

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell
INITIATED BY

Dave O'Connell, Human Resource Director
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 13, 2013
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

1 **WHEREAS**, Act 10 and Act 32 of the 2011 Wisconsin State Legislature made numerous changes to Chapter
2 111.70 of Wisconsin Statutes; and,
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4 **WHEREAS**, those changes significantly impacted the County's Personnel Ordinance (Chapter XVIII) and the
5 bargaining agreements between Rock County and the ten unions representing Rock County Employees; and,
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7 **WHEREAS**, the County Board adopted changes to the Personnel Ordinance in 2011 in order to comply with
8 the changes to Chapter 111.70, to the union contracts for Rock County Employees and the Personnel Ordinance
9 covering unilateral employees; and,
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11 **WHEREAS**, certain additional changes have been suggested by Department managers; and,
12

13 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance effective at
14 12:01 a.m. January 1, 2014.
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16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
17 12 day of December, 2013 does hereby amend Chapter XVIII, the County's Personnel
18 Ordinance as follows:
19

CHAPTER XVIII

PERSONNEL ORDINANCE

SECTION 1

OBJECTIVES AND SCOPE

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26 18.101 Authority.

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28 This Ordinance is promulgated under the authority of Wisconsin Statute 59.22 (2)(c) 1.c.
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30 18.102 Purposes.

31 The purposes of this Ordinance shall be to:
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34 A. Establish a clear understanding of responsibilities in the establishment and maintenance of a
35 personnel program for Rock County.
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37 B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and
38 maintain an effective and responsive workforce for the County. The Ordinance shall be based
39 on the following objectives:
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41 (a) To recruit, select and advance employees on the basis of their relative knowledge,
42 skills, and abilities.
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44 (b) To provide internally equitable and externally competitive compensation for all
45 employees.
46

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- 47 (c) To recognize good job performance, reward exceptional performance and correct
48 inadequate performance in a fair and timely manner.
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- 50 (d) To assure fair treatment of all applicants and employees in all aspects of personnel
51 administration without regard to political affiliation or beliefs, race, color, national
52 origin or ancestry, sex, age, religion, disability, sexual identity and orientation,
53 genetic information, or any other cause for discrimination as defined by law, and
54 with proper regard for their rights as citizens.
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- 56 (e) To protect employees against coercive political activities and to prohibit the use of
57 official authority for the purpose of interfering with or affecting the result of an
58 election or a nomination for office.
59
- 60 C. Provide a system of standardized titles and standardized class descriptions for the effective
61 administration of personnel activities such as: manpower planning and budgeting, standards
62 of job performance, fair and equitable pay, valid selection and recruitment programs, training
63 programs and career development.
64
- 65 D. Provide a system to recruit and select the most qualified persons for positions in County
66 service. Recruitment and selection shall be conducted in an affirmative manner to ensure
67 open competition, provide equal employment opportunity, prohibit discrimination because
68 of race, political affiliation or beliefs, religion, sex, national origin or ancestry, age,
69 disability, sexual identity and orientation, genetic information, or any other cause for
70 discrimination as defined by law, to ensure that persons of disadvantaged groups are fairly
71 represented in the County workforce.
72
- 73 E. Provide an effective career development plan for qualified employees through promotional
74 opportunities in an environment free of discrimination.
75

18.103

Scope.

76 THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT. The
77 provisions of this Ordinance do not vary or modify the at will employment relationship between
78 the employee and the County. Any individual may voluntarily cease employment upon proper
79 notice and may be terminated by Rock County at any time and for any reason. Any oral or written
80 statements of promises to the contrary are expressly disallowed and should not be relied upon by
81 any prospective or existing employee. The contents of this ordinance are subject to change at any
82 time by action of the County Board.
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86 This Ordinance shall govern personnel administration for all employees and departments of the
87 County of Rock except:
88

- 89 (a) members of the Rock County Board of Supervisors;
90
- 91 (b) elected County Officials;
92
- 93 (c) members of boards, commissions, and committees (including citizens);
94
- 95 (d) persons employed to conduct temporary and special inquiry, investigation or examination
96 on behalf of the County Board, a committee thereof, or the County Administrator;
97
- 98 (e) persons employed by employment services agreements or purchase of service contracts,
99 unless expressly included in said contract or agreement;
100
- 101 (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats., which
102 shall be handled by the Public Safety and Justice Committee of the Rock County Board of
103 Supervisors in accordance with statute.
104

105 This Ordinance shall not be interpreted as infringing upon the Constitutional powers of Elected
106 Department Heads.
107

18.104

Collective Bargaining Agreements.

108 This Ordinance applies to employees not covered by collective bargaining agreements
109 (Unilaterals) and to employees so covered when specific contracts are silent on a particular issue,
110 or otherwise do not apply to the contrary.
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113

114 18.105 Human Resources Section of the Administrative Policies and Procedures Manual

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

121
122 The Ordinance shall take precedence over the Human Resource Policies and Procedures.

123
124 18.106 Department Work Rules.

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

130
131 18.107 Non Elected Department Heads.

132
133 Any non elected Department Head hired shall be employed pursuant to a personal employment
134 contract of up to two (2) years. Non elected Department Heads serving on the date of adoption of
135 this section may voluntarily negotiate a personal employment contract of up to two (2) years. Non
136 elected Department Heads shall continue to be at will employees and may be removed at the
137 pleasure of the County Administrator. Removal of the Corporation Counsel by the County
138 Administrator requires the concurrence of the County Board. The County Administrator shall
139 remain the appointing authority for non elected Department Heads. The personal employment
140 contract covering the initial appointment of a non elected Department Head is subject to approval
141 by the County Board after action by the appropriate Governing Committee.

142
143 18.108 Administrator Position.

144
145 The position of the County Administrator shall be included under the coverage of this Ordinance,
146 except where there are exclusions or where this Ordinance conflicts with the resolution
147 establishing the administrator form of government. In the case of any such conflict, the resolution
148 shall control.

149
150 18.109 Sheriff's Office Command Staff.

151
152 In addition to the benefits provided to other unilateral employees, if the following provisions of
153 the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are
154 modified, such modifications shall be extended to the Chief Deputy (CB resolution Nov 9,
155 1993); Commanders (CB resolution Nov 15, 1991); and Captains (CB resolution Dec. 31,
156 2008).

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

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

172 18.110 Amendments.

173
174 This Ordinance may be amended by the Rock County Board of Supervisors in the same manner
175 as adopted.

176
177 18.111 Management Rights.

178
179 The management of Rock County and the direction of the workforce is vested exclusively in the
180 County, including but not limited to the right to:
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- 1) Hire, promote, demote, suspend, discipline, and discharge;
- 2) Decide job qualifications for hiring;
- 3) Transfer or layoff because of lack of work, discontinuance of services, or other legitimate reasons;
- 4) Subcontract for economic reasons or when it is not feasible for county employees to perform the work;
- 5) Abolish or create positions;
- 6) Create job descriptions and determine the composition thereof;
- 7) Plan and schedule work;
- 8) Determine the methods and processes and manner of performing work;
- 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
- 10) Determine the location, operation and type of physical structures, facilities, equipment of the county;
- 11) Plan and schedule any training programs,
- 12) Create, promulgate and enforce reasonable work rules;
- 13) Determine and enforce regulations governing conduct and safety;
- 14) Determine what constitutes good and efficient county service, and all other functions of management and direction.

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

18.112

Responsibilities and Authority.

A. County Board. The County Board shall:

- (1) approve the annual County budget, including requests for personnel adjustments.
- (2) review and approve County Personnel Ordinance and amendments.
- (3) confirm department head appointments made by the County Administrator.
- (4) delegate such duties to the County Board Staff Committee as necessary.
- (5) hear grievance appeals as outlined in Section 18.806.

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

- (1) advise the County Administrator on matters concerning implementation of Personnel Ordinance.
- (2) review proposed Personnel Ordinance and amendments as developed and recommended by the Human Resources Director and make recommendations to the County Board for consideration and legislative action.
- (3) perform other related duties as assigned by the County Board.

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

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

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- D. County Administrator. Except as prohibited by State and Federal law, the County Administrator shall:
- (1) appoint and remove all Department Heads, subject to the provisions of Section 18.107.
 - (2) advise the Governing Committee of the final interview schedule of the best-qualified applicants. The Governing Committee may participate in the scheduled interviews.
 - (3) submit terms of employment for Department Heads to the Governing Committee for review before submission to the County Board.
 - (4) approve Personnel Ordinance prior to submittal to the County Board Staff Committee and the County Board.
 - (5) apply appropriate disciplinary actions as defined in Section 18.1108 to subordinate employees.
 - (6) approve new positions, reallocations, and upgrades of existing positions subject to County Board approval.
- E. Human Resources Director. The Human Resources Director under the authority of the County Administrator shall:
- (1) administer the Personnel Ordinance adopted by the County Board.
 - (2) establish, maintain and coordinate personnel transactions and records management for all County employees and positions.
 - (3) establish and maintain a central personnel file for each County employee showing name, title, salary, change in status, annual performance ratings and such pertinent information as may be necessary for effective personnel administration and for compliance with Federal and State laws.
 - (4) advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.
 - (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.

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

356 F. Department Heads. Department Heads shall:

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- (1) enforce the Personnel Ordinance, and the Human Resource Policies and Procedures in their respective department.
 - (2) adopt such additional Department Work Rules as required by law and/or necessary for the operations of the Department subject to approval of the Human Resources Director.
 - (3) initiate and process personnel transactions affecting their employees using forms provided by the Human Resources Director.
 - (4) maintain an employee service record for each employee.
 - (5) notify the Human Resources Director of all changes in permanent personnel records including change of address, insurance coverage and other relevant information.
 - (6) keep employees informed of current personnel policies.
 - (7) conduct second step grievance procedures hearings as may be necessary under Section 18.805, and adjust such grievances as may be appropriate.
 - (8) appoint and remove employees to positions subject to Section 18.304 and 18.806, and consistent with applicable State Statutes and inform governing committee of said appointments.
 - (9) in collaboration with the Human Resources Director, develop employee orientation and in service training programs.

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- (10) administer discipline and delegate such authority to supervisory personnel as appropriate subject to Section 18.806.
 - (11) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis
 - (12) obtain prior approval of the County Administrator when taking vacation days, or when traveling out of the County on County business. (This provision does not apply to elected County Officials.) The memo making the request should include a designated department contact person, as well as a phone number where the Department Head can be reached (if possible).
- G. Supervisory Personnel. To the extent Department Heads delegate authority to them, supervisors shall:
- (1) interview and recommend applicants for appointments to and removal from subordinate positions.
 - (2) implement the Personnel Ordinance, HR Policies and Procedures and Department Work Rules in their unit.
 - (3) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.
 - (4) administer discipline to employees as necessary.
 - (5) conduct first step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.

SECTION 2

CLASSIFICATION PLAN

18.201 Development and Administration.

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

18.202 Position Description.

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

18.203 Allocation of New Positions.

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

18.204 Abolition of Unnecessary Classifications.

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

18.205 Reclassification Requests.

451 A reclassification is the re assignment of a position from one existing class to another class to
 452 recognize a change in the duties and responsibilities of a position.
 453 Reclassification requests shall normally be contained within the annual budget. In such situations,
 454 prior to approval of the budget, the Human Resources Department shall audit the position and
 455 make a written recommendation to the County Administrator who shall then recommend approval
 456 or denial of reclassification requests. If a reclassification request is denied, the position shall not
 457 be reconsidered for reclassification until there is a significant change in the duties and
 458 responsibilities of the position. If, in exceptional cases, duties of a position change during a
 459 budget year, the County Board may approve a reclassification request upon the performance of an
 460 audit and the recommendation of the Human Resources Director and County Administrator and
 461 with the confirmation of the County Board Staff Committee.
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464 18.206 Reallocation Requests.

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 466 A reallocation is the re assignment of a position from one pay range to another pay range to
 467 correct an error in the original assignment, to reflect changing labor market conditions, or to
 468 reflect significant changes over a period of time in the duties and the responsibilities of the
 469 position.
 470

471 Salary adjustments shall be part of the budget process. If salary reallocations are approved, they
 472 will become effective the first day of the fiscal year. Persons in positions reallocated shall
 473 normally be advanced to the step with the next highest dollar amount in the new pay range. ~~With~~
 474 ~~approval of the Human Resources Director and the County Administrator, an employee may be~~
 475 ~~advanced a step over and above the next highest dollar amount. In unusual circumstances, the~~
 476 ~~reallocated individual may be placed in a higher step upon approval of the Human Resources~~
 477 ~~Director and the County Administrator.~~
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479 When a position becomes vacant and it is determined by the Human Resources Director and the
 480 County Administrator that a reallocation of the position is necessary for recruitment purposes,
 481 such reallocation may occur outside the budget process upon the confirmation of the County
 482 Board Staff Committee and approval of the County Board.
 483

484 18.207 Reorganization of Department.

485
 486 Each time a department or division of a department is reorganized, class descriptions for all
 487 affected employees shall be submitted to the Human Resources Director for review and approval
 488 as part of such reorganization.
 489

490 18.208 Position Description Questionnaires.

491
 492 The Human Resources Director may require departments or employees to submit Position
 493 Description Questionnaires when vacancies occur, any time there is reason to believe that there
 494 has been a significant change in the duties and responsibilities of one or more positions, or as part
 495 of a position audit conducted by the Human Resources Department.
 496

497 18.209 Review of Classification Plan.

498
 499 At least every three years, or as often as may be appropriate, the Human Resources Director shall
 500 review the Classification Plan to ensure that the plan accurately reflects existing position responsi-
 501 bilities and market conditions. The Human Resources Director shall take whatever action is
 502 appropriate to amend and update the Classification Plan, subject to the review of the County
 503 Board Staff Committee and approval of the County Board.
 504

505 18.210 Underslotting.

506
 507 As a vacancy occurs, the Department Head may recommend the position not be filled at the
 508 existing level. With the concurrence of the Human Resources Director and County Administrator,
 509 the position may be filled at a lower classification.
 510

511 18.211 Upgrade.

512
 513 Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human
 514 Resources Department shall audit the position and make a written recommendation to the County
 515 Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade
 516 request is denied, the position shall not be reconsidered for upgrade until there is a significant
 517 change in the duties and responsibilities of the position.
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When a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring procedures for approved upgraded positions shall be subject to guidelines established by the Human Resources Director.

SECTION 3

RECRUITMENT AND SELECTION

18.301

Recruitment.

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

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. 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, 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.

18.302

Relocation Expense.

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

594
 595 18.303 Selection.

596
 597 The selection process shall maximize reliability, objectivity, and validity through a practical and
 598 job related assessment of applicant attributes necessary for successful job performance and career
 599 potential. The selection process shall also be balanced to provide promotional opportunities as
 600 well as open competitive opportunities at all levels of County employment.

601
 602 (a) Selection Devices.

603
 604 The Human Resources Director shall be responsible for determining when formal
 605 selection devices are to be used to screen applicants for job vacancies which may include,
 606 but need not be limited to a review of training and experience, work sample and
 607 performance tests, practical written tests, physical fitness examinations, and background
 608 and reference inquiries. In the development of selection devices, the Human Resources
 609 Director shall confer with Department Heads, consultants, or others familiar with the
 610 knowledge, skills and abilities required and specific devices to best measure these factors.

611
 612 (b) Confidentiality.

613
 614 Formal selection materials shall be known only to the Human Resources Director and to
 615 other individuals designated by the Human Resources Director. Every precaution shall be
 616 exercised by all persons participating in the development and maintenance of materials to
 617 ensure the highest level of integrity and confidentiality.

618
 619 18.304 Eligibility Lists.

620
 621 The Human Resources Director shall be responsible for establishing and maintaining eligibility
 622 lists as may be necessary or desirable.

623
 624 (a) Layoff List for unilateral employees.

625
 626 An employee laid off or demoted in lieu of layoff may be considered for re-employment
 627 when a vacancy occurs for which he/she is qualified. Human Resources shall notify said
 628 employee of any vacancy arising in the same job from which the employee was laid off.
 629 Said employee shall make application for the vacant position. Once application is made,
 630 the laid off employee shall participate in a competitive hiring process and, if most
 631 qualified, shall be required to accept an offer of employment for the position within 10
 632 days of said offer. Failure to make application or accept an offer of employment for the
 633 position from which the employee was laid off shall result in the forfeiture of notification
 634 rights for future openings.

635
 636 (b) Open Competitive and Promotional Eligibility.

637
 638 The Human Resources Director may establish and maintain such open competitive and
 639 promotional eligibility lists of applicants who have qualified for a particular job or class
 640 of County positions.

641
 642 (c) Duration of Eligibility Lists.

643
 644 The duration of eligibility lists shall be not less than one year, or as provided for in a
 645 Department's Work Rules.

646
 647 (d) Removal of Candidates from Eligibility Lists.

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

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 652 (1) receives a regular appointment to a position in the same class or another class
 653 having the same or higher pay grade.

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- (2) files a written statement indicating unwillingness to accept appointment.
 - (3) 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.

674 18.305 Certification and Appointment.

675
676 Whenever a vacancy in County employment is to be filled, the appointing authority
677 shall submit a request to the Human Resources Director to provide names of eligible
678 candidates.

679
680 Appointment of Eligible Candidates.

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

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

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690 18.306 Probationary Period.

691
692 Except for Department Heads and the County Administrator, original appointments to all
693 positions shall be made with a Probationary Period of one (1) calendar year.

694
695 The length of the Probationary Period shall be specified in the written offer of
696 employment, which will be written by the Human Resources Department.

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720
- (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 Director. This request must be made in writing citing the reason for the request.
 - (3) An employee shall automatically be appointed at the end of the prescribed Probationary Period, unless the appointing authority, with approval of the Human Resources Director, notifies the probationary employee of the extension, or the unsuccessful completion of the Probationary Period at which time the employee shall have their Probationary Period extended or be dismissed.
 - (4) Dismissal of an employee during the initial Probationary Period shall be at the sole discretion of the employer and without recourse to the grievance procedures herein provided.
 - (5) An employee appointed to a position in an acting capacity by the County Administrator and subsequently selected as the regular employee in that position shall have his/her total time of continuous employment, including the time spent in an interim capacity, counted for seniority purposes, but shall serve at least a six month Probationary Period after regular appointment.

721 (6) Probationary employees will not be permitted to apply for other positions until
 722 they have completed ~~after~~ six months of employment. In unusual circumstances,
 723 this requirement may be waived by the Department Head and Human Resources
 724 Director.

725
 726 (7) Completion of the Probationary period does not guarantee continued employment
 727 for any specified period of time, nor does it modify or change the employee's
 728 will status.

730 18.307 Part-time and Seasonal Employment.

731
 732 When possible, employment shall be on a full time year round basis. However, when it is
 733 determined to be in the best interest of the County, part-time and seasonal employees may be
 734 hired.

735
 736 18.308 Temporary Appointments.

737
 738 Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is
 739 available or if the eligible candidates are not available for temporary work, the Human Resources
 740 Director may authorize the appointment of a qualified individual. The acceptance or refusal by an
 741 eligible candidate of a temporary appointment shall not affect the candidate's standing on the
 742 eligibility list for regular appointment.

743
 744 18.309 Overlap of Positions.

745
 746 Any request for hiring in excess of the budgeted personnel roster must be approved by the County
 747 Board. This would include cases where the Department Head requests an overlap of personnel for
 748 more than one payroll period in order to train the new employee. The request should be approved
 749 by the governing committee and County Board Staff Committee prior to submission to the Board.

750
 751 18.310 Other Appointments May Follow Ordinance.

752
 753 Nothing herein shall preclude an appointing authority from filling those positions not covered by
 754 this Ordinance in a manner consistent with it.

755
 756
 757 **SECTION 4**

758 **SALARY ADMINISTRATION**

759
 760 18.401 Pay Plan.

761
 762 The Pay Plan shall include the schedules of pay ranges for all unilaterals and all employees
 763 covered by a collective bargaining agreement that has limited bargaining rights under Wisconsin
 764 Statutes Section 111.70.

765
 766 Schedules shall consist of minimum and maximum rates of pay and the intermediate pay steps.
 767 The objectives of the Pay Plan shall be:

- 768 (a) To provide an appropriate salary structure, to recruit and retain an adequate number of
- 769 competent employees; and,
- 770
- 771 (b) To provide appropriate pay incentives for satisfactory or outstanding job performance.
- 772
- 773

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

776
 777 18.402 Development and Administration.

778
 779 The Human Resources Director shall be responsible for the development and administration of the
 780 Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of
 781 pay. When appropriate, the Human Resources Director shall recommend necessary amendments
 782 to the County Board Staff Committee, which shall become effective upon approval of the County
 783 Board.

784
 785 18.403 Linkage.

786

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

792
 793 18.404 Entrance Pay Rate.

794
 795 The entrance pay rate for new County employees shall normally be the minimum rate of the pay
 796 range prescribed for the class. A Department Head may recommend that a particular appointment
 797 be made above the entrance pay rate. Such requests must be made in writing, approved in advance
 798 by the Human Resources Director in recognition of relevant experience and /or exceptional
 799 qualifications.

800
 801 Elected Department Heads that wish to appeal the decision for placement of a new County
 802 employee made by the Human Resources Director and/or County Administrator may do so in
 803 writing to the County Board Staff Committee, whose decision shall be final.

804
 805 18.405 In Range Increment.

806
 807 In range increments shall be based on satisfactory work performance and length of service in a
 808 class. Such increments shall not be granted automatically. Whenever an employee is promoted,
 809 their annual pay increments (step increase) shall be based on the length of service in that range or
 810 class. The employee shall have an overall performance evaluation of "satisfactory" or "meets
 811 expectations" or higher in order for an in range increment to be granted. If the rater plans to
 812 recommend the denial of an in grade salary increment, the report shall be discussed with the
 813 Human Resources Director prior to review with the employee. The performance of the employee
 814 will be evaluated in accordance with procedures outlined in Section 7 of this Ordinance.

815
 816 18.406 Productivity/Incentive Awards.

817
 818 Extraordinary productivity/incentive awards may be granted in recognition of exceptional
 819 performance in addition to an employee's regular pay. Recommendations for such pay shall be
 820 initiated by the employee's supervisor and/or Department Head, reviewed and approved by the
 821 Human Resources Director, County Administrator, appropriate Governing Committee and the
 822 County Board Staff Committee. Specific guidelines for the administration of the
 823 Productivity/Incentive Awards Program shall be the responsibility of the Human Resources
 824 Director to establish and maintain subject to approval by the County Administrator and County
 825 Board Staff Committee. Such requests shall be in writing and supported by evidence of the
 826 following:

- 827
 828 (a) The employee has personally conceived and suggested a procedure or device which has
 829 resulted in substantially greater operating efficiency or in a marked decrease in operating
 830 expenses; or,
 831
 832 (b) The employee has performed extensive collateral duties or has continually completed
 833 difficult work assignments, which significantly increased the efficiency and effectiveness
 834 of his/her department's program or the County service.

835
 836 18.407 Seasonal Employment.

837
 838 Seasonal employees shall be compensated on an hourly basis at a rate established within the
 839 parameters of the annual budget as determined annually by the Human Resources Director.

840
 841 18.408 Temporary employment

842
 843 Temporary employees shall be compensated by placing them on a step in the appropriate salary
 844 schedule.

845
 846 Should a non regular employee be reclassified as a regular employee in the same job, He/she
 847 shall be advanced in pay to the appropriate salary rate of his/her classified position. His/her
 848 total time of continuous employment including his/her temporary employment, shall be counted
 849 as part of his/her probationary period.

850
 851 18.409 Pay Rate Adjustments.

852
 853 The following actions shall affect the pay status of an employee:
 854

855 (a) Transfer.

856
857 When an employee is transferred from one class to another with a common pay range,
858 he/she shall continue to receive the same pay rate.

860 (b) Promotion.

861
862 When an employee is promoted from one class to another having a higher pay range,
863 he/she shall normally advance to the pay step in the new range which is immediately
864 above his/her former rate of pay. In unusual circumstances, the promoted individual may
865 be placed in a higher step upon approval of the Human Resources Director and the
866 County Administrator.

868 (c) Demotion.

869
870 When an employee is demoted for any reason, the Human Resources Director shall
871 consult with the supervisor(s) involved to decide the pay for the re-assignment. In no
872 case will it exceed the maximum of the pay range of the job to which the employee is
873 demoted.

875 (d) Reinstatement.

876
877 When an employee is reinstated to his/her former job he/she shall normally be paid the
878 same pay step as before leaving. When the employee is reinstated to a job with a lower
879 pay range, the Human Resources Director shall decide on the new pay rate in accordance
880 with the employee's experience and qualifications. In no case, will it exceed the
881 maximum of the pay range to which the employee is assigned.

883 (e) Compensation During Temporary Assignment.

884
885 In a situation where an employee is assigned the duties of a higher classification
886 anticipated to be for a period in excess of ten (10) consecutive working days, the
887 employee will be assigned a temporary pay rate in the range of the higher classified
888 position. Such pay will be for the period of the temporary assignment. Temporary
889 assignments must be approved by the Human Resources Director. An employee who is
890 temporarily assigned to a position with a lower pay range, for any period, shall not
891 receive a reduction in pay. No such temporary assignment shall exceed six months unless
892 approved by the County Administrator upon recommendation of the Human Resources
893 Director.

895 18.410 Overtime.

896
897 "Unilateral A" employees earn overtime at time and one half over 40 hours per week.

898
899 "Unilateral B" employees earn overtime at straight time over 40 hours per week.

900
901 "Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act (FLSA),
902 do not earn overtime.

903
904 For additional policies and procedures regarding overtime for unilaterals and other employees
905 see the HR Policy and Procedure Manual.

908 18.411 Red Circled Classifications.

909
910 Employees in classifications that are to be red circled will be frozen at their current salary until the
911 salary of the pay range to which they are assigned equals or exceeds their rate of pay. Employees
912 with ten years of service, whose classification has been red circled, shall receive one half of the
913 across the board increase granted to employees on the Unilateral Pay Plan until the salary of the
914 pay range to which they are assigned equals or exceeds their rate of pay.

916 **SECTION 5**

917 **FRINGE BENEFITS**

918

919 18.501

Holidays.

920
921 The following holidays are observed by the County and shall be granted to regular employees
922 with pay and to temporary employees without pay, unless such employees are required to be on
923 scheduled work:

- 924
925 (a) New Year's Day
926 (b) Spring Holiday to be observed the Friday immediately preceding Easter
927 (c) Memorial Day
928 (d) July 4th
929 (e) Labor Day
930 (f) Thanksgiving Day
931 (g) Friday following Thanksgiving
932 (h) Day before Christmas
933 (i) Christmas Day
934 (j) One Floating Holiday of the employees' choice
935
936 (k) Any additional holiday granted by the County Board.
937 (l) The County Administrator may designate additional holidays in unusual circumstances
938 with the approval of the County Board Chair and/or Vice Chair.
939

940 For employees working the standard work schedule, when a holiday falls on Saturday, it shall be
941 observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall
942 be observed.
943

944 For employees not working the standard work schedule see the HR Policies and Procedures.
945

946 ~~Employees normally granted time and one half;~~ The Director of Nurses, the Assistant Director of
947 Nurses and Nursing Supervisors working in Rock Haven who are required to work a holiday; will
948 be paid or granted compensatory time off at a rate of time and one half and receive an additional
949 day in lieu thereof.
950

951 The Youth Services Center Supervisors who are required to work a holiday, will be paid or
952 granted compensatory time off at a rate of time and one half.
953

954 For supervisors working at the 911 Communication Center, who are required to work on a
955 holiday, they will be paid or granted compensatory time off at a rate of time and one half for all
956 hours worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the
957 holiday.
958

959 Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.
960

961 Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall
962 be granted in lieu thereof.
963

964 Regular part-time employees who normally work sixteen or more hours per week shall be paid for
965 holidays which fall on days for which they would otherwise be scheduled to work, according to
966 the number of hours for which they would be scheduled to work on that day.
967

968 When a holiday falls within a period of leave with pay, the employee shall receive pay for the
969 holiday.
970

971 When a holiday falls within a pay period of leave without pay, the employee shall receive no pay
972 for the holiday.
973

974 In order to receive holiday pay, employees must normally be scheduled to work for not less than 4
975 hours the regular workday before and not less than 4 hours the regular workday after the holiday,
976 unless on authorized paid time off (sick leave, vacation) or on paid FMLA.
977

978 Floating holidays must be taken in whole day increments (pro rated for part-time employees).
979

980 The floating holiday shall accrue to the employee effective any work shift starting on or after 4
981 a.m. of January 1st of each year. During their first year of employment, Employees hired after
982 November 30, will have until January 31 of the following year to use their floater from the
983 previous year.
984

The floating holiday may be taken upon at least twenty-four (24) hours notice prior to the beginning of the shift. A floating holiday with less than twenty-four (24) hours notice may be taken in an emergency circumstance at the discretion of the Department Head or his/her designee.

18.502 Health and Dental Insurance.

- A. The County shall pay that portion of the employee's health insurance as is approved by the County Board.
- B. For part-time unilateral employees who are in a .5 or higher FTE position and hired after September 1, 2009 the employee shall contribute toward health coverage pro-rated to the FTE of the position they hold. [CB resolution – September 2009.]
- C. Part-time employees who are normally scheduled to work less than twenty hours per week are not eligible for County health and dental benefits. Employees who normally work twenty hours or more per week are eligible to receive dental insurance and health benefits. Part-time employees may participate in vision insurance at their own cost provided it is allowable under the plan rules in effect at the time of participation.
- D. Employees retiring from the County who are eligible for a WRS annuity may retain their insurance coverage under the County's group policy if they pay the premium.
- E. Dental coverage will be provided consistent with coverage and co payments as set by the County Board. Eligibility for coverage shall be governed by the policy issued by the carrier/administrator. The employer shall pay 60% of applicable premium of the lowest cost available plan and the employee shall pay the remainder of the applicable premium.

18.503 Life Insurance.

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

18.504 Retirement.

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

18.505 Unemployment Compensation.

County employment is covered by Wisconsin Unemployment Compensation laws.

18.506 Vacation.

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

Completed Years of Service	Unilateral A & B	Unilateral C
1 year	10 Days	15 Days
2 Years	10 Days	15 Days
3 Years	10 Days	15 Days
4 Years	10 Days	15 Days
5 Years	11 Days	20 Days
6 Years	12 Days	"
7 Years	13 Days	"
8 Years	14 Days	"

9 Years	15 Days	"
10 Years	16 Days	25 Days
11 Years	17 Days	"
12 Years	18 Days	"
13 Years	19 Days	"
14 Years	20 Days	"
15 Years	21 Days	"
16 Years	22 Days	"
17 Years	23 Days	"
18 Years	24 Days	"
19 Years	25 Days	"

1041
1042
1043 Unilateral A & B Employees may use up to 5 of their 10 days after they
1044 have been with the County for six months. Unilateral C employees may
1045 use 7.5 of their 15 days after they have been with the County for six
1046 months. Any time used between six (6) months and one year, will result in a
1047 reduction of the days available after one year. (Example: a Unilateral B
1048 employee uses 2 days after six months but prior to his one year
1049 anniversary date, that person would have 8 days to use after completing
1050 one year of service. $10 - 2 = 8$.)
1051

1052 (c) Vacation schedules for those employees covered by a bargaining agreement that has limited
1053 bargaining rights as of January 1, 2012 are contained in the HR Policies and Procedures
1054 manual.
1055

1056 (d) Credit for years of service may be awarded to an employee based on years of prior related
1057 experience plus years of service with the County. Prior related experience shall be
1058 determined by the Human Resources Director and the Corporation Counsel, and will only be
1059 awarded for service in jobs that are substantially related to the work performed for the
1060 County.
1061

1062 (e) An employee shall take earned vacation time within the twelve month period immediately
1063 following eligibility. Earned vacation time not taken within the designated twelve month
1064 period shall be forfeited, unless the Department Head and Human Resources Director
1065 specifically approves the carry over of an employee's vacation, in writing, due to an inability
1066 of the employee to utilize the time requested to be carried over because of work requirements
1067 or other legitimate reasons; or paid out according to HR Policy and Procedures. Vacation
1068 deferral or carry over of one (1) hour or more shall be requested by the employee in writing
1069 prior to his or her anniversary date, or within ten weeks of his or her anniversary date, and
1070 shall state with specificity the reason for the request. Failure to make a timely request shall
1071 result in the vacation being forfeited.
1072

1073 (f) The amount of vacation days deferred shall not exceed the number of vacation days that the
1074 employee earns on that anniversary date. Vacation may be granted in advance only upon the
1075 approval of the Department Head and the Human Resources Director.
1076

1077 Department Heads shall establish work and vacation schedules with the first consideration to
1078 be given to the efficient operation of the department. Senior employees in terms of length of
1079 service shall be given vacation schedule preferences when practicable. Deferral of vacation
1080 for the County Administrator shall be at the discretion of the County Board Staff Committee.
1081

1082 (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation
1083 time on a pro rata basis directly proportionate to the amount of time worked in relation to the
1084 normal full time employment period. Part-time employees whose regular workweek is less
1085 than sixteen hours shall not earn vacation credits.
1086

1087 (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits
1088 to cover the period of absence, earned vacation time may be used for this purpose if the
1089 employee or employer so elects.
1090

1091 (i) Upon separation, an employee shall be paid for the unused portion of his/her
1092 accrued vacation credits provided the employee has completed six consecutive
1093 months of service, except as modified by the rules governing resignation without
1094 sufficient notice.
1095

1096 (j) An employee who moves from one position to another in the County service, by

1097 transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation
 1098 leave in the new position.

- 1099
- 1100 (k) An employee, whose appointment status is changed from temporary to regular
 1101 status without a break in service, shall receive vacation credits from the date of his/her
 1102 original appointment to temporary status.
- 1103
- 1104 (l) No credit for vacation leave shall be granted for time worked by an employee in
 1105 excess of his/her normal workweek.
- 1106
- 1107 (m) Vacation credits shall not be earned by an employee during a leave of absence
 1108 without pay, a suspension without pay, or when the employee is otherwise in a non
 1109 compensable status, should such period without pay exceed thirty working days in any
 1110 calendar year.
- 1111
- 1112 (n) There shall be charged against accrued vacation only those days on which an
 1113 employee normally would have worked. In the event a legal holiday falls within the vacation
 1114 period, the holiday shall not be charged against vacation.
- 1115
- 1116 (o) Use of vacation time must be approved in advance by the Department Head or his
 1117 or her designee. Use of vacation by appointed Department Heads must be
 1118 approved in advance by the County Administrator.
- 1119
- 1120 (p) All vacation shall be utilized in not less than ~~one hour~~ thirty minute increments.
- 1121

1122 18.507 Workers Compensation.

1123
 1124 Worker compensation benefits will be provided in accordance with applicable statutory provisions
 1125 and administrative codes.

1126
 1127 Rock County strives to insure all work assignments are performed safely and work areas are
 1128 maintained in a safe manner. The County promotes a light duty program for injured employees on
 1129 worker compensation. All on the job accidents must be reported to the Human Resources
 1130 Director or his/her designee immediately and proper forms must be completed in full.

1131
 1132 Any employee, who is receiving worker's compensation, may at the employee's option, take
 1133 sufficient sick leave or vacation to make up the difference between the worker's compensation
 1134 payment and his/ her regular wage. When the employee's sick leave and/or vacation account is
 1135 exhausted, he/she shall receive worker's compensation payments only. If an employee is on
 1136 worker's compensation for a period of twelve (12) months, that employee shall have his/her earned
 1137 vacation paid out, unless the employee asks for deferral of vacation payout in writing.

1138
 1139 Workers compensation supplemental benefits will be provided in accordance with HR Policy and
 1140 Procedures.

1141
 1142 18.508 Leave Of Absence Policy (Non FMLA).

1143
 1144 The County Administrator or the Department Head after consulting with the Human
 1145 Resources Director, may grant a regular employee leave without pay for a period up to
 1146 one year except for an educational leave, subject to the following conditions:

- 1147
- 1148 (1) Leave without pay may be granted when it is in the best interest of the County to
 1149 do so. Requests for leave of absence shall be approved prior to the taking of such
 1150 leave. When such leave is requested as an extension of sick leave, an acceptable
 1151 physician's certificate shall be required.
- 1152
- 1153 (2) At the expiration of a leave without pay, the employee shall be reinstated to the
 1154 position he/she vacated or to an equivalent position which is vacant at the time,
 1155 provided the employee meets the stated qualifications. If there is not a suitable
 1156 vacancy available, the employee's name shall be placed on an appropriate
 1157 reinstatement list.
- 1158
- 1159 (3) Credit toward vacation and sick leave shall not be earned after 30 days while an
 1160 employee is on leave without pay. Insurance benefits may be retained according
 1161 to HR Policy and Procedure.
- 1162

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

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

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

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

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

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

18.509 Bereavement Leave.

In the event of a death in an employee's immediate family, he/she may be excused from work without loss of pay according to the following schedule to attend the funeral, make necessary arrangements, or grieve for the loved one. Immediate family shall not include former "in-laws" due to divorce. The appointing authority may require an obituary to substantiate the leave.

- a. Up to three days for spouse, domestic partner as defined by the state of Wisconsin, child, parent, mother-in-law, father-in-law, brother, or sister.
- b. Up to two days for an employee's stepparent, stepchild, grandparents, or grandchildren.
- c. Up to one day for an employee's sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew.

If additional time is required, 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.

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

18.510 Jury Duty.

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 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.

1231 18.511 Medical Leave.

1232
1233 Employees requiring a leave of absence for a period of medical disability shall request the leave in
1234 accordance with HR Policy and Procedure. Employees are entitled to medical leave in accordance
1235 with applicable Federal and State laws and HR Policy and Procedures. Any leave granted under
1236 this section will run concurrently with State and Federal FMLA.

1238 18.512 Military Leave.

1239
1240 An employee who leaves the service of the County to join the military forces of the
1241 United States during time of war or other national emergency, or who is drafted into
1242 the military service at any time, shall be granted military leave without pay, such leave to extend
1243 through a date ninety days after being relieved from such service. Proof must be filed with the
1244 Human Resources Director. Such employee shall be restored to the position which he/she vacated
1245 or to a comparable position with full rights and without loss of seniority or benefits accrued and
1246 not taken while serving in the position he/she occupied at the time the leave was granted, provided
1247 that application is made to the Human Resources Director within ninety days after the date of
1248 his/her honorable discharge, or fifteen days after rejection, and is physically and mentally capable
1249 of performing the work of his/her former position. Failure of an employee to notify the County
1250 within this time period of his/her intention to return to work shall be considered as a termination
1251 of his/her employment. Leave will be granted in compliance with State and Federal law.

1253 18.513 Military Reserve Leave.

1254
1255 (1) An employee who, by reason of membership in the United States Military Reserve, or ordered
1256 by the appropriate authorities to attend a training or encampment under the supervision of
1257 the United States Armed Forces, or by reason of membership in the National Guard, is
1258 required by the authorities thereof to do so, shall be granted a leave of absence from his/her
1259 position without loss of pay for a period not to exceed ~~ten~~ fifteen working days in any
1260 calendar year. It is intended that this shall be done without financial penalty to the
1261 employee. The County will therefore pay such employee for this time lost in an amount
1262 equaling the difference between his/her daily military pay and the employee's normal
1263 County daily wage. To receive such leave, the employee must file a copy of his/her orders
1264 with the Human Resources Director at least two weeks prior to date such training or
1265 encampment leave is to commence.

1266
1267
1268 (2) An employee who has active membership in the U.S. Military Reserve or
1269 National Guard and who is ordered to long-term active duty of 30 days or more in the U.S.
1270 Armed Forces shall be granted military leave with supplemental pay equal to the difference
1271 between the employee's basic military pay and his/her normal County daily wage.
1272 Supplemental pay granted under this section is provided for the duration of an employee's
1273 military service, not to exceed 5 years. Proof must be filed with the Human Resources
1274 Director. To receive compensation the employee must submit a copy of his/her Military
1275 Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay
1276 to an employee may be an estimate with final pay reconciliation by the County's Payroll
1277 Office after receipt of the employee's military pay vouchers, either during the course of
1278 military service or after completion. Accrual of seniority and benefits, and reinstatement
1279 rights and limitations, shall be consistent with those outlined in section (d) and as required
1280 by law. An employee who voluntarily extends his/her military service shall not be granted
1281 supplemental pay, but may apply for additional unpaid military leave under section (d). The
1282 effect of this subsection is retroactive to January 1, 2004, and is subject to the rights of the
1283 various unions representing County employees to object to said compensation policy prior
1284 to implementation and request that this subsection be subject to the collective bargaining
1285 process.

1286
1287 (3) Any employee described in subsection (2) shall also be entitled to
1288 continue paid coverage under the County's group medical plan for four (4)
1289 weeks.

1291 18.514 Non Work Related Witness or Personal Litigation.

1292
1293 A leave of absence without pay shall be granted an employee upon his/her request to appear under
1294 subpoena or in his/her own behalf in litigation involving personal or private matters

1296 18.515 Sick Leave.

1297
1298 Sick leave pay shall commence on the first day of any period of illness due to

1299 accident, injury or disease.

1300
1301 (1) All full-time employees shall earn one sick leave day per month of continuous
1302 employment. All part-time employees whose regular workweek is sixteen hours
1303 or more shall earn one sick leave day on a prorata basis directly in relation to the
1304 normal full time employment period. All part-time employees, who work less
1305 than sixteen hours per week, shall not earn sick leave. Temporary and seasonal
1306 employees are not eligible for sick leave.

1307
1308 (2) Sick leave shall be granted after six months continuous service when an
1309 employee is required to be absent from work because of:

1310
1311 (a) illness of the employee.

1312
1313 (b) illness of an employee's spouse or domestic partner (as defined by the
1314 State of Wisconsin).

1315
1316 (c) illness of a minor child (includes stepchild, current foster child, or any
1317 other child they are legally responsible for) or a child who meets the
1318 definition of a disabled adult child.

1319
1320 (d) illness of a parent (includes stepparents and current foster parents).

1321
1322 (e) contact with or exposure to a contagious disease rendering the
1323 employee's presence hazardous to fellow workers.

1324
1325 (f) reasonable medical or dental attention that cannot be scheduled
1326 during non working hours.

1327
1328 (3) Sick leave shall accrue to a maximum of one hundred thirty days.

1329
1330 (4) Employees who are absent from work for reasons which entitle them to sick leave
1331 shall notify their supervisor as close to their regular starting time as possible in
1332 accordance with Department Work Rules.

1333
1334 (5) A supervisor may identify a potential problem with an employee's sick leave
1335 usage. Patterns that may indicate a problem with sick leave usage include
1336 but are not limited to: when:

1337
1338 a) it occurs before or after a holiday,

1339
1340 b) it occurs before or after a scheduled day off,

1341
1342 c) an employee takes ~~for~~ sick leave in excess of three days which has not been
1343 reported to FMLA, or

1344
1345 d) ~~when~~ an the employee has a history of using short amounts of sick leave
1346 repeatedly over an extended period of time.

1347
1348 Once a potential problem with sick leave usage has been identified the supervisor
1349 shall meet with the employee to discuss the reason(s) for the absences. The goal
1350 of the meeting is to gather information, counsel the employee and if there is an
1351 admitted problem, have the employee change his/her behavior.

1352
1353 When a problem has been identified and the employee has not voluntarily
1354 changed their behavior, a Department Head or the Human Resources Director
1355 may require the employee to submit a medical statement, stating the specific
1356 illness, period of treatment, and date that the employee may return to work.

1357
1358 The Department Head or Human Resources Director may require an employee to
1359 take a medical examination on returning from sick leave or on such occasions
1360 that it is in the best interest of the County. The medical examination shall be
1361 given by a physician designated by the Human Resources Director.

1362
1363 The Department Head or the HR Director may investigate the alleged illness of
1364 an employee absent from work on sick leave. False or fraudulent use of sick
1365 leave shall be cause for disciplinary action against the employee, up to and
1366 including dismissal.

[Note: numbers 5 and 6 have been combined so the other paragraphs 7 – 11 need to be renumbered.]

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

18.516 Subpoenaed Witness.

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

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

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

18.517 Training/Educational Leave.

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

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

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

18.518 Voluntary Public Service Leave.

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.

18.519 Voting.

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

1434 18.601 Communications and Confidentiality.

1435
1436 Communication is a joint responsibility shared by the County and all employees. No
1437 information, which is confidential in nature, concerning the internal operations of the County,
1438 including but not limited to the release of records of the County, may occur except through, and
1439 with the permission of, the County Administrator or individual Department Head if designated
1440 by the County Administrator.

1441
1442 If requests for information are received by employees, whether on or off duty, from any person,
1443 then the employee is required to politely decline to provide such information and to direct that
1444 individual to the County Administrator or Department Head for a response to that inquiry.

1445
1446 Because of an employee's responsibilities at the County, an employee may have access to
1447 confidential County, resident, personnel or other sensitive information. This may include
1448 information concerning a resident's financial status, the County's business practices including
1449 purchasing and negotiating strategies, and employee records. This sensitive information can not
1450 be disclosed to any personnel who do not have a legitimate business need to know such
1451 information or to persons outside of the County without the determination of the County
1452 Administrator or Department Head designated by the Administrator. All employees are
1453 responsible for protecting the confidentiality of this information.

1454
1455 The County acknowledges the right of its employees, as citizens in a democratic society, to
1456 speak out on issues of public concern. When those issues are related to the County, however,
1457 the employee's expression must be balanced against the interests of the County. In situations in
1458 which the employee is not engaged in the performance of professional duties, the employee
1459 should state clearly that his or her expression represents personal views and not necessarily
1460 those of the County.

1461
1462 18.602 Conflict of Interest.

1463
1464 Except for the salary or compensation received from the County, no County employee shall use
1465 his/her office or position for personal financial gain or the financial gain of his/her family. No
1466 employee shall engage in his/her own business activity, accept private employment or render
1467 services for private interests when such employment, business activity or service is incompatible
1468 with the proper discharge of the employees official duties or would impair his/her independence
1469 or judgment or action in the performance of the employee's official duties. Such employment,
1470 business activity or service shall not be engaged in or promoted during normal working hours for
1471 which such employee is being remunerated by the County and such employment, business activity
1472 or service shall not involve the use of County facilities or materials. No employee shall use or
1473 disclose "privileged information" gained in the course of or by reason of the employee's official
1474 position or activities. Failure to comply with these conditions shall be considered grounds for
1475 discipline up to and including immediate dismissal.

1476
1477 18.603 County Administrator (Tenure).

1478
1479 The County Administrator shall hold his/her position at the pleasure of the County Board. The
1480 action of the County Board in removing the County Administrator shall be final. Dismissal
1481 actions against the County Administrator may be initiated by individual supervisors as per County
1482 Board rules.

1483
1484 18.604 County Equipment (return of).

1485
1486 Employees leaving County employment must return County identification cards, keys, tools and
1487 equipment on or before their last day of work.

1488
1489 18.605 County Residence.

1490
1491 Key County officials, as determined by the County Administrator, shall reside in the County.

1492
1493 18.606 Demotions.

1494
1495 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be
1496 voluntary. Demotions must be approved in advance by the Human Resources Director.

1497
1498 18.607 Discipline /Investigations.

1499
1500 The purpose of discipline is correcting job behavior and performance problems of employees.
1501 Employees shall be informed of standards of conduct and performance. No disciplinary action

will be taken until a thorough investigation has been completed. 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.

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.

18.608 Disciplinary Action (Grounds for).

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 slow downs.
- (f) Insubordination or refusal to comply with the proper order of an authorized supervisor.
- (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws, ordinances and regulations.
- (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or repeated attempts to use unpaid leave when the employee does not have benefit time available.
- (i) Use of official position or authority for personal or political profit or advantage.
- (j) Disregard or repeated violations of safety rules and regulations.
- (k) Incompetence, unprofessional or poor work performance.
- (l) Discrimination because of race, color, creed, national origin, marital status, sex, sexual orientation, or any other grounds prohibited by State or Federal law.
- (m) Violations of Section 18.601 "Communications and Confidentiality".
- (n) Failure to call in or report to work.
- (o) Sleeping during scheduled work hours.

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

18.609 Exit Interview.

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

1569 18.610 Gifts And Gratuities.

1570
1571 No County employee shall use their position to solicit or accept for himself/herself or another
1572 person any gift, campaign contribution, gratuity, favor, services, promise of future employment,
1573 entertainment, loan or any other thing of monetary value. This does not include acceptance of
1574 loans from banks or other financial institutions on customary terms of finance for personal use,
1575 such as home mortgage loans, the acceptance of unsolicited advertising or promotional material,
1576 such as pens and calendars, and acceptance of an award for meritorious public or personal
1577 contributions or achievements.

1578
1579 18.611 Harassment.

1580
1581 It is the policy of Rock County that all employees should be able to enjoy a work environment
1582 free from all forms of harassment. Employees who engage in harassment not only hurt others,
1583 but they also expose both themselves and the County to potential legal liability. Consequently,
1584 Rock County will not condone or tolerate any conduct in the workplace on the part of its
1585 employees (whatever their positions), elected officials, vendors, or members of the public, if
1586 that conduct violates the right of someone else to be free from harassment. County employees
1587 who violate this policy will be subject to appropriate discipline, up to and including
1588 termination. (See HR Policies and Procedures for a detailed description of the procedures
1589 employees should follow in regard to this policy.)

1590
1591 18.612 Hours of Work.

1592
1593 The normal workweek for County employees shall be forty hours per week. Most County
1594 employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some
1595 County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m.
1596 schedule, some County employees may have different work schedules which are designated in
1597 Department work rules.

1598
1599 Non standard work schedules may be approved by a Department Head, when doing so is in the
1600 interest of County operations. Notice of non standard work schedules shall be made to Human
1601 Resources and payroll.

1602
1603 Staffing needs and operational demands may necessitate variations in starting and ending times,
1604 days of the week worked, as well as variations in the total hours that may be scheduled each
1605 day and week.

1606
1607 Employees included in Sections 18.1001, 18.1010, and 18.1018 are considered salaried exempt
1608 employees. These employees must cover a partial day taken off with paid vacation, sick leave
1609 or comp time (where applicable). If the employee has insufficient paid time to cover the entire
1610 day off, the employee must take the entire day off without pay.

1611
1612 18.613 Layoffs.

1613
1614 The appointing authority may layoff an employee: a) whenever it is necessary to reduce the
1615 workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b)
1616 when an employee has exhausted all available leave options and is unable to return to work, or c)
1617 when an employee has failed to successfully complete their probationary period after a promotion.

1618
1619 In situation (a) above, no regular employees shall be laid off while there are temporary or
1620 probationary employees serving in the same classification, in the same department. Layoffs shall
1621 be based on the needs of the County.

1622
1623 The appointing authority shall notify each person laid off of all his/her rights. Regular employees
1624 shall receive at least thirty (30) calendar days notice prior to layoff. Layoff plans shall be
1625 approved by the Human Resources Director before they are implemented.

1626
1627 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of
1628 service, but in no case longer than two years.

1629
1630 18.614 Lunch Periods and Break Time.

1631
1632 (a) Lunch Periods.

1633
1634 Lunch periods are normally scheduled midway in an eight hour shift. Lunch periods shall
1635 not be longer than one hour nor shorter than thirty minutes.
1636

(b) Break Time.

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

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

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

(c) The Lunch Period and Break Times can not be combined to the start or end of the shift in order to come in late or leave early.18.615 More Than One County Position.

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

18.616 Nepotism.

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

18.617 Outside Employment.

The County's policy on outside duties or employment shall be as follows: County employees may engage in outside employment, unless such employment conflicts with or affects the performance of their duties. Prior to engaging outside employment, the County employee must give written assurance prescribed by the Human Resources Director that said employment does not violate Section 18.602 of the Rock County Ordinance. ~~This written assurance, by the employee, shall not be binding in any on management if a conflict arises. disciplinary decision. The fact that an employee has reported outside employment does not mean that management has given its approval to that employment.~~

18.618 Outside Services.

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

18.619 Payday.

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

18.620 Pre-Employment Physicals.

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

1704 18.621 Political Activity.

1705
1706 Employees are precluded from engaging in political activity that interferes with their normal work
1707 performance or is conducted during hours for which the employee is being paid by the County.
1708 Employees may not use County equipment or property for political purposes. Employees are
1709 specifically prohibited from using their County position or their official authority with the County
1710 for the purpose of directly or indirectly coercing any person to hold or contribute monetary or
1711 other types of assistance to any political candidate, party or purpose.
1712

1713 Under provisions of the federal Hatch Act, employees who are principally employed in an activity
1714 which is financed in whole or in part by federal loans or grants cannot:

1715
1716 (a) use his/her official authority or influence for the purpose of interfering
1717 with or affecting the result of an election or nomination for office;

1718
1719 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state
1720 or local officer or employee to pay, lend or contribute anything of value to a
1721 party, committee, organization, agency or person for political purposes; or

1722
1723 (c) be a candidate for partisan elective office.
1724

1725 18.622 Professional Liability Insurance.

1726
1727 The County shall provide professional liability insurance for employees for performance of
1728 their duties within the scope of their employment.
1729

1730 18.623 Resignations.

1731
1732 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and wishing
1733 to leave Rock County employment shall submit a resignation in writing to their Department Head
1734 at least two weeks in advance of their planned departure. Employees in positions in Pay Range 17
1735 or higher, shall submit their resignation in writing at least four weeks in advance of their planned
1736 departure (see Unilateral Pay Grid).
1737

1738 Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock
1739 County employment shall submit a resignation in writing to their Department Head at least two
1740 weeks in advance of their planned departure. FLSA exempt employees shall submit their
1741 resignation in writing at least four weeks in advance of their planned departure.
1742

1743 Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for
1744 use after they reach their next anniversary date, unless such requirement is waived by the Human
1745 Resources Director. It is expected that employees will give as much notice as possible in order to
1746 facilitate recruitment and orientation of new staff members. A resignation, once accepted, may
1747 not be rescinded.
1748

1749 18.624 Safety.

1750
1751 Safety is very important to each employee and Rock County. Employees must conduct
1752 themselves carefully at all times. All employees must act in a safe manner and practice good
1753 safety procedures. Similarly, all work areas are to be kept clean and free from debris, and tools
1754 and equipment are to be kept clean and in good repair.
1755

1756 The employer will comply with all applicable safety laws and regulations in order to provide a
1757 safe and secure workplace for its employees and clients.
1758

1759 Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an
1760 employee's supervisor immediately for action. If the unsafe condition can be corrected
1761 immediately as to avoid any additional hazard, then the employee should implement the
1762 corrective action.
1763

1764 Any employee who is injured or becomes ill while performing service related to his or her
1765 employment must contact his or her supervisor immediately on the same day the injury or
1766 illness occurs and report the incident. If necessary the employee should secure the necessary
1767 medical attention on the job site to the extent practicable.
1768

1769 The first report of injury form must be in filled out completely, usually the day of the incident,
1770 if not, as soon as possible.
1771

1772 The employer has established the following protocols for evacuation of the premises. When
 1773 employees are advised to evacuate the building, the employees should:

- 1774
- 1775 • Stop all work immediately.
- 1776 • Contact outside emergency response agencies, if needed.
- 1777 • Shut off all electrical equipment and machines, if possible.
- 1778 • Walk to the nearest exit, including emergency exit doors.
- 1779 • Exit quickly, but do not run. Do not stop for personal belongings.
- 1780 • Proceed, in an orderly fashion, to a parking lot near the building.
- 1781 • Do not reenter the building until instructed to do so.
- 1782 • Employees must know the location of fire extinguishers, emergency exits and
- 1783 first aid kits.
- 1784

1785 18.625 Telephone.

1786
 1787 As a condition of employment, employees must have a telephone or a place of telephone
 1788 contact. Employees shall be requested to notify the Department Head of any change of name,
 1789 address, telephone number or contact place.

1790
 1791 18.626 Travel.

1792
 1793 The County shall reimburse employees for actual necessary and reasonable itemized travel costs
 1794 incurred while on official authorized County business. Commuting expenses between an
 1795 employee's residence and normal place of employment are not reimbursable. All travel must be
 1796 authorized by the Department Head in order to be eligible for reimbursement. Department Heads
 1797 shall inform the County Administrator of any out of County travel plans. There will be no
 1798 reimbursement for meals within the County, except as authorized by the Board Chair or Vice
 1799 Chair. Employees shall receive mileage reimbursement at the IRS allowed rate for all authorized
 1800 travel in their personal automobile. Employees shall be required to complete an expense voucher
 1801 before reimbursement will be made. All automobile allowances in all County departments shall
 1802 be paid in a manner similar to that in which salaries are paid. Receipts are required for air, train,
 1803 bus or taxi travel, hotels or motels, meals, conference registration and all other items (except
 1804 tolls) in excess of five dollars. Clerical employees who are required to return to work to take
 1805 minutes at evening meetings shall be reimbursed for mileage to and from their residence. (This
 1806 reimbursement is taxable to the employee.)

1807
 1808
 1809 Meals allowed while in travel status:

- 1810
- 1811 • Breakfast - up to \$8.00 including tip, may be claimed when the employee is out of the County
- 1812 prior to 7:00 a.m. on county business. The breakfast rate will be paid for meals prior to
- 1813 10:30 a.m.
- 1814
- 1815 • Lunch - up to \$10.00 including tip, may be claimed when the employee is out of the County
- 1816 between 10:30 a.m. and 2:30 p.m. on county business.
- 1817
- 1818 • Dinner - up to \$20.00 including tip, may be claimed when the employee is out of
- 1819 the County after 6:00 p.m. on county business. The dinner rate will be paid for
- 1820 meals after 2:30 p.m.
- 1821

1822
 1823 The above are maximums and it is not the intent that the employees should always spend the
 1824 maximum allowed.

1825
 1826 Meals are allowed when an employee is on County business out of Rock County. An itemized
 1827 receipt from the point of purchase showing the details for what was purchased shall be required
 1828 for reimbursement for all meals. No reimbursement shall be authorized for alcoholic beverages.

- 1829
- 1830 • ~~The breakfast rate will be paid for meals prior to 10:30 a.m.~~
- 1831
- 1832 • ~~The lunch rate will be paid for meals between 10:30 a.m. and 2:30 p.m.~~
- 1833
- 1834 • ~~The dinner rate will be paid for meals after 2:30 p.m.~~
- 1835
- 1836

1837 SECTION 7

1838 PERFORMANCE EVALUATION

1839
1840 18.701 Policy.

1841
1842 The performance evaluation program is used to assess an employee's work effectiveness and to
1843 suggest constructive actions on how he/she may improve. Performance evaluation reports shall be
1844 considered in decisions affecting placement, salary advancement, overtime assignment,
1845 promotions, demotions, dismissal, order of layoff, reemployment, and training.

1846
1847 18.702 Administration.

1848 Each employee shall be evaluated at the following periods:

1849
1850
1851 (a) Probationary Period.

1852
1853 Each employee shall be evaluated midway through their probationary period and one
1854 month prior to the completion of the probationary period.

1855
1856 (b) Annual.

1857
1858 Each employee shall receive an annual performance evaluation close to his/her
1859 anniversary date, or at another specified time if the Department Head elects to evaluate
1860 members of a classification or the whole department together at one time.

1861
1862 (c) Special.

1863 A special performance evaluation shall be completed:

- 1864
1865 (1) whenever there is significant change in the employee's performance,
1866
1867 (2) whenever a supervisor permanently leaves his/her position, in which case, the
1868 supervisor shall complete a performance report on each employee under his/her
1869 supervision that has not been evaluated within six months prior to the date the
1870 supervisor expects to leave.
1871

1872
1873 18.703 Rater.

1874
1875 The rater shall normally be the employee's immediate supervisor. The rater shall be responsible
1876 for completing a performance evaluation on forms prescribed by the Human Resources Director at
1877 the time prescribed for each employee under his/her supervision. The Human Resources Director,
1878 upon approval of the County Administrator, may also initiate rating procedures and mechanisms
1879 involving the Governing Committee, peers and/or subordinates.

1880 The County Administrator shall be evaluated by the County Board Staff Committee.

1881
1882
1883 18.704 Review of Performance Report.

1884 Supervisors serving as raters shall review all performance reports with Department Heads before
1885 discussing the report with the employee and before the report is filed in the employee's personnel
1886 folder. If the rater plans to recommend the denial of an in-grade salary increment, the report shall
1887 be discussed with the Human Resources Director prior to review with the employee.
1888

1889
1890 18.705 Human Resources Director.

1891 The Human Resources Director shall be responsible for the overall administration of the
1892 employee performance evaluation programs and shall advise and assist employees, raters and
1893 Department Heads to ensure that performance evaluation procedures are handled according to the
1894 provisions of this Section.
1895
1896
1897

1898 SECTION 8

1899 GRIEVANCE PROCEDURE

1900 18.801 Policy.

1901

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).

18.802

Definitions.

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

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

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

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

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

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

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

18.803

Administration.

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

18.804

Filing a Grievance

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

Limitations:

1. A grievance that may be brought by or on behalf of a law enforcement officer using the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this section.
2. A grievance that may be brought by or on behalf of an employee under a grievance procedure that is contained in a collective bargaining agreement may not be brought under this section.

18.805 Discussion of Problem with Immediate Supervisor.

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

18.806 Grievance Procedure.

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

STEP 1. Supervisor.

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

STEP 2. Department Head.

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

STEP 3. Human Resources Director.

In the event that the Department Head's decision does not satisfy the employee's grievance or if the Department Head is the subject matter of the grievance, the employee may, within seven (7) ~~calendar~~ working days, present the grievance in writing to the Human Resources Director. The Human Resources Director shall arrange to meet within ten (10) ~~calendar~~ working days of receipt of the grievance with the employee, his/her representative, if any, and any other person the Human Resources Director deems necessary. If, in the judgment of the Human Resources Director, a hearing is necessary to ascertain the facts surrounding the dispute, one shall be scheduled as soon as practicable. After the hearing, the Human Resources Director shall respond to the grievance in writing to the employee within five (5) ~~calendar~~ working days.

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

STEP 4. Impartial Hearing Examiner.

In the event the decision of the Human Resources Director does not resolve the grievance, the employee may, within seven (7) ~~calendar~~ working days, request a hearing before an impartial hearing examiner and pay the filing fee (if one is established) by the County Board.

- a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with the name of a hearing examiner.
- b. The Human Resources Director will contact the hearing examiner and schedule a hearing.
- c. The hearing examiner shall be impartial and may not have any prior knowledge of the grievance.
- d. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The hearing examiner may reschedule the hearing with permission of both parties.

- 2036 e. The hearing examiner, with the consent of both parties, may use his/her best efforts to
2037 mediate the grievance.
2038
- 2039 f. The employee has a right to be represented at the hearing (at the employee's expense) by a
2040 person of the employee's choosing.
2041
- 2042 g. The County has the burden of proof in a reprimand, suspension or termination grievance
2043 to show that its actions were not arbitrary or capricious. The employee has the burden of
2044 proof in a workplace safety grievance.
2045
- 2046 h. The standard required of the party with the burden of proof in all cases is a preponderance
2047 of the evidence.
2048
- 2049 i. The hearing shall be recorded by a court reporter, who will make a record of the
2050 proceedings, and the costs will be shared equally by the parties.
2051
- 2052 j. Formal rules of civil procedure will not be followed.
2053
- 2054 k. Both parties may introduce exhibits and present witnesses. Witnesses shall be sworn to
2055 tell the truth.
2056
- 2057 l. The hearing examiner shall provide a written decision within thirty (30) calendar days
2058 following the close of the record. The written decision should include a case caption; the
2059 parties and appearances; a statement of the issues, findings of fact; any necessary
2060 conclusions of law; the final decision and order; and any other information the hearing
2061 examiner deems appropriate.
2062
- 2063 m. The hearing examiner shall have the power to sustain or deny the grievance. He or she
2064 shall have the power to order only the following remedies: withdrawal of a written
2065 reprimand, reduction of suspension, transfer to original position from demoted position,
2066 reinstatement with or without some or all back pay. The hearing examiner may
2067 recommend other remedies, however, all other remedial authority shall be subject to the
2068 determination and approval of the County Board, and shall be addressed by the County
2069 Board in the event the grievance is sustained.
2070

2071
2072 STEP 5. County Board.
2073

2074 An employee or the County, within ten (10) calendar days of receipt of the hearing examiner's
2075 decision, may appeal the decision to the County Board by filing a written notice of appeal with
2076 the County Clerk.
2077

- 2078 a. The written notice of appeal must contain: (1) a statement explaining the reason for the
2079 appeal, (2) a copy of the written grievance filed with the County, (3) the County's
2080 response to the grievance, and (4) a copy of the hearing examiner's decision. The
2081 notice of appeal may not contain any information that was not admitted into evidence at
2082 the hearing.
2083
- 2084 b. The appeal will be placed on the agenda for a County Board meeting that is held at no
2085 longer than 60 calendar days after the County Clerk receives a written notice of appeal.
2086 The appeal will be noticed for consideration in closed session pursuant to Wis. Stat.
2087 Section 19.85(1)(b) pertaining to dismissal, licensing, or suspension of a public
2088 employee. The County Clerk will provide a copy of the meeting notice to the
2089 employee, and the employee may request that an open session be held.
2090
- 2091 c. The employee has the right to representation by a person of the employee's choosing
2092 and at the employee's request. The employee and the employee's representative may
2093 attend the closed session.
2094
- 2095 d. The employee or the employee's representative and a representative of the County may
2096 address the County Board for an equal period to be determined by the County Board
2097 Chair. The appealing party will go first and may reserve a part of his/her time for
2098 rebuttal. The responding party will go second. The appealing party may present a
2099 rebuttal, if he/she has reserved any time and not used it.
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- 2101 e. The employee and the employee's representative, and the person speaking on behalf of
2102 the County, will be excluded from any closed session during the County Board's
2103 discussion or deliberation.

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- f. The County Board's consideration of the appeal will be limited to a review of the impartial hearing examiners written decision, the appealing party's reason(s) as to why the decision is wrong, and the response by the other party along with any oral presentations made by the parties.
 - g. Should the County Board Chair become aware of some relevant piece of information that could have had a significant impact on the decision of the impartial hearing examiner, that neither party was aware of, or could have been expected to be aware of, prior to the impartial hearing officer's decision, the County Board Chair, with the advice of the Corporation Counsel, may take whatever action he/she deems appropriate so as not to disadvantage either party, and report such action to the County Board.
 - h. The County Board shall give due deference to the decision and recommendation of the Impartial Hearing Officer and his/her decision shall not be overturned unless the Board finds by a simple majority vote that: (1) the hearing was not conducted fairly, (2) there was fraud or corruption on the part of the hearing examiner, or (3) the hearing examiner made an error in fact or law.
 - i. In the event the County Board does not sustain the Impartial Hearing Officer's decision, then the Board may render a new decision and remedy, or take other action as appropriate.
 - j. The County Board Chair shall prepare and sign a written determination reflecting the County Board decision. The County Board Chair may enlist the assistance of the Corporation Counsel in preparing the determination. A copy of the determination will be provided to the employee within ten (10) calendar days following the County Board's decision.
 - k. The County Board's decision is final and may not be appealed.

2136 18.807 Grievances of Termination.

2137
2138 All grievances regarding termination shall be initiated at the third step of the grievance procedure.
2139
2140

2141 **SECTION 9**

2142 **TRANSACTIONS AND RECORDS MANAGEMENT**

2143
2144 18.901 Policy.

2145
2146 The development and maintenance of an effective personnel transaction procedure and personnel
2147 records management system is essential to a sound personnel program. All appointments,
2148 separations, and other personnel transactions shall be made on forms designated by the Human
2149 Resources Director. The primary purpose of these systems and procedures shall be to:

- 2150
2151 (a) Establish and maintain clear lines of authority for the processing of personnel transactions
2152 and management of personnel records.
2153
2154 (b) Establish and maintain uniform, easily accessible and complete employment records of all
2155 County employees and employee transactions.
2156

2157 The Payroll Unit shall convert data from personnel transactions to payroll records and shall
2158 maintain cumulative records of vacation, overtime, sick leave, and payroll deductions. Payroll
2159 records and data shall be developed in cooperation with the Human Resources Director and
2160 Finance Director to provide current and meaningful personnel and position information, sum-
2161 maries and statistics.
2162

2163 All employees shall be responsible for notifying their supervisor of any changes, which affect
2164 their personal status.
2165

2166 18.902 Public Inspection.

2167
2168 Information as to the name, class title and salary of employees and former employees is available
2169 for public inspection at times in accordance with procedures prescribed by the Human Resources
2170 Director. Other information shall be considered confidential and shall be available as authorized
2171 by State and Federal law.

2238		The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.
2239		
2240		
2241	18.1011	<u>County Administrator.</u>
2242		
2243		The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.
2244		
2245		
2246	18.1012	<u>Demotion.</u>
2247		
2248		The assignment of an employee from one class to another class with a lower pay range.
2249		
2250	18.1013	<u>Department Head.</u>
2251		
2252		A County official with the responsibility for the operation of a County department.
2253		
2254		
2255	18.1014	<u>Disciplinary Action.</u>
2256		
2257		The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.
2258		
2259		
2260		
2261	18.1015	<u>Earned Benefits.</u>
2262		
2263		Those benefits that employees have on the books which are currently available to use (ie. vacation after reaching an anniversary date, sick leave earned a day a month, etc.).
2264		
2265		
2266	18.1016	<u>Eligible Candidate.</u>
2267		
2268		A person certified by the Human Resources Director as meeting the training and experience requirements and as successfully completing all parts of the selection process when formal selection devices are used.
2269		
2270		
2271		
2272	18.1017	<u>Eligibility List.</u>
2273		
2274		A list of Eligible Candidates to fill positions in a particular job class.
2275		
2276	18.1018	<u>Employee.</u>
2277		
2278		An individual who is employed by the County and is paid in part or in whole through the County payroll.
2279		
2280		
2281	18.1019	<u>Entrance Pay Rate.</u>
2282		
2283		The rate of pay a newly hired employee is assigned at commencement of employment.
2284		
2285	18.1020	<u>Executive Personnel.</u>
2286		
2287		An executive employee is an administrator who meets all of the following criteria:
2288		
2289		(a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County.
2290		
2291		
2292		(b) The employee customarily and regularly directs the work of two or more other employees.
2293		
2294		(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.
2295		
2296		
2297		
2298	18.1021	<u>Flexible Time.</u>
2299		
2300		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.
2301		
2302		
2303	18.1022	<u>Full Time Equivalent (FTE).</u>
2304		

2305 A way to measure the amount of time a person assigned to a county position is scheduled to
 2306 work. An FTE of 1.0 means that the position is equivalent to a full time position, while an FTE
 2307 of 0.5 means that the position is only half time. FTE is measured in tenths from 0.1 to 1.0.
 2308

2309 18.1023 Grievance.

2310
 2311 A formal complaint by an employee concerning: employee discipline, employee termination, or
 2312 workplace safety.
 2313

2314 18.1024 Human Resources Director.

2315
 2316 The Director of the Rock County Human Resources Department and the person responsible for
 2317 implementing all County Personnel Policies and Procedures.
 2318

2319 18.1025 Immediate Family.

2320
 2321 Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law
 2322 (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother),
 2323 brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's
 2324 spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, domestic
 2325 partner (as defined by the state of Wisconsin), aunt (the sister of one's father or mother, or the
 2326 wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt),
 2327 niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.
 2328

2329 18.1026 In Range Increment.

2330
 2331 A pay step within a pay range.
 2332

2333 18.1027 Layoff.

2334
 2335 The involuntary separation of an employee because of lack of work, lack of funds, or the
 2336 abolishment of a position.
 2337

2338 18.1028 Limited Term Employee (LTE).

2339
 2340 An employee who meets the qualifications to perform a job, who is hired to perform that job for a
 2341 determinant amount of time with a specific ending date at the time of hire. LTEs may be eligible
 2342 for benefits.
 2343

2344 18.1029 Part-time Employees.

2345
 2346 Employees shall be considered part-time when they are normally scheduled to work less than 40
 2347 hours per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work cycle.
 2348

2349 18.1030 Pay Plan.

2350
 2351 A schedule of pay ranges for all classes of positions in the County that are not covered by a
 2352 Collective Bargaining Agreement.
 2353

2354 18.1031 Pay Range.

2355
 2356 A salary range to which positions are assigned, consisting of a minimum wage rate, designated as
 2357 "Step 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall
 2358 be compensated at one of the steps contained in the pay range to which the position is assigned.
 2359

2360 18.1032 Position.

2361
 2362 A grouping of duties and responsibilities to be performed by an employee. A position may be
 2363 filled or vacant, full time or part-time, regular or temporary.
 2364

2365 18.1033 Position Description.

2366
 2367 A written document that describes the individual employee's duties and responsibilities and is
 2368 specific to that position.
 2369

2370 18.1034 Probationary Employee.

2371

- 2372 A person who has been properly appointed to a regular Rock County position and who is serving
 2373 in his/her Trial Period to determine if he/she can do the job.
 2374
- 2375 18.1035 Probationary Period.
 2376
 2377 The probationary period is a try out time for the employee. It is also used for determination of
 2378 certain benefits.
 2379
- 2380 18.1036 Promotion.
 2381
 2382 The assignment of an employee from one class to another class with a higher pay range.
 2383
- 2384 18.1037 Reallocation.
 2385
 2386 The reassignment of a position from one pay range to another to correct an error in the original
 2387 assignment, to reflect changing labor market conditions, or to reflect significant changes over a
 2388 period of time in the duties and the responsibilities of the position (eg. moving the Medical
 2389 Record Manager position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The
 2390 incumbent in the position shall move with the position.
 2391
- 2392 18.1038 Reclassification.
 2393
 2394 The reassignment of a position from one existing class to another class to recognize a change in
 2395 the duties and responsibilities of a position (eg. a position is currently assigned as a Planner III
 2396 and is reclassified to a Senior Planner). The incumbent in the position shall move with the
 2397 position if they are qualified for the position.
 2398
- 2399 18.1039 Regular Appointment.
 2400
 2401 An assignment of an eligible candidate to a budgeted County position.
 2402
- 2403 18.1040 Regular Employee.
 2404
 2405 A person who has been properly appointed to a regular Rock County position and has successfully
 2406 completed the Probationary Period.
 2407
- 2408 18.1041 Reinstatement.
 2409
 2410 To restore or be placed back into a former or substantially equivalent position.
 2411
- 2412 18.1042 Retiree.
 2413
 2414 An employee who terminates employment with the County to immediately and actively draw an
 2415 annuity from the Wisconsin Retirement System (WRS).
 2416
- 2417 18.1043 Seasonal Employee.
 2418
 2419 An employee who is hired for a limited term, which cannot cumulatively exceed a period of six
 2420 months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other
 2421 than Wisconsin Retirement if anticipated to work ~~in~~ enough hours in a year to qualify for
 2422 Wisconsin Retirement System coverage.
 2423
- 2424 18.1044 Selection Device.
 2425
 2426 A formal measurement device used to evaluate and/or rank applicants for County positions.
 2427
- 2428 18.1045 Seniority.
 2429
 2430 Seniority is continuous length of service as a County employee. Seniority shall, upon completion
 2431 of the Probationary Period, begin with the original date of continuous employment subject to the
 2432 conditions of 18.1003. Seniority shall be used to determine accrual of vacation and sick leave.
 2433
- 2434 18.1046 Supervisor.
 2435
 2436 The person responsible for the assignment, direction and evaluation of the work of another
 2437 employee, usually a full time County employee.

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18.1047 Temporary Appointment.

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

18.1048 Termination.

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

18.1049 Transfer.

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

18.1050 Travel Status.

An employee shall be considered to be in "travel status" when he or she is on County business outside 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 7:00 a.m.; after 6:00 p.m.; and/or between the hours of ~~11:00~~ 10:30 a.m. and ~~2:00~~ 2:30 p.m.

18.1051 Underslotting.

The filling of a vacant position at a lower classification.

18.1052 Unilateral Employees

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

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

18.1053 Upgrade.

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

18.1054 Work Schedule.

The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m. with a one hour lunch period. All full time employees are expected to work at least 40 hours per week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise.

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

/S/J. Russell Podzilni
J. Russell Podzilni, Chair

/S/Sandra Kraft
Sandra Kraft, Vice Chair

/S/Eva Arnold
Eva Arnold

Absent
Henry Brill

/S/Betty Jo Bussie
Betty Jo Bussie

/S/Marilynn Jensen
Marilynn Jensen

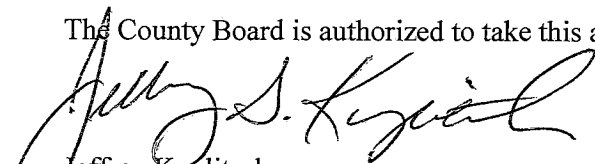
/S/Mary Mawhinney
Mary Mawhinney

/S/Louis Peer
Louis Peer

/S/Kurtis Yankee
Kurtis Yankee

LEGAL NTOE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.03 and 59.22, Wis. Stats.


Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:

Minimal fiscal impact.


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator