

CHAPTER 4
PERSONNEL POLICIES

PERSONNEL POLICY MANUAL

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PERSONNEL POLICY MANUAL

4.01 ADOPTION.

- (1) This chapter contains the provisions of a comprehensive Personnel Policy Manual designed to promote consistent personnel management throughout the County. The Manual has been developed for use by and with suggestions from committees, department heads, and supervisors. All departments and County Board Supervisors are encouraged to give input to Personnel Director when policies needing updating or possible revision are identified.
- (2) Nothing in these policies shall be construed as a written or implied contract of employment for any employee of the County. Monroe County reserves the right to make unilateral changes to policy terms without prior notice. This Manual supersedes and replaces all prior personnel policies, handbooks and procedures, whether written or established by past practice.
- (3) The policies set forth in the Manual cover all employees of the County, except as noted otherwise. These policies may be superseded by union contract. Departments may have supplemental policies in addition to those outlined in this Personnel Policy Manual.
- (4) Should any part of this Manual be ruled obsolete, the balance of the document will remain intact.
- (5) This Manual has been reviewed by the County Board and adopted as County policy by Resolution No.359-81, dated November 12, 1981. Effective January 4, 1982, the County accepted Personnel Administration Delegation of the Merit Principles of the Federal Merit System Standards as offered by the Department of Health and Social Services. On December 28, 2011, the County Board reviewed and approved a revision of this Manual. All revisions must be approved by the County Board. The Personnel Director shall notify all employees and the Monroe County Board of any substantive changes to this Policy Manual.

EQUAL OPPORTUNITY

4.05 DECLARATION. Monroe County has always been an equal opportunity employer. In accordance with state law and the guidelines of the Equal Employment Opportunity Commission, qualified individuals are employed regardless of age, sex, race, creed, color, national origin, ancestry, disability, marital status, sexual orientation, arrest record, conviction record, products off the employer's premises during nonworking hours, veterans status or membership in National Guard or any other reserve component of the military forces, and any other legally-protected class status, except where these factors constitute a bona-fide occupational qualification. The County has undertaken federally funded programs which have sought to eliminate any barrier to either employment or promotion, especially for minority group members and women. It has also undertaken affirmative action to widen its recruiting advertising program to insure all individuals equal knowledge of and access to County job opportunities. A separate Affirmative Action/Equal Employment Opportunity Plan is maintained by Monroe County through the Personnel Department. <11/86> Further, the Monroe County Personnel Director serves as the Americans with Disabilities Act (ADA) Compliance Officer, overseeing the July 1990 legislation, and subsequent amendments, designed to extend civil rights protection in Employment, Government Services, Public Transportation, Public Accommodations, and Telecommunications to persons with disabilities. <1/94>

4.06 COLLECTIVE BARGAINING AGREEMENTS. This Manual applies to employees not covered by collective bargaining agreements and to employees so covered when specific contracts do not apply to the contrary.

4.07 SCOPE. This Manual shall serve as a guide to administer a County system of selection and status for all employees, unless expressly excluded. <6/93> The County Administrator, County Board Chair, Personnel Director, and the Administration and Personnel Committee shall be responsible for the administration and enforcement of this Manual. Exceptions are: <12/99>

- (1) Members of the County Board of Supervisors.
- (2) Elected officials. The offices of County Clerk, Clerk of Court, County Treasurer and Register of Deeds have one appointed deputy. The Register in Probate and Judicial Assistants shall be appointed by the Circuit Court Judges. Appointed deputies are excluded from the recruitment process of this manual.
- (3) Members of boards, commissions, committees and judges.
- (4) Individuals employed to conduct temporary and special inquiry, investigation or examination on behalf of the County Board or committee thereof.
- (5) Limited term, casual, and on-call employees. <6/93>

In addition, the Administration and Personnel Committee may authorize exceptions to Personnel Policy based upon the circumstances of the exception requests. <2/03>

EMPLOYMENT PLAN

4.10 POSITION VACANCIES.

- (1) All position vacancies must be approved prior to filling the position by the County Administrator. <5/10> Backfilling of positions must be approved by the County Administrator, and there is an exception to the vacancy review process for positions that must be filled due to statutory or regulatory requirements. <6/10> Further exceptions include Rolling Hills nursing and dietary positions, and any other approved positions that have been filled for less than 90 days <10/10>.
- (2) When the County determines that a vacancy or new position shall be filled, position vacancies may be filled by promotion, transfer, demotion, or new hire. It shall be policy to promote career advancement opportunities while filling positions with the best qualified employees. It is not necessary to recruit outside applicants for vacant positions when the position is filled by promotion or transfer.<10/86><05/19>
- (3) If the vacant position is one covered by union contract, it shall be posted pursuant to the union contract. Union employees may apply according to their respective contracts.

4.11 OUTSIDE RECRUITMENT.

- (1) NOTICE OF VACANCY. When a vacancy has been approved for filling, the department head shall notify the Personnel Department of the position, title, salary, grade, job description, and the date the position is to be filled.
- (2) FULL-TIME & PART-TIME VACANCY. The department head shall approve a copy of the ad as present by the Personnel Department prior to publication and open posting. All full-time vacancies may be advertised in the local papers at the discretion of the Personnel Department to assure that the general public is aware of the opportunity for employment. The vacancy shall also be posted in at least the following places:

Rolling Hills Nursing Home 14345 Co Hwy B, Sparta
Personnel Department 124 North Court St, Sparta
Personnel Department's Website and Social Media Platforms
County wide email announcement to all staff
Job Center of Wisconsin online

<12/98><12/99><05/19>

- (a) All applications for employment shall be made on forms prescribed by the Personnel Director. Application forms are available in the Personnel Department and on the Personnel Department's webpage. <05/19>
- (b) Applications shall only be accepted for positions currently posted as vacant. All applicants shall file completed application forms in the Personnel Department or the application shall be rejected. Following the deadline date, applications for the vacant position shall be

screened by the Personnel Department prior to review by the department head or designated staff member. <05/19>

- (c) The Personnel Director may require proof of application statements and may reject any application if the applicant:
 - 1. Does not meet the minimum qualifications established for the position.
 - 2. Deliberately falsifies the application.
 - 3. Has been convicted of a crime which renders the applicant unsuitable for the immediate position the County is attempting to fill.
 - 4. Is not within legal age limits prescribed for the position or for County employment.
 - 5. Has established an unsatisfactory employment record which demonstrates unsuitability for the position.
- (d) When an application is rejected the candidate will be notified of the rejection promptly. <05/19>

(3) EXCEPTION TO THE OPEN RECRUITMENT POLICY.

- (a) Limited Term Employee. An LTE position is for a temporary period of three months or less and no more than a maximum of six consecutive months. In all instances, the rate paid to an individual in an LTE position shall be approved by the Personnel Director. A completed County application form must be forwarded to the Personnel Department before employment begins. An LTE is not entitled to benefits. An LTE is used to fill an immediate vacancy or need in a department; therefore, the County Administrator may choose to temporarily bypass the recruitment process. <6/93> At the end of the three month period, should the need for the position still exist, a review of the position shall be made by the Personnel Director and the County Administrator. An extension of three months, creating a total of not more than six months, may be approved by the County Administrator. At the end of any three month period, a New Position Analysis form may be instituted. An LTE may not be placed in a regular position unless placement follows the recruitment policies. Should an LTE be successful in gaining a regular position, no credit is given for time worked or any benefits from the time worked in the LTE position. <05/19>
- (b) Appointees. Elected officials shall fill their authorized appointee positions (see EQUAL OPPORTUNITY subchapter) pursuant to Wisconsin Statutes. <6/03>
- (c) University of Wisconsin Extension Agents. Extension Agent positions shall be filled in accordance with §59.87(3) of Wisconsin Statutes.
- (d) Certain Aging and Disability Resource Center (ADRC) Positions. Employees working in an on-call capacity shall be recruited and placed in positions by the ADRC Manager, after consultation with the Personnel Director. <05/19>

- (e) Certain Dispatch Positions. On-call employees with the required training may comprise an eligibility list for Dispatcher positions. When a vacancy occurs, upon mutual agreement between the department head and the Personnel Director that a sufficient number of on-call employees are qualified and available, oral examinations shall be conducted with those individuals. Should there be an insufficient number of qualified on-call employees to allow for a reasonable choice to be made, or should there be no candidate acceptable after oral examinations, the recruitment process shall be initiated.
<5/89><05/19>
- (f) Certain Patrol Officer Positions. On-call employees with the required training may comprise an eligibility list for Patrol Officer positions. When a vacancy occurs, the proper posting will be made in accordance with the bargaining contract language and once that is completed and if the vacancy still remains, upon mutual agreement between the department head and the Personnel Director that a sufficient number of on-call employees are qualified and available, oral examinations shall be conducted with those individuals. Should there be an insufficient number of qualified on-call employees to allow for reasonable choice to be made, or should there be no candidate successful after oral examinations, the recruitment process shall be initiated. <05/19>
- (g) Rolling Hills Student Dietary Personnel. A completed County application must be forwarded to the Personnel Department before employment begins. Hours may be full or part-time. Students are not eligible for benefits and shall be compensated at the rate approved by the Personnel Director. Documentation of active student status is required prior to employment, and may be required periodically during the course of employment.
<5/89><2/95><05/19>

4.12 SELECTION.

- (1) **SCREENING.** Screening criteria shall be developed by the department head and/or the County Administrator in conjunction with the Personnel Director. Screening of applicants shall be on the basis of County operational needs and individual qualifications as outlined in the position description. An additional sheet requesting specific information directly relating to the position being filled may be added to the application form to aid in the screening process.
- (2) **TESTING.**
 - (a) Any examination or test of skills and competencies shall be developed by the department head and Personnel Director and shall be as directly related as possible to the requirements of the position for which the test is administered. It is the responsibility of the department head or supervisor to demonstrate that any test is valid as a measure of prerequisite job requirements. Any testing to be done shall be coordinated through the Personnel Department. Copies of all tests shall be submitted to the Personnel Director prior to the test date.
 - (b) Oral examinations shall be treated in the same manner as a written test. Questions shall be prepared by the department head and the Personnel Director. The most qualified applicants

will appear for examination. In all instances, Personnel Department staff will coordinate and monitor the process. Oral examinations shall be carried out in accordance with the Affirmative Action Plan and federal regulations which require complete documentation of references, notes, appraisals and any other information used. This information shall be filed in the Personnel Department.

- (c) The department head or Personnel Department shall make the appointment to positions from among the applicants submitted by the Personnel Department after the screening process is completed. If a department head is being appointed, the County Administrator shall make the appointment pursuant to WI Stats 59.18. Department heads shall advise the Personnel Department of the current appointment panel(s) and subsequent changes thereto. In all instances, Personnel Department staff will coordinate and monitor the process. If no appointment is made from those applicants submitted, the department head shall justify to the Personnel Director why each candidate was found unsuitable. Such justification shall be acceptable to the Personnel Director before additional applicants are submitted. <6/93><05/19>
 - (d) If a current Monroe County employee is selected as the successful candidate for a vacancy within the same or different department following recruitment and oral examinations, policy 4.23 CHANGES IN CLASSIFICATION shall apply. <7/96><12/97>
- (3) SECURITY. Formal selection materials shall be known only to the Personnel Department, County Administrator and to other individuals designated by the Personnel Director or County Administrator. Every precaution shall be exercised by all persons participating in the development and maintenance of materials to insure the highest level of integrity and security. <05/19>

4.13 ELIGIBILITY LISTS.

- (1) ESTABLISHMENT OF LISTS. After completion of the selection process, qualified candidates shall be placed on an eligibility list in rank order or as a pool for reconsideration.
- (2) DURATION. The duration of eligibility lists shall be for six months or until the list is exhausted, whichever comes first. The duration may be extended beyond six months if the Personnel Director determines that candidates remaining on the list are still available for appointment.
- (3) REMOVAL FROM ELIGIBILITY LISTS. The Personnel Department may remove candidates from an eligibility list if the candidate: <05/19>
 - (a) Receives an appointment to a regular position in the same or higher pay grade. <12/98>
 - (b) Files a written statement indicating unwillingness to accept appointment.
 - (c) Declines an offer of employment under conditions previously indicated by the candidate as acceptable.
 - (d) Fails to respond within a specific time period to any official documented inquiry regarding relative availability. <05/19>

- (e) Fails to report for an interview or for duty at the time specified by the Personnel Department or department head. <05/19>
 - (f) Is disqualified for employment under County policies or state or federal laws.
 - (g) Is rejected for a reason in 4.11(2)(c).
- (4) **CERTIFICATION AND APPOINTMENT FROM ELIGIBILITY LISTS.** Whenever a vacancy in County service is to be filled, and an eligibility list exists for the position, the department head shall confer with the Personnel Director to determine eligibility of candidates. If no eligibility list exists, the recruitment process shall be initiated. <6/93>

4.14 NOTIFICATION.

- (1) Candidates not selected shall be notified by the Personnel Department that they are no longer under consideration for the recruitment once the screening process is completed. <05/19>
- (2) The Personnel Department shall notify the proper departments in order to authorize access and set up for any new employee. <05/19>

4.15 INDUCTION AND ORIENTATION. New employees shall report to the Personnel Department for orientation and payroll processing. Once completed the Personnel Department will direct the new employee to their department. It is the responsibility of the department head or manager to introduce the new employee to fellow employees, to explain the various facets of the department, including regulations, policies and procedures of the department and the County. A new employee orientation checklist form is available from the Personnel Department. <05/19>

4.16 NEPOTISM.

- (1) **HIRING OF RELATIVES.** It is the policy of the County to hire the best qualified individuals available for all position vacancies. However, it is necessary that judgment be used in placing employees who are closely related within the same department.
- (2) **RELATIONSHIP TO PRESENT EMPLOYEES.**
 - (a) For purposes of interpretation of this policy, a relative is considered one of the following: husband, wife, father, mother, grandparent, grandchild, father-in-law, mother-in-law, grandparent-in-law, son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, first cousin. <12/99>
 - (b) An applicant for a position with the County shall be required to state on the application form if the applicant has any relative employed by the County and what the relationship is. If the relative is in an administrative and/or supervisory capacity in the department with the vacancy, the applicant shall not be considered. If the applicant falsifies relationship to a present employee, the applicant/new employee shall be subject to termination.

- (c) Present employees who become married to other present employees are permitted to continue employment. Should one of them leave the employment of the County, the County shall not rehire that individual while the other is employed by the County in an administrative and/or supervisory capacity in the affected department only.

4.17 RETIREMENT.

- (1) Retiring employees must provide written notice as outlined in 4.61(1). There is no mandatory upper limit on retirement age.
- (2) Those employees drawing a monthly annuity from the Wisconsin Retirement Fund may be allowed to work within any limitations certified by the Wisconsin Retirement Fund.

4.18 DEFINITION OF EMPLOYEE STATUS.

- (1) **REGULAR FULL-TIME.** An employee who fills a full-time position (40 hours per week) is designated regular full-time. These employees are eligible for benefits following County policy.
- (2) **REGULAR PART-TIME.** An employee who fills a part-time position (less than 40 hours per week) is designated regular part-time. These employees are eligible for benefits following County policy.
- (3) **LIMITED TERM EMPLOYEE (LTE).** An employee who fills a vacancy for a temporary period of three months or less and no more than a maximum of six consecutive months is designated an LTE. These employees are not eligible for benefits. (See 4.11(4)(a) for further restrictions and qualifications.)
- (4) **SEASONAL OR PROJECT.** An employee whose service is intended to be of limited duration, such as during the summer months, or for a period of time not to exceed a year, to complete a project, is designated seasonal or project. Hours may be full or part-time. Seasonal or project employees are not eligible for benefits and all rules applying to LTE (4.11(4)(a)) shall apply.
- (5) **CASUAL OR ON-CALL.** An individual whose service is not regularly scheduled, but who fills in on an "as needed" basis for regular employees, is designated casual or on-call. Casual or on-call employees are not eligible for benefits. A casual or on-call employee shall not be placed in a regular position unless placement follows the recruitment policy. Should a casual or on-call employee be successful in gaining a regular position, no credit shall be given for time worked or for any benefits for the time worked on a casual or on-call basis. <6/93> Casual or on-call employment shall require prior approval from the Monroe County Administrator, and all rules applying to LTE (4.11(4)(a)) shall apply. <8/10><9/13>
- (6) **CONTRACTED SERVICES.** Following approval by the County Administrator, the department head is responsible for informing the Personnel Director of any personnel to be hired by contract. Prior to offering the contract to an independent contractor, the contract shall be approved by the Corporation Counsel and will include certification of adequate liability insurance coverage. <7/95> The contract amount shall be approved by the County Administrator, unless a resolution provides otherwise. Any individual must provide proof of independent contractor status and provide required

documentation to the Finance Dept. There are no benefits available to those under contracted services. The department head shall furnish the Personnel Department with the names of those working under contract upon request. <6/93><05/19>

(7) FAIR LABOR STANDARDS ACT CATEGORIES. Employees shall be categorized as required by the Fair Labor Standards Act in one of the following categories:

- (a) Non-exempt
- (b) Exempt - Executive
- (c) Exempt – Administrative
- (d) Exempt - Professional
- (e) Exempt - Elected/Appointed
- (f) Exempt – Computer Employee

<05/19>

Each position must meet specific criteria to qualify for placement in a category. The Personnel Department shall make determination of status using the required criteria based on information supplied by the department head.

CLASSIFICATION PLAN

4.20 INTRODUCTION. Many of the positions in the County are similar to one another. Similar County positions, those which require similar duties, responsibilities and qualifications, are placed in the same salary grade. Due to the services provided by varying County departments, it is necessary to use the weighted factor score (discussed below) to place positions in the appropriate salary grade. Salary grade shall not be changed merely because an employee has greater ability than the position requires. This shall, however, permit an employee to apply for a higher level position that requires more of the qualifications possessed.

4.21 POSITION CLASSIFICATION.

- (1) The classification plan governing County employees provides for:
 - (a) The establishment of fair pay differentials between groups with similar weighted factor scores which reflect differences in the positions as described in sections 4.25-4.27.
 - (b) Equality of rate of pay among various employing departments for similar work performed.
 - (c) Standardized and accurate position descriptions which are maintained by the Personnel Department are used for employee selection. <1/00>
- (2) A listing of the approved positions is available in the Personnel Department.

4.22 RULES FOR ADMINISTRATION OF CLASSIFICATION PLAN.

- (1) **POSITION CREATION OR MODIFICATION.** New position requests, or additional hours for current positions, shall be submitted as part of the annual budget cycle. Absent any extenuating circumstances the procedure to complete this process is as follows:
 1. **Department Discussion with Personnel.** Department Head must meet with the Personnel Director and complete the New Position Analysis (MC-5) form. During this step the department head must also gather the accurate cost information from the Finance Director. The New Position Analysis form must have a detailed job description attached with it in the county's current/proper format and associated accurate information.
 2. **Department Discussion with County Administrator.** Department Head must meet with the County Administrator and present the New Position Analysis form along with the job description. The County Administrator will then approve or deny the request.
 3. **Draft Resolution with Personnel & Corporation Counsel.** Once approved by the County Administrator the Department Head shall work with the Personnel Department to draft a resolution to submit to the Corporation Counsel. This must be submitted to the Corporation Counsel at least two weeks prior to the Committee of Jurisdictions scheduled May meeting.
 4. **Department Approval from Committee of Jurisdiction.** With the Corporation

Counsel approved resolution the new position request will move to the May Committee of Jurisdictions meeting for discussion of need or approval. If approved this will proceed to the next step, which is the Administrative & Personnel Committee.

5. **Department Approval from Administration & Personnel Committee.** If all steps have been approved up through the Committee of Jurisdiction the request for discussion/action will be placed on the Administrative & Personnel Committee's agenda, no later than the scheduled June meeting. If approved this resolution will be passed to the next step, the Finance Committee for action on the Fiscal Note of the resolution.
 6. **Department Approval from Finance Committee.** The Finance Committee will meet to approve all new position requests fiscal notes to verify accuracy in the information no later than the scheduled June meeting. Once approved the resolutions and new positions analysis information will be forwarded to the full County Board for the June scheduled meeting.
 7. **Department Approval from County Board.** All new position requests and resolutions will be voted on during the scheduled June meeting. In order for a resolution to be addressed the department head or department representative for each request MUST be present for their resolution to be voted on.
 8. **Appeal Process** – If at any point prior to the Administration & Personnel Committee a new position request is denied, an appeal can be made to the Administration & Personnel Committee no later than the May scheduled meeting. For any appeal the New Position Analysis form, job description and resolution would still be required for the committee to take action on the request. <8/19>
- (2) County Board authorization for a position shall expire if the position remains vacant for one calendar year. <1/00> The Administration and Personnel Committee may grant an extension for extenuating circumstances through an appeal by the department head. <2/10>
 - (3) To ensure appropriate classification and wages, the County periodically reviews positions and conducts job audits at the request of the department head. If the duties and responsibilities substantially exceed those specified for the position, or if the job has substantially changed due to increased departmental demands which place increased responsibility on the position, it is possible to seek a position reclassification. Note: "More of the same" is not the basis for reclassification, but rather new work of a higher level shall be demonstrated before the Personnel Director shall consider reclassification request. Due to varying circumstances involved in position reclassification, the department head shall meet with Personnel Director prior to the initiation of any review involving a reclassification. This effort should help avoid any misunderstanding during the reclassification process. The review results shall be submitted to the County Administrator, who makes the final determination concerning reclassification requests.
 - (4) Conversely, some positions are reduced in level of classification to reflect reduction in duties or responsibilities. Downgrading of positions shall follow the same procedure outlined in 4.22(3) above.
 - (5) For each position, a range of salary is established which reflects differences in the weighted factor score, as described in 4.25-4.27.

4.23 CHANGES IN CLASSIFICATION.

- (1) **PROMOTION.** Promotion is the movement of an employee from one position to another having a higher salary grade. When an employee is promoted to a position in a higher salary grade, the employee shall serve a three month trial period, or a longer period with concurrence of the department head and Personnel Director. <12/98> Salary shall be adjusted from the first date of promotion to a rate in the higher salary grade that grants the employee an increase in total salary for the year from the date of promotion above the total annual salary for the same period had the employee not received the promotion. <12/95><12/99> Due to varying circumstances involved with promotions, the department heads shall meet with the Personnel Director prior to the initiation of any personnel action involving a promotion. This effort should help avoid any misunderstanding which may occur when promotions are under consideration. All promotions shall be approved by the County Administrator.

- (2) **TRANSFER.**
 - (a) Transfer is the movement of an employee from one position to another in the same or different department having the same salary grade. There shall be no change in the salary rate of an employee who is transferred. The request shall be submitted to the County Administrator for action provided both department heads and Personnel Director approve the transfer. Should there be disagreement, the employee may apply through the open recruitment process, if the position is to be filled in that manner.

 - (b) Whenever an employee transfers from one department to another, any accumulated vacation and sick leave benefits are carried to the new department.

- (3) **DEMOTION.** Demotion is the movement of an employee from one position to another having a lower salary grade in the same or different department. When an employee is demoted to a position in a lower salary grade, pay may be adjusted by the Personnel Director to a rate within the new salary grade. If the new rate is established below the salary grade maximum, see 4.27(1)(b). An employee may request a voluntary demotion in the same manner as a transfer should there be a vacancy in a lower salary grade position for which the employee is qualified.

