AGENDA
of the Executive Committee
of the Capital Area Regional Planning Commission

June 8, 2020 at 6:00 p.m.

Participation Information:

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please register in advance for this meeting by visiting https://us02web.zoom.us/meeting/register/tZAsdeuorTMoEtDwn3Xxwlhj86JT1OjVhF. Registrants will receive a confirmation email containing information about joining the meeting. If you do not have Internet access, please call Linda Firestone at 608-358-6057 to register.

Public comment may also be sent, at least 24 hours prior to the meeting, to Linda Firestone at lindaf@capitalarearpc.org.

1. Roll Call
2. Public Comment
3. Adoption of Minutes of the May 11, 2020 Executive Committee Meeting (actionable item)
4. Review of CARPC Banking Deposits
5. Discussion of Options for CARPC Health Savings Retirement Programs
6. Review of CARPC Resolution 2020-08: Approval of CARPC Preliminary 2021 Budget and Levy Charge
7. Discussion of Potential CARPC Roles in Assisting with Filling Commission Vacancies
8. Approval of a Transition Plan for Sarah Fuller from Environmental Resources Planner to Environmental Engineer (actionable item)
9. Approval of Changes to CARPC Personnel Policies (actionable item)
10. Approval of June 2020 Disbursements and Treasurer’s Report for May 2020 (actionable item)

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

MISSION: Strengthen the region by engaging communities through planning, collaboration and assistance.

VISION: A region where communities create exceptional quality of life for all by working together to solve regional challenges.
11. Future Agenda Items (Next meeting is July 6, 2020, location TBD)
12. Adjournment
DRAFT MINUTES
of the Executive Committee
of the Capital Area Regional Planning Commission

May 11, 2020 at 6:00 p.m.

Commissioners Present: Mark Geller, Kris Hampton, Larry Palm (Chair), David Pfeiffer, Peter McKeever (arrived 6:08pm); Ken Opin

Commissioners Absent: Maureen Crombie

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: None

1. Roll Call
   Chair Palm called the meeting to order at 6:03pm. Quorum was established.

2. Public Comment
   No members of the public attended the meeting.

3. Review of CARPC Estimated 2020 Year End Income and Expense
   Chair Palm reported that the County Executive’s budget directions for 2021, which were published on May 11th, included a requested 2.5% reduction of expenses for small departments and a 5% reduction of expenses for large departments. These requested reductions do not include personnel costs. Mr. Steinhoff reviewed the 2020 budget changes, which included approximately $36,000 reduction in personnel expenses; $44,000 savings for budgeted expenses; an increase of $22,000 in revenues; and a potential surplus of approximately $66,000. It will not be necessary to go through the amendment process if there is no need to amend the budget. The staff recommendation is to not do an amendment at this time. [Note: After the meeting there was a clarification that the requested 2.5% reduction in expenses does include personnel costs.]

4. Review of Preliminary 2021 CARPC Budget
   Mr. Steinhoff reviewed the preliminary 2021 budget, which was meant to include no increase of the levy charge from the 2020 amount. Commissioners felt that CARPC should consider a budget that includes a 2.5% reduction in operating expenses, to be applied to the levy amount, to be consistent with County offices.

5. Review of CARPC’s COVID-19 Paid Time Off Policy
   Mr. Steinhoff reviewed the current COVID-19 paid time off policy, and stated that the current policy was sufficient and working as intended. Discussion ensued regarding the need for additional future hours due to employees’ childcare situations.

6. Adoption of the Wisconsin Department of Administration Local Government Investment Pool Resolution (actionable item)
   Ms. Firestone reviewed why the resolution needed to be adopted.

   Mr. Hampton moved to adopt the WDOA resolution; Mr. Pfeiffer seconded. The motion passed on a voice vote.

7. Adoption of Whistleblower Protection Policy (actionable item)
   Ms. Firestone stated that the whistleblower protection policy was written by the online human resources company MRA and had been forwarded by SEWRPC.

   Mr. Hampton moved to adopt the whistleblower protection policy; Mr. Pfeiffer seconded. The motion passed on a voice vote.
8. **Approval of May 2020 Disbursements and Treasurer's Report for April 2020 (actionable item)**

Mr. Geller moved to approve the May 2020 disbursements and the Treasurer’s report for April 2020; Mr. McKeever seconded. The motion passed on a voice vote.

9. **Future Agenda Items (Next meeting is June 8, 2020, location: this will be a virtual meeting)**

   a. Insuring bank balance over the FDIC limit
   b. Retirement payout

10. **Adjournment**

    Mr. Hampton moved to adjourn; Mr. Geller seconded. The motion passed on a voice vote. The meeting adjourned at 7:05pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:

_________________________________________
Kris Hampton, Secretary
Re: Review of CARPC Banking Deposits

**Requested Action:**

For discussion purposes only.

**Background:**

Currently CARPC’s local bank does not insure any balances over the FDIC limit of $250,000 unless the customer has signed up for the bank’s Insured Cash Sweep (ICS) program, for which the bank reduces the customer’s interest rate by 0.15%.

Staff contacted several other banks in the greater Madison area which offered an ICS program to investigate the possibility of moving CARPC funds to a different bank.

During its May 2020 meeting, the Commission approved the WI Department of Administration resolution to create an account in the Local Government Investment Pool, which is a free investment option for local governments. This account has been created.

**Options, Analysis and Staff Recommendation:**

Options include:
1. Keeping all funds at CARPC’s current bank and signing up for its ICS program.
2. Moving all CARPC funds to a different local bank while ensuring that all funds are insured.
3. Keeping some funds at CARPC’s current bank and transferring the balance to the Local Government Investment Pool (LGIP).
4. Moving some funds to a different local bank and transferring the balance to the LGIP.

The current bank’s interest rate is extremely low and currently CARPC’s rate is no higher than accounts with a much lower balance. Other banks have offered higher interest rates but their rates change monthly and there is no guarantee that the higher interest rate would continue after the first month. Some banks have also indicated that their government interest rate is based on the current LGIP rate.

CARPC’s current bank has offered its ICS program for a fee. Other banks have offered their ICS programs for no fee.

**Location:** CARPC’s local bank is a short walk from the CARPC office, and this convenience makes it easy for staff to meet with bank personnel face-to-face when issues arise.

Staff recommends the following:
1. Keep the CARPC accounts at CARPC’s current bank (checking and money market) due to the good customer service CARPC has received over the years and the convenience of the local bank branch. Also, CARPC has its credit card through the current bank.
2. Maintain a $50,000 balance in the checking account with a $30,000 bi-weekly transfer from the money market account to the checking account for payment of operating expenses and payroll.
3. Maintain a balance of $100,000 in the money market account.
4. All other funds should be transferred to the Local Government Investment Pool.
**Attachments:**

There are no attachments for this item.

**Staff Contact:**

Linda Firestone  
Administrative Services Manager  
LindaF@CapitalAreaRPC.org  
608-474-6017 or 608-358-6057

**Next Steps:**

Transfer funds to the LGIP.
Re: Discussion of Options for CARPC Health Savings Retirement Program

Requested Action:

For discussion purposes only.

Background:

Currently the CARPC personnel manual contains a number of clauses that pertain to staff who are retiring (see attachment #1). None of these clauses give a good explanation of how continuing health and/or dental insurance premium payments should be handled. The one clause that specifically mentions this is Section D.7.1.

Section D-7.1. Accrued Paid Time Off Upon Retirement or Death states:

1. Retirement. An employee who retires from service is allowed to have his/her accrued vacation/personal/wellness hours plus a maximum of 212.5 days of sick leave credits converted to monetary value (hours times last hourly rate) which shall be available, at the retiring employee’s option, to be (a) taken as a taxable cash payment; (b) used to continue health and/or dental insurance premium payments; or (c) a combination of (a) and (b). An employee who is retiring must give the Agency advance notice before retirement of his/her choice of option.

Employees who retire after the age of 55, or become totally disabled and are eligible for Wisconsin and/or Social Security benefits and who have exhausted their sick leave, may continue to participate in the Agency’s group health and/or dental insurance plan(s) until death by paying the monthly premium(s). Failure by the retired employee to make payment to the Agency by the 10th of the month preceding coverage shall be grounds for termination of coverage. *end of Section D-7.1.*

Currently the only option available for those employees who are retiring and want to continue their health and dental insurance through CARPC is for CARPC to keep any payout monies for this purpose. While CARPC would earn a small amount of interest on these funds, it would be necessary to keep these monies on its books as a liability account.

Because the current Administrative Services Manager intends to retire at the end of January 2021 and use any payout monies available to her at that time to continue health and dental insurance through CARPC, she is requesting that a better option be made available. As information, the ASM’s total payout should be approx. $21,000 and, if her health/dental premiums totaled $700 (2020 health retirement rate is $580.54, and dental retirement rate is $48.94), payment of premiums could continue for 30 months. Both the ASM and CARPC would each need to pay FICA taxes totaling $1,417.50 on this amount, plus the ASM would need to pay appropriate income taxes.

Options and Analysis:

Options:

1. ETF State of Wisconsin Local Annuitant Health Program (LAHP): The LAHP is a program that provides group health insurance for retirees whose group health insurance with their former employer does not meet their needs or is not permanently available after retirement. These retirees must have retired from a local public employer who currently participates in the Wisconsin Retirement System but not in the WI Public Employers Group Health Insurance Program. Retirees have to choose from three medical plan options.
2. VantageCare Retirement Health Savings Program through ICMA Retirement Corporation (ICMA-RC): This is the program that SEWRPC currently uses. This is how Elizabeth Larsen, SEWRPC's Director of Administration, described SEWRPC's plan: "If an employee has unused vacation and sick leave we calculate that to an amount based on their current rate of pay. That money gets invested with a company called ICMARC. The retiree has the option to invest that money into different funds, all on a tax-free basis. They use that money to pay for IRS approved medical expenses. Some retirees continue to participate in the WDETF health program, others pick up Medicare programs. The funds are available for the employee and their dependents, by the time the employee is at retirement age, this is usually just their spouse. When the employee and dependents pass away, the unused funds come back to the Commission. Unused funds do not go to beneficiaries. Retirees must participate in this program. There is no cash out for accumulated leave. They must be of retirement age as determined by the WRS." While CARPC would have options to choose from (payout is not an option), the plan would still be mandatory for all retirees.

3. PRIME Choice Retiree Benefits Plan through Precision Retirement Group: This plan is currently used by Dane County and the City of Madison. The PRIME Choice Plan offers two options: a Medical Reimbursement Trust (pays for health insurance premiums and out-of-pocket medical expenses) and a Special Pay Plan (enables employees to take the full amount in a cash payment, which is subject to federal and state income taxes). This program would be mandatory for all retirees, but the Medical Reimbursement Trust funds can be used for any health insurance plan. Precision has a one-time set up fee of $1,000 but CARPC would not have to pay FICA taxes on the funds put into the PRIME Choice Plan. (FICA taxes on a $21,000 payout equal $1,417.50 for both CARPC and the retiree, and the next retiree’s FICA payment would be much higher since the retiree’s payout is expected to be much higher.)

   Staff recommends option #3 as the best method to handle the payout of retirement monies.

**Attachments:**

2. State of Wisconsin Local Annuity Health Program
3. ICMA-RC brochure may be viewed at [https://carpc.sharepoint.com/:b:/g/ESxDH2rNqDVPI3KCudd57p8BEvIH0y6FjfB1cTOD56iuA?e=S75EKJ](https://carpc.sharepoint.com/:b:/g/ESxDH2rNqDVPI3KCudd57p8BEvIH0y6FjfB1cTOD56iuA?e=S75EKJ).
4. PRIME Choice Plan may be viewed at [http://prginfo.net/primechoiceplan.html](http://prginfo.net/primechoiceplan.html)

**Staff Contact:**

Linda Firestone  
Administrative Services Manager  
LindaF@CapitalAreaRPC.org  
608-474-6017 or 608-358-6057

**Next Steps:**

1. If the Commission agrees with the staff recommendation, contact Precision Retirement Group for the necessary paperwork.
2. If the Commission does not agree with the staff recommendation and recommends a different course of action, follow through on that course of action.
3. Present this topic again at the July Executive Committee meeting as an actionable item.
CARPC Executive Committee Meeting 6/8/2020
Item 5. Discussion of Options for CARPC Health Savings Retirement Program Attachment 1.

Retirement Clauses in Current CARPC Personnel Manual

The current CARPC personnel manual has the following items for staff who are retiring:

C-4 Final Pay
Employees whose employment with the Agency is terminated for any reason shall be paid for days worked since the last salary payment and for allowable vacation, personal holidays, wellness hours, travel expenses, and overtime/comp time (for non-exempt employees) that the employee has accumulated. Additionally, employees who retire from the Agency may also be given credit for accumulated sick time (see Section D–7 [Accrued Paid Time Off Upon Retirement or Death]).

D-1.b. Annual Vacation and Personal Holidays
Vacation Bank. No more than 80 hours of vacation leave may be retained in a Vacation Bank for each employee, upon written request of the employee and approval by the Executive Director. All hours held in the Vacation Bank shall be fully earned and remain to the credit of the employee until used or paid upon termination or retirement. If hours held in an employee’s Vacation Bank are used, they will be replenished automatically as the employee accumulates new vacation hours.

D-3.1.g. Donated Sick Leave
... Program participation would end once an employee returns to work or becomes eligible to receive long-term disability and/or retirement benefits....

D-3.1.h. Supplemental Sick Leave Bank
If an employee has reached the maximum number of hours allowed for conversion at retirement (the “cap”), the Agency will automatically deposit unused, accrued sick leave hours above the cap into a supplemental sick leave bank at the end of each payroll year.... The number of hours deposited in the supplemental sick leave bank shall be limited to 480 hours, and will not be included as part of any retirement conversion.

D–7. Accrued Paid Time Off Upon Retirement or Death
1. Retirement. An employee who retires from service is allowed to have his/her accrued vacation/personal/wellness hours plus a maximum of 212.5 days of sick leave credits converted to monetary value (hours times last hourly rate) which shall be available, at the retiring employee’s option, to be (a) taken as a taxable cash payment; (b) used to continue health and/or dental insurance premium payments; or (c) a combination of (a) and (b). An employee who is retiring must give the Agency advance notice before retirement of his/her choice of option.

Employees who retire after the age of 55, or become totally disabled and are eligible for Wisconsin and/or Social Security benefits and who have exhausted their sick leave, may continue to participate in the Agency’s group health and/or dental insurance plan(s) until death by paying the monthly premium(s). Failure by the retired employee to make payment to the Agency by the 10th of the month preceding coverage shall be grounds for termination of coverage.

2. Employee/Retiree Death. If an employee or retiree dies, any remaining funds from paid time off balances shall be used to purchase health/dental insurance under COBRA for the surviving spouse.
and/or dependents as long as the spouse and/or dependents was already covered under the Agency’s health/dental insurance policy for at least three months. There shall be no monetary payout to the surviving spouse and/or dependents. The health provider is the same as the one used by active employees.

E-2. Life Insurance
... If an employee retires at age 65 or later, the employee’s Basic insurance coverage will continue in a reduced amount for life, without cost to the retiree....

F-6.6. Employment
Rehiring of Retired Former Employees. Retired former employees have a 75-day “break in service” period which must be met for the employee to not lose his/her retirement annuity. Refer to Chapter 14 of the WRS Administration Manual for the required conditions of a valid termination.
The Local Annuitant Health Program (LAHP) is a program that provides group health insurance for retirees whose group health insurance with their former employer does not meet their needs or is not permanently available after retirement. These retirees must have retired from a local public employer who currently participates in the Wisconsin Retirement System.

Who is Eligible?
You are eligible if you retired from local government employer, and:

- you apply within 60 days of retirement (termination of employment) or when first eligible for and enrolled in Medicare,
- your previous local government employer participates in the WRS but not in the Wisconsin Public Employers Group Health Insurance Program (WPE GHIP), and
- you choose to receive a monthly or lump sum WRS annuity, and

In the event of your death, your insured surviving spouse and dependents are eligible for LAHP if:

- they are insured under your retiree contract with LAHP, or
- they are insured by you as an active local government employee not insured under the WPE GHIP.

Note: Individuals who are receiving only a § 40.65 duty disability or LTDI benefit are not eligible to apply.

When Should I Apply for LAHP Insurance?
You and your dependents may enroll if ETF receives both your insurance and annuity applications within 60 days after the date you terminate employment from a local government agency. Both applications can be submitted up to 90 days before you terminate employment, but your insurance application cannot be accepted before ETF receives your annuity application.

You can also enroll when you or your dependent:

- turn age 65, and/or
- are first eligible for and enroll in Medicare Parts A and/or B.

You may apply for coverage as early as three months prior to the month you enroll in Medicare Part B, and up to six months after the month in which you enroll in Medicare Part B.

What Insurance Coverage is Available?
If eligible, you can enroll yourself and your dependents in the health plans offered through the WPE GHIP. Dental is available with this program.

Find details on health plans available in your area in the It's Your Choice Decision Guide for Local Annuitant Health Program (20ET-2156).

Members with Medicare
If you have Medicare, you can choose from one of the three plan design options below. All offer a $0 annual medical deductible. All plans include prescription drug coverage by Navitus.

- IYC Medicare Advantage
  - Nationwide coverage
  - Administered by UnitedHealthcare

- IYC Medicare Plus
  - Worldwide coverage
  - Administered by WEA Trust

- Health Plan Medicare
  - Local, county-based coverage
  - Choose from a variety of health plans, depending on where they need coverage
Members without Medicare
If you do not have Medicare, you can choose from a variety of local, county-based health plans, depending on where you need coverage. All plans include prescription drug coverage by Navitus.

- Local Health Plans
  - Local, county-based coverage
  - All health plans offer out-of-network emergency or urgent services

- Local Access Plan PPO
  - Nationwide coverage
  - Administered by WEA Trust

When Should I Cancel my Current Insurance?
Do not cancel your current insurance until you have been notified in writing of your acceptance into this program and the effective date of coverage.

Where can I Find More Information?
Before choosing to enroll, it would be a good idea to read the It's Your Choice 2020 Decision Guide for Local Annuitant Health Program (20ET-2156), available online or from ETF. To learn more about eligibility and enrollment, review the guide’s frequently asked questions section.

If you decide to apply for LAHP, please complete the Health Insurance Application/Change for Retirees & COBRA Continuants (ET-2331) form and return to ETF. Print the application from etf.wi.gov or request a copy from ETF.

If you have questions, contact ETF at 1-877-533-5020.
Discrimination is Against the Law 45 C.F.R. § 92.8(b)(1) and (d)(1)
The Wisconsin Department of Employee Trust Funds complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex. ETF does not exclude people or treat them differently because of race, color, national origin, age, disability or sex.

ETF provides free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters and written information in other formats. ETF provides free language services to people whose primary language is not English, such as qualified interpreters and information written in other languages. If you need these services, contact ETF’s Office of Policy, Privacy & Compliance, which serves as ETF’s Civil Rights Coordinator.

If you believe that ETF has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability or sex, you can file a grievance with: Compliance Officer, Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931; 1-877-533-5020; TTY: 608-267-4549; Email: ETFSMBPrivacyOfficer@etf.wi.gov. If you need help filing a grievance, ETF’s Compliance Office is available to help you.


Chinese: 注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-877-533-5020 (TTY: 711)


Arabic: ملاحظة: إذا كنت تتحدث اللغة العربية، فهناك خدمة مساعدة متحركة بلغتك دون أي مصاريف: اتصل بالرقم 1-877-533-5020 (خدمة الصمم والبكم: 711)


Hindi: चाहे आप हिंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। 1-877-533-5020 (TTY: 711) पर कॉल करें।


Re: Review of CARPC Resolution 2020-08: Approval of CARPC Preliminary 2021 Budget and Levy Charge

**Requested Action:** Review

**Background:**

CARPC typically adopts a preliminary budget and levy charge for the following year in June to allow sufficient time to meet the statutory deadline of August 1 for certifying the levy charge to the county clerk. CARPC adopts a final budget for the following year in September in compliance with Wisconsin statutory deadline of October 1 for Regional Planning Commissions.

Under CARPC’s “Categories of Decision-Making,” accepted by the Commission, adopting or amending budgets is a policy level decision that falls under the category, “Executive Committee Reviews, Commission Approves.”

**Options, Analysis, Recommendation:**

CARPC seeks to follow Dane County adopted small department budget policies. The Dane County Executive issued 2021 budget guidelines to departments on May 11. The budget guidelines reflect the financial hardships being inflicted by the coronavirus pandemic and associated economic shutdowns. Small departments, of which CARPC would qualify, are instructed to prepare a 2021 budget scenario with a 2.5% reduction in general purpose revenue. Final County budget adoption will occur November or December.

The preliminary 2021 CARPC budget shows a small reduction in total operating expenses, and no change to the county levy charge from 2020. To follow the County budget guidelines, CARPC also prepared a budget scenario that includes a 2.5% reduction to the county levy.

Draft CARPC Resolution 2020-08 includes a provision that CARPC will amend its 2021 budget if needed to align with the policies for small departments in the final County adopted budget, adjusting its levy charge accordingly. Under the resolution, CARPC recognizes that an intergovernmental agreement between Dane County and CARPC would be an effective means of making any needed adjustments to CARPC budget and levy charge following final adoption of the Dane County 2021 budget.

CARPC has sought dialog with Budget and Personnel Panel (BPP) members regarding its 2021 budget planning with partial success. CARPC has also worked to schedule a BPP meeting to consider CARPC’s 2021 budget without success.

Staff recommends adoption of Resolution CARPC 2020-08.

**Materials Presented on Item:**

1. Preliminary CARPC 2021 Budget
2. CARPC 2021 Budget Scenario with 2.5% levy reduction
3. CARPC Resolution 2020-08 Approving CARPC 2021 Preliminary Budget and Levy Charge

**Staff Contact:**

Steve Steinhoff, Agency Director
608-474-6010
SteveS@CapitalAreaRPC.org
Next Steps:
## CARPC Preliminary 2021 Budget (May 2020)

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<tr>
<td>26</td>
<td>Technology Services</td>
<td>$25,000</td>
<td>$19,000</td>
<td>$6,000</td>
<td>Including ISP, Webhosting/domain fees</td>
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<tr>
<td>27</td>
<td>Insurance (Commercial, D&amp;O)</td>
<td>$3,700</td>
<td>$7,500</td>
<td>$3,800</td>
<td>Based on 2019 actual: 6,579</td>
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<tr>
<td>28</td>
<td>Moving Expenses</td>
<td>$2,000</td>
<td>$0</td>
<td>$2,000</td>
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<tr>
<td>29</td>
<td>Communications</td>
<td>$500</td>
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<tr>
<td>30</td>
<td>Contractual</td>
<td>$1,213</td>
<td>$500</td>
<td>$713</td>
<td>Local match no longer billed separately by WDOT</td>
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<tr>
<td>31</td>
<td>Depreciation &amp; Amortization</td>
<td>$2,042</td>
<td>$2,042</td>
<td>0</td>
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<tr>
<td>32</td>
<td>Total Operating Expenses</td>
<td>$199,068</td>
<td>$194,933</td>
<td>$4,135</td>
<td>Scanner, cabling expenses</td>
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<tr>
<td><strong>Pass-Thru Contracts</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>33</td>
<td>Cooperative Water Resources Monitoring</td>
<td>$114,000</td>
<td>$114,400</td>
<td>$400</td>
<td></td>
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<tr>
<td>34</td>
<td>WDOT Rural Work Program (Pass-thru to MPO)</td>
<td>$5,457</td>
<td>$5,457</td>
<td>0</td>
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<tr>
<td>35</td>
<td>Total Pass-Thru</td>
<td>$119,457</td>
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<tr>
<td><strong>Gross Total Expenditures</strong></td>
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<tr>
<td>36</td>
<td>$1,304,641</td>
<td>$1,285,668</td>
<td>$18,973</td>
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<tr>
<td><strong>Net less pass-thru</strong></td>
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<tr>
<td>37</td>
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<td><strong>REVENUES</strong></td>
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<tr>
<td><strong>Operating Revenues</strong></td>
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</tr>
<tr>
<td>38</td>
<td>Fees: Sewer Extensions</td>
<td>$42,000</td>
<td>$42,000</td>
<td>0</td>
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<tr>
<td>39</td>
<td>Fees: USA/LSA Application Review</td>
<td>$42,000</td>
<td>$39,000</td>
<td>$3,000</td>
<td>Potentially reduced development activity</td>
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<td>40</td>
<td>Fees: Planning Conference Registration</td>
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<tr>
<td>41</td>
<td>Local &amp; Regional Planning Assistance</td>
<td>$28,000</td>
<td>$15,000</td>
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<td>One-time 2020 contracts; tight budgets</td>
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<tr>
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<td>EPA/DNR Water Quality Planning</td>
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<td>45</td>
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<tr>
<td>46</td>
<td>WDOT Rural Transportation Work Program</td>
<td>$6,670</td>
<td>$5,357</td>
<td>$1,313</td>
<td>Correction</td>
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<tr>
<td>47</td>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>48</td>
<td>Pass-Thru (WDOT Rural Trans Work Pgm)</td>
<td>$5,457</td>
<td>$5,457</td>
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<tr>
<td>49</td>
<td>Pass-Thru (Coop. Water Resources Monitoring)</td>
<td>$114,000</td>
<td>$114,400</td>
<td>400</td>
<td>Correction</td>
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<td>50</td>
<td>Total Operating Revenues</td>
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<td>$16,912</td>
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<td><strong>Nonoperating Revenues</strong></td>
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<td>Total Dane County Property Tax</td>
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<td>$983,137</td>
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<td>Reduction in interest rate</td>
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<td>Total Nonoperating Revenues</td>
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<td>$984,137</td>
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<td><strong>Gross Revenues</strong></td>
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<td>54</td>
<td>$1,304,644</td>
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<td><strong>Less pass-thru</strong></td>
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<tr>
<td>55</td>
<td>$1,185,207</td>
<td>$1,165,894</td>
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<tr>
<td><strong>Net Revenues (Gross less pass-thru)</strong></td>
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<td>56</td>
<td>CARPC Operating Reserves Applied</td>
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<td>57</td>
<td>$1,185,207</td>
<td>$1,165,894</td>
<td>$19,313</td>
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<tr>
<td><strong>Net Revenues = Reserves</strong></td>
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<td>58</td>
<td>$23</td>
<td>83</td>
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<td><strong>CARPC Staff Accrued Leave Liability</strong></td>
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<td>59</td>
<td>$23,000</td>
<td>$23,000</td>
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<td><strong>Previous Year End Net Assets</strong></td>
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<td>$66,490,116,700</td>
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<tr>
<td><strong>Operating Reserves / Net Assets</strong></td>
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<td></td>
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<td></td>
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<td>61</td>
<td>Unbilled Accounts Receivable</td>
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<td>62</td>
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<td><strong>Certified budget rate (CBB)</strong></td>
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<td></td>
<td></td>
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<tr>
<td>63</td>
<td>0.001479%</td>
<td>0.001479%</td>
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</table>
CARPC 2021 Budget Scenario: 2.5% levy reduction (May 2020)

