COUNTY SHERIFF'S DEPARTMENT MANAGERS AND DISTRICT ATTORNEY'S
NON-REPRESENTED EMPLOYEES
(Effective January 1, 2012)

SHERIFF'S DEPARTMENT POSITIONS

<u>POSITION TITLE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>
Chief Deputy	78,823	83,151	83,868
Division Captain	67,317	71,014	76,212
Lieutenant-Shift Commander	64,685	68,252	73,233

DISTRICT ATTORNEY'S DEPARTMENT POSITIONS

<u>POSITION TITLE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>	<u>STEP G</u>	<u>STEP H</u>	<u>STEP I</u>
Special Investigator - DA	46,198	48,894	51,570	54,245	56,921	59,596	62,293	64,968	68,993
Support Services Supervisor									

RULES FOR ADMINISTRATION (Effective January 1, 2012)

1. Upon promotion to a ranking position in the Sheriff's Department, an individual shall be placed at the step in the salary schedule that is at least 5% above the individual's most recent rate of pay including overtime for the preceding twelve (12) months. Upon appointment to the position of Special Investigator-DA or Support Services Supervisor, an individual shall be initially placed at an appropriate step in the pay schedule as determined by the Director of Human Resources.
2. Individuals promoted or appointed to positions covered by this Appendix shall serve a six (6) month probationary period. Periods of absence in excess of five successive work days shall serve to automatically extend the probationary period by an equivalent number of work days.
3. Across-the-board changes may be applied to the pay of each incumbent in a covered position provided that his job performance is determined to be satisfactory on a continuing basis by his employment supervisor. Salary increases may be withheld or delayed at the discretion of the employee's supervisor in the event of unsatisfactory job performance.
4. All positions covered by this schedule are defined as salaried positions and are ineligible for any form of overtime pay or compensatory time. Shift Commanders will normally work a 6-3 or other rotation on three shifts including weekends and holidays. Division Captains will normally work a Monday through Friday day shift. All employees covered by this pay schedule may be required to work extra hours as needed.
5. Administrators in the Sheriff's Department who work rotating schedules shall earn holiday hours stated in terms of annual hours earned, all utilization shall be treated as floating holidays of choice and the hours used shall be subtracted from the annual balance. In the event of employment termination occurring during a given year, the amount of entitlement shall be prorated on the basis of the partial year of service and any over-utilization (less eight hours) shall be recovered from the employee's final pay.
6. For all personnel, a week's vacation entitlement will be defined as five work days.
7. Shift Commanders will be provided with an annual uniform allowance at the same level as is provided to subordinate bargaining unit employees and will be required to wear full dress uniforms while on duty. The Chief Deputy, Assistant Chief Deputy, Division Captains and the Division Lieutenants will not be provided with an annual uniform allowance, but will be provided with replacement items as needed in order to maintain one full dress uniform for special occasions or special assignments. On regular work days, the personnel may wear uniforms or plain clothes as directed by the Sheriff.
8. The Special Investigator shall not be required to wear a uniform but may wear plain clothes, as directed by the District Attorney.

APPENDIX D
WINNEBAGO COUNTY INFORMATION TECHNOLOGY POSITIONS: INFORMATION SYSTEMS AND GIS
PAY SCHEDULE FOR ADMINISTRATIVE EMPLOYEES
(Effective January 1, 2012)

SALARIED POSITIONS

<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>CONTROL POINT</u>	<u>MAXIMUM</u>	<u>INCREMENT VALUE</u>	<u>Maximum Step I</u>
IS DEVELOPMENT SUPERVISOR NETWORK ADMINISTRATOR TECHNICAL SUPPORT SUPERVISOR	56,931	75,908	89,192	1,139	38.87
GIS SYSTEMS ANALYST/ ADMINISTRATOR	45,578	60,770	71,405	912	36.15
GIS DATABASE ADMINISTRATOR	43,032	57,376	67,417	861	30.81

HOURLY POSITIONS

<u>POSITION TITLE</u>	<u>Minimum Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>	<u>Step H</u>	<u>Maximum Step I</u>
SENIOR SYSTEM ANALYST	25.52	27.07	28.66	30.24	31.81	33.39	34.98	36.52	38.87
SYSTEMS ANALYST	24.23	25.63	27.02	28.44	29.82	31.24	32.63	34.03	36.15
GIS SPECIALIST NETWORK TECHNICIAN TELECOMMUNICATIONS COORD.	21.54	22.61	23.72	24.80	25.86	26.97	28.06	29.13	30.81
SENIOR USER SUPPORT SPECIALIST GIS TECHNICIAN	19.52	20.37	21.22	22.08	22.91	23.77	24.61	25.48	26.85
USER SUPPORT SPECIALIST	18.69	19.49	20.30	21.11	21.91	22.74	23.54	24.33	25.67
TELECOMMUNICATIONS/ BUDGET ASSISTANT	18.06	18.85	19.66	20.48	21.28	22.10	22.89	23.48	24.49
	17.41	18.19	18.97	19.77	20.53	21.30	22.10	22.62	23.63
	16.69	17.35	18.02	18.69	19.33	20.02	20.67	21.34	22.44

RULES FOR ADMINISTRATION-APPENDIX D (Effective January 1, 2012)

SALARIED POSITIONS

1. Salary administration for the positions of IS Development Supervisor, GIS Systems Analyst/Administrator, GIS Database Administrator, GIS Manager (L&WCD) shall be governed by the Rules for the Administration of the Salary Plan covering salaried positions (See Rules for Administration: Salaried Positions).
2. Across-the-board changes may be applied to the pay of each incumbent in a covered position provided that his job performance is determined to be satisfactory on a continuing basis by his employment supervisor. Salary increases may be withheld or delayed at the discretion of the employee's supervisor in the event of unsatisfactory job performance.
3. The Personnel and Finance Committee may authorize an adjustment to the pay rates of individual employees or employee groups covered by this schedule, as recommended by the County Executive and Director of Human Resources in response to changes in local labor market conditions.

HOURLY POSITIONS

1. Newly hired employees shall be placed in a step in the pay schedule that corresponds with their job title and that reflects their education and experience and current market conditions. They shall serve a six (6) month probationary period. Periods of absence in excess of five successive work days shall serve to automatically extend the probationary period by an equivalent number of work days.
2. Across-the-board changes may be applied to the pay of each incumbent in a covered position provided that his job performance is determined to be satisfactory on a continuing basis by his employment supervisor. Salary increases may be withheld or delayed at the discretion of the employee's supervisor in the event of unsatisfactory job performance.
3. The Personnel and Finance Committee may authorize an adjustment to the pay rates of individual employees or employee groups covered by this schedule, as recommended by the County Executive and Director of Human Resources in response to changes in local labor market conditions.