- (4) **RECLASSIFICATION.**
 - (a) See 4.22(3) and (4).

 - (b) The salary for a reclassified position shall be adjusted to a rate in the higher salary grade that grants the employee an increase in total salary for the year from the date of reclassification above the total annual salary for the same period had the position not been reclassified. <12/95> Future potential salary adjustments shall be dependent upon satisfactory performance evaluations.

(5) LAYOFF.

- (a) The County retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment.
- (b) The needs of the Employer shall be the prime consideration used in the Employer's determination of which employees shall be laid off. The rehiring of employees that have been laid off shall be determined by the Employer based on its need for the most qualified person to perform the available work. Laid off employees may have some recall benefits. A combination of qualifications and county needs should help determine who may be recalled. Laid off employees shall be kept on recall status for one year.

COMPENSATION PLAN

4.25 INTRODUCTION.

- (1) The compensation plan shall include the schedule of salary grades each consisting of a salary range for each grade. The objective of this plan is to provide an appropriate salary structure to recruit and retain an adequate number of competent employees.
- (2) The Administration and Personnel Committee shall be responsible for the development and administration of the Compensation Plan through periodic reviews and comparative studies of pertinent factors affecting levels of salary. When appropriate, the Personnel Director shall recommend necessary changes to the County Administrator and the Administration and Personnel Committee which shall become effective upon approval of the County Board.
- (3) The Compensation Plan shall be based on the principle of equal pay for equal work. Placement in salary grades shall be determined by factors that may include, but are not limited to, education and experience required, scope of supervisory responsibility, knowledge and discretion, customer and client service orientation, occupational skills, exposure to risks and hazards, and physical effort involved.<12/00> These weighted factors provide a score for positions which determines placement in a salary grade.

4.26 FORMAT OF COMPENSATION PLAN.

- (1) **SALARY GRADES.** Salary grades shall be established providing fair pay differentials between groups with similar weighted factor scores.
- (2) **RANGES.** Each grade shall have a salary range where the market rate for the position is at 100 percent which is the midpoint, 80 percent is the minimum for the grade, and 120 percent is the maximum for the grade. Wage adjustments shall normally be attained in 12 month intervals providing the employee receives a satisfactory performance review.

4.27 RULES FOR ADMINISTRATION OF THE COMPENSATION PLAN.

- (1) **AUTHORIZED SALARY GRADES SHALL BE INTERPRETED AND APPLIED AS FOLLOWS.**
 - (a) **Initial Employment.** The hire rate shall be the entrance rate payable to any employee upon appointment to a position. If recruitment difficulties exist, or if a potential appointee possesses unusual qualifications directly related to the requirements of the position, the Personnel Department may authorize appointment up to 88 percent in the grade. If hiring difficulties still exist after the initial recruitment due to hiring salary range (80-88%), an appeal may be made to the County Administrator for further consideration which may include approval of a higher rate up to the 100 percent midpoint of the grade or the approval of increased benefit levels on a case-by-case basis.<10/00> In rare recruiting circumstances the County Administrator may exceed the midpoint of the salary range with the recommendation of the Personnel Director. New employees may receive salary

adjustments in coordination with the performance evaluation process.

- (b) Promotion or Demotion. If an employee is promoted or demoted and the new salary rate is the range minimum, the employee will remain at that rate until the next performance evaluation at which time the rate may be adjusted.
 - (c) Part-time Employment. Unless indicated otherwise, all rates prescribed in the salary grades are the rates authorized for full-time employment. Part-time employees are paid the hire rate which is equivalent to or compatible with the hire rate established for similar full-time positions. Subsequent adjustments shall be in accordance with the performance evaluation process.
 - (d) Compensation During Temporary Assignment. An employee who is temporarily assigned to a position in a higher salary grade than the employee's current rate for a period of sixty days or more, shall be paid at the rate in the higher grade which gives the employee an increase for the period worked in the temporary assignment. An employee who is temporarily assigned to a position with a lower salary grade, for any period, shall not receive a reduction in salary. No temporary assignment shall exceed six months. In any instance, the salary rate during temporary assignment shall be handled on a case-by-case basis between the department head and the Personnel Director with approval of the County Administrator. The department head is responsible for reporting any temporary assignments to the appropriate committee and the Personnel Director is responsible for reporting any temporary wage rate changes to the Administration and Personnel Committee.
- (2) **PAY FOR PERFORMANCE**. The Monroe County pay for performance compensation system is designed to link employee work performance to the strategic plan and mission of Monroe County, as well as motivate employees to develop and contribute to the maximum of their ability by compensating those employees based on job performance.
- (a) **OUTCOMES**. The County's pay for performance compensation system will produce the following outcomes:
 1. Aligns pay and performance with the County's mission, strategic plan, values, leadership and culture.
 2. Differentiates among performers in evaluation and recognizes varying levels of performance through variations in compensation.
 3. Directs the focus on outcomes and results that benefit the public, and strengthens public confidence that the County will listen, adapt, and produce results.
 4. Maintains the County's competitive position in the labor market in order to attract and retain the best talent possible.
 5. Provides incentives for continuous performance improvement and high achievement.
 - (b) **STANDARDS**. The County's pay for performance compensation system has the following standards:
 1. The pay for performance compensation policy will be understood and accepted by employees.
 2. All departments are responsible for establishing operational goals for each of its units and employees that are specific, measurable, attainable, realistic and timely.

3. All employees will be evaluated in an appropriate category for his/her position as outlined by a standard set of core competencies.
4. All departments will be expected to engage in continuous measurement, assessment, coaching and feedback.
5. All departments will use the official evaluation format provided by the Personnel Department for all evaluations to include introductory period and annual reviews.
6. All employees' annual performance evaluations shall be reviewed by the Department Head prior to submission to the Personnel Department.
7. The Personnel Director shall review the effectiveness of the County's performance evaluation system upon which pay for performance is based and, in consultation with the County Administrator, make revisions to the program as necessary to encourage employee performance that strives to attain the mission and goals of the County.

(c) FUNDING. Each fiscal year the County Administrator shall recommend an appropriate funding level to be available for pay for performance wage adjustments through the budget process. The County Administrator will take into account the County's overall financial state in establishing a budget for pay for performance which is part of the overall budget submitted to the County Board of Supervisors.

(d) SCOPE. The pay for performance compensation system applies to all regular full-time and part-time employees whose pay is not subject to some other pay system, contract or agreement. Exceptions to the pay for performance compensation system include elected officials, union employees, and temporary, on-call and casual call employees. Eligible employees may be considered for pay for performance adjustments only once in each fiscal year. Employees at the maximum of their pay grade are not eligible to be considered for pay for performance adjustments, but the County Administrator may grant an exception for extenuating circumstances.

(3) COMPENSATION RATES FOR POSITIONS. The compensation rate for each position uses the following terms and figures.

- (a) Hourly rate = straight time rate (ST).
- (b) Pay period rate = 80 hours x ST.
- (c) Monthly rate = annual rate divided by 12 or 173 hours x ST.
- (d) Annual rate = 2080 hours x ST.

(4) ESTABLISHMENT AND MAINTENANCE OF COMPENSATION RATES.

- (a) Hourly and annual rates are to be established or maintained according to established procedure on file in the Personnel Department.
- (b) The compensation plan will be updated on a periodic basis so that rates remain current and competitive.

(5) OVERTIME/COMPENSATORY TIME.

(a) Exempt employees (see 4.18(7)) shall be compensated as follows:

1. Overtime shall be allowed for necessary work in excess of 40 hours worked in a work week, excluding paid time off, with prior approval of the employee's department head or designee. Paid time off shall not be counted as hours worked. For an hour of overtime, the employee is entitled to an hour of compensatory time. Compensatory time may be accumulated to a maximum of forty hours.<9/90> No excess time less than one-half hour segments thereof (rounded to the nearest one-half hour) in any day shall be considered.
2. Compensatory time may be used with prior approval of the employee's department head or designee. The use of compensatory time shall not conflict with the needs of the department. It is expected that compensatory time be used on an ongoing basis as work loads permit. Compensatory time may be used in segments of one-half hour or increments of same.
3. Exceptions must be approved by the County Administrator.
4. Accumulated time, when an employee is assigned to regular shifts to fill in for other employees, such as Registered Nurses, will not be included in the forty hour maximum accumulation. Full-time Registered Nurses overtime hours will be compensated at the rate of one and one-half times the regular rate of pay when filling in for shifts as assigned. <6/89>
5. The Highway Patrol Superintendent and Highway Supervisor will be compensated at the straight hourly pay rate with one hour for each hour of emergency comp time acquired on weekends and holidays per Resolution 89-84, November 8, 1989.
6. Each department head is responsible for maintaining permanent records showing accumulation of, reasons for, and use of compensatory time by department staff. Forms for this purpose are available in the Personnel Office. Increments of time should be rounded to the nearest one-half hour. Compensatory time records will be submitted to the Personnel Office on a semi-annual basis, on April 15 for the period October 1 through March 31 and on October 15 for the period April 1 through September 30. <5/90>
7. As stated in 4.27(5)(a)(1), compensatory time accrual/usage must be approved by the employee's department head or designee; in addition, compensatory time accrual/usage by a department head must be approved on a monthly basis by the County Administrator. <5/90>
8. Under no circumstances shall employees be permitted to use compensatory time prior to actually earning the time.
9. In all instances, use of compensatory time shall count as time worked.

10. An exempt employee's salary may be reduced for partial day absences for personal reasons or because of illness or injuries when accrued leave is not used by the employee because the employee's accrued leave has been exhausted or the employee chooses to use leave without pay while on state FMLA leave.

This policy is established pursuant to principles of public accountability and complies with the requirements of 29 C.F.R. §541.710.

- (b) Non-exempt employees [see 4.18(7)] shall be compensated as follows:

1. Overtime shall be allowed for necessary work in excess of 40 hours worked in a work week, excluding paid time off, with prior approval of the employee's department head or designee. Paid time off shall not count as hours worked. Hours eligible for overtime compensation are any hours worked over forty in a seven day work week (for Sheriff Department officers any hours over 86 in a 14 day work period). These hours must be compensated at time and one-half the regular rate of pay.
2. Employees may be assigned work in excess of eight hours per day without being compensated at time and one-half, if corresponding adjustments are made in the weekly work schedule, providing that the total hours worked do not exceed forty in one week.

- (c) Employees covered by a collective bargaining agreement shall be governed by contractual language relative to overtime and/or compensatory time.

(6) PAYROLL TIME SHEETS.

- (a) There shall be 26 two week pay periods annually. Employees shall be paid every other Friday (effective July 5, 2019) after a holdback not exceeding two weeks. <5/19>
- (b) Time sheets shall be submitted in the prescribed format to the Finance Department by noon of the Monday following each two week period. Each department head is responsible for the accuracy of the information contained on time sheets.
- (c) Pay checks shall be direct deposit with pay stubs distributed to employees on the Friday (effective July 5, 2019) following a Monday submission of time sheets. If a pay day falls on a holiday, pay checks will be issued the day before the holiday. <1/95><1/98><5/19>

- (7) ROLLING HILLS REGISTERED NURSE SUPERVISORY PAYMENT. The hire rate for Nursing Supervisor shall be paid to a Registered Nurse assigned a full eight hour shift as a Supervising Nurse, providing the nurse does all supervisory duties normally associated with the supervisory position.

- (8) UNIVERSITY OF WISCONSIN EXTENSION AGENTS. Monroe County and the University of

Wisconsin-Extension have entered into a "133" contract assuring the equity in the 40/60 salary and benefits arrangement. Monroe County may decide on an annual basis to continue or discontinue the "133" contract. <Resolution 62-90, November 14, 1990>.

- (9) SHERIFF DEPARTMENT LIEUTENANTS. Lieutenants shall receive the established uniform allowance; and emergency comp time payout as provided for certain Highway Department administrative employees. <Resolution 147-91, August 7, 1991>
- (10) ON-CALL AVAILABILITY. Departments that require on-call availability (e.g., Human Services, Maintenance, Information Technology) a coverage and compensation plan specific to the department's needs, with approval of the County Administrator prior to implementation.

BENEFITS

4.30 HOLIDAYS.

(1) **AUTHORIZED HOLIDAYS.**

- (a) The following holidays are authorized: New Year's Day, Friday before Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday following Thanksgiving Day, Christmas Eve, and Christmas Day. <03/09>
- (b) One and one-half floating holidays are authorized annually. The one day and the one-half day shall each be taken in full and the hours may not be split up. Prior authorization is required before using the one day or the one-half day. Department heads shall govern whether requests are approved. The day and the one-half day floating holiday may be used any time after the hire date. New employees are entitled to one day and one half-day floating holiday in the year of hire according to the following schedule: hired January 1 to June 30, one day and one-half day floating holiday; hired July 1 to October 31, one-half day and one-fourth day floating holiday; hired November 1 or after, no floating holidays. If this floating holiday time is not used in the calendar year, it is lost. There is no payout of floating holiday upon termination. <6/94>

(2) **RULES FOR ADMINISTRATION OF HOLIDAY COMPENSATION.**

- (a) To be eligible for holiday pay, the employee shall work the day before and the day after the holiday unless regularly scheduled time off falls on either day. This provision does not apply to the floating holiday.
- (b) Holidays falling during an employee's vacation shall be taken as an extra day of vacation at the start or end of vacation, at the discretion of the department head or designated supervisor.
- (c) For purposes of this section only, time off for sick leave, vacation, funeral leave or earned compensatory time shall be considered as time worked.
- (d) Leave without pay shall not be considered as time worked. If leave without pay is used on the employee's regularly scheduled work day before or after a holiday, it shall void all eligibility for holiday pay for that holiday. No prorated holiday pay shall be made for a partial day's work.
- (e) Employees required by the department head (and with the approval of the County Administrator) to work on an authorized holiday, shall receive time and one-half compensation in addition to the regular salary. The floating holiday is not included in this provision as it will be scheduled as a day off on a regular work day.
- (f) On-call Law Enforcement and Communications personnel shall be paid at a rate of one and one-half times the regular rate of pay for hours worked on an authorized holiday. <5/06>

- (g) Rolling Hills Registered Nurses shall be granted the option of receiving the regular salary plus time and one-half for working on a holiday, or taking a replacement day off instead of receiving the time and one-half compensation.
- (h) When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday. Employees regularly scheduled to work on a holiday shall receive holiday pay on the actual day of the holiday, rather than the day offices may be closed.

4.31 VACATIONS.

(1) AUTHORIZED VACATION SCHEDULE.

- (a) After one year of continuous employment, a regular full-time employee shall have ten working days of paid vacation (two weeks) accrued. <5/01> Employees will have access to use vacation accruals as accrued upon date of hire. <01/19> No prorated credit is due any employee who leaves County employment with less than one full year of county service.
- (b) After one (1) year, but less than six (6) years of continuous employment, a regular full-time employee shall have ten working days of paid vacation (two weeks) for use each year. <5/01>
- (c) After six (6) years, but less than 14 years of continuous employment, a regular full-time employee shall have 15 working days of paid vacation (three weeks) for use each year. <5/01>
- (d) After fourteen (14) years, but less than twenty-two (22) years of continuous employment, a regular full-time employee shall receive twenty days of paid vacation (four weeks) for use each year. <5/01>
- (e) More than twenty-two (22) years of continuous employment, a regular full-time employee shall receive twenty-three (23) days of paid vacation for use each year. <5/01>

(2) RULES FOR ADMINISTRATION OF VACATION.

- (a) Vacation with pay shall not be used until earned.
- (b) Employees shall use accumulated vacation in the year following accrual or vacation accumulation for the year is lost.
- (c) Employees who retire or resign following one year of employment shall be paid for accumulated vacation time earned through the last date of employment, provided appropriate notice is given. <1/95> Vacation benefits shall be figured upon submission, to the department head or immediate supervisor, of the termination notice. This notice shall indicate the last working day of County employment. A vacation balance shall not be used to extend the termination date.

- (d) Compensation for vacation not taken shall not be granted without prior approval of the Administration and Personnel Committee, and only then if the taking of vacation would be detrimental to the efficient operation of the department involved. Employees may be requested to take vacation when it would be in the best interests of the County.
- (e) Requests for vacation are to be submitted through employee self-service (ESS) or on other departmental required documentation to the department head, no later than two weeks prior to when the vacation is desired. This notification may be waived in the case of an emergency or other approved circumstances. All vacation requests require approval before being used. <06/20>
- (f) An employee who moves from one position to another in the County by transfer, promotion, demotion or reassignment shall be credited with accumulated vacation in the new position.
- (g) No credit for vacation shall be granted for time worked by an employee in excess of the normal work week.
- (h) No vacation time shall accrue for time an employee is on a worker's compensation program of 14 calendar days or more.
- (i) Vacation credits shall not be used in increments of less than one-half hour. <1/91>
- (j) Employees may be allowed to carry over five days of vacation credit for up to 60 days beyond the anniversary date. Requests for extension of time beyond the 60 days, necessitated by departmental work load, shall be presented to the County Administrator for consideration and approval. Requests shall be handled on an individual basis.
- (k) The County Administrator may upon the request from the Personnel Department authorize additional vacation when recruiting a candidate for county employment. <10/00><06/20>
- (l) Employees may donate up to forty (40) hours of accumulated vacation time to Monroe County employee who has a serious health condition as defined by the Family and Medical Leave Act. The forty hour maximum is per donating employee per calendar year.<4/10>

4.32 INSURANCE.

(1) PROGRAMS.

(a) Worker's Compensation.

1. The County shall provide worker's compensation for all employees injured while in the performance of job-related duties. Employees shall report all injuries within 24 hours after occurrence, or knowledge of possible compensable illness, to the department head or the immediate supervisor. The department head or supervisor shall report the matter to the County Clerk's Office.

2. Benefits shall continue only for the first fourteen (14) <11/01> working days of the period in which an employee may be receiving worker's compensation benefits. Examples of these include accumulation of vacation and holiday benefits. The County's portion of health insurance premiums shall be continued for a maximum of one year for employees eligible for worker's compensation due to job-related injury or illness. Sick leave shall be used the first three working days following a job-related injury, after which worker's compensation shall take effect.
- (b) Unemployment Compensation. Eligible employees are covered under this state-administered program and there is no cost to the employee.
 - (c) Health Insurance.
 1. Employees who work at least twenty hours per week shall be eligible for health insurance coverage. Insurance coverage shall be effective the first day of the month following one complete month of employment. The employee may choose either single or family coverage, with the County paying a set amount of the premium.
 2. For purposes of County payment of County share of insurance, an employee shall work 11 full, consecutive, scheduled work days in a given month.
 3. If an employee returns to work from a leave of absence at less than full-time status, for any period of time, health, life and dental insurance contributions and benefits shall be prorated according to part-time rules (see 4.75).
 4. Early retirees, who are eligible and draw a monthly retirement annuity from the Wisconsin Retirement Fund through age 65, may remain in the health insurance group provided the employee pays the full premium for the applicable coverage. <9/06> After age 65, the retiree is eligible for an additional 18 months (36 months for the retiree's dependents) group coverage provided the retiree pays the full premium for the applicable coverage. Regarding dental insurance, the retiree may remain in the dental insurance group for 18 months (36 months for the retiree's dependents) provided the retiree pays the full premium for the applicable coverage.
 - (d) Dental Insurance. Employees shall be eligible for dental insurance coverage effective on the same basis as health insurance. <1/97>
 - (e) Life Insurance. Employees working at least twenty hours per week shall be eligible for life insurance. Coverage is effective on the same basis as health insurance.

(2) ELIGIBILITY FOR INSURANCE PROGRAMS.

- (a) Employees shall be granted the opportunity to participate in all insurance programs offered by the County, where the employee is eligible and acts to participate in these programs.
- (b) Employees not desiring to participate in these programs shall not receive like contributions in cash or kind.

- (c) Those employees on leave of absence shall be eligible to continue insurance coverage provided the employee pays the full premium.
- (d) Employees desiring a one month insurance advance during a leave of absence may obtain the advance only by completing the Insurance Advance during Leave of Absence form (MC-9). Repayment is to be made in the four months following the advance. <6/03> Requests for an advance for more than one month must be approved by the Personnel Director. Other requests concerning an insurance advance will be handled on a case-by-case basis by the County Administrator. <11/91>
- (e) For purposes of County payment of County share of insurance, an employee shall work 11 full, consecutive, scheduled work days in a given month.
- (f) If an employee returns to work from a leave of absence at less than full-time status, for any period of time, health and life insurance contributions and benefits shall be prorated according to part-time rules (see 4.75).

4.33 RETIREMENT PROGRAM.

- (1) Retirement, for this section, shall be considered as eligibility to draw a monthly retirement annuity from the Wisconsin Retirement Fund. <9/06>
- (2) The retirement program in effect is the state-administered program and is supported by the Wisconsin Retirement Fund.
- (3) Each eligible employee is automatically covered by the Wisconsin Retirement Fund from the first day of employment in a qualifying position.
- (4) The County shall contribute the employer percentage of total earnings equal to the current service contribution rates as annually set by the Employee Trust Funds Board. In addition, the County shall contribute a percentage of the employee's share only if required by a collective bargaining agreement. Current rates may be obtained from the Personnel Office.

4.34 UNIFORM ALLOWANCE.

- (1) For employees required to wear special uniforms, a uniform allowance request may be presented to the County Administrator by the department head.
- (2) Each year thereafter uniform allowances may be included in the department budget as presented to the Finance Committee for approval by the County Board.
- (3) Unless provided otherwise, uniform allowances shall be paid in January for that year. Signed and approved vouchers are required. Any employee receiving a uniform allowance who terminates shall pay to the County a sum which shall be determined to be unused uniform allowance prorated from date of termination of employment to the end of the calendar year.

4.35 EMPLOYEE ASSISTANCE PROGRAM. County employees are eligible to participate in an Employee Assistance Program (EAP). The EAP is a consultation and referral service to assist employees in resolving a variety of problems that may interfere with the employee's productivity on the job. Under the EAP, employees may seek consultation and referral for a variety of problems including emotional, marital, drug and alcohol abuse, family problems, and other situations. After consultation, the employee may be referred to sources where treatment may be obtained. After initial consultation, some counseling and treatment services have full or partial coverage under the health insurance plan. For details, contact the Personnel Director.

4.36 TRAINING PROGRAM.

- (1) Organized training programs shall be established as needed for the purpose of enhancing the knowledge, proficiency, ability and skills of employees and/or to keep personnel abreast of current developments in their occupational fields and to assure high quality performance.
- (2) The Personnel Director shall be responsible for the general development of the employee training program; shall be responsible for the general supervision of the administration and coordination of the employee training program; and shall: <3/11>
 - (a) Periodically analyze and evaluate the overall need for employee training and development and discuss these needs with department heads.
 - (b) Assure, as budgets allow, that employees receive opportunity to participate in training programs being offered and are properly encouraged to do so.
 - (c) Assure that programs are arranged at various times so they are available to all and at the same time do not unduly interrupt operations in departments.
- (3) Department heads shall provide active leadership in training of employees under their supervision and shall:
 - (a) Maintain a current file on training opportunities available in the area and periodically evaluate their effectiveness.
 - (b) Recommend any particular training that would be helpful to employees in their department.
 - (c) Cooperate in the organization of programs and encourage employees to attend training sessions.
 - (d) Properly credit each employee's personnel file upon successful completion of training and development activities to assure maximum consideration for promotional opportunities.
 - (e) Assist in assessing the effectiveness of employee training programs and make recommendations for improvements and modifications.
 - (f) Grant employees sufficient time to participate in training programs provided that such participation does not unduly interfere with the necessary operations of the department.

