



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – NOVEMBER 11, 2014 – 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 9, 2014 and October 14, 2014
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolutions
 - A. Amending the County’s Personnel Ordinance
 - B. Recognizing Roger Eychaner, R.S. II for Service to Rock County
6. Approval of Changes to the Rock County Administrative Policy and Procedural Manual
7. Discuss and Take Possible Action on City of Janesville’s Request to Require a Temporary Limited Easement from Rock County for a Road Improvement Project on Main Street.
8. **EXECUTIVE SESSION:** Per Section 19.85(1)(e), Wis. Stats. Update on Collective Bargaining

and

Per Section 19.85(1)(c) Wis. Stats. to Consider Compensation of County Employees
9. Adjournment

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63107	PUBL & LEGAL	P1400519	10/08/2014	JANESVILLE GAZETTE INC	854.69
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	18,247.00	11,156.90	0.00	854.69	6,235.41
COUNTY BOARD PROG TOTAL				854.69	

I have examined the preceding bills and encumbrances in the total amount of - - **\$854.69**

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 11 2014**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
06-1620-0000-63202	LAW BOOKS	P1400028	10/04/2014	WEST GROUP		241.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	6,335.00	1,203.75	0.00	241.00	4,890.25	
				CORPORATION COUNSEL PROG TOTAL	241.00	

I have examined the preceding bills and encumbrances in the total amount of **\$241.00**

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 11 2014**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-63107	PUBL & LEGAL	P1403378	09/21/2014	JOURNAL SENTINEL INC	2,517.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	54,500.00	61,132.26	(0.00)	2,517.50	(9,149.76)
08-1420-0000-64200	TRAINING EXP	P1403352	10/06/2014	TRAINUM SAFETY SOLUTIONS	205.00
		P1403375	10/08/2014	COASTAL TRAINING TECHNOLOGIES	1,200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	18,476.00	11,386.91	303.75	1,405.00	5,380.34
HUMAN RESOURCES PROG TOTAL				3,922.50	

I have examined the preceding bills and encumbrances in the total amount of **\$3,922.50**
 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 11 2014**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1932-0000-64904	SUNDRY EXPENSE	P1402752	10/21/2014	PROFORMA PRINTWORKS	458.33
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,873.00	8,814.71	0.00	458.33	(200.04)
EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL				458.33	

I have examined the preceding bills and encumbrances in the total amount of **\$458.33**

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 11 2014**

Dept Head _____

Committee Chair _____

Memo



Rock County Human Resources Department

DATE: November 7, 2014

TO: County Board Staff Committee

FROM: Dave O'Connell

CC: Josh Smith
Jeff Kuglitsch

RE: Changes to the Personnel Ordinance

Attached please find an explanation of the proposed changes we are recommending to the Rock County Personnel Ordinance (Chapter XVIII).

We used the same process in arriving at these changes that we did the last three years. HR kept a list of issues that came to our attention over the last year. We sent the issues to the Department Heads and Managers and requested their feedback and input on other issues. We then had a meeting with Josh Smith and the management members from the 2010-2011 bargaining teams. We developed a set of proposals to address the issues. We then met with each of the eight unions/labor organizations that had the ability to negotiate a labor agreement prior to the passage of Act 10 and the 2011 Budget Repair Bill. We listened to their input and made some changes as a result of their suggestions.

All of the changes are underlined so that you can easily find them. They are located on the following pages. I will also give you a short rationale for each change.

Line 464 – 18.205 Technical change. Added the word “job” in front of audit.

Lines 493 and 498 – 18.208 Technical change. Added the work “job” in front of audit.

Lines 735-736 – 18.306 (5) Probationary Period. Change to reflect the fact that some people might be in this situation longer than expected.

Lines 738-739 – 18.306 (6) Exempts certain pool workers from not being able to sign for a permanent position within six months of employment. It is often in our best interests to have pool workers move into more regular positions.

Lines 907, 910-911 – 18.409 (e) Allows for compensation when an employee is in a temporary assignment and doing “all of” the job duties of the higher classification. Also provides for compliance with the FLSA during temporary assignments. (The “all of” language is a request from the Rock County Sheriff’s Office.)

Lines 958 – 18.501 (j) Holidays. Cleans up the floating holiday language to conform to the floating holiday change the Board approved in June.

Line 974 – 18.501 Holidays. Gives any YSC Relief Supervisors the same benefit as regular YSC Supervisors - time and one half for working on a holiday. (This was recommended by HSD YSC.)

Lines 981-983 – 18.501 Holidays. Gives 911 Supervisors 8 hours of holiday time in lieu of the holiday when they work the holiday.

Lines 1238-1251 – 18.509 Bereavement Leave. Clarifies how to convert days to hours for employees on a non-traditional work schedule.

Lines 1309-1310 and 1314 – 18.513 Military Reserve Leave. Brings our language into conformity with federal law.

Lines 1355-1356 – 18.515 Sick Leave. Clarifies that sick leave can be used after six months of continuous service from original date of hire, not the date an employee takes a permanent position.

Lines 1561-1567, 1576-1577 – 18.607 Discipline and Investigations. Gives employees the right to have a representative, other than a union representative.

Lines 1630-1634 – 18.608 Disciplinary Actions (Grounds For). Adds two new categories for discipline: (1) being disrespectful (bullying); (2) failure to exercise good professional judgment or conform to Department goals and missions.

Lines 2090-2091 – 18.806 Disciplinary Procedure. STEP 3. Clarifies the amount of time the HR Director has to respond at Step 3.

Lines 2096 thru 2157 - 18.806 Disciplinary Procedure. STEP 4. Changes Independent Hearing Examiner to Independent Hearing Officer. Describes who the IHO can be. Provides for a pre-hearing meeting. Allows the IHO to decide the case on an existing record without a hearing.

Lines 2356 – 18.1015 Earned benefits. Clarifies that a floating holiday is an earned benefit.

Lines 2437-2441 – 18.1028 LTE. Clarifies the LTE definition and what benefits they have. Limits the numbers of hours they can work. (This is to comply with the Affordable Care Act.)

Lines 2520-2525 – 18.1043 Seasonal Employees. Clarifies the Seasonal definition and what benefits they have. Limits the number of hours they can work. (This is to comply with the Affordable Care Act.)

**ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell
INITIATED BY

Dave O'Connell, Human Resource Director
DRAFTED BY

County Board
Staff Committee
SUBMITTED BY



November 4, 2014
DATE DRAFTED

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

- 1 **WHEREAS**, Act 10 and Act 32 of the 2011 Wisconsin State Legislature made numerous changes to Chapter
- 2 111.70 of Wisconsin Statutes; and,
- 3
- 4 **WHEREAS**, those changes significantly impacted the County's Personnel Ordinance (Chapter XVIII) and the
- 5 bargaining agreements between Rock County and the ten unions representing Rock County Employees; and,
- 6
- 7 **WHEREAS**, the County Board adopted changes to the Personnel Ordinance in 2011 in order to comply with
- 8 the changes to Chapter 111.70, to the union contracts for Rock County Employees and the Personnel Ordinance
- 9 covering unilateral employees; and,
- 10
- 11 **WHEREAS**, certain additional changes have been suggested by Department managers; and,
- 12
- 13 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance effective at
- 14 12:01 a.m. January 1, 2015.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 17 _____ day of _____, 2014 does hereby amend Chapter XVIII, the County's Personnel
- 18 Ordinance as follows:
- 19

CHAPTER XVIII

PERSONNEL ORDINANCE

SECTION 1

OBJECTIVES AND SCOPE

- 25
- 26 18.101 Authority.
- 27
- 28 This Ordinance is promulgated under the authority of Wisconsin Statute 59.22 (2)(c) 1.c.
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- 30 18.102 Purposes.
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- 32 The purposes of this Ordinance shall be to:
- 33
- 34 A. Establish a clear understanding of responsibilities in the establishment and
- 35 maintenance of a personnel program for Rock County.
- 36
- 37 B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop
- 38 and maintain an effective and responsive workforce for the County. The Ordinance
- 39 shall be based on the following objectives:
- 40
- 41 (a) To recruit, select and advance employees on the basis of their relative
- 42 knowledge, skills, and abilities.
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- (b) To provide internally equitable and externally competitive compensation for all employees.
- (c) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner.
- (d) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs, race, color, national origin or ancestry, sex, age, religion, disability, sexual identity and orientation, genetic information, or any other cause for discrimination as defined by law, and with proper regard for their rights as citizens.
- (e) 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 because of race, political affiliation or beliefs, religion, 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.

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

108
109 18.104 Collective Bargaining Agreements.

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

114
115 18.105 Human Resources Section of the Administrative Policies and Procedures Manual

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

123
124 The Ordinance shall take precedence over the Human Resource Policies and Procedures.

125
126 18.106 Department Work Rules.

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

132
133 18.107 Non Elected Department Heads.

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

145
146 18.108 Administrator Position.

147
148 The position of the County Administrator shall be included under the coverage of this
149 Ordinance, except where there are exclusions or where this Ordinance conflicts with the
150 resolution establishing the administrator form of government. In the case of any such con-
151 flict, the resolution shall control.

152
153 18.109 Sheriff's Office Command Staff.

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

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- Education
 - Health insurance for retirees*
 - Life insurance
 - Retirement
 - Sick Leave Accumulation
 - Sick leave payout
 - Sick leave payment

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- Uniform allowance
- Worker's compensation

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

18.110 Amendments.

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

18.111 Management Rights.

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

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

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

18.112 Responsibilities and Authority.

A. County Board. The County Board shall:

- (1) approve the annual County budget, including requests for personnel adjustments.
- (2) review and approve County Personnel Ordinance and amendments.
- (3) confirm department head appointments made by the County Administrator.

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- (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.
- (4) advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.

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- (5) notify the payroll section of all relevant changes.
 - (6) review appointments and removal of personnel to County positions pursuant to Section 18.607.
 - (7) maintain complete employment and performance records of all County employees.
 - (8) establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.
 - (9) make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.
 - (10) develop and maintain the Classification Plan.
 - (11) develop and administer the recruitment and selection program.
 - (12) establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.
 - (13) monitor temporary and overtime assignments.
 - (14) approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the re-employment of laid off employees in other appropriate County positions.
 - (15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.
 - (16) establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.
 - (17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.
 - (18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.
 - (19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.
 - (20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
 - (21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.
 - (22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
 - (23) develop such regulations as necessary to carry out the intent of this Ordinance.
 - (24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.
 - (25) develop and maintain the County wide training program within budgetary limitations.

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- (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).

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

- (1) interview and recommend applicants for appointments to and removal from subordinate positions.
- (2) implement the Personnel Ordinance, HR Policies and Procedures and Department Work Rules in their unit.
- (3) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.
- (4) administer discipline to employees as necessary.

418 (5) conduct first step grievance hearings as may be necessary under Section
419 18.806, and adjust such grievances as may be appropriate.
420

421 SECTION 2

422 CLASSIFICATION PLAN

423
424 18.201 Development and Administration.
425

426 The Human Resources Director shall be responsible for the overall development and
427 administration of the Classification Plan, in cooperation with Department Heads, key staff
428 employees and other appropriate resources. The County Administrator position shall be
429 an unclassified position.
430

431 18.202 Position Description.
432

433 Each employee shall have an accurate position description that describes the knowledge,
434 skills and abilities necessary to do the work of that position; goals of the position and job
435 tasks to accomplish the goals; and identifies the essential job functions.
436

437 18.203 Allocation of New Positions.
438

439 The Human Resources Director shall allocate new positions that have been approved by
440 the County Board to one of the classifications in the Classification Plan. If a suitable class
441 does not exist, the Human Resources Director shall establish a new classification. An
442 appropriate pay range for the classification shall be assigned subject to the approval of the
443 County Board Staff Committee, and confirmation of the County Board unless otherwise
444 established through the budgetary process.
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446 18.204 Abolition of Unnecessary Classifications.
447

448 When it is determined that a classification or classifications are no longer useful or
449 appropriate, the Human Resources Director shall inform the County Board Staff
450 Committee that such classes have been abolished.
451

452 18.205 Reclassification Requests.
453

454 A reclassification is the re assignment of a position from one existing class to another
455 class to recognize a change in the duties and responsibilities of a position.
456

457 Reclassification requests shall normally be contained within the annual budget. In such
458 situations, prior to approval of the budget, the Human Resources Department shall audit
459 the position and make a written recommendation to the County Administrator who shall
460 then recommend approval or denial of reclassification requests. If a reclassification
461 request is denied, the position shall not be reconsidered for reclassification until there is a
462 significant change in the duties and responsibilities of the position. If, in exceptional cases,
463 duties of a position change during a budget year, the County Board may approve a
464 reclassification request upon the performance of a job audit and the recommendation of
465 the Human Resources Director and County Administrator and with the confirmation of the
466 County Board Staff Committee.
467

468 18.206 Reallocation Requests.
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470 A reallocation is the re assignment of a position from one pay range to another pay range
471 to correct an error in the original assignment, to reflect changing labor market conditions,
472 or to reflect significant changes over a period of time in the duties and the responsibilities
473 of the position.
474

475 Salary adjustments shall be part of the budget process. If salary reallocations are
476 approved, they will become effective the first day of the fiscal year. Persons in positions
477 reallocated shall normally be advanced to the step with the next highest dollar amount in
478 the new pay range. In unusual circumstances, the reallocated individual may be placed in

479 a higher step upon approval of the Human Resources Director and the County
480 Administrator.

481
482 When a position becomes vacant and it is determined by the Human Resources Director
483 and the County Administrator that a reallocation of the position is necessary for
484 recruitment purposes, such reallocation may occur outside the budget process upon the
485 confirmation of the County Board Staff Committee and approval of the County Board.

486
487 18.207 Reorganization of Department.

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

492
493 18.208 Position Description Questionnaires/Job Audits.

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

500
501 18.209 Review of Classification Plan.

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

509
510 18.210 Underslotting.

511
512 As a vacancy occurs, the Department Head may recommend the position not be filled at
513 the existing level. With the concurrence of the Human Resources Director and County
514 Administrator, the position may be filled at a lower classification.

515
516 18.211 Upgrade.

517
518 Upgrades shall be part of the annual budget process. Prior to approval of the budget, the
519 Human Resources Department shall audit the position and make a written
520 recommendation to the County Administrator who shall then recommend approval or
521 denial of the upgrade request. If an upgrade request is denied, the position shall not be
522 reconsidered for upgrade until there is a significant change in the duties and
523 responsibilities of the position.

524
525 When a position is upgraded, an open recruitment shall be conducted to fill the position.
526 Hiring procedures for approved upgraded positions shall be subject to guidelines
527 established by the Human Resources Director.

528
529 **SECTION 3**

530 **RECRUITMENT AND SELECTION**

531
532 18.301 Recruitment.

533
534 The Human Resources Director shall develop and conduct an active recruitment program
535 designed to meet current and projected County manpower needs.

536
537 Recruitment shall be tailored to the position to be filled and shall be directed to sources
538 likely to yield qualified candidates.

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(a) Job Announcements and Publicity.

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

(b) Application Form.

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

(c) Rejection of Applications.

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

- (1) does not meet the minimum qualifications established for the position.
- (2) provides any false or misleading information in the application process.
- (3) is physically, mentally or otherwise unable to perform the duties of the position, as permitted under applicable State and Federal laws.
- (4) has been convicted of a crime, which renders him/her unsuitable for the position, as permitted under applicable State and Federal laws.
- (5) is not within the legal age limits prescribed for the position or for County employment.
- (6) has established an unsatisfactory employment record, which demonstrates unsuitability for the position.
- (7) is a member of an organization, which advocates the violent overthrow of the government of the United States.
- (8) based on job related factors, is found by the Human Resources Director to be clearly unsuitable for the position for which he/she has applied.

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

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

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

18.302 Relocation Expense.

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

603 18.303

Selection.

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(a) Selection Devices.

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(b) Confidentiality.

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630 18.304

Eligibility Lists.

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(a) Layoff List for unilateral employees.

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(b) Open Competitive and Promotional Eligibility.

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(c) Duration of Eligibility Lists.

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(d) Removal of Candidates from Eligibility Lists.

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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.

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

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

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.

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.

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- (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 and Relief Staff (i.e. YSC relief staff, pool psych techs),~~ will not be permitted to apply for other positions until they have completed six months of employment. 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 acceptance or refusal by an eligible candidate of a temporary appointment shall not affect the candidate's standing on the eligibility list for regular appointment.

18.309 Overlap of Positions.

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

18.310 Other Appointments May Follow Ordinance.

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

SECTION 4

SALARY ADMINISTRATION

18.401 Pay Plan.

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

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

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

790 (b) To provide appropriate pay incentives for satisfactory or outstanding job
791 performance.
792

793 The pay plan schedules described above shall be contained in the County's Administrative
794 Policy and Procedures Manual.
795

796 18.402 Development and Administration.
797

798 The Human Resources Director shall be responsible for the development and
799 administration of the Pay Plan, through periodic reviews and comparative studies of
800 pertinent factors affecting levels of pay. When appropriate, the Human Resources
801 Director shall recommend necessary amendments to the County Board Staff Committee,
802 which shall become effective upon approval of the County Board.
803

804 18.403 Linkage.
805

806 The Pay Plan shall be directly linked to the Classification Plan and shall be based on the
807 principle of equal pay for equal work. Pay ranges within the Pay Plan shall be determined
808 with regard to such factors as: uniformity of pay for each class, relative difficulty,
809 complexity, and responsibility of work, recruiting experience, prevailing rates of pay for
810 similar jobs in public and private service, changes in cost of living indices, and the finan-
811 cial policies of the County.
812

813 18.404 Entrance Pay Rate.
814

815 The entrance pay rate for new County employees shall normally be the minimum rate of
816 the pay range prescribed for the class. A Department Head may recommend that a
817 particular appointment be made above the entrance pay rate. Such requests must be made
818 in writing, approved in advance by the Human Resources Director in recognition of
819 relevant experience and /or exceptional qualifications.
820

821 Elected Department Heads that wish to appeal the decision for placement of a new County
822 employee made by the Human Resources Director and/or County Administrator may do so
823 in writing to the County Board Staff Committee, whose decision shall be final.
824

825 18.405 In Range Increment.
826

827 In range increments shall be based on satisfactory work performance and length of service
828 in a class. Such increments shall not be granted automatically. Whenever an employee is
829 promoted, their annual pay increments (step increase) shall be based on the length of
830 service in that range or class. The employee shall have an overall performance evaluation
831 of "satisfactory" or "meets expectations" or higher in order for an in range increment to be
832 granted. If the rater plans to recommend the denial of an in grade salary increment, the
833 report shall be discussed with the Human Resources Director prior to review with the
834 employee. The performance of the employee will be evaluated in accordance with
835 procedures outlined in Section 7 of this Ordinance.
836

837 18.406 Productivity/Incentive Awards.
838

839 Extraordinary productivity/incentive awards may be granted in recognition of exceptional
840 performance in addition to an employee's regular pay. Recommendations for such pay
841 shall be initiated by the employee's supervisor and/or Department Head, reviewed and
842 approved by the Human Resources Director, County Administrator, appropriate
843 Governing Committee and the County Board Staff Committee. Specific guidelines for the
844 administration of the Productivity/Incentive Awards Program shall be the responsibility of
845 the Human Resources Director to establish and maintain subject to approval by the County
846 Administrator and County Board Staff Committee. Such requests shall be in writing and
847 supported by evidence of the following:
848

849 (a) The employee has personally conceived and suggested a procedure or device
850 which has resulted in substantially greater operating efficiency or in a marked
851 decrease in operating expenses; or,
852

- 853 (b) The employee has performed extensive collateral duties or has continually
854 completed difficult work assignments, which significantly increased the efficiency
855 and effectiveness of his/her department's program or the County service.
856

857 18.407 Seasonal Employment.
858

859 Seasonal employees shall be compensated on an hourly basis at a rate established within
860 the parameters of the annual budget as determined annually by the Human Resources
861 Director.
862

863 18.408 Temporary employment
864

865 Temporary employees shall be compensated by placing them on a step in the
866 appropriate salary schedule.
867

868 Should a non regular employee be reclassified as a regular employee in the same job,
869 he/she shall be advanced in pay to the appropriate salary rate of his/her classified
870 position. His/her total time of continuous employment including his/her temporary
871 employment, shall be counted as part of his/her probationary period.
872

873 18.409 Pay Rate Adjustments.
874

875 The following actions shall affect the pay status of an employee:
876

877 (a) Transfer.
878

879 When an employee is transferred from one class to another with a common pay
880 range, he/she shall continue to receive the same pay rate.
881

882 (b) Promotion.
883

884 When an employee is promoted from one class to another having a higher pay
885 range, he/she shall normally advance to the pay step in the new range which is
886 immediately above his/her former rate of pay. In unusual circumstances, the
887 promoted individual may be placed in a higher step upon approval of the Human
888 Resources Director and the County Administrator.
889

890 (c) Demotion.
891

892 When an employee is demoted for any reason, the Human Resources Director shall
893 consult with the supervisor(s) involved to decide the pay for the re-assignment. In
894 no case will it exceed the maximum of the pay range of the job to which the
895 employee is demoted.
896

897 (d) Reinstatement.
898

899 When an employee is reinstated to his/her former job he/she shall normally be paid
900 the same pay step as before leaving. When the employee is reinstated to a job with
901 a lower pay range, the Human Resources Director shall decide on the new pay rate
902 in accordance with the employee's experience and qualifications. In no case, will it
903 exceed the maximum of the pay range to which the employee is assigned.
904

905 (e) Compensation During Temporary Assignment.
906

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

916 approved by the County Administrator upon recommendation of the Human
917 Resources Director.

918
919 18.410 Overtime.

920
921 "Unilateral A" employees earn overtime at time and one half over 40 hours per week.

922
923 "Unilateral B" employees earn overtime at straight time over 40 hours per week.

924
925 "Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act
926 (FLSA), do not earn overtime.

927
928 For additional policies and procedures regarding overtime for unilaterals and other
929 employees see the HR Policy and Procedure Manual.

930
931 18.411 Red Circled Classifications.

932
933 Employees in classifications that are to be red circled will be frozen at their current salary
934 until the salary of the pay range to which they are assigned equals or exceeds their rate of
935 pay. Employees with ten years of service, whose classification has been red circled, shall
936 receive one half of the across the board increase granted to employees on the Unilateral
937 Pay Plan until the salary of the pay range to which they are assigned equals or exceeds
938 their rate of pay.
939

940 **SECTION 5**

941 **FRINGE BENEFITS**

942
943 18.501 Holidays.

944
945 The following holidays are observed by the County and shall be granted to regular
946 employees with pay and to temporary employees without pay, unless such employees are
947 required to be on scheduled work:

- 948
949 (a) New Year's Day
950 (b) Spring Holiday to be observed the Friday immediately preceding Easter
951 (c) Memorial Day
952 (d) July 4th
953 (e) Labor Day
954 (f) Thanksgiving Day
955 (g) Friday following Thanksgiving
956 (h) Day before Christmas
957 (i) Christmas Day
958 (j) One Floating Holiday ~~of the employees' choice~~
959 (k) Any additional holiday granted by the County Board.
960 (l) The County Administrator may designate additional holidays in unusual
961 circumstances with the approval of the County Board Chair and/or Vice Chair.

962
963 For employees working the standard work schedule, when a holiday falls on Saturday, it
964 shall be observed on the preceding Friday. When a holiday falls on a Sunday, the fol-
965 lowing Monday shall be observed.

966
967 For employees not working the standard work schedule see the HR Policies and
968 Procedures.

969
970 The Director of Nurses, the Assistant Director of Nurses and Nursing Supervisors working
971 in Rock Haven who are required to work a holiday; will be paid or granted compensatory
972 time off at a rate of time and one half and receive an additional day in lieu thereof.

973
974 ~~The~~ Any Youth Services Center Supervisors ~~or Relief Supervisor~~ who are required to
975 work a holiday, will be paid or granted compensatory time off at a rate of time and one
976 half.

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

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 (prorated 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 unilateral employees who are in a .5 or higher FTE position and hired after September 1, 2009 the employee shall contribute toward health coverage pro-rated to the FTE of the position they hold. [CB resolution – September 2009.]
- C. Part-time employees who are normally scheduled to work less than twenty hours per week are not eligible for County health and dental benefits. Employees who normally work twenty hours or more per week are eligible to receive dental insurance and health benefits. Part-time employees may participate in vision insurance at their own cost provided it is allowable under the plan rules in effect at the time of participation.
- D. Employees retiring from the County who are eligible for a WRS annuity may retain their insurance coverage under the County's group policy if they pay the premium.

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

18.503 Life Insurance.

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

18.504 Retirement.

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

18.505 Unemployment Compensation.

County employment is covered by Wisconsin Unemployment Compensation laws.

18.506 Vacation.

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

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

Completed Years of Service	Unilateral A & B	Unilateral C
1 year	10 Days	15 Days
2 Years	10 Days	15 Days
3 Years	10 Days	15 Days
4 Years	10 Days	15 Days
5 Years	11 Days	20 Days
6 Years	12 Days	"
7 Years	13 Days	"
8 Years	14 Days	"
9 Years	15 Days	"
10 Years	16 Days	25 Days
11 Years	17 Days	"
12 Years	18 Days	"
13 Years	19 Days	"
14 Years	20 Days	"
15 Years	21 Days	"
16 Years	22 Days	"
17 Years	23 Days	"
18 Years	24 Days	"
19 Years	25 Days	"

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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

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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.
- (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.
- (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.
- (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.

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- (m) Vacation credits shall not be earned by an employee during a leave of absence 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.
- (n) 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.
- (o) 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.
- (p) 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 funeral, make necessary arrangements, or grieve for the loved one. Immediate family shall not include former "in-laws" due to divorce. The appointing authority may require an obituary to substantiate the leave.

- a. Up to three days (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.

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.

Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from his/her regular and normal daily schedule of working hours with

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pay, for such jury service provided such employee shall remit to Employer all fees received from the Clerk of Courts for such service, and further provided that no claim for overtime pay or compensatory time off shall be made by such employee as a result of his/her jury services. If the employee does not remit the fee, he/she shall be considered to be on leave of absence without pay while performing jury duty. The County shall pay a reasonable amount for the difference if the employee has to pay parking fees and reimbursement from the Court does not fully cover the fee.

18.511 Medical Leave.

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

18.512 Military Leave.

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

18.513 Military Reserve Leave.

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

(2) An employee who has active membership in the U.S. Military Reserve or National Guard and who is ordered to ~~long-term~~ active duty ~~of 30 days or more~~ in the U.S. Armed Forces shall be granted military leave with supplemental pay equal to the difference between the employee's basic military pay and his/her normal County daily wage. Supplemental pay granted under this section is provided for the duration of an employee's military service, not to exceed 5 years. Proof must be filed with the Human Resources Director. To receive compensation the employee must submit a copy of his/her Military Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay to an employee may be an estimate with final pay reconciliation by the County's Payroll Office after receipt of the employee's military pay vouchers, either during the course of military service or after completion. Accrual of seniority and benefits, and reinstatement rights and limitations, shall be consistent with those 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

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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 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, or any other child they are legally responsible for) or a child who meets the definition of a disabled adult child.
 - (d) illness of a parent (includes stepparents and current foster parents).
 - (e) contact with or exposure to a contagious disease rendering the employee's presence hazardous to fellow workers.
 - (f) reasonable medical or dental attention that cannot be scheduled during non working hours.
- (3) Sick leave shall accrue to a maximum of one hundred thirty days.
- (4) Employees who are absent from work for reasons which entitle them to sick leave shall notify their supervisor as close to their regular starting time as possible in accordance with Department Work Rules.
- (5) A supervisor may identify a potential problem with an employee's sick leave usage. Patterns that may indicate a problem with sick leave usage include but are not limited to:
 - a) it occurs before or after a holiday,
 - b) it occurs before or after a scheduled day off,

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- 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.

18.516 Subpoenaed Witness.

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

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

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

18.517 Training/Educational Leave.

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

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

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

18.518 Voluntary Public Service Leave.

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

18.519 Voting.

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

SECTION 6

CONDITIONS OF EMPLOYMENT

18.601 Communications and Confidentiality.

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

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

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

The County acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the County, however, the employee's expression must be balanced against the interests of the County. In situations in which the employee is not engaged in the performance of

1515 professional duties, the employee should state clearly that his or her expression
1516 represents personal views and not necessarily those of the County.

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1518 18.602 Conflict of Interest.

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1520 Except for the salary or compensation received from the County, no County employee
1521 shall use his/her office or position for personal financial gain or the financial gain of
1522 his/her family. No employee shall engage in his/her own business activity, accept private
1523 employment or render services for private interests when such employment, business
1524 activity or service is incompatible with the proper discharge of the employees official
1525 duties or would impair his/her independence or judgment or action in the performance of
1526 the employee's official duties. Such employment, business activity or service shall not be
1527 engaged in or promoted during normal working hours for which such employee is being
1528 remunerated by the County and such employment, business activity or service shall not in-
1529 volve the use of County facilities or materials. No employee shall use or disclose
1530 "privileged information" gained in the course of or by reason of the employee's official
1531 position or activities. Failure to comply with these conditions shall be considered grounds
1532 for discipline up to and including immediate dismissal.

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1534 18.603 County Administrator (Tenure).

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1536 The County Administrator shall hold his/her position at the pleasure of the County Board.
1537 The action of the County Board in removing the County Administrator shall be final.
1538 Dismissal actions against the County Administrator may be initiated by individual
1539 supervisors as per County Board rules.

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1541 18.604 County Equipment (return of).

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1543 Employees leaving County employment must return County identification cards, keys,
1544 tools and equipment on or before their last day of work.

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1546 18.605 County Residence.

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1548 Key County officials, as determined by the County Administrator, shall reside in the
1549 County.

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1551 18.606 Demotions.

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1553 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can
1554 be voluntary. Demotions must be approved in advance by the Human Resources Director.

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1556 18.607 Discipline /Investigations.

1557
1558 The purpose of discipline is correcting job behavior and performance problems of
1559 employees. Employees shall be informed of standards of conduct and performance. No
1560 disciplinary action will be taken until a thorough investigation has been completed.
1561 ~~Employees under investigation shall have the right to union representation during the~~
1562 ~~investigatory process. If a local union does not choose to represent the employee, the~~
1563 ~~employee will be allowed to have a representative of their choice who is not a supervisor~~
1564 ~~or manager within Rock County. The representative will be limited to listening and~~
1565 ~~advising the employee but will not be allowed to speak in place of the employee.~~
1566 ~~Unilateral employees other than Department Heads shall be allowed to have a~~
1567 ~~representative of their choice who has equal or less authority than they do.~~ Employees
1568 may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules
1569 and standards shall be consistently applied. Penalties shall be uniform and shall match the
1570 infraction. Persons administering corrective discipline shall systematically document the
1571 case. Records of written reprimands, suspensions, demotions and terminations shall be
1572 provided to Human Resources and kept in the employee's personnel file. Written
1573 reprimands will remain in effect for a period not to exceed one year, and at the end of such
1574 period shall be removed from the employee's personnel file. Records of suspension shall
1575 remain in the Employee's personnel file for a period of two years and at the end of such
1576 period shall be removed from the Employee's personnel file. ~~(This section does not~~
1577 ~~necessarily apply if the employee is represented by an attorney.)~~

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

1641 An exit interview shall be conducted when possible with every employee who is
1642 separating from County employment regardless of his/ her length of service, position or
1643 circumstances or separation.

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1645 18.610 Gifts and Gratuities.

1646
1647 No County employee shall use their position to solicit or accept for himself/herself or
1648 another person any gift, campaign contribution, gratuity, favor, services, promise of future
1649 employment, entertainment, loan or any other thing of monetary value. This does not
1650 include acceptance of loans from banks or other financial institutions on customary terms
1651 of finance for personal use, such as home mortgage loans, the acceptance of unsolicited
1652 advertising or promotional material, such as pens and calendars, and acceptance of an
1653 award for meritorious public or personal contributions or achievements.

1654
1655 18.611 Harassment.

1656
1657 It is the policy of Rock County that all employees should be able to enjoy a work
1658 environment free from all forms of harassment. Employees who engage in harassment
1659 not only hurt others, but they also expose both themselves and the County to potential
1660 legal liability. Consequently, Rock County will not condone or tolerate any conduct in
1661 the workplace on the part of its employees (whatever their positions), elected officials,
1662 vendors, or members of the public, if that conduct violates the right of someone else to
1663 be free from harassment. County employees who violate this policy will be subject to
1664 appropriate discipline, up to and including termination. (See HR Policies and
1665 Procedures for a detailed description of the procedures employees should follow in
1666 regard to this policy.)

1667
1668 18.612 Hours of Work.

1669
1670 The normal workweek for County employees shall be forty hours per week. Most County
1671 employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since
1672 some County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00
1673 p.m. schedule, some County employees may have different work schedules which are
1674 designated in Department work rules.

1675
1676 Non standard work schedules may be approved by a Department Head, when doing so is
1677 in the interest of County operations. Notice of non standard work schedules shall be made
1678 to Human Resources and payroll.

1679
1680 Staffing needs and operational demands may necessitate variations in starting and
1681 ending times, days of the week worked, as well as variations in the total hours that may
1682 be scheduled each day and week.

1683
1684 Employees included in Sections 18.1001, 18.1010, and 18.1018 are considered salaried
1685 exempt employees. These employees must cover a partial day taken off with paid
1686 vacation, sick leave or comp time (where applicable). If the employee has insufficient
1687 paid time to cover the entire day off, the employee must take the entire day off without
1688 pay.

1689
1690 18.613 Layoffs.

1691
1692 The appointing authority may layoff an employee: a) whenever it is necessary to reduce
1693 the workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position,
1694 etc.), b) when an employee has exhausted all available leave options and is unable to
1695 return to work, or c) when an employee has failed to successfully complete their
1696 probationary period after a promotion.

1697
1698 In situation (a) above, no regular employees shall be laid off while there are temporary or
1699 probationary employees serving in the same classification, in the same department.
1700 Layoffs shall be based on the needs of the County.

1701

1702 The appointing authority shall notify each person laid off of all his/her rights. Regular
1703 employees shall receive at least thirty (30) calendar days notice prior to layoff. Layoff
1704 plans shall be approved by the Human Resources Director before they are implemented.
1705
1706 Laid-off employees shall be held in a layoff pool for a period of time equal to their length
1707 of service, but in no case longer than two years.
1708
1709 18.614 Lunch Periods and Break Time.
1710
1711 (a) Lunch Periods.
1712
1713 Lunch periods are normally scheduled midway in an eight hour shift. Lunch
1714 periods shall not be longer than one hour nor shorter than thirty minutes.
1715
1716 (b) Break Time.
1717
1718 Employees may leave their workstation and return fifteen minutes later for two
1719 breaks in an eight hour shift, one during the first four hours of their first shift, and
1720 the second during the last four hours of their shift. Breaks not taken are lost.
1721 Breaks cannot be accumulated or used to extend lunch periods or to shorten the
1722 workday.
1723
1724 Lunch periods and break times are to be arranged between the employee and
1725 his/her supervisor or Department Head. Since most County offices remain open
1726 continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the
1727 Department Head's responsibility to assure that lunch periods and breaks are
1728 scheduled so that adequate staff coverage is provided at all times.
1729
1730 Employees who are on a non standard work schedule or work 2nd or 3rd shift shall
1731 follow Department Work Rules for lunches and breaks.
1732
1733 (c) The Lunch Period and Break Times cannot be combined to the start or end of the
1734 shift in order to come in late or leave early.
1735
1736 18.615 More Than One County Position.
1737
1738 No person shall hold more than one full or part-time County position at the same time
1739 without written consent of the County Administrator.
1740
1741 18.616 Nepotism.
1742
1743 Members of immediate families shall not be hired or transferred into a position that would
1744 create a direct or indirect superior subordinate relationship. This policy does not include
1745 situations where the superior subordinate relationship would be incidental.
1746
1747 18.617 Outside Employment.
1748
1749 The County's policy on outside duties or employment shall be as follows: County
1750 employees may engage in outside employment, unless such employment conflicts with or
1751 affects the performance of their duties. Prior to engaging outside employment, the County
1752 employee must give written assurance prescribed by the Human Resources Director that
1753 said employment does not violate Section 18.602 of the Rock County Ordinance. The fact
1754 that an employee has reported outside employment does not mean that management has
1755 given its approval to that employment.
1756
1757 18.618 Outside Services.
1758
1759 All fees, gratuities, honorarium or any other form of compensation for outside services
1760 performed during normal County work hours or while being paid by the County shall be
1761 turned over to the County and any such activities for which said compensation is paid
1762 shall be reported to the County Board Staff Committee. This subsection shall not be
1763 construed to apply to activities performed after regular work hours, or while an employee
1764 is on a bona fide vacation, or taking a floating or other holidays, or to part-time employees.

1765 Failure to comply with these conditions shall be considered grounds for discipline up to
1766 and including immediate dismissal.

1767

1768 18.619 Payday.

1769

1770 Employees shall be paid biweekly on alternate Fridays, except when those days fall on a
1771 holiday in which case employees shall receive their pay on the day preceding the
1772 holiday. If an employee is on vacation or leave of absence, his/her pay shall be mailed
1773 to him/her upon request. (See HR Policy and Procedures.)

1774

1775 18.620 Pre-Employment Physicals.

1776

1777 New full time and regular part-time employees may be required to pass a physical
1778 examination before they are employed. Such exams shall measure the individual's
1779 physical capabilities in terms of the job to be performed. When pre-employment physicals
1780 are required, they shall be conducted by a licensed physician at the County's expense.

1781

1782 18.621 Political Activity.

1783

1784 Employees are precluded from engaging in political activity that interferes with their
1785 normal work performance or is conducted during hours for which the employee is being
1786 paid by the County. Employees may not use County equipment or property for political
1787 purposes. Employees are specifically prohibited from using their County position or their
1788 official authority with the County for the purpose of directly or indirectly coercing any
1789 person to hold or contribute monetary or other types of assistance to any political
1790 candidate, party or purpose.

1791

1792 Under provisions of the federal Hatch Act, employees who are principally employed in an
1793 activity which is financed in whole or in part by federal loans or grants cannot:

1794

1795 (a) use his/her official authority or influence for the purpose of interfering with or
1796 affecting the result of an election or nomination for office;

1797

1798 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state or local
1799 officer or employee to pay, lend or contribute anything of value to a party,
1800 committee, organization, agency or person for political purposes; or

1801

1802 (c) be a candidate for partisan elective office.

1803

1804 18.622 Professional Liability Insurance.

1805

1806 The County shall provide professional liability insurance for employees for performance
1807 of their duties within the scope of their employment.

1808

1809 18.623 Resignations.

1810

1811 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and
1812 wishing to leave Rock County employment shall submit a resignation in writing to their
1813 Department Head at least two weeks in advance of their planned departure. Employees in
1814 positions in Pay Range 17 or higher, shall submit their resignation in writing at least four
1815 weeks in advance of their planned departure (see Unilateral Pay Grid).

1816

1817 Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave
1818 Rock County employment shall submit a resignation in writing to their Department Head
1819 at least two weeks in advance of their planned departure. FLSA exempt employees shall
1820 submit their resignation in writing at least four weeks in advance of their planned
1821 departure.

1822

1823 Employees who do not give sufficient notice shall lose the vacation benefits they are
1824 accruing for use after they reach their next anniversary date, unless such requirement is
1825 waived by the Human Resources Director. It is expected that employees will give as much
1826 notice as possible in order to facilitate recruitment and orientation of new staff members.
1827 A resignation, once accepted, may not be rescinded.

1828
1829 18.624 Safety.
1830

1831 Safety is very important to each employee and Rock County. Employees must conduct
1832 themselves carefully at all times. All employees must act in a safe manner and practice
1833 good safety procedures. Similarly, all work areas are to be kept clean and free from
1834 debris, and tools and equipment are to be kept clean and in good repair.

1835
1836 The employer will comply with all applicable safety laws and regulations in order to
1837 provide a safe and secure workplace for its employees and clients.

1838
1839 Any accident, hazards or potentially unsafe conditions of equipment are to be reported
1840 to an employee's supervisor immediately for action. If the unsafe condition can be
1841 corrected immediately as to avoid any additional hazard, then the employee should
1842 implement the corrective action.

1843
1844 Any employee who is injured or becomes ill while performing service related to his or
1845 her employment must contact his or her supervisor immediately on the same day the
1846 injury or illness occurs and report the incident. If necessary the employee should secure
1847 the necessary medical attention on the job site to the extent practicable.

1848
1849 The first report of injury form must be in filled out completely, usually the day of the
1850 incident, if not, as soon as possible.

1851
1852 The employer has established the following protocols for evacuation of the premises.
1853 When employees are advised to evacuate the building, the employees should:

- 1854
1855
- 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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1864
1865 18.625 Telephone.
1866

1867 As a condition of employment, employees must have a telephone or a place of telephone
1868 contact. Employees shall be requested to notify the Department Head of any change of
1869 name, address, telephone number or contact place.

1870
1871 18.626 Travel.
1872

1873 The County shall reimburse employees for actual necessary and reasonable itemized travel
1874 costs incurred while on official authorized County business. Commuting expenses
1875 between an employee's residence and normal place of employment are not reimbursable.
1876 All travel must be authorized by the Department Head in order to be eligible for
1877 reimbursement. Department Heads shall inform the County Administrator of any out of
1878 County travel plans. There will be no reimbursement for meals within the County, except
1879 as authorized by the Board Chair or Vice Chair. Employees shall receive mileage
1880 reimbursement at the IRS allowed rate for all authorized travel in their personal
1881 automobile. Employees shall be required to complete an expense voucher before
1882 reimbursement will be made. All automobile allowances in all County departments shall
1883 be paid in a manner similar to that in which salaries are paid. Receipts are required for air,
1884 train, bus or taxi travel, hotels or motels, meals, conference registration and all other items

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(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.

(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.

1947 18.703 Rater.
1948
1949 The rater shall normally be the employee's immediate supervisor. The rater shall be
1950 responsible for completing a performance evaluation on forms prescribed by the Human
1951 Resources Director at the time prescribed for each employee under his/her supervision.
1952 The Human Resources Director, upon approval of the County Administrator, may also
1953 initiate rating procedures and mechanisms involving the Governing Committee, peers
1954 and/or subordinates.

1955
1956 The County Administrator shall be evaluated by the County Board Staff Committee.
1957

1958 18.704 Review of Performance Report.
1959
1960 Supervisors serving as raters shall review all performance reports with Department Heads
1961 before discussing the report with the employee and before the report is filed in the
1962 employee's personnel folder. If the rater plans to recommend the denial of an in-grade
1963 salary increment, the report shall be discussed with the Human Resources Director prior to
1964 review with the employee.
1965

1966 18.705 Human Resources Director.
1967
1968 The Human Resources Director shall be responsible for the overall administration of the
1969 employee performance evaluation programs and shall advise and assist employees, raters
1970 and Department Heads to ensure that performance evaluation procedures are handled
1971 according to the provisions of this Section.
1972

1973 SECTION 8

1974 GRIEVANCE PROCEDURE

1975 18.801 Policy.
1976
1977 This grievance procedure is intended to meet all of the requirements set out in Wisconsin
1978 Statute Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin
1979 Legislature.
1980

1981 It is the policy of the County to treat all employees equitably and fairly in matters affecting
1982 their employment. Each employee of the County shall be provided ample opportunity to
1983 understand and resolve matters affecting employment, which the employee believes to be
1984 unjust. The presentation of a formal grievance shall be considered to be the right of each
1985 regular County employee without fear of reprisal. Nothing contained herein alters the "at
1986 will" status of those employees.
1987

1988 The County Administrator shall not have access to the grievance procedure.
1989

1990 Department Heads shall not have access to the grievance process based on Wisconsin
1991 Statutes Section 59.18 (2)(b).
1992

1993 18.802 Definitions.
1994
1995 "Arbitrary and capricious" means a decision which was made on unreasonable grounds
1996 or without any proper consideration of circumstances.
1997

1998
1999 "Grievance" means a formal complaint by an employee concerning: employee discipline,
2000 employee termination, or workplace safety.
2001

2002 "Employee discipline" shall include written reprimands, suspensions without pay,
2003 and demotions.
2004

2005 "Termination" means a separation from employment, but does not include job loss
2006 resulting from a reduction in force.
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“Workplace safety” shall include violations of state and federal laws and regulations on health and safety.

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

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

18.803 Administration.

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

18.804 Filing a Grievance

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

Limitations:

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

18.805 Discussion of Problem with Immediate Supervisor.

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

18.806 Grievance Procedure.

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

STEP 1. Supervisor.

The employee shall, within seven (7) 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 calendar days meet and discuss the grievance with the employee and then reply in writing within three calendar days.

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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 ~~five~~ (5) ten 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 Examiner/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 ~~examiner~~ Officer and pay the filing fee (if one is established) by the County Board.

- a. The Human Resources Director shall upon receipt of a written hearing request, provide the employee with the name of an Impartial Hearing ~~examiner~~ 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.~~
- b. The Impartial Hearing ~~examiner~~ Officer shall be impartial and may not have any prior knowledge of the grievance.
- c. The Human Resources Director will contact the hearing examiner and schedule a ~~hearing meeting with the employee and the Hearing Examiner 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 ~~examiner~~ Officer may reschedule the hearing with permission of both parties.
- e. The Impartial Hearing ~~examiner~~ 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.

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- 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 examiner 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 examiner deems appropriate.
- m. The Impartial Hearing examiner 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 examiner Officer may recommend other remedies, however, all other remedial authority shall be subject to the determination and approval of the County Board, and shall be addressed by the County Board in the event the grievance is sustained.

STEP 5. County Board.

An employee or the County, within ten (10) calendar days of receipt of the hearing examiner'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 hearing examiner's 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 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.

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

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.

2257		
2258	18.902	<u>Public Inspection.</u>
2259		
2260		Information as to the name, class title and salary of employees and former employees is
2261		available for public inspection at times in accordance with procedures prescribed by the
2262		Human Resources Director. Other information shall be considered confidential and shall
2263		be available as authorized by State and Federal law.
2264		
2265	18.903	<u>Destruction of Records.</u>
2266		
2267		Employee service records shall be kept for seven years. Applications and examinations
2268		may be destroyed after two years.
2269		
2270	18.904	<u>Reports.</u>
2271		
2272		The Human Resources Director shall provide the Board and the County Board Staff
2273		Committee with reports and information relating to personnel actions upon request or as
2274		may be appropriate.
2275		
2276		<u>SECTION 10</u>
2277		<u>DEFINITIONS</u>
2278	18.1001	<u>Accrued benefits.</u>
2279		
2280		This refers to vacation benefits that the employees are accumulating which they will only
2281		be able to use once they reach their next anniversary date.
2282		
2283	18.1002	<u>Administrative Personnel.</u>
2284		
2285		Administrative employees act as an advisor, limited function department head, or a
2286		specialist in a management or supportive service who meet all the following criteria:
2287		
2288		(a) A primary duty of the employee includes the performance of office or non-manual
2289		work directly related to the management or general business operations of the
2290		County or its citizens.
2291		
2292		(b) A primary duty of the employee includes the exercise of discretion and independent
2293		judgment with respect to matters of significance.
2294		
2295	18.1003	<u>Allocation.</u>
2296		
2297		The assignment of a position to a pay range.
2298		
2299	18.1004	<u>Anniversary Date.</u>
2300		
2301		The date an employee begins County employment. The anniversary date may be modified
2302		by subsequent personnel actions – leave of absence and layoff.
2303		
2304	18.1005	<u>Appointing Authority.</u>
2305		
2306		A County official who has the authority to appoint and remove individuals to and from
2307		positions in the County service.
2308		
2309	18.1006	<u>Board.</u>
2310		
2311		The Rock County Board of Supervisors.
2312		
2313	18.1007	<u>Class.</u>
2314		
2315		One or more positions which are substantially alike in duties and responsibilities to
2316		warrant using the same title, similar qualifications, selection procedures and the same pay
2317		range.

2318		
2319	18.1008	<u>Class Description.</u>
2320		
2321		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.
2322		
2323		
2324	18.1009	<u>Class Title.</u>
2325		
2326		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.
2327		
2328		
2329	18.1010	<u>Classification Plan.</u>
2330		
2331		The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.
2332		
2333		
2334	18.1011	<u>County Administrator.</u>
2335		
2336		The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.
2337		
2338		
2339	18.1012	<u>Demotion.</u>
2340		
2341		The assignment of an employee from one class to another class with a lower pay range.
2342		
2343	18.1013	<u>Department Head.</u>
2344		
2345		A County official with the responsibility for the operation of a County department.
2346		
2347	18.1014	<u>Disciplinary Action.</u>
2348		
2349		The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.
2350		
2351		
2352	18.1015	<u>Earned Benefits.</u>
2353		
2354		Those benefits that employees have on the books which are currently available to use (i.e. vacation after reaching an anniversary date, sick leave earned a day a month, floating holiday , etc.).
2355		
2356		
2357		
2358	18.1016	<u>Eligible Candidate.</u>
2359		
2360		A person certified by the Human Resources Director as meeting the training and experience requirements and as successfully completing all parts of the selection process when formal selection devices are used.
2361		
2362		
2363		
2364	18.1017	<u>Eligibility List.</u>
2365		
2366		A list of Eligible Candidates to fill positions in a particular job class.
2367		
2368	18.1018	<u>Employee.</u>
2369		
2370		An individual who is employed by the County and is paid in part or in whole through the County payroll.
2371		
2372		
2373	18.1019	<u>Entrance Pay Rate.</u>
2374		
2375		The rate of pay a newly hired employee is assigned at commencement of employment.
2376		
2377	18.1020	<u>Executive Personnel.</u>
2378		
2379		An executive employee is an administrator who meets all of the following criteria:
2380		

2381		(a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County.
2382		
2383		
2384		(b) The employee customarily and regularly directs the work of two or more other employees.
2385		
2386		
2387		(c) The employee has the authority to hire or fire other employees, or their recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees is given particular weight.
2388		
2389		
2390		
2391	18.1021	<u>Flexible Time.</u>
2392		
2393		Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy and Procedures.
2394		
2395		
2396		
2397	18.1022	<u>Full Time Equivalent (FTE).</u>
2398		
2399		A way to measure the amount of time a person assigned to a county position is scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time position, while an FTE of 0.5 means that the position is only half time. FTE is measured in tenths from 0.1 to 1.0.
2400		
2401		
2402		
2403		
2404	18.1023	<u>Grievance.</u>
2405		
2406		A formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.
2407		
2408		
2409	18.1024	<u>Human Resources Director.</u>
2410		
2411		The Director of the Rock County Human Resources Department and the person responsible for implementing all County Personnel Policies and Procedures.
2412		
2413		
2414	18.1025	<u>Immediate Family.</u>
2415		
2416		Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, domestic partner (as defined by the state of Wisconsin), aunt (the sister of one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not include former "in-laws" due to divorce.
2417		
2418		
2419		
2420		
2421		
2422		
2423		
2424		
2425	18.1026	<u>In Range Increment.</u>
2426		
2427		A pay step within a pay range.
2428		
2429	18.1027	<u>Layoff.</u>
2430		
2431		The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.
2432		
2433		
2434	18.1028	<u>Limited Term Employee (LTE).</u>
2435		
2436		An employee who is hired to perform a job for a determinate amount of time with a specific ending date at the time of hire and who meets all of the qualifications to perform the job. Limited Term Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work in enough hours in a year to qualify for Wisconsin Retirement System coverage. LTEs may be eligible for benefits. Employees working as a Limited Term Employee may not work more than 25 hours per week.
2437		
2438		
2439		
2440		
2441		
2442		

2443	18.1029	<u>Part-time Employees.</u>
2444		
2445		Employees shall be considered part-time when they are normally scheduled to work less than 40 hours per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work cycle.
2446		
2447		
2448		
2449	18.1030	<u>Pay Plan.</u>
2450		
2451		A schedule of pay ranges for all classes of positions in the County that are not covered by a Collective Bargaining Agreement.
2452		
2453		
2454	18.1031	<u>Pay Range.</u>
2455		
2456		A salary range to which positions are assigned, consisting of a minimum wage rate, designated as "Step 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall be compensated at one of the steps contained in the pay range to which the position is assigned.
2457		
2458		
2459		
2460		
2461	18.1032	<u>Position.</u>
2462		
2463		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.
2464		
2465		
2466	18.1033	<u>Position Description.</u>
2467		
2468		A written document that describes the individual employee's duties and responsibilities and is specific to that position.
2469		
2470		
2471	18.1034	<u>Probationary Employee.</u>
2472		
2473		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.
2474		
2475		
2476	18.1035	<u>Probationary Period.</u>
2477		
2478		The probationary period is a try out time for the employee. It is also used for determination of certain benefits.
2479		
2480		
2481	18.1036	<u>Promotion.</u>
2482		
2483		The assignment of an employee from one class to another class with a higher pay range.
2484		
2485	18.1037	<u>Reallocation.</u>
2486		
2487		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.
2488		
2489		
2490		
2491		
2492		
2493	18.1038	<u>Reclassification.</u>
2494		
2495		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.
2496		
2497		
2498		
2499		
2500	18.1039	<u>Regular Appointment.</u>
2501		
2502		An assignment of an eligible candidate to a budgeted County position.
2503		
2504	18.1040	<u>Regular Employee.</u>
2505		

2506 A person who has been properly appointed to a regular Rock County position and has
2507 successfully completed the Probationary Period.
2508
2509 18.1041 Reinstatement.
2510
2511 To restore or be placed back into a former or substantially equivalent position.
2512
2513 18.1042 Retiree.
2514
2515 An employee who terminates employment with the County to immediately and actively
2516 draw an annuity from the Wisconsin Retirement System (WRS).
2517
2518 18.1043 Seasonal Employee.
2519
2520 An employee who ~~is hired for a period of time to do a specific function (example: cut the~~
2521 ~~grass)~~, which cannot cumulatively exceed a period of ~~six nine~~ months in a calendar year.
2522 Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin
2523 Retirement if anticipated to work enough hours in a year to qualify for Wisconsin
2524 Retirement System coverage. ~~Employees working as a Seasonal employee may not work~~
2525 ~~more than 25 hours per week.~~
2526
2527 18.1044 Selection Device.
2528
2529 A formal measurement device used to evaluate and/or rank applicants for County
2530 positions.
2531
2532 18.1045 Seniority.
2533
2534 Seniority is continuous length of service as a County employee. Seniority shall, upon
2535 completion of the Probationary Period, begin with the original date of continuous
2536 employment subject to the conditions of 18.1004. Seniority shall be used to determine
2537 accrual of vacation and sick leave.
2538
2539 18.1046 Supervisor.
2540
2541 The person responsible for the assignment, direction and evaluation of the work of another
2542 employee, usually a full time County employee.
2543
2544 18.1047 Temporary Appointment.
2545
2546 An appointment of an individual who meets the qualifications for a position appointed to
2547 fill that position for an unspecified term. Temporary Appointees may be eligible for fringe
2548 benefits.
2549
2550 18.1048 Termination.
2551
2552 The removal of an employee from the payroll for voluntary or involuntary reasons,
2553 including dismissal, resignation, retirement or death.
2554
2555 18.1049 Transfer.
2556
2557 The assignment of an employee from one position to another in the same class or to a class
2558 with the same pay range.
2559
2560 18.1050 Travel Status.
2561
2562 An employee shall be considered to be in "travel status" when he or she is on County
2563 business outside of the County either for an entire day (before 7:00 a.m. and after 6:00
2564 p.m.); or for part of a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of
2565 10:30 a.m. and 2:30 p.m.
2566
2567
2568

2569 18.1051 Underslotting.
 2570
 2571 The filling of a vacant position at a lower classification.
 2572
 2573 18.1052 Unilateral Employees
 2574
 2575 Those County employees who are not covered by a collective bargaining agreement,
 2576 excluding the County Elected Officials and the County Administrator. The Unilaterals
 2577 are divided into three groups for purposes of overtime and vacation:
 2578
 2579 • Unilateral A's are "Non-Exempt". This means that they are subject to the
 2580 requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law
 2581 that requires, among other things, that employees who work more than 40
 2582 hours in a week get paid time and one half for any overtime hours.
 2583
 2584 • Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of
 2585 their position. However, the County has chosen to pay them straight time
 2586 overtime after 40 hours a week even though the County is not required to do
 2587 this by federal law.
 2588
 2589 • Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of
 2590 their position. Employees in these positions do not receive any form of
 2591 overtime but are allowed to "flex" their time in accordance with HR Policy and
 2592 Procedure.
 2593
 2594 18.1053 Upgrade.
 2595
 2596 The reassignment of a position from one existing class to a current or newly created class
 2597 to recognize a change in the duties and responsibilities of a position. When a position is
 2598 upgraded, an open recruitment shall be conducted to fill the position (eg. HR Secretary to
 2599 HR Office Coordinator).
 2600
 2601 18.1054 Work Schedule.
 2602
 2603 The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00
 2604 p.m. with a one hour lunch period. All full time employees are expected to work at least
 2605 40 hours per week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates
 2606 otherwise.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

 J. Russell Podzilni, Chair

 Louis Peer

 Sandra Kraft, Vice Chair

 Alan Sweeney

 Eva Arnold

 Terry Thomas

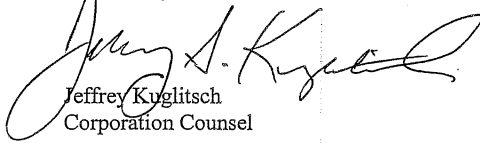
 Henry Brill

 Betty Jo Bussie

 Mary Mawhinney

LEGAL NTOE:

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



Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:

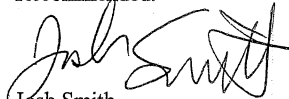
Minimal fiscal impact.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY

Karen Cain
DRAFTED BY



Board of Health
SUBMITTED BY

November 5, 2014
DATE DRAFTED

RECOGNIZING ROGER EYCHANER, R.S II FOR SERVICE TO ROCK COUNTY

- 1 **WHEREAS**, Roger Eychaner, R.S. II began employment at the Rock County Health Department on
- 2 June 6, 1988; and,
- 3
- 4 **WHEREAS**, Roger Eychaner, R.S. II retired from the Rock County Health Department on November
- 5 30, 2014; and,
- 6
- 7 **WHEREAS**, Roger Eychaner, R.S. II has provided Environmental Health Services to Rock County
- 8 residents for 26.5 years; and,
- 9
- 10 **WHEREAS**, Roger Eychaner, R.S. II has made a contribution in many Environmental Health areas that
- 11 protect the health of the public including Food Safety and Public Lodging inspections, Mobile Home
- 12 Park inspections, Tattoo Shop inspections, and Recreation and Educational Camp inspections.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 15 on this _____ day of _____, 2014, does hereby thank Roger Eychaner for his dedication
- 16 and contributions to the citizens of Rock County; and,
- 17
- 18 **BE IT FURTHER RESOLVED**, that a copy of this resolution be presented to Roger Eychaner with the
- 19 Rock County Board of Supervisors' best wishes for his retirement.

Respectfully submitted,

BOARD OF HEALTH

COUNTY BOARD STAFF COMMITTEE

Sandra Kraft, Chair

J. Russell Podzilni, Chair

Louis Peer, Vice Chair

Sandra Kraft, Vice Chair

Gregory Addie

Eva Arnold

Richard Bostwick

Henry Brill

Dr. Keith Konkol, M.D.

Betty Jo Bussie

Dr. Dean Peterson, DVM

Mary Mawhinney

Dr. Connie Winter, DDS

Louis Peer

Judith Wade, WHNP

Alan Sweeney

Eric Gresens, R.Ph

Terry Thomas

Memo



Rock County Human Resources Department

DATE: November 7, 2014

TO: County Board Staff Committee

FROM: Dave O'Connell

CC: Josh Smith
Jeff Kuglitsch

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

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

We used the same process in arriving at these changes that we did the last three years. HR kept a list of issues that came to our attention over the last year. We then requested feedback and input on additional issues from Department Heads and Managers. We had a meeting with Josh Smith and the management members from the 2010-2011 bargaining teams. We developed a set of proposals that addressed these issues. We then met with each of the eight unions/labor organizations that lost the ability to negotiate labor contracts under the 2011 Budget Repair Bill and Act 10. We asked for their input and made some changes as a result of their suggestions.

We are now recommending these changes to you for your consideration. All of the changes are underlined and shaded so that you can easily find them. I will also give you a short rationale for each change.

- **Policy 1.01 – Introduction (page 2)**

Replace Craig's name with Josh's.

- **Policy 1.04 – Open Communications (page 3)**

Adds a statement reminding employees they need to be fair and courteous. Puts employees on notice that they need to be aware of what they post on social media outlets.

- **Policy 5.12 – FMLA (page 4)**

Reorganizes the current policy language to be clearer and give more notice to employees.

(Page 5)

Explains the FMLA paperwork process in better detail.

Changes “failure” to “willful refusal.”

(Page 7)

Puts in writing the current policy that all leaves run concurrently with FMLA.

(Page 11)

Puts in writing the current policy that FMLA for restorative surgery for more than 3 days does need to be approved for FMLA.

- **Policy 5.17– Health Insurance (page 18 and 19)**

Changes how the employees in the 1258 unit, part time staff contribute towards their health insurance premiums. They will be offered single coverage and then must pay the difference between that and the level of coverage that they elect based on their FTE. [This change is necessary due to the Affordable Care Act.]

- **Policy 5.20– Inclement Weather (page 22)**

Splits the current Policy into two parts, one having to do with inclement weather and the other having to do with facility closing.

- **Policy 5.24– Layoff Procedure (page 24)**

Updates the HSD Division names and changes from 33% to 25% for bumping in any division.

- **Policy 5.40 – Step Progression (page 28)**

Pay grids for the general employee union/labor organizations that did not recertify, and the one labor organization that did (AMHS-HSD) are now contained in the Policy and Procedure Appendixes.

Examples of budgetary changes for clarification purposes only – upgrade, reclassification and reallocation are also included in this section.

- **Policy 5.45 – Uniform Allowance (page 32)**

RCSO non-command staff uniform allowances were increased to \$520 and written into the policies and procedures.

Added ESW workers at RH to the list of RH employees who get a uniform allowance.

- **Policy 5.46 – Union/Association business and Participation by Others (page 34-35)**

Specifies that our policies and procedures are in compliance with Act 10.

Lays out in some detail who can be a representative for an employee. How to pay union/labor association representatives who are Rock County employees. Specifies that Rock County can't take dues deductions based on the provisions of Act 10.

- **Policy 5.52– Work Situations (A-typical) (page 37-39)**

Cleans up the language on unpaid interns. Gives service credits from initial date of employment to LTEs, Seasonals, Paid Interns, WIT's, Grant Funded positions and project staff.

- **Appendix J – other rates (page 40-42)**

Give a 1.5% increase to certain special employment rates in order to catch these rates up to where they should be – they have not been changed for several years.

Creates rates for the new Rock County Medical Examiner Department. Deletes old Coroner Office rates.

- **Appendix A-I (page 43)**

Shows where the pay grids will go once approved.

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

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Section: Introduction
Policy: Open Communication
Policy No: 1.04
Effective: 1/1/2015
Revising: 1/1/2012

OPEN COMMUNICATION

At Rock County, we believe that communication is at the heart of good employee relations. Employees should always be fair and courteous to fellow employees, clients, vendors, and the general public. Employees should share their concerns, seek information, provide input, and resolve work-related issues by discussing them with their supervisors until they are fully resolved. It may not be possible to achieve the results an employee wants, but the supervisor needs to attempt to explain in each case why a certain course of action is preferred. If an issue cannot be resolved at this level, the employee is welcome to discuss the issue with the manager of his/her department. The supervisor should set up a time for both of them to meet with the manager. If the employee's concern cannot be resolved with the manager, the employee may discuss it with the Human Resources Department. The manager shall schedule that meeting for the employee.

Regardless of the situation, employees should be able to openly discuss any work-related problems and concerns without fear of retaliation. Managers and supervisors are expected to listen to employee concerns, encourage their input, and seek resolution to the issues and concerns. Often this will require setting a meeting in the near future. Managers and/or supervisors are to set these meetings as quickly as possible, and employees are expected to understand that issues and concerns may not always be addressed at the moment they arise. Discussing these issues and concerns with management will help to find a mutually acceptable solution for nearly every situation.

If an employee has a concern about discrimination and/or harassment, Rock County has special procedures to report and address those issues. The proper reporting procedures are set forth in the organization's Harassment Policy.

Employees are much more likely to resolve work-related concerns by speaking directly with co-workers or their supervisor rather than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism of the employer or fellow employees to a social media outlet the employee runs the risk of violating Rock County Ordinance Section 18.608

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Section: Human Resources
Policy: Family and Medical Leave Act
Policy No: 5.12
Effective: 1/1/2015
Revising: 1/1/2014

THE STATE AND FEDERAL FAMILY AND MEDICAL LEAVE ACTS

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

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

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

Initiating a request for FMLA: (moved from pages 3 and 4 to page 1)

A. Employee Responsibilities:

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

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

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

Call 877-GO2-FMLA (877-462-3652) or log onto www.fmlasource.com

- a) Your information will be verified by a specialist who will initiate the Family/Medical Leave process and answer any questions that you may have.

- b) The specialist will send you a letter confirming your request, your notification or rights under the FMLA and a medical certification form to be completed by your healthcare provider.

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

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

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

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

B. Manager / Supervisor Responsibilities:

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

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

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

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

The Wisconsin Family and Medical Leave Act

In accordance with the Wisconsin Family and Medical Leave Act, employees who have been employed by the County for fifty-two consecutive weeks and who have worked at least one thousand (1,000) hours during the preceding fifty-two (52) weeks may be eligible for unpaid, job-protected leave per the Wisconsin FMLA, as provided under this policy.

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

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

The Federal Family and Medical Leave Act

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

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

- (a) upon the birth of an employee's child;
- (b) upon the placement of a child for adoption or foster care with an employee
- (c) when an employee is needed to care for a spouse, child (restricted to children under age 18 unless incapable of self-care because of physical or mental disability), or parent who has a serious health condition; or
- (d) when an employee is unable to perform at least one of the essential functions of his or her position because of the employee's own serious health condition.
- (e) in situations of qualifying exigency to be with an employee's spouse, parent or child if said person is an active service member or called to active duty status in the National Guard or Reserves, so long as they are being deployed to a foreign country.
 - Short-notice deployment,
 - Military events and related activities,
 - Childcare and school activities,
 - Financial and legal arrangements,
 - Counseling,
 - Rest and recuperation,
 - Parental care
 - Post-deployment activities, and
 - Additional activities where the employer and employee agree to the leave
- (f) for the care of an injured service member if the service member is the employee's spouse, child, parent, or "next of kin". This type of FMLA can be elected once to be taken for up to 26 weeks in a 12-month period.

Combined Leave

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

FMLA husband and wife both County employees

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

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

Initiating a request for FMLA:

A. Manager / Supervisor Responsibilities:

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

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

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

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

B. Employee Responsibilities:

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

- Contact your Supervisor or other appropriate contact pursuant to your department absence reporting policies.
- Call 877-GO2-FMLA (877-462-3652) or log onto www.fmflasource.com
 - a) Your information will be verified by a specialist who will initiate the Family/Medical Leave process and answer any questions that you may have.
 - b) The specialist will send you a letter confirming your request, your notification or rights under the FMLA and a medical certification form to be completed by your healthcare provider.
- After submitting the medical certification form to your healthcare provider you should periodically verify if the paperwork was completed and faxed to FMLASource.
- You will receive an approval or denial letter from FMLASource after your claim has been processed:
 - a) If your intermittent leave request is approved you must contact your manager AND FMLASource to report FMLA hours used; otherwise your absence may not be protected under FMLA.
 - b) If your continuous leave request is approved you must contact your manager and FMLASource to report your return to work date and submit a Fitness for Duty form to Human Resources once you return.
 - c) If your leave request is denied please contact FMLASource with questions.
- An employee's failure to follow through on their FMLA responsibilities outlined in B above may result in discipline.

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

Definitions under the Wisconsin FMLA

1. A "Parent" is defined as a natural, foster or adoptive parent, stepparent, or legal guardian of an employee, an employee's spouse or domestic partner.
2. "Son" or "daughter" refers to a natural, adopted or foster child, stepchild, or a legal ward that is under the age of 18 or over 18 and unable to care for him/herself because of a serious health condition.
3. "Spouse" refers to a husband or wife as defined or recognized under Wisconsin state law.

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

Qualified Exigency:

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

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

Care for an Injured Service member:

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

Definitions for the purposes of leave under the federal FMLA:

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

involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; **or**

iv. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; **or**

v. **Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.**

4. For the care of an injured service member”, is defined as a service member who is “undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.”

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

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

6. “Disability” is defined for the purposes of this policy, is used as defined in the Company’s short term disability plan and is not used as defined by the Americans with Disabilities Act. (ADA)

7. “12 month period” is defined as a “rolling” 12-month period measured backwards from the date an employee uses any FMLA leave. This means that any time an employee takes FMLA leave, the leave remaining for that employee would be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months.

8. Healthcare Providers as defined by the Department of Labor are doctors of medicine or osteopathy licensed to practice in the state; podiatrists, dentists, clinical psychologists, optometrists, chiropractors (for manual manipulation of spine to correct subluxation demonstrated by X-ray), nurse practitioners, nurse-midwives, physician assistants and clinical social workers, if authorized to practice under state law; or Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; any health care provider from whom a certification of the existence of a serious health condition would be accepted; any health care provider listed above who is authorized to practice in a country outside of the U.S.

FMLA intermittent or reduced leave:

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

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

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

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

Light Duty

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

Use of paid leave for FMLA purposes:

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

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

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

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

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

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

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

Requirements for taking a FMLA leave of absence:

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

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

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

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

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

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

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

Returning from a leave of absence:

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

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

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

Maximum leave of absence and termination of employment:

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

Employment while out on leave:

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

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

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

Falsification of medical certification

Any false answers or statements knowingly made in connection with your application for FMLA will be sufficient grounds for disciplinary action up to and including discharge.



FMLASource®
 455 N. Cityfront Plaza Drive, 13th Floor
 Chicago, IL 60611-5322
 Phone: 877-GO2-FMLA
 Fax: 877-309-0218
www.FMLASource.com
 Attn: Rock County

Leave Request # 541187

11/23/2011

Janesville, WI 53546

Dear

As of 11/23/2011, we are notifying you of recent decisions on your request for FMLA / WI Family Medical Leave -- Parental leave to bond with your newborn, newly placed, or foster child. The following are the most recent decisions for your current leave request:

On Continuous Leave	Beginning on 12/9/11	Ending on 12/16/2011
Decision Approved	Decision Reason =	
Estimated frequency of absence: On a continuous basis		
FMLA / WI Family Medical Leave -- Parental		

With the approved time listed above we are anticipating the following amount of FMLA entitlement will be used: 51.00 hours

Wisconsin Family and Medical Leave Act (WIFMLA) requires covered employers to provide unpaid, job protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for more than 52 consecutive weeks and for 1,000 hours over the previous 12 months, and if there are at least 50 employees. When applicable, WIFMLA will run concurrently with FMLA.

Family Medical Leave (or FMLA) allows eligible, approved employees up to a total of 12 weeks of unpaid leave in a 1-year period for certain family and medical reasons. If your leave is approved, time missed for the reason listed above will count against this entitlement. If you do not return to work following an approved FMLA leave for a reason other than (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse your employer for their share of health insurance premiums paid on your behalf.

If, for any reason, your condition or status changes significantly while on FMLA / WI Family Medical Leave -- Parental leave, please notify FMLASource immediately (toll free) at 877-GO2-FMLA

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) 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 points 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.

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.

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)

For part-time employees with hire dates after May 1, 2002, the County shall pay a pro-rated share of the premium as follows:

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% and 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 260 hours during the calendar quarter, the employee will pay 50% 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.

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.

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Section: Human Resources

Policy: Inclement Weather/Facility

Closing

Policy No: 5.20

Effective: 1/1/2015

Revising: 11/12/2013

The County's policy is to maintain all work schedules without interruption regardless of inclement weather.

Inclement Weather:

The County's policy is to maintain all work schedules without interruption regardless of inclement weather, however if weather conditions make it impossible for an employee to come to work as scheduled the following provisions shall apply:

Coming to Work. Such absence will be charged to unused vacation, compensatory time, or absence without pay if the employee does not have any benefit time available. Flex time may be used at the discretion of the supervisor. Sick leave may not be used. Unused vacation will be used first if an employee does not designate other benefit time.

Leaving Work. If a department head allows his/her employees to leave work early due to weather conditions, such absences will be charged to unused vacation, compensatory time, or absence without pay if the employee does not have any benefit time available. Flex time may be used at the discretion of the supervisor. Sick leave may not be used. Unused vacation will be used first if an employee does not designate other benefit time.

Calculating Time. If absence because of weather is charged to unused vacation, increments of unused vacation will be in accordance with the Personnel Ordinance. Extra hours of work due to weather will be paid in accordance with the Personnel Ordinance or the HR Policies and Procedures.

Facility Closing:

Authorization to Close Building (s). Under the provisions of the Personnel Ordinance Section 18.1001 (1), the County Administrator may designate holidays in unusual circumstances with the approval of the County Board Chair and/or Vice Chair. Unusual circumstance might include very inclement weather that dictates closing non-essential facilities.

Employees designated as "essential to operations". Approximately 600 county employees in public safety departments, 24-hour operations, and support departments have been designated as "essential to operations" even if county facilities are closed due to inclement weather. Employees filling those positions are required to report to work if possible. If they are unable to report to work, the time off must be covered with benefit time-off such as vacation, floating holiday, comp time or absence without pay if the employee does not have any benefit time available. Under this circumstance, an absence will not count toward the department's disciplinary track. Sick leave may not be used.

Payment if Facilities are Closed. If the above authorization has been given to close work places because of weather conditions, employees who have not been designated as essential, and are not otherwise scheduled to be off, will be paid. Employees who are approved for scheduled time off (i.e. vacation, compensatory time, sick time, etc) shall be required to utilize the time off as scheduled, regardless of facility closure. Radio notice of authorized closings will be given when possible.

Understanding and Acceptance. Such unscheduled work variance because of weather will likely result in perceptions of unequal treatment in terms of work time. This is as regrettable as it is unavoidable. The public safety and general welfare of Rock County may require extra effort and unequal work times, which is the responsibility of County employees to accept.

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Section: Human Resources
Policy: Layoff procedure
Policy No: 5.24
Effective: 1/1/2015
Revising: 1/1/2013

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.)

Employees whose positions have been eliminated or 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, Juvenile Justice and Prevention Services, and Child Protective Services 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 thirty-three percent (33%) twenty-five percent (25%) of the least senior employees in another 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.
- L. Bi-lingual Exceptions. In the case of a lay off situation, where the employee to be laid off is in a position where being bi-lingual is a Bona Fide Occupational Qualification (BFOQ), a more senior employee may be laid off instead.

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Section: Human Resources

Policy: Step Progression

Policy No: 5.40

Effective: 1/01/2015

Revising: 1/01/2012

STEP PROGRESSIONS:

Step increases will be granted as per the individual pay grids for each unit, which are in the Appendixes of this document. 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.

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 PROGRESSION 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. 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 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)

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. 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: Uniform/Equipment allowance
Policy No: 5.45
Effective: 1/1/2015
Revising: 1/1/2014

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

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

(AFSCME 1258)

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

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

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

(AFSCME 1077)

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

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

(AFSCME 2489)

Sheriff Department Uniform Allowance. Each employee in this unit in the Rock County Sheriff's Department shall be granted a one time annual uniform allowance of \$245.00 and a laundry and dry cleaning expenses of \$95.00.

Uniform Allowance - Correctional Officers. The County shall grant a one time annual uniform allowance of \$310.00 and a laundry and dry cleaning allowance of \$175.00.

Uniform Allowance - 911 Center. The County shall grant an annual uniform allowance of \$200.00.

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

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

(YSC)

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

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Section: Human Resources
Policy: Union/Association Business
and Participation by Others
Policy No: 5.46
Effective: 1/01/2015
Revising: 1/1/2014

“Act 10”. The 2011 Wisconsin State Legislature passed Act 10 and the Governor signed it into law. It makes significant changes to the traditional union/labor organization relationship with municipal employers. On July 31, 2014 the Wisconsin Supreme Court ruled that the law was constitutional. Therefore, Rock County will comply with all of the provisions of Act 10.

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

Collective Bargaining and Meet and Confer Sessions. Duly elected Union or association officers shall be permitted to participate in collective bargaining sessions and meet and confer sessions, provided that if such bargaining sessions are conducted during the regular and normal schedule of daily working hours for such officer, or in the case of an officer who works a 2nd or 3rd shift, the County shall pay straight time wages for the time spent in such sessions to only two such officers from the bargaining unit.

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

In the case of AFSCME 1258 Human Resources will continue the practice of e-mailing updates of the seniority roster to the Union President every two weeks. All hours worked, including overtime hours, are to be included in seniority hours, except for benefit accrual purposes.

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

Union or Association Committee. Union or Association Committee means a committee of members of each local unit representing Rock County Employees of no more than three persons per unit.

Union or Association Conventions A member of the Union who is called upon to serve as a delegate of the Union or Association for conventions or conferences shall be granted leave without pay, but may elect to substitute vacation or compensatory time (holiday or overtime) for such conventions or conferences. Employees shall notify the Department Head two weeks prior

to the starting date of the leave. If substitutions of personnel or modification of the leave are required, the employee shall notify the Department Head as soon as possible.

~~Union or Association Representation. When an Employee chooses to exercise their Weingarten or Loudermill rights, or a Step, 1, 2, or 3 meeting is held during the normal work day and the employee requests a union representative, the Employer will pay for the Union representative's time.~~

~~Representation. When an Employee chooses to exercise their Weingarten or Loudermill rights, or a Step, 1, 2, or 3 meeting is held the employee could be represented by any of the following:~~

- ~~a) A business agent for a union or association~~
- ~~b) A union officer or steward for a union or association~~
- ~~c) Another employee who is not a supervisor or manager within Rock County. (In this case, the representative must receive prior approval from their supervisor to participate in this meeting)~~
- ~~d) A person who is not affiliated with Rock County or a labor organization.~~

~~Payment for Representation. If the meeting is held during the normal work day, and the representative is in category b or c above, the Employer will pay for the representative's time. Whenever an employee is acting as a representative they will be paid at straight time. This time will not be used to calculate overtime. The employer will not pay for the time of a representative in category a or d. Representatives will be limited to listening and advising the employee, but will not be allowed to speak in place of the employee.~~

Union or Association Officers. The Union or Association within 30 days of the election agrees to notify the Human Resource Director in writing of the names of the Officers and Stewards who have been selected to represent Employees in the Bargaining Unit. One Officer or Steward shall be permitted to investigate and process a grievance during working hours without loss of pay.

Authorized Officers conducting any of the above-specified activity away from their assigned worksite shall request a release from their appropriate Supervisor at least twenty-four hours in advance of such activity. The time limit shall be waived when the scheduling of said activity is subject to control of the County.

~~Deductions. If required by legislation or a Court of final jurisdiction, the County agrees to deduct the membership dues of the Union or Association from the salaries of any employees who execute the authorization form agreed upon by the Union or Association and the County. Said dues shall be deducted in twelve installments. Authorization once filed shall be irrevocable for a period of one year. Withheld amounts shall be forwarded to the designated Union or Association office within ten days following the actual withholding, together with a record of the amount and names of those for whom deductions have been made. Changes in dues amounts to be deducted shall be certified by the Association or union at least four weeks before the start of the pay period the change in deduction is to be effective. Based on Act 10 Rock County may not make fair share deductions or union dues deductions from compensation of general municipal employees.~~

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Section: Human Resources
Policy: Work Situations (Atypical)
Policy No: 5.52
Effective: 1/01/2015
Revising: 1/1/2014

Over the years Rock County has used some atypical work situations with employees and others. “Atypical” means something other than the normal “regular” full time or part time employment relationship where an employee occupies an FTE position that has been approved by the County Board either through the annual budgeting process or an amendment to the budget by the County Board during the term of the budget.

It is important to preserve as many of our hiring options as necessary as it continues to get more difficult (in terms of time and costs) to hire qualified candidates for positions. The more opportunities we have to make connections with people who will be good employees for us the more we can reduce the cost and time for recruitment. We should use some of these atypical situations to make sure that a person wants to work for us and we want them as a full time regular worker. These atypical types of appointments may also help us in our diversity recruitment efforts and should be used with that purpose in mind.

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

- Limited Term Employees (LTE) - (See Rock County Ordinance 18.1020.)
- Seasonal Employees - (See Rock County Ordinance 18.1043.)
- Interns - A student from a recognized educational institution. The intern is given the opportunity and benefit of the employer’s facilities for a specified period of time in order to observe what employees do and gain some practical experience for their course of study.
 - Paid interns. In these cases the students are treated as if they are a “seasonal” employee for compensation purposes. Some Departments have actually budgeted for a paid intern and the person has been identified as such in the ePersonality system. (IT, Planning and Development, and Finance all have paid interns on a regular basis.)
 - Unpaid interns. In this case the intern is not an employee of Rock County. Each intern will have a Rock County employee who is assigned to be their mentor. The internship experience is for the benefit of the intern. The intern does not displace regular employees. Rock County does not derive any immediate advantage from the activities of the intern. The intern is not entitled to a job at the conclusion of the internship.

- “Practicum” - A practicum is part of a course of study designed to give a student a certain number of hours of field experience which will enable the student to obtain a certain degree or advance in their profession by receiving an advanced or supplemental degree. A current Rock County employee may need to do a “practicum” in order to achieve an advanced or supplemental degree. Or a student who is not an employee of Rock County might ask to do a “practicum” with Rock County in order to get their field experience.

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

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

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

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

APPENDIX J
OTHER RATES
1/1/2015

SEASONAL RATES (increased by 1.5% 2015)	START	AFTER 1,000 HOURS	AFTER 4,000 HOURS
CLERICAL (Clerical, Accounting, Secretarial)	\$ 9.18 \$ 9.64	\$ 9.46 \$ 9.93	\$ 9.74 \$ 10.23
PARA-PROFESSIONAL (Para-professional positions)	\$12.00 \$12.60	\$12.36 \$12.98	\$12.73 \$13.37
PROFESSIONAL (Degreed positions)	\$15.00 \$15.75	\$15.45 \$16.22	\$15.91 \$16.70

Note: Current employees get credit for hours worked when establishing placement on the seasonal pay scales.

TEMPORARY EMPLOYEE RATES			
Temporary employees are paid at a step in the wage scale for the position they are temporarily occupying because, unlike seasonal, they have to meet all the requirements of the job.			

NON UNION POOL STAFF RATES	START	AFTER 1,000 HOURS	AFTER 5,200 HOURS
ROCK HAVEN POOL RNS	\$ 30.40	\$ 31.11	\$ 31.79
ROCK HAVEN NURSING SUPERVISORS	\$ 38.32	\$ 39.09	\$ 39.86
HSD POOL CRISIS WORKERS	\$ 19.29	\$ 19.73	\$ 20.16

YSC RELIEF STAFF RATES	START	AFTER 1,000 HOURS	AFTER 5,200 HOURS
YSC RELIEF STAFF	\$ 15.05	\$ 15.88	\$ 17.59
YSC RELIEF SUPERVISORS (INCREASED BY 1.5% 2015)	\$18.27 \$20.74	\$18.27 \$20.74	\$18.27 \$20.74

OTHERS (INCREASED BY 1.5% 2015)	START	AFTER 1,000 HOURS	AFTER 4,000 HOURS
SHERIFF'S CLERK AND CHILD SUPPORT CLERICAL WORKERS	\$9.18 \$9.64	\$9.46 \$ 9.93	\$9.74 \$10.23
SHERIFF'S OFFICE INVESTIGATIVE ASS'T.	\$15.00 \$15.75	\$15.45 \$16.22	\$15.91 \$16.70

MEDICAL EXAMINER STAFF**	START
ME Clerical Worker	\$9.64
Medical Examiner Pool Staff	\$ 23.76

**** Overtime for these positions will be paid after 40 hours per week. The hours used for overtime calculation will be actual hours paid.**

<p align="center">CORONER'S OFFICE*</p>	<p align="center">— PAID ON A PER CALL BASIS</p>
<p>DEPUTY CORONERS IN POOL STATUS</p>	<p>Scene Response ————— \$60.00</p> <p>Reportable Case by Phone \$60.00 (requires full report)</p> <p>No Jurisdiction Calls ————— \$15.00 — not meeting reportable criteria</p> <p>NOK Notification ————— \$15.00 (for other county)</p> <p>OPO Notification ————— \$15.00</p> <p>Cremation Photo/Permit — \$15.00</p> <p>Meeting/In-service ————— \$15.00/hr</p> <p>Autopsy attendance ————— \$15.00/hr</p>

*Set by the Rock County Board of Supervisors, January 1, 2008.

APPENDIX:

- A. Pay Grid for the Unilateral job classes
- B. Pay Grid for the job classes in the AFSCME Local 1077 unit
- C. Pay Grid for the job classes in the AFSCME Local 1258 unit
- D. Pay Grid for the job classes in the AFSCME Local 2489 unit
- E. Pay Grid for the job classes in the AFSCME Local 2489-Y unit
- F. AMHS HSD Pay Grid
- G. Pay Grid for the job classes in the AMHS RH unit
- H. Pay Grid for the job classes in the SEIU Public Health Nurses unit
- I. Pay Grid for the job classes in the Rock County Attorney's Association unit

(Note: We don't have any definite numbers yet for these pay grids since the 2015 Budget has not yet been adopted and we need to have discussions with the County Board Staff Committee and the County Board after that, and bargain with AMHS-HSD prior to making any changes.)