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>2020 Budget (Adopted)</th>
<th>Preliminary 2021 Budget - Levy Reduction</th>
<th>Change</th>
<th>Notes</th>
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<tr>
<td><strong>Personnel Services</strong> (includes Chairperson stipend)</td>
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<tr>
<td>Salaries &amp; Wages</td>
<td>$648,016</td>
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<td>ASM retirement; Env Res Plnr Development Plan</td>
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<td>Workstudy / Interns / Hourly</td>
<td>$35,360</td>
<td>$18,082</td>
<td>-$17,278</td>
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<td>Retirement Fund</td>
<td>$43,001</td>
<td>$44,007</td>
<td>$1,006</td>
<td>2020 WRS rate 7%</td>
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<td>Social Security / Medicare</td>
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<td>$49,966</td>
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<td>Unemployment Insurance Reimbursements</td>
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<tr>
<td>Employee/Retiree Insurance</td>
<td>197,461</td>
<td>213,759</td>
<td>16,298</td>
<td>health/dental 10% increase</td>
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<tr>
<td>Furloughs/Salary Reduction/Salary Savings</td>
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<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Personnel Services</strong></td>
<td>$986,116</td>
<td>$970,878</td>
<td>$(15,238)</td>
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<td><strong>Operating Expenses</strong></td>
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<td></td>
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<tr>
<td>Commissioner Per Diem &amp; Travel</td>
<td>$9,575</td>
<td>$11,000</td>
<td>$1,425</td>
<td>Per diem doubled in 2020</td>
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<tr>
<td>Employee Travel &amp; Meeting Expenses</td>
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<td>$4,500</td>
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<td>Training &amp; Conferences</td>
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<td>$5,500</td>
<td>$1,500</td>
<td>Based on 2019 actual: 5,212</td>
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<td>Office Supplies &amp; Expenses</td>
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<td>Equipment/Furniture</td>
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<td>0</td>
<td>Existing replacement schedule</td>
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<td>Dues / Membership Fees / Subscriptions</td>
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<tr>
<td>GIS and Other Software</td>
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<td>$19,500</td>
<td>-$500</td>
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<td>Recruitment</td>
<td>$500</td>
<td>$500</td>
<td>0</td>
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</tr>
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<td>Office Space/Rent</td>
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<td>$924</td>
<td>sublease agreement</td>
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<td>Legal Services</td>
<td>$10,000</td>
<td>$9,500</td>
<td>-$500</td>
<td>Allow for contingency</td>
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<td>Audit Services</td>
<td>$10,000</td>
<td>$8,800</td>
<td>-$1,200</td>
<td>Audit contract</td>
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<td>Financial Services</td>
<td>$38,000</td>
<td>$35,087</td>
<td>-$2,913</td>
<td>2020 contract basis</td>
</tr>
<tr>
<td>Technology Services</td>
<td>$25,000</td>
<td>$19,000</td>
<td>-$6,000</td>
<td>including ISP, Webhosting/domain fees</td>
</tr>
<tr>
<td>Insurance (Commercial, D&amp;O)</td>
<td>$3,700</td>
<td>$7,500</td>
<td>$3,800</td>
<td>Based on 2019 actual: 6,579</td>
</tr>
<tr>
<td>Moving Expenses</td>
<td>$2,000</td>
<td>$0</td>
<td>-$2,000</td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>$500</td>
<td>$500</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td>$1,213</td>
<td>$500</td>
<td>-$713</td>
<td>Local match no longer billed separately by WDOT</td>
</tr>
<tr>
<td>Depreciation &amp; Amortization</td>
<td>$2,042</td>
<td>$2,042</td>
<td>0</td>
<td>Scanner, cabling expenses</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>$199,068</td>
<td>$194,933</td>
<td>$(4,135)</td>
<td>-2.1%</td>
</tr>
<tr>
<td><strong>Pass-Thru Contracts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative Water Resources Monitoring</td>
<td>$114,000</td>
<td>$114,400</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>WDOT Rural Work Program (Pass-thru to MPO)</td>
<td>$5,457</td>
<td>$5,457</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Pass-Thru</strong></td>
<td>$119,457</td>
<td>$119,857</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td><strong>Gross Total Expenditures</strong></td>
<td>$1,304,641</td>
<td>$1,285,668</td>
<td>$(18,973)</td>
<td></td>
</tr>
<tr>
<td>LESS pass-thru</td>
<td>$(119,457)</td>
<td>$(119,857)</td>
<td>$(400)</td>
<td></td>
</tr>
<tr>
<td><strong>NET TOTAL Expenditures (Gross less pass-thru)</strong></td>
<td>$1,185,184</td>
<td>$1,165,811</td>
<td>$(19,373)</td>
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</tr>
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</table>
## REVENUES

### Operating Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>2022</th>
<th>2021</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees: Sewer Extensions</td>
<td>$42,000</td>
<td>$42,000</td>
<td>$0</td>
</tr>
<tr>
<td>Fees: USA/LSA Application Review</td>
<td>$42,000</td>
<td>$39,000</td>
<td>-$3,000</td>
</tr>
<tr>
<td>Fees: Planning Conference Registration</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Local &amp; Regional Planning Assistance</td>
<td>$28,000</td>
<td>$15,000</td>
<td>-$13,000</td>
</tr>
<tr>
<td>MMSD</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>EPA/DNR Water Quality Planning</td>
<td>$80,400</td>
<td>$80,400</td>
<td>$0</td>
</tr>
<tr>
<td>Grants and Donations</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Product Sales</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>WDOT Rural Transportation Work Program</td>
<td>$6,670</td>
<td>$5,357</td>
<td>-$1,313</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Pass-Thru (WDOT Rural Trans Work Pgm)</td>
<td>$5,457</td>
<td>$5,457</td>
<td>$0</td>
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<tr>
<td>Pass-Thru (Coop. Water Resources Monitoring)</td>
<td>$114,000</td>
<td>$114,400</td>
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</table>

**Total Operating Revenues**: $318,526

### Nonoperating Revenues

<table>
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<tr>
<th>Description</th>
<th>2022</th>
<th>2021</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Dane County Property Tax</td>
<td>$983,137</td>
<td>$958,559</td>
<td>-$24,578</td>
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<tr>
<td>Interest Income (Less Bank Fees)</td>
<td>$3,000</td>
<td>$1,000</td>
<td>-$2,000</td>
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</table>

**Total Nonoperating Revenues**: $986,137

**Net Revenues (Gross less pass-thru)**: $1,185,207

**CARPC Operating Reserves Applied**: $24,578

**Net Revenue + Reserves**: $1,185,207

### Gross Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>2022</th>
<th>2021</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Dane County Property Tax</td>
<td>$1,304,664</td>
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<td>Interest Income (Less Bank Fees)</td>
<td>$1,261,173</td>
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**Net Revenue + Reserves**: $1,185,207

### Surplus/(Deficit)

<table>
<thead>
<tr>
<th>Description</th>
<th>2022</th>
<th>2021</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surplus/(Deficit)</td>
<td>$23</td>
<td>83</td>
<td>$60</td>
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### CARPC Staff Accrued Leave Liability

<table>
<thead>
<tr>
<th>Description</th>
<th>2022</th>
<th>2021</th>
<th>Difference</th>
</tr>
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<tbody>
<tr>
<td>Previous Year End Net Assets</td>
<td>$25,000</td>
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<td>$0</td>
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### Operating Reserves / Net Assets

<table>
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<th>Description</th>
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<th>2021</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unbilled Accounts Receivable</td>
<td>$53,936</td>
<td>$51,146</td>
<td>-$2,791</td>
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<tr>
<td>EAV</td>
<td>$66,490,116,700</td>
<td>$66,490,116,700</td>
<td>$0</td>
</tr>
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</table>

**Certified budget rate (CBR)**: 0.001479% for 2022, 0.001442% for 2021. The difference is $0.
CARPC Resolution No. 2020-08

Approving CARPC 2021 Preliminary Budget and Levy Charge

WHEREAS, the Capital Area Regional Planning Commission was established by Executive Order in 2007 to conduct and coordinate regional land use and water quality planning in the Capital Area; and

WHEREAS, Wisconsin’s Regional Planning Statute 66.0309(14)(b) states that, “where one-half or more of the land within a county is within a region, the chairperson of the regional planning commission shall certify to the county clerk, before August 1 of each year, the proportionate amount of the budget charged to the county for the services of the regional planning commission”; and

WHEREAS, Wisconsin Statute 66.0309(14)(a) states that “the amount charged to a local governmental unit shall not exceed 0.003 percent of equalized value under its jurisdiction and within the region unless the governing body of the unit expressly approves the amount in excess of that percentage”; and

WHEREAS, the resolutions adopted by local units of government in Dane County in 2006, petitioning the Governor of Wisconsin to establish CARPC, states that “the undertaking municipalities agree and hereby contract that the annual levy charged by the CARPC shall not exceed 0.0017 percent of equalized value under the CARPC’s jurisdiction and within the region”; and

WHEREAS, the resolutions adopted by local units of government petitioning the Governor to establish CARPC called for the creation of a Budget and Personnel Panel (BPP) of the CARPC to consist of the Mayor of the City of Madison, the Dane County Executive, the President of the Dane County Towns Association, the President of the Dane County Cities and Villages Association, and the chairperson of the CARPC, with power, on behalf of and with advice of the CARPC, to establish the levy and user fees and adopt the annual operating budget for the CARPC; and

WHEREAS, CARPC worked in good faith to consult with members of the BPP, and to schedule a meeting of the BPP, without success, regarding CARPC’s 2021 budget; and

WHEREAS, the BPP at their June 18, 2019 meeting expressed intent for CARPC to follow Dane County budget guidelines; and

WHEREAS, the Dane County Executive issued 2021 budget guidelines on May 11, 2020, that require small departments, which CARPC would qualify as, to prepare budget scenarios for next year that reduce reliance on county general purpose revenue 2.5% in order to be ready for financial hardships affecting county budget resulting from the coronavirus pandemic; and
WHEREAS, department budgets for Dane County will not be finalized until it acts on its final budget in November or December, well after CARPC is required by Wisconsin Statute to certify its levy charge; and

WHEREAS, CARPC recognizes the financial hardships caused by the pandemic, has already took steps to achieve savings in 2020 compared to its adopted budget, and seeks to follow Dane County’s 2021 budget guidelines as reflected in final adopted budgets of the county.

NOW, THEREFORE, BE IT RESOLVED that CARPC approves adoption of a preliminary 2021 budget and a levy charge unchanged from its 2020 levy charge, estimated at 0.00148% of Dane County equalized assessed value; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that CARPC will prepare a budget scenario that includes a 2.5% reduction in its 2021 levy charge to Dane County for possible action later in the year; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that CARPC will amend its 2021 budget if needed policies for small department in the final County adopted budget, adjusting its levy charge accordingly; and

BE IT FURTHER RESOLVED, that CARPC recognizes that an intergovernmental agreement between Dane County and CARPC would be an effective means of making any needed adjustments to CARPC budget and levy charge following final adoption of the Dane County 2021 budget.

June 11, 2020    ______________________________
Date Adopted    Larry Palm, Executive Chairperson

________________________
Kris Hampton, Secretary
Re: Discussion of Potential CARPC Roles in Assisting with Filling Commission Vacancies

Requested Action: Discussion

Background:

Commissioners to the CARPC are appointed by appointing authorities for three-year terms. Upon expiration of terms, commissioners continue to serve until a new appointment is made. In some cases, commissioners choose not to continue serving upon expiration of their term, or upon resignation during their term. In those cases, the commission operates with vacant commissioner positions.

CARPC currently has two vacant commission positions from the expiration of the terms this Spring of Commissioner Lauren Cnare, appointed by the Mayor of Madison, and Commissioner Bruce Stravinski, appointed by the Dane County Cities and Villages Association. Both have declined to continue to serve until a new appointment is made.

Staff Comments:

It is in CARPC’s interest to have all commissioner positions filled because the balance of appointments among the four appointing authorities was designed to ensure balanced representation from various levels of government in the region. A complete commission also helps ensure a variety of perspectives and increases the chances of achieving commission diversity representative of the region’s population.

Given the benefit to the agency of a full commission, CARPC may want to consider playing a more active role in helping to fill commission vacancies. This could include publicizing vacancies through channels such as the CARPC newsletter and website, an email sent to chief elected officials, or directly contacting persons the agency identifies as strong candidates.

Materials Presented on Item:

1. None

Staff Contact:

Steve Steinhoff
Agency Director
608-474-6010
SteveS@CapitalAreaRPC.org

Next Steps:

To be determined by discussion
Re: Approval of a Transition Plan for Sarah Fuller from Environmental Resources Planner to Environmental Engineer *(actionable item)*

<table>
<thead>
<tr>
<th>Requested Action:</th>
<th>Approval</th>
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**Background:**

Following the resignation of Tony Vandermuss in February 2020, a recruitment occurred for the position of Environmental Engineer. The only qualified applicant for the position (with the required stormwater management and municipal infrastructure experience) did not accept the job offer for the position. The environmental engineer is the Agency’s lead staff person for sewer extension and stormwater management plan reviews. These duties are critical to the day-to-day required functions of CARPC. In the absence of an Environmental Engineer these duties are fulfilled by the Environmental Resources Planning Division Director. In March the Executive Committee and Commission authorized the recruitment of another Environmental Resources Planner, if an Environmental Engineer was not hired. Following the unsuccessful recruitment of a new Environmental Engineer, Sarah Fuller expressed interest in transitioning into the duties of the Environmental Engineer and another Environmental Resources Planner was hired.

**Analysis and Recommendation:**

A professional development plan has been prepared for Sarah Fuller that would lead to her position being reclassified from Environmental Resources Planner to Environmental Engineer in 2023. The purpose of the plan is to:

a) Smoothly transition Sarah Fuller from Environmental Resources Planner to Environmental Engineer in a structured fashion.

b) Progressively increase her job responsibilities and expertise in the subject areas required for the position of Environmental Engineer (see attached job description).

c) Smoothly transition the approximately $19,000 difference in salary between the two positions [CARPC 2020 Salary Schedule: Range 6, Step 2 ($54,725) Range 15, Step 0 ($73,719)] commensurate with changing job duties.

d) Upon successful completion of the required milestones, reclassify Sarah Fuller's position from Environmental Resources Planner to Environmental Engineer to reflect the change in duties and responsibilities she will have assumed.

Approval of the plan is recommended by the Division Director / Deputy Agency Director and Agency Director.

**Materials Presented on Item:**

1. Professional Development Plan for Sarah Fuller

**Staff Contact:**

Mike Rupiper  
Deputy Agency Director  
608-474-6016  
miker@capitalarearpc.org

**Next Steps:**

Implementation of Commission action.
Professional Development Plan for Sarah Fuller
Leading to Position Reclassification as Environmental Engineer
June 2020

1) Purpose

a) Smoothly transition Sarah Fuller from Environmental Resources Planner to Environmental Engineer in a structured fashion.

b) Progressively increase her job responsibilities and expertise in the subject areas required for the position of Environmental Engineer (see attached job description).

c) Smoothly transition the approximately $19,000 difference in salary between the two positions [CARPC 2020 Salary Schedule: Range 6, Step 2 ($54,725) Range 15, Step 0 ($73,719)] commensurate with changing job duties.

d) Upon successful completion of the required milestones, reclassify Sarah Fuller's position from Environmental Resources Planner to Environmental Engineer to reflect the change in duties and responsibilities she will have assumed.

2) Background

a) Following the resignation of Tony Vandermuss in February 2020, a recruitment occurred for the position of Environmental Engineer. The only qualified applicant for the position (with the required stormwater management and municipal infrastructure experience) did not accept the job offer for the position. The environmental engineer is the Agency’s lead staff person for sewer extension and stormwater management plan reviews. These duties are critical to the day-to-day required functions of CARPC. In the absence of an Environmental Engineer these duties are fulfilled by the Environmental Resources Planning Division Director. In March the Executive Committee and Commission authorized the recruitment of another Environmental Resources Planner if an Environmental Engineer was not hired. Following the unsuccessful recruitment of a new Environmental Engineer, Sarah Fuller expressed interest in transitioning into the duties of the Environmental Engineer and another Environmental Resources Planner was hired.

b) Sarah Fuller has been the Agency’s Environmental Resources Planner since November 2017. She currently meets the following minimum requirements listed in the job description for Environmental Engineer:

i) Graduation from an accredited college or university with a bachelor’s degree in civil, environmental, or a closely related engineering field (She has a master’s degree in Biological Systems Engineering from the University of Wisconsin).

c) Sarah Fuller must work towards achieving the following minimum requirements listed in the job description for Environmental Engineer:

i) Five years of directly related experience (three with master’s degree).

ii) Registration as a Professional Engineer in Wisconsin.
3) Intended Course of Action
   a) The position of Environmental Engineer demands considerable expertise in stormwater management and municipal infrastructure. The salary range reflects this expertise. In recognition of the fact that Sarah Fuller's duties and responsibilities will increase, her position should undergo a reclassification that will take place progressively over the next three years. After successful completion of the required milestones she will be promoted to the role of Environmental Engineer.

   b) Phased pay increases should occur at regularly spaced intervals over the next three years in recognition that Sarah Fuller's duties will change, and her expertise will increase each year. This will also lessen the impact that a $19,000 salary increase would have in a single budget year. The phased pay increases are predicated on a satisfactory annual performance review and achievement of the milestones required at each step. Future cost-of-living increases or efforts to bring CARPC staff salaries within the range of their equivalent positions elsewhere will change the actual salary for each step of the listed pay range.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Milestones</th>
<th>Pay Range</th>
<th>2020 Salary Schedule¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>R6 Step 2 $54,725</td>
<td>R6 Step 2</td>
<td>$59,292</td>
</tr>
<tr>
<td></td>
<td>2) Review of sewer extensions without stormwater plan review with oversight of Division Director.</td>
<td></td>
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<tr>
<td></td>
<td>3) Preparation of municipal infrastructure sections of staff reports with oversight of Division Director.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov. 2021</td>
<td>1) Training on stormwater management best management practices, design standards, and modeling.</td>
<td>R6 Step 6</td>
<td>$63,395</td>
</tr>
<tr>
<td></td>
<td>2) Review of sewer extensions without stormwater plan review with limited oversight of Division Director.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Preparation of municipal infrastructure sections of staff reports with limited oversight of Division Director.</td>
<td></td>
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</tr>
</tbody>
</table>

¹ The CARPC Salary Schedule changes on an annual basis to account for inflation and other changes as approved in the budget each year.
<table>
<thead>
<tr>
<th>Timeline</th>
<th>Milestones</th>
<th>Pay Range</th>
<th>2020 Salary Schedule¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 2022</td>
<td>1) Continue training on stormwater management best management practices, design standards, and modeling.</td>
<td></td>
<td>R6 Step 9 $68,608</td>
</tr>
<tr>
<td></td>
<td>2) Review of sewer extensions with stormwater plan review under oversight of Division Director.</td>
<td></td>
<td>$73,719</td>
</tr>
<tr>
<td>Nov. 2023</td>
<td>1) Review of sewer extensions with stormwater plan review under limited oversight of Division Director.</td>
<td></td>
<td>R15 Step 0 $73,719</td>
</tr>
<tr>
<td></td>
<td>2) Engage with municipal staff and engineering consultants on issues related to stormwater management and municipal infrastructure.</td>
<td></td>
<td>$73,719</td>
</tr>
<tr>
<td></td>
<td>3) Assumption of all position responsibilities listed in the Environmental Engineer job description</td>
<td></td>
<td>$73,719</td>
</tr>
<tr>
<td></td>
<td>4) Pass Principles and Practice (PE) Exam</td>
<td></td>
<td>$73,719</td>
</tr>
</tbody>
</table>

Sarah Fuller  
(Employee)  

Mike Rupiper  
(Division Director / Deputy Agency Director)  

Steve Steinhoff  
(Agency Director)
JOB DESCRIPTION

Environmental Engineer

The Environmental Engineer performs independently, with lead work responsibilities in reviewing sanitary sewer extensions and stormwater management plans for consistency with the adopted regional water quality management plan. This position collects, analyzes, and communicates water resource and other natural resource data, monitors development and environmental resources planning activities throughout the region, and prepares and publishes reports and analyses related to environmental resources planning and environmental impact evaluation for the Commission and communities within the region.

Position responsibilities:

- Perform wastewater collection system, water supply system, and stormwater management plan review;
- Work with Agency staff, other planners, municipal officials, and the public to prepare and update the regional water quality plan;
- Conduct analysis of impacts on natural resources utilizing socio-economic, sustainability, and engineering data;
- Conduct stormwater modeling;
- Conduct capacity analysis for wastewater collection and treatment systems;
- Provide stormwater management and infrastructure planning services to assists communities in the region;
- Prepare recommendations, reports, and related information for decision-making purposes;
- Provide technical and professional advice in the area of natural resources management;
- Make presentations to and answers inquiries from elected officials, civic groups, and the general public;
- Coordinate Agency activities with other departments/agencies as needed;
- Stay abreast of trends, regulations, and developments in the field of environmental engineering;
- Represent the Agency in technical forums;
- Gather, interpret, and prepare data for Agency studies and reports;
- Perform review and analysis of sewer service area amendments;
- Perform geographic analysis on existing digital data sets; and
- Provide information to the Commission as requested or directed.

Minimum Education and Experience Requirements
Bachelor's degree in civil, environmental, or a closely related engineering field, from an accredited college or university, with at least five years of related experience. A master’s degree in a related field may substitute for two year of related experience. Technical knowledge of wastewater and water supply systems planning and engineering, hydrology, stormwater management, water quality and water resources management planning and engineering. Demonstrated ability in stormwater modeling; and
the use of geographical information systems (GIS) software. Skill in data analysis, and writing reports and newsletter articles.

**Certifications:**  None Required

**Licenses:**  Current registration as a Professional Engineer in Wisconsin, or the ability to be licensed within 1 year of the start of employment

**Salary Range:**  R-15

**FLSA Status:**  Exempt

**Reports to:**  Division Director for Environmental Resources Planning

**Physical Demands**
Frequently required to see, talk, and hear. Frequent repetitive movement of hands and fingers for typing and/or writing. Occasional standing, walking, stooping, kneeling, crouching, or reaching with hands and arms. Must occasionally lift and/or move up to 10 pounds.

**Work Environment**
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings and perform field investigations; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

**Disclaimer**
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
Re: Approval of Changes to CARPC Personnel Policies *(actionable item)*

Requested Action:

Approve the revised CARPC personnel manual

Background:

Over the past couple of months changes to CARPC’s personnel policies have been authorized by the Commission. These changes include revisions to CARPC’s mission and vision statements, adding commissioners to the CARPC expense report policies, adding an opt-out incentive policy to CARPC’s health insurance program, the addition of a whistleblower policy, and changes to staffing of the Environmental Resources Division.

Options and Analysis:

Changes made to CARPC Personnel Policies include:

1. Updated Mission and Vision Statements and Operating Agreements
2. Revised the following:
   a. Personnel Manual Disclaimer
   b. Table of Contents
   c. Section B-1 Organizational Chart
   d. Section B-3 Definition of Positions
   e. Section C. Compensation
   f. Section C-3 Employee Expenses
   g. Section C-4 Final Pay
   h. Section E-1 Health/Dental Insurance (inserted opt-out incentive text)
3. Added Section H-16 Whistleblower Policy
4. Updated Organization Chart in Appendix A

One other change that has been requested is to change all singular pronouns to neutral pronouns. Due to a time constraint, these changes will need to be made next week. By approving the revised personnel manual, Commissioners will be approving these changes in advance.

Attachments:

1. Revised CARPC Personnel Manual

Staff Contact:

Linda Firestone, Administrative Services Manager
LindaF@CapitalAreaRPC.org
608-474-6017 or 608-358-6057

Next Steps:

Once approved, finalize the changes in the personnel manual.
Capital Area
Regional Planning Commission
Personnel Manual

Adopted on 11 / 8 / 2007

Amended on:
12 / 9 / 2010
3 / 10 / 2011
10 / 13 / 2011
1 / 8 / 2015
8 / 9 / 2018
10 / 11 / 2018
11 / 8 / 2018
2 / 14 / 2019 (Appendix E)
3 / 14 / 2019 (Paid Parental Leave)
4 / 11 / 2019 (Miscellaneous Changes)
1 / 9 / 2020 (Miscellaneous Changes)
3 / 20 / 2020 (Health/Dental)
5 / 14 / 2020 (Commissioner Expenses)
6 / 11 / 2020 (Miscellaneous Changes)
Mission Statement:
Strengthen the region by engaging communities through planning, collaboration and assistance. The Capital Area Regional Planning Commission facilitates the creation of a shared vision and regional plan with our communities. We support communities in making vital decisions that strengthen our region.

Vision Statement:
A region where communities create exceptional quality of life for all by working together to solve regional challenges. Communities work together to achieve a resilient and sustainable natural, built and social environment.

<table>
<thead>
<tr>
<th>Theme</th>
<th>Agreements for all meetings internal and external</th>
<th>Changes for CARPC decision-making meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect</td>
<td>• Listen to current speaker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Treat all with respect – speak respectfully of staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Be responsible for your own needs</td>
<td></td>
</tr>
<tr>
<td>Participation</td>
<td>• All participate – no one dominates</td>
<td>• Commissioners attend at least 80% (10/12) of meetings</td>
</tr>
<tr>
<td></td>
<td>• Start with quick introductions</td>
<td></td>
</tr>
<tr>
<td>Attention</td>
<td>• Listen to understand</td>
<td>• Staff may work on other things while in observer chairs</td>
</tr>
<tr>
<td></td>
<td>• Minimize side conversations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• No interruptions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• eDevices for meeting materials only</td>
<td></td>
</tr>
<tr>
<td>Inclusion</td>
<td>• Discussion includes locals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Focus on working together</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Critique ideas not people</td>
<td></td>
</tr>
<tr>
<td>Predictability and Transparency</td>
<td>• Start on time</td>
<td>• Use Robert’s Rules</td>
</tr>
<tr>
<td></td>
<td>• Honor past decisions</td>
<td>• End on time for segments without public comment</td>
</tr>
<tr>
<td></td>
<td>• Ensure guests know what to expect</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Smooth logistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Offer snacks to all and include healthy options</td>
<td></td>
</tr>
</tbody>
</table>
CAPITAL AREA REGIONAL PLANNING COMMISSION
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Capital Area Regional Planning Commission ("CARPC" and the "Agency") provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information. In addition to federal law requirements, CARPC and the Agency complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

CARPC and the Agency expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Agency’s employees to perform their job duties may result in discipline up to and including discharge.
CAPITAL AREA REGIONAL PLANNING COMMISSION
PERSONNEL MANUAL DISCLAIMER

For the purposes of this disclaimer, “CARPC” includes both the Capital Area Regional Planning Commission and its organization.

Employees are responsible for reading this personnel manual (“Manual”), familiarizing themselves with its contents, and adhering to all of the policies and procedures of CARPC, whether set forth in this Manual or elsewhere.

The policies, procedures and standard practices described in this Manual are not conditions of employment. This Manual does not create an express or implied contract between CARPC and any of its employees located in Wisconsin or any other designated locations where this Manual is applicable. CARPC reserves the right to terminate any employee, at any time, with or without notice or procedure, for any reason deemed by CARPC to be in the best interests of CARPC, as long as the termination does not violate any federal or state laws.

CARPC reserves the right to modify this Manual, amend or terminate any policies, procedures, or employee benefit programs whether or not described in this Manual, at any time, or to require and/or increase contributions toward these benefits programs.

