

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51

**RESOLUTION #**

**Resolution to approve a new Compensation and Classification plan for Sauk County**

**Resolution offered by the Personnel and Insurance Committee**

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

**BACKGROUND:**

is prudent for the County to review its pay plans and develop a uniform method for compensating its employees.

The County retained the services of McGrath Human Resources Group, Inc. hereinafter "Consultant", to study and analyze the current compensation plans, and to develop recommendations regarding future compensation plans for the County's employees. The Personnel and Insurance Committee, hereinafter "Committee", accepted the recommendations made by the Consultant to replace the existing County employee compensation structures, excepting the employee compensation structure for bargaining unit employees and compensation structure for the County's Elected Officials, with an updated step model employee compensation structure consisting of nineteen pay grades, with twelve steps. The Committee recommends an implementation strategy of moving employees to the step that provides at least an increase in pay except for employees above the max for their recommended pay grade. There is no recommendation to cut the base pay of any existing employee as part of the implementation of the compensation study. The Consultant will conduct an Appeal Process as set forth in "Attachment C", which is attached hereto, for employees to request a review of their placement in a pay grade or the position title.

The Committee also recommends that the Hiring Manager can hire at step 1 of the pay grade; the Hiring Manager, with the approval of the Human Resources Director, can start experienced individuals up to step 6; hiring at step 7 must be supported by the Human Resources Director and approved by the County Administrator; hiring above step 7 must be supported by the Human Resources Director and County Administrator and approved by the committee

The Consultant has recommended

1. Employees should receive an annual cost of living adjustment, as budgeted by the county board, in an effort to keep the pay scale relevant within the market.
2. That on an employee's anniversary date, employees should receive a step increase based on performance, to step 12.
3. Employees on a Performance Improvement Plan will have their annual increase held until such time as performance improves, or when approved by Human Resources.
4. Each budget cycle, Administration should evaluate the placement of current employees.
5. Individuals who move a position of a higher pay grade, will be placed at step 1 of the new salary range; or the rate closest that provides a 5% increase, if over step 1.
6. In the event of a demotion, the Human Resources Director will be the responsible party for determining the pay implications due to employee demotions.

- 52 7. When an employee reaches the maximum step of their pay grade, they will be  
53 eligible only for the cost-of-living salary schedule adjustments.  
54 8. Pay grades may warrant change under circumstances involving management  
55 request for a pay grade evaluation and administration initiation of a pay grade  
56 evaluation; and,  
57

58 The Committee agrees with the Consultants recommendations and approves the new  
59 employee compensation structures, as described above, to be implemented as of January  
60 1, 2024; and  
61

62 **NOW, THEREFORE, BE IT RESOLVED**, the Sauk County Board of Supervisors hereby  
63 authorizes and directs the adoption and implementation of the recommendation made by the  
64 Consultant to replace the existing employee compensation structures, excepting the  
65 employee compensation structure for the Deputy Sheriff Association and the compensation  
66 structure for the County's Elected Officials, with updated step model employee  
67 compensation structures (Attachment A & B) consisting of nineteen pay grades, with twelve  
68 steps effective January 1, 2024; and,  
69

70 **BE IT FURTHER RESOLVED**, that all prior pay plans for the affected employees are hereby  
71 rescinded and abolished effective 11:59 p.m. December 31, 2023; and,  
72

73 **BE IT FURTHER RESOLVED**, the implementation of these compensation structures will be  
74 accomplished by moving employees to the step that provides at least an increase in pay  
75 except for employees above the max for their recommended pay grade; and,  
76

77 **BE IT FURTHER RESOLVED**, that any employee whose rate of pay as of January 1, 2024  
78 exceeds the maximum adopted rate for their position's pay grade shall have their wages  
79 frozen ("red circled") until such time that the pay structure, through future amendments,  
80 meets or exceeds their rate of pay as of January 1, 2024; and,  
81

82 **BE IT FURTHER RESOLVED**, that the Hiring Manager can hire at step 1 of the pay grade;  
83 the Hiring Manager, with the approval of the Human Resources Director, can start  
84 experienced individuals up to step 6; hiring at step 7 must be supported by the Human  
85 Resources Director and approved by the County Administrator; hiring above step 7 must be  
86 supported by the Human Resources Director and County Administrator and approved by the  
87 committee; and,  
88

89 **BE IT FURTHER RESOLVED**, that employees should receive an annual cost of living  
90 adjustment, as budgeted by the county board, in an effort to keep the pay scale relevant  
91 within the market.  
92

93 **BE IT FURTHER RESOLVED**, that on an employee's anniversary date, employees should  
94 receive a step increase based on performance, to step 12. Employees on a Performance  
95 Improvement Plan will have their annual increase held until such time as performance  
96 improves, or when approve by Human Resources; and,  
97

98 **BE IT FURTHER RESOLVED**, that each budget cycle, Administration should evaluate the  
99 placement of current employees; and,  
100

**BE IT FURTHER RESOLVED**, that individuals who move a position of a higher pay grade, will be placed at step 1 of the new salary range; or the rate closest that provides a 5% increase, if over step 1; and,

**BE IT FURTHER RESOLVED**, that in the event of a demotion, the Human Resources Director will be the responsible party for determining the pay implications due to employee demotions; and,

**BE IT FURTHER RESOLVED**, that when an employee reaches the maximum step of their pay grade, they will be eligible only for the cost-of-living salary schedule adjustments; and,

**BE IT FURTHER RESOLVED**, pay grades may warrant change under circumstances involving management request for a pay grade evaluation and administration initiation of a pay grade evaluation; and,

**BE IT FURTHER RESOLVED**, should any provision of this plan be found to be in violation of law, or order of a court of competent jurisdiction, all other provisions of this plan shall remain in full force and effect; and,

**BE IT FURTHER RESOLVED**, that all employees will move to 40 hour work weeks with the implementation of the; and,

**BE IT FINALLY RESOLVED**, by the Sauk County Board of Supervisors that by adoption of this resolution it shall be deemed that the cost of implementation shall be included in the county budget for fiscal year 2024.

**THEREFORE, BE IT RESOLVED,**  
**BE IT FURTHER RESOLVED,**

Approved for presentation to the County Board by the Personnel and Insurance Committee, this 11th day of September 2023

Consent Agenda Item: ☐ YES ☐ NO

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

Vote Required: Majority = \_\_\_\_\_ 2/3 Majority = \_\_\_\_\_ 3/4 Majority = \_\_\_\_\_

The County Board has the legal authority to adopt: Yes \_\_\_\_\_ No \_\_\_\_\_ as reviewed by the Corporation Counsel, \_\_\_\_\_, Date:

Offered and passage moved by:

\_\_\_\_\_  
Supervisor Carl Gruber ☐ Aye ☐ Nay ☐ Abstain ☐ Absent

\_\_\_\_\_  
Supervisor Terry Spencer ☐ Aye ☐ Nay ☐ Abstain ☐ Absent

151 \_\_\_\_\_ ☐ Aye ☐ Nay ☐ Abstain ☐ Absent  
152 Supervisor Peter Kinsman

153 \_\_\_\_\_ ☐ Aye ☐ Nay ☐ Abstain ☐ Absent  
154 Supervisor Robert Prosser

155 \_\_\_\_\_ ☐ Aye ☐ Nay ☐ Abstain ☐ Absent  
156 Supervisor Jake Roxen

157  
158  
159  
160  
161 Fiscal Note: This will be budgeted with the 2024 budget including a 3% cost of living adjustment.

162  
163 MIS Note: