

**Clark County, Wisconsin**  
**Title: Administrative Compensation Policy**

<b>Title:</b> Administrative Compensation Policy	<b>Effective Date: January 8, 2017</b>
	<b>Adoption/Revision Date: April 16, 2019</b>
<b>Custodian:</b> Personnel Manager	<b>Approving Body:</b> Personnel Committee

**1. Authority**

- a. Wis. Stat. 59.02, 59.03, and 59.51
- b. Clark County Code of Ordinances, Section 2-48

**2. References**

- a. Adopting Resolution/Ordinance/Motion: Resolution 17-4-19
- b. Clark County Employee Handbook and Administrative Manual

**3. Purpose**

- a. To establish a compensation program that:
  - i. Reflects the competitive market and strives for internal equity.
  - ii. Maintains uniformity across the organization, but allows for departmental flexibility to meet recruitment and retention needs.
  - iii. Establishes compensation expectations for county employees and incentive for reasonable longevity in comparison to market trends.

**4. Scope**

- a. Applies to all Clark County employees with exceptions of elected, seasonal, limited term, members of a collective bargaining agreement, or those positions not otherwise captured in the attached wage schedules.

**5. Policy Overview**

- a. This policy is established in transition from previous collective bargaining schedules and is intended to provide more uniformity and consistency in compensation schemes for Clark County employees. The policy addresses the County’s principles of compensation, wage progression scheme, incentive schemes and reclassification process.
- b. This policy is administrative with authority vested in the Clark County Personnel Committee by ordinances and the authority for “across the board” changes approved by the Clark County Board of Supervisors.
- c. Administrative procedures regarding compensation are delegated to the Office of Finance and Personnel under guidance of this policy.

**6. Policy Performance**

- a. This policy is established to support the following recruitment and retention goals with quantifiable performance indicators:
  - i. At the organizational level, the median tenure in years for regular Clark County employee should not fall below the national median average for public employees as reported annually by the Bureau of Labor Statistics. [2016 Report = 7.7 years]
  - ii. At the department level, no department should experience more than 25% turn over in a year period, with consideration given to circumstances involving smaller departments with smaller staffs.
  - iii. At the position level, no vacant position should go unfilled for more than 60 days when actively recruiting.

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**Founded in 1853**

# Administrative Compensation Policy

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ATTACHMENTS

**SECTION 1: POLICY AUTHORITY**

1. The Personnel Committee has the authority to administer the classification and salary plan under the Clark County Code of Ordinances, Section 2-48.
2. Amendments to this policy are governed by the Personnel Committee as granted by County Ordinance. Requests for amendments shall be submitted in writing to the Personnel Committee through the Personnel Office by using Appendix J. Amendment requests should specify: (1) the desired amendment; (2) the applicable section and language to amend; (3) the reason for the amendment; and (4) the recommended language or modification.

**SECTION 2: POLICY DEFINITIONS**

For purposes of this policy the following definitions will apply:

1. *Emergency* is defined as “a serious and unexpected, situation requiring immediate action to avoid a danger to the organization.”

**SECTION 3: COMPENSATION POLICY PRINCIPLES**

1. Support the performance goals of the compensation policy, the Clark County Mission, and strategic initiatives of the County.
2. Attract and retain a well-qualified workforce.
3. Compensate at levels that are both competitive with relevant labor markets and equitable across the organization.
4. Comply with federal code, state statute and county policy.
5. Demonstrate fiscal responsibility with citizen tax dollars.
6. Consistent practice of procedures, policies, and templates will be utilized with an understanding that limited exceptions may arise from operational needs. Deviations shall be approved the Personnel Committee.
7. Clark County will not discriminate in compensation based on race, color, gender, religion, creed, age, disability, national origin, lifestyle, or any other basis prohibited by state or federal law.
8. The compensation principles and related administration guidelines are regularly reviewed by the Personnel Manager and the Personnel Committee.

**SECTION 4: WAGE SCHEDULE**

The following section describes the structure, purpose, and progression using the Clark County Wage Schedule set forth in Appendix A.

**4.1 PAY GRADES**

1. The Clark County Wage Schedule is composed of a tiered system of pay grades.
2. County positions are assigned to pay grades based on study data, operational needs, and recruiting and retention trends.
3. Reclassification of a position to a different pay grade is described in Section 5 of this policy.

**4.2 WAGE RANGE**

1. Each pay grade has a wage range of 80% to 120% of the mid-market estimate derived from the 2018 – 2019 Clark County Classification and Compensation Study.
2. Wage ranges shall not be adjusted for general increases (ie cost of living adjustments or wage adjustments based on CPI) as approved by Clark County Board of Supervisors.

**4.3 SCHEDULE PROGRESSION**

1. Each pay grade has a consistent and equal progression divided into nine steps.
2. Any starting pay referred to in this policy must start at a step within the position’s pay grade.
3. The starting pay for a new employee in a position shall be determined by the department head and reviewed by the Personnel Manager.
  - a. The starting pay shall be determined based on the market and the new employee’s experience and qualifications.
4. If an employee at Step 1 reaches the 6 month anniversary in the position at such step, the employee shall progress to Step 2.
5. For employees at Step 2 to Step 5, the employee shall progress to the next step at the 12 month anniversary in the position at each step.
6. For employees at Step 6 to Step 8, the employee shall progress to the next step at the 18 month anniversary in the position at each step.
7. Employees at Step 9 will no longer be eligible for step progressions.
8. Departments are required to submit a general wage notice (Appendix F) to the Department of Finance and Personnel for each new hire and for employees scheduled to receive a pay progression.
9. Years served in other positions do not transfer for pay progressions.
10. Any pay progression shall be realized on the first day of the first full pay period following the scheduled progression. See Table 1 below for a pay progression hypothetical.

Table 1 - Pay Progression Hypothetical

Day 1	6 month anniversary		12 month anniversary		18 month anniversary	
Employee’s 1 <sup>st</sup> day at step	6 months at step	Date pay progression is realized*	12 months at step	Date pay progression is realized*	18 months at step	Date pay progression is realized*
03/06/2019	09/04/2019	09/15/2019	03/04/2020	03/15/2020	09/02/2020	09/13/2020

\* Pay periods begin on Sundays every other week

**4.4 STEP ADJUSTMENT**

A step adjustment is a single increase in step progression occurring outside the scheduled pay progression set forth in Section 4.3. A request for such an adjustment (Appendix G) must be initiated by the department head and submitted to the Personnel Committee through the department’s supervisory committee. The request must demonstrate financial and operational justifications that warrant a step adjustment.

