

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

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INITIATED BY

Amy Spoden, Human Resource Manager
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 8, 2017
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

1 WHEREAS, Rock County has an established Personnel Ordinance; and,
 2
 3 WHEREAS, it is good practice to review the personnel ordinance language on an annual basis; and
 4
 5 WHEREAS, certain additional changes have been suggested by Employees and Department Managers; and,
 6
 7 WHEREAS, the County wants to incorporate these additional changes to the Personnel Ordinance effective at
 8 12:01 a.m. January 1, 2018.
 9
 10 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this
 11 14th day of DECEMBER, 2017 does hereby amend Chapter XVIII, the County's Personnel
 12 Ordinance as follows:

**CHAPTER XVIII
Section 1: Objectives and Scope**

Authority
18.101

This Ordinance is promulgated under the authority of Wisconsin Statute 59.22 (2)(c) 1.c.

Purposes
18.102

The purposes of this Ordinance shall be to:

- A. Establish a clear understanding of responsibilities in the establishment and maintenance of a personnel program for Rock County.
- B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and maintain an effective and responsive workforce for the County. The Ordinance shall be based on the following objectives:
 - (1) To recruit, select and advance employees on the basis of their relative knowledge, skills, and abilities.
 - (2) To provide internally equitable and externally competitive compensation for all employees.
 - (3) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner.
 - (4) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs, race, color, national origin or ancestry, sex, age, religion, disability, sexual orientation, gender identity, gender expression, genetic information, pregnancy, creed, arrest/conviction record, marital status, military services, or outside use of lawful products or any other cause for discrimination as

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defined by law, except as allowable as a bonafide occupational requirement and with proper regard for their rights as citizens.

(5) To protect employees against coercive political activities and to prohibit the use of official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

C. Provide a system of standardized titles and standardized class descriptions for the effective administration of personnel activities such as: manpower planning and budgeting, standards of job performance, fair and equitable pay, valid selection and recruitment programs, training programs and career development.

D. Provide a system to recruit and select the most qualified persons for positions in County service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity, prohibit discrimination based on the categories identified above to ensure that persons of disadvantaged groups are fairly represented in the County workforce.

E. Provide an effective career development plan for qualified employees through promotional opportunities in an environment free of discrimination.

Scope
18.103

THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT. The provisions of this Ordinance do not vary or modify the at will employment relationship between the employee and the County. Any individual may voluntarily cease employment upon proper notice and may be terminated by Rock County at any time and for any reason. Any oral or written statements of promises to the contrary are expressly disallowed and should not be relied upon by any prospective or existing employee. The contents of this ordinance are subject to change at any time by action of the County Board.

This Ordinance shall govern personnel administration for all employees and departments of the County of Rock except:

- (a) members of the Rock County Board of Supervisors;
- (b) elected County Officials;
- (c) members of boards, commissions, and committees (including citizens);
- (d) persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the County Board, a committee thereof, or the County Administrator;
- (e) persons employed by employment services agreements or purchase of service contracts, unless expressly included in said contract or agreement;
- (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats., which shall be handled by the Public Safety and Justice Committee of the Rock County Board of Supervisors in accordance with statute.

This Ordinance shall not be interpreted as infringing upon the Constitutional powers of Elected Department Heads.

Collective Bargaining Agreements
18.104

This Ordinance applies to employees not covered by collective bargaining agreements and to employees so covered when specific contracts are silent on a particular issue, or otherwise do not apply to the contrary.

Human Resources Section of the Administrative Policies and Procedures Manual

18.105

The Human Resource Department shall develop a standard set of policies and procedures to administer the personnel system based upon the Policies established in this Ordinance. These policies and procedures shall be a part of the County's Administrative Policies and Procedures Manual. The Human Resource Policies and Procedures shall be subject to review and approval by the County Board Staff Committee.

The Ordinance shall take precedence over the Human Resource Policies and Procedures and Department Work Rules.

Department Work Rules

18.106

Nothing herein shall preclude an Appointing Authority from promulgating Department Work Rules covering topics not covered by this Ordinance or the Human Resource Department's Policies and Procedures. Work rules so promulgated must be consistent with this Ordinances and Human Resource Policies and Procedures.

Non-Elected Department Heads

18.107

Any non-elected Department Head hired shall be employed pursuant to a personal employment contract of up to two (2) years. Non-elected Department Heads serving on the date of adoption of this section may voluntarily negotiate a personal employment contract of up to two (2) years. Non-elected Department Heads shall continue to be at will employees and may be removed at the pleasure of the County Administrator. Removal of the Corporation Counsel by the County Administrator requires the concurrence of the County Board. The County Administrator shall remain the appointing authority for non-elected Department Heads. The personal employment contract covering the initial appointment of a non-elected Department Head is subject to approval by the County Board after action by the appropriate Governing Committee.

Administrator Position

18.108

The position of the County Administrator shall be included under the coverage of this Ordinance, except where there are exclusions or where this Ordinance conflicts with the resolution establishing the administrator form of government. In the case of any such conflict, the resolution shall control.

Sheriff's Office Command Staff

18.109

In addition to the benefits provided to other unilateral employees, if the following provisions of the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such modifications shall be extended to the Chief Deputy (Resolution 93-12A-118); Commanders (Resolution 91-11D-118); and Captains (Resolution 09-1B-189).

- Education
- Health insurance for retirees*
- Life insurance
- Retirement
- Sick Leave Accumulation
- Sick leave payout
- Sick leave payment
- Uniform allowance
- Worker's compensation

*For Command Staff who are at least age 53 and retire after January 1, 2014, the County shall pay 100% of the health insurance premiums for the applicable coverage for the retired and eligible dependents thru the end of the month before they turn 65.

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Correctional Supervisor
18.109(a)

In addition to the benefits provided to other unilateral employees, if the retirement provision of the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are modified, such modification shall be extended to the Correctional Supervisor.

Amendments
18.110

This Ordinance may be amended by the Rock County Board of Supervisors in the same manner as adopted.

Management Rights
18.111

The management of Rock County and the direction of the workforce is vested exclusively in the County, including but not limited to the right to:

- 1) Hire, promote, demote, suspend, discipline, and discharge;
- 2) Decide job qualifications for hiring;
- 3) Transfer or layoff because of lack of work, discontinuance of services, or other legitimate reasons;
- 4) Subcontract for economic reasons or when it is not feasible for county employees to perform the work;
- 5) Abolish or create positions;
- 6) Create job descriptions and determine the composition thereof;
- 7) Plan and schedule work;
- 8) Determine the methods and processes and manner of performing work;
- 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
- 10) Determine the location, operation and type of physical structures, facilities, equipment of the county;
- 11) Plan and schedule any training programs,
- 12) Create, promulgate and enforce reasonable work rules;
- 13) Determine and enforce regulations governing conduct and safety;
- 14) Determine what constitutes good and efficient county service, and all other functions of management and direction.

The County shall have the right to operate and manage its affairs in all respects in accordance with its rights, duties, and responsibilities.

Responsibilities and Authority
18.112

A. County Board. The County Board shall:

- (1) approve the annual County budget, including requests for personnel adjustments.

- 233 (2) review and approve County Personnel Ordinance and amendments.
 234
 235 (3) confirm department head appointments made by the County Administrator.
 236
 237 (4) delegate such duties to the County Board Staff Committee as
 238 necessary.
 239
 240 (5) hear grievance appeals as outlined in Section 18.806.
 241
- 242 B. County Board Staff Committee. The County Board Staff Committee shall:
 243
 244 (1) advise the County Administrator on matters concerning implementation of
 245 Personnel Ordinance.
 246
 247 (2) review proposed Personnel Ordinance and amendments as developed and
 248 recommended by the Human Resources Director and make
 249 recommendations to the County Board for consideration and legislative
 250 action.
 251
 252 (3) perform other related duties as assigned by the County Board.
 253
- 254 C. County Board Governing Committees. Each Governing Committee shall:
 255
 256 (1) review all appointments made by the County Administrator as provided in
 257 Section 18.112(d)(1) and make such recommendations to the Board as
 258 appropriate.
 259
- 260 D. County Administrator. Except as prohibited by State and Federal law, the County Administrator
 261 shall:
 262
 263 (1) appoint and remove all Department Heads, subject to the provisions of
 264 Section 18.107.
 265
 266 (2) advise the Governing Committee of the final interview schedule of the
 267 best-qualified applicants. The Governing Committee may participate in
 268 the scheduled interviews.
 269
 270 (3) submit terms of employment for Department Heads to the Governing
 271 Committee for review before submission to the County Board.
 272
 273 (4) approve Personnel Ordinance prior to submittal to the County Board Staff
 274 Committee and the County Board.
 275
 276 (5) apply appropriate disciplinary actions as defined in Section 18.1108 to
 277 subordinate employees.
 278
 279 (6) approve new positions, reallocations, and upgrades of existing positions
 280 subject to County Board approval.
 281
- 282 E. Human Resources Director. The Human Resources Director under the authority of the County
 283 Administrator shall:
 284
 285 (1) administer the Personnel Ordinance adopted by the County Board.
 286
 287 (2) establish, maintain and coordinate personnel transactions and records
 288 management for all County employees and positions.
 289
 290 (3) establish and maintain a central personnel file for each County employee
 291 showing name, title, salary, change in status, annual performance ratings
 292 and such pertinent information as may be necessary for effective personnel
 293 administration and for compliance with Federal and State laws.
 294

- 295 (4) advise and assist Department Heads on all County Personnel transactions
296 and records management systems and procedures.
297
- 298 (5) notify the payroll section of all relevant changes.
299
- 300 (6) review appointments and removal of personnel to County positions
301 pursuant to Section 18.607.
302
- 303 (7) maintain complete employment and performance records of all County
304 employees.
305
- 306 (8) establish and maintain a roster of all employees in the County service
307 which shall include the class title, pay status, and other pertinent data.
308
- 309 (9) make such reports and investigations to the County Administrator, County
310 Board Staff Committee and the County Board as required.
311
- 312 (10) develop and maintain the Classification Plan.
313
- 314 (11) develop and administer the recruitment and selection program.
315
- 316 (12) establish and maintain lists of persons eligible and qualified for
317 appointment and promotion to positions within the County service when,
318 in the judgment of the Human Resources Director, it is advantageous to the
319 County.
320
- 321 (13) monitor temporary and overtime assignments.
322
- 323 (14) approve and monitor layoffs due to lack of funds, work, or the abolition of
324 positions or material changes in duties and organization, encourage the re-
325 employment of laid off employees in other appropriate County positions.
326
- 327 (15) develop, operate and coordinate programs to improve employee
328 effectiveness, training and career counseling.
329
- 330 (16) establish an Affirmative Action Program designed to increase the
331 participation at all levels of the County workforce persons of
332 disadvantaged groups, including, but not limited to women, minorities and
333 the physically and mentally handicapped.
334
- 335 (17) establish standards and procedures to ensure uniformity in the application
336 of discipline and the processing of employee grievances.
337
- 338 (18) conduct third step grievance hearings as may be necessary under Section
339 18.806, and adjust such grievances as may be appropriate.
340
- 341 (19) prepare and implement such forms, reports and procedures necessary to
342 carry out the County human resources program.
343
- 344 (20) disseminate information regarding the personnel program, fringe benefits
345 and conditions of employment to all employees and departments.
346
- 347 (21) lead the County's negotiations with labor representatives, unless otherwise
348 delegated by the County Board.
349
- 350 (22) investigate unemployment compensation claims and represent the County
351 at unemployment compensation hearings.
352
- 353 (23) develop such regulations as necessary to carry out the intent of this
354 Ordinance.
355
- 356 (24) establish a safety program to reduce the incidence of work related injuries
357 and promote safety awareness.

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- (25) develop and maintain the County wide training program within budgetary limitations.
- (26) administer and manage the County's Worker's Compensation program.
- (27) insure that Department Work Rules are fairly designed and administered.

F. Department Heads. Department Heads shall:

- (1) enforce the Personnel Ordinance, and the Human Resource Policies and Procedures in their respective department.
- (2) adopt such additional Department Work Rules as required by law and/or necessary for the operations of the Department subject to approval of the Human Resources Director.
- (3) initiate and process personnel transactions affecting their employees using forms provided by the Human Resources Director.
- (4) maintain an employee service record for each employee.
- (5) notify the Human Resources Director of all changes in permanent personnel records including change of address, insurance coverage and other relevant information.
- (6) keep employees informed of current personnel policies.
- (7) conduct second step grievance procedures hearings as may be necessary under Section 18.805, and adjust such grievances as may be appropriate.
- (8) appoint and remove employees to positions subject to Section 18.304 and 18.806, and consistent with applicable State Statutes and inform governing committee of said appointments.
- (9) in collaboration with the Human Resources Director, develop employee orientation and in service training programs.
- (10) administer discipline and delegate such authority to supervisory personnel as appropriate subject to Section 18.806.
- (11) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis
- (12) obtain prior approval of the County Administrator when taking vacation days, or when traveling out of the County on County business. (This provision does not apply to elected County Officials.) The memo making the request should include a designated department contact person, as well as a phone number where the Department Head can be reached (if possible).
- (13) develop and monitor department budget.

G. Supervisory Personnel. To the extent Department Heads delegate authority to them, supervisors shall:

- (1) interview and recommend applicants for appointments to and removal from subordinate positions.
- (2) implement the Personnel Ordinance, HR Policies and Procedures and Department Work Rules in their unit.

- 420 (3) conduct performance reviews of all immediate subordinate employees on
 421 no less frequent than an annual basis.
 422
 423 (4) administer discipline to employees as necessary.
 424
 425 (5) conduct first step grievance hearings as may be necessary under Section
 426 18.806, and adjust such grievances as may be appropriate.

427 Section 2: Classification Plan

428 Development and Administration

430 18.201

431
 432 The Human Resources Director shall be responsible for the overall development and administration of the
 433 Classification Plan, in cooperation with Department Heads, key staff employees and other appropriate
 434 resources. The County Administrator position shall be an unclassified position.
 435

436 Position Description

437 18.202

438
 439 Each employee shall have an accurate position description that describes the knowledge, skills and
 440 abilities necessary to do the work of that position; goals of the position and job tasks to accomplish the
 441 goals; and identifies the essential job functions.
 442

443 Allocation of New Positions

444 18.203

445
 446 The Human Resources Director shall allocate new positions that have been approved by the County
 447 Board to one of the classifications in the Classification Plan. If a suitable class does not exist, the
 448 Human Resources Director shall establish a new classification. An appropriate pay range for the
 449 classification shall be assigned subject to the approval of the County Board Staff Committee, and
 450 confirmation of the County Board unless otherwise established through the budgetary process.
 451

452 Abolition of Unnecessary Classifications

453 18.204

454
 455 When it is determined that a classification or classifications are no longer useful or appropriate, the
 456 Human Resources Director shall inform the County Board Staff Committee that such classes have been
 457 abolished.
 458

459 Reclassification Requests

460 18.205

461
 462 A reclassification is the re assignment of a position from one existing class to another class to
 463 recognize a change in the duties and responsibilities of a position. Reclassification is considered a
 464 promotion.
 465

466 Persons in positions reclassified shall normally be advanced to the step with the next highest dollar
 467 amount in the new pay range. Future step increases will be paid according to the employee's new
 468 employee group or pay grid. In unusual circumstances, the reclassified individual may be placed in a
 469 higher step upon approval of the Human Resources Director and the County Administrator.
 470

471 Reclassification requests shall normally be contained within the annual budget. In such situations,
 472 prior to approval of the budget, the Human Resources Department shall audit the position and make a
 473 written recommendation to the County Administrator who shall then recommend approval or denial of
 474 reclassification requests. If a reclassification request is denied, the position shall not be reconsidered
 475 for reclassification until there is a significant change in the duties and responsibilities of the position.
 476 If, in exceptional cases, duties of a position change during a budget year, the County Board may
 477 approve a reclassification request upon the performance of a job audit and the recommendation of the
 478 Human Resources Director and County Administrator and with the confirmation of the County Board
 479 Staff Committee.
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541Reallocation Requests

18.206

A reallocation is the re assignment of a position from one pay range to another pay range to correct an error in the original assignment, to reflect changing labor market conditions, or to reflect significant changes over a period of time in the duties and the responsibilities of the position.

Salary adjustments shall be part of the budget process. If salary reallocations are approved, they will become effective the first day of the fiscal year. Persons in positions reallocated shall normally be advanced to the step with the next highest dollar amount in the new pay range. Future step increases will be paid according to the employee's new employee group or pay grid. In unusual circumstances, the reallocated individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator.

If the employee's current rate of pay is greater than the maximum of the new range, the employee will be red-circled in accordance with section 18.411.

When a position becomes vacant and it is determined by the Human Resources Director and the County Administrator that a reallocation of the position is necessary for recruitment purposes, such reallocation may occur outside the budget process upon the confirmation of the County Board Staff Committee and approval of the County Board.

Reorganization of Department

18.207

Each time a department or division of a department is reorganized, class descriptions for all affected employees shall be submitted to the Human Resources Director for review and approval as part of such reorganization.

Position Description Questionnaires/Job Audits

18.208

The Human Resources Director may require departments or employees to submit Position Description Questionnaires when vacancies occur, any time there is reason to believe that there has been a significant change in the duties and responsibilities of one or more positions, or as part of a job audit conducted by the Human Resources Department.

Review of Classification Plan

18.209

~~At least every three years, or as often as may be appropriate, the Human Resources Director shall review the Classification Plan to ensure that the plan accurately reflects existing position responsibilities and market conditions. The Human Resources Director shall take whatever action is appropriate to amend and update the Classification Plan, subject to the review of the County Board Staff Committee and approval of the County Board.~~

Underslotting

18.210

As a vacancy occurs, the Department Head may recommend the position not be filled at the existing level. With the concurrence of the Human Resources Director and County Administrator, the position may be filled at a lower classification.

Section 3: Recruitment and SelectionRecruitment

18.301

542 The Human Resources Director shall develop and conduct an active recruitment program designed to
 543 meet current and projected County manpower needs.

544
 545 Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield
 546 qualified candidates.

547
 548 (a) Job Announcements and Publicity.

549
 550 Human Resources shall issue job announcements and otherwise publicize
 551 vacancies as may be appropriate. Job vacancies shall be formally announced for a
 552 minimum of five working days prior to the closing date for filing applications.
 553 Depending upon the vacancy and the scope of the recruitment process, this period
 554 may be adjusted accordingly. The Human Resources Director may also initiate
 555 continuous recruitment programs for any class of positions. (See HR Policies and
 556 Procedures.)

557
 558 (b) Application Form.

559
 560 All applications for employment shall be made on forms prescribed by the Human
 561 Resources Director. The Human Resources Director may require proof of
 562 application statements.

563
 564 (c) Rejection of Applications.

565
 566 Human Resources may reject any application if the applicant:

- 567
 568 (1) does not meet the minimum qualifications established for the position.
 569
 570 (2) provides any false or misleading information in the application process.
 571
 572 (3) is physically, mentally or otherwise unable to perform the duties of the
 573 position, with or without a reasonable accommodation, as permitted under
 574 applicable State and Federal laws.
 575
 576 (4) has been convicted of a crime, which renders him/her unsuitable for the
 577 position, as permitted under applicable State and Federal laws.
 578
 579 (5) is not within the legal age limits prescribed for the position or for County
 580 employment.
 581
 582 (6) has established an unsatisfactory employment record, which demonstrates
 583 unsuitability for the position.
 584
 585 (7) is a member of an organization, which advocates the violent overthrow of
 586 the government of the United States.
 587
 588 (8) based on job related factors, is found by Human Resources to be clearly
 589 unsuitable for the position for which he/she has applied.

590
 591 (d) Whenever an application is rejected, notice of such rejection shall be promptly
 592 made to the applicant.

593
 594 (e) Human Resources may select only the best qualified applicants for screening and
 595 final consideration.

596
 597 (f) Applicants that are not selected for a position have the ability to review their
 598 individual results. Candidates who do not agree with their recruitment process
 599 results may request the Human Resources Director to review the results.

600
 601 Relocation Expense

602 18.302

603

604 An employee, newly hired to fill an FLSA exempt position, who resides outside of reasonable
 605 commuting distance (i.e. a distance greater than 40 miles) wishing to relocate his or her domicile to
 606 Rock County may be eligible for a contribution toward moving expenses, if it is determined, upon
 607 recommendation of the County Administrator and approval of the County Board Staff Committee, to
 608 be in the best interest of Rock County to offer such contribution. An employee receiving a contribution
 609 toward moving expenses shall remain a resident and employee of Rock County for not less than three
 610 (3) years. Failure to meet this requirement will result in the repayment of said moving expense on a
 611 pro rata basis.

614 Selection
 615 18.303

616
 617 The selection process shall maximize reliability, objectivity, and validity through a practical and job
 618 related assessment of applicant attributes necessary for successful job performance and career potential.
 619 The selection process shall also be balanced to provide promotional opportunities as well as open
 620 competitive opportunities at all levels of County employment.

621
 622 (a) Selection Devices.

623
 624 Human Resources shall be responsible for determining when formal selection devices are to be used to
 625 screen applicants for job vacancies which may include, but need not be limited to a review of training
 626 and experience, work sample and performance tests, practical written tests, physical fitness
 627 examinations, and background and reference inquiries. In the development of selection devices,
 628 Human Resources shall confer with Department Heads, consultants, or others familiar with the
 629 knowledge, skills and abilities required and specific devices to best measure these factors.

630
 631 (b) Confidentiality.

632
 633 Formal selection materials shall be known only to the Human Resources Director and to other
 634 individuals designated. Every precaution shall be exercised by all persons participating in the
 635 development and maintenance of materials to ensure the highest level of integrity and confidentiality.

636
 637 Eligibility Lists
 638 18.304

639
 640 Human Resources shall be responsible for establishing and maintaining eligibility lists as may be
 641 necessary or desirable upon authorization of the department. An established eligibility list will be used to
 642 fill future vacancies for the same position. Before the next candidate on the eligibility list will be
 643 considered, internal vacancies or new positions will be posted on bulletin boards throughout the county
 644 per policy. In filling job vacancies or new positions, employees within the department with the vacancy
 645 will be given consideration. Both internal and external candidates may be considered. All candidates
 646 must successfully complete a reference and background screen before final selection.

647
 648 (a) Layoff List for unilateral employees.

649
 650 An employee laid off or demoted in lieu of layoff may be considered for re-
 651 employment when a vacancy occurs for which he/she is qualified. Human
 652 Resources shall notify said employee of any vacancy arising in the same job from
 653 which the employee was laid off. Said employee shall make application for the
 654 vacant position. Once application is made, the laid off employee shall participate
 655 in a competitive hiring process and, if most qualified, shall be required to accept
 656 an offer of employment for the position within 10 days of said offer. Failure to
 657 make application or accept an offer of employment for the position from which the
 658 employee was laid off shall result in the forfeiture of notification rights for future
 659 openings.

660
 661 (b) Open Competitive and Promotional Eligibility.

662
 663 Human Resources may establish and maintain such open competitive and
 664 promotional eligibility lists of applicants who have qualified for a particular job or
 665 class of County positions.

666
667 (c) Duration of Eligibility Lists.
668

669 The duration of eligibility lists shall be not less than one year, or as provided for in
670 a Department's Work Rules.

671
672 (d) Removal of Candidates from Eligibility Lists.
673

674 Human Resources may remove candidates from an eligibility list if the candidate:

- 675
676 (1) receives a regular appointment to a position in the same class or another
677 class having the same or higher pay grade.
678
679 (2) files a written statement indicating unwillingness to accept appointment.
680
681 (2) declines an offer of employment under such conditions previously
682 indicated by the candidate as acceptable.
683
684 (4) fails to respond within a specified time period to any official written
685 inquiry regarding relative availability.
686
687 (5) fails to report for an interview or for duty at the time specified by the
688 Human Resources or appointing authority.
689
690 (6) is disqualified for employment under County policies or state law.
691
692 (7) factors covered under Section 18.301.
693

- 694 (e) Human Resources shall notify each candidate in writing of his/her removal from
695 an eligibility list. The candidate may appeal his/her removal from an eligibility list
696 and, at the discretion of the Human Resources Director, the candidate may be
697 reinstated.
698

699 Certification and Appointment
700 18.305

701
702 Whenever a vacancy in County employment is to be filled, the appointing authority shall submit a
703 request to Human Resources to provide names of eligible candidates.
704

705 Appointment of Eligible Candidates.
706

707 The appointing authority shall make an appointment from among the names submitted by Human
708 Resources. The appointing authority shall justify to the Human Resources Director each candidate's
709 unsuitability if they are bypassed on the list. Such justification must be acceptable to the Human
710 Resources Director.
711

712 The date upon which a new employee commences employment shall be jointly determined by Human
713 Resources and Hiring Manager.
714

715 Probationary Period
716 18.306

717
718 Except for Department Heads and the County Administrator, original appointments to all positions shall
719 be made with a Probationary Period of one (1) calendar year.
720

721 The length of the Probationary Period shall be specified in the written offer of employment, which will be
722 written by the Human Resources Department.
723

- 724 (1) Regular status begins on the first workday following completion of the
725 Probationary Period.
726

- 727 (2) The Probationary Period may be extended for a period of time not to
728 exceed six (6) months, with prior approval of the Human Resources
729 Director. This request must be made in writing citing the reason for the
730 request.
- 731 (3) An employee shall automatically be appointed at the end of the prescribed
732 Probationary Period, unless the appointing authority, with approval of the
733 Human Resources Director, notifies the probationary employee of the
734 extension, or the unsuccessful completion of the Probationary Period at
735 which time the employee shall have their Probationary Period extended or
736 be dismissed.
- 737 (4) Dismissal of an employee during the initial Probationary Period shall be at the
738 sole discretion of the employer and without recourse to the grievance
739 procedures herein provided.
- 740 (5) An employee appointed to a position in an acting capacity by the County
741 Administrator and subsequently selected as the regular employee in that
742 position shall have his/her total time of continuous employment, including
743 the time spent in an interim capacity, counted for seniority purposes, but
744 shall serve at least a six month Probationary Period after regular
745 appointment. When an employee is in an acting capacity, the employee
746 will continue to receive step increases as provided under Section 18.405.
- 747 (6) Probationary employees, with the exception of Pool Staff, Relief Staff, and
748 Project Staff, will not be permitted to apply for other positions until they
749 have completed twelve months of employment. An employee who has
750 completed at least six months of their probationary period, may sign for a
751 lateral transfer in the same classification with in the same division. In
752 unusual circumstances, this requirement may be waived in advance and in
753 writing by the current Department Head and Human Resources Director.
- 754 (7) Completion of the Probationary period does not guarantee continued
755 employment for any specified period of time, nor does it modify or change the
756 employee's at will status.
- 757 (8) Probationary employees, who have not completed their initial twelve (12)
758 month probationary period, who are either promoted or demoted to another
759 position will be required to serve a new one year probationary period starting
760 from the date of their new position.

761 Part-time and Seasonal Employment
762 18.307

763 When possible, employment shall be on a full time year round basis. However, when it is determined
764 to be in the best interest of the County, part-time and seasonal employees may be hired.

765 Temporary Appointments
766 18.308

767 Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is
768 available or if the eligible candidates are not available for temporary work, Human Resources may
769 authorize the appointment of a qualified individual. The acceptance or refusal by an eligible candidate
770 of a temporary appointment shall not affect the candidate's standing on the eligibility list for regular
771 appointment.

772 Double Fill of Positions
773 18.309

774 Any request for hiring in excess of the budgeted personnel roster must be approved by the County
775 Board. This would include cases where the Department Head requests an overlap of personnel for

788 more than one payroll period in order to train the new employee. The request should be approved by
789 the governing committee and County Board Staff Committee prior to submission to the Board.

791 Other Appointments May Follow Ordinance

792 18.310

793
794 Nothing herein shall preclude an appointing authority from filling those positions not covered by this
795 Ordinance in a manner consistent with it.

796 **Section 4: Salary Administration**

798 Pay Plans

799 18.401

800
801 The Pay Plans shall include the schedules of pay ranges for all County employees.

802
803 Schedules shall consist of minimum and maximum rates of pay and the intermediate pay steps. The
804 objectives of the Pay Plans shall be:

- 805 (a) To provide an appropriate salary structure, to recruit and retain an adequate number
- 806 of competent employees; and,
- 807
- 808 (b) To provide appropriate pay incentives for satisfactory or outstanding job
- 809 performance.
- 810

811
812 The pay plan schedules described above shall be contained in the County's Administrative Policy and
813 Procedures Manual.

815 Development and Administration

816 18.402

817
818 The Human Resources Director shall be responsible for the development and administration of the Pay
819 Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of pay.
820 When appropriate, the Human Resources Director shall recommend necessary amendments to the
821 County Board Staff Committee, which shall become effective upon approval of the County Board.

823 Linkage

824 18.403

825
826 The Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle of
827 equal pay for equal work. Pay ranges within the Pay Plan shall be determined with regard to such
828 factors as: uniformity of pay for each class, relative difficulty, complexity, and responsibility of work,
829 recruiting experience, prevailing rates of pay for similar jobs in public and private service, changes in
830 cost of living indices, and the financial policies of the County.

832 Entrance Pay Rate

833 18.404

834
835 The entrance pay rate for new County employees shall normally be the minimum rate of the pay range
836 prescribed for the class. A Department Head may recommend that a particular appointment be made
837 above the entrance pay rate. Such requests must be made in writing, approved in advance by the
838 Human Resources Director in recognition of relevant experience and /or exceptional qualifications.

839
840 Elected Department Heads that wish to appeal the decision for placement of a new County employee
841 made by the Human Resources Director and/or County Administrator may do so in writing to the
842 County Board Staff Committee, whose decision shall be final.

844 In Range Increment

845 18.405

846
847 In range increments shall be based on satisfactory work performance and length of service in a class.
848 Such increments shall not be granted automatically. Whenever an employee is promoted, their annual

849 pay increments (step increase) shall be based on the length of service in that range or class. The
 850 employee shall have an overall performance evaluation of "satisfactory" or "meets expectations" or
 851 higher in order for an in range increment to be granted. If the rater plans to recommend the denial of
 852 an in grade salary increment, the report shall be discussed with the Human Resources Director prior to
 853 review with the employee. The performance of the employee will be evaluated in accordance with
 854 procedures outlined in Section 7 of this Ordinance.

856 Productivity/Incentive Awards

857 18.406

858
 859 Extraordinary productivity/incentive awards may be granted in recognition of exceptional performance in
 860 addition to an employee's regular pay. Recommendations for such pay shall be initiated by the employee's
 861 supervisor and/or Department Head, reviewed and approved by the Human Resources Director, County
 862 Administrator, appropriate Governing Committee and the County Board Staff Committee. Specific
 863 guidelines for the administration of the Productivity/Incentive Awards Program shall be the responsibility
 864 of the Human Resources Director to establish and maintain subject to approval by the County
 865 Administrator and County Board Staff Committee. Such requests shall be in writing and supported by
 866 evidence of the following:

- 867
 868 (a) The employee has personally conceived and suggested a procedure or device
 869 which has resulted in substantially greater operating efficiency or in a marked
 870 decrease in operating expenses; or,
 871
 872 (b) The employee has performed extensive collateral duties or has continually
 873 completed difficult work assignments, which significantly increased the efficiency
 874 and effectiveness of his/her department's program or the County service.

875
 876
 877
 878 Seasonal Employment

879 18.407

880
 881 Seasonal employees shall be compensated on an hourly basis at a rate established within the parameters
 882 of the annual budget as determined annually by the Human Resources Director.

883
 884 Temporary Employment

885 18.408

886
 887 Temporary employees shall be compensated by placing them on a step in the appropriate salary
 888 schedule.

889
 890 Should a non-regular employee be reclassified as a regular employee in the same job, he/she shall be
 891 advanced in pay to the appropriate salary rate of his/her classified position. His/her total time of
 892 continuous employment including his/her temporary employment, shall be counted as part of his/her
 893 probationary period.

894
 895 Pay Rate Adjustments

896 18.409

897
 898 The following actions shall affect the pay status of an employee:

899
 900 (a) Transfer

901
 902 When an employee is transferred from one class to another with a common pay
 903 range, he/she shall continue to receive the same pay rate.

904
 905 (b) Promotion

906
 907 When an employee is promoted from one class to another having a higher pay
 908 range, he/she shall normally advance to the pay step in the new range which is

909 immediately above his/her former rate of pay. In unusual circumstances, the
 910 promoted individual may be placed in a higher step upon prior approval of the
 911 Human Resources Director and the County Administrator.
 912

913 (c) Demotion

914
 915 When an employee is demoted for any reason, the Human Resources Director shall
 916 consult with the supervisor(s) involved to decide the pay for the re-assignment. In
 917 no case will it exceed the maximum of the pay range of the job to which the
 918 employee is demoted.
 919

920 (d) Reinstatement

921
 922 When an employee is reinstated to his/her former job he/she shall normally be paid
 923 the same pay step as before leaving. When the employee is reinstated to a job with
 924 a lower pay range, the Human Resources Director shall decide on the new pay rate
 925 in accordance with the employee's experience and qualifications. In no case, will it
 926 exceed the maximum of the pay range to which the employee is assigned.
 927

928 (e) Compensation During Temporary Assignment

929
 930 In a situation where an employee is assigned all of the duties of a higher
 931 classification anticipated to be for a period in excess of ten (10) consecutive
 932 working days, the employee will be assigned a temporary pay rate in the range of
 933 the higher classified position. Payment for hours over 8 in a day or 40 a week
 934 will be paid according to the FLSA status of the higher position. Such pay will be
 935 for the period of the temporary assignment. Temporary assignments must be
 936 approved by the Human Resources Director. An employee who is temporarily
 937 assigned to a position with a lower pay range, for any period, shall not receive a
 938 reduction in pay. No such temporary assignment shall exceed six months unless
 939 approved by the County Administrator upon recommendation of the Human
 940 Resources Director.
 941

942 Overtime
 943 18.410

944
 945 "Unilateral A" employees earn overtime at time and one half over 40 hours per week.

946
 947 "Unilateral B" employees earn overtime at straight time over 40 hours per week.

948
 949 "Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act (FLSA), do not
 950 earn overtime.

951
 952 For additional policies and procedures regarding overtime for unilaterals and other employees see the
 953 HR Policy and Procedure Manual.

954
 955 Red Circled Classifications
 956 18.411

957
 958 Employees in classifications that are to be red circled will be frozen at their current salary until the
 959 salary of the pay range to which they are assigned equals or exceeds their rate of pay. Employees,
 960 whose classification has been red circled, shall receive one half of the across the board increase granted
 961 to employees until the salary of the pay range to which they are assigned equals or exceeds their rate of
 962 pay.
 963

Section 5: Fringe Benefits

Holidays

18.501

The following holidays are observed by the County and shall be granted to regular employees with pay and to temporary employees without pay, unless such employees are required to be on scheduled work:

- (a) New Year's Day
- (b) Spring Holiday to be observed the Friday immediately preceding Easter
- (c) Memorial Day
- (d) July 4th
- (e) Labor Day
- (f) Thanksgiving Day
- (g) Friday following Thanksgiving
- (h) Day before Christmas
- (i) Christmas Day
- (j) One Floating Holiday
- (k) Any additional holiday granted by the County Board.
- (l) The County Administrator may designate additional holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair.

For employees working the standard work schedule, when a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be observed.

For employees not working the standard work schedule see the HR Policies and Procedures.

Unilateral A Positions who are required to work a holiday, will be paid or granted compensatory time off at a rate of time and one half and receive an additional day in lieu thereof.

Pool/Relief of Unilateral A positions who are required to work a holiday will be paid at a rate of time and one half.

For supervisors working at the 911 Communication Center, who are required to work on a holiday, they will be paid or granted compensatory time off at a rate of time and one half for all hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday, and earn 8 hours of holiday time in lieu of

Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be granted in lieu thereof.

Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.

Regular part-time employees who normally work sixteen or more hours per week shall be paid for holidays which fall on days for which they would otherwise be scheduled to work, according to the number of hours for which they would be scheduled to work on that day.

When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.

When a holiday falls within a pay period of leave without pay, the employee shall receive no pay for the holiday.

In order to receive holiday pay, employees must normally be scheduled to work for not less than 4 hours the regular workday before and not less than 4 hours the regular workday after the holiday, unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

Floating holidays must be taken in whole day increments (pro-rated for part-time employees).

The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of January 1st of each year. Employees need to use the floating holiday before December 31 of each calendar year. If the floating holiday is not used by December 31, the floating holiday will be

1026 forfeited. During their first year of employment, Employees hired after November 30, will have until
 1027 January 31 of the following year to use their floater from the previous year.

1028
 1029 The floating holiday may be taken upon at least 7 days advance notice. The floating holiday request
 1030 will normally be approved, however, it may be denied by the Department Head, even with a 7 day
 1031 advance notice, if granting the request would put the department, division, unit, or shift below the
 1032 minimum staffing needs of the department, division, unit or shift. A floating holiday with less than 7
 1033 day notice may be granted in an emergency circumstance at the discretion of the Department Head or
 1034 his/her designee. Employees are strongly encouraged to use their floating holiday prior to the last
 1035 payroll period of the calendar year.

1036
 1037 Health and Dental Insurance
 1038 18.502

- 1040 A. The County shall pay that portion of the employee's health insurance as is approved by the
 1041 County Board.
- 1042
 1043 B. For non-represented employees hired after September 1, 2009 into positions with an
 1044 FTE of 0.5 or greater but less than 1.0 FTE Rock County will provide single coverage
 1045 health insurance. If the employee chooses to select employee and spouse, employee
 1046 and child, or family coverage, the employee will pay a pro-rated share of the premium
 1047 difference between single coverage and the coverage of their choice based on their FTE
 1048 [CB Resolution 14-12A-170].
- 1049
 1050 C. Part-time employees who are normally scheduled to work less than twenty hours per week
 1051 are not eligible for County health and dental benefits. Employees who normally work
 1052 twenty hours or more per week are eligible to receive dental insurance and health benefits.
 1053 Part-time employees may participate in vision insurance at their own cost provided it is
 1054 allowable under the plan rules in effect at the time of participation.
- 1055
 1056 D. Employees retiring from the County who are eligible for a WRS annuity may retain their
 1057 insurance coverage under the County's group policy if they pay the premium.
- 1058
 1059 F. Dental coverage will be provided consistent with coverage and copayments as set by the
 1060 County Board. Eligibility for coverage shall be governed by the policy issued by the
 1061 carrier/administrator. The employer shall pay 60% of applicable premium of the lowest
 1062 cost available plan and the employee shall pay the remainder of the applicable premium.

1063
 1064 Life Insurance
 1065 18.503

1066
 1067 Regular full-time employees are eligible for group life insurance in an amount equal to the next highest
 1068 thousand dollars of their annual salary. ~~Unless they specifically waive such coverage~~ Once an employee
 1069 has elected coverage, a portion of the premium shall be deducted monthly from their regular salary as
 1070 approved by the County Board. Regular part-time employees are also eligible if they work enough hours
 1071 in a year to qualify for Wisconsin Retirement System coverage.

1072
 1073 Retirement
 1074 18.504

1075
 1076 Retirement benefits are administered by the State of Wisconsin Retirement System (WRS). The benefits
 1077 are governed by applicable State statutes and regulations.

1078
 1079 Unemployment Compensation
 1080 18.505

1081
 1082 County employment is covered by Wisconsin Unemployment Compensation laws.

1083
 1084 Vacation
 1085 18.506

1086

- 1087 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after
 1088 one year of continuous service. Thereafter, he/she shall earn one additional day per year
 1089 for each year of continuous employment to a maximum of twenty two days. Employees
 1090 shall continue to earn vacation until the employee's length of service would provide
 1091 additional vacation under paragraph (b) below, at which time they shall be placed on that
 1092 schedule.
 1093
 1094 (b) Unilateral employees hired after January 1, 2008, shall earn vacation according to
 1095 the following schedule:
 1096

Completed Years of Service	Unilateral A & B	Unilateral C
1 year	10 Days	15 Days
2 Years	11 Days	15 Days
3 Years	12 Days	15 Days
4 Years	13 Days	15 Days
5 Years	14 Days	20 Days
6 Years	15 Days	"
7 Years	16 Days	"
8 Years	17 Days	"
9 Years	18 Days	"
10 Years	19 Days	25 Days
11 Years	20 Days	"
12 Years	21 Days	"
13 Years	22 Days	"
14 Years	22 Days	"
15 Years	22 Days	"
16 Years	22 Days	"
17 Years	23 Days	"
18 Years	24 Days	"
19 Years	25 Days	"

1097
 1098 Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six
 1099 months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six
 1100 months. Any time used between six (6) months and one year, will result in a
 1101 reduction of the days available after one year. (Example: a Unilateral B employee uses 2 days after six
 1102 months but prior to his one year anniversary date, that person would have 8 days to use after completing
 1103 one year of service. $10 - 2 = 8$.)
 1104

- 1105 (c) Vacation schedules for non unilateral employees are contained in the HR Policies and
 1106 Procedures manual.
 1107
 1108 (d) Credit for years of service may be awarded to an employee based on years of prior related
 1109 experience plus years of service with the County. Prior related experience shall be
 1110 determined by the Human Resources Director and the Corporation Counsel, and will only
 1111 be awarded for service in jobs that are substantially related to the work performed for the
 1112 County. This service credit shall be awarded at the time of initial employment, or at the
 1113 time promoted into a new employee group.
 1114
 1115 (e) An employee shall take earned vacation time within the twelve month period immediately
 1116 following eligibility. Earned vacation time not taken within the designated twelve month
 1117 period shall be forfeited, unless the Department Head and Human Resources Director
 1118 specifically approves the carryover of an employee's vacation, in writing, due to an
 1119 inability of the employee to utilize the time requested to be carried over because of work
 1120 requirements or other legitimate reasons; or paid out according to HR Policy and
 1121 Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by
 1122 the employee in writing prior to his or her anniversary date, or within ten weeks of his or
 1123 her anniversary date, and shall state with specificity the reason for the request. Failure to
 1124 make a timely request shall result in the vacation being forfeited.
 1125

- 1126 (f) The amount of vacation days deferred shall not exceed the number of vacation days that
 1127 the employee earns on that anniversary date. Vacation may be granted in advance only
 1128 upon the approval of the Department Head and the Human Resources Director.
 1129

1130 Department Heads shall establish work and vacation schedules with the first consideration
 1131 to be given to the efficient operation of the department. Senior employees in terms of
 1132 length of service shall be given vacation schedule preferences when practicable. Deferral
 1133 of vacation for the County Administrator shall be at the discretion of the County Board
 1134 Staff Committee.
 1135

- 1136 (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation
 1137 time on a pro rata basis directly proportionate to the amount of time worked in relation to
 1138 the normal full time employment period. Part-time employees whose regular workweek is
 1139 less than sixteen hours shall not earn vacation credits.
 1140

- 1141 (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits
 1142 to cover the period of absence, earned vacation time may be used for this purpose if the
 1143 employee or employer so elects.
 1144

- 1145 (i) Upon separation, an employee shall be paid for the unused portion of his/her
 1146 accrued vacation credits provided the employee has completed ~~six~~ twelve consecutive
 1147 months of service, except as modified by the rules governing resignation without
 1148 sufficient notice.
 1149

- 1150 (j) An employee who moves from one position to another in the County service, by
 1151 transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation
 1152 leave in the new position.
 1153

- 1154 (k) An employee who moves from one an employee group to another employee group in the
 1155 County service, by transfer, promotion or re-assignment, will have their vacation
 1156 entitlement determined by a number of factors (i.e. years of service, FTE previously
 1157 worked, entitlement under new employee group, etc.).
 1158

- 1159 (l) An employee, whose appointment status is changed from temporary to regular
 1160 status without a break in service, shall receive vacation credits from the date of his/her
 1161 original appointment to temporary status.
 1162

- 1163 (m) No credit for vacation leave shall be granted for time worked by an employee in
 1164 excess of his/her normal workweek.
 1165

- 1166 (n) Vacation credits shall not be earned by an employee during a leave of absence
 1167 without pay, a suspension without pay, or when the employee is otherwise in a non-
 1168 compensable status, should such period without pay exceed thirty working days in any
 1169 calendar year.
 1170

- 1171 (o) There shall be charged against accrued vacation only those days on which an
 1172 employee normally would have worked. In the event a legal holiday falls within the
 1173 vacation period, the holiday shall not be charged against vacation.
 1174

- 1175 (p) Use of vacation time must be approved in advance by the Department Head or his
 1176 or her designee. Use of vacation by appointed Department Heads must be
 1177 approved in advance by the County Administrator.
 1178

- 1179 (q) All vacation shall be utilized in not less than thirty minute increments.
 1180

- 1181 (r) Unilateral "C" employees whose position has been moved to Unilateral "A" will have
 1182 their vacation allotment frozen at current level until the employee's length of service
 1183 would provide additional vacation under the Unilateral "A" schedule.
 1184
 1185

Workers Compensation

18.507

Worker compensation benefits will be provided in accordance with applicable statutory provisions and administrative codes.

Rock County strives to insure all work assignments are performed safely and work areas are maintained in a safe manner. The County promotes a light duty program for injured employees on worker compensation. All on the job accidents must be reported to the Human Resources Director or his/her designee immediately and proper forms must be completed in full.

Any employee, who is receiving worker's compensation, may at the employee's option, take sufficient sick leave or vacation to make up the difference between the worker's compensation payment and his/her regular wage. When the employee's sick leave and/or vacation account is exhausted, he/she shall receive worker's compensation payments only. If an employee is on worker's compensation for a period of twelve (12) months, that employee shall have his/her earned vacation paid out, unless the employee asks for deferral of vacation payout in writing.

Leave of Absence Policy (Non FMLA)

18.508

The County Administrator or the Department Head after consulting with the Human Resources Director, may grant a regular employee leave without pay for a period up to one year except for an educational leave, subject to the following conditions:

- (1) Leave without pay may be granted when it is in the best interest of the County to do so. Requests for leave of absence shall be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave, an acceptable physician's certificate shall be required.
- (2) At the expiration of a leave without pay, the employee shall be reinstated to the position he/she vacated or to an equivalent position which is vacant at the time, provided the employee meets the stated qualifications. If there is not a suitable vacancy available, the employee's name shall be placed on an appropriate reinstatement list.
- (3) Credit toward vacation and sick leave shall not be earned after 30 days while an employee is on leave without pay. Insurance benefits may be retained according to HR Policy and Procedure.
- (4) Leave without pay shall not constitute a break in service; however, if the employee is absent more than thirty days during a calendar year, it shall change the employee's anniversary date.

When a leave of more than thirty (30) consecutive days is taken, the employee's anniversary date shall be moved ahead by the total number of days of the leave.
- (5) A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with the approval of the Human Resources Director.
- (6) Employees on leave of absence from the County may not be employed full time elsewhere. Employees holding employment elsewhere during a leave of absence shall be deemed to have voluntarily resigned from employment with Rock County.
- (7) If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend the leave of absence, subject to the approval of the County Administrator or Department Head and the HR Director. If, on the date following the expiration of the leave of absence, an

1248 extension is not requested and granted and the employee has not returned
 1249 to his/her position, the employee shall be considered to have voluntarily
 1250 resigned from County employment.

- 1251
 1252 (8) Unauthorized Absence. It is recognized that there may be extenuating
 1253 circumstances for unauthorized absence, and due consideration shall be
 1254 given each case. However, an employee who is absent from duty without
 1255 approval shall receive no pay for the duration of the absence, and shall be
 1256 subject to disciplinary action, which may include dismissal.

1257
 1258 Bereavement Leave
 1259 18.509

1260
 1261 In the event of a death an employee may be excused from work without loss of pay for up to a maximum
 1262 of thirty-two (32) hours annually for the purpose of attending a person's wake, visitation, memorial
 1263 service, funeral, or make necessary arrangements regarding the person's death, within a reasonable time
 1264 after the occurrence.

1265
 1266 If additional time is required beyond the thirty-two (32) hours annually, an employee may request to use
 1267 accumulated vacation, holiday or comp-time. Sick leave cannot be used.

1268
 1269 Bereavement leave cannot be accrued from one year to the next.

1270
 1271 Bereavement leave can be used in increments of quarter hours.

1272
 1273 All leaves under this section shall be prorated based upon the employee's FTE.

1274
 1275 Jury Duty
 1276 18.510

1277
 1278 Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from
 1279 his/her regular and normal daily schedule of working hours with pay, for such jury service provided
 1280 such employee shall remit to Employer all fees received from the Clerk of Courts for such service, and
 1281 further provided that no claim for overtime pay or compensatory time off shall be made by such
 1282 employee as a result of his/her jury services. If a second or third shift employee is selected to serve on a
 1283 jury panel, the employee will not be required to work their next scheduled shift, if such shift begins on
 1284 the same calendar day. If the employee does not remit the fee, he/she shall be considered to be on
 1285 leave of absence without pay while performing jury duty. The County shall pay a reasonable amount
 1286 for the difference if the employee has to pay parking fees and reimbursement from the Court does not
 1287 fully cover the fee.

1288
 1289 Should an employee not be selected to serve on a jury panel, the employee will report back to work
 1290 within one hour of dismissal by the court.

1291
 1292 If the employee chooses not to return to work, they may use available benefit time to take the rest of the
 1293 day off. Sick Leave cannot be used.

1294
 1295 Medical Leave
 1296 18.511

1297
 1298 Employees requiring a leave of absence for a period of medical disability shall request the leave in
 1299 accordance with HR Policy and Procedure. Employees are entitled to medical leave in accordance with
 1300 applicable Federal and State laws and HR Policy and Procedures. Any leave granted under this section
 1301 will run concurrently with State and Federal FMLA.

1302
 1303 Military Leave
 1304 18.512

1305
 1306 An employee who leaves the service of the County to join the military forces of the United States
 1307 during time of war or other national emergency, or who is drafted into the military service at any time,
 1308 shall be granted military leave without pay, such leave to extend through a date ninety days after being
 1309 relieved from such service. Proof must be filed with the Human Resources Director. Such employee

shall be restored to the position which he/she vacated or to a comparable position with full rights and without loss of seniority or benefits accrued and not taken while serving in the position he/she occupied at the time the leave was granted, provided that application is made to the Human Resources Director within ninety days after the date of his/her honorable discharge, or fifteen days after rejection, and is physically and mentally capable of performing the work of his/her former position. Failure of an employee to notify the County within this time period of his/her intention to return to work shall be considered as a termination of his/her employment. Leave will be granted in compliance with State and Federal law.

Military Reserve Leave

18.513

(1) An employee who, by reason of membership in the United States Military Reserve, or ordered by the appropriate authorities to attend a training or encampment under the supervision of the United States Armed Forces, or by reason of membership in the National Guard, is required by the authorities thereof to do so, shall be granted a leave of absence from his/her position without loss of pay for a period not to exceed fifteen working days in any calendar year. It is intended that this shall be done without financial penalty to the employee. The County will therefore pay such employee for this time lost in an amount equaling the difference between his/her daily military pay and the employee's normal County daily wage. To receive such leave, the employee must file a copy of his/her orders with the Human Resources Director as far in advance as is reasonable under the circumstances (preference is at least two weeks advance notice) prior to date such training or encampment leave is to commence.

(2) An employee who has active membership in the U.S. Military Reserve or National Guard and who is ordered to active duty in the U.S. Armed Forces shall be granted military leave with supplemental pay equal to the difference between the employee's basic military pay and his/her normal County daily wage. Supplemental pay granted under this section is provided for the duration of an employee's military service, not to exceed 5 years. Proof must be filed with the Human Resources Director. To receive compensation the employee must submit a copy of his/her Military Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay to an employee may be an estimate with final pay reconciliation by the County's Payroll Office after receipt of the employee's military pay vouchers, either during the course of military service or after completion. Accrual of seniority and benefits, and reinstatement rights and limitations, shall be consistent with those outlined in section (d) and as required by law. An employee who voluntarily extends his/her military service shall not be granted supplemental pay, but may apply for additional unpaid military leave under section (d). The effect of this subsection is retroactive to January 1, 2004, and is subject to the rights of the various unions representing County employees to object to said compensation policy prior to implementation and request that this subsection be subject to the collective bargaining process.

(3) Any employee described in subsection (2) shall also be entitled to continue paid coverage under the County's group medical plan for four (4) weeks.

