



LABOR AGREEMENT

Between

DODGE COUNTY

and

**DODGE COUNTY TECHNICAL
AND SUPPORT EMPLOYEES
LOCAL 1323-G, AFSCME, AFL-CIO**

January 1, 2008 to December 31, 2010

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**ARTICLE I
AGREEMENT/INTRODUCTION**

This Agreement entered into effective this 1st day of January, 2008 by and between the County of Dodge, Wisconsin, hereinafter referred to as the "Employer" and the Dodge County Technical and Support Employees, Local 1323-G, AFSCME, AFL-CIO, hereinafter referred to as the "Union".

WHEREAS, the mutual interest of the Employer and the Employees is recognized by this Agreement for the operation of the various departments under methods that will promote the welfare of the Employees, economy of operations, cleanliness and proper care of equipment and the protection of property and the facilities for a fair and peaceful adjustment of differences that may arise from time to time and the promulgating of rules and regulations and ethical conduct of relations between the Employer and the Employees;

NOW, THEREFORE, the parties hereto have reached the following agreement:

**ARTICLE II
RECOGNITION AND FAIR SHARE AGREEMENT**

- 2.1 It is hereby agreed that the Dodge County Technical and Support Employees Union Local 1323-G, AFSCME, AFL-CIO has been selected by a majority of the eligible Employees of the Dodge County Technical and Support Employees of Dodge County, Wisconsin, as the exclusive bargaining agent for all regular full time and regular part-time Employees of the bargaining unit, except for supervisory employees; and that pursuant to the provisions of Section 111.70, Wisconsin Statutes, said Union is the exclusive bargaining representative for all said Employees, with respect to wages, hours and conditions of employment. This provision shall not be interpreted for purposes other than the identification of the bargaining representative and of the bargaining unit.
- 2.2 The Employer hereby recognizes the "Fair Share" principle as set forth in Wisconsin Statute 111.70 as amended.
- 2.21 The Union, as the exclusive representative of all of the Employees in the bargaining unit, shall represent all such Employees, both Union and non-Union, fairly and equally; and all Employees in the bargaining unit shall be required to pay their proportionate share of the cost of collective bargaining and Contract administration.
- 2.22 No Employee shall be required to join the Union but membership in the Union shall be available to all Employees who apply, consistent with the Constitution and By-Laws of the Union. No Employee shall be denied opportunity for Union membership nor be discriminated against in the terms and conditions of such membership on the basis of race, creed, color, sex, sexual orientation, arrest or conviction record.

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- 2.23 The Employer shall deduct from the first paycheck of each month an amount certified by the Treasurer of Local 1323-G as the uniform dues required for all Union members, from the pay of each Employee in the bargaining unit. With respect to newly hired Employees, such deductions will commence in the month following the completion of the six (6) month probationary period.
- 2.24 The aggregate amount so deducted, along with an itemized list of the Employees from whom such deductions were made, shall be forwarded to the Treasurer of Local 1323-G within ten (10) days of the date such deductions were made. Any changes in the amount to be deducted shall be certified to the Employer by the Treasurer of Local 1323-G at least thirty (30) days prior to the effective date of such change.
- 2.25 The Union agrees to hold the County harmless from any claims or demands arising out of the County's compliance with the provisions of this Article.

ARTICLE III MANAGEMENT RIGHTS

Except as hereinafter provided, the Employer shall have the sole and exclusive right to determine the number of Employees to be employed, the duties of each of these Employees, the nature and place of work and all other matters pertaining to the management and operation of the County, including the hiring, promoting, transferring, demoting, suspending or discharging for cause of any Employee. This shall include the right to assign and direct Employees, to schedule work and to pass upon the efficiency and capabilities of the Employees and the Employer may establish and enforce reasonable work rules and regulations. Further to the extent that rights and prerogatives of the Employer are not explicitly granted to the Union or Employees, such rights are retained by the Employer. However, the provisions of this Section shall not be used for the purpose of undermining the Union or discriminating against any of its members.

ARTICLE IV NON-DISCRIMINATION

- 4.1 The Employer agrees that no Employee will be discriminated against on the basis of Union involvement, age, race, national origin, sexual orientation, marital status, religion, color, ancestry, handicap, sex, or arrest or conviction record in violation of state and federal law.

**ARTICLE V
CONDUCT OF BUSINESS**

- 5.1 The Union shall keep the Employer informed in writing of its selection of officers and members who are qualified to represent the Union.
- 5.2 The Union agrees to conduct its business off the job, except as hereinafter provided. This Article shall not operate in any manner that would prevent a steward from the proper investigation and processing of any grievance in accordance with the procedures outlined in this Agreement or to prevent certain routine, reasonable business such as the posting of Union notices and bulletins.
- 5.3 The Employer hereby agrees that reasonable time spent in the investigation, processing and presentation of grievances during regular working hours shall not be deducted from the pay of delegated representatives of the Union. "Reasonable time" for these purposes shall be approximately fifteen (15) minutes to one-half (1/2) hour.
- 5.4 A member of the Union who is called upon to serve as delegate or representative of the Union for conventions shall be granted leave time; such leave shall be without pay and not to exceed three (3) days per year.
- 5.5 Business agents of the Union having business with the officers or individual members of the Union may confer with such officers or members during the course of the workday for reasonable periods of time, provided that notice is first given to the supervisor immediately in charge of such officers or members.
- 5.6 The Employer agrees to provide and allow the Union use of bulletin board space in mutually agreeable areas in the various work locations.

**ARTICLE VI
HOURS OF WORK AND OVERTIME**

- 6.1 The normal regular workweek for all regular full time Employees shall be Monday through Friday.
- 6.2 The hours of work for Technical and Support Employees shall be one of the following:
 - 6.21 Monday through Friday between 8:00 a.m. and 4:30 p.m. (overtime paid after eight [8] hours per day)
 - 6.22 Monday through Thursday between 7:00 a.m. and 9:00 p.m. and Friday between 7:00 a.m. and 4:30 p.m. (overtime paid after forty [40] hours per week)
 - 6.23 Employees may schedule their hours of work with the approval of their supervisor or department head provided that the respective County department units shall have staff coverage five [5] days per week from 8:00 a.m. to 4:30 p.m. The department head shall have final approval of all Employees' hours of work.

- 6.3 Employees shall be entitled to a fifteen (15) minute break in the morning and afternoon and a thirty (30) minute lunch period per day. The thirty (30) minute lunch period shall be without pay.
- 6.4 **Flex-time.** When prearranged work related appointments would require time outside of the normal work day, the Employee shall, with the approval of their supervisor, adjust his/her work schedule.
- 6.5 Overtime shall be compensated at the rate of time and one-half (1-1/2) the Employee's normal rate of pay for all hours worked out of their normal schedule of hours and for all work performed on Saturdays, Sundays and holidays, in the form of compensatory time off except as provided below.
- 6.51 Any overtime worked less than ten (10) minutes shall not be considered for compensatory time or overtime pay. No Employee may take less than ten (10) minutes compensatory time off at one time.
- 6.52 The Employer agrees that it shall be the policy to assign overtime work to members of the bargaining unit before non-bargaining unit Employees are called to work. Overtime will be divided as equally as possible within the department.
- 6.6 Compensatory time may be accumulated into a running account up to a maximum of two hundred forty (240) hours. All hours accumulated above the maximum will be paid out on the next appropriate check. All compensatory time accounts will be paid out to the Employee on the first paycheck in December of every year, but an Employee may keep up to twenty four (24) hours to carry into the next year.
- 6.61 Employees who because of an emergency are required to work in excess of their normal schedule of hours shall have the option to receive cash payout at the above rate. Emergencies as noted above shall not include work that has been scheduled in advance. The Employee shall receive a minimum of two (2) hours overtime pay or actual time worked, whichever is greater. Telephone calls in excess of ten (10) minutes shall be compensated at one and one-half (1-1/2) times the Employee's normal rate.

