



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – NOVEMBER 10, 2015 – 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 27, 2015
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolutions
 - A. Amending the County's Personnel Ordinance
 - B. Providing for a New Post Employment Health Plan Provider for AMHS-HSD and AMHS-RH
 - C. Setting the 2015 Salary of the County Administrator
 - D. Recognizing Constance Lambert for Service to Rock Haven
6. Review and Possible Action on Changes to the Rock County Administrative Policy and Procedural Manual
7. Discussion and Possible Action on Use of County Seal
8. Adjournment

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
06-1620-0000-63202	LAW BOOKS	P1500049	10/04/2015	WEST GROUP	262.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,711.00	1,310.66	0.00	262.50	2,137.84
CORPORATION COUNSEL PROG TOTAL				262.50	

I have examined the preceding bills and encumbrances in the total amount of **\$262.50**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **NOV 10 2015**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS	P1500055	10/01/2015	WISCONSIN DEPARTMENT OF JUSTIC	73.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00	7,070.00	0.00	73.00	(1,143.00)
08-1420-0000-64200	TRAINING EXP				
ENC		R1503879	11/03/2015	AMAZON.COM	30.23
		P1503343	10/09/2015	BLACKHAWK TECHNICAL COLLEGE	788.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	10,767.66	1,627.21	818.23	11,786.90
08-1420-0000-64417	RH EXPENSES	P1500055	10/01/2015	WISCONSIN DEPARTMENT OF JUSTIC	40.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,500.00	6,010.81	0.00	40.00	2,449.19
HUMAN RESOURCES PROG TOTAL					931.23

I have examined the preceding bills and encumbrances in the total amount of **\$931.23**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **NOV 10 2015**

Dept Head _____

Committee Chair _____

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Annette Mikula
INITIATED BY

Annette Mikula, Human Resource Director
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 2, 2015
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, 2016.
 9
 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
 11 _____ day of _____, 2015 does hereby amend Chapter XVIII, the County's Personnel
 12 Ordinance as follows:

CHAPTER XVIII

PERSONNEL ORDINANCE

SECTION 1

OBJECTIVES AND SCOPE

19
20 18.101 Authority.

21
22 This Ordinance is promulgated under the authority of Wisconsin Statute 59.22 (2)(c) 1.c.
23

24 18.102 Purposes.

25
26 The purposes of this Ordinance shall be to:

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28 A. Establish a clear understanding of responsibilities in the establishment and
29 maintenance of a personnel program for Rock County.
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31 B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop
32 and maintain an effective and responsive workforce for the County. The Ordinance
33 shall be based on the following objectives:
34

35 (a1) To recruit, select and advance employees on the basis of their relative
36 knowledge, skills, and abilities.

37
38 (b2) To provide internally equitable and externally competitive compensation for
39 all employees.
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41 (e3) To recognize good job performance, reward exceptional performance and
42 correct inadequate performance in a fair and timely manner.
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44 (d4) To assure fair treatment of all applicants and employees in all aspects of
45 personnel administration without regard to political affiliation or beliefs, race,

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

(e5) 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 because of race, political affiliation or beliefs, sex, national origin or ancestry, age, disability, sexual identity and orientation, genetic information, or any other cause for discrimination as defined by law, 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.

18.103

Scope.

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.

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Collective Bargaining Agreements.

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

Human Resources Section of the Administrative Policies and Procedures Manual

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.

Department Work Rules.

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 Ordinances and Human Resource Policies and Procedures.

Non Elected Department Heads.

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.

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.

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 (CB Resolution Nov. 9, 1993 93-12A-118); Commanders (CB Resolution Nov. 15, 1991 91-11D-118); and Captains (CB Resolution Dec. 31, 2008 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

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

171
172 18.109(a) Correctional Supervisor

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

177
178 18.110 Amendments.

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

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183 18.111 Management Rights.

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

- 187
188 1) Hire, promote, demote, suspend, discipline, and discharge;
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190 2) Decide job qualifications for hiring;
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192 3) Transfer or layoff because of lack of work, discontinuance of services, or other
193 legitimate reasons;
194
195 4) Subcontract for economic reasons or when it is not feasible for county employees to
196 perform the work;
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198 5) Abolish or create positions;
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200 6) Create job descriptions and determine the composition thereof;
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202 7) Plan and schedule work;
203
204 8) Determine the methods and processes and manner of performing work;
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206 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
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208 10) Determine the location, operation and type of physical structures, facilities,
209 equipment of the county;
210
211 11) Plan and schedule any training programs,
212
213 12) Create, promulgate and enforce reasonable work rules;
214
215 13) Determine and enforce regulations governing conduct and safety;
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217 14) Determine what constitutes good and efficient county service, and all other
218 functions of management and direction.

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

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223 18.112 Responsibilities and Authority.

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225 A. County Board. The County Board shall:

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

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

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

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

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

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

- (1) appoint and remove all Department Heads, subject to the provisions of Section 18.107.
- (2) advise the Governing Committee of the final interview schedule of the best-qualified applicants. The Governing Committee may participate in the scheduled interviews.
- (3) submit terms of employment for Department Heads to the Governing Committee for review before submission to the County Board.
- (4) approve Personnel Ordinance prior to submittal to the County Board Staff Committee and the County Board.
- (5) apply appropriate disciplinary actions as defined in Section 18.1108 to subordinate employees.
- (6) approve new positions, reallocations, and upgrades of existing positions subject to County Board approval.

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

- (1) administer the Personnel Ordinance adopted by the County Board.
- (2) establish, maintain and coordinate personnel transactions and records management for all County employees and positions.
- (3) establish and maintain a central personnel file for each County employee showing name, title, salary, change in status, annual performance ratings and such pertinent information as may be necessary for effective personnel administration and for compliance with Federal and State laws.

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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.

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- (24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.
- (25) develop and maintain the County wide training program within budgetary limitations.
- (26) administer and manage the County's Worker's Compensation program.
- (27) insure that Department Work Rules are fairly designed and administered.

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.

- 417 (2) implement the Personnel Ordinance, HR Policies and Procedures and
418 Department Work Rules in their unit.
419
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.
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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**

428 **CLASSIFICATION PLAN**

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430 18.201 Development and Administration.
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432 The Human Resources Director shall be responsible for the overall development and
433 administration of the Classification Plan, in cooperation with Department Heads, key staff
434 employees and other appropriate resources. The County Administrator position shall be
435 an unclassified position.
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439 18.202 Position Description.
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441 Each employee shall have an accurate position description that describes the knowledge,
442 skills and abilities necessary to do the work of that position; goals of the position and job
443 tasks to accomplish the goals; and identifies the essential job functions.
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445 18.203 Allocation of New Positions.
446

447 The Human Resources Director shall allocate new positions that have been approved by
448 the County Board to one of the classifications in the Classification Plan. If a suitable class
449 does not exist, the Human Resources Director shall establish a new classification. An
450 appropriate pay range for the classification shall be assigned subject to the approval of the
451 County Board Staff Committee, and confirmation of the County Board unless otherwise
452 established through the budgetary process.
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454 18.204 Abolition of Unnecessary Classifications.
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456 When it is determined that a classification or classifications are no longer useful or
457 appropriate, the Human Resources Director shall inform the County Board Staff
458 Committee that such classes have been abolished.
459

460 18.205 Reclassification Requests.
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462 A reclassification is the re assignment of a position from one existing class to another
463 class to recognize a change in the duties and responsibilities of a position.
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465 Reclassification requests shall normally be contained within the annual budget. In such
466 situations, prior to approval of the budget, the Human Resources Department shall audit
467 the position and make a written recommendation to the County Administrator who shall
468 then recommend approval or denial of reclassification requests. If a reclassification
469 request is denied, the position shall not be reconsidered for reclassification until there is a
470 significant change in the duties and responsibilities of the position. If, in exceptional cases,
471 duties of a position change during a budget year, the County Board may approve a
472 reclassification request upon the performance of a job audit and the recommendation of
473 the Human Resources Director and County Administrator and with the confirmation of the
474 County Board Staff Committee.
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477 18.206 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. 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.

18.207 Reorganization of Department.

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.

18.208 Position Description Questionnaires/Job Audits.

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.

18.209 Review of Classification Plan.

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.

18.210 Underslotting.

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.

18.211 Upgrade.

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

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

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SECTION 3

RECRUITMENT AND SELECTION

18.301

Recruitment.

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

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

(a) Job Announcements and Publicity.

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

(b) Application Form.

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

(c) Rejection of Applications.

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

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

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

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

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

601
602 (g) Applicants that are not selected for a position have the ability to review their
603 individual results. Candidates who do not agree with their recruitment process
604 results may request the Human Resources Director to review the results.

605 18.302 Relocation Expense.

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

616
617 18.303 Selection.

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

624
625 (a) Selection Devices.

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

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638 (b) Confidentiality.

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

645
646 18.304 Eligibility Lists.

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

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658 (a) Layoff List for unilateral employees.

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660 An employee laid off or demoted in lieu of layoff may be considered for re-
661 employment when a vacancy occurs for which he/she is qualified. Human

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Resources shall notify said employee of any vacancy arising in the same job from which the employee was laid off. Said employee shall make application for the vacant position. Once application is made, the laid off employee shall participate in a competitive hiring process and, if most qualified, shall be required to accept an offer of employment for the position within 10 days of said offer. Failure to make application or accept an offer of employment for the position from which the employee was laid off shall result in the forfeiture of notification rights for future openings.

(b) Open Competitive and Promotional Eligibility.

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

(c) Duration of Eligibility Lists.

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

(d) Removal of Candidates from Eligibility Lists.

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

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

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

18.305 Certification and Appointment.

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

Appointment of Eligible Candidates.

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

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

18.306

Probationary Period.

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

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

- (1) Regular status begins on the first workday following completion of the Probationary Period.
- (2) The Probationary Period may be extended for a period of time not to exceed six (6) months, with prior approval of the Human Resources 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, and Relief Staff, and Project Staff (i.e. YSC relief staff, pool psych techs, project staff), will not be permitted to apply for other positions until they have completed six 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 by the 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.

18.307

Part-time and Seasonal Employment.

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.

18.308

Temporary Appointments.

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, the Human Resources Director may authorize the appointment of a qualified individual. The

788 acceptance or refusal by an eligible candidate of a temporary appointment shall not affect
789 the candidate's standing on the eligibility list for regular appointment.
790

791 18.309 Overlap of Positions.

792
793 Any request for hiring in excess of the budgeted personnel roster must be approved by the
794 County Board. This would include cases where the Department Head requests an overlap
795 of personnel for more than one payroll period in order to train the new employee. The
796 request should be approved by the governing committee and County Board Staff
797 Committee prior to submission to the Board.
798

799 18.310 Other Appointments May Follow Ordinance.

800
801 Nothing herein shall preclude an appointing authority from filling those positions not
802 covered by this Ordinance in a manner consistent with it.
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SECTION 4

806

SALARY ADMINISTRATION

807

808 18.401 Pay Plans.

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810 ~~The Pay Plans shall include the schedules of pay ranges for all unilaterals and all~~
811 ~~employees covered by a collective bargaining agreement that has limited bargaining rights~~
812 ~~under Wisconsin Statutes Section 111.70 County employees.~~
813

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

817

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

820

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

823

824 The pay plan schedules described above shall be contained in the County's Administrative
825 Policy and Procedures Manual.
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830 18.402 Development and Administration.

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

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838 18.403 Linkage.

839

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

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849 particular appointment be made above the entrance pay rate. Such requests must be made
850 in writing, approved in advance by the Human Resources Director in recognition of
851 relevant experience and /or exceptional qualifications.
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853 Elected Department Heads that wish to appeal the decision for placement of a new County
854 employee made by the Human Resources Director and/or County Administrator may do so
855 in writing to the County Board Staff Committee, whose decision shall be final.
856

857 18.405 In Range Increment.
858

859 In range increments shall be based on satisfactory work performance and length of service
860 in a class. Such increments shall not be granted automatically. Whenever an employee is
861 promoted, their annual pay increments (step increase) shall be based on the length of
862 service in that range or class. The employee shall have an overall performance evaluation
863 of "satisfactory" or "meets expectations" or higher in order for an in range increment to be
864 granted. If the rater plans to recommend the denial of an in grade salary increment, the
865 report shall be discussed with the Human Resources Director prior to review with the
866 employee. The performance of the employee will be evaluated in accordance with
867 procedures outlined in Section 7 of this Ordinance.
868

869 18.406 Productivity/Incentive Awards.
870

871 Extraordinary productivity/incentive awards may be granted in recognition of exceptional
872 performance in addition to an employee's regular pay. Recommendations for such pay
873 shall be initiated by the employee's supervisor and/or Department Head, reviewed and
874 approved by the Human Resources Director, County Administrator, appropriate
875 Governing Committee and the County Board Staff Committee. Specific guidelines for the
876 administration of the Productivity/Incentive Awards Program shall be the responsibility of
877 the Human Resources Director to establish and maintain subject to approval by the County
878 Administrator and County Board Staff Committee. Such requests shall be in writing and
879 supported by evidence of the following:
880

881 (a) The employee has personally conceived and suggested a procedure or device
882 which has resulted in substantially greater operating efficiency or in a marked
883 decrease in operating expenses; or,
884

885 (b) The employee has performed extensive collateral duties or has continually
886 completed difficult work assignments, which significantly increased the efficiency
887 and effectiveness of his/her department's program or the County service.
888

889 18.407 Seasonal Employment.
890

891 Seasonal employees shall be compensated on an hourly basis at a rate established within
892 the parameters of the annual budget as determined annually by the Human Resources
893 Director.
894

895 18.408 Temporary employment
896

897 Temporary employees shall be compensated by placing them on a step in the
898 appropriate salary schedule.
899

900 Should a non regular employee be reclassified as a regular employee in the same job,
901 he/she shall be advanced in pay to the appropriate salary rate of his/her classified
902 position. His/her total time of continuous employment including his/her temporary
903 employment, shall be counted as part of his/her probationary period.
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906 18.409 Pay Rate Adjustments.
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908 The following actions shall affect the pay status of an employee:
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910 (a) Transfer.
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When an employee is transferred from one class to another with a common pay range, he/she shall continue to receive the same pay rate.

(b) Promotion.

When an employee is promoted from one class to another having a higher pay range, he/she shall normally advance to the pay step in the new range which is immediately above his/her former rate of pay. In unusual circumstances, the promoted individual may be placed in a higher step upon 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.

18.410 Overtime.

"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.

18.411 Red Circled Classifications.

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 with ten years of service, whose classification has been red circled, shall receive one half of the across the board increase granted to employees on the Unilateral

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Pay Plan until the salary of the pay range to which they are assigned equals or exceeds their rate of pay.

SECTION 5

FRINGE BENEFITS

18.501

Holidays.

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.

The Director of Nurses, the Assistant Director of Nurses and Nursing Supervisors working in Rock Haven 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.

Any Youth Services Center Supervisors or Relief Supervisor who are required to work a holiday, will be paid or granted compensatory time off 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. If the holiday falls on an employee's scheduled day off, the employee shall be entitled to a compensatory day off with pay.

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

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

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

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

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

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

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

18.502 Health and Dental Insurance.

A. The County shall pay that portion of the employee's health insurance as is approved by the County Board.

B. For part time employees who are in a .5 or higher FTE position and hired after September 1, 2009 the employee shall contribute toward health coverage prorated to the FTE of the position they hold [CB resolution September 2009.] For Non-represented employees hired after September 1, 2009 into positions with an FTE of 0.5 or greater but less than 1.0 FTE Rock County will provide single coverage health insurance. 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 based on their FTE[CB Resolution 14-12A-170].

C. Part-time employees who are normally scheduled to work less than twenty hours per week are not eligible for County health and dental benefits. Employees who normally work twenty hours or more per week are eligible to receive dental insurance and health benefits. Part-time employees may participate in vision insurance at their own cost provided it is allowable under the plan rules in effect at the time of participation.

D. Employees retiring from the County who are eligible for a WRS annuity may retain their insurance coverage under the County's group policy if they pay the premium.

E. Dental coverage will be provided consistent with coverage and co payments as set by the County Board. Eligibility for coverage shall be governed by the policy issued by the carrier/administrator. The employer shall pay 60% of applicable premium of the lowest cost available plan and the employee shall pay the remainder of the applicable premium.

18.503 Life Insurance.

Regular full-time employees are eligible for group life insurance in an amount equal to the next highest thousand dollars of their annual salary. Unless they specifically waive such coverage, a portion of the premium shall be deducted monthly from their regular salary as

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approved by the County Board. Regular part-time employees are also eligible if they work enough hours in a year to qualify for Wisconsin Retirement System coverage.

18.504 Retirement.

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

18.505 Unemployment Compensation.

County employment is covered by Wisconsin Unemployment Compensation laws.

18.506 Vacation.

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

(b) Starting with their anniversary date in 2016 Unilateral employees hired after January 1, 2008, shall earn vacation according to the following schedule:

Completed Years of Service	<u>Unilateral A & B</u>	Unilateral C
1 year	10 Days	15 Days
2 Years	110 Days	15 Days
3 Years	120 Days	15 Days
4 Years	130 Days	15 Days
5 Years	141 Days	20 Days
6 Years	152 Days	"
7 Years	163 Days	"
8 Years	174 Days	"
9 Years	185 Days	"
10 Years	196 Days	25 Days
11 Years	207 Days	"
12 Years	218 Days	"
13 Years	229 Days	"
14 Years	220 Days	"
15 Years	22 Days	"
16 Years	22 Days	"
17 Years	23 Days	"
18 Years	24 Days	"
19 Years	25 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 those employees covered by a bargaining agreement that has limited bargaining rights as of January 1, 2012 are contained in the HR Policies and Procedures manual.

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(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 carry over 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.

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

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

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

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

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

(j) An employee who moves from one position to another in the County service, by transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation leave in the new position.

~~One employee group to another employee group language needed. An employee who moves from one an employee group to another employee group in the County service, by transfer, promotion or re-assignment will have their vacation entitlement determined by a number of factors (i.e. years of service, FTE previously worked, entitlement under new employee group, etc.)~~ (k) An employee, whose appointment status is changed from temporary to regular status without a break in service, shall receive vacation credits from the date of his/her original appointment to temporary status.

(l) No credit for vacation leave shall be granted for time worked by an employee in excess of his/her normal workweek.

(m) Vacation credits shall not be earned by an employee during a leave of absence

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without pay, a suspension without pay, or when the employee is otherwise in a non compensable status, should such period without pay exceed thirty working days in any calendar year.

- (h) There shall be charged against accrued vacation only those days on which an employee normally would have worked. In the event a legal holiday falls within the vacation period, the holiday shall not be charged against vacation.
- (e) Use of vacation time must be approved in advance by the Department Head or his or her designee. Use of vacation by appointed Department Heads must be approved in advance by the County Administrator.
- (q) All vacation shall be utilized in not less than thirty minute increments.

18.507 Workers Compensation.

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.

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

18.508 Leave Of Absence Policy (Non FMLA).

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.

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

- (5) A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with the approval of the Human Resources Director.
- (6) Employees on leave of absence from the County may not be employed full time elsewhere. Employees holding employment elsewhere during a leave of absence shall be deemed to have voluntarily resigned from employment with Rock County.
- (7) If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend the leave of absence, subject to the approval of the County Administrator or Department Head and the HR Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to his/her position, the employee shall be considered to have voluntarily resigned from County employment.
- (8) Unauthorized Absence. It is recognized that there may be extenuating circumstances for unauthorized absence, and due consideration shall be given each case. However, an employee who is absent from duty without approval shall receive no pay for the duration of the absence, and shall be subject to disciplinary action, which may include dismissal.

18.509 Bereavement Leave.

In the event of a death in an employee's immediate family, he/she may be excused from work without loss of pay according to the following schedule to attend the wake, visitation, memorial service, funeral, or make necessary arrangements regarding the death, within a reasonable time from after the occurrence or grieve for the loved one.

Immediate family shall not include former "in-laws" due to divorce. The appointing authority may require an obituary documentation to substantiate the leave.

- Up to three days (24 hours) for spouse, domestic partner as defined by the state of Wisconsin, child, parent, mother-in-law, father-in-law, brother, or sister
- b. Up to two days (16 hours) for an employee's stepparent, stepchild, grandparents, or grandchildren.
- c. Up to one day (8 hours) for an employee's sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew any member of the employees immediate family as defined in section 18.1025.

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

If additional time is required, an employee may request to use accumulated vacation, holiday or comp-time. Sick leave cannot be used.

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

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

18.510 Jury Duty.

1325 Any employee called for jury duty in any court of competent jurisdiction shall be
1326 granted time off from his/her regular and normal daily schedule of working hours with
1327 pay, for such jury service provided such employee shall remit to Employer all fees
1328 received from the Clerk of Courts for such service, and further provided that no claim
1329 for overtime pay or compensatory time off shall be made by such employee as a result
1330 of his/her jury services. If the employee does not remit the fee, he/she shall be considered
1331 to be on leave of absence without pay while performing jury duty. The County shall pay a
1332 reasonable amount for the difference if the employee has to pay parking fees and
1333 reimbursement from the Court does not fully cover the fee.
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1336 18.511 Medical Leave.
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1338 Employees requiring a leave of absence for a period of medical disability shall request the
1339 leave in accordance with HR Policy and Procedure. Employees are entitled to medical
1340 leave in accordance with applicable Federal and State laws and HR Policy and Procedures.
1341 Any leave granted under this section will run concurrently with State and Federal FMLA.
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1343 18.512 Military Leave.
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1345 An employee who leaves the service of the County to join the military forces of the
1346 United States during time of war or other national emergency, or who is drafted into
1347 the military service at any time, shall be granted military leave without pay, such leave to
1348 extend through a date ninety days after being relieved from such service. Proof must be
1349 filed with the Human Resources Director. Such employee shall be restored to the position
1350 which he/she vacated or to a comparable position with full rights and without loss of
1351 seniority or benefits accrued and not taken while serving in the position he/she occupied at
1352 the time the leave was granted, provided that application is made to the Human Resources
1353 Director within ninety days after the date of his/her honorable discharge, or fifteen days
1354 after rejection, and is physically and mentally capable of performing the work of his/her
1355 former position. Failure of an employee to notify the County within this time period of
1356 his/her intention to return to work shall be considered as a termination of his/her
1357 employment. Leave will be granted in compliance with State and Federal law.
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1359 18.513 Military Reserve Leave.
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- 1361 (1) An employee who, by reason of membership in the United States Military Reserve, or
1362 ordered by the appropriate authorities to attend a training or encampment under the
1363 supervision of the United States Armed Forces, or by reason of membership in the
1364 National Guard, is required by the authorities thereof to do so, shall be granted a
1365 leave of absence from his/her position without loss of pay for a period not to exceed
1366 fifteen working days in any calendar year. It is intended that this shall be done
1367 without financial penalty to the employee. The County will therefore pay such
1368 employee for this time lost in an amount equaling the difference between his/her
1369 daily military pay and the employee's normal County daily wage. To receive such
1370 leave, the employee must file a copy of his/her orders with the Human Resources
1371 Director as far in advance as is reasonable under the circumstances (preference is at
1372 least two weeks advance notice) prior to date such training or encampment leave is
1373 to commence.
1374
- 1375 (2) An employee who has active membership in the U.S. Military Reserve or
1376 National Guard and who is ordered to active duty in the U.S. Armed Forces shall be
1377 granted military leave with supplemental pay equal to the difference between the
1378 employee's basic military pay and his/her normal County daily wage. Supplemental
1379 pay granted under this section is provided for the duration of an employee's military
1380 service, not to exceed 5 years. Proof must be filed with the Human Resources
1381 Director. To receive compensation the employee must submit a copy of his/her
1382 Military Leave & Earnings statement to the County Payroll Office on a monthly
1383 basis. The net pay to an employee may be an estimate with final pay reconciliation
1384 by the County's Payroll Office after receipt of the employee's military pay vouchers,
1385 either during the course of military service or after completion. Accrual of seniority
1386 and benefits, and reinstatement rights and limitations, shall be consistent with those
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outlined in section (d) and as required by law. An employee who voluntarily extends his/her military service shall not be granted supplemental pay, but may apply for additional unpaid military leave under section (d). The effect of this subsection is retroactive to January 1, 2004, and is subject to the rights of the various unions representing County employees to object to said compensation policy prior to implementation and request that this subsection be subject to the collective bargaining process.

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

18.514 Non Work Related Witness or Personal Litigation.

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

18.515 Sick Leave.

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

- (1) All full-time employees shall earn one sick leave day per month of continuous employment. All part-time employees whose regular workweek is sixteen hours or more shall earn one sick leave day on a prorata basis directly in relation to the normal full time employment period. All part-time employees, who work less than sixteen hours per week, shall not earn sick leave. Temporary and seasonal employees are not eligible for sick leave.
- (2) Sick leave shall be granted after six months continuous service (from original hire date) when an employee is required to be absent from work because of:
 - (a) illness of the employee.
 - (b) illness of an employee's spouse, or domestic partner (as defined by the State of Wisconsin).
 - (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.

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- (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.

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.

1511 When subpoenaed to appear before a court, public body, or commission in connection
1512 with County business on regular work time, the employee shall be paid at his/her regular
1513 rate of pay and the employee shall remit his/her fee to the County.

1514
1515 Employees who are off duty and are subpoenaed to appear in court as a result of their
1516 work assignment shall receive a minimum of two hours pay at the rate of time and one
1517 half. If the employee is required by the court to be present in court for time over and
1518 above the minimum, the employee will be paid at the rate of time and one half.
1519 Employees shall be reimbursed for mileage costs incurred because of court appearances
1520 required under this provision. Employees shall sign and turn over to the County any and
1521 all fees and reimbursements paid because of court appearances resulting from their work
1522 assignment.

1523
1524 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off duty time
1525 and are not notified of the cancellation or dismissal of said subpoena at least twenty-
1526 four hours prior to the time scheduled for appearance, shall be paid two hours of pay at
1527 their regular rate of pay. There shall be a maximum of two (2) canceled subpoenas per
1528 day.

1529
1530 18.517 Training/Educational Leave.

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1532 Employees may be granted a full time leave of absence without pay to further their
1533 education for a period not to exceed eighteen months if it is determined to be in the best
1534 interest of the County.

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1536 At the expiration of the leave, the employee may be reinstated to his/her position if it is
1537 available or an equivalent position if one is available and if it is determined to be in the
1538 best interest of the County.

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1540 For language covering leaves with pay, see HR Policies and Procedures.

1541
1542 18.518 Voluntary Public Service Leave.

1543
1544 County employees may be allowed time off with pay to serve on public or nonprofit
1545 boards, committees, or commissions if such service received the prior approval of the
1546 County Board Staff Committee.

1547
1548 18.519 Voting.

1549
1550 Any employee who can satisfactorily show that he/she cannot vote during his/her off
1551 duty hours shall be allowed time off with pay to cast his/her ballot in all legally
1552 constituted elections.

1553 **SECTION 6**

1554 **CONDITIONS OF EMPLOYMENT**

1555
1556 18.601 Communications and Confidentiality.

1557
1558 Communication is a joint responsibility shared by the County and all employees. No
1559 information, which is confidential in nature, concerning the internal operations of the
1560 County, including but not limited to the release of records of the County, may occur
1561 except through, and with the permission of, the County Administrator or individual
1562 Department Head if designated by the County Administrator.

1563
1564 If requests for information are received by employees, whether on or off duty, from any
1565 person, then the employee is required to politely decline to provide such information
1566 and to direct that individual to the County Administrator or Department Head for a
1567 response to that inquiry.

1568
1569 Because of an employee's responsibilities at the County, an employee may have access
1570 to confidential County, resident, personnel or other sensitive information. This may
1571 include information concerning a resident's financial status, the County's business

1572 practices including purchasing and negotiating strategies, and employee records. This
1573 sensitive information can not be disclosed to any personnel who do not have a
1574 legitimate business need to know such information or to persons outside of the County
1575 without the determination of the County Administrator or Department Head designated
1576 by the Administrator. All employees are responsible for protecting the confidentiality of
1577 this information.

1578
1579 The County acknowledges the right of its employees, as citizens in a democratic society,
1580 to speak out on issues of public concern. When those issues are related to the County,
1581 however, the employee's expression must be balanced against the interests of the
1582 County. In situations in which the employee is not engaged in the performance of
1583 professional duties, the employee should state clearly that his or her expression
1584 represents personal views and not necessarily those of the County.

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1587 18.602 Conflict of Interest.

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1589 Except for the salary or compensation received from the County, no County employee
1590 shall use his/her office or position for personal financial gain or the financial gain of
1591 his/her family. No employee shall engage in his/her own business activity, accept private
1592 employment or render services for private interests when such employment, business
1593 activity or service is incompatible with the proper discharge of the employees official
1594 duties or would impair his/her independence or judgment or action in the performance of
1595 the employee's official duties. Such employment, business activity or service shall not be
1596 engaged in or promoted during normal working hours for which such employee is being
1597 remunerated by the County and such employment, business activity or service shall not in-
1598 volve the use of County facilities or materials. No employee shall use or disclose
1599 "privileged information" gained in the course of or by reason of the employee's official
1600 position or activities. Failure to comply with these conditions shall be considered grounds
1601 for discipline up to and including immediate dismissal.

1602

1603 18.603 County Administrator (Tenure).

1604

1605 The County Administrator shall hold his/her position at the pleasure of the County Board.
1606 The action of the County Board in removing the County Administrator shall be final.
1607 Dismissal actions against the County Administrator may be initiated by individual
1608 supervisors as per County Board rules.

1609

1610 18.604 County Equipment (return of).

1611

1612 Employees leaving County employment must return County identification cards, keys,
1613 tools and equipment on or before their last day of work.

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1615 18.605 County Residence.

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1617 Key County officials, as determined by the County Administrator, shall reside in the
1618 County.

1619

1620 18.606 Demotions.

1621

1622 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can
1623 be voluntary. Demotions must be approved in advance by the Human Resources Director.

1624

1625 18.607 Discipline /Investigations.

1626

1627 The purpose of discipline is correcting job behavior and performance problems of
1628 employees. Employees shall be informed of standards of conduct and performance. No
1629 disciplinary action will be taken until a thorough investigation has been completed.
1630 Employees under investigation shall have the right to union representation during the
1631 investigatory process. If a local union does not choose to represent the employee, the
1632 employee will be allowed to have a representative of their choice who is not a supervisor
1633 or manager within Rock County. The representative will be limited to listening and
1634 advising the employee but will not be allowed to speak in place of the employee.

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

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

18.608 Disciplinary Action (Grounds for).

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

- (a) Dishonesty or falsification of records.
- (b) Use, possession, distribution, selling, or being under the influence of alcohol or illegal drugs while on Rock County premises or while conducting business related activities off Rock County premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
- (c) Unauthorized use or abuse of County equipment or property.
- (d) Theft or destruction of County equipment or property.
- (e) Work stoppages such as strikes or slow downs.
- (f) Insubordination or refusal to comply with the proper order of an authorized supervisor.
- (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws, ordinances and regulations.
- (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave, or repeated attempts to use unpaid leave when the employee does not have benefit time available.
- (i) Use of official position or authority for personal or political profit or advantage.
- (j) Disregard or repeated violations of safety rules and regulations.
- (k) Incompetence, unprofessional or poor work performance.
- (l) Discrimination because of race, color, creed, national origin, marital status, sex, sexual orientation, or any other grounds prohibited by State or Federal law.
- (m) Violations of Section 18.601 "Communications and Confidentiality".
- (n) Failure to call in or report to work.

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- (o) Sleeping during scheduled work hours.
- (p) Being disrespectful or bullying in dealing with fellow employees or the general public.
- (q) Failure to exercise good professional judgment and/or failure to conform to the County's or your Department's goals and mission.

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

18.609 Exit Interview.

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

18.610 Gifts And Gratuities.

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

18.611 Harassment.

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

18.612 Hours of Work.

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

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

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

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

1761 18.613 Layoffs.
1762
1763 The appointing authority may layoff an employee: a) whenever it is necessary to reduce
1764 the workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position,
1765 etc.), b) when an employee has exhausted all available leave options and is unable to
1766 return to work, or c) when an employee has failed to successfully complete their
1767 probationary period after a promotion.
1768
1769 In situation (a) above, no regular employees shall be laid off while there are temporary or
1770 probationary employees serving in the same classification, in the same department.
1771 Layoffs shall be based on the needs of the County.
1772
1773 The appointing authority shall notify each person laid off of all his/her rights. Regular
1774 employees shall receive at least thirty (30) calendar days notice prior to layoff. Layoff
1775 plans shall be approved by the Human Resources Director before they are implemented.
1776
1777 Laid-off employees shall be held in a layoff pool for a period of time equal to their length
1778 of service, but in no case longer than two years.
1779
1780 18.614 Lunch Periods and Break Time.
1781
1782 (a) Lunch Periods.
1783
1784 Lunch periods are normally scheduled midway in an eight hour shift. Lunch
1785 periods shall not be longer than one hour nor shorter than thirty minutes.
1786
1787 (b) Break Time.
1788
1789 Employees may leave their workstation and return fifteen minutes later for two
1790 breaks in an eight hour shift, one during the first four hours of their first shift, and
1791 the second during the last four hours of their shift. Breaks not taken are lost.
1792 Breaks cannot be accumulated or used to extend lunch periods or to shorten the
1793 workday.
1794
1795 Lunch periods and break times are to be arranged between the employee and
1796 his/her supervisor or Department Head. Since most County offices remain open
1797 continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the
1798 Department Head's responsibility to assure that lunch periods and breaks are
1799 scheduled so that adequate staff coverage is provided at all times.
1800
1801 Employees who are on a non standard work schedule or work 2nd or 3rd shift shall
1802 follow Department Work Rules for lunches and breaks.
1803
1804 (c) The Lunch Period and Break Times can not be combined to the start or end of the
1805 shift in order to come in late or leave early.
1806
1807 18.615 More Than One County Position.
1808
1809 No person shall hold more than one full or part-time County position at the same
1810 time without written consent of the County Administrator.
1811
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1816 18.616 Nepotism.
1817
1818 Members of immediate families shall not be hired or transferred into a position that would
1819 create a direct or indirect superior subordinate relationship. This policy does not include
1820 situations where the superior subordinate relationship would be incidental.
1821
1822 18.617 Outside Employment.
1823

1824 The County's policy on outside duties or employment shall be as follows: County
1825 employees may engage in outside employment, unless such employment conflicts with or
1826 affects the performance of their duties. Prior to engaging outside employment, the County
1827 employee must give written assurance prescribed by the Human Resources Director that
1828 said employment does not violate Section 18.602 of the Rock County Ordinance. The fact
1829 that an employee has reported outside employment does not mean that management has
1830 given its approval to that employment.

1831
1832 18.618 Outside Services.

1833
1834 All fees, gratuities, honorarium or any other form of compensation for outside services
1835 performed during normal County work hours or while being paid by the County shall
1836 be turned over to the County and any such activities for which said compensation is
1837 paid shall be reported to the County Board Staff Committee. This subsection shall not
1838 be construed to apply to activities performed after regular work hours, or while an
1839 employee is on a bona fide vacation, or taking a floating or other holidays, or to part-
1840 time employees. Failure to comply with these conditions shall be considered grounds
1841 for discipline up to and including immediate dismissal.

1842
1843 18.619 Payday.

1844
1845 Employees shall be paid biweekly on alternate Fridays, except when those days fall on a
1846 holiday in which case employees shall receive their pay on the day preceding the
1847 holiday. If an employee is on vacation or leave of absence, his/her pay shall be mailed
1848 to him/her upon request. (See HR Policy and Procedures.)

1849
1850 18.620 Pre-Employment Physicals.

1851
1852 New full time and regular part-time employees may be required to pass a physical
1853 examination before they are employed. Such exams shall measure the individual's
1854 physical capabilities in terms of the job to be performed. When pre-employment physicals
1855 are required, they shall be conducted by a licensed physician at the County's expense.

1856
1857 18.621 Political Activity.

1858
1859 Employees are precluded from engaging in political activity that interferes with their
1860 normal work performance or is conducted during hours for which the employee is being
1861 paid by the County. Employees may not use County equipment or property for political
1862 purposes. Employees are specifically prohibited from using their County position or their
1863 official authority with the County for the purpose of directly or indirectly coercing any
1864 person to hold or contribute monetary or other types of assistance to any political
1865 candidate, party or purpose.

1866
1867 Under provisions of the federal Hatch Act, employees who are principally employed in an
1868 activity which is financed in whole or in part by federal loans or grants cannot:

- 1869
1870 (a) use his/her official authority or influence for the purpose of interfering
1871 with or affecting the result of an election or nomination for office;
1872
1873 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state
1874 or local officer or employee to pay, lend or contribute anything of value to a
1875 party, committee, organization, agency or person for political purposes; or
1876
1877 (c) be a candidate for partisan elective office.

1878
1879 18.622 Professional Liability Insurance.

1880
1881 The County shall provide professional liability insurance for employees for performance
1882 of their duties within the scope of their employment.

1883
1884 18.623 Resignations.

1885

1886 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and
1887 wishing to leave Rock County employment shall submit a resignation in writing to their
1888 Department Head at least two weeks in advance of their planned departure. Employees in
1889 positions in Pay Range 17 or higher, shall submit their resignation in writing at least four
1890 weeks in advance of their planned departure (see Unilateral Pay Grid).

1891
1892 Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave
1893 Rock County employment shall submit a resignation in writing to their Department Head
1894 at least two weeks in advance of their planned departure. FLSA exempt employees shall
1895 submit their resignation in writing at least four weeks in advance of their planned
1896 departure.

1897
1898 Employees who do not give sufficient notice shall lose the vacation benefits they are
1899 accruing for use after they reach their next anniversary date, unless such requirement is
1900 waived by the Human Resources Director. It is expected that employees will give as much
1901 notice as possible in order to facilitate recruitment and orientation of new staff members.
1902 A resignation, once accepted, may not be rescinded.

1903
1904 18.624 Safety.

1905
1906 Safety is very important to each employee and Rock County. Employees must conduct
1907 themselves carefully at all times. All employees must act in a safe manner and practice
1908 good safety procedures. Similarly, all work areas are to be kept clean and free from
1909 debris, and tools and equipment are to be kept clean and in good repair.

1910
1911 The employer will comply with all applicable safety laws and regulations in order to
1912 provide a safe and secure workplace for its employees and clients.

1913
1914 Any accident, hazards or potentially unsafe conditions of equipment are to be reported
1915 to an employee's supervisor immediately for action. If the unsafe condition can be
1916 corrected immediately as to avoid any additional hazard, then the employee should
1917 implement the corrective action.

1918
1919 Any employee who is injured or becomes ill while performing service related to his or
1920 her employment must contact his or her supervisor immediately on the same day the
1921 injury or illness occurs and report the incident. If necessary the employee should secure
1922 the necessary medical attention on the job site to the extent practicable.

1923
1924 The first report of injury form must be in filled out completely, usually the day of the
1925 incident, if not, as soon as possible.

1926
1927 The employer has established the following protocols for evacuation of the premises.
1928 When employees are advised to evacuate the building, the employees should:

- 1929
1930
- 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.
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1940 18.625 Telephone.

1941
1942 As a condition of employment, employees must have a telephone or a place of telephone
1943 contact. Employees shall be requested to notify the Department Head of any change of
1944 name, address, telephone number or contact place.

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1946 18.626 Travel.

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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. 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 required for air, train, bus or taxi travel, hotels or motels, meals, 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.)

Meals allowed while in travel status:

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

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

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

SECTION 7
PERFORMANCE EVALUATION

18.701 Policy.

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.

18.702 Administration.

Each employee shall be evaluated at the following periods:

(a) Probationary Period.

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

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(b) Annual.

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

(c) Special.

A special performance evaluation shall be completed:

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

18.703 Rater.

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.

18.704 Review of Performance Report.

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.

18.705 Human Resources Director.

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.

18.706 Employee

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.

SECTION 8

GRIEVANCE PROCEDURE

18.801 Policy.

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.

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

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

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

18.802 Definitions.

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

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

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

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

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

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

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

18.803 Administration.

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

18.804 Filing a Grievance

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

Limitations:

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

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2. A grievance that may be brought by or on behalf of an employee under a grievance procedure that is contained in a collective bargaining agreement may not be brought under this section.

18.805 Discussion of Problem with Immediate Supervisor.

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

18.806 Grievance Procedure.

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

STEP 1. Supervisor.

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

STEP 2. Department Head.

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

STEP 3. Human Resources Director.

In the event that the Department Head's decision does not satisfy the employee's grievance or if the Department Head is the subject matter of the grievance, the employee may, within seven (7) calendar 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.

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- 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 an employee of another county or municipality, a retired human resources professional, 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.
- 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.

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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.
- 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.

2321 k. The County Board's decision is final and may not be appealed.
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18.807 Grievances of Termination.

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

SECTION 9

TRANSACTIONS AND RECORDS MANAGEMENT

18.901 Policy.

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.
- (b) 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.

18.902 Public Inspection.

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.

18.903 Destruction Of Records.

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

18.904 Reports.

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

18.1001 Accrued benefits.

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.

2381	18.1002	<u>Administrative Personnel.</u>
2382		
2383		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:
2384		
2385		
2386		(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.
2387		
2388		
2389		
2390		(b) A primary duty of the employee includes the exercise of discretion and independent judgment with respect to matters of significance.
2391		
2392		
2393	18.1003	<u>Allocation.</u>
2394		
2395		The assignment of a position to a pay range.
2396		
2397	18.1004	<u>Anniversary Date.</u>
2398		
2399		The date an employee begins County employment. The anniversary date may be modified by subsequent personnel actions – leave of absence and layoff.
2400		
2401		
2402	18.1005	<u>Appointing Authority.</u>
2403		
2404		A County official who has the authority to appoint and remove individuals to and from positions in the County service.
2405		
2406		
2407	18.1006	<u>Board.</u>
2408		
2409		The Rock County Board of Supervisors.
2410		
2411	18.1007	<u>Class.</u>
2412		
2413		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.
2414		
2415		
2416		
2417	18.1008	<u>Class Description.</u>
2418		
2419		A written description of a class containing the class title, a general statement of the duties and responsibilities, examples of duties performed, and minimum qualifications required.
2420		
2421		
2422	18.1009	<u>Class Title.</u>
2423		
2424		The official designation or name of the class as stated in the class description. The class title shall be used on all personnel records and other official personnel actions.
2425		
2426		
2427	18.1010	<u>Classification Plan.</u>
2428		
2429		The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.
2430		
2431		
2432	18.1011	<u>County Administrator.</u>
2433		
2434		The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.
2435		
2436		
2437	18.1012	<u>Demotion.</u>
2438		
2439		The assignment of an employee from one class to another class with a lower pay range.
2440		
2441	18.1013	<u>Department Head.</u>
2442		
2443		A County official with the responsibility for the operation of a County department.

2444		
2445		
2446	18.1014	<u>Disciplinary Action.</u>
2447		
2448		The action taken to discipline an employee, including: written reprimand, suspension
2449		without pay, demotion, and discharge.
2450		
2451		
2452	18.1015	<u>Earned Benefits.</u>
2453		
2454		Those benefits that employees have on the books which are currently available to use
2455		(ie. vacation after reaching an anniversary date, sick leave earned a day a month,
2456		floating holiday , etc.).
2457		
2458	18.1016	<u>Eligible Candidate.</u>
2459		
2460		A person certified by the Human Resources Director as meeting the training and
2461		experience requirements and as successfully completing all parts of the selection process
2462		when formal selection devices are used.
2463		
2464	18.1017	<u>Eligibility List.</u>
2465		
2466		A list of Eligible Candidates to fill positions in a particular job class.
2467		
2468	18.1018	<u>Employee.</u>
2469		
2470		An individual who is employed by the County and is paid in part or in whole through the
2471		County payroll.
2472		
2473	18.1019	<u>Entrance Pay Rate.</u>
2474		
2475		The rate of pay a newly hired employee is assigned at commencement of employment.
2476		
2477		
2478		
2479	18.1020	<u>Executive Personnel.</u>
2480		
2481		An executive employee is an administrator who meets all of the following criteria:
2482		
2483		(a) The employee's primary duty consists of management of the County or a
2484		customarily recognized department or division of the County.
2485		
2486		(b) The employee customarily and regularly directs the work of two or more other
2487		employees.
2488		
2489		(c) The employee has the authority to hire or fire other employees, or their
2490		recommendations as to the hiring, firing, advancement, promotion or any other
2491		change of status of other employees is given particular weight.
2492		
2493	18.1021	<u>Flexible Time.</u>
2494		
2495		Time off allowed at the discretion of the Department Head, in recognition of excess hours
2496		worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy
2497		and Procedures.
2498		
2499	18.1022	<u>Full Time Equivalent (FTE).</u>
2500		

2501		A way to measure the amount of time a person assigned to a county position is
2502		scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time
2503		position, while an FTE of 0.5 means that the position is only half time. FTE is
2504		measured in tenths from 0.1 to 1.0.
2505		
2506	18.1023	<u>Grievance.</u>
2507		
2508		A formal complaint by an employee concerning: employee discipline, employee
2509		termination, or workplace safety.
2510		
2511	18.1024	<u>Human Resources Director.</u>
2512		
2513		The Director of the Rock County Human Resources Department and the person
2514		responsible for implementing all County Personnel Policies and Procedures.
2515		
2516	18.1025	<u>Immediate Family.</u>
2517		
2518		Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-
2519		in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's
2520		brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the
2521		husband of one's spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or
2522		step grandchild, domestic partner (as defined by the state of Wisconsin) aunt (the sister of
2523		one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or
2524		mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not
2525		include former "in-laws" due to divorce.
2526		
2527	18.1026	<u>In Range Increment.</u>
2528		
2529		A pay step within a pay range.
2530		
2531	18.1027	<u>Layoff.</u>
2532		
2533		The involuntary separation of an employee because of lack of work, lack of funds, or the
2534		abolishment of a position.
2535		
2536	18.1028	<u>Limited Term Employee (LTE).</u>
2537		
2538		An employee who is hired to perform a job for a determinant amount of time with a
2539		specific ending date at the time of hire and who meets all of the qualifications to perform
2540		the job. Limited Term Employees are not eligible to receive fringe benefits other than
2541		Wisconsin Retirement if anticipated to work enough hours in a year to qualify for
2542		Wisconsin Retirement System coverage. Employees working as a Limited Term
2543		Employee may not work more than 25 hours per week.
2544		
2545	18.1029	<u>Part-time Employees.</u>
2546		
2547		Employees shall be considered part-time when they are normally scheduled to work less
2548		than 40 hours per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work
2549		cycle.
2550		
2551	18.1030	<u>Pay Plan.</u>
2552		
2553		A schedule of pay ranges for all classes of positions in the County that are not covered by
2554		a Collective Bargaining Agreement.
2555		
2556	18.1031	<u>Pay Range.</u>
2557		
2558		A salary range to which positions are assigned, consisting of a minimum wage rate,
2559		designated as "Step 1," and multiple additional steps, culminating in a maximum wage
2560		rate. All positions shall be compensated at one of the steps contained in the pay range to
2561		which the position is assigned.
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18.1032 Pool

An employee who is hired to perform a certain job and who meets all of the qualifications to perform the job (eg. 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.

18.1033 Position.

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.

18.3 Position Description.

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

18.1035 Probationary Employee.

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

18.1036 Probationary Period.

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

18.1037 Promotion.

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

18.1038 Reallocation.

The reassignment of a position from one pay range to another 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 (eg. moving the Medical Record Manager position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position shall move with the position.

18.1039 Reclassification.

The reassignment of a position from one existing class to another class to recognize a change in the duties and responsibilities of a position (eg. a position is currently assigned as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with the position if they are qualified for the position.

18.1040 Regular Appointment.

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

18.1041 Regular Employee.

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

18.1042 Reinstatement.

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

2626		
2627	<u>18.1043</u>	<u>Relief</u>
2628		
2629		<u>An employee who is hired to perform a certain job and who meets all of the qualifications to perform the job (eg. Relief Youth Specialist). Relief Staff are not guaranteed a set</u>
2630		<u>number of work hours. Specific rules and guidelines for the completion of Relief duties</u>
2631		<u>are contained within Departmental Work Rules. Relief staff are not eligible to receive</u>
2632		<u>fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a</u>
2633		<u>year to qualify for Wisconsin Retirement System coverage. Employees working as a</u>
2634		<u>Relief Staff may not work more than 25 hours per week.</u>
2635		
2636		
2637	<u>18.10442</u>	<u>Retiree.</u>
2638		
2639		<u>An employee who terminates employment with the County to immediately and actively</u>
2640		<u>draw an annuity from the Wisconsin Retirement System (WRS).</u>
2641		
2642		
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2644		
2645	<u>18.10453</u>	<u>Seasonal Employee.</u>
2646		
2647		<u>An employee who is hired for a period of time to do a specific function (example: cut the</u>
2648		<u>grass), which cannot cumulatively exceed a period of nine months in a calendar year.</u>
2649		<u>Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin</u>
2650		<u>Retirement if anticipated to work enough hours in a year to qualify for Wisconsin</u>
2651		<u>Retirement System coverage. Employees working as a Seasonal employee may not work</u>
2652		<u>more than 25 hours per week.</u>
2653		
2654	<u>18.10464</u>	<u>Selection Device.</u>
2655		
2656		<u>A formal measurement device used to evaluate and/or rank applicants for County</u>
2657		<u>positions.</u>
2658		
2659	<u>18.10475</u>	<u>Seniority.</u>
2660		
2661		<u>Seniority is continuous length of service as a County employee. Seniority shall, upon</u>
2662		<u>completion of the Probationary Period, begin with the original date of continuous</u>
2663		<u>employment subject to the conditions of 18.1004. Seniority shall be used to determine</u>
2664		<u>accrual of vacation and sick leave.</u>
2665		
2666	<u>18.10486</u>	<u>Supervisor.</u>
2667		
2668		<u>The person responsible for the assignment, direction and evaluation of the work of another</u>
2669		<u>employee, usually a full time County employee.</u>
2670		
2671	<u>18.10497</u>	<u>Temporary Appointment.</u>
2672		
2673		<u>An appointment of an individual who meets the qualifications for a position appointed to</u>
2674		<u>fill that position for an unspecified term. Temporary Appointees may be eligible for fringe</u>
2675		<u>benefits.</u>
2676		
2677	<u>18.105048</u>	<u>Termination.</u>
2678		
2679		<u>The removal of an employee from the payroll for voluntary or involuntary reasons,</u>
2680		<u>including dismissal, resignation, retirement or death.</u>
2681		
2682	<u>18.105149</u>	<u>Transfer.</u>
2683		
2684		<u>The assignment of an employee from one position to another in the same class or to a class</u>
2685		<u>with the same pay range.</u>
2686		
2687	<u>18.10520</u>	<u>Travel Status.</u>
2688		

2689 An employee shall be considered to be in "travel status" when he or she is on County
2690 business outside of the County either for an entire day (before 7:00 a.m. and after 6:00
2691 p.m.); or for part of a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of
2692 10:30 a.m. and 2:30 p.m.

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2696 18.10534 Underslotting.

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The filling of a vacant position at a lower classification.

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2701 18.10542 Unilateral Employees

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Those County employees who are not covered by a collective bargaining agreement,
2704 excluding the County Elected Officials and the County Administrator. The Unilaterals
2705 are divided into three groups for purposes of overtime and vacation:

2706

2707

- 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.

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- 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.

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- 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.

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2724 18.10553 Upgrade.

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

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2732 18.10564 Work Schedule.

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

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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

FISCAL NOTE:

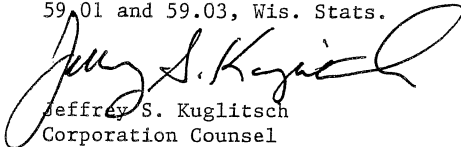
Minimal fiscal impact.



Sherry Oja
Finance Director

LEGAL NOTE:

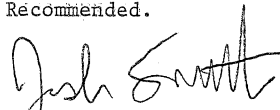
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.03, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

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

It is important to give our workforce a voice in the process, and in 2016 a survey was sent to managers and employees to solicit input into suggestions for modifications to the current personnel ordinances and for suggestions for new ordinances. Overall there were 204 individuals that responded to the survey and there were 48 suggestions for ordinance modifications. In addition the Human Resources Department identified several areas that were brought to their attention during 2015.

A draft of the proposed changes was reviewed with the County Administrator, the formerly represented employee groups, and the Department Heads. 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

- 18.102 – Modify employee protected status language to be all inclusive.
- 18.109 – Update resolution references in Command Staff provision, add provision for Correctional Supervisor.
- 18.112 F – Add in new bullet on Department Head functions to develop and monitor the budget.
- 18.206 – Add a reference to red circle in reallocation requests.
- 18.301 – Insert with or without a reasonable accommodation to an applicant's ability to perform the duties of a position. Add in new component that allow an applicant who was not chosen the ability to review their recruitment results and request the HR Director to review.
- 18.304 – Clarify the eligibility list language to state that if an eligibility list is created that it will be used for future recruitments for the same position while following the requirements for posting and filling vacancies.
- 18.306 – Increase requirement for length of service for an employee to apply for a new position and clarify eligibility for a probationary employee to sign for a lateral transfer.
- 18.401 – Simplify pay plan language to County employees.
- 18.502 – Health and Dental Insurance updated with 2014 resolution language.
- 18.506 – Modify vacation language so that it is equal across employee groups with days earned by length of service, beginning with their 2016 anniversary date allocation. Clarify what happens if an employee changes employee groups.
- 18.509 – Modify bereavement leave to define what it can be used for and to simplify to up to 3 days for all defined immediate family members.
- 18.515 – Remove Domestic Partner reference for sick leave, and include grandchild if grandparent has supporting responsibility.
- 18.706 – Add new language that states an employee has the right to augment a performance evaluation and have that include with the evaluation in their personnel file.
- 18.806 – Modify the IHO definition in the Grievance section and require that the cost of the IHO be split be the parties.
- 18.903 – Clarify the time line for destruction of records to seven years after separation from County employment.
- 18.1025 – Delete Domestic Partner from definition of immediate family.
- 18.1032 – Add in new definition of Pool employee.
- 18.1043 – Add in new definition of Relief employee.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Finance Committee
INITIATED BY



Amy Spoden, HR Manager
DRAFTED BY

County Board Finance Committee
SUBMITTED BY

November 2, 2015
DATE DRAFTED

**Providing for a New Post Employment Health Plan Provider
For AMHS-HSD and AMHS-RH**

- 1 **WHEREAS**, Rock County currently provides a Post Employment Health Plan (PEHP), pursuant to
- 2 Section 501(c)(9) of the Internal Revenue code, for AMHS-HSD and AMHS-RH; and
- 3
- 4 **WHEREAS**, Nationwide is the current provider; and
- 5
- 6 **WHEREAS**, Human Resources has met and discussed with AMHS-HSD and AMHS-RH the
- 7 opportunity to provide a different vendor for that plan; and
- 8
- 9 **WHEREAS**, current employees covered under the AMHS-HSD and AMHS-RH agreement have to be
- 10 with the same provider so this will necessitate a switch by all current employees from Nationwide to
- 11 Security Benefit Group; and
- 12
- 13 **WHEREAS**, there is no cost to the County with this change; and
- 14
- 15 **WHEREAS**, the County is agreeable to adding Security Benefit Group as a provider.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 18 assembled this ____ day of _____, 2015, authorizes Human Resources and the Finance Department
- 19 to take the necessary steps to add Security Benefit Group as a provider for the PEHP Plan for AMHS-
- 20 HSD and AMHS-RH and transfer their accounts from Nationwide to Security Benefit Group.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney


Louis Peer

Alan Sweeney

Terry Thomas


LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51(1) and 59.52(11)(c), Wis. Stats.


Jeffrey Kuglisch
Corporation Counsel

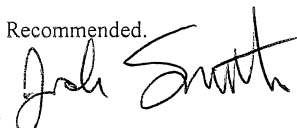
FISCAL NOTE:

No fiscal impact.


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Executive Summary

Rock County Human Resources has had a discussion with AMHS-HSD and AMHS-RH with a recommendation that they move from their current provide, Nationwide, to the provider that all other employee groups with a PHEP account have, Security Benefit Group.

Security Benefit Group current provides PEHP Plans for the Deputy Sheriff Association, Deputy Sheriff Supervisors, Attorneys, and AFSCME 1077.

There is no fiscal impact to the County in having one provider or another.

All current employees covered under the AMHS-HSD and AMHS-RH agreement have to be with the same provider so this will necessitate a switch by all members from Nationwide to Security Benefit Group. Retirees that currently have account balances with Nationwide will remain with Nationwide until their fund balances are depleted. This transition will occur over a 60 day period once the County Board approves this resolution and the contract with Security Benefit Group is signed.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee
INITIATED BY



Annette Mikula, HR Director
DRAFTED BY

County Board Staff Committee
SUBMITTED BY

October 28, 2015
DATE DRAFTED

SETTING THE 2015 SALARY OF THE COUNTY ADMINISTRATOR

- 1 **WHEREAS**, the County Administrator's current salary is \$127,500.00; and,
- 2
- 3 **WHEREAS**, the County Board Staff Committee reviewed the County Administrator's salary, other benefits,
- 4 and the annual adjustments received by other County employees in 2015; and,
- 5
- 6 **WHEREAS**, the County Board Staff Committee recommends a 1.5% increase to the County Administrator's
- 7 salary and benefits effective January 1, 2015, which is consistent with adjustments for other County employees.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled on
- 10 this _____ day of _____, 2015 does hereby authorize that the County Administrator's salary
- 11 be adjusted by 1.5% effective January 1, 2015.
- 12
- 13 **BE IT FURTHER RESOLVED**, that the health insurance plan granted other Unilateral employees be
- 14 continued.
- 15
- 16 **BE IT FURTHER RESOLVED**, that the dental plan available to Unilateral employees be continued.
- 17
- 18 **BE IT FURTHER RESOLVED**, that the current car allowance of \$6,000 annually be continued and the
- 19 current expense allowance of \$2,000 annually be continued.
- 20
- 21 **BE IT FURTHER RESOLVED**, that the County continues to contribute annually to a deferred compensation
- 22 program and the contribution in 2015 be \$4,500.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

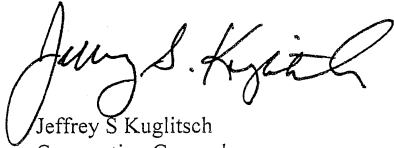
Terry Thomas

RESOLUTION SETTING THE 2015 SALARY OF THE COUNTY ADMINISTRATOR

Page 2

LEGAL NOTE:

The County Board has the authority to take this action pursuant to 59.18(4) Wis. Stats.



Jeffrey S Kuglitsch
Corporation Counsel

FISCAL NOTE:

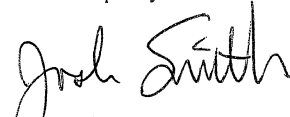
	<u>Base Compensation</u>	<u>Add'l Base Compensation</u>	<u>% Wage Increase</u>	<u>Overall % Increase</u>
2015	\$185,747.12	\$2,070.28	1.5% eff. 1/1/2015	1.115%



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith
County Administrator

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee
INITIATED BY



Sue Prostko
DRAFTED BY

Health Services Committee
SUBMITTED BY

October 29, 2015
DATE DRAFTED

RECOGNIZING CONSTANCE LAMBERT FOR SERVICE TO ROCK HAVEN

- 1 **WHEREAS**, Constance Lambert has served the citizens of Rock County over the past 42 years, 4 months as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Constance Lambert began her career with Rock Haven as a Certified Nursing Assistant on June
- 5 16, 1972; and,
- 6
- 7 **WHEREAS**, Constance Lambert also worked as a Physical Therapy Aide, she accepted an Environmental
- 8 Service Worker position; and,
- 9
- 10 **WHEREAS**, Constance Lambert has worked diligently in that position until her retirement on November 2,
- 11 2015; and,
- 12
- 13 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to
- 14 commend Constance Lambert for her long and faithful service.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 17 _____ day of _____, 2015 does hereby recognize Constance Lambert for her 42 years, 4 months of
- 18 service and extend their best wishes to her in her future endeavors; and,
- 19
- 20 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a copy of this
- 21 resolution to Constance Lambert.

COUNTY BOARD STAFF COMMITTEE

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Billy Bob Grahn, Chair

Norvain Pleasant, Vice Chair

Terry Fell

Brenton Driscoll

Linda Garrett

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Betty Jo Bussie

Eva Arnold

Mary Mawhinney

Alan Sweeney

Henry Brill

Louis Peer

Terry Thomas

Memo



Rock County Human Resources Department

DATE: November 2, 2015

TO: County Board Staff Committee

FROM: Annette Mikula

CC: Josh Smith
Jeff Kuglitsch

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

Rock County has an Administrative Policy and Procedure Manual that sets forth the policies and procedures of Rock County. The Policy and Procedure Manual is reviewed annually and suggestions for modifications are brought forward to the County Board Staff Committee.

It is important to give our workforce a voice in the process, and in 2016 a survey was sent to managers and employees to solicit input into suggestions for modifications to the current policies and procedures and for suggestions for new policies and procedures. Overall there were 204 individuals that responded to the survey and there were 70 suggestions for policy/procedure modifications. In addition the Human Resources Department identified several areas that were brought to their attention during 2015.

A draft of the proposed changes was reviewed with the County Administrator, the formerly represented employee groups, and the Department Heads. There were some additional suggestions offered and a final version of proposed changes was compiled.

These proposed changes are summarized below along with the policies/procedures with modifications in the Rock County Administrative Policy and Procedures Manual.

Summary

1.01 – Introduction – remove outdated language

3.02 – AED, First Aid Kit and First Responders – update policy to remove names of first responders, removed Rock Haven RN from training, and the years AEDs were placed in service.

3.05 – Safety and Security Programs - Added new policy that includes the Safety and Security programs and where to find them along with a digital link.

5.02 – Automobile Personal Utilization and Liability Insurance - Updated Automobile liability insurance policy to also include utilization of a personal automobile on County business and the notification requirements on a change in a driver's license status.

- 5.05 – Drug-Free Workplace and Substance Abuse - Modify requirement on testing post accidents to clarify when it is required and increase dollar minimum on damage to property. Update language on supervisory approval for reasonable suspicion testing.
- 5.06 – Educational Reimbursement - remove language in AMHS – HSD that allows for reimbursement for probationary employees hired after 1/1/2007.
- 5.08 – Employee Identification Badge - updated to reflect current practice of badges having a 4 year expiration date.
- 5.10 – EEO/AA – updated protected status to reference those defined in Personnel Ordinance.
- 5.11 – Exit interview – Updated to remove word mailing as we move to digital options.
- 5.15 – Harassment Prohibited - updated protected status to reference those defined in Personnel Ordinance.
- 5.16 –Hazard Pay – modified to include all multi-lane highways with a posted speed limit of 60 miles per hour or greater.
- 5.17 – Health Insurance – remove domestic partner per new resolution. Modify the HEIP program to remove requirement for mandated wellness coaching session. Added in section on health insurance end date.
- 5.24 – Layoff Procedures – clarified that this pertains to regular full and part time employees whose position have been permanently reduced and added a section to include benefits while on layoff.
- 5.27 – Motor Pool – updated language to include prohibition for restricted status license. Reference added to drug and alcohol testing policy.
- 5.31 – Overtime, Flex and After Hours Payments– updated list of Unilateral B positions. Eliminated outdated language. Added new language for Public Works on call pay. Updated CPS after hours per input from work group. Eliminated registered nurse section for Youth Services Center as this contracted services.
- 5.33 – Personnel Files – Split into two separate sections for what will be kept and what may be kept and add in employee response statement on evaluations.
- 5.37 – Shift differential – updated to remove outdated groups.
- 5.38 – Sick leave Payout - updated to remove old numerical reference to contracts. Correctional supervisor language added.
- 5.40 – Step Progression – clarified language on promotions and future increases. Combined AMHS into one category.
- 5.41 – Telephone Usage – updated for personal cell phone recording work related information.

5.42 – Transfer – Decreased limit on lateral transfer requests to one every 6 months. Changed lateral AMHS to a program from a division. Removed outdated job titles. Clarified practice in promotion, demotion and transfer.

5.43 – Trail Period of Promotion/Demotion – Removed out dated positions and shifted AMHS language into distinct sections.

5.47 – Vacation Schedules – modified for continuity across employee groups.

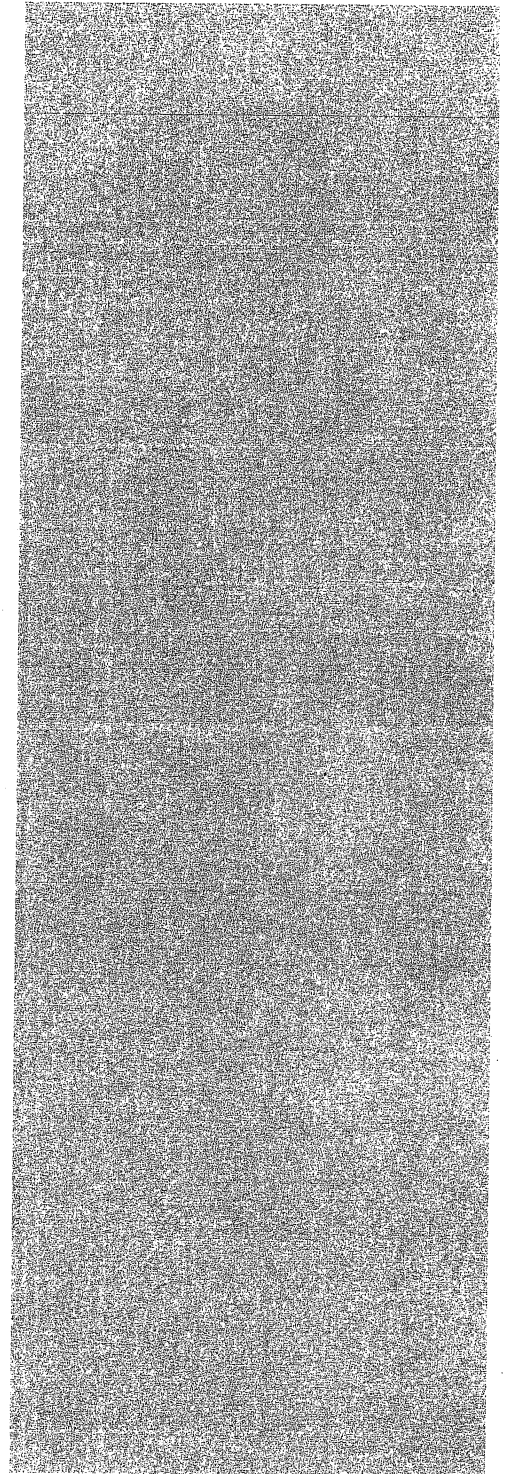
5.51 – Worker’s Compensation/Employee on the Job Injury – title change Sheriff’s Office.

5.52 – Workplace Attire – new policy.



ROCK COUNTY
ADMINISTRATIVE
POLICY AND PROCEDURE
MANUAL

January 1, 2016



Administrative Policy & Procedure Manual

Section: Introduction

Policy: Introduction

Policy No: 1.01

Effective 1/1/2015

Revising: 1/1/2014

INTRODUCTION

This Policy and Procedures Manual (hereinafter referred to as "Manual") sets forth the policies and procedures of Rock County, Wisconsin. The purposes of this Manual are: (1) to provide management with the information necessary to fulfill its responsibilities to its employees; and (2) to provide for fairness and equity in the treatment of employees. This Manual also informs employees about what the employer may generally expect from them so as to guide employees in their professional duties and in fulfilling their responsibilities as public servants.

None of the statements or policies outlined in this Manual are meant to create any contract of employment, nor do they imply that the employer is guaranteeing employment for any person or changing the at-will employment relationship in any manner. This Manual is not, nor is it intended to be, construed as an employment contract or to guarantee any rights to employees.

To the extent this Manual conflicts with specific language in applicable collective bargaining agreements covering certain personnel, the specific language of the collective bargaining agreement shall control over the language of this Manual.

Final interpretation and implementation of any of the policies or rules in this Manual are vested solely with the County through the County Administrator. The policies are subject to change at any time by the employer and will be reviewed and revised periodically. Additions, deletions, and changes will be distributed to all employees.

The contents of this Manual are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code, common law or other legally binding authority. Detailed descriptions of the health plans are contained in other documents.

~~The 2011 Legislature passed and the Governor signed into law two acts (Act 10 and Act 32), which have made dramatic changes in the collective bargaining process. The changes have come to be known as the "Budget Repair Bill" (hereinafter BRB). As a result of the BRB changes non-law enforcement bargaining units are limited as to what they can bargain about. The BRB limits them to bargaining about "base wages" and nothing else. Therefore, language that used to be found in collective bargaining agreements has to be moved as of January 1, 2012. This language is now covered by the Rock County Personnel Ordinance, these Policies and Procedures, or individual Department Work Rules.~~

~~In some cases the contract language has been moved verbatim and that will be noted in the text like this: "This policy only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011." Then each paragraph that~~

has been moved from a labor agreement will be preceded by the name of the labor agreement the language came from e.g. (AFSCME 1077).

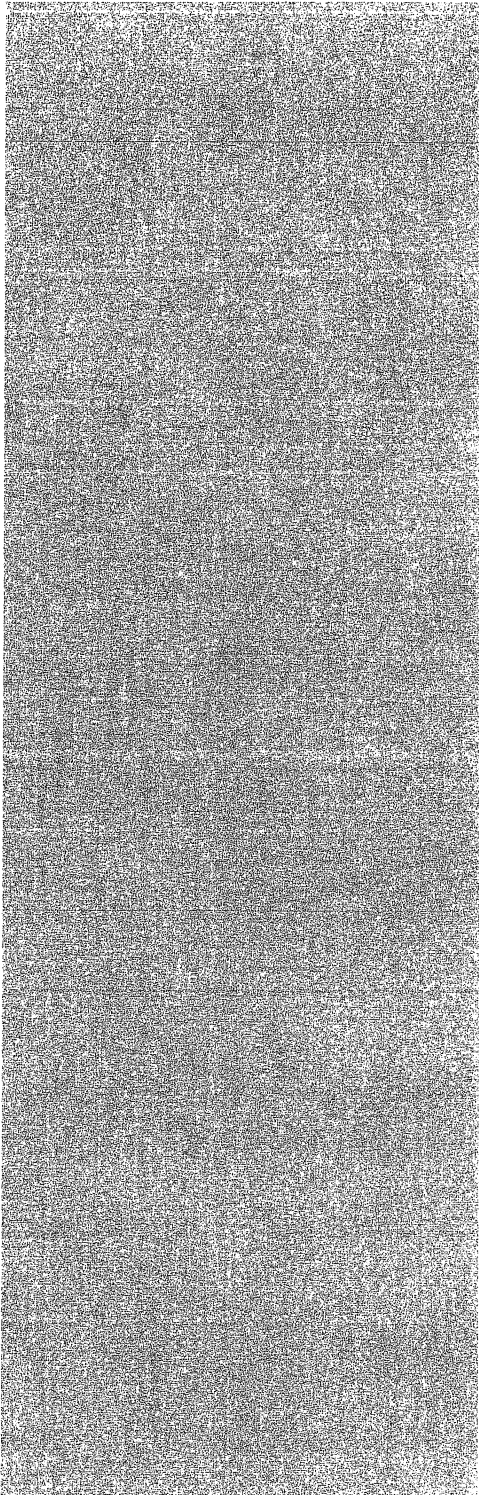
In other cases the subject matter of the language in one or more collective bargaining agreements has been either added to or covered by new language in the existing Policy and Procedure.

Most of these changes will be found in Section Five — the Human Resources Policies and Procedures Section of the Manual.

The policies in this Manual are intended for all employees of Rock County. **Employees are accountable for reading and understanding these policies and procedures.** The County reserves the right to revise, change, or terminate policies or procedures at any time, with or without notice.

Josh Smith
County Administrator

Date



Automated External Defibrillator (AED)

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious and showing no signs of circulation (i.e. normal breathing, coughing and movement). The AED will analyze the heart rhythm and advise the operator if a shock able rhythm is detected. If a shock able rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Responsibilities

The Chair of the Safety Committee (or designee) shall be responsible for:

- Coordination of training for designated and volunteer emergency responders,
- Coordination of equipment and accessory maintenance (replacement AED batteries/AED pads/ AED items and First Aid Kit supplies),
- Notification to appropriate Local Emergency Medical Response Agencies of AED acquisition and installation – Appendix A will be distributed to the appropriate agencies,
- Revision of this policy as required and,
- Monitoring the effectiveness of this system.

The contact listed for each individual AED shall be responsible for:

- Checking each AED and/or First Aid Kit he/she is responsible for.
- Complying with all equipment and accessory maintenance as suggested by the manufacturer.
- Notifying the Chair of the Safety Committee about changes/updates/replacements etc. needed for AED's and accessories, and First Aid Kit Supplies.
- Post Use Maintenance

Equipment Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness.

- Monthly Check - Once each calendar month, the appropriate contact will conduct and document a system check. This check shall include the following elements:
 - a) AED emergency supplies (each AED will have one set of adult-defibrillation electrodes, two pair of latex-free gloves, one set of trauma shears and one facemask barrier device), and
 - b) AED battery life.
- Post Use – Following the use of emergency response equipment, all equipment will be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedures outlined in the county's Blood Borne Pathogen Policy. All supplies will be replenished as necessary.

Emergency First Aid Kit

Every County building should have at least one Emergency First Aid Kit that is OSHA and ANSI compliant. The first aid kit should be appropriate for the employees working in the building where it is located. (i.e. The Highway Shop should have burn cream in their kit). Employees should be aware of where the kit is located.

Equipment Maintenance: All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness.

- Anytime anyone uses something from the first aid kit, they need to document what was used, the date, and for whom. (A form for this purpose will be inside each kit.)
- Monthly Check - Once each calendar month, the appropriate contact will conduct and document a first aid kit check. All supplies should be replenished as necessary.

Responder Protocol

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid. If conscious and oriented, the victim has the right and responsibility the right to determine his/her health care needs, and the response to those needs. In circumstances involving a victim who is unconscious or not oriented, calling 911 is the

appropriate response. Rock County employees who offer emergency assistance will be covered by the “Good Samaritan Law.”

The county has also designated employees at the following locations to respond to medical emergencies, when able:

- Rock County Courthouse
- HCC
- Job Center
- Franklin Street
- Youth Services Center
- Department of Public Works
- Department of Public Health (Janesville and Beloit)
- Rock Haven Nursing Home
- Sheriff's Office

~~For a current list of designated responders~~ is located next to each AED and First Aid Kits
~~please see Appendix B.~~

Training

Designated Emergency Responders will need to complete state-approved AED course including CPR training every two years. Training will initially be obtained from the American Heart Association and paid for by the County. Updated training ~~every two years~~ will be provided every two years by the certified RNs at Rock Haven. Designated emergency responders will also be trained in universal precautions against blood borne pathogens and offered the Hepatitis B vaccination free of charge. The Human Resources Department will maintain training records for designated emergency responders.

Procedures – Medical Emergencies

If a serious injury or illness occurs on county property and the victim is conscious and oriented, the victim has the right and responsibility to determine his/her own health care needs, and the response to those needs.

- Asking the victim if he/she would like you to call 911 is the appropriate response.

If a serious injury or illness occurs on county property and the victim is not conscious and oriented,

- calling the designated emergency response number (911) is the appropriate response.

Give your name, describe the nature and severity of the medical problem and location of the victim. Do not hang up until released by the 911 operator. Have someone wait outside for the emergency medical responders so that they can be taken directly to the victim. Once 911 has been called, contact one of the designated AED responders previously mentioned in this policy based on the location of the victim. Keep the victim still and comfortable until advanced medical help arrives. Do not move the victim.

Post Event Documentation

It is important to document each use of an AED. The Rock County Safety and Security Report form shall be completed by the emergency responder and sent to the Rock County Human Resources Office. Forms are available on the Rock County intranet under the Safety and Security tab.

Post Event Review

Following each use on the AED, a review shall be conducted to learn from the experience. The Chair of the Rock County Safety Committee (or designee) shall conduct and document the post event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing as appropriate.

Appendix A – AED/First Aid Kit Site Information For Rock County

Company Name: Rock County

Address: 51 South Main Street, Janesville, Wisconsin 53545

Type of Business: County Government

AED Questions Contact Person: Please contact the Human Resources Department Chair, Rock County Safety Committee (Dave O'Connell, HR Director)

Telephone #: (608) 757-5520; Fax #: (608) 757-5512

Email: humanresources@co.rock.wi.us ~~eoconnell@co.rock.wi.us~~

Number of AED's: 15 plus the Sheriff's Department's squad cars

Location & Description of AED's:

- **Rock County Courthouse**

1 Location: Courthouse, Sheriff's Office Secure facility (first floor, court side of building)

Manufacturer: Lifepak 1000, Physio-Control

~~Year put in service: 2000~~

Contact: Pat Swartout

2 Location*: Courthouse, 5th floor, copy room (across from Meeting rooms N1 and N2)

Manufacturer: Zoll

~~Year put in service: 2013~~

Contact: Alyx Bradenburg

- **Health Care Center Building (HCC) – DHS and other Departments**

3 Location*: Outside the Crisis Unit on the first floor

Manufacturer: Zoll

~~Year put in service: 2013~~

Contact: ~~Shilo Titus~~

- **Job Center**

4 Location*: Adjacent to the Reception Desk, Main Entrance

Manufacturer: Zoll

~~Year put in service: 2013~~

Contact: ~~Shilo Titus~~

- **Franklin Street**

5 Location*: Front Lobby
Manufacturer: Zoll
~~Year put in service: 2013~~
~~Contact: Shilo Titus~~

- **Youth Services Center**

6 Location: Secure Hallway, Adjacent to gym (First Aid Kits are in both Shelter Care and Secure Care)
Manufacturer: Zoll
~~Year put in service: 2013~~
~~Contact: Shilo Titus~~

- **Department of Public Works**

7 Location: Hallway on the south wall to the main entrance of the lunchroom, between the lunchroom door and the men's locker room.
Manufacturer: Zoll
~~Year put in service: 2013~~
~~Contact: Mike Turk~~

- **Department of Public Health (North Office - Janesville and South Office - Beloit)**

8 Location: North Office Clinic
Manufacturer: Cardiac Science
~~Year put in service: 2006~~
~~Contact: Janet Zoellner~~

9 Location: South Office Staff area
Manufacturer: Cardiac Science
~~Year put in service: 2006~~
~~Contact: Sancee Siebold~~

- **Rock Haven Nursing Home**

10 Location: Limestone East
Manufacturer: Zoll
~~Year put in service: February 2013~~
~~Contact: Colleen Reed~~

11 Location: Sandstone East
Manufacturer: Zoll
~~Year put in service: February 2013~~
~~Contact: Colleen Reed~~

- **Sheriff's Office**

12 Location: Medical Unit
Manufacturer: Medtronic Lifepak 500, Physio-Control
~~Year put in service: 2001~~
~~Contact: CO Andy Brown~~

13 Location: Central Control
Manufacturer: Medtronic Lifepak 500, Physio-Control
~~Year put in service: 2001~~
~~Contact: CO Andy Brown~~

14 Location: Booking
Manufacturer: Medtronic Lifepak 1000, Physio-Control
~~Year put in service: 2011~~
~~Contact: CO Andy Brown~~

15 Location: Booking
Manufacturer: Medtronic Lifepak 1000, Physio-Control
~~Year put in service: 2011~~
~~Contact: CO Andy Brown~~

This is also a unit in every Sheriff's squad car:

20 – Manufactured: Lifepak 500, Physio-Control
~~Contact: Pat Swartout~~

6 – Manufactured: Lifepak 1000, Physio-Control
~~Contact: Pat Swartout~~

It is the goal of the Sheriff's Office to purchase a Lifepak 1000, Physio-Control each year to replace the obsolete Lifepak 500 series.

***These locations have a first aid kit in the AED cabinet as well.**

Local Fire / EMS / Police Departments

This information will be shared with Local Fire / EMS / Police Departments through the Rock County 911 Communications Center.

Appendix B Designated First Responders by Site For Rock County

Courthouse:

	<u>Ext.</u>	<u>Room</u>
• Nick Osborn	x-5506	543
• Marilyn Bondehagen	x-5510	541
• Lori Stottler	x-5667	214
• Carla Quirk	x-5526	175

HCC:

	<u>Ext.</u>	<u>Room</u>
• 1 st Floor Sue Mauer, (HSD)	x-5146	102
• 2 nd Floor Christy Thorman McCarville, (HSD)	x-8432	203
• 3 rd Floor Holly Jorgenson, RN (DD Board)	x-5914	317
• 3 rd Floor Tahirah Carr (DD Board)	x-5049	315
• 3 rd Floor Shilo Titus (HSD)	x-5252	301
• 5 th Floor Donald Robinson, (Coroner)	x-5908	561

Job Center:

	<u>Ext.</u>	<u>Room</u>
• Jan Carlson	x-3456	A12
• Bonnie Ritzert	x-3432	E15
• Susie Grahm	x-3479	E16
• Don Oswald	x-3449	D16
• Michelle Walworth	x-3489	B8

Franklin Street:

	<u>Ext.</u>	<u>Room</u>
• Sarah Lancour, RN	x-5738	152
• Sheryl Gensler, RN	x-5562	152
• James Wiesner, RN	x-5852	153

Youth Services Center:

- All Staff. YSC workers are required to have CPR and Blood Borne Pathogen training.

Department of Public Works:

	<u>Ext.</u>	<u>Room</u>
• Mike Turk	x 5463	Shop
• Dale Rocket	x 5461	Shop
• Mike Wineapaw	x 5464	Shop
• Ben Coopman	x 5453	Office

Department of Public Health (Janesville and Beloit):

- All RNs in both Janesville and Beloit

Rock Haven Nursing Home:

- All RNs and LPNs

Sheriff's Office:

- All sworn officers, contracted medical staff

Administrative Policy & Procedure Manual
Section: Health and Safety
Policy: Safety and Security and Security Programs
Policy No: 3.05
Effective: 1/1/2016
Revising: All New

The following Safety and Security Programs can be accessed on the County's Intra-net site under Safety and Security.

Asbestos Abatement

Bloodborne Pathogens

Confined Space Entry

Hazard Communications

Hearing Conservation

Lead Paint

LockOut/TagOut

Protective Equipment

Respiratory Protection

Link: <http://earth2/safety-security>

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

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

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

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

(AFSCME 2489)

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

(AMHS HSD)

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

DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE

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

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

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

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

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

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

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

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

Post-Accident

If employees are involved in an cause or contribute to accidents that seriously damage causing more than \$1,000 in damage to property (defined as over \$3,000) any vehicles, machinery, equipment or property, or result in an injury to themselves or others or requiring offsite medical attention, away from the premises, they will be screened to determine whether they test positive for drugs and/or alcohol. This provision is limited to any instance involving a work-related accident or injury in which an employee who is operating a motorized equipment/vehicle is presumed to have caused or contributed to the accident. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.

Reasonable Suspicion

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

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

The Employee Assistance Program (EAP) is a confidential resource designed to assist employees and their eligible dependents in dealing with challenges and problems, such as substance abuse. Participation in the EAP by employees shall not protect them from disciplinary actions due to continued substandard job performance or rule infractions nor will it jeopardize future employment or advancement opportunities.

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Educational Reimbursement
Policy No: 5.06
Effective: 1/1/2012
Revising: 3/2009 (4.04)

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

PROCEDURE

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

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

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

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

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

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

Unilaterals

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

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

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

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

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

(AMHS HSD)

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

When an employee obtains a higher degree through the process set forth above, he/she may receive consideration for said advanced degree in the promotional process. Part-time employees may be entitled to this benefit on a pro-rated basis. ~~For probationary employees hired after 1/1/07 monies available under this section shall only be available for courses begun after completion of probation, with the exception of classes required for social work certification. Probationary employees who pursue course work required for social work certification, commenced on or after their date of employment in the position, shall be reimbursed as described above upon successful completion of probation.~~

(AMHS RH)

A Registered Nurse enrolling at an accredited institution pursuing a Bachelor's Degree in Nursing to further their career at Rock County may be entitled to reimbursement for tuition and books upon submission of proof of satisfactory completion (grade of B or equivalent) for each course. Total reimbursement to the employee shall not exceed \$500.00 per calendar year (\$250.00 for part-time employees). Such reimbursement shall be available whether such nurse remains in active employment or is on leave of absence. Educational leaves require the prior approval of the Nursing Home Administrator. In accepting an educational leave, the employee agrees to work with the County of Rock for a period of three days for every one-day that said leave of absence for educational purposes is granted.

(SEIU)

Education & Professional Meeting Payment.

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

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

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

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Employee Identification Badge Policy
Policy No: 5.08
Effective: 3/1/2009
Revising: 9/2005

Rock County is committed to providing a safe and secure environment for the employees of Rock County and for the security of the public utilizing Rock County services. All Rock County employees shall have and display, if required by the employee's Department Head, an identification badge while conducting official County business.

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

Responsibility To Issue Cards

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

Identification Information Shown on the Badge

The front side of the identification badge will contain:

- County Seal
- Rock County
- State of Wisconsin
- Employee Photo
- Legal First Name
- Department
- Job Title
- Employee Number
- Expiration Date

The backside of the identification badge will contain:

- Full Legal Name
- Bar Code

Requirements For Wear

All Rock County employees (temp, full-time, part-time) shall be issued an Identification Badge. Identification Badges are to be displayed or carried on the person while at work in County facilities or on County business. Although display of the badges is highly recommended for security purposes, each Department Head will determine whether the employees of their department need to visibly wear or only carry the badge on their person. If required to wear the Badge, the Badges are to be displayed on the front of their person in plain view above the waist, so it is observable under normal conditions.

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

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

Badge Replacement

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

Leaving County Employment

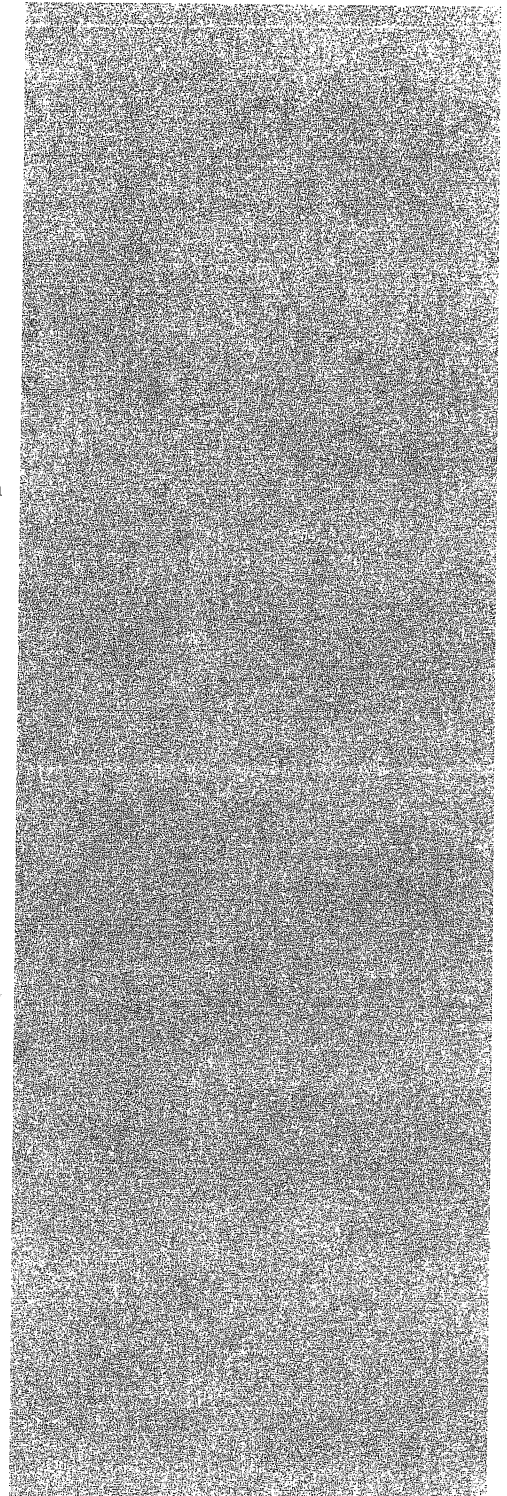
The Badges are the property of the County and are to be returned upon separation or retirement from the County. On a terminating or retiring employee's last workday, the employee's supervisor is responsible for collecting the identification badge from the employee, and shall return the badge to the Human Resources Department. The card will be destroyed. An employee who is on extended leave (30 days or more) will be required to turn in his or her Identification Badge to the supervisor pending return to work.

Enforcement and Monitoring

Identification Badges are to be worn at all times unless otherwise determined by the Department Head. If an employee reports to work without his or her Identification Badge, the employee will be subject to the disciplinary process.

Expiration Date

The Identification Badge will expire ~~five-four~~ (54) years from the employee's date of hire and each ~~five-four~~ (54) years thereafter. The employee will need to contact the Human Resources Department to make an appointment to have a new Identification Badge made. It is also the supervisor's responsibility to ensure that all of their employees have Identification Badges that are not expired.



EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION

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

Rock County does not and will not discriminate on the basis of protected status. ~~Protected status means race, color, religion, national origin, sex, sexual orientation, handicap, physical condition, developmental disability (as defined in WI Statutes), arrest or conviction record (in keeping with WI Statutes), age, (except where age, sex, physical or mental requirements are bona fide occupational qualifications), marital status (except where supervisory relationships exist), or any other condition protected as defined by State or federal law, and Rock County Personnel Ordinance 18.102(B4).~~

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

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

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

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

The Human Resource Director or his/her designee will make an investigation and full report regarding the basis of the complaint. The resolution of the complaint will be sent to the complainant in writing in a language understandable to the complainant. For visually impaired persons, the resolution of the complaint will be transmitted by a method, which will be

understood by the complainant. The report will include a summary of the complaint, the scope of the investigation, facts which support or refute the complaint, the decision and the reasons for the decision. The report will be rendered within thirty (30) days of the date of receipt of the complaint. The records and reports relating to the complaint will be retained for two years from the date of final disposition of the complaint by the department.

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

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

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

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

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

A. COMPLAINTS RELATED TO EMPLOYMENT (AA)

1. A complaint may be filed directly with any of the following agencies:
 - a. Equal Rights Division, Department of Workforce Development, P.O. Box 8928, Madison, Wisconsin, 53707-7946. (608) 266-6860
Note: Must be filed within 300 days of date of alleged discrimination.
 - b. Equal Employment Opportunities Commission, 310 W. Wisconsin Avenue, Suite 800, Milwaukee, Wisconsin, 53203. (414) 297-1111



ROCK COUNTY
EMPLOYMENT DISCRIMINATION COMPLAINT FORM

Name of Complainant: _____

Address: _____

City, State, Zip: _____

Name of Agency: _____

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

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

What was the Position you applied for: _____

Basis for employment discrimination complaint: _____

(Such as age, race, religion, color, disability or association with a person with a disability, sex, national origin or ancestry, arrest or conviction record, sexual orientation, marital status, military participation, political affiliation, illegal harassment, denial of reasonable accommodation for disability or for religious practices, beliefs or convictions.) (Include the protected status category(s) defined in Rock County Personnel Ordinance 18.102(B4)).

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

Describe the relief or satisfaction you want:

Complainant's Signature: _____ Date: _____

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

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

Date Received: _____ Action Taken: _____

Name: _____

Title: _____

Agency: _____

Actions and Individual(s) to be investigated: _____

Further action required: Yes _____ No _____

If yes, what action is recommended: _____

Findings: _____

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

Signature: _____

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Exit Interview
Policy No: 5.11
Effective: 3/1/2009
Revising: 7/1989

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

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

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

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

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

Exit interview forms will be ~~mailed~~provided to separating employees and made available at the Human Resources Department.

HARASSMENT PROHIBITED

The Rock County Personnel Ordinance states that Rock County will not condone or tolerate any conduct in the workplace on the part of its employees (whatever their positions), elected officials, vendors, or members of the public, if that conduct violates the right of someone else to be free from harassment. County employees who violate this policy will be subject to appropriate discipline, up to and including termination.

I. GENERAL POLICY

All employees are responsible for assuring that the workplace is free from any form of harassment, including harassment on the basis of ~~race, color, religion, gender, national origin, age, disability, sexual orientation, or any other basis prohibited by law~~ any protected class status as defined by State and/or Federal Law and Rock County Personnel Ordinance 18.102(B4). All employees and elected officials shall be familiar with, and comply with, the policy of the County prohibiting harassment in the workplace as explained below.

This policy prohibits any County employees (whatever their positions), elected officials, vendors, or members of the public from harassing an employee or other person while on the job, or from creating a hostile work environment.

Harassment by an employee, supervisor, manager, or any other person will not be tolerated. All supervisors and administrators, as part of their job requirements, are responsible for preventing and eliminating harassment in their respective department, division, or work areas.

II. SEXUAL HARASSMENT

Sexual harassment includes any unwelcome sexual conduct that is either made a condition of employment or that creates an offensive, intimidating, or hostile working environment. The Equal Employment Opportunity Commission guidelines state that conduct is harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee; or
3. Such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating a work environment, which is intimidating, hostile, or offensive to the employee.

III. OTHER UNLAWFUL FORMS OF HARASSMENT

Unlawful harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964 and other federal authority.

Unwelcome verbal or physical conduct based on any protected class status as defined by State and/or Federal Law and Rock County Personnel Ordinance 18.102(B4). ~~on race, color, religion, sex (whether or not of a sexual nature and including same gender harassment and gender identity harassment), national origin, age (40 and over), disability (mental or physical), sexual orientation, or retaliation (sometimes collectively referred to as “legally protected characteristics”)~~ constitutes harassment when:

1. The conduct is sufficiently severe or pervasive to create a hostile work environment; or
2. A supervisor’s harassing conduct results in a tangible change in an employee’s employment status or benefits (for example, demotion, termination, failure to promote, etc.).

Hostile work environment harassment occurs when unwelcome comments or conduct based on any protected class status as defined by State and/or Federal Law and Rock County Personnel ordinance 18.102(B4) ~~sex, race or other legally protected characteristics~~ unreasonably interferes with an employee’s work performance or creates an intimidating, hostile or offensive work environment. Anyone in the workplace might commit this type of harassment – a management official, co-worker, or non-employee, such as a contractor, vendor or guest. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed.

Examples of actions that may create sexual hostile environment harassment include:

- Leering, i.e., staring in a sexually suggestive manner
- Making offensive remarks about looks, clothing, body parts
- Touching in a way that may make an employee feel uncomfortable, such as patting, pinching or intentional brushing against another’s body
- Telling sexual or lewd jokes, hanging sexual posters, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images

Other actions which may result in hostile environment harassment, but are non-sexual in nature, include:

- Use of racially derogatory words, phrases, epithets
- Demonstrations of a racial or ethnic nature such as a use of gestures, pictures or drawings which would offend a particular racial or ethnic group
- Comments about an individual’s skin color or other racial/ethnic characteristics
- Making disparaging remarks about an individual’s gender that are not sexual in nature
- Negative comments about an employee’s religious beliefs (or lack of religious beliefs)

- Expressing negative stereotypes regarding an employee's birthplace or ancestry
- Negative comments regarding an employee's age when referring to employees 40 and over
- Derogatory or intimidating references to an employee's mental or physical impairment

Harassment that results in a tangible employment action occurs when a management official's harassing conduct results in some significant change in an employee's employment status (e.g., hiring, firing, promotion, failure to promote, demotion, formal discipline, such as suspension, undesirable reassignment, or a significant change in benefits, a compensation decision, or a work assignment). Only individuals with supervisory or managerial responsibility can commit this type of harassment.

A claim of harassment generally requires several elements, including:

1. The complaining party must be a member of a statutorily protected class;
2. S/he was subjected to unwelcome verbal or physical conduct related to his or her membership in that protected class;
3. The unwelcome conduct complained of was based on his or her membership in that protected class;
4. The unwelcome conduct affected a term or condition of employment and/or had the purpose or effect of unreasonably interfering with his or her work performance and/or creating an intimidating, hostile or offensive work environment.

What is Not Harassment?

The anti-discrimination statutes are not a general civility code. Thus, federal law does not prohibit simple teasing, offhand comments, or isolated incidents that are not extremely serious. Rather, the conduct must be so objectively offensive as to alter the conditions of the individual's employment. The conditions of employment are altered only if the harassment culminates in a tangible employment action or is sufficiently severe or pervasive to create a hostile work environment.

Report any incident of harassment immediately to your supervisor, any member of management and/or to the Director of Human Resources.

IV. INVESTIGATION OF COMPLAINTS OF HARASSMENT

An employee who believes he or she has been the subject of, or witness to, harassment shall promptly report the matter to his or her supervisor or directly to Human Resources.

Any complaint of harassment shall receive the immediate attention of the supervisor to whom it is made. The supervisor shall immediately forward all complaints brought to his or her attention to the Human Resources Director. Supervisors shall not discourage employees from making complaints. If a matter involves the employee's supervisor, the complaint may be taken instead to another supervisor, a division head, a department head with whom the employee feels comfortable, the Human Resources Director, or the County Corporation Counsel.

In all complaints an investigation will be undertaken to determine the facts surrounding the complaint. Because of its sensitive nature, complaints of harassment will be investigated and shall remain, to the extent possible, confidential.

After appropriate investigation, any employee found to have violated this policy will be subject to appropriate disciplinary action up to and including termination from employment with Rock County.

The County also recognizes that false accusations of harassment can have serious adverse effects. All employees shall act honestly and responsibly in complying with and enforcing this policy. Anyone who knowingly makes false accusations of harassment will be subject to appropriate disciplinary action up to and including termination from employment with Rock County.

Rock County prohibits retaliation against anyone that reports, in good faith, alleged harassment, or assists in the investigation of a complaint. Anyone who retaliates against a person who reports harassment or who assists in the investigation of a harassment complaint will be subject to appropriate disciplinary action up to and including termination from employment with Rock County.

Employees who become aware of possible harassment, even if they are not themselves victims, are responsible for bringing the matter to the attention of the appropriate supervisor as provided in this policy. Discrimination or harassment may also be reported to the Equal Employment Opportunities Commission (1-800-669-4000), or State of Wisconsin Equal Rights Division (1-608-266-6860). If an employee makes a report to either of the above agencies, that employee shall provide a copy of that report to the County Corporation Counsel's Office within forty-eight (48) hours of the making of the complaint.

Administrative Policy & Procedure Manual
Section: Human Resources

Policy: Hazard Pay

Policy No: 5.16

Effective: 1/1/2012

Revising: All New

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

(AFSCME 1077)

Employees assigned to patrol duties on an ~~Interstate~~ multi-lane Hhighway with a posted speed limit of 60 miles per hour or higher will receive a hazardous pay premium of \$0.50 per hour for actual hours worked.

Employees who perform work on an ~~Interstate~~ a multi-lane Hhighway with a posted speed limit of 60 miles per hour or higher for more than four (4) continuous hours will receive the above specified hazard premium for all hours worked on the ~~Interstate~~ multi-lane highway.

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Health Insurance
Policy No: 5.17
Effective: 1/1/2015
Revising: 3/1/2014

- 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. (See section B. below.)

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

- Employee
- Employee Plus Spouse/~~Domestic Partner~~
- Employee Plus Child(ren)
- Family

- B. Healthy Employee Incentive Program. Rock County's wellness program is called the Healthy Employee Incentive Program (HEIP). The County will give a 10% premium incentive towards the cost of the health insurance premium for satisfactory completion of all ~~three~~ parts of the HEIP.

The HEIP shall include all of the following:

- 1) Completion of a Clinical Health Risk Assessment as provided by the County, at no cost to the employee, (but paid 100% as a claim through the health plan) through a third party. A spouse/~~domestic partner~~ may participate (without cost to the employee) in the Clinical Health Risk Assessment (CHRA), but family members are not required to participate, and
- 2) ~~Participation in at least one follow up counseling session with a Wellness Coach through the County Wellness vendor, and~~
- 3) 2) Meeting the required number of points for health and wellness activities as established by the Rock County Points Committee for the appropriate category.
 - Employee (single) must earn 125 points annually
 - Employee Plus Spouse/~~Domestic Partner~~ must earn 250 points annually
 - Employee Plus Child(ren) must earn 145 points annually
 - Family must earn 270 points annually

Employees failing to satisfactorily complete any part of the HEIP, or who voluntarily choose not to participate, shall not receive the 10% premium incentive.

~~If an employee fails to complete the CHRA he or she shall begin paying the 10% premium in the 2nd quarter of each year and will continue paying until the following year when he or she has satisfactorily met all the requirements of the program.~~

If an employee fails to reach his or her required point's goal he or she shall begin paying the 10% premium in the 2nd quarter of each year and will continue paying until he or she has satisfactorily met the requirements of the program.

For example, if by the end of the second quarter the Employee earns a total of two-thirds (66%) of the following year's required points, the incentive shall be awarded for the third quarter of the year. Or, if by the end of the third quarter the Employee earns one hundred percent (100%) of the following year's required points, the incentive shall be awarded for the remainder of the year.

- C. 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. D. 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. To enroll a domestic partner the employee must provide their Affidavit of Domestic Partnership and additional documentation as required.~~

~~D. End Date. Health and dental 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/~~domestic partner~~ 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)

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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.

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

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

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

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

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

Conditions:

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

(AMHS HSD)

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

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

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

(AFSCME 2489)

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

(AFSCME 1258, 2489 or AMHS RH)

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

(AFSCME 1077)

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

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

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

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

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

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

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

- C. Re-Employment List. The Employer will maintain a re employment list of such laid off employees. Such list will be in the order of the employee's seniority at the time of the lay-off with the most senior being number one on the list. Such list will also show the classification(s) for which employees are qualified. Employees on the re-employment lists maintain seniority and recall rights for a time equal to the length of service, not to exceed two years
- D. Recall from Lay-Off. Employees will be recalled from layoff in accordance with their seniority to jobs for which they are qualified regardless of their FTE. The Employer will not employ any new temporary employees, limited term employees or part-time employees in positions for which there exists a qualified employee on the re-employment list.
- E. Volunteers. Another employee may voluntarily request to replace an employee designated for lay off . If the Department Head agrees, that employee shall utilize the bumping rights of the laid off employee
- F. Availability. It is the responsibility of laid off employees to apprise the Human Resources Department as to their current address and telephone number so that recall or other placement activities can be handled efficiently. An employee failing to do so may be considered to have forfeited his/her recall rights.
- Notice of recall will be sent by the Employer to the laid off employee's last known address and the laid off employee shall be required to respond within two weeks (fourteen days) from the date of recall. Employees who do not respond to such recall notices shall be dropped from the list and all rights shall be lost.
- G. Failure to report for work. Any employee recalled from layoff shall report for work as soon as possible following the date they respond to the recall notice, but no later than seven calendar days thereafter. An employee who fails to report for work within the recall period shall be considered to have voluntarily terminated their employment.
- H. Workweek reductions. Under certain circumstances workweek reductions may be imposed instead of layoffs.
- I. Loss of seniority. Employees laid off and re-employed within two years shall experience no loss of seniority as a result of the layoff. This section shall not apply to Employees who terminate. Such Employees, if re-employed, shall begin as new Employees.
- J. Rate of pay. Employees who bump into a lower job classification will be placed at the same pay step they were on in their previous classification (e.g. step to step).
- K. New hires during bumping. The Employer will not employ any new temporary employees, limited term employees or part-time employees during the bumping process.

K.L. Benefits. Employees that are laid off will have all vacation, holiday, comp time, and floating holiday (if unused) paid out to them. Sick time will remain in the employee's sick bank for the duration of the layoff. If an employee is recalled, the employee will have access to their sick time but will accrue all other benefit time starting with the date that the employee returns to active status. If an employee resigns or their recall rights are exhausted, the remaining sick time will be paid according to Administrative Policy and Procedure 5.38. Health insurance will end at Midnight for laid off employees. Dental and Vision Insurance will end on the last day of the month for laid off employees.

L.M. Bi-lingual Exceptions. In the case of a lay off situation, where the employee to be laid off is in a position where being bi-lingual is a Bona Fide Occupational Qualification (BFOQ), a more senior employee may be laid off instead.

I. WHO MAY USE A MOTOR POOL VEHICLE

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

II. VEHICLE USAGE

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

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

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

III. RECORD KEEPING REQUIREMENTS

For all trips, employees shall record destination, and beginning and ending odometer readings on departmental forms and in the vehicle logbook that is kept in the vehicle. The department head or his/her designee is responsible for verifying the accuracy of logbook entries. The logbooks are subject to audit for accuracy and completeness on a periodic basis.

Department Location Motor Pool Coordinators are responsible for tallying all miles driven on their assigned vehicles, and reporting the totals by the first business day of each month to the Public Works Department.

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

IV. FUELING AND REPAIRS

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

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

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

The Wright Express fueling cards are accepted at many service stations throughout the county and the state (consult Driver Guide for participating locations). Wright Express cards are vehicle cards and must be kept with the assigned vehicle. P.I.N. number (employee number) and vehicle mileage must be accurately entered when fueling. Regular unleaded fuel or diesel fuel for diesel powered vehicles from self-service pumps should be the only fuel types used. The credit card is to be used only for gas, oil and minor repairs. Repairs over \$100 require Public Works Superintendent approval.

V. TRAFFIC VIOLATIONS

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

VI. ACCIDENTS

If you are involved in any type of accident while the vehicle is in your possession (examples: crash with another vehicle, backing into something, damage to property, etc.) you must report the accident. If you are involved in a crash or collision with another vehicle(s), stop immediately and turn on your emergency flashers. It is against the law to leave the scene of an accident without identifying yourself. Offer reasonable assistance. Movement of injured persons should not be undertaken, if likely to cause

further injury. Call the nearest police agency. Drug/Alcohol testing will be done in accordance with Policy 5.05.

Exchange information—drivers must give their name, address and vehicle registration number and, if requested, show your driver's license to any other driver in the accident. If you struck an unattended vehicle; leave a note with the above information and circumstances of the accident. Insurance information will also be requested. If the car is incapacitated, follow the procedures for a breakdown (in section IV. Fueling and Repairs). If there were witnesses to the accident, obtain their names and addresses. **DO NOT MAKE A STATEMENT OF ANY KIND TO ANYONE OTHER THAN THE POLICE OR A REPRESENTATIVE OF THE COUNTY.** Inform the Motor Pool Coordinator and Corporation Counsel of the accident within 24 hours.

VII. INSURANCE COVERAGE

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

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

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

VIII. DRIVER RESPONSIBILITIES

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

- Possessing a valid unrestricted driver's license, for reasons other than corrective lenses.
- Using the motor vehicle for business use only.
- Reporting any maintenance problems immediately.
- Upholding traffic regulations.
- Reporting all accidents.
- Properly and accurately filling out the motor pool logbook.

- Wearing your seat belt at all times (passengers shall also wear seat belts).
- Locking the vehicle any time you are away from it.
- Using safe driving techniques.
- Operating vehicles at a reasonable speed not to exceed the maximum posted speed limit.

Vehicle operators shall not:

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

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

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

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

MOTOR POOL OPERATION/COUNTY VEHICLE OPERATION STATEMENT

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

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

Name (please print)

Signature

Date

Overtime for Unilateral Employees.

- (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
~~County Engineer~~
Communications Center Shift Supervisor
Computer Programmer/Analyst I
Computer Programmer/Analyst II
Construction Superintendent
Youth Services Center Supervisor
Developmental Disabilities Financial Supervisor
Financial Office Manager
GEO Application Specialist
~~Housing Specialist~~
Instructor/Support Specialist
Materials & Environmental Services Manager
Mobility Manager
Network Support Administrator
Network Technician
Office Manager
Payroll Coordinator/Manager
Planner I
Planner II
Planner III
Public Health Nursing Supervisor
Public Safety Systems Manager
Public Works Accounting Supervisor

Public Works Superintendent
Sanitarian I
Sanitarian II
~~Senior Buyer~~
Senior Conservation Specialist
Senior Planner
Senior Planner/GIS Manager
Shop Superintendent
Tele/Network Specialist
User Support Specialist
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
Assistant Director of Nursing
Nursing Supervisor

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.

Employees classified as “Unilateral C” may utilize “flex” hours under this policy, upon approval from his or her supervisor from hours accumulated in the current pay period and the pay period immediately preceding that in which the flex time usage occurs.

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.
- (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.

Beginning March 3, 2014 and ending May 19, 2014 the three Program Managers in the Mental Health/AODA Services Division shall also be eligible for these payments.

- (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 Assistant Director of Nursing and 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 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.
- (K) Employees in the Public Works Department in the classifications of Storekeeper, Public Works Superintendent, Shop Superintendent, and Assistant to the Public Works Director

who is on call for Public Works shall receive four hours of pay for each week of on-call coverage. (Note requested \$25.00 per day)

~~(K) The Economic Support Supervisor and Lead Economic Support Supervisor have traditionally been Unilateral C employees, not eligible for overtime. As of August 19, 2013, the employees they supervise are being required (mandated) to work four (4) hours of overtime every week in order to meet the demands of the Affordable Care Act (ACA). This will require supervisors to be at work before the normal starting time each day, after the normal ending time each day and on weekends. In order to adequately compensate the supervisors and not force them to flex their time or lose it, these supervisors will be paid for their overtime as if they are Unilateral B employees from August 19, 2013 until March 31, 2014. They will not have the ability to bank the time as comp time. This Unilateral B overtime provision only applies to overtime the supervisors work in supervising employees mandated to work extra hours to meet ACA demands.~~

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

The following are exceptions to the County Ordinance, which provides for overtime compensation on a time and a one-half basis over forty hours per week.

(AFSCME 1077)

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

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

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

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

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

(AFSCME 2489)

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

~~Correctional Officers who receive training as a result of being on a specialty team (SWAT, CERT, Dive, and Honor Guard) will receive straight time for all hours of training unless overtime is required under the FLSA.~~

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

(AMHS RH)

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

14.03 Overtime Pay.

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

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

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

(AFSCME 1258)

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

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.

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

(SEIU NURSES)

Section B. Overtime. The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees governed by this labor agreement, if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the Public Health Nurse 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 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 on the next pay period.

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

called into work is sent home prior to the commencement of his/her next regular schedule of daily work hours. Any employee will be required to carry a pager only in the event of an emergent public health need.

(YSC)

25.10 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. Denial of Compensatory Time off shall not be subject to the grievance procedure.

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

(AMHS HSD)

14.03. Overtime Pay.

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

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

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

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

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

Child Protective Services Division

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

After hours are designated as:

Monday, 5:00 pm to Tuesday, 8:00 am	(15 hrs.)
Tuesday, 5:00 pm to Wednesday, 8:00 am	(15 hrs.)
Wednesday, 5:00 pm to Thursday, 8:00 am	(15 hrs.)
Thursday, 5:00 pm to Friday, 8:00 am	(15 hrs.)
Friday, 5:00 pm to Saturday, 5:00 pm	(24 hrs.)
Saturday, 5:00 pm to Sunday, 5:00 pm	(24 hrs.)
Fri. 5 p.m.-Sat. 8 a.m.	(15 hrs.)
Sat. 8 a.m.-Sat. 5 p.m.	(9 hrs)
Sat. 5 p.m.-Sun. 8 a.m.	(15 hrs)
Sun. 8 a.m.-Sun. 5 p.m.	(9 hrs)
Sunday, 5:00 pm to Monday, 8:00 am	(15 hrs.)

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

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

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

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

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

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

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

In addition to the normal scheduled work hours, employees will be paid \$3.50 per hour for hours they are on call. Employees will be paid \$5.75 per hour for hours they are on-call on holidays. No employee will be required to take after hours duty for both Thanksgiving and Christmas holidays in the same year or for the same of those holidays in successive years.

Crisis Intervention

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

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

- a. The on call Crisis worker is compensated at a rate of \$3.50 per hour while on call.
- b. The on call worker is compensated at a rate \$5.75 per hour on holidays while on call.
- c. The on call worker is compensated at straight time for the actual time worked on a documented call/response until they have worked eight (8) hours per day, or forty (40) hours in a week. Overtime hours will be compensated at a rate of time and one-half their hourly wage.

Registered Nurses:

~~A full-time Registered Nurse providing services to the Rock County Youth Services Center, over the telephone, outside his or her regular work hours shall be compensated at applicable overtime rates for actual time rounded to the nearest 15-minute increment. A call lasting less than 7 minutes shall be counted as 15 minutes. In a calendar day period in which such service totals less than one hour, such service shall be compensated as one hour of pay.~~

It shall be the policy of Rock County that an effective personnel records management system be developed and maintained that meets all federal and state law and County needs.

The County shall maintain confidential personnel files for all County employees, and keep on file therein all information pertaining to employment or service records of such employees and officials, such files and records are to be kept in locked files and be retained after termination of employment. The files that department head's may keep on employees shall be kept in locked file drawers. It is the policy of the county to follow a uniform set of procedures, in full compliance with state law, in regard to access to employment records.

Listed below are the data, materials and information that ~~may~~will be included in an employee's personnel file (if applicable):

1. Original application and accompanying documents related to the employment processes of the County, such as resumes, transcripts, licensure or registry cards (Social work, nursing), references or investigative reports and military papers. Certain documents will be kept in a confidential envelope within the file.
2. Letters of Offer and Acceptance.
3. Personnel action forms or notices of pay change and any accompanying documents.
4. Performance Evaluation Forms and related materials, including employee response statements.
5. Documentation for a disciplinary action.
6. Letter(s) of resignation

4.

Listed below are the data, materials and information that may be included in an employee's personnel file (if applicable):

- ~~5-7.~~ Letters of commendation or complaint connected with employment.
- ~~6-8.~~ Promotional opportunity applications and related correspondence.
- ~~7-9.~~ Tuition reimbursement materials.

~~8-10.~~ Documents submitted by the employee, such as updated resumes, birth certificates, transcripts or military papers. In case of death, documents submitted by the survivors, such as death, marriage or birth certificates and related papers.

~~9-11.~~ Certificates or notices of accomplishment of the employee in the area of training or employee development.

~~10-12.~~ Materials submitted as part of the record for an appeal or a decision or other action, and copies of related proceedings.

~~11.1.~~ Documentation for a disciplinary action.

~~12.1.~~ Letters of resignation

The records contained in the Official Personnel File are to be original documents. Photocopies, or other reproductions, shall only be submitted whenever such original documents are not available.

*All medical files shall be kept separately per applicable Federal, State and local laws.

Record Inspection

Information shall be made available in accordance with open records laws and all other applicable Statutes. All inspections of personnel records shall be in the presence of the Human Resources Director or his/her designee. Employees may be required to provide proof of identification before being allowed to review their file. No documents may be removed from an employee's personnel files without the expressed written consent of the Human Resources Director. Copies of documents contained within an individual's personnel file shall be provided to the individual, or his/her authorized representative upon request. The requesting party shall be assessed a reasonable fee for the cost of reproducing any such document.

Records Open to Employee

Section 103.13 (6), Wis. Stats., provides that an employee **does not** have the right to inspect certain personnel records, which includes:

1. Records relating to the investigation of possible criminal offenses committed by that employee.
2. Letters of reference for that employee.
3. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document.
4. Materials used by the employer for staff management planning, including judgements or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comment or ratings used for the employer's planning purposes.

5. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
6. An employer who does not maintain any personnel records.
7. Records relevant to any other pending claim between the employer and the employee, which may be discovered in a judicial proceeding.

Rock County does fully comply with the applicable Statutes.

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)

~~Correctional Officers who work on the second shift (3:00 p.m.-11:00 p.m.) shall receive 1% of their base pay as a shift differential. Correctional Officers who work on the third shift (11:00 p.m.-7:00 a.m.) shall receive 2% of their base pay as shift differential.~~

Lead Telecommunicators, 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 pm 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.

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

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

(AFSCME1258)

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

1. Any employee, whose work shift starts after 11:30 a.m. and before 8:00 p.m., will receive a shift premium of \$.50 for all hours worked. Effective January 1, 2011, an employee, whose work shift starts after 8:00 p.m. and before 4:00 a.m., will receive a shift premium of \$.50 for all hours worked.

The three shifts are as follows:

- Day Shift – any work shift starting at, or after 4:00 a.m. and before 12:00 noon.
 - PM Shift – any work shift starting at, or after 11:30 a.m. and before 8:00 p.m.
 - Night Shift – any work shift starting at, or after 8:00 p.m. and before 4:00 a.m.
2. An LPN who works a day/pm float will receive an additional \$1.00 per hour for all hours worked.

(YSC)

Employees who work the majority of their hours on the second and third shifts will receive a shift premium of \$0.15 per hour for all hours worked by the employee.

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

(AMHS HSD)

Any employee working 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.

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

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

Sick leave will be paid out as follows:

(AFSCME 1077)

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

~~13.05 C~~ The County will continue a Post Employment Health Plan (PEHP) and will contribute \$6.00 per pay period to this plan for each eligible Employee. Full-time and part-time Employees who are eligible for health insurance coverage will receive this benefit. Administration of this plan will be as specified in plan documents and subject to State and Federal statutes and regulations. Any required administrative fees will be the responsibility of the Employee.

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(AFSCME 1258)

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

(AFSCME 2489)

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

(AMHS HSD)

~~12.01~~ A. — Full-Time Employees. Each full-time employee shall accumulate one sick leave day for each month or major fraction thereof of employment. Sick leave shall accumulate up to a maximum of one hundred-thirty (130) days. Employees who terminate or retire with ten (10) or more years of continuous service shall have fifty-nine (59%) of their accumulated sick leave days contributed to a Post Employment Health Plan (PHEP), not to exceed a total of seventy-seven (77) days. In the event of death of an employee, the County shall make the same sick leave payment to the employee's estate. In the event of discharge for cause, the employee will not receive this benefit.

~~12.01~~ B. — Part-Time Employees. All regular part-time employees shall receive sick leave credit in a pro-rated amount based on their actual hours paid.

(AMHS RH)

~~12.01~~ A. — Full-Time Employees. Each full-time employee shall accumulate one sick leave day for each month or major fraction thereof of employment. Sick leave shall accumulate up to a maximum of one hundred-thirty (130) days. Employees who terminate or retire with ten (10) or more years of continuous service shall have fifty-nine percent (59%) of their accumulated sick leave days contributed to a Post Employment Health Plan (PHEP), not to exceed a total of seventy-seven (77) days. In the event of the death of an employee, the County shall make the same sick leave payment to the employee's estate. In the event of a discharge for cause, the employee will not receive this benefit.

~~12.01~~ B. — Part-Time Employees. All regular part-time employees shall receive sick leave credit in a pro-rated amount based on their actual hours paid.

(ATTORNEYS)

~~7.04~~ K. — Employees who terminate or retire with ten or more years of continuous service shall have 100% of their accumulated sick leave days contributed to a Post Employment Health Plan (PEHP).

~~7.07~~ D. — The County will establish a Post Employment Health Plan (PEHP) and will contribute \$11.91 per pay period to this plan for each eligible employee. Full-time and part-time employees who are eligible for health insurance coverage will receive this benefit. Administration of this plan will be as specified in plan documents and subject to State and Federal statutes and regulations. Any required administrative fees will be the responsibility of the employee.

(JDCYSC)

~~19.05~~ — Accumulated Sick Leave. Employees who terminate or retire with ten (10) or more years of continuous service with the Employer shall be paid in wages up to one-half of their accumulated sick leave, not to exceed sixty-five (65) days. In the event of death of any employee, the County shall make the same sick leave payments to the employee's spouse if any, and then to the children if any, or to the employee's estate.

(SEIU NURSES)

~~Section A.~~ — Each full-time employee shall accumulate one sick leave day with pay for each month or major fraction thereof of employment and each regular part-time employee who is

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

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

-Upgrade - An employee that is selected for an upgraded position, 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. The determination of successful completion shall rest in the discretion of the Employer. If the rate of pay to which the employee is advanced upon completion of the trial period is less than the highest rate within the new position, the employee shall remain at the rate for one year before receiving any further increase other than all negotiated increases

-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. Future step progress is based off the date the employee assumed the new position, which in most cases is January 1 of the new fiscal year.

-Reallocation - An employee 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 is based off the date the employee assumed their current position.

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 exceeds their longevity with the County. If the rate of pay to which the employee is promoted upon completion of the trial period is less than the highest rate within the new position, the employee shall remain at the rate for one year from the date of completion of their trial period before receiving any further increase other than all negotiated increases. The determination of successful completion shall rest in the discretion of the Employer. During said probationary period, either the Employer or the employee may request the employee be returned to his/her former position.

(AMHS HSD/AMHS RH)

Progression from Range I to Range II for Case Managers and Juvenile Justice Specialists will be automatic upon the employee's State certification as a Social Worker only and not a Master's Degree. The effective date of the increase will be the pay period immediately following notification with documentation of certification to management. The employee's wage rate will be increased to the step in Range II that provides an increase of at least three percent (3%) and the employee will be eligible for subsequent step increases each anniversary date of the promotion thereafter.

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

(Example 1: If you are an Economic Support Specialist in 2489, in Range 4 at the 240 month step, and are promoted into an Information and Assistance Specialist position in AMHS-HSD, you will go to the next step above what you are currently making or Range I at the 3 year step. Upon satisfactory completion of your probationary period, you will continue to be at that step until you have reached one year in the new position. In the event, that you are eligible to move into the 15 year and 20 year longevity steps, you will do so at that time.)

(Example 2: Upon promotion into AMHS-HSD, if the next highest step is Step 2 or the sixth month step, you are receiving credit applied to your longevity in the unit. You will then have to wait eighteen months instead of one year before you will move into Step 3 or the 2 year step.)

(AMHS RH)

~~Wage Progression Procedures:~~

For progression to Range III, employees will be required to have the specified education for the position which will allow them to compete for vacant positions when they are posted.

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

STEP PROGRESSIONS ON VOLUNTARY OR INVOLUNTARY DEMOTIONS:

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

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

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

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Telephone Usage
Policy No: 5.41
Effective: 3/1/2009
Revising: 12/2005 (1.14)

This policy outlines the use of telephones at work. This includes the personal use of business phones, business cell phones, personal cell phones, and the safe use of cell phones by employees while driving.

Making personal long distance telephone calls using the County's telephone system is prohibited. The County's telephone system includes office telephones, county issued charge cards, mobile and cellular phones. One of the stipulations for County use of the State Long Distance Telephone Network (DAIN) is that it not be used for personal calls. It is a low cost system and is tax exempt. If an employee errs and uses a County issued telephone, telephone charge card, or County owned mobile or cellular phone for personal calls, full reimbursement must be made to the county as soon as the amount of the charge is known to the caller if \$3.00 or more, but in no cases less frequently than quarterly if the cost is less than \$3.00. In accordance with generally accepted accounting principles, all personal phone reimbursements must be made by the last day of February for the prior year for reimbursable costs, regardless of the amount. Personal long distance calls should only be made if a personal telephone calling card is used, if the call is charged to the employee's home phone, or the employee uses a public pay phone. These calls should be made during non-work time.

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of County phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others.

Employees are neither encouraged or discouraged from purchasing and using personal cell phones, however, Rock County does not accept any financial responsibility associated with staff using their personal cell phones for any purpose, whether work related or otherwise, under any circumstances. Personal cell phone usage should be limited to breaks or unpaid lunch time.

The use of picture personal cell phones to take pictures of any record confidential work related information is strictly prohibited in the course of your employment. In unusual circumstances this requirement may be waived by the immediate supervisor.

Employees should always try to find a telephone number by using various means that are of no cost to the County (ie. Internet lookup, Library reference desk, etc...). Departments which make numerous long distance calls should have telephone directories from Janesville/Beloit, Madison, Milwaukee, etc. The use of directory assistance should only be done if no other alternative can be found. Directory assistance is very expensive to use.

Collect calls can-not be accepted on most county phone extensions. (An exception to this rule is the Clerk of Court's extension 757-5550, which is used by jurors to call in for assignments).

Some department heads, elected officials, and other employees have credit cards for business calls. Credit cards should not be used for local calls. If an employee needs to make a county business call and does not have a county telephone charge card, a pay phone may be used and the cost reimbursed to the employee. The request for reimbursement should include a) purpose of the call, b) from where to where, c) date call is made, and d) the cost.

If the company you are calling has a toll-free 800 number, use it whenever possible.

RETURN & PROTECTION OF COUNTY EQUIPMENT

Employees in possession of County equipment are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the equipment in good working condition within the time period requested, will be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

TELEPHONE USE WHILE DRIVING

Employees whose job responsibilities include regular or occasional travel are expected to refrain from using a cell phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to discipline, up to and including termination.

Administrative Policy & Procedure Manual
Section: Human Resources

Policy: Transfer
Policy No: 5.42
Effective: 1/1/2014
Revising: 1/1/2012

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 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 ~~each calendar year~~ in a six month period.

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 ~~division~~ program, will be required to serve a ninety (90) day trial period which shall begin upon completion of a sixty-day training and orientation period.

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Trial Period on Promotion/Demotion
Policy No: 5.43
Effective: 1/1/2013
Revising: 1/1/2012

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, shall be required to serve a trial period of sixty (60) days in the position to which they have been promoted.

(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, ~~Lead Telecommunicator, Correctional Officers~~, 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 period which shall begin upon completion of a sixty-day training and orientation period.

(AMHS HSD)

Promotions Outside the Unit.

- 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.

Demotion

~~7.03 A. Promotion. Employees will be required to 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.~~

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

~~7.04 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.~~

~~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.~~

~~7.02 Promotions Outside the Unit. 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.~~

~~7.03 A. Promotion. Employees will be required to 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.~~

~~B. 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.~~

~~7.04 County employees, other than those already in the unit, who transfer into positions in the unit, shall serve a ninety-day (90) trial period.~~

~~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.~~

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DEMOTIONS

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

The ~~Unilateral~~ Unilateral Vacation Scheduled can be found in the Rock County Ordinance 18.506

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

(AFSCME 1077, 1258, 2489, AMHS RH, AMHS-HSD, ATTORNEYS, YSC, Public Health Nurses)

Employees shall be entitled to annual paid vacation as follows: upon the completion of one year, ten working days; in addition, Employees shall be entitled to one additional day of vacation per year for each additional year of employment, up to a maximum of twenty-five working days of vacation per year according to the following schedule:

After 2 years – 11 days	After 10 years – 19 days
After 3 years – 12 days	After 11 years – 20 days
After 4 years – 13 days	After 12 years – 21 days
After 5 years – 14 days	After 13 years – 22 days
After 6 years – 15 days	After 17 years – 23 days
After 7 years – 16 days	After 18 years – 24 days.
After 8 years – 17 days	After 19 years – 25 days
After 9 years – 18 days	

(AMHS-HSD)

For employees who are in job classes that were covered by the AMHS HSD contract on 12/31/2011, vacation pay and/or time off, shall be earned on a pay period rate, and available for immediate use in the following pay period and thereafter. Said time off may be used in time blocks of eight hours or less to a minimum of thirty minutes.

Probationary Employees. Employees shall accrue, but not be entitled to utilize vacation benefits during the first six (6) months of probation.

(ATTORNEYS)

Attorneys may take five days of vacation during the second six months of their employment, five days during the third six months, five and one-half days during the fourth six months, five and one-half days during the fifth six months, and six days during the sixth six months, if they desire. No more than two periods of earned vacation may be accumulated or taken without the consent of the Human Resource Director. Attorneys earn five days of vacation during both six month

periods the first year of employment, five and one-half days each six month period of the second year, six days each six month period during the third year and continuing in the same manner thereafter, up to a maximum of twenty-two working days of paid vacation per year.

7.05 I. Employees, upon separation, shall have all unused and accrued vacation credits (which are earned as specified above) contributed to a Post Employment Health Plan (PHEP).

~~(YSC) —~~

~~Upon the completion of one (1) year, ten (10) working days; in addition, employees shall be entitled to one (1) additional day of vacation per year for each additional year of employment, up to a maximum of twenty two (22) working days of paid vacation per year.~~

~~Employees hired after April 1, 2002 shall be entitled to annual paid vacation as follow upon completion of (1) one year, (10) ten working days. Each year starting with the completion of (5) five years of service, an employee shall receive (1) one additional day of paid vacation up to a maximum of (25) twenty five days according to the following schedule:~~

After 5 years	11 days	After 12 years	18 days
After 6 years	12 days	After 13 years	19 days
After 7 years	13 days	After 14 years	20 days
After 8 years	14 days	After 15 years	21 days
After 9 years	15 days	After 16 years	22 days
After 10 years	16 days	After 17 years	23 days
After 11 years	17 days	After 18 years	24 days
		After 19 years	25 days

~~Employees hired prior to April 1, 2002 will receive vacation as specified in paragraph one until the employee's length of service would provide more vacation under paragraph 2, at which time the employee will be placed in the vacation schedule specified in paragraph 2.~~

~~(SEIU Public Health Nurses)~~

~~Employees shall be entitled to annual paid vacation as follows: Upon the completion of one year, ten (10) working days; in addition, employees shall be entitled to one (1) additional day of vacation per year for each additional year of employment up to a maximum of twenty four (24) working days of paid vacation per year.~~

After 1 year	10 days	After 8 years	17 days
After 2 years	11 days	After 9 years	18 days

After 3 years	12 days	After 10 years	19 days
After 4 years	13 days	After 11 years	20 days
After 5 years	14 days	After 12 years	21 days
After 6 years	15 days	After 13 years	22 days
After 7 years	16 days	After 14	17 years 23 days
		After 15	18 years 24 days
		After 30	19 years 25 days

PART TIME EMPLOYEES:

(AMHS HSD)

~~11.01 B.~~ All regularly scheduled part-time employees will be allowed paid vacation on a pro-rated amount based on actual hours paid.

(AFSCME 1258)

~~10.04~~ Regular part-time employees shall be entitled to vacation benefits on a pro-rata basis based on actual hours worked, excluding over time hours.

(AMHS RH)

All regularly scheduled part-time employees will be allowed paid vacation on a pro-rated amount based on actual hours paid.

The following is procedural information employees will be expected to follow for reporting an on the job injury and submitting a worker's compensation claims. This information has been placed in a flyer and is sent to any employee who submits an on-the-job injury/illness claim to the County. The flyer serves as notification to all employees of the procedures they are expected to follow. Supervisory staff should use this information as a guide with their employees who sustain an on-the-job injury/illness.

EMPLOYEE - REPORTING AN ON THE JOB INJURY/ILLNESS:

When an employee is injured on the job or contracts an illness on the job, they **must** complete the Employee's First Report of Injury form. This form is available through the supervisor or Human Resources Department or on the County Intranet under the HR Department tab and Safety. The direct supervisor and Department Head must sign the form, and then submit it to the following:

- Sheriff's ~~Dept~~Office: Payroll
- Public Works: Payroll
- Rock Haven: RH Payroll
- All other County Departments: Human Resources Department

The appropriate payroll department then fills out a transmittal form (WKC) and sends that form to Rock County's workers' compensation carrier along with a copy of the employee's first report of injury form so that a file can be opened.

SUPERVISOR-REPORTING

Any time an employee is injured on the job, the employee's immediate supervisor will conduct an investigation within 24 hours of the time the employee reports the injury. The supervisor will complete the Supervisor's Accident/Injury Investigation Report and send it to the appropriate department that completes the WKC form.

TREATMENT FOR INJURIES:

Injured employees requiring hospitalization and/or treatment by a Physician or Chiropractor shall have the treating practitioner complete a Worker Compensation Physician/Surgeon report form at the time of the visit. The Worker Compensation Physician/Surgeon report must be returned to the supervisor immediately after the exam. This form must be obtained and returned after each and every doctor appointment.

Individuals who have been hospitalized for job-related injuries must call or personally report their status to their supervisor/department head immediately upon discharge from the hospital.

FOLLOW-UP VISITS:

Employees are required to attend all scheduled follow-up visits. Individuals who miss follow-up appointments and have not returned to their jobs because of their injury may lose continuing benefits and also be considered absent without permission from their jobs.

Employees are expected to make appointments outside of work hours whenever possible.

LOST TIME:

Employees who will be off work beyond the day the injury occurred, are considered to have sustained a "lost-time injury". The employee is only permitted to be off work on a job-related injury if a Physician/Chiropractor has certified the time off. This certification of time off may be subject to concurrence by a Physician of the employer's choice.

TRANSITIONAL WORK ASSIGNMENTS:

Transitional work assignments ("light duty") allow an employee to return to work on an accommodated basis during their healing period. Physicians/Chiropractors determine the restrictions and physical limitations necessary to the employee's condition. The supervisor, in conjunction with Human Resources, will determine the employee's transitional working assignment. Transitional work may be assigned in a department other than the employee's current department and may involve a change of shift. If transitional work is not available, the employee must remain off the job until released by the Physician/Chiropractor or restrictions and physical limitations change to allow for a transitional work assignment. Transitional work assignments are only available while the employee is subject to temporary restrictions and in a healing period. Availability of transitional work assignments will be re-evaluated every ninety (90) days, for as long as necessary. Upon this re-evaluation, the transitional work assignment may be extended, a different transitional work assignment may be selected or the availability of the transitional work assignment may be rescinded.

Employees are expected to comply with restrictions and physical limitations in activities outside of work as well as on the job.

RELEASE OF INFORMATION:

The employee will be requested to sign a release of medical information in order for the County and its agents to obtain pertinent medical information from private care providers or hospitals. This information is vital to the continuation and/or payment of benefits to which the employee may be entitled.

BILLS, MEDICAL REPORTS, ETC.:

All documents received that relate to the injury must be submitted to Human Resources or Payroll (for RH, PWD, and Sheriff's Dept). The employee should not assume that bills they receive at their residence are copies and that originals have been sent to the insurance carrier for payment.

These procedures apply to all employees. Failure to follow these procedures may cause a delay in payment of worker's compensation or loss of compensation. Disciplinary action may be initiated as well. Employees should contact the Human Resource Department with questions, regarding worker's compensation claims.

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.

SUPPLEMENTAL PAY

(AFSCME 1077)

Worker's Compensation. In the event that an Employee in this unit is injured while at work and as a consequence of said injury or illness received Worker's Compensation disability pay, said Employee commencing with the fourth day of absence, shall receive in addition to his/her Worker's Compensation payment such supplemental payment as when combined with the Worker's Compensation payments equal the Employee's pay for such injury or illness for a period of time not to exceed thirteen (13) weeks. Payment shall be accomplished by said Employee endorsing and returning the payment for Worker's Compensation to the County and the County shall issue to the Employee a payroll check which the set amount is equal to the Employee's bi-weekly take home pay based on the Employee's base hourly rate for eighty (80) hours in a bi-weekly pay period. In the event of a delay in processing the Worker's Compensation claim, the County will continue to issue the Employee's regular paycheck and the Employee shall sign a waiver stating that he/she shall endorse and return the Worker's Compensation check to the County immediately upon its receipt. Time covered by this provision shall not be charged against sick leave, provided that the Employee will be permitted to use accumulated sick leave for the first three days of absence.

(AFSCME 2489)

Worker's Compensation. In the event that an employee in this unit is injured while at work and as a consequence of said injury or illness received Worker's Compensation disability pay, said employee commencing with the fourth day of absence, shall receive in addition to his/her Worker's Compensation payment such supplemental payment as will equal his/her full pay for injury or illness for a period of time not to exceed thirteen (13) weeks. Payment shall be accomplished by said employee endorsing and returning the payment for Worker's Compensation to the County and the County shall issue to the employee his/her regular bi-weekly paycheck in the event of a delay in processing the Worker's Compensation claim, the County will continue to issue the employee's regular paycheck and the employee shall sign a

waiver stating that he/she shall endorse and return the Worker's Compensation check to the County immediately upon its receipt.

Time covered by this provision shall not be charged against sick leave, provided that the employee will be permitted to use accumulated sick leave for the first three days of absence.

(AFSCME 1258)

Worker's Compensation. In the event that an employee in this unit is injured while at work and as a consequence of said injury or illness received worker's Compensation disability pay, said employee, commencing with the fourth day of absence, shall receive in addition to his/her Worker's Compensation payment such supplemental payment as will equal his/her full pay for such injury or illness for a period of time not to exceed ten (10) weeks. Payment shall be accomplished by said employee endorsing and returning the payment for Worker's Compensation to the County and the County shall issue to the employee his/her regular bi-weekly paycheck. In the event of a delay in processing the Worker's Compensation claim the County will continue to issue the employee's regular pay check and the employee shall sign a waiver stating that he/she shall endorse and return that Worker's Compensation check to the County immediately upon its receipt.

Time covered by this provision shall not be charged against sick leave, provided that the employee will be permitted to use accumulated sick leave for the first three days of absence.

Employees qualified for worker's compensation, shall be entitled to earn vacation days as set forth in the vacation procedure for this unit and shall be entitled to have the County pay their health insurance premiums for a period not to exceed six (6) months per incident.

(AMHS HSD)

Worker's Compensation. The Employer shall purchase or provide for each employee, Worker's Compensation Insurance. The County shall supplement Worker's Compensation benefits in an amount equal to the employee's weekly wage for each occurrence not to exceed a period of thirteen (13) weeks.

(AMHS RH)

Worker's Compensation. The Employer shall purchase or provide for each employee, Worker's Compensation Insurance. The County shall supplement Worker's Compensation benefits in an amount equal to the employee's weekly wage for each occurrence not to exceed a period of thirteen (13) weeks.



Rock County Employee's First Report of Injury Form

*Please print two copies of this completed form.
Give one copy to your supervisor and keep one copy for your records.*

Today's Date _____

Employee's Name _____ Department _____

Home Address _____ Phone _____

Job Title When Injured _____ Primary Occupation? Yes No

How Long at This Job? _____

NATURE OF INJURY: Describe your injury and part of body affected (be specific): indicate left or right.

NATURE OF ACCIDENT: Date of Injury _____ Time of Injury _____ AM PM

Time Shift Began _____ AM PM Did you have to leave work? Yes No

Date Last Worked _____ Time Last Worked _____ AM PM

List Any Prior Injuries to the affected area/body part: _____

Describe fully how the injury occurred, including location (building, area, etc.). Note all materials, objects or conditions contributing to the accident. User terms such as 'struck by,' 'caught by,' 'burned by' or 'fell'.

Describe any unsafe conditions that existed, including failure to act: _____

Describe any employee's unsafe act (i.e. failure to use safety device, or to obey the rules): _____

Witnesses: _____

PREVENTION: What immediate actions have you taken to prevent similar accidents? _____

MEDICAL: Did you go to a clinic, doctor or hospital for treatment of this illness? Yes No

Doctor's Name & Address: _____

Clinic/Hospital Name & Address: _____

Was First Aid applied? Yes No What kind and by whom? _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____



Rock County Supervisor's Accident/Injury Investigation Report

Name of Injured Employee _____ Employee # _____

Job/Task/Activity at Time of Accident _____

Date of Accident _____ Time of Accident _____ AM PM

Exact Location _____

Did you visit the site of the injury after the accident? Yes No If no, why not? _____

WHAT HAPPENED? (Tell what the employee was doing, how the accident/injury occurred and what injured the employee.)

Administrative Policy & Procedure Manual
Section: Human Resources
Policy: Workplace Attire
Policy No: 5.52
Effective: 1/1/2016

Rock County strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the County requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

All Rock County employees are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the County. Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor. Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions.

At the discretion of the department head, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted

Rock County recognizes the importance of individually held religious beliefs to persons within its workforce. The County will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resource (HR) department.