**SECTION 5: RECLASSIFICATION**

Operational needs and position expectations will evolve and positions may need to be reclassified to a different pay grades. Reclassification of employees shall be reviewed and initially acted upon by the Personnel Committee from June 1 to June 30 upon the department’s supervisory committee recommendation unless an emergency arises (see Section 2 for “Emergency” definition).

The following considerations and process will be utilized in a position reclassification:

1. Reclassification is warranted by the addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements of a position. An increase in volume of previously established duties does not warrant a reclassification.

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2. Utilizing the Reclassification Request Form (Appendix H), all requests for a position reclassification shall be recommended by the immediate supervisor/department head, and approved by the supervising committee that administers the position.
3. Once approved by the supervising committee, the recommendation for the position reclassification is then presented to the Personnel Committee with:
  - a. a current job description and title;
  - b. a proposed job description and title indicating the addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements;
  - c. supporting documentation (i.e. job study data);
  - d. internal equity analysis;
  - e. an estimate of financial impact to the department; and
  - f. a plan of how the financial impact will be absorbed.
4. The Personnel Committee will review the reclassification request and supplemental materials, and if approved, the reclassification request will be forwarded to an external compensation plan consultant for a final endorsement. Consultation fees will be paid by the requesting department. Upon endorsement the reclassification will be implemented on the effective day, which will be the first day of the first full pay period of the new budget year unless otherwise approved by the Personnel Committee. Employees will carry their current hourly rate to their new pay scale and slide right to the next available step of their new paygrade upon the effective date of the reclassification.

#### **SECTION 6: NEW POSITION**

Operational needs within a department may require the creation of a new position. Creation of a new position will be considered by the Personnel Committee on an annual basis prior to budget preparations. In order to implement a new position, the new position must be approved by the department's supervisory committee.

The following considerations and process will be utilized:

1. A "new position" must contain essential job functions, expectations, and requirements that are not already consolidated under an existing position title on the wage schedule. Re-titling of an existing position does not warrant the creation of a new position.
2. Utilizing the New Position Request Form (Appendix I), all requests for a new position shall be recommended by the immediate supervisor/department head and approved by the department's supervising committee.
  - a. The Department of Finance and Personnel should be consulted in the creation of a new job position and description.
3. The approved recommendation for a new position is then presented to the Personnel Committee with the following documents:
  - a. a proposed job description and title indicating a new consolidation of significant duties, skill requirements, responsibilities, and/or education or experience requirements;
  - b. supporting documentation and job study data for schedule placement;
  - c. internal equity analysis;
  - d. an estimate of financial impact to the department; and
  - e. a plan of how the financial impact will be absorbed.

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4. The Personnel Committee will review the new position request and supplemental materials, and if approved, the new position request will be forwarded to an external compensation plan consultant for a final endorsement. Consultation fees will be paid by the requesting department. Upon endorsement, the new position will be implemented.

## **SECTION 7: EMPLOYEE MOVEMENT**

Employees may transition from one position to another during their tenure with Clark County. For purposes of this policy, these transitions will be classified as a promotion, a lateral transfer, or transfer to a lower pay grade. Departments are required to submit a general wage notice (Appendix F) to the Department of Finance and Personnel to initiate employee movement.

### **7.1 PROMOTION**

A promotion is a transition of a County employee into a position found in a higher pay grade.

1. An employee will not have a wage reduction as a result of a promotion.
2. The starting pay as the result of a promotion shall commence at a wage higher than the employee's wage before promotion and shall be determined by the department head and be reviewed by the Personnel Manager. In the event the promotion is to a department head position, the department's supervisory committee shall determine the starting pay and be reviewed by the Personnel Manager.
3. An employee retains the right to negotiate the starting pay with the department head or department's supervisory committee depending on who is responsible to determine the starting pay.
4. Pay shall progress as set forth in Section 4.3.

### **7.2 LATERAL TRANSFER**

A lateral transfer is a transition of a County employee into a position found in their current pay grade.

1. An employee will not have a wage reduction as a result of a lateral transfer.
2. The starting pay as the result of a lateral transfer shall be determined by the department head and be reviewed by the Personnel Manager.
3. An employee retains the right to negotiate the starting pay with the department head.
4. Pay shall progress as set forth in Section 4.3.

### **7.3 TRANSFER TO A LOWER PAY GRADE**

A transfer to a lower pay grade is a transition of a County employee into a position found in a lower pay grade. It is understood that such a transition can be initiated by the employer or employee.

1. An employee shall have a wage reduction as a result of a transfer to a lower pay grade.
2. The starting pay as the result of a transfer to a lower pay grade shall be determined by the department head and be reviewed by the Personnel Manager.
3. An employee retains the right to negotiate the starting pay with the department head.
4. Pay shall progress as set forth in Section 4.3.

## **SECTION 8: SUPPLEMENTAL DEPARTMENT WORK RULES**

Federal Regulations, Wisconsin State Statutes and Personnel Committee approved departmental work rules may allow for deviation from this policy. Such deviations shall be reviewed and approved by the Personnel Committee on an annual basis. Departments are required to submit a

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general wage notice (Appendix F) to the Department of Finance and Personnel to initiate wage changes.

Departments with supplemental pay schedules include the following:

1. Appendix B: Forestry and Parks Seasonal Employee Pay Schedule
2. Appendix C: Sheriff’s Office Reserve Pay Schedule
3. Appendix D: Sheriff’s Office Union Pay Schedule

**SECTION 9: REVIEW AND MAINTENANCE**

1. A review of this compensation plan and all job positions shall be conducted every one to two years or at the discretion of the Personnel Committee.
2. Any mass changes in schedule progression or correlating wage rates will be considered an “across the board salary adjustments” and shall be subject to approval by the Clark County Board of Supervisors.

**SECTION 10: ATTACHMENTS**

- Appendix A: Wage Schedule
- Appendix B: Forestry and Parks Seasonal Employee Pay Schedule
- Appendix C: Sheriff’s Office Reserve Pay Schedule
- Appendix D: Sheriff’s Office Union Pay Schedule
- Appendix E: Highway Department Commissioner Agreement (REMOVED)
- Appendix F: General Wage Rate Change
- Appendix G: Step Adjustment Application
- Appendix H: Reclassification Request Form
- Appendix I: New Position Request Form
- Appendix J: Proposed Changes to Compensation Policy
- Appendix K: Policy Review Form (REMOVED)
- Appendix L: Revision History

**SECTION 11: REVISION HISTORY**

<b>Revision History</b>		
<b>Adoption/ Revision Date</b>	<b>Overview of Adoption/Revision</b>	<b>Adoption/Revision Reference</b>
1/8/2017	See Appendix L: Revision History	See Appendix L: Revision History
7/5/2017	See Appendix L: Revision History	See Appendix L: Revision History
TBD	See Appendix L: Revision History	See Appendix L: Revision History



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**APPENDIX A: WAGE SCHEDULE**

**Clark County**  
**Salary Ranges at 50th Percentile**

Salary Range	Department	Job Title	HOURLY			STEPS								
			Minimum	Midpoint	Maximum	1	2	3	4	5	6	7	8	9
A	CCRLC	Executive Director	\$44.54	\$55.67	\$66.81	\$44.54	\$47.32	\$50.66	\$54.00	\$57.34	\$60.68	\$64.02	\$66.25	\$66.81
B	Finance IT Sheriff Dept Hwy	Comptroller IT Services Director Chief Deputy Highway Commissioner	\$40.15	\$50.19	\$60.23	\$40.15	\$42.66	\$45.68	\$48.69	\$51.70	\$54.71	\$57.72	\$59.73	\$60.23
C	Comm Serv County Attorney Social Serv CCRLC CCRLC Corp Counsel F&P	Associate Director County Attorney Director of Social Services Director of Nursing-Daily Operations Director of Financial Services Corporation Counsel Forestry and Parks Administrator	\$36.19	\$45.24	\$54.29	\$36.19	\$38.45	\$41.17	\$43.88	\$46.60	\$49.31	\$52.03	\$53.84	\$54.29
D	Finance CCRLC Child Support EMS Hwy Personnel ADRC Public Health ADS Sheriff Dept Sheriff Dept	Assistant Comptroller Director of Social Services (CCRLC) Child Support Director Emergency Management Director Ops. Manager/Patrol Sup Personnel Manager ADRC Director Director of Public Health ADS Director Patrol Captain Jail Captain	\$32.50	\$40.63	\$48.75	\$32.50	\$34.53	\$36.97	\$39.41	\$41.84	\$44.28	\$46.72	\$48.34	\$48.75
E	CCRLC CCRLC CCRLC CCRLC CCRLC Comm Serv Comm Serv F&P IT Maint P&Z Social Serv VA Land Con	Director of Plant Operations Director of Food and Nutrition Systems Nurse Care Coordinator HR Manager (CCRLC) Physical Therapist Outpatient Services Program Manager Behavioral Services Program Manager Forestry Manager IT Services Site Manager Maintenance Engineer Planning & Zoning Administrator Unit Manager-Family and Children's Social Work Veteran Services Officer County Conservationist	\$29.33	\$36.66	\$43.99	\$29.33	\$31.16	\$33.36	\$35.56	\$37.76	\$39.96	\$42.16	\$43.62	\$43.99
F	P&Z CCRLC CCRLC CCRLC F&P CCRLC Social Serv	County Surveyor Food Service Manager Adult Day Care Coordinator Registered Nurse (CCRLC) Parks and Program Manager QIDP Unit Manager-Business Office	\$26.50	\$33.13	\$39.75	\$26.50	\$28.16	\$30.14	\$32.13	\$34.12	\$36.11	\$38.09	\$39.42	\$39.75

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Salary Range	Department	Job Title	HOURLY			STEPS								
			Minimum	Midpoint	Maximum	1	2	3	4	5	6	7	8	9
	IT	IT Services Network Administrator												
	IT	IT Services Server Administrator												
	Social Serv	Unit Manager-Economic Support												
	Public Health	Lead Public Health Nurse												
	Sheriff Dept	Communications Captain												
	Sheriff Dept	Detective Captain												
G	ADRC	Nutritionist/Dietitian	\$23.88	\$29.86	\$35.83	\$23.88	\$25.38	\$27.17	\$28.96	\$30.75	\$32.54	\$34.33	\$35.53	\$35.83
	CCRLC	Asst Dir of Food and Nutrition												
	Comm Serv	Clinical Therapist												
	F&P	Facilities Supervisor												
	Finance	Accountant/ Payroll & Benefit Coord												
	Hwy	Crew Leader - Maintenance Shop												
	Hwy	Foreman												
	Hwy	Financial Manager (HWY)												
	Sheriff Dept	Corrections Sergeant												
	Comm Serv	Registered Nurse (CS)												
	Public Health	Public Health Nurse												
	Public Health	Public Health Educator												
	P&Z	GIS Coordinator												
	Maint.	Maintenance Supervisor												
	CCRLC	Registered Dietician												
	Reg In Probate	Register in Probate												
H	Comm Serv	Birth to 3 Speech Therapist	\$20.96	\$26.20	\$31.44	\$20.96	\$22.27	\$23.84	\$25.42	\$26.99	\$28.56	\$30.13	\$31.18	\$31.44
	ADRC	Administrative Assistant (Financial Manager)												
	ADRC	Information & Assistance Specialist												
	ADRC	Nutrition & Prevention Coord												
	ADS	Office/Safety Manager												
	ADS	Rehab Services Manager												
	CCRLC	Asst Dir of Client Services												
	CCRLC	Case Manager												
	CCRLC	Emergency Mental Health Crisis Worker												
	CCRLC	Admissions Coordinator												
	CCRLC	Social Worker (CCRLC)												
	CCRLC	Support and Service Coordinator												
	Clerk of Courts	1st Deputy Clerk of Circuit Court												
	Comm Serv	Substance Abuse Counselor												
	Comm Serv	Financial Manager												
	Comm Serv	Birth to 3 Program Services Coordinator												
	Comm Serv	Service Facilitator/Case Manager												
	F&P	Office Business Manager												
	F&P	Forester												
	Hwy	Crew Leader - Const. & Maint												
	Hwy	Mechanic												
	Public Health	Environmental Health Specialist												
	Sheriff Dept	Administrative Assistant/Supervisor												
	Social Serv	Financial Manager												
	Social Serv	Social Worker												
	Public Health	Jail Health Nurse												
I	Land Con	Conservation Engineer	\$18.88	\$23.61	\$28.33	\$18.88	\$20.06	\$21.48	\$22.90	\$24.31	\$25.73	\$27.15	\$28.09	\$28.33
	ADS	Food Service Manager												
	CCRLC	Housekeeping Supervisor												
	CCRLC	Director of Activity Therapy												
	CCRLC	Director of Medical Records												
	Child Support	Child Support Specialist II												
	Comm Serv	Mental Health Tech/TCM												
	F&P	Construction Specialist/Heavy Equip Operator												

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Salary Range	Department	Job Title	HOURLY			STEPS								
			Minimum	Midpoint	Maximum	1	2	3	4	5	6	7	8	9
	F&P	Forestry Technician												
	F&P	Maintenance Specialist												
	Finance	Finance Associate												
	Hwy	Bridge Inspector												
	Hwy	Heavy Equipment Operator												
	Land Con	Land Use Specialist												
	Personnel	Personnel Assistant												
	Sheriff Dept	Correction Deputy (ND = add \$0.25/hr)												
	Hwy	Maintenance Specialist												
	IT	IT Services Technician												
	Land Con	Conservation Agronomist												
	CCRLC	Plant Operations Specialist												
	Sheriff Dept	Telecommunicator (ND = add \$0.25/hr)												
	Reg in Probate	1st Deputy/Juvenile Clerk												
J	ADS	Vocational Counselor	\$17.19	\$21.49	\$25.79	\$17.19	\$18.27	\$19.56	\$20.85	\$22.14	\$23.42	\$24.71	\$25.57	\$25.79
	ADRC	Benefit Specialist												
	ADS	Maintenance Technician												
	CCRLC	Beautician												
	CCRLC	Activity Therapist												
	CCRLC	Adult Day Care Assistant Coordinator												
	CCRLC	Lead Laundry Worker												
	CCRLC	Shipping Receiving Agent												
	CCRLC	LPN												
	DA	Legal Secretary												
	DA	Victim Witness Coordinator												
	F&P	Construction Specialist/Carpenter												
	Hwy	Equipment Operator												
	Reg of Deeds	1st Deputy												
	F&P	Maintenance Technician												
	CCRLC	Certified Occupational Therapy Assistant												
	VA	Benefit Specialist (Veterans)												
	Social Serv	Benefit Specialist (Lead = add \$1.00/hr)												
	Social Serv	Access Worker												
K	ADS	Pizza Sales Rep	\$15.77	\$19.71	\$23.65	\$15.77	\$16.75	\$17.94	\$19.12	\$20.30	\$21.49	\$22.67	\$23.46	\$23.65
	ADS	Rehab Supervisor w/CDL												
	CCRLC	Unit Clerk												
	CCRLC	Client Services Specialist												
	CCRLC	Health Information Technician												
	CCRLC	Administrative Assistant												
	CCRLC	Rehab Office Supervisor												
	CCRLC	Accounting Technician/Accounts Bookkeeper												
	CCRLC	Nurse Technician												
	CCRLC	Staffing Coordinator												
	Clerk of Courts	Accounting Technician												
	Clerk of Courts	Court Clerk												
	Comm Serv	Administrative Assistant												

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Salary Range	Department	Job Title	HOURLY			STEPS								
			Minimum	Midpoint	Maximum	1	2	3	4	5	6	7	8	9
	Comm Serv County Clerk F&P Finance P&Z Public Health Social Serv UW Extension	Accounting Technician 1st Deputy Clerk Parks Worker/Equipment Operator Finance Payroll Assistant Administrative Assistant Administrative Assistant Administrative Assistant Administrative Assistant												
L	Treasurer ADRC ADS ADS Child Support Comm Serv P&Z Reg of Deeds Sheriff Dept Treasurer P&Z Hwy	1st Deputy Treasurer Center Coordinator Program Assistant Rehabilitation Supervisor Child Support Specialist I Program Assistant Land Information Technician Program Assistant Program Assistant Tax Lister Land Use Technician Program Assistant	\$14.54	\$18.17	\$21.81	\$14.54	\$15.45	\$16.54	\$17.63	\$18.72	\$19.81	\$20.90	\$21.63	\$21.81
M	ADRC CCRLC CCRLC CCRLC CCRLC CCRLC CCRLC F&P Hwy Maintenance Land Con	Program Assistant WIC Nutrition Assistant Certified Nursing Asst Adult Day Care Aide Personal Support Worker Resident Assistant Maintenance Assistant Custodian Parks Worker Laborer Buildings and Grounds Worker Program Assistant	\$13.22	\$16.53	\$19.83	\$13.22	\$14.05	\$15.04	\$16.03	\$17.02	\$18.01	\$19.01	\$19.67	\$19.83
N	CCRLC F&P UW Extension Reg of Deeds	Health Information Clerk Office Assistant Office Assistant Office Assistant	\$12.02	\$15.02	\$18.03	\$12.02	\$12.77	\$13.67	\$14.57	\$15.47	\$16.38	\$17.28	\$17.88	\$18.03
O	ADRC CCRLC CCRLC CCRLC CCRLC CCRLC CCRLC	Van Driver Client Services Assistant Sewing Room Clerk Laundry Worker Housekeeper Food Service Worker Baker-Cook	\$10.94	13.67	\$16.40	\$9.30	\$11.62	\$12.44	\$13.26	\$14.08	\$14.90	\$15.72	\$16.27	\$16.40
P	Reg In Probate	Bailiff	\$10.10	\$12.62	\$15.14	\$10.10	\$10.73	\$11.48	\$12.24	\$13.00	\$13.76	\$14.51	\$15.02	\$15.14
Q	CCRLC	Reception/Switchboard	\$9.38	\$11.73	\$14.08	\$9.38	\$9.97	\$10.68	\$11.38	\$12.08	\$12.79	\$13.49	\$13.96	\$14.08
R	CCRLC	Dishwasher	\$8.28	\$10.36	\$12.43	\$8.28	\$8.80	\$9.42	\$10.05	\$10.67	\$11.29	\$11.91	\$12.32	\$12.43

\* ND = night differential

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**APPENDIX B: FORESTRY & PARKS SEASONAL EMPLOYEE PAY SCHEDULE**

This shall serve as the current approved process for hiring of seasonal and temporary Forestry and Parks Department employees, together with related wage considerations.

**General Laborer Seasonal:** This category of seasonal employees includes individuals with little experience who are employed as campground maintenance, summer mowing crew and Bruce Mound operations workers.

First year of employment - Wage rate	\$9.00/hour
Second year - - - - -	\$9.50/hour
Third year - - - - -	\$9.90/hour
Fourth year - - - - -	\$10.20/hour

After 4 years, individuals in this category who have demonstrated a high level of job proficiency may be promoted to the Skilled and Experienced Seasonal level with an increase in pay up to the next highest level.

**Skilled and Experienced Seasonal:** This category of seasonal employees includes individuals with unique qualifications or considerable work experience. These positions involve specialized tasks and/or a greater level of responsibility than the General Labor category. Examples of this category include assistant campground managers, mowing crew lead worker, campground maintenance leads and Bruce Mound operations workers.

First year of employment - Wage rate	\$10.25/hour
Second year - - - - -	\$10.75/hour
Third year - - - - -	\$11.15/hour
Fourth year - - - - -	\$11.45/hour

Wage rates for skilled and experienced seasonal employees that work beyond 4 years will be reviewed on a case by case basis, but may not exceed \$12.50/hour.

Starting pay for newly hired employees may be adjusted depending on skill level and previous relevant work experience.

**Specialized and Professional Limited Term Employees and Interns:** The Forestry and Parks Department has employed specialized and professional LTE's on a project basis and for other specialized employment to perform essential functions of the department. These employees possess specialized skills or education essential to the position. Depending on skill level and work experience, specialized and professional employee wage rate would normally be not less than \$12.00/hour and not greater than \$18.00/hour.

**Mead Dam Operators:** Mead Dam requires frequent operation of dam gates in order to maintain lake water levels. Dam operators are on call 24/7 and 12 months a year. Due to safety and coverage concerns, more than one operator is ideal. Regardless of the number of Mead Dam Operators, the total amount paid shall not exceed \$12,000.00/year.

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**Park Manager Positions:** This category of seasonal employment includes those employees with responsibility for management of campgrounds and parks. Typical duties of a park manager include registering campers, greeting the public, record keeping, collect and deposit fees, enforcing park policies and county ordinances, resolve disputes, grounds maintenance, and direct supervision of seasonal park staff.

Starting in 2012 all park managers are paid an hourly wage. Pay range for park managers shall be not less than \$10.00/hour and not greater than \$16.00/hour depending on the park, experience and housing allowance.

Following is a list of county parks with manager positions. This list reflects from highest to lowest, the ranking of pay for park managers. Generally, this ranking is also a reflection on park size, visitor numbers, and annual revenues.

- 1) Russell Memorial Park
- 2) Rock Dam and Wild Rock Parks
- 3) Snyder Park
- 4) Mead Lake Park
- 5) Sherwood Park

**Seasonal Employee Incentive:** In order to provide exceptional customer service to our patrons, increase the recruitment of quality employees and improve retention of those employees, Clark County Forestry and Parks Department offers seasonal employment incentive opportunities. To qualify for the following incentives, an employee must demonstrate an ability and willingness to execute their daily tasks in a proper and timely manner while meeting the following requirements.

- A. Employee shall demonstrate an eagerness to learn and develop work skills.
- B. Employee shall maintain a regular and consistent work schedule.
  - i) Campground Staff shall work an average of 25 hours a week through the summer camping season.
  - ii) Bruce Mound Staff shall be available for snow making, during the holiday season and work an average of one shift per week.
- C. Employee shall be in good standing with Clark County Forestry and Parks Management staff.

One of the following incentive opportunities available to those Seasonal Employees who meet the above criteria are:

- A. Campground Manager
  - 1) Free use of the park designated “Manager Site” during the duration of your seasonal employment.
- B. Campground Staff
  - 1) The use of a walk-in only available site free of charge during weekends where that person will be the primary on site contact.
  - 2) 25% off of one (1) camping reservations, 28 nights or longer, within Clark County Forestry and Parks Campgrounds.
  - 3) 25% off of up to three (3) camping reservations, less than 28 nights each, within Clark County Forestry and Parks Campgrounds.
    - i) All camping discounts will be processed after Labor Day.
- C. Bruce Mound Staff
  - 1) A free season lift ticket.

## **Clark County, Wisconsin**

### **Title: Administrative Compensation Policy**

**Seasonal Employee Administration:** The Forestry and Parks Department Managerial Staff is charged with the overall administration of departmental programs and functions. The Forestry and Parks Department Managerial Staff is authorized and directed the responsibility of recruiting and hiring seasonal and short-term labor, together with decision making authority for discipline and discharge of such employees.

The Forestry and Parks Department Managerial Staff performs these personnel related functions within the framework of an approved annual work plan and County Board approved budget.

The yearly step progressions and employee incentives are intended to recognize skills acquired over time and improved efficiency through recognition of operating procedures and knowledge of the job. Seasonal employee pay rates will be reviewed in the spring and fall with the appropriate adjustments made.

It is expected that Forestry and Parks and Highway Departments will continue and possibly expanding employee sharing. The ability to attract and maintain competent seasonal employees to backfill full-time employees at Bruce Mound is essential to continuing this arrangement.

**Approvals:** The above recognized 2019 Forestry and Parks Department Seasonal Employee Pay Schedule is hereby approved by the Forestry and Parks Committee on December 11, 2018 and Personnel Committee on December 18, 2018 and does supersede previous established seasonal pay schedule. Implementation of the new rates begins January 6, 2019, the first pay period in 2019.



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**APPENDIX C: SHERIFF'S OFFICE RESERVE PAY SCHEDULE**

Reserves-Part Time Employee in Both Divisions

Untrained/Uncertified	\$14.00
Trained/Uncertified	\$16.00
Untrained/Certified	\$16.00
Certified/Trained*	\$18.88

\*Certified/Trained range = Step 1

**Clark County, Wisconsin**  
**Title: Administrative Compensation Policy**

**APPENDIX D: SHERIFF'S OFFICE UNION PAY SCHEDULE**

**ADDENDUM 'A'**

**WPPA Association Local 662 Contract - Sheriff's Department Personnel**  
**2019-2020 Contract**

		<b>Start</b>	<b>w/ ND</b>	<b>1 Year</b>	<b>w/ ND</b>	<b>2 Year</b>	<b>w/ND</b>	<b>3 Year</b>	<b>w/ ND</b>
2018	Jul	\$ 21.50	\$ 22.00	\$ 22.30	\$ 22.80	\$ 23.68	\$ 24.18	\$ 26.61	\$ 27.11
2019	Jan	\$ 21.98	\$ 22.48	\$ 22.80	\$ 23.30	\$ 24.21	\$ 24.71	\$ 27.21	\$ 27.71
2020	Jan	\$ 22.31	\$ 22.81	\$ 23.14	\$ 23.64	\$ 24.57	\$ 25.07	\$ 27.62	\$ 28.12
2020	Jul	\$ 22.64	\$ 23.14	\$ 23.49	\$ 23.99	\$ 24.94	\$ 25.44	\$ 28.03	\$ 28.53

**2019-2020 Contract**

**Investigators, Sergeant, and Detective Pay Scale with Uniform Allowance and Night Differential Included**

		<b>Base</b>	<b>w/ ND</b>
2018	Jul	\$ 27.99	\$ 28.49
2019	Jan	\$ 28.90	\$ 29.40
2020	Jan	\$ 29.62	\$ 30.12
2020	Jul	\$ 30.06	\$ 30.56

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**APPENDIX F: GENERAL WAGE RATE CHANGE**

<b>Dept. Name:</b>		<b>Date Completed:</b>
<b>Employee Name:</b>		<b>Employee #:</b>
<b>Job Title (current):</b>	<b>Grade (current):</b>	<b>Step (current):</b>
<b>Job Title (proposed):</b>	<b>Grade (proposed):</b>	<b>Step (proposed):</b>
<b>Type of Change:</b>	New Hire	<b>Effective Date:</b>
<b>Wage Rate Recommended:</b> (For active law enforcement union employees, please separate by hourly, uniform and differential if applicable.)		
<b>Current County Wage: (if applicable)</b>		

**New Hires and Promotions/Transfers, please complete the following:**

<b>Employee Status:</b>	Full-time
How many hours will employee work per week?	
Was position posted per contract:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will employee work at least 1 year and 1200 hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will employee work at least 80 hours per month?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the position approved by your Dept.'s Supervising Committee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the new employee entitled to (check all that apply):	<input type="checkbox"/> Health Insurance? <input type="checkbox"/> PTO? <input type="checkbox"/> STD/LTD? (min 80 hrs/mo)
Please explain "No and N/A" responses:	
Are there any special conditions of employment? If so, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
For active law enforcement union employees – Indicate the following:	<input type="checkbox"/> Certified <input type="checkbox"/> Not Certified <input type="checkbox"/> Other
Has employee attended orientation with Payroll Office (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has employee received ID Badge and Entrance Card (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Step Adjustments:**

If regular full-time employee, how many months has this employee been in this position?  
 \_\_\_\_\_

If regular part-time employee, how many hours work in this position since the last approved wage rate change?  
 \_\_\_\_\_

Employee's Signature	Date
Department Head's Signature	Date

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Date reviewed by Personnel Manager: \_\_\_\_\_

To be completed by Department of Finance and Personnel

Pay Group:	Job Code:	Union Code:	Work Comp Code:
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**Clark County, Wisconsin**  
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**APPENDIX G: STEP ADJUSTMENT APPLICATION**

<b>1. Type of Step Adjustment</b> <input type="checkbox"/> Step Adjustment (Step Increase)		2. Proposed effective date:	
3. Employee Name:	4. Employee Number:	5. Department:	
6. Current Position Title:		7. Current Pay Grade:	
8. Current Wage Rate:	9. Proposed Wage Rate:	10. Date employee began current position:	
11. Years served in current position:	12. Date materials received by the Department of Finance and Personnel:		
<b><u>Required Supporting Documentation:</u></b>			
<input type="checkbox"/> Current job description and title  <input type="checkbox"/> Estimated county financial impact to remove, retrain and recertify a replacement: \$ _____ <input type="checkbox"/> supporting documentation and calculations  <input type="checkbox"/> Estimated operational impact to replace the employee: #service hours lost: _____ <input type="checkbox"/> supporting documentation and calculations  <input type="checkbox"/> Total financial impact to implement step adjustment: \$ _____ Budget year: _____  <input type="checkbox"/> Plan of how financial impact will be absorbed.  <input type="checkbox"/> When was the employees last increase: ____/____/_____,  <input type="checkbox"/> What was the amount of the increase in dollars and cents: _____  <input type="checkbox"/> What was the amount of the increase as a percentage of their wage rate at the time: % _____  <input type="checkbox"/> When will the employee's next increase come if no action is taken: ____/____/_____.  <input type="checkbox"/> How much will that increase be in dollars and cents: _____.  <input type="checkbox"/> How long has the employee been in the department? _____ and in current position? _____			



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**APPENDIX H: RECLASSIFICATION REQUEST**

1. Department:	2. Number of employees:	3. Full-time/Part-time
4. Current Position Title:		5. Pay Grade:
6. Proposed Position Title:		7. Proposed Pay Grade:
8. Date materials effectively received by the Office of Personnel:		9. Proposed Effective Date:
<b>Required Supporting Documentation:</b>		
<input type="checkbox"/> Current job description and title		
<input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements		
<input type="checkbox"/> Describe why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.		
<input type="checkbox"/> Supporting documentation (i.e. study data, internal equity)		
<input type="checkbox"/> Total financial impact to implement reclassification: \$_____ Budget year:_____		
<input type="checkbox"/> Plan of how financial impact will be absorbed		
Department Head Signature:		Date:
Supervisory Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
Personnel Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:

**TO BE COMPLETED BY THE DEPARTMENT OF FINANCE AND PERSONNEL**

Approved New Position Title:	Effective Date:
Pay Group:	Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:	Union Code:
Workmen's Comp Code:	EEOC Job/Salary Category:
New EEOC Function Number:	
Signature of Personnel Manager:	Date:
Reclassification executed by:	Date:

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**APPENDIX I: NEW POSITION REQUEST FORM**

1. Proposed Position Title:		2. Department:	
3. Position reports to:		4. Date all materials received by Personnel:	
5. <input type="checkbox"/> Full-time; <input type="checkbox"/> Part-Time; <input type="checkbox"/> Other: LTE/Seasonal/Reserve/Intern		6. Estimated hours per week:	
7. Benefits Eligibility: <input type="checkbox"/> yes <input type="checkbox"/> no	8. Is this position covered by grant funding: <input type="checkbox"/> yes % _____ <input type="checkbox"/> no	9. Proposed date to fill position:	
<b>Required Supporting Documentation:</b>			
<input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements			
<input type="checkbox"/> Proposed pay group			
<input type="checkbox"/> Supporting documentation (i.e. job study data, internal equity)			
<input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____			
<input type="checkbox"/> Plan of how financial impact will be absorbed			
<input type="checkbox"/> Proposed change to department's organizational chart			
Department Head Signature:		Date:	
Supervisory Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Personnel Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:	

**TO BE COMPLETED BY THE OFFICE OF FINANCE AND PERSONNEL**

Approved New Position Title:	Effective Date:
Pay Group:	Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:	Union Code:
Workmen's Comp Code:	EEOC Job/Salary Category:
New EEOC Function Number:	
Signature of Personnel Manager:	Date:
New Position Added by:	Date:



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**APPENDIX J: PROPOSED CHANGES TO COMPENSATION POLICY**

This form is intended to be used for submission of proposed changes of the Employee Handbook in accordance with Section 1.

<b>Section</b>	<b>Applicable Language</b>	<b>Issue or Concern Noted</b>	<b>Resolution Proposed</b>

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**APPENDIX L: REVISION HISTORY**

<b><u>Action Date:</u></b>	<b><u>Change:</u></b>	<b><u>Justification:</u></b>	<b><u>Authority:</u></b>	<b><u>Effective Date</u></b>
	<b>Reclassifications/ Granted Appeals:</b>			
8/2/2016	ADS- Food Service Manager from J to K	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	Community Services- Emergency Mental Health Crisis Worker from J to I	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	Forestry and Parks- Maintenance Technician from M to L	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	Forestry and Parks- Construction Specialist / Heavy Equipment Operator from K to J	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	Forestry and Parks- Parks Worker from O to M	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Activity Therapist from P to O	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Adult Day Care Aide from Q to O	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Adult Day Care Assistant Coordinator from O to N	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Day Service Coordinator from K to I	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Director of Activity Therapy from K to J	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Food Service Manager from I to J	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Food Service Worker from S to Q	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Housekeeper from S to Q	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Housekeeping Supervisor from L to K	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Laundry Worker from S to Q	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC - Linen & Clothing Clerk from S to Q	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Personal Support Worker from P to O	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC-Rehab Office Supervisor / Accounting Technician from N to M	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Resident Assistant from R to O	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	CCRLC- Sewing Room Clerk from R to Q	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017

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<b><u>Action Date:</u></b>	<b><u>Change:</u></b>	<b><u>Justification:</u></b>	<b><u>Authority:</u></b>	<b><u>Effective Date</u></b>
8/2/2016	Social Services- Access Worker from M to L	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	Sheriff Office- Telecommunicator M to L	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
8/2/2016	Public Health- Administrative Assistant hrly rate of 18.02	Based on Personnel Committee Vote	Action Personnel Committee	1/8/2017
12/9/2016	Add revision date to the document cover, and as footer on each page	Ensure referencing most up to date	Action Personnel Committee	1/8/2017
12/9/2016	Substitute wage schedule (8/15/16) to reflect changes resulting from the appeal process	as stated	Action Personnel Committee	1/8/2017
12/9/2016	Modify FLSA status for "Director of Social Services/Program Director-CBRF" on Pay Grade "H" from "ED" to "EM" to reflect traditional practice of the position.	as stated	Action Personnel Committee	1/8/2017
12/9/2016	Rename pay grade "W" to "T"	will not be adding T-W Pay Grades	Action Personnel Committee	1/8/2017
12/9/2016	Change Pay Grade "W/T" to reflect \$10.00 mid point; ranging from \$8 @ 80% to \$12 @ 120%	Keeps bottom above minimum age and reflects "living wage" for F/T employees	Action Personnel Committee	1/8/2017
12/9/2016	Make a Revision Tracking Log: Tracking all Amendments with date and justification beginning with appeals results:	as stated	Action Personnel Committee	1/8/2017
12/9/2016	Include language on process of policy changing under Section 1: Policy Authority: "Amendments to this policy are governed by the Personnel Committee as granted by County Ordinance. Requests for amendments may be submitted in writing to the Personnel Committee through the Personnel Office. Amendment requests should specify: (1) the desired amendment, (2) the applicable section and language to amend, (3) the reason for the amendment, (4) the recommended language or modification." Add request form as an appendix, comparable to that in the handbook.	better define authority and process	Action Personnel Committee	1/8/2017

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<b><u>Action Date:</u></b>	<b><u>Change:</u></b>	<b><u>Justification:</u></b>	<b><u>Authority:</u></b>	<b><u>Effective Date</u></b>
12/9/2016	Modify Appendix D: Remove Boxes, 1, 2, and 8: We should change our culture of reclassifications being focused on individuals, to focus on the position and essential job functions. Add # of employees impacted. Add if full-time or part-time.	as stated	Action Personnel Committee	1/8/2017
12/9/2016	Add annotation "*" noting deviation for: Highway Commissioner, Personnel Manager, and DSS Lead. Reference to work rules, Committee Action or resolutions	Identify special pay situations	Action Personnel Committee	1/8/2017
12/9/2016	Clarification on transition: if currently working at a split rate, like sewing room clerk, which number do we use in transitioning to new scale if combined?	Clarify the rate used in issuing a transition	Action Personnel Committee	1/8/2017
3/20/2017	Addition of Director of Information Technology Services to Pay Grade "B."	New position added	Action Personnel Committee	4/2/2017
3/20/2017	Addition of Register of Deeds - Office Assistant to Pay Grad "Q."	Due to oversight, position was not added during comp plan development	Action Personnel Committee	4/2/2017
7/5/2017	Addition of a policy cover, revision history and policy review for the Administrative Compensation Policy	In compliance with policy on policy and states policy goals	Action Personnel Committee	1/7/18
7/5/2017	Addition of a definitions section and defining of the term "emergency" in the Administrative Compensation Policy	as per committee directive	Action Personnel Committee	1/7/18
7/5/2017	Amendments to the compensation principles as presented in the Administrative Compensation Policy	as per Personnel Manger recommendation to add more clarity on intentions	Action Personnel Committee	1/7/18
7/5/2017	Replace the current wage schedule incentive rates with a step seven (7) at the 112% rate and amend necessary policy language in the Administrative Compensation Policy to reflect this change	Removes discretion and miss understood expectation of entitlement based on longevity	Awaiting Approval of the County Board	1/7/18

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<b><u>Action Date:</u></b>	<b><u>Change:</u></b>	<b><u>Justification:</u></b>	<b><u>Authority:</u></b>	<b><u>Effective Date</u></b>
7/5/2017	Amendment Section 5 to include the language, "Upon endorsement the reclassification will be implemented on the effective day, which will be the first day of the first full pay period of the new budget year unless otherwise approved by the Personnel Committee. Employees will carry their current hourly rate to their new pay scale and slide right to the next available step of their new paygrade upon the effective date of the reclassification.	adds clarity in how and when employees will be impacted by reclassifications	Action Personnel Committee	1/7/18
7/5/2017	Amend Section 8 in the Administrative Compensation Policy as proposed	removes language needed in the 2017 transition	Action Personnel Committee	1/7/18
7/5/2017	Amend Appendix G in the Administrative Compensation Policy as proposed	reflects common questions asked by the committee during incentive adjustment requests	Action Personnel Committee	1/7/18
7/5/2017	Amend Appendix H in the Administrative Compensation Policy as proposed	reflects concerns of displaced work duties in reclassifications	Action Personnel Committee	1/7/18
3/20/2017	Addition of Director of IT Services to Pay Grade B	New position added	Action Personnel Committee	1/7/18
7/26/2017	Addition of IT Services Technician to Pay Grade J	New position added	Action Personnel Committee	1/7/18
9/15/2017	Addition of IT Services Site Manager to Pay Grade D	New position added	Action Personnel Committee	1/7/18
9/15/2017	Addition of IT Services Network/Server Administrators to Pay Grade E	New position added	Action Personnel Committee	1/7/18
8/18/2017	Addition of Nutrition and Prevention Coordinator to Pay Grade J	New position added	Action Personnel Committee	1/7/18
8/18/2017	Addition of Nutritionist/Dietitian to Pay Grade I	New position added	Action Personnel Committee	1/7/18
7/26/2017	CCRLC Beautician from Q to P	Reclassification	Action Personnel Committee	1/7/18
7/26/2017	CCRLC Director of Financial Services from E to C	Reclassification	Action Personnel Committee	1/7/18

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<b><u>Action Date:</u></b>	<b><u>Change:</u></b>	<b><u>Justification:</u></b>	<b><u>Authority:</u></b>	<b><u>Effective Date</u></b>
7/26/2017	CCRLC Director of Social Services from H to G	Reclassification	Action Personnel Committee	1/7/18
7/26/2017	ADS Director from G to F	Reclassification	Action Personnel Committee	1/7/18
6/28/2017	Forestry & Parks Administrative Assistant from M to L. Changed title to Office Business Manager	Reclassification	Action Personnel Committee	1/7/18
7/5/2017	Social Services Accounting Technician from M to K. Changed title to Financial Manager	Reclassification	Action Personnel Committee	1/7/18
7/26/2017	Community Services Accounting Technician from M to K. Changed title to Financial Manager	Reclassification	Action Personnel Committee	1/7/18
7/26/2017	Community Services Accounting Assistant from O to M. Changed title to Accounting Technician	Reclassification	Action Personnel Committee	1/7/18
9/14/2017	Addition of Land Use Technician to Pay Grade L	New position added	Action Personnel Committee	1/7/18
11/7/2017	Section 11: Revision History. Added appendices to show changes made.	as stated	Action Personnel Committee	1/7/18
11/9/2017	Appendix A: Updated Wage Schedule with reclassifications and to show 1.84% increase	as stated	Action Personnel Committee and County Board	1/7/18
7/1/2017	Appendix B: Updated Mead Dam Operator wage	as stated	Action Forestry and Parks Committee	1/7/18
11/9/2017	Appendix C: Updated Sheriff Office wages to show 1.84% increase	as stated	Action Personnel Committee and County Board	1/7/18
11/7/2017	Appendix E: Made note the Highway Commissioner agreement is no longer valid as of 12/7/17 due to retirement. Kept appendix in for history reasons.	as stated	Action Personnel Committee	1/7/18
12/6/2017	Personnel Manager- From F to E	as stated	Action Personnel Committee	12/6/2017
9/12/2018	ADS Director- From F to E	Reclassification	Action Personnel Committee	1/6/2019

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<b><u>Action Date:</u></b>	<b><u>Change:</u></b>	<b><u>Justification:</u></b>	<b><u>Authority:</u></b>	<b><u>Effective Date</u></b>
9/12/2018	CCRLC Director of Financial Services- From C to B	Reclassification	Action Personnel Committee	1/6/2019
9/12/2018	Addition of Assistant Comptroller to Pay Grade F	New position added	Action Personnel Committee	1/6/2019
9/12/2018	Addition of Finance Associate to Pay Grade K	New position added	Action Personnel Committee	1/6/2019
9/27/2018	Appendix D: Updated WPPA wages per contract	As stated	Action Personnel Committee	1/6/2019
10/10/2018	Appendix A: Updated Wage Schedule with reclassifications and to show 1.84% increase	As stated	Action Personnel Committee and County Board	1/6/19
10/10/2018	Appendix C: Updated Sheriff Office wages to show 1.84% increase	As stated	Action Personnel Committee and County Board	1/6/2019
12/18/2018	Appendix B: Updated Seasonal Wage Schedule	As stated	Action Personnel Committee	1/6/2019
04/16/2019	<ul style="list-style-type: none"> <li>-Updated the Table of Contents Simplified authority reference in Section 1</li> <li>-Updated wage schedules in Appendix A with updated wage ranges and position placement</li> <li>-Redefined wage ranges; prohibited updating wage ranges based on general increases</li> <li>-Removed starting range from wage schedule</li> <li>-Defined starting pay is determined by department head</li> <li>-Changed frequency of step progressions (current: 18 month; proposed: 6, 12, or 18 month depending on step)</li> <li>-Refined step adjustment process in Section 4.4</li> <li>*Redefined reclassification process by limiting window for</li> </ul>	2018-2019 Compensation Study with assistance and recommendations from CliftonLarsonAllen	Action by County Board of Supervisors	04/16/2019

**Clark County, Wisconsin**  
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	reclassification requests in Section 5 -Defined wage impact and process for employee movement in Section 7 -Removed Section 9 for 2017 transition -Changed review of compensation plan every 1-2 years vs. every 4 years in Section 9 -Removed Appendix E and K -Updated Appendix C and D to reflect CBA and current practice			
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