This Manual and the personnel policies contained herein were adopted by CARPC and supersede and replace all previous personnel manuals and personnel policies. Personnel policies are periodically reviewed, in part or as a whole, to ensure that they continue to reflect current human resources standards and are consistent with trends and legislative requirements.

No manager or representative of CARPC other than the Commission, the Executive Director, or a Commission designee (the Agency Director in the absence of an Executive Director), is authorized to enter into any employment agreement on behalf of CARPC. Any such agreement, if made, shall not be enforceable unless it is a formal written agreement signed by both the future employee and the authorized CARPC representative.

This Manual is the property of CARPC, and any copies of the Manual in an employee’s possession are to be returned to the Administrative Services Manager should that employee’s employment be terminated for any reason.
CAPITAL AREA REGIONAL PLANNING COMMISSION
PERSONNEL MANUAL

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A. The Regional Planning Commission

For the purposes of this Personnel Manual, the collective membership appointed to serve on the Capital Area Regional Planning Commission will be referred as the “Commission” and the organization will be referred to as the “Agency.”

The Capital Area Regional Planning Commission (CARPC) is the comprehensive areawide planning organization for the Dane County region (the “County”). Created on May 2, 2007, by Executive Order #192 of the Governor through a petition of a majority of local units of government in the County, the Commission consists of thirteen members: four appointed by the Mayor of the City of Madison from the area of and representing the City of Madison; three appointed by the Dane County Cities and Villages Association from the area of and representing small cities and villages; three appointed by the Dane County Towns Association from the area of and representing towns; and three appointed by the Dane County Executive, one each from the City of Madison, small cities and villages, and towns. CARPC, staffed by professional planners, engineers, and support personnel, is anticipated to be the designated water quality management planning agency for the region that is Dane County, and is responsible for creating and adopting a master plan for the physical development of the region. It is also the census information clearinghouse, providing decennial census information to local governments and other interested parties.
B. Staff Organization

B–1. Organization Chart

The Agency staff is organized into two programmatic divisions and one administrative division operating under the direction of the Executive Director, Agency Director, and Deputy Agency Director. The Executive Director is hired by and serves, under a contract of up to five years, at the pleasure of the Budget and Personnel Panel. Staff serves under the direction of the Executive Director or, if the Executive Director position is vacant, the Agency Director. Staff persons usually undertake program responsibilities within their own division. However, from time to time special projects may draw persons from the other divisions to work on an assignment. Additionally, an Executive Chairperson may be hired by the Commission.

The units of the staff organization are:

1. **Division of Community and Regional Development Planning.** Program areas within this division include regional land use planning, local planning assistance, project notification and review activities, housing and community development, basic studies and analysis of population and economic data.

2. **Division of Environmental Resources Planning.** Program areas in this division include planning for water resources management and other environmental studies. The division also includes all Agency GIS-related technical support.

3. **Administrative Support.** Administrative activities include clerical and financial duties, human resources, information technology, and website production and maintenance.

B–2. Position Survey

A position survey of authorized Agency staff positions is approved as needed as part of the CARPC budget process. This includes regular CARPC employees, and staff positions classified as project-term employees and limited-term employees (see Section B–3 [Definition of Positions]).

B–3. Definition of Positions

**Regular Full-Time Employee.** An employee hired to work a 40-hour week on a continuing basis. These employees accrue full benefits of the Agency.

**Regular Part-Time Employee.** An employee hired to work less than 40 hours per week on a continuing basis. These employees accrue benefits, including paid time off, in proportion to hours worked.

**Project Term Employee (PTE).** A full- or part-time employee hired for the length of a particular project or assignment. These employees are subject to the same obligations and benefits as regular full- or part-time employees, including Wisconsin Retirement System (WRS) if they are expected to work at least one year (365 consecutive days) and at least 1,200 hours in that year. If the employee participates in WRS, he/she is eligible for group life insurance.

**Limited-Term Employee (LTE).** An employee hired for a limited duration to provide a needed staff service of limited scope. LTE appointments are reviewed at six-month intervals. An LTE employee is eligible for worker’s compensation; unemployment compensation, if eligible under Wisconsin state law; bus pass assistance; and WRS if he/she is expected to work at least one year (365 consecutive days) and at least 1,200 hours in that year. If the employee participates in WRS, he/she is eligible for group life insurance. Provisions may be made for other leaves.
Extra Hire Employee. An employee hired on a short-term basis and paid hourly. These employees participate in WRS if they are expected to work at least one year (365 consecutive days) and at least 1,200 hours in that year. If the employee participates in WRS, he/she is eligible for group life insurance.

Executive Chairperson. The Executive Chairperson is hired by the Commission to perform outreach for a total of 20 hours per month for which he/she receives a salary, and receives a W-2 for the previous year’s salary.

Commissioner. An individual who may be appointed to serve on the Commission by one of four appointing authorities. With the exception of the Executive Chairperson, Commissioners (1) are independent contractors; (2) receive a per diem amount determined yearly in the budget for any days they represent the Commission at meetings or events; (3) receive travel expenses and mileage at the standard federal mileage rate; and (4) receive a Form 1099 for any annual per diem that equals or exceeds $600.

B–4. Job Descriptions

A generic job description of each level, applying to all positions within that level. These job descriptions are included in Appendix A (Job Descriptions).

The salary ranges, as shown in each generic job description, refer to the CARPC Salary Schedule in Appendix E (Frequently Reviewed Information).

C. Compensation

CARPC employees are paid on a bi-weekly basis through direct deposit of checks into the employee’s bank account or other employee account that accepts ACH checks. If an employee needs to change the account used for direct deposit, the employee should contact the Administrative Services Manager for the correct form. Commissioners receive reimbursement for travel expenses and per diem through checks mailed to them after every calendar quarter.

C–1. Salary Ranges and Step Increases

The Agency has established and maintains salary ranges and a salary schedule. The CARPC Salary Schedule in Appendix E (Frequently Reviewed Information) presents the current salary schedule; the salary range for each position is shown in the generic job descriptions provided in Appendix A (Job Descriptions). The CARPC Salary Schedule is reviewed annually to ensure that the Agency’s wages are competitive, but the Agency cannot guarantee that an employee’s salary will increase every year.

1. Employees shall be hired at no less than the first or minimum step of their classification and shall be advanced to the second step or the next higher step effective as of the first day after the employee successfully completes his/her first annual evaluation (see Section F–2.1.b.). Following satisfactory performance and completion of each subsequent year of employment, an employee shall be advanced one step within the salary range of that position. Determination of satisfactory performance shall be made by the Executive Director with the recommendation of the employee’s immediate supervisor and Division Director and shall be based on the personnel evaluation (see Section F–2 [Personnel Evaluation]). The written evaluation shall give the reasons for the denial and shall be appealable.
2. With approval of the Executive Committee, the Executive Director may hire employees at steps above Step 0 in which case they will be advanced to steps above as is provided in paragraph 1 of this section.

3. An employee who is transferred laterally to another position carrying the same salary range shall receive the same salary increment steps as though he/she had remained in his/her formerly held position.

C–2. Concerns About Pay

CARPC follows the federal and state wage and hour laws (Fair Labor Standards Act). Those laws have a variety of provisions, including differing requirements for wages, overtime, vacation, absences, etc., for hourly and salaried exempt employees. That is why there are differing policies on these issues in this Personnel Manual, based upon salary and hourly status. If an employee has any concerns about his/her pay, or believe there have been errors in payment amount, in withholding or in deductions in pay for absences or other issues, the employee should promptly inform his/her supervisor or the Administrative Services Manager. The employee should be specific in identifying the concern or error. The Agency will review the concern and will correct any errors as quickly as possible.

Each employee has the right to raise concerns. The Agency appreciates employees’ concerns because it allows the Agency to be aware of and correct pay issues before they continue and become “accounting” issues. No employee will suffer retaliation for raising a concern about pay.

C–3. Employee/Commissioner Expenses

1. Compensation may be claimed for mileage expenses incurred during use of any employee’s or commissioner’s personal automobile in the performance of his/her duties. Such reimbursement shall not include normal daily transportation from the employee’s residence to the office and return, but may include such travel when necessary for evening and other special meetings. See Appendix E (Frequently Reviewed Information) for the current mileage rate.

2. Costs for meals and incidental expenses will be reimbursed using federal Meals and Incidental Expenses (M&IE) guidelines. Employees and commissioners will also be reimbursed for reasonable lodging, parking, toll, and travel fares while performing official duties. For travel outside of Dane County, or for expenses that are anticipated to be higher than normal, prior approval must be obtained from the employee’s supervisor and authorization from the Executive Director. The cost of alcoholic beverages appearing on a meal receipt plus any sales tax or fees charged for such beverages will not be reimbursed to the employee or commissioner. Meals purchased in lieu of meals paid for through a registration fee will also not be reimbursed to the employee or commissioner. See Appendix E (Frequently Reviewed Information) for current M&IE rates.

3. Claims for reimbursement of all employee or commissioner expenses shall be filed on expense reports furnished by the Agency with receipts attached for all food expenses and other reimbursable expenses over $10.

4. Expense reports will be checked by the Administrative Services Manager for accuracy in computation, and by the Executive Director for compliance with these rules and policies. Any claims which, in the opinion of the Executive Director, appear excessive may be disallowed.

5. Travel advances may be applied for by submitting an itemized estimate of costs prior to the meeting of the Executive Committee. An advance may be applied for only when estimated reimbursement
such advances require the approval of the Executive Director. The employee who received the advance will be expected to repay any payment overage after the travel has been completed.

6. See Chapter G (Staff Development) for additional information concerning employee expenses related to staff development.

C–4. Final Pay

Employees whose employment with the Agency is terminated for any reason shall be paid for days worked since the last salary payment and for allowable vacation, personal holidays, wellness hours, travel expenses, and overtime/comp time (for non-exempt employees) that the employee has accumulated. Additionally, employees who retire from the Agency may also be given credit for accumulated sick time (see Section D–7 [Accrued Paid Time Off Upon Retirement or Death]).

Allowable vacation time shall be accumulated in accordance with Section D–1 (Annual Vacation and Personal Holidays), expressed in hours and multiplied by the employee’s hourly rate in effect on the last day of employment.

Travel expenses incurred prior to the effective date of resignation will be paid as soon as possible after Executive Committee approval of the former employee’s or commissioner’s expense report(s).

Final payment of any monies due, with the exception of monies held for (1) payment of future health and/or dental benefits; or (2) payment of travel expenses (see above), will be made in one lump sum at the next regular payday following the last day of employment. Any necessary deductions will be subtracted from the final pay amount.

C–5. Mandatory Payroll Deductions

Each eligible employee shall be a participant in WRS as provided by Wisconsin statutes and rules established by the state Employee Trust Fund Board. The Agency and each eligible employee shall each pay their share of contributions to WRS as required by law (Wis. Stat. § 40.05). Employees may also make additional contributions to their WRS accounts as long as they remain employed under WRS.

The Agency and all employees shall also pay their share of Social Security and Medicare taxes as required under the Federal Insurance Contributions Act (FICA).

C–6. Overtime

1. It is the Agency’s policy that non-exempt employees shall not work more than 40 hours in a week without advance written approval by the Executive Director. A non-exempt employee is eligible for overtime pay (one and one half times the employee’s regular rate) for all hours worked in excess of 40 hours in a week, and paid on his/her next regular paycheck. Any overtime requires the prior approval of the Executive Director. Paid time off, including holidays, is not counted toward the 40-hour work week. If the employee receives paid time off during a work week, the employee must still work over 40 hours during the week in order to earn overtime at the time and one half rate.

2. Compensatory time off may be allowed instead of overtime pay. If possible, overtime hours shall be taken off during the same pay period in which they are earned or the following pay period. Accrued overtime hours may be taken off after the pay period in which they are earned with written notification of the immediate supervisor specifying when the employee expects to use the accrued overtime and documentation of overtime hours earned. For blocks of four or more hours, time taken off should be arranged with the supervisor in the same manner as vacation time.
C–7. Time Reporting

All employees must prepare a time sheet for each bi-weekly pay period to account for time spent working on various activities and for paid time off. The Agency’s time sheet recording process is through a third-party provider. For instructions about how to prepare the time sheet, see the Administrative Services Manager. Time sheets should be prepared and submitted online for approval promptly at the end of each pay period to facilitate the Agency’s payroll procedures.

D. Time Off

D–1. Annual Vacation and Personal Holidays

1. Vacation. All regular full-time, regular part-time, and PTE employees shall be entitled to annual vacation each calendar year, pro-rated based on their FTE classification. Vacation time shall be earned on a pro-rated basis each bi-weekly pay period according to the schedule below. The calendar month of compensated service shall be any month in which an employee shall be compensated for at least 13 days of work (actual work hours and used paid time off, both prorated by employment classification) during the month. Employees on unpaid FMLA leave will not accrue vacation hours while on leave.

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<thead>
<tr>
<th>Years of Employment</th>
<th>Hourly</th>
<th>R Range</th>
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<tr>
<td>1 through 5</td>
<td>2 weeks</td>
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<td>6 through 10</td>
<td>3 weeks</td>
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<td>11 through 14</td>
<td>3 weeks, 4 days</td>
<td>4 weeks 2 days</td>
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<td>15 through 20</td>
<td>4 weeks, 2 days</td>
<td>5 weeks 3 days</td>
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<tr>
<td>21 and up</td>
<td>5 weeks, 2 days</td>
<td>6 weeks</td>
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   a. Employees may select the times to use vacation periods during the year, subject to concurrence by the Division Director or Executive Director. It is Agency policy to encourage employees to use all vacation credits annually. If, however, because of labor shortage or work requirements an employee decides to delay the use of his/her vacation time, it shall remain to the employee’s credit.

   b. Vacation Bank. No more than 80 hours of vacation leave may be retained in a Vacation Bank for each employee, upon written request of the employee and approval by the Executive Director. All hours held in the Vacation Bank shall be fully earned and remain to the credit of the employee until used or paid upon termination or retirement. If hours held in an employee’s Vacation Bank are used, they will be replenished automatically as the employee accumulates new vacation hours.

2. Personal Holidays. Up to 32 hours of Personal Holidays will be granted the first pay period in February to each regular full-time, regular part-time, and PTE employee who works a minimum of 20 hours per week. An employee must be compensated for at least 13 days of work in January (actual work hours and used paid time off, both prorated by employment classification) in order to receive the additional hours of Personal Holidays. Eligible employees who do not work 40 hours a week will receive pro-rated Personal Holidays. Personal Holidays will be awarded at one time for the entire calendar year. Personal Holidays for employees who are hired during the year will be prorated based on the number of pay periods left in that calendar year.
D-2. Holidays

1. All regular full-time, regular part-time, and PTE employees shall be entitled to the following named holidays with pay: January 1 (New Year’s Day), the third Monday in January (Martin Luther King, Jr. Day), the last Monday in May (Memorial Day), July 4 (Independence Day), the first Monday in September (Labor Day), the fourth Thursday of November or the day appointed by the Governor as Thanksgiving (Thanksgiving Day), the day first following Thanksgiving, December 24 (Christmas Eve), December 25 (Christmas Day), and December 31 (New Year’s Eve) in each year.

2. Whenever any of said holidays shall fall on Sunday, the succeeding Monday shall be the holiday; if the succeeding Monday is also a said holiday, or if said holiday falls on a Saturday, or on a regularly scheduled day of work or a regularly scheduled day off, the employees affected shall be granted a compensatory day off, with pay, to be selected by the employee within the same or the following two pay periods subject to approval of the appropriate Division Director. Part-time employees will receive proportional holiday benefits.

D-3. Leaves

1. Sick Leave
   a. **Definition.** Sick leave is absence with pay caused by: an employee’s illness or temporary disability, including pregnancy, injury, or exposure to a contagious disease, need to provide emergency care to a member of the employee’s immediate family, and appointments for medical and dental services.
   b. For the purposes of this section, an employee’s immediate family is: spouse, children, step children, foster children, siblings, step-siblings, parents, step parents, foster parents, grandchildren, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law, and other relatives of the employee, spouse or family partner residing in the employee’s household.
   c. **Reporting.** An employee who uses sick leave should notify his/her direct supervisor or Administrative Services Manager (or designee) in a timely manner.
   d. **Accrual.** Sick leave will be accrued at the rate of four hours on a pro-rata basis each pay period during which a regular full-time, regular part-time, or PTE employee receives compensation for 40 or more hours of work (actual work hours and used paid time off, both prorated by employment classification). Employees on unpaid FMLA leave will not accrue sick leave while on leave. Sick leave may be accrued to a maximum of 1,700 hours (212.5 days).
   e. **Extension.** Sick leave may be extended by using vacation credits after the employee has exhausted his/her sick leave credits.
   f. **Doctor’s Note.** A doctor’s note may be required by the Agency for an employee who is absent four or more consecutive work days due to the employee’s illness.
   g. **Donated Sick Leave.** At the discretion of the Executive Director, an employee shall be allowed to donate, in eight-hour increments, up to 40 hours of available sick leave to a fellow employee who has exhausted all paid time off benefits and, owing to catastrophic illness or injury as determined by the Executive Director, is unable to return to work during the long-term disability insurance waiting period. To be eligible to receive donations of sick leave, an employee must have been employed on a regular full-time basis for at least six calendar months, must be suffering from a catastrophic illness or injury, and must have exhausted all accrued paid time off
benefit balances. In order to donate unused sick leave, an employee must maintain a minimum sick leave balance of 120 hours. Requests to donate time shall be made to the Executive Director. Upon approval of the Executive Director, the Administrative Services Manager will keep appropriate records of any donated sick leave time, asking the Agency’s third party accounting firm to debit and credit employee accounts as appropriate. Donated time shall be used on a first-in, first-out basis, and be paid at the receiving employee’s rate of pay. Any unused donated time shall be returned to the account of the donor employee. Employees will be eligible to receive a maximum of 480 hours of donated sick leave time per illness or injury. Program participation would end once an employee returns to work or becomes eligible to receive long-term disability and/or retirement benefits. Any paid benefit time earned by an employee during the period that employee is receiving donated sick leave time must be used before the use of additional donated time. There will be no payout of any unused donated time. The illness or injury in question cannot be one that is occupationally related and where the employee is eligible for worker’s compensation.

h. **Supplemental Sick Leave Bank.** If an employee has reached the maximum number of hours allowed for conversion at retirement (the “cap”), the Agency will automatically deposit unused, accrued sick leave hours above the cap into a supplemental sick leave bank at the end of each payroll year. The hours deposited in the supplemental sick leave bank may only be used during any absence caused by a medical condition that would be covered under the Family and Medical Leave Act (FMLA). The condition must be confirmed in writing by the treating physician, but the Agency will not require employees to submit the Health Care Provider Certification required for an FMLA leave. Employees may use the supplemental sick leave bank even if they have exhausted the number of hours available under the limitations of the FMLA during a rolling calendar year. The number of hours deposited in the supplemental sick leave bank shall be limited to 480 hours, and will not be included as part of any retirement conversion.

2. **Family and Medical Leave.** Eligible employees shall be entitled to family and medical leave without pay for a period not to exceed three months in any 12-month period. Employees may choose whether to use paid time off or be unpaid during this leave. Eligible employees include those who have worked for the Agency for at least 12 months, and have at least 1,250 hours of service for the Agency during the 12-month period immediately preceding the leave. Commencement of and return from such leave shall be at the times certified by the employee’s doctor, if required by the Executive Director. Whenever possible, the employee shall notify his/her Division Director 30 days prior to the commencement of the leave by completing the Family and Medical Leave Act Request (FMLA). The employee shall be entitled to return to his/her previous position by giving 14 days written advance notice to his/her Division Director or the Executive Director. Refer to Section E–1 (Health/Dental Insurance) regarding health/dental coverage while on FMLA leave.

3. **Death in Immediate Family**
   a. Regular full-time, regular part-time, and PTE employees shall be allowed three consecutive work days leave with pay within the current or following pay period in the event of the death of such employee’s mother, father, grandparents, spouse, children, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, member of alternative family, grandchildren, stepchildren, stepparents, foster children or foster parents. Such leave shall be prorated for regular part-time and PTE employees.
b. In the event of the death of a member of the employee’s family, other than those set forth in paragraph 3.a. above, leave may be granted at the discretion of the Division Director or section supervisor. In the absence of compensatory leave time, the leave may be charged to accrued sick leave with approval of the Division Director or section supervisor.

4. Military Leave. Employees who serve in U.S. military organizations or the state national guard may take the necessary unpaid time off to fulfill this obligation. The employee is expected to notify his/her supervisor as soon as the employee is aware of the dates he/she will be on duty so that arrangements can be made for replacement during this absence. For military service less than 31 days, the Agency will continue to provide health care coverage as if the service member had remained employed. For military service more than 30 days, individuals may elect to pay for health care coverage through the Agency for up to 24 months. Continuation of other benefits exceeding ten business days requires approval of the Commission.

5. Jury Duty. A regular full-time, regular part-time or PTE employee called to jury duty shall be paid the difference between his/her remuneration for jury duty and his/her regular pay, or the employee may elect to use accumulated paid time off in which case he/she shall receive pay for jury service plus full pay.

6. Special Leaves of Absence. Special leaves of absence, other than for family and medical leave, may be requested without pay by a regular full-time, regular part-time, or PTE employee for a period not to exceed six months. The employee must submit an application to the Executive Director or his/her Division Director setting forth the reasons for the request, including any potential benefits to the Agency. Approval shall be in writing by the Executive Director. The employee shall be entitled to return to his/her former position by first giving 14 calendar days’ notice of his/her intention to return to work. See Section G–1 (Training and Education) for unpaid leaves for advanced education.

7. Paid Parental Leave. Agency employees who meet the eligibility criteria and have a qualifying event will be granted up to 240 hours of Paid Parental Leave (PPL) once per calendar year.

a. Definitions
   (1) Child(ren) – is defined as a person under the age of 18. For the purposes of this policy, the child’s parent must be an employee of the Agency.
   (2) Eligible employee – is defined as an employee of CARPC who is entitled to accrue leave balances and who has a qualifying event. Limited term employees and extra hire employees are excluded from this policy.
   (3) Paid Parental Leave – is defined as up to 240 hours of paid leave to enable an employee to care for and to bond with his/her newborn or newly adopted child.
   (4) Parent – is defined as a person identified as a parent on a child(ren)’s birth certificate, adoption certificate, or a certified copy of a foreign adoption order that has been registered with the State of Wisconsin, or other legal document certifying an adoption.

b. Qualifying Event
   (1) Definition: A qualifying event is defined as the live birth or adoption of a child. For foreign adoptions the qualifying event is the date the child enters the United States.
   (2) Placements excluded: Foster care, kinship care, guardianship, and other child welfare placements are not qualifying events under this policy.
   (3) Additional limitations:
      (a) Sperm donors do not incur a qualifying event under this policy.
      (b) Still births are not covered under this policy.
(4) Surrogacy clarified: Employees receiving a child from a surrogate incur a qualifying event under this policy. An employee serving as a surrogate does not incur a qualifying event under this policy.

(5) Multiples: In the case of multiple births (twins, triplets, etc.), all children are treated as one qualifying event. In the case of multiple children being adopted at the same time, all children are treated as one qualifying event.

(6) One qualifying event per calendar year: In the case of multiple qualifying events by an employee in the same calendar year, the eligible employee will be entitled to only one instance of PPL.

c. General Provisions
   (1) PPL may be used with other forms of leave. PPL may be used consecutively with sick leave, vacation leave, sabbatical leave, unpaid leave, and other forms of leave available to the employee.
   (2) PPL shall run concurrently with leave provided under the FMLA, if an employee is eligible for FMLA. Employees eligible for FMLA shall apply for and be covered under FMLA concurrently with PPL. Employees not eligible for FMLA shall apply for a leave of absence and use this leave of absence concurrently with PPL.
   (3) Eligible Employees must use all of their PPL within six months of the qualifying event. Any portion of the PPL remaining after six months is forfeited. The start date of an employee’s PPL is at the employee’s discretion, as long as the employee’s PPL balance has not yet been forfeited.
   (4) Employees may use PPL intermittently, provided that such use is segmented into no more than three blocks of time, where each block of time is at least one (1) scheduled day of work.
   (5) Employees on PPL will continue to receive non-salary fringe benefits (dental insurance, health insurance, disability insurance, health insurance, sick leave accrual, vacation accrual, personal hours) provided under the provisions of this Personnel Manual on the same basis as if working. If an official holiday, as shown in Section D-2 Holidays, occurs while the employee is on an approved PPL, the employee will receive holiday pay as if working. Holiday hours do not count against the hours of an approved PPL.
   (6) The employee’s portion of insurance premiums or any other benefits must be paid by the employee at the same time, and in the same amount, as would be required if the employee was not on PPL.
   (7) Employees may only be approved for PPL once during a calendar year.
   (8) This policy is not retroactive for any employee who is on a previously approved leave for the birth or adoption of a child.
   (9) If both parents of a qualifying event are Agency employees, each employee receives an annual PPL benefit.
   (10) Employees must provide documentation in a timely manner. Timely responses from employees are required in two ways:
        (a) Documentation of the upcoming qualifying event is required with the Leave of Absence Request Form; and
        (b) Within one week after the qualifying event, employees must provide notification to the Administrative Services Manager that the qualifying event has occurred.

d. Procedures
   (1) Employees who are eligible and anticipate experiencing a qualifying event must fill out and submit a Leave of Absence Request Form. This form must be submitted at least 30 days in advance of the anticipated date of the qualifying event, and must include the employee’s
expected start date and expected return date. See the Administrative Services Manager for the form.

(2) Eligible employees must provide timely documentation of the upcoming qualifying event. Forms of documentation include:
   (a) a health care certification from a medical doctor;
   (b) a certified copy of an adoption order listing the eligible employee as a parent; or
   (c) a certified copy of a foreign adoption order registered in the State of Wisconsin.

(3) Employees must sign the form acknowledging that they understand the PPL policy, they intend to return to work, and indicate a return date.

(4) The Administrative Services Manager will review the form and determine if the employee is eligible and will have a qualifying event. If the employee qualifies for PPL, the Agency Director will approve the request, and the Administrative Services Manager will notify the employee.

(5) The appropriate amount of time will be loaded into the employee’s Paychex account once the employee has been approved for PPL.

(6) Regular full-time or Project Term full-time employees who have had their request approved will receive 240 hours of PPL. Regular part-time or Project Term part-time employees who have had their request approved will have their benefit time prorated according to their employment status (for example, a regular part-time employee who works 40 hours per pay period and who is approved will receive 120 hours).

(7) Employees are only able to use this time after the qualifying event. Employees cannot use this time before the event.

(8) If the date of the qualifying event is different from the anticipated date submitted on the form, it is the responsibility of the employee to notify the Administrative Services Manager.

(9) No later than one week after the qualifying event, employees shall provide notice to the Administrative Services Manager that the event occurred. Notice may take the form of a phone call or email.

D–4. Wellness Policy

Employee productivity, job satisfaction, performance, and morale are directly related to employee health and well-being. Thus, the Agency encourages its employees to engage in activities and programs that contribute to overall employee wellness, to the extent permitted by law and this Personnel Manual. Furthermore, the Agency offers a disability insurance option to its employees (see Section E–3 [Disability Insurance]) which is meant to encourage the maintenance of employee health and well-being.

D–5. Unpaid Time Off / Reduced Work Hours Program

This program provides the ability of regular full-time, regular part-time, or PTE employees to voluntarily take unpaid time off or to reduce regular work hours without reducing non-salary benefits. “Unpaid Time Off” refers to unpaid leave hours, to be used similar to vacation time, but without pay; “Reduced Work Hours” refers to a reduction of regular weekly or bi-weekly hours of work.

1. Participation. All regular full-time, regular part-time, and PTE employees shall be eligible to participate in a Voluntary Unpaid Time Off/Reduced Work Hours program. This program shall be strictly voluntary and dependent upon the Executive Director’s approval. No employee shall be required to participate in the program. Request for participation in the program shall be in writing and must be signed by both the participating employee and the Executive Director. Participation shall be on an annual basis, although participation may cease during the year pursuant to Section D–5.7. below.
2. **No Impact on Employment Decisions.** An employee’s participation or non-participation in the program shall not be considered by CARPC in making any employment decisions regarding the employee.

3. **Impact on Non-Salary Benefits.** Employees participating in the program shall continue to receive all group insurance benefits and accrue all leave and Personal Holiday hours on the same basis as if actively working outside the program. Salary earnings, employer-paid FICA contributions, WRS contributions, and years of creditable service to WRS shall be reduced in accordance with the reduction of hours worked.

4. **Maximum/Minimum Participation.** Unpaid Time Off in this program shall be for a duration of not less than 40 hours and not more than the number of vacation hours the employee would earn in one year. Reduced Work Hours in this program shall be for not less than 104 hours and not more than 208 hours.

5. **Application of Program Hours.** Unpaid Time Off hours shall be taken in the same manner as vacation leave, which require supervisor authorization prior to use. Reduced Work Hours shall be in accordance with the written request for participation as approved by the Executive Director, and shall be applied in a consistent manner throughout the program year.

6. **Payroll Deduction.** Participating employees who are FLSA exempt must authorize the deduction of all program hours spread over the entire payroll year (26 or 27 pay periods).

7. **Withdrawn or Modified Participation.** Should a participating employee experience unforeseen hardship or circumstance, the employee may modify or withdraw from program participation within the program year, dependent upon the Executive Director’s approval. The request to modify or withdraw shall be in writing and signed by both the employee and Executive Director. The corresponding payroll deduction shall be adjusted accordingly.

8. **Required Considerations.** In considering requests for participation in the program, the Executive Director must determine whether the requested time off or reduced work schedule represents a significant hindrance or conflict with the adopted work program or budget.

### D–6. Carried Forward Paid Time Off

When vacation, personal holidays, and/or wellness hours are not taken during the year in which they are earned, such remaining hours may be carried forward into the next calendar year, upon notice of the employee to the Division Director or Executive Director. Except as provided for in Section D–1 (Annual Vacation and Personal Holidays), if carried-forward vacation, personal holidays, and/or wellness hours are not taken by the end of that next calendar year, the employee loses the carried-forward hours. For sake of clarity, sick leave is not included in this policy (see Section D–3 [Leaves]).

### D–7. Accrued Paid Time Off Upon Retirement or Death

1. **Retirement.** An employee who retires from service is allowed to have his/her accrued vacation/personal/wellness hours plus a maximum of 212.5 days of sick leave credits converted to monetary value (hours times last hourly rate) which shall be available, at the retiring employee’s option, to be (a) taken as a taxable cash payment; (b) used to continue health and/or dental insurance premium payments; or (c) a combination of (a) and (b). An employee who is retiring must give the Agency advance notice before retirement of his/her choice of option.
Employees who retire after the age of 55, or become totally disabled and are eligible for Wisconsin and/or Social Security benefits and who have exhausted their sick leave, may continue to participate in the Agency’s group health and/or dental insurance plan(s) until death by paying the monthly premium(s). Failure by the retired employee to make payment to the Agency by the 10th of the month preceding coverage shall be grounds for termination of coverage.

2. **Employee/Retiree Death.** If an employee or retiree dies, any remaining funds from paid time off balances shall be used to purchase health/dental insurance under COBRA for the surviving spouse and/or dependents as long as the spouse and/or dependents was already covered under the Agency’s health/dental insurance policy for at least three months. There shall be no monetary payout to the surviving spouse and/or dependents. The health provider is the same as the one used by active employees.

E. **Personnel Benefits**

E–1. **Health/Dental Insurance**

Regular full-time, regular part-time, or PTE employees who are eligible under Section B–3 (Definition of Positions) may participate in group health and dental plans. Eligibility begins on the first day of the calendar month following the 30th day after employment. An eligible employee must be compensated for at least 13 days of work (actual work hours and used paid time off, both prorated by employment classification) during the month in order to receive health/dental benefits for that month.

Information on current health and dental insurance is in Appendix E (Frequently Reviewed Information).

For an employee who is covered by group health/dental insurance and is using vacation/sick/personal/wellness hours, or is on an FMLA leave (whether unpaid or paid by using some sort of paid time off, including disability), the Agency will pay the same percentage of premium costs that are provided to active employees under the same coverage. The employee’s portion of premiums must be paid by the employee at the same time, and in the same amount, as would be required if the employee was not on leave. If an employee fails to return to work, the Agency may recover its portion of the premium paid for health/dental insurance coverage during the leave.

Employees who are covered by group health/dental insurance and are on a leave of absence without pay, and who want to maintain their group insurance coverage, will be required to make the full premium payment to the Agency prior to the 10th of the month preceding the month of coverage. Failure to make timely payments shall be grounds for termination from the group plan.

Group health insurance coverage terminates on the last day of the month in which an employee is employed. Group dental insurance coverage terminates on the last day of employment. Employees whose employment is terminated for reasons other than retirement will be given an opportunity to maintain health and/or dental insurance coverage for a limited period of time.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law allowing most employees who lose their health coverage under the Agency’s group health plan for any reason (except gross misconduct associated with employment) to continue coverage at their own expense, along with their spouses and dependents, for up to 18 months. A spouse and dependents may continue coverage for additional time if coverage is lost due to the death of the employee, divorce from the employee, loss of dependent status due to age, or the employee’s eligibility for Medicare. The law permits the group continuance coverage to be terminated if the subscriber fails to make timely premium payments, becomes eligible for similar coverage under another group policy, or becomes eligible for Medicare. Full premium payment is the responsibility of the individual. See the Administrative Services Manager for more details.
Employees who elect to obtain health insurance through spouses or other sources are eligible to receive an opt out incentive of up to $2,000 per year, prorated at a rate of $166.67 per month for each month that the employee is eligible for the employer contribution towards a health insurance premium. An employee who opts out will be required to sign a waiver that states they have other health care coverage for themselves and their dependents. Opt-Outs must occur during the open enrollment period or meet CARPC’s insurance provider’s criteria for a qualifying event.

**E–2. Life Insurance**

CARPC participates in the Wisconsin Public Employers Group Life Insurance Plan ("State Insurance Plan") on a shared-cost basis. Regular full-time, regular part-time, or PTE employees under the age of 70 may obtain coverage by completing an application and submitting it to the Administrative Services Manager no later than 30 days after hire/return from leave of absence/change in family status ("qualifying events"). Coverage becomes effective on the first day of the month following 30 days from the date of the qualifying event. Employees who do not want coverage must complete a waiver of life insurance form.

This plan provides each participant under age 70 with term insurance equal to the gross amount of total earnings for the previous year, which, if not in even thousands, is increased to the next higher thousand. Premiums for an employee who reaches age 70 will be discontinued and the amount of his/her Basic insurance will be adjusted.

Employees who are eligible for the State Insurance Plan and are enrolled in the Basic group plan can also participate in the additional and spouse and dependent insurance coverage.

Group life insurance may be continued after an employee terminates his/her employment provided specific requirements are met. If an employee terminates his/her employment, insurance coverage ends the last day of the calendar month in which the employee terminates employment. If an employee files a cancellation of insurance form with the Agency, or ETF (if he/she is an annuitant), coverage will end the last day of the calendar month following the month in which the cancellation was filed.

If an employee retires at age 65 or later, the employee’s Basic insurance coverage will continue in a reduced amount for life, without cost to the retiree.

Information on current life insurance premium rates is in Appendix E (Frequently Reviewed Information). Contact the Administrative Services Manager for more details on the State Insurance Plan.

**E–3. Disability Insurance**

CARPC shall offer disability insurance to each regular full-time, regular part-time, and FTE employee who works at least 20 hours weekly and is a citizen or resident of the United States or Canada. An eligible employee may participate in the disability plan starting the first day of the month following his/her first six months of employment. All benefits shall be prorated based on the percentage of time worked for regular part-time and FTE employees who work less than 40 hours per week. The ability to change plans and options will be available to each employee in November of each year. If an employee goes on disability for any reason other than FMLA leave, the Agency will pay for its portion of insurance premiums for the first month of the employee’s disability, and then starting the second month the employee pays 100% of his/her insurance premiums.
Two disability plans are offered:

1. Short Term-Long Term Disability Plan:
   
   **Short Term:**
   - 42 day benefit waiting period.
   - 46 weeks maximum duration of payable benefits.
   - Short term disability payments will end on the date long term disability benefits become payable to the employee.
   - Weekly benefit is the lesser of (a) 65% of the first $1,538 of pre-disability earnings reduced by deductible income; or (b) $1,000 before reduction by deductible income; minimum payment is $15.

   **Long Term:**
   - 365 day benefit waiting period.
   - Maximum duration of payable benefits is determined by employee’s age when disability begins.
   - Monthly benefit is the lesser of (a) 65% of the first $6,154 of pre-disability earnings; or (b) 70% of employee’s pre-disability earnings, reduced by deductible income. Minimum payment is $50; maximum payment is $4,000 before reduction by deductible income.

2. Long Term Only Disability Plan:
   - 90 day benefit waiting period.
   - Maximum duration of payable benefits is determined by employee’s age when disability begins.
   - Monthly benefit is the lesser of (a) 65% of the first $6,154 of pre-disability earnings; or (b) 70% of employee’s pre-disability earnings, reduced by deductible income. Minimum payment is $50; maximum payment is $4,000 before reduction by deductible income.

When selecting a plan, an employee must also select one of three (3) options:

<table>
<thead>
<tr>
<th>Option</th>
<th>CARPC-paid premium</th>
<th>Employee-paid premium</th>
<th>Benefits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tax free</td>
<td>Pre-tax</td>
<td>Taxed when received</td>
<td>Percentage of payment by parties determined by number of sick days used in the previous year (see below chart)</td>
</tr>
<tr>
<td>2</td>
<td>Taxable income to employee</td>
<td>Post tax</td>
<td>Tax free when received*</td>
<td>Percentage of payment by parties determined by number of sick days used in the previous year (see below chart)</td>
</tr>
<tr>
<td>3</td>
<td>None</td>
<td>100% of premium post tax</td>
<td>Tax free when received*</td>
<td>Grants wellness hours</td>
</tr>
</tbody>
</table>

* Taxability of benefits is based on a three-year lookback at taxation of premiums paid at the time benefits are received.
For employees choosing to participate in disability insurance Option 1 or Option 2, premiums shall be paid as follows:

<table>
<thead>
<tr>
<th>Sick Hours Used in Previous Year**</th>
<th>Employee Share</th>
<th>CARPC Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0 -- 32.0</td>
<td>0 %</td>
<td>100 %</td>
</tr>
<tr>
<td>32.1 -- 40.0</td>
<td>40 %</td>
<td>60 %</td>
</tr>
<tr>
<td>40.1 -- 48.0</td>
<td>60 %</td>
<td>40 %</td>
</tr>
<tr>
<td>48.1 -- 56.0</td>
<td>80 %</td>
<td>20 %</td>
</tr>
<tr>
<td>56.1 +</td>
<td>100 %</td>
<td>0 %</td>
</tr>
</tbody>
</table>

**For new employees, sick leave analysis will begin for the disability insurance plan year after one full payroll year of sick leave has been earned/used. Until then, the employee pays 100% of the premiums under Option 1 or Option 2.

For employees choosing to participate in Disability Insurance Option 3, wellness hours are granted as follows:

<table>
<thead>
<tr>
<th>Wellness Hours</th>
<th>Short Term – Long Term Plan</th>
<th>Long Term Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>48 hours or fewer sick hours used in prior year</td>
<td>24 wellness hours prorated by employment classification</td>
<td>16 wellness hours prorated by employment classification</td>
</tr>
<tr>
<td>More than 48 sick hours used in prior year</td>
<td>16 wellness hours prorated by employment classification</td>
<td>8 wellness hours prorated by employment classification</td>
</tr>
</tbody>
</table>

When wellness hours are not used within the payroll year in which they are earned they may be carried over to the next year but they must be used by the end of the succeeding year or they shall be lost.

**E–4. Worker’s Compensation**

1. In the event that an Agency employee is injured while at work and, as a consequence of said injury, is eligible to receive worker’s compensation benefits, said employee shall continue to be paid by the Agency at the same rate and on the same basis as he or she was paid prior to the injury. The amount of the earnings of such employee prior to the injury shall be computed as prescribed in Wis. Stat. § 102.11. No employee shall be entitled to his/her full pay under the provisions of this section unless, prior to the end of each pay period and before timesheets have been approved for each pay period, said employee shall have endorsed over to the Agency all the disability payment checks that he or she has received under the Worker’s Compensation Act. These provisions are subject to the following restrictions:

   a. Full pay to an employee under the provisions of this policy shall become due only while disability pay is being received under the Worker’s Compensation Act and shall be paid for a period not to exceed 180 calendar days in the aggregate during the time when Worker’s Compensation disability pay is being received.

   b. In the event that a Worker’s Compensation claim is contested, full pay by the Agency shall be held up until the claim is settled or an award is made by the Wisconsin Labor and Industry Review Commission at which time the employee shall be entitled to receive in a lump sum all
his/her pay accumulated since the date of his/her injury, and such sum shall not exceed said employee’s full salary or wages for 180 calendar days.

c. During the period when an employee is entitled to full pay by the Agency under the provisions of this section, there shall be no deductions from sick leave allowance, overtime allowance, or vacation credit of such employee.

2. Employees shall accumulate sick leave and vacation time while they are disabled, but shall not claim any leave time while receiving disability payments.

3. When an employee is injured while at work and goes to a clinic, hospital, or doctor’s office, he/she should explain that the injury occurred while on the job, and that he/she is filing a claim under CARPC’s Worker’s Compensation policy. Medical personnel should be instructed to contact CARPC for CARPC’s Worker’s Compensation policy number. An employee should not use his/her group health insurance policy number under these circumstances.

E–5. Unemployment Compensation

CARPC participates in the State Unemployment Compensation program, and provides employees with unemployment benefits according to the state law.

For information on unemployment compensation benefits, employees should contact the Unemployment Insurance office of the Wisconsin Department of Workforce Development by calling 414-435-7069 or viewing [https://dwd.wisconsin.gov/uiben/](https://dwd.wisconsin.gov/uiben/).

All claims and benefits are made through the Wisconsin Department of Workforce Development. CARPC reimburses the state for all benefits paid.

E–6. Bus Pass Program

The Agency provides a bus pass assistance program which reduces the cost to all employees for purchasing monthly or multi-ride bus passes for the purpose of getting to and from work. See the Administrative Services Manager for details.

E–7. Parking Program

The Agency has made provisions to include all employees in the prepaid parking program available through the Dane County Parking Ramp. This allows employees to park in any unreserved 8- or 10-hour metered space at the Dane County Ramp during working hours. See the Administrative Services Manager for details, and Appendix E (Frequently Reviewed Information) for the current monthly fee.

E–8. Deferred Compensation Program

The Agency participates in the State of Wisconsin Deferred Compensation Plan, which is administered by Great-West Retirement Services. The plan allows employees to defer a portion of their income into tax-deferred investment options chosen from those made available to participants in the program. See the Administrative Services Manager for details.
F. Employment Policies

F–1. Hiring Procedures

1. The Agency shall advertise for all vacant and newly created positions. The Executive Director may limit advertisements for any specific position to internal applicants, or to both internal and external applicants. All advertisements for positions shall include:
   
   a. The generic job description.
   b. The pay range of that position.
   c. The essential functions of the position.
   d. Equal employment opportunity statement.

2. Filling Vacant Positions. When a position becomes vacant, the Executive Director and, when appropriate, the Division Director shall examine the job description. If it is determined that the level and specific tasks will be continued, the position will be advertised at the same level. The Executive Director may advertise internally only, or both internally and externally.

   a. If a position is vacated and the decision is made to change the level or eliminate the position, the job descriptions within that division shall be reviewed and, if necessary and appropriate, revised to reflect changes in work programs and Agency needs. If the position is to be retained, but at a different level than that vacated, it shall be advertised at the new level, either internally or both internally and externally.

   b. Qualified employees may seek promotion by applying and competing for such vacant positions. Should the employee be chosen to fill the vacant position, his/her original position will be considered vacant and will be subject to the same procedure as described above.

   c. If an applicant is hired at a level different than that advertised, the new employee shall receive the appropriate level job description, and a specific description shall be written to reflect his/her skills and duties.

   d. If a position to be filled is related solely to a particular project of known duration and funding, the employee shall be hired as a limited term or project term employee and the position shall be advertised as such (see Section B–3 [Definition of Positions]).

   e. For information on rehiring after layoff, see Section F–6 (Re-Employment).

F–2. Personnel Evaluation

1. Agency Employees Other than Executive Director

   a. Initial Evaluations. Initial evaluations shall be scheduled by the employee’s immediate supervisor at the end of three months of employment for FLSA non-exempt employees, or at the end of six months of employment for FLSA-exempt employees. Initial evaluations shall be oral and cover the following points:

      (1) The employee’s work performance and progress.
      (2) Discussion of areas in need of improvement.
      (3) Concerns of the employee.
      (4) The employee’s future with the Agency.
The supervisor will subsequently prepare a short written assessment noting satisfactory performance and/or potential problems. The employee will review and may comment on this assessment. The assessment, signed by the employee and the supervisor, will be placed in the employee’s personnel file. The severity of the problems in the assessment could lead to disciplinary actions as listed in Section F–4 (Discipline), up to and including termination. There will be no raise of any type nor increase in step level given at the time of any initial evaluation.

b. Annual Evaluation

(1) **Written Report.** At the end of each employee’s evaluation period (six months for non-exempt employees; 12 months for exempt employees), a written and oral performance evaluation will be scheduled and conducted by the employee’s immediate supervisor. The written evaluations (one for the supervisor and a self-evaluation for the employee), to be completed on the prescribed forms (see Appendix B [Employee Evaluation Forms]), shall cover overall work performance, progress, and accomplishments since the prior evaluation and any recommended actions.

(2) **Oral Session.** The supervisor will schedule a time with the employee for an oral evaluation session, and the written evaluations will be made available to the employee, the supervisor, and the Executive Director at least three working days prior to the oral session. The purpose of the oral evaluation is to discuss the written comments, to suggest possible improvements and to address the employee’s future role at the Agency. The Executive Director may, at his/her option, attend this session.

c. Action. The annual evaluation will result in one of the following actions:

(1) **Successful Completion.** The employee will be advanced one step in the salary schedule effective with the next pay period.

(2) **Placement on Probation.** The written evaluation will state the reasons for not granting successful completion, the length of the probation (either three or six months), and the withholding of the step increase until successful completion.

(3) **Unsuccessful Completion.** The employee will be terminated.

d. Comments. Following the oral evaluation session, the supervisor, the employee and/or the Executive Director may add comments to the personnel file.

(1) Such comments shall be made in writing and be submitted to the supervisor and/or employee for their information prior to inclusion in the employee’s personnel file.

(2) The employee, the supervisor, and the Executive Director will sign the written evaluation acknowledging its review.

2. Executive Director Evaluation

a. A new Executive Director shall complete an initial six-month oral evaluation using Appendix C (Executive Director Development Guide). The evaluation shall be conducted by the Executive Chairperson.
b. An annual evaluation shall be made of the Executive Director on his/her anniversary date using Appendix C (Executive Director Development Guide). The evaluation will be conducted by the Personnel Committee. The evaluation shall serve as a basis for awarding or withholding salary step increases for the Executive Director, and as a process for achieving mutual understanding and agreement concerning work performance.

c. Three months prior to the end date of the Executive Director’s contract period, the Commission’s Personnel Committee shall recommend to the Budget and Personnel Panel (BPP) whether the Executive Director’s contract should be renewed, and provide supporting materials as appropriate. The BPP and Executive Director shall seek to agree on the terms of a new employment contract. The Commission’s Personnel Committee shall act to negotiate the contract.

F–3. Promotion

The Agency would like to retain valuable employees by providing some opportunities for advancement if possible. However, promotions are not an automatic entitlement. Such factors as limited financial resources, the need to have some balance between higher and lower positions, and decisions about what programs, activities, and skills should be emphasized must all be considered in establishing, reclassifying, or regrading positions. The Agency’s policy is to permit employees and their supervisors to initiate proposals for upgrading, as outlined below. However, the Executive Director is ultimately responsible for recommendations to the Executive Committee concerning establishment of new positions, or reclassification and regrading of current positions.

Depending on the amount of attrition and on Agency growth, some career advancement within the Agency is possible and is encouraged. However, it should also be recognized that some career advancement may have to be outside of the Agency.

Promotion may be initiated by an employee’s supervisor or by the Executive Director. An employee may also seek to upgrade his/her employment status by applying for a vacant position or by seeking reclassification or regrading of the employee’s current position.

1. **Reclassification.** Reclassification occurs when an employee and the position are advanced to a higher position level. Reclassification is considered a substantial promotion, in contrast to one-step merit increases following satisfactory completion of the annual review process (see Sections C–1 [Salary Ranges and Step Increases] and F–2 [Personnel Evaluation]). The circumstances under which a reclassification may be initiated include the following:

   a. Due to changes in the work program, the Executive Director has determined that additional duties and responsibilities will be required of the employee, meriting promotion to a higher level. In such circumstances the employee will normally have demonstrated increasing skills, accumulation of experience, favorable evaluations, and work accomplishments which make the employee more valuable for the Agency to retain.

   b. An employee has, on a continuing basis, performed increasingly complex and/or sensitive tasks and assumed a greater level of responsibility than normally expected for his/her current position level. This factor, with other considerations such as personnel evaluations, accumulation of experience and special accomplishments, merits review of the employee’s position classification.
If an employee believes that his/her position should be reclassified, the employee may take up the matter with the supervisor and the Executive Director. In addition, the supervisor or Executive Director may initiate a reclassification request.

Formal reclassification requests to the Executive Director by employees or by supervisors should be made in writing, stating the changes in duties and responsibilities which, in the opinion of the employee or supervisor, merit the reclassification. The Executive Director’s response may be detailed in a personal meeting, but a summary of the reasons for granting or denying the request shall be placed in the employee’s personnel file. A copy of a reclassification request initiated by the Executive Director shall also be placed in the employee’s personnel file, with reference to the criteria stated under paragraph 1.a. or 1.b. above.

If the Executive Director recommends the reclassification, it will be included in the personnel program proposal and proposed salary schedule which is presented to the Executive Committee as part of the Commission’s annual budget process. If the reclassification is approved by the Commission, it shall take effect on the date specified in the personnel program proposal, which is generally January 1 of the following year.

If an employee is reclassified, the generic description of the higher position level will apply, and a new specific description of his/her job will be written.

3. **Regrading.** Regrading occurs when all employees in a particular job classification are advanced to a higher salary range. Regrading may also entail the renaming of the job classification.

A job classification is regraded in order to acknowledge increased complexity of the work performed by the persons within that classification. Regrading may also occur in cases where the salary range for the classification is low in comparison with other job classifications with similar responsibilities, either within the Agency or in the market in general.

The procedure for initiation and approval of a regrading request is the same as for reclassification (see Section F–3.1 [Promotion]). If the regrading request is approved, the generic and specific job descriptions of the affected employees will be reviewed and revised accordingly.

**F–4. Discipline**

1. The purpose of the discipline procedure is to encourage employees to take corrective action and to make improvement in their work performance or work habits. Ordinarily, discussion with an employee to point out what is expected or to tell the employee how he or she is doing should be enough. There are times, however, when these corrective actions are not enough and more stern discipline is required. Such discipline may include oral warnings, written warnings, suspensions without pay, or discharge. It should be emphasized that the employee’s discipline need not go through each of the steps involved in the disciplinary procedure. Discipline may begin at any step in the procedure, up to and including discharge, depending upon the seriousness of the matter or the offense committed and the surrounding circumstances.

2. The following list of reasons for discipline is not intended to be all inclusive; the mere fact that a possible violation is not listed does not mean it would not result in a disciplinary action up to and including discharge:

   - Failure to act in an honest and forthright manner in all matters concerning employment.
• Failure to follow the direction of those responsible for the employee’s supervision.
• Failure to report to work on a regular basis.
• Violation of the Agency’s harassment policy (see Section H–8 [Harassment and Discrimination in the Workplace]).
• The theft or inappropriate removal or possession of property belonging to the Agency or other individuals without proper authorization.
• The unauthorized use, possession, sale, or distribution of alcohol while on Agency property or working for the Agency.
• The manufacture, use, possession, sale, or distribution of illegal drugs while on Agency property or working for the Agency.
• Failure to devote full-time effort to the Agency.
• Failure to comply with Agency policies and procedures.
• The unauthorized use or possession of dangerous or unauthorized materials, such as explosives or firearm, while on Agency property or working for the Agency (see Section H–3 [Concealed Carry/Weapons Policy]).
• Getting into a physical altercation or threatening violence while on Agency property or working for the Agency.
• Unauthorized use of telephones, mail system, or other employer-owned equipment (see Section H–6 [Electronic Communications and Information Systems Policy]).
• Unauthorized disclosure of CARPC or Agency confidential information.
• Disparage or defame CARPC or the Agency in any respect or to make any derogatory comments, whether written or oral, regarding CARPC; the Agency; current or former officers, directors, employees, attorneys, agents, or contracting parties; or its business or operations.

3. The employee may appeal a disciplinary action or discharge through the CARPC Grievance Procedure (Section H–7 [Employee Grievance Procedure]).

F–5. Termination of Employment

All employees who terminate employment with CARPC may elect to participate in an exit interview conducted by the CARPC Personnel Committee.

All employees whose employment has been involuntarily terminated may elect to directly appeal the decision to the CARPC Personnel Committee, and subsequently to the Commission, following the procedure set forth in Section H–7 Step 3 (Employee Grievance Procedure).

1. Resignations. Employees are encouraged to notify the Executive Director in writing at least two weeks prior to their effective date of resignation. Employees who resign shall receive their total final pay as described in Section C–4 (Final Pay).

2. Layoffs. Employees who are to be laid off shall be provided a minimum of 30 calendar days’ notice in writing from the Executive Director. Employees who are laid off shall receive their total final pay as described in Section C–4 (Final Pay). Should layoffs be necessary due to funding cutbacks, the general process below will be followed.

   a. General Funding Cutbacks. It is the general policy of the Agency to retain a patterns of level staffing and to avoid successive layoffs and rehirings. But, inasmuch as the Commission lacks
taxing authority and is dependent on grants and contracts provided by others, no assurance can be given that any staff position is really permanent.

The primary response of the Agency to funding cutbacks or budget shortfalls is a strong effort to find alternative revenue sources. If further effort to balance expenditures with resources is needed, cost-cutting measures in both non-personnel and personnel areas may be affected. The following Agency priorities will, in large part, determine the nature of the funding cutback measures selected by the Executive Director: (1) retaining the Commission’s ability to complete its existing contract and grant commitments, (2) retaining its ability to gain future funding, and (3) retaining staff strengths in program areas that may be subject to federal or state grant cuts when continuation of such program areas would serve long-term interests of the Agency and the region.

b. Procedural Response to Funding Cutbacks

(1) Explain the situation to the Executive Committee and staff. A written report will be made available to staff covering the following items in general terms:
   (a) The need for cutting costs.
   (b) Review of existing contracts and grant commitments and efforts to gain future funding.
   (c) Review of the longer-term interests of the Agency in terms of program areas and staff resources which may be required.
   (d) Preliminary cost reduction plan, taking into consideration a reduction in non-personnel costs and reductions in personnel costs, including attrition, termination of LTE and PTE positions, voluntary leaves of absence, reduction of work hours, job sharing, lay-offs, foregoing or reducing cost of living adjustments, or some combination of the above.

In the event that staff layoffs are necessary, they will be based on the Agency priorities mentioned above in Section 2.a. (General Funding Cutbacks), and upon the basis of seniority within divisions or sections. Employees with the least seniority are subject to layoff first, excepting, however, that the Executive Director may retain an employee with less seniority but shall provide in writing to the Executive Committee and staff the reasons and basis for such exception.

This general report to staff will follow an initial report to the Executive Committee.

(2) Seek Staff Involvement. Following the presentation of the general report, staff are encouraged to comment and offer suggestions.

(3) Determine specific cuts and discuss with affected staff.

(4) Present Specific Cost Reduction Plan to Executive Committee and General Staff. The Executive Director shall present a written cost reduction plan to the staff and shall explain the criteria that were considered when finalizing any layoffs that may be included in the plan.

F–6. Re-Employment

1. Employees who are laid off shall be placed on a re-employment list.
2. Re-employment Notification List. The employee’s name is included on a list maintained by the Executive Director for 18 months.

3. A laid-off employee will be given right of first refusal to his/her former position at his/her former salary range and step level. If the former position is substantially revised to no longer reflect similar duties, Section F–6.4. below will govern.

4. The Agency shall not employ any new employees, regardless of classification, without first notifying all laid off employees of a vacancy and giving them the opportunity to compete for the position.

5. Recall from Layoff
   a. Notice of recall shall be sent by the Executive Director to the employee’s last known address.
   b. Laid off employees shall be required to respond in writing within 14 calendar days of the date the recall notice is sent. Employees who do not respond within this time frame shall be dropped from the re-employment list and any special rights shall be lost.

6. Rehiring of Retired Former Employees. Retired former employees have a 75-day “break in service” period which must be met for the employee to not lose his/her retirement annuity. Refer to Chapter 14 of the WRS Administration Manual for the required conditions of a valid termination.

G. Staff Development

G–1. Training and Education

1. Special Training Opportunities. An employee’s supervisor, with approval of the Executive Director, may authorize participation in special training workshops or course opportunities. The Executive Director may authorize appropriate time off, tuition, and other expenses, or some portion of these, depending on the nature of the workshop and the interests of the Agency. Payment arrangements shall be clarified prior to attendance. Any payment for materials or tuition for such opportunities shall be refunded by the employee if the training work is not completed.

2. Advanced Education. In general, the Agency does not have a program that allows full-time employees to pursue advanced degrees. However, an employee may be permitted to take an unpaid leave of absence for educational purposes, or an employee who is willing to take a more limited amount of course work may be permitted by the Executive Director to take time off from regular working hours if an adjustment in working hours and hours off can be made which will not adversely interfere with the work of the Agency.

3. Professional Credentials/Certifications. The Agency will pay for the attainment and/or continuation of professional credentials and certifications, e.g., PE (Professional Engineer) and AICP (American Institute of Certified Planners), that are necessary for employees to be effective in their positions. The Executive Director must authorize any fees or charges in advance.

G–2. Attendance at Conferences and Workshops

1. An employee’s supervisor, with approval of the Executive Director, may authorize participation in workshops and conferences. Time spent at conference and workshop plenary and/or breakout sessions will be considered work time (normally up to an eight-hour day), and reimbursement for
registration fees and other expenses, or some portion of these, will be arranged with the Executive Director in each circumstance. Weekend conference time should be cleared in each individual case.

2. The following factors will be considered in determining Agency support for attendance at a conference:

   a. Whether the conference is important for fulfillment of current grant obligations;
   b. Whether the conference has potential to assist in obtaining future grants;
   c. Whether the conference has potential for staff development related to Agency work;
   d. Whether the employee has been invited to give a paper or appear on a panel at a conference that is related to Agency work; and
   e. Whether the employee has had previous opportunities to attend conferences.

These factors have been listed in order of general importance to the Agency, with the additional consideration that the ongoing work of the Agency must also be accommodated.

G–3. Membership in Professional Organizations

1. The Agency may pay employee dues in one or more approved professional organizations that relate to the employee’s work with the Agency, subject to approval by the Executive Director.

2. Time spent on professional organizations shall be minimal; i.e., those duties which are part of normal membership duties, including local chapter meetings and occasional telephone calls. Attendance at out of town conferences shall be approved under the provisions in Section G–2 (Attendance at Conferences and Workshops).

H. Policies and Procedures

H–1. Affirmative Action

1. Agency Policy Statement. Consistent with the requirements set forth by the Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), the Agency’s policy regarding equal employment opportunities ensures that all recruitment and placement of employees shall be done regardless of race, color, national origin, ancestry, creed, age, sex, disability, arrest or conviction record, marital status, sexual orientation, military status and use or nonuse of lawful products away from work, and that all employees shall be treated equally with respect to compensation, training, layoff, and recall, as well as opportunities for advancement including upgrading, promotion and transfer, and selections of apprenticeship insofar as it is within our control. The Agency further acknowledges that all services will be provided and administered in a non-discriminatory manner.

   To further this policy, the Agency will take affirmative action toward achieving the following goals: to reach a balance of workforce which will reflect the representation of women, minorities, veterans, and individuals with disabilities in the labor market; to increase the subcontracting opportunities of companies owned by women, minorities, veterans, and individuals with disabilities; and to encourage similar efforts from those entities with which CARPC does business on contract.

   CARPC’s policy on Equal Employment Opportunity shall be publicized internally by use of the
following methods:


b. Posting or making available copies of this plan for all employees and applicants to see and examine.

c. Posting federal and county equal opportunity posters.

All personnel announcements, contracts, agreements, etc., shall contain statements of the Agency’s policy of Affirmative Action and the Agency’s commitment to non-discrimination in employment and personnel practices.

The Equal Employment Opportunity clause shall be included in all purchase orders, leases, contracts, etc.

Persons in a position to implement this policy, including those engaged in recruiting, training, and other personnel activities, shall be fully advised of this equal employment policy.

2. **Designation of EEO Officer.** The Executive Director, Agency Director, and Administrative Services Manager are responsible for the implementation and enforcement of this plan. The Executive Director shall serve as the Equal Employment Opportunity Officer, and will be accountable for implementing the Agency’s Affirmative Action Plan, for maintaining audit and report systems to measure the plan’s effectiveness, for identifying problems, objectives and time frames, and for facilitating compliance reviews and the submission of reports and other pertinent documents when so requested by the Wisconsin Department of Transportation.

**H–2. Changes to Personnel Manual**

Changes to Agency personnel rules and provisions that have been adopted by the Commission may be changed by the Commission by majority vote.

The Executive Director may make changes to the Personnel Manual to reflect changes in the cost of employee benefits, once those changes are approved by the Commission in the annual budget or otherwise approved by the Commission. Changes may be proposed by the Executive Director or any staff member.

**H–3. Concealed Carry/Weapons Policy**

With the exception of law enforcement or designated security guards, or unless otherwise required by state law, no form of weapons (e.g. knives, guns, stun guns, tasers, explosives, toxic substances, or other items designed to inflict bodily injury on another person) are allowed on Agency premises, or be carried or used by Agency employees at functions outside of Agency premises while representing CARPC. This includes all weapons, including those for which a concealed weapons permit has been issued, to the extent permitted by law. Employees who bring or attempt to bring weapons onto Agency premises, or imply they have such weapons on Agency premises or at functions outside of Agency premises while representing CARPC, or make statements that appear to threaten the safety of others, may be subject to disciplinary action, including termination (per Section F-4 [Discipline]). This provision applies to any person who is on Agency premises.

**H–4. Consideration of Employee Requests**
Employee requests for vacation time, reduced work hours, leaves of absence, and other requests should be put in writing to the employee’s supervisor. All such written requests shall be responded to as promptly as possible but at least within ten working days, or the request shall be assumed to be approved.

**H–5. Drug-Free Workplace Policy**

The Agency complies with the drug-free workplace guidelines outlined by the federal Drug-Free Workplace Act of 1988. The Agency’s policy regarding the work-related effects of drug use and the unlawful possession of controlled substances at work is communicated to each employee annually via a memorandum that all employees must sign (see Appendix F [Agency Forms]). An annually-signed copy of the memorandum is required as a condition of employment from each employee.

**H–6. Electronic Media and Communications Policy**

In this section the term “employee” means CARPC commissioners and Agency employees.

The following procedures apply to all electronic media and services that are:

- Accessed on or from Agency premises;
- Accessed using Agency computer equipment or via Agency-paid access methods; or
- Used in a manner that identifies the individual as acting for or on behalf of CARPC or the Agency; or in any way identifies CARPC.

1. **Objective.** The Agency recognizes that use of the Internet and e-mail has many benefits and can make workplace communication more efficient and effective. Therefore, employees are encouraged to use the Internet and e-mail systems appropriately. Unacceptable use of the Internet and e-mail can place CARPC, the Agency, and others at risk. This policy outlines the Agency’s guidelines for acceptable use of the Internet and e-mail.

2. **Scope.** This policy must be followed in conjunction with other Agency policies governing appropriate workplace conduct and behavior. The Agency complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

3. **User Guidelines.** The Agency has established the following guidelines for employee use of the Agency’s technology and communications networks, including the Internet and e-mail, in an appropriate, ethical, and professional manner.

   a. All technology provided by the Agency, including computer systems, communications networks, Agency-related work records and other information stored electronically, is the property of the Agency and not the employee. In general, use of the Agency’s technology systems and electronic communications should be job-related and not for personal convenience, including but not limited to social media, such as Facebook, SnapChat, etc.

   b. Employees may not use the Agency’s Internet, e-mail, or other electronic communications to transmit, retrieve, or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual’s race, age, disability, religion, national origin,
physical attributes, or sexual preference may be transmitted. Harassment of any kind is prohibited (see Section H–8 [Harassment and Discrimination in the Workplace]).

c. Disparaging, abusive, profane, or offensive language; materials that might adversely or negatively reflect on CARPC or the Agency, or be contrary to its legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail—are forbidden.

d. Copyrighted materials belonging to entities other than CARPC or the Agency may not be transmitted by employees on the Agency’s network without permission of the copyright holder. Employees must respect all copyrights and may not copy, retrieve, modify, post to an Agency-owned website, or forward copyrighted materials, except with permission of the copyright holder or as a single copy for reference only. Sharing the URL (uniform resource locator or “address”) of an Internet site with other interested persons for business reasons is permitted. Any copyrighted materials posted to an Agency-owned website must acknowledge the copyright as spatially close to the materials as possible.

e. Employees may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and “spamming” (sending e-mail to thousands of users).

f. To prevent contamination of the Agency’s technology and communications equipment and systems by harmful computer viruses, the Dane County Help Desk will be contacted if there is any concern that a file, email, or other electronic material could be possibly infected. Also, given that many browser add-on packages (called “plug-ins”) may not be compatible with other programs and may cause problems for the systems, the Help Desk should be contacted before downloading any plug-ins for its assistance in downloading and installing on any Agency hardware.

g. Every employee of the Agency is responsible for the content of all text, audio, or image files that he or she places or sends over the Agency’s Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. CARPC and the Agency’s identity is attached to all outgoing e-mail communications, which should reflect CARPC values and appropriate workplace language and conduct.

h. E-mail and other electronic communications transmitted by the Agency’s equipment, systems, and networks are not private or confidential, and they are the property of the Agency. Therefore, CARPC and the Agency reserve the right to examine, monitor, and regulate e-mail and other electronic communications, directories, files, and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

i. Internal and external e-mail, voice mail, and text messages are considered government records and may be subject to discovery in the event of litigation or open record request. Employees must be aware of this possibility when communicating electronically within and outside the Agency.

4. The Agency’s Right to Monitor and Consequences for Misuse. All Agency-supplied technology, including computer systems, equipment, hardware, and Agency-related work records, belongs to the Agency and not to the employee user. Employees understand the Agency may monitor use patterns, and employees should observe appropriate workplace discretion in their use and maintenance of such Agency property.
Because all the computer systems, hardware, and software, as well as e-mail and Internet connections, are the property of the Agency, all Agency policies apply to their use and are in effect at all times. Any employee who abuses the Agency-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state, county, or local laws.

5. **Questions Regarding the Use of the Agency’s Technology.** If you have questions regarding the appropriate use of Agency electronic communications equipment or systems, including e-mail and the Internet, please contact your supervisor or the Administrative Services Manager.

**H–7. Employee Grievance Procedure**

It is the policy of this Agency to seek to settle disagreements harmoniously so that time and energy are used to produce program results rather than in arguing conflicting points of view. Employees and supervisors have a mutual obligation to meet and discuss disagreements so that differences can be resolved through integration of interests, conciliation, or compromise. Because some disagreements may not be reconciled through such a process, the following steps may be followed by any employee who has a grievance with CARPC or the Agency.

**Step 1.** For employees whose supervisor is not the Executive Director: The employee shall present the grievance in written form to and discuss it with the employee’s supervisor. The supervisor shall respond in writing within five working days. If the grievance is not resolved, the grievance shall be taken to Step 2 provided it is done within five working days from the date of the response by the supervisor.

**Step 2.** For employees who completed Step 1 or for employees whose supervisor is the Executive Director: The grievance shall be presented to the Executive Director who will meet with the employee and then respond in writing within ten working days of such meeting. If this solution is not satisfactory, the process shall move to Step 3, provided it is done within five working days from the date the written response is received by the employee.

**Step 3.** If the grievance is not settled after following Step 1 and Step 2, the employee shall have the opportunity to present the grievance to the Personnel Committee of the Commission. The Executive Director shall be notified in writing of the employee’s request to appear before the Personnel Committee at least five working days prior to the next regularly scheduled meeting of the Personnel Committee. The Executive Director shall transmit a copy of the employee’s grievance as it was presented to him/her in Step 2 to each member of the Personnel Committee at least two days prior to the meeting at which the grievance will be reviewed. The request and purpose of the request shall be placed on the Personnel Committee’s agenda immediately following approval of minutes and approval of bills, and shall be a closed session. The employee shall be in attendance at the meeting and shall have the right to (1) present his/her case and (2) request to speak privately with the Personnel Committee, which request shall not be unreasonably refused.

The Executive Director shall be in attendance at the meeting and shall report his/her recommendations. The Personnel Committee shall have the choice of ruling on the grievance at the meeting at which the grievance is presented or shall be allowed to consider the matter until the next regularly scheduled Personnel Committee meeting, at which time the matter of the grievance shall again be placed on the agenda immediately following approval of minutes
and approval of bills, and shall be a closed session. The employee or employees shall have the right to attend this meeting and shall receive written notification of the decision of the Personnel Committee.

Appeals to Personnel Committee decisions may be made to the full Commission. The Commission decision shall be final.

H–8. Harassment and Discrimination in the Workplace

1. **Purpose.** The purpose of this policy is to maintain a healthy work environment in which all individuals are treated with respect and dignity and to provide procedures for reporting, investigating, and resolving complaints of harassment and discrimination.

2. **Policy.** It is the Agency’s policy that all individuals have the right to exist in an environment, whether on- or off-premises, free of all forms of harassment. The Agency will not tolerate, condone, or allow harassment by any employee or other non-employee who conducts business with CARPC or the Agency. The Agency considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the Agency shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this policy can lead to discipline up to and including termination, with repeated violations, even if “minor,” resulting in greater levels of discipline, as appropriate, up to and including dismissal.

3. **Procedures**
   
a. **Prohibited Activity (Sexual Harassment and Harassment)**
      
(1) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

   (a) Submission to such conduct is made either explicitly or implicitly a term of condition of employment;

   (b) Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or

   (c) Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive working environment.

(2) Harassment is any verbal, written, visual, or physical act that creates a hostile, intimidating, or offensive work environment or interferes with an individual’s job performance.

   (a) No employee shall either explicitly or implicitly ridicule, mock, deride, or belittle any person.

   (b) Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, sex, religion, age, disability, sexual orientation, or national origin. Such harassment is a prohibited form of
discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the Agency.

b. **Covered Individuals.** Individuals covered under this policy include employees, applicants for employment, volunteers, members of the public, elected officials, and appointed boards and commissions.

c. **Supervisory Responsibilities**

(1) Each supervisor shall be responsible for preventing prohibited activities as defined above.

   (a) Monitoring the work environment on a daily basis for signs that harassment may be occurring;

   (b) Training and counseling all Agency individuals on what constitutes harassment and sexual harassment, on the types of behavior prohibited by this policy and procedures for reporting and resolving complaints of harassment.

   (c) Stopping any observation that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and

   (d) Taking immediate action to prevent retaliation towards the complaining party or witnesses and to eliminate the hostile work environment where there has been a complaint of harassment, pending investigation. If a situation requires separation of the parties, care should be taken to avoid actions that appear to punish the complainant. Transfer or reassignment of any of the parties involved should be voluntary, if possible, and, if non-voluntary, should be temporary pending the outcome of the investigation.

(2) Each supervisor has the responsibility to assist any individual who comes to that supervisor with a complaint of harassment in documenting and filing a complaint with the internal investigation authority as designated by the Agency. See the Administrative Services Officer for the appropriate complaint form.

(3) Failing to carry out these responsibilities will be considered in any evaluation or promotional decisions and may be grounds for discipline.

d. **Employee Responsibilities**

(1) Each CARPC or Agency individual is responsible for assisting in the prevention of harassment through the following acts:

   (a) Refraining from participation in, or encouragement of, actions that could be perceived as harassment;

   (b) Reporting acts of harassment to an Agency supervisor; and

   (c) Encouraging any individual who confides that he or she is being harassed or discriminated against to report these acts to an Agency supervisor.
(2) Failure of any Agency individual to carry out the above responsibilities will be considered in any performance evaluation or promotional decisions and may be grounds for discipline, up to and including dismissal.

e. **Complaint Procedures**

(1) Any individual encountering harassment is encouraged, but not required, to inform the person that his or her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The individual should document all incidents of harassment in order to provide the fullest basis for investigation.

(2) Any individual who has unsuccessfully attempted to terminate the harassment by means of paragraph 3.e(1) above, and who believes that he or she is being harassed, shall report the incident(s) as soon as possible to an Agency supervisor so that steps may be taken to protect the individual from further harassment, and so that appropriate investigative and disciplinary measures may be initiated. Where doing so is not practical, the individual may instead file a complaint with the Executive Director or the Executive Chairperson.

(3) The supervisor or other person to whom a complaint is given shall meet with the individual and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) on which the harassment occurred.

(4) An individual should utilize the above internal reporting procedure first. However, if after utilizing this procedure the complainant does not feel the complaint has not been adequately addressed, the complainant may file a complaint with either or both of the following:

   (a) Wisconsin Equal Rights Division  
       201 East Washington Avenue, Room A100  
       P.O. Box 8928  
       Madison, WI 53708-8928  
       Phone: (608) 266-6860

   (b) City of Madison Department of Civil Rights  
       210 Martin Luther King Jr. Blvd, Room 523  
       Madison, WI 53703  
       Phone: (608) 266-4910

(5) The internal investigation authority shall be responsible for investigating any complaint alleging harassment or discrimination.

   (a) The internal investigation authority shall immediately notify the Executive Director if the complaint contains evidence of criminal activity, such as battery, rape, or attempted rape.

   (b) The investigation shall include a determination as to whether other individuals are being harassed by the person, and whether other individuals participated in or encouraged the harassment.
(c) The internal investigation authority shall inform the parties involved of the outcome of the investigation.

(d) A file of harassment and discrimination complaints shall be maintained in a secure location.

(6) There shall be no retaliation against any individual for filing a harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint.

(7) The complaining party’s confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

(8) Complainants or employees accused of harassment may file a grievance/appeal in accordance with the Commission’s procedures when they disagree with the investigation or disposition of a harassment claim.

f. Retaliation

(1) Retaliation against any individual for filing a harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by this policy and by federal statutes.

(2) Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints.

(3) Monitoring to ensure that retaliation does not occur is the responsibility of the Executive Director and each supervisor.

4. Definitions

a. Verbal Harassment. Sexual innuendoes; degrading or suggestive comments; repeated pressure for dates; jokes of a sexual nature; unwelcome sexual flirtations; degrading words used to describe an individual; obscene and/or graphic descriptions of an individual’s body; or threats that job, wages, assignments, promotions, or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

b. Non-Verbal. Sexually suggestive or offensive objects or pictures; inappropriate usage of voicemail, e-mail, the internet, or other such sources as a means to express or obtain sexual material, comments etc.; printed or written materials including offensive cartoons; suggestive or offensive sounds; whistling; catcalls; or obscene gestures. Any material which inappropriately raises the issues of sex or discrimination. Treating an employee differently than other employees when he/she has refused an offer of sexual relations.

c. Physical. Unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.

d. Other Forms of Harassment. Persistent and unwelcome conduct or actions on the basis of disability, sex, arrests or conviction record, marital status, sexual orientation, membership in the
military reserve, or use or nonuse of lawful products away from work is prohibited under this policy and Wis. Stats § 111.31-111.39.

e. Harassment on any basis (race, sex, age, disability, etc.) exists whenever submission to harassing conduct is made, either explicit or implicit, a term or condition of an individual’s employment; submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual; or the conduct interferes with an employee’s work or creates an intimidating, hostile, or offensive work environment. Such conduct is prohibited under this policy and Wis. Stats. § 111.31-111.39.

f. **Unwelcome.** Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome. The conduct may be unwelcome even though the victim voluntarily engages in it to avoid adverse treatment.

**H–9. Liability Insurance Coverage**

The Agency retains general liability coverage on its employees against bodily injury or against property damage while on the premises of the Agency’s office or while conducting Agency business outside. In addition, the Agency retains automotive liability insurance coverage on all autos the Agency leases, hires, or borrows, or on autos owned by employees used in Agency work. This insurance provides coverage for the protection of the Agency on its employees and equipment. It does not supplant the need for an employee’s own liability insurance. Information on the amount of coverage and terms of coverage are available by examining the policies. See the Administrative Services Manager for details.

**H–10. Media Relations**

If an employee receives any contact by members of the media at work, the employee shall not answer any questions, but, instead, refer the person to the Executive Director. All media inquiries during working hours should be responded to by the Executive Director or the Executive Chairperson, either of whom may designate other staff to speak to members of the media. Failure to forward media calls to the Executive Director could result in inaccurate or misinterpreted information representing CARPC and/or the Agency to the public. Repeated unauthorized contact with the media during working hours may also lead to disciplinary action, up to and including termination (see Section F–4 [Discipline]).

**H–11. Nursing Mothers**

The Agency will provide reasonable break time each day to any employee who needs to nurse or express breast milk for her infant child (until the child reaches the age of one year). This break time must, if possible, run concurrently with any break time already provided to the employees (see Section H–12.2. [Office Hours/Hours of Work]). Any other time needed for this purpose will be without pay. A private space for employees to express breast milk or nurse their babies will be provided. Employees who are nursing mothers should see the Administrative Services Manager for more details.

**H–12. Office Hours/Hours of Work**

The Agency’s office is open for business weekdays between 7:45 a.m. and 4:30 p.m. except on holidays as shown in Section D—2 (Holidays). The office may be closed on other days if all Agency staff need to attend meetings that are away from the office.
1. All full-time employees shall work an eight-hour day, five-day week with a forty-five-minute unpaid lunch period. The normal work day is from 7:45 a.m. to 4:30 p.m., and the lunch period is flexible. Some positions may require employees to work evening and weekend hours (see Section C—6 [Overtime] for overtime policies). Part-time and extra hire employees will work those hours agreed upon with the supervisor at the time of hire.

   Alternative eight-hour work days may be arranged at the division or section level with the approval of the Executive Director. Such alternate work hours shall be according to fixed schedules for six-month periods and assume that the division will be staffed during office hours.

2. Employees may take a 15-minute paid break in mid-morning and mid-afternoon.

**H–13. Outside Employment**

If an Agency employee takes on outside employment, it should not involve a conflict of interest with the employee’s Agency job responsibilities or with the Agency’s plans and programs. One example of a conflict of interest would be taking on planning consultant work within Dane County or in an adjoining jurisdiction. Outside employment should also not interfere with the employee’s ability to perform his/her job responsibilities. An employee who is involved or about to be involved in any matter that could result in a conflict of interest or with the Agency’s plans or programs, shall so notify his/her supervisor and the Executive Director describing the matter and the nature of the possible conflict.

**H–14. Political Activity**

Because CARPC is an intergovernmental and non-partisan agency serving local governments in Dane County, employees shall avoid any political activity that would: (1) associate CARPC with a political campaign; and/or (2) be carried out on Agency time.

However, a special leave of absence for political activity may be applied for and shall be granted if the Executive Director determines that the duties of the employee can adequately be carried out or can be postponed during the absence. See Section D—3.6. (Special Leaves of Absence) for more information about special leaves of absence.

**H–15. Travel**

Travel time while performing official duties (other than normal home-to-work travel) may count toward the employee’s 40-hour work week, consistent with Federal regulations.

Payment of travel expenses is covered in Section C—3 (Employee Expenses).

**H-16. Whistleblower Policy**

A whistleblower as defined by this policy is an employee of the Agency who reports an activity that the whistleblower considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their immediate supervisor, the Administrative Services Manager, or the Commission’s Chairperson. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.
Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Agency and/or the Commission will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Administrative Services Manager immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Agency Director, who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Administrative Services Manager.
APPENDIX A

Job Descriptions

There are job descriptions for the following positions:

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Geographic Information Systems Specialist .................................................. 55
Senior Community Planner ......................................................................... 57
Senior Environmental Engineer ................................................................. 59
Senior Environmental Resources Planner ..................................................... 61

For clarification of anything shown in the job descriptions, see the appropriate Division Director or the Administrative Services Manager.
Administrative Services Manager

The Administrative Services Manager performs independently, exercising discretion and independent judgment, to oversee the support operations of the Agency.

Position responsibilities:

- Act as Agency liaison with the Agency’s third-party accounting firm and auditors;
- Take and transcribe minutes of Commission and committee meetings;
- Maintain Agency staff personnel records, answer inquiries on personnel benefits and policies, and perform other personnel duties related to staffing;
- Assist the Executive Director and/or Agency Director in the preparation of the annual budget;
- Analyze and interpret varied fiscal and human resource policies, laws, and regulations;
- Prepare monthly financial reports for presentation to the Commission, including the reconciliation of bank statements and creation of budget reports;
- Process and maintain documents and records involving financial transactions, including preparation of accounts receivable invoices, receipt and recording of accounts receivable, making bank deposits, and payment of accounts payable;
- Act as payroll administrator for the Agency;
- Draft and publish letters, emails, meeting agendas, and memoranda;
- Supervise Agency support staff consisting of Program Associates and other part-time help as needed;
- Act as primary contact for Dane County Information Management;
- Act as the Agency’s Records and Forms Officer to ensure the Agency’s files comply with the Agency’s adopted retention policy and that the Agency’s retention policy follows all applicable laws;
- Maintain and update the Agency’s website;
- Answer questions and provide information in reply to Commission, public, and interdepartmental inquiries.

Minimum Education and Experience Requirements

Requires graduation from high school and some coursework and/or training in accounting, and four or more years of responsible office experience. Graduation from business college or technical college is desirable. Knowledge of budgetary practices and processes. Knowledge of accrual accounting systems, and laws and regulations governing fiscal record keeping for local governments. Ability to exercise judgment and discretion in the interpretation and application of complex policies and procedures with regard to personnel rules and regulations. High degree of knowledge of modern office equipment and procedures. Advanced skill in the use of word processing and accounting software and spreadsheets. Ability to gather information and organize it in an orderly fashion. Ability to supervise the work of others. Type at an acceptable speed (at least 50 words per minute). Ability to transcribe minutes of Commission and committee meetings. Ability to carry out assignments requiring organization of materials and development of procedures. Ability to communicate effectively, orally and in writing. Ability to take a critical approach toward work methods. Considerable degree of arithmetical skill and accuracy. Ability to provide a high level of customer service to the Commission, Agency staff, other units of government, the public, and others. Ability to simultaneously manage multiple projects of varying degrees of complexity. Knowledge of the functions, organization, procedures, law involved, and related
to the activities of the Commission.

**Certifications:** None required

**Licenses:** None required

**Salary Range:** R-7

**FLSA Status:** Exempt

**Reports to:** Executive Director (or in the absence of an Executive Director, the Agency Director)

**Physical Demands**
Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to attend meetings inside and outside the office, access files, and operate office machinery, including copiers and printers, telephones, and presentation equipment. Occasionally needs to position self to work on presentations, including under desks (to retrieve supplies) and next to utility tables. The person in this position frequently communicates with other staff and the public who have inquiries about the Commission’s programs and data. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies and audio/visual equipment up to 10 pounds in the office and outside the office for various events needs.

**Work Environment**
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

**Disclaimer**
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
Community Planner

The Community Planner performs independently to provide support in preparing comprehensive regional land use and community plans. This position collects, analyzes, and communicates planning data to provide meaningful conclusions; develops plans; prepares outreach and information materials; conducts outreach, education, and public participation; creates graphic presentations; performs geographical information systems (GIS) work; and related work as required.

Position responsibilities:

- Assist with the preparation of comprehensive regional land use and community plans;
- Work with Agency staff, other planners, municipal officials, and the public to prepare and update the regional land use plan;
- Monitor community planning activities in the region;
- Make presentations to and answer inquiries from elected officials, civic groups, and the general public;
- Coordinate Agency activities with other departments/agencies as needed;
- Stay abreast of trends, regulations, and developments in the field of community and regional planning;
- Gather, interpret, and prepare data for Agency studies and reports;
- Provide planning and data assistance to local communities;
- Provide information to the Commission as requested or directed;
- Prepare written content including newsletter articles; and
- Perform geographic analyses.

Minimum Education and Experience Requirements
Requires graduation from an accredited college or university with a degree in planning or a closely related field with two years of experience. Requires skill in data manipulation and qualitative and quantitative analysis (strong ability to conduct statistical, and demographic analyses, and to work with Census data); data synthesis for meaningful conclusions; technical and public report writing; intermediate GIS ability (create layers and meaningful maps using ESRI software); communicating and working effectively with elected officials, other staff, and the general public; conducting effective public participation processes; and skill in graphics preparation and presentation. Working familiarity with InDesign, Illustrator, WordPress or other web design programs, and SketchUp software preferred.

Certifications: None required

Licenses: None required

Salary Range: R5

FLSA Status: Exempt

Reports to: Division Director for Community and Regional Development Planning
Physical Demands
Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to attend meetings inside and outside the office, access files, and operate office machinery, including copiers and printers, telephones, and presentation equipment. Occasionally needs to position self to work on presentations, including under desks (to retrieve supplies) and next to utility tables. The person in this position frequently communicates with other staff and the public who have inquiries about the Commission’s programs and data. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies and audio/visual equipment up to 10 pounds in the office and outside the office for various events needs.

Work Environment
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

Disclaimer
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
Agency Director

The Agency Director position carries out duties of the Executive Director when that position is vacant. The position is combined with the position of either the Director for Environmental Resources Planning Division or the Director for Community and Regional Development Planning Division. The Agency Director position is only an add-on to a Division Director and not a full-time, stand-alone position. This job description addresses only the Agency Director responsibilities and requirements. Division Director position responsibilities and requirements are described in separate position descriptions.

In cooperation with the Executive Chairperson, if that position is filled, the responsibilities of the Agency Director include:

- Implementation of the Agency’s goals, policies, and initiatives;
- Facilitate the development of a clear and compelling vision and mission for the Agency, to help focus the Agency’s approach to the conduct of its duties and responsibilities;
- Develop and implement regional planning to generate a broad agreement on regional goals;
- Facilitate and achieve consensus among diverse groups and interests;
- Develop processes, implementation measures, and alliances to empower and encourage local units of government and municipal leaders to work individually and in concert towards the realization of the regional vision;
- Foster meaningful dialogue and collaboration among all units of government, and promote coordinated action for the improvement of the region;
- Communicate the findings, initiatives, and policy recommendations of the Agency; and
- Communicate the goals and objectives of the Agency in a compelling and persuasive manner and generate broad support for the Agency’s work through outreach.

Agency Director responsibilities also include:

- Overall performance and management of Agency operations, including the appointment, supervision, and termination of all employees, subject to Commission approval;
- Represent the Agency while working with the public to solicit interest in and attract support for regional development and conservation activities and concerns;
- Selection and development of staff;
- Review of staff personnel files;
- Develop the effectiveness of the Agency staff in the service of the Agency and the region, and protect staff neutrality, respect, loyalty, and team spirit;
- Work with Agency staff to establish professional development goals and programs;
- Uphold and implement the Agency’s Personnel Manual;
- Provide leadership, direction, and motivation for staff;
- Develop an effective and progressive work program and budget in support of the Agency’s vision and mission, as well as its legally mandated duties and responsibilities;
- Develop and propose an annual budget and manage its implementation, including the review and approval of expenses and the approval of bank deposits;
- Execute contracts and agreements to carry out the functions of the Agency;
- Compliance with federal and state laws and regulations;
- Create and maintain a workplace atmosphere of respect and professional neutrality;
- Effectively communicate ideas, strategies, and policies orally and in writing;
- Develop private and public communications and maintain positive public relations in a politically and socially diverse environment;
Manage program development, implementation and evaluation; and
Duties as directed by vote of the Commission.

Minimum Education and Experience Requirements
Master’s degree in a related field from an accredited college or university. A minimum of three years professional experience at a senior level in planning or environmental sciences. A minimum of one year of management experience, including developing Agency goals and objectives, hiring, supervision, budgeting, staffing governing boards, and designing and overseeing work programs. Excellent public relations and oral and written communication skills. Demonstrated ability to effectively represent the organization and develop effective relations with other entities and leaders to advance Agency goals.

Certifications: None required
Licenses: None required
Salary Range: R-25
FLSA Status: Exempt
Reports to: Executive Director (or in the absence of an Executive Director, the Personnel Committee)

Physical Demands
Frequently required to see, talk, and hear. Frequent repetitive movement of hands and fingers for typing and/or writing. Occasional standing, walking, stooping, kneeling, crouching, or reaching with hands and arms. Must occasionally lift and/or move up to 10 pounds.

Work Environment
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

Disclaimer
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
Deputy Agency Director

The Deputy Agency Director position contains responsibilities that are added to the position of Division Director. The Deputy Agency Director position is only an add-on to a Division Director and not a full-time, stand-alone position. This job description addresses only the Deputy Agency Director responsibilities and requirements. Division Director position responsibilities and requirements are described in separate position descriptions.

The Deputy Agency Director carries out duties in support of the Executive Director or Agency Director and the Agency overall. The Deputy Agency Director position is filled for succession planning purposes, to provide back-up to the Agency Director, and to recognize a Division Director who is carrying out responsibilities at the Executive or Agency Director level.

Responsibilities in support of the Executive Director or Agency Director:

- Facilitate the development of a clear and compelling vision and mission for the Agency, to help focus the Agency’s approach to the conduct of its duties and responsibilities;
- Develop and implement a regional consensus-building process to generate a broad agreement on a vision for the future of the region;
- Develop processes, implementation measures, and alliances to empower and encourage local units of government and municipal leaders to work individually and in concert towards the realization of regional goals;
- Facilitate and achieve consensus among diverse groups and interests;
- Foster meaningful dialogue and collaboration among all units of government, and promote coordinated action for the improvement of the region;
- Communicate the findings, initiatives, and policy recommendations of the Agency; Overall performance and management of Agency operations;
- Communicate the goals and objectives of the Agency in a compelling and persuasive manner and generate broad support for the Agency’s work through outreach.
- Develop private and public communications and maintain positive public relations in a politically and socially diverse environment;
- Uphold and implement the Agency’s Personnel Manual;
- Protect staff neutrality, respect, loyalty, and team spirit;
- Develop the effectiveness of the Agency staff in the service of the Agency and the region, and protect staff neutrality, respect, loyalty, and team spirit;
- Develop and propose an annual budget and manage its implementation, including the review and approval of expenses and the approval of bank deposits;
- Develop an effective and progressive work program and budget in support of the Agency’s vision and mission, as well as its legally mandated duties and responsibilities;
- Manage program development, implementation and evaluation;
- Create and maintain a workplace atmosphere of respect and professional neutrality;
- Execute contracts and agreements to carry out the functions of the Agency;
- Compliance with federal and state laws and regulations;
- Duties as directed by vote of the Commission.
Minimum Education and Experience Requirements
Master’s degree in a related field from an accredited college or university. A minimum of three years professional experience at a senior level in planning or environmental sciences. A minimum of one year of management experience, including developing Agency goals and objectives, hiring, supervision, budgeting, staffing governing boards, and designing and overseeing work programs. Excellent public relations and oral and written communication skills. Demonstrated ability to effectively represent the organization and develop effective relations with other entities and leaders to advance Agency goals.

Certifications: None required
Licenses: None required
Salary Range: R-23
FLSA Status: Exempt
Reports to: Executive Director or Agency Director

Physical Demands
Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to attend meetings inside and outside the office, access files, and operate office machinery, including copiers and printers, telephones, and presentation equipment. Occasionally needs to position self to work on presentations, including under desks (to retrieve supplies) and next to utility tables. The person in this position frequently communicates with other staff and the public who have inquiries about the Commission’s programs and data. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies and audio/visual equipment up to 10 pounds in the office and outside the office for various event needs.

Work Environment
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

Disclaimer
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
Division Director for Community and Regional Development Planning

The Division Director for Community and Regional Development performs independently. This position oversees preparation and updates to the regional development plan, Future Urban Development Area (FUDA) planning, community level planning and assistance, data management and mapping, and related function of education, outreach and public participation.

Position responsibilities:

- Develop and implement Division goals, policies, and initiatives;
- Assist the Executive Director in preparing the Division annual work program;
- Develop and implement regional planning to generate a broad agreement on regional goals;
- Monitor progress towards Division goals and propose changes or actions as needed to address shortfalls;
- Communicates Division and Agency mission, goals, and activities to stakeholders, partners, and the public;
- Builds, maintains, and expands network of positive relationships with stakeholders and partners, including local government officials, to increase understanding and support for the Agency;
- Represents the Agency at various governmental and organizational meetings;
- Effectively communicating ideas, strategies, and policies orally and in writing;
- Organize, manage and supervise Division planning staff and activities;
- Recruit and select planners for hire to fill vacancies;
- Review of Division employees’ personnel files;
- Provide vision, direction, and motivation to Division employees;
- Work with Division staff to establish professional development goals and programs;
- Uphold and implement the Agency’s Personnel Manual;
- Uphold the AICP Code of Ethics, and use its “Principles to Which We Aspire” as guiding principles of the Division;
- Update the regional development plan as needed to maintain it as a widely recognized vision and strategy for growth;
- Manage the process to amend the regional development plan as needed;
- Manage and lead FUDA planning to foster joint planning among units of local government that results in common future land use maps;
- Manage demographic and land use data collection, reporting, and services; and
- Manage education, outreach and public participation activities.

Minimum Education and Experience Requirements

This position includes the education and experience requirements of the Senior Community Planner position plus a minimum of three years of experience as Senior Community Planner. Excellent public relations and oral and written communication skills. Demonstrated ability to effectively lead a team of professionals to accomplish established work programs. Ability to synthesize a wide range of sources of information, and diverse perspectives, to prepare analyses of challenges and options, and formulate recommendations and work programs.

Certification: AICP certification within one year of hire.

Licenses: None required

Salary Range: R-20
FLSA Status: Exempt

Reports to: Executive Director (or in the absence of an Executive Director, the Deputy Director)

Physical Demands
Frequently required to see, talk, and hear. Frequent repetitive movement of hands and fingers for typing and/or writing. Occasional standing, walking, stooping, kneeling, crouching, or reaching with hands and arms. Must occasionally lift and/or move up to 10 pounds.

Work Environment
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

Disclaimer
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
Division Director for Environmental Resources Planning

The Division Director for Environmental Resources Planning performs independently, with lead work responsibilities in developing and implementing the goals, policies, and initiatives for the Division. This position oversees and directs the Agency’s technical pollution abatement and environmental resource protection planning work, water quality management planning responsibilities, preparation and updates to the environmental and infrastructure components of the regional development plan, environmental conditions reports, community level environmental and infrastructure planning assistance, data management and mapping, and related functions of education, outreach, and public participation.

Position responsibilities:

- Develop and implement Division goals, policies, and initiatives;
- Assist the Executive Director in preparing the Division annual work program;
- Monitor progress towards Division goals, and propose changes or actions as needed to address shortfalls;
- Program planning for the geographic information system (GIS) work of the Agency;
- Communicate Division and Agency mission, goals, and activities to stakeholders, partners, and the public;
- Build, maintain, and expand network of positive relationships with stakeholders and partners, including local government officials to increase understanding and support for the Agency;
- Represent the Agency at various governmental and organizational meetings;
- Effectively communicate ideas, strategies, and policies orally and in writing;
- Organize, manage, and supervise Division staff and activities;
- Recruit and select staff for hire to fill Division vacancies;
- Review of Division employees’ personnel files;
- Provide vision, direction, and motivation to Division employees;
- Work with Division staff to establish professional development goals and programs;
- Uphold and implement the Agency’s Personnel Manual;
- Update the regional development plan, including the water quality management plan, as needed to maintain it as a widely recognized vision and strategy for sustainable development;
- Manage the process to amend the water quality management plan, as needed;
- Manage and lead environmental resources and infrastructure planning to foster joint planning among units of local government;
- Manage environmental monitoring data collection, analysis, and reporting;
- Manage education, outreach and public participation activities; and
- Provide information to the Commission as requested or directed.

Minimum Education and Experience Requirements

Master’s degree with a multidisciplinary combination of academic work in civil or environmental engineering, urban or environmental planning, resource management or closely related field, from an accredited college or university, with a minimum of five years of increasingly responsible experience as Senior Environmental Engineer or equivalent. Advanced technical knowledge of wastewater and water supply systems planning and engineering, hydrology, stormwater management, water quality and water resources management planning and engineering. Advanced knowledge of the interaction between development and natural resources, and the technical and planning requirements for sustainable development that encompasses economic development, social equity, and natural resource protection in unison. Demonstrated ability to effectively lead a team of professionals to accomplish established work programs. Ability to synthesize a wide range of sources of information, and diverse perspectives,
to prepare analyses of challenges and options, and formulate recommendations and work programs.

**Certification:** ENV SP, AICP, or related credential preferred

**Licenses:** Current registration as a Professional Engineer in Wisconsin

**Salary Range:** R-20

**FLSA Status:** Exempt

**Reports to:** Executive Director (or in the absence of an Executive Director, the Deputy Director)

**Physical Demands**
Frequently required to see, talk, and hear. Frequent repetitive movement of hands and fingers for typing and/or writing. Occasional standing, walking, stooping, kneeling, crouching, or reaching with hands and arms. Must occasionally lift and/or move up to 10 pounds.

**Work Environment**
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

**Disclaimer**
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
Environmental Engineer

The Environmental Engineer performs independently, with lead work responsibilities in reviewing sanitary sewer extensions and stormwater management plans for consistency with the adopted regional water quality management plan. This position collects, analyzes, and communicates water resource and other natural resource data, monitors development and environmental resources planning activities throughout the region, and prepares and publishes reports and analyses related to environmental resources planning and environmental impact evaluation for the Commission and communities within the region.

Position responsibilities:

- Perform wastewater collection system, water supply system, and stormwater management plan review;
- Work with Agency staff, other planners, municipal officials, and the public to prepare and update the regional water quality plan;
- Conduct analysis of impacts on natural resources utilizing socio-economic, sustainability, and engineering data;
- Conduct stormwater modeling;
- Conduct capacity analysis for wastewater collection and treatment systems;
- Provide stormwater management and infrastructure planning services to assists communities in the region;
- Prepare recommendations, reports, and related information for decision-making purposes;
- Provide technical and professional advice in the area of natural resources management;
- Make presentations to and answers inquiries from elected officials, civic groups, and the general public;
- Coordinate Agency activities with other departments/agencies as needed;
- Stay abreast of trends, regulations, and developments in the field of environmental engineering;
- Represent the Agency in technical forums;
- Gather, interpret, and prepare data for Agency studies and reports;
- Perform review and analysis of sewer service area amendments;
- Perform geographic analysis on existing digital data sets; and
- Provide information to the Commission as requested or directed.

Minimum Education and Experience Requirements

Bachelor’s degree in civil, environmental, or a closely related engineering field, from an accredited college or university, with at least five years of related experience. A master’s degree in a related field may substitute for two year of related experience. Technical knowledge of wastewater and water supply systems planning and engineering, hydrology, stormwater management, water quality and water resources management planning and engineering. Demonstrated ability in stormwater modeling; and the use of geographical information systems (GIS) software. Skill in data analysis, and writing reports and newsletter articles.

Certifications: None Required

Licenses: Current registration as a Professional Engineer in Wisconsin, or the ability to be licensed
within 1 year of the start of employment

**Salary Range:** R-15

**FLSA Status:** Exempt

**Reports to:** Division Director for Environmental Resources Planning

**Physical Demands**
Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to attend meetings inside and outside the office, access files, and operate office machinery, including copiers and printers, telephones, and presentation equipment. Occasionally needs to position self to work on presentations, including under desks (to retrieve supplies) and next to utility tables. The person in this position frequently communicates with other staff and the public who have inquiries about the Commission’s programs and data. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies and audio/visual equipment up to 10 pounds in the office and outside the office for various events needs.

**Work Environment**
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings and perform field investigations; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

**Disclaimer**
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
Environmental Resources Planner

The Environmental Resources Planner performs independently to provide support in preparing water resource management plans. This position collects, analyzes, and communicates water resource and other natural resource data to provide meaningful conclusions, performs preliminary work on plans, prepares outreach and information materials, creates graphic presentations, and performs geographical information systems (GIS) work and related work as required.

Position responsibilities:

- Assist with the preparation of comprehensive regional natural resource management plans;
- Work with Agency staff, other planners, municipal officials and the public to prepare and update the regional water quality plan;
- Monitor natural resource planning activities in the region;
- Make presentations to and answers inquiries from elected officials, civic groups, and the general public;
- Coordinate Agency activities with other departments/agencies as needed;
- Stay abreast of trends, regulations, and developments in the field of environmental resource planning;
- Gather, interpret, and prepare data for Agency studies and reports;
- Perform review and analysis of sewer service area amendments;
- Perform geographic analysis on existing digital data sets; and
- Provide information to the Commission as requested or directed.

Minimum Education and Experience Requirements

Bachelor’s degree in natural resources planning, water resources management, or a closely related field from an accredited college or university with two years of experience, or master’s degree in a related field. Knowledge of environmental resources planning principles, practices and techniques of data collection, analysis, and communication. Skill in data collection and analysis. Skill in the use of ESRI GIS and Adobe InDesign software. Skill in writing reports and newsletter articles. Ability to communicate and work effectively with elected officials, other professional staff, and the general public. Ability to work independently. Ability in conducting presentations and other outreach activities.

Certifications: None required

Licenses: None required


FLSA Status: Exempt

Reports to: Division Director for Environmental Resources Planning

Physical Demands

Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to attend meetings inside and outside the office, access files, and operate office machinery, including copiers and printers, telephones, and presentation equipment. Occasionally needs to position
self to work on presentations, including under desks (to retrieve supplies) and next to utility tables. The person in this position frequently communicates with other staff and the public who have inquiries about the Commission’s programs and data. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies and audio/visual equipment up to 10 pounds in the office and outside the office for various events needs.

**Work Environment**
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings and perform field investigations; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

**Disclaimer**
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Executive Chairperson

The Commission hires the Chairperson as Executive Chairperson to carry out some of the duties of the Executive Director when that position is expected to remain vacant for an extended period.

In cooperation with the Agency Director, the position responsibilities include:

- Implementation of the Agency’s goals, policies, and initiatives;
- Facilitate the development of a clear and compelling vision and mission for the Agency, to help focus the Agency’s approach to the conduct of its duties and responsibilities;
- Develop and implement a regional consensus-building process to generate a broad agreement on a vision for the future of the region;
- Facilitate and achieve consensus among diverse groups and interests;
- Develop processes, implementation measures, and alliances to empower and encourage local units of government and municipal leaders to work individually and in concert towards the realization of the regional vision;
- Foster meaningful dialogue and collaboration among all units of government, and promote coordinated action for the improvement of the region;
- Communicate the findings, initiatives, and policy recommendations of the Agency;
- Communicate the goals and objectives of the Agency in a compelling and persuasive manner and generate broad support for the Agency’s work through outreach; and
- Duties as directed by vote of the Commission.

Minimum Education and Experience Requirements
Appointment to the Capital Area Regional Planning Commission by one of the Agency’s appointing authorities. Election as Chairperson by the Commission. Demonstrated ability to fulfill the responsibilities listed above.

Certification: None required

Licenses: None required

Salary Range: Determined by the Commission. This is a part-time position with hours established by the Commission.

FLSA Status: Non-Exempt

Reports to: Capital Area Regional Planning Commission

Physical Demands
Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to attend meetings inside and outside the office, access files, and operate office machinery, including copiers and printers, telephones, and presentation equipment. Occasionally needs to position self to work on presentations, including under desks (to retrieve supplies) and next to utility tables. The person in this position frequently communicates with other staff and the public who have inquiries about the Commission’s programs and data. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies and audio/visual equipment up to 10 pounds in the office and outside the office for various events needs.
Work Environment
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

Disclaimer
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
Geographic Information Systems Specialist

The Geographic Information Systems Specialist performs independently, with lead work responsibilities in cartography and geographic information system (GIS) methods. This position assists Agency staff with GIS methods, provides map products and data support for reports and projects, updates a variety of GIS coverages, collects and processes digital data for GIS products, and performs related work as required.

Position responsibilities:

- Design, develop, migrate, harmonize and maintain complex GIS data sets;
- Analyze and interpret digital data sets, maps, aerial photography, and other source documents;
- Perform GIS data conversion, transformation, and spatial analysis;
- Code, test, modify, and document computer programs for GIS;
- Develop customized GIS tools for use with ESRI’s ArcGIS software;
- Document methodology and metadata;
- Provide technical support and training in GIS methods to Agency staff;
- Coordinate GIS procedures and data processes for the Agency;
- Prepare maps and map series using professional cartographic techniques;
- Coordinate data exchange with other agencies;
- Respond to public requests for GIS data and mapping;
- Represent the Agency in GIS user groups and other meetings; and
- Provide information to the Commission as requested or directed.

Minimum Education and Experience Requirements

Bachelor’s degree in geography, GIS, planning, cartography, or related field, from an accredited college or university, and a minimum of two years working experience using ESRI’s ArcGIS (ArcMap, Arc/Info and ArcView), including the geodatabase and SDE formats and the Spatial Analyst extensions in a Windows based environment. Knowledge of GIS principles and methods, including coordinate system transformations and projections, digital data input methods, topological data structures, and relational database management systems. Demonstrated ability to use ESRI’s GIS software to produce quality cartographic products and other presentation materials. Experience using MS Office, including Access, Excel, or other database applications. Experience with ArcIMS, VBA, Python, and Java Script is desired, but not required.

Certifications: None required

Licenses: None required

Salary Range: R-10

FLSA Status: Exempt
Reports to: Division Director of Environmental Resources Planning

Physical Demands
Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to attend meetings inside and outside the office, access files, and operate office machinery, including copiers and printers, telephones, and presentation equipment. Occasionally needs to position self to work on presentations, including under desks (to retrieve supplies) and next to utility tables. The person in this position frequently communicates with other staff and the public who have inquiries about the Commission’s programs and data. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies and audio/visual equipment up to 10 pounds in the office and outside the office for various events needs.

Work Environment
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings and perform field investigations; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

Disclaimer
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
Senior Community Planner

The Senior Community Planner performs independently, with lead work responsibilities that require coordination with other staff and outside agencies. The Senior Community Planner works with Agency staff, the Commission, other planners, municipal officials, and the public to prepare and update the regional land use plan. This position also provides planning and data services.

Position responsibilities:

- Lead preparation of regional land use plan in coordination with other regional planning efforts;
- Assist communities with updating their comprehensive plans and integrating regional and local plan goals;
- Work with agency, municipal, and developer staff to amend plans through the urban service area process by updating and analyzing land use data, assisting communities with the amendment process, reviewing applications, and preparing staff analyses;
- Lead agency data services, to include collection, monitoring, manipulation, analysis, sharing and reporting of land use, development, and socioeconomic data;
- Provide planning and data services to communities;
- Prepare recommendations, reports and related information for decision-making purposes;
- Coordinate Agency activities with other departments/agencies as needed;
- Make presentations to and answers inquiries from elected officials, civic groups and the general public;
- Stay abreast of trends, regulations, and developments in the field of community and regional planning;
- Gather, interpret, and prepare data for Agency studies and reports;
- Perform geographic analysis on existing digital data sets;
- Act as the Agency’s Title VI Coordinator;
- Monitor planning activities in the region;
- Supervise Agency interns; and
- Provide information to the Commission as requested or directed.

Minimum Education and Experience Requirements

Requires graduation from an accredited college or university with a degree in planning or a closely related field with seven years of increasingly responsible experience in planning work. A master’s degree in a related field may substitute for two years of related experience. Advanced knowledge of planning principles and practices and ability to apply them to prepare, update and amend plans. Ability to collect, analyze and communicate data. Skill in data analysis and writing reports and newsletter articles. Ability to communicate and work effectively with elected officials, other professional staff, and the general public. Ability to work independently and supervise work of other staff. Ability to prepare and give presentations and conduct other outreach activities. Ability to conduct technical studies, write reports and make presentations on findings. Ability to independently review plans for adequacy and consistency with adopted standards, plans, and criteria, and to provide comment and suggestions for improvement where necessary. Intermediate geographical information systems (GIS) ability (create layers and meaningful maps using ESRI software). Ability to represent the agency in various technical forums. Working familiarity with InDesign, Illustrator, WordPress, and Sketchup software preferred.
Certifications: AICP certification preferred

Licenses: None required

Salary Range: R-15

FLSA Status: Exempt

Reports to: Division Director for Community and Regional Development Planning

Physical Demands
Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to attend meetings inside and outside the office, access files, and operate office machinery, including copiers and printers, telephones, and presentation equipment. Occasionally needs to position self to work on presentations, including under desks (to retrieve supplies) and next to utility tables. The person in this position frequently communicates with other staff and the public who have inquiries about the Commission’s programs and data. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies and audio/visual equipment up to 10 pounds in the office and outside the office for various events needs.

Work Environment
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings and perform field investigations; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

Disclaimer
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
Senior Environmental Engineer

The Senior Environmental Engineer performs independently, with lead work responsibilities in the regional water quality management plan (urban service area) amendment and environmental corridor delineation process. This position collects, analyzes, and communicates water resource and other natural resource data, monitors development and environmental resources planning activities throughout the region, and prepares and publishes reports and analyses related to environmental resources planning and environmental impact evaluation for the Commission and communities within the region.

Position responsibilities:

- Lead the review and analysis of regional water quality management plan (sewer service area amendments);
- Independently review plans for adequacy and consistency with adopted standards, plans, and criteria;
- Work with Agency staff, other planners, municipal officials, and the public to prepare and update the regional water quality plan;
- Conduct analysis of impacts on natural resources utilizing socio-economic, sustainability, and engineering data;
- Assist communities in the region with planning for sustainable development that encompasses economic development, social equity, and natural resource protection in unison;
- Conduct technical studies, write reports, and make presentations on findings;
- Work with stakeholders to develop relevant technical standards for water quality and natural resource protection;
- Conduct capacity analysis for wastewater collection and treatment systems;
- Provide stormwater management and infrastructure planning services to assists communities in the region;
- Prepare recommendations, reports, and related information for decision-making purposes;
- Provide technical and professional advice in the area of natural resources management;
- Prepare and give presentations, and conduct other outreach activities;
- Coordinate Agency activities with other departments/agencies as needed;
- Stay abreast of trends, regulations, and developments in the field of environmental engineering;
- Represent the Agency in technical forums;
- Conduct stormwater modeling;
- Gather, interpret, and prepare data for Agency studies and reports;
- Perform geographic analysis on existing digital data sets; and
- Provide information to the Commission as requested or directed.

Minimum Education and Experience Requirements

Bachelor’s degree in civil, environmental, or a closely related engineering field, from an accredited college or university, with a minimum of seven years of increasingly responsible experience as Environmental Engineer or equivalent. A master’s degree in a related field may substitute for two years of related experience. Advanced technical knowledge of wastewater and water supply systems planning and engineering, hydrology, stormwater management, water quality and water resources management
planning and engineering. Knowledge of the interaction between development and natural resources, and the technical and planning requirements of mitigating the potential adverse impacts of development on natural resources. Demonstrated ability in stormwater modeling; and the use of geographical information systems (GIS) software. Skill in data analysis, and writing reports and newsletter articles.

**Certifications:** ENV SP, AICP, or related credential preferred

**Licenses:** Current registration as a Professional Engineer in Wisconsin

**Salary Range:** R-17

**FLSA Status:** Exempt

**Reports to:** Division Director for Environmental Resources Planning

**Physical Demands**
Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to attend meetings inside and outside the office, access files, and operate office machinery, including copiers and printers, telephones, and presentation equipment. Occasionally needs to position self to work on presentations, including under desks (to retrieve supplies) and next to utility tables. The person in this position frequently communicates with other staff and the public who have inquiries about the Commission’s programs and data. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies and audio/visual equipment up to 10 pounds in the office and outside the office for various events needs.

**Work Environment**
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

**Disclaimer**
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
Senior Environmental Resources Planner

The Senior Environmental Resources Planner performs independently, with lead work responsibilities in preparing water resource management plans and conducting groundwater modeling. This position collects, analyzes, and communicates water resource and other natural resource data, monitors development and environmental resources planning activities throughout the region, and prepares and publishes reports and analyses related to environmental resources planning and environmental impact evaluation for the Commission and communities within the region.

Position responsibilities:

- Lead preparation of comprehensive regional natural resource management plans;
- Work with Agency staff, other planners, municipal officials, and the public to prepare and update the regional water quality plan;
- Monitor planning activities in the region, and assists communities with updating their comprehensive plans and integrating regional plan and water quality plan goals;
- Conduct groundwater modeling using the regional hydrologic model;
- Provide water supply and wellhead protection planning services to assists communities in the region;
- Prepare recommendations, reports, and related information for decision-making purposes;
- Provide technical and professional advice in the area of natural resources management;
- Make presentations to and answers inquiries from elected officials, civic groups, and the general public;
- Coordinate Agency activities with other departments/agencies as needed;
- Stay abreast of trends, regulations, and developments in the field of environmental resource planning;
- Represent the Agency in technical forums;
- Gather, interpret, and prepare data for Agency studies and reports;
- Perform review and analysis of sewer service area amendments;
- Perform geographic analysis on existing digital data sets; and
- Provide information to the Commission as requested or directed.

Minimum Education and Experience Requirements

Bachelor’s degree in water resources planning or a closely related field from an accredited college or university with a minimum of seven years of increasingly responsible experience as Environmental Resources Planner or equivalent. A master’s degree in a related field may substitute for two years of related experience. Advanced knowledge of environmental resources planning principles, practices, and techniques of data collection, analysis, and communication. Knowledge in water resources planning for groundwater and surface water resources. Technical knowledge of wetland, groundwater, and freshwater sciences. Demonstrated skill in groundwater modeling and the use of geographical information systems (GIS) software. Skill in writing reports and newsletter articles.

Certifications: ENV SP, AICP, or related credential preferred

Licenses: None required
Salary Range: R-15

FLSA Status: Exempt

Reports to: Division Director for Environmental Resources Planning

Physical Demands
Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to attend meetings inside and outside the office, access files, and operate office machinery, including copiers and printers, telephones, and presentation equipment. Occasionally needs to position self to work on presentations, including under desks (to retrieve supplies) and next to utility tables. The person in this position frequently communicates with other staff and the public who have inquiries about the Commission’s programs and data. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies and audio/visual equipment up to 10 pounds in the office and outside the office for various events needs.

Work Environment
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings and perform field investigations; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

Disclaimer
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
APPENDIX B

Employee Evaluation Forms

Evaluation forms for both self-evaluation by the employee and completion by the employee’s supervisor follow. Any desired changes to these forms need to be submitted to the Administrative Services Manager.
CAPITAL AREA REGIONAL PLANNING COMMISSION

EMPLOYEE SELF-EVALUATION

Name: ________________________ Position: __________________________ Date: ________________

There are two essential keys to this self-evaluation. These are (1) to unlock the mystery surrounding work and its negative/positive impacts which affect productivity/creativity; and (2) to be an effective catalyst in creating and/or enhancing mutual communication.

The employee is encouraged to complete this as thoroughly as possible. There may be a few job classifications where some sections may be inapplicable.

1. Comprehensive description of job performance during the past year (please identify specific tasks):

2. Key accomplishments during the past year:

3. Significant difficulties and/or problems encountered:

4. Recommend job-related goals for the coming year:

5. Areas of greatest job-related strengths:

6. Areas requiring additional development (specify training here, add time frames):

7. What does your Supervisor, Division, or the Agency do to help you do your job?

8. What 4 or 5 things does your Supervisor, Division, or the Agency do that hampers you?

9. What additional things can your Supervisor, Division, or the Agency do to help you do your job?

10. What can the Agency expect from you by way of contributions and results over the next 12 months?

Employee: __________________________________________ Date: _____________________

Reviewer: __________________________________________ Date: _____________________
CAPITAL AREA REGIONAL PLANNING COMMISSION
EMPLOYEE EVALUATION FORM

Initial Review □ Annual Review □

Staff Member ___________________________ Anniversary Date ___________________________
Position ________________________________ Date of Current Evaluation ____________________
Date Hired ______________________________
Prepared by _____________________________ Title ______________________________

Space has been provided for objective performance ratings and for more subjective comments and summary. Keep in mind that the evaluation should also provide guidance and longer range objectives for the employee.

Ratings: Three check-off ratings are provided for indicating performance relative to what you feel is an average for this position as related to the goals of this agency. “Meets Expectations” represents performance consistent with, and “Exceeds Expectations” represents performance above and beyond, those expectations outlined in the position description and standards commensurate with the position. “Needs Attention” indicates that the employee should make one or more specific improvements. Use the “Other” space or the comments section to elaborate on the checked rating. For unusually good or poor performance, write a short rating on the “Other” space and explain it as necessary in the “Comments” section, Part G, or on additional paper. If a category does not apply to the employee, write in “not observed” or “not applicable” as appropriate.

A. GENERAL WORK PERFORMANCE: How does this person perform the job tasks?

<table>
<thead>
<tr>
<th></th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Attention</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Following instructions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Accuracy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Thoroughness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Timeliness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Presentation of work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Consistency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Judgment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Overall quality of work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:
## B. ABILITY IN THIS POSTION: How does this person stand on the skills required or desired for this position?

<table>
<thead>
<tr>
<th></th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Attention</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge and background</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Technical skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Writing and editing skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Oral communication skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Leadership, supervisory skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

## C. INITIATIVE: How does this person demonstrate that he/she is an asset beyond minimum job requirements?

<table>
<thead>
<tr>
<th></th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Attention</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Interest in work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Learning and applying new skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Helping out when extra effort is needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Problem solving, analytical thinking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Working independently</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6. Coordination of independent work with other agency work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:
D. **EFFECTIVENESS IN WORKING RELATIONSHIPS:** How does this employee interact with the public and with employees of other agencies?

<table>
<thead>
<tr>
<th></th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Attention</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Courtesy and tact</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Follows up on requests willingly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Works effectively in a team effort</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Compromises appropriately</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Resolves conflicting points of view</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Represents the agency appropriately</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Other ___________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

---

E. **EFFECTIVENESS IN INTRA-AGENCY WORKING RELATIONSHIPS:** How does this employee interact with other employees of this agency?

<table>
<thead>
<tr>
<th></th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Attention</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Exercises courtesy and tact</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Follows up requests willingly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Works effectively in a team effort</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Compromises appropriately</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Resolves conflicting points of view</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Other ___________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:
### F. PERSONAL CHARACTERISTICS:  How does this person meet normal expectations for work hour and work habits?

<table>
<thead>
<tr>
<th></th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Attention</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Punctuality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Efficient use of time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Care and consideration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Use of sick time/time off</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Other ____________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

### G. ACCOMPLISHMENTS:  Comment on any exceptional achievements or special projects in which this employee had played a significant part.

### H. IMMEDIATE SUPERVISOR’S SUMMARY EVALUATION:  Suggestions for improvement, and objectives for development of this employee.
I. ADDITIONAL COMMENTS BY DIVISION DIRECTOR.


J. COMMENTS BY THE EMPLOYEE.

☐ For the purposes of determining whether a step increase is warranted, this evaluation meets the criteria of “satisfactory performance” as identified in the Agency’s Personnel Manual. A satisfactory evaluation and completion of a year of employment are the basis for advancement to the next salary step.

SIGNATURES OF EMPLOYEE AND EVALUATORS, acknowledging its review (to be signed when form is complete with all comments).

____________________________________  _______  ___________________________________  _______
Employee                                Date                           Supervisor                           Date

____________________________________  _______
Division Director                       Date
APPENDIX C

This section will require modification or outright deletion

Executive Director Development Guide

PURPOSE: To provide a basis for awarding or withholding salary step increases for the Executive Director and as a process for achieving mutual understanding and agreement concerning work performance.

PROCESS:

Personnel Committee receives notification that an evaluation for the Executive Director is due.

Administrative Services Manager notifies Executive Director of upcoming evaluation and provides the Executive Director with a copy of Executive Director Development Guide and attached Executive Director Development Form. The interview date is set (provide at least one week notice).

Executive Director performs self-evaluation and completes Executive Director Development Form.

Personnel Committee completes Executive Director Development Form.

Interview is held – Personnel Committee members discuss completed forms. Discrepancies are discussed, objectives refined, Executive Director development activities agreed upon, Executive Director’s suggestions/comments discussed and resolved or plans made to resolve them.

Personnel Committee revises form, if appropriate, to reflect employee input.

Executive Director and Personnel Committee members sign form.
APPENDIX D

Executive Director Development Form

Personnel Committee Members and Executive Director review following:

<table>
<thead>
<tr>
<th>Statement of Performance:</th>
<th>Objective Statements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Major accomplishments in past reporting period.</td>
<td>▪ What should be done that is not getting done now?</td>
</tr>
<tr>
<td>▪ Personal qualities that typify the Executive Director’s performance.</td>
<td>▪ Are there work habit problems that should be remedied?</td>
</tr>
<tr>
<td>▪ Positive and negative work habits.</td>
<td>▪ What things mentioned in statement of performance can be improved?</td>
</tr>
<tr>
<td>▪ Pleasing aspects of the Executive Director’s performance.</td>
<td>▪ Are there special projects to be done?</td>
</tr>
<tr>
<td>▪ Displeasing aspects of the Executive Director’s performance.</td>
<td>▪ Are there personal development objectives to be accomplished?</td>
</tr>
<tr>
<td>▪ Adequacy of job description.</td>
<td>▪ State objectives precisely with dates to be accomplished.</td>
</tr>
<tr>
<td>▪ Adequacy in meeting established standards of performance/objectives</td>
<td>○ What is to be done?</td>
</tr>
<tr>
<td></td>
<td>○ When is it to be done?</td>
</tr>
<tr>
<td></td>
<td>○ How will you know when it is done?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Executive Director Development Plans:</th>
<th>Executive Director Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Short-term career goals</td>
<td>▪ Was the Personnel Committee’s perception of your performance accurate?</td>
</tr>
<tr>
<td>▪ Long-term career goals</td>
<td>Why or why not?</td>
</tr>
<tr>
<td>▪ Needed or useful on-the-job training, inservice/outservice training to meet career goals.</td>
<td>▪ How can work flow be improved?</td>
</tr>
<tr>
<td>▪ Personal qualities that should be developed.</td>
<td>▪ How can your work environment be improved?</td>
</tr>
<tr>
<td>▪ Training/special assignments that can help develop those qualities (leadwork, public</td>
<td>▪ How can equipment/tools be improved?</td>
</tr>
<tr>
<td>speaking, written reports, etc.)</td>
<td>▪ What are barriers to productivity?</td>
</tr>
<tr>
<td>▪ What things would the Executive Director want to do to change life positively? Can the</td>
<td>▪ How can job be designed better?</td>
</tr>
<tr>
<td>RPC help in that change?</td>
<td>▪ Is job description accurate?</td>
</tr>
<tr>
<td>▪ Job knowledge that needs developing.</td>
<td>▪ How can supervisor help get job done better/easier?</td>
</tr>
<tr>
<td>▪ How can the Executive Director be more productive?</td>
<td>▪ Other comments as desired.</td>
</tr>
</tbody>
</table>
APPENDIX E

FREQUENTLY REVIEWED INFORMATION

Federal Rates for Employee Travel Reimbursement

2020 mileage rate: $.575 per mile (57 and one-half cents per mile)

Maximum lodging:
$111 per day (January through March 2020)
$131 per day (April through September 2020)

Meals and Incidental Expenses (M&IE) for the period January-September 2020:
Maximum total M&IE reimbursement per day: $45.75 first and last day of travel; $61 for all other days; which includes the following maximum amounts: $14 for breakfast; $16 for lunch; $26 for dinner; $5 for incidental expenses. M&IE includes cost of meals and fees or tips paid to porters, baggage carriers, hotel staff, or staff on ships. All other ordinary and necessary expenses incurred during business travel that are not included in M&IE may be deducted.

2020 Health Insurance (page 11)

Coverage for medical insurance in 2020 is offered through Dean Health Care. In 2020, the Agency pays the below amounts for employees who qualify for health insurance.

Dean Health Care Monthly Rates:
Dean HMO Single: $811.95 (100% paid by CARPC)
Dean HMO Family: $1,908.07 (100% paid by CARPC)
Dean POS Single: $913.11 ($887.82 paid by CARPC; $25.29 paid by employee)
Dean POS Family: $2,145.80 ($2,086.37 paid by CARPC; $59.43 paid by employee)

2020 Dental Insurance (page 11)

Dental insurance in 2020 is offered through Delta Dental. The Agency currently pays the below amounts for employees who qualify for dental insurance.

Delta Dental Monthly Rates:
Delta Single: $48.94 (100% paid by CARPC)
Delta Family: $138.02 (100% paid by CARPC)

Wisconsin Public Employers Group Life Insurance Plan (page 12)

The Agency pays a portion of this insurance. For every $1.00 paid on the Basic insurance by Agency employees, the Agency pays an additional 20%.
Premiums (July 1, 2019 – June 30, 2020)

<table>
<thead>
<tr>
<th>Age</th>
<th>Basic Premium Rate Per $1,000*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 30</td>
<td>$.05</td>
</tr>
<tr>
<td>30 – 34</td>
<td>.06</td>
</tr>
<tr>
<td>35 – 39</td>
<td>.07</td>
</tr>
<tr>
<td>40 – 44</td>
<td>.08</td>
</tr>
<tr>
<td>45 – 49</td>
<td>.12</td>
</tr>
<tr>
<td>50 – 54</td>
<td>.22</td>
</tr>
<tr>
<td>55 – 59</td>
<td>.39</td>
</tr>
<tr>
<td>60 – 64</td>
<td>.49</td>
</tr>
<tr>
<td>65 – 69</td>
<td>.57</td>
</tr>
</tbody>
</table>

* gross amount of total earning for the previous year which, if not in even thousands, is increased to the next higher thousand.

Available other coverages:

Spouse and Dependent: $1.75 per month for each unit of coverage. Spouse = $10,000/unit; each dependent = $5,000/unit. Employees may purchase either one or two units of coverage.

After age 65 (if retired) or age 70 (if actively employed under the WRS), basic coverage continues at a reduced level with no further premiums required.

**Disability Insurance (page 12)**

Insurance is through The Standard Insurance Company. Employees may choose between Combined Short Term Disability and Long Term Disability (STD-LTD) or Long Term Disability only (LTD).

**Long Term Disability (LTD)**

<table>
<thead>
<tr>
<th>LTD Benefit Percentage:</th>
<th>Lesser of (1) 65% of first $6,154 of pre-disability earnings; or (2) 70% of pre-disability earnings, reduced by deductible income</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTD-max monthly:</td>
<td>$4,000 before reduction by deductible income</td>
</tr>
<tr>
<td>LTD-monthly premium:</td>
<td>.266% of first $6,154 of pre-disability earnings</td>
</tr>
<tr>
<td>LTD benefit waiting period:</td>
<td>365 days (STD-LTD); 90 days (LTD only)</td>
</tr>
</tbody>
</table>

**Short Term Disability (STD)**

<table>
<thead>
<tr>
<th>STD Benefit Percentage:</th>
<th>65% of first $1,538 of pre-disability earnings, reduced by deductible income</th>
</tr>
</thead>
<tbody>
<tr>
<td>STD max weekly:</td>
<td>$1,000 before reduction by deductible income</td>
</tr>
<tr>
<td>STD monthly premium rate:</td>
<td>$.081 bi-weekly per $10 of STD benefits, before reduction by deductible income</td>
</tr>
<tr>
<td>STD benefit waiting period:</td>
<td>42 days</td>
</tr>
<tr>
<td>STD max benefit period:</td>
<td>46 weeks</td>
</tr>
</tbody>
</table>
Parking Pass (page 21)

For 2020, the monthly fee is $14.22, which will be deducted post-tax from the second paycheck each month.
Capital Area Regional Planning Commission Organization Chart with Staff Positions (1) (effective January 1, 2020)

Budget & Personnel Panel

Capital Area Regional Planning Commission

Executive Chairperson

Executive Committee

Executive Director or Agency Director (2)

Deputy Agency Director (2) Administrative Support

Staff Members

Administrative Services Manager

Environmental Resources Planning

Division Director

Staff Members

Environmental Resources Planner

Environmental Resources PlannerEngineer

GIS Technical Support

Staff Members

GIS Specialist

Community & Regional Development Planning

Division Director

Staff Members

Senior Community Planner

Community Planner

Notes:
(1) Does not include part time, temporary workers such as interns or clerical
(2) Not stand-alone positions but added on to a Division Director’s responsibilities
<table>
<thead>
<tr>
<th>Rg</th>
<th>Applicable Positions</th>
<th>Rate</th>
<th>Step</th>
<th>1</th>
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<td>5</td>
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<td>Annual: 48,619</td>
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<td>51,172</td>
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<td>62,091</td>
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<td>70,002</td>
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<td>74,173</td>
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<td>63,395</td>
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<td>75,730</td>
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<td>25.85</td>
<td>27.01</td>
<td>28.11</td>
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<td>55,924</td>
<td>59,109</td>
<td>62,148</td>
<td>65,924</td>
<td>69,701</td>
<td>73,434</td>
<td>77,231</td>
<td>78,723</td>
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<td>81,225</td>
<td>82,237</td>
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<td>Annual: 6,210</td>
<td></td>
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APPENDIX F

Agency Forms

Cover Sheet for Annual Agency Forms

CARPC Drug-Free Workplace Policy - additional information in Section H-5 (Drug-Free Workplace Policy)

Code of Conduct/Conflict of Interest Policy

E-Mail and Electronic Communications Policies
ACKNOWLEDGEMENT OF RECEIPT OF ANNUAL POLICIES

By signing this form, I acknowledge that I have received, read, and understand the following Agency policies. I have been afforded an opportunity to ask questions regarding these policies. I understand that a signed copy of this form will be required, as a condition of employment, from each employee each year indicating that he/she is aware of the Agency’s policies, understand them, and will abide by the terms contained in each policy.

Code of Conduct/Conflict of Interest Policy

CARPC Drug-Free Workplace Policy

E-Mail and Electronic Communication Policies

Please return this acknowledgement, signed and dated, to the Administrative Services Manager by January 17, 2020.

EMPLOYEE CERTIFICATION:

I certify that I have read, understand, and will abide by the terms of these Agency policies.

_________________________________________  ____________________________
Employee Name (Printed)      Date

_________________________________________
Employee Signature
CARPC Drug-Free Workplace Policy

For the purposes of this notice, the “Agency” refers to the Capital Area Regional Planning Commission’s organization.

The federal Drug-Free Workplace Act of 1988 requires contractors and grantees of federal agencies to certify that they are providing drug-free workplaces. The Agency receives federal funds and must comply with the drug-free workplace guidelines. Current guidelines followed for the Agency policy are described on the Substance Abuse and Mental Health Services Administration (SAMHSA) website at https://www.samhsa.gov/workplace.

Under the law, we are to communicate our policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on our premises. Our policy concerning a drug-free workplace is:

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment.

Agency employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance while performing work-related activities while within Agency offices or while conducting Agency business. Any employee who violates any of the prohibitions may be dismissed according to the procedures established in Section H-5 (Drug-Free Workplace Policy) of the CARPC Personnel Manual.

The Agency recognizes drug dependency as an illness and a major health problem. The Agency also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use the mental health programs through the Agency’s health care provider and its insurance plans, as appropriate. Conscientious efforts to seek help will not jeopardize any employee’s employment and will not be noted in any personnel record. If you have any questions concerning the employee assistance program or health insurance benefits available, please contact me.

The law requires all employees, as a condition of employment, to abide by the terms of this policy and to report any conviction received by the employee under a criminal drug statute for violations occurring on or off Agency premises while conducting Agency business. A report of such conviction(s) must be made to your immediate supervisor within five calendar days after such conviction. The Agency must notify the appropriate federal sponsoring agency, in writing, within ten calendar days after receiving notice of any employee drug convictions(s). Additionally, employers of convicted employees must provide notice, including position title, to every project officer or other designee on whose project activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices.
A copy of the Agency’s policy statement will be distributed on an annual basis and provided to each newly-hired employee. A signed copy of this statement will be required, as a condition of employment, from each employee indicating that he/she is aware of the Agency’s policy, understand it, and will abide by the terms contained therein.
Capital Area Regional Planning Commission

Code of Conduct/Conflict of Interest Policy

Adopted by CARPC on February 10, 2011
Revised by CARPC Executive Committee on July 12, 2018

The following Code of Conduct/Conflict of Interest Policy (“Policy”) applies to all Commissioners, officers, employees, and agents of the Capital Area Regional Planning Commission (“CARPC”). The purpose of this Policy is to ensure that CARPC operates in the most ethical, impartial, and responsible fashion. CARPC hereby establishes the following Policy to achieve that goal and to ensure that its actions are executed in a manner that instills confidence in the units of government and public it serves.

1. The following definitions apply:
   a. “Anything of value” means any money, property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation and expenses paid by CARPC, political contributions which are reported under Wis. Stats. Ch. 11, or hospitality extended for a purpose unrelated to CARPC.
   b. “Associated,” when used with reference to an organization, includes an individual or a member of his or her immediate family being a director, officer, or trustee in an organization, or when that person or persons owns or controls, directly or indirectly, and severally or in the aggregate, at least 10% of the outstanding equity of that organization. “Associated” also includes any situation where an individual or a member of his or her immediate family is an authorized representative or agent of an organization.
   c. “Immediate family” means (1) an individual’s spouse or designated family or registered domestic partner, or (2) an individual’s relative by marriage, lineal descent, or adoption; or a person who receives, directly or indirectly, more than one-half of his or her financial support from the individual or from whom the individual receives, directly or indirectly, more than one-half of his or her support.
   d. “Organization” means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust, or other legal entity other than an individual or governmental body.
   e. “Conflict of interest” means any financial or interest in, or association with, a commissioner, officer, or employee, or member of his or her immediate family, any entity with which CARPC has a transaction or arrangement.

2. Commissioners, officers, employees, and agents of CARPC or its designee(s), in his or her official capacity, shall conduct all work activities in an ethical manner consistent with State law (Wis. Stats. § 19.59), and shall not:
   a. Use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which the individual or immediate family member is associated;
b. Solicit or accept from any person or organization, directly or indirectly, anything of value if it could reasonably be expected to influence his or her vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on his or her part;

c. Directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his/her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any committee registered under Wis. Stats. Ch. 11, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office; or

d. Participate in or perform any discretionary action that involves making, granting, or imposing an award, contract, or approval decision if he or she, any member of his or her immediate family, or an organization which employs, or is about to employ, any of the aforementioned, has a substantial financial or other interest in the organization selected for award or contract or an organization competing for the same grant or contract.

3. Commissioners, officers, employees, and agents of CARPC or its designee(s) must disclose any actual or possible conflict of interest, and be given the opportunity to disclose all material facts to their supervisor, if employees, or the Commission or committee, if commissioners.
   a. Supervisors should work with employees to avoid or remove any conflict of interest.
   b. Commissioners shall determine if an actual conflict of interest exists and, if so, the commissioner with a conflict of interest shall leave a meeting during discussion of, and action on, a possible transaction or arrangement involving the conflict of interest.

4. Commissioners, officers, employees, and agents of CARPC or its designee(s) found to be in violation of this Policy may be penalized, sanctioned, or disciplined, to the extent permitted by State and local laws or regulations.

5. A copy of the Policy shall be provided to all Commissioners, officers, and employees of CARPC.
E-Mail and Electronic Communication Policies

Employee Notice

For the purposes of this notice, the “Agency” refers to the Capital Area Regional Planning Commission’s organization.

As an employee of the Agency, I recognize and understand that the Agency’s communication systems are provided for conducting the Agency’s business. However, the Agency’s policy does permit some limited, occasional, or incidental personal use of the equipment and services under certain circumstances. I understand that all equipment, software, messages, and files are the exclusive property of the Agency. I agree not to use the electronic communication systems in a way that is disruptive, offensive, or harmful to others or to the Agency. I agree not to use pass codes, access a file, or retrieve any stored communication other than where authorized. I agree not to copy, send, or receive confidential information without prior authorization from my immediate supervisor and the Executive Director (or Agency Director in the absence of an Executive Director, or Deputy Agency Director if so designated for this purpose by the Executive Director or Agency Director).

I am aware that the Agency reserves and will exercise the right to review, audit, intercept, access, and disclose all matters on the Agency’s electronic communication systems at any time. I am aware that the Agency may exercise these rights with or without employee notice, and that such access may occur during or after working hours. I am aware that use of a login name and password does not guarantee confidentiality, guarantee privacy or restrict the Agency’s right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from employment, as well as civil and/or criminal liability.
CAPITAL AREA REGIONAL PLANNING COMMISSION

PERSONNEL MANUAL DISCLAIMER

For the purposes of this disclaimer, “CARPC” includes both the Capital Area Regional Planning Commission and its organization.

Employees are responsible for reading this personnel manual (“Manual”), familiarizing themselves with its contents, and adhering to all of the policies and procedures of CARPC, whether set forth in this Manual or elsewhere.

The policies, procedures and standard practices described in this Manual are not conditions of employment. This Manual does not create an express or implied contract between CARPC and any of its employees located in Wisconsin or any other designated locations where this Manual is applicable. CARPC reserves the right to terminate any employee, at any time, with or without notice or procedure, for any reason deemed by CARPC to be in the best interests of CARPC, as long as the termination does not violate any federal or state laws.

CARPC reserves the right to modify this Manual, amend or terminate any policies, procedures, or employee benefit programs whether or not described in this Manual, at any time, or to require and/or increase contributions toward these benefits programs.

This Manual and the personnel policies contained herein were adopted by CARPC and supersede and replace all previous personnel manuals and personnel policies. Personnel policies are periodically reviewed, in part or as a whole, to ensure that they continue to reflect current human resources standards and are consistent with trends and legislative requirements.

No manager or representative of CARPC other than the Commission, the Executive Director, or the Agency Director (in the absence of an Executive Director), is authorized to enter into any employment agreement on behalf of CARPC. Any such agreement, if made, shall not be enforceable unless it is a formal written agreement signed by both the future employee and the authorized CARPC representative.

This Manual is the property of CARPC, and any copies of the Manual in an employee’s possession are to be returned to the Administrative Services Manager should that employee’s employment be terminated for any reason.
Please initial each paragraph and sign the following acknowledgment:

_______ I acknowledge that I have received a copy of the Capital Area Regional Planning Commission ("CARPC") Personnel Manual ("Manual"). I understand that it is my responsibility to read and comply with policies contained in the Manual as well as any revisions made to it. I also understand that if I need additional information, or if there is anything that I do not understand in the Manual, I should contact my immediate supervisor or the Administrative Services Manager.

_______ I understand that, before my departure from CARPC for any reason, I will return to the Administrative Services Manager any paper copies, and erase any electronic copies, of the Manual in my possession.

_______ I understand that this is an “At Will” employment agreement, which means employees enter into employment voluntarily and are free to resign at any time for any reason or no reason. Similarly, CARPC is free to terminate its relationship with any employee at any time for any reason or no reason, as long as the termination does not violate any federal or state laws. Nothing in CARPC’s policies, actions, or this Manual shall be construed to create a contract of employment nor alter the “At Will” nature of the employee’s status with CARPC.

_______ I understand that this Manual reflects policies, practices, and procedures in effect on the date of publication and that it supersedes any prior policy manual, handbook, work rules, benefits and practices of CARPC. I further understand that the rules, policies, benefits and practices referred to in the Manual are continually evaluated and may be modified, reduced or discontinued at any time by CARPC, in its judgment and discretion, with or without notice. I acknowledge that the Manual is available in the Shared/Admin/Personnel Resources folder and will be updated throughout the year. It is my responsibility to be aware of and to adhere to the changes in policy as they occur.

Employee Name _____________________________________________________

Employee Signature _______________________________ Date _______________
Re: Approval of June 2020 Disbursements and Treasurer’s Report for May 2020 (actionable item)

Requested Action:

Approval of June 2020 Disbursements and Treasurer’s Report for May 2020

Background:

CARPC internal controls require that bills be approved by CARPC or its Executive Committee and also that the Treasurer routinely review the CARPC bank statement, the entries and balance of the cash account of the general ledger, the bank account reconciliation prepared by staff, and the previous month’s ending cash balance. This review by the Treasurer is regularly confirmed by his or her signature on the Treasurer’s Report, or by the Chair in the absence of a Treasurer, per the terms of CARPC’s bylaws.

Options and Analysis:

Materials Presented on Item:

1. June 2020 Disbursements
2. May 2020 Treasurer’s Report
3. Budget Year-to-Date as of May 31, 2020

Staff Contact:

Linda Firestone
Administrative Services Manager
608-474-6017; cell 608-358-6057
LindaF@CapitalAreaRPC.org

Next Steps:
Voucher Bills for June 2020
Capital Area Regional Planning Commission

The following list of bills have been encumbered by the Capital Area Regional Planning Commission and are true and correct.

[Signature]
Stephen Steinhoff, Deputy Director

6/8/2020
Date

6/8/2020
Date Approved
Larry Palm, Executive Chairperson

Mark Geller, Treasurer

Vouchers 1 through 30 totaling $85,726.84
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<tr>
<td>5</td>
<td>CARPC Employees</td>
<td>Expense reports</td>
<td>$300.00</td>
</tr>
<tr>
<td>6</td>
<td>City of Madison</td>
<td>Jul 2020 monthly sub-lease</td>
<td>$3,835.54</td>
</tr>
<tr>
<td>7</td>
<td>City of Madison/Metro Transit</td>
<td>May 2020 bus pass charges (fees will be waived)</td>
<td>$10.00</td>
</tr>
<tr>
<td>8</td>
<td>US Postal Service</td>
<td>Jun 2020 postage (packets &amp; other mail)</td>
<td>$10.00</td>
</tr>
<tr>
<td>9</td>
<td>Dane County</td>
<td>Jul 2020 parking passes (reimbursed 100% by employees)</td>
<td>$113.76</td>
</tr>
<tr>
<td>10</td>
<td>Dean Health</td>
<td>Jul 2020 health insurance (employees reimb $178.29 + $166.67 opt out)</td>
<td>$11,877.44</td>
</tr>
<tr>
<td>11</td>
<td>Delta Dental</td>
<td>Jul 2020 dental insurance (Mesbah reimb $139.02)</td>
<td>$1,065.00</td>
</tr>
<tr>
<td>12</td>
<td>Dempsey Law Firm</td>
<td>Mar/Apr/May 2020 legal fees</td>
<td>$700.00</td>
</tr>
<tr>
<td>13</td>
<td>The Standard</td>
<td>Jul 2020 disability (CARPC portion $22.57)</td>
<td>$160.00</td>
</tr>
<tr>
<td>14</td>
<td>Misc Office Supplies (Various Vendors)</td>
<td>Office supplies (new equipment)</td>
<td>$2,934.00</td>
</tr>
<tr>
<td>15</td>
<td>Packerland</td>
<td>Jun 2020 monthly rent for 2 rugs ($5.80 during Safer-at-Home bi-weekly)</td>
<td>$12.00</td>
</tr>
<tr>
<td>16</td>
<td>Paychex</td>
<td>Jun 2020 fees</td>
<td>$276.00</td>
</tr>
<tr>
<td>17</td>
<td>Ricoh</td>
<td>May 2020 maintenance charges</td>
<td>$335.54</td>
</tr>
<tr>
<td>18</td>
<td>Securian</td>
<td>Jul 2020 life insurance (CARPC portion = $19.83; paid on 5/29/20)</td>
<td>$141.74</td>
</tr>
<tr>
<td>19</td>
<td>Supranet</td>
<td>Jun 2020 wireless internet service</td>
<td>$895.00</td>
</tr>
<tr>
<td>20</td>
<td>SW WI Workplace Dev Board</td>
<td>Jun 2020 parking passes (reimbursed 100% by employees)</td>
<td>$2,456.00</td>
</tr>
<tr>
<td>21</td>
<td>VISA (Ofc supplies on separate line)</td>
<td>Jun 2020 various charges</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>22</td>
<td>WRS</td>
<td>Jun 2020 retirement (half is reimbursed by employees; 2 payrolls)</td>
<td>$5,800.00</td>
</tr>
<tr>
<td>23</td>
<td>Zoom</td>
<td>May 2020 user account fee (pd via VISA)</td>
<td>$15.81</td>
</tr>
<tr>
<td>24</td>
<td>Johnson Block</td>
<td>Remaining balance for 2019 financial audit</td>
<td>$3,400.00</td>
</tr>
<tr>
<td>25</td>
<td>WI Dept of Workforce Development</td>
<td>Unemployment comp for former scanning clerk ($826.76 + $103.71 x 4)</td>
<td>$1,241.60</td>
</tr>
<tr>
<td>26</td>
<td>Distinctive</td>
<td>Part 1 of Co-Branding Agreement (aprd in Apr 2020)</td>
<td>$600.00</td>
</tr>
<tr>
<td>27</td>
<td>WI Historical Society</td>
<td>GIS data annual license (aprd in Apr 2020)</td>
<td>$239.00</td>
</tr>
<tr>
<td>28</td>
<td>WDNR</td>
<td>NHL training for Breyer (aprd in May 2020)</td>
<td>$65.00</td>
</tr>
<tr>
<td>29</td>
<td>Park Bank</td>
<td>Annual security fee (aprd in May 2020)</td>
<td>$25.00</td>
</tr>
<tr>
<td>30</td>
<td>Various newspaper subscriptions</td>
<td>Cambridge News/Egerton Reporter (aprd in May 2020)</td>
<td>$160.00</td>
</tr>
<tr>
<td>31</td>
<td>Badger State Industries</td>
<td>2 office chairs ($200/chair + $20 s/h; aprvd Mar 2020)</td>
<td>$423.42</td>
</tr>
</tbody>
</table>

**Recommended for Approval:**

Stephen Steinhoff, Deputy Director

---

**Report: May 2020 Estimated Amounts as Paid (previously approved)**

<table>
<thead>
<tr>
<th>No.</th>
<th>Payee</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 Adobe</td>
<td>Monthly fee for 1 Creative Cloud and 4 shared Adobe Acrobat licenses (pd via VISA)</td>
<td>$147.95</td>
</tr>
<tr>
<td>2</td>
<td>2 AT&amp;T</td>
<td>May 2020 monthly phone service</td>
<td>$170.00</td>
</tr>
<tr>
<td>3</td>
<td>3 CARPC Employees</td>
<td>Payroll for May 7, 2020 (net wages/taxes/deferred comp)</td>
<td>$23,000.00</td>
</tr>
<tr>
<td>4</td>
<td>4 CARPC Employees</td>
<td>Payroll for May 21, 2020 (net wages/taxes/deferred comp)</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>5</td>
<td>5 CARPC Employees</td>
<td>Expense reports</td>
<td>$300.00</td>
</tr>
<tr>
<td>6</td>
<td>6 City of Madison</td>
<td>Jun 2020 various charges</td>
<td>$3,835.54</td>
</tr>
<tr>
<td>7</td>
<td>7 City of Madison/Metro Transit</td>
<td>Apr 2020 bus pass charges (bus fees waived)</td>
<td>$75.00</td>
</tr>
<tr>
<td>8</td>
<td>8 US Postal Service</td>
<td>May 2020 postage (packets &amp; other mail; no packets or other mail sent out)</td>
<td>$10.00</td>
</tr>
<tr>
<td>9</td>
<td>9 Dane County</td>
<td>Jun 2020 health insurance ($168.67 opt out payment; $11,877.44 - employees reimb $178.29)</td>
<td>$12,044.11</td>
</tr>
<tr>
<td>10</td>
<td>10 Dean Health</td>
<td>Jun 2020 dental insurance ($556.48 - Mesbah reimb $138.02)</td>
<td>$1,095.81</td>
</tr>
<tr>
<td>11</td>
<td>11 Dempsey Law Firm</td>
<td>Apr 2020 legal fees (not received yet but there will be an invoice with unknown $ amount)</td>
<td>$250.00</td>
</tr>
<tr>
<td>12</td>
<td>12 The Standard</td>
<td>Jun 2020 disability (CARPC portion $32.57)</td>
<td>$160.00</td>
</tr>
<tr>
<td>13</td>
<td>13 Misc Office Supplies (Various Vendors)</td>
<td>Offsite Office supplies (new equipment)</td>
<td>$250.00</td>
</tr>
<tr>
<td>14</td>
<td>14 Packerland</td>
<td>May 2020 monthly rent for 2 rugs ($5.80 during Safer-at-Home bi-weekly)</td>
<td>$12.00</td>
</tr>
<tr>
<td>15</td>
<td>15 Paychex</td>
<td>May 2020 fees</td>
<td>$275.00</td>
</tr>
<tr>
<td>16</td>
<td>16 Ricoh</td>
<td>Apr 2020 maintenance charges ($83,28 + $44.46 refund for page overcount)</td>
<td>$100.00</td>
</tr>
<tr>
<td>17</td>
<td>17 Securian</td>
<td>Jun 2020 life insurance (CARPC portion = $19.83; paid on 4/10/20)</td>
<td>$134.11</td>
</tr>
<tr>
<td>18</td>
<td>18 Supranet</td>
<td>Jun 2020 various charges</td>
<td>$895.00</td>
</tr>
<tr>
<td>19</td>
<td>19 SW WI Workplace Dev Board</td>
<td>May 2020 acct charges</td>
<td>$2,456.00</td>
</tr>
<tr>
<td>20</td>
<td>20 VISA (Ofc supplies on separate line)</td>
<td>May 2020 various charges (book for Steinhoff)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>21</td>
<td>21 WRS</td>
<td>May 2020 retirement (half is reimbursed by employees; 2 payrolls)</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>22</td>
<td>22 Zoom</td>
<td>Monthly user account fee (pd via VISA)</td>
<td>$15.81</td>
</tr>
<tr>
<td>23</td>
<td>23 Distillery</td>
<td>Part 1 of Co-Branding Agreement (aprd in Apr 2020)</td>
<td>$600.00</td>
</tr>
<tr>
<td>24</td>
<td>24 WDNR</td>
<td>GIS data annual license (aprd in Apr 2020)</td>
<td>$239.00</td>
</tr>
<tr>
<td>25</td>
<td>25 Park Bank</td>
<td>Annual security fee (aprd in May 2020)</td>
<td>$25.00</td>
</tr>
<tr>
<td>26</td>
<td>26 Various newspaper subscriptions</td>
<td>Cambridge News/Egerton Reporter (aprd in May 2020)</td>
<td>$160.00</td>
</tr>
<tr>
<td>27</td>
<td>27 Badger State Industries</td>
<td>2 office chairs ($200/Chair + $20 s/h; aprvd Mar 2020)</td>
<td>$423.42</td>
</tr>
</tbody>
</table>

**TOTAL MONTHLY EXPENSES (does not include lines 26-31 which have prior approvals)**

$85,726.84
Treasurer's Report May 2020
Capital Area Regional Planning Commission

CHECKING
Reconciled Cash Balance 4/30/2020 66,952.83

May Disbursements
Personnel $ (53,440.74)
Operating Expenses $ (10,444.30)
Transfer to Money Market $ -
Total Disbursements $ (63,885.04)

May Deposits
Deposits $ 29,208.12
Transfer from money market $ 60,000.00
Payments made via ACH $ 4,106.96
Total Deposits $ 93,315.08

Checking - Ending Balance 5/31/2020 $ 96,382.87

MONEY MARKET
Reconciled Cash Balance 4/30/2020 $646,372.55

May Disbursements (transfer to checking) * $ (60,000.00)
May Deposits $ -
May Interest (rate = 0.02%) $ 74.20
Net Change $ (59,925.80)

MMA - Ending Balance 5/31/2020 $586,446.75

Reconciled Total Cash Balance 5/31/2020 $ 682,829.62

For the month(s) indicated above, I have reviewed the CARPC bank statement, the entries and balance of the cash account of the general ledger, and the bank account reconciliation prepared by staff, and hereby find, to the best of my knowledge, the reconciled Cash Balance indicated above to be true and correct.

Signed: ____________________________ Date: ____________________________
Mark Geller, Treasurer

June 2020 (estimated)

June Estimated Disbursements $ (85,726.84)

June Estimated Deposits
Sewer Ext Reviews $ 4,000.00
USA Amendment Fees $ 8,756.07
Mapping Services $ 107.23
WDNR 1Q 2020 $ 29,900.00

Total Estimated Deposits $ 42,763.30

Estimated Cash Balance 6/30/2020 $ 639,866.08
### REVENUES

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual YTD</th>
<th>Percentage of Actual to Budget</th>
<th>Under/Over YTD</th>
<th>Pro-rata Budget YTD</th>
<th>2020 Amended Nov 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees: sewer extensions</td>
<td>$12,600</td>
<td>30.00%</td>
<td>$4,900</td>
<td>$17,500</td>
<td>$42,000</td>
</tr>
<tr>
<td>Fees: USA/LSA application review</td>
<td>$14,132</td>
<td>33.65%</td>
<td>$3,368</td>
<td>$17,500</td>
<td>$42,000</td>
</tr>
<tr>
<td>Fees: Annual Planning Conference Registration</td>
<td>$1,568</td>
<td>6.60%</td>
<td>$10,099</td>
<td>$11,667</td>
<td>$28,000</td>
</tr>
<tr>
<td>Local &amp; Regional Planning Assistance</td>
<td>$7,500</td>
<td>9.33%</td>
<td>$26,000</td>
<td>$33,500</td>
<td>$80,400</td>
</tr>
<tr>
<td>Grants and Donations</td>
<td>$-</td>
<td>0.00%</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Product Sales</td>
<td>$-</td>
<td>0.00%</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>EPA/DNR Water Quality Planning</td>
<td>$2,196</td>
<td>32.92%</td>
<td>$583</td>
<td>$2,779</td>
<td>$6,670</td>
</tr>
<tr>
<td>MMSD</td>
<td>$1,568</td>
<td>5.60%</td>
<td>$10,099</td>
<td>$11,667</td>
<td>$28,000</td>
</tr>
<tr>
<td>Local &amp; Regional Planning Assistance</td>
<td>$-</td>
<td>0.00%</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>WDOT Rural Transportation Work Program</td>
<td>$1,911</td>
<td>35.02%</td>
<td>$363</td>
<td>$2,274</td>
<td>$5,457</td>
</tr>
<tr>
<td>Grants and Donations</td>
<td>$114,000</td>
<td>100.00%</td>
<td>$(66,500)</td>
<td>$47,500</td>
<td>$114,000</td>
</tr>
<tr>
<td>Total Operating Revenues</td>
<td>$153,906</td>
<td>48.32%</td>
<td>$(21,187)</td>
<td>$132,720</td>
<td>$318,527</td>
</tr>
</tbody>
</table>

### Nonoperating Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual YTD</th>
<th>Percentage of Actual to Budget</th>
<th>Under/Over YTD</th>
<th>Pro-rata Budget YTD</th>
<th>2020 Amended Nov 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Dane County Property Tax</td>
<td>$491,569</td>
<td>50.00%</td>
<td>$(81,928)</td>
<td>$409,640</td>
<td>$983,137</td>
</tr>
<tr>
<td>Interest Income (Less Bank Fees)</td>
<td>$3,125</td>
<td>104.16%</td>
<td>$(1,875)</td>
<td>$1,250</td>
<td>$3,000</td>
</tr>
<tr>
<td>Total Nonoperating Revenues</td>
<td>$494,693</td>
<td>50.16%</td>
<td>$(83,803)</td>
<td>$410,890</td>
<td>$986,137</td>
</tr>
</tbody>
</table>

### Total Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual YTD</th>
<th>Percentage of Actual to Budget</th>
<th>Under/Over YTD</th>
<th>Pro-rata Budget YTD</th>
<th>2020 Amended Nov 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Total Revenues</td>
<td>$648,600</td>
<td>49.71%</td>
<td>$(104,990)</td>
<td>$543,610</td>
<td>$1,304,664</td>
</tr>
<tr>
<td>LESS pass-thru</td>
<td>$(115,911)</td>
<td>$66,137</td>
<td>$(49,774)</td>
<td>$(119,457)</td>
<td>(119,457)</td>
</tr>
<tr>
<td>Net Revenues (gross less pass-thru)</td>
<td>$532,689</td>
<td>44.94%</td>
<td>$(38,852)</td>
<td>$493,836</td>
<td>$1,185,207</td>
</tr>
<tr>
<td>CARPC Operating Reserves Applied</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Net Revenues + Reserves</td>
<td>$532,689</td>
<td>44.94%</td>
<td>$(38,852)</td>
<td>$493,836</td>
<td>$1,185,207</td>
</tr>
<tr>
<td>EXPENDITURES</td>
<td>Actual YTD</td>
<td>Percentage of Actual to Budget</td>
<td>Under/Over YTD</td>
<td>Pro-rata Budget YTD</td>
<td>2020 Amended Nov 2019</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>------------</td>
<td>--------------------------------</td>
<td>---------------</td>
<td>---------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>5. Personal Services</td>
<td>247,435</td>
<td>38.18%</td>
<td>22,572</td>
<td>270,007</td>
<td>$648,016</td>
</tr>
<tr>
<td>6. Salaries &amp; Wages (incl. Exec Chair)</td>
<td>9,616</td>
<td>27.19%</td>
<td>5,117</td>
<td>14,733</td>
<td>$43,001</td>
</tr>
<tr>
<td>7. Workstudy / Interns/ Hourly</td>
<td>16,527</td>
<td>38.43%</td>
<td>1,390</td>
<td>17,917</td>
<td></td>
</tr>
<tr>
<td>8. Social Security / Medicare</td>
<td>19,664</td>
<td>37.62%</td>
<td>2,118</td>
<td>21,783</td>
<td>$52,278</td>
</tr>
<tr>
<td>9. Employment Insurance Reimbursements</td>
<td>-</td>
<td>0.00%</td>
<td>4,167</td>
<td>4,167</td>
<td></td>
</tr>
<tr>
<td>10. Dues / Membership Fees / Subscriptions</td>
<td>1,254</td>
<td>21.25%</td>
<td>1,205</td>
<td>2,458</td>
<td></td>
</tr>
<tr>
<td>11. Office Supplies &amp; Expenses</td>
<td>2,321</td>
<td>11.60%</td>
<td>6,013</td>
<td>8,333</td>
<td></td>
</tr>
<tr>
<td>12. Recruitment</td>
<td>-</td>
<td>78.00%</td>
<td>182</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Office Space/Rent</td>
<td>23,013</td>
<td>49.83%</td>
<td>(1,387)</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>14. Training &amp; Conferences</td>
<td>1,367</td>
<td>34.17%</td>
<td>300</td>
<td>1,667</td>
<td>$4,000</td>
</tr>
<tr>
<td>15. Audit Services</td>
<td>2,342</td>
<td>29.27%</td>
<td>991</td>
<td>3,333</td>
<td></td>
</tr>
<tr>
<td>16. Financial Services</td>
<td>2,192</td>
<td>21.92%</td>
<td>1,974</td>
<td>4,167</td>
<td></td>
</tr>
<tr>
<td>17. Insurance (package, D&amp;O)</td>
<td>-</td>
<td>67.14%</td>
<td>833</td>
<td>3,700</td>
<td></td>
</tr>
<tr>
<td>18. Recruitment</td>
<td>-</td>
<td>0.00%</td>
<td>(127)</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>19. Training &amp; Conferences</td>
<td>2,321</td>
<td>11.60%</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Audit Services</td>
<td>-</td>
<td>78.00%</td>
<td>182</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Financial Services</td>
<td>-</td>
<td>0.00%</td>
<td>(127)</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>22. Office Supplies &amp; Expenses</td>
<td>-</td>
<td>78.00%</td>
<td>182</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Office Space/Rent</td>
<td>-</td>
<td>0.00%</td>
<td>(127)</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>24. Legal Services</td>
<td>5,100</td>
<td>51.00%</td>
<td>(933)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Training &amp; Conferences</td>
<td>-</td>
<td>0.00%</td>
<td>(127)</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>26. Financial Services</td>
<td>13,995</td>
<td>38.43%</td>
<td>(933)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Insurance (package, D&amp;O)</td>
<td>-</td>
<td>0.00%</td>
<td>(127)</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>28. Moving Expenses</td>
<td>-</td>
<td>0.00%</td>
<td>(127)</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>29. Communications</td>
<td>51,500</td>
<td>35.95%</td>
<td>16,700</td>
<td>47,500</td>
<td></td>
</tr>
<tr>
<td>30. Total Operating Expenses</td>
<td>58,644</td>
<td>33.93%</td>
<td>13,379</td>
<td>72,023</td>
<td></td>
</tr>
<tr>
<td>31. Contractual</td>
<td>5,351</td>
<td>38.18%</td>
<td>(1,833)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. Server Storage</td>
<td>-</td>
<td>38.18%</td>
<td>(1,833)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. IM Services</td>
<td>-</td>
<td>38.18%</td>
<td>(1,833)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. Other</td>
<td>876</td>
<td>38.18%</td>
<td>(1,833)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35. Total Contractual</td>
<td>5,351</td>
<td>38.18%</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Pass-Thru Contracts</td>
<td>30,800</td>
<td>38.18%</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. Other</td>
<td>876</td>
<td>38.18%</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. Total Pass-Thru</td>
<td>32,711</td>
<td>38.18%</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39. Gross Total Expenditures</td>
<td>468,972</td>
<td>38.18%</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40. LESS pass-thru</td>
<td>32,711</td>
<td>38.18%</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>41. NET TOTAL Expenditures (Gross less pass-thru)</td>
<td>436,261</td>
<td>38.18%</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42. Surplus/(Deficit)</td>
<td>(179,618)</td>
<td>38.18%</td>
<td>(1,000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43. CARPC Staff Accrued Leave Liability</td>
<td>(19,618)</td>
<td>38.18%</td>
<td>(1,000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44. UBILIA-1</td>
<td>555,621</td>
<td>38.18%</td>
<td>(1,000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45. Certified budget rate (CBR)</td>
<td>0.001479%</td>
<td>38.18%</td>
<td>(1,000)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>