



**COUNTY BOARD STAFF COMMITTEE  
TUESDAY – NOVEMBER 14, 2017 – 4:00 P.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order & Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – October 24, 2017
4. Transfers
5. Review of Payments
6. Resolutions
  - A. To Recognize the YWCA Rock County for 95 Years of Service
  - B. Amending the County's Personnel Ordinance
7. Review and Possible Action on Updates to the Administrative Policy & Procedure Manual
8. Response to Committee Question on Retirement Age – Human Resources
9. Adjournment

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF OCTOBER 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
00-0000-0063-29663	W C TRUST	P1700038	10/26/2017	MINUTE MEN HR MANAGEMENT OF WI	2,850.00
<b>ISF-SELF INS PROG TOTAL</b>					<b>2,850.00</b>

I have reviewed the preceding payments in the total \$2,850.00

Date:

Dept

\_\_\_\_\_

Committee

\_\_\_\_\_

Rock County

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF OCTOBER 2017

10/27/2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
01-1320-0000-63100	OFC SUPP & EXP	P1700320	10/12/2017	JP MORGAN CHASE BANK NA	50.60
COUNTY ADMINISTRATOR PROG TOTAL					50.60

I have reviewed the preceding payments in the total \$50.60

Date: \_\_\_\_\_ Dept \_\_\_\_\_  
Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF OCTOBER 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63107	PUBL & LEGAL				
		P1700715	10/12/2017	BELOIT DAILY NEWS	1,027.95
03-1110-0000-64201	CONVENTION EXP				
		P1700320	10/12/2017	JP MORGAN CHASE BANK NA	1,635.00
<b>COUNTY BOARD PROG TOTAL</b>					<b>2,662.95</b>

I have reviewed the preceding payments in the total **\$2,662.95**

Date: \_\_\_\_\_ Dept \_\_\_\_\_  
Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF OCTOBER 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
06-1620-0000-83100	OFC SUPP & EXP	P1700027	10/26/2017	OFFICE PRO INC	25.57
<b>CORPORATION COUNSEL PROG TOTAL</b>					<b>25.57</b>

I have reviewed the preceding payments in the total **\$25.57**

Date: \_\_\_\_\_ Dept \_\_\_\_\_  
Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF OCTOBER 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS		10/19/2017	ILLINOIS STATE POLICE	48.00
			10/19/2017	IOWA DIVISION OF CRIMINAL INVE	15.00
			10/26/2017	IDAHO STATE POLICE	20.00
08-1420-0000-63100	OFC SUPP & EXP	P1700309	10/26/2017	OFFICE PRO INC	15.58
		P1700311	10/12/2017	JP MORGAN CHASE BANK NA	449.87
08-1420-0000-63300	TRAVEL				
		P1700311	10/12/2017	JP MORGAN CHASE BANK NA	(83.76)
08-1420-0000-64200	TRAINING EXP				
		P1700311	10/12/2017	JP MORGAN CHASE BANK NA	276.55
08-1420-0000-64215	RECRUITMENT				
		P1700311	10/12/2017	JP MORGAN CHASE BANK NA	199.00
		P1702625	10/19/2017	DEPARTMENT OF ADMINISTRATION	350.00
08-1420-0000-64216	CULTURAL COMPENT				
		P1702716	10/26/2017	YWCA ROCK COUNTY	2,500.00
<b>HUMAN RESOURCES PROG TOTAL</b>					<b>3,790.24</b>

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF OCTOBER 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
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I have reviewed the preceding payments in the total **\$3,790.24**

Date: Dept \_\_\_\_\_  
Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF OCTOBER 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
19-1910-0000-65103	PUBLIC LIABILITY				
		P1702696	10/26/2017	MARKLEY INVESTIGATIONS INC	68.00
				<b>PROPERTY &amp; LIABILITY INSURANCE PROG TOTAL</b>	<b>68.00</b>
19-1932-0000-64904	SUNDRY EXPENSE				
		P1700310	10/12/2017	JP MORGAN CHASE BANK NA	383.27
		P1702592	10/12/2017	BASICS NATURAL FOOD MARKET	97.97
				<b>EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL</b>	<b>481.24</b>

I have reviewed the preceding payments in the total **\$549.24**

Date:

Dept

Committee



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION**

**ROCK COUNTY BOARD OF SUPERVISORS**

Supervisor Sandra Kraft  
INITIATED BY

Randy Terronez  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY



September 27, 2017  
DATE DRAFTED

**TO RECOGNIZE THE YWCA ROCK COUNTY FOR 95 YEARS OF SERVICE**

- 1 **WHEREAS**, the YWCA Rock County is a valuable community organization that is dedicated
- 2 to eliminating racism, empowering women and promoting peace, justice, freedom and dignity
- 3 for all; and
- 4
- 5 **WHEREAS**, through the CARE House child advocacy center, the YWCA Rock County
- 6 provides a safe environment for children who are victims of abuse, which assists the District
- 7 Attorney's Office, Human Services Department, Sheriff's Office, and other local law
- 8 enforcement agencies; and
- 9
- 10 **WHEREAS**, the YWCA Rock County's Racial Justice programming is a valuable resource
- 11 for the community in promoting diversity, inclusion, and cultural competency; and
- 12
- 13 **WHEREAS**, the YWCA Rock County's domestic violence shelter provides a safe
- 14 environment for victims of abuse, while helping to empower women through employment,
- 15 housing, and life skills training; and
- 16
- 17 **WHEREAS**, the YWCA Rock County's child care programs fill an important gap in the
- 18 community by ensuring children receive the education and care they need and deserve; and
- 19
- 20 **WHEREAS**, the YWCA Rock County was established in 1922 and is celebrating 95 years of
- 21 service in Rock County.
- 22
- 23 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors,
- 24 duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2017, does hereby recognize YWCA
- 25 Rock County for achieving 95 years of service to Rock County and wish them well on this
- 26 milestone.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Mawhinney

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Sandra Kraft, Vice Chair

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Eva Arnold

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Alan Sweeney

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Henry Brill

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Terry Thomas

\_\_\_\_\_  
Betty Jo Bussie

**ORDINANCE  
ROCK COUNTY BOARD OF SUPERVISORS**

Annette Mikula  
INITIATED BY

Amy Spoden, Human Resource Manager  
DRAFTED BY

County Board  
Staff Committee  
SUBMITTED BY



November 8, 2017  
DATE DRAFTED

**AMENDING THE COUNTY'S PERSONNEL ORDINANCE**

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

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

Authority  
18.101

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

Purposes  
18.102

The purposes of this Ordinance shall be to:

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

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

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

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

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

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

Scope  
18.103

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

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

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

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

Collective Bargaining Agreements  
18.104

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

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Human Resources Section of the Administrative Policies and Procedures Manual

18.105

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

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

Department Work Rules

18.106

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

Non-Elected Department Heads

18.107

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

Administrator Position

18.108

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

Sheriff's Office Command Staff

18.109

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

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

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

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Correctional Supervisor  
18.109(a)

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

Amendments  
18.110

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

Management Rights  
18.111

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

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

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

Responsibilities and Authority  
18.112

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A. County Board. The County Board shall:

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

- 233 (2) review and approve County Personnel Ordinance and amendments.  
234  
235 (3) confirm department head appointments made by the County Administrator.  
236  
237 (4) delegate such duties to the County Board Staff Committee as  
238 necessary.  
239  
240 (5) hear grievance appeals as outlined in Section 18.806.  
241
- 242 B. County Board Staff Committee. The County Board Staff Committee shall:  
243  
244 (1) advise the County Administrator on matters concerning implementation of  
245 Personnel Ordinance.  
246  
247 (2) review proposed Personnel Ordinance and amendments as developed and  
248 recommended by the Human Resources Director and make  
249 recommendations to the County Board for consideration and legislative  
250 action.  
251  
252 (3) perform other related duties as assigned by the County Board.  
253
- 254 C. County Board Governing Committees. Each Governing Committee shall:  
255  
256 (1) review all appointments made by the County Administrator as provided in  
257 Section 18.112(d)(1) and make such recommendations to the Board as  
258 appropriate.  
259
- 260 D. County Administrator. Except as prohibited by State and Federal law, the County Administrator  
261 shall:  
262  
263 (1) appoint and remove all Department Heads, subject to the provisions of  
264 Section 18.107.  
265  
266 (2) advise the Governing Committee of the final interview schedule of the  
267 best-qualified applicants. The Governing Committee may participate in  
268 the scheduled interviews.  
269  
270 (3) submit terms of employment for Department Heads to the Governing  
271 Committee for review before submission to the County Board.  
272  
273 (4) approve Personnel Ordinance prior to submittal to the County Board Staff  
274 Committee and the County Board.  
275  
276 (5) apply appropriate disciplinary actions as defined in Section 18.1108 to  
277 subordinate employees.  
278  
279 (6) approve new positions, reallocations, and upgrades of existing positions  
280 subject to County Board approval.  
281
- 282 E. Human Resources Director. The Human Resources Director under the authority of the County  
283 Administrator shall:  
284  
285 (1) administer the Personnel Ordinance adopted by the County Board.  
286  
287 (2) establish, maintain and coordinate personnel transactions and records  
288 management for all County employees and positions.  
289  
290 (3) establish and maintain a central personnel file for each County employee  
291 showing name, title, salary, change in status, annual performance ratings  
292 and such pertinent information as may be necessary for effective personnel  
293 administration and for compliance with Federal and State laws.  
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- (4) advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.
  - (5) notify the payroll section of all relevant changes.
  - (6) review appointments and removal of personnel to County positions pursuant to Section 18.607.
  - (7) maintain complete employment and performance records of all County employees.
  - (8) establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.
  - (9) make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.
  - (10) develop and maintain the Classification Plan.
  - (11) develop and administer the recruitment and selection program.
  - (12) establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.
  - (13) monitor temporary and overtime assignments.
  - (14) approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the re-employment of laid off employees in other appropriate County positions.
  - (15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.
  - (16) establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.
  - (17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.
  - (18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.
  - (19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.
  - (20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
  - (21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.
  - (22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
  - (23) develop such regulations as necessary to carry out the intent of this Ordinance.
  - (24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.

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

F. Department Heads. Department Heads shall:

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

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

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



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

## 427 **Section 2: Classification Plan**

### 428 Development and Administration

429 18.201

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

### 436 Position Description

437 18.202

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

### 443 Allocation of New Positions

444 18.203

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

### 452 Abolition of Unnecessary Classifications

453 18.204

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

### 459 Reclassification Requests

460 18.205

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

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

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

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

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

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

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

Reorganization of Department

18.207

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

Position Description Questionnaires/Job Audits

18.208

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

Review of Classification Plan

18.209

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

Underslotting

18.210

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

**Section 3: Recruitment and Selection**

Recruitment

18.301

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

544

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

547

548 (a) Job Announcements and Publicity.

549

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

557

558 (b) Application Form.

559

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

563

564 (c) Rejection of Applications.

565

566 Human Resources may reject any application if the applicant:

567

568 (1) does not meet the minimum qualifications established for the position.

569

570 (2) provides any false or misleading information in the application process.

571

572 (3) is physically, mentally or otherwise unable to perform the duties of the  
573 position, with or without a reasonable accommodation, as permitted under  
574 applicable State and Federal laws.

575

576 (4) has been convicted of a crime, which renders him/her unsuitable for the  
577 position, as permitted under applicable State and Federal laws.

578

579 (5) is not within the legal age limits prescribed for the position or for County  
580 employment.

581

582 (6) has established an unsatisfactory employment record, which demonstrates  
583 unsuitability for the position.

584

585 (7) is a member of an organization, which advocates the violent overthrow of  
586 the government of the United States.

587

588 (8) based on job related factors, is found by Human Resources to be clearly  
589 unsuitable for the position for which he/she has applied.

590

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

593

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

596

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

600

601

Relocation Expense

602

18.302

603

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

614 Selection  
615 18.303

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

621  
622 (a) Selection Devices.

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

630  
631 (b) Confidentiality.

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

636  
637 Eligibility Lists  
638 18.304

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

647  
648 (a) Layoff List for unilateral employees.

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

660  
661 (b) Open Competitive and Promotional Eligibility.

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

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(c) Duration of Eligibility Lists.

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

(d) Removal of Candidates from Eligibility Lists.

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

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

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

Certification and Appointment  
18.305

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

Appointment of Eligible Candidates.

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

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

Probationary Period  
18.306

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

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

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

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

Part-time and Seasonal Employment

18.307

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

Temporary Appointments

18.308

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

Double Fill of Positions

18.309

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

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

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Other Appointments May Follow Ordinance

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18.310

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

796

#### **Section 4: Salary Administration**

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Pay Plans

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18.401

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

802

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

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(a) To provide an appropriate salary structure, to recruit and retain an adequate number  
807 of competent employees; and,

808

809

(b) To provide appropriate pay incentives for satisfactory or outstanding job  
810 performance.

811

812

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

814

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Development and Administration

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18.402

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

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Linkage

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18.403

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

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832

Entrance Pay Rate

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18.404

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

839

840

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

843

844

In Range Increment

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18.405

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847

In range increments shall be based on satisfactory work performance and length of service in a class.

848

Such increments shall not be granted automatically. Whenever an employee is promoted, their annual

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

855  
856 Productivity/Incentive Awards

857 18.406

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

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

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877  
878 Seasonal Employment

879 18.407

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

883  
884 Temporary Employment

885 18.408

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

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

894  
895 Pay Rate Adjustments

896 18.409

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

899  
900 (a) Transfer

901  
902 When an employee is transferred from one class to another with a common pay  
903 range, he/she shall continue to receive the same pay rate.  
904

905 (b) Promotion

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



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

(c) Demotion

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

(d) Reinstatement

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

(e) Compensation During Temporary Assignment

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

Overtime  
18.410

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

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

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

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

Red Circled Classifications  
18.411

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

## Section 5: Fringe Benefits

Holidays  
18.501

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1036  
1037 Health and Dental Insurance  
1038 18.502

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

1063 Life Insurance  
1064 18.503

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1066 Regular full-time employees are eligible for group life insurance in an amount equal to the next highest  
1067 thousand dollars of their annual salary. ~~Unless they specifically waive such coverage~~ Once an employee  
1068 has elected coverage, a portion of the premium shall be deducted monthly from their regular salary as  
1069 approved by the County Board. Regular part-time employees are also eligible if they work enough hours  
1070 in a year to qualify for Wisconsin Retirement System coverage.  
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1072  
1073 Retirement  
1074 18.504

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

1077  
1078 Unemployment Compensation  
1079 18.505

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1081 County employment is covered by Wisconsin Unemployment Compensation laws.

1082  
1083 Vacation  
1084 18.506

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

(b) Unilateral employees hired after January 1, 2008, shall earn vacation according to the following schedule:

<u>Completed Years of Service</u>	<u>Unilateral A &amp; B</u>	<u>Unilateral C</u>
1 year	10 Days	15 Days
2 Years	11 Days	15 Days
3 Years	12 Days	15 Days
4 Years	13 Days	15 Days
5 Years	14 Days	20 Days
6 Years	15 Days	"
7 Years	16 Days	"
8 Years	17 Days	"
9 Years	18 Days	"
10 Years	19 Days	25 Days
11 Years	20 Days	"
12 Years	21 Days	"
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Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six months. Any time used between six (6) months and one year, will result in a reduction of the days available after one year. (Example: a Unilateral B employee uses 2 days after six months but prior to his one year anniversary date, that person would have 8 days to use after completing one year of service.  $10 - 2 = 8$ .)

(c) Vacation schedules for non unilateral employees are contained in the HR Policies and Procedures manual.

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

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

- 1126 (f) The amount of vacation days deferred shall not exceed the number of vacation days that  
1127 the employee earns on that anniversary date. Vacation may be granted in advance only  
1128 upon the approval of the Department Head and the Human Resources Director.  
1129  
1130 Department Heads shall establish work and vacation schedules with the first consideration  
1131 to be given to the efficient operation of the department. Senior employees in terms of  
1132 length of service shall be given vacation schedule preferences when practicable. Deferral  
1133 of vacation for the County Administrator shall be at the discretion of the County Board  
1134 Staff Committee.  
1135  
1136 (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation  
1137 time on a pro rata basis directly proportionate to the amount of time worked in relation to  
1138 the normal full time employment period. Part-time employees whose regular workweek is  
1139 less than sixteen hours shall not earn vacation credits.  
1140  
1141 (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits  
1142 to cover the period of absence, earned vacation time may be used for this purpose if the  
1143 employee or employer so elects.  
1144  
1145 (i) Upon separation, an employee shall be paid for the unused portion of his/her  
1146 accrued vacation credits provided the employee has completed ~~six~~ twelve consecutive  
1147 months of service, except as modified by the rules governing resignation without  
1148 sufficient notice.  
1149  
1150 (j) An employee who moves from one position to another in the County service, by  
1151 transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation  
1152 leave in the new position.  
1153  
1154 (k) An employee who moves from one an employee group to another employee group in the  
1155 County service, by transfer, promotion or re-assignment, will have their vacation  
1156 entitlement determined by a number of factors (i.e. years of service, FTE previously  
1157 worked, entitlement under new employee group, etc.).  
1158  
1159 (l) An employee, whose appointment status is changed from temporary to regular  
1160 status without a break in service, shall receive vacation credits from the date of his/her  
1161 original appointment to temporary status.  
1162  
1163 (m) No credit for vacation leave shall be granted for time worked by an employee in  
1164 excess of his/her normal workweek.  
1165  
1166 (n) Vacation credits shall not be earned by an employee during a leave of absence  
1167 without pay, a suspension without pay, or when the employee is otherwise in a non-  
1168 compensable status, should such period without pay exceed thirty working days in any  
1169 calendar year.  
1170  
1171 (o) There shall be charged against accrued vacation only those days on which an  
1172 employee normally would have worked. In the event a legal holiday falls within the  
1173 vacation period, the holiday shall not be charged against vacation.  
1174  
1175 (p) Use of vacation time must be approved in advance by the Department Head or his  
1176 or her designee. Use of vacation by appointed Department Heads must be  
1177 approved in advance by the County Administrator.  
1178  
1179 (q) All vacation shall be utilized in not less than thirty minute increments.  
1180  
1181 (r) Unilateral "C" employees whose position has been moved to Unilateral "A" will have  
1182 their vacation allotment frozen at current level until the employee's length of service  
1183 would provide additional vacation under the Unilateral "A" schedule.  
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Workers Compensation  
18.507

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

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

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

Leave of Absence Policy (Non FMLA)  
18.508

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

- (1) Leave without pay may be granted when it is in the best interest of the County to do so. Requests for leave of absence shall be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave, an acceptable physician's certificate shall be required.
- (2) At the expiration of a leave without pay, the employee shall be reinstated to the position he/she vacated or to an equivalent position which is vacant at the time, provided the employee meets the stated qualifications. If there is not a suitable vacancy available, the employee's name shall be placed on an appropriate reinstatement list.
- (3) Credit toward vacation and sick leave shall not be earned after 30 days while an employee is on leave without pay. Insurance benefits may be retained according to HR Policy and Procedure.
- (4) Leave without pay shall not constitute a break in service; however, if the employee is absent more than thirty days during a calendar year, it shall change the employee's anniversary date.  
  
When a leave of more than thirty (30) consecutive days is taken, the employee's anniversary date shall be moved ahead by the total number of days of the leave.
- (5) A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with the approval of the Human Resources Director.
- (6) Employees on leave of absence from the County may not be employed full time elsewhere. Employees holding employment elsewhere during a leave of absence shall be deemed to have voluntarily resigned from employment with Rock County.
- (7) If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend the leave of absence, subject to the approval of the County Administrator or Department Head and the HR Director. If, on the date following the expiration of the leave of absence, an

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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

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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.

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

Jury Duty  
18.510

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

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

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

Medical Leave  
18.511

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

Military Leave  
18.512

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

1310 shall be restored to the position which he/she vacated or to a comparable position with full rights and  
1311 without loss of seniority or benefits accrued and not taken while serving in the position he/she  
1312 occupied at the time the leave was granted, provided that application is made to the Human Resources  
1313 Director within ninety days after the date of his/her honorable discharge, or fifteen days after rejection,  
1314 and is physically and mentally capable of performing the work of his/her former position. Failure of an  
1315 employee to notify the County within this time period of his/her intention to return to work shall be  
1316 considered as a termination of his/her employment. Leave will be granted in compliance with State  
1317 and Federal law.

1318  
1319 Military Reserve Leave

1320 18.513

1321  
1322 (1) An employee who, by reason of membership in the United States Military Reserve, or  
1323 ordered by the appropriate authorities to attend a training or encampment under the  
1324 supervision of the United States Armed Forces, or by reason of membership in the  
1325 National Guard, is required by the authorities thereof to do so, shall be granted a  
1326 leave of absence from his/her position without loss of pay for a period not to exceed  
1327 fifteen working days in any calendar year. It is intended that this shall be done  
1328 without financial penalty to the employee. The County will therefore pay such  
1329 employee for this time lost in an amount equaling the difference between his/her  
1330 daily military pay and the employee's normal County daily wage. To receive such  
1331 leave, the employee must file a copy of his/her orders with the Human Resources  
1332 Director as far in advance as is reasonable under the circumstances (preference is at  
1333 least two weeks advance notice) prior to date such training or encampment leave is  
1334 to commence.

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1337 (2) An employee who has active membership in the U.S. Military Reserve or  
1338 National Guard and who is ordered to active duty in the U.S. Armed Forces shall be  
1339 granted military leave with supplemental pay equal to the difference between the  
1340 employee's basic military pay and his/her normal County daily wage. Supplemental  
1341 pay granted under this section is provided for the duration of an employee's military  
1342 service, not to exceed 5 years. Proof must be filed with the Human Resources  
1343 Director. To receive compensation the employee must submit a copy of his/her  
1344 Military Leave & Earnings statement to the County Payroll Office on a monthly  
1345 basis. The net pay to an employee may be an estimate with final pay reconciliation  
1346 by the County's Payroll Office after receipt of the employee's military pay vouchers,  
1347 either during the course of military service or after completion. Accrual of seniority  
1348 and benefits, and reinstatement rights and limitations, shall be consistent with those  
1349 outlined in section (d) and as required by law. An employee who voluntarily  
1350 extends his/her military service shall not be granted supplemental pay, but may apply  
1351 for additional unpaid military leave under section (d). The effect of this subsection  
1352 is retroactive to January 1, 2004, and is subject to the rights of the various unions  
1353 representing County employees to object to said compensation policy prior to  
1354 implementation and request that this subsection be subject to the collective  
1355 bargaining process.

1356  
1357 (3) Any employee described in subsection (2) shall also be entitled to continue paid  
1358 coverage under the County's group medical plan for four (4) weeks.

1359 Non Work Related Witness or Personal Litigation

1360 18.514

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1363 A leave of absence without pay shall be granted to an employee upon his/her request to appear under  
1364 subpoena or in his/her own behalf in litigation involving personal or private matters

1365 Sick Leave

1366 18.515

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1369 Sick leave pay shall commence on the first day of any period of illness due to accident, injury or disease.  
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- (1) All full-time employees shall earn one sick leave day per month of continuous employment. All part-time employees whose regular workweek is sixteen hours or more shall earn one sick leave day on a prorata basis directly in relation to the normal full time employment period. All part-time employees, who work less than sixteen hours per week, shall not earn sick leave. Temporary and seasonal employees are not eligible for sick leave.
  
- (2) Sick leave shall be granted after ~~six~~ 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
  - (c) Illness of a minor child (includes stepchild, current foster child, grandchild, or any other child they are legally responsible for and can provide legal documentation supporting the responsibility) or a child who meets the definition of a disabled adult child.
  - (d) Illness of a parent (includes stepparents and current foster parents).
  - (e) Contact with or exposure to a contagious disease rendering the employee's presence hazardous to fellow workers.
  - (f) Reasonable medical or dental attention that cannot be scheduled during non-working hours.
  
- (3) Sick leave shall accrue to a maximum of one hundred thirty days.
  
- (4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor as close to their regular starting time as possible in accordance with Department Work Rules.
  
- (5) A supervisor may identify a potential problem with an employee's sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to:
  - a) It occurs before or after a holiday,
  - b) It occurs before or after a scheduled day off,
  - c) An employee takes sick leave in excess of three days which has not been reported to FMLA, or
  - d) The employee has a history of using short amounts of sick leave repeatedly over an extended period of time.

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

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

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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.

Subpoenaed Witness  
18.516

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

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

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

Training/Educational Leave  
18.517

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

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

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

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Voluntary Public Service Leave

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

Voting

18.519

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

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## Section 6: Conditions of Employment

### Communications and Confidentiality

18.601

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

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

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

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

### Conflict of Interest

18.602

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

### County Administrator (Tenure)

18.603

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

### County Equipment (return of)

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

### County Residence

18.605

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

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Demotions

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1573 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be voluntary.

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Demotions must be approved in advance by the Human Resources Director.

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Discipline/Investigations

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18.607

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1579 The purpose of discipline is correcting job behavior and performance problems of employees.

1580

1581

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.

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

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Disciplinary Action (Grounds for)

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

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(a) Dishonesty or falsification of records.

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

- 1630 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent  
1631 laws, ordinances and regulations.  
1632  
1633 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or  
1634 repeated attempts to use unpaid leave when the employee does not have benefit  
1635 time available.  
1636  
1637 (i) Use of official position or authority for personal or political profit or advantage.  
1638  
1639 (j) Disregard or repeated violations of safety rules and regulations.  
1640  
1641 (k) Incompetence, unprofessional or poor work performance.  
1642  
1643 (l) Discrimination because of race, color, creed, national origin, marital status, sex,  
1644 sexual orientation, or any other grounds prohibited by State or Federal law.  
1645  
1646 (m) Violations of Section 18.601 "Communications and Confidentiality".  
1647  
1648 (n) Failure to call in or report to work.  
1649  
1650 (o) Sleeping during scheduled work hours.  
1651  
1652 (p) Being disrespectful or bullying in dealing with fellow employees or the general  
1653 public.  
1654  
1655 (q) Failure to exercise good professional judgment and/or failure to conform to the  
1656 County's or your Department's goals and mission.  
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1658 Other circumstances may warrant disciplinary action and will be treated on a case by case basis.  
1659

1660 Exit Interview

1661 18.609

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1662  
1663 An exit interview shall be conducted when possible with every employee who is separating from County  
1664 employment regardless of his/ her length of service, position or circumstances or separation.  
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1666 Gifts and Gratuities

1667 18.610

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1668  
1669 No County employee shall use their position to solicit or accept for himself/herself or another person any  
1670 gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan  
1671 or any other thing of monetary value. This does not include acceptance of loans from banks or other  
1672 financial institutions on customary terms of finance for personal use, such as home mortgage loans, the  
1673 acceptance of unsolicited advertising or promotional material, such as pens and calendars, and acceptance  
1674 of an award for meritorious public or personal contributions or achievements.  
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1676 Harassment

1677 18.611

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1678 It is the policy of Rock County that all employees should be able to enjoy a work environment free from  
1679 all forms of harassment. Employees who engage in harassment not only hurt others, but they also expose  
1680 both themselves and the County to potential legal liability. Consequently, Rock County will not condone  
1681 or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected  
1682 officials, vendors, or members of the public, if that conduct violates the right of someone else to be free  
1683 from harassment. County employees who violate this policy will be subject to appropriate discipline, up  
1684 to and including termination. (See HR Policies and Procedures for a detailed description of the  
1685 procedures employees should follow in regard to this policy.)  
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1687 Hours of Work

1688 18.612

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

1692 provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule, some County employees  
1693 may have different work schedules which are designated in Department work rules.

1694

1695 Nonstandard work schedules may be approved by a Department Head, when doing so is in the interest of  
1696 County operations. Notice of nonstandard work schedules shall be made to Human Resources and  
1697 payroll.

1698

1699 Staffing needs and operational demands may necessitate variations in starting and ending times, days of  
1700 the week worked, as well as variations in the total hours that may be scheduled each day and week.

1701

1702 Employees included in Sections 18.1002, 18.011, and 18.1020 are considered salaried exempt employees.  
1703 These employees must cover a partial day taken off with paid vacation, sick leave or comp time (where  
1704 applicable). If the employee has insufficient paid time to cover the entire day off, the employee must take  
1705 the entire day off without pay.

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Layoffs

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18.613

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1711 The appointing authority may layoff an employee: a) whenever it is necessary to reduce the workforce for  
1712 any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b) when an employee has  
1713 exhausted all available leave options and is unable to return to work, c) when an employee has failed to  
1714 successfully complete their probationary period after a promotion or d) when an employee can no longer  
1715 perform the essential functions of the job.

1716

1717 In situation (a) above, no regular employees shall be laid off while there are temporary or probationary  
1718 employees serving in the same classification, in the same department. Layoffs shall be based on the needs  
1719 of the County.

1720

1721 The appointing authority shall notify each person laid off of all his/her rights. Regular employees shall  
1722 receive at least thirty (30) calendar days' notice prior to layoff in situation a) above. Layoff plans shall be  
1723 approved by the Human Resources Director before they are implemented.

1724

1725 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of service, but  
1726 in no case longer than two years.

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Lunch Periods and Break Time

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(a) Lunch Periods.

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Lunch periods are normally scheduled midway in an eight hour shift. Lunch  
1734 periods shall not be longer than one hour nor shorter than thirty minutes.

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(b) Break Time.

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

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

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More than One County Position

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

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Nepotism

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

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Outside Employment

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18.617

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

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Outside Services

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18.618

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

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Payday

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18.619

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

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Pre-Employment Physicals

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

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Political Activity

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18.621

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



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

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

Professional Liability Insurance

18.622

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

Resignations

18.623

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

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

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

Safety

18.624

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

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

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

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

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

1876 The employer has established the following protocols for evacuation of the premises. When employees  
1877 are advised to evacuate the building, the employees should:

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

Telephone

18.625

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

Travel

18.626

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

## Section 7: Performance Evaluation

Policy

18.701

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

Administration

18.702

Each employee shall be evaluated at the following periods:

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

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

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

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

(c) Annual.

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

(d) Special.

A special performance evaluation shall be completed:

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

Rater  
18.703

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

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

Review of Performance Report  
18.704

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

Human Resources Director  
18.705

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

Employee  
18.706

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

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

## **Section 8: Grievance Procedure**

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

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

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

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

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

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

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

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

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

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

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

2060 Administration

2061  
2062 18.803

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

2066  
2067 Filing a Grievance

2068 18.804

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

2073  
2074 Limitations:

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

2087  
2088 Discussion of Problem with Immediate Supervisor

2089 18.805

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

2095  
2096 Grievance Procedure

2097 18.806

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

2100  
2101 STEP 1. Supervisor.

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

2111  
2112 STEP 2. Department Head.

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

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STEP 3. Human Resources Director.

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

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

STEP 4. Impartial Hearing Officer (IHO).

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

- a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with the name of an Impartial Hearing Officer. The Impartial Hearing Officer must not be an employee of the County. The Impartial Hearing Officer may be a lawyer, a professional mediator/arbitrator or other qualified individual as determined by the County Administrator.
- b. The Impartial Hearing Officer shall be impartial and may not have any prior knowledge of the grievance.
- c. The Human Resources Director will contact the hearing officer and schedule a meeting with the employee and the IHO to discuss the hearing. This meeting shall occur within two weeks of the date the Human Resource Director receives the request for the hearing. If the employee does not respond to the HR Director's attempt to schedule the meeting or does not attend a scheduled meeting, the request for a hearing shall be considered withdrawn and the decision of the HR Director shall stand.
- d. The Impartial Hearing Officer may decide the case on the existing record or may conduct a hearing. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The Impartial Hearing Officer may reschedule the hearing with permission of both parties.
- e. The Impartial Hearing Officer, with the consent of both parties, may use his/her best efforts to mediate the grievance.
- f. The employee has a right to be represented at the hearing (at the employee's expense) by a person of the employee's choosing.
- g. The County has the burden of proof in a reprimand, suspension or termination grievance to show that its actions were not arbitrary or capricious. The employee has the burden of proof in a workplace safety grievance.
- h. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.
- i. The hearing shall be recorded by a court reporter, who will make a record of the proceedings, and the costs will be shared equally by the parties.
- j. Formal rules of civil procedure will not be followed.

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

STEP 5. County Board.

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

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

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

Grievance of Termination  
18.807

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

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

Policy  
18.901

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

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

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

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

Public Inspection  
18.902

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

Destruction of Records  
18.903

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



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Reports  
18.904

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

## Section 10: Definitions

Accrued Benefits  
18.1001

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

Administrative Personnel  
18.1002

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

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

Allocation  
18.1003

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The assignment of a position to a pay range.

Anniversary Date  
18.1004

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

Appointing Authority  
18.1005

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

Board  
18.1006

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The Rock County Board of Supervisors.

Class  
18.1007

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

Class Description  
18.1008

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2365 A written description of a class containing the class title, a general statement of the duties and  
2366 responsibilities, examples of duties performed, and minimum qualifications required.  
2367  
2368 Class Title  
2369 18.1009  
2370  
2371 The official designation or name of the class as stated in the class description. The class title shall be  
2372 used on all personnel records and other official personnel actions.  
2373  
2374 Classification Plan  
2375 18.1010  
2376  
2377 The sum total of all job class descriptions in the County service and a system showing salary and  
2378 classification relationships.  
2379  
2380 County Administrator  
2381 18.1011  
2382  
2383 The person hired by the Rock County Board of Supervisors as the chief administrative officer for the  
2384 County.  
2385  
2386 Demotion  
2387 18.1012  
2388  
2389 The assignment of an employee from one class to another class with a lower pay range.  
2390  
2391 Department Head  
2392 18.1013  
2393  
2394 A County official with the responsibility for the operation of a County department.  
2395  
2396 Disciplinary Action  
2397 18.1014  
2398  
2399 The action taken to discipline an employee, including: written reprimand, suspension without pay,  
2400 demotion, and discharge.  
2401  
2402 Earned Benefits  
2403 18.1015  
2404  
2405 Those benefits that employees have on the books which are currently available to use (i.e. vacation  
2406 after reaching an anniversary date, sick leave earned a day a month, floating holiday, etc.).  
2407  
2408 Eligible Candidate  
2409 18.1016  
2410  
2411 A person certified by the Human Resources Director as meeting the training and experience  
2412 requirements and as successfully completing all parts of the selection process when formal selection  
2413 devices are used.  
2414  
2415 Eligibility List  
2416 18.1017  
2417  
2418 A list of Eligible Candidates to fill positions in a particular job class.  
2419  
2420 Employee  
2421 18.1018  
2422  
2423 An individual who is employed by the County and is paid in part or in whole through the County  
2424 payroll.  
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Entrance Pay Rate  
18.1019

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

Executive Personnel  
18.1020

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

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

Flexible Time  
18.1021

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

Full Time Equivalent (FTE)  
18.1022

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

Grievance  
18.1023

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

Human Resources Director  
18.1024

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

Immediate Family  
18.1025

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

In Range Increment  
18.1026

A pay step within a pay range.

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Layoff  
18.1027

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

Limited Term Employee (LTE)  
18.1028

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

Part-time Employees  
18.1029

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

Pay Grid  
18.1030

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

Pay Range  
18.1031

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

Pool  
18.1032

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

Position  
18.1033

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

Position Description  
18.1034

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

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

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

2611  
2612 Retiree  
2613 18.1044

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

2617  
2618 Seasonal Employee  
2619 18.1045

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

2626  
2627 Selection Device  
2628 18.1046

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

2631  
2632 Seniority  
2633 18.1047

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

2638  
2639 Supervisor  
2640 18.1048

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

2644  
2645 Temporary Appointment  
2646 18.1049

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

2650  
2651 Termination  
2652 18.1050

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

2656  
2657 Transfer  
2658 18.1051

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

2662  
2663 Travel Status  
2664 18.1052

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

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Underslotting  
18.1053

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The filling of a vacant position at a lower classification.

Unilateral Employees  
18.1054

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

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

Work Schedule  
18.1056

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

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Henry Brill

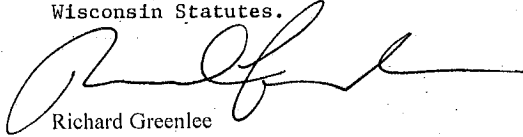
\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Mary Mawhinney

AMENDING THE COUNTY'S PERSONNEL ORDINANCE  
Page 46

LEGAL NOTE:

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



Richard Greenlee  
Corporation Counsel

FISCAL NOTE:

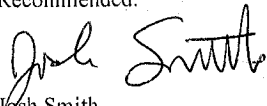
No material fiscal impact.



Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator



## Executive Summary

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

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

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

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

### Proposed Personnel Ordinance Changes

#### Summary

18.104 – Deletion of reference to Unilaterals

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

18.209 – Deletion of Review of Classification Plan language

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

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

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

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

18.509 – Clarify that bereavement leave is used for people

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

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

18.614-Correct numbering.

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

18.707-New language for Performance Improvement Plans

18.1035-Eliminate Trial period language

# Memo



## Rock County Human Resources Department

**DATE:** November 14, 2017

**TO:** County Board Staff Committee

**FROM:** Annette Mikula *A. Mikula*

**CC:** Josh Smith  
Rich Greenlee

**RE:** Changes to the Rock County Administrative Policy and Procedural Manual

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

We are now recommending these changes to you for your consideration. All of the changes are underlined struck through so that you can easily find them. A summary of each change is listed below.

- **Policy 5.04 – Compensatory Time**

Adds language that requires compensatory time by use or paid out in the calendar year it is earned.

- **Policy 5.12 – FMLA**

Notifies employees that hours unavailable to work, including overtime and mandations due to restricted to limited hours will be counted toward their FMLA entitlement.

Provide clarification that light duty does not include restricted hours.

Notifies employees that they have other options for leave if they return from FMLA without any benefit time available for other medical related issues.

- **Policy 5.17– Health Insurance**

Changes how part time employees will have their health insurance premiums pro-rated based on their FTE. They will be offered single coverage and then must pay the difference between that and the level of coverage that they elect based on their FTE.

- **Policy 5.21– Insurance Coverage**

Updates the policy to reflect the decision to establish an open enrollment period for health insurance.

- **Policy 5.28-New Employee Orientation**

Remove reference to a checklist.

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

Adds language that requires compensatory time by use or paid out in the calendar year it is earned.

- **Policy 5.37 – Shift Differential**

Updates the policy to reflect a current process for YSC Lead Workers.

Adds language for a bilingual incentive pay.

- **Policy 5.40 Step Progression**

Updates policy to reflect similar language added into the Rock County Ordinance for Reclassification.

- **Policy 5.42-Transfer**

Employees will be required to serve a sixty (60) day probationary period when they accept a transfer into a new program.

Employees in the AMHS-HSD employee group will serve a sixty (60) day probationary period when they accept a lateral transfer. They also will have the ability to return to their former position if it is still vacant within sixty (60) days.

- **Policy 5.43-Trail Period on Promotion/Demotion**

Change is policy title.

Employees, of all employee groups, will serve a sixty (60) day probationary period when they accept a promotion if it is a non Unilateral position. They also will have the ability to return to their former position if it is still vacant within sixty (60) days.

Remove reference to a trial period and change it to a probationary period.

- **Policy 5.45-Uniform/Equipment Allowance**

Update language to reflect current uniform allowance.

- **Policy 5.53-Work Situation (Atypical)**

Removes reference to licensed doctors and updates language to licensed practioners.

Administrative Policy & Procedure Manual  
Section: Human Resources  
Policy: Compensatory Time  
Policy No: 5.04  
Effective: 4/1/2017 1/1/2018  
Revising: 4/1/2012 1/1/2017

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.

~~Attached is a copy of the current timesheet and overtime work permit.~~

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 AND PAYOUT:~~

(JDC)

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.

~~Compensatory time in excess of twenty (20) hours as of December 31<sup>st</sup>, of each calendar year shall be paid out in January of the subsequent year.~~

(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 ~~Public-Health-Nurse-Director~~ 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.

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. ~~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 out on next pay period.~~ 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). ~~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 out.~~ Compensatory time may accumulate to a maximum of eighty (80) hours each calendar year.

(AMHS-RH)

Compensatory time may accumulate to a maximum of eighty (80) hours ~~and up to twenty~~

~~(20) hours may be carried over from calendar year to each calendar year~~

(AFSCME 1077)

~~Employees shall be permitted to accumulate overtime hours for the purpose of compensatory time off or payout of overtime hours on the twenty-fifth pay period of each year. Employees desiring to accumulate hours shall notify the Employer of their desire at the time the overtime hours are worked. The maximum accumulation of hours shall not exceed 100 hours at any given time during the year. All hours not taken as compensatory time off shall be paid out on the twenty-fifth pay period each year. 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. ~~Comp. time will be used within the calendar year it was earned, any remaining comp. time in the bank at the end of the year will be paid out to the employee.~~

(AMHS-HSD)

~~Compensatory time may accumulate to a maximum of eighty (80) hours and any hours in excess of twenty (20) as of December 31 of each calendar year will be paid in January of the subsequent year. Compensatory time may accumulate to a maximum of eighty (80) hours each calendar year.~~

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## THE STATE AND FEDERAL FAMILY AND MEDICAL LEAVE ACTS

This Policy applies to all eligible salaried and hourly employees ('employees') of Rock County ('County') in the United States.

Rationale for the adoption of this policy and use of an outside provider by Rock County:

- To safe guard employees' rights to use their protected time.
- To make sure that all decisions about FMLA are made fairly and without regard to the status of the employee.
- To insure that all HIPPA guidelines in regard to protected employee information are followed.
- To guard against misuse and abuse of the benefit.
- To effectively and efficiently administer a program that is at times difficult to understand, labor intensive and requires a substantial amount of documentation and written communications.

### Initiating a request for FMLA:

#### **A. Employee Responsibilities:**

Generally a "serious medical condition" is defined as: (a) illness, injury, impairment, or mental condition that involves an inpatient stay, or (b) outpatient care that requires continuing treatment or supervision. (For a more detailed definition see the definitions under federal and state FMLA included within this policy.)

Any time you are absent from work (planned or unplanned leave) due to a "serious medical condition" you **must** do the following:

Contact your Supervisor or other appropriate contact pursuant to your department absence reporting policies.

Call 877-GO2-FMLA (877-462-3652) or log onto [www.fmlasource.com](http://www.fmlasource.com)

- a) Your information will be verified by a specialist who will initiate the Family/Medical Leave process and answer any questions that you may have.
- b) The specialist will send you a letter confirming your request, your notification or rights under the FMLA and a medical certification form to be completed by your healthcare provider.

After submitting the medical certification form to your healthcare provider you should periodically verify if the paperwork was completed and faxed to FMLASource.

You will receive an approval or denial letter from FMLASource after your claim has been processed:

- a) If your intermittent leave request is approved you must contact your manager AND FMLASource to report FMLA hours used; otherwise your absence may not be protected under FMLA.
- b) If your continuous leave request is approved you must contact your manager and FMLASource to report your return to work date and submit a Fitness-for-Duty form to Human Resources once you return.
- c) If your leave request is denied please contact FMLASource with questions. Many times an employee's initial request will be denied because the employee's health care provider has not submitted the necessary paperwork. Employees need to work with their provider to let them know FMLASource will need documentation and the sooner they can provide it the better.

An employee's willful refusal to follow through on their FMLA responsibilities outlined above may result in discipline.

#### **B. Manager / Supervisor Responsibilities:**

If you are informed by an employee that they may need to leave work due to a serious medical condition, it is your responsibility to direct the Employee to FMLASource.

FMLASource will help determine eligibility and notify the employee and management of leave status and track absences.

You may also contact FMLASource at 877-GO2-FMLA (877-462-3652) to open an FMLA claim on behalf of the employee. An FMLA Specialist will ask to verify the following:

- Employee's name and identification number
- Employee's current mailing address
- Reason for leave (Employee or family member's medical condition)
- Type of leave (continuous, intermittent or reduced schedule)
- Approximate dates of absence

#### **The Wisconsin Family and Medical Leave Act**

In accordance with the Wisconsin Family and Medical Leave Act, employees who have been employed by the County for fifty-two consecutive weeks and who have worked at least one



thousand (1,000) hours during the preceding fifty-two (52) weeks may be eligible for unpaid, job-protected leave per the Wisconsin FMLA, as provided under this policy.

Under the Wisconsin FMLA an employee may take up to two or six weeks of unpaid, job-protected leave during a calendar year (i.e., January – December) for the following qualifying conditions:

- (a) Up to six (6) weeks of leave for the birth or adoption of a child (leave must commence no later than 16 weeks after the birth or adoption date)
- (b) Up to two (2) weeks for the serious health condition of a spouse, domestic partner, child or parent (including foster parent, treatment foster parent, adoptive parent, stepparent, or legal guardian of an employee, employee's spouse or domestic partner) with a serious health condition.
- (c) Up to two (2) weeks for the employee's own serious health condition which prohibits the employee from performing essential functions of the position.

#### **The Federal Family and Medical Leave Act**

In accordance with the Federal Family and Medical Leave Act of 1993 (FMLA), employees who have worked for the Company for at least 12 months and have worked at least 1,250 hours during the past 12 months, are entitled to the benefits provided by the Family and Medical Leave Act.

Under the federal FMLA, an eligible employee may take up to 12 weeks of non-paid, job-protected leave during a 12-month period for the following reasons:

- (a) upon the birth of an employee's child;
- (b) upon the placement of a child for adoption or foster care with an employee
- (c) when an employee is needed to care for a spouse, child (restricted to children under age 18 unless incapable of self-care because of physical or mental disability), or parent who has a serious health condition; or
- (d) when an employee is unable to perform at least one of the essential functions of his or her position because of the employee's own serious health condition.
- (e) in situations of qualifying exigency to be with an employee's spouse, parent or child if said person is an active service member or called to active duty status in the National Guard or Reserves, so long as they are being deployed to a foreign country.
  - o Short-notice deployment,
  - o Military events and related activities,
  - o Childcare and school activities,
  - o Financial and legal arrangements,
  - o Counseling,
  - o Rest and recuperation,
  - o Parental care

- Post-deployment activities, and
  - Additional activities where the employer and employee agree to the leave
- (f) for the care of an injured service member if the service member is the employee's spouse, child, parent, or "next of kin". This type of FMLA can be elected once to be taken for up to 26 weeks in a 12-month period.

### **Combined Leave**

If an employee's leave qualifies under Federal and State law, the leaves will run concurrently. For example, a leave request for the birth of a child would qualify as an eligible employee medical leave under Wisconsin and Federal FMLA laws. Thus the employee's time away from work for a qualifying leave will be deducted from his/her available leave entitlement under both Wisconsin and Federal laws. All leaves granted under FMLA will also run concurrently with any available leave provided under the Ordinance.

### **FMLA husband and wife both County employees**

A husband and wife who are both eligible for FMLA leave and are both employed by the County are limited to a combined total of 12 weeks of leave during a 12-month period for (1) the birth of a child or to care for the child after birth; or (2) for the placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement.

A husband and wife who are both eligible for FMLA leave and are both employed by the County are each eligible to take 12 weeks of leave for their own serious health condition or to care for a child or spouse who has a serious health condition. However, the total leave for an employee cannot exceed 12 weeks in a 12-month period.

## **MORE INFORMATION ABOUT THE STATE AND FEDERAL FAMILY AND MEDICAL LEAVE ACTS**

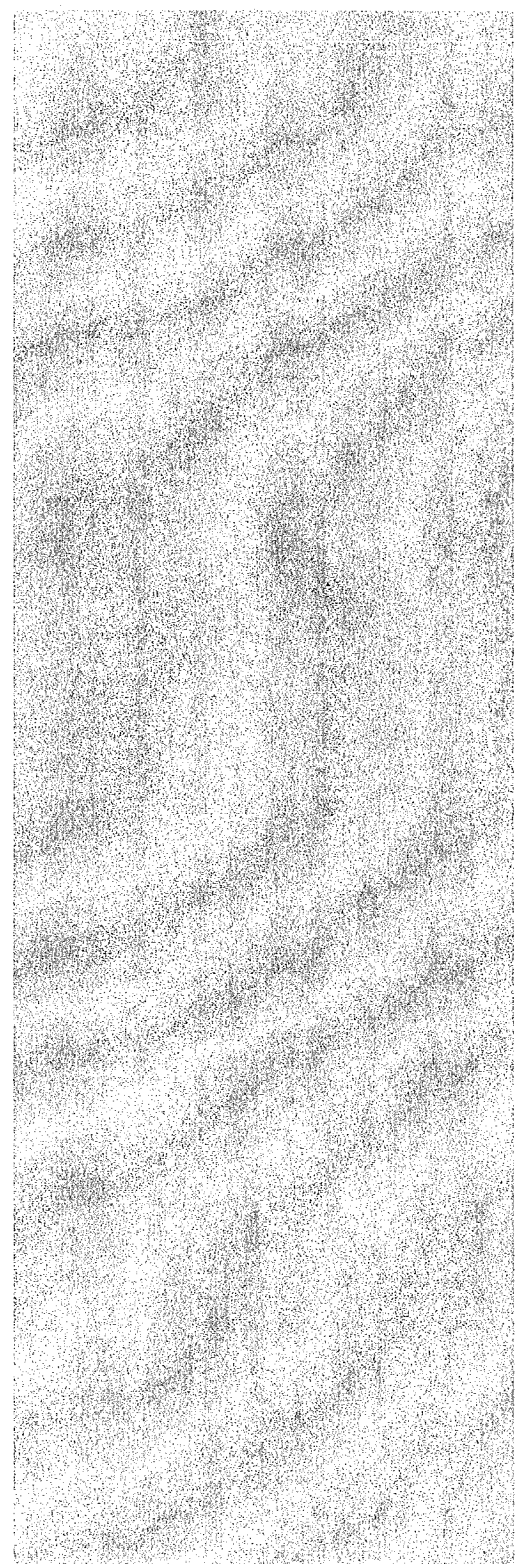
### **Definitions under the Wisconsin FMLA**

1. A "Parent" is defined as a natural, foster or adoptive parent, stepparent, or legal guardian of an employee, an employee's spouse or domestic partner.
2. "Son" or "daughter" refers to a natural, adopted or foster child, stepchild, or a legal ward that is under the age of 18 or over 18 and unable to care for him/herself because of a serious health condition.
3. "Spouse" refers to a husband or wife as defined or recognized under Wisconsin state law.
4. "Domestic Partners" are defined as same-sex couples who register in their county of residence or same-sex and opposite-sex couples who are not required to register.
  - a. To qualify as registered domestic partners, two individuals must meet the following criteria:

- i. They must be at least 18 years of age and capable of consenting to the relationship;
    - ii. They may not be married to, or in a domestic partnership with, another individual;
    - iii. They must share a common residence;
    - iv. They must not be more closely related than second cousins — whether of the whole or half blood or by adoption;
    - v. They must be members of the same sex; and
    - vi. The couple must apply to form a domestic partnership with the clerk in the county in which they reside and must file a declaration of domestic partnership with the register of deeds.
  - b. To qualify as a same-sex or opposite-sex non-registered domestic partnership, two individuals must meet the following criteria:
    - i. They must be at least 18 years of age and capable of consenting to the relationship;
    - ii. They may not be married to, or in a domestic partnership with, another individual;
    - iii. They must share a common residence;
    - iv. They must not be related by blood in a way that would prohibit marriage under Wis. Stat. § 765.03;
    - v. They must consider themselves to be members of each other’s immediate family; and
    - vi. They must agree to be responsible for each other’s basic living expenses.
5. “Serious Health Condition” is defined as a disabling physical or mental illness, injury, impairment or condition involving either:
- a. Inpatient care in a hospital, nursing home, or hospice or
  - b. Outpatient care that requires continuing treatment or supervision by a health care provider.
6. A “Health Care Provider” is a licensed physician, nurse, chiropractor, dentist, podiatrist, physical therapist, optometrist, pharmacist, psychologist; athletic trainer, certified occupational therapist, occupational therapy assistant, physician assistant, perfusionist, respiratory care practitioner, dietitian, acupuncturist, social worker, marriage and family therapist, professional counselor, speech-language pathologist or audiologist; a partnership of any of the above-listed providers, hospices, inpatient health care facility, community-based residential facility, rural medical center, and Christian Science practitioner.

Qualified Exigency:

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves, so long as they are deployed to a foreign country,



may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Care for an Injured Service member:

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a (1) current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

**Definitions for the purposes of leave under the federal FMLA:**

1. "Son" or "Daughter" refers to a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing 'in loco parentis'.
2. "Spouse refers" to a husband or wife as defined or recognized under state law for purposes of marriage under the state where the employee resides, including common law marriages in states where it is recognized.
3. "Serious health condition" is defined as an illness, injury, impairment or mental condition that involves:
  - a. Incapacity or treatment connected with in-patient care (overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity; or
  - b. Continuing treatment by a health care provider which includes one or more of the following:
    - i. A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
      1. treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
      2. one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or
    - ii. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or



- iii. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; **or**
  - iv. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; **or**
  - v. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.
4. For the care of an injured service member”, is defined as a service member who is “undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.”

“Serious illness or injury,” is a serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member’s active duty and that were aggravated by service in the line of duty on active duty.

In talking about the care of an injured service member, “Next of Kin” is defined as the “nearest blood relative”. If a person has no spouse, their closest adult relative, usually a parent or an oldest sibling, but occasionally an adult child, will be designated as “next of kin”. However, there are people without any close adult relatives and “Next of Kin” could be a first cousin, aunt, uncle, or grandparent.

- 5. “Disability” is defined for the purposes of this policy, is used as defined in the Company’s short term disability plan and is not used as defined by the Americans with Disabilities Act. (ADA)
- 6. “12 month period” is defined as a “rolling” 12-month period measured backwards from the date an employee uses any FMLA leave. This means that any time an employee takes FMLA leave, the leave remaining for that employee would be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months.
- 7. Healthcare Providers as defined by the Department of Labor are doctors of medicine or osteopathy licensed to practice in the state; podiatrists, dentists, clinical psychologists, optometrists, chiropractors (for manual manipulation of spine to correct subluxation demonstrated by X-ray), nurse practitioners, nurse-midwives, physician assistants and

clinical social workers, if authorized to practice under state law; or Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; any health care provider from whom a certification of the existence of a serious health condition would be accepted; any health care provider listed above who is authorized to practice in a country outside of the U.S.

**FMLA intermittent or reduced leave:**

You may be entitled to take leave intermittently or on a reduced leave schedule. You should check with FMLASource, HR and/or your Department Head if you are interested in pursuing an intermittent or reduced leave schedule. Intermittent or a reduced schedule leave must be approved by your Department Head and scheduled so as not to unduly disrupt the County's operation.

If you have an approved or pending intermittent leave, and have a planned absence, you will be required to report that absence to the appropriate County representative 30 days prior to the absence if possible. If 30 days' notice is not possible you must report the absence in a timely manner. You must also report that absence to FMLASource at 877-GO2-FMLA (877-462-3652).

The County may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule for leave for the employee or employee's family member that is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

When an employee's hours are restricted or limited, the hours unavailable to work will be counted toward their FMLA entitlement. This includes any overtime or mandation hours not worked.

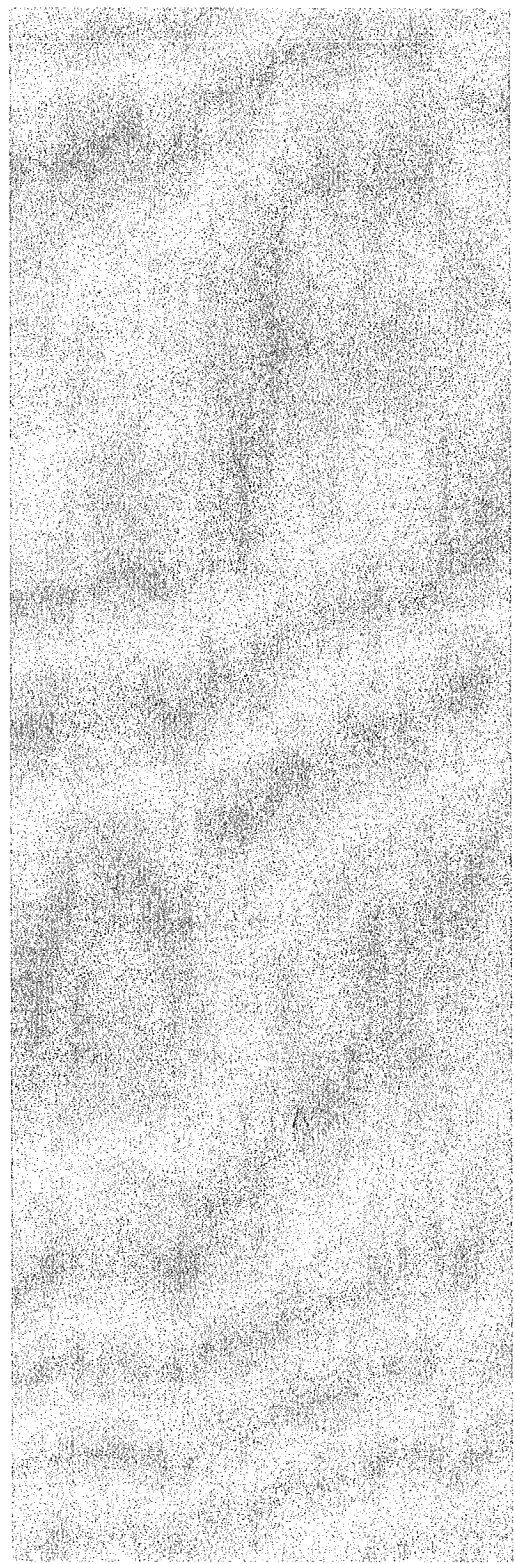
When leave is taken after the birth or placement of a child for adoption or foster care, an employee who is eligible for leave and has entitlement available under the Wisconsin FMLA, which must commence within the first 16 weeks of the birth or placement, may take leave intermittently or on a reduced leave schedule, only after receiving County approval. However, an employee who is only eligible for Federal FMLA, and who requests leave on an intermittent or reduced-schedule basis shall be required to secure approval from his/her department head, and shall only be approved for such intermittent or reduced-schedule leave if it meets with the needs of the department. Leave for the birth of a child and newborn care, or placement for adoption or foster care, must conclude within twelve months of the date of birth or placement.

**Light Duty**

Time spent in "light duty" work does not count against an employee's FMLA leave entitlement, and the employee's right to job restoration is held in abeyance during the light duty period.

Light duty work does not include a restriction of hours.

**Use of paid leave for FMLA purposes:**



During your FMLA leave your medical, dental, vision and life insurance will continue at the same level of coverage you had prior to your leave. Premiums deductions will continue for any period of leave where any Paid Time Off (PTO) is authorized.

Under Wisconsin law, an employee may choose to substitute any paid leave for up to six weeks of FMLA leave for the birth or adoption of a child or up to two weeks for leave for their own serious health condition or for the care of an eligible family member. Thereafter, under Federal law, the employee is required to substitute any remaining sick leave, floating holiday, compensatory time, vacation, and holiday time that the employee has available, in the order that the employee designates at their FTE Status. Should the employee fail to designate the benefit time to be used, it will be utilized by the County in the order outlined above (See chart below). Under no circumstances will employees be entitled to FMLA leave in excess of the authorized 12 weeks as a result of the substitution of paid leave.

Any leave, paid or unpaid, that is designated as leave under FMLA will count against the employee's FMLA entitlement. Worker's Compensation will also run concurrently with FMLA.

Unpaid time off that continues beyond the 12 weeks of FMLA leave is subject to prior approval by your Department Head and Human Resources in accordance with the County Ordinance.

If at any time during your leave you are not receiving pay, your benefits will not be terminated. Any premiums due and owing may be paid during your absence. If you do not pay your premiums during your absence, they will be deducted by payroll in accordance with Finance Department policy upon your return to work.

If you do not return to work following FMLA leave for a reason other than (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse the County for its share of health insurance premiums paid on your behalf.

	Week 1-6 (240 hours)	Week 7-12 (240 hours)
Birth, Adoption	Paid Unpaid Combination of Paid and Unpaid	Paid at your FTE Status
	Week 1-2 (80 hours)	Week 3-12 (400 hours)
Employee's Own Serious Health Condition	Paid Unpaid Combination of Paid and Unpaid	Paid at your FTE Status
	Week 1-2 (80 hours)	Week 3-12 (400 hours)

Employee's Parent, Spouse, or Child's Serious Health Condition	Paid Unpaid Combination of Paid and Unpaid	Paid at your FTE Status
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**Requirements for taking a FMLA leave of absence:**

You may request a FMLA leave of absence by making the request to FMLASource via the toll free number, 877-GO2-FMLA (877-462-3652), or online at www.FMLASource.com. You must give notice of the need for a leave of absence at least thirty (30) days before any foreseeable leave. If thirty (30) days' notice is not practical because of an emergency or other circumstance, the leave should be requested as soon as possible (typically within two business days of learning of the need for leave).

After notification to your supervisor you must call FMLASource to report the circumstances of your leave. FMLASource will provide you with applicable forms and information about your rights and responsibilities under the FMLA.

To request a leave for a serious health condition, you will be required to submit information from an appropriate health care provider confirming the existence of the serious health condition and other relevant information. FMLASource will provide you with a Medical Certification of Health Care Provider form for this certification. A certification form will also be required for intermittent medical treatment or continuous leave.

Periodic reports and additional physician certifications may also be required during a leave. The County may, at its own expense, require a second (or third) opinion regarding a medical certification. If you fail to provide timely certifications, your leave request may be delayed or denied.

For a serious health condition of your family member, a medical certification about the needed care for the family member, information about the care of the family member and an estimate of the time needed must be provided from your eligible family member's physician.

For care of an injured service member, a medical certification about the needed care for the service member, information about the care of the service member, relationship to the service member, and an estimate of time needed must be provided from your service member's physician.

For a qualifying exigency, a copy of the service member's orders will be necessary to prove the active duty status or impending call to active duty status in support of a contingency operation. In addition, an estimate of time needed must be provided by the employee.

**Returning from a leave of absence:**





In order to return to work from an approved FMLA leave due to your own health condition, you will be required to provide a release or "fitness for duty" certification from your health care provider stating you are able to resume the major and essential functions of your job. Fitness for duty certification may be requested for an intermittent leave if reasonable safety concerns exist.

If you return from leave at its expiration, you will be returned to the same or equivalent position unless you fail to provide a release to return to work. Upon restoration, benefits will be resumed in the same manner and at the same levels as provided when the leave began, subject to any changes that took place while the employee was on FMLA leave. Performance evaluation dates will not be adjusted as a result of the leave of absence.

The County has the right under FMLA to deny job restoration to certain "key employees" under certain circumstances, if necessary to prevent substantial and grievous economic injury to the County operations. "Key employees" are salaried employees who are among the highest paid 10 percent of all employees within 75 miles of the eligible employee's worksite. To deny job restoration to a key employee, the County will notify the employee of his or her status as a key employee and will provide all other information required by law.

If you return from FMLA with no benefit time and encounter an unforeseen medical situation, please refer to the Rock County Personnel Ordinance 18.508 and Administrative Policy and Procedure 5.26.

**Maximum leave of absence and termination of employment:**

If you fail to return to work on the first day after your FMLA leave expires, and have not received prior approval from your Department Head and Human Resources for additional leave time as provided by County Ordinance, you will be deemed to have voluntarily resigned your employment with Rock County.

**Employment while out on leave:**

An employee's inability to perform job duties while out on Family Medical Leave (FMLA) or any other authorized leave of absence for the County, is assumed to extend to any other job duties the employee may have outside of the County employment as indicated in the employee's medical certification. Employees who have a disability under the Americans with Disabilities Act (ADA) may be provided reasonable accommodations or extensions of leave and should contact Human Resources.

If you are not on an approved FMLA leave or you give a false or non-validated reason for a leave of absence, termination of employment can occur.

If FMLA Source is unable to verify eligibility, they will contact Human Resources to verify the eligibility status of an employee.

**Falsification of medical certification**



- 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 in of the 2016-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 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 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.

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

F. (AFSCME 1258)

For part-time employees with hire dates after May 1, 2002, 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 who's scheduled FTE is below 0.5 will be eligible for insurance by accumulating paid hours above 0.5 during a calendar quarter.

For part-time employees with hire dates 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.



### HEALTH INSURANCE COVERAGE

Health Insurance coverage begins on the first of the month following employment for all permanent employees working in a 0.5 FTE position or greater (regardless of probationary period).

Employees have a 31-day enrollment period following their date of hire (or transfer into a benefited position) to enroll in the health insurance. If an employee meets this 31-day deadline, the pre-existing conditions clause of the policy does not apply.

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.

~~Employees who initially decline health coverage or miss the 31-day enrollment deadline may sign up for health coverage at any point, however, they will be considered a late entrant and will be subject to the pre-existing clause unless they can document coverage through another source, which has lapsed no more than thirty-one days prior to enrolling in the Rock County Health Plan. In compliance with the Health Care Portability Act, all late entrants are asked to supply proof of prior coverage. The effective date for late entrants without proof of prior coverage is the first of the month following the date the enrollment form is received by Human Resources. The effective date for late entrants who supply evidence of a loss of other coverage is the first day following the loss of that other coverage. Health coverage ends on the last day of work, 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

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Administrative Policy & Procedure Manual  
Section: Human Resources  
Policy: New Employee Orientation  
Policy No: 5.28  
Effective: ~~1/1/2017~~1/1/2018  
Revising: ~~8/10/2010~~1/1/2017

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All new employees with Rock County are required to attend general orientation on their first day of employment with the Human Resources Department. General orientation is held on Monday, following payday. The purpose of general orientation is to have the new employee sign the necessary employment papers and to educate them about Rock County policies and procedures as well as to notify them of available benefits and the time frame in either accepting or rejecting those benefits. ~~Attached is a copy of the orientation checklist, which documents all the items reviewed during orientation.~~

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Overtime for Unilateral Employees.

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

- (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  
Mobility 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  
Sanitarian I

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

(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 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, without approval of their supervisor.

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. ~~No more than twenty (20) hours shall be carried over into the next calendar year. 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 one hour of pay or compensatory time for each weekday and two hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday.
- (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:
    1. The on call worker is compensated at a rate of \$3.50 per hour while on call.

Shift Differential

Unilateral

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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.

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.

SHIFT DIFFERENTIAL

(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.

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.

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

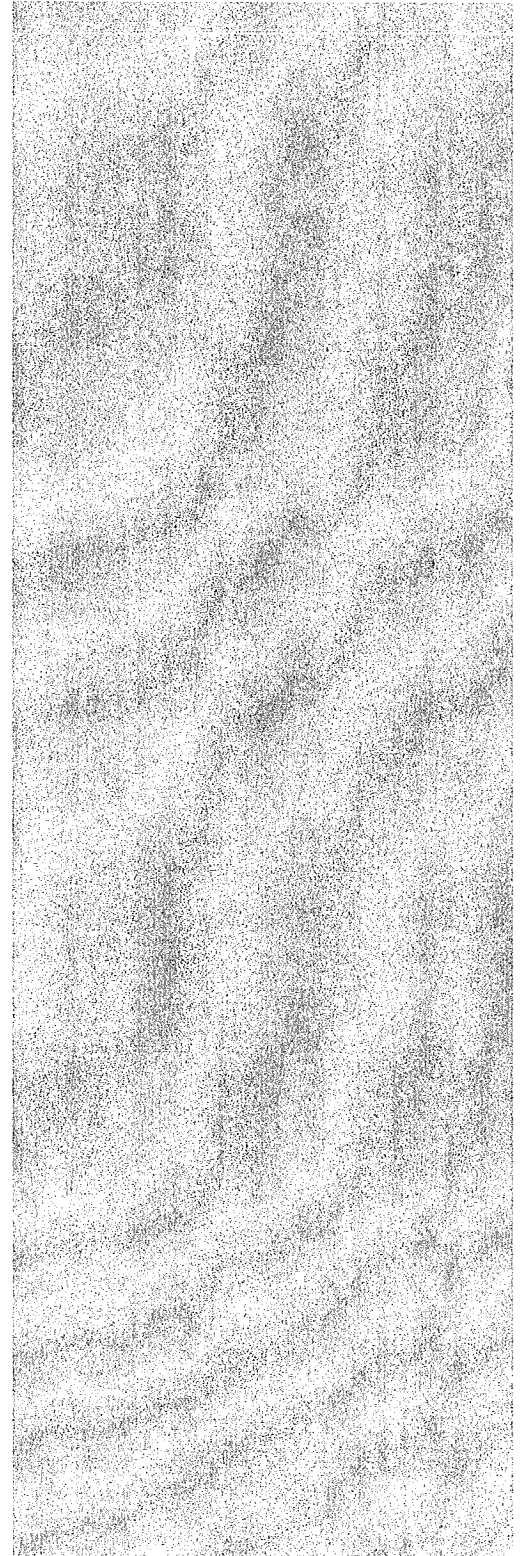
##### Bilingual Pay

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 20% 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.

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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.



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.

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-Reallocation - An employee who's 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

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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 trial period specified in the Ordinance, the employee shall be advanced one step, unless the next step

Administrative Policy & Procedure Manual

Section: Human Resources

Policy: Transfer

Policy No: 5.42

Effective: ~~4/1/2017~~1/1/2018

Revising: ~~4/1/2016~~1/1/2017

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 ~~or trial 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)

Transfers within classifications within the bargaining unit shall be granted based exclusively on seniority.

(AMHS-HSD)

Employees other than probationary, who accept a lateral transfer to another program, will be required to serve a ninety (90) day trial period 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, which shall begin upon completion of a sixty-day training and orientation period.

Administrative Policy & Procedure Manual  
Section: Human Resources  
Policy: Probationary Trial-Period on Promotion/Demotion  
Policy No: 5.43  
Effective: 4/1/2017/1/2018  
Revising: 1/1/2016/1/2017

In the event that an employee is promoted he/she may return to his/her former position within ninety (90) days if both the Employer and the employee agree and the former position is currently vacant.

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.

PROMOTIONS:

(AFSCME 1077)

Employees, other than probationary, who ~~signed a job posting and are promoted, to a non Unilateral position~~ shall be required to serve a ~~trial-probationary~~ period of sixty (60) days in the position to which they have been promoted. The determination of successful completion shall rest in the discretion of the Employer.

(AFSCME 1258)

~~Employees other than probationary who are promoted shall be required to serve a trial period of ninety (90) days in the position to which they have been promoted.~~

(AFSCME 2489)

~~Employees other than probationary, who are promoted shall be required to serve a trial period of sixty (60) days in the position to which they have been promoted~~

Employees other than probationary who are promoted to the classification of Telecommunicator, Economic Support Specialists, Lead Economic Support Specialists, Child Support Reimbursement Specialist, Lead Child Support Worker and Family Skills Specialists shall serve a ninety (90) day ~~trial-probationary~~ period which shall begin upon completion of a sixty-day training and orientation period.

In the event that an employee is promoted he/she may return to his/her former position within sixty (60) days if both the Employer and the employee agree and the former position is currently vacant.

(AMHS HSD)

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~~— Promotions:~~

- ~~A. In the event that a member of the unit is promoted to a management/supervisory position outside the bargaining unit but within the Human Services Department, he/she may return to his/her former position within sixty (60) days of said promotion, if the position is still vacant, if either the Employer or the employee decides he/she is not suitable for that position.~~
- ~~B. Employees other than probationary who are promoted shall serve a ninety (90) day trial period which shall begin upon completion of a sixty-day training and orientation period.~~

~~Demotions:~~

- ~~A. If an employee elects to take a position in a lower classification, he/she shall serve a sixty (60) day trial period during which the employee may elect to return to his/her prior position or the County may return the employee to his/her prior position if the position is still vacant.~~

~~Transfer~~

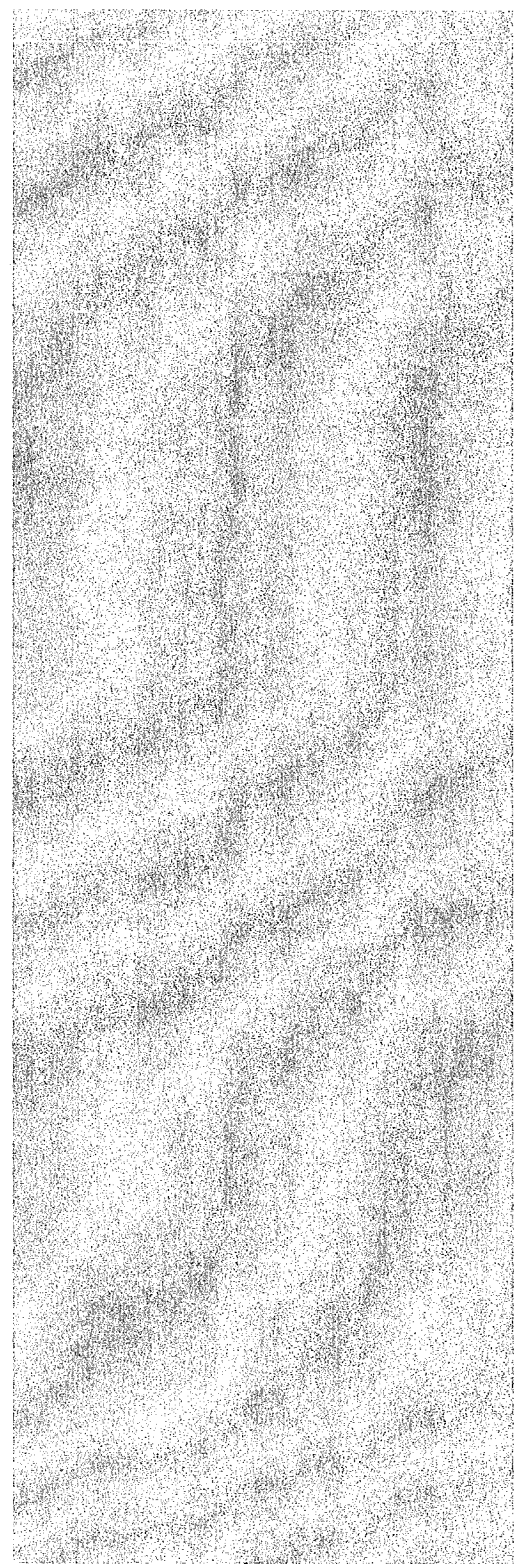
~~Employees, other than those already in the unit, who transfer into positions in the unit, shall serve a ninety-day (90) trial period which shall begin upon completion of a sixty-day training period.~~

DEMOTIONS

In the event an employee is demoted, that employee shall serve a sixty (60) day ~~trial~~ probationary period. The determination of successful completion shall rest in the discretion of the Employer.

TRANSFERS

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





Administrative Policy & Procedure Manual  
Section: Human Resources  
Policy: Uniform/Equipment Allowance  
Policy No: 5.45  
Effective: ~~1/1/2017~~1/1/2018  
Revising: ~~1/1/2015~~1/1/2017

The Employer will pay a yearly uniform allowance in a separate check in the following amounts to the Unilateral Non-Command Staff in the Rock County Sheriff's Office: Vehicle Maintenance Staff will get \$130.00, RECAP Supervisor and Correctional Supervisor will get \$520.00, Office Staff will get \$520.00.

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.

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 General Services, 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.

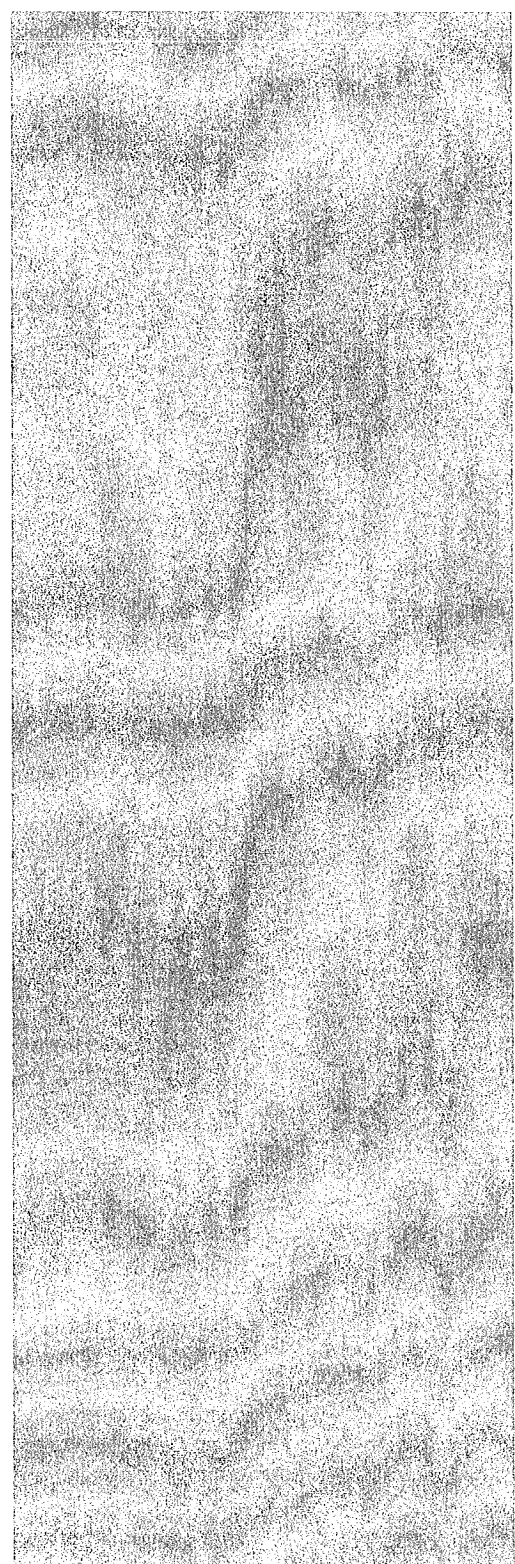
The Employer will pay to each Employee a one-time annual payment of \$250.00, in return for which each Employee shall be required to wear approved safety glasses and safety shoes during all working hours in accordance with posted work rules.

(AFSCME 2489)

The following relationships are examples of “atypical” work situations:

- Limited Term Employees (LTE) - (See Rock County Ordinance 18.1020.)
- Seasonal Employees - (See Rock County Ordinance 18.104.)
- Interns - A student from a recognized educational institution. The intern is given the opportunity and benefit of the employer’s facilities for a specified period of time in order to observe what employees do and gain some practical experience for their course of study.
  - Paid interns. In these cases the students are treated as if they are a “seasonal” employee for compensation purposes. Some Departments have actually budgeted for a paid intern and the person has been identified as such in the ePersonality system. (IT, Planning and Development, and Finance all have paid interns on a regular basis.)
  - Unpaid interns. In this case the intern is not an employee of Rock County. Each intern will have a Rock County employee who is assigned to be their mentor. The internship experience is for the benefit of the intern. The intern does not displace regular employees. Rock County does not derive any immediate advantage from the activities of the intern. The intern is not entitled to a job at the conclusion of the internship.
- “Practicum” - A practicum is part of a course of study designed to give a student a certain number of hours of field experience which will enable the student to obtain a certain degree or advance in their profession by receiving an advanced or supplemental degree. A current Rock County employee may need to do a “practicum” in order to achieve an advanced or supplemental degree. Or a student who is not an employee of Rock County might ask to do a “practicum” with Rock County in order to get their field experience.

A “practicum” is typically not paid, but rather part of a required course of study from a recognized educational institution. Each employee/student who is doing a practicum with Rock County will have a Rock County employee who is assigned to be their “advisor.” The Rock County “advisor” will work closely with the employee/student’s educational advisor. If the person who is doing the practicum is an employee of Rock County, the employee will

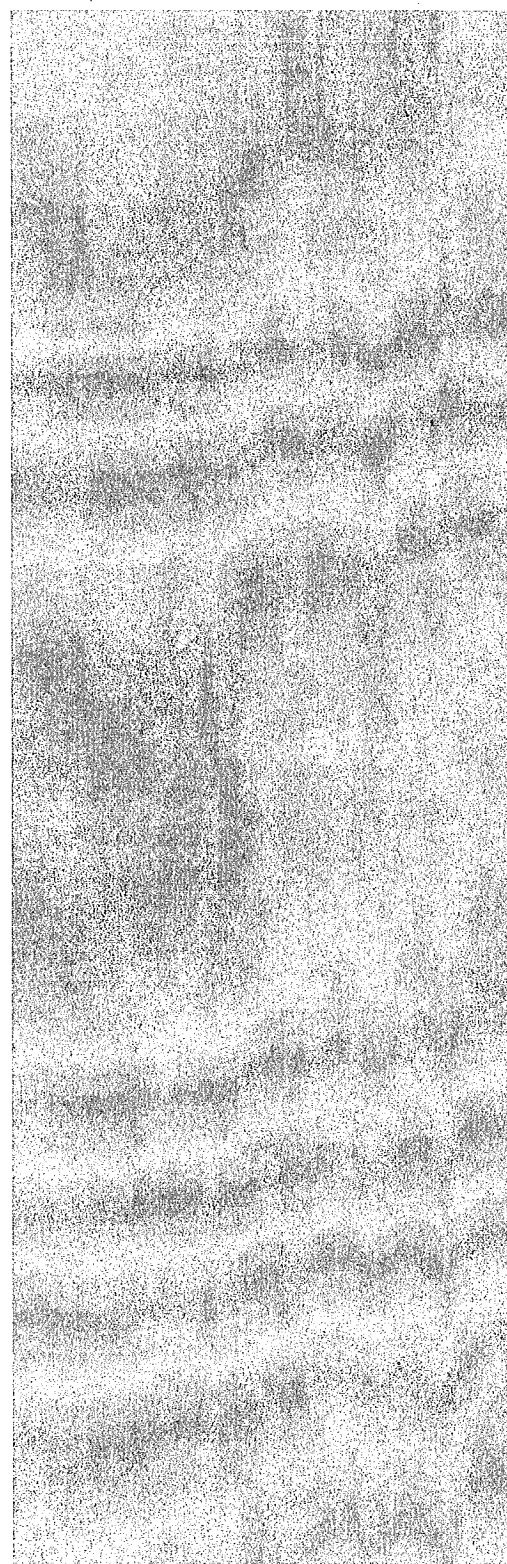


keep track of their paid work time for the County and their unpaid practicum time separately.

- Volunteers - A person who “donates” their time and/or skills. An example of would be a person who volunteers as a driver for the CPS program or the Council on Aging. The person does not receive a salary but is eligible to submit out-of-pocket expenses for reimbursement.
- Pre-permanent employment worker in training/career exploration programs - Applicants who have applied for a permanent position but not been selected or answered a specific posting for a pre-employment program will be ranked and placed on an eligible list. The person who is the highest ranked on the eligible list will be offered the opportunity to be a “Worker in Training” (a seasonal position).
- Contracted employees - Over the years, on advice of the Corporation Counsel’s Office, we have moved many of the licensed ~~doctors-practitioners~~ that have provided services to us from an “independent contractor” status to a “contracted employee” status. Currently we have ~~two-models for-of this, one-within~~ Rock Haven and ~~one-in~~HSD.
- Guardians ad litem – Non employees who we contract with to provide services within the Court System.
- Grant Funded Positions -These positions continue as long as there is grant money available to fund them. When the grant money is no longer available, these positions will be eliminated.
- Project Employees - These positions continue as long as there is project money available to fund them. When the project money is no longer available, these positions will be eliminated.

The following policies and procedures should govern these types of work situations:

- 1) It is important to be consistent in how we use these types of arrangements. All persons that a Department is proposing to place in any of these atypical work relationships need to be reported to HR and hired with the understanding/approval of HR.
- 2) People in these atypical relationships need to be appropriately classified and tracked in ePersonality (whether they are paid or not).
- 3) Where new funds need to be budgeted or a new position needs to be created (during a current budget) the County Board needs to approve the change.
- 4) The County must not discriminate against anyone in making our decisions about these atypical relationships. Therefore:



- Unless there is an extraordinary need not to, positions should be advertised and candidates should be recruited through the normal processes.
  - The most qualified candidate should be hired, just as in the regular hiring process. We need to keep our nepotism policy in mind and be very careful when hiring relatives and friends of current employees as student interns.
- 5) We should be willing to enter into standard agreements (such as those for internships and practicums) with educational institutions that are commonly agreed to by other public jurisdictions. Unique modifications should only be made when it is an absolute necessity to meet a specific situation in Rock County.
  - 6) We should look for affirmative action opportunities in making these atypical arrangements.
  - 7) The benefit to the County must be at least equal to or greater than the benefit to the individual in making any of these arrangements. The one exception is the internship experience which is more for the benefit of the intern than the County
  - 8) All employment contracts entered into as a result of one of these arrangements will be run through the normal contract review process and also signed off on by the HR Director **prior** to taking the contract to the Department's governing committee. We recognize that sometimes time is of the essence and will honor that requirement. The governing committee for the Department seeking the contract must also review it and approve it prior to the employee's start date.
  - 9) Negotiation of any of these types of arrangements must be conducted with Corporation Counsel and Human Resource knowledge and involvement.
  - 10) Limited term employees, seasonal employees, paid interns, workers in training, grant funded employees, and project employees who become a permanent employee shall receive service credits from the initial date of employment for seniority and pay scale purposes. Such employees shall receive such credit provided there has been no break in service exceeding one month.

