

# ***RESOLUTION NO.: 92—2024-25***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1 For purposes of this resolution, the exempt and non-exempt group includes all employees  
2 except Elected Officials / County Board, the DSA Union group and commission members.  
3 The Miscellaneous pay group employees consist of Deputy Coroners, Bailiffs, Grants,  
4 various HHS food transporters, handypersons and site managers. The County also has a  
5 separate pay group for seasonal staff.  
6

7 The Legislative/Audit and Human Resources Committee is requesting a base wage increase  
8 of 1.0% for 2025 for the exempt and non-exempt employee group noted above, 1.0% base  
9 wage increase for seasonal staff, and 1.0% base wage increase for the Miscellaneous Pay  
10 Group employees noted above. Some staff are not paid by the hour (for example, Deputy  
11 Coroners), so a 1.0% base wage increase was added for those groups. The 1.0% base wage  
12 increase will be built into the 2025 annual operating budget as it will be a continuing and  
13 ongoing expenditure.  
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15 The County is offering an additional longevity step for employees that have been in the  
16 same position without a reclassification. The employee must meet the following criteria:

- 17 • 5 – 7 years – less than step 3
- 18 • 7 – 10 years – less than step 5
- 19 • 10 – 15 years – less than step 7
- 20 • 15+ years – less than step 10

21  
22 The base wage increase (COLA) equates to \$718,525. The additional step for longevity in  
23 the same position equals \$187,864. Impacts on fringe benefits for FICA is \$56,196,  
24 Medicare is \$13,142, Wisconsin Retirement (including protective) is \$70,514.18, and Long  
25 Term Disability is \$1,359.58. All funds have been included in the 2025 County Executive  
26 Proposed Budget.  
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28 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources  
29 Committee recommend adoption of the following resolution.  
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1 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith  
2 authorize an employee base wage increase of one percent (1%) effective December 29, 2024, for the year  
3 2025, exclusive of step increases, for the exempt and non-exempt pay group which includes all employees  
4 except Elected Officials / County Board, the DSA Union group and commission members; a one percent  
5 (1%) increase for seasonal staff, and a one percent (1%) increase for the Miscellaneous Pay Group  
6 employees. The Miscellaneous pay group employees consist of Deputy Coroners, Bailiffs, Grants, various  
7 HHS food transporters, handypersons and site managers, with said increase built into the 2025 annual  
8 operating budget, as noted on the attached fiscal note which by reference is made a part hereof, and

9 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
10 herewith authorize an additional longevity step for employees that have been in the same position without  
11 a reclassification per the following criteria: 5-7 years and placed at less than step 3; 7-10 years and placed  
12 at less than step 5; 10-15 years and placed at less than step 7; 15+ years and placed less than step 10, and

13 BE IT STILL FURTHER RESOLVED, that the Outagamie County Board of Supervisors does  
14 hereby and herewith authorize the employee step program to be retained for 2025 and that all other benefits  
15 remain the same based on usage, and

16 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of  
17 this resolution to the Outagamie County Executive, Outagamie County Human Resources Director, and  
18 the Outagamie County Finance Director.

19 Dated this \_\_\_\_ day of November 2024

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Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES  
COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**OUTAGAMIE COUNTY FISCAL NOTE**

**INTRODUCTION:** This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1675), Controller (1674) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Exempt and Non-Exempt and Miscellaneous Pay Groups 2025 Base Wage Adjustments – Proposed 1% base wage increase, maintaining step program as well as authorizing one longevity adjustments.

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

For the purpose of this fiscal note, this includes all employees except Elected Officials/County Board, the DSA union group and commissions members. The Miscellaneous pay group employees consist of Deputy Coroners, Bailiffs, Grants, various HHS food transporters, handypersons and site managers. The County also has a separate pay group for seasonal staff.

The Leg Audit/HR committee is requesting a base wage increase of 1.0% for 2025 for the exempt and non-exempt employee group noted above, 1.0% for seasonal staff and 1.0% increases for the Miscellaneous Pay Group employees noted above. Some staff are not paid by the hours (like Deputy Coroners) so a 1.0% increase was added for those groups. The 1.0% base wage increase will be built into the 2025 annual operation budget, as it will be a continuing and ongoing expenditure.

The County is offering an additional longevity step for employees that have been in the same position without a reclassification. The employee must meet the following criteria:

- 5-7 years – less than step 3
- 7 – 10 years – less than step 5
- 10 – 15 years – less than step 7
- 15+ years – less than step 10

The base wage increase (COLA) equates to \$718,525, the additional step for longevity equals \$187,864. Impacts on fringe benefits for FICA is \$56,196, Medicare \$13,142, Wisconsin Retirement (including protective) \$70,514.48, and Long Term Disability \$1,359.58.

**Current Year Budget Impact (Check one or more of the following boxes)**

Revenues                                       Expenses (Cost)                                       None – 2025 Proposed Budget

3. Is the specific cost or revenue included in the current year’s budget?      yes ( )    no ( x )    partially ( )
4. If the proposal requests additional spending, can the additional cost be absorbed within the current year’s line item?      yes ( )    no ( )    n/a ( x ) 2025 Proposed Budget
5. Is the proposal to accept additional revenues only?      yes ( )    no ( x )
6. Does this request modify/adjust the current year budget?      yes ( )    no ( x ) 2025 Budget  
If no, skip to question 8 below

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
	in 2025 Executive Budget		

**Annual and Long-Term Impact**

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue?      yes ( )    no ( x )    n/a ( )
9. What is the anticipated annual and/or long-term cost or revenue impact?      Annual Cost      \_\_\_\_\_

Fiscal Note Prepared by: Michelle Uitenbroek, Finance  
Director/Valarie Wunderlich HR Director

Annual Revenue 0

For Financial Services purposes only							
Reviewed By: <i>Michelle Uitenbroek</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <table><thead><tr><th><u>Detail Expenditures Account Number</u></th><th><u>Amount</u></th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	<u>Detail Expenditures Account Number</u>	<u>Amount</u>	_____	_____	_____	_____
<u>Detail Expenditures Account Number</u>	<u>Amount</u>						
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Date: 10/21/2024							
Comments:							