

CHAPTER 47
SHEBOYGAN COUNTY COMPENSATION PROGRAM

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47.01 DEFINITIONS.

- (1) **“Board”** means the Sheboygan County Board of Supervisors.
- (2) **“Committee”** means the Human Resources Committee of the Board Supervisors.
- (3) **“Compensation Policy”** means the Sheboygan County Compensation Policy within the Human Resources Policy Manual and as may be amended from time to time by the Human Resources Committee as outlined in this chapter.
- (4) **“Director”** means the Sheboygan County Human Resources Director.
- (5) **“Market”** means the defined group, outlined in the Compensation Policy, of other, primarily public sector, employers that are geographically relevant to Sheboygan County and are used for bench marking wages and benefits.
- (6) **“Liaison Committee”** means the Committees of the Board of Supervisors which serve as the oversight Committee for a Department.
- (7) **“Department”** includes all County Departments that contain employees governed by this chapter.

47.02 COMPENSATION PHILOSOPHY.

- (1) This Chapter governs only the compensation of Sheboygan County employees who are not members of recognized bargaining units, excluding County Board Supervisors and other Board members who are compensated under Chapter 1.14 of this Code of Ordinances. Detailed policies and processes can be found in the Human Resources Policy Manual.
- (2) While maintaining fiscal responsibility, Sheboygan County strives to attract and retain an engaged, skilled, flexible workforce to serve the residents of our community by providing equitable market-competitive compensation and benefits.
- (3) Sheboygan County is committed to aligning pay with performance, therefore each department in conjunction with the Human Resources Department shall develop and maintain a job description for each position within the department. This job description shall be utilized for the classification of each position as well as a component upon which an employee’s performance shall be evaluated.

Further, the County is committed to ensuring consistent administration and application of compensation policies; and that all compensation decisions are non-discriminatory.
- (4) The Compensation Policy is administered by the Sheboygan County Human Resources Department under the oversight of the Human Resources Committee. Said policies contained in the Human Resources Policy Manual may be modified from time to time by the Director with the Committee’s approval. The

Compensation Policy shall be aligned with the annual budget.

47.03 CLASSIFICATION OF POSITIONS.

- (1) The Director will assign a pay grade, subject to Committee approval, to each position governed by this Chapter using a position analysis process. Position analysis is based on a variety of factors, including but not limited to, job responsibilities, work environment, licenses/certifications, education, supervision, and job complexity.
- (2) In the event that an employee had been paid less than the minimum amount for the assigned pay grade as set forth in the Compensation Policy prior to the effective date of this Ordinance, such employee shall be paid at least the minimum wage provided for in the assigned pay grade. In the event that an employee has been paid more than the maximum amount for the assigned pay grade as set forth in the Compensation Policy, that employee shall continue to be paid at the same level, notwithstanding such payments being beyond the maximum.
- (3) When a new position is created, the Director shall assign a pay grade for the new position using the methodology set forth in the Compensation Policy, with the Liaison Committee and Committee's approval.
- (4) The Committee shall from time to time determine whether certain positions from among those governed by this Chapter are correctly placed on the pay grade schedule. Using the methodology set forth in the Compensation Policy, the Director shall consider: (a) any position for which the responsibilities and duties have significantly and permanently changed since the last time the position was studied; and (b) any position which the responsible Department Head and the Director believes is not placed correctly. The study of such positions shall include opportunities for input by the employees holding those positions as well as the direct supervisors of those employees. Any proposed reclassifications shall follow the Table of Organization change policy as outlined in Chapter 40 of the County Code.

47.04 SYSTEM MAINTENANCE.

- (1) The Human Resources Director shall review and recommend annual adjustments to the salary schedule based on a calculation utilizing the following comparable organizations:
 - a. Calumet County
 - b. Dodge County
 - c. Fond du Lac County
 - d. Manitowoc County
 - e. Ozaukee County
 - f. Washington County
 - g. Winnebago County
 - h. City of Sheboygan

Other organizations may be evaluated if there are not comparable positions at the organizations listed above. Other factors that may be considered include the Consumer Price Index U as determined by the Wisconsin Department of Revenue.

- (2) The County shall conduct a periodic compensation review. The Human Resources Department shall target this review every three years but will utilize turnover data and other Human Resources metrics to determine if an external update is required sooner or can be pushed back a year.
- (3) The Human Resources Department shall maintain metrics including but not limited to voluntary turnover rates, time to fill positions, and number of applicants to

aid in assessing the effectiveness of the compensation program in order to attract and retain the talent necessary to deliver on the objectives of Sheboygan County.

47.05 LONGEVITY PAY. Employees shall not receive longevity pay. Longevity pay was rolled into the base salary in the Compensation Policy for those employees who had previously received longevity pay.

47.06 SALARIES OF ELECTED OFFICIALS.

(1) Wis. Stat. § 59.22 requires the Board establish the compensation for County elected officials (other than Supervisors and Circuit Judges) before the earliest time for filing nomination papers (normally June 1 of the election year).

(2) That annual salaries of the elected officials have been set as follows:

	2024	2025	2026	2027	2028
Clerk of Courts	\$84,831	\$86,951	\$89,125		
County Clerk	\$79,945	\$83,543	\$86,049	\$88,630	\$91,289
Register of Deeds	\$79,945	\$83,543	\$86,049	\$88,630	\$91,289
Sheriff	\$115,769	\$118,664	\$121,630		
Treasurer	\$79,945	\$83,543	\$86,049	\$88,630	\$91,289

(3) These annual salaries shall not be modified during the term of office.

(4) The medical, dental, and other benefits granted to other non-bargaining unit employees as established by the Committee shall be provided to the elected officials throughout the term of office on the same basis as set forth in the Human Resources Policy manual as of the earliest date for circulating nomination papers and shall not be modified during the term of office thereafter.

(5) As the time approaches for the filing of nomination papers for elected office, the County Administrator, in consultation with the Director, shall prepare a report to the Board setting forth recommended salaries for the elected positions. The County Administrator shall evaluate the position and shall consider the comparable salaries for similar positions in other counties, the comparable salaries of non-elected Department Heads and other County staff, the changing duties or responsibilities of the Department, the salary history for the position, the Consumer Price Index-U for each year as determined by the Wisconsin Employment Relations Commission pursuant to Wis. Stat. § 111.70(1)(cm), and such other information as the County Administrator deems pertinent. The County Administrator shall report the recommended salaries and benefits to the Board to be included in the agenda mailing to the Board members prior to the regular Board meeting on the second Tuesday in April in even numbered calendar years. At the meeting on the second Tuesday in April in even numbered years, the Board shall vote to approve the salaries and benefits as reported or to approve such other salaries and benefits as deemed appropriate.

(6) By the earliest date for the circulation of nomination papers for these elected offices, the County Clerk and the Director shall prepare a list of what the salaries and benefits will be for these elected offices and shall make this list available to the public.

History: Ord. 16 (2007/08); Ord. 3 (2010/11); Ord. 7 (2010/11); Ord. 1 (2011/12); Ord. 9 (2011/12); Ord. 1 (2012/13); Ord. 14 (2012/13); Ord. 4 (2013/14); Ord. 10 (2013/14); Ord. 11 (2013/14); Ord. 13 (2013/14); Ord. 6 (2014/15); Ord. 2 (2015/16); Ord. 3 (2015/16); Ord. 9 (2015/16); Ord. 12 (2017/18); Ord. 12 (2018/19); Ord. 8 (2019/20); Ord. 12 (2019/20); Ord. 4 (2020/21); Ord. 1 (2021/22); Ord. 5 (2021/22); Ord. 7 (2021/22); Ord. 3 (2022/23); Ord. 7 (2023/24); Ord. 1 (2024/25); Ord. 11 (24/25); Ord. 4 (2025/26)