

**GREEN COUNTY DEPARTMENT OF HUMAN RESOURCES**  
**Informational Bulletin: December 20, 2017**  
[clangreck@greencountywi.org](mailto:clangreck@greencountywi.org) or 608-325-8992

**Topics:**

**Audience:**

Human Resources Department Introduction	—Everyone
Human Resources Website	—Everyone
2018 Wage Adjustments for Unrepresented Employees	—Everyone
2018 Mileage Reimbursements	—Everyone
Health Insurance; New Cards for Quartz Members	—Quartz Members
<b>Fraud Alert; Quartz impersonators!</b>	<b>—Everyone</b>
Green County Employee Assistance Program	—Everyone

**Distribution Plan:** News bulletins will be emailed to all county department heads. It is asked that department heads please assist in disseminating, or notifying your employees that a recent news bulletin has been posted on the Green County Human Resources webpage @ [http://www.co.green.wi.gov/localgov\\_departments\\_details.asp?deptid=722&locid=148](http://www.co.green.wi.gov/localgov_departments_details.asp?deptid=722&locid=148).

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## **1. Human Resources Department Introduction**

Seasons' Greetings Green County! We are pleased to introduce ourselves as your Green County Human Resources Department. Our staff includes: HR Director, **Clinton Langreck** — Coming from Clark County WI where he served as the personnel manager and administrative coordinator. HR Assistant, **Shianne Broughton** — Coming from Monroe Manner Nursing and Rehab where she served as administrative payroll clerk. The mission of the Green County Human Resources Department is to recruit, develop and retain a high performing and diverse workforce that fosters a safe and productive work environment for all Green County Employees. The human resources staff strives to achieve these goals by creating positive employee relations, encouraging equal opportunity, providing quality customer service and facilitating the following duties: recruitment and hiring, workman's compensation, FMLA, Handbook and policy inquires, personnel record retention and open records requests, and labor law compliance.

Our office is currently located in Room 108 of the Pleasant View Nursing Home Complex, N3150 State Rd 81 Monroe, Wisconsin 53566. If you are unfamiliar with the building please ask for us at the service desk in the main entrance area. You can also reach us at: **Clinton Langreck**—[clangreck@greencountywi.org](mailto:clangreck@greencountywi.org) / 608-325-8992; and **Shianne Broughton** — [sbroughton@greencountywi.org](mailto:sbroughton@greencountywi.org) / 608-325-8984. Our typical hours of operation are 7:15am—4:15pm Monday through Friday. The office may be closed on occasion due to our limited staff and we ask that you please call to schedule an appointment when at all possible as to ensure availability.

Though we are still very much in the processes of standing up our department, we are open for business and encourage you to reach out to us with your HR needs. We hope to be your central point of contact in regards to benefit enrollment, benefits questions, labor law and county policy questions, and/or an alternative resource in reporting claims of policy violations in the event you are uncomfortable with reporting through your chain of command. It is our intensions to release news bulletins on a periodic basis; quarterly at the latest and more frequent as appropriate and time permits.

**We look forward to serving you and wish you a Happy Holidays!**

*Clinton Langreck —Director*

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## **2. Human Resources Website:**

The Green County Human Resources Department Website is located at: [http://www.co.green.wi.gov/localgov\\_departments\\_details.asp?deptid=722&locid=148](http://www.co.green.wi.gov/localgov_departments_details.asp?deptid=722&locid=148) ;...or, the site can be found off the Green County Homepage: <http://www.co.green.wi.gov> , under the "Departments" link, click on "Human Resources."

It is our intensions to use this website to help keep Green County Employees, position applicants and Green County Citizens informed on County Human Resource functions, processes and updates. We encourage all Green County Employees to be familiar with this webpage and visit it frequently. If there are items that you feel should be included on the website, please let us know.

*Clinton Langreck —Director*

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### **3. 2018 Wage Adjustments for Green County Employees:**

At the December 12<sup>th</sup> 2017 Green County Board of Supervisors meeting, Motion was made by Supervisor Francois, seconded by Supervisor Grotophorst to approve Resolution 12-4-17. Motion carried by a unanimous voice vote. This resolution will grant two increases in 2018 wages to elected officials, unrepresented and union employees (with exception of WPPA represented).

