

ORDINANCE  
ROCK COUNTY BOARD OF SUPERVISORS

Annette Mikula  
INITIATED BY

Amy Spoden, Human Resource Manager  
DRAFTED BY

County Board  
Staff Committee  
SUBMITTED BY



November 2, 2016  
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, 2017.  
 9  
 10 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this  
 11 15<sup>th</sup> day of December, 2016 does hereby amend Chapter XVIII, the County's Personnel  
 12 Ordinance as follows:  
 13

**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

16-11D-148

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

50  
 51 (5) To protect employees against coercive political activities and to prohibit the  
 52 use of official authority for the purpose of interfering with or affecting the  
 53 result of an election or a nomination for office.

54  
 55 C. Provide a system of standardized titles and standardized class descriptions for the ef-  
 56 fective administration of personnel activities such as: manpower planning and  
 57 budgeting, standards of job performance, fair and equitable pay, valid selection and  
 58 recruitment programs, training programs and career development.

59  
 60 D. Provide a system to recruit and select the most qualified persons for positions in  
 61 County service. Recruitment and selection shall be conducted in an affirmative  
 62 manner to ensure open competition, provide equal employment opportunity, prohibit  
 63 discrimination based on the categories identified above to ensure that persons of  
 64 disadvantaged groups are fairly represented in the County workforce.

65  
 66 E. Provide an effective career development plan for qualified employees through  
 67 promotional opportunities in an environment free of discrimination.

68  
 69 Scope

70 18.103

71  
 72 THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT. The  
 73 provisions of this Ordinance do not vary or modify the at will employment relationship between the  
 74 employee and the County. Any individual may voluntarily cease employment upon proper notice and  
 75 may be terminated by Rock County at any time and for any reason. Any oral or written statements of  
 76 promises to the contrary are expressly disallowed and should not be relied upon by any prospective or  
 77 existing employee. The contents of this ordinance are subject to change at any time by action of the  
 78 County Board.

79  
 80 This Ordinance shall govern personnel administration for all employees and departments of the County  
 81 of Rock except:

- 82  
 83 (a) members of the Rock County Board of Supervisors;  
 84  
 85 (b) elected County Officials;  
 86  
 87 (c) members of boards, commissions, and committees (including citizens);  
 88  
 89 (d) persons employed to conduct temporary and special inquiry, investigation or  
 90 examination on behalf of the County Board, a committee thereof, or the County  
 91 Administrator;  
 92  
 93 (e) persons employed by employment services agreements or purchase of service  
 94 contracts, unless expressly included in said contract or agreement;  
 95  
 96 (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats.,  
 97 which shall be handled by the Public Safety and Justice Committee of the Rock  
 98 County Board of Supervisors in accordance with statute.

99  
 100 This Ordinance shall not be interpreted as infringing upon the Constitutional powers of Elected  
 101 Department Heads.

102  
 103 Collective Bargaining Agreements

104 18.104

105  
 106 This Ordinance applies to employees not covered by collective bargaining agreements (Unilaterals) and to  
 107 employees so covered when specific contracts are silent on a particular issue, or otherwise do not apply to  
 108 the contrary.

109

110 Human Resources Section of the Administrative Policies and Procedures Manual

111 18.105

112

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

118

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

121

122 Department Work Rules

123 18.106

124

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

129

130 Non-Elected Department Heads

131 18.107

132

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

142

143 Administrator Position

144 18.108

145

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

149

150 Sheriff's Office Command Staff

151 18.109

152

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

157

- 158 • Education
- 159 • Health insurance for retirees\*
- 160 • Life insurance
- 161 • Retirement
- 162 • Sick Leave Accumulation
- 163 • Sick leave payout
- 164 • Sick leave payment
- 165 • Uniform allowance
- 166 • Worker's compensation

167

168 \*For Command Staff who are at least age 53 and retire after January 1, 2014, the County shall pay  
169 100% of the health insurance premiums for the applicable coverage for the retired and eligible  
170 dependents thru the end of the month before they turn 65.

171

172 Correctional Supervisor173 18.109(a)

174

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

178

179 Amendments180 18.110

181

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

184

185 Management Rights186 18.111

187

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

190

- 191 1) Hire, promote, demote, suspend, discipline, and discharge;
- 192
- 193 2) Decide job qualifications for hiring;
- 194
- 195 3) Transfer or layoff because of lack of work, discontinuance of services, or other  
 196 legitimate reasons;
- 197
- 198 4) Subcontract for economic reasons or when it is not feasible for county employees to  
 199 perform the work;
- 200
- 201 5) Abolish or create positions;
- 202
- 203 6) Create job descriptions and determine the composition thereof;
- 204
- 205 7) Plan and schedule work;
- 206
- 207 8) Determine the methods and processes and manner of performing work;
- 208
- 209 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
- 210
- 211 10) Determine the location, operation and type of physical structures, facilities,  
 212 equipment of the county;
- 213
- 214 11) Plan and schedule any training programs,
- 215
- 216 12) Create, promulgate and enforce reasonable work rules;
- 217
- 218 13) Determine and enforce regulations governing conduct and safety;
- 219
- 220 14) Determine what constitutes good and efficient county service, and all other  
 221 functions of management and direction.
- 222

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

225

226 Responsibilities and Authority227 18.112

228

229 A. County Board. The County Board shall:

230

- 231 (1) approve the annual County budget, including requests for personnel  
 232 adjustments.
- 233
- 234 (2) review and approve County Personnel Ordinance and amendments.

- 235  
236 (3) confirm department head appointments made by the County Administrator.  
237  
238 (4) delegate such duties to the County Board Staff Committee as  
239 necessary.  
240  
241 (5) hear grievance appeals as outlined in Section 18.806.  
242

243 B. County Board Staff Committee. The County Board Staff Committee shall:

- 244  
245 (1) advise the County Administrator on matters concerning implementation of  
246 Personnel Ordinance.  
247  
248 (2) review proposed Personnel Ordinance and amendments as developed and  
249 recommended by the Human Resources Director and make  
250 recommendations to the County Board for consideration and legislative  
251 action.  
252  
253 (3) perform other related duties as assigned by the County Board.  
254

255 C. County Board Governing Committees. Each Governing Committee shall:

- 256  
257 (1) review all appointments made by the County Administrator as provided in  
258 Section 18.112(d)(1) and make such recommendations to the Board as  
259 appropriate.  
260

261 D. County Administrator. Except as prohibited by State and Federal law, the County Administrator  
262 shall:

- 263  
264 (1) appoint and remove all Department Heads, subject to the provisions of  
265 Section 18.107.  
266  
267 (2) advise the Governing Committee of the final interview schedule of the  
268 best-qualified applicants. The Governing Committee may participate in  
269 the scheduled interviews.  
270  
271 (3) submit terms of employment for Department Heads to the Governing  
272 Committee for review before submission to the County Board.  
273  
274 (4) approve Personnel Ordinance prior to submittal to the County Board Staff  
275 Committee and the County Board.  
276  
277 (5) apply appropriate disciplinary actions as defined in Section 18.1108 to  
278 subordinate employees.  
279  
280 (6) approve new positions, reallocations, and upgrades of existing positions  
281 subject to County Board approval.  
282

283 E. Human Resources Director. The Human Resources Director under the authority of the County  
284 Administrator shall:

- 285  
286 (1) administer the Personnel Ordinance adopted by the County Board.  
287  
288 (2) establish, maintain and coordinate personnel transactions and records  
289 management for all County employees and positions.  
290  
291 (3) establish and maintain a central personnel file for each County employee  
292 showing name, title, salary, change in status, annual performance ratings  
293 and such pertinent information as may be necessary for effective personnel  
294 administration and for compliance with Federal and State laws.  
295  
296 (4) advise and assist Department Heads on all County Personnel transactions  
297 and records management systems and procedures.

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359
- (5) notify the payroll section of all relevant changes.
  - (6) review appointments and removal of personnel to County positions pursuant to Section 18.607.
  - (7) maintain complete employment and performance records of all County employees.
  - (8) establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.
  - (9) make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.
  - (10) develop and maintain the Classification Plan.
  - (11) develop and administer the recruitment and selection program.
  - (12) establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.
  - (13) monitor temporary and overtime assignments.
  - (14) approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the re-employment of laid off employees in other appropriate County positions.
  - (15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.
  - (16) establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.
  - (17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.
  - (18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.
  - (19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.
  - (20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
  - (21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.
  - (22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
  - (23) develop such regulations as necessary to carry out the intent of this Ordinance.
  - (24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.

- 360 (25) develop and maintain the County wide training program within budgetary  
 361 limitations.  
 362  
 363 (26) administer and manage the County's Worker's Compensation program.  
 364  
 365 (27) insure that Department Work Rules are fairly designed and administered.  
 366

367 F. Department Heads. Department Heads shall:

- 368  
 369 (1) enforce the Personnel Ordinance, and the Human Resource Policies and  
 370 Procedures in their respective department.  
 371  
 372 (2) adopt such additional Department Work Rules as required by law and/or  
 373 necessary for the operations of the Department subject to approval of the  
 374 Human Resources Director.  
 375  
 376 (3) initiate and process personnel transactions affecting their employees using  
 377 forms provided by the Human Resources Director.  
 378  
 379 (4) maintain an employee service record for each employee.  
 380  
 381 (5) notify the Human Resources Director of all changes in permanent  
 382 personnel records including change of address, insurance coverage and  
 383 other relevant information.  
 384  
 385 (6) keep employees informed of current personnel policies.  
 386  
 387 (7) conduct second step grievance procedures hearings as may be necessary  
 388 under Section 18.805, and adjust such grievances as may be appropriate.  
 389  
 390 (8) appoint and remove employees to positions subject to Section 18.304 and  
 391 18.806, and consistent with applicable State Statutes and inform governing  
 392 committee of said appointments.  
 393  
 394 (9) in collaboration with the Human Resources Director, develop employee  
 395 orientation and in service training programs.  
 396  
 397 (10) administer discipline and delegate such authority to supervisory personnel  
 398 as appropriate subject to Section 18.806.  
 399  
 400 (11) conduct performance reviews of all immediate subordinate employees on  
 401 no less frequent than an annual basis  
 402  
 403 (12) obtain prior approval of the County Administrator when taking vacation  
 404 days, or when traveling out of the County on County business. (This  
 405 provision does not apply to elected County Officials.) The memo making  
 406 the request should include a designated department contact person, as  
 407 well as a phone number where the Department Head can be reached (if  
 408 possible).  
 409  
 410 (13) develop and monitor department budget.  
 411

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

- 414  
 415 (1) interview and recommend applicants for appointments to and removal  
 416 from subordinate positions.  
 417  
 418 (2) implement the Personnel Ordinance, HR Policies and Procedures and  
 419 Department Work Rules in their unit.  
 420  
 421 (3) conduct performance reviews of all immediate subordinate employees on  
 422 no less frequent than an annual basis.

- 423  
424 (4) administer discipline to employees as necessary.  
425  
426 (5) conduct first step grievance hearings as may be necessary under Section  
427 18.806, and adjust such grievances as may be appropriate.  
428

## 429 Section 2: Classification Plan

### 430 Development and Administration

#### 431 18.201

432  
433  
434 The Human Resources Director shall be responsible for the overall development and administration of the  
435 Classification Plan, in cooperation with Department Heads, key staff employees and other appropriate  
436 resources. The County Administrator position shall be an unclassified position.  
437

### 438 Position Description

#### 439 18.202

440  
441 Each employee shall have an accurate position description that describes the knowledge, skills and  
442 abilities necessary to do the work of that position; goals of the position and job tasks to accomplish the  
443 goals; and identifies the essential job functions.  
444

### 445 Allocation of New Positions

#### 446 18.203

447  
448 The Human Resources Director shall allocate new positions that have been approved by the County  
449 Board to one of the classifications in the Classification Plan. If a suitable class does not exist, the  
450 Human Resources Director shall establish a new classification. An appropriate pay range for the  
451 classification shall be assigned subject to the approval of the County Board Staff Committee, and  
452 confirmation of the County Board unless otherwise established through the budgetary process.  
453

### 454 Abolition of Unnecessary Classifications

#### 455 18.204

456  
457 When it is determined that a classification or classifications are no longer useful or appropriate, the  
458 Human Resources Director shall inform the County Board Staff Committee that such classes have been  
459 abolished.  
460

### 461 Reclassification Requests

#### 462 18.205

463  
464 A reclassification is the re assignment of a position from one existing class to another class to  
465 recognize a change in the duties and responsibilities of a position.  
466 Reclassification requests shall normally be contained within the annual budget. In such situations,  
467 prior to approval of the budget, the Human Resources Department shall audit the position and make a  
468 written recommendation to the County Administrator who shall then recommend approval or denial of  
469 reclassification requests. If a reclassification request is denied, the position shall not be reconsidered  
470 for reclassification until there is a significant change in the duties and responsibilities of the position.  
471 If, in exceptional cases, duties of a position change during a budget year, the County Board may  
472 approve a reclassification request upon the performance of a job audit and the recommendation of the  
473 Human Resources Director and County Administrator and with the confirmation of the County Board  
474 Staff Committee.  
475

### 476 Reallocation Requests

#### 477 18.206

478  
479 A reallocation is the re assignment of a position from one pay range to another pay range to correct an  
480 error in the original assignment, to reflect changing labor market conditions, or to reflect significant  
481 changes over a period of time in the duties and the responsibilities of the position.  
482

483 Salary adjustments shall be part of the budget process. If salary reallocations are approved, they will  
484 become effective the first day of the fiscal year. Persons in positions reallocated shall normally be



485 advanced to the step with the next highest dollar amount in the new pay range. Future step increases  
 486 will be paid according to the employee's new employee group or pay grid. In unusual circumstances,  
 487 the reallocated individual may be placed in a higher step upon approval of the Human Resources  
 488 Director and the County Administrator.

489  
 490 If the employee's current rate of pay is greater than the maximum of the new range, the employee will  
 491 be red-circled in accordance with section 18.411.

492  
 493 When a position becomes vacant and it is determined by the Human Resources Director and the  
 494 County Administrator that a reallocation of the position is necessary for recruitment purposes, such  
 495 reallocation may occur outside the budget process upon the confirmation of the County Board Staff  
 496 Committee and approval of the County Board.

497  
 498 Reorganization of Department

499 18.207

500  
 501 Each time a department or division of a department is reorganized, class descriptions for all affected  
 502 employees shall be submitted to the Human Resources Director for review and approval as part of such  
 503 reorganization.

504  
 505 Position Description Questionnaires/Job Audits

506 18.208

507  
 508 The Human Resources Director may require departments or employees to submit Position Description  
 509 Questionnaires when vacancies occur, any time there is reason to believe that there has been a  
 510 significant change in the duties and responsibilities of one or more positions, or as part of a job audit  
 511 conducted by the Human Resources Department.

512  
 513 Review of Classification Plan

514 18.209

515  
 516 At least every three years, or as often as may be appropriate, the Human Resources Director shall  
 517 review the Classification Plan to ensure that the plan accurately reflects existing position responsi-  
 518 bilities and market conditions. The Human Resources Director shall take whatever action is  
 519 appropriate to amend and update the Classification Plan, subject to the review of the County Board  
 520 Staff Committee and approval of the County Board.

521  
 522 Underslotting

523 18.210

524  
 525 As a vacancy occurs, the Department Head may recommend the position not be filled at the existing  
 526 level. With the concurrence of the Human Resources Director and County Administrator, the position  
 527 may be filled at a lower classification.

528  
 529 Upgrade

530 18.211

531  
 532 ~~Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human~~  
 533 ~~Resources Department shall audit the position and make a written recommendation to the County~~  
 534 ~~Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade~~  
 535 ~~request is denied, the position shall not be reconsidered for upgrade until there is a significant change~~  
 536 ~~in the duties and responsibilities of the position.~~

537 ~~When a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring~~  
 538 ~~procedures for approved upgraded positions shall be subject to guidelines established by the Human~~  
 539 ~~Resources Director.~~

540  
 541  
 542 **Section 3: Recruitment and Selection**

543 Recruitment

544 18.301

545  
 546 The Human Resources Director shall develop and conduct an active recruitment program designed to  
 547 meet current and projected County manpower needs.

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

(a) Job Announcements and Publicity.

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

(b) Application Form.

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

(c) Rejection of Applications.

The Human Resources Director may reject any application if the applicant:

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

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

(e) The Human Resources Director may select only the best qualified applicants for screening and final consideration.

(f) ~~Where written exams are used as part of the recruitment process, applicants will not be eligible to re-take the exam until a period of six months has lapsed.~~

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

Relocation Expense

18.302

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

619 Selection

620 18.303

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 622  
 623 The selection process shall maximize reliability, objectivity, and validity through a practical and job  
 624 related assessment of applicant attributes necessary for successful job performance and career potential.  
 625 The selection process shall also be balanced to provide promotional opportunities as well as open  
 626 competitive opportunities at all levels of County employment.

627  
 628 (a) Selection Devices.

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

636  
 637 (b) Confidentiality.

638  
 639 Formal selection materials shall be known only to the Human Resources Director and to other  
 640 individuals designated ~~by the Human Resources Director~~. Every precaution shall be exercised by all  
 641 persons participating in the development and maintenance of materials to ensure the highest level of  
 642 integrity and confidentiality.

643  
 644 Eligibility Lists

645 18.304

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

654  
 655 (a) Layoff List for unilateral employees.

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

667  
 668 (b) Open Competitive and Promotional Eligibility.

669  
 670 ~~The~~ Human Resources Director may establish and maintain such open competitive  
 671 and promotional eligibility lists of applicants who have qualified for a particular  
 672 job or class of County positions.

673

(c) Duration of Eligibility Lists.

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

(d) Removal of Candidates from Eligibility Lists.

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

- (1) receives a regular appointment to a position in the same class or another class having the same or higher pay grade.
- (2) files a written statement indicating unwillingness to accept appointment.
- (2) declines an offer of employment under such conditions previously indicated by the candidate as acceptable.
- (4) fails to respond within a specified time period to any official written inquiry regarding relative availability.
- (5) fails to report for an interview or for duty at the time specified by the Human Resources Director or appointing authority.
- (6) is disqualified for employment under County policies or state law.
- (7) factors covered under Section 18.301.

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

Certification and Appointment  
18.305

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

Appointment of Eligible Candidates.

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

The date upon which a new employee commences employment shall be jointly determined by the Human Resources Director and Department Head Hiring Manager.

Probationary Period  
18.306

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

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

- (1) Regular status begins on the first workday following completion of the Probationary Period.
- (2) The Probationary Period may be extended for a period of time not to exceed six (6) months, with prior approval of the Human Resources

- 737 Director. This request must be made in writing citing the reason for the  
738 request.
- 739
- 740 (3) An employee shall automatically be appointed at the end of the prescribed  
741 Probationary Period, unless the appointing authority, with approval of the  
742 Human Resources Director, notifies the probationary employee of the  
743 extension, or the unsuccessful completion of the Probationary Period at  
744 which time the employee shall have their Probationary Period extended or  
745 be dismissed.
- 746
- 747 (4) Dismissal of an employee during the initial Probationary Period shall be at the  
748 sole discretion of the employer and without recourse to the grievance  
749 procedures herein provided.
- 750
- 751 (5) An employee appointed to a position in an acting capacity by the County  
752 Administrator and subsequently selected as the regular employee in that  
753 position shall have his/her total time of continuous employment, including  
754 the time spent in an interim capacity, counted for seniority purposes, but  
755 shall serve at least a six month Probationary Period after regular  
756 appointment. When an employee is in an acting capacity, the employee  
757 will continue to receive step increases as provided under Section 18.405.
- 758
- 759 (6) Probationary employees, with the exception of Pool Staff, Relief Staff, and  
760 Project Staff, will not be permitted to apply for other positions until they  
761 have completed twelve months of employment. An employee who has  
762 completed at least six months of their probationary period, may sign for a  
763 lateral transfer in the same classification with in the same division. In  
764 unusual circumstances, this requirement may be waived in advance and in  
765 writing by the current Department Head and Human Resources Director.
- 766
- 767 (7) Completion of the Probationary period does not guarantee continued  
768 employment for any specified period of time, nor does it modify or change the  
769 employee's at will status.
- 770

771 Part-time and Seasonal Employment

772 18.307

773

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

776

777 Temporary Appointments

778 18.308

779

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

785

786 Overlap Double Fill of Positions

787 18.309

788

789 Any request for hiring in excess of the budgeted personnel roster must be approved by the County  
790 Board. This would include cases where the Department Head requests an overlap of personnel for  
791 more than one payroll period in order to train the new employee. The request should be approved by  
792 the governing committee and County Board Staff Committee prior to submission to the Board.

793

794 Other Appointments May Follow Ordinance

795 18.310

796

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

799

## Section 4: Salary Administration

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### Pay Plans

#### 18.401

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

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

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

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

### Development and Administration

#### 18.402

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

### Linkage

#### 18.403

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

### Entrance Pay Rate

#### 18.404

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

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

### In Range Increment

#### 18.405

In range increments shall be based on satisfactory work performance and length of service in a class. Such increments shall not be granted automatically. Whenever an employee is promoted, their annual pay increments (step increase) shall be based on the length of service in that range or class. The employee shall have an overall performance evaluation of "satisfactory" or "meets expectations" or higher in order for an in range increment to be granted. If the rater plans to recommend the denial of an in grade salary increment, the report shall be discussed with the Human Resources Director prior to review with the employee. The performance of the employee will be evaluated in accordance with procedures outlined in Section 7 of this Ordinance.

860 Productivity/Incentive Awards861 18.406

862

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

871

872 (a) The employee has personally conceived and suggested a procedure or device  
 873 which has resulted in substantially greater operating efficiency or in a marked  
 874 decrease in operating expenses; or,

875

876 (b) The employee has performed extensive collateral duties or has continually  
 877 completed difficult work assignments, which significantly increased the efficiency  
 878 and effectiveness of his/her department's program or the County service.

879

880 Seasonal Employment881 18.407

882

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

885

886 Temporary Employment887 18.408

888

889 Temporary employees shall be compensated by placing them on a step in the appropriate salary  
 890 schedule.

891

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

896

897 Pay Rate Adjustments898 18.409

899

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

901

902 (a) Transfer

903

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

906

907 (b) Promotion

908

909 When an employee is promoted from one class to another having a higher pay  
 910 range, he/she shall normally advance to the pay step in the new range which is  
 911 immediately above his/her former rate of pay. In unusual circumstances, the  
 912 promoted individual may be placed in a higher step upon approval of the Human  
 913 Resources Director and the County Administrator.

914

915 (c) Demotion

916

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

921

922 (d) Reinstatement

923

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

929

930 (e) Compensation During Temporary Assignment

931

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

943

944 Overtime

945 18.410

946

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

948

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

950

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

953

954 For additional policies and procedures regarding overtime for unilaterals and other employees see the  
955 HR Policy and Procedure Manual.

956

957 Red Circled Classifications

958 18.411

959

960 Employees in classifications that are to be red circled will be frozen at their current salary until the  
961 salary of the pay range to which they are assigned equals or exceeds their rate of pay. Employees with  
962 ~~ten years of service~~, whose classification has been red circled, shall receive one half of the across the  
963 board increase granted to employees ~~on the Unilateral Pay Plan~~ until the salary of the pay range to  
964 which they are assigned equals or exceeds their rate of pay.

965

966 **Section 5: Fringe Benefits**

967 Holidays

968 18.501

969

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

972

- 973 (a) New Year's Day
- 974 (b) Spring Holiday to be observed the Friday immediately preceding  
975 Easter
- 976 (c) Memorial Day
- 977 (d) July 4th
- 978 (e) Labor Day
- 979 (f) Thanksgiving Day
- 980 (g) Friday following Thanksgiving
- 981 (h) Day before Christmas
- 982 (i) Christmas Day
- 983 (j) One Floating Holiday



984 (k) Any additional holiday granted by the County Board.

985 (l) The County Administrator may designate additional holidays in  
986 unusual circumstances with the approval of the County Board  
987 Chair and/or Vice Chair.

988  
989 For employees working the standard work schedule, when a holiday falls on Saturday, it shall be  
990 observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be  
991 observed.

992  
993 For employees not working the standard work schedule see the HR Policies and Procedures.

994  
995 ~~The Director of Nurses, the Assistant Director of Nurses and Nursing Supervisors working in Rock~~  
996 ~~Haven who are required to work a holiday; will be paid or granted compensatory time off at a rate of~~  
997 ~~time and one half and receive an additional day in lieu thereof.~~

998  
999 Unilateral A Positions who are required to work a holiday, will be paid or granted compensatory time  
1000 off at a rate of time and one half and receive an additional day in lieu thereof.

1001  
1002 Pool/Relief of Unilateral A positions who are required to work a holiday will be paid at a rate of time  
1003 and one half.

1004  
1005 ~~Any Youth Services Center Supervisors or Relief Supervisor who are required to work a holiday, will~~  
1006 ~~be paid or granted compensatory time off at a rate of time and one half.~~

1007  
1008 For supervisors working at the 911 Communication Center, who are required to work on a holiday,  
1009 they will be paid or granted compensatory time off at a rate of time and one half for all hours worked  
1010 between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday, and earn 8 hours  
1011 of holiday time in lieu of. ~~If the holiday falls on an employee's scheduled day off, the employee shall~~  
1012 ~~be entitled to a compensatory day off with pay.~~

1013  
1014 Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be  
1015 granted in lieu thereof.

1016  
1017 Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.

1018  
1019 ~~Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be~~  
1020 ~~granted in lieu thereof~~

1021  
1022 Regular part-time employees who normally work sixteen or more hours per week shall be paid for  
1023 holidays which fall on days for which they would otherwise be scheduled to work, according to the  
1024 number of hours for which they would be scheduled to work on that day.

1025  
1026 When a holiday falls within a period of leave with pay, the employee shall receive pay for the holiday.

1027  
1028 When a holiday falls within a pay period of leave without pay, the employee shall receive no pay for  
1029 the holiday.

1030  
1031 In order to receive holiday pay, employees must normally be scheduled to work for not less than 4  
1032 hours the regular workday before and not less than 4 hours the regular workday after the holiday,  
1033 unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

1034  
1035 Floating holidays must be taken in whole day increments (pro-rated for part-time employees).

1036  
1037 The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of  
1038 January 1<sup>st</sup> of each year. Employees need to use the floating holiday before December 31 of each  
1039 calendar year. If the floating holiday is not used by December 31, the floating holiday will be  
1040 forfeited. During their first year of employment, Employees hired after November 30, will have until  
1041 January 31 of the following year to use their floater from the previous year.

1042  
1043 The floating holiday may be taken upon at least 7 days advance notice. The floating holiday request  
1044 will normally be approved, however, it may be denied by the Department Head, even with a 7 day  
1045 advance notice, if granting the request would put the department, division, unit, or shift below the  
1046 minimum staffing needs of the department, division, unit or shift. A floating holiday with less than 7

1047 day notice may be granted in an emergency circumstance at the discretion of the Department Head or  
 1048 his/her designee. Employees are strongly encouraged to use their floating holiday prior to the last  
 1049 payroll period of the calendar year.

1051 Health and Dental Insurance

1052 18.502

- 1053
- 1054 A. The County shall pay that portion of the employee's health insurance as is approved by the  
 1055 County Board.
- 1056
- 1057 B. For non-represented employees hired after September 1, 2009 into positions with an  
 1058 FTE of 0.5 or greater but less than 1.0 FTE Rock County will provide single coverage  
 1059 health insurance. If the employee chooses to select employee and spouse, employee  
 1060 and child, or family coverage, the employee will pay a pro-rated share of the premium  
 1061 difference between single coverage and the coverage of their choice based on their FTE  
 1062 [CB Resolution 14-12A-170].
- 1063
- 1064 C. Part-time employees who are normally scheduled to work less than twenty hours per week  
 1065 are not eligible for County health and dental benefits. Employees who normally work  
 1066 twenty hours or more per week are eligible to receive dental insurance and health benefits.  
 1067 Part-time employees may participate in vision insurance at their own cost provided it is  
 1068 allowable under the plan rules in effect at the time of participation.
- 1069
- 1070 D. Employees retiring from the County who are eligible for a WRS annuity may retain their  
 1071 insurance coverage under the County's group policy if they pay the premium.
- 1072
- 1073 F. Dental coverage will be provided consistent with coverage and copayments as set by the  
 1074 County Board. Eligibility for coverage shall be governed by the policy issued by the  
 1075 carrier/administrator. The employer shall pay 60% of applicable premium of the lowest  
 1076 cost available plan and the employee shall pay the remainder of the applicable premium.

1077

1078 Life Insurance

1079 18.503

1080

1081 Regular full-time employees are eligible for group life insurance in an amount equal to the next highest  
 1082 thousand dollars of their annual salary. Unless they specifically waive such coverage, a portion of the  
 1083 premium shall be deducted monthly from their regular salary as approved by the County Board. Regular  
 1084 part-time employees are also eligible if they work enough hours in a year to qualify for Wisconsin  
 1085 Retirement System coverage.

1086

1087 Retirement

1088 18.504

1089

1090 Retirement benefits are administered by the State of Wisconsin Retirement System (WRS). The benefits  
 1091 are governed by applicable State statutes and regulations.

1092

1093 Unemployment Compensation

1094 18.505

1095

1096 County employment is covered by Wisconsin Unemployment Compensation laws.

1097

1098 Vacation

1099 18.506

- 1100
- 1101 (a) Unilateral employees hired prior to January 1, 2008, shall earn ten days paid vacation after  
 1102 one year of continuous service. Thereafter, he/she shall earn one additional day per year  
 1103 for each year of continuous employment to a maximum of twenty two days. Employees  
 1104 shall continue to earn vacation until the employee's length of service would provide  
 1105 additional vacation under paragraph (b) below, at which time they shall be placed on that  
 1106 schedule.
- 1107
- 1108 (b) ~~Starting with their anniversary date in 2016,~~ Unilateral employees hired after January 1,  
 1109 2008, shall earn vacation according to the following schedule:

1110

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	"

1111

1112 Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six  
 1113 months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six  
 1114 months. Any time used between six (6) months and one year, will result in a  
 1115 reduction of the days available after one year. (Example: a Unilateral A employee uses 2 days after six  
 1116 months but prior to his one year anniversary date, that person would have 8 days to use after completing  
 1117 one year of service.  $10 - 2 = 8$ .)

1118

1119 (c) Vacation schedules for ~~those non unilateral employees covered by a bargaining agreement~~  
 1120 ~~that has limited bargaining rights as of January 1, 2012~~ are contained in the HR Policies  
 1121 and Procedures manual.

1122

1123 (d) Credit for years of service may be awarded to an employee based on years of prior related  
 1124 experience plus years of service with the County. Prior related experience shall be  
 1125 determined by the Human Resources Director and the Corporation Counsel, and will only  
 1126 be awarded for service in jobs that are substantially related to the work performed for the  
 1127 County. This service credit shall be awarded at the time of initial employment, or at the  
 1128 time promoted into a new employee group.

1129

1130 (e) An employee shall take earned vacation time within the twelve month period immediately  
 1131 following eligibility. Earned vacation time not taken within the designated twelve month  
 1132 period shall be forfeited, unless the Department Head and Human Resources Director  
 1133 specifically approves the carryover of an employee's vacation, in writing, due to an  
 1134 inability of the employee to utilize the time requested to be carried over because of work  
 1135 requirements or other legitimate reasons; or paid out according to HR Policy and  
 1136 Procedures. Vacation deferral or carry over of one (1) hour or more shall be requested by  
 1137 the employee in writing prior to his or her anniversary date, or within ten weeks of his or  
 1138 her anniversary date, and shall state with specificity the reason for the request. Failure to  
 1139 make a timely request shall result in the vacation being forfeited.

1140

1141 (f) The amount of vacation days deferred shall not exceed the number of vacation days that  
 1142 the employee earns on that anniversary date. Vacation may be granted in advance only  
 1143 upon the approval of the Department Head and the Human Resources Director.

1144

1145 Department Heads shall establish work and vacation schedules with the first consideration  
 1146 to be given to the efficient operation of the department. Senior employees in terms of  
 1147 length of service shall be given vacation schedule preferences when practicable. Deferral

1148 of vacation for the County Administrator shall be at the discretion of the County Board  
1149 Staff Committee.

- 1150
- 1151 (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation  
1152 time on a pro rata basis directly proportionate to the amount of time worked in relation to  
1153 the normal full time employment period. Part-time employees whose regular workweek is  
1154 less than sixteen hours shall not earn vacation credits.
- 1155
- 1156 (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits  
1157 to cover the period of absence, earned vacation time may be used for this purpose if the  
1158 employee or employer so elects.
- 1159
- 1160 (i) Upon separation, an employee shall be paid for the unused portion of his/her accrued  
1161 vacation credits provided the employee has completed six consecutive months of service,  
1162 except as modified by the rules governing resignation without sufficient notice.
- 1163
- 1164 (j) An employee who moves from one position to another in the County service, by  
1165 transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation  
1166 leave in the new position.
- 1167
- 1168 (k) An employee who moves from one an employee group to another employee group in the  
1169 County service, by transfer, promotion or re-assignment, will have their vacation  
1170 entitlement determined by a number of factors (i.e. years of service, FTE previously  
1171 worked, entitlement under new employee group, etc.).
- 1172
- 1173 (l) An employee, whose appointment status is changed from temporary to regular status  
1174 without a break in service, shall receive vacation credits from the date of his/her original  
1175 appointment to temporary status.
- 1176
- 1177 (m) No credit for vacation leave shall be granted for time worked by an employee in excess of  
1178 his/her normal workweek.
- 1179
- 1180 (n) Vacation credits shall not be earned by an employee during a leave of absence without  
1181 pay, a suspension without pay, or when the employee is otherwise in a non-compensable  
1182 status, should such period without pay exceed thirty working days in any calendar year.
- 1183
- 1184 (o) There shall be charged against accrued vacation only those days on which an employee  
1185 normally would have worked. In the event a legal holiday falls within the vacation  
1186 period, the holiday shall not be charged against vacation.
- 1187
- 1188 (p) Use of vacation time must be approved in advance by the Department Head or his or her  
1189 designee. Use of vacation by appointed Department Heads must be approved in advance  
1190 by the County Administrator.
- 1191
- 1192 (q) All vacation shall be utilized in not less than thirty minute increments.
- 1193
- 1194 (r) Unilateral "C" employees whose position has been moved to Unilateral "A" will have  
1195 their vacation allotment frozen at current level until the employee's length of service  
1196 would provide additional vacation under the Unilateral "A" schedule.

1198

1199 Workers Compensation

1200 18.507

1201

1202 Worker compensation benefits will be provided in accordance with applicable statutory provisions and  
1203 administrative codes.

1204

1205 Rock County strives to insure all work assignments are performed safely and work areas are  
1206 maintained in a safe manner. The County promotes a light duty program for injured employees on  
1207 worker compensation. All on the job accidents must be reported to the Human Resources Director or  
1208 his/her designee immediately and proper forms must be completed in full.

1209

1210 Any employee, who is receiving worker's compensation, may at the employee's option, take sufficient  
 1211 sick leave or vacation to make up the difference between the worker's compensation payment and his/  
 1212 her regular wage. When the employee's sick leave and/or vacation account is exhausted, he/she shall  
 1213 receive worker's compensation payments only. If an employee is on worker's compensation for a  
 1214 period of twelve (12) months, that employee shall have his/her earned vacation paid out, unless the  
 1215 employee asks for deferral of vacation payout in writing.

1216  
 1217 ~~Workers compensation supplemental benefits will be provided in accordance with HR Policy and~~  
 1218 ~~Procedures.~~

1219  
 1220 Leave of Absence Policy (Non FMLA)

1221 18.508

1222  
 1223 The County Administrator or the Department Head after consulting with the Human  
 1224 Resources Director, may grant a regular employee leave without pay for a period up to one year except for  
 1225 an educational leave, subject to the following conditions:

1226  
 1227 (1) Leave without pay may be granted when it is in the best interest of the  
 1228 County to do so. Requests for leave of absence shall be approved prior to  
 1229 the taking of such leave. When such leave is requested as an extension of  
 1230 sick leave, an acceptable physician's certificate shall be required.

1231  
 1232 (2) At the expiration of a leave without pay, the employee shall be reinstated  
 1233 to the position he/she vacated or to an equivalent position which is vacant  
 1234 at the time, provided the employee meets the stated qualifications. If there  
 1235 is not a suitable vacancy available, the employee's name shall be placed on  
 1236 an appropriate reinstatement list.

1237  
 1238 (3) Credit toward vacation and sick leave shall not be earned after 30 days  
 1239 while an employee is on leave without pay. Insurance benefits may be  
 1240 retained according to HR Policy and Procedure.

1241  
 1242 (4) Leave without pay shall not constitute a break in service; however, if the  
 1243 employee is absent more than thirty days during a calendar year, it shall  
 1244 change the employee's anniversary date.

1245  
 1246 When a leave of more than thirty (30) consecutive days is taken, the  
 1247 employee's anniversary date shall be moved ahead by the total number of  
 1248 days of the leave.

1249  
 1250 (5) A return to work earlier than the scheduled termination of leave date may  
 1251 be arranged by the supervisor and the employee, with the approval of the  
 1252 Human Resources Director.

1253  
 1254 (6) Employees on leave of absence from the County may not be employed  
 1255 full time elsewhere. Employees holding employment elsewhere during a  
 1256 leave of absence shall be deemed to have voluntarily resigned from  
 1257 employment with Rock County.

1258  
 1259 (7) If an employee is unable to return to work on the date stipulated, he/she  
 1260 may submit a written request to extend the leave of absence, subject to the  
 1261 approval of the County Administrator or Department Head and the HR  
 1262 Director. If, on the date following the expiration of the leave of absence, an  
 1263 extension is not requested and granted and the employee has not returned  
 1264 to his/her position, the employee shall be considered to have voluntarily  
 1265 resigned from County employment.

1266  
 1267 (8) Unauthorized Absence. It is recognized that there may be extenuating  
 1268 circumstances for unauthorized absence, and due consideration shall be  
 1269 given each case. However, an employee who is absent from duty without  
 1270 approval shall receive no pay for the duration of the absence, and shall be  
 1271 subject to disciplinary action, which may include dismissal.

1272

Bereavement Leave18.509

In the event of a death in an employee's immediate family, he/she may be excused from work without loss of pay for up to a maximum of thirty-two (32) hours annually for the purpose of according to the following schedule to attending the a wake, visitation, memorial service, funeral, or make necessary arrangements regarding the death, within a reasonable time from after the occurrence. ~~Immediate family shall not include former "in-laws" due to divorce.~~

~~The appointing authority may require documentation to substantiate the leave.~~

- ~~\_\_\_\_\_ a. Up to three days (24 hours) for any member of the employees' immediate family as defined in section 18.1025.~~

~~For those employees working a non-traditional schedule they will only be able to use 8 hours per day and will have to make up the other hours per day through other benefit time (other benefit time does not include sick leave). For example, someone working a 4 ten-hour a day schedule will only have one day (8 hours) in the case of a sister-in-law and the employee will have to make up the extra 2 hours for that day.~~

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

~~In the event that an employee is required to act as a pallbearer for a funeral not otherwise eligible for funeral leave, he/she shall be granted up to one day to serve without the loss of pay.~~

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

Bereavement leave can be used in increments of quarter hours.

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

Jury Duty18.510

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

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

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

Medical Leave18.511

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

Military Leave18.512

1335 An employee who leaves the service of the County to join the military forces of the United States  
 1336 during time of war or other national emergency, or who is drafted into the military service at any time,  
 1337 shall be granted military leave without pay, such leave to extend through a date ninety days after being  
 1338 relieved from such service. Proof must be filed with the Human Resources Director. Such employee  
 1339 shall be restored to the position which he/she vacated or to a comparable position with full rights and  
 1340 without loss of seniority or benefits accrued and not taken while serving in the position he/she  
 1341 occupied at the time the leave was granted, provided that application is made to the Human Resources  
 1342 Director within ninety days after the date of his/her honorable discharge, or fifteen days after rejection,  
 1343 and is physically and mentally capable of performing the work of his/her former position. Failure of an  
 1344 employee to notify the County within this time period of his/her intention to return to work shall be  
 1345 considered as a termination of his/her employment. Leave will be granted in compliance with State  
 1346 and Federal law.

1347  
 1348 Military Reserve Leave

1349 18.513

1350  
 1351 (1) An employee who, by reason of membership in the United States Military Reserve, or  
 1352 ordered by the appropriate authorities to attend a training or encampment under the  
 1353 supervision of the United States Armed Forces, or by reason of membership in the  
 1354 National Guard, is required by the authorities thereof to do so, shall be granted a  
 1355 leave of absence from his/her position without loss of pay for a period not to exceed  
 1356 fifteen working days in any calendar year. It is intended that this shall be done  
 1357 without financial penalty to the employee. The County will therefore pay such  
 1358 employee for this time lost in an amount equaling the difference between his/her  
 1359 daily military pay and the employee's normal County daily wage. To receive such  
 1360 leave, the employee must file a copy of his/her orders with the Human Resources  
 1361 Director as far in advance as is reasonable under the circumstances (preference is at  
 1362 least two weeks advance notice) prior to date such training or encampment leave is  
 1363 to commence.  
 1364

1365 (2) An employee who has active membership in the U.S. Military Reserve or  
 1366 National Guard and who is ordered to active duty in the U.S. Armed Forces shall be  
 1367 granted military leave with supplemental pay equal to the difference between the  
 1368 employee's basic military pay and his/her normal County daily wage. Supplemental  
 1369 pay granted under this section is provided for the duration of an employee's military  
 1370 service, not to exceed 5 years. Proof must be filed with the Human Resources  
 1371 Director. To receive compensation the employee must submit a copy of his/her  
 1372 Military Leave & Earnings statement to the County Payroll Office on a monthly  
 1373 basis. The net pay to an employee may be an estimate with final pay reconciliation  
 1374 by the County's Payroll Office after receipt of the employee's military pay vouchers,  
 1375 either during the course of military service or after completion. Accrual of seniority  
 1376 and benefits, and reinstatement rights and limitations, shall be consistent with those  
 1377 outlined in section (d) and as required by law. An employee who voluntarily  
 1378 extends his/her military service shall not be granted supplemental pay, but may apply  
 1379 for additional unpaid military leave under section (d). The effect of this subsection  
 1380 is retroactive to January 1, 2004, and is subject to the rights of the various unions  
 1381 representing County employees to object to said compensation policy prior to  
 1382 implementation and request that this subsection be subject to the collective  
 1383 bargaining process.  
 1384

1385 (3) Any employee described in subsection (2) shall also be entitled to continue paid  
 1386 coverage under the County's group medical plan for four (4) weeks.  
 1387

1388 Non Work Related Witness or Personal Litigation

1389 18.514

1390  
 1391 A leave of absence without pay shall be granted to an employee upon his/her request to appear under  
 1392 subpoena or in his/her own behalf in litigation involving personal or private matters  
 1393

1394 Sick Leave

1395 18.515

1396  
 1397 Sick leave pay shall commence on the first day of any period of illness due to accident, injury or disease.

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1460
- (1) All full-time employees shall earn one sick leave day per month of continuous employment. All part-time employees whose regular workweek is sixteen hours or more shall earn one sick leave day on a prorata basis directly in relation to the normal full time employment period. All part-time employees, who work less than sixteen hours per week, shall not earn sick leave. Temporary and seasonal employees are not eligible for sick leave.
  - (2) Sick leave shall be granted after six months continuous service (from original hire date) when an employee is required to be absent from work because of:
    - (a) Illness of the employee.
    - (b) Illness of an employee's spouse
    - (c) Illness of a minor child (includes stepchild, current foster child, grandchild, or any other child they are legally responsible for and can provide legal documentation supporting the responsibility) or a child who meets the definition of a disabled adult child.
    - (d) Illness of a parent (includes stepparents and current foster parents).
    - (e) Contact with or exposure to a contagious disease rendering the employee's presence hazardous to fellow workers.
    - (f) Reasonable medical or dental attention that cannot be scheduled during non-working hours.
  - (3) Sick leave shall accrue to a maximum of one hundred thirty days.
  - (4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor as close to their regular starting time as possible in accordance with Department Work Rules.
  - (5) A supervisor may identify a potential problem with an employee's sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to:
    - a) It occurs before or after a holiday,
    - b) It occurs before or after a scheduled day off,
    - c) An employee takes sick leave in excess of three days which has not been reported to FMLA, or
    - d) The employee has a history of using short amounts of sick leave repeatedly over an extended period of time.

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

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



1461 The Department Head or Human Resources Director may require an  
 1462 employee to take a medical examination on returning from sick leave or on  
 1463 such occasions that it is in the best interest of the County. The medical  
 1464 examination shall be given by a physician designated by the Human  
 1465 Resources Director.  
 1466

1467 The Department Head or the HR Director may investigate the alleged  
 1468 illness of an employee absent from work on sick leave. False or fraudulent  
 1469 use of sick leave shall be cause for disciplinary action against the  
 1470 employee, up to and including dismissal.  
 1471

- 1472 (6) An employee on vacation who presents an acceptable medical certificate  
 1473 giving the dates of illness may have that portion of his/her vacation leave  
 1474 converted to sick leave.  
 1475  
 1476 (7) Sick leave shall be debited in no less than quarter hour units.  
 1477  
 1478 (8) No credit for sick leave shall be granted for time worked by an employee in  
 1479 excess of his/her normal workweek.  
 1480  
 1481 (9) A regular employee who moves from one department to another by  
 1482 transfer, promotion or demotion shall have his/her total sick leave credits  
 1483 transferred to the new department.  
 1484  
 1485 (10) Unilateral employees who resign or retire with ten or more years of con-  
 1486 tinuous service shall be paid for one half of the accumulated sick leave  
 1487 days, not to exceed a total of sixty-five days. In the event of the death of  
 1488 an employee, the County shall make the same sick leave payment to the  
 1489 employee's estate. In the event of a discharge, the employee will not  
 1490 receive this benefit.  
 1491

1492 Subpoenaed Witness

1493 18.516

1494  
 1495 When subpoenaed to appear before a court, public body, or commission in connection with County  
 1496 business on regular work time, the employee shall be paid at his/her regular rate of pay and the employee  
 1497 shall remit his/her fee to the County.  
 1498

1499 Employees who are off duty and are subpoenaed to appear in court as a result of their work assignment  
 1500 shall receive a minimum of two hours pay at the rate of time and one half. If the employee is required by  
 1501 the court to be present in court for time over and above the minimum, the employee will be paid at the  
 1502 rate of time and one half. Employees shall be reimbursed for mileage costs incurred because of court  
 1503 appearances required under this provision. Employees shall sign and turn over to the County any and all  
 1504 fees and reimbursements paid because of court appearances resulting from their work assignment.  
 1505

1506 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off duty time and are not  
 1507 notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to the time  
 1508 scheduled for appearance, shall be paid two hours of pay at their regular rate of pay. There shall be a  
 1509 maximum of two (2) canceled subpoenas per day.  
 1510

1511 Training/Educational Leave

1512 18.517

1513  
 1514 Employees may be granted a full time leave of absence without pay to further their education for a period  
 1515 not to exceed eighteen months if it is determined to be in the best interest of the County.  
 1516

1517 At the expiration of the leave, the employee may be reinstated to his/her position if it is available or an  
 1518 equivalent position if one is available and if it is determined to be in the best interest of the County.  
 1519

1520 For language covering leaves with pay, see HR Policies and Procedures.  
 1521

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

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

Demotions

18.606

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

Discipline/Investigations

18.607

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

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

Disciplinary Action (Grounds for)

18.608

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

- (a) Dishonesty or falsification of records.
- (b) Use, possession, distribution, selling, or being under the influence of alcohol or illegal drugs while on Rock County premises or while conducting business related activities off Rock County premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
- (c) Unauthorized use or abuse of County equipment or property.
- (d) Theft or destruction of County equipment or property.
- (e) Work stoppages such as strikes or slowdowns.

- 1647  
1648 (f) Insubordination or refusal to comply with the proper order of an authorized  
1649 supervisor.  
1650  
1651 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent  
1652 laws, ordinances and regulations.  
1653  
1654 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or  
1655 repeated attempts to use unpaid leave when the employee does not have benefit  
1656 time available.  
1657  
1658 (i) Use of official position or authority for personal or political profit or advantage.  
1659  
1660 (j) Disregard or repeated violations of safety rules and regulations.  
1661  
1662 (k) Incompetence, unprofessional or poor work performance.  
1663  
1664 (l) Discrimination because of race, color, creed, national origin, marital status, sex,  
1665 sexual orientation, or any other grounds prohibited by State or Federal law.  
1666  
1667 (m) Violations of Section 18.601 "Communications and Confidentiality".  
1668  
1669 (n) Failure to call in or report to work.  
1670  
1671 (o) Sleeping during scheduled work hours.  
1672  
1673 (p) Being disrespectful or bullying in dealing with fellow employees or the general  
1674 public.  
1675  
1676 (q) Failure to exercise good professional judgment and/or failure to conform to the  
1677 County's or your Department's goals and mission.  
1678

1679 Other circumstances may warrant disciplinary action and will be treated on a case by case basis.  
1680

1681 Exit Interview

1682 18.609

1683  
1684 An exit interview shall be conducted when possible with every employee who is separating from County  
1685 employment regardless of his/ her length of service, position or circumstances of separation.  
1686

1687 Gifts and Gratuities

1688 18.610

1689  
1690 No County employee shall use their position to solicit or accept for himself/herself or another person any  
1691 gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan  
1692 or any other thing of monetary value. This does not include acceptance of loans from banks or other  
1693 financial institutions on customary terms of finance for personal use, such as home mortgage loans, the  
1694 acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance  
1695 of an award for meritorious public or personal contributions or achievements.  
1696

1696 Harassment

1697 18.611

1698  
1699 It is the policy of Rock County that all employees should be able to enjoy a work environment free from  
1700 all forms of harassment. Employees who engage in harassment not only hurt others, but they also expose  
1701 both themselves and the County to potential legal liability. Consequently, Rock County will not condone  
1702 or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected  
1703 officials, vendors, or members of the public, if that conduct violates the right of someone else to be free  
1704 from harassment. County employees who violate this policy will be subject to appropriate discipline, up  
1705 to and including termination. (See HR Policies and Procedures for a detailed description of the  
1706 procedures employees should follow in regard to this policy.)  
1707

1708 Hours of Work

1709 18.612

1710  
1711 The normal workweek for County employees shall be forty hours per week. Most County employees  
1712 work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some County services are  
1713 provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule, some County employees  
1714 may have different work schedules which are designated in Department work rules.

1715  
1716 Nonstandard work schedules may be approved by a Department Head, when doing so is in the interest of  
1717 County operations. Notice of nonstandard work schedules shall be made to Human Resources and  
1718 payroll.

1719  
1720 Staffing needs and operational demands may necessitate variations in starting and ending times, days of  
1721 the week worked, as well as variations in the total hours that may be scheduled each day and week.

1722  
1723 Employees included in Sections ~~18.1001~~18.1002, ~~18.1010~~18.011, and ~~18.1018~~ 18.1020 are considered  
1724 salaried exempt employees. These employees must cover a partial day taken off with paid vacation, sick  
1725 leave or comp time (where applicable). If the employee has insufficient paid time to cover the entire day  
1726 off, the employee must take the entire day off without pay.

1727  
1728 Layoffs

1729 18.613

1730  
1731 The appointing authority may layoff an employee: a) whenever it is necessary to reduce the workforce for  
1732 any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has  
1733 exhausted all available leave options and is unable to return to work, -or c) when an employee has failed  
1734 to successfully complete their probationary period after a promotion or d) when an employee can no  
1735 longer perform the essential functions of the job.

1736  
1737 In situation (a) above, no regular employees shall be laid off while there are temporary or probationary  
1738 employees serving in the same classification, in the same department. Layoffs shall be based on the needs  
1739 of the County.

1740  
1741 The appointing authority shall notify each person laid off of all his/her rights. Regular employees shall  
1742 receive at least thirty (30) calendar days' notice prior to layoff in situation a) above. Layoff plans shall be  
1743 approved by the Human Resources Director before they are implemented.

1744  
1745 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of service, but  
1746 in no case longer than two years.

1747  
1748 Lunch Periods and Break Time

1749 18.614

1750  
1751 (a) Lunch Periods.

1752  
1753 Lunch periods are normally scheduled midway in an eight hour shift. Lunch  
1754 periods shall not be longer than one hour nor shorter than thirty minutes.

1755  
1756 (b) Break Time.

1757  
1758 Employees may leave their workstation and return fifteen minutes later for two  
1759 breaks in an eight hour shift, one during the first four hours of their first shift, and  
1760 the second during the last four hours of their shift. Breaks not taken are lost.  
1761 Breaks cannot be accumulated or used to extend lunch periods or to shorten the  
1762 workday. Breaks must be used in 15 minute increments.

1763  
1764 Lunch periods and break times are to be arranged between the employee and  
1765 his/her supervisor or Department Head. Since most County offices remain open  
1766 continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the  
1767 Department Head's responsibility to assure that lunch periods and breaks are  
1768 scheduled so that adequate staff coverage is provided at all times.

1769

1770 Employees who are on a nonstandard work schedule or work 2nd or 3<sup>rd</sup> shift shall  
 1771 follow Department Work Rules for lunches and breaks.

- 1772  
 1773 (c) The Lunch Period and Break Times cannot be combined to the start or end of the  
 1774 shift in order to come in late or leave early.  
 1775

1776 More than One County Position

1777 18.615

1778  
 1779 No person shall hold more than one full or part-time County position at the same time without written  
 1780 consent of the County Administrator.  
 1781

1782 Nepotism

1783 18.616

1784  
 1785 Members of immediate families shall not be hired or transferred into a position that would create a direct  
 1786 or indirect superior subordinate relationship. This policy does not include situations where the superior  
 1787 subordinate relationship would be incidental.  
 1788

1789 Outside Employment

1790 18.617

1791  
 1792 The County's policy on outside duties or employment shall be as follows: County employees may engage  
 1793 in outside employment, unless such employment conflicts with or affects the performance of their duties.  
 1794 Prior to engaging outside employment, the County employee must give written assurance prescribed by  
 1795 the Human Resources Director that said employment does not violate Section 18.602 of the Rock County  
 1796 Ordinance. The fact that an employee has reported outside employment does not mean that management  
 1797 has given its approval to that employment.  
 1798

1799 Outside Services

1800 18.618

1801  
 1802 All fees, gratuities, honorarium or any other form of compensation for outside services performed during  
 1803 normal County work hours or while being paid by the County shall be turned over to the County and any  
 1804 such activities for which said compensation is paid shall be reported to the County Board Staff  
 1805 Committee. This subsection shall not be construed to apply to activities performed after regular work  
 1806 hours, or while an employee is on a bona fide vacation, or taking a floating or other holidays, or to part-  
 1807 time employees. Failure to comply with these conditions shall be considered grounds for discipline up to  
 1808 and including immediate dismissal.  
 1809

1810 Payday

1811 18.619

1812  
 1813 Employees shall be paid biweekly on alternate Fridays, except when those days fall on a holiday in which  
 1814 case employees shall receive their pay on the day preceding the holiday. If an employee is on vacation or  
 1815 leave of absence, his/her pay shall be mailed to him/her upon request. (See HR Policy and Procedures.)  
 1816

1817 Pre-Employment Physicals

1818 18.620

1819  
 1820 New full time and regular part-time employees may be required to pass a physical examination before  
 1821 they are employed. Such exams shall measure the individual's physical capabilities in terms of the job to  
 1822 be performed. When pre-employment physicals are required, they shall be conducted by a licensed  
 1823 physician at the County's expense.  
 1824

1825 Political Activity

1826 18.621

1827  
 1828 Employees are precluded from engaging in political activity that interferes with their normal work per-  
 1829 formance or is conducted during hours for which the employee is being paid by the County. Employees  
 1830 may not use County equipment or property for political purposes. Employees are specifically prohibited  
 1831 from using their County position or their official authority with the County for the purpose of directly or

1832 indirectly coercing any person to hold or contribute monetary or other types of assistance to any political  
1833 candidate, party or purpose.

1834  
1835 Under provisions of the federal Hatch Act, employees who are principally employed in an activity which  
1836 is financed in whole or in part by federal loans or grants cannot:

- 1837
- 1838 (a) Use his/her official authority or influence for the purpose of interfering  
1839 with or affecting the result of an election or nomination for office;
  - 1840
  - 1841 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state  
1842 or local officer or employee to pay, lend or contribute anything of value to a  
1843 party, committee, organization, agency or person for political purposes; or
  - 1844
  - 1845 (c) Be a candidate for partisan elective office.
  - 1846

1847 Professional Liability Insurance

1848 18.622

1849  
1850 The County shall provide professional liability insurance for employees for performance of their duties  
1851 within the scope of their employment.

1852  
1853 Resignations

1854 18.623

1855  
1856 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and wishing to  
1857 leave Rock County employment shall submit a resignation in writing to their Department Head at least  
1858 two weeks in advance of their planned departure. Employees in positions in Pay Range 17 or higher, shall  
1859 submit their resignation in writing at least four weeks in advance of their planned departure (see  
1860 Unilateral Pay Grid).

1861  
1862 Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock County  
1863 employment shall submit a resignation in writing to their Department Head at least two weeks in advance  
1864 of their planned departure. FLSA exempt employees shall submit their resignation in writing at least four  
1865 weeks in advance of their planned departure.

1866  
1867 Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for use after  
1868 they reach their next anniversary date, unless such requirement is waived by the Human Resources  
1869 Director. It is expected that employees will give as much notice as possible in order to facilitate  
1870 recruitment and orientation of new staff members. A resignation, once accepted, may not be rescinded.

1871  
1872 Safety

1873 18.624

1874  
1875 Safety is very important to each employee and Rock County. Employees must conduct themselves  
1876 carefully at all times. All employees must act in a safe manner and practice good safety procedures.  
1877 Similarly, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept  
1878 clean and in good repair.

1879  
1880 The employer will comply with all applicable safety laws and regulations in order to provide a safe and  
1881 secure workplace for its employees and clients.

1882  
1883 Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an employee's  
1884 supervisor immediately for action. If the unsafe condition can be corrected immediately as to avoid any  
1885 additional hazard, then the employee should implement the corrective action.

1886  
1887 Any employee who is injured or becomes ill while performing service related to his or her employment  
1888 must contact his or her supervisor immediately on the same day the injury or illness occurs and report the  
1889 incident. If necessary the employee should secure the necessary medical attention on the job site to the  
1890 extent practicable.

1891  
1892 The first report of injury form must be in filled out completely, usually the day of the incident, if not, as  
1893 soon as possible.

1894

1895 The employer has established the following protocols for evacuation of the premises. When employees  
1896 are advised to evacuate the building, the employees should:

- 1897
- 1898 • Stop all work immediately.
- 1899 • Contact outside emergency response agencies, if needed.
- 1900 • Shut off all electrical equipment and machines, if possible.
- 1901 • Walk to the nearest exit, including emergency exit doors.
- 1902 • Exit quickly, but do not run. Do not stop for personal belongings.
- 1903 • Proceed, in an orderly fashion, to a parking lot near the building.
- 1904 • Do not reenter the building until instructed to do so.
- 1905 • Employees must know the location of fire extinguishers, emergency exits  
1906 and first aid kits.

1907  
1908 Telephone  
1909 18.625

1910  
1911 As a condition of employment, employees must have a telephone or a place of telephone contact.  
1912 Employees shall be requested to notify the Department Head of any change of name, address, telephone  
1913 number or contact place.

1914  
1915 Travel  
1916 18.626

1917  
1918 The County shall reimburse employees for actual necessary and reasonable itemized travel costs incurred  
1919 while on official authorized County business. Commuting expenses between an employee's residence and  
1920 normal place of employment are not reimbursable. All travel must be authorized by the Department Head  
1921 in order to be eligible for reimbursement. Department Heads shall inform the County Administrator of  
1922 any out of County travel plans. There will be no reimbursement for meals within the County, except as  
1923 authorized by the Board Chair or Vice Chair. Out of County meals will be reimbursed at the IRS allowed  
1924 rates. Receipts are required for all meals. Employees shall receive mileage reimbursement at the IRS  
1925 allowed rate for all authorized travel in their personal automobile. Employees shall be required to  
1926 complete an expense voucher before reimbursement will be made. All automobile allowances in all  
1927 County departments shall be paid in a manner similar to that in which salaries are paid. Receipts are also  
1928 required for air, train, bus or taxi travel, hotels or motels, ~~meals~~, conference registration and all other  
1929 items (except tolls) in excess of five dollars. Clerical employees who are required to return to work to  
1930 take minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This  
1931 reimbursement is taxable to the employee.)

1932  
1933 ~~Meals allowed while in travel status:~~

- 1934
- 1935 • ~~Breakfast up to \$8.00 including tip, may be claimed when the employee is out of the County~~  
1936 ~~prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to 10:30~~  
1937 ~~a.m.~~
- 1938
- 1939 • ~~Lunch up to \$10.00 including tip, may be claimed when the employee is out of the County~~  
1940 ~~between 10:30 a.m. and 2:30 p.m. on county business.~~
- 1941
- 1942 • ~~Dinner up to \$20.00 including tip, may be claimed when the employee is out of the County after~~  
1943 ~~6:00 p.m. on county business. The dinner rate will be paid for meals after 2:30 p.m.~~

1944  
1945 ~~The above are maximums and it is not the intent that the employees should always spend the maximum~~  
1946 ~~allowed.~~

1947  
1948 ~~Meals are allowed when an employee is on County business out of Rock County. An itemized receipt~~  
1949 ~~from the point of purchase showing the details for what was purchased shall be required for~~  
1950 ~~reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.~~

1951  
1952 **Section 7: Performance Evaluation**

1953 Policy  
1954 18.701

1955



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.

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

(b) Annual.

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

(c) Special.

A special performance evaluation shall be completed:

(1) Whenever there is significant change in the employee's performance,

(2) Whenever a supervisor permanently leaves his/her position, in which case, the supervisor shall complete a performance report on each employee under his/her supervision that has not been evaluated within six months prior to the date the supervisor expects to leave.

(3) When an employee has accepted a new position with in Rock County, the current supervisor should complete a performance evaluation for the employee if they have not received a performance evaluation in the last six months.

Rater

18.703

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

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

Review of Performance Report

18.704

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

Human Resources Director

18.705

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

Employee18.706

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

Performance Improvement Plan18.707

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.

**Section 8: Grievance Procedure**Policy18.801

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).

Definitions18.802

"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

2081 internal investigation; change in job assignments; voluntary quits; layoff or failure to return to work  
 2082 when recalled; retirement; job abandonment or failure to report to work; inability to perform job duties  
 2083 due to physical or medical limitations; and loss of required licensure, certification or other requirement  
 2084 necessary to perform the job.

2085  
 2086 "Preponderance of the evidence" means the greater weight of the evidence - superior evidentiary  
 2087 weight that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair  
 2088 and impartial mind to one side of the issue rather than the other.

2089  
 2090 Administration

2091 18.803

2092  
 2093 The Human Resources Director shall supervise and administer the grievance process. Supervisors and  
 2094 Department Heads shall keep the Human Resources Director informed of all grievances in process.

2095  
 2096 Filing a Grievance

2097 18.804

2098  
 2099 This grievance procedure is available to all unilateral County employees (except Department Heads  
 2100 and elected County Officials), members of a bargaining unit that previously contained a grievance  
 2101 procedure, seasonal and temporary employees of the County.

2102  
 2103 Limitations:

- 2104  
 2105 1. A grievance that may be brought by or on behalf of a law enforcement officer using  
 2106 the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this  
 2107 section.  
 2108  
 2109 2. A grievance that may be brought by or on behalf of an employee under a grievance  
 2110 procedure that is contained in a collective bargaining agreement may not be brought  
 2111 under this section.  
 2112  
 2113 3. **A grievance filed outside of the specified time lines in 18.806 will be denied. The**  
 2114 **employee will forfeit all rights to participate in the grievance procedure as**  
 2115 **spelled out in 18.806.**

2116  
 2117 Discussion of Problem with Immediate Supervisor

2118 18.805

2119  
 2120 Any employee having a problem regarding his/her employment shall first discuss the problem with  
 2121 his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and is a  
 2122 grievance according to Section 18.802, the employee may present his/her grievance according to  
 2123 Section 18.806.

2124  
 2125 Grievance Procedure

2126 18.806

2127  
 2128 A formal grievance of an employee shall be handled in accordance with the following procedure.

2129  
 2130 STEP 1. Supervisor.

2131  
 2132 The employee shall, within seven (7) calendar days of the event giving rise to the grievance or within ten  
 2133 calendar days of the date he/she could reasonably be expected to have knowledge of the grievance,  
 2134 present his/her formal grievance in writing on the form designated by the County to his/her immediate  
 2135 supervisor unless the immediate supervisor is the subject matter of the grievance, in which case, the  
 2136 employee may immediately proceed to Step 2. If the Department Head is the subject matter of the  
 2137 grievance, the employee may immediately proceed to Step 3. The supervisor shall within three (3)  
 2138 calendar days meet and discuss the grievance with the employee and then reply in writing within three (3)  
 2139 calendar days.

2140  
 2141 STEP 2. Department Head.

2142

2143 In the event that the immediate supervisor's decision is not satisfactory to the employee or the immediate  
 2144 supervisor is the subject matter of the grievance, the employee may within seven (7) calendar days,  
 2145 present the grievance in writing to his/her Department Head. The Department Head, or his/her designee,  
 2146 shall, within five (5) calendar days, meet and discuss the grievance with the employee and then reply in  
 2147 writing within five (5) calendar days.

2148  
 2149 STEP 3. Human Resources Director.

2150  
 2151 In the event that the Department Head's decision does not satisfy the employee's grievance or if the  
 2152 Department Head is the subject matter of the grievance, the employee may, within seven (7) calendar  
 2153 days, present the grievance in writing to the Human Resources Director. The Human Resources Director  
 2154 shall arrange to meet within ten (10) calendar days of receipt of the grievance with the employee, his/her  
 2155 representative, if any, and any other person the Human Resources Director deems necessary. If, in the  
 2156 judgment of the Human Resources Director, a hearing is necessary to ascertain the facts surrounding the  
 2157 dispute, one shall be scheduled as soon as practicable. After the hearing, the Human Resources Director  
 2158 shall respond to the grievance in writing to the employee within ten (10) calendar days.

2159  
 2160 By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3 may be  
 2161 extended.

2162  
 2163 STEP 4. Impartial Hearing Officer (IHO).

2164  
 2165 In the event the decision of the Human Resources Director does not resolve the grievance, the employee  
 2166 may, within seven (7) calendar days, request a hearing before an Impartial Hearing Officer and pay the  
 2167 filing fee (if one is established ) by the County Board. The cost of the impartial hearing officer shall be  
 2168 equally shared by the parties.