- (4) In departments where special in-service training is required, an individual shall be assigned the responsibility of supervising training and these supervisors shall keep the County Administrator and Personnel Director informed of their programs. <3/11>
- (5) Attendance at a training seminar or conference will be evaluated by the department head or designee based on work schedule requirements, cost, status of budget, training alternatives, job relatedness and appropriate skill level. If it is determined that the training would be beneficial to the employee and the County, the department head will submit a request for approval by the County Administrator.<3/11> The request is to include estimated total cost including travel, lodging, meals and other costs, as well as the amount of time away from the work location. Employees are expected to avoid overnight stays whenever possible. <9/93> A maximum lodging reimbursement of not more than the current State of Wisconsin rate or the group rate established by the lodging facility shall be in effect for all County employees and elected officials, regardless of which party requests the attendance. Reimbursement for multiple occupancy shall be at the actual cost per person as long as it does not exceed the state or group rate, whichever is less. Lodging shall be prohibited unless attendance involves travel of at least 50 miles or more, one way, from the Monroe County Courthouse. There shall be no appeal procedure for these limitations. <9/95> The County Administrator has final approval for all training seminar or conference requests, but may delegate limited authority to the department head for requests received on short notice or for required training, provided sufficient training funds are available in the department budget and the Administrator is notified in a timely manner. Attendance at all training, seminars or conferences shall be noted in the minutes. <6/93><3/11>

4.37 SAFETY AND HEALTH PROGRAM. <5/99> It is the policy of Monroe County to provide and maintain a safe and healthful work environment, to follow operating practices that will safeguard employees on the job, and to maintain property and equipment so that there is no hazard to employees or the public. Because of the diversity of county operations, department heads shall develop and maintain safety rules and a safety and health program that are specific to the department's operation. As a general guideline, an occupational safety program should contain the following elements:

- (1) Management commitment and employee involvement
- (2) Worksite analysis
- (3) Hazard prevention and control
- (4) Safety and health training

An effective program includes provisions for the systematic identification, evaluation, and prevention or control of general specific and potential workplace hazards which may arrive from foreseeable conditions.

The Personnel Director shall assist the department heads with safety and health program development and evaluation, and shall monitor the county's safety efforts to assure consistency and minimize liability. See also 4.21(4) concerning the grievance procedure for workplace safety concerns.

4.38 EMPLOYEE RECOGNITION PROGRAM. <01/20> The Personnel Department shall maintain and update the Employee Recognition Program policy throughout Monroe County. It is the policy that Monroe County will provide recognition to all full and part time staff who hit milestones for every five years of service within the County. Staff must be in a full or part time status position with no breaks in service in order to receive recognition through this program. Each five (5) year milestone will be addressed with the employee in the month prior to the anniversary date with an option to select recognition from the Employee Recognition Program as maintained by the Personnel Department. These options will vary between time off and other tangible benefits as determined and approved by the County Administrator at the suggestion of the Personnel Department.

If a manager or department head wishes to request recognition prior to any milestone as mentioned above they must do so in writing to the Personnel Director and County Administrator. These requests will be reviewed on a case by case basis by the County Administrator, Personnel Director, and County Board Chair to determine if the recognition is warranted. If approved the employee will receive recognition as outlined by the Personnel Department's Employee Recognition Program.

LEAVES OF ABSENCE

4.40 SICK LEAVE.

- (1) HOW CREDITED. All full-time employees earn one day of sick leave per month of service. Maximum accumulation shall be 130 days.
- (2) RULES FOR ADMINISTRATION OF SICK LEAVE.
 - (a) Employees shall be paid while on sick leave at the regular rate of pay for the same number of hours that would have been worked normally.
 - (b) As a matter of policy, it shall be emphasized that sick leave shall be construed as a form of insurance against loss of income during a short term illness rather than free leave. Sick leave does not vest in an employee the right to a certain number of days off each year with pay as do vacation or holiday pay.
 - (c) For the purposes of this section, sick leave shall be granted when an employee:
 1. Received medical, dental or optical examination or treatment.
 2. Is incapacitated for the performance of duties by sickness, injury off the job or pregnancy and confinement.
 3. Is required to give care and attendance to a member of the immediate family (spouse, child, or other relative who is a member of the employee's immediate household) <1/95> up to a maximum of 24 hours per year.<12/99> The hours, if used, shall be taken from the annual accrual of sick leave of the employee.
 4. Donate blood to a charitable organization (e.g., Red Cross) up to a maximum of one (1) hour per month with the supervisor's prior authorization. This does not include giving blood for payment or storage. <12/99>
 - (d) Sick leave shall not be used until earned. Employees will have access to use sick leave accruals as accrued upon date of hire. <1/19>
 - (e) Upon the retirement (for this section, eligibility to draw a monthly annuity from the Wisconsin Retirement Fund), total disability or death of an employee, the employee or beneficiary (in case of death) shall be paid 25% of the accumulated sick leave credits as severance pay up to a maximum of 25% of 130 days.
 - (f) To qualify for sick leave, an employee shall report the use of sick leave at least one hour prior to starting time, whenever possible.
 - (g) Each sick leave use shall be subject to check by a County representative to verify the alleged sickness.

- (h) A doctor's certificate may be required after the second day of sick leave, certifying as to inability to work.
- (i) Willful misuse of sick leave or the willful making of false reports regarding illness shall subject the employee to disciplinary action and shall be considered cause for suspension, demotion or discharge.
- (j) While an employee is on paid sick leave, the accrual of sick leave benefits shall continue.
- (k) Employees shall be allowed to use sick leave if ill while on vacation; however, a doctor's certificate supporting this illness shall be required.
- (l) All department heads shall notify the Finance Department or designee at the end of the pay period of the days and hours of each day employees in the department used sick leave.
- (m) All sick leave credits shall be computed on the whole month basis per the following formula regardless of date of hire:
 - 1. On or before the 16th - 1st day of month hired.
 - 2. On 17th and thereafter - 1st day of month following month hired.
- (n) When an insufficient sick leave balance remains to cover the absence of an employee, the remainder may be charged to any accumulated time the employee may have on record at the time the leave commences, i.e. vacation, compensatory time, or floating holiday. Before leave without pay can be granted to extend a sick leave, a physician's certificate must be furnished and further verified from time to time to substantiate the need for continuing the leave. In no case shall the use of paid time be split up during a leave; earned time shall not be maneuvered to specifically qualify for further benefits.
- (o) Sick leave requests, with the exception of an emergency, shall be filed on proper forms as prescribed (MC-1).
- (p) Request for approval of sick leave shall be completed in full by the end of the day the employee returns to work (MC-1).
- (q) Sick leave shall not be used in increments of less than one-half hour.
- (r) An additional two days of funeral leave in the case of the death of an immediate family member (spouse, child, or other relative who is a member of the employee's immediate household) <6/94><1/95> may be taken from an accumulated sick leave balance. These days shall be taken immediately preceding or following the use of funeral leave.
- (s) Effective January 1, 1991, and payable after January 1, 1992, there shall be a 50% payout of up to the first forty hours of accumulation annually. Also, employees who use no sick leave for an entire calendar year and also comply with any other County approved time off

policies, shall have one additional floating holiday provided for use in the succeeding calendar year. <1/91>

(t) Effective February 4, 1998, a request for additional sick leave may be granted by the Administration and Personnel Committee provided that the following conditions are met:

- 1) the employee has at least ten years of continuous employment with Monroe County
- 2) the employee has exhausted all paid leave time and is on approved medical leave of absence
- 3) the employee provides medical certification that the absence will be of at least six months duration
- 4) the employee's department head recommends granting the request following review of the employee's performance, attendance and disciplinary record
- 5) the absence is unrelated to any claim for Worker's Compensation

If the above conditions are met, the Administration and Personnel Committee may grant up to 20 additional days of sick leave on a one time only exception basis. If and when the employee returns to work, the additional sick leave granted will be recovered from the employee's sick leave accumulation balance as the employee earns sick leave. <2/98>

(u) The County Administrator may authorize additional sick leave when recruiting a department head candidate for county employment. <10/00>

4.41 FUNERAL LEAVE.

- (1) Employees shall receive a three day funeral leave with full pay for the death of a spouse, daughter, son, mother, father, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law,, stepchild or stepparent. Certification of attendance may be required to qualify for this benefit.<1/95> Funeral leave shall be taken within a five work day period (excluding scheduled days off) consisting of the two work days immediately preceding and the two work days immediately following the funeral. If there is a need to use funeral leave on a scheduled holiday, the holiday (excluding floating holiday) shall be taken as an extra day after the funeral leave, with approval of the employee's supervisor. An additional two days of funeral leave in the case of the death of an immediate family member (spouse, child, parent or member of the employee's immediate household) <6/94><1/95><12/99><8/19>. These days shall be taken immediately preceding or following use of funeral leave.
- (2) Employees shall receive one day funeral leave with full pay for the death of a grandparent, grandchild, brother-in-law, sister-in-law, grandparent-in-law, aunt, uncle, niece or nephew of the first degree, if actually attending the funeral on a scheduled work day. Certification of attendance may be required to qualify for this benefit.
- (3) Definitions for this section shall be as follows; nephew - son of employee's brother or sister or brother-in-law or sister-in-law; niece - daughter of employee's brother or sister or brother-in-law or sister-in-law; aunt - sister or brother's wife of employee's mother or father; uncle - brother or sister's husband of employee's mother or father. Divorce severs in-law relationship.
- (4) Employees shall receive a one-half day funeral leave with full pay when attending a funeral as a

pallbearer, and also shall receive a one-half day funeral leave with full pay when attending a military funeral as a participant. Such attendance shall be limited to three times per calendar year.

4.42 MILITARY LEAVE.

- (1) Employees are eligible to receive military leave if the employee is a member of the military service.
- (2) Employees who are members of a military service shall be granted a leave of absence for annual tour of two weeks. Employees called to active duty shall be granted a military leave of absence.
- (3) Employees receiving leave for annual two weeks tour shall be paid the difference between the military pay and the pay that would have normally been earned had the employee worked for Monroe County. A copy of the military pay voucher shall be submitted to the Finance Department.
- (4) Employees drafted or ordered into military service shall be entitled to return to the employee's former position at the current rate of pay with no loss in seniority and benefits, providing the employee returns to work within thirty days of discharge from mandatory service. Seniority shall accrue while in the service on active duty.

4.43 PERSONAL LEAVE (Non-FMLA/WFML).

- (1) Application for personal leave of absence shall be made on the proper form (MC-1) and presented to the department head or designee at least ten working days prior to the date the leave is requested to begin. The granting of such leaves and the length of time shall be contingent upon the reason(s) for the request and approval of the department head or designee. Any accumulated vacation, compensatory time or floating holiday must be used before a leave without pay will be granted. Exceptions to this will be handled on a case-by-case basis with the department head and the Personnel Director.
- (2) The department head may grant ten working days of personal leave in a calendar year without further authorization.
- (3) Leave of absence in excess of ten working days in a calendar year shall be discussed with the department head or designee and presented to the Personnel Director with a recommendation. The Personnel Director may approve or disapprove the leave. Decisions of the Personnel Director may be appealed to the County Administrator by an employee.
- (4) All leaves of absence shall be without pay. Benefits shall accrue for a maximum of ten working days of personal leave in a calendar year. Benefit adjustment for personal leave in excess of ten working days in a calendar year shall be determined by the Personnel Director and department head upon approval of leave.
- (5) The County's contribution toward the insurance premium shall be paid if the employee works for a minimum of 11 full, consecutive, scheduled work days of a normal monthly work schedule for that employee. If the time worked is less than that amount, the County shall not pay any of the premium. An employee may elect to continue with the insurance program if the employee pays the full insurance premium. (See also 4.32(2)(c))

- (6) If an employee returns to work from a leave of absence at less than full-time status, for any period of time, health, life, and dental insurance contributions and benefits shall be prorated according to part-time rules (see 4.75).
- (7) A leave of absence shall not be granted for the taking of other employment; however the term "other employment" shall not include selection to public office by means of an election.
- (8) Leave without pay shall not constitute a break in service. However, if the employee is on unpaid leave for more than ten days (see (4) above) during a calendar year, it shall change the employee's salary adjustment date, if applicable.
- (9) A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with notification to the Personnel Director.
- (10) If an employee is unable to return to work on the date stipulated, a written request shall be submitted prior to the expiration date to extend the leave of absence subject to approval of the department head and the Personnel 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 work, the employee shall be considered to have resigned from County employment.
- (11) Any paid time (vacation, compensatory time, floating holiday time or sick leave, if applicable) on record at the beginning of a leave must be used before actual leave without pay. If the first of the year falls during a leave, the employee will have the option to use floating holiday. <6/94> In no case shall the use of paid time be split up during a leave; earned time shall not be maneuvered to specifically qualify for further benefits.

