

ROCK COUNTY, WISCONSIN

**AMENDED
11/12/18**



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – NOVEMBER 13, 2018 – 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – October 23, 2018 and October 25, 2018
5. Transfers
6. Review of Payments
7. Resolutions
 - A. Revising Board Rules and Establishing Airport Board
 - B. Approving 2019-2020 Intergovernmental Agreement with Dane County for Medical Examiner Services
 - C. Support for Increased Public Defender Access and Compensation
 - D. Approving the 2019 Base Wage Rates for all Employees except Represented Law Enforcement Employees, and Amending the Personnel Policy Wage Appendixes
 - E. Setting the 2019 Salary of the County Administrator
 - F. Proclamation to Recognize the Second Monday in October as “Indigenous Peoples Day”
 - G. Amending the County’s Personnel Ordinance
8. Committee Action and Updates
 - A. Review and Possible Action on Proposed Changes to the Rock County Administrative Policy and Procedural Manual
 - B. **Update on Town of Beloit Incorporation**
9. **EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. – Confer with Legal Counsel Regarding Potential Litigation
10. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

COMMITTEE REVIEW REPORT
FOR THE MONTH OF OCTOBER 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
01-1320-0000-63100	OFC SUPP & EXP				
		P1801846	10/18/2018	US BANK	40.57
01-1320-0000-64200	TRAINING EXP				
		P1801846	10/18/2018	US BANK	98.74
COUNTY ADMINISTRATOR PROG TOTAL					139.31

I have reviewed the preceding payments in the total amount of **\$139.31**

Date: _____

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF OCTOBER 2018

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
03-1110-0000-63107	PUBL & LEGAL	P1800068	10/11/2018	BLISS COMMUNICATIONS INC	208.73
03-1110-0000-64201	CONVENTION EXP	P1801846	10/18/2018	US BANK	2,511.00
COUNTY BOARD PROG TOTAL					2,719.73

I have reviewed the preceding payments in the total amount of **\$2,719.73**

Date:

Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF OCTOBER 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
06-1620-0000-63300	TRAVEL	P1802361	10/18/2018	US BANK	89.00
CORPORATION COUNSEL PROG TOTAL					89.00

I have reviewed the preceding payments in the total amount of **\$89.00**

Date: _____ Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF OCTOBER 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS				
		P1800119	10/18/2018	WISCONSIN DEPARTMENT OF JUSTIC	253.30
		P1801806	10/18/2018	US BANK	136.15
		P1802501	10/25/2018	STANARD AND ASSOCIATES INC	375.50
08-1420-0000-63100	OFC SUPP & EXP				
		P1800118	10/11/2018	OFFICE PRO INC	7.42
		P1801806	10/18/2018	US BANK	254.52
08-1420-0000-63300	TRAVEL				
		P1801806	10/18/2018	US BANK	(61.94)
08-1420-0000-64200	TRAINING EXP				
		P1801806	10/18/2018	US BANK	109.34
		P1802434	10/11/2018	BLACKHAWK TECHNICAL COLLEGE	1,063.00
08-1420-0000-64215	RECRUITMENT				
		P1802435	10/11/2018	DEPARTMENT OF ADMINISTRATION	175.00
		P1802461	10/11/2018	STATE BAR OF WISCONSIN	330.00
08-1420-0000-64216	CULTURAL COMPENT				
		P1802442	10/11/2018	COMMUNITY ACTION INC OF ROCK A	1,200.00
		P1802443	10/11/2018	COMMUNITY ACTION INC OF ROCK &	400.00
		P1802444	10/11/2018	COMMUNITY ACTION INC OF ROCK &	14,400.00
		P1802445	10/11/2018	COMMUNITY ACTION INC OF ROCK &	400.00
		P1802446	10/11/2018	COMMUNITY ACTION INC OF ROCK &	1,200.00
08-1420-0000-64417	RH EXPENSES				
		P1800119	10/18/2018	WISCONSIN DEPARTMENT OF JUSTIC	44.70
		P1802465	10/11/2018	HOMETOWN NEWS LIMITED PARTNERS	371.50
HUMAN RESOURCES PROG TOTAL					20,658.49

COMMITTEE REVIEW REPORT
FOR THE MONTH OF OCTOBER 2018

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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I have reviewed the preceding payments in the total amount of \$20,658.49

Date: _____ Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF OCTOBER 2018

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
19-1910-0000-65103	PUBLIC LIABILITY	P1801887	10/04/2018	STRANG PATTESON RENNING LEWIS	1,952.50
PROPERTY & LIABILITY INSURANCE PROG TOTAL					1,952.50
19-1932-0000-64904	SUNDRY EXPENSE	P1801807	10/18/2018	US BANK	324.85
EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL					324.85

I have reviewed the preceding payments in the total amount of **\$2,277.35**

Date:

Dept Head _____

Committee Chair _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Brent Fox
INITIATED BY



Randy Terronez
Assistant to the County Administrator
DRAFTED BY

Public Works Committee &
County Board Staff
Committee
SUBMITTED BY

September 12, 2018
DATE DRAFTED

Revising Board Rules and Establishing Airport Board

1 **WHEREAS**, a major focus of the recently concluded work of the Ad Hoc Committee on the Airport
2 Future was analyzing the management structure; and
3

4 **WHEREAS**, the final report of the Ad Hoc Committee to Study the Future of the Airport (Southern
5 Wisconsin Regional Airport or SWRA) recommended:
6

7 “... separating the airport operations from the Public Works Committee via the creation of an
8 Airport Board. This 9-member, appointed Airport Board would have three County Board of
9 Supervisors and six community members – specifically those possessing aviation-related expertise
10 and said experience.
11

12 The Airport Board would be a standing governing committee and report to the full County Board
13 of Supervisors. While SWRA staffing and operations would continue to fall within the County’s
14 existing rules and regulations, an Airport Manager would be responsible for providing
15 departmental leadership functions and report directly to the County Administrator.
16

17 The Ad Hoc Committee in recommending this option requested the Corporation Counsel to
18 determine its feasibility. Subsequently, Rock County Corporation Counsel Rich Greenlee stated
19 that County Board Rule IV (F) states that “each committee shall be composed of a majority of
20 County Supervisors and such additional members as required by law and approved by the
21 County Board. In order to have an “Airport Board” have more citizen members than County
22 Board supervisors, this rule would also need to be amended. Amending the County Board rules
23 normally occurs during the election of a new term of county board members which would be in
24 April of 2020. Amending the Board rule prior to this date would require a 2/3rds vote of the
25 County Board.”
26

27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors in session this
28 day of , 2018, does hereby Amend the Rock County Board Rules of Procedure
29 as follows (new language is underlined; deleted language is shown with a strikethrough):
30

31 1. RULE IV.F. is amended to read as follows:
32

33 F. Except for the Airport Board as articulated in Rule V.O., or when uniformly mandated to
34 the contrary by law, each committee shall be composed of a majority of County Supervisors
35 and such additional members as required by law ~~these Rules~~ and approved by the County
36 Board. No committee may create sub-committees or otherwise subdivide committee
37 responsibilities, unless authorized by the whole County Board. Any committee may rely on
38 its members, County staff, or other individuals or organizations to conduct research and
39 provide additional information to the committee for the purpose of fulfilling its
40 responsibilities. Such research or information gathering, when conducted cooperatively
41 without a quorum of the committee, shall not be considered a sub-committee or
42 governmental body unless creation of a sub-committee has been previously approved by the
43 County Board.
44

45 2. RULE V.A. is amended to read as follows:

18-10A-101

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A. The following shall be the standing committees of the County Board of Supervisors and shall have the general duties and responsibilities stated in Rule IV, shall approve all contracts, claims and demands and causes of action less than \$10,000 and shall review the prior month's payments against the accounts under their jurisdiction. Upon request from department heads and review by the County Administrator, or a designated agent, standing committees reallocate amounts more than \$5,000 and up to \$10,000 between detail accounts or create new detail accounts of an individual county office or department within their jurisdiction. With review by the County Finance Director, the County Administrator or the Administrator's designee may approve reallocation requests of \$5,000 or less, or create detail accounts for any transfer of \$5,000 or less without further committee action.

- Agricultural/ Land Conservation Committee
- Board of Health
- County Board Staff Committee
- Developmental Disabilities Board
- Education, Veterans and Aging Services Committee
- Finance Committee
- General Services Committee
- Health Services Committee
- Human Services Board
- Planning & Development Committee
- Public Safety & Justice Committee
- Public Works Committee
- Rail Transit Commission
- Southern Wisconsin Regional Airport Board

3. RULE V.M(2) is amended to read as follows:

(2) The committee shall convene from time-to-time as the County Highway Committee and shall have such powers and duties conferred by State law and County Board policy. The committee shall have policy supervision over the Department of Public Works that includes highway, ~~airport~~, parks and motor pool operation.

4. RULE V.O. is created to read as follows:

O. Airport Board

(1) The committee shall be composed of nine members, of which three shall be County Board Supervisors. Six members shall be drawn from the community, and not elected to any county office, or employed by Rock County, and shall have a demonstrated interest or competence in the field of aviation.

(2) The Airport Board shall have policy supervision over the Southern Wisconsin Regional Airport

BE IT FURTHER RESOLVED that the Southern Wisconsin Regional Airport (SWRA) Department be created with the Airport functions under the Department of Public Works transferred to the new department

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Absent
Betty Jo Bussie, Chair

Brent Fox
Brent Fox, Vice Chair

Brenton Driscoll
Brenton Driscoll

Rick Richard
Rick Richard

Absent
Jeremy Zajac

FISCAL NOTE:

Standing County Board Committee members are entitled to per meeting allowance and mileage as provided in Rock County Board Rules of Procedure IV-J.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

Pursuant to Rule X(C) of the Rock County Board of Supervisors Rules of Procedure, the Rules of Procedure may be amended by a 2/3 vote of all members present.

Richard Greenlee
Richard Greenlee
Corporation Counsel

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

Administrative Note:

If the County Board approves the proposed new composition of an Airport Board, it would be trading a certain level of control at the committee level for more expertise in the policy direction of the Airport. The County Board would retain final authority over actions approved by the Airport Board as it does for other governing committees. If a new Southern Wisconsin Regional Airport Department is created, additional approvals may be required by committees or the County Board to adjust the administrative functions and organization of the Department.

Josh Smith
Josh Smith
County Administrator

EXECUTIVE SUMMARY

A major focus of the recently concluded work of the Ad Hoc Committee on the Airport Future was analyzing the management structure.

A recommendation made by that body included separating the airport operations from the Public Works Committee via the creation of an Airport Board. The Airport Board would be nine (9) members and consist of three County Board of Supervisors and six community members – specifically those possessing aviation-related expertise and said experience.

The Airport Board would be a standing governing committee and report to the full County Board of Supervisors. While Southern Wisconsin Regional Airport staffing and operations would continue to fall within the County's existing rules and regulations, an Airport Director would be responsible for providing departmental leadership functions and report directly to the County Administrator.

The Ad Hoc Committee in recommending this option requested the Corporation Counsel to determine its feasibility. Subsequently, Rock County Corporation Counsel Rich Greenlee stated that County Board Rule IV (F) states that "each committee shall be composed of a majority of County Supervisors and such additional members as required by law and approved by the County Board. In order to have an "Airport Board" have more citizen members than County Board supervisors, this rule would also need to be amended. Amending the County Board rules normally occurs during the election of a new term of county board members which would be in April of 2020. Amending the Board rule prior to this date would require a 2/3rds vote of the County Board.

(Subsequent to the recommendation, Corporation Counsel addressed the issue of conflict of interest that would prohibit a person that conducts business with the Airport valued at or above \$15,000 annually.)

This resolution would:

1. Amend Rule IV (F) of the Board Rules to exempt the Airport Board.
2. Add Southern Wisconsin Regional Airport Board to Rule V A to the list of Committees.
3. Remove Airport from Rule V M Public Works Committee
4. Create a new section Rule V O Airport Board and include:
 - (1) The Board shall consist of nine (9) members: three County Board of Supervisors and six community members – specifically those possessing aviation-related expertise and said experience.
 - (2) The Board shall have policy supervision over the Southern Wisconsin Regional Airport (SWRA).
5. Create the Southern Wisconsin Regional Airport Department and transfer functions from the Department of Public Works to the new department.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Safety & Justice Committee
INITIATED BY



Randy Terronez
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

October 30, 2018
DATE DRAFTED

APPROVING 2019-2020 INTERGOVERNMENTAL AGREEMENT WITH DANE COUNTY FOR MEDICAL EXAMINER SERVICES

1 **WHEREAS**, the Rock County Board of Supervisors approved Resolution #16-10A-131 on October 13,
2 2016 which continued Rock County’s relationship with Dane County to provide Medical Examiners
3 services, contained within an intergovernmental agreement; and
4
5 **WHEREAS**, the Intergovernmental Agreement expires on December 31, 2018; and,
6
7 **WHEREAS**, Dane County has been providing professional and administrative services to Rock County
8 since the transition from a coroner system to a medical examiner system in late 2014; and,
9
10 **WHEREAS**, Dane County is agreeable to another two-year agreement to provide professional and
11 administrative services which have been incorporated into the preliminary 2019 budget.
12
13 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
14 assembled this ____ day of _____, 2018 approves the Dane County Intergovernmental
15 Agreement that delineates the roles and responsibilities of each county for the period January 1, 2019
16 through December 31, 2020.

Respectfully Submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Beaver
Mary Beaver, Chair

Terry Fell
Terry Fell

Kara Hawes
Kara Hawes

Brian Knudson
Brian Knudson

Phillip Owens
Phillip Owens

APPROVING THE 2019-2020 INTERGOVERNMENTAL AGREEMENT WITH DANE COUNTY
FOR MEDICAL EXAMINER SERVICES

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COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer

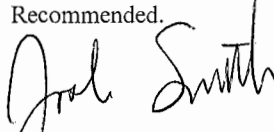
Alan Sweeney

Terry Thomas

Bob Yeomans

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

FISCAL NOTE:

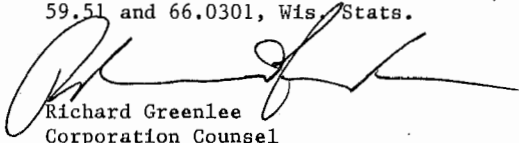
Funds were included in the 2019 Recommended Budget for these services.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 66.0301, Wis. Stats.



Richard Greenlee
Corporation Counsel

Executive Summary

Approving the Intergovernmental Agreement with Dane County for Medical Examiner Services

Effective in 2015, Rock County replaced the elected coroner's system to an appointed medical examiner system in order to operate a more efficient, professional manner that would ensure the highest quality of services to the residents of Rock County. Beginning in late 2014, Rock County has contracted with Dane County via an intergovernmental agreement (IGA) to provide professional and administrative services for two-year periods.

The proposed IGA will be the third such agreement with Dane County covering the period January 1, 2019 through December 31, 2020. Specifically the IGA calls for Dane County to provide:

1. Office Administrative oversight (via the Dane County Director of Operations, under the direction of the Dane County Medical Examiner, acts as the Director of Operations for Rock County).
2. Autopsy service, External Exams, Forensic Case Review, Management of Pathologists, Autopsy Medicine (via Chief Medical Examiner, the Deputy Chief Medical Examiner, and the Deputy Medical Examiner of Dane County acting in their capacity for Rock County).
3. Transportation to/from the Rock County morgue and the Dane County morgue.

Please note that Rock County employs full-time and part-time field staff (called Medicolegal Investigators) and a part-time office person.

A schedule of charges is included in the Intergovernmental Agreement and includes:

	Caseload		Budget	
	2019	2020	2019	2020
A. Office Admin./Oversight	12 hrs/wk	12 hrs/wk	\$ 46,420	\$ 48,049
B. Forensic Case Review	900	900	\$ 39,016	\$ 40,376
C. Management - Pathologists	2 hrs/wk	2 hrs/wk	\$ 14,623	\$ 15,081
D. Autopsy Medicine	152	152	\$ 166,408	\$ 171,152
E. Transportation - Autopsies	304	304	\$ 37,108	\$ 37,980
F. External Exams	10	10	\$ 4,085	\$ 4,224
G. Transportation - External Exams	20	20	\$ 2,441	\$ 2,499
Total - IGA Services			\$ 310,101	\$ 319,361
H. Autopsy Fee - Additional			\$ 1,339	\$ 1,376
I. External Exam - Additional			\$ 835	\$ 854

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Criminal Justice Coordinating
Council
INITIATED BY



Elizabeth Pohlman McQuillen
DRAFTED BY

Public Safety & Justice
Committee
SUBMITTED BY

October 16, 2018
DATE DRAFTED

SUPPORT FOR INCREASED PUBLIC DEFENDER ACCESS AND COMPENSATION

- 1 **WHEREAS**, the Sixth Amendment to the United States Constitution guarantees those charged with
2 crimes the right to a speedy, public trial by jury, the right to confront accusers, and the right to the
3 assistance of counsel; and,
4
5 **WHEREAS**, the United States Supreme Court in 1963 established that the government must provide
6 counsel if a defendant cannot afford it and other cases have established that the assistance must be
7 effective, not merely a lawyer appearing, unprepared, for a defendant; and
8
9 **WHEREAS**, the State Public Defender often provides representation to indigent defendants using
10 certified private attorneys who are reimbursed at the nation's lowest hourly rate of \$40, which was set by
11 the Legislature more than 20 years ago in 1995 when the rate was reduced from \$50; and,
12
13 **WHEREAS**, lack of representation for indigent clients causes a backlog in the criminal justice system,
14 leads to longer pre-trial periods of detention in county jails, inefficiency for courts, and slower justice for
15 victims, creating a burden on the courts and Wisconsin Counties.
16
17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
18 this _____ day of _____, 2018, does hereby implore the Wisconsin legislature to provide
19 adequate resources to the State Public Defender's Office for representation of indigent clients by
20 increasing the rate of reimbursement for assigned attorneys consistent with the reasoning of the
21 Wisconsin Supreme Court in its Decision in *In re the Petition to Amend SCR 81.02*, decided and filed by
22 the Court on June 27, 2018, to \$100/hour, which will ensure the prompt appointment of counsel.
23
24 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to send a copy of this
25 resolution to Governor Walker, the Rock County Legislative Delegation and the Wisconsin Counties
26 Association.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Beaver
Mary Beaver, Chair

Philip Owens
Philip Owens, Vice Chair

Terry Fell
Terry Fell

Kara Hawes
Kara Hawes

Brian Knudson
Brian Knudson

SUPPORT FOR INCREASED PUBLIC DEFENDER ACCESS AND COMPENSATION

Page 2

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

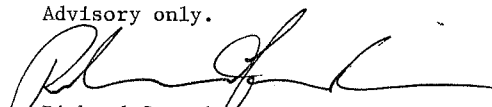
FISCAL NOTE:

This resolution is advisory only and has no direct fiscal impact on Rock County operations in and by itself.


Sherry Oja
Finance Director

LEGAL NOTE:

Advisory only.


Richard Greenlee
Corporation Counsel

EXECUTIVE SUMMARY

The State Public Defender's Office represents indigent individuals in criminal, juvenile and mental health courts. For cases involving, (primarily), conflicts of interest SPD appoints private bar attorneys to represent individuals who otherwise qualify under its guidelines. The rate at which these private attorneys are paid by the State of Wisconsin is \$40/hour, which is the lowest rate in the country. Jurisdictions across the state are having difficulty finding private attorneys willing to take these cases for \$40/hour, as this rate does not even cover the overhead costs to run a small law firm. This causes a backlog in the criminal justice system and, in other jurisdictions, has led to judges being forced to appoint counsel at county expense. Further, this leads to increased costs to jails, (these individuals are waiting for the appointment of counsel), inefficiency for courts and law enforcement, and a delay in obtaining justice for victims. This Resolution does not increase County costs for appointing counsel; it strongly urges the Wisconsin State Legislature to provide adequate funding to SPD, to pay private bar attorneys who take SPD eligible cases, closer to a market rate for their services.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee
INITIATED BY



Annette Mikula, HR Director
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

November 6, 2018
DATE DRAFTED

**APPROVING THE 2019 BASE WAGE RATES FOR ALL EMPLOYEES EXCEPT
REPRESENTED LAW ENFORCEMENT EMPLOYEES, AND AMENDING THE
PERSONNEL POLICY WAGE APPENDIXES**

- 1 **WHEREAS**, it is necessary to adjust the Employee Pay Plans periodically to ensure that they continue
2 to reflect salary rates which are competitive for those job classes covered by the Plans; and,
3
4 **WHEREAS**, the County has already settled with the Deputy Sheriff's Association, and the Deputy
5 Sheriff's Supervisor Association, where they have received 2019 total package increases of 2.00%
6 effective January 1, 2019 for Supervisors, and February 15, 2019 for Deputy Sheriffs; and,
7
8 **WHEREAS**, it is proposed to increase all employee Pay Plans by 2.00% effective January 1, 2019.
9
10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
11 assembled this _____ day of _____, 2018 does hereby approve the County's 2019 Pay
12 Plans by increasing each step by 2.00% effective January 1, 2019.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Louis Peer

Mary Mawhinney, Vice Chair

Alan Sweeney

Richard Bostwick

Terry Thomas

Henry Brill

Bob Yeomans

Betty Jo Bussie

APPROVING THE 2019 WAGE RATES FOR EMPLOYEES, EXCEPT REPRESENTED LAW
ENFORCEMENT EMPLOYEES, AND AMENDING THE PERSONNEL POLICY WAGE
APPENDIXES

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FISCAL NOTE:

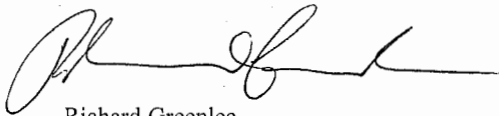
	<u>Projected Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>Wage Increase</u>
2019	\$58,097,312.37	\$1,161,906	2.00%



Sherry Oja
Finance Director

LEGAL NOTE:

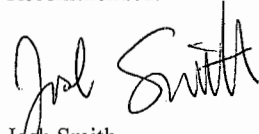
The County Board is authorized to take this action pursuant to §59.22(2),
Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

APPROVING THE 2019 WAGE RATES FOR EMPLOYEES, EXCEPT REPRESENTED LAW
ENFORCEMENT EMPLOYEES, AND AMENDING THE PERSONNEL POLICY WAGE
APPENDIXES

Page 3

Executive Summary

The purpose of this resolution is to provide wage rate increases for County employees who are not represented by a law enforcement labor unit.

The County has already settled with the Deputy Sheriff's Association, and the Deputy Sheriff's Supervisor Association, where they have received 2019 total package increases of 2.00% effective January 1, 2019 for Supervisors, and February 15, 2019 for Deputy Sheriffs.

To keep employees on pace with cost of living, inflation, and external market factors this resolution provides for a 2.00% increase for wage rates effective January 1, 2019.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee
INITIATED BY



Annette Mikula, HR Director
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

November 6, 2018
DATE DRAFTED

SETTING THE 2019 SALARY OF THE COUNTY ADMINISTRATOR

- 1 **WHEREAS**, the County Administrator's current salary is \$135,321.39; and,
- 2
- 3 **WHEREAS**, the County Board Staff Committee reviewed the County Administrator's salary, other benefits,
- 4 and the annual adjustments recommended and received by other County employees for 2019; and,
- 5
- 6 **WHEREAS**, the County Board Staff Committee recommends a 2.00% increase to the County Administrator's
- 7 salary and benefits effective 1-1-19, which is consistent with adjustments for other County employees.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled on
- 10 this _____ day of _____, 2018 does hereby authorize that the County Administrator's salary
- 11 be adjusted by 2.00% effective 1-1-19.
- 12
- 13 **BE IT FURTHER RESOLVED**, that the health insurance plan granted other Unilateral employees be
- 14 continued.
- 15
- 16 **BE IT FURTHER RESOLVED**, that the dental plan available to Unilateral employees be continued.
- 17
- 18 **BE IT FURTHER RESOLVED**, that the current car allowance of \$6,000 annually be continued and the
- 19 current expense allowance of \$2,000 annually be continued.
- 20
- 21 **BE IT FURTHER RESOLVED**, that the County continues to contribute annually to a deferred compensation
- 22 program and the contribution in 2018 increase from \$5,500 to \$6,000.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

RESOLUTION SETTING THE 2019 SALARY OF THE COUNTY ADMINISTRATOR

Page 2

LEGAL NOTE:


The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.



Richard Greenlee
Corporation Counsel

FISCAL NOTE:

	2018		2019 Base
	<u>Base Compensation</u>	<u>Increase</u>	<u>Compensation</u>
Salary	\$135,321.39	2.00%	\$138,027.82
Car Allowance	6,000.00	-	6,000.00
Expense Allowance	2,000.00	-	2,000.00
Deferred Compensation	5,500.00	\$500.00	6,000.00



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith
County Administrator

Executive Summary

The purpose of this resolution is to provide a wage rate increases for the County Administrator.

The County has already settled with the Deputy Sheriff's Association, and the Deputy Sheriff's Supervisor Association, where they have received 2019 total package increases of 2.00% effective January 1, 2019 for Supervisors, and February 15, 2019 for Deputy Sheriffs

The proposed wage increase for all other employees is 2.00%.

This resolution provides for a 2.00% wage rate increase for the County Administrator, to keep pace with cost of living, inflation, and external market factors, effective January 1, 2019.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

FORMER SUPERVISOR
BILLY BOB GRAHN
INITIATED BY

SOUTHERN WISCONSIN ALLIES
OF NATIVE NATIONS
DRAFTED BY

SUPERVISORS STEPHANIE
AEGERTER AND VICKI BROWN
SUBMITTED BY



OCTOBER 16, 2018
DATE DRAFTED

PROCLAMATION TO RECOGNIZE THE SECOND MONDAY IN OCTOBER AS
"INDIGENOUS PEOPLES DAY"

1 **WHEREAS**, Indigenous Peoples Day began in commemoration of five hundred years of survival and
2 renewal of indigenous nations in the face of genocide, colonization, political, religious, and cultural
3 repression; and

4
5 **WHEREAS**, the Rock County Board of Supervisors recognizes that the Indigenous people of this
6 hemisphere, that would later be known as the Americas, have lived on these lands since time
7 immemorial and the Rock County Board of Supervisors recognizes the fact that Rock County is built
8 upon the homelands of the Indigenous people of this region; and

9
10 **WHEREAS**, the Rock County Board of Supervisors values the many contributions made to our
11 community through Indigenous people's knowledge, labor, technology, science, philosophy, arts, land
12 conservation techniques, along with deep spiritual cultural practice helped shaped the character of the
13 land known as Rock County; and

14
15 **WHEREAS**, the Rock County Board of Supervisors will continue to support Indigenous Nations
16 social and environmental justice, religious freedom and tribal sovereignty efforts; and

17
18 **WHEREAS**, the Rock County Board of Supervisors honors our country's indigenous roots and correct
19 history, and seeks with this celebration to bring greater understanding of diversity by inclusion of
20 indigenous people's culture and voice to the table in Rock County, Wisconsin; and

21
22 **WHEREAS**, the Rock County Board of Supervisors will recognize the desire of all Indigenous people
23 representing all 567 tribal nations to celebrate the second Monday in October as indigenous peoples
24 day, with special attention to Wisconsin's 12 federally-recognized tribal nations, and

25
26 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly
27 assembled this ___ day of _____ 2018, to affirm and proclaim that the second Monday in October
28 will be known as Indigenous Peoples Day.

Respectfully submitted:

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Richard Bostwick

Henry Brill

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

PROCLAMATION TO RECOGNIZE THE SECOND MONDAY IN OCTOBER AS
"INDIGENOUS PEOPLES DAY"

12.C.(2)

Page 2

FISCAL NOTE:

No fiscal impact.



Sherry Oja
Finance Director

LEGAL NOTE:

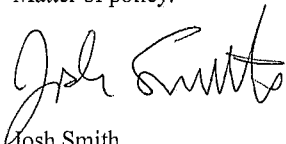
The County Board is authorized to take this action pursuant to § 59.51(2),
Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith
County Administrator

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Annette Mikula
INITIATED BY

Amy Spoden, Asst. Human Resource Director
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 6, 2018
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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

Section 4: Salary Administration

Productivity/Incentive Awards

18.406

18 ~~Extraordinary productivity/incentive awards may be granted in recognition of exceptional performance in~~
 19 ~~addition to an employee's regular pay. Recommendations for such pay shall be initiated by the employee's~~
 20 ~~supervisor and/or Department Head, reviewed and approved by the Human Resources Director, County~~
 21 ~~Administrator, appropriate Governing Committee and the County Board Staff Committee. Specific~~
 22 ~~guidelines for the administration of the Productivity/Incentive Awards Program shall be the responsibility~~
 23 ~~of the Human Resources Director to establish and maintain subject to approval by the County~~
 24 ~~Administrator and County Board Staff Committee. Such requests shall be in writing and supported by~~
 25 ~~evidence of the following:~~

- 26
 27 (a) ~~The employee has personally conceived and suggested a procedure or device~~
 28 ~~which has resulted in substantially greater operating efficiency or in a marked~~
 29 ~~decrease in operating expenses; or,~~
 30
 31 (b) ~~The employee has performed extensive collateral duties or has continually~~
 32 ~~completed difficult work assignments, which significantly increased the efficiency~~
 33 ~~and effectiveness of his/her department's program or the County service.~~

Section 5: Fringe Benefits

Holidays

18.501

34
 35
 36
 37
 38
 39 The following holidays are observed by the County and shall be granted to regular employees with pay and to
 40 temporary employees without pay, unless such employees are required to be on scheduled work:

- 41
 42 (a) New Year's Day
 43 (b) Spring Holiday to be observed the Friday immediately preceding
 44 Easter
 45 (c) Memorial Day
 46 (d) July 4th
 47 (e) Labor Day
 48 (f) Thanksgiving Day

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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- (g) Friday following Thanksgiving
- (h) Day before Christmas
- (i) Christmas Day
- (j) One Floating Holiday
- (k) Any additional holiday granted by the County Board.
- (l) The County Administrator may designate additional holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Leave of Absence Policy (Non FMLA)

18.508

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

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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

When a leave without pay 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.

Bereavement Leave
18.509

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

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

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

Bereavement leave can be used in increments of quarter hours.

A second or third shift employee may be excused from work the scheduled shift before or after the event, provided the shift begin or ends on the same calendar date of the event.

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

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

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

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

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

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

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

- (6) 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.
- (7) Sick leave shall be debited in no less than quarter hour units.
- (8) No credit for sick leave shall be granted for time worked by an employee in excess of his/her normal workweek.
- (9) 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.
- (10) 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.

Section 6: Conditions of Employment

Discipline/Investigations
18.607

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

No disciplinary action will be taken until a thorough investigation has been completed. Employees under investigation shall have the right to representation during the investigatory process. The employee will be allowed to have a representative of their choice who is not a supervisor or manager

294 within Rock County. The representative will be limited to listening and advising the employee but will
 295 not be allowed to speak in place of the employee. Unilateral employees other than Department Heads
 296 shall be allowed to have a representative of their choice who has equal or less authority than they do.
 297 Employees may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules
 298 and standards shall be consistently applied. Penalties shall be uniform and shall match the infraction.
 299 Persons administering corrective discipline shall systematically document the case. Records of written
 300 reprimands, suspensions, demotions and terminations shall be provided to Human Resources and kept
 301 in the employee's personnel file. Written reprimands will remain in effect for a period not to exceed
 302 one year, and at the end of such period shall be removed from the active Employee's personnel file.
 303 Records of suspension shall remain in the active Employee's personnel file for a period of two years
 304 and at the end of such period shall be removed from the Employee's personnel file. (This section does
 305 not necessarily apply if the employee is represented by an attorney.)

306
 307 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director or the
 308 County Administrator before such actions are taken. In the event that the immediate dismissal action is
 309 required and the HR Director or the County Administrator cannot be reached, the employee shall be
 310 suspended with pay pending investigation.

311
 312 **Disciplinary Action (Grounds for)**

313 18.608

314
 315 The following shall be grounds for disciplinary action ranging from a written reprimand to immediate
 316 discharge depending upon the seriousness of the offense in the judgment of management:

- 317
 318 (a) Dishonesty or falsification of records.
 319
 320 (b) Use, possession, distribution, selling, or being under the influence of alcohol or
 321 illegal drugs while on Rock County premises or while conducting business
 322 related activities off Rock County premises. The legal use of prescribed drugs
 323 when taken in standard dosage and/or according to a physician's prescription is
 324 permitted on the job only if it does not impair an employee's ability to perform
 325 the essential functions of the job effectively and in a safe manner that does not
 326 endanger other individuals in the workplace.
 327
 328 (c) Unauthorized use or abuse of County equipment or property.
 329
 330 (d) Theft or destruction of County equipment or property.
 331
 332 (e) Work stoppages such as strikes or slowdowns.
 333
 334 (f) Insubordination or refusal to comply with the proper order of an authorized
 335 supervisor.
 336
 337 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent
 338 laws, ordinances and regulations.
 339
 340 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or
 341 repeated attempts to use unpaid leave when the employee does not have benefit
 342 time available.
 343
 344 (i) Use of official position or authority for personal or political profit or advantage.
 345
 346 (j) Disregard or repeated violations of safety rules and regulations.
 347
 348 (k) Incompetence, unprofessional or poor work performance.
 349
 350 (l) Discrimination because of race, color, creed, national origin, marital status, sex,
 351 sexual orientation, or any other grounds prohibited by State or Federal law.

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- (m) Violations of Section 18.601 "Communications and Confidentiality".
- (n) Failure to call in or report to work.
- (o) Sleeping during scheduled work hours.
- (p) Being disrespectful or bullying in dealing with fellow employees or the general public.
- (q) Failure to exercise good professional judgment and/or failure to conform to the County's or your Department's goals and mission.
- (r) Disregard or repeated violations of Rock County Ordinance, Policy or Procedure, or Department Work Rules.

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

Lunch Periods and Break Time
18.614

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

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

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

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

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

Section 7: Performance Evaluation

Administration
18.702

Each employee shall be evaluated at the following periods:

- (a) Probationary Period (of one year).
Each employee shall be evaluated during their probationary period and one month prior to the completion of the probationary period.
- (b) Probationary Period (of less than one year).

411 Each employee shall be evaluated ~~one month~~ prior to the completion of the
412 probationary period.

413
414 (c) Annual.

415
416 Each employee shall receive an annual performance evaluation close to his/her
417 anniversary date, or at another specified time if the Department Head elects to
418 evaluate members of a classification or the whole department together at one time.

419
420 (d) Special.

421
422 A special performance evaluation shall be completed:

- 423
424 (1) Whenever there is significant change in the employee's performance,
425
426 (2) Whenever a supervisor permanently leaves his/her position, in which case,
427 the supervisor shall complete a performance report on each employee
428 under his/her supervision that has not been evaluated within six months
429 prior to the date the supervisor expects to leave.

430
431 When an employee has accepted a new position with in Rock County, the current supervisor should
432 complete a performance evaluation for the employee if they have not received a performance evaluation
433 in the last six months.

434
435
436 Section 8: Grievance Procedure

437
438 Filing a Grievance
439 18.804

440
441 This grievance procedure is available to all ~~unilateral~~ County employees (except Department Heads
442 and elected County Officials), ~~members of a bargaining unit that previously contained a grievance~~
443 ~~procedure, seasonal and temporary employees of the County.~~

444
445 Limitations:

- 446
447 1. A grievance that may be brought by or on behalf of a law enforcement officer using
448 the procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this
449 section.
450
451 2. A grievance that may be brought by or on behalf of an employee under a grievance
452 procedure that is contained in a collective bargaining agreement may not be brought
453 under this section.
454
455 3. A grievance filed outside of the specified time lines in 18.806 will be denied. The
456 employee will forfeit all rights to participate in the grievance procedure as spelled out
457 in 18.806.

458
459 Grievance Procedure
460 18.806

461
462 A formal grievance of an employee shall be handled in accordance with the following procedure.

463
464 STEP I. Supervisor.

465
466 The employee shall, within seven (7) calendar days of the event giving rise to the grievance or within ten
467 calendar days of the date he/she could reasonably be expected to have knowledge of the grievance,
468 present his/her formal grievance in writing on the form designated by the County to his/her immediate
469

469 supervisor unless the immediate supervisor is the subject matter of the grievance, in which case, the
470 employee may immediately proceed to Step 2. If the Department Head is the subject matter of the
471 grievance, the employee may immediately proceed to Step 3. The supervisor shall within three (3)
472 calendar days meet and discuss the grievance with the employee and then reply in writing within three (3)
473 calendar days.

474
475 STEP 2. Department Head.

476
477 In the event that the immediate supervisor's decision is not satisfactory to the employee or the immediate
478 supervisor is the subject matter of the grievance, the employee may within seven (7) calendar days,
479 present the grievance in writing to his/her Department Head. The Department Head, or his/her designee,
480 shall, within five (5) calendar days, meet and discuss the grievance with the employee and then reply in
481 writing within five (5) calendar days.

482
483 STEP 3. Human Resources Director.

484
485 In the event that the Department Head's decision does not satisfy the employee's grievance or if the
486 Department Head is the subject matter of the grievance, the employee may, within seven (7) calendar
487 days, present the grievance in writing to the Human Resources Director. The Human Resources Director
488 shall arrange to meet within ten (10) calendar days of receipt of the grievance with the employee, his/her
489 representative, if any, and any other person the Human Resources Director deems necessary. If, in the
490 judgment of the Human Resources Director, a hearing is necessary to ascertain the facts surrounding the
491 dispute, one shall be scheduled as soon as practicable. After the hearing, the Human Resources Director
492 shall respond to the grievance in writing to the employee within ten (10) calendar days.

493
494 By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3 may be
495 extended.

496
497 STEP 4. Impartial Hearing Officer (IHO).

498
499 In the event the decision of the Human Resources Director does not resolve the grievance, the employee
500 may, within seven (7) calendar days, request a hearing before an Impartial Hearing Officer and pay the
501 filing fee (if one is established) by the County Board. The cost of the impartial hearing officer shall be
502 equally shared by the parties.

- 503
504
505 a. ~~The Human Resources Director~~ Office of Corporation Counsel shall upon receipt of
506 a written hearing request, provide the employee with the name of an Impartial
507 Hearing Officer. The Impartial Hearing Officer must not be an employee of the
508 County. The Impartial Hearing Officer may be a lawyer, a professional
509 mediator/arbitrator or other qualified individual as determined by the County
510 Administrator.
- 511
512 b. The Impartial Hearing Officer shall be impartial and may not have any prior
513 knowledge of the grievance.
- 514
515 c. ~~The Human Resources Director~~ Office of Corporation Counsel will contact the
516 hearing officer and schedule a meeting with the employee and the IHO to discuss
517 the hearing. This meeting shall occur within two weeks of the date the Human
518 Resource Director receives the request for the hearing. If the employee does not
519 respond to the ~~HR Director's~~ attempt to schedule the meeting or does not attend a
520 scheduled meeting, the request for a hearing shall be considered withdrawn and the
521 decision of the HR Director shall stand.
- 522
523 d. The Impartial Hearing Officer may decide the case on the existing record or may
524 conduct a hearing. A hearing will be scheduled within 30 calendar days of receipt
525 of the hearing request and filing fee. The Impartial Hearing Officer may reschedule
526 the hearing with permission of both parties.

- 527 e. The Impartial Hearing Officer, with the consent of both parties, may use his/her best
528 efforts to mediate the grievance.
529
- 530 f. The employee has a right to be represented at the hearing (at the employee's
531 expense) by a person of the employee's choosing.
532
- 533 g. The County has the burden of proof in a reprimand, suspension or termination
534 grievance to show that its actions were not arbitrary or capricious. The employee
535 has the burden of proof in a workplace safety grievance.
536
- 537 h. The standard required of the party with the burden of proof in all cases is a
538 preponderance of the evidence.
539
- 540 i. The hearing shall be recorded by a court reporter, who will make a record of the
541 proceedings, and the costs will be shared equally by the parties.
542
- 543 j. Formal rules of civil procedure will not be followed.
544
- 545 k. Both parties may introduce exhibits and present witnesses. Witnesses shall be
546 sworn to tell the truth.
547
- 548 l. The Impartial Hearing Officer shall provide a written decision within thirty (30)
549 calendar days following the close of the record. The written decision should
550 include a case caption; the parties and appearances; a statement of the issues,
551 findings of fact; any necessary conclusions of law; the final decision and order; and
552 any other information the hearing officer deems appropriate.
553
- 554 m. The Impartial Hearing Officer shall have the power to sustain or deny the
555 grievance. He or she shall have the power to order only the following remedies:
556 withdrawal of a written reprimand, reduction of suspension, transfer to original
557 position from demoted position, reinstatement with or without some or all back
558 pay. The Impartial Hearing Officer may recommend other remedies, however, all
559 other remedial authority shall be subject to the determination and approval of the
560 County Board, and shall be addressed by the County Board in the event the
561 grievance is sustained.
562

563 STEP 5. County Board.
564

565 An employee or the County, within ten (10) calendar days of receipt of the hearing officer's decision,
566 may appeal the decision to the County Board by filing a written notice of appeal with the County Clerk.
567

- 568 a. The written notice of appeal must contain: (1) a statement explaining the reason
569 for the appeal, (2) a copy of the written grievance filed with the County, (3) the
570 County's response to the grievance, and (4) a copy of the Impartial Hearing
571 Officer decision. The notice of appeal may not contain any information that was
572 not admitted into evidence at the hearing.
573
- 574 b. The appeal will be placed on the agenda for a County Board meeting that is held
575 at no longer than sixty (60) calendar days after the County Clerk receives a
576 written notice of appeal. The appeal will be noticed for consideration in closed
577 session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal,
578 licensing, or suspension of a public employee. The County Clerk will provide a
579 copy of the meeting notice to the employee, and the employee may request that
580 an open session be held.
581
- 582 c. The employee has the right to representation by a person of the employee's
583 choosing and at the employee's request. The employee and the employee's
584 representative may attend the closed session.

- 585 d. The employee or the employee's representative and a representative of the
586 County may address the County Board for an equal period to be determined by
587 the County Board Chair. The appealing party will go first and may reserve a part
588 of his/her time for rebuttal. The responding party will go second. The appealing
589 party may present a rebuttal, if he/she has reserved any time and not used it.
590
- 591 e. The employee and the employee's representative, and the person speaking on
592 behalf of the County, will be excluded from any closed session during the
593 County Board's discussion or deliberation.
594
- 595 f. The County Board's consideration of the appeal will be limited to a review of
596 the Impartial Hearing Officer's written decision, the record before the impartial
597 hearing officer, the appealing party's reason(s) as to why the decision is wrong,
598 and the response by the other party along with any oral presentations made by
599 the parties. Only matters admitted into the evidence before the Impartial Hearing
600 Officer shall be considered a part of the record.
601
- 602 g. Should the County Board Chair become aware of some relevant piece of
603 information that could have had a significant impact on the decision of the
604 impartial hearing officer, that neither party was aware of, or could have been
605 expected to be aware of, prior to the impartial hearing officer's decision, the
606 County Board Chair, with the advice of the Corporation Counsel, may take
607 whatever action he/she deems appropriate so as not to disadvantage either party,
608 and report such action to the County Board.
609
- 610 h. The County Board shall give due deference to the decision and recommendation
611 of the Impartial Hearing Officer and his/her decision shall not be overturned
612 unless the Board finds ~~by a simple majority vote that~~ by a simple majority vote
613 the appealing party has established by evidence that is clear, satisfactory, and
614 convincing: (1) the hearing was not conducted fairly, (2) there was fraud or
615 corruption on the part of the hearing officer, or (3) the hearing officer made an
616 error in fact or law.
617
- 618 i. In the event the County Board does not sustain the Impartial Hearing Officer's
619 decision, then the Board may render a new decision and remedy, or take other
620 action as appropriate.
621
- 622 j. The County Board Chair shall prepare and sign a written determination
623 reflecting the County Board decision. The County Board Chair may enlist the
624 assistance of the Corporation Counsel in preparing the determination. A copy of
625 the determination will be provided to the employee within ten (10) calendar days
626 following the County Board's decision.
627

628 The County Board's decision is final and may not be appealed
629

630 **Failure to Follow Grievance Procedure**

631 18.808

632
633 If at any time during the grievance process, the employee fails to follow any proscribed timeline,
634 procedure or requirement, as outlined in this chapter, the Human Resources Director, or the County
635 Board Chair if at Step 5 may dismiss the grievance.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Alan Sweeney

Mary Mawhinney, Vice Chair

Terry Thomas

Richard Bostwick

Bob Yeomans

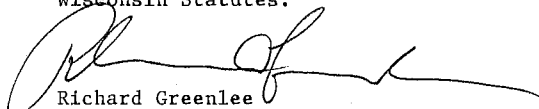
Henry Brill

Betty Jo Bussie

Louis Peer


LEGAL NOTE:

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


Richard Greenlee
Corporation Counsel

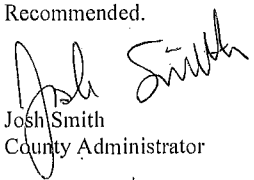
FISCAL NOTE:

Minimal fiscal impact


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Executive Summary

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

It is important to give our workforce a voice in the process, and in 2018 a survey was sent to managers and employees to solicit input into suggestions for modifications to the current personnel ordinances and for suggestions for new ordinances. Overall there were 36 individuals that responded to the survey. The Human Resources Department identified several areas that were brought to their attention during 2018.

A draft of the proposed changes was reviewed with the County Administrator. There were some additional suggestions offered and a final version of proposed changes was compiled. The proposed updates were shared with Department Heads to gather additional feedback. The final proposed version was sent to Department Heads, distributed to staff, and posted on the employee intranet.

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

Proposed Personnel Ordinance Changes

- **18.406 – Productivity/Incentive Awards**
Deletes outdated language on Productivity/Incentive Awards.
- **18.501 – Holidays**
Moves holiday pay language to Admin Policy and Procedures.
- **18.508 – Leave of Absence (Non-FMLA)**
Deletes words “Non-FMLA” from the title. Adds additional language for clarification.
- **18.509 – Bereavement Leave**
Adds new language for second/third shift employees on bereavement leave.
- **18.515 – Sick Leave**
Clarifies language regarding notification to your supervisor when requesting sick leave (4). Adds potential sick time abuse (5)(e), if it occurs on a day an employee previously requested off and was denied. Updates to remove the word “Unilateral” from before employees to be inclusive (aligns with change in policy 5.38).
- **18.607 – Discipline/Investigations**
Adds new language clarifying that disciplines are removed from active employee files.
- **18.608- Disciplinary Action (Grounds for)**
Adds new language regarding prescription drugs (b). Adds new language in regards to grounds for discipline (r) for repeated violations of Rock County Ordinance, Policy and Procedure, or Department Work Rules.
- **18.614(b)- Lunch Periods and Break Time**
Adds word “minute” that was missing.
- **18.702 (b)- Performance Evaluation Administration**
Deletes words “one month” from evaluation during probation to just say before completion.
- **18.804- Filing a Grievance**
Updates grievance language to include applies to all employees except Department Heads and Elected Officials. Updates Step 4 from Human Resources Director to Office of Corporation Counsel. Clarifies Step 5 regarding County Board’s consideration of appeal and the impartial hearing officer records and decision.
- **18.808- Failure to Follow Grievance Procedure**
Adds new language on consequence of failure to follow grievance procedure.

Memo



Rock County Human Resources Department

DATE: November 13, 2018

TO: County Board Staff Committee

FROM: Annette Mikula

CC: Josh Smith
Rich Greenlee

RE: Proposed Changes to the Rock County Administrative Policy and Procedural Manual and Rock County Ordinance.

Attached please find the proposed changes to the Rock County Administrative Policy and Procedures Manual and Rock County Ordinance.

These changes are being recommended to the County Board Staff Committee and County Board for their consideration. A summary of each change is listed below.

Administrative Policy and Procedural Manual

- **Section 2**

Policies in Section 2 that are related to finance, purchasing, and payroll are being moved to a new Finance Policy Manual. This section is now going to be titled Administration.

- **Policy 4.06 – Social Media**

Adds language to allow for a department head to name a designee for monitoring department social media sites.

- **Policy 5.01– ADA**

Updates the policy to better define reasonable accommodations and the county process for engaging in an interactive process with an employee requesting an accommodation. Adds language regarding service animals.

- **Policy 5.02– Automobile – Personal Utilization and Liability Insurance**

Clarifies that in order for a HSD employee to be eligible for the premium increment they are required to transport clients in their personal vehicle.

- **Policy 5.03– Benefit Contribution for Seriously Ill Employees**

Adds in the requirement that an employee must have no more than 80 hours of their own benefit time to be eligible to receive donations from other employees, and caps the maximum allowable donation to 480 hours in a rolling 12 month period.

- **Policy 5.04-Compensatory Time**

Consolidation of language.

- **Policy 5.05-Drug Free Workplace and Substance Abuse Policy**

Adds the requirement that prescription drugs being taken while on the job must be used in the standard dosage as prescribed by a physician and do not interfere with safe performance of an employee's job.

- **Policy 5.06 – Educational Reimbursement**

Deletion of policy

- **Policy 5.08 Employee Identification Badge Policy**

Updates tailgating language to require all employees to swipe the card readers, and no longer prohibits holding the door for other employees.

- **Policy 5.10-EEO/AA**

Updates addresses

- **Policy 5.11-Exit Interview**

Updates language to reflect current practice of having both on-line and paper formats.

- **Policy 5.14-Foreign Language List**

Deletion of policy.

- **Policy 5.17-Health Insurance**

Adds clarifying language on premium while on approved leave of absence.

- **Policy 5.18-Holiday Language**

Consolidation of language to create uniform parameters for holiday pay in the County for non-exempt employees in both 24/7 and non-24/7 positions.

- **Policy 5.21-Insurance Coverage-Conditions After Initial Refusal**

Adds language referencing Voluntary Benefits being an option during open enrollment.

- **Policy 5.22-Job Posting**

Updates language about where internal postings are sent.

- **Policy 5.24-Layoff Procedure**

Removes reference to bargaining unit.

- **Policy 5.26-Medical Leave of Absence Non-FMLA**

Change policy title. Consolidation of Language for consistency for employees.

- **Policy 5.27-Motor Pool**

Updates current language to practice regarding fueling, repairs and insurance coverage.

- **Policy 5.30-Overtime Procedures**

Updates current language to remove duplicate language.

- **Policy 5.31-Overtime, Flex and After Hours Payment**

Updates current language to allow for mutually agreed flexible schedule over a 2-week payroll period for all employees. Updates flex language for Unilateral C employees. Consolidation of language. Deletion of Language on specific job titles in categories in Unilateral B and C. Cleans up outdated references to former union contracts. Changes pager to cell phone. Updates crisis intervention language.

- **Policy 5.36-Resignations and Eligibility for Rehire**

Adds new language on employee's failure to complete required notice.

- **Policy 5.37-Shift Differential**

Updates current language. Deletion of language regarding float nurse extra pay. Change shift differential pay at YSC to match other county positions. Increase shift differential at Rock Haven for CNA and LPN staff to \$1.00 per hour. Include annual review for bilingual incentive pay.

- **Policy 5.38-Sick Leave Payout**

Clarify that policies on Sick Leave can be found in the Rock County Ordinance. Deletion of Language universal to all employees and only leaves in items specific to a particular employee group.

- **Policy 5.40-Step Progression**

Deletes AMHS RH from new AMHS HSD matrix language.

- **Policy 5.42-Transfer**

Adds of new language to clarify lateral transfers based on seniority are within same job classification.

- **Policy 5.46-Union/Association/Employee Group**

Clarifies seniority rosters will be provided upon request.

- **Policy 5.47-Vacation Schedules**

Deletes outdated references to former union contracts.

- **Policy 5.51-Worker's Compensation**

Updates current language on treatment for injuries and forms to be used. Adds language requiring compliance with requests from third party administrator. Updates that Rock Haven documents get submitted to HR, not payroll.

- **Appendix F AMHS – Human Services**

Adds the Lead Worker position title to Ranges 4, 5 and 9.

Rock County Ordinance

- **18.406 – Productivity/Incentive Awards**

Deletes outdated language on Productivity/Incentive Awards.

- **18.501 – Holidays**

Moves holiday pay language to Admin Policy and Procedures.

- **18.508 – Leave of Absence (Non-FMLA)**

Deletes words “Non-FMLA” from the title. Adds additional language for clarification.

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Updates grievance language to include applies to all employees except Department Heads and Elected Officials. Updates Step 4 from Human Resources Director to Office of Corporation Counsel. Clarifies Step 5 regarding County Board’s consideration of appeal and the impartial hearing officer records and decision.
- **18.808- Failure to Follow Grievance Procedure**
Adds new language on consequence of failure to follow grievance procedure.
- **Appendix F AMHS – Human Services**
Adds title of Lead Worker to the pay grid.

**APPENDIX F
AMHS - HUMAN SERVICES**

**Range 1
Human Services Professional I**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years	20 Years
1/1/2018	17.24	18.07	18.91	19.70	20.51	21.30	22.09	22.92	23.73	24.53	25.29	25.86

**Range 2
Human Services Professional II**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years	20 Years
1/1/2018	18.29	19.17	20.06	20.90	21.76	22.62	23.46	24.35	25.19	26.05	26.86	27.40

**Range 3
Human Services Professional III**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years	20 Years
1/1/2018	20.19	20.71	21.02	21.99	22.97	23.91	24.91	25.89	26.83	27.82	28.66	29.22

**Range 4
Human Services Professional IV; Lead Worker**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years	20 Years
1/1/2018	21.11	21.64	21.98	22.99	24.01	25.00	26.04	27.07	28.05	29.08	29.96	30.54

**Range 5
Human Services Professional V; Lead Worker**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years	20 Years
1/1/2018	21.85	22.40	22.75	23.80	24.85	25.88	26.95	28.02	29.03	30.10	31.01	31.61

**Range 6
Human Services Professional VI**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years	20 Years
1/1/2018	23.44	24.32	25.22	26.10	27.02	27.88	28.77	29.68	30.60	31.48	32.41	33.06

**Range 7
Human Services Professional VII**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years	20 Years
1/1/2018	24.48	25.40	26.35	27.27	28.23	29.12	30.06	31.00	31.96	32.88	33.85	34.52

**Range 8
Human Services Professional VIII**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years	20 Years
1/1/2018	25.41	26.37	27.36	28.31	29.31	30.23	31.21	32.19	33.18	34.14	35.15	35.85

**Range 9
Human Services Professional IX; Lead Worker; Registered Nurse**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	15 Years	20 Years
1/1/2018	27.12	28.00	28.92	29.77	30.68	31.54	32.42	33.29	34.16	35.07	36.10	36.83



ROCK COUNTY

ADMINISTRATIVE

POLICY AND PROCEDURE

January 1, ~~2018~~2019

Section 2: Administration/~~Finance~~/Payroll (AFP)

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Administrative Policy & Procedure Manual
Section: AFPAdmin
Policy: Cancelled/Voided Checks
Policy No: 2.01
Effective 3/1/2009
Revising: 11/1995

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Background

Each year the County Clerk prepares a resolution identifying checks outstanding for two years or more. The County Board considers the resolution at its annual session pursuant to 59.64(4)(e) Wis Stats. The payee has six years from the date of the cancellation to request a new check be issued.

Purpose of the Procedure

This policy is to clarify when a check is to be cancelled by resolution and when a check is to be voided.

Procedure

For any County check issued through the Financial Services Department that is returned to the issuing department due to an incorrect address, the issuing department should attempt to verify the correct address of the payee/vendor. If a more correct address is ascertained, the department will inform Financial Services of the address change for the payee/vendor, and the original check will be resent.

If the payee/vendor returns a check because the goods or services were not rendered, the check shall be timely forwarded to Financial Services, which shall void the check for credit to the budget appropriation from which it was drawn.

Any check returned to any department by the postal service for which no other address is known, **and the check represents a legitimate claim against the county**, shall be timely forwarded in the original envelope to the County Treasurer to be retained and included in the cancellation resolution.

All checks that will not be sent to the payee/vendor when issued are to be held in the County Treasurer's vault until requested.

Background

Under Generally Accepted Accounting Principles (GAAP), funds budgeted in one fiscal year, but not expended until the succeeding budget year for goods and services received in the succeeding year, must be carried over to the succeeding budget year as an amendment to the succeeding year's budget. That is, if a department has committed current year appropriations for a good or service on or before December 31, but has not yet received the goods or services prior to December 31, the expense must be recognized in the subsequent budget year. In order to provide funding for these commitments, it is necessary to carry over the unexpended appropriation.

For example, Resolution 09-1B-186 authorized a contract for the installation of a toilet at Gibbs Lake Park budgeted in 2008. The toilet will not be installed until the spring of 2009. Resolution 09-2A-195, adopted February 12, 2009, was necessary to carryover the 2008 budget appropriation to 2009.

Please note that if goods or services are received in the current budget year but not vouchered until the succeeding year, they are recognized as a current year expense as long as they are vouchered and approved by the governing committee on or before the last day of February of the succeeding year. In this case, a carryover of funds is not required. For example, if a department orders and receives a piece of equipment by December 31, 2008, but is not invoiced by the vendor until February 2009, it is still recognized as a 2008 expense as long as the payment is approved by the last date in February 2009.

This carryover procedure does not apply to state or federal grants that have fiscal years other than the calendar year. These grants are automatically carried over to the succeeding County budget year in accordance with the grant contract. Also, generally speaking, this procedure does not apply to non-lapsing budget accounts such as the Arrowhead Library System because these unexpended funds are closed to their own equity account (identified as Funds Forwarded, Object Code 46400). Carryover requests are not required for long-term capital projects. Long-term capital projects are automatically carried over year-to-year until the project is completed.

Purpose of the Standard Form

All departments must use the standard form, which is available on the Intranet. The standard form is intended to provide the basis for the resolution and to inform the Finance Committee and County Board of the reasons for carrying over funds. This information will also facilitate the year-end closing of the County's books in accordance with GAAP. The requests approved by the County Administrator will be combined into one resolution for County Board approval, which typically occurs in February. The County Board will give favorable consideration to only

those carryover requests in which funds have already been committed or specifically anticipated in the adoption of the succeeding budget.

Fill out the form completely in the section headed "These sections to be completed by requesting department". Completed forms must be submitted to Financial Services no later than the third Friday in January.

Administrative Policy & Procedure Manual

Section: AFP

Policy: Check Endorsement Procedure

Policy No: 2.03

Effective 6/1/2009

Revising: 3/1/2009

Federal legislation, entitled the *Expedited Funds Availability Act*, requires standardized check endorsements by all parties.

This law requires that our endorsement(s) may be in any color ink except purple. Black ink is preferred.

Additionally, the payee (endorser) endorsement(s) must be in the first 1-1/2 inches on the back of the check. This includes the departmental endorsement plus the County Treasurer's endorsement. The space limitation would also apply to checks with third-party endorsements.

In order to comply with the law, it is imperative that endorsements be in the smallest type possible, yet contain sufficient information to keep the endorsement restrictive, such as "For Deposit Only" or "Pay to the order of Rock County Treasurer."

When ordering endorsement stamps, please order as follows:

—— *Line One:* —— *your department*

—— *Line Two:* —— *County of Rock*

—— *Line Three:* —— *For Deposit Only*

Failure to comply with the endorsement placements and color standards could render the bank's endorsement unreadable, which could result in processing delays and fees charged to the County.

Any questions on proper check endorsements should be addressed to the County Treasurer or Finance Director.

Administrative Policy & Procedure Manual

Section: ~~AFPAdmin~~

Policy: Contract Review

Policy No: ~~2.02~~ 2-04

Effective: ~~12/1/2016~~ 1/1/2019

Revising: ~~3/1/2009~~ 12/1/2016

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Before any county official signs a legal document, they should ask themselves three questions: First, has the County Board and/or the appropriate standing committee authorized the action? Second, has the County Board and/or the appropriate standing committee given anyone the authority to sign the document? And third, has the document gone through the contract review process?

The first two questions deal with policy issues on which the Board must act. The County Board through adoption of resolutions or ordinances exercises the powers of a county as a legal entity. The resolved clauses in resolutions authorize the entry into those legal agreements and designate individuals to sign on behalf of the county. Thus, a resolution run through the committee structure and the County Board is often a precursor or parallel process to a contract review. In some situations, the authority to take an action and sign an agreement may be granted by a standing committee of the County Board.

The third question deals with an administrative process outlined by the Contract Review Policy. The policy requires that all legal documents that accept or convey property rights, or contractually commit Rock County to accept or deliver goods or services for monetary consideration must be routed through the contract review process.

The process is in place for good reason. It establishes a record of what contracts have been authorized in the name of Rock County. The repository of those records is found in the County Clerk's Office. It offers legal protection to individuals who enter into the contract by documenting the fact that they acted in proper authority and oversight. Legal staff examine the language to make sure it is consistent with the intent of the contract and ensure legal protection of the County's interest are in place.

Contract Review Process

1. Department imports the contract into Laserfiche and fills out the review fields. Detailed instructions can be found on the Intranet.
2. Purchasing reviews and assigns the contract to Corporation Counsel.
3. Corporation Counsel reviews, writes legal notes and assigns to Finance.
4. Finance reviews, writes fiscal note and moves to Signature Pending folder.
5. Administration obtains the signature of the County Board Chair or County Clerk, scans signed document into Laserfiche and places in the Signature Pending-Vendor folder.

6. Department monitors the Signature Pending folder and obtains the vendor signature, then imports final contract and assigns to Awaiting Finalization folder.
7. County Clerk finalizes the contract and moves it to the Final folder.

Administrative Policy & Procedure Manual

Section: AFP

Policy: Deposit Requirements

Policy No: 2.05

Effective: 12/1/2016

Revising: 4/1/2016

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- All County departments must make deposits at least weekly, regardless of the amount.
- Cash receipts totaling \$100 or more must be deposited the day received.
- Check receipts totaling \$1,000 or more must be deposited the day received.

The County Treasurer balances out at 2:30 p.m. daily. Therefore, to maximize potential interest earnings, all departments should make their deposits no later than 2:00 p.m. daily.

The County Treasurer's daily deposit receipts are reviewed on a regular basis to ensure compliance with this procedure.

Standard Deposit Transmittal Form

1. Deposits by County departments can only be accepted by the County Treasurer when accompanied by the Excel spreadsheet – Standard Deposit Transmittal Form (SDTF).
2. The SDTF must be completely filled out (see detailed instructions below).
3. There are specific SDTFs for each County department (except for Human Services, Røek Haven, and Department of Public Works due to their unique receipting requirements).
4. Each department is responsible for completing and printing copies of the SDTF for their deposits.
5. Financial Services can assist you with creating or maintaining your SDTF. You may add, delete or modify accounts as needed. Contact Financial Services if you need assistance.
6. The SDTF is not used for internal charges for services as these transactions do not involve cash exchanges. These revenues are recorded by journal entry.
7. Print three copies of the SDTF and submit two copies to the County Treasurer. The third copy is retained by the department for its files.

Completing the SDTF: Field Explanations and Detailed Instructions

1. DEPARTMENT: Printed on your Excel SDTF
2. DATE: Date of Deposit
3. PAID BY: Identify Payee(s) (e.g. State of Wisconsin)
4. CASH: Currency and coins.
5. CHECKS: Personal checks, vendor checks, money orders, etc.
6. OTHER: Used infrequently; this is for items that are not cash or checks (e.g. Food Stamps).
7. TOTAL: Total of this deposit (formula).
8. ACCOUNT NUMBER: If you have an account number not included on the form, please enter it on the form.
9. ACCOUNT NAME: Enter the same as #8.
10. AMOUNT: The amount of your receipt by revenue account.

11. DESCRIPTION: The account name typically provides a brief description of the transaction. However, it must be completed even if it is the same as the account name, as it is imperative to have a proper description identifying all receipts. This field is what will appear in General Ledger and on reports. The description field will allow 30 characters. If the receipt pertains to an accounts receivable, the first eight (8) characters of the description field must be the County's A/R Invoice Number which is being paid. The A/R balance is made up of debits by specific invoice entries. Therefore, each accounts receivable payment must be entered separately.
12. PREV. YR. ACCTS.: Only used in January and February of each year. This box is checked when a receipt must be recorded in the accounts of the prior year's budget. For example, State reimbursement is received in January 2006 for services provided in December 2005.
13. A/R Update: This box is checked when the deposit relates to a collection billed through the County's accounts receivable program. Do not check prev. yr. accts if they have been billed thru the County's Accounts Receivables program.
14. TOTAL: Total of deposits by account number (formula). This total must be the same as the total identified in item #8 above.

Also, the SDTF must be accompanied by an adding machine tape which sums the deposit, unless the deposit includes only one check. Both checks and cash must be accounted for on adding machine tapes. If the department includes checks and cash on one tape, checks are to be listed first and sub-totaled, followed by the cash portion of the deposit.

Administrative Policy & Procedure Manual

Section: AFP

Policy: Direct Deposit

Policy No: 2.06

Effective: 12/1/2016

Revising: 1/1/2014

All new employees are required to use direct deposit for their paychecks. They will be required to fill out a form during orientation.

Employees changing bank accounts need to notify Payroll at least two weeks in advance and will need to fill out a Direct Deposit Authorization Agreement form. This form can be found on the Intranet.

Employees who fail to provide adequate notification to Payroll when closing a bank account used for direct deposits may be charged the returned item fee charged to the County by the County's bank.

Administrative Policy & Procedure Manual

Section: AFP

Policy: Dishonored/Returned Checks

Policy No: 2.07

Effective: 3/1/2009

Revising: 3/1997

Background

This policy addresses checks returned to the County Treasurer and Clerk of Court by the County's working bank for non-payment due to non-sufficient funds, (NSF), bank account closed, stop payment, lack of endorsement, etc.

Dishonored/Returned Check Fee

The Finance Committee of the Rock County Board of Supervisors establishes the fee charged by the County to the maker of each check returned for non-payment. The charge represents the reasonable costs and expenses incurred by the County to process a returned check. The current fee of \$25.00 has been in effect since March 1, 2000. Departments shall post notices to advise the public of this fee. Checks returned whereby the check maker claims bank error will be handled as all other returned checks. It will be the maker's responsibility to seek reimbursement from their bank due to bank error.

Policy and Procedures

1. The Clerk of Court shall be responsible for all dishonored checks charged to its bank account. The Treasurer will coordinate recovery of bad checks deposited into the working bank for all other county departments.
2. The Treasurer's Office will make the first attempt to collect dishonored checks returned to it. If the Treasurer is unsuccessful in recovering the funds, plus fees, the check will be returned to the county department making the original deposit. The revenue account credited with the original check payment shall be charged for the returned check. It is only after the funds have been adjusted out of the receiving department's revenue account that the department may accept funds from the payer. Any attempt to "make good" on the check prior to the adjustment is to be done in the Treasurer's office.

Administrative Policy & Procedure Manual
Section: AFP
Policy: Distribution of Pay Checks and Pay Stubs
Policy No: 2.08
Effective: 1/1/2014
Revising: 1/1/2012

Background

The Human Resources and Payroll departments believe there is no difference between a paycheck and a pay stub as both contain your personal information concerning accrued banks for vacation, sick and holiday time. Also, the one sure way for Administration or HR to get important information out to every employee, such as changes in benefits or open enrollment times, is through the payroll system, whether that be a pay check or a pay stub.

Procedure

Employees shall be paid once every two weeks on Friday. Paychecks and Pay Stubs will not be released to employees prior to the Friday pay day. When a pay day falls on a holiday employees shall receive their paycheck or pay stub on the day preceding the holiday.

Employees working the third shift at Rock Haven shall be paid at approximately 6:45 a.m., on pay dates.

An employee who will not be working on payday due to vacation, funeral leave, military leave, medical leave, etc. is to obtain a "Paycheck Authorization" form from their department head or supervisor. The employee authorizes staff in the Treasurer's Office to mail the paycheck or pay stub the day before payday to the address specified by the employee, or the employee indicates they will be picking up the paycheck or pay stub from the Treasurer's Office on payday. The form must be to the Treasurer's Office by 4:00 PM on the Wednesday before payday. A copy of the form is attached. The reason the employee is to obtain the authorization form from their department head or supervisor is so the department head or supervisor knows they should not be expecting a check or stub for that employee on that payday.

If an employee does not complete a Paycheck Authorization form then, per policy, checks or stubs not distributed on payday are to be returned to the Treasurer's Office no later than the Friday following payday. In the event a department does not have a locked, secure place to keep the checks or pay stubs, they should be brought to the Treasurer's Office before the close of business on payday. The Treasurer's Office retains pay stubs for two full payroll cycles and then shreds the stubs. After that time, employees may obtain a copy of their six-week-old pay stub from the Payroll Office for a nominal fee.

The only office or department that may mail out a payroll check or stub to an employee is the Treasurer's Office. The only exceptions are the volunteer drivers being paid mileage only for COA. (Return address is the Treasurer's Office.) If any department allows fellow employees or family members to pick up a paycheck or pay stub, the department should obtain written

authorization/documentation from the employee in advance of payday. The person authorized by the employee to pick up the paycheck or stub should provide identification.

Vicki L. Brown
County Treasurer

Denise C. Cole
Deputy Treasurer



Office of County Treasurer
51 South Main Street
P.O. Box 1508
Janesville, Wisconsin 53547-1508
Office: 608-757-5870
Fax: 608-757-5577

ROCK COUNTY, WISCONSIN

PAYCHECK AUTHORIZATION

Payday of _____

OPTION # 1

I _____ wish to have my pay check / pay stub mailed to me the day before payday to:

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

_____ I will be on vacation on payday.

_____ Other reason _____
(FUNERAL, SEMINAR, CLASS, ETC)

OPTION # 2

I _____ will be picking up my pay check / pay stub at the Rock County Treasurer's Office, 51 South Main Street, Janesville, after 8:00 AM on Payday.

This form MUST BE in the hands of the Rock County Treasurer before 4:00 PM on the Wednesday prior to payday.

The Rock County Treasurer's Office will not be responsible for any lost checks mailed from the Treasurer's Office. If your check is lost by the Post Office you will be subject to a \$10 Stop Payment fee. Please consider Direct Deposit for your payroll checks.

Employee's Signature

Department

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Administrative Policy & Procedure Manual
Section: AFP
Policy: Non-Discriminating Language for Service Provider Contracts
Policy No: 2.09
Effective: 1/1/2012
Revising: 3/2009 (4.14)

The following is language that should be included in service provider contracts. Please review any service contracts that you have. If there is not any non-discrimination language, please make sure it is included as soon as possible.

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01 (5)(a), sexual orientation or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause, Wisconsin Statutes S.16.765 (2).

Administrative Policy & Procedure Manual
Section: AFP
Policy: Prompt Payment of Bills and Contracts
Policy No: 2.10
Effective: 12/1/2016
Revising: 3/1/2009

Section 66.0135, Wis. Stats., requires interest to be paid to vendors/contractors if payments are not timely made. Timely payment is defined as within 30 days upon receipt of a properly completed invoice or receipt and acceptance of the property or service, whichever is later, unless the contract or purchase order specifies a different timeframe. In that case, a payment is timely if the payment is mailed, delivered, or transferred by the date specified on a properly completed invoice for the amount specified in the order or contract. Municipalities must also notify vendors/contractors within 10 working days of improperly completed invoices.

Any interest payable under s. 66.0135, Wis. Stats., shall be paid from the department appropriation to which the original contract or purchase order was charged. The interest rate to be used is the same rate charged for delinquent tax payments, which is currently 12 percent annually (per s. 71.82(1)(a), Wis. Stats.). Statutes also contain certain exceptions to the payment of interest which include:

1. any portion of an order or contract for which the payment from federal monies has not been received;
2. an order or contract between two or more agencies of the same local government unit; and
3. an order or contract under which the amount due is subject to good faith dispute if proper notices is given.

Procedure

- A. All orders for goods or services shall be by properly completed purchase orders or contracts.
- B. All purchase orders shall contain the following language on the front of the vendor (white) copy: "By supplying the above-described article, materials, or services, vendor agrees not to charge any interest assessment for bills paid by the County within 60 days of acceptance of the goods or services or receipt of a properly completed invoice, whichever date is later."
- C. All contracts must include the following language: "Contractor expressly agrees that no interest assessment will be charged for goods and/or services provided payment is made by the County within 60 days of acceptance of the goods and/or services or receipt by the County of a properly completed invoice, whichever date is later."
- D. All invoices should be date stamped upon receipt. This procedure will allow proper tracking of invoices to ensure timely payment.
- E. When an improperly completed invoice is received, notice shall be given to vendors/contractors within 10 working days by sending the following letter, which should be on Rock County letterhead and signed by the department head or his/her designee:

"Date

Dear (Vendor Name):

On (date), we received the enclosed invoice from your company. The invoice(s) were improperly completed for the following reason(s):

This bill cannot be processed until we receive a properly completed invoice.

(Signature):

If you send the original invoice(s) to the vendor, be sure to retain a copy for your records.

F. If a department fails to make timely payment as defined in the contract or order, the department head or his/her designee shall contact the Finance Director to establish the methodology for payment of interest.

Administrative Policy & Procedure Manual
Section: AFP
Policy: Replacement of Employee Payroll Checks
Policy No: 2.11
Effective: 1/1/2012
Revising: 6/1/2009

Background

It is County policy not to replace most County-issued checks which are reported lost or stolen until a stop payment order has been issued to the County's working bank and one subsequent bank statement has been received and reconciled by the County Treasurer. This procedure can take up to 45 days.

A very small percentage of the thousands of checks issued annually are reported lost or stolen, including a few employee payroll checks. It has been recognized that a lost payroll check that could not be replaced for up to 45 days could create an undue hardship to County employees. Additionally, recognizing that the County issues payroll checks on a two-week delay basis and the County's exposure to monetary loss if a missing payroll check were to slip through the bank is minimal, it is in the best interest of the County and its employees to replace payroll checks in a timelier manner. The policy of reissuing lost checks after one bank statement remains in effect for all non-payroll County-issued checks, i.e. vendor payments, child support payments, etc.

Employees are strongly encouraged to use direct deposit to eliminate the possibility that payroll checks may be lost or stolen. It should be noted that all employees hired after March 31, 2002, are required to use direct deposit.

Purpose of the Procedure

The purpose of this procedure is to clarify County policy for the re-issuance of employee payroll checks. It is also intended to alleviate hardships incurred by employees who have had the misfortune to lose their payroll checks.

Detailed Procedure for Reissuing Lost Employee Payroll Checks

- A. Employee immediately notifies departmental payroll clerk that payroll check is lost.
- B. Payroll clerk notifies County Treasurer.
- C. Employee signs affidavit certifying that the payroll check was lost or stolen and pays the stop payment fee (currently \$10). Affidavits must be filled out at the County Treasurer's Office. NOTE: If the employee picked up their check prior to losing it, a stop payment order can be issued immediately. If the check was mailed to the employee, the Treasurer's Office waits 10 business days to allow for the U.S. Postal Service to deliver the check prior to issuing a stop payment order.
- D. County Treasurer issues stop payment order on lost payroll check.
- E. Payroll, using affidavit as supporting documentation, voids original check in payroll records and reissues payroll check in the same amount as the original.

- F. Payroll Clerk types on negotiable portion of replacement check, "This check replaces check number _____ [insert number]" and puts flag on employee payroll register identifying that a replacement check was issued for the specific employee.
- G. Employee picks up replacement check at County Treasurer's Office and shows identification to pick up check.

Administrative Policy & Procedure Manual

Section: AFP

Policy: Standards Transfer Request Form

Policy No: 2.12

Effective: 12/1/2016

Revising: 1/1/2012

Rule V-A. of the Rock County Board of Supervisors Rules of Procedure details the requirements of departmental transfers between detail accounts within a department's program budget. In order to streamline the transfer request procedure, the use of the two standard transfer request forms are required. The transfer request forms can be found on the Intranet.

For transfers of \$5,000 or less, use the form titled "Rock County Transfer Request—\$5,000 or Less." Fill in the date, your name, title, account numbers and descriptions for both the transfer from and transfer to, and specific reasons funds are available for transfer and the need for the transfer. Do not fill in the Current Balance line as this will be completed by Financial Services. Email the fillable .pdf form to the Finance Director and Assistant Finance Director.

For transfers over \$5,000, use the form titled "Rock County Transfer Requests—\$5,000 or more". Like transfers of \$5,000 or less, fill in the appropriate data, except for the current balance. Be sure to include specific reasons funds are available for transfer and are needed. Transfer request forms that do not include the specific reasons for the transfer request will be returned to the department prior to consideration. Email the fillable .pdf form to the Finance Director and Assistant Finance Director.

Pursuant to Section 65.90(5)(b), Wisconsin Statutes and County Board Rule V-G.(5), the Finance Committee must approve any transfer from the Contingency Fund, regardless of the amount.

Transfers must be in whole dollars only [except for transfers from the Compensation for the Loss of Fixed Assets account (insurance proceeds)]. The reason for whole dollars is that all budget appropriations are in whole dollars only. Transfers from insurance proceeds are credited back to the expenditure object code from which the original costs were incurred and therefore may be in dollars and cents.

Please note that if a department is requesting a transfer for a capital item that is not included in current year's budget, a memorandum must be sent to the County Administrator requesting authority for the acquisition prior to consideration of the transfer.

Administrative Policy & Procedure Manual

Section: AFP

Policy: Tax Exemption

Policy No: 2.13

Effective: 1/1/2010

Revising: 1/1/991

Rock County is exempt from paying sales and use taxes in Wisconsin under s. 77.54(9a)(b), Wis. Stats. Consequently, when County employees are traveling in Wisconsin for a convention or training, it is not necessary to pay room tax.

The County's Certificate of Exemption, issued by the Wisconsin Department of Revenue, contains the County's tax exempt number and provides proof of the County's tax exempt status. Certificates are available from the Purchasing Manager. When reserving a room, inform the motel/hotel of our tax exempt status and give them the tax exempt number. You may also be required to furnish a copy of Certificate when checking in.

The county is also exempt from the State of Illinois' sales taxes for items purchased for Rock County business purposes. To claim this sales tax exemption a county employee must provide the county's exemption number **E9934-7598-02**.

ROCK COUNTY
STANDARD OPERATING PROCEDURE
TAXABILITY OF MEAL REIMBURSEMENTS

I. Background:

A letter from the Internal Revenue Service (IRS) to the County Clerk states in pertinent part:

"Employer reimbursement for non-deductible meal expenses must be treated as taxable wages of the employees. These reimbursements are reported as other compensation in Box 10 on Form W-2. Meals are non-deductible if they are incurred while not traveling away from home. Traveling away from home requires that the employee stop for rest or sleep."

Based upon this letter, Rock County must include reimbursed meal costs incurred while not traveling away from home in employee taxable wages.

The Internal Revenue Code (IRC) does provide for exclusion of meal costs if both of the following tests are met: 1) The meals are furnished on the business premises; and, 2) the meals are furnished for the employer's convenience. Reimbursed meal costs are not included in wages if traveling away from home (as defined above) or if the meal is included as a part of a registration fee.

II. SPECIFIC EXAMPLES:

A. The \$3.00 meal allowance provided to volunteer drivers by the Council on Aging is not included as wages based upon Revenue Rulings 80-99 (1980-1 C.B. 10) and 67-30 (1967-1 C.B. 9).

B. The \$1.50 meal allowance provided to Highway Patrol Superintendents is included in wages as this allowance is not provided at the employer's premises or for the employer's convenience, does not meet the definition of traveling away from home and is not specifically addressed by a Revenue Ruling excluding these payments from taxable wages.

III. PROCEDURE

Reimbursement for all meal and travel costs are to be processed through the payroll system.

Meal costs shall not be reimbursed through the petty cash system.

Administrative Policy & Procedure Manual

Section: AFP

Policy: Timesheets

Policy No: 2.15

Effective: 1/1/2019

Revising: 1/1/2012

Deleted: 1/1/2012

Deleted: 6/2009 (4.22)

County Policy Regarding Timesheets

Timesheets and all corresponding documentation must be received in the Payroll office by 5 pm on the Tuesday following payday. Deadlines could be adjusted due to holidays.

Timesheets and any corresponding forms must be signed by the employee and the supervisor. If a signature is missing, we will send the original to the employee/supervisor who failed to sign the timesheet. The employee will always get a copy so they are aware of the delay.

Any changes made by the supervisor must be initialed.

Rock County uses the 7 minute rule for rounding each individual's in/out time for pay purposes only. The seven minute rule is as follows:

<u>Minutes into new hour</u>	<u>Rounds</u>
1-7	To beginning of hour
8-22	To first quarter hour
23-37	To half hour
38-52	To third quarter hour
53-59	To next hour

~~Note: An employee reporting late for work, or leaving work early, are subject to discipline for tardiness or leaving early, however no reduction in pay will be made if such is less than seven minutes.~~

The timesheet must show "in" and "out" times under the columns for Regular Hours (In) and Regular Hours (Out) for all time worked. Lunch times "out" and "in" must be included under the Lunch Hours (In and Out). If no lunch is taken, leave these columns blank. Any overtime on timesheets must have corresponding "in" and "out" times under the OT Hours (In) and OT Hours (Out) and an attached "Overtime Work Permit". If the "in" and "out" times and/or benefit time used by the employee do not match the total hours listed on their timesheet for a particular day, we will first pay benefit time used, then total work hours as computed by in/out times listed on their timesheet for that day, up to normal work day hours. When using vacation, sick, holiday, comp, or leave without pay you are not to put "in" and "out" times on the timesheet for that day.

List any "Paid Benefit Time" to be used under the correct column. If there is insufficient time available payroll will not call the employee to use another benefit, it will be entered as "Leave Without Pay".

It is the employee's responsibility to accurately fill out the time sheet and verify the "in" and "out" times before forwarding the timesheet to the supervisor. Supervisors should be verifying the IN and Out times before signing the time sheet and should verify that the employee and supervisor have signed the timesheet before submitting to payroll. The signatures are an affidavit for the county auditors, "certifying the information on the timesheet is true and correct". Timesheets must be submitted to payroll by 5 pm on the Tuesday following payday. Deadlines could be adjusted due to holidays.

If payroll receives timesheets by 5 pm on the Tuesday following payday, an attempt will be made to contact the employee one time for any missing or incorrect information that may have been found on the submitted timesheet. If there is a prompt response, payroll will correct the error on that check. This does not include insufficient benefit time.

Any timesheets received after 5 pm on the Tuesday following payday will be paid "as is". If payroll finds an error, a copy of the timesheet in question will be sent to the employee on the Thursday before payday. The employee can "Amend" the timesheet with the corrections, get the supervisors initials, and resubmit to payroll. The verified correction will not be paid until the following paycheck.

If payroll makes an error on your check, the check will be re-cut on payday if payroll is made aware of the mistake by 11:30 am on payday. If payroll is notified of the mistake later than 11:30 am, the check will be re-cut on Monday following payday.

Travel and Meal Reimbursement

The County will reimburse employees for actual and reasonable itemized travel costs incurred while on official County business.

GENERAL GUIDELINES

1. All travel must be authorized by the Department Head and submitted on the official County travel voucher form in order to be reimbursed. The voucher form can be found on the Intranet. ~~Handwritten voucher forms will not be accepted~~
2. Department Heads shall inform the County Administrator of any out-of-County travel.
3. Original receipts are required for air, train, bus, or taxi travel, hotels/motels, conference registration, and meals.

MILEAGE

1. Mileage when traveling by personal automobile on official County business shall be reimbursed at the IRS allowed rate. Section 18.626 of the Personnel Ordinance requires mileage reimbursement be paid through the payroll system. Parking and tolls may also be reimbursed through the payroll system on a non-taxable basis. Employees are encouraged to obtain receipts where possible.
2. Commuting expenses between an employee's residence and his/her normal place of employment is not reimbursable. This includes reporting to the work site on a non-scheduled day of work.
3. Department Heads and supervisors who have an office in Beloit and Janesville shall **not** be reimbursed for mileage from one of those offices to their residence.
4. If an employee is directed to a work site other than their "normal" site for a period of days (more than 1 day), then that employee will not be eligible for mileage. In this case, the employee was transferred, albeit for a short period of time. That short-term transfer means that the new work site becomes their "normal" work place.

5. When traveling out-of-County (i.e., conference in Madison, etc), mileage will be computed from the employee's residence or normal work site, whichever is the shortest distance. If there is a question on this, the County will use MapQuest to determine the shortest distance.
6. Internal Revenue Service Regulations require substantiated reimbursable expenses must be adequately accounted for within a reasonable amount of time to be considered under the Accountable Plan rules. Amounts paid under an Accountable Plan are not wages and are not subject to taxes. A reasonable amount of time depends on the facts and circumstances. Generally, it is considered reasonable if employees adequately account for the expenses within 60 days after the expenses were paid or incurred. Reimbursement requests for county business expenses, such as mileage or meals, that are not accounted for within the 60 days "reasonable time" limitations will be included in the employee's taxable wages. In addition, the county will be required to pay the employer's share of FICA taxes (currently at 7.65%). Employees are expected to turn in substantiated reimbursable expenses within the reasonable time limits established by the IRS.
7. If an employee is out in the field at the end of their workday, they are to only submit mileage either back to the work site or their residence — whichever is the shortest distance.
8. For departments that have motor pool cars, employees are required to follow department policy regarding the use of these vehicles prior to using their own personal automobile.

MEALS

1. Meals are allowed when you are on County business out of Rock County. Out of County meals will be reimbursed at the IRS M&IE allowed rates. IRS M&IE allowed rates can be found at www.gsa.gov/perdiem. Original receipts are required for all meals. It is not the intent that employees should always spend the maximum allowed.
2. Maximum meal reimbursements include tips. Tips shall not exceed 20% of the total cost of the meal and non-alcoholic drink. Tips exceeding the 20% maximum shall be at the employee's expense.
3. Only employee meals are reimbursable.
4. No reimbursement shall be authorized for alcoholic beverages.
5. There is no reimbursement for meals within Rock County, unless the meal expense is covered as part of a registration fee, or except as authorized by the Board Chair or Vice Chair.

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6. ~~Travel expenses are reimbursed through the County payroll system and must be submitted on proper forms with the original receipts attached. The voucher form can be found on the Intranet. *Handwritten voucher forms will not be accepted.*~~

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7. ~~Refer to **the Taxability of Meal Reimbursement Policy No. 2.14** as to the taxability of employee meal reimbursement. This procedure was initiated to give written guidelines for the inclusion or exclusion of meal cost reimbursement in County employees' taxable wages. This procedure gives specific examples; however, does not address all situations.~~

AIR TRAVEL

1. ~~Reimbursement for commercial air travel shall be limited to the least costly coach fare that uses a regularly scheduled commercial carrier and that prohibits preference for any airline, type of aircraft and connecting airports. Flights shall be purchased far enough in advance so as to achieve the lowest possible fares.~~
2. ~~The additional cost of premium class (first class or business class) travel is not reimbursable. If a situation should arise where premium class travel is the only alternative available, such travel must be cleared by the Finance Director prior to booking the flight.~~
3. ~~No other upgrades will be reimbursed. Fees such as for advanced boarding or seat assignments will not be reimbursed.~~
4. ~~Flight/travel insurance will not be reimbursed.~~

Administrative Policy & Procedure Manual

Section: AFP

Policy: Vendor Check Reissuance

Policy No: 2.17

Effective: 3/1/2009

Revising: 2/2004

Background

It is County policy not to replace most County-issued checks that are reported lost or stolen until a stop payment order has been issued to the County's working bank and one subsequent bank statement has been received and reconciled by the County Treasurer. This procedure can take up to 45 days.

In reissuing a County check, the key points to remember are:

1. Only the County Treasurer's office can reissue Vendor checks. Departments may not request a new check by creating a new voucher request for the original amount due to a vendor.
2. If a vendor claims they did not receive the County's check, the stop payment fee is charged to each department, (Form 1).
3. If a vendor acknowledges they received the County's check but misplaced the check, they are responsible for the stop payment fee, (Form 2).
4. The Payroll department reissues payroll checks. (Refer to Policy 2.11)

A. Vendor claims they did not receive County issued check:

1. Vendor notifies department that they did not receive County issued check for services rendered.
2. Department (or County Treasurer) provides vendor affidavit (Form 1) attesting they did not receive check.
3. Department sends completed affidavit to County Treasurer's Office showing which account number is to be charged the actual bank service charge for stop payments (currently \$10.00). Recommend using Object Code 63100, Office Supplies and Expenses. Signature of Department Head is required on form. On the form, the department instructs the Treasurer's Office whether to directly mail the new check, have the vendor pick the check up or have the department send the check to the vendor.
4. After one bank statement (approximately 30 days) the County Treasurer will reissue check. The Treasurer will type on the new check "This check replaces check number ...".

B. Vendor acknowledges receipt of county issued check but check has been misplaced:

1. ~~Same procedure as above but in this instance the Vendor is responsible for paying the bank service charge (Form 2).~~
2. ~~In both instances the request for the stop payment must not be initiated until 14 days after the original check was mailed to the vendor.~~

Administrative Policy & Procedure Manual
Section: AFP
Policy: Write-off of Uncollectible Accounts Receivable
Policy No: 2.18
Effective: 3/1/2009
Revising: 4/1989

The purpose of this procedure is to standardize the methodology for writing off uncollectible receivables. This procedure is intended to provide sufficient information for administrative control of receivables, conform to Generally Accepted Accounting Principles (GAAP), and meet legal requirements. This procedure is not intended to be used for collection of delinquent property taxes as these are subject to specific state statutory requirements.

Each department that has accounts receivable is responsible for diligent collection efforts. These efforts shall include written statements of account balances, person-to-person contact and the use of a collection agency if the department's governing committee approves such contract. Departments should also consider using the State of Wisconsin Department of Revenue's Tax Refund Intercept Program (TRIP) in its collection efforts. Questions on this program should be addressed to the Finance Director.

If the department's collection efforts are not successful, the delinquent accounts shall be forwarded to the Corporation Counsel's Office, with sufficient detail of the arrearages, for consideration of legal action. If the Corporation Counsel's Office determines that legal action is not warranted or if legal action is not successful, they shall forward their recommendation to the Finance Committee for final disposition of the delinquent account. Upon approval of the Finance Committee, the delinquent accounts shall be credited from the County's General Ledger.

11/05

Administrative Policy & Procedure Manual
Section: ~~AFP Admin~~
Policy: Community Agency Initiative Policy
Policy No: 2.19
Effective: ~~8/1/17~~ 1/1/2019
Revising: ~~New~~ 8/1/2017

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I. Scope:

This policy addresses the County's allocation of financial resources to programs provided by outside agencies.

II. Areas Excluded:

This policy does not address nor affect:

1. The County receiving contributions/donations which is governed by Wis. Stat. Sec. 59.52 (19) DONATIONS, GIFTS AND GRANTS. The board may accept donations, gifts or grants for any public governmental purpose within the powers of the county.
2. Incidental allocation of, or donation of resources of minimum value and consistent with the County's mission/purpose, subject to County Ordinance 2.217 - Disposal of Unsuitable or Unusable Goods. Example: the Land Conservation Department donates unsold tree stock to local schools with a value of approximately \$400.
3. In-kind services provided by a County staff person to an agency subject to approval by department head and may be for a time-limited basis.
4. Rock County contracts for services with the organization.
5. A Rock County department participates in a conference sponsorship as part of a community collaboration
6. The organization receives county funding as a condition of a grant that requires community collaboration.

III. Criteria:

1. The organization making the request is a non-profit.
2. Rock County and the organization serve the same client base, primarily but not exclusively targeted towards low to moderate income.
3. Allocation of resources furthers the County's Mission.
4. The allocation would be provided primarily with tax levy funding.

IV. Process for Requesting County Resources:

The County's budget process would be used for agencies requesting county funding.

Requests will be placed in a separate allocation section of the budget and would not be part of a particular department or governing committee section.

The agency would submit the following minimum information at the same time departmental budgets are due to the County Administrator's Office:

- A. Amount requested
- B. Proposed use of county funds
- C. Number of and type of clients served
- D. Description of how county funding will improve service to county clients
- E. Description of how county funding will decrease county costs
- F. If the agency received funding in the prior year, the agency would submit a written report on services provided for the funds allocated.

V. Process for Determining Resource Allocation:

1. County Administrator reviews all requests and will seek input from department heads and other county staff as appropriate.
2. County Administrator will advise County Board Staff Committee of tentative funding recommendations in advance of submission of Recommended Budget.
3. County Administrator will include funding recommendations in Recommended Budget for consideration by the County Board of Supervisors.
4. Amounts provided in prior years are subject to change and not a guarantee of future funding. Any funding is contingent on availability of funds and competing priorities.

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Policy Statement

POLICY STATEMENT

Social media, defined as various forms of user-created content such as social networks, blogs, video sharing, pod casts, wikis, message boards, and online forums, is fundamentally changing the way Rock County can communicate with residents. Rock County encourages the use of work-related social media websites to provide notice of events, announcements, and other public education. This medium provides a low cost method to increase traffic to the Rock County website, enhance customer service, increase citizen involvement, and to further the goals of Rock County.

The purpose of this policy is to define the expectations of Rock County to ensure the appropriate use of social media. This document establishes a social media policy, protocols, and procedures intended to mitigate risks associated with the work related use of social media.

PROCEDURES AND RESPONSIBILITIES

- All Rock County social media website proposals shall be submitted in writing using the form provided on Page 4. These proposals will describe the need for the website, goals, any costs or savings, target audience, and how much time will be associated with maintenance and monitoring. The proposals will be subject to approval by the Department Head and reviewed by Rock County Administrator's Office. Social media websites shall be utilized for business use in accordance with Rock County goals and objectives, not for personal use.
- County social media websites are an extension of the County's communication infrastructure. Rock County's official website (<http://www.co.rock.wi.us>) will remain the County's primary and predominant internet presence. Whenever possible, content posted to Rock County social media websites should contain links directing users back to the County's official website for in-depth information, forms, or documents.
- Rock County social media websites shall be established as a business page identified as a governmental body and use a County email address; use of personal email for this purpose is not permitted. Conversely, Rock County email addresses shall not be used to establish personal social media accounts. Rock County social media websites shall contain the Rock County seal or other identifiable characteristics marking it as an official County website. Department Heads shall designate a primary person to maintain the website. This person will regularly post materials and monitor the website for content. The Department Head or management designee shall have access to the social media site to review content and act as backup for posting materials.
- All Rock County social media websites shall comply with all appropriate Rock County ordinances, policies and procedures listed in the Personnel Ordinance and the Administrative Policy and Procedures Manual and appropriate department work rules.

- Any content maintained in a social media format including a list of subscribers and posted communication, is a public record and could be subject to a public records request. Content related to County business shall be maintained in an accessible format that can be produced in a timely manner. Any private messages sent on behalf of the County or received from a member of the public via a social media website are considered public records and should be treated as e-mails.
- ~~The County has developed a centralized archival mechanism to ensure appropriate retention and retrieval of social media records. The Rock County Administrator's Office will advise the user about how to properly use it.~~
- Wisconsin State law and relevant Rock County records retention schedules apply to social media formats and their content. Social media websites shall clearly indicate that any content posted or submitted for posting are subject to public disclosure. Users and visitors will be notified that public records requests shall be directed to Rock County Corporation Counsel.
- Each Rock County social media account is the sole property of Rock County. When the person maintaining the website changes, that individual shall surrender all rights, including administrative authority and passwords, to these accounts. All social media websites shall clearly indicate that they are owned and maintained by Rock County and shall have Rock County contact information prominently displayed. If the person maintaining the website fails to surrender administrative authority and passwords to the social media accounts, the Department Head shall access the account and promptly reset the password.
- Rock County reserves the right to restrict or remove any content posted by the public and further reserves the right to suspend or discontinue any social media website when content and/or site maintenance is deemed in violation of the Terms of Use Agreement, or any applicable law. Department Heads or management designee will monitor the social media sites periodically to ensure policy compliance. The Terms of Use Agreement or a link to the full document shall be posted on the social media website.
- Any employee found to have violated this policy may be subject to appropriate disciplinary action, up to and including termination of employment. A signed acknowledgement form shall be placed in the personnel file of each Rock County employee who maintains social media websites.

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SOCIAL MEDIA TERMS OF USE AGREEMENT (For the Public)

It shall be the policy of Rock County that the following agreement will be conspicuously posted on each social media site established and maintained by Rock County. If such a capability does not exist, a link to the agreement can be found on the Rock County website (<http://www.co.rock.wi.us>).

Please keep your comments clean and appropriate. Inappropriate comments are subject to deletion by the administrator of this social media webpage. If you do not comply with terms of use outlined below, the administrator will contact you and your comment will be removed. If you post inappropriate content a second time, the administrator will contact you and your profile will be blocked from posting any more information to the website.

This website is not monitored at all times. DO NOT use this site to report emergency situations or time-sensitive issues.

Please remember the following items when posting:

- All content is subject to the Wisconsin public records law.
- Content should be related to the subject matter of the social media site where it is posted.
- If your post falls into a category listed below, it will be deleted:
 - Graphic, obscene, or explicit.
 - Abusive, threatening, hateful, or intended to defame anyone or any organization.
 - Clearly off topic
 - Suggests or encourages illegal activity.
 - Promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity or expression, sexual orientation, arrest and conviction record, or military service history.
 - Posted by persons whose profile picture or avatar, username or e-mail address contains any of the aforementioned prohibited content.
 - Solicits or advertises (spam), including but not limited to promotion or endorsement of any financial, commercial, or non-governmental agency.
 - Attempts to defame or defraud any person or financial, commercial, or governmental agency.
 - Infringes on copyrights or trademarks.
 - Compromises the safety or security of the public or public systems.
- Website participation is at your own risk and the user must take personal responsibility for his/her comments, username, and any information provided.
- The appearance of external links on this website does not constitute official endorsement by or on behalf of Rock County.
- Please note that the views expressed on the social media website may not reflect the views of Rock County or the County Board of Supervisors.
- Any public records request for information found on Rock County social media websites shall be directed to Rock County Corporation Counsel.

SOCIAL MEDIA POLICY – DEPT WEBSITE REQUEST FORM

Name: _____ Employee ID: _____

Position/Title: _____

Department: _____ Division: _____

Justification for Request: _____

Social Media Website (e.g. Facebook, Twitter, etc.): _____

Estimated Hours per Week for Website Posting/Maintenance: _____

Estimated Costs or Savings: _____

I agree to use County-approved social media websites for County business as appropriate and in compliance with the Social Media Policy. I understand that I must have prior approval from my Department Head and have this request reviewed by Rock County Administration to create a social media account on behalf of the County. I also understand that I am responsible for all postings made by me on County social media sites, including those made in the comments sections.

I acknowledge that all Rock County-approved social media websites are considered to be County property and any violations of the Social Media Policy may be subject to appropriate disciplinary action, up to and including termination of employment. I further agree to immediately forward all public records requests to Corporation Counsel for response.

I understand that content on County social media websites shall be managed according to the Social Media Terms of Use Agreement. I agree to immediately remove all content in violation of the Social Media Terms of Use Agreement and retain the time, date, and identity of the poster.

I agree to review the County social media websites periodically and update the site when needed.

Printed Name	Employee Signature	Date
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Printed Name	Department Head Signature	Date
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Printed Name	Rock County Administration Signature	Date
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CC: Human Resources
Department Head

Administrative Policy & Procedure Manual
Section: Human Resources

Policy: Americans with Disabilities Act
Policy No: 5.01

Effective: 1/1/2019
Revising: 3/2009

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~~The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAAA) are federal laws that require employers to not discriminate against qualified individuals with disabilities and when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations so that they may perform the essential functions of the position. It is County policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, Rock County will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.~~

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DEFINITION OF DISABILITY

Disability is a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such impairment.

REASONABLE ACCOMMODATION

~~When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform the functions of that position without undue hardship to the County.~~

Deleted: The County will make a reasonable accommodation to the physical or mental limitations of an otherwise qualified disabled applicant or employee.

~~To determine the appropriate reasonable accommodation, the applicant or employee must make a request for accommodation and Rock County will engage in an interactive process with the applicant or employee regarding the need of an accommodation, and the types of accommodations that will allow the individual to perform the essential functions of the position. This process should identify the precise limitations resulting from the disability and potential reasonable accommodations that could overcome those limitations. The County is required to provide such an accommodation unless it creates an undue hardship on the County. In order to facilitate and better inform the interactive process, the applicant or employee is required to provide medical verification with suggested potential accommodations for the disability to Human Resources.~~

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All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of themselves or other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of themselves or the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

Service Animals

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A service animal is any animal individually trained to work or perform tasks for the benefit of an individual with a disability. Employees requesting an accommodation for a disability that includes a service animal must submit the request to the Human Resources Department and include how the animal accommodates for the employee's disability. Service animals must meet the following requirements:

- All animals need to be in good health, and immunized against rabies and other diseases common to that type of animal and all vaccinations must be current, and records of such must be submitted to Human Resources.
- Animals must wear a rabies vaccination tag.
- All dogs must be licensed.
- Service animals must wear an owner identification tag.
- Animals must be on a leash, harness, or other type of restraint at all times, unless the employee is unable to retain the animal on a leash due to a disability.
- The owner must be in control of the animal at all time. The care and supervision of the animal, including toileting and feeding, is solely the responsibility of the employee.
- Responsible behavior is required from service animals.

The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Automobile – Personal Utilization and Liability Insurance
Policy No: 5.02
Effective: 1/1/2019
Revising: 1/1/2016

Deleted: 1/1/2016

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Employees may need to use their personal vehicles while performing official County business. Any employee operating a personal vehicle on official County business must have a valid, driver's license. Any employee who has been charged with a violation of statutes that affects his/her driver's license or who has his/her driving privileges rescinded, suspended, restricted as the result of an occupational license, or revoked must notify their immediate supervisor within twenty four (24) hours of the occurrence. The employee's driving privileges will be suspended until the immediate supervisor, in conjunction with Human Resources, have conducted an independent review of the circumstances and approves the restoration of the employee's driving privileges.

Damage to Personal Vehicle. In the event that an employee is transporting a client in their personal vehicle and the interior of the vehicle is damaged by the client in the employee's normal course of duties, the County will pay a sum to the employee that represents a fair market value for repair of the damage not covered by the employee's insurance carrier.

The incident causing such damage, may be subject to verification by the Employer. It will be the sole judgment of the Employer what market value is attached to the damage, which shall not be arbitrary, capricious or discriminatory.

This policy only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

Human Services Department

The Employer will pay to each employee any additional premium increment for bodily injury and property which increment is incurred by such employee as a result of his/her personal automobile being classified "for business use" by such employee's insurance carrier due to the requirement for client transportation. Such increment payment shall be limited to the dollar charge for the difference in said premiums limited to a maximum coverage of \$100,000/\$300,000. The dollar amount of such premium increment shall be verified to the Employer by an appropriate affidavit from the individual insurance agent of each employee claiming benefits pursuant to this Section.

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¶ Mileage. Any employee who is required to travel in his/her personally owned automobile in the course and discharge of his/her official duties will be reimbursed at maximum IRS rate per mile actually traveled by the most direct route, provided that such travel has been authorized by the appropriate department head or supervisors. If use of an employee's personal automobile in the course of County business, except for commuting to and from the employee's work location and his/her home, requires an increase in automobile insurance for the following job classifications- Family Skills Specialists and Social Service Aides II; the Employer will pay to each such employee any additional premium increment for bodily injury and property damage incurred by the employee as assessed by the employee's insurance carrier. Such payment shall be limited to the dollar charge for the difference in said premiums limited to the dollar coverage for \$100,000/\$300,000 when said insurance is classified "for business use" the dollar amount of such premium payment difference shall be verified to the Employer by an appropriate affidavit from the employee's insurance agent.¶

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Administrative Policy & Procedure Manual
 Section: Human Resources
 Policy: Benefit Contribution for Seriously Ill Employees
 Policy No: 5.03
 Effective: 1/1/2019
 Revising: 1/1/2017

It shall be the policy of Rock County to allow a County employee to contribute earned benefit time, excluding sick time, to another County employee (who has successfully completed their initial probationary period) under the following terms and conditions:

1. This is to be done only in extreme cases involving a seriously ill or injured County employee, parent, spouse or child.
2. The receiving employee will have no more than eighty hours of their own combined available benefit time in their time off bank prior to the request for donations.
3. Only earned vacation, holiday or compensatory time can be contributed to the recipient's sick leave bank. Contributions must be not less than four (4) hours, and will be credited to the recipient employee on an hour for hour basis.
4. Contribution requests must be approved by the Human Resources Director.
5. Once approved the Human Resources Director will notify the requestor and the recipient.
6. Contributions are irrevocable, and shall remain banked in the recipient's sick leave account until used.
7. Any recipient will be treated as all other employees who are on paid status for the period of time the recipient has contributed time to cover their absence.
8. Employees who receive donated time may receive no more than 480 hours within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend maximum allowable absences under the state or federal Family and Medical Leave Acts.

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Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Compensatory Time
Policy No: 5.04
Effective: 1/1/2019
Revising: 1/1/2018

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Employees who are eligible to earn overtime have the option of taking it in pay or in compensatory time. All comp time earned and used must be reported on the employee's timesheet. Employees are to accurately report the hours worked on their time sheet and to note whether they wish to receive pay for the time worked or to "bank" it. If nothing is marked, payroll will automatically pay it out. In addition, a properly completed overtime work permit is to be attached. No overtime will be paid or "banked" if this form is not attached.

All Employees are required to record the actual hours worked. For purposes of calculating overtime, the County uses the seven (7) minute rule. This means if an employee starts or ends their work day less than seven minutes before or after their normal work schedule start or end time – no overtime is earned. Anything beyond the seven minutes is to be rounded to the nearest quarter hour.

NOTE: An employee reporting late for work, or leaving work early, are subject to discipline for tardiness or leaving early, however no reduction in pay will be made if such is less than seven minutes.

The County considers vacation, holiday and sick time as time worked for purposes of computing overtime. Compensatory time is not counted as time worked.

It is the responsibility of the supervisor/department head to review and sign off on the overtime work permit and the timesheet. If you are not sure if something is overtime, please contact the Human Resources Department.

Compensatory time must be taken in the calendar year in which it is generated or it will be paid out on the last paycheck of the calendar year.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

COMP TIME BANK ACCUMULATION:

(JDCYSC)

Employees working FLSA overtime shall be compensated at a rate of time and one-half the regular rate of pay, or time and one-half in compensatory time, at the option of the employee, not to exceed a total of sixty (60) hours in a calendar year. Once an employee

banks sixty (60) hours of Compensatory Time, no additional overtime shall be permitted to be banked as Compensatory Time in the same calendar year, regardless of usage. Utilization of Compensatory Time shall be subject to staffing requirements and approved by the Superintendent or his/her designee. Requests for use of Compensatory Time shall be submitted at least ten (10) days in advance of the date requested.

(SEIU)

The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the Health Officer. Occasions where the most senior employees refuse such overtime work consistent with this provision, the least senior employee of the unit shall be required to perform the overtime work. Refusals shall not apply to required evening and weekend meetings.

All time worked in excess of eight (8) hours per day or forty (40) hours per week shall be paid at the rate of one and one-half times the employee's regular salary. When the employee is required to attend an evening or weekend meeting, this shall be considered overtime. Overtime compensation shall be paid in cash or compensatory time off at the rate of time and one-half as the employee may elect, with the approval of the Nursing Director. Compensatory time may accumulate to a maximum of forty (40) hours each calendar year.

(AFSCME 1258)

Time and one-half shall be paid for all time worked over eight hours per day and forty hours per week. The only exception would be those employees assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period. Employees will be permitted to accumulate up to eighty hours of compensatory time. Employees may, with the Department Head's approval, elect to take compensatory time off. An employee may use compensatory time on weekend shifts, but only when they arrange for their own replacement to cover their shift at straight-time wages (except for the four hours of overtime that naturally occur in a regular twelve-hour shift). Compensatory time may accumulate to a maximum of eighty (80) hours each calendar year.

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(AMHS-RH)

Compensatory time may accumulate to a maximum of eighty (80) hours each calendar year

(AFSCME 1077)

Compensatory time may accumulate to a maximum of one hundred (100) hours each calendar year.

Use of compensatory time shall be subject to a request by the Employee five workdays in

advance and the authorization of the Department Head or his/her designee. Authorization shall be subject to the staffing needs of the Employer.

(AFSCME 2489)

Each regular full-time employee shall receive time and one-half his/her hourly wage or time and one-half compensatory time off for all hours worked in excess of eight hours per day or forty hours per week; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

Effective 1/1/2012 employees at the 911 Center may bank a maximum of eighty-five (85) hours of compensatory time per calendar year. This bank is non-refillable, therefore once the eighty-five (85) hour limit has been reached; all subsequent overtime earned must be taken in pay.

(AMHS-HSD)

Compensatory time may accumulate to a maximum of eighty (80) hours each calendar year.

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DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE

It is Rock County's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

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. Prescription and over the counter drug use are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over the counter medication will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, notify company doctor) to avoid unsafe workplace practices.

Deleted: While on Rock County premises and while conducting business-related activities off Rock County premises, no employee shall use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

Violations of this policy may lead to disciplinary action, up to and including, termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being "under the influence." Refusal to submit to a drug and/or alcohol screen shall be deemed a positive result and shall be grounds for immediate termination.

Employees using prescription medications according to a physician's instructions or using over-the-counter drugs for medicinal purposes should, in the event such drugs would impair their physical, mental, emotional, or other faculties, notify their department supervisor, who is responsible to notify Human Resources.

Deleted: Any employee who is convicted of a criminal drug statute violation, which arises from conduct in the workplace, must notify his/her supervisor within five (5) days of such conviction. The County shall take appropriate disciplinary action against the employee and/or require the employee to undergo substance abuse treatment within thirty (30) days from the employee's conviction notice.

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The organization's substance abuse program includes several components to support its efforts to remain drug/alcohol-free, including:

- supervisory training;
- employee awareness program;

- drug/alcohol testing for accidents involving injury and/or property damage;
- drug/alcohol testing when a supervisor suspects that an employee is "under the influence" during working hours;
- an Employee Assistance Program (EAP).

All information relating to drug and/or alcohol screens is to be kept strictly confidential. The information will be kept in each employee's medical file, which will be maintained separately from the employee's personnel file. These medical files will be kept locked and secured, and access will be limited. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have a work-related need to know.

Post-Accident

If employees cause or contribute to accidents that seriously damage (defined as over \$3,000) any vehicles, machinery, equipment or property, or result in an injury to themselves or others requiring offsite medical attention, they will be screened to determine whether they test positive for drugs and/or alcohol. This provision is limited to any instance involving a work-related accident or injury in which an employee who is operating a motorized equipment/vehicle is presumed to have caused or contributed to the accident. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.

Reasonable Suspicion

If a supervisor suspects that an individual is at work and under the influence of alcohol and/or drugs, the supervisor should notify the Human Resources Director to seek authorization to test the employee. The supervisor will be granted permission to test the employee if sufficient objective symptoms exist to indicate the employee may be under the influence of drugs and/or alcohol. If the situation occurs outside of regular business hours the authorization can be provided by the Departmental on-call supervisor. The supervisor should make a written record of the employee's name, the date, time and symptoms present. This documentation should be attached to the test results and kept in the confidential medical file as justification for why the tests were performed. If a supervisor believes an employee is impaired, the employee should not be allowed to drive himself/herself to the testing facility.

Employees will be paid up to two (2) hours to complete any required testing.

While the County does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, Rock County does recognize that addiction to drugs and/or alcohol can be treated. If an employee recognizes a personal addiction or abuse problem and seeks assistance from management in advance of detection, the organization will assist the employee in seeking treatment. The confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved.

The Employee Assistance Program (EAP) is a confidential resource designed to assist employees and their eligible dependents in dealing with challenges and problems, such as substance abuse. Participation in the EAP by employees shall not protect them from disciplinary

actions due to continued substandard job performance or rule infractions nor will it jeopardize future employment or advancement opportunities.

~~Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Educational Reimbursement
Policy No.: 5.06
Effective: 1/1/2016
Revising: 1/1/2012~~

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~~The following shall be the County's policy on reimbursement for educational expenses (tuition):~~

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~~PROCEDURE~~

- ~~1. Employees wishing to enroll in courses must submit the following information to their Department Head for preliminary approval prior to the departmental budget submission for the forthcoming year (approximately July of each year) detailing:
 - ~~• How the course or degree program will improve the skills required for the employee's current position.~~
 - ~~• Title, description of course, and institution offering course.~~
 - ~~• Estimated cost of tuition.~~
 - ~~• Estimated date of course completion.~~~~
- ~~2. Upon receipt of preliminary approval, monies necessary for educational reimbursement shall be submitted as part of the Departmental Budget Request.~~
- ~~3. Prior to enrolling in the course for which educational reimbursement is sought, the employee shall submit an updated request identifying that the elements of the request that received preliminary approval are still true and correct, and identifying any changes that may have occurred that might have bearing on the decision to approve educational reimbursement.~~

~~Courses taken must be directly related to the employee's current position, or part of an undergraduate or graduate program for a degree that is directly job related.~~

~~The employee shall pay for course tuition. The County shall reimburse the employee upon presenting evidence of successful completion of the course(s).~~

~~Reimbursement for tuition will be limited to a cost not to exceed the in-state "per-credit" tuition rate at UW-Whitewater. Further, per-credit reimbursement shall be limited to the per-credit tuition rate charged to a full time student.~~

~~Reimbursement is not available if the course is being paid for by another source (e.g., Veteran's Administration, or Vocational Rehabilitation benefits, etc.). Reimbursement is limited to tuition and books only.~~

~~The following language only applies to Unilaterals and employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:~~

Unilaterals

Reimbursement for Unilateral employees shall be pro-rated based on final course grade as follows:

<u>GRADE</u>	<u>PERCENT REIMBURSEMENT</u>
A	100%
B	80%
C	50%
D or below	0%

Reimbursement is not available to employees in an "educational leave without pay" status.

If a unilateral employee terminates employment within one year of completion of the course, the employee shall reimburse the County.

Department Heads must submit their request to the Human Resource Director for his/her review and approval by the County Administrator. Approval of County Board Staff Committee is necessary for Elected Department Heads subsequent to the review of the Human Resource Director.

(AMHS HSD)

Educational. A full-time employee enrolling at an accredited institution in one or more courses which contribute to professional growth and services, may be entitled to reimbursement of seventy-five percent a year for tuition and books upon submission of proof of satisfactory completion (grade B or equivalent) of such a course or courses. Total reimbursement to the employee shall not exceed \$2,000.00 per calendar year. Such reimbursement shall only be available when the employee remains in active employment. Educational leaves, courses, and other course work require the prior approval of the Director of Human Services. Upon accepting an educational leave the employee agrees to work with the County of Rock for a period of three days for every one day that said leave of absence for educational purposes is granted.

When an employee obtains a higher degree through the process set forth above, he/she may receive consideration for said advanced degree in the promotional process. Part-time employees may be entitled to this benefit on a pro-rated basis.

(AMHS RH)

A Registered Nurse enrolling at an accredited institution pursuing a Bachelor's Degree in Nursing to further their career at Rock County may be entitled to reimbursement for tuition and books upon submission of proof of satisfactory completion (grade of B or equivalent) for each

course. Total reimbursement to the employee shall not exceed \$500.00 per calendar year (\$250.00 for part-time employees). Such reimbursement shall be available whether such nurse remains in active employment or is on leave of absence. Educational leaves require the prior approval of the Nursing Home Administrator. In accepting an educational leave, the employee agrees to work with the County of Rock for a period of three days for every one day that said leave of absence for educational purposes is granted.

(SEIU)

Education & Professional Meeting Payment.

Each employee, who as of January 1st of each year, has successfully completed his/her probationary period, may receive \$400.00 for purposes of attendance at professional meetings, seminars, or other job-related educational classes/courses. Allocated funds shall be used for programs requested by the employee or directed by the Health Officer. Employee training requests will not be unreasonably denied. Employees authorized to attend programs shall be reimbursed for mileage at the current IRS. The Health Officer may grant scheduled work time off for attendance at said programs. For all required training, employees shall be compensated for all applicable overtime in excess of eight hours per day.

Requests to attend programs allowed under this section will be submitted no earlier than three work weeks prior to the scheduled date of the program. The Health Officer will respond to the employee no later than one week following the date the request was submitted.

The Health Officer may grant scheduled work time off for attendance at programs to be paid for at the employee's own expense, subject to Department staffing needs and the timeliness of the request.

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Employee Identification Badge Policy
Policy No: 5.08
Effective: 1/1/2019
Revising: 5/22/2018

Deleted: 5/22/2018
Deleted: 1/1/2016

Rock County is committed to providing a safe and secure environment for the employees of Rock County and for the security of the public utilizing Rock County services. All Rock County employees shall have and display, an identification badge while conducting official County business. Minimal exceptions, for safety reasons, may be approved by Department Heads.

This policy will outline the responsibility, identification badge information, requirements for wear, replacement of badges, upon leaving County employment and enforcement and monitoring:

Responsibility To Issue Cards

Human Resources Department will issue the first identification badge to Rock County employees and temps on the first day of work at no cost.

Requirements For Wear

All Rock County employees (temp, full-time, part-time) shall be issued an Identification Badge. Identification Badges are to be displayed or carried on the person while at work in County facilities or on County business.

The Badge shall be worn attached to a clip or lanyard in plain view at or above the waist. Employees that are required to carry the badge with them must be able to produce the badge immediately for identity verification upon request. Stickers, decals, pins, etc shall not be used to deface or alter the Identification Badge.

An employee encountering an unknown person without proper identification in a nonpublic area should offer assistance. If the employee has any doubt as to the person's response or demeanor, security or 911 should be notified.

Badge Replacement

Rock County will provide the first badge and badge holder at no cost to the employee. Replacement of lost cards and cardholders will be the employee's responsibility. The cost for a replacement card is \$5.00. Employees should notify their supervisor immediately if their identification badge is lost or stolen. If an employee has a name change, change in department or job title, the employee must contact the Human Resources Department for a new identification badge at no cost to the employee. Broken or worn identification badges will be replaced at no cost to the employee provided the damage was not a result of the employee's negligence. Replacement badges must be picked up in the Human Resources office in person by the employee.

Leaving County Employment

The Badges are the property of the County and are to be returned upon separation or retirement from the County. On a terminating or retiring employee's last workday, the employee's supervisor is responsible for collecting the identification badge from the employee, and shall return the badge to the Human Resources Department. The card will be destroyed.

Enforcement and Monitoring

Identification Badges are to be worn at all times unless otherwise determined by the Department Head. If an employee reports to work without his or her Identification Badge, the employee will need to purchase a new ID badge at the Human Resources Department. Continued failure by the employee to wear their ID badge will be subject to the disciplinary process.

Tailgating

- 1. **Tailgating definition-** Allowing others to follow you through a door after you have activated the card reader with your badge.
- 2. **Visitor access tailgating-** Exterior and interior doors that are equipped with card readers are not to be held for visitors, and visitors are not to be allowed to follow another employee who has badge-activated the door to enter the building or department. It is the responsibility of the employee who has badge-activated a door for not letting a visitor tailgate. (This is for protecting staff and visitors from disgruntled person).
 - Employees violating this policy puts themselves and others at risk and will be subject to discipline up to and including termination.

3. **Employee access tailgating**

Exterior and interior doors that are equipped with card readers should be swiped each time an employee passes through. Each employee will be required to badge the reader to enter the building or department. Holding the door for another employee does put the County at risk. If you are unsure about an employee you held the door for please notify HR of this concern.

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Deleted: are not to be held for other employees, and other employees are not to be allowed to follow another employee who has badge-activated the door to enter the building or department. It is the responsibility of the employee who has badge-activated a door for not letting another staff tailgate.

Deleted: (This is for protecting staff and visitors if a disgruntled employee who has been terminated attempts to enter the building without staff being aware of the circumstances).¶

¶ Employees violating this policy puts themselves and others at risk and will be subject to discipline up to and including termination.

Expiration Date

The Identification Badge will expire four (4) years from the employee's date of hire and each four (4) years thereafter. The employee will need to contact the Human Resources Department to make an appointment to have a new Identification Badge made. It is also the supervisor's responsibility to ensure that all of their employees have Identification Badges that are not expired.

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EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION

It is the policy of Rock County to promote equal opportunity and non-discrimination in employment practices, and to actively implement all Federal, State, and County Equal Employment Opportunity/Affirmative Action laws, policies, plans, rules, regulations and ordinances.

Rock County does not and will not discriminate on the basis of protected status as defined by State or federal law, and Rock County Personnel Ordinance 18.102(B4).

The County ensures equal opportunity in all of its employment practices including, but not limited to: recruitment, selection, transfer, promotion, testing, placement, layoffs or termination, so that discrimination practices against persons of protected status, or any other cause for discrimination as defined by law, will not hinder access to employment.

Any person may file a complaint if they feel he/she was discriminated against on the basis of his/her protected status.

A complaint relating to employment may be filed by contacting the Human Resources Department (608) 757-5520. A "Rock County Applicant Grievance Form" is available upon request from the Human Resource Department. If you need assistance in completing the form, you may arrange for it through Human Resources. You are encouraged to utilize Rock County's Internal Complaint Procedure to resolve your concerns most quickly. It is preferable that a complaint be filed for investigation within 30-days after the incident. Complaints may be left with the Human Resources Department, or be mailed to:

Rock County Human Resources Department
51 South Main Street
Janesville, WI 53545

The Human Resource Director or his/her designee will make an investigation and full report regarding the basis of the complaint. The resolution of the complaint will be sent to the complainant in writing in a language understandable to the complainant. For visually impaired persons, the resolution of the complaint will be transmitted by a method, which will be understood by the complainant. The report will include a summary of the complaint, the scope of the investigation, facts which support or refute the complaint, the decision and the reasons for the decision. The report will be rendered within thirty (30) days of the date of receipt of the complaint. The records and reports relating to the complaint will be retained for two years from the date of final disposition of the complaint by the department.

If the complainant is not satisfied with the resolution of the complaint, there is a formal right of appeal to any of the agencies listed below. Appeal can also be made to the County Administrator or his/her designee.

This complaint procedure is provided to all employees. The complaint procedure is posted in the general reception areas for applicant review.

No complainant will be intimidated, harassed, or subjected to any other form or adverse action because of the filing of a complaint of discrimination. Staff members who are witnesses or knowledgeable parties are urged to cooperate fully in the complaint investigation process without fear of adverse action or retaliation.

Rock County has adopted a written Affirmative Action Plan to ensure utilization of minorities, the disabled, veterans, and women at all levels and divisions of the organization. Rock County is committed to making a good-faith effort toward achieving the objectives of the Plan. Any employee who would like to review the Plan may do so by scheduling an appointment with the Human Resources Department during normal business hours.

If you do not wish to utilize the internal complaint process you may submit your complaint to the following:

A. COMPLAINTS RELATED TO EMPLOYMENT (AA)

I. A complaint may be filed directly with any of the following agencies:

- a. Equal Rights Division, Department of Workforce Development, P.O. Box 8928, Madison, Wisconsin, 53708. (608) 266-6860

Note: Must be filed within 300 days of date of alleged discrimination.

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- b. Equal Employment Opportunities Commission, 310 W. Wisconsin Avenue, Suite 500, Milwaukee, Wisconsin, 53203. (414) 297-1111

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ROCK COUNTY
EMPLOYMENT DISCRIMINATION COMPLAINT FORM

Name of Complainant: _____

Address: _____

City, State, Zip: _____

Name of Agency: _____

Are you an employee of this agency: Yes _____ No _____

Are you applying or did you apply for a job with this agency: Yes _____ No _____

What was the Position you applied for: _____

Basis for employment discrimination complaint: _____

(Include the protected status category(s) defined in Rock County Personnel Ordinance 18.102(B4)).
Description of the action or treatment which you think was discriminatory. (Include information about who, what, when, where, how, why, and the names, addresses and phone numbers of any witnesses, if you know them. Please be specific about the date of the last incident. You may write this on another sheet of paper if you need more room. In the space below, please say how many pages are attached if you need to add pages.)

Describe the relief or satisfaction you want:

Complainant's Signature: _____
Date: _____

Note: You may call our Equal Opportunity Coordinator, Human Resources Director, at 608-757-5520.

*****For Office Use Only*****

Date Received: _____ Action Taken: _____

Name: _____

Title: _____

Agency: _____

Actions and Individual(s) to be investigated: _____

Further action required: Yes _____ No _____
If yes, what action is recommended:

Findings: _____

Written Response sent to Complainant on: _____
(Must be completed within 30 days)

Signature: _____

Administrative Policy & Procedure Manual
Section: Human Resources

Policy: Exit Interview
Policy No: 5.11

Effective: ~~1/1/2019~~
Revising: ~~1/1/2016~~

Deleted: 1/1/2016

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It is the policy of Rock County to capture information about possible improvement opportunities by conducting exit interviews when employees separate from County employment regardless of the employee's length of service, position, or circumstances of separation.

Exit interviews are conducted to gather information that can provide insight on such things as management that may not always be gathered during employment tenure.

Separating Rock County employees, have the option to complete the exit interview questionnaire alone, with a supervisor, or with a Human Resource staff member. The questionnaire is confidential and will not be placed in the employee's personnel file.

Should the employee elect an in-person exit interview, it will be conducted either before the employee finally leaves, or, if not possible or desirable, it will be conducted soon after the employee has left.

The information provided will be used to determine areas of need for training and/or changes in personnel policies and procedures.

Exit interview questionnaires may be accessed on line or in paper format.

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~~Administrative Policy & Procedure Manual~~

~~Section: Human Resources~~

~~Policy: Foreign Language List~~

~~Policy No: 5.14~~

~~Effective: 3/1/2009~~

~~Revising:~~

~~Current County employees are able to voluntarily have their name listed on the foreign language list. The purpose of the list is to utilize these employees for interpreting. If an employee is requested to interpret during their normal working hours, they will be paid their hourly rate of pay. Employees asked to interpret at a location other than their work site, will be paid mileage during work hours only. Interpreting during working hours must be approved by their immediate supervisor. If an employee is required to interpret during non-work hours, they must first receive approval of their immediate supervisor for working overtime or flexing their schedule. Interpreting needs to be pre-scheduled, especially if the request is for an interpreter from another County department. All other options must be exhausted before using a County employee on normal work hours. If at any time an employee wants to remove their name from the list, they must contact the Human Resources Department to do so.~~

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- A. Medical Insurance. A group comprehensive and major medical insurance plan shall be in force for all employees that enroll for such coverage. Regularly scheduled part-time employees shall be covered by said medical insurance, provided the employee is normally scheduled to work eighty-five hours or more per month.

The County will pay 90% of the premium for health insurance and the Employee will pay 10% of the premium, based on the terms of participation of the Healthy Employee Incentive Program.

The premium shall be established annually by the County. Premiums shall be determined for the following four categories:

- Employee
- Employee Plus Spouse
- Employee Plus Child(ren)
- Family

- B. Premium while on approved leave of absence. Any employee on a leave of absence for more than thirty continuous calendar days unpaid shall be allowed to continue their health, dental, and life insurance coverage provided they reimburse the County for the premium. In the case of an FMLA absence or approved paid medical leave of absence-Non FMLA, the County will continue to pay health, dental, and life insurance premiums for no more than three months.
- C. Effective Date. Health and dental insurance for new hires will become effective on the first of the month following the employee's hire date. To enroll eligible dependents on the health, dental, or vision insurance, new hires will be required to provide proper documentation.
- D. End Date. Health insurance for will end at Midnight of the employees last paid day for resigning/terminated employees. Dental and Vision Insurance will end on the last day of the month for resigning/terminated employees. Health, Vision and dental insurance will end on the last day of the month for employees who qualify for the County's retirement benefit.
- E. Retirement. An employee who retires from County employment (immediately draws an annuity from the Wisconsin retirement system), or spouse thereof, shall be allowed to remain in the County's Group Insurance Plan, provided they submit the required monthly premium to the County Financial Accounting Office, made payable to the County Treasurer.

For part-time employees with hire dates after May 1, 2002 for employees previously covered by AFSCME 1258 and for all other part time employees within other employee groups hired after January 1, 2018, the County shall pay a pro-rated share of the premium as follows:

Rock County will provide single coverage health insurance to all employee that are scheduled for at least 0.5 FTE. If the employee chooses to select employee and spouse, employee and child, or family coverage, the employee will pay a pro-rated share of the premium difference between single coverage and the coverage of their choice. During the initial period of employment, the employee must be scheduled for at least 0.5 FTE and the employee's premium share will be based upon the employee's scheduled FTE rounded to the nearest 10%. For example, if the employee is scheduled for a 0.7 position, the employee's premium share will be 30% of the cost difference between single coverage and the coverage of their choice. The employee will pay the 30% until the first day of the quarter following one full calendar quarter of employment. At that point, the employee's premium share will be based upon the employee's total paid hours during the previous calendar quarter as a percent of full-time and rounded to the nearest 10%. For example, if the employee is paid for 416 hours during the calendar quarter, the employee will pay 20% of the premium during the following calendar quarter. For the purposes of this section, paid hours will include workers compensation time, State and Federal FMLA and all overtime. An employee whose scheduled FTE is below 0.5 will be eligible for insurance by accumulating paid hours above 0.5 during a calendar quarter.

Holiday Bank:

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Effective January 1, 2014, all Unilateral and Non Law Enforcement Employees shall have their holiday time capped at 72 hours per calendar year (See "Holiday Bank" under leave bank on check stub). Any hours earned over 72 hours in a calendar year will be paid out. Employees who currently have holiday hours in their bank prior to January 1, 2014 will not lose those hours from their bank(See "Holiday Old" under leave bank on check stub). Employees wishing to use banked holiday time will use hours from the "Holiday Old" bank before the "Holiday Bank." A sample check stub is attached at the end of this policy.

The Department Head shall attempt to rotate employees called to work on holidays insofar as such rotation is not inconsistent with efficient operation of the department.

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

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For purposes of computing overtime, a holiday shall be counted as eight hours worked in computing the 40 hours workweek.

Non-Exempt Employees in non 24/7 Positions

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Employees (.4 FTE or more), shall receive holiday pay according to the number of hours for which they would be scheduled to work on that day. If a holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay pro-rated based on their FTE.

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Employees who work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked and will bank holiday hours equal to all hours worked up to eight (8) hours.

Employees shall be paid at the rate of two and one-half (2 ½) times their regular rate of pay for all hours worked on a holiday in excess of their normally scheduled shift. No additional holiday time will be banked.

Employees not scheduled to work, but required to work on holiday, shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked in addition to the holiday pay.

Non-Exempt Employees in 24/7 Positions

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Non-exempt employees in 24/7 positions working on any holiday shall receive compensation at the rate of time and one-half their regular rate of pay for all hours worked. In addition, they shall be eligible to take another day off with pay in lieu of the holiday worked, which is to be scheduled at a time that is mutually convenient to the Employer and employee. ~~For purposes of computing overtime, a holiday shall be counted as eight hours worked in computing the 40 hours workweek.~~

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Part time employees who work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked and will bank holiday hours equal to all hours worked up to eight (8) hours.

If a holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay pro-rated based on their FTE.

For the purpose of computing holiday pay, the following guidelines shall be applied:

1. For each holiday enumerated a full twenty-four hour period shall be subject to premium pay.
2. Where an employee's shift falls completely within the holiday, the employee should be paid at the premium rate for the entire shift.
3. Where a regular shift falls on two calendar days, the Employer shall pay premium pay for the full shift of which the majority of hours fall on the holiday. This shall relieve the Employer from paying any premium pay for the shift for which the minority of hours fall on the holiday.

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

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For purposes of computing overtime, a holiday shall be counted as eight hours worked in computing the 40 hours workweek.

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

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Employees with a seven (7) day week rotating schedule, which includes weekends, will celebrate the day before Christmas on December 24, Christmas Day on December 25, and New Year's Day on January 1.

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Holiday Pay while on a Leave

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

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

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

The following language only applies to the employees who are in job classes that were covered by the following collective bargaining agreement(s) on December 31, 2011:

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(SEIU Nurses)

Any employee who is required to work on a holiday shall be compensated for all hours worked on the holiday at the rate of time and one-half the regular rate of pay. Each employee's hourly overtime rate shall be determined by multiplying the hourly rate by 1.5. Holiday compensation shall be paid either in cash or compensatory time, at the option of the Health Officer. In the event that a holiday falls on a regular workday within the week or weeks taken as vacation or sick leave, such holiday shall not count as vacation or sick leave.

(AFSCME 1258) (AMHS-RH)

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If a holiday falls on an employee's scheduled day of work, the employee shall be paid time and one-half for all hours worked and shall be entitled to a compensatory day off with pay. If a holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay.

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The Department Head shall attempt to rotate employees called to work on holidays insofar as such rotation is not inconsistent with efficient operation of the department. Employees who work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked and will have the option

of taking holiday pay for the hours worked or banking the equivalent hours as holiday time, not to exceed eight (8) hours. If the employee works beyond eight (8) hours on the holiday, he/she shall continue to be compensated at the rate of time and one-half for hours worked and will receive compensatory time for all hours worked over eight (8) on the holiday.

Regular part-time employees shall be granted holidays on a pro-rated basis.

~~Employees shall be allowed to combine pro-rated time off to total of eight (8) hours. Regular part-time employees who work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked and will bank holiday hour equal to all hours worked, with any hours worked paid at the rate of time and one-half plus holiday pay (to equal a rate of 2 1/2).~~

~~(AFSCME 2489)~~

~~If a holiday falls on an employee's scheduled day of work, the employee shall be paid time and one-half for all hours worked and shall be entitled to a compensatory day off with pay. If a holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay.~~

~~The Department Head shall attempt to rotate employees required to work on holidays insofar as such rotation is not inconsistent with efficient operation of the department. Employees not scheduled to work, but required to work on a holiday, shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked in addition to the holiday pay.~~

~~Overtime on a Holiday. Employees shall be paid at the rate of two and one-half (2 1/2) times their regular rate of pay for all hours worked on a holiday in excess of their normally worked shift.~~

~~(AFSCME 1077)~~

~~The Department Head shall attempt to rotate Employees called to work on holidays insofar as such rotation is not inconsistent with efficient operation of the department. Employees not scheduled to work, but called in to work on a holiday shall be compensated at the rate of time and one-half their hourly rate of pay for hours worked in addition to the holiday pay.~~

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~~Employee's working holidays shall be paid at the rate of time and one-half for all hours worked on said days.~~

~~Holidays when working 4 10 hour days: If there are any weeks in which a paid holiday falls while employees are working a four ten hour day schedule the employees will follow the regular hours schedule, working an eight (8) hour daily schedule for the week. The holiday workweek will be four (4), eight (8) hour workdays, plus the eight (8) hour paid holiday off.~~

~~(AMHS RH)~~

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~~For Nurses at Rock Haven if a holiday falls on an employee's scheduled day of work they shall receive a compensatory day off with pay which they can take within the next 365 days.~~

~~Part-Time Employees. All regular part-time employees shall receive holidays off with pay at a pro-rated amount, provided however, that a part-time nurse who works eight or more hours on a holiday shall be paid eight hours for his/her day off in lieu thereof.~~

~~Proration. Pro-rated time off of part-time employees may be taken in time or money at the option of the employee. In the event the employee chooses time off in lieu of money, such time shall be authorized in eight hour blocks, except where the scheduled hours of work are less than eight hours. This shall not operate to prohibit an employee who has earned less than eight hours holiday time from taking time off as part of a scheduled workday. As an example, an employee may work part of a regularly scheduled day and take the balance off as accrued holiday time.~~

~~Procedure—Nurses. For the purpose of computing holiday pay, the following guidelines shall be applied:~~

~~For each holiday enumerated a full twenty-four hour period shall be subject to premium pay.~~

~~Where an employee's shift falls completely within the holiday, the nurse should be paid at the premium rate for the entire shift.~~

~~Where a regular shift falls on two calendar days, the Employer shall pay premium pay for the full shift of which the majority of hours fall on the holiday. This shall relieve the Employer from paying any premium pay for the shift for which the minority of hours fall on the holiday.~~

(AMHS HSD)

~~Procedure—Shift Work Employees. For the purpose of computing holiday pay, the following guidelines shall be applied:~~

~~For each holiday enumerated a full twenty-four hour period shall be subject to premium pay.~~

~~Where an employee's shift falls completely within the holiday, the employee should be paid at the premium rate for the entire shift.~~

~~Where a regular shift falls on two calendar days, the Employer shall pay premium pay for the full shift of which the majority of hours fall on the holiday. This shall relieve the Employer from paying any premium pay for the shift for which the minority of hours fall on the holiday.~~

~~For employees working the Crisis Intervention shifts, premium pay shall be paid for the entire shift for shift beginning on the holiday. Premium pay will not be paid for any hours on any shift that begins outside of the holiday.~~

~~Proration. Pro-rated time off of part-time employees earned may be taken in time or money at the option of the employee. In the event the employee chooses time off in lieu of money, such time shall be authorized in eight hour blocks, except where the scheduled hours of work are less than eight hours. This shall not operate to prohibit an employee who has earned less than~~

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~~eight hours holiday time from taking time off as part of a scheduled workday. As an example, an employee may work part of a regularly scheduled day and take the balance off as accrued holiday time.~~

Employees who work four ten-hour days or four nine-hour days and one four-hour day, will have a total of eighty (80) hours of paid holiday time per calendar year. The current, established holidays: 1) New Year's Day, 2) the Spring Holiday directly preceding Easter, 3) Memorial Day, 4) July 4th, 5) Labor Day, 6) Thanksgiving Day, 7) Friday following Thanksgiving, 8) one full day before Christmas, 9) Christmas Day will be taken as the employee's holiday if it falls within the four ten-hour day, or the four nine-hour and one four-hour day work week. The remaining holiday hours to the total 80 hours, may be used as floating holidays, upon the employee's request and approval of their supervisor.

(YSC)

~~Regular FTE Employees working on a holiday shall be paid time and one-half for all hours worked and shall be entitled to a compensatory day off with pay. If a holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay. The compensatory day off is to be scheduled at a time that is mutually convenient to the Employer and employee. For purposes of computing, overtime holiday shall be counted as eight hours worked in computing 40 hours workweek or 8.5 hours worked in a 5/2-5/3 schedule.~~

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~~Overtime on a Holiday. Employees shall be paid at the rate of two and one-half (2-1/2) times their regular rate of pay for all hours worked on a holiday in excess of their normally worked shift.~~

~~Relief employees working on a holiday shall receive compensation at the rate of time and one half their regular rate for all hours worked.~~

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HEALTH INSURANCE COVERAGE

Health Insurance coverage begins the first day of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period). Employees who do not enroll in the first 30-days of hire (or transfer into a position with benefits) are **NOT** permitted to enroll as late applicants **UNLESS** they can document health coverage through another source, which has lapsed no more than thirty days prior to enrolling in the Health Insurance. Failure to meet this 30-day deadline will result in being ineligible for health coverage until the following open enrollment period. Health coverage ends on the last day in which the employee terminates employment, unless continuation coverage is chosen under COBRA.

DENTAL INSURANCE COVERAGE

Dental Insurance coverage begins the first day of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period). Employees who do not enroll in the first 30-days of hire (or transfer into a position with benefits) are **NOT** permitted to enroll as late applicants **UNLESS** they can document dental coverage through another source, which has lapsed no more than thirty days prior to enrolling in the Dental Insurance. Failure to meet this 30-day deadline will result in being ineligible for dental coverage until the following open enrollment period. Dental coverage ends on the last day of the month in which the employee terminates employment, unless continuation coverage is chosen under COBRA.

VISION INSURANCE COVERAGE

Vision Insurance coverage begins the first day of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period). Employees who do not enroll in the first 30-days of hire (or transfer into a position with benefits) are **NOT** permitted to enroll as late applicants **UNLESS** they can document vision coverage through another source, which has lapsed no more than thirty days prior to enrolling in the Vision Insurance. Failure to meet this 30-day deadline will result in being ineligible for vision coverage until the following open enrollment period. Vision coverage ends on the last day of the month.

LIFE INSURANCE COVERAGE

Eligibility for this benefit is tied to whether or not the employee is eligible for retirement benefits. Life Insurance coverage becomes effective ~~for most employees' six months after the initial date of hire~~ first of the month following 30 day sign up period. Some new employees

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who are coming to the County from other Wisconsin municipalities will have met the six month waiting period with their former employer and as such will become effective with life insurance on their date of hire. The initial enrollment period is the first 30~~1~~-days of employment. If an employee initially declines or misses the 30~~1~~-day enrollment period and wishes to apply for coverage at a later date, the employee must fill out an Evidence of Insurability Form and be under the age of 70. The insurance carrier is entitled to accept or refuse coverage based on the Evidence of Insurability.

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VOLUNTARY BENEFITS

Voluntary benefit (i.e Accident, Critical Illness, Short or Long Term Disability) coverage begins the first day of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period). Eligible employees have thirty (30) days from date of hire to enroll in Voluntary benefits. Failure to meet this 30-day deadline will result in being ineligible for Voluntary benefits until the following open enrollment period. Enrollment during this time is not a guarantee of coverage and is subject to review by the carrier.

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CHANGES IN COVERAGE

Employees shall inform Human Resources of any "life changes" such as birth, adoption, marriage, divorce, leave of absence, or change of address, which may affect insurance coverage within 30-days of the change.

Administrative Policy & Procedure Manual
Section: Human Resources

Policy: Job Posting
Policy No: 5.22

Effective: ~~1/1/2017~~ 1/1/2019
Revising: ~~1/1/2014~~ 1/1/2017

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A vacancy or new positions will be posted on the counties electronic application system (Neo-Gov). Internal vacancies or new positions will be posted on bulletin boards throughout the county.

~~Copies of such postings will be sent to the local Union President, or his or her designee.~~

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Such postings will be uniform and will remain posted for five days, excluding Saturdays, Sundays and holidays from the date received, and will identify the ~~bargaining unit~~, position, including the job location, job shift, and the rate of pay.

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Employees who are interested in applying for the vacancies or new positions shall submit an Internal Posting Application form to HR by 5:00 p.m. on the deadline date of the posting.

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Employees who miss the internal posting deadline must complete an application on the Neo-Gov system by 5:00pm on the deadline date of the job announcement.

All postings will be sent to the designated management person on Tuesday afternoon to be put up on Wednesday morning. Postings that have been up one week (unless noted to be posted longer) can be taken down that Wednesday morning and returned to HR by fax if there are any signers.

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Dept.	Bldg - Location	MGT Person Responsible	Back UP	
HSD				
	HCC - 1st floor across from Security	Secretary I	Secretary I	Formatted: Strikethrough
	Beloit	HS Supervisor II	HS Supervisor I	Formatted: Strikethrough
	Franklin Street	HS Supervisor II	HS Supervisor II	Formatted: Strikethrough
	Job Center Break Room	Child Care Coor	Lead Econ Sup Suprv	Formatted: Strikethrough
		-	-	Formatted: Strikethrough
911	Communications Center	Director	Assistant Director	Formatted: Strikethrough
		-	-	Formatted: Strikethrough
RH	Each team building outside of breakroom	Adm Secretary	-	Formatted: Strikethrough
	On Ground Floor outside of breakroom	Adm Secretary	-	Formatted: Strikethrough
		-	-	Formatted: Strikethrough
COA	Council on Aging	Director	-	Formatted: Strikethrough
		-	-	Formatted: Strikethrough
	Courthouse - Mailroom	HR Secretary	-	Formatted: Strikethrough
	Courthouse - Copy Room 5th Floor	HR Secretary	-	Formatted: Strikethrough
	Court Services	Clerk of Cir Court	-	Formatted: Strikethrough
		-	-	Formatted: Strikethrough
PH	North Office	Pub Health Nur Sup	-	Formatted: Strikethrough
	South Office	Pub Health Nur Sup	-	Formatted: Strikethrough
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Sheriff	Main Office	Adm Secretary	-	Formatted: Strikethrough
	South Office	-	-	Formatted: Strikethrough
		-	-	Formatted: Strikethrough
YSC	Youth Service Center	Superintendent	Deputy Superintendent	Formatted: Strikethrough
		-	-	Formatted: Strikethrough

PW	Main Office	Secretary I	-	Formatted: Strikethrough
	Airport	Airport Dir.	-	Formatted: Strikethrough
	Orfordville	Supt.	-	Formatted: Strikethrough
	Clinton	Supt.	-	Formatted: Strikethrough
	Evansville	Supt.	-	Formatted: Strikethrough
	59 Shed	Supt.	-	Formatted: Strikethrough
		-	-	Formatted: Strikethrough
Land Cons.		City Conservationist	-	Formatted: Strikethrough

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Layoff Procedure
Policy No: 5.24
Effective: ~~1/1/2017~~1/1/2019
Revising: ~~1/1/2016~~1/1/2017

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Prior to any bumping, the Employer will attempt to find an equivalent vacant position for which the individual may be qualified.

- A) Bumping. This procedure will not apply to Unilateral employees or Youth Services Center (YSC.)

Regular full time and part time employees whose positions have been eliminated or permanently reduced by more than 8 hours in his/her work week in a calendar year, or an employee who has been bumped, will have the right to bump the least senior employee in their classification or the least senior employee in any equal or lower classifications within the bargaining unit their position is assigned to (subject to the conditions listed below), provided:

- 1) they are qualified to do the work of that position,
- 2) they can work the FTE of that position, and
- 3) they have more bargaining unit seniority than the person they are bumping.

Qualified for purposes of this section means that they can demonstrate their ability to do the work of the position to the satisfaction of the Department Head and they have all the necessary licenses and certifications necessary to meet the requirements of the position.

Conditions:

These conditions only apply to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

(AMHS HSD)

An employee must bump the least senior person in their classification or lower classification within their division first. Divisions are defined as: Long Term Support and Adult and Disability Resource Center (ADRC), Mental Health/AODA, Children, Youth, and Families.

If the above option is exhausted, an employee may bump the least senior person in their classification or lower classification within the Human Services Department.

Should there be a substantial layoff of a specific unit within the AMHS HSD bargaining unit, those employees who are laid off will only be able to bump a maximum of twenty-five percent (25%) of the least senior employees in any one unit within a division.

(AFSCME 2489)

Should there be a substantial layoff of a specific class within a department which was covered by the AFSCME 2489 employee group, those employees who are laid off will only be able to bump a maximum of thirty-three percent (33%) of the least senior employees in another department.

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(AFSCME 1258, 2489 or AMHS RH)

Should there be a layoff of employees for AFSCME 1258, 2489 or AMHS RH in addition to items 1 – 3 above, if the least senior position is on a different shift, the bumping employee will not be required to bump into that position but will be required to bump into the least senior position on the same shift should they wish to exercise this option.

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(AFSCME 1077)

AFSCME 1077 employees that recently held a position in a higher job title (less than 3 years from layoff date) will be eligible to bump the least senior employee in the same title that was previously held providing they are still qualified and have more seniority than the person currently in that position.

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- B) Options. Once the employer becomes aware that there will be a lay-off and is ready to present the options to the affected employees, the employer will run a seniority roster to determine the available bump options. This roster will be used throughout the entire bump process and will not be updated for this set of lay-offs.

The employee shall be given a list of bumping options and shall have not more than forty-eight (48) hours from the time of receiving those options, excluding weekends or holidays, to notify the Human Resources Department of the employee's election to bump or accept the layoff.

Employees who are without jobs as a result of the bumping process or reduction in the number of positions shall be notified in writing four weeks prior to the date of their lay-off and shall be placed on a re-employment list.

Employees who do not choose to exercise their bumping rights may be placed on the re-employment list.

For the purpose of an employee exercising bumping rights, a lower classification will be defined as a classification with a lower maximum wage than the maximum wage of the employee's current classification.

For the purpose of an employee exercising bumping rights, an equal classification will be defined as a classification with the same maximum wage as the employee's current classification.

- C. Re-Employment List. The Employer will maintain a re employment list of such laid off employees. Such list will be in the order of the employee's seniority at the time of the lay-off with the most senior being number one on the list. Such list will also show the classification(s) for which employees are qualified. Employees on the re-employment lists maintain seniority and recall rights for a time equal to the length of service, not to exceed two years
- D. Recall from Lay-Off. Employees will be recalled from layoff in accordance with their seniority to jobs for which they are qualified regardless of their FTE. The Employer will not employ any new temporary employees, limited term employees or part-time employees in positions for which there exists a qualified employee on the re-employment list.
- E. Volunteers. Another employee may voluntarily request to replace an employee designated for lay off. If the Department Head agrees, that employee shall utilize the bumping rights of the laid off employee
- F. Availability. It is the responsibility of laid off employees to apprise the Human Resources Department as to their current address and telephone number so that recall or other placement activities can be handled efficiently. An employee failing to do so may be considered to have forfeited his/her recall rights.

Notice of recall will be sent by the Employer to the laid off employee's last known address and the laid off employee shall be required to respond within two weeks (fourteen days) from the date of recall. Employees who do not respond to such recall notices shall be dropped from the list and all rights shall be lost.
- G. Failure to report for work. Any employee recalled from layoff shall report for work as soon as possible following the date they respond to the recall notice, but no later than seven calendar days thereafter. An employee who fails to report for work within the recall period shall be considered to have voluntarily terminated their employment.
- H. Workweek reductions. Under certain circumstances workweek reductions may be imposed instead of layoffs.
- I. Loss of seniority. Employees laid off and re-employed within two years shall experience no loss of seniority as a result of the layoff. This section shall not apply to Employees who terminate. Such Employees, if re-employed, shall begin as new Employees.

- J. Rate of pay. Employees who bump into a lower job classification will be placed at the same pay step they were on in their previous classification (e.g. step to step).
- K. New hires during bumping. The Employer will not employ any new temporary employees, limited term employees or part-time employees during the bumping process.
- L. Benefits. Employees that are laid off will have all vacation, holiday, comp time, and floating holiday (if unused) paid out to them. Sick time will remain in the employee's sick bank for the duration of the layoff. If an employee is recalled, the employee will have access to their sick time but will accrue all other benefit time starting with the date that the employee returns to active status. If an employee resigns or their recall rights are exhausted, the remaining sick time will be paid according to Administrative Policy and Procedure 5.38. Health insurance will end at Midnight for laid off employees. Dental and Vision Insurance will end on the last day of the month for laid off employees.
- M. Bi-lingual Exceptions. In the case of a lay off situation, where the employee to be laid off is in a position where being bi-lingual is a Bona Fide Occupational Qualification (BFOQ), a more senior employee may be laid off instead.

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: ~~Medical Leave of Absence Non-FMLA~~
Policy No: 5.26
Effective: ~~1/1/2019~~
Revising: ~~1/1/2017~~

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Rock County has a number of leave of absence options available to employees. When an employee requests a leave, care should be taken to determine which leave is applicable. Leave options may be found in the Rock County Personnel Ordinance.

When an employee requests a leave-of-absence, the Leave of Absence Request form (attached) must be completed. ~~The leave request and all required documentation shall be submitted, if possible, fourteen calendar days prior to the start of the leave. Leaves of absence, not to exceed six months, may be granted by the Department Head, with the approval of Human Resources Director in writing to any employee. The supervisor and department head must sign the form and then submit it to Human Resources.~~

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~~Requests for more than six months, will be reviewed by the Department Head and Human Resource Department on an individual basis. Any employee on leave of absence who accepts employment with any other employer shall lose all rights of employment with the County.~~

~~For a medical non FMLA leave of absence, Prior to returning to work, the employee shall furnish the Employer with a written statement from a qualified physician who attended to the employee in the treatment of the disability covered by the medical leave. Said statement shall be submitted, if possible, fourteen calendar days prior to the termination date of the leave and shall state that the employee is released to perform the prior job duties as required by the Employer. The employee may be returned to his/her former position. If there are any restrictions regarding an individual's return to work, please consult the Human Resources Director.~~

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~~The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:~~

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~~(AMHS-HSD)~~

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~~A medical leave of absence may be granted to any employee who is physically and/or mentally incapacitated upon presentation to the Department Head of a written statement by a qualified physician, giving the general nature of the reason for such leave. The leave of absence will be continued until a release to return to work is obtained from the employee's physician. Such leave shall not exceed six months.~~

~~At the termination of the leave of absence, the employee will upon application be returned to his/her former position within the bargaining unit.~~

Any employee on leave of absence for more than thirty calendar days shall be allowed to continue their health and life insurance coverage provided they reimburse the County for the premium, except in the case of a medical leave of absence in which case the County will continue to pay said premium. The matter of continued payment of premiums will be discussed by the Employer and employee at least thirty days prior to the commencement of the leave of absence.

(AFSCME 1077)

Leaves of absence, without pay, for periods not in excess of six months in any year, may in the discretion of the Department Head, be granted in writing to any Employee who has completed his/her probationary period, providing such Employee does not accept employment elsewhere. Leaves of absence without pay may be granted to Employees to enable such Employees to extend their annual vacation, provided the leave of absence shall not exceed fifteen working days. Failure to grant leave of absence shall not be subject to the grievance procedure. The Employee to whom written leave of absence has been granted shall be entitled at the expiration of the time stated on such leave, to be reinstated to the position in which he/she was employed at the time the leave was granted. The Union shall be provided with a copy of the written leave by the Employer at the time such leave is granted.

(AFSCME 2489)

Leaves of absence, without pay, for periods of medical disability as defined herein not to exceed six months may be granted by the Department Head in writing to any employee who has completed their probationary period. Said leave shall be applied for in writing at least fourteen calendar days prior to the effective date of said leave, if possible. Said notice period may be waived by the Department Head. Requests for said leave shall include a written statement from a qualified physician citing the specific medical condition necessitating the leave and also setting forth the prognosis relative to the probability of the employees return to the performance of job duties required by the Employer.

(SEIU)

A leave of absence without pay for period not in excess of six (6) months in any year, except for an educational leave, may be granted by the Rock County Health Officer, with notice to the Human Resources Director, to any employee providing said nurse does not accept employment elsewhere. The nurse, to whom the leave of absence has been granted in writing, shall be entitled to a comparable position in which he/she was employed at the time the leave was commenced.

Employees who have completed their probationary period may be granted leave of absence for the following reasons: 1) extended illness; 2) injury; 3) compelling personal reasons, including child care immediately following birth.

Leaves of absence of up to thirty (30) calendar days shall be counted as time worked solely for the purpose of computing vacations and accumulated sick leave. Any employee on leave of

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absence who accepts regular full-time employment with any other employer shall lose all rights of employment with the County.

~~(AFSCME 1258)~~

~~Leaves of absence, without pay for periods of medical disability as defined herein not to exceed six months may be granted by the Department Head, with the approval of Human Resources in writing to any employee who has completed their probationary period. Said leaves shall be applied for in writing at least fourteen calendar days prior to the effective date of said leave, if possible. Said notice period may be waived by the Department Head, with approval of Human Resources. Requests for said leave shall include a written statement from a qualified physician citing the condition necessitating the leave and also setting forth the relative probability of the employees return to the performance of job duties required by the Employer.~~

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~~(YSC)~~

~~Leaves of absence, without pay, for periods not in excess of six (6) months in any year, may in the discretion of the department head, be granted in writing to any employee who has completed his/her probationary period, providing such employee does not accept employment elsewhere. The employee to whom written leave of absence has been granted shall be entitled at the expiration of the time stated on such leave, to be reinstated to the position in which he/she was employed at the time the leave was granted. The Union shall be provided with a copy of the written leave by the Employer, at the time such leave is granted.~~

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~~(AMHS RH)~~

~~Social Workers. A leave of absence without pay for periods not in excess of six months in any year, except for an educational leave, may be granted by the written authorization of the Nursing Home Administrator and Human Resources Director. Individuals acquiring employment other than part-time employment while on an educational leave will lose all rights to employment.~~

~~Nurses. A leave of absence without pay for periods not in excess of six months in any year, except for an educational leave, may be granted by the written authorization of the Nursing Home Administrator, and the Human Resources Director to any employee providing said nurse does not accept employment elsewhere. During said leave, the County shall pay applicable health and life insurance premiums for a period not to exceed six months. The nurse to whom the leave of absence has been granted in writing, shall be entitled at the expiration of the time stated in writing to be reinstated to the position in which he/she was employed at the time the leave was granted.~~

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~~Leaves. Employees who have completed their probationary period may be granted leaves of absence without pay for extended illness or injury, maternity or compelling personal reasons and with pay as provided for below for in-service training, jury duty, voting, attendance at professional meetings and funeral leave.~~

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Motor Pool
Policy No: 5.27
Effective: ~~1/1/2016~~1/1/2019
Revising: ~~1/1/2012~~1/1/2016

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I. WHO MAY USE A MOTOR POOL VEHICLE

This policy establishes the rules and guidelines for the authorized use of County Owned vehicles in the motor pool as well as the passenger cars, vans and pick-up trucks assigned to individual departments. County employees with the appropriate valid driver's license are authorized to drive County vehicles for County business. (A multiple passenger van or bus might require a commercial driver's license for example.) Employees are prohibited from driving a County owned vehicle if their driver's license is suspended, revoked, or on restricted (not due to corrective lenses) status. All employees and contract drivers who drive a county vehicle must have the required statement on file with the Departmental Motor Pool Coordinator (which must be updated annually). It is the responsibility of the driver to reveal any changes in the status of their driver's license.

Any department that is assigned a motor pool vehicle must designate a Departmental Motor Pool Coordinator.

II. VEHICLE USAGE

Rock County vehicles shall be used for official business only. Vehicles may not be used for non-business mileage. Travel to and from motels, restaurants, etc., on out-of-county business trips shall be considered a part of the business trip.

Vehicles shall be returned to their assigned parking space upon return from a trip. Vehicles shall not be taken home, unless the County Board Staff Committee has granted permission to an employee to do so under the provisions of Section 5.48 of the Rock County Policies and Procedures Manual. The Department ~~Motor Pool Location Coordinator~~ Head may authorize an employee to take a vehicle home overnight for special, one-time-only situations where the employee can save time/mileage by reporting directly from their home.

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An employee given permission to take a vehicle home shall fill out the proper reports for IRS tax purposes documenting any personal use of the vehicle.

III. RECORD KEEPING REQUIREMENTS

For all trips, employees shall record destination, and beginning and ending odometer readings on departmental forms and in the vehicle logbook that is kept in the vehicle. The department head or

his/her designee is responsible for verifying the accuracy of logbook entries. The logbooks are subject to audit for accuracy and completeness on a periodic basis.

Department Location Motor Pool Coordinators are responsible for tallying all miles driven on their assigned vehicles, and reporting the totals ~~by the first with in three (3) business days of the beginning of each month~~ to the Public Works Department.

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Department Location Motor Pool Coordinators are responsible for notifying the DPW Shop Superintendent (757-5463) and Corporation Counsel (757-5530) of all accidents.

IV. FUELING AND REPAIRS

Department Location Motor Pool Coordinators are responsible for scheduling maintenance/service ~~every 3,000 miles at the service facility designated by the Department of Public Works Shop Superintendent at the factory recommended intervals as supplied by the Department of Public Works Shop Superintendent. Currently the intervals are every 5,000 miles for Chevrolet and Chrysler vehicles and every 7,500 miles for Ford vehicles. For repairs other than regular maintenance/service, the Department Location Motor Pool Coordinator must call the Department of Public Works at 757-5450, to schedule needed repairs with the Shop Foreman or Superintendent. Employees should note any problems, noises, and wear of parts; and report them to their Department Location Motor Pool Coordinator who should contact the Department of Public Works as soon as possible. The Department of Public Works is responsible for all maintenance/service done on the motor pool vehicles.~~

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If a breakdown occurs, whether in or out of county, contact the Shop Superintendent at the Public Works Department at 757-5450 during working hours, 7:00 p.m. - 4:00 p.m. After hours call the Communications Center at 757-2244. Ask the dispatcher to contact the on duty Public Works Superintendent and convey the message to return your call.

Before setting out on a trip, make sure the vehicle has enough gasoline for the trip! ~~As of October 2016, all Motor Pool vehicles were assigned Exxon/Mobil WEX fueling cards. Motor pool vehicles are to be fueled at gas stations that accept the credit card that is assigned to the vehicle. As of January, 2007, all Motor Pool Vehicles were assigned Wright Express fueling cards. The procedures outlined in the following paragraph must be followed when using the county's fuel card system.~~

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~~The Wright Express fueling cards are accepted at many service stations throughout the county and the state (consult Driver Guide for participating locations). Wright Express cards are vehicle cards and must be kept with the assigned vehicle. P.I.N. number (employee number) The Exxon/Mobile fueling cards are universally accepted at all gas stations, consult the Driver's Guide for additional information. Drivers are encouraged to use the vendor stations (vendor name on card) when convenient. Fuel cards are specific to each vehicle and must be kept in the vehicle it is assigned to P.I.N. number (last four digits of employee number, or vendor assigned number) and vehicle mileage must be accurately entered when fueling. Regular unleaded fuel or diesel fuel for diesel powered vehicles from self-service pumps should be the only fuel types used. The credit card is to be used only for gas, oil and minor repairs. Repairs over \$100 require Public Works Superintendent or Shop Foreman approval.~~

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IV. TRAFFIC VIOLATIONS

Drivers are personally responsible for the cost of traffic citations, violations and parking tickets. Drivers are expected to obey all traffic signals and signs, observe pedestrian rights and operate vehicles at a reasonable and prudent speed not to exceed the maximum posted speed limit.

V. ACCIDENTS

If you are involved in any type of accident while the vehicle is in your possession (examples: crash with another vehicle, backing into something, damage to property, etc.) you must report the accident. If you are involved in a crash or collision with another vehicle(s), stop immediately and turn on your emergency flashers. It is against the law to leave the scene of an accident without identifying yourself. Offer reasonable assistance. Movement of injured persons should not be undertaken, if likely to cause further injury. Call ~~the nearest police agency~~ 911. Drug/Alcohol testing will be done in accordance with Policy 5.05.

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Exchange information—drivers must give their name, address and vehicle registration number and, if requested, show your driver's license to any other driver in the accident. If you struck an unattended vehicle; leave a note with the above information and circumstances of the accident. Insurance information will also be requested. If the car is incapacitated, follow the procedures for a breakdown

(in section IV. Fueling and Repairs). If there were witnesses to the accident, obtain their names and addresses. **DO NOT MAKE A STATEMENT OF ANY KIND TO ANYONE OTHER THAN THE POLICE OR A REPRESENTATIVE OF THE COUNTY.** Inform the Motor Pool Coordinator and Corporation Counsel of the accident within 24 hours.

VII. INSURANCE COVERAGE

Rock County is ~~a member of the Wisconsin Municipal Insurance Company (WMMIC) and has insurance coverage through WMMIC for auto liability claims insured for the purposes of all auto liability claims.~~ A Vehicle Insurance Identification Card shall be maintained at all times in each vehicle owned by Rock County ~~and covered by the WMMIC Auto Liability Policy.~~ This shall be placed in the vehicle's glove storage compartment. The information contained on this card should be consulted in the event of an accident.

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All claims against Rock County (and information regarding events which seem likely to give rise to claims) must be forwarded directly to the Corporation Counsel's Office as soon as possible. The telephone number is 757-5530, the address is the Rock County Corporation Counsel, 51 S. Main Street, Janesville, WI 53545.

~~The WMMIC policy coverage is limited to third party liability. Rock County continues to insure its vehicles for property damage through the State of Wisconsin Local Government Insurance Fund, along with other county-owned property.~~ Questions concerning insurance coverage may be directed to the Corporation Counsel's Office.

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VIII. DRIVER RESPONSIBILITIES

As the operator of a motor vehicle, you have certain responsibilities to uphold. The County expects you to adhere to these responsibilities. They include, but are not limited to:

- Possessing a valid unrestricted driver's license, for reasons other than corrective lenses.
- Using the motor vehicle for business use only.
- Reporting any maintenance problems immediately.
- Upholding traffic regulations.
- Reporting all accidents.
- Properly and accurately filling out the motor pool logbook.
- Wearing your seat belt at all times (passengers shall also wear seat belts).
- Locking the vehicle any time you are away from it.
- Using safe driving techniques.
- Operating vehicles at a reasonable speed not to exceed the maximum posted speed limit.

Vehicle operators shall not:

1. Take the vehicle home unless granted permission to do so.
2. Give rides to any person unless directly related to conducting County business.
3. Tow, push or start other vehicles.
4. Use cell phones while driving.
5. Use alcohol or other drugs before and while driving, including prescription drugs which may impair the operation of a motor vehicle.
6. Smoke or use tobacco products in the vehicle.

Vehicle operators shall remove all personal items from the vehicle including food wrappers and drink containers, leaving the vehicle clean and un-littered. A vehicle operator should report an unclean vehicle to the Department Motor Pool Coordinator prior to their trip, or they will be responsible for cleaning the vehicle when they return.

~~Vehicle operators are responsible for the checking and addition of engine and transmission oils and windshield washing fluid, when needed.~~

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Vehicle operators are responsible for filling windshield washer fluid and reporting an low fluid level or low fluid life warning lights to the Department of Public Works Superintendent or Shop Foreman as soon as possible.

Vehicle operators shall not make statements admitting liability or responsibility for accidents before consulting the Corporation Counsel.

MOTOR POOL OPERATION/COUNTY VEHICLE OPERATION STATEMENT

All county employees who operate a motor pool vehicle or a vehicle assigned to their department agree to the following conditions outlined in the Motor Pool Operation Statement. Motor Pool Coordinators are responsible to give anyone who drives a motor pool vehicle a copy of this policy and have a signed statement on file for everyone who uses motor pool vehicles. For those Departments where vehicles are assigned, the Department Head has the responsibility to distribute this policy and have signed statements on file for everyone (including the Department Head) who uses the vehicle(s) assigned to that department.

- 1. I possess a valid driver's license (enter # _____, State _____) which expires on _____.
- 2. I understand that I lose the privilege of operating a motor pool vehicle or vehicle assigned to the department should my license be suspended, revoked, and/or on restricted (not due to corrective lenses) status.
- 3. I have read and understand my responsibilities under Section 5.27 of the Rock County Policies & Procedures Manual that pertain to Motor Pool Policy.
- 4. I realize that failure to follow the driver responsibilities outlined in Part VIII of these procedures may subject me to disciplinary action.

Name (please print)

Signature

Date

Administrative Policy & Procedure Manual

Section: Human Resources

Policy: Overtime Procedures

Policy No: 5.30

Effective: ~~1/1/2012~~ 1/1/2019

Revising: ~~3/2009 (4.16)~~ 1/1/2012

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The Fair Labor Standards Act (FLSA), HR Policies and Procedures, and the Rock County Personnel Ordinance establish overtime pay affecting full-time and part-time employees in the County. Employees in non-exempt status are to be paid time and one-half for all hours worked over forty in a week ~~or as otherwise directed in HR Policies and Procedures.~~ Special rules apply to State and local government employment involving law enforcement services, nursing homes, volunteer services, and compensatory time off instead of cash overtime payment.

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Anytime a non-exempt employee is performing work the County is required to pay for those hours worked. It does not make any difference if the supervisor requested the work, knew about the work, the employee volunteered to do the work, the work is performed during regularly scheduled or unscheduled hours, or whether the work is performed on or off the County's premises. Some examples of hours for which the County would be responsible are:

1. An employee punching in more than 7 minutes before or 7 minutes after their scheduled starting time and ending time.
2. An employee on a lunch break and answers the phone throughout their lunch break. (One call that only lasts a few minutes would not qualify).
3. A supervisor assigns some work at the end of the employee's normal shift and it must be completed prior to the beginning of their next normal shift.

It is important to recognize that although some employees may wish to donate their time to accomplish their unfinished duties and a supervisor knows or reasonably should know of this "donated" time, the County will still be required to pay for the time worked.

It is the County policy that overtime is to be approved in advance by the supervisor, except in emergency situations. A County overtime work permit should be completed by the employee, describing the nature of the work, and signed by the supervisor. This form is to be attached to the employee's time sheet when it is submitted to payroll. They should be as detailed as possible.

Some simple guidelines that may be of assistance in preventing unintended overtime responsibility are:

1. Do not allow employees to punch in more than 7 minutes before or 7 minutes after their scheduled starting and ending times.
2. Require, when possible, that overtime be approved in advance of working.
3. Require employees to leave their workstation during unpaid lunch hours.

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Overtime for Unilateral Employees.

~~Comp time used will not be considered as hours worked for the purpose of computing overtime.~~

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If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

- (A) Unilateral A employees are eligible for overtime compensation on a time and one-half basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.

- (B) Unilateral B Employees (those employees in the following job classifications) shall be eligible for overtime compensation on a straight time basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and the approval of the Department Head:

Assistant to the Information Technology Director
Communications Center Shift Supervisor
Computer Programmer/Analyst I
Computer Programmer/Analyst II
GEO Application Specialist
Materials & Environmental Services Manager
Network Support Administrator
Network Technician
~~Office Manager~~
Payroll Coordinator/Manager
Planner I
Planner II
Planner III
Public Safety Systems Manager
~~Public Works Accounting Supervisor~~
Public Works Superintendent

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Sanitarian I

~~Senior Conservation Specialist
Shop Superintendent
Victim/Witness Specialist~~

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(C) Unilateral C employees, shall not be eligible for overtime. The only exceptions would be:

- (1) in the case of an employment services agreement, which contained such a provision; and
- (2) employees in the following job classifications who are eligible for overtime compensation on a time and one-half basis over forty hours worked per week:

~~Assistant Food Service Manager
Food Services Manager
Nursing Supervisor
Admission Nurse
YSC Supervisor~~

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Full-time, FLSA exempt (salaried), employees classified as "Unilateral C" shall exercise discretion over the methods and manners in which they effectively utilize work time. Exempt employees are expected to average not less than forty (40) hours of work per week. They may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis, which means that "Unilateral C" employees shall take no more than eight (8) hours off per calendar week for hours worked in excess of forty (40) hours, shall follow departmental rules regarding time off requests in which only eight (8) hours may be accounted for by flex. To use additional hours of flex time, the employee must receive, without specific supervisor approval of their supervisor.

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All employees shall keep accurate accounts of all hours worked, on time sheets promulgated by the County.

Flex time may be used contiguous to any other paid benefit time (vacation, sick leave, holiday, etc.).

Flex time is intended to allow some flexibility in work schedules. It is not intended to be an hour-for-hour exchange. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee.

Any violations or abuse of this Policy shall be reported to the Human Resources Director for appropriate disciplinary action, up to and including termination.

- (D) The accumulation of compensatory time off for unilateral employees shall not exceed eighty hours. Compensatory time must be taken in the calendar year in which it was generated or it will be paid out on the last paycheck of the calendar year.
- (E) Overtime for unilateral employees shall be approved in advance by a Department Head or supervisor and reviewed periodically by the Human Resources Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.
- (F) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.
- (G) Unilateral Employees in the classifications of Human Services Supervisors I and II assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive two hours of pay or compensatory time for each weekday (Monday thru Thursday), and three hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday. On county recognized holidays and days of observation, supervisors will receive four hours of pay or compensatory time for each 24-hour period.
- (H) The Communication Center Operations Manager and the Information Technology employee who is on-call for the Communication Center shall receive four hours of pay for each week of on-call coverage.
- (I) Unilateral Employees in the classification of Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week in compensatory time off, or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.
- (J) Employees in the Public Works Department in the classifications of Storekeeper, Public Works Superintendent, Shop Superintendent, and Assistant Public Works Director who is on call for Public Works shall receive four hours of pay for each week of on-call coverage.
- (K) A Council on Aging employee whose job requires the ability to be reached after hours for the transportation program will follow the procedure listed below:

a. After hours are designated as:

Monday, thru Friday 6:00 am to start of shift and end of shift to 6:30pm
Saturday 8:45am-6:30pm

b. Compensation for on-call hours will be paid as follows:

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1. The on call worker is compensated at a rate of \$3.50 per hour while on call.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

The following are exceptions to the County Ordinance, which provides for overtime compensation on a time and a one-half basis over forty hours per week. Comp time used will not be considered as hours worked for the purpose of computing overtime.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day or forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

(AFSCME 1077)

(Public Works) Employees shall be expected to respond to a call and report to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she works less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two hour period of time; further provided, that the aforesaid two hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any airport Employee required by management to carry a ~~pager~~ during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the ~~pager~~ cell phone.

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(Facilities Management) Each regular full-time Employee shall receive time and one-half of his/her hourly wage rate for all hours worked in excess of eight hours per day, or forty hours per week. In the event an Employee is off duty and called in to work in excess of eight hours per day, he/she shall be paid a minimum of time and one-half for two hours.

Employees shall be expected to respond to a call to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she work less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two-hour period of time; further provided, that the aforesaid two-hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of

daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any Maintenance Staff at the Youth Services Center, Rock Haven, or the Jail that is required by management to carry a ~~pager~~ County issued cell phone during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the ~~pager~~ cell phone.

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(AFSCME 2489)

~~Section B.~~ Each regular full-time employee shall receive time and one-half his/her hourly wage or time and one-half compensatory time off for all hours worked in excess of eight hours per day or forty hours per week; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

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In order to accommodate ~~Family Skills Specialists~~ Skill Development Specialist and Family Service Coordinators, who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

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(AMHS RH)

14.01 (E) Registered Nurses volunteering to pick up open shifts and/or volunteer to work on short notice as a result of call-offs, shall receive one and one-half times the regular rate of pay for such duty.

14.03 Overtime Pay.

1. All hours worked in excess of forty hours per week by regular full-time employees of the Social Work Division shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.
2. All hours worked in excess of eight hours per day, or forty hours per week, by members of the Nurses Division shall be compensated at the rate of time and one-half the regular rate of pay.

The only exception would be those Nurses assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Overtime pay may be taken in cash or time and one-half compensatory time off, at the option of the employee.

(AFSCME 1258)

~~C.~~ Overtime and Comp Time: Time and one-half shall be paid for all time worked over eight hours per day and forty hours per week. The only exception would be those Full Time Employees assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

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Employees will be permitted to accumulate up to eighty hours of compensatory time. Employees may, with the Department Head's approval, elect to take compensatory time off. An employee may use compensatory time on weekend shifts, but only when they arrange for their own replacement to cover their shift at straight-time wages (except for the four hours of overtime that naturally occur in a regular twelve-hour shift). ~~Up to forty (40) hours of unused compensatory time will be carried over into the following year. Each year, as of December 31, accumulated compensatory time in excess of forty (40) hours will be paid.~~

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In order to accommodate non-crisis Psychiatric Technicians within the Human Services Department who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

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(SEIU NURSES)

~~Section B.~~ Overtime. The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees governed by this labor agreement, if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the Assistant Director. Occasions where the most senior employees refuse such overtime work consistent with this provision, the least senior employee of the unit shall be required to perform the overtime work. Refusals shall not apply to required evening and weekend meetings.

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All time worked in excess of forty (40) hours per week shall be paid at the rate of one and one-half times the employee's regular salary. When the employee is required to attend an evening or weekend meeting, this shall be considered overtime. Overtime compensation shall be paid in cash or compensatory time off at the rate of time and one-half as the employee may elect, with the approval of the Assistant Director. Employees shall be permitted to accumulate up to forty (40) hours of compensatory time in a "comp time bank". ~~Each year, as of December 31, accumulated compensatory time in excess of twenty (20) hours will be paid on the next pay period.~~

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~~Section C.~~ An employee required by management to carry a pager shall be compensated at the rate of two dollars and fifty cents (\$2.50) per hour. If the employee is required to report to work while carrying a pager, the employee will be paid the greater of two (2) hours pay paid at time and one-half or pay for time actually worked paid at time and one-half. The employee shall also be reimbursed for mileage which is in excess of the distance which she/he travels from his/her residence to the Rock County Public Health Department at the mileage rate specified by the Internal Revenue Service. The two hour minimum pay provision shall apply only if the employee called into work is sent home prior to the commencement of his/her next regular schedule of daily

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work hours. Any employee will be required to carry a pager only in the event of an emergent public health need.

(YSC)

Employees working overtime shall be compensated at a rate of time and one-half the regular rate of pay, or time and one-half in compensatory time, at the option of the employee, not to exceed a total of sixty (60) hours in a calendar year, for any hours worked over eight and one half (8 ½) in one day or any hours worked outside of their normal 5/2 – 5/3 work schedule.

Please see Policy 5.04: Compensatory Time, for information regarding the use of comp time.

(AMHS HSD)

14.03. Overtime Pay.

1. For employees working an eight (8) hour day, all hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

For employees working a ten (10) hour day schedule, all hours worked in excess of ten (10) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

2. In order to accommodate the specified needs of an HSD client, or insure the fidelity of a treatment model for an HSD client and stay in compliance with state statutes with respect to the care, treatment or supervision of HSD clients, or as a means to prevent the removal of an adult, child or youth from the community, staff may sometimes need to report to work before or stay after their normally scheduled work hours.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day, the eight (8) hour overtime provision does not apply.

3. An employee who is designated for after-hours coverage is not eligible for time and one-half until the end of his/her regularly scheduled shift.

Child Protective Services Division

After-hours procedures for those employees whose job duties require carrying an after hours cell phone are generally as follows:

After hours are designated as:

Monday, 5:00 pm to Tuesday, 8:00 am	(15 hrs.)
Tuesday, 5:00 pm to Wednesday, 8:00 am	(15 hrs.)
Wednesday, 5:00 pm to Thursday, 8:00 am	(15 hrs.)
Thursday, 5:00 pm to Friday, 8:00 am	(15 hrs.)
Fri. 5 p.m.-Sat. 8 a.m.	(15 hrs.)
Sat. 8 a.m.-Sat. 5 p.m.	(9 hrs)
Sat. 5 p.m.-Sun. 8 a.m.	(15 hrs)
Sun. 8 a.m.-Sun. 5 p.m.	(9 hrs)
Sunday, 5:00 pm to Monday, 8:00 am	(15 hrs.)

The County will provide the designated after-hours cell phones to employees on call during after-hours.

An initial after-hours schedule will be established covering a minimum three (3) month period of time. Using seniority, employees within the Division who have been designated by the County as trained may sign up for after-hours duty on a daily or weekly basis for after-hours shifts during the scheduled period. The maximum number of days scheduled in succession will not exceed seven (7) days. For those trained employees who sign up for and keep at least one shift, will be exempt from being mandated to an assigned after-hours shift. If no employee signs up for a shift, employees who have not signed up and fulfilled a shift will be assigned on a rotating basis starting with the least senior qualified trained employee.

Employees who have the qualifications and training may be designated to respond to after-hours duties during their off hours will be paid at the applicable overtime rate.

Each documented Afterhours Access report involving a separate family will be compensated at a one hour minimum. Actual time over the hour will be compensated at time and one-half. Compensation for phone calls on currently open cases will be handled in the same manner.

A back-up pool of qualified and trained employees will be established to provide coverage if the employee scheduled is unavailable.

When an employee is off duty and directed to report to work by a supervisor outside of his/her normal schedule he/she will receive time and one-half of his/her hourly rate of pay for all hours actually worked. The two-hour minimum call-in provision may apply only if the employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours.

If an employee receives an off-duty phone call and performs services for the County without leaving home, the employee will receive time and one-half of his/her hourly rate of pay for all hours actually worked

In addition to the normal scheduled work hours, employees will be paid \$3.50 per hour for hours they are on call. Employees will be paid \$5.75 per hour for hours they are on-call on

holidays. No employee will be required to take after hours duty for both Thanksgiving and Christmas holidays in the same year or for the same of those holidays in successive years.

Crisis Intervention

If a part-time employee is called in to cover a vacant shift, the employee shall be paid at a straight time rate until they reach eight (8) hours in a day. If he/she receives less than four hours advance notice of such assignment, he/she shall receive one and one-half his/her regular pay for their entire shift.

~~Compensation for on-call hours will be paid as follows:~~

~~The on-call Crisis worker is compensated at a rate of \$3.50 per hour while on-call.~~

~~The on-call worker is compensated at a rate \$5.75 per hour on holidays while on-call.~~

~~The on-call worker is compensated at straight time for the actual time worked on a documented call/response until they have worked eight (8) hours per day, or forty (40) hours in a week. Overtime hours will be compensated at a rate of time and one-half their hourly wage.~~

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Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Resignations and Eligibility for Rehire
Policy No: 5.36

Effective: ~~1/1/2012~~ 1/1/2019
Revising: ~~3/2009 (4.20)~~ 1/1/2012

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A resignation is a voluntary act initiated by the employee to terminate employment with the County. An employee may quit employment with the County at any time.

Employees are required to give the appropriate notice as listed in the Rock County Personnel Ordinance or as stated below. A notice of the employee's resignation shall be given to the employee's supervisor and shall indicate the last day they will be available for work.

- Employees who are in job classes covered by the AMHS HSD and AMHS RH agreements as of December 31, 2011 shall give the County at least four (4) weeks written notice of intent to resign.

Resignations shall be viewed as evidence of the person's intent to resign as long as it is a voluntary statement. Resignations shall be binding upon acceptance by the employee's supervisor or Human Resources. Resignations, once accepted, may not be rescinded.

Eligibility for rehire will be considered on a case by case basis. Employees, who resign without sufficient notice, fail to acceptably complete their required notice, commit an act of gross misconduct, or based on action initiated by the County will not be eligible for rehire.

Administrative Policy & Procedure Manual
Section: Human Resources

Policy: Shift Differential/Incentive Pay
Policy No: 5.37

Effective: ~~1/1/2018~~ 1/1/2019
Revising: ~~7/31/2017~~ 1/1/2018

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Shift Differential

Unilateral

Communication Center Shift Supervisors will receive 2% of their base wages as a shift differential for all hours worked.

Employees in the classification of ~~Assistant Director of Nursing~~ and Nursing Supervisor shall receive shift differential equal to the amount received by Registered Nurses in accordance with the provisions as outlined in HR Policy and Procedure.

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The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

(AFSCME 2489)

Telecommunicators and Call Takers who work the second shift (3:00 p.m.-11:00 p.m.) shall receive 1% of their base pay as shift differential, those who work the third shift (11:00 p.m.-7:00 a.m.) shall receive 2% of their base pay as shift differential, those who work the mid-shift of 11:00 a.m. to 7:00 p.m. shall receive 1% of their base pay between 3:00 p.m. and 7:00 p.m. and those who work the mid-shift 7:00 p.m. to 3:00 a.m. shall receive 1% between 7:00 p.m. and 11:00 p.m. and 2% between 11:00 p.m. and 3:00 a.m. as shift differential.

Support staff who work at the Sheriff's Department shall receive 1% of their base pay as a shift differential if they begin their work shift on or between 2:00 p.m. and 10:00 p.m. Third shift employees in either classification shall receive 2% of their base pay as shift differential if they begin their shift on or between the hours of 10:00 p.m. to 1:00 a.m.

(AMHS RH)

Shift Differential - Nurses. All nursing personnel working the 2:00 pm-10:30 p.m. shift or the 10:15 p.m.- 6:45 a.m. shift on a regular basis shall receive \$2.00 per hour in addition to their regular hourly salary.

~~Float Premium - Nurses.~~

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~~A. A nurse who accepts a position that can be assigned to any unit at times such are specified in the section will be paid a premium of \$3.00 per hour for all paid hours, in addition to any applicable shift differential, and such premium will be included in all overtime calculations. Float positions will be posted as day/p.m., p.m./nights, or nights/days. A nurse who accepts such a position shall not be involuntarily prescheduled to work more than 8 hours a day or more than his/her FTE in a pay period. There shall be a minimum of 16 hours between prescheduled shifts.~~

~~B. A limited float position is a position that may be assigned to any unit, but may only be assigned to work one shift— days, PMs, or nights. A nurse who accepts a limited float position will be paid a premium of \$1.00 per hour, in addition to any applicable shift premium.~~

(AFSCME1258)

Shift Differential. Shift differential will be paid based on the position code of the employee's regularly held position. (i.e. a day shift employee shall not receive shift differential regardless of any particular shift worked).

1. Any employee, whose work shift starts after 11:30 a.m. and before 8:00 p.m., will receive a shift premium of ~~\$1.00~~ for all hours worked. ~~Effective January 1, 2011,~~
~~An employee, whose work shift starts after 8:00 p.m. and before 4:00 a.m., will receive a shift premium of \$1.00 for all hours worked.~~

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The three shifts are as follows:

- Day Shift – any work shift starting at, or after 4:00 a.m. and before 12:00 noon.
- PM Shift – any work shift starting at, or after 11:30 a.m. and before 8:00 p.m.
- Night Shift – any work shift starting at, or after 8:00 p.m. and before 4:00 a.m.

2. ~~An LPN who works a day/pm float will receive an additional \$1.00 per hour for all hours worked.~~

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(AFSCME 1077)

A Rock County Airport Maintenance Worker or Facilities Management Worker IV whose regularly scheduled work shift starts after 11:30am shall receive 1% of their base pay as shift differential.

(YSC)

Youth Services Workers who work the second shift (2:00 p.m.-11:00 p.m.) shall receive 1% of their base pay as shift differential, those who work the third shift (10:30 p.m.-7:00 a.m.) shall receive 2% of their base pay as shift differential.

~~Employees who work the majority of their hours on the second and third shifts will receive~~

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a shift premium of \$0.15 per hour for all hours worked by the employee.

First shift	6:30 a.m. - 3:00 p.m.
Second shift	2:30 p.m. - 11:00 p.m.
Third shift	10:30 p.m. - 7:00 a.m.

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Lead Youth Workers will receive an additional \$1.00 per hour for all hours worked in the lead role.

(AMHS HSD)

Any employee working in the Crisis Unit or AODA Program between the hours of 7:00 pm - 7:00 am, Monday through Thursday or between 7:00 pm Friday and 7:00 am Monday will be paid a night/weekend differential of \$2.65 per hour for each night or weekend hour worked.

WEEKEND RATE

(SEIU NURSES)

An employee may be required to provide public health services on a weekend only in those instances in which it is medically necessary. If an employee is required to provide public health services on a weekend, that employee shall receive either two (2) hours pay paid at one and one-half (1 ½) times her/his base hourly rate of pay or for the time actually worked paid at the one and one-half (1 ½) times her/his hourly rate of pay, whichever amount is greater. The employee shall also be reimbursed for mileage, which is in excess of the distance which she/he travels from her/his residence to the Rock County Public Health Department at the mileage rate specified by the Internal Revenue Service.

The Employer may solicit volunteers to work weekend hours for other public health services, which are not medically necessary services. If there are no volunteers, management will have the right to assign the work.

INCENTIVE PAY

Bilingual Pay

Bilingual Pay applies to those positions designated as such by the Department Head and approved by the Human Resources Department. Incentive pay is applicable when an employee uses their bilingual skills an average of 10% or more of their total work time. Employees are eligible for this pay whether they are using such skills in a conventional, interpretation, or translation setting. Their position must be in a work setting where bilingual skills are required to meet the needs of our clients/resident or the general public.

In order to receive bilingual pay, the employee must successfully demonstrate bilingual fluency in reading, writing, and verbal communications. Bilingual pay is available for Spanish, Hmong, and American Sign Language.

If the position meets the criteria, and the employee has proof of fluency, then the position is eligible to be considered for the Bilingual Incentive Pay of \$100 per month.

There shall be an annual review by department heads to ensure that employees still meet the criteria for bilingual compensation.

Administrative Policy & Procedure Manual

Section: Human Resources

Policy: Sick Leave Payout

Policy No: 5.38

Effective: 1/1/2016/1/2019

Revising: 1/1/2015/1/2016

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The Rock County policy on Sick Leave can be found in the Rock County Ordinance 18.515.

Listed below are exceptions to the general Sick Leave policy.

A Unilateral Correctional Supervisor, with at least ten years of service, who has accumulated more than one hundred days of sick leave may elect to be paid in cash for those days beyond one hundred at a rate of one day of sick leave equals one-half day pay. The employee must notify the department through sign-up, of their intention to collect such pay for sick leave before December 1, of each year. An employee failing to notify the department as required will not be permitted to sign up until the following year. Said payout shall be for a time accrued as of December 31, of the year the election is made, and shall be paid out on the second paycheck in January.

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The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

Sick leave will be paid out as follows:

(AFSCME 1077)

Employees who terminate or retire with ten or more years of continuous service with the Employer shall have 100% of their accumulated sick leave days contributed to a Post Employment Health Plan (PEHP).

The County will continue a Post Employment Health Plan (PEHP) and will contribute \$6.00 per pay period to this plan for each eligible Employee. Full-time and part-time Employees who are eligible for health insurance coverage will receive this benefit. Administration of this plan will be as specified in plan documents and subject to State and Federal statutes and regulations. Any required administrative fees will be the responsibility of the Employee.

(AFSCME 1258)

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~~Employees who terminate or retire with ten or more years of continuous service with the Employer shall be paid in wages one-half their accumulated sick leave days not to exceed sixty-five days. In the event of the death of any employee the County shall make the same sick leave payments to the employee's spouse, if any, and then to the children if any and then to the employee's estate.~~

(AFSCME 2489)

~~Employees who terminate or retire with ten or more years of continuous service with the Employer, shall be paid in wages one-half their accumulated sick leave days not to exceed sixty-five days. In the event of the death of any employee, the County shall make the same sick leave~~

~~payments to the employee's spouse, if any, and then to the children if any and then to the employee's estate.~~

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(AMHS HSD)

Full-Time Employees. Each full-time employee shall accumulate one sick leave day for each month or major fraction thereof of employment. Sick leave shall accumulate up to a maximum of one hundred-thirty (130) days. Employees who terminate or retire with ten (10) or more years of continuous service shall have fifty-nine (59%) of their accumulated sick leave days contributed to a Post Employment Health Plan (PHEP), not to exceed a total of seventy-seven (77) days. ~~In the event of death of an employee, the County shall make the same sick leave payment to the employee's estate. In the event of discharge for cause, the employee will not receive this benefit.~~

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Part-Time Employees. All regular part-time employees shall receive sick leave credit in a prorated amount based on their actual hours paid.

(AMHS RH)

Full-Time Employees. Each full-time employee shall accumulate one sick leave day for each month or major fraction thereof of employment. Sick leave shall accumulate up to a maximum of one hundred-thirty (130) days. Employees who terminate or retire with ten (10) or more years of continuous service shall have fifty-nine percent (59%) of their accumulated sick leave days contributed to a Post Employment Health Plan (PHEP), not to exceed a total of seventy-seven (77) 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 for cause, the employee will not receive this benefit.~~

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Part-Time Employees. All regular part-time employees shall receive sick leave credit in a prorated amount based on their actual hours paid.

(ATTORNEYS)

Employees who terminate or retire with ten or more years of continuous service shall have 100% of their accumulated sick leave days contributed to a Post Employment Health Plan (PEHP).

The County will establish a Post Employment Health Plan (PEHP) and will contribute \$11.91 per pay period to this plan for each eligible employee. Full-time and part-time employees who are eligible for health insurance coverage will receive this benefit. Administration of this plan will be a specified in plan documents and subject to State and Federal statutes and regulations. Any required administrative fees will be the responsibility of the employee.

(YSC)

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~~Accumulated Sick Leave. Employees who terminate or retire with ten (10) or more years of continuous service with the Employer shall be paid in wages up to one-half of their accumulated sick leave, not to exceed sixty five (65) days. In the event of death of any employee, the County shall make the same sick leave payments to the employee's spouse if any, and then to the children if any, or to the employee's estate.~~

(SEIU NURSES)

Each full-time employee shall accumulate one sick leave day with pay for each month or major fraction thereof of employment and each regular part-time employee who is scheduled a minimum of sixteen (16) hours a week shall accumulate sick leave with pay on a pro-rata basis until a total of one hundred thirty (130) days have been accumulated. Employees who terminate or retire with ten (10) or more years of continuous service with the Employer, shall be paid in wages one-half their accumulated sick leave days not to exceed sixty (65) days. In the event of the death of any employee the County shall make the same sick leave payments to the employee's spouse, if any, and then to the children, if any.

Administrative Policy & Procedure Manual
Section: Human Resources

Policy: Step Progression
Policy No: 5.40

Effective: ~~10/10/2018~~ 1/1/2019
Revising: ~~1/1/2018~~ 10/10/2018

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STEP PROGRESSIONS:

Step increases will be granted as per the individual pay grids for each unit. Pay grids for all county positions, with the exception of those law enforcement positions covered by a labor agreement, are located in the Appendixes of the Administrative Policy and Procedure Manual.

Examples of Budgetary Changes

-Reclassification - An employee that is selected for a reclassified position shall normally be advanced to the step with the next highest dollar amount in the new pay range. Persons in positions reclassified shall normally be advanced to the step with the next highest dollar amount in the new pay range. Future step increases will be paid according to the employee's new employee group or pay grid. In unusual circumstances, the reclassified individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator. Future step progress is based off the date the employee assumed the new position, which in most cases is January 1 of the new fiscal year.

-Reallocation - An employee whose position is reallocated shall normally be advanced to the step with the next highest dollar amount in the new pay range. In unusual circumstances, the reallocated individual may be placed in a higher step upon approval of the Human Resources Director and the County Administrator. Future step progress will be paid according to the employee's new employee group or pay grid

STEP PROGRESSIONS ON PROMOTION

(Employees who are placed in acting status, per Ordinance 18.306 (5))

Employees who are in acting status who then are permanently appointed to the position shall receive step progressions based on the date of the permanent appointment.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

STEP PROGRESSIONS ON PROMOTION:

(AFSCME 1077, 2489, 1258)

Employees other than probationary, shall start at the lowest pay step of the new position, which is an improvement over their prior pay rate. Upon satisfactory completion of the probationary period specified in the Administrative Policy and Procedures, the employee shall be advanced

one step, unless the next step exceeds their longevity with the County. If the rate of pay to which the employee is promoted upon completion of the probationary period is less than the highest rate within the new position, the employee shall receive future increases on their job seniority date unless they are entitled to a longevity step which occurs based on their county hire date. The determination of successful completion shall rest in the discretion of the Employer. During said probationary period, either the Employer or the employee may request the employee be returned to his/her former position.

(AMHS HSD/~~AMHS RH~~)

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AMHS pay matrix is updated with a January 1, 2018 effective date. Employees will be placed on the new matrix based on the reallocation language described above.

Progression through the ranges is only intended to include the certifications and licenses that are noted below:

Range 1: Non-degreed positions

Range 2: Positions which require a Bachelor's degree

Range 3: Positions which require Bachelor's degree and the employee also has a relevant Master's degree or Certification as a Social Worker or Substance Abuse Counselor

Range 4: A. Lead Workers (Bachelor's Level) **OR** B. Positions which require a Bachelor's degree and the employee has obtained both a Master's Degree and a Social Work or Substance Abuse certification.

Range 5: A. Lead Workers (Bachelor's Level) **AND** the employee has obtained both a Master's Degree and a Social Work or Substance Abuse certification

Range 6: Position requires a Master's Degree (in addition employees may also have CSW, APSW or a training license)

Range 7: Position requires a Master's degree and the employee also has a credential to provide Substance Abuse Treatment (such as a CSAC, SAC)

Range 8: Position requires a Master's degree and the individual is licensed as an LCSW, LPC, or LMFT

Range 9: RN Positions; Lead worker (Masters, Licensed)

Movement through Ranges

Progression between ranges based on a degree and/or certification (in-training does not qualify) which does not result in a new position description (ex. Range 2 to Range 3 after earning a relevant Master's Degree) will occur when the employee submits the verification of the degree and/or license to Human Resources. This progression will not be treated as a promotion. The employee's wage rate will be increased to the step in the appropriate range with the next highest

dollar amount that provides an increase of at least four percent (4%). The employee will be eligible for subsequent step increases each anniversary date of the movement thereafter.

Progression into a higher range that results in a new position description, either due to additional licensure or selection for a new position will be treated as a promotion. When this promotion occurs as the result of additional licensure/certification, the promotion will take effect when the employee submits the verification of the license/certification to Human Resources. The employee's wage will be increased to the step in the appropriate range with the next highest dollar amount that provides an increase of at least four percent (4%). In unusual circumstances, the employee may be placed in a higher step upon approval of the Human Resources Director and the County Administrator.

Employees in Range 2, 3, 4, or 5 in the Behavioral Health Division may move to a new position in Range 6/7 upon the completion of a relevant Master's Degree under all of the following circumstances: (this is a promotion)

- a. The employee has demonstrated the skills and competencies associated with working in a Master's Level position,
- b. The employee is a valid candidate to work toward clinical licensure as an LCSW, LPC, or LMFT as determined by Department Policy.
- c. The move meets the operational needs of the Department as determined by the division manager and approved by the HS Director.

An employee must have 15 or 20 years of service to move to the 15 or 20 year step. Movement to the other steps does not require the actual years of service associated with the step if the employee started at or was promoted to a higher step prior to serving the years associated with that step.

For Registered Nurses in Range 9, newly hired nurses with no experience and possessing a bachelor's Degree will be hired at the 2 year step of the range. Nurses with no experience and without a Bachelor's Degree will be hired at the start step.

STEP PROGRESSIONS ON VOLUNTARY OR INVOLUNTARY DEMOTIONS:

Demotion within the same unit: Employees will be placed at the corresponding step in the lower range. (Example: In Unit 1258. If you are a C.N.A, Range 25, Step E and are demoted to Food Service Worker, Range 28 you would be placed at Step E.)

Demotion outside of the unit: Employees who are demoted from one unit to another will be placed at the step in the new unit that is one step below what they are making in the current unit. (Example: If you were a Call Taker in AFSCME 2489 in Range 4, at Step C and are demoted to a Release of Information Coordinator in AFSCME 1258 you will be placed in, Range 13 at Step E.)

Upon satisfactory completion of the trial period specified in the Ordinance, the employee shall be advanced one step. If the rate of pay to which the employee is moved upon completion of the probationary period is less than the highest rate within the new position, the employee shall remain at the rate for one year before receiving any further increase other than all across the board increases. The determination of successful completion shall rest in the discretion of the Employer. During said trial period, either the Employer or the employee may request the employee be returned to his/her former position.

Administrative Policy & Procedure Manual

Section: Human Resources

Policy: Transfer

Policy No: 5.42

Effective: ~~1/1/2018~~ 1/1/2019

Revising: ~~1/1/2017~~ 1/1/2018

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In order to expedite the hiring process and fill vacancies more quickly, the Employer may use the internal transfer process prior to declaring a position vacant. In this situation, all employees in the same job classification in the same work unit shall be notified by e-mail or communication avenue conducive to the department that there is an opening and asked if they would be interested in transferring into the opening. The Employer will consider any transfer requests and may grant one of them to fill the opening. If there is more than one acceptable transfer request and the employees are equally qualified to do the job, the employer will use seniority to fill the opening. If there are no requests to transfer, or the employer does not feel that any of the candidates asking to transfer into the opening are suited for the position, the Employer will use the job posting section (5.22) and the filling vacancy section (5.13) of the policies and procedures.

Employees other than probationary, who voluntarily request to be transferred to a classification in the same pay range shall receive no reduction in pay. Lateral transfers requested by an employee shall be limited to one transfer per employee in a six month period.

In event an employee accepts a transfer to another program, that employee shall serve a sixty (60) day probationary period. The determination of successful completion shall rest in the discretion of the Employer.

Employees serving a probationary period who have voluntarily moved to a new classification, are ineligible to apply for other County classifications.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

(AFSCME 1258)

~~Lateral Transfers within the same job classifications within the bargaining unit shall be granted based exclusively on seniority.~~

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(AMHS-HSD)

Employees other than probationary, who accept a lateral transfer may return to their former position within sixty (60) days of said transfer, if the position is still vacant, and if either the Employer or the employee decides he/she is not suitable for that position.

Administrative Policy & Procedure Manual

Section: Human Resources

Policy: Uniform/Equipment Allowance

Policy No: 5.45

Effective: ~~1/1/2018~~ 1/1/2019

Revising: ~~1/1/2017~~ 1/1/2018

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Some departments in Rock County require their employees to wear uniforms, logo wear, or personal protective equipment. If a Department Head determines that this requirement is in the best interest of the County for operational purposes, the County will provide the uniforms or logo wear attire to staff. Department Heads will order the attire through central purchasing from the County's authorized clothing vendor.

The exceptions to this policy are for those employees that have negotiated agreements through current collective bargaining and those listed below:

Correctional Supervisor - yearly allowance in a separate check of \$635.00

The Employer will pay to each Public Works Superintendent, Shop Superintendent, or Store Keeper, a one-time annual payment of \$250.00, in return for which each Employee shall be required to wear approved safety glasses and safety shoes during all working hours in accordance with posted work rules.

As determined by the Information Technology Director, Information Technology staff with responsibilities for after-hours support, will be reimbursed \$510 per year for the cost of home Internet service.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

(AFSCME 1258)

The Employer will pay a yearly uniform allowance of \$50 to each LPN, CNA, ESW, ATA and to each employee working in the food service department, at Rock Haven. \$25 will be paid to materials supply clerks.

All employees will receive the uniform allowance on the first paycheck of the year.

Newly hired employees will receive the uniform allowance on their first paycheck after date of hire.

(AFSCME 1077)

The Employer will provide and clean all uniforms it requires for Employees of the Department of Facilities Management, and those Employees of the Department of Public Works assigned to Parks and Airport, Public Works – Shop Crew Leader, Maintenance Worker, Parks/Highway Patrol Worker, Machinists, Mechanics and Welders at no cost to the Employee.

The Employer will pay to each Employee a one-time annual payment of \$250.00, in return for which each Employee shall be required to wear approved safety glasses and safety shoes during all working hours in accordance with posted work rules.

Damage to Personal Articles & Clothing. In the event that personal clothing/articles of an employee are damaged in the employee's normal course of duties and as a result of the actions of a third party, the County will replace the clothing or articles by payment to the employee of a sum that represents a fair market value of clothing or articles at the time of damage. Employees receiving a clothing allowance shall be ineligible for reimbursement for items damaged that are eligible for purchase under the allowance. The amount of reimbursement shall not exceed \$150 per employee per incident.

The incident causing such damage and the value of the clothing or articles damaged, may be subject to verification by a competent witness at the request of the Employer. It will be the sole judgment of the Employer what market value is attached to the particular article or piece of clothing, which shall not be arbitrary, capricious or discriminatory.

(YSC)

Employees will be reimbursed up to \$50 for damage to personal articles and clothing; and up to \$150 for damage to corrective lens replacement by acts occurring while acting within their official capacity.

Bulletin Boards. The Employer shall provide bulletin boards or bulletin board space in designated areas that all employees going about their normal duties shall be able to see. The group representative shall have the right to post group related notices on such bulletin board.

Collective Bargaining/Labor Management. Group representatives shall be permitted to participate in collective bargaining sessions and labor management sessions. If the sessions are conducted during the regular and normal schedule of daily working hours for such representative, or in the case of a representative who works a 2nd or 3rd shift, the County shall pay straight time wages for the time spent in such sessions to two representatives from the employee group.

Seniority Rosters. ~~The group representative will post a seniority roster which will show the name, classification, and date of hire of all regular full-time and regular part-time Employees. Such roster shall be corrected and re-posted on January and July of each year. Will be provided upon request.~~

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Union/Association/Employee Group. The Union /Association/Employee group shall not conduct union / association/employee group business during working hours of employees. Whenever a ~~union~~ representative is conducting ~~union~~ business with the employer they will be paid at straight time. This time will not be used to calculate overtime.

Representation. If an employee chooses to have a representative during a meeting with the employer, it is the employee's responsibility to make arrangements for that representative to attend. The employee will be allowed to have a representative of their choice who is not a supervisor or manager within Rock County. The representative will be limited to listening and advising the employee but will not be allowed to speak in place of the employee. When an employee is acting as a representative, the employee must request a release from their appropriate Supervisor at least twenty-four hours in advance of such activity. The time limit shall be waived when the scheduling of said activity is subject to control of the County.

Payment for Representation. Whenever an employee is acting as a representative they will be paid at straight time. This time will not be used to calculate overtime.

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Union/Association/Employee Group. The Union/Association/Employee Group agrees to notify the Human Resource Director in writing of the names of representatives who have been selected to represent Employees in meetings with management. One /Representative shall be permitted to investigate and process a grievance during working hours without loss of pay.

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Deductions: Rock County will not make fair share deductions or union dues deductions from compensation of general municipal employees.

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Vacation Schedules
Policy No: 5.47
Effective: ~~1/1/2016~~1/1/2019
Revising: ~~1/1/2014~~1/1/2016

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The Unilateral Vacation Scheduled can be found in the Rock County Ordinance 18.506
(<http://www.co.rock.wi.us/hr>)

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011.

(AFSCME 1077, 1258, 2489, AMHS RH, AMHS-HSD, ATTORNEYS, YSC, Public Health Nurses)

Employees shall be entitled to annual paid vacation as follows: upon the completion of one year, ten working days; in addition, Employees shall be entitled to one additional day of vacation per year for each additional year of employment, up to a maximum of twenty-five working days of vacation per year according to the following schedule:

After 2 years – 11 days	After 10 years – 19 days
After 3 years – 12 days	After 11 years – 20 days
After 4 years – 13 days	After 12 years – 21 days
After 5 years – 14 days	After 13 years – 22 days
After 6 years – 15 days	After 17 years – 23 days
After 7 years – 16 days	After 18 years – 24 days
After 8 years – 17 days	After 19 years – 25 days
After 9 years – 18 days	

(AMHS-HSD)

For employees who are in job classes that were covered by the AMHS HSD contract on 12/31/2011, vacation pay and/or time off, shall be earned on a pay period rate, and available for immediate use in the following pay period and thereafter. Said time off may be used in time blocks of eight hours or less to a minimum of thirty minutes.

Probationary Employees. Employees shall accrue, but not be entitled to utilize vacation benefits during the first six (6) months of probation.

(ATTORNEYS)

Attorneys may take five days of vacation during the second six months of their employment, five days during the third six months, five and one-half days during the fourth six months, five

and one-half days during the fifth six months, and six days during the sixth six months, if they desire. No more than two periods of earned vacation may be accumulated or taken without the consent of the Human Resource Director. Attorneys earn five days of vacation during both six month periods the first year of employment, five and one-half days each six month period of the second year, six days each six month period during the third year and continuing in the same manner thereafter, up to a maximum of twenty-two working days of paid vacation per year.

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~~7.05 I~~—Employees, upon separation, shall have all unused and accrued vacation credits (which are earned as specified above) contributed to a Post Employment Health Plan (PHEP).

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PART TIME EMPLOYEES:

(AMHS HSD)

All regularly scheduled part-time employees will be allowed paid vacation on a pro-rated amount based on actual hours paid.

(AFSCME 1258)

Regular part-time employees shall be entitled to vacation benefits on a pro-rata basis based on actual hours worked, excluding over time hours.

(AMHS RH)

All regularly scheduled part-time employees will be allowed paid vacation on a pro-rated amount based on actual hours paid.

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The following is procedural information employees will be expected to follow for reporting an on the job injury and submitting a worker's compensation claims. This information has been placed in a flyer and is sent to any employee who submits an on-the-job injury/illness claim to the County. The flyer serves as notification to all employees of the procedures they are expected to follow. Supervisory staff should use this information as a guide with their employees who sustain an on-the-job injury/illness.

EMPLOYEE - REPORTING AN ON THE JOB INJURY/ILLNESS:

When an employee is injured on the job or contracts an illness on the job, they **must** complete the Employee's First Report of Injury form. This form is available through the supervisor or Human Resources Department or on the County Intranet under the HR Department tab and Safety. The direct supervisor and Department Head must sign the form, and then submit it to the following:

- Sheriff's Office: Payroll
- Public Works: Payroll
- ~~Rock Haven: RH Payroll~~
- All other County Departments: Human Resources Department

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The appropriate payroll department then fills out a transmittal form (WKC) and sends that form to Rock County's workers' compensation carrier along with a copy of the employee's first report of injury form so that a file can be opened.

SUPERVISOR-REPORTING

Any time an employee is injured on the job, the employee's immediate supervisor will conduct an investigation within 24 hours of the time the employee reports the injury. The supervisor will complete the Supervisor's Accident/Injury Investigation Report and send it to the appropriate department that completes the WKC form.

TREATMENT FOR INJURIES:

Injured employees requiring hospitalization and/or treatment by a Physician or Chiropractor shall have the treating practitioner complete a ~~Worker Compensation Physician/Surgeon Rock County Return to Work Form~~ report form at the time of the visit. The Rock County Return to Work Form ~~Worker Compensation Physician/Surgeon~~ report must be returned to the supervisor immediately after the exam. This form must be obtained and returned after each and every doctor appointment.

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Individuals who have been hospitalized for job-related injuries must call or personally report their status to their supervisor/department head immediately upon discharge from the hospital.

FOLLOW-UP VISITS:

Employees are required to attend all scheduled follow-up visits. Individuals who miss follow-up appointments and have not returned to their jobs because of their injury may lose continuing benefits and also be considered absent without permission from their jobs.

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Employees are expected to make appointments outside of work hours whenever possible.

LOST TIME:

Employees who will be off work beyond the day the injury occurred, are considered to have sustained a "lost-time injury". The employee is only permitted to be off work on a job-related injury if a Physician/Chiropractor has certified the time off. This certification of time off may be subject to concurrence by a Physician of the employer's choice.

TRANSITIONAL WORK ASSIGNMENTS:

Transitional work assignments ("light duty") allow an employee to return to work on an accommodated basis during their healing period. Physicians/Chiropractors determine the restrictions and physical limitations necessary to the employee's condition. The supervisor, in conjunction with Human Resources, will determine the employee's transitional working assignment. Transitional work may be assigned in a department other than the employee's current department and may involve a change of shift. If transitional work is not available, the employee must remain off the job until released by the Physician/Chiropractor or restrictions and physical limitations change to allow for a transitional work assignment. Transitional work assignments are only available while the employee is subject to temporary restrictions and in a healing period. Availability of transitional work assignments will be re-evaluated every ninety (90) days, for as long as necessary. Upon this re-evaluation, the transitional work assignment may be extended, a different transitional work assignment may be selected or the availability of the transitional work assignment may be rescinded.

Employees are expected to comply with restrictions and physical limitations in activities outside of work as well as on the job.

RELEASE OF INFORMATION:

The employee will be requested to sign a release of medical information in order for the County and its agents to obtain pertinent medical information from private care providers or hospitals. This information is vital to the continuation and/or payment of benefits to which the employee may be entitled. Rock County employees are expected to comply with requests for information from our Third Party Administrator.

BILLS, MEDICAL REPORTS, ETC.:

All documents received that relate to the injury must be submitted to Human Resources or Payroll (for RH, PWD, and Sheriff's Dept). The employee should not assume that bills they receive at their residence are copies and that originals have been sent to the insurance carrier for payment.

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These procedures apply to all employees. Failure to follow these procedures may cause a delay in payment of worker's compensation or loss of compensation. Disciplinary action may be initiated as well. Employees should contact the Human Resource Department with questions, regarding worker's compensation claims.