- 2169  
 2170  
 2171 a. The Human Resources Director shall upon receipt of a written hearing request,  
 2172 provide the employee with the name of an Impartial Hearing Officer. The Impartial  
 2173 Hearing Officer must not be an employee of the County. The Impartial Hearing  
 2174 Officer may be a lawyer, a professional mediator/arbitrator or other qualified  
 2175 individual as determined by the County Administrator.  
 2176  
 2177 b. The Impartial Hearing Officer shall be impartial and may not have any prior  
 2178 knowledge of the grievance.  
 2179  
 2180 c. The Human Resources Director will contact the hearing officer and schedule a  
 2181 meeting with the employee and the IHO to discuss the hearing. This meeting shall  
 2182 occur within two weeks of the date the Human Resource Director receives the  
 2183 request for the hearing. If the employee does not respond to the HR Director's  
 2184 attempt to schedule the meeting or does not attend a scheduled meeting, the request  
 2185 for a hearing shall be considered withdrawn and the decision of the HR Director  
 2186 shall stand.  
 2187  
 2188 d. The Impartial Hearing Officer may decide the case on the existing record or may  
 2189 conduct a hearing. A hearing will be scheduled within 30 calendar days of receipt  
 2190 of the hearing request and filing fee. The Impartial Hearing Officer may reschedule  
 2191 the hearing with permission of both parties.  
 2192  
 2193 e. The Impartial Hearing Officer, with the consent of both parties, may use his/her best  
 2194 efforts to mediate the grievance.  
 2195  
 2196 f. The employee has a right to be represented at the hearing (at the employee's  
 2197 expense) by a person of the employee's choosing.  
 2198  
 2199 g. The County has the burden of proof in a reprimand, suspension or termination  
 2200 grievance to show that its actions were not arbitrary or capricious. The employee  
 2201 has the burden of proof in a workplace safety grievance.  
 2202  
 2203 h. The standard required of the party with the burden of proof in all cases is a  
 2204 preponderance of the evidence.  
 2205

- 2206 i. The hearing shall be recorded by a court reporter, who will make a record of the  
2207 proceedings, and the costs will be shared equally by the parties.  
2208
- 2209 j. Formal rules of civil procedure will not be followed.  
2210
- 2211 k. Both parties may introduce exhibits and present witnesses. Witnesses shall be  
2212 sworn to tell the truth.  
2213
- 2214 l. The Impartial Hearing Officer shall provide a written decision within thirty (30)  
2215 calendar days following the close of the record. The written decision should  
2216 include a case caption; the parties and appearances; a statement of the issues,  
2217 findings of fact; any necessary conclusions of law; the final decision and order; and  
2218 any other information the hearing officer deems appropriate.  
2219
- 2220 m. The Impartial Hearing Officer shall have the power to sustain or deny the  
2221 grievance. He or she shall have the power to order only the following remedies:  
2222 withdrawal of a written reprimand, reduction of suspension, transfer to original  
2223 position from demoted position, reinstatement with or without some or all back  
2224 pay. The Impartial Hearing Officer may recommend other remedies, however, all  
2225 other remedial authority shall be subject to the determination and approval of the  
2226 County Board, and shall be addressed by the County Board in the event the  
2227 grievance is sustained.  
2228

2229 STEP 5. County Board.  
2230

2231 An employee or the County, within ten (10) calendar days of receipt of the hearing officer's decision,  
2232 may appeal the decision to the County Board by filing a written notice of appeal with the County Clerk.  
2233

- 2234 a. The written notice of appeal must contain: (1) a statement explaining the reason  
2235 for the appeal, (2) a copy of the written grievance filed with the County, (3) the  
2236 County's response to the grievance, and (4) a copy of the Impartial Hearing  
2237 Officer decision. The notice of appeal may not contain any information that was  
2238 not admitted into evidence at the hearing.  
2239
- 2240 b. The appeal will be placed on the agenda for a County Board meeting that is held  
2241 at no longer than sixty (60) calendar days after the County Clerk receives a  
2242 written notice of appeal. The appeal will be noticed for consideration in closed  
2243 session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal,  
2244 licensing, or suspension of a public employee. The County Clerk will provide a  
2245 copy of the meeting notice to the employee, and the employee may request that  
2246 an open session be held.  
2247
- 2248 c. The employee has the right to representation by a person of the employee's  
2249 choosing and at the employee's request. The employee and the employee's  
2250 representative may attend the closed session.  
2251
- 2252 d. The employee or the employee's representative and a representative of the  
2253 County may address the County Board for an equal period to be determined by  
2254 the County Board Chair. The appealing party will go first and may reserve a part  
2255 of his/her time for rebuttal. The responding party will go second. The appealing  
2256 party may present a rebuttal, if he/she has reserved any time and not used it.  
2257
- 2258 e. The employee and the employee's representative, and the person speaking on  
2259 behalf of the County, will be excluded from any closed session during the  
2260 County Board's discussion or deliberation.  
2261
- 2262 f. The County Board's consideration of the appeal will be limited to a review of  
2263 the Impartial Hearing Officer's written decision, the appealing party's reason(s)  
2264 as to why the decision is wrong, and the response by the other party along with  
2265 any oral presentations made by the parties.  
2266
- 2267 g. Should the County Board Chair become aware of some relevant piece of  
2268 information that could have had a significant impact on the decision of the

2269 impartial hearing officer, that neither party was aware of, or could have been  
 2270 expected to be aware of, prior to the impartial hearing officer's decision, the  
 2271 County Board Chair, with the advice of the Corporation Counsel, may take  
 2272 whatever action he/she deems appropriate so as not to disadvantage either party,  
 2273 and report such action to the County Board.  
 2274

2275 h. The County Board shall give due deference to the decision and recommendation  
 2276 of the Impartial Hearing Officer and his/her decision shall not be overturned  
 2277 unless the Board finds by a simple majority vote that: (1) the hearing was not  
 2278 conducted fairly, (2) there was fraud or corruption on the part of the hearing  
 2279 officer, or (3) the hearing officer made an error in fact or law.  
 2280

2281 i. In the event the County Board does not sustain the Impartial Hearing Officer's  
 2282 decision, then the Board may render a new decision and remedy, or take other  
 2283 action as appropriate.  
 2284

2285 j. The County Board Chair shall prepare and sign a written determination  
 2286 reflecting the County Board decision. The County Board Chair may enlist the  
 2287 assistance of the Corporation Counsel in preparing the determination. A copy of  
 2288 the determination will be provided to the employee within ten (10) calendar days  
 2289 following the County Board's decision.  
 2290

2291 k. The County Board's decision is final and may not be appealed.  
 2292

#### 2293 Grievance of Termination

##### 2294 18.807

2295  
 2296 All grievances regarding termination shall be initiated at the third step of the grievance procedure.  
 2297

### 2298 **Section 9: Transactions and Records Management**

#### 2299 Policy

##### 2300 18.901

2301  
 2302  
 2303 The development and maintenance of an effective personnel transaction procedure and personnel records  
 2304 management system is essential to a sound personnel program. All appointments, separations, and other  
 2305 personnel transactions shall be made on forms designated by the Human Resources Director. The  
 2306 primary purpose of these systems and procedures shall be to:  
 2307

2308 (a) Establish and maintain clear lines of authority for the processing of personnel  
 2309 transactions and management of personnel records.  
 2310

2311 (a) Establish and maintain uniform, easily accessible and complete employment  
 2312 records of all County employees and employee transactions.  
 2313

2314 The Payroll Unit shall convert data from personnel transactions to payroll records and shall maintain  
 2315 cumulative records of vacation, overtime, sick leave, and payroll deductions. Payroll records and data  
 2316 shall be developed in cooperation with the Human Resources Director and Finance Director to provide  
 2317 current and meaningful personnel and position information, summaries and statistics.  
 2318

2319 All employees shall be responsible for notifying their supervisor of any changes, which affect their  
 2320 personal status.  
 2321

#### 2322 Public Inspection

##### 2323 18.902

2324  
 2325 Information as to the name, class title and salary of employees and former employees is available for  
 2326 public inspection at times in accordance with procedures prescribed by the Human Resources Director.  
 2327 Other information shall be considered confidential and shall be available as authorized by State and  
 2328 Federal law.  
 2329

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.

Reports

18.904

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

**Section 10: Definitions**Accrued Benefits

18.1001

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

Administrative Personnel

18.1002

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

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

Allocation

18.1003

The assignment of a position to a pay range.

Anniversary Date

18.1004

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

Appointing Authority

18.1005

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

Board

18.1006

The Rock County Board of Supervisors.

Class

18.1007

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

2391	<u>Class Description</u>
2392	18.1008
2393	
2394	A written description of a class containing the class title, a general statement of the duties and
2395	responsibilities, examples of duties performed, and minimum qualifications required.
2396	
2397	<u>Class Title</u>
2398	18.1009
2399	
2400	The official designation or name of the class as stated in the class description. The class title shall be
2401	used on all personnel records and other official personnel actions.
2402	
2403	<u>Classification Plan</u>
2404	18.1010
2405	
2406	The sum total of all job class descriptions in the County service and a system showing salary and
2407	classification relationships.
2408	
2409	<u>County Administrator</u>
2410	18.1011
2411	
2412	The person hired by the Rock County Board of Supervisors as the chief administrative officer for the
2413	County.
2414	
2415	<u>Demotion</u>
2416	18.1012
2417	
2418	The assignment of an employee from one class to another class with a lower pay range.
2419	
2420	<u>Department Head</u>
2421	18.1013
2422	
2423	A County official with the responsibility for the operation of a County department.
2424	
2425	<u>Disciplinary Action</u>
2426	18.1014
2427	
2428	The action taken to discipline an employee, including: written reprimand, suspension without pay,
2429	demotion, and discharge.
2430	
2431	<u>Earned Benefits</u>
2432	18.1015
2433	
2434	Those benefits that employees have on the books which are currently available to use (i.e. vacation
2435	after reaching an anniversary date, sick leave earned a day a month, floating holiday, etc.).
2436	
2437	<u>Eligible Candidate</u>
2438	18.1016
2439	
2440	A person certified by the Human Resources Director as meeting the training and experience
2441	requirements and as successfully completing all parts of the selection process when formal selection
2442	devices are used.
2443	
2444	<u>Eligibility List</u>
2445	18.1017
2446	
2447	A list of Eligible Candidates to fill positions in a particular job class.
2448	
2449	<u>Employee</u>
2450	18.1018
2451	
2452	An individual who is employed by the County and is paid in part or in whole through the County
2453	payroll.



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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 employees 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.

2515 Layoff  
2516 18.1027

2517  
2518 The involuntary separation of an employee because of a) whenever it is necessary to reduce the  
2519 workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an  
2520 employee has exhausted all available leave options and is unable to return to work, -or c) when an  
2521 employee has failed to successfully complete their probationary period after a promotion or d) when an  
2522 employee no longer perform the essential functions of the job.

2523  
2524 Limited Term Employee (LTE)  
2525 18.1028

2526  
2527 An employee who is hired to perform a job for a determinant amount of time with a specific ending  
2528 date at the time of hire and who meets all of the qualifications to perform the job. Limited Term  
2529 Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to  
2530 work enough hours in a year to qualify for Wisconsin Retirement System coverage. Employees  
2531 working as a Limited Term Employee may not work more than 25 hours per week.

2532  
2533 Part-time Employees  
2534 18.1029

2535  
2536 Employees shall be considered part-time when they are normally scheduled to work less than 40 hours  
2537 per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work cycle.

2538  
2539 Pay Plan Grid  
2540 18.1030

2541  
2542 A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective  
2543 Bargaining Agreement.