RESOLUTION 12-4-17

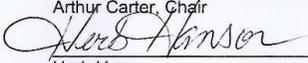
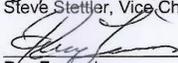
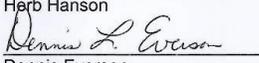
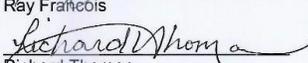
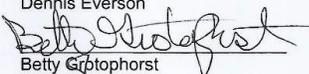
*Resolution Increasing Wages For All Employees With Exception of Employees Represented by WPPA (Law Enforcement)*

WHEREAS, County Code Section 1-7-4 directs and charges the Personnel and Labor Relations Committee with the responsibility for considering and recommending requests for employee wage adjustments, reclassifications, creation and description of new positions and associated grades.

NOW, THEREFORE, BE IT RESOLVED by the Green County Board of Supervisors, in legal session assembled, that the Board consider the recommendation of the Personnel and Labor Relations Committee for the following Departmental request:

<b>Positions:</b>	<b>Department heads, unrepresented employees, elected officials, union employees except WPPA represented (approximately 390 employees)</b>
<b>Percentage:</b>	<b>1.0%</b>
<b>Effective:</b>	<b>January 1, 2018</b>
<b>Percentage:</b>	<b>0.5%</b>
<b>Effective:</b>	<b>July 1, 2018</b>

**SIGNED: PERSONNEL AND LABOR RELATIONS COMMITTEE:**

 Arthur Carter, Chair	 Steve Stettler, Vice Chair
 Herb Hanson	 Ray Francois
 Dennis Everson	 Richard Thoman
 Betty Grotophorst	

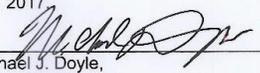
**FISCAL NOTE:** The increase was provided for in the respective departmental budgets for 2018. \$194,290 increase in wages, \$86,945 increase in benefits, \$281,235 total approximate financial impact. MJD

**LEGAL NOTE:** Since no funds are required to be transferred, a simple majority vote is required. Sec. 59.22(2), Wis. Stats.; Sec. 1-7-4, Green County Code. BDB

STATE OF WISCONSIN     )  
  )SS  
COUNTY OF GREEN     )

I, Michael J. Doyle, County Clerk, in and for said County, do hereby certify that the above and foregoing is a true and correct copy of Resolution 12-4-17, adopted by the Board of Supervisors on December 12, 2017.

Dated at Monroe, Wisconsin, this 12<sup>th</sup> day of December, 2017.

  
Michael J. Doyle,  
Green County Clerk

Reference: December 12<sup>th</sup> County Board Minutes: [http://www.co.green.wi.gov/meetings\\_notes.asp?thismeeting=33625](http://www.co.green.wi.gov/meetings_notes.asp?thismeeting=33625)

*Clinton Langreck — Director*

#### **4. 2018 Mileage Reimbursements:**

2018 Rate = \$.050 per mile.

Under Green County Handbook Language (page 15, “Reimbursements to Employees”) it states, “An employee may be reimbursed for the following amounts for qualified expenses as needed for employment, upon receiving prior approval by the employee’s Department Head or his/her designee: ... 2. The cost of meals, lodging, mileage, entrance and/or parking fees during County approved training outside of the County; and 3. Mileage for County services performed in an employee’s own vehicle. Commuting mileage is not reimbursable.”

The rate of mileage reimbursement was established by the Personnel Labor Relation Committee in their February 23<sup>rd</sup> 2005 meeting at “90% of the IRS rate, rounding up to the nearest cent.”

The IRS recently announced that their 2018 mileage rate will be 54.5cents per mile.

Reference: <https://www.irs.gov/newsroom/standard-mileage-rates-for-2018-up-from-rates-for-2017>

Therefore, effective 1 January 2018, the reimbursement rate for mileage will be \$0.50 per mile.

*Clinton Langreck —Director*

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#### **5. Health Insurance; New Cards for Quartz Members:**

As a reminder, the Health Insurance Plan “Unity Health Insurance” is changing to “Quartz.” With this change comes the need for new identification cards.

##### ***New ID Cards***

*Group health insurance program participants: Watch your mail if you changed health plans – your new health insurance ID card will be arriving soon from the health plan you chose during the It’s Your Choice open enrollment period. Before seeing your health care providers in 2018, check to make sure they are in-network by visiting your health plan’s online provider directory.*



Employees and members under the Quartz Plan are encouraged to establish a member profile at <https://unityhealth.com/>. Click on the tab titled, “My chart” to begin. In case of a delay in receiving your cards, temporary cards can also be printed from this portal.

*Shianne Broughton —HR Assistant*

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## **6. Fraud Alert; Quartz impersonators:**

### **!!Warning: Fraudulent Callers Claiming to Be Quartz Representatives!!**

[Quartz](#) has notified ETF of fraudulent calls being made using the Quartz name. Quartz is a health plan participating in the group health insurance program. ETF advises members to hang up if they receive a call from someone claiming they are representing Quartz or selling Quartz products. Do not provide any personal or financial information. Members may contact Quartz at 1-800-362-3310 for more information. [Learn more](#) about these types of scams from the Federal Trade Commission.

<https://www.consumer.ftc.gov/blog/2017/11/avoiding-open-enrollment-scams>

*Shianne Broughton —HR Assistant*

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## **7. Green County Employee Assistance Program**

The Holidays and Seasonal Change are upon us. The increase in financial obligations in conjunction with less sunshine and outdoor exercise can certainly have an impact. The Human Resources Department would like to remind you that Employee Assistance is available.

As taken from the Green County Handbook (pp27—28):

### **VII. EMPLOYEE ASSISTANCE PROGRAM**

Employees who may be having issues related to alcohol, drug abuse or personal problems are encouraged to seek services through the County's Employee Assistance Program.

#### 1. Definitions:

a. Personal Problems: Behavioral, medical, physical, psychological, marital, financial or legal problems, involving either the employee or a dependent, which definitely and repeatedly interferes with the employee's job performance.

b. Alcoholism and Other Drug Abuse Problems: Illnesses in which the employee's or his/her dependent's consumption of alcoholic beverages and/or use of other drugs, interfere with the employee's job performance.

2. Alcoholism, other chemical dependencies and personal problems are recognized as highly complex matters that can successfully be treated. Such illnesses will receive the same financial benefits, insurance coverage and sick leave as is presently provided for other illnesses under the established employee benefit plans.

3. When the use of alcoholic beverages or other drugs off the job impairs job performance, attendance, conduct and reliability, such conduct shall become a matter of concern to the County and it is the responsibility of the supervisors of employees evidencing substandard job performance to seek to remedy the situation and bring the employee's performance up to standard. If, after counseling about substandard job performance, an employee's performance does not improve, the employee's supervisor will schedule a further conference at which the employee will

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be given the opportunity to consult with the employee assistance coordinator. Such consultation with an employee assistance coordinator shall be at the employee's option.

4. The employee assistance coordinator shall meet with the referred employee and seek to determine the cause of the substandard performance. If it seems likely that personal problems, alcoholism or other chemical dependencies are at the root of the problem, the employee assistance coordinator will refer the employee to the appropriate community or professional agency for help. In no sense is the employee assistance coordinator a counselor who should or will attempt to resolve the problem; his/her sole responsibility is referral to the appropriate source of assistance. All communications between the employee and the employee assistance coordinator shall be confidential. No records of such conference(s) or records of referral for treatment, or records of treatment shall become a part of the employee's personnel file.

5. At all times it is the prerogative of the employee to accept or reject referral and treatment. If the employee elects to reject referral and treatment, it becomes the responsibility of the employee to bring his/her job performance up to standard or face such discipline action as might be appropriate. If the employee elects to accept referral and treatment, the fact that he/she has accepted referral and treatment shall be regarded in the same manner as treatment for any other illness. Upon completion of the treatment, it will be the responsibility of the employee to achieve and maintain standard performance on the job.

6. An essential part of the program is that those employees who know they have a problem and want professional help will be able to voluntarily contact the employee assistance coordinator. He/she is pledged to keep all communications in absolute confidence. In addition, no medical records will be sent to an employee's official personnel file; those records shall remain at the treatment centers.

7. The County recognizes that an employee's job performance may be adversely affected by stresses resulting from the fact that members of his/her immediate family may be afflicted with personal problems, alcoholism, or other drug dependencies. Accordingly, assistance under the Green County Employee Assistance Program is available to any member of an employee's family.

8. There is no cost for employees to consult with an employee assistance coordinator. If further counseling is necessary, the coordinator will outline the community and private service available. The coordinator will also assist in determining whether private services may be covered by his/her health insurance plan. Costs that are not covered are the responsibility of the employee.

9. The Employee Assistance Program can be reached by contacting the Human Services Director at (608) 328-9332.

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*Clinton Langreck — Director*

[Nothing Follows]