

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

SUPERVISOR THOMAS
BRIEN
INITIATED BY



SUPERVISOR THOMAS BRIEN
DRAFTED BY

COUNTY BOARD STAFF
COMMITTEE
SUBMITTED BY

JULY 31, 2019
DATE DRAFTED

AMENDING SECTION 18.607 OF THE ROCK COUNTY PERSONNEL ORDINANCE

1 The County Board Supervisors of the County of Rock does ordain as follows:
2

3 1. Chapter 18, Section 6 of the Rock County Ordinances shall be amended to read as follows
4 (new language underscored, deleted language struck through):
5

6 **18.607 – Discipline/Investigations**
7

8 The purpose of discipline is correcting job behavior and performance problems of employees. Employees
9 shall be informed of standards of conduct and performance. All staff must notify their immediate
10 supervisor within twenty-four (24) hours of all arrests and convictions for any ordinance (other than
11 minor traffic violations), misdemeanor or felony violations that may impact their ability to complete the
12 essential functions of their position.
13

14 No disciplinary action will be taken until a thorough investigation has been completed. Employees under
15 investigation shall have the right to representation during the investigatory process. The employee will be
16 allowed to have a representative of their choice who is not a supervisor or manager within Rock County.
17 The representative will be limited to listening and advising the employee but will not be allowed to speak
18 in place of the employee. Unilateral employees other than Department Heads shall be allowed to have a
19 representative of their choice who has equal or less authority than they do.
20

21 Employees may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules and
22 standards shall be consistently applied. Penalties shall be uniform and shall match the infraction. Persons
23 administering corrective discipline shall systematically document the case.
24

25 Records of written reprimands, suspensions, demotions and terminations shall be provided to Human
26 Resources and kept in the employee’s personnel file. Written reprimands will remain in effect for a
27 period not to exceed one year, and at the end of such period shall be removed from the active Employee’s
28 personnel file. Records of suspension shall remain in the active Employee’s personnel file for a period of
29 two years and at the end of such period shall be removed from the Employee’s personnel file. (~~This
30 section does not necessarily apply if the employee is represented by an attorney.~~)
31

32 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the
33 County Administrator before such actions are taken. In the event that the immediate dismissal action is
34 required and the HR Director or the County Administrator cannot be reached, the employee shall be
35 suspended with pay pending investigation.
36

37 An employee may only be suspended, demoted, or terminated for just cause. In determining whether just
38 cause exists, the following standards must be applied to the extent applicable:
39

- 40 (a) Whether the employee could reasonably be expected to have had knowledge of the likely
41 consequences of the alleged conduct
- 42 (b) Whether the rule or order that the employee allegedly violated is reasonable.
- 43 (c) Whether the County made a reasonable effort to investigate and discover whether the employee
44 did in fact violate a rule or order.
- 45 (d) Whether the investigation was fair and objective.

19-9B-320

- 46 (e) Whether the County discovered substantial evidence that the employee violated the rule or order
- 47 (f) Whether the County is applying the rule or order fairly and without discrimination against the
- 48 employee.
- 49 (g) Whether the proposed discipline reasonably relates to the seriousness of the alleged violation and
- 50 the employee's record of service with the County.

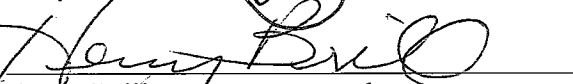
Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE


 J. Russell Podzilni, Chair

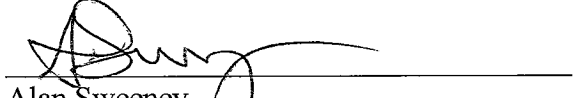
Absent
 Mary Mawhinney, Vice Chair


 Richard Bostwick


 Henry Brill


 Betty Jo Bussie

Louis Peer
 Louis Peer


 Alan Sweeney

Terry Thomas
 Terry Thomas

Absent
 Bob Yeomans

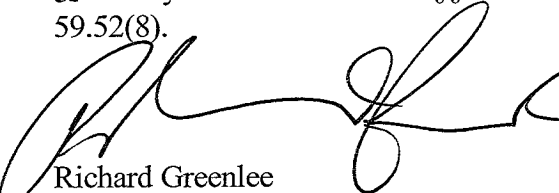
This Resolution was ADOPTED by acclamation by the Rock County Board of Supervisors at its meeting held on October 10, 2019.

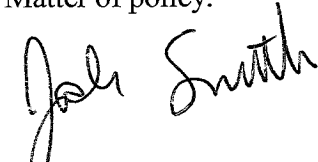
LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes §§ 59.03 and 59.52(8).

ADMINISTRATIVE NOTE:

Matter of policy.


 Richard Greenlee
 Corporation Counsel


 Josh Smith
 County Administrator

FISCAL NOTE:

Minimal fiscal impact.


 Sherry Oja
 Finance Director