4.44 FAMILY, MEDICAL AND MILITARY LEAVES.

- (1) Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Law (§103.10, Wis. Stats.) and/or the federal Family and Medical Leave Act. When applicable, the leaves shall run concurrently. Employee rights posters for both laws are in the workplace for reference by all employees. In addition, each employee shall be given a general notice, attached hereto as Appendix A [by including the notice in the Personnel Policy Manual or other written guidance to employees concerning employee benefits or leave rights or by giving a copy to each new employee].

<05/19>

- (2) **WISCONSIN FMLA:** Any employee who has worked for more than 52 weeks (for a minimum of 1,000 paid hours) is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.). However, the employee may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law (e.g., paid vacation).

The amount of unpaid leave available in a calendar year pursuant to Wisconsin's law is presently as follows:

A. Family Leave

1. Up to a maximum of six (6) weeks per twelve (12) month period for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child.

2. Up to a maximum of two (2) weeks leave per twelve (12) month period to care for a child, spouse, parent, parent-in-law, domestic partner [as defined in Wis. Stat. § 40.02(1) and § 770.01(1)], or domestic partner's parent who has a serious health condition.

Total maximum time for #1 and #2 is eight (8) weeks per twelve (12) month period.

B. Medical Leave

1. A maximum of two (2) weeks per twelve (12) month period for the employee's serious health condition.

2. Up to a maximum of six (6) weeks per twelve (12) month period for the purpose of serving as a bone marrow or organ donor, provided that the employee provides his or her employer with written verification that the employee is to service as a bone marrow or organ donor and so long as the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure. <05/19>

[NOTE: "Serious health condition" means a disabling physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.]

- (3) **FEDERAL FMLA:** Any employee who has worked for more than 12 months (for a minimum of 1,250 hours) is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993. An employee *may be* required to substitute definite and certain paid leave benefits for unpaid leave. <05/19>

The federal law provides 12 weeks of unpaid leave during a 12-month period for any covered purpose, which are:

a. For incapacity due to pregnancy, prenatal medical care or child birth. <05/19>

b. To care for the employee's child after birth, or placement for adoption or foster care. <05/19>

- c. To care for a child, spouse or parent who is suffering from a serious health condition.
- d. For a serious health condition of the employee that makes the employee unable to perform his or her job duties.
- e. Because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or call to covered active duty as a member of the Armed Forces, National Guard, or Reserves.

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered activity duty status 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.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (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.<12/13>

[NOTE: A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".<12/13>

- (4) **INTERMITTENT LEAVE:** Under some circumstances, employees may take FMLA leave on an intermittent basis. Intermittent leave may be taken in the smallest increment allowed by the employer for any other type of leave.
 - a. Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the employer agrees;
 - b. State family leave for birth/placement or care of a child, spouse, parent or

parent-in-law, or parent of domestic partner with a serious health condition may be taken as partial absences from employment if scheduled so as not to unduly disrupt the employer's operations. <05/19>

c. Federal leave based on a serious health condition of an employee, employee's child, spouse or parent may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the employer agrees otherwise.

d. Federal leave due to a qualifying exigency may be taken on an intermittent basis as needed.

e. State medical leave for self may be taken in non-continuous increments as medically necessary.

f. Leaves will be granted in hourly increments or less as may be specified in policies or labor agreements. If it is physically impossible for an employee using intermittent leave to commence or end work midway through a shift, the entire time the employee is forced to be absent shall be designated as FMLA leave.

g. Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide the employer with reasonable advance notice.

(5) **BENEFITS:** An employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In addition to paying their portion of health insurance premiums, employees shall be required to pay the full cost of continuing their [dental and life insurance etc.] during leave. If an employee fails to return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or other reason beyond the employee's control, the employee will be required to reimburse the employer for the employee's cost of these benefits while the employee was on unpaid leave. <05/19>

(6) **NOTICE:** Both state and federal law provide that the employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, employees will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws to avoid undue disruption of the employer's operations. The employer requests that 30 days advance notice be provided whenever possible.

To receive FMLA leave, an employee must complete an FMLA leave request form (Appendix B). If an employee is unable to do so because the need for leave was not foreseeable, a request may be made verbally. Supervisors are not to discuss medical conditions or leave requests with employees, but are to forward them to Personnel. Personnel shall evaluate the request and provide a response to the employee approving or denying the request and providing the

employee with a “Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)” (Appendix C) and a “Designation Notice (Family and Medical Leave Act)” (Appendix D) within five (5) business days, absent extenuating circumstances, of the employee’s request. If Personnel needs additional information to determine whether a leave is being taken for an FMLA-qualifying reason, Personnel may wait until it has received the requested information from the employee and then notify the employee whether the leave will be designated as FMLA leave with the “Designation Notice” within five (5) business days, absent extenuating circumstances, after obtaining the information. <05/19>

The employer may require employees to provide medical certification supporting the need for leave due to a serious health condition, second or third medical opinions (at the employer's expense) and periodic recertification, and periodic reports during FMLA leave regarding the employee's status and intent to return to work. A medical certification form (Appendix E) must be presented by the employee within fifteen (15) days of being asked to do so by the employer. A return to work form from a physician will, in most cases, be required in the case of an employee's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence from work, or if the employee's supervisor reasonably determines for the sake of safety that a medical authorization is advisable. <05/19>

The employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification (Appendix F). The employer may require an employee seeking FMLA leave due to a serious injury or illness of a covered service member to submit a certification providing sufficient facts to support the request for leave (Appendix G). The employer may require an employee seeking FMLA leave due to serious injury or illness of a veteran for military caregiver leave to submit a certification providing sufficient facts to support the request for leave (Appendix H). <05/19>

- (7) **UPON RETURN TO WORK:** Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. FMLA leaves shall not be counted as absences for disciplinary purposes.
- (8) **CONFORM WITH EXISTING LAWS:** This policy does not provide any greater benefits than those provided by the family and medical leave laws. Any change in the law will impact upon the operation of this policy by modifying its provisions to conform with the law.
- (9) **INTERPRETATION.**
 - (a) Any questions regarding Family and Medical Leave use and/or interpretation should be directed to the Personnel Department for clarification.

4.45 JURY AND WITNESS DUTY.

- (1) An employee who responds to a call for a jury duty shall receive his/her minimum regular wages minus the amount of compensation received from such jury duty (minus mileage paid), if the amount thereof is less than the amount he/she would have received while performing his/her regular duties for up to a maximum of ten (10) days per calendar year. The employee must provide prior notice to their supervisor and furnish their supervisor with satisfactory evidence of his/her call to jury duty, the number of days served, and the amount of compensation.

In case an employee is required to serve as a witness for the County or is subpoenaed to appear for a matter arising out of the employee's employment with the County, the employee also shall be reimbursed for their regular wages as set forth above.

Employees will return to work if the jury or witness duty requires them to be away from work less than their full work day, unless excused by their supervisor.

- (2) An employee elected to public office may be granted leave of absence in the same manner as is provided under 4.43. The period of time for such leave shall be subject to agreement between the employee and the department head and the Personnel Director. The employee may choose to use accumulated paid time (e.g. vacation or compensatory time) and/or unpaid leave.

CONDITIONS OF EMPLOYMENT

4.50 MANAGEMENT.

- (1) The County, through the County Administrator, various committees of the County Board, and the County Board as a whole, possesses the sole right to operate County government and all management rights repose in it. Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the Employer reserves any and all management rights regarding employees' employment status. The role of management includes, but is not limited to, the right to:
 - (a) Manage and direct the employees;
 - (b) Hire, promote, schedule, transfer and assign employees;
 - (c) Lay off and recall employees;
 - (d) Discharge employees or take disciplinary action;
 - (e) Schedule overtime as required;
 - (f) Develop job descriptions;
 - (g) Assign work duties;
 - (h) Introduce new or improved methods or facilities or change existing methods or facilities;
 - (i) Contract out for goods and services;
 - (j) Discontinue certain operations; and
 - (k) Direct all operations of the County.

4.51 HOURS OF WORK.

- (1) The usual business hours for all full-time employees shall be forty (40) hours. This shall not be construed as a guaranteed work day or work week. With County Administrator approval, Department Heads may adjust the regular work day and work week due to weather-related or other operational needs. <4/14> Alternative working arrangements (e.g., flexible schedules, working at home, telecommuting, etc.) may be considered if employer benefit can be shown, and require advance approval from the County Administrator. <2/00> Departments shall maintain coverage for usual business hours of operation Monday-Friday 8:00 AM – 4:30 PM to best serve the public and other employees of Monroe County. Departments may be closed only with prior approval of the County Administrator, excepting unforeseen emergencies. Departments with twenty four hour operations must maintain usual business hours that best meet the needs of the public and the standard day-to-day operations required. <2/03><8/19>
- (2) EMERGENCY CLOSING. The Monroe County Administrator is allowed to determine when the courthouse and other County offices may be closed to the public as a result of emergency weather or other emergency conditions. Employees affected may use paid time such as vacation, floating holiday, compensatory time, or utilize an unpaid leave of absence upon approval of their respective department head, or continue to work for the balance of the day or portion thereof relating to an emergency closing. <11/89>

4.52 LUNCH AND BREAKS.

- (1) All employees shall receive a 15 minute break during the first four hour shift and a 15 minute break during the second four hour shift. There is no accumulation of break time. Any time not used is lost. 15 minute breaks shall not be used in conjunction with the lunch break or with starting or quitting times. <6/93>
- (2) Employees shall receive a one-half hour unpaid lunch break. As with the 15 minute breaks above, there is no accumulation of lunch break time, any time not used is lost, and lunch breaks shall not be used in conjunction with 15 minute breaks or with starting or quitting times. <12/97>

4.53 DRESS. Employees shall be expected to dress in an appropriate manner in accordance with the nature of the position.

4.54 TRAVEL.

- (1) Employees shall receive the current mileage rate in effect in the County when required to use personal cars while conducting County business. If the travel begins or ends at the employee's home, travel time and mileage shall be calculated from the work site or home, whichever is less.<2/00>
- (2) Employees who use their own car during the normal work day while conducting County business are responsible for showing proof of automobile liability insurance coverage consistent with the coverage outlined by Wisconsin Statutes. Appropriate forms are available from the Finance Department and shall be filed with that office upon completion.
- (3) Employees shall receive reimbursement for meals when on official business overnight outside of Monroe County. Itemized receipts are required, and detailed printed receipts shall include vendor name, date of expense, items purchased and amount of purchase. No reimbursement is allowed for groceries, alcohol or other non-meal related expenses, and no reimbursements are authorized if meals are provided at the hotel or conference center where the conference or training occurs. Effective January 1, 2018, meal reimbursement rate maximums are \$8 breakfast, \$12 lunch, and \$18 dinner. Employees are expected to exercise discretion and good judgment concerning reimbursements, and provide all documentation necessary to justify a reimbursement claim. <09/17>
- (4) Elected officials and department heads are authorized to furnish meals, lodging or other facilities to persons not employed by Monroe County with the approval of the County Administrator.
- (5) An employee shall, with County Administrator approval, receive reimbursement for personal expenses when the employee serves as coordinator of a conference, seminar or convention held within the County. All preceding rules shall be followed and the employee shall notify the County Administrator as far in advance as possible of any conference, seminar or convention to be held within the County.
- (6) A maximum lodging reimbursement of not more than the current State of Wisconsin rate or the group rate established by the lodging facility shall be in effect for all County employees and elected officials, regardless of which party requests the attendance. Reimbursement for multiple occupancy

shall be at the actual cost per person as long as it does not exceed the state or group rate, whichever is less. Lodging shall be prohibited unless attendance involves travel of at least 50 miles or more, one way, from the Monroe County Courthouse. There shall be no appeal procedure for these limitations. <9/95>

- (7) Reimbursement of allowance by the County to any official or employee shall be limited to a reasonable amount as determined by the County Administrator considering all factors in the reimbursement process.

4.55 GIFTS AND GRATUITIES. No public employee or public official shall receive or offer to receive, either directly or indirectly, any gift, gratuity or thing of value which the employee is not authorized to receive from any person if such person:

- (1) Has or is seeking to obtain contractual or other business or financial relationships with the public employee's employer or the governmental body of the public official.
- (2) Conducts operations or activities which are regulated by the public employee's employer or the governmental body of the public official.
- (3) Has interests which may be substantially affected by the public employee's employer or the governmental body of the public official.

4.56 CONFLICT OF INTEREST. Employees shall not accept employment which will conflict with the County job responsibilities. Employees holding other employment, including self-employment shall notify their department head, who will notify the Personnel Department on a Notice of Outside Employment form (MC-2). The Monroe County Ethics Code addresses conflict of interest in detail and should be consulted regarding any conflict of interest questions. In addition, the nepotism policy addresses conflicts of interest issues concerning employment of relatives (see 4.16) <9/00>

4.57 POLITICAL ACTIVITY.

- (1) Employment shall not be offered as consideration or required for the political support of any political party or candidate for public office.
- (2) No employee is precluded from engaging in political activity provided that such activity does not interfere with normal work performance and is not conducted during normal working hours and does not involve the use of County equipment or property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party or purpose.
- (3) Under provisions of the Federal Hatch Act, employees who are principally employed in an activity which is financed in whole or in part by federal loans or grants shall not become political candidates in partisan elections. Federal funds may be withheld for violations of the Act. Attorney General Opinion 63 AG 217 authorizes the granting of a leave of absence to an employee who intends to become a political candidate in a partisan election. <6/94>

4.58 ANTI-HARASSMENT POLICY. <1/95>

- (1) Monroe County is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, harassment of County employees by anyone, including any supervisor, co-worker, vendor, client, or customer of the County will not be tolerated.
- (2) Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's legally-protected status, such as sex, sexual orientation, color, race, ancestry, religion, creed, national origin, age, disability, genetic testing, marital status, veterans' status or membership in any reserve component of the military forces or other protected group status. The County will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an employee's work performance, or that creates an intimidating, hostile, or offensive work environment.
- (3) Sexual harassment includes: Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include explicit sexual propositions, sexual innuendo or suggestive comments, sexually oriented jokes or teasing, foul or obscene language or gestures of a sexual nature, display of foul or obscene printed or visual material of a sexual nature, and unwelcome physical contact such as patting, pinching, or brushing against another's body.

(4) All employees are responsible to help ensure that harassment in the workplace is avoided. If harassment is experienced or witnessed, the Personnel Director, Personnel Coordinator, department supervisor, or any member of management is to be notified immediately. The County forbids retaliation against anyone for an action taken in good faith including reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation.

(5) The County's policy is to investigate all harassment complaints thoroughly and promptly. To the fullest extent possible, the County will keep complaints, investigative records, and the results of the investigation confidential. If an investigation confirms that harassment has occurred, the County will take corrective action, including appropriate discipline, up to and including termination.

4.581 WORKPLACE VIOLENCE POLICY. Monroe County is committed to providing a safe workplace for its employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Monroe County property will not be tolerated. Harassing and/or threatening behavior that occurs off County property, which relates to the work environment, will also not be tolerated. Violations of this policy will lead to disciplinary action which may include dismissal, arrest, and prosecution.

Any person who makes threats, exhibits threatening behavior or engages in violent acts on Monroe County property shall be removed from the premises as quickly as safety permits, and shall remain off Monroe County premises pending the outcome of an investigation. Monroe County will initiate an appropriate response. This

response may include, but is not limited to, suspension or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All Monroe County employees are required to report to their supervisor or department head and may also notify the Monroe County Sheriff Department of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a county controlled site, or is connected to county employment. Employees are required to make this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

All individuals who apply for or obtain a protective or restraining order which lists county locations as being protected areas must provide the Monroe County Sheriff a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The designated contact is:

Employee's supervisor/department head or
Monroe County Sheriff Department
Courthouse Annex
269-8712 or 911

4.582 IDENTIFICATION BADGE POLICY. <11/05> As part of its commitment to safety, Monroe County provides identification badges to all employees. The employee identification badge is a hard plastic card that includes county name and logo, department name, employee name, job title, and photo of the employee. Some positions and departments may require variations of these requirements.

Identification badges will be reissued every five years or earlier if requested by department head. Other reasons cards may be reissued are due to official name and department changes, when the badge becomes damaged, or when the photo becomes unrecognizable. A lost badge may be replaced without charge on a one-time basis, and employees will be charged \$10.00 for all subsequent replacements. Badges will be created by the Personnel Department. All authorizations and security accesses for the identification badges will be programmed by the Sheriff's Department.

Each employee is responsible for safeguarding his or her own identification badge, and any lost badges are to be reported immediately to the Department Head. Department Heads are responsible to report any lost badges to the Personnel Department immediately. Because the policy is intended to provide for the safety and security of Monroe County employees, any employee who violates department identification badge requirements may be subject to disciplinary action. <02/19>

4.59 INTRODUCTORY PERIOD.

- (1) All regular full-time and part-time employees shall serve a 12 month introductory period. During the introductory period, an employee may use floating holiday time as outlined in 4.30(1)(b) and sick leave as outlined in 4.40(2)(d). During the introductory period, performance reviews shall be

conducted at six months and 12 months at minimum, or more often at the department head's discretion. <1/91><1/94>

- (2) It is the responsibility of the department head during the introductory period to monitor the performance of each new employee. Periodic oral reviews, with notes, are suggested at least at the end of the second and fourth month of employment. An employee evaluation form is to be completed by the department head, or appropriate County Board committee if the employee is the department head, after the employee has been on the job for six months. An end of introductory period evaluation form (MC-4) is to be completed by the department head, or the County Administrator if the employee is the department head, at approximately ten months. The evaluation form is to be presented to the appropriate County Board committee for review and action prior to the expiration of the introductory period. Following committee action, a copy of the completed form, together with a copy of the committee minutes shall be forwarded to the Personnel Department. In all cases, the actual introductory period is not completed until the time limit is met.
- (3) Employees terminated during the introductory period have no right of appeal in any manner.

4.60 PERFORMANCE REVIEW.

- (1) After a successful introductory period, a performance review shall be conducted according to steps outlined in 4.26 and 4.27 and within the time frame as outlined therein. The performance review form shall be supplied to the department head by the Personnel Office approximately six weeks prior to the scheduled adjustment date (end of performance review period). The County Administrator shall conduct Department Head performance reviews with a separate process and forms for that purpose. <7/10>
- (2) If a department head determines that additional time is required for an employee to meet certain agreed upon standards before a satisfactory performance review can be attained, the department head shall meet with the Personnel Director to ascertain the time period, not to exceed six months, in which the employee is expected to meet the standards and demonstrate that named deficiencies have been corrected.
 - (a) Any salary adjustment shall become effective upon the completion of a satisfactory review period. There shall be no retroactive adjustment in the instance of an extension due to deficiency in performance.
 - (b) If any employee receives less than a satisfactory rating, the Personnel Director and department head shall determine future procedure, to be handled on a case-by-case basis.
 - (c) Future performance review periods shall begin on the date of the last satisfactory performance review, or extended time period if an employee receives less than a satisfactory rating.
- (3) No salary adjustment shall be made until approved and written documentation has been filed with the Personnel Department.
- (4) At minimum, the supervisor and employee shall meet on an annual basis to discuss the employee's

performance and to review the employee's job description for accuracy. This meeting shall be documented by the completion of the annual employee review form and acknowledged by both the supervisor and employee.

4.61 RESIGNATION.

(1) **WRITTEN NOTICE.** An employee deciding to leave County employment shall submit a resignation in writing stating the last working day for Monroe County. This notice shall be given to the employee's department head. It is expected that employees will give as much notice as possible to facilitate the hiring and orientation of new staff members. Paid time off (i.e., vacation, sick leave, floating holiday) may not be used to extend the last day worked. The County reserves the right to determine the last day of employment once notice is given. <12/98> Failure to give the required notice of termination shall cause forfeiture of payout of any accumulated benefits, including vacation <6/94>, unless required by law or applicable collective bargaining agreement provisions. Exempt employees who terminate without giving the required notice shall also forfeit accumulated compensatory time.<3/99> The final pay check shall include payment of hours actually worked since the last pay check.

- (a) Employees in classification grades 18 through 20 shall give notice in writing at least two weeks in advance of the planned departure. <1/96><1/01>
- (b) Employees who are not department heads in classification grades 6 through 17 shall give notice in writing at least three weeks in advance of the planned departure. <1/96><1/01>
- (c) All recognized County department heads, including all individual department heads at Rolling Hills, and all registered nurses, shall give notice in writing at least thirty days in advance of the planned departure.
- (d) Employees failing to give the required advance notification of termination shall not be considered for reemployment except for unusual reasons and with the consent of the Personnel Director.

(2) **EXIT INTERVIEW.** An exit interview shall be conducted, when possible, with a sampling of employees separating from County employment regardless of length of service, position or circumstances of separation. A mailing of forms to former employees may be used to supplement or replace interviews. The exit interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where personnel policies and procedures are in need of review or revision, and to determine where supervisory or managerial practices need modification or improvement.

- (a) The Personnel Director or an authorized designee shall conduct exit interviews and shall also analyze the results of each interview to determine relation to current personnel policies and procedures.
- (b) Department heads shall notify the Personnel Director as soon as it is learned that an employee is leaving. The Personnel Director shall then schedule a time and place for the interview which shall normally be during the employee's last work day. Those employees

not interviewed personally may be mailed an exit interview form to be completed and returned to the Personnel Department.

4.62 GROUNDS FOR DISCIPLINARY ACTION.

- (1) The County expects employees to report to their assigned place of work and be on-the-job at the beginning of the shift. It is further expected that employees will be physically, emotionally and psychologically able to perform assigned tasks. An inability to perform assigned tasks may be grounds for initiating disciplinary action. Complaints concerning an employee's performance or actions should be referred to the employee's supervisor. Any complaint concerning the County Administrator will be addressed by the Administration and Personnel Committee. Any questions concerning the chain of command should be referred to the Personnel Department.
- (2) The following list, which is not intended to be all inclusive, gives examples of specific conduct which may warrant discipline ranging from a verbal warning to immediate discharge, depending on the seriousness of the offense in the judgment of management:
 - (a) Failure to perform duties of assigned position.
 - (b) Dishonesty or falsification of records.
 - (c) Assuming duties while under the influence of controlled substances or intoxicants; or possession or use of intoxicants or controlled substances during working hours.
 - (d) Unauthorized use or abuse of County equipment or property.
 - (e) Theft or destruction of County equipment or property.
 - (f) Work stoppages such as strikes or slowdowns.
 - (g) Insubordination or refusal to comply with the legal order, or directive of an authorized supervisor.
 - (h) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws and regulations when this conduct impairs the efficiency of County service.
 - (i) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave.
 - (j) Use of official positions or authority for personal or political profit or advantage.
 - (k) Disregard or repeated violations of safety rules and regulations and work rules.
 - (l) Conduct constituting unlawful harassment, discrimination or retaliation.
 - (m) Use or possession of weapons while performing County work, with the exception of law enforcement employees.

- (n) Violation of any departmental or County policy.
- (o) Other circumstances which may warrant disciplinary action shall be addressed on a case-by-case basis.

4.63 DISCIPLINARY ACTION PROCEDURE.

- (1) It is expected that supervisory personnel shall uniformly enforce rules and regulations and document and date supporting evidence of misconduct. In all instances, this shall be done with the employee's knowledge. The degree of disciplinary action shall be tailored to the offense. It is not necessary that a series of notices (progressive discipline) be given for a serious instance of misconduct which would more properly be handled by an immediate suspension or involuntary termination. Prior to any involuntary termination, the Personnel Director must be consulted. <9/06>
- (2) **VERBAL WARNING.** A verbal notification shall be given an employee of violation of the County's policies or performance standards. An individual conference shall be used to fully explain and discuss the nature of the violation. The warning shall be signed by the supervisor issuing the warning and a copy shall be provided to the employee.
- (3) **WRITTEN WARNING.**
 - (a) Written warnings shall be placed in writing with a copy given to the employee and shall contain the specifics of the conduct for which the employee is being warned. The supervisor shall sign the written warning, and the record of such warning shall be maintained in the employee's personnel file. <9/06>Verbal and written warnings may not be appealed through the grievance procedures outlined in personnel policies 4.71 and 4.72. <7/04>
 - (b) Employees may insert a response to verbal and written warnings in their personnel file, if they choose.
- (4) **SUSPENSION.**
 - (a) All suspensions shall be without pay and result in either full reinstatement or termination.
 - (b) An employee on suspension shall leave work and not report to work until instructed in writing to do so.
 - (c) All suspensions may be grieved in accordance with the Grievance Procedure in 4.71
 - (d) All suspensions shall be in writing with a copy given to the employee. Suspensions should not exceed thirty calendar days. Suspensions for exempt employees shall be in increments <2/03> of one week to protect the exempt status under the Fair Labor Standards Act. <12/97>
- (5) **INVOLUNTARY TERMINATION.**

- (a) All involuntary terminations shall be ordered by the department head with notification to the County Administrator. <6/93><9/06>
 - (b) All involuntary terminations shall be in writing, and approved by the Personnel Director, with a copy for the employee. <9/06>
 - (c) All involuntary terminations receive no severance pay apart from that for time already worked and accrued vacation. <2/10>
 - (d) All involuntary terminations may be appealed in accordance with the Grievance Procedure in 4.71. <9/06>
- (6) EXCLUSIONS. Exclusions from the grievance and disciplinary action procedure processes are outlined in 4.05-4.07. <6/93>

4.64 ADMINISTRATIVE LEAVE FOR INVESTIGATORY PURPOSES.

- (1) An employee may be placed on administrative leave with pay during the investigation of some matter relative to the employment of the individual suspended.
- (2) Administrative leave with pay shall be used judiciously and shall be approved by the County Administrator or designee as soon as is practicable.
- (3) Administrative leave under this section shall be limited to no more than two weeks unless further time is needed to complete necessary investigatory work. Extensions shall be reviewed with the County Administrator prior to implementation.
- (4) The employee shall be returned to work or have disciplinary action taken against him/her at the completion of the investigation.

4.65 PAYMENT OF CERTAIN DAMAGES FOR EMPLOYEES.

- (1) Departments shall reimburse employees who have eyeglasses or watches broken or destroyed by a physical assault when the employee is acting in an official capacity, provided that the item is only restored to its condition prior to the assault or replaced with a like item if destroyed. The department shall pursue all means necessary to obtain restitution from the assailant to reimburse the department paying for the damage.
- (2) This payment shall apply only if worker's compensation insurance does not cover the damage.

4.66 ELECTED OFFICIALS - APPROPRIATE COUNTY BOARD COMMITTEE.

At the pleasure of the elected official, unless otherwise provided for, the Administration and Personnel Committee shall serve as the appropriate County Board committee.

4.67 DRUG FREE WORKPLACE POLICY. <5/92>

(1) **POLICY STATEMENT.** Monroe County has a significant interest in ensuring the health and safety of its employees and the citizens we serve. A significant part of that interest is Monroe County's commitment to the objective of creating a workplace free of drug abuse. No employee shall report to work or be under the influence of alcohol or illegal drugs during working hours. The cost of drug abuse to American industry is tremendous in terms of absenteeism, accidents, theft, poor performance, high turnover, and lowered productivity. Monroe County has instituted the following policies as an integral part in establishing a workplace free of drug abuse.

- (a) The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at the workplace or while on duty.
- (b) As a condition of employment, all employees of Monroe County must agree to follow its Drug Free Workplace Policy. If an employee is convicted of any criminal drug statute violation, the employee must notify the Personnel Department no later than five days after such conviction.
- (c) Any employee convicted of any criminal drug statute violation or any employee who violates the drug free workplace policy, may be subject to discipline up to and including dismissal or be required to participate in a drug rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

(2) **PROCEDURE.** In furtherance of its policy to provide for the health and safety of its employees and to ensure the health and safety of others, Monroe County has established the following procedures for maintaining a drug free workplace.

- (a) The Personnel Department shall establish a drug free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace.
 - 2. The employer's policy of maintaining a drug free workplace.
 - 3. Any available drug counseling, rehabilitation, and/or employee assistance programs.
 - 4. The penalties that may be imposed upon employees for drug abuse violations.
- (b) The Personnel Department shall notify the government contracting or grant agency in writing within ten calendar days after receiving notice under 4.67(1)(b), with which the employer is doing business, of any employee who has been convicted of workplace drug abuse.

(3) **DEFINITIONS.**

- (a) Applicant - any person applying for a position with Monroe County open to the general

public.

- (b) Employee - any part-time or full-time employee of Monroe County including temporary, limited term, seasonal or project, and on-call as defined in 4.18.
 - (c) Drugs in the workplace - refers to the illegal use of drugs and any illegal drug activity on Monroe County property and/or on duty.
 - (d) Controlled substance - refers to those substances as defined in Wisconsin Statutes 161.01(4).
- (4) Any employee who violates the County's drug free workplace policy may be subject to discipline up to and including dismissal. Employees operating any county/government vehicle shall refrain from alcohol use or being under the influence during the work day, or during any period of vehicle operation, subject to discipline up to and including dismissal. <1/96>
- (5) EXCEPTION. Nothing in Monroe County's drug free workplace shall be construed to require law enforcement agencies, if the head of the agency determines it inappropriate with the agency's undercover program, to comply with this policy. Law enforcement agencies need not comply when conducting law enforcement investigations which include the storage of evidence.

4.68 COUNTY/GOVERNMENT OWNED VEHICLES. <9/95>

- (1) No employee shall be allowed to use any county/government owned vehicle for personal use, nor shall any employee be allowed to take such vehicle to a residence overnight or at any other time. This policy shall apply to all departments and any exceptions must be approved by the County Administrator and by the Administration and Personnel Committee and said exceptions must be included as part of this section of the Manual.
- (2) The departments that shall allow employees to take a vehicle to a residence overnight or during off duty hours shall be the following: Animal Control, Highway (Commissioner, Patrol Superintendent, Road Supervisor), Sheriff, Forestry & Park Administrator, Senior Services (Norwalk Van, Mini-bus). These departments must complete vehicle logs as determined by the department for purpose of maintaining vehicle use records. The Sheriff Department will be allowed to continue the current record keeping practice. Internal Revenue Service vehicle usage guidelines apply, and the taxable value of the fringe benefit will be included in the employee's W-2 form for the year, with the exception of Sheriff Department vehicles and any other vehicles exempted by law. <5/97>

4.69 COMPUTER USAGE. <12/99> The Information Technology Director shall maintain and update Countywide computer usage policies concerning internet access, E-mail communications, telephone systems, and other information technology functions, with the approval of the County Administrator and the Administration and Personnel Committee. Policy copies will be distributed to applicable employees and will be available upon request from the Information Technology Department.

4.70 HIPAA COMPLIANCE. <6/03> Monroe County complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Because of the diversity of county business activities covered by HIPAA, each individual department covered by HIPAA will develop and maintain its own policies and procedures to comply with the Act.

GRIEVANCE PROCEDURE

4.71 GRIEVANCE PROCEDURE

(1) **PURPOSE** This grievance policy is established pursuant to Wis. Stat. §66.0509(lm) to address employee terminations, employee discipline and workplace safety as required by law. An employee shall use this grievance policy for resolving disputes regarding employee termination, employee discipline or workplace safety issues covered by this policy.

If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable. This procedure does not replace or supersede any statutory provision which may be applicable to an employee's employment with the County. This Grievance Procedure does not create a legally binding contract or a contract of employment.

(2) DEFINITIONS

- A. "Administration" means the person or persons designated by the County to represent the interests of management in a grievance matter. The Administration may be represented by counsel at any point in the procedure.
- B. "Employee" for purposes of a grievance involving discipline or termination means a non-probationary full-time or part-time employee of Monroe County, as defined in applicable County personnel policy and excludes elected officials, on-call, casual-call, temporary, limited term employees, contractors, employees covered by a collective bargaining agreement containing a grievance procedure for discipline or termination. Also excluded from this definition is any employee, official or officer that serves at the pleasure of an appointing authority as provided by Wisconsin Statutes.
- C. "Employee" for purposes of a grievance involving workplace safety means an employee of Monroe County, as defined in applicable County personnel policy, excluding contractors.
- D. "Discipline" means any of the following adverse employment actions: suspension of employment; disciplinary reduction in base pay; reduction in rank; or demotion. "Discipline" shall be narrowly construed and shall not include, without limitation by enumeration, the following: layoffs or workforce reduction activities; adverse employment actions resulting from misconduct or poor performance other than a suspension, disciplinary reduction in base pay, reduction in rank or demotion; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts and/or omissions in an employment file; oral or written reprimands; administrative suspension pending investigation of misconduct or nonperformance; non-disciplinary wage, benefit or salary adjustment; or change in assignment or assignment location resulting from a bona fide personnel reorganization.
- E. "Grievance" means a written complaint filed under this policy by an employee involving discipline taken against the employee, termination of the employee or an alleged workplace safety issue directly affecting the employee. All complaints must be filed on the applicable form attached to this personnel policy manual.

- F. "Termination" means involuntary separation of employment initiated by the County that does not include layoff, furlough or workforce reduction, reduction in hours, job transfer or reassignment, or retirement.
- G. "Calendar Days" means all days in a month, including weekends and holidays with each day running from midnight to midnight. The employer and grievant may mutually agree to waive time limits, in writing. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday or day in which the Personnel Department is closed, the time limit is the next day which is not a Saturday, Sunday or day the Personnel Department is closed.
- H. "Workplace Safety" for purposes of this procedure, includes any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment and accident risks. "Workplace Safety" does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, and work schedules.
- I. "Other Interim Earnings" for purposes of this procedure, includes any source of income which replaces the wages lost as a result of a suspension, termination or other reduction.

(3) GRIEVANCE PROCEDURE FOR DISCIPLINE AND TERMINATION

A. Initiating a Grievance Related to Discipline or Termination

- (1) A grievance relating to the discipline or termination shall be initiated by presenting a written complaint on the form attached to this personnel policy manual to the Personnel Coordinator within fourteen (14) calendar days of the event giