

## Chapter 5 - Compensation

Section 1     Classification Listing - Marathon County Allocated Positions: The Hourly and Annual Pay Grids and Classification Listing are located under the Employee Resources Department website:

Click Here:

<http://www.co.marathon.wi.us/Departments/EmployeeResources/PoliciesProcedures.aspx>

Or On The Internet – under Employee Resources, Policies & Procedures

[www.co.marathon.wi.us](http://www.co.marathon.wi.us)

Section 2     Deputy Sheriff’s and Sheriff’s Lieutenants: See Labor Agreements

Section 3     Elected Department Head Salaries (Payroll Group 17): The elected department heads may elect to receive other County fringe benefits under the same terms and conditions offered to non-represented employees. The annual salaries and hourly rates for the elected department heads noted are as follows:

Effective 12/31/17 (1)

<b>CLASSIFICATION</b>	<b>JOB CODE</b>	<b>DBM Evaluation</b>	<b>Payroll System Pay Level</b>	<b>Current Control Point Annual</b>	<b>Current Control Point Hourly Rates</b>
Clerk of Courts	5451	D62	462	\$87,078	\$41.86
Sheriff	5467	E81	581	\$105,384	\$50.67

(1) According to County Board Resolution dated 2/27/2018, these positions will be paid at the midpoint annual salary of their respective pay level in 2019, 2020, 2021 and 2022. In the event the respective control point salary does not change in a given year, the incumbents will receive a lump sum payment equal to the County Board adopted percentage wage increase for that year. The lump sum payment will be paid when other County employees receive their discretionary performance pay increases.

Effective 12/31/17 (1)

<b>CLASSIFICATION</b>	<b>JOB CODE</b>	<b>DBM Evaluation</b>	<b>Payroll System Pay Level</b>	<b>Current Control Point Annual</b>	<b>Current Control Point Hourly Rates</b>
County Clerk	5161	D61	461	\$83,422	\$40.11
Treasurer	5004	C44	344	\$73,351	\$35.26
Register of Deeds	5172	C43	343	\$68,772	\$33.06

(1) According to the County Board Resolutions dated 3/22/2016, these positions will be paid at the midpoint annual salary of their respective pay level in 2017, 2018, 2019 and 2020. In the event the respective control point salary does not change in a given year, the incumbents will receive a lump sum payment equal to the County Board adopted percentage wage increase for that year. The lump sum payment will be paid when other County employees receive their discretionary performance pay increases.

Section 4 County Board Member Salaries (Payroll Groups 17): The annual salaries for County Board Member:

Effective 1/1/2019 Through 4/19/22

Chair.....	\$30,000
Vice Chair .....	\$8,991
(Board Member Salary + \$3,500)	
Board Member .....	\$5,491
Chair of Standing Committee .....	\$6,091
(Board Member Salary + \$600)	

Section 5 Deadlines for Employee Report Forms – Guidelines and Expectations: Employee Report Forms are due in the Employee Resources Department at 1:00 p.m. the Thursday prior to the start of the payroll period when the change will occur.

A. Effective Date for Payroll/Classifications Changes: Effective date for the following changes will occur the pay period after all necessary information to implement the requested pay/classification change (i.e. employee report form, clarification, etc.) is received in the Employee Resources Department. The Employee Resources Department will notify the department of the actual effective date.

- Pay rate
- Classification
- FTE allocations
- New position title
- Etc.

B. Pay Rate Changes for Independent Departments:

The following departments with independent governing boards are encouraged to follow County's procedures regarding employee classification and pay matters:

- Aging Disability Resource Center – Central Wisconsin
- Library

The following guidance is recommended to those independent departments when making classification/pay changes:

- Develop pay rate changes (increases) that are consistent with the pay for performance system not to exceed the position assigned pay range maximum.
- Position classification and pay grades are consistent with Marathon County's classification system.

- Effective date will occur the pay period after all necessary information to implement the requested pay/classification change (i.e. employee report form, clarification, etc.) is received in the Employee Resources Department. The Employee Resources Department will notify the department of the actual effective date.

Section 6      Salary Determination:

- A.      Our pay philosophy is to pay each employee within a compensation range that is competitive with that paid for similar work in our community and industry. All pay increases are discretionary and based upon performance as evaluated in the County’s performance appraisal system, with an opportunity to earn above-market pay for employees demonstrating successful/exceptional performance. Simply put, we want to reward employees for the contributions they make. For more information regarding the County’s performance appraisal system, see/click [Chapter 4 – Performance Appraisal](#).
- B.      Starting Pay: In general, starting salary will be at the minimum of the assigned salary range. Starting salaries higher than the minimum of the assigned range may be acceptable for a combination of reasons, such as qualifications, years of directly related experience, competitive market situation, and/or specific skill. The salary and experience of current incumbents in the same classification or salary level will be considered when determining the salary for a new employee. A new employee may be compensated at a rate up to and including the control point for his/her classification with the approval of the appropriate Department Head and Employee Resources Director. Increases beyond the control point will require approval of the Employee Resources Director and the Deputy County Administrator.
- C.      Promotion: An employee who is promoted from a classification in one salary level to a higher level shall receive at least the minimum rate of the new level. The employee may be compensated at a rate up to and including the control point for his/her classification with the approval of the appropriate Department Head and Employee Resources Director. Increases beyond the control point will require approval of the Employee Resources Director and the Deputy County Administrator. Justifications for increases beyond the minimum rate may include market conditions, internal equity, or a track record of consistent high performance.
- D.      Transfer: An employee who transfers or is transferred from one classification to another classification in the same salary level shall receive no pay adjustment as a result of the transfer.

- E. Demotion/Voluntarily Transfer to Lower Salary Level: An employee who is demoted to a classification in a lower salary level for performance reasons or voluntarily transfers to a position in a lower salary level may be placed in the new salary level at the rate the employee was receiving when the demotion occurred, not to exceed the salary level maximum. If the employee's pay at the time of the demotion exceeds the new salary level maximum, the employee's pay may be adjusted to the new maximum. Department heads may place the demoted employee anywhere within the new salary level with approval of the Employee Resources Director.
- F. Position Reclassification to a Higher Salary Level: An employee in a position which has been reclassified to a higher salary level shall be placed in the new salary level. The employee may be compensated at a rate up to and including the control point for his/her classification with the approval of the appropriate Department Head and Employee Resources Director. Increases beyond the control point will require approval of the Employee Resources Director and the Deputy County Administrator. Justifications for increases beyond the minimum rate may include market conditions, internal equity, or a track record of consistent high performance.
- G. Position Reclassification to a Lower Salary Grade: An employee in a position which has been reclassified to a lower salary level may be placed in the new salary level at the rate the employee was receiving when the demotion occurred, not to exceed the salary level maximum. If the employee's pay at the time of the demotion exceeds the new salary level maximum, the employee's pay may be adjusted to the new maximum. Department heads may place the demoted employee anywhere within the new salary level with approval of the Employee Resources Director.

Section 7 Red Circle Policy: A red circle may be authorized when an employee's current salary exceeds the salary level maximum and the employee's base salary will be frozen.

The Employee Resources Director, with concurrence from the Deputy County Administrator, may red circle the salary of an employee when one of the following conditions exists:

- A. A transfer, elimination of job duties and responsibilities, or a market pay analysis results in an employee being paid more than is appropriate.
- B. An employee moves to a lower salary level position in response to the elimination of his/her position because of budget cuts or departmental reorganization.

Section 8     Temporary Appointments: When the services of an employee are temporarily needed in a position with a classification different from the employee's regular position, the employee may be assigned by the department to temporarily perform the duties of such position. A written statement outlining the reasons for the assignment shall be submitted to the Employee Resources Director for approval before such an assignment is made. Such assignment shall not confer on an employee any privilege or right to this position.

An employee temporarily assigned to a classification in one salary level to a higher level shall receive at least the minimum rate of the new salary schedule. The employee may be compensated at a rate up to and including the control point for his/her classification with the approval of the appropriate Department Head and Employee Resources Director. Increases beyond the control point will require approval of the Employee Resources Director and the Deputy County Administrator. Justifications for increases beyond the minimum rate may include market conditions, internal equity, or a track record of consistent high performance.

Section 9     Work Schedules:

- A.     The normal workday shall commence at 8:00 a.m. and end at 4:30 p.m. with a ½-hour unpaid lunch period. A department head may determine a different start and end time to better serve the public and/or to meet operational needs. The workday for full-time employees will generally be considered eight (8) hours and the workweek will generally be considered forty (40) hours. The workweek shall begin at 12:00 a.m. on Sunday and run through 11:59 p.m. on the following Saturday.
  
- B.     Work schedules for employees vary throughout the County organization. Scheduled hours of work are set by the County. Supervisors will advise employees of their individual work schedules. Staffing needs and operation demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week. Except for positions that the employer requires to be staffed at all times, an employee may not combine paid time off with hours actually worked to exceed his or her normally scheduled hours.

- C. The County places great emphasis on good attendance. Absence or tardiness places an extra burden on co-workers and undermines the efficient operation of the department. Regular attendance is expected of every employee. It is each employee's responsibility to be on the job on time each day, and fully able and ready to work. Although there are justifiable reasons to take time off from work, each employee's employment assumes his or her availability for work. Employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time and to work until the job is completed, workday ends, or the employee is relieved from duty.
- D. An employee who anticipates being absent or tardy must call in to report the absence or tardiness as soon as possible before their shift. Departments may have their particular requirements. Absenteeism or tardiness may lead to discipline, including discharge and may be taken into consideration when the County reviews each employee for wage changes or promotion. Two or more unexcused tardiness incidents constitute habitual tardiness or a pattern of tardiness and will be considered excessive.
- E. Each employee is responsible to accurately record their work time and unpaid lunch time each workday and will be held accountable for failing to completely and accurately record their time. Each employee should record their time. Each employee is responsible for accurately reporting their hours of work or use of paid time off unless unique circumstances prevent it. Each employee will be required to verify that the hours on the employee's time card record are complete and accurate by signing/submitting the time card. Errors must be immediately reported by the employee to their immediate supervisor or departmental payroll designee. Employees should never assume a supervisor or departmental payroll designee would notice or edit any time discrepancy, as this is the employee's responsibility. If errors are not resolved at the department level, the employee or department designee should contact the Finance Department (Payroll). If not resolved at that level, contact the Employee Resources Director. Hourly employees must not report in more than (7) seven minutes before the start or end of their shift unless such time has been previously authorized by a supervisor.
- F. Restricted Duty: Employees assigned to restricted duty shall work the hours and days when work is available within their restrictions and adequate supervision can be provided (see Chapter 12, Section 4 – Return to Work Program).

G. Sheriff's Department:

1. Recording of Time: Sheriff's Department employees working in the below classifications should record time off based on their regular scheduled work day (i.e. 8.16 hours, 8.34 hours, 11.25 hours, 12 hours, etc.).

- ◆ Law Enforcement & Corrections Supervisor
- ◆ Law Enforcement & Corrections Coordinator
- ◆ Law Enforcement & Corrections Specialist
- ◆ Shelter Home Youth Worker
- ◆ Communication Supervisor
- ◆ Communication Specialist

Section 10 Flex Time: Marathon County encourages and supports employees to balance their work and personal life. Flexible work schedules are one way we can help employees achieve this goal. Employee may request flexible work schedules provided that:

- A. The department head approves the alternative schedule.
- B. Service to the public during the normal workday hours remains unaffected by the alternative schedule.
- C. Non-exempt employees should maintain the same hours worked or paid in a workweek. Exempt employees should maintain the same hours worked or paid in a pay period. In the case of absences, employees may use an amount of paid leave equal to that day's scheduled hours or they may flex up their work hours that week (non-exempt staff) or pay period (exempt staff) to reach their regularly scheduled hours.

Section 11 Overtime/Compensatory Time: All employees must receive prior supervisory approval to work beyond their normal workday. Department heads will determine if compensatory time will be paid or banked for eligible employees based on operational needs. Employees must receive supervisory approval to use compensatory time. Compensatory time off requests will not be unreasonably denied and will be based on operational needs. Compensatory time will be paid out at termination for non-exempt employees. Exempt employees receiving the compensatory time benefit will not be paid out at termination.

- A. Non-Exempt Staff: Non-exempt staff will be eligible for overtime payment (time and one-half) according to the Fair Labor Standards Act requirements (after 40 hours of straight time worked in a week). These positions are identified as “Non-Exempt” on the County’s classification listing.

Revised 1/1/20

Any employee earning less than \$684 weekly base salary (\$35,568 annual base salary) regardless of classification, will be classified as non-exempt. Non-exempt Law Enforcement and Corrections Specialists OR Law Enforcement and Corrections Coordinators will be granted overtime at time and one-half after 80 hours worked in a 14-day pay period. These positions are identified as “Non-Exempt-COR” on the County’s classification listing.

As a condition of employment, employees will receive it as pay or compensatory time depending on departmental policy, capped at 160 hours and will be prorated for part-time employees.

- B. Exempt Staff: Exempt staff will not be eligible for overtime unless the County has granted an overtime benefit as outlined below.

Revised 3/12/20

1. Professional/Administrative Staff Overtime – Exempt 88: Professional/administrative exempt staff will receive a benefit of straight time (hour for hour) compensatory time for hours worked after 88 in a pay period. Professional/Administrative exempt part-time employees will receive payment for hours worked up to 80 hours in a pay period and comp time (hour for hour) after 88 hours in a pay period. This compensatory time benefit will be capped at 160 hours and will not be paid out at termination of employment. These positions are identified as “Exempt-88” on the County’s classification listing.
2. Social Services Professionals – Exempt 80: Social Services Professionals (Social Workers) in the Social Services Department shall receive hour for hour compensatory time after working 80 hours in a pay period. This compensatory time benefit will be capped at 10 hours and will not be paid out at termination of employment. The above provision will be prorated for part-time employees. These positions are identified as “Exempt-80” on the County’s classification listing.

3. Law Enforcement and Corrections Supervisor – Exempt-COR: Law Enforcement and Corrections Supervisors will be granted overtime at time and one-half after 80 hours worked in a 14 day pay period. These positions are identified as “Exempt-COR” on the County’s classification listing. As a condition of employment, employees will receive it as pay or compensatory time depending on departmental policy, capped at 160 hours and will not be paid out at termination of employment. The above provision will be prorated for part-time employees.

Revised 1/1/20 C. In order to maintain exempt status, the employee’s base weekly salary must exceed \$684 (annual base salary must exceed \$35,568). If their weekly base pay does not exceed \$684, the employee will be classified as “non-exempt” staff (See Section 13, Paragraph A). To determine an employee’s weekly base pay, take their hourly rate times the employee’s standard daily hours in the payroll system (Employee FTE) times five days.

D. FLSA Status Changes:

1. Non-Exempt to Exempt: Employees who have a change from Non-Exempt to an Exempt Status, will have the following options with department head(s) and Employee Resources Director approvals: receive comp time balance paid out, transferred to PTO or may request combination of payout and transfer. Any payout will be based on the rate of pay prior to the transfer.
- Revised 1/1/20 2. Exempt to Non-Exempt: Comp time accrued as an exempt employee is not eligible for payout and any remaining comp time balance may be transferred to a different leave bank for time off purposes, if possible.

Section 12 On-Call Pay:

A. On-Call Pay:

1. Professional/administrative staff as listed as “Exempt-88” and “Exempt-80” on the County’s classification listing and non-exempt employees assigned paid on-call responsibilities shall receive an hourly differential of \$2.25 per hour while on-call. Employees physically responding to call away from home shall receive a two hour minimum (straight time) of hours worked.
2. Professional/Administrative staff as “Exempt-88” and “Exempt-80” on the County’s classification listing assigned on-call responsibilities on an actual or observed holiday shall receive eight

(8) hours of compensatory time. Holiday pay will occur on the observed holiday.

- B. On-Call Emergency Response: Professional/administrative staff as “Exempt-88” and “Exempt-80” on the County’s classification listing who respond to an emergency situation during a period when they are receiving on-call pay will receive straight time (hour for hour with a two hour straight time minimum) compensatory time for the period of time they are physically responding to a call away from home. Staff taking emergency phone calls while on-call can receive compensatory time for time associated with emergency phone calls. Compensatory time granted during on-call emergency responses will go straight to the employee’s compensatory time bank and will not count towards the 88 or 80 work hour threshold for additional banking of compensatory time.

Section 13 Call-In Pay: Employees physically responding to call away from home or attending a required work-related meeting/event occurring outside of their regular work schedule shall receive a two hour minimum (straight time) of hours worked. The two hour minimum for Professional/Administrative staff classified as “Exempt-88” and “Exempt-80” on the County’s classification listing shall count towards the 88 or 80 work hour threshold for additional banking of compensatory time. The two hour minimum does not apply to employee classified as “Exempt” on the County’s classification listing.

Employees who do not receive the eight (8) hours of compensatory time for being on-call during the actual holiday and are called in to work on a holiday, shall receive time and one half for hours worked in addition to their holiday pay on the observed holiday (See Chapter 7, Section 3D – Work on Holiday). If the employee does not work the two hour minimum, the employee will receive time and one half for hours worked and the remaining time of the two hour minimum shall be at straight time (i.e. employee works ½ hour, the ½ hour shall be at time and half and the 1½ hours shall be at straight time).

Section 14 Court Appearance: Employees who are required to report for a court appearance on a regular scheduled day off shall receive a minimum of three (3) hours of straight time pay at the applicable hourly rate. The call time payment for court appearances (3 hours) shall be paid if the employees are provided less than twenty-four (24) hours of advance notice of cancellation.

Section 15 Shift Differential:

1. Any regular non-exempt employee whose normal work schedule requires working four (4) or more hours before or after the department’s first shift shall receive thirty cents (30) per hour above the regular pay rate for each hour worked subject to department head approval. Shift differential is paid for hours worked and does not apply for paid time off.

2. Communications Specialists, Shelter Home Youth Workers, Law Enforcement and Corrections Specialists, Law Enforcement and Corrections Coordinators, and Law Enforcement and Corrections Supervisors shall receive \$35 per pay period effective January 1, 2018 and \$40 per pay period effective January 1, 2019 when regularly assigned to the second, third or power shifts. Leave of absence is not to be included in the differential pay computation; however, such compensation shall include all paid time off. Employees whose shifts overlap the above shifts shall receive a pro-rata differential. This section does not apply to employees working a day shift.

Section 16 Direct Deposit of Pay: Employees (including members of the County Board of Supervisors and casual/seasonal/temporary employees) shall receive their pay through direct deposit. The Finance Director shall be responsible for providing employees with the necessary authorizations to effectuate direct deposit of pay.