Non Work Related Witness or Personal Litigation

18.514

A leave of absence without pay shall be granted to an employee upon his/her request to appear under subpoena or in his/her own behalf in litigation involving personal or private matters

Sick Leave

18.515

Sick leave pay shall commence on the first day of any period of illness due to accident, injury or disease.

1371 (1) All full-time employees shall earn one sick leave day per month of
 1372 continuous employment. All part-time employees whose regular workweek
 1373 is sixteen hours or more shall earn one sick leave day on a prorata basis
 1374 directly in relation to the normal full time employment period. All part-
 1375 time employees, who work less than sixteen hours per week, shall not earn
 1376 sick leave. Temporary and seasonal employees are not eligible for sick
 1377 leave.

1378
 1379 (2) Sick leave shall be granted after ~~six~~ three months continuous service (from
 1380 original hire date) when an employee is required to be absent from work
 1381 because of:

1382 (a) Illness of the employee.

1383 (b) Illness of an employee's spouse

1384
 1385 (c) Illness of a minor child (includes stepchild, current foster child,
 1386 grandchild, or any other child they are legally responsible for and
 1387 can provide legal documentation supporting the responsibility) or
 1388 a child who meets the definition of a disabled adult child.

1389 (d) Illness of a parent (includes stepparents and current foster
 1390 parents).

1391 (e) Contact with or exposure to a contagious disease rendering the
 1392 employee's presence hazardous to fellow workers.

1393 (f) Reasonable medical or dental attention that cannot be scheduled
 1394 during non-working hours.

1395 (3) Sick leave shall accrue to a maximum of one hundred thirty days.

1396 (4) Employees who are absent from work for reasons which entitle them to
 1397 sick leave shall notify their supervisor as close to their regular starting time
 1398 as possible in accordance with Department Work Rules.

1399 (5) A supervisor may identify a potential problem with an employee's sick
 1400 leave usage. Patterns that may indicate a problem with sick leave usage
 1401 include but are not limited to:

1402 a) It occurs before or after a holiday,

1403 b) It occurs before or after a scheduled day off,

1404 c) An employee takes sick leave in excess of three days which has not been
 1405 reported to FMLA, or

1406 d) The employee has a history of using short amounts of sick leave
 1407 repeatedly over an extended period of time.

1408
 1409 Once a potential problem with sick leave usage has been identified the
 1410 supervisor shall meet with the employee to discuss the reason(s) for the
 1411 absences. The goal of the meeting is to gather information, counsel the
 1412 employee and if there is an admitted problem, have the employee change
 1413 his/her behavior.

1414
 1415 When a problem has been identified and the employee has not voluntarily
 1416 changed their behavior, a Department Head or the Human Resources
 1417 Director may require the employee to submit a medical statement, stating
 1418 the specific illness, period of treatment, and date that the employee may
 1419 return to work.

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1434 The Department Head or Human Resources Director may require an
 1435 employee to take a medical examination on returning from sick leave or on
 1436 such occasions that it is in the best interest of the County. The medical
 1437 examination shall be given by a physician designated by the Human
 1438 Resources Director.

1440 The Department Head or the HR Director may investigate the alleged
 1441 illness of an employee absent from work on sick leave. False or fraudulent
 1442 use of sick leave shall be cause for disciplinary action against the
 1443 employee, up to and including dismissal.

- 1445 (6) An employee on vacation who presents an acceptable medical certificate
 1446 giving the dates of illness may have that portion of his/her vacation leave
 1447 converted to sick leave.
- 1449 (7) Sick leave shall be debited in no less than quarter hour units.
- 1451 (8) No credit for sick leave shall be granted for time worked by an employee in
 1452 excess of his/her normal workweek.
- 1454 (9) A regular employee who moves from one department to another by
 1455 transfer, promotion or demotion shall have his/her total sick leave credits
 1456 transferred to the new department.
- 1458 (10) Unilateral employees who resign or retire with ten or more years of con-
 1459 tinuous service shall be paid for one half of the accumulated sick leave
 1460 days, not to exceed a total of sixty-five days. In the event of the death of
 1461 an employee, the County shall make the same sick leave payment to the
 1462 employee's estate. In the event of a discharge, the employee will not
 1463 receive this benefit.

1465 Subpoenaed Witness
 1466 18.516

1467
 1468 When subpoenaed to appear before a court, public body, or commission in connection with County
 1469 business on regular work time, the employee shall be paid at his her regular rate of pay and the employee
 1470 shall remit his/her fee to the County.

1472 Employees who are off duty and are subpoenaed to appear in court as a result of their work assignment
 1473 shall receive a minimum of two hours pay at the rate of time and one half. If the employee is required by
 1474 the court to be present in court for time over and above the minimum, the employee will be paid at the
 1475 rate of time and one half. Employees shall be reimbursed for mileage costs incurred because of court
 1476 appearances required under this provision. Employees shall sign and turn over to the County any and all
 1477 fees and reimbursements paid because of court appearances resulting from their work assignment.

1479 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off duty time and are not
 1480 notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to the time
 1481 scheduled for appearance, shall be paid two hours of pay at their regular rate of pay. There shall be a
 1482 maximum of two (2) canceled subpoenas per day.

1484 Training/Educational Leave
 1485 18.517

1487 Employees may be granted a full time leave of absence without pay to further their education for a period
 1488 not to exceed eighteen months if it is determined to be in the best interest of the County.

1490 At the expiration of the leave, the employee may be reinstated to his/her position if it is available or an
 1491 equivalent position if one is available and if it is determined to be in the best interest of the County.

1493 For language covering leaves with pay, see HR Policies and Procedures.

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Voluntary Public Service Leave

18.518

County employees may be allowed time off with pay to serve on public or nonprofit boards, committees, or commissions if such service received the prior approval of the County Board Staff Committee.

Voting

18.519

Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours shall be allowed time off with pay to cast his/her ballot in all legally constituted elections.

Section 6: Conditions of Employment

Communications and Confidentiality

18.601

Communication is a joint responsibility shared by the County and all employees. No information, which is confidential in nature, concerning the internal operations of the County, including but not limited to the release of records of the County, may occur except through, and with the permission of, the County Administrator or individual Department Head if designated by the County Administrator.

If requests for information are received by employees, whether on or off duty, from any person, then the employee is required to politely decline to provide such information and to direct that individual to the County Administrator or Department Head for a response to that inquiry.

Because of an employee's responsibilities at the County, an employee may have access to confidential County, resident, personnel or other sensitive information. This may include information concerning a resident's financial status, the County's business practices including purchasing and negotiating strategies, and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the County without the determination of the County Administrator or Department Head designated by the Administrator. All employees are responsible for protecting the confidentiality of this information.

The County acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the County, however, the employee's expression must be balanced against the interests of the County. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his or her expression represents personal views and not necessarily those of the County.

Conflict of Interest

18.602

Except for the salary or compensation received from the County, no County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his/her own business activity, accept private employment or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of the employees official duties or would impair his/her independence or judgment or action in the performance of the employee's official duties. Such employment, business activity or service shall not be engaged in or promoted during normal working hours for which such employee is being remunerated by the County and such employment, business activity or service shall not involve the use of County facilities or materials. No employee shall use or disclose "privileged information" gained in the course of or by reason of the employee's official position or activities. Failure to comply with these conditions shall be considered grounds for discipline up to and including immediate dismissal.

County Administrator (Tenure)

18.603

The County Administrator shall hold his/her position at the pleasure of the County Board. The action of the County Board in removing the County Administrator shall be final. Dismissal actions against the County Administrator may be initiated by individual supervisors as per County Board rules.

County Equipment (return of)

18.604

Employees leaving County employment must return County identification cards, keys, tools and equipment on or before their last day of work.

County Residence

18.605

1568 Key County officials, as determined by the County Administrator, shall reside in the County.

1569
1570 Demotions

1571 18.606

1572
1573 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be voluntary.
1574 Demotions must be approved in advance by the Human Resources Director.

1575
1576 Discipline/Investigations

1577 18.607

1578
1579 The purpose of discipline is correcting job behavior and performance problems of employees.
1580 Employees shall be informed of standards of conduct and performance. All staff must notify their
1581 immediate supervisor within twenty-four (24) hours of all arrests and convictions for any ordinance
1582 (other than minor traffic violations), misdemeanor or felony violations that may impact their ability to
1583 complete the essential functions of their position.

1584
1585 No disciplinary action will be taken until a thorough investigation has been completed. Employees
1586 under investigation shall have the right to representation during the investigatory process. The
1587 employee will be allowed to have a representative of their choice who is not a supervisor or manager
1588 within Rock County. The representative will be limited to listening and advising the employee but will
1589 not be allowed to speak in place of the employee. Unilateral employees other than Department Heads
1590 shall be allowed to have a representative of their choice who has equal or less authority than they do.
1591 Employees may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules
1592 and standards shall be consistently applied. Penalties shall be uniform and shall match the infraction.
1593 Persons administering corrective discipline shall systematically document the case. Records of written
1594 reprimands, suspensions, demotions and terminations shall be provided to Human Resources and kept
1595 in the employee's personnel file. Written reprimands will remain in effect for a period not to exceed
1596 one year, and at the end of such period shall be removed from the employee's personnel file. Records
1597 of suspension shall remain in the Employee's personnel file for a period of two years and at the end of
1598 such period shall be removed from the Employee's personnel file. (This section does not necessarily
1599 apply if the employee is represented by an attorney.)

1600
1601 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the
1602 County Administrator before such actions are taken. In the event that the immediate dismissal action is
1603 required and the HR Director or the County Administrator cannot be reached, the employee shall be
1604 suspended with pay pending investigation.

1605
1606 Disciplinary Action (Grounds for)

1607 18.608

1608
1609 The following shall be grounds for disciplinary action ranging from a written reprimand to immediate
1610 discharge depending upon the seriousness of the offense in the judgment of management:

- 1611 (a) Dishonesty or falsification of records.
- 1612 (b) Use, possession, distribution, selling, or being under the influence of alcohol or
1613 illegal drugs while on Rock County premises or while conducting business
1614 related activities off Rock County premises. The legal use of prescribed drugs is
1615 permitted on the job only if it does not impair an employee's ability to perform
1616 the essential functions of the job effectively and in a safe manner that does not
1617 endanger other individuals in the workplace.
- 1618 (c) Unauthorized use or abuse of County equipment or property.
- 1619 (d) Theft or destruction of County equipment or property.
- 1620 (e) Work stoppages such as strikes or slowdowns.
- 1621 (f) Insubordination or refusal to comply with the proper order of an authorized
1622 supervisor.
- 1623
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- 1630 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent
1631 laws, ordinances and regulations.
- 1632
- 1633 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or
1634 repeated attempts to use unpaid leave when the employee does not have benefit
1635 time available.
- 1636
- 1637 (i) Use of official position or authority for personal or political profit or advantage.
- 1638
- 1639 (j) Disregard or repeated violations of safety rules and regulations.
- 1640
- 1641 (k) Incompetence, unprofessional or poor work performance.
- 1642
- 1643 (l) Discrimination because of race, color, creed, national origin, marital status, sex,
1644 sexual orientation, or any other grounds prohibited by State or Federal law.
- 1645
- 1646 (m) Violations of Section 18.601 "Communications and Confidentiality".
- 1647
- 1648 (n) Failure to call in or report to work.
- 1649
- 1650 (o) Sleeping during scheduled work hours.
- 1651
- 1652 (p) Being disrespectful or bullying in dealing with fellow employees or the general
1653 public.
- 1654
- 1655 (q) Failure to exercise good professional judgment and/or failure to conform to the
1656 County's or your Department's goals and mission.
- 1657

1658 Other circumstances may warrant disciplinary action and will be treated on a case by case basis.

1659

1660 Exit Interview

1661 18.609

1662

1663 An exit interview shall be conducted when possible with every employee who is separating from County
1664 employment regardless of his/ her length of service, position or circumstances or separation.

1665

1666 Gifts and Gratuities

1667 18.610

1668

1669 No County employee shall use their position to solicit or accept for himself/herself or another person any
1670 gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan
1671 or any other thing of monetary value. This does not include acceptance of loans from banks or other
1672 financial institutions on customary terms of finance for personal use, such as home mortgage loans, the
1673 acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance
1674 of an award for meritorious public or personal contributions or achievements.

1675 Harassment

1676 18.611

1677

1678 It is the policy of Rock County that all employees should be able to enjoy a work environment free from
1679 all forms of harassment. Employees who engage in harassment not only hurt others, but they also expose
1680 both themselves and the County to potential legal liability. Consequently, Rock County will not condone
1681 or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected
1682 officials, vendors, or members of the public, if that conduct violates the right of someone else to be free
1683 from harassment. County employees who violate this policy will be subject to appropriate discipline, up
1684 to and including termination. (See HR Policies and Procedures for a detailed description of the
1685 procedures employees should follow in regard to this policy.)

1686

1687 Hours of Work

1688 18.612

1689

1690 The normal workweek for County employees shall be forty hours per week. Most County employees
1691 work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some County services are

provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule, some County employees may have different work schedules which are designated in Department work rules.

Nonstandard work schedules may be approved by a Department Head, when doing so is in the interest of County operations. Notice of nonstandard work schedules shall be made to Human Resources and payroll.

Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.

Employees included in Sections 18.1002, 18.011, and 18.1020 are considered salaried exempt employees. These employees must cover a partial day taken off with paid vacation, sick leave or comp time (where applicable). If the employee has insufficient paid time to cover the entire day off, the employee must take the entire day off without pay.

Layoffs

18.613

The appointing authority may layoff an employee: a) whenever it is necessary to reduce the workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has exhausted all available leave options and is unable to return to work, c) when an employee has failed to successfully complete their probationary period after a promotion or d) when an employee can no longer perform the essential functions of the job.

In situation (a) above, no regular employees shall be laid off while there are temporary or probationary employees serving in the same classification, in the same department. Layoffs shall be based on the needs of the County.

The appointing authority shall notify each person laid off of all his/her rights. Regular employees shall receive at least thirty (30) calendar days' notice prior to layoff in situation a) above. Layoff plans shall be approved by the Human Resources Director before they are implemented.

Laid-off employees shall be held in a layoff pool for a period of time equal to their length of service, but in no case longer than two years.

Lunch Periods and Break Time

18.614

(a) Lunch Periods.

Lunch periods are normally scheduled midway in an eight hour shift. Lunch periods shall not be longer than one hour nor shorter than thirty minutes.

(b) Break Time.

Employees may leave their workstation and return fifteen minutes later for two breaks in an eight hour shift, one during the first four hours of their first shift, and the second during the last four hours of their shift. Breaks not taken are lost. Breaks cannot be accumulated or used to extend lunch periods or to shorten the workday. Breaks must be used in 15 increments.

Lunch periods and break times are to be arranged between the employee and his/her supervisor or Department Head. Since most County offices remain open continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the Department Head's responsibility to assure that lunch periods and breaks are scheduled so that adequate staff coverage is provided at all times.

Employees who are on a nonstandard work schedule or work 2nd or 3rd shift shall follow Department Work Rules for lunches and breaks.

1753 (c)The Lunch Period and Break Times cannot be combined to the start or end of the shift in order to
1754 come in late or leave early.

1755
1756 More than One County Position

1757 18.615

1758
1759 No person shall hold more than one full or part-time County position at the same time without written
1760 consent of the County Administrator.

1761
1762 Nepotism

1763 18.616

1764
1765 Members of immediate families shall not be hired or transferred into a position that would create a direct
1766 or indirect superior subordinate relationship. This policy does not include situations where the superior
1767 subordinate relationship would be incidental.

1768
1769 Outside Employment

1770 18.617

1771
1772 The County's policy on outside duties or employment shall be as follows: County employees may engage
1773 in outside employment, unless such employment conflicts with or affects the performance of their duties.
1774 Prior to engaging outside employment, the County employee must give written assurance prescribed by
1775 the Human Resources Director that said employment does not violate Section 18.602 of the Rock County
1776 Ordinance. The fact that an employee has reported outside employment does not mean that management
1777 has given its approval to that employment.

1778
1779 Outside Services

1780 18.618

1781
1782 All fees, gratuities, honorarium or any other form of compensation for outside services performed during
1783 normal County work hours or while being paid by the County shall be turned over to the County and any
1784 such activities for which said compensation is paid shall be reported to the County Board Staff
1785 Committee. This subsection shall not be construed to apply to activities performed after regular work
1786 hours, or while an employee is on a bona fide vacation, or taking a floating or other holidays, or to part-
1787 time employees. Failure to comply with these conditions shall be considered grounds for discipline up to
1788 and including immediate dismissal.

1789
1790 Payday

1791 18.619

1792
1793 Employees shall be paid biweekly on alternate Fridays, except when those days fall on a holiday in which
1794 case employees shall receive their pay on the day preceding the holiday. If an employee is on vacation or
1795 leave of absence, his/her pay shall be mailed to him/her upon request. (See HR Policy and Procedures.)

1796
1797 Pre-Employment Physicals

1798 18.620

1799
1800 New full time and regular part-time employees may be required to pass a physical examination before
1801 they are employed. Such exams shall measure the individual's physical capabilities in terms of the job to
1802 be performed. When pre-employment physicals are required, they shall be conducted by a licensed
1803 physician at the County's expense.

1804
1805 Political Activity

1806 18.621

1807
1808 Employees are precluded from engaging in political activity that interferes with their normal work per-
1809 formance or is conducted during hours for which the employee is being paid by the County. Employees
1810 may not use County equipment or property for political purposes. Employees are specifically prohibited
1811 from using their County position or their official authority with the County for the purpose of directly or
1812 indirectly coercing any person to hold or contribute monetary or other types of assistance to any political
1813 candidate, party or purpose.

1814
1815 Under provisions of the federal Hatch Act, employees who are principally employed in an activity which
1816 is financed in whole or in part by federal loans or grants cannot:

- 1817
1818 (a) Use his/her official authority or influence for the purpose of interfering
1819 with or affecting the result of an election or nomination for office;
1820
1821 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state
1822 or local officer or employee to pay, lend or contribute anything of value to a
1823 party, committee, organization, agency or person for political purposes; or
1824
1825 (b) Be a candidate for partisan elective office.
1826

1827
1828 Professional Liability Insurance

1829 18.622

1830
1831 The County shall provide professional liability insurance for employees for performance of their duties
1832 within the scope of their employment.

1833
1834 Resignations

1835 18.623

1836
1837 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and wishing to
1838 leave Rock County employment shall submit a resignation in writing to their Department Head at least
1839 two weeks in advance of their planned departure. Employees in positions in Pay Range 17 or higher, shall
1840 submit their resignation in writing at least four weeks in advance of their planned departure (see
1841 Unilateral Pay Grid).
1842

1843 Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock County
1844 employment shall submit a resignation in writing to their Department Head at least two weeks in advance
1845 of their planned departure. FLSA exempt employees shall submit their resignation in writing at least four
1846 weeks in advance of their planned departure.
1847

1848 Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for use after
1849 they reach their next anniversary date, unless such requirement is waived by the Human Resources
1850 Director. It is expected that employees will give as much notice as possible in order to facilitate
1851 recruitment and orientation of new staff members. A resignation, once accepted, may not be rescinded.
1852

1853 Safety

1854 18.624

1855
1856 Safety is very important to each employee and Rock County. Employees must conduct themselves
1857 carefully at all times. All employees must act in a safe manner and practice good safety procedures.
1858 Similarly, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept
1859 clean and in good repair.
1860

1861 The employer will comply with all applicable safety laws and regulations in order to provide a safe and
1862 secure workplace for its employees and clients.
1863

1864 Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an employee's
1865 supervisor immediately for action. If the unsafe condition can be corrected immediately as to avoid any
1866 additional hazard, then the employee should implement the corrective action.
1867

1868 Any employee who is injured or becomes ill while performing service related to his or her employment
1869 must contact his or her supervisor immediately on the same day the injury or illness occurs and report the
1870 incident. If necessary the employee should secure the necessary medical attention on the job site to the
1871 extent practicable.
1872

1873 The first report of injury form must be in filled out completely, usually the day of the incident, if not, as
1874 soon as possible.
1875

The employer has established the following protocols for evacuation of the premises. When employees are advised to evacuate the building, the employees should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building.
- Do not reenter the building until instructed to do so.
- Employees must know the location of fire extinguishers, emergency exits and first aid kits.

Telephone
18.625

As a condition of employment, employees must have a telephone or a place of telephone contact. Employees shall be requested to notify the Department Head of any change of name, address, telephone number or contact place.

Travel
18.626

The County shall reimburse employees for actual necessary and reasonable itemized travel costs incurred while on official authorized County business. Commuting expenses between an employee's residence and normal place of employment are not reimbursable. All travel must be authorized by the Department Head in order to be eligible for reimbursement. Department Heads shall inform the County Administrator of any out of County travel plans. There will be no reimbursement for meals within the County, except as authorized by the Board Chair or Vice Chair. Out of County meals will be reimbursed at the IRS allowed rates. Receipts are required for all meals. Employees shall receive mileage reimbursement at the IRS allowed rate for all authorized travel in their personal automobile. Employees shall be required to complete an expense voucher before reimbursement will be made. All automobile allowances in all County departments shall be paid in a manner similar to that in which salaries are paid. Receipts are also required for air, train, bus or taxi travel, hotels or motels, conference registration and all other items (except tolls) in excess of five dollars. Clerical employees who are required to return to work to take minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This reimbursement is taxable to the employee.)

Section 7: Performance Evaluation

Policy
18.701

The performance evaluation program is used to assess an employee's work effectiveness and to suggest constructive actions on how he/she may improve. Performance evaluation reports shall be considered in decisions affecting placement, salary advancement, overtime assignment, promotions, demotions, dismissal, order of layoff, reemployment, and training.

Administration
18.702

Each employee shall be evaluated at the following periods:

- (a) Probationary Period (of one year).

Each employee shall be evaluated during their probationary period and one month prior to the completion of the probationary period.

- (b) Probationary Period (of less than one year).

1936 Each employee shall be evaluated one month prior to the completion of the
1937 probationary period.

1938 (c) Annual.

1941 Each employee shall receive an annual performance evaluation close to his/her
1942 anniversary date, or at another specified time if the Department Head elects to
1943 evaluate members of a classification or the whole department together at one time.

1944 (d) Special.

1945 A special performance evaluation shall be completed:

- 1946 (1) Whenever there is significant change in the employee's performance,
1947
1948 (2) Whenever a supervisor permanently leaves his/her position, in which case,
1949 the supervisor shall complete a performance report on each employee
1950 under his/her supervision that has not been evaluated within six months
1951 prior to the date the supervisor expects to leave.
1952
1953 (3) When an employee has accepted a new position with in Rock County, the
1954 current supervisor should complete a performance evaluation for the
1955 employee if they have not received a performance evaluation in the last six
1956 months.
1957
1958
1959
1960

1961 Rater
1962 18.703

1963
1964 The rater shall normally be the employee's immediate supervisor. The rater shall be responsible for
1965 completing a performance evaluation on forms prescribed by the Human Resources Director at the time
1966 prescribed for each employee under his/her supervision. The Human Resources Director, upon
1967 approval of the County Administrator, may also initiate rating procedures and mechanisms involving
1968 the Governing Committee, peers and/or subordinates.

1969
1970 The County Administrator shall be evaluated by the County Board Staff Committee.

1971
1972 Review of Performance Report
1973 18.704

1974
1975 Supervisors serving as raters shall review all performance reports with Department Heads before
1976 discussing the report with the employee and before the report is filed in the employee's personnel folder.
1977 If the rater plans to recommend the denial of an in-grade salary increment, the report shall be discussed
1978 with the Human Resources Director prior to review with the employee.

1979
1980 Human Resources Director
1981 18.705

1982
1983 The Human Resources Director shall be responsible for the overall administration of the employee
1984 performance evaluation programs and shall advise and assist employees, raters and Department Heads
1985 to ensure that performance evaluation procedures are handled according to the provisions of this
1986 Section.

1987
1988 Employee
1989 18.706

1990
1991 If the employee does not agree with any information contained in the performance report, a removal or
1992 correction of that information may be mutually agreed upon by the employee and the rater. If an
1993 agreement cannot be reached, the employee may submit a written statement explaining the employee's
1994 position to the Human Resources Director. The Human Resources Director shall attach the employee's
1995 statement to the disputed portion of the performance report.
1996

Performance Improvement Plan

18.707

The Performance Improvement Plan (PIP) is a great way to give struggling employees the opportunity to succeed while still holding them accountable for past performance. The PIP may be done in conjunction with a performance evaluation or as a stand alone assessment. The goal of the PIP is to improve performance and provide guidance to the employee, and the documentation helps put the employee back on track. The employee may need more training or help in understanding what is expected of them in order to be successful in meeting the criteria of the PIP. The supervisor should document the areas of the employee's performance that need improvement, as well as establish a provisional action plan for improvement. The employee is expected to demonstrate continued improvement. The supervisor will monitor and provide feedback to the employee regarding his or her performance on the PIP and may take additional disciplinary action, if warranted, through the progressive discipline process, up to and including termination at any time. At the completion of the Performance Improvement Plan, the supervisor shall document the outcome in writing and provide a copy to the Human Resources Office.

Section 8: Grievance Procedure

Policy

18.801

This grievance procedure is intended to meet all of the requirements set out in Wisconsin Statute Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin Legislature.

It is the policy of the County to treat all employees equitably and fairly in matters affecting their employment. Each employee of the County shall be provided ample opportunity to understand and resolve matters affecting employment, which the employee believes to be unjust. The presentation of a formal grievance shall be considered to be the right of each regular County employee without fear of reprisal. Nothing contained herein alters the "at will" status of those employees.

The County Administrator shall not have access to the grievance procedure.

Department Heads shall not have access to the grievance process based on Wisconsin Statutes Section 59.18 (2)(b).

Definitions

18.802

"Arbitrary and capricious" means a decision which was made on unreasonable grounds or without any proper consideration of circumstances.

"Grievance" means a formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.

"Employee discipline" shall include written reprimands, suspensions without pay, and demotions.

"Termination" means a separation from employment, but does not include job loss resulting from a reduction in force.

"Workplace safety" shall include violations of state and federal laws and regulations on health and safety.

The following personnel actions shall not be subject to the grievance process: oral or written evaluations; counseling; job coaching; placing an employee on paid administrative leave pending an internal investigation; change in job assignments; voluntary quits; layoff or failure to return to work when recalled; retirement; job abandonment or failure to report to work; inability to perform job duties due to physical or medical limitations; and loss of required licensure, certification or other requirement necessary to perform the job.

2057 "Preponderance of the evidence" means the greater weight of the evidence - superior evidentiary
 2058 weight that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair
 2059 and impartial mind to one side of the issue rather than the other.

2061 Administration

2062 18.803

2063
 2064 The Human Resources Director shall supervise and administer the grievance process. Supervisors and
 2065 Department Heads shall keep the Human Resources Director informed of all grievances in process.

2067 Filing a Grievance

2068 18.804

2069
 2070 This grievance procedure is available to all unilateral County employees (except Department Heads
 2071 and elected County Officials), members of a bargaining unit that previously contained a grievance
 2072 procedure, seasonal and temporary employees of the County.

2073
 2074 Limitations:

- 2075
 2076 1. A grievance that may be brought by or on behalf of a law enforcement officer using
 2077 the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this
 2078 section.
- 2079
 2080 2. A grievance that may be brought by or on behalf of an employee under a grievance
 2081 procedure that is contained in a collective bargaining agreement may not be brought
 2082 under this section.
- 2083
 2084 3. A grievance filed outside of the specified time lines in 18.806 will be denied. The
 2085 employee will forfeit all rights to participate in the grievance procedure as spelled out
 2086 in 18.806.

2087
 2088 Discussion of Problem with Immediate Supervisor

2089 18.805

2090
 2091 Any employee having a problem regarding his/her employment shall first discuss the problem with
 2092 his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and is a
 2093 grievance according to Section 18.802, the employee may present his/her grievance according to
 2094 Section 18.806.

2095
 2096 Grievance Procedure

2097 18.806

2098
 2099 A formal grievance of an employee shall be handled in accordance with the following procedure.

2100
 2101 STEP 1. Supervisor.

2102
 2103 The employee shall, within seven (7) calendar days of the event giving rise to the grievance or within ten
 2104 calendar days of the date he/she could reasonably be expected to have knowledge of the grievance,
 2105 present his/her formal grievance in writing on the form designated by the County to his/her immediate
 2106 supervisor unless the immediate supervisor is the subject matter of the grievance, in which case, the
 2107 employee may immediately proceed to Step 2. If the Department Head is the subject matter of the
 2108 grievance, the employee may immediately proceed to Step 3. The supervisor shall within three (3)
 2109 calendar days meet and discuss the grievance with the employee and then reply in writing within three (3)
 2110 calendar days.

2111
 2112 STEP 2. Department Head.

2113
 2114 In the event that the immediate supervisor's decision is not satisfactory to the employee or the immediate
 2115 supervisor is the subject matter of the grievance, the employee may within seven (7) calendar days,
 2116 present the grievance in writing to his/her Department Head. The Department Head, or his/her designee,
 2117 shall, within five (5) calendar days, meet and discuss the grievance with the employee and then reply in
 2118 writing within five (5) calendar days.

2119
2120 STEP 3. Human Resources Director.
2121

2122 In the event that the Department Head's decision does not satisfy the employee's grievance or if the
2123 Department Head is the subject matter of the grievance, the employee may, within seven (7) calendar
2124 days, present the grievance in writing to the Human Resources Director. The Human Resources Director
2125 shall arrange to meet within ten (10) calendar days of receipt of the grievance with the employee, his/her
2126 representative, if any, and any other person the Human Resources Director deems necessary. If, in the
2127 judgment of the Human Resources Director, a hearing is necessary to ascertain the facts surrounding the
2128 dispute, one shall be scheduled as soon as practicable. After the hearing, the Human Resources Director
2129 shall respond to the grievance in writing to the employee within ten (10) calendar days.
2130

2131 By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3 may be
2132 extended.
2133

2134 STEP 4. Impartial Hearing Officer (IHO).
2135

2136 In the event the decision of the Human Resources Director does not resolve the grievance, the employee
2137 may, within seven (7) calendar days, request a hearing before an Impartial Hearing Officer and pay the
2138 filing fee (if one is established) by the County Board. The cost of the impartial hearing officer shall be
2139 equally shared by the parties.
2140

- 2141
- 2142 a. The Human Resources Director shall upon receipt of a written hearing request,
2143 provide the employee with the name of an Impartial Hearing Officer. The Impartial
2144 Hearing Officer must not be an employee of the County. The Impartial Hearing
2145 Officer may be a lawyer, a professional mediator/arbitrator or other qualified
2146 individual as determined by the County Administrator.
2147
 - 2148 b. The Impartial Hearing Officer shall be impartial and may not have any prior
2149 knowledge of the grievance.
2150
 - 2151 c. The Human Resources Director will contact the hearing officer and schedule a
2152 meeting with the employee and the IHO to discuss the hearing. This meeting shall
2153 occur within two weeks of the date the Human Resource Director receives the
2154 request for the hearing. If the employee does not respond to the HR Director's
2155 attempt to schedule the meeting or does not attend a scheduled meeting, the request
2156 for a hearing shall be considered withdrawn and the decision of the HR Director
2157 shall stand.
2158
 - 2159 d. The Impartial Hearing Officer may decide the case on the existing record or may
2160 conduct a hearing. A hearing will be scheduled within 30 calendar days of receipt
2161 of the hearing request and filing fee. The Impartial Hearing Officer may reschedule
2162 the hearing with permission of both parties.
2163
 - 2164 e. The Impartial Hearing Officer, with the consent of both parties, may use his/her best
2165 efforts to mediate the grievance.
2166
 - 2167 f. The employee has a right to be represented at the hearing (at the employee's
2168 expense) by a person of the employee's choosing.
2169
 - 2170 g. The County has the burden of proof in a reprimand, suspension or termination
2171 grievance to show that its actions were not arbitrary or capricious. The employee
2172 has the burden of proof in a workplace safety grievance.
2173
 - 2174 h. The standard required of the party with the burden of proof in all cases is a
2175 preponderance of the evidence.
2176
 - 2177 i. The hearing shall be recorded by a court reporter, who will make a record of the
2178 proceedings, and the costs will be shared equally by the parties.
2179
 - 2180 j. Formal rules of civil procedure will not be followed.
2181

- 2182 k. Both parties may introduce exhibits and present witnesses. Witnesses shall be
2183 sworn to tell the truth.
2184
- 2185 l. The Impartial Hearing Officer shall provide a written decision within thirty (30)
2186 calendar days following the close of the record. The written decision should
2187 include a case caption; the parties and appearances; a statement of the issues,
2188 findings of fact; any necessary conclusions of law; the final decision and order; and
2189 any other information the hearing officer deems appropriate.
2190
- 2191 m. The Impartial Hearing Officer shall have the power to sustain or deny the
2192 grievance. He or she shall have the power to order only the following remedies:
2193 withdrawal of a written reprimand, reduction of suspension, transfer to original
2194 position from demoted position, reinstatement with or without some or all back
2195 pay. The Impartial Hearing Officer may recommend other remedies, however, all
2196 other remedial authority shall be subject to the determination and approval of the
2197 County Board, and shall be addressed by the County Board in the event the
2198 grievance is sustained.
2199

2200 STEP 5. County Board.
2201

2202 An employee or the County, within ten (10) calendar days of receipt of the hearing officer's decision,
2203 may appeal the decision to the County Board by filing a written notice of appeal with the County Clerk.
2204

- 2205 a. The written notice of appeal must contain: (1) a statement explaining the reason
2206 for the appeal, (2) a copy of the written grievance filed with the County, (3) the
2207 County's response to the grievance, and (4) a copy of the Impartial Hearing
2208 Officer decision. The notice of appeal may not contain any information that was
2209 not admitted into evidence at the hearing.
2210
- 2211 b. The appeal will be placed on the agenda for a County Board meeting that is held
2212 at no longer than sixty (60) calendar days after the County Clerk receives a
2213 written notice of appeal. The appeal will be noticed for consideration in closed
2214 session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal,
2215 licensing, or suspension of a public employee. The County Clerk will provide a
2216 copy of the meeting notice to the employee, and the employee may request that
2217 an open session be held.
2218
- 2219 c. The employee has the right to representation by a person of the employee's
2220 choosing and at the employee's request. The employee and the employee's
2221 representative may attend the closed session.
2222
- 2223 d. The employee or the employee's representative and a representative of the
2224 County may address the County Board for an equal period to be determined by
2225 the County Board Chair. The appealing party will go first and may reserve a part
2226 of his/her time for rebuttal. The responding party will go second. The appealing
2227 party may present a rebuttal, if he/she has reserved any time and not used it.
2228
- 2229 e. The employee and the employee's representative, and the person speaking on
2230 behalf of the County, will be excluded from any closed session during the
2231 County Board's discussion or deliberation.
2232
- 2233 f. The County Board's consideration of the appeal will be limited to a review of
2234 the Impartial Hearing Officer's written decision, the appealing party's reason(s)
2235 as to why the decision is wrong, and the response by the other party along with
2236 any oral presentations made by the parties.
2237
- 2238 g. Should the County Board Chair become aware of some relevant piece of
2239 information that could have had a significant impact on the decision of the
2240 impartial hearing officer, that neither party was aware of, or could have been
2241 expected to be aware of, prior to the impartial hearing officer's decision, the
2242 County Board Chair, with the advice of the Corporation Counsel, may take
2243 whatever action he/she deems appropriate so as not to disadvantage either party,
2244 and report such action to the County Board.

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- h. The County Board shall give due deference to the decision and recommendation of the Impartial Hearing Officer and his/her decision shall not be overturned unless the Board finds by a simple majority vote that: (1) the hearing was not conducted fairly, (2) there was fraud or corruption on the part of the hearing officer, or (3) the hearing officer made an error in fact or law.
- i. In the event the County Board does not sustain the Impartial Hearing Officer's decision, then the Board may render a new decision and remedy, or take other action as appropriate.
- j. The County Board Chair shall prepare and sign a written determination reflecting the County Board decision. The County Board Chair may enlist the assistance of the Corporation Counsel in preparing the determination. A copy of the determination will be provided to the employee within ten (10) calendar days following the County Board's decision.
- k. The County Board's decision is final and may not be appealed.

Grievance of Termination
18.807

All grievances regarding termination shall be initiated at the third step of the grievance procedure.

Section 9: Transactions and Records Management

Policy
18.901

The development and maintenance of an effective personnel transaction procedure and personnel records management system is essential to a sound personnel program. All appointments, separations, and other personnel transactions shall be made on forms designated by the Human Resources Director. The primary purpose of these systems and procedures shall be to:

- (a) Establish and maintain clear lines of authority for the processing of personnel transactions and management of personnel records.
- (a) Establish and maintain uniform, easily accessible and complete employment records of all County employees and employee transactions.

The Payroll Unit shall convert data from personnel transactions to payroll records and shall maintain cumulative records of vacation, overtime, sick leave, and payroll deductions. Payroll records and data shall be developed in cooperation with the Human Resources Director and Finance Director to provide current and meaningful personnel and position information, summaries and statistics.

All employees shall be responsible for notifying their supervisor of any changes, which affect their personal status.

Public Inspection
18.902

Information as to the name, class title and salary of employees and former employees is available for public inspection at times in accordance with procedures prescribed by the Human Resources Director. Other information shall be considered confidential and shall be available as authorized by State and Federal law.

Destruction of Records
18.903

Employee service records shall be kept for seven years after separation from County employment. Applications and examinations will be destroyed after two years.

2306
2307
2308 Reports
18.904

2309
2310 The Human Resources Director shall provide the Board and the County Board Staff Committee with
2311 reports and information relating to personnel actions upon request or as may be appropriate.
2312

Section 10: Definitions

2313
2314
2315 Accrued Benefits
2316 18.1001

2317
2318 This refers to vacation benefits that the employees are accumulating which they will only be able to use
2319 once they reach their next anniversary date.
2320

2321 Administrative Personnel
2322 18.1002

2323
2324 Administrative employees act as an advisor, limited function department head, or a specialist in a
2325 management or supportive service who meet all the following criteria:
2326

- 2327 (a) A primary duty of the employee includes the performance of office or non-manual
2328 work directly related to the management or general business operations of the
2329 County or its citizens.
2330
2331 (b) A primary duty of the employee includes the exercise of discretion and independent
2332 judgment with respect to matters of significance.
2333

2334 Allocation
2335 18.1003

2336
2337 The assignment of a position to a pay range.
2338

2339 Anniversary Date
2340 18.1004

2341
2342 The date an employee begins County employment. The anniversary date may be modified by
2343 subsequent personnel actions – leave of absence and layoff.
2344

2345 Appointing Authority
2346 18.1005

2347
2348 A County official who has the authority to appoint and remove individuals to and from positions in the
2349 County service.
2350

2351 Board
2352 18.1006

2353
2354 The Rock County Board of Supervisors.
2355

2356 Class
2357 18.1007

2358
2359 One or more positions which are substantially alike in duties and responsibilities to warrant using the
2360 same title, similar qualifications, selection procedures and the same pay range.
2361

2362 Class Description
2363 18.1008

2364

2365	A written description of a class containing the class title, a general statement of the duties and	
2366	responsibilities, examples of duties performed, and minimum qualifications required.	
2367		
2368		<u>Class Title</u>
2369		18.1009
2370		
2371	The official designation or name of the class as stated in the class description. The class title shall be	
2372	used on all personnel records and other official personnel actions.	
2373		
2374		<u>Classification Plan</u>
2375		18.1010
2376		
2377	The sum total of all job class descriptions in the County service and a system showing salary and	
2378	classification relationships.	
2379		
2380		<u>County Administrator</u>
2381		18.1011
2382		
2383	The person hired by the Rock County Board of Supervisors as the chief administrative officer for the	
2384	County.	
2385		
2386		<u>Demotion</u>
2387		18.1012
2388		
2389	The assignment of an employee from one class to another class with a lower pay range.	
2390		
2391		<u>Department Head</u>
2392		18.1013
2393		
2394	A County official with the responsibility for the operation of a County department.	
2395		
2396		<u>Disciplinary Action</u>
2397		18.1014
2398		
2399	The action taken to discipline an employee, including: written reprimand, suspension without pay,	
2400	demotion, and discharge.	
2401		
2402		<u>Earned Benefits</u>
2403		18.1015
2404		
2405	Those benefits that employees have on the books which are currently available to use (i.e. vacation	
2406	after reaching an anniversary date, sick leave earned a day a month, floating holiday, etc.).	
2407		
2408		<u>Eligible Candidate</u>
2409		18.1016
2410		
2411	A person certified by the Human Resources Director as meeting the training and experience	
2412	requirements and as successfully completing all parts of the selection process when formal selection	
2413	devices are used.	
2414		
2415		<u>Eligibility List</u>
2416		18.1017
2417		
2418	A list of Eligible Candidates to fill positions in a particular job class.	
2419		
2420		<u>Employee</u>
2421		18.1018
2422		
2423	An individual who is employed by the County and is paid in part or in whole through the County	
2424	payroll.	
2425		

Entrance Pay Rate

18.1019

The rate of pay a newly hired employee is assigned at commencement of employment.

Executive Personnel

18.1020

An executive employee is an administrator who meets all of the following criteria:

- (a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County.
- (b) The employee customarily and regularly directs the work of two or more other full time employees or their equivalent.
- (c) The employee has the authority to hire or fire other employees, or their recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees is given particular weight.

Flexible Time

18.1021

Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy and Procedures.

Full Time Equivalent (FTE)

18.1022

A way to measure the amount of time a person assigned to a county position is scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time position, while an FTE of 0.5 means that the position is only half time. FTE is measured in tenths from 0.1 to 1.0.

Grievance

18.1023

A formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.

Human Resources Director

18.1024

The Director of the Rock County Human Resources Department and the person responsible for implementing all County Personnel Policies and Procedures.

Immediate Family

18.1025

Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, aunt (the sister of one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.

In Range Increment

18.1026

A pay step within a pay range.

Layoff

18.1027

The involuntary separation of an employee a) whenever it is necessary to reduce the workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has exhausted all available leave options and is unable to return to work, c) when an employee has failed to successfully complete their probationary period after a promotion or d) when an employee no longer perform the essential functions of the job.

Limited Term Employee (LTE)

18.1028

An employee who is hired to perform a job for a determinant amount of time with a specific ending date at the time of hire and who meets all of the qualifications to perform the job. Limited Term Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Limited Term Employee may not work more than 25 hours per week.

Part-time Employees

18.1029

Employees shall be considered part-time when they are normally scheduled to work less than 40 hours per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work cycle.

Pay Grid

18.1030

A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective Bargaining Agreement.

Pay Range

18.1031

A salary range to which positions are assigned, consisting of a minimum wage rate, designated as "Step 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall be compensated at one of the steps contained in the pay range to which the position is assigned.

Pool

18.1032

An employee who is hired to perform a certain job and who meets all of the qualifications to perform the job (e.g. Pool Psych Techs, Pool C.N.A., Pool RN). Pool staff are not guaranteed a set number of work hours. Specific rules and guidelines for the completion of Pool duties are contained within Departmental Work Rules. Pool are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Pool may not work more than 25 hours per week. If a current FTE employee wished to become a pool employee, he/she must resign from his/her regular employment with Rock County and reapply as a pool employee.

Position

18.1033

A grouping of duties and responsibilities to be performed by an employee. A position may be filled or vacant, full time or part-time, regular or temporary.

Position Description

18.1034

A written document that describes the individual employee's duties and responsibilities and is specific to that position.

2547		<u>Probationary Employee</u>
2548		18.1035
2549		
2550	A person who has been properly appointed to a regular Rock County position and who is serving in	
2551	his/her <u>Trial Probationary Period</u> to determine if he/she can do the job.	
2552		
2553		<u>Probationary Period</u>
2554		18.1036
2555		
2556	The probationary period is a try out time for the employee. It is also used for determination of certain	
2557	benefits.	
2558		
2559		<u>Promotion</u>
2560		18.1037
2561		
2562	The assignment of an employee from one class to another class with a higher pay range.	
2563		
2564		<u>Reallocation</u>
2565		18.1038
2566		
2567	The reassignment of a position from one pay range to another to correct an error in the original	
2568	assignment, to reflect changing labor market conditions, or to reflect significant changes over a period	
2569	of time in the duties and the responsibilities of the position (e.g. moving the Medical Record Manager	
2570	position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position	
2571	shall move with the position.	
2572		
2573		<u>Reclassification</u>
2574		18.1039
2575		
2576	The reassignment of a position from one existing class to another existing or newly created class to	
2577	recognize a change in the duties and responsibilities of a position (e.g. a position is currently assigned	
2578	as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with	
2579	the position if they are qualified for the position.	
2580		
2581	If the incumbent in the position is not qualified for the position, an open recruitment shall be conducted	
2582	to fill the position.	
2583		
2584		<u>Regular Appointment</u>
2585		18.1040
2586		
2587	An assignment of an eligible candidate to a budgeted County position.	
2588		
2589		<u>Regular Employee</u>
2590		18.1041
2591		
2592	A person who has been properly appointed to a regular Rock County position and has successfully	
2593	completed the Probationary Period.	
2594		
2595		<u>Reinstatement</u>
2596		18.1042
2597		
2598	To restore or be placed back into a former or substantially equivalent position.	
2599		
2600		<u>Relief</u>
2601		18.1043
2602		
2603	An employee who is hired to perform a certain job and who meets all of the qualifications to perform	
2604	the job (e.g. Relief Youth Specialist). Relief Staff are not guaranteed a set number of work hours.	
2605	Specific rules and guidelines for the completion of Relief duties are contained within Departmental	
2606	Work Rules. Relief staff are not eligible to receive fringe benefits other than Wisconsin Retirement if	
2607	anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage.	

2608 Employees working as a Relief Staff may not work more than 25 hours per week. . If a current FTE
 2609 employee wished to become a pool employee, he/she must resign from his/her regular employment
 2610 with Rock County and reapply as a pool employee.

2611
 2612 Retiree
 2613 18.1044

2614
 2615 An employee who terminates employment with the County to immediately and actively draw an
 2616 annuity from the Wisconsin Retirement System (WRS).

2617
 2618 Seasonal Employee
 2619 18.1045

2620
 2621 An employee who is hired for a period of time to do a specific function (example: cut the grass), which
 2622 cannot cumulatively exceed a period of nine months in a calendar year. Seasonal Employees are not
 2623 eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours
 2624 in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Seasonal
 2625 employee may not work more than 25 hours per week.

2626
 2627 Selection Device
 2628 18.1046

2629
 2630 A formal measurement device used to evaluate and/or rank applicants for County positions.

2631
 2632 Seniority
 2633 18.1047

2634
 2635 Seniority is continuous length of service as a County employee. Seniority shall, upon completion of
 2636 the Probationary Period, begin with the original date of continuous employment subject to the con-
 2637 ditions of 18.1004. Seniority shall be used to determine accrual of vacation and sick leave.

2638
 2639 Supervisor
 2640 18.1048

2641
 2642 The person responsible for the assignment, direction and evaluation of the work of another employee,
 2643 usually a full time County employee.

2644
 2645 Temporary Appointment
 2646 18.1049

2647
 2648 An appointment of an individual who meets the qualifications for a position appointed to fill that position
 2649 for an unspecified term. Temporary Appointees may be eligible for fringe benefits.

2650
 2651 Termination
 2652 18.1050

2653
 2654 The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal,
 2655 resignation, retirement or death.

2656
 2657 Transfer
 2658 18.1051

2659
 2660 The assignment of an employee from one position to another in the same class or to a class with the
 2661 same pay range.

2662
 2663 Travel Status
 2664 18.1052

2665
 2666 An employee shall be considered to be in "travel status" when he or she is on County business outside
 2667 of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of a day before
 2668 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 10:30 a.m. and 2:30 p.m.

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Underslotting
18.1053

The filling of a vacant position at a lower classification.

Unilateral Employees
18.1054

Those County employees who are not covered by a collective bargaining agreement, excluding the County Elected Officials and the County Administrator. The Unilaterals are divided into three groups for purposes of overtime and vacation:

- Unilateral A's are "Non-Exempt". This means that they are subject to the requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law that requires, among other things, that employees who work more than 40 hours in a week get paid time and one half for any overtime hours.
- Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of their position. However, the County has chosen to pay them straight time overtime after 40 hours a week even though the County is not required to do this by federal law.
- Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of their position. Employees in these positions do not receive any form of overtime but are allowed to "flex" their time in accordance with HR Policy and Procedure.

Work Schedule
18.1056

The typical work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m. with a lunch period. All full time employees are expected to work at least 40 hours per week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise. Work schedules and hours of work may be determined by the operational needs of the department.

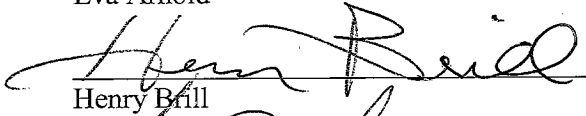
Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

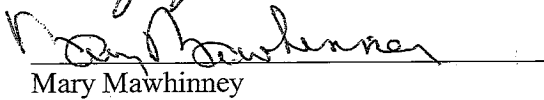

J. Russell Podzilni, Chair


Sandra Kraft, Vice Chair

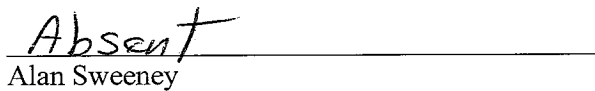

Eva Arnold

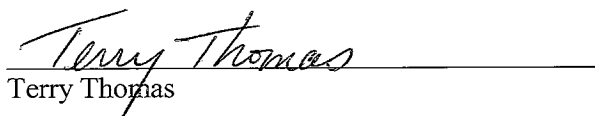

Henry Bill


Betty Jo Bussie


Mary Mawhinney


Louis Peer


Alan Sweeney

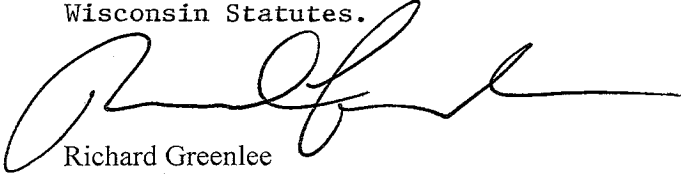

Terry Thomas

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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LEGAL NOTE:

The County Board is authorized to take this action pursuant to sections 59.03 and 59.52(8) of the Wisconsin Statutes.



Richard Greenlee
Corporation Counsel

FISCAL NOTE:

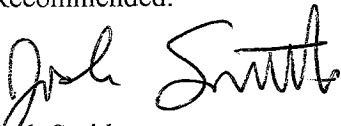
No material fiscal impact.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Rock County has a Personnel Ordinance that establishes a uniform personnel program for Rock County. The ordinance is reviewed annually and suggestions for modifications are brought forward to the County Board Staff Committee and the County Board.

It is important to give our workforce a voice in the process, and in 2017 a survey was sent to managers and employees to solicit input into suggestions for modifications to the current personnel ordinances and for suggestions for new ordinances. Overall there were 75 individuals that responded to the survey. The Human Resources Department identified several areas that were brought to their attention during 2017.

A draft of the proposed changes was reviewed with the County Administrator. There were some additional suggestions offered and a final version of proposed changes was compiled.

These changes are summarized below and a full version of the Ordinance language is included with the resolution.

Proposed Personnel Ordinance Changes

Summary

18.104 – Deletion of reference to Unilaterals

18.205 – Clarified that a reclassification is considered a promotion. Provide additional flexibility for placement of an employee on the wage scale.

18.209 – Deletion of Review of Classification Plan language

18.306 -Provided clarification when a probationary employee is promoted/demoted, their probationary period starts over.

18.409 – Provide clarification that prior approval is required before being placed in a higher step.

18.503 – Provide clarification that life insurance must be elected for coverage.

18.506– Update language when an employee receives a payout of their accrued vacation.

18.509 – Clarify that bereavement leave is used for people

18.515 – Update language to allow use of sick time after three months.

18.607 – Add language that requires employees to notify Rock County of all arrests or convictions that impact their ability to do their job.

18.614-Correct numbering.

18.702-Provide guidance as to when performance evaluations need to be completed

18.707-New language for Performance Improvement Plans

18.1035-Eliminate Trial period language