2544  
2545 Pay Range  
2546 18.1031

2547  
2548 A salary range to which positions are assigned, consisting of a minimum wage rate, designated as "Step  
2549 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall be  
2550 compensated at one of the steps contained in the pay range to which the position is assigned.

2551  
2552 Pool  
2553 18.1032

2554  
2555 An employee who is hired to perform a certain job and who meets all of the qualifications to perform  
2556 the job (e.g. Pool Psych Techs, Pool C.N.A., Pool RN). Pool staff are not guaranteed a set number of  
2557 work hours. Specific rules and guidelines for the completion of Pool duties are contained within  
2558 Departmental Work Rules. Pool are not eligible to receive fringe benefits other than Wisconsin  
2559 Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System  
2560 coverage. Employees working as a Pool may not work more than 25 hours per week. If a current FTE  
2561 employee wished to become a pool employee, he/she must resign from his/her regular employment  
2562 with Rock County and reapply as a pool employee.

2563  
2564 Position  
2565 18.1033

2566  
2567 A grouping of duties and responsibilities to be performed by an employee. A position may be filled or  
2568 vacant, full time or part-time, regular or temporary.

2569  
2570 Position Description  
2571 18.1034

2572  
2573 A written document that describes the individual employee's duties and responsibilities and is specific  
2574 to that position.

2575

2576 Probationary Employee2577 18.1035

2578

2579 A person who has been properly appointed to a regular Rock County position and who is serving in  
2580 his/her Trial Period to determine if he/she can do the job.

2581

2582 Probationary Period2583 18.1036

2584

2585 The probationary period is a try out time for the employee. It is also used for determination of certain  
2586 benefits.

2587

2588 Promotion2589 18.1037

2590

2591 The assignment of an employee from one class to another class with a higher pay range.

2592

2593 Reallocation2594 18.1038

2595

2596 The reassignment of a position from one pay range to another to correct an error in the original  
2597 assignment, to reflect changing labor market conditions, or to reflect significant changes over a period  
2598 of time in the duties and the responsibilities of the position (e.g. moving the Medical Record Manager  
2599 position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position  
2600 shall move with the position.

2601

2602 Reclassification2603 18.1039

2604

2605 The reassignment of a position from one existing class to another existing or newly created class to  
2606 recognize a change in the duties and responsibilities of a position (e.g. a position is currently assigned  
2607 as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with  
2608 the position if they are qualified for the position.

2609

2610 If the incumbent in the position is not qualified for the position, an open recruitment shall be conducted  
2611 to fill the position.

2612

2613 Regular Appointment2614 18.1040

2615

2616 An assignment of an eligible candidate to a budgeted County position.

2617

2618 Regular Employee2619 18.1041

2620

2621 A person who has been properly appointed to a regular Rock County position and has successfully  
2622 completed the Probationary Period.

2623

2624 Reinstatement2625 18.1042

2626

2627 To restore or be placed back into a former or substantially equivalent position.

2628

2629 Relief2630 18.1043

2631

2632 An employee who is hired to perform a certain job and who meets all of the qualifications to perform  
2633 the job (e.g. Relief Youth Specialist). Relief Staff are not guaranteed a set number of work hours.  
2634 Specific rules and guidelines for the completion of Relief duties are contained within Departmental  
2635 Work Rules. Relief staff are not eligible to receive fringe benefits other than Wisconsin Retirement if  
2636 anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage.  
2637 Employees working as a Relief Staff may not work more than 25 hours per week. . If a current FTE

2638 employee wished to become a pool employee, he/she must resign from his/her regular employment  
2639 with Rock County and reapply as a pool employee.

2640  
2641 Retiree  
2642 18.1044

2643  
2644 An employee who terminates employment with the County to immediately and actively draw an  
2645 annuity from the Wisconsin Retirement System (WRS).

2646  
2647 Seasonal Employee  
2648 18.1045

2649  
2650 An employee who is hired for a period of time to do a specific function (example: cut the grass), which  
2651 cannot cumulatively exceed a period of nine months in a calendar year. Seasonal Employees are not  
2652 eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours  
2653 in a year to qualify for Wisconsin Retirement System coverage. Employees working as a Seasonal  
2654 employee may not work more than 25 hours per week.

2655  
2656 Selection Device  
2657 18.1046

2658  
2659 A formal measurement device used to evaluate and/or rank applicants for County positions.

2660  
2661 Seniority  
2662 18.1047

2663  
2664 Seniority is continuous length of service as a County employee. Seniority shall, upon completion of  
2665 the Probationary Period, begin with the original date of continuous employment subject to the con-  
2666 ditions of 18.1004. Seniority shall be used to determine accrual of vacation and sick leave.

2667  
2668 Supervisor  
2669 18.1048

2670  
2671 The person responsible for the assignment, direction and evaluation of the work of another employee,  
2672 usually a full time County employee.

2673  
2674 Temporary Appointment  
2675 18.1049

2676  
2677 An appointment of an individual who meets the qualifications for a position appointed to fill that position  
2678 for an unspecified term. Temporary Appointees may be eligible for fringe benefits.

2679  
2680 Termination  
2681 18.1050

2682  
2683 The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal,  
2684 resignation, retirement or death.

2685  
2686 Transfer  
2687 18.1051

2688  
2689 The assignment of an employee from one position to another in the same class or to a class with the  
2690 same pay range.

2691  
2692 Travel Status  
2693 18.1052

2694  
2695 An employee shall be considered to be in "travel status" when he or she is on County business outside  
2696 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  
2697 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 10:30 a.m. and 2:30 p.m.  
2698

2699 Underslotting

2700 18.1053

2701  
2702 The filling of a vacant position at a lower classification.

2704 Unilateral Employees

2705 18.1054

2706  
2707 Those County employees who are not covered by a collective bargaining agreement, excluding the  
2708 County Elected Officials and the County Administrator. The Unilaterals are divided into three groups  
2709 for purposes of overtime and vacation:

- 2710
- 2711 • Unilateral A's are "Non-Exempt". This means that they are subject to the
- 2712 requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law
- 2713 that requires, among other things, that employees who work more than 40
- 2714 hours in a week get paid time and one half for any overtime hours.
- 2715
- 2716 • Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of
- 2717 their position. However, the County has chosen to pay them straight time
- 2718 overtime after 40 hours a week even though the County is not required to do
- 2719 this by federal law.
- 2720
- 2721 • Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of
- 2722 their position. Employees in these positions do not receive any form of
- 2723 overtime but are allowed to "flex" their time in accordance with HR Policy and
- 2724 Procedure.

2726 Upgrade

2727 18.1055

2728  
2729 ~~The reassignment of a position from one existing class to a current or newly created class to recognize~~  
2730 ~~a change in the duties and responsibilities of a position. When a position is upgraded, an open~~  
2731 ~~recruitment shall be conducted to fill the position (e.g. HR Secretary to HR Office Coordinator).~~

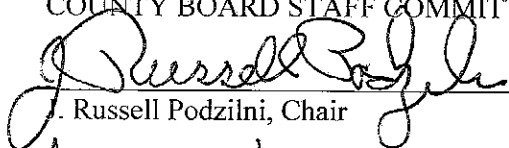
2733 Work Schedule

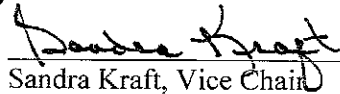
2734 18.1056

2735  
2736 The ~~standard~~ typical work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m.  
2737 with a ~~one-hour~~ lunch period. All full time employees are expected to work at least 40 hours per week  
2738 unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise. Work schedule and  
2739 hours of work may be determined by the operational needs of the department.


Respectfully Submitted,

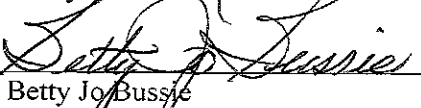
COUNTY BOARD STAFF COMMITTEE

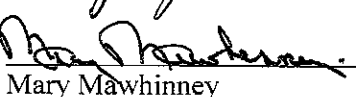
  
J. Russell Podzilni, Chair

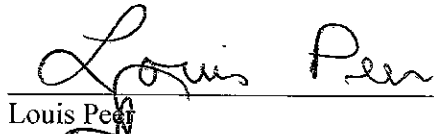
  
Sandra Kraft, Vice Chair

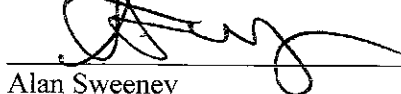
  
Eva Arnold

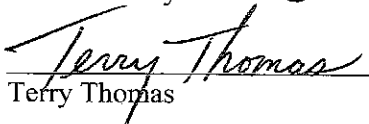
  
Henry Brill

  
Betty Jo Bussie

  
Mary Mawhinney

  
Louis Peet

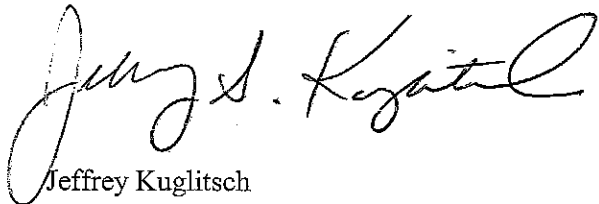
  
Alan Sweeney

  
Terry Thomas

AMENDING THE COUNTY'S PERSONNEL ORDINANCE  
Page 46

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.03, Wis. Stats.



Jeffrey Kuglitsch  
Corporation Counsel

FISCAL NOTE:

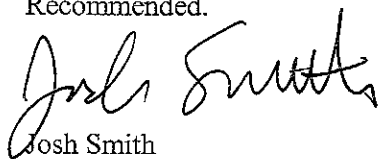
Minimal fiscal impact.



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 2016 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 185 individuals that responded to the survey. The Human Resources Department identified several areas that were brought to their attention during 2016.

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

- 18.105 – Add that the Personnel Ordinance takes precedence over Department Work Rule
- 18.206 – Clarified how future step increases will be paid on a reallocation
- 18.211 – Deletion of upgrade language
- 18.301-18.310-Changed Human Resource Director to Human Resources
- 18.301 -Provided additional flexibility for recruitment timelines; eliminated the requirement to wait six months for retaking of written exams.
- 18.305 – Changed department head to hiring manager
- 18.306 – Updated language to reflect current process.
- 18.309– Retitled section
- 18.411 –Eliminated ten year requirement for red circled employees.
- 18.501 – Provide guidance on how Unilateral “A” positions will be paid after working a holiday.
- 18.506 –Removed outdated language; Added language when employees move between Unilateral “A” and Unilateral “C”.
- 18.507 – Removed reference to supplemental benefits.
- 18.509 – Simplified the bereavement leave policy
- 18.510 – Added language for second and third shift employees.
- 18.607 – Removed out dated language.
- 18.612 – Updated reference sections due to numbering.
- 18.613 – Updated language to reflect current practice.
- 18.614-Clarified that breaks are in 15 minute increments only.
- 18.626-Updated language from resolution passed in early 2016.
- 18.702-Provide guidance as to when performance evaluations need to be completed

18.707-New language for Performance Improvement Plans

18.804-Clarified grievance timelines

18.1020-Updated language to reflect Fair Labor Standards Act

18.1027-Updated layoff definition

18.1032-Updated language to reflect current practice

18.1039-Updated definition to reflect combination of reclassification and upgrade language

18.1043-Updated language to reflect current practice

18.1055-Removed upgrade language to reflect combination of reclassification and upgrade

18.1056-Updated to reflect current practice.