**ARTICLE VII
PROBATIONARY PERIOD**

- 7.1 All newly hired Employees shall serve a six (6) month probationary period. During said probationary period, they shall not attain any seniority rights and shall be subject to dismissal without prior notice or cause or recourse to the grievance procedure. The probationary period shall be extended by any days the Employee is absent due to any unpaid leaves of absence or Worker's Compensation absence.
- 7.2 Upon completion of said probationary period, Employees shall be granted seniority rights from the date of original hire.
- 7.3 During the probationary period, new Employees shall be paid at the hire in rate of their job classification; provided, however, that the Employer may waive this provision where the training, experience or other circumstances relating to the employment of the Employee so indicate.
- 7.4 Employees who are promoted may also be required to serve a ninety (90) day probationary period in the position to which they are promoted. Employees serving a probationary period shall not be subject to discharge without recourse to the grievance procedure. During such probationary period, either the Employer or the Employee may request that the Employee be returned to his former position.
- 7.41 Upon promotion, Employees shall be placed into the step of the new classification which provides at least a fifteen dollar (\$15.00) increase per two week payroll period.
- 7.42 When an Employee is demoted or accepts a position in a lower classification, the individual shall be placed in the step of the classification that will result in the least amount of decrease in pay.
- 7.5 The Employer may, with the consent of the Union, extend an Employee's probationary period either as a newly hired Employee or as a promoted Employee when:
- 7.51 It can be shown that there is a reasonable need for an extension, or
- 7.52 The promoted Employee has not actually worked in the higher classified position enough time for a reasonable evaluation of his performance.
- 7.6 Employees who are hired in career positions of Home and Financial Advisor I and II shall be promoted through such classification in a timely manner taking into consideration length of service, training, experience and education.
- 7.61 Employees who post into the Economic Support Specialist position shall serve a six (6) month probationary period.

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- 7.62 Employees who are hired in career positions of Economic Support Specialist I shall be promoted to an Economic Support Specialist II according to the progression requirements detailed in Appendix F.
- 7.7 The following positions may be underfilled if no Employees post for the position and hiring from outside is necessary, provided the positions are brought up to the level of Typist II within two (2) years of hiring.
- a. Human Services clerical positions
 - b. Land Resources & Parks clerical positions
 - c. University Extension clerical positions
 - d. Clerk of Courts clerical positions
 - e. County Treasurer clerical position
 - f. Register of Deeds clerical positions
 - g. County Clerk clerical position
- 7.8 Employees who are permanently assigned bilingual duties shall receive \$0.05 per hour in addition to their regular pay and benefits.

**ARTICLE VIII
WAGES AND LONGEVITY**

- 8.1 The classification and wage rates covered by this Agreement are contained in Appendixes A,B,C,D and E which are attached hereto and made a part hereof.

The effective dates of the wage increases are as follows:

Appendix A	--	January 1, 2008
Appendix B	--	July 1, 2008
Appendix C	--	January 1, 2009
Appendix D	--	January 1, 2010
Appendix E	--	July 1, 2010

- 8.2 Employees shall be paid bi-weekly for the time worked through the previous Friday. Newly hired employees will be paid by direct payroll deposit.

- 8.3 **Longevity.** All Employees covered by this Agreement shall be entitled to longevity pay in accordance with the following schedule and conditions:

- 8.31 After five (5) years (sixty [60] months) of continuous service, Employees shall, starting with the 61st month, accumulate longevity pay at the rate of ten dollars (\$10.00) per month.

- 8.32 Employees who have ten (10) years (one hundred twenty [120] months) of continuous service shall, starting with the 121st month, accumulate longevity pay at the rate of seventeen dollars (\$17.00) per month.
- 8.33 Employees who have fifteen (15) years (one hundred eighty [180] months) of continuous service shall, starting with the 181st month, accumulate longevity pay at the rate of twenty-four dollars (\$24.00) per month.
- 8.34 Employees who have twenty (20) years (two hundred forty [240] months) of continuous service shall, starting with the 241st month, accumulate longevity pay at the rate of thirty dollars (\$30.00) per month.
- 8.35 Employees who have thirty (30) years (three hundred sixty [360] months) of continuous service shall, starting with the 361st month, accumulate longevity pay at the rate of thirty-five dollars (\$35.00) per month.
- 8.36 Eligibility for longevity payments shall be determined as of November 1 of any calendar year. Longevity payments shall be made on an annual basis between December 10 and December 20 of each year to all eligible Employees who are on the payroll as of that time.
- 8.37 In the event an eligible Employee should retire or die, he or his heirs shall receive longevity payments due as of the last date of employment and said payments may be made at the time of retirement or death.

ARTICLE IX INSURANCE AND RETIREMENT

- 9.1 **Health Insurance.** Effective January 1, 2003, or as soon as possible thereafter, the County will switch carriers to the Wisconsin Public Employers' Group Health Insurance Plan. The County agrees to pay ninety-five percent (95%) of the premium rate of the least costly qualified health insurance plan in Dodge County's service area toward the monthly premium for either single or family coverage with the Employee paying the remaining five percent (5%) for full-time Employees who participate in the program and a pro-rated premium for regular part-time Employees. Effective December 31, 2004 the County will pay one-hundred-five percent (105%) of the premium rate of the lowest cost qualified plan in Dodge County for either single or family coverage. The Employer may obtain the existing coverage from the carrier of its choice; but in the event a change of carrier is made, the Employer must obtain coverage which is equal to or better than that which is currently in effect.

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- 9.11 Employees who retire may continue in the group program provided he/she pays the amount of the premium to the County in advance and participates in—all parts of Medicare as soon as eligible.

During the period of time that Dodge County participates in the Wisconsin Public Employers' Group Health Insurance Plan, employees who retire must meet eligibility and participation requirements established by the state health plan.

- 9.12 An Employee may decline or drop County health insurance coverage to participate in the health plan of a spouse. The Employee (and dependents, if applicable) may enroll in or return to the state health plan without evidence of insurability as per the provisions of the state health plan if the spouse loses coverage through action of the Employer or through the loss of employment, if the spouse dies, or if the Employee is divorced from the spouse.

- 9.2 **Dental Insurance.** The County will continue dental insurance with a maximum limit of \$1,000.00 per participant per calendar year; no deductibles; 100% payment of diagnostic, preventative, ancillary and regular restorative; 80% payment of oral surgery, endodontics, periodontics; and 50% payment of precious metal, prosthodontics and orthodontics with a separate \$1,000.00 lifetime maximum per participant. The County agrees to pay seventy-seven dollars and sixty-six cents (\$77.66) per month toward the premium for family coverage and twenty-four dollars and twenty-two cents (\$24.22) per month toward the premium for single coverage for full time Employees who participate in the program and a prorated premium for regular part-time Employees. The above rates will remain the same for the term of this contract.

- 9.3 **Life Insurance.** The County will continue to participate in a life insurance program with present benefits and to contribute its required share of the premium.

9.31 The County will offer a Spouse and Dependent Life Insurance Plan with the cost to be paid entirely by the Employee.

9.32 The County will offer an additional Life Insurance Plan under which an Employee eligible for the basic plan may double the amount of coverage with the additional cost to be paid entirely by the Employee.

- 9.4 **Voluntary Long-term Disability.** Employees will be allowed to enroll in a voluntary long-term disability plan and pay their premiums through payroll deductions. The employee shall pay the full premium.

9.5 **Wisconsin Retirement Fund.** Each Employee shall be a participant of the Wisconsin Retirement Fund as provided by Wisconsin Statutes and rules established by the Wisconsin Retirement Fund Board. The County will pay up to seven percent (7%) of salary for protective Employees and up to six and four tenths percent (6.4%) of salary for all other Employees toward the required Employee contribution to said fund.

9.6 **Worker's Compensation.**

9.61 In the event an Employee is injured while at work and consequently is eligible for Worker's Compensation benefits, such Employee will continue to receive the difference between Worker's Compensation and full net pay up to a maximum of 36 (thirty-six) weeks subject to the following conditions:

- a. The Employee reports any job-related accident or injury to the Employer immediately.
- b. The Employee's absence due to such injury is authorized by his/her physician and such authorization is presented to the Employer within 24 hours of the examination by the physician.
- c. Authorization of continued absence is presented to the Employer within 24 hours of each subsequent visit.
- d. The Employee shall comply with the medical treatment plan prescribed by the treating physician.
- e. The Employee shall attend any independent medical exam requested by the Employer in order to further evaluate the work-related injury.
- f. Notice must be given to the Employer prior to choosing a second attending physician.

9.62 In the event an Employee is not absent from work long enough to be eligible for Worker's Compensation benefits, the Employee may use accumulated sick leave, vacation or compensatory time for such days absent.

9.63 In the event of a contested claim, benefits shall be held in abeyance until the claim is settled. During that period, accumulated sick leave, vacation or compensatory time may be used by the Employee. If the claim is settled in favor of the Employee, any accumulated time used will be reinstated to the Employee's accounts and a lump sum payment will be made for unpaid time.

- 9.64 Employees absent longer than 36 weeks due to a work-related injury will receive two-thirds (2/3) of their average weekly wage at the time of the injury, untaxed until an end of healing has been established by the physician.
- 9.65 The Employer shall continue to contribute toward the health insurance as stated in Article 9.1 and group life insurance for those Employees who are eligible for and receiving Worker's Compensation benefits up to a period of one (1) year. The Employee may continue insurance benefits with Dodge County by paying the full cost of the program.
- 9.66 There shall be no deductions from or additions to an Employee's sick leave accumulation during the time the Employee is eligible for Worker's Compensation benefits.
- 9.67 An Employee shall continue to earn vacation credits during the time the Employee is eligible for Worker's Compensation benefits except that the total paid time per year (including Worker's Compensation benefits) shall not exceed fifty-two (52) weeks.

**ARTICLE X
HOLIDAYS**

10.1 Each Employee with Dodge County shall be granted the following holidays with pay:

Day before New Year's Day	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Day before Christmas
Independence Day	Christmas Day

- 10.2 If any of the above holidays should fall on a Saturday or Sunday, they shall be observed on the following Monday. If the day before Christmas or New Year's Day should fall on a Saturday or Sunday, they shall be observed on the preceding Friday.
- 10.3 Holiday pay shall be based upon eight (8) hours' pay.
- 10.4 If any of the above-mentioned holidays occur while an Employee is on vacation, the Employee shall be granted another day of leave.
- 10.5 If an Employee is required to work on a holiday, he/she shall be allowed one and one-half (1-1/2) compensatory time off in addition to holiday pay.
- 10.6 To be eligible for holiday pay, an Employee must work the scheduled day before and after the holiday unless absent due to verified illness or on approved paid leave.

**ARTICLE XI
VACATIONS**

11.1 Regular full time Employees shall earn paid vacations based upon their anniversary date of employment in accordance with the following schedule:

After one (1) year of employment - two (2) weeks vacation.

After seven (7) years of employment - three (3) weeks vacation.

Commencing with the fourteenth (14th) anniversary date of employment, Employees shall earn one (1) additional day of vacation for each additional year of employment up to a maximum of five (5) weeks vacation after twenty-three (23) years of employment.

11.2 Vacation shall be taken within twelve (12) months after earned at the selected time by the Employee, subject to the following provision:

11.21 Choice of vacation time within a given job classification shall be by seniority. This rule shall apply, provided that the requests for preferred vacation time are submitted between January 1 and March 31. Thereafter, seniority shall not be utilized to "bump" Employees from previously requested and approved vacation schedules.

11.3 When all accumulated sick leave has been consumed by an Employee, earned vacation may be used to extend paid leave in the event the Employee is still ill or disabled.

11.4 Employees who retire shall be entitled to vacation earned for the year in which they retire. Also, Employees who resign from Dodge County and give notice in writing to the County Personnel Department of their resignation at least ten (10) working days prior to the effective date of their resignation, shall be paid for the number of vacation days earned during the year in which they resign.

11.5 Employees hired before January 1, 1977 must take all vacation days earned before December 31st of the year they are earned.

11.51 Employees hired after January 1, 1977 must take all vacation days off within twelve (12) months of the anniversary date they are earned.

11.6 Employees who terminate their employment prior to their anniversary date shall have such unearned vacation prorated and deducted from their pay.

11.61 If termination occurs prior to one (1) full year of employment, the Employee is not eligible for vacation.

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ARTICLE XII
SICK LEAVE

- 12.1 All regular Employees shall, upon completion of the probationary period, be entitled to paid sick leave. Sick leave shall accumulate at the rate of one (1) day for each month of regular full time employment up to a maximum of one hundred twenty (120) days.
- 12.11 Employees who have accumulated the one hundred twenty (120) days of sick leave shall continue to earn sick leave which shall be placed into their emergency sick leave bank. These banked days may be used if the Employee has exhausted his/her normal sick leave and is under a verified doctor's or chiropractor's care for serious illness or injury. Accumulation of days for the emergency bank shall be effective as of January 1, 1979. Days in the emergency sick leave bank shall not be subject to the payout provision in Section 12.5.
- 12.2 Employees shall not be entitled to use paid sick leave during the probationary period; but upon completion of said probationary period, Employees shall be credited with six (6) days of sick leave.
- 12.3 Sick leave benefits shall be paid at the regular hourly rate received by the Employees at the time of illness or injury. Sick leave benefits shall be paid up to the extent of an Employee's accumulation for all bona fide illness, disease, injury and maternity excepting only those cases for which an Employee would be entitled to receive Worker's Compensation benefits.
- 12.31 The Employee may be required to provide a physician's or chiropractor's statement to substantiate illness of more than five (5) consecutive days.
- 12.32 Sick leave may be used in segments up to one-half (1/2) day for diagnostic, physical, dental or eye examinations and/or procedures; provided, however, that a doctor's verification is obtained.
- 12.33 An Employee eligible for sick leave may use up to three (3) days with pay due to illness or injury to the immediate family (spouse, children, or parent of the Employee) that would reasonably require the presence of the Employee. Under special circumstances and approval of the County, an Employee may be granted additional sick leave in excess of the three (3) days. The department head may request a doctor's verification to substantiate such need.
- 12.4 Sick leave pay shall commence upon the first day of absence due to illness or injury and Employees must notify the Employer of the absence prior to the regular starting time if at all possible.

12.5 Except for discharge for just cause, an Employee who terminates employment shall be paid out of their accumulated unused sick leave as follows:

After five (5) years of service	-	20%
After ten (10) years of service	-	30%
After fifteen (15) years of service	-	50%
After twenty (20) years of service	-	60%

12.6 The County of Dodge will provide for conversion of accumulated sick leave, as stipulated in Article 12.5, at the Employee's option to a credit, which will be used to pay for monthly health insurance premiums for an Employee and any eligible dependents after his/her retirement. When said fund is depleted, the Employee and any eligible dependents may continue in the program, provided he/she pays the amount of the premium to the County in advance and participates in all parts of Medicare as soon as eligible. If the Employee options to take payment, the payment will be in a lump sum payment.

During the period of time that Dodge County participates in the Wisconsin Public Employers' Group Health Insurance Plan, employees who retire must meet eligibility and participation requirements established by the state health plan.

12.61 This section of the agreement is put into place on a trial basis for the period of January 1, 2006 through December 31, 2010, shall only be applicable during that time, and shall expire at the end of that period. Inclusion of this language in a succeeding contract shall be treated as a completely new issue, which must be presented by one party or the other when proposals are exchanged if it is to be considered for inclusion in the next agreement.

During the term of the agreement regarding this section, January 1, 2006 through December 31, 2010, Sections 12.5 and 12.6 above shall not pertain in any way to Employees who terminate employment and are eligible to retire from service, and only the provisions of this section shall define the disposition of accrued sick leave for those employees.

Employees who terminate employment with Dodge County between January 1, 2006 through December 31, 2010, and who are eligible to receive a retirement annuity under the provisions of the Wisconsin State Retirement Plan, will have eighty percent (80%) of their accumulated sick leave (up to the contract maximum of 120 days) placed into a deposit account designated by the County, which shall be a post-employment health plan if available. The money in that account shall be restricted to the payment of insurance premiums. If the Employee dies prior to the depletion of the account, then the surviving spouse and/or dependents who are participating in the retiree's insurance plan must use the remaining monies in the account for insurance premiums. There can be no exceptions to this policy for persons eligible to retire during the term of this agreement or the tax-exempt status of any and all funds set aside in such deposit accounts will be negated. If the retired Employee and his or her eligible dependent(s) should die prior to the depletion of the account, the remaining monies in the account will be divided equally among other retirees who have monies in deposit accounts created under the provisions of this section.

- 12.7 If the Employee dies prior to termination or retirement, payment will be made to the employee's estate in the same percentages as provided in paragraph 12.5.

ARTICLE XIII LEAVE OF ABSENCE

- 13.1 Leaves of absence without pay for periods not to exceed six (6) months in one (1) year may be granted by the Employer to any full time Employee upon written request of the Employee. Upon expiration of the leave of absence, the Employee shall be entitled to be reinstated to the position in which he was employed at the time the leave was granted or a position of comparable classification, providing there is such a vacancy. During an unpaid leave of absence, there shall be no additions to an individual's vacation, sick leave benefits, or longevity pay.
- 13.11 Seniority shall continue to accrue during the first calendar month of any approved leave of absence.
- 13.12 Employees on approved leave of absence shall not, as a condition of such leave, seek or accept employment.
- 13.13 Any leave of absence granted by the Employer shall be evidenced in writing.
- 13.2 **Military Leave.** Leaves of absence without pay shall be automatically granted all full time Employees who are called or volunteer for military service, providing that application for re-employment is made within ninety (90) days of discharge.
- 13.3 **Jury Duty.** Employees called for jury duty shall be entitled to receive lost pay, provided that they deposit any compensation received for such duty excluding mileage allowance with the Employer and receive a receipt for such deposit.
- 13.4 **Bereavement Leave.** Employees shall be entitled to up to three (3) days of bereavement leave in the event of the death of an Employee's spouse, child, parent, brother or sister. Two (2) days of bereavement leave shall be allowed in the event of the death of an Employee's step-parent or step-child. One (1) day of bereavement leave shall be allowed in the event of the death of an Employee's mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchild or grandparent. If additional leave time is required beyond that specified above, such additional leave time may be taken and deducted from the Employee's sick leave accumulation, provided that authorization for additional leave is first obtained in writing from the individual's supervisor if at all possible to obtain such authorization in advance.

- 13.5 **Medical Leave.** An Employee who has exhausted his/her sick leave and compensatory time accumulation and is unable to return to work due to illness or injury shall be granted, upon written request to the department in charge, accompanied by a physician's or chiropractor's certification stating that the leave is necessitated by the disability of the Employee, a leave of absence for a period not to exceed six (6) months. A physician's or chiropractor's certificate may be required from time to time to substantiate the need for continuing a leave of absence.

Employees on a medical leave of absence shall be entitled upon expiration of such leave to be reinstated to the position in which they were employed at the time the leave was granted.

- 13.51 While on approved medical leave of absence as per Section 13.5 of this Agreement, the Employer shall continue to pay toward health insurance as provided in Section 9.1 and group life insurance for those Employees who have exhausted their sick leave and compensatory time and are still unable to return to work for up to six (6) months.

ARTICLE XIV TERMINATION OF BENEFITS

- 14.1 Employees who properly terminate their employment shall receive pay for all accrued vacation, holidays, compensatory time and sick leave as stipulated in Article 12.5 which is due them on the date of termination; provided that at least two (2) weeks written notice is submitted and provided further that the Employees are not terminated for just cause.

- 14.11 Employees who retire or become disabled and are eligible to receive Wisconsin Retirement Fund annuity and Social Security shall receive payment for all accrued vacation, holiday and compensatory time.

- 14.12 The heirs of Employees who die shall receive all the above referred to termination pay.

- 14.2 Employees must have their time sheet turned in to the Human Resources Department at termination and all termination pay must first receive verification from the Human Resources Department before any payments are made.

ARTICLE XV SENIORITY RIGHTS

- 15.1 It shall be the policy of the Employer to recognize seniority.

- 15.2 Seniority shall be defined for purposes of the Agreement as the net credited service of the Employee. Net credited service shall mean continuous employment in the County, beginning with the date on which the Employee began to work after last being hired. However, it is understood that job posting preference shall be given first to department seniority and then to County seniority. The department seniority shall be defined as net credited service within the department. Department and County seniority shall not include unpaid leaves of absence.
- 15.3 Regular part-time Employees shall attain seniority in relationship to time paid. For the purpose of computing seniority, 173.3 hours shall be considered one (1) month.
- 15.31 Regular part-time Employees shall receive all fringe benefits on a prorated basis. All paid time shall be considered as hours worked for computations of fringe benefits.
- 15.4 In the event that a temporary, part-time, seasonal Employee (etc.) is placed in a regular full time or regular part-time position, said Employee shall be credited with one (1) month seniority for each 173.3 hours paid. Seniority shall be computed from the most recent date of employment on an uninterrupted basis. No fringe benefits are to be given retroactively.
- 15.5 There shall be two (2) groups of Employees and seniority: full time Employees and regular part-time Employees.
- 15.6 Seniority shall apply in promotions, transfers, layoffs, recall from layoff and vacation selection as hereinafter provided.
- 15.7 **Job Posting.** Whenever a vacancy occurs which Management desires to fill or it is known that a new job will be created, the following procedure shall apply:
- 15.71 The job vacancy shall be posted on union bulletin boards for a period of five (5) workdays and Employees may apply for such positions during this period.
- 15.72 Selection of applicants to fill job vacancies shall be determined by the Employee's skill, ability and seniority. Where all factors are relatively equal, the Employee with the greatest seniority shall be entitled to preference.
- 15.73 If there is any difference of opinion regarding the qualifications of an Employee, the Union may take the matter up for adjustment under the grievance procedure contained in Article XVI of this Agreement.

15.74 The County Human Resources Director may make temporary appointments to the position until any dispute with respect to those positions is resolved.

15.8 **Layoff and Recall.** In the event the Employer reduces its work force, the following procedure shall apply:

15.81 When it is necessary to layoff an employee, temporary, seasonal then part-time employees in that department shall be laid off first, providing that the remaining employees are able to perform the job duties. If it is further necessary to layoff a full-time employee in a specific position, the least senior employee in that specific position shall be laid off first, providing that the remaining employees are able to perform the job duties.

For purposes of this section, departments are identified as Accounting; Administrative Secretary's Office; Central Services; Child Support; Circuit Court; Clerk of Courts; Corporation Counsel; County Clerk; County Treasurer; District Attorney's Office; Emergency Management; Family Court Commissioner; Family Court Counseling; Human Services and Health; Information Technology; Land Conservation; Land Information; Land Resources & Parks; Library; Medical Examiner; Physical Facilities Maintenance; Register of Deeds; Survey and Mapping; University Extension and Veterans Service.

15.82 The employee who is to be laid off will be allowed to bump a less senior employee as per subsections (a), (b) and (c) of this paragraph. Full time employees will be allowed to bump other full-time and part-time employees. Part-time employees will be allowed to bump other part-time employees. Employees who are bumped from their positions will also be allowed to bump less-senior employees.

a. The employee who is to be laid off will be allowed to bump a less senior employee in the same classification or a lower classification, provided the employee who is doing the bumping is able to perform the job and possesses the minimum qualifications required for the position.

b. The employee who is to be laid off will also be allowed to bump a less senior employee in a higher classification if the employee has previously successfully held that classification, is able to perform the job as it currently exists, and possesses the minimum qualifications for the position. An employee is considered to have successfully held a classification if the person satisfactorily completed any required probationary period and was not previously removed from the position due to an inability to satisfactorily perform the duties of the position.

- c. If any employee has no positions to bump into that are in the same classification or below (a), or to a job previously held (b), the employee will be allowed to bump a less senior employee in a higher classification if the employee is able to perform the job as it currently exists, and possesses the qualifications for this position without any additional training. The determination of whether the employee has an adequate knowledge and skill level to be expected to perform a successful bump shall be at the sole discretion of management. If the employee and the Union do not agree with management's decision, the matter may be taken up through the grievance procedure in paragraph 16.2, but shall not be subject to paragraph 16.3 Arbitration.

15.83 If a full-time employee is not eligible to bump a less senior full-time employee, the County will determine whether the employee is qualified to perform a full-time combination of available part-time Technical and Support Unit work, and if so, offer such work to the employee in lieu of layoff.

- a. If the positions that are combined are in different classifications, the employee will be paid the existing rate of each classification for work performed.
- b. Overtime pay will be based on the total regular hours worked in the pay period.
- c. Compensatory time from the previous position will be paid out at the time of transfer to the new positions. Any compensatory time earned in the new positions will be recorded on the employee's timesheet for each position, and will be available for the employee to use in the department and/or position where it was earned. Compensatory time will be paid out at the appropriate rate of pay for the respective position.
- d. Any benefits used (i.e., sick leave, vacation, holiday pay) during the time an employee holds a combination of positions will be paid at the employee's average rate of pay for regular hours worked, excluding overtime pay, as computed on the previous payroll period.

15.84 If an employee cannot or chooses not to bump a less senior employee, the employee will be placed on layoff, and shall retain all seniority rights for a period of fifteen (15) months, provided that he/she responds to any request to return to work made during that time.

- 15.85 When the County chooses to fill a vacancy while there is an employee on layoff, equal consideration will be given to employees who are on layoff (provided that the employees possess the minimal qualifications) and active employees who sign the job posting for the position. Consideration will be given to the employee's skill, ability and seniority. Where all factors are relatively equal, the employee with the greatest seniority shall be entitled to preference.
- 15.86 An employee will be notified of recall to a position by certified mail. Employees shall notify the County of any change of address while on layoff and shall lose all seniority after a failed attempt to notify the employee of recall as a result of an out-of-date address.
- 15.87 An Employee must notify the County of his/her intent to return to work from layoff within three (3) working days after the employee was made aware of the recall by certified mail. The employee will be required to return to work within seven (7) calendar days after the receipt of the recall. This seven (7) day period will be extended up to a maximum of fourteen (14) calendar days if the employee needs that time to give notice to a present employer or other mutually agreed upon reason. This time period may be extended by the County if the return to work date is determined to be beyond the one or two week period describe herein.
- 15.88 Full-time employees on layoff may request to be by-passed on recall to positions that are part-time, temporary or seasonal. Part-time employees on layoff may request to be by-passed on recall to positions that are full-time, temporary or seasonal.
- 15.89 The County will notify the Union as soon as the upcoming layoff is known.
- 15.9 An Employee who quits, is discharged for just cause, is absent from work for three (3) consecutive working days without notification to the Employer (unless unable to notify for physical or other legitimate reasons) or fails to notify the employer following receipt of a recall notice, or fails to report for recall per section 15.87, shall lose all prior seniority, except if reinstated under Article XVI.
- 15.10 A seniority roster shall be posted on all bulletin boards and shall be kept up-to-date by the Employer.

**ARTICLE XVI
GRIEVANCE PROCEDURE**

- 16.1 **Grievance.** A grievance is defined as any matter involving the interpretation, application or enforcement of the terms of this Agreement.
- 16.2 **Procedure.** Grievances shall be presented in the following manner. (Time limits set forth shall be exclusive of Saturdays, Sundays and Holidays.)
- 16.21 The Employee and/or the Grievance Committee representative shall take the grievance up orally with the Employee's department head within twenty (20) workdays after the Employee and/or the Union knew or should have known of the event giving rise to the grievance. The department head shall give an answer to the grievance to the Union and the grievant within forty eight (48) hours.
- 16.22 If a satisfactory settlement is not reached as outlined in 16.21 above, the grievance may be appealed to the County Human Resources and Labor Negotiations Committee within five (5) days of receipt of the answer of the department head. The County Human Resources and Labor Negotiations Committee shall hear the grievance within two (2) weeks of its receipt and shall respond in writing within five (5) days of such hearing.
- 16.3 **Arbitration.** If a satisfactory settlement is not reached as outlined in 16.22 above, the Union may, within ten (10) days after the last response in writing is received or due, appeal the grievance to arbitration by written notification to the County Human Resources Director that the Union is appealing the grievance to arbitration. Within fourteen (14) calendar days of giving such notice to the Human Resources Director, the Union and the Human Resources Director shall select a staff member of the Wisconsin Employment Relations Commission (WERC) and shall jointly request the WERC to appoint that person as the arbitrator to hear the grievance. The decision of the arbitrator shall be final and binding on both parties. In rendering the arbitrator's decision, the arbitrator shall neither add to, detract from, nor modify any of the provisions of this Agreement.

The selection of the WERC staff member shall be as follows: Each party shall submit the names of three (3) WERC staff members; if both parties submit the same name, that person will be considered the selected staff member; if there are no matches, one of the names will be drawn by lot and discarded from further consideration, and the parties will alternatively strike (the order determined by a coin toss) from a list of remaining names until one name remains, who will then be considered the selected staff member.

- 16.31 **Costs.** Each party shall share equally the cost, if any, of the arbitrator.
- 16.32 The filing party in arbitration requests will pay the W.E.R.C. fee.
- 16.33 **Time Limits.** Time limits set forth in this Article may be extended by mutual agreement in writing.
- 16.4 **Payment of Employees.** The County will allow the grievant, two (2) Union officers and any witnesses time off from work with pay for attendance at grievance hearings. The County will allow individuals named in the complaint and mutually agreeable witnesses time off from work with pay for attendance at court hearings involving litigation between Dodge County and Union Employees of the County.
- 16.5 If an Employee and/or the Union has an objection to the classification of a position, the classification may be appealed to the Human Resources and Labor Negotiations Committee after review by the Committee of Jurisdiction by proceeding directly to Step II of the grievance procedure if the matter cannot be resolved informally by contacting the Human Resources Director.

ARTICLE XVII
REIMBURSEMENT OF EXPENSES INCURRED BY COUNTY EMPLOYEES

- 17.1 **Car Travel.**
- 17.11 The current mileage reimbursement rate shall be the rate as approved by the Dodge County Board of Supervisors. In the event the Dodge County Board of Supervisors increase the mileage reimbursement rate, the new rate will be implemented for members of the bargaining unit on the effective date of approval.
- 17.12 When traveling by plane, train or bus; a purchase order and tax exemption certificate must first be secured from the Purchasing Agent of the County as the County does not pay Federal Tax.
- 17.13 Car parking and toll charges will be allowed.
- 17.14 The Employer must exhibit proof of automobile insurance premiums for those Employees who must use their cars for County business.
- 17.2 **Meals and Lodging.**
- 17.21 Actual and reasonable expense will be allowed for meals outside Dodge County and receipt must be furnished for every meal over three dollars (\$3.00), not to exceed sixteen dollars (\$24.00) per day; no individual meal to cost over nine dollars (\$12.00).

17.22 Actual and reasonable expense will be allowed for lodging for County employees not to exceed \$55.00, except in the event that County personnel are lodging at the convention site, in which case the full cost of lodging will be paid by Dodge County on the basis of a purchase order obtained in advance.

17.3 Conference registration and banquet expenses will be allowed.

17.4 Committee approval shall be required before any Employee may attend a meeting or function outside of Wisconsin for which expenses will be claimed.

17.5 All travel expense vouchers shall be submitted to the Accounting Department before being submitted to the Audit Committee. Failure to follow rules will result in the denial of expenses.

17.6 No County Employee shall be reimbursed for travel or other expenses for attending meetings of the Committees of the Dodge County Board of Supervisors or sessions of the Dodge County Board unless their attendance at such Committee meeting or session of the County Board is requested by the Chairman of the Committee; such request being supported by the minutes of the Committee proceedings unless the Chairman of the Dodge County Board of Supervisors has requested attendance at such Committee meetings or sessions of the County Board of Supervisors. This rule shall not apply to persons required by Wisconsin Statute to attend Committee or Board meetings.

ARTICLE XVIII MISCELLANEOUS

18.1 Safety meetings shall be held from time to time as designated by the County; such meetings shall be held during the normal working hours and shall be attended by all hourly Employees and those salaried Employees designated by the County and those in attendance shall be compensated at their established rate of compensation of their normal work for the County.

18.2 Part-time Employee Benefits.

18.21 A regular part-time Employee is hereby defined as an Employee regularly scheduled to work at least forty (40) hours in a two (2) week period or one thousand forty (1,040) hours per year.

18.22 Regular part-time Employees shall receive the rates of pay listed in Appendixes A, B, C, D and E according to their seniority for paid hours computed based on the rate of 173.3 hours for each month seniority.

18.23 Regular part-time Employees shall be entitled to prorated holiday, vacation, sick leave, insurance, longevity and retirement benefits.

- 18.24 Part-time and temporary Employees, etc. shall be paid the prevailing hire in rates of the Wage Appendix.
- 18.25 Time earned and used as vacation, sick leave, holidays or bereavement leave by a part-time Employee is applied toward step increases, longevity and all other benefits pro-rated.
- 18.3 A part-time, temporary or seasonal Employee is hereby defined as an Employee hired by the County for a period of time not to exceed ninety (90) days and paid at lowest entrance rate.
- 18.31 A part-time, temporary or seasonal Employee may be granted an extension over the ninety (90) day period (18.3) upon mutual consent of the Union and the Employer. It is understood, stipulated and agreed that use of the above Employees during peak periods of work in specific departments, i.e., tax season, migrant services or to replace regular full time or regular part-time Employees on approved leave, is in no way meant to replace regular full time or regular part-time Employees.

**ARTICLE XIX
SAVINGS CLAUSE**

- 19.1 Should any provisions of this Agreement be found to be in violations of any law, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. The Union and the County shall negotiate any areas found to be in violation.

**ARTICLE XX
DURATION**

20.1 This Agreement shall be effective as of January 1, 2008 and shall remain in force and effect through December 31, 2010 and shall automatically renew itself from year to year unless either party notifies the other in writing on or before August 1, 2010 or August 1 of any subsequent year that it will not renew the Contract for the succeeding year.

Dated this 15th day of April, 2008.

**FOR DODGE COUNTY
HUMAN RESOURCES AND LABOR
NEGOTIATIONS COMMITTEE**

**FOR DODGE COUNTY TECHNICAL
AND SUPPORT EMPLOYEES
LOCAL 1323-G, AFSCME, AFL-CIO**

Ray Seaholm, Chairman

Brenda Gahlman, President

Donna Maly

John Nehls, Vice President

Harold Johnson

Tari Kostroski, Secretary

Robert Ballweg

Phyllis A.Roberts, Treasurer

Kenneth Neumann

Lee Gierke, AFSCME Representative

APPENDIX A
January 1, 2008
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
1.	11.36	12.45	12.86	13.24	13.58	13.93
	Clerk					
2.	11.99	13.10	13.50	13.87	14.24	14.59
	Library Assistant I					
3.	12.36	13.48	13.88	14.27	14.63	14.99
	Receptionist I Typist I					
4.	12.74	13.86	14.28	14.66	15.03	15.38
	Account Clerk I Transportation Clerk					
5.	13.22	14.36	14.78	15.16	15.53	15.88
	Benefit Specialist I Custodian I Economic Support Aide Health Technician Home and Financial Advisor I Receptionist II Resource Specialist Social Service Aide I Typist II					
6.	13.58	14.72	15.14	15.53	15.89	16.26
	Account Clerk II Custodian II Deputy County Clerk Deputy Register of Deeds Deputy Treasurer Deputy Veterans Service Legal Secretary Library Assistant II Medical Records Clerk Typist III					

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APPENDIX A
January 1, 2008
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
7.	13.98	15.11	15.53	15.92	16.29	16.66
	Account Clerk/Network Administrator Account Clerk III Maintenance I Child Support Specialist I Clinical Secretary II Economic Support Specialist I Home and Financial Advisor II Legal Secretary I Property Listing Assistant Social Services Aide II					
8.	14.46	15.61	16.04	16.43	16.81	17.17
	Maintenance II Deputy Clerk of Courts Drafting Technician Print Shop Technician					
9.	14.88	16.04	16.47	16.88	17.26	17.62
	Accounting Technician I Administrative Assistant Chief Deputy County Clerk Chief Deputy Register of Deeds Child Support Specialist II Economic Support Specialist II Home and Financial Advisor III Judicial Assistant Land Describer Legal Assistant Social Service Aide III					
10.	15.36	16.56	17.00	17.43	17.82	18.21
	Chief Deputy Clerk of Courts Chief Deputy County Treasurer					

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APPENDIX A
January 1, 2008
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
11.	15.87	17.03	17.48	17.88	18.27	18.62
	I.T. Support Specialist Lead Worker - Economic Support Maintenance Mechanic					
12.	16.43	17.61	18.05	18.46	18.85	19.22
	Accounting Technician II					
13.	16.93	18.10	18.56	18.97	19.35	19.73
14.	17.55	18.75	19.21	19.62	20.01	20.39
	Mechanic III/Group Leader Surveyor and Mapping Technician					
15.	18.08	19.29	19.76	20.17	20.57	20.96
16.	23.25	23.59	23.88	24.20	25.29	26.29

APPENDIX B
July 1, 2008
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
1.	11.42	12.51	12.92	13.31	13.65	14.00
	Clerk					
2.	12.05	13.17	13.57	13.94	14.31	14.66
	Library Assistant I					
3.	12.42	13.55	13.95	14.34	14.70	15.06
	Receptionist I Typist I					
4.	12.80	13.93	14.35	14.73	15.11	15.46
	Account Clerk I Transportation Clerk					
5.	13.29	14.43	14.85	15.24	15.61	15.96
	Benefit Specialist I Custodian I Economic Support Aide Health Technician Home and Financial Advisor I Receptionist II Resource Specialist Social Service Aide I Typist II					
6.	13.65	14.79	15.22	15.61	15.97	16.34
	Account Clerk II Custodian II Deputy County Clerk Deputy Register of Deeds Deputy Treasurer Deputy Veterans Service Legal Secretary Library Assistant II Medical Records Clerk Typist III					

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APPENDIX B
July 1, 2008
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
7.	14.05	15.19	15.61	16.00	16.37	16.74
	Account Clerk/Network Administrator Account Clerk III Maintenance I Child Support Specialist I Clinical Secretary II Economic Support Specialist I Home and Financial Advisor II Legal Secretary I Property Listing Assistant Social Services Aide II					
8.	14.53	15.69	16.12	16.51	16.89	17.26
	Maintenance II Deputy Clerk of Courts Drafting Technician Print Shop Technician					
9.	14.95	16.12	16.55	16.96	17.35	17.71
	Accounting Technician I Administrative Assistant Chief Deputy County Clerk Chief Deputy Register of Deeds Child Support Specialist II Economic Support Specialist II Home and Financial Advisor III Judicial Assistant Land Describer Legal Assistant Social Service Aide III					
10.	15.44	16.64	17.09	17.52	17.91	18.30
	Chief Deputy Clerk of Courts Chief Deputy County Treasurer					

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APPENDIX B
July 1, 2008
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
11.	15.95	17.12	17.57	17.97	18.36	18.71
	I.T. Support Specialist Lead Worker - Economic Support Maintenance Mechanic					
12.	16.51	17.70	18.14	18.55	18.94	19.32
	Accounting Technician II					
13.	17.01	18.19	18.65	19.06	19.45	19.83
14.	17.64	18.84	19.31	19.72	20.11	20.49
	Mechanic III/Group Leader Surveyor and Mapping Technician					
15.	18.17	19.39	19.86	20.27	20.67	21.06
16.	23.37	23.71	24.00	24.32	25.42	26.42

APPENDIX C
January 1, 2009
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
1.	11.76	12.89	13.31	13.71	14.06	14.42
	Clerk					
2.	12.41	13.57	13.98	14.36	14.74	15.10
	Library Assistant I					
3.	12.79	13.96	14.37	14.77	15.14	15.51
	Receptionist I Typist I					
4.	13.18	14.35	14.78	15.17	15.56	15.92
	Account Clerk I Transportation Clerk					
5.	13.69	14.86	15.30	15.70	16.08	16.44
	Benefit Specialist I Custodian I Economic Support Aide Health Technician Home and Financial Advisor I Receptionist II Resource Specialist Social Service Aide I Typist II					
6.	14.06	15.23	15.68	16.08	16.45	16.83
	Account Clerk II Custodian II Deputy County Clerk Deputy Register of Deeds Deputy Treasurer Deputy Veterans Service Legal Secretary Library Assistant II Medical Records Clerk Typist III					

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APPENDIX C
January 1, 2009
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
7.	14.47	15.65	16.08	16.48	16.86	17.24
	Account Clerk/Network Administrator Account Clerk III Maintenance I Child Support Specialist I Clinical Secretary II Economic Support Specialist I Home and Financial Advisor II Legal Secretary I Property Listing Assistant Social Services Aide II					
8.	14.97	16.16	16.60	17.01	17.40	17.78
	Maintenance II Deputy Clerk of Courts Drafting Technician Print Shop Technician					
9.	15.40	16.60	17.05	17.47	17.87	18.24
	Accounting Technician I Administrative Assistant Chief Deputy County Clerk Chief Deputy Register of Deeds Child Support Specialist II Economic Support Specialist II Home and Financial Advisor III Judicial Assistant Land Describer Legal Assistant Social Service Aide III					
10.	15.90	17.14	17.60	18.05	18.45	18.85
	Chief Deputy Clerk of Courts Chief Deputy County Treasurer					

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APPENDIX C
January 1, 2009
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
11.	16.43	17.63	18.10	18.51	18.91	19.27
	I.T. Support Specialist Lead Worker - Economic Support Maintenance Mechanic					
12.	17.01	18.23	18.68	19.11	19.51	19.90
	Accounting Technician II					
13.	17.52	18.74	19.21	19.63	20.03	20.42
14.	18.17	19.41	19.89	20.31	20.71	21.10
	Mechanic III/Group Leader Surveyor and Mapping Technician					
15.	18.72	19.97	20.46	20.88	21.29	21.69
16.	24.07	24.42	24.72	25.05	26.18	27.21

APPENDIX D
January 1, 2010
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
1.	12.05	13.21	13.64	14.05	14.41	14.78
	Clerk					
2.	12.72	13.91	14.33	14.72	15.11	15.48
	Library Assistant I					
3.	13.11	14.31	14.73	15.14	15.52	15.90
	Receptionist I Typist I					
4.	13.51	14.71	15.15	15.55	15.95	16.32
	Account Clerk I Transportation Clerk					
5.	14.03	15.23	15.68	16.09	16.48	16.85
	Benefit Specialist I Custodian I Economic Support Aide Health Technician Home and Financial Advisor I Receptionist II Resource Specialist Social Service Aide I Typist II					
6.	14.41	15.61	16.07	16.48	16.86	17.25
	Account Clerk II Custodian II Deputy County Clerk Deputy Register of Deeds Deputy Treasurer Deputy Veterans Service Legal Secretary Library Assistant II Medical Records Clerk Typist III					

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APPENDIX D
January 1, 2010
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
7.	14.83	16.04	16.48	16.89	17.28	17.67
	Account Clerk/Network Administrator Account Clerk III Maintenance I Child Support Specialist I Clinical Secretary II Economic Support Specialist I Home and Financial Advisor II Legal Secretary I Property Listing Assistant Social Services Aide II					
8.	15.34	16.56	17.02	17.44	17.84	18.22
	Maintenance II Deputy Clerk of Courts Drafting Technician Print Shop Technician					
9.	15.79	17.02	17.48	17.91	18.32	18.70
	Accounting Technician I Administrative Assistant Chief Deputy County Clerk Chief Deputy Register of Deeds Child Support Specialist II Economic Support Specialist II Home and Financial Advisor III Judicial Assistant Land Describer Legal Assistant Social Service Aide III					
10.	16.30	17.57	18.04	18.50	18.91	19.32
	Chief Deputy Clerk of Courts Chief Deputy County Treasurer					

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APPENDIX D
January 1, 2010
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
11.	16.84	18.07	18.55	18.97	19.38	19.75
	I.T. Support Specialist Lead Worker - Economic Support Maintenance Mechanic					
12.	17.44	18.69	19.15	19.59	20.00	20.40
	Accounting Technician II					
13.	17.96	19.21	19.69	20.12	20.53	20.93
14.	18.62	19.90	20.39	20.82	21.23	21.63
	Mechanic III/Group Leader Surveyor and Mapping Technician					
15.	19.19	20.47	20.97	21.40	21.82	22.23
16.	24.67	25.03	25.34	25.68	26.83	27.89

APPENDIX E
July 1, 2010
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
1.	12.11	13.28	13.71	14.12	14.48	14.85
	Clerk					
2.	12.78	13.98	14.40	14.79	15.19	15.56
	Library Assistant I					
3.	13.18	14.38	14.80	15.22	15.60	15.98
	Receptionist I Typist I					
4.	13.58	14.78	15.23	15.63	16.03	16.40
	Account Clerk I Transportation Clerk					
5.	14.10	15.31	15.76	16.17	16.56	16.93
	Benefit Specialist I Custodian I Economic Support Aide Health Technician Home and Financial Advisor I Receptionist II Resource Specialist Social Service Aide I Typist II					
6.	14.48	15.69	16.15	16.56	16.94	17.34
	Account Clerk II Custodian II Deputy County Clerk Deputy Register of Deeds Deputy Treasurer Deputy Veterans Service Legal Secretary Library Assistant II Medical Records Clerk Typist III					

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APPENDIX E
July 1, 2010
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
7.	14.90	16.12	16.56	16.97	17.37	17.76
	Account Clerk/Network Administrator Account Clerk III Maintenance I Child Support Specialist I Clinical Secretary II Economic Support Specialist I Home and Financial Advisor II Legal Secretary I Property Listing Assistant Social Services Aide II					
8.	15.42	16.64	17.11	17.53	17.93	18.31
	Maintenance II Deputy Clerk of Courts Drafting Technician Print Shop Technician					
9.	15.87	17.11	17.57	18.00	18.41	18.79
	Accounting Technician I Administrative Assistant Chief Deputy County Clerk Chief Deputy Register of Deeds Child Support Specialist II Economic Support Specialist II Home and Financial Advisor III Judicial Assistant Land Describer Legal Assistant Social Service Aide III					
10.	16.38	17.66	18.13	18.59	19.00	19.42
	Chief Deputy Clerk of Courts Chief Deputy County Treasurer					

APPENDIX E
July 1, 2010
Dodge County Technical and Support Employees Union - 1323-G

Grade	STEP A START	STEP B 6 Mos.	STEP C 18 Mos.	STEP D 30 Mos.	STEP E 42 Mos.	STEP F 54 Mos.
11.	16.92	18.16	18.64	19.06	19.48	19.85
	I.T. Support Specialist Lead Worker - Economic Support Maintenance Mechanic					
12.	17.53	18.78	19.25	19.69	20.10	20.50
	Accounting Technician II					
13.	18.05	19.31	19.79	20.22	20.63	21.03
14.	18.71	20.00	20.49	20.92	21.34	21.74
	Mechanic III/Group Leader Surveyor and Mapping Technician					
15.	19.29	20.57	21.07	21.51	21.93	22.34
16.	24.79	25.16	25.47	25.81	26.96	28.03

APPENDIX F
PROGRESSION REQUIREMENTS FOR ECONOMIC SUPPORT SPECIALIST II
HUMAN SERVICES DEPARTMENT

Employees who are hired in career positions of Economic Support Specialist I shall be promoted to an Economic Support Specialist II:

After two (2) years of experience in the classification in our agency, successful completion of one hundred (100) hours State mandated economic support training, the in-office training offered by the Leader Worker and demonstrated satisfactory performance evaluation from their supervisor

or

After one (1) year of experience in the classification in our agency, successful completion of one hundred (100) hours State mandated economic support training, the in-office training offered by the Lead Worker, at least 16 academic credit hours from a college or university with 6 of those hours within the human service/social service field or substitution of college requirement with demonstrated previous work experience involving interviews.

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APPENDIX G WORK RULES

1. Compensatory time is for overtime already worked. No one may take compensatory time off and then work the overtime.
2. Time sheets presently being filled out by all Employees in the bargaining unit shall be continued. The time sheets shall be filled out completely and signed by the Employee. All time sheets shall be countersigned by the department head and upon completion forwarded to the Accounting Department. Any falsification on a time sheet is cause for disciplinary action.
3. All days or hours that an Employee is absent and does not have authorized paid leave time accumulated to cover the absence shall have the absent time deducted from their pay.
4. Disciplinary action against any Employee may be initiated by a department head or the Human Resources and Labor Negotiations Committee.
5. Employees shall be at work at their scheduled time and are expected to stay on the job until their scheduled time is up.

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MEMORANDUM OF UNDERSTANDING
BETWEEN DODGE COUNTY AND
TECHNICAL AND SUPPORT EMPLOYEES LOCAL 1323-G, AFSCME, AFL-CIO

It is agreed and understood by the parties hereto that classifications established by Dodge County in the Physical Facilities Maintenance Department may have work schedules and other conditions of employment that are different from those for other employees governed by the existing labor agreement between the parties. It is further agreed and understood that the work schedules and conditions of employment described herein supersede specific labor agreement language.

1. Dodge County has established the positions of Mechanic III Lead, Maintenance Mechanic, Maintenance II, Maintenance I, Custodian II and Custodian I and Typist II in the Physical Facilities Maintenance Department.

2. The positions are established in the following wage grades:

Mechanic III Lead	Grade 14
Maintenance Mechanic	Grade 11
Maintenance II	Grade 8
Maintenance I	Grade 7
Custodian II	Grade 6
Custodian I	Grade 5
Typist II	Grade 5

3. First shift hours for these employees will be either from 7:00 A.M. to 3:30 P.M. Split shift hours will be from 12:00 Noon to 8:30 P.M. Second shift hours will be those schedules commencing at 2:30 P.M. or later.

4. A ten cent (\$.10) per hour shift premium will be paid to maintenance employees, except Maintenance Mechanics, whose shift starts at or after 12:00 Noon but before 2:30 P.M., for all hours worked. A fifteen cent (\$.15) per hour shift premium will be paid to maintenance employees, except Maintenance Mechanics, whose shift starts at or after 2:30 P.M., for all hours worked.

5. The normal regular workweek for regular full time Mechanic III Lead, Maintenance Mechanic, Maintenance II, Maintenance I, Custodian II and Custodian I and Typist II positions will consist of forty (40) hours.

6. The normal regular workweek for regular full time Mechanic III Lead, Maintenance II, Maintenance I, Custodian II and Custodian I and Typist II positions will be Monday through Friday. The normal regular workweek for regular full time Maintenance Mechanic may be rotated and include any day of the week. (supersedes paragraphs 6.1 and 6.2)

7. The hours of work for the Mechanic III Lead, Maintenance Mechanic, Maintenance II, Maintenance I, Custodian II and Custodian I and Typist II shall be as follows: (supersedes paragraph 6.2)

A. Mechanic III Lead and Typist II shall be posted either with first shift hours or with second shift hours.

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- B. Maintenance Mechanic shall be posted with rotating first and second shift hours.
 - C. Maintenance II, Maintenance I, Custodian II and Custodian I shall be posted either with first, second, or split shift hours.
8. Overtime shall be compensated as described in paragraph 6.5 of the current Labor Agreement and for hours worked in excess of eight (8) hours per day and/or forty (40) hours per week, except that work performed on Saturdays by a Maintenance Mechanic shall be compensated at overtime only if the hours worked are outside of his/her normal schedule of hours and result in the total hours worked for the week by that employee exceeding forty (40).
 9. Maintenance Mechanic employees who are required to rotate between first and second shifts shall be scheduled to work on recognized holidays (paragraph 10.1) in the following manner:
 - A. If the holiday falls on a Saturday or Sunday, the employee whose rotation schedule requires him/her to work on that day will be expected to work.
 - B. If the holiday would normally be moved to another day because it falls on a Saturday or Sunday (per paragraph 10.2), the day to which the holiday would be moved will be staffed as on a Saturday or Sunday, i.e., one employee working on each of first and second shifts.
 - I. The employee scheduled to work second shift on the day to which the holiday would be moved is expected to work his/her shift.
 - II. The employee expected to work first shift on the day to which the holiday would be moved will be selected based on a "holiday rotation" list which shall be kept by the department Director. The "holiday rotation" list will provide equal assignment of first shift holidays to be worked and shall give credit to first shift holidays which are required to be worked on Saturdays and Sundays.
 - III. Employees who work on a holiday or a day to which the holiday has been moved will be compensated at straight time for the hours worked and additionally will receive compensatory time off at time-and-one-half.
 - IV. An employee who is expected to work a holiday may arrange to have another employee currently holding the classification to work in his/her place provided that the arrangement does not result in overtime payment.
 9. If it is necessary to call in a Maintenance Mechanic employee, the employee asked to work will be determined by a "call-in" rotation list. The "call-in rotation" list will provide equal assignment of call-in work and will be offered to the next individual on the list. If the next individual named on the list cannot be contacted, he/she shall be bypassed on the list and the person next named will be contacted. Employees contacted will be expected to report to work for the call-in assignment unless they request to be excused and the Director can find a suitable replacement.
 - A. If an employee is scheduled to work a replacement shift which will commence on the same day on which the replacement employee has already begun working his/her

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regular shift (not previously notified), the replacement employee may be required to leave his/her regular shift and return to work on the replacement shift. In such a case, management will determine the appropriate hours to be worked on both the regular shift and the replacement shift, with the understanding that the replacement employee will be eligible for up to two (2) hours "call-in" pay provided the replacement employee's regular shift is decreased by at least an equivalent number of hours. The hours compensated as "call-in" pay shall not exceed the actual hours the employee did not work of his/her regular shift. (Example: An employee who leaves work with two hours or more remaining of his/her regular shift and returns for the replacement shift will be eligible for two hours of "call-in" pay. An employee who leaves work or is off the clock for less than two hours will be compensated for the time remaining on the balance of his/her regular shift.)

B. Management reserves the right to determine whether and to what extent replacement hours are scheduled for this position.

10. The minimum staffing level for Maintenance Mechanic and Custodian positions, for purposes of scheduling vacations and compensatory time, shall be at the discretion of management, but shall generally be considered to be eight (8) maintenance employees and five (5) custodial employees.

11. Management shall be responsible for scheduling employees to cover for vacations which are scheduled in advance (per paragraph 11.21).

A. Due to the unique rotation schedule in effect for Maintenance Mechanic employees, they may be required to find their own replacement worker for vacations which are not scheduled in advance.

12. All provisions of the Labor Agreement not modified by this Memorandum of Understanding shall apply to employees holding the Physical Facilities Maintenance Department positions of Mechanic III Lead, Maintenance Mechanic, Maintenance II, Maintenance I, Custodian II and Custodian I and Typist II.

Agreed to this 15th day of January, 2008.

For Local 1323-G

Joan M. Genz, President

John Nehls, Vice President

Kelly K. McMillan, Secretary

Phyllis A. Roberts, Treasurer

Lee Gierke, AFSCME Representative

For Dodge County

Joe Rains, Human Resources Director

Russell L. Freber, Director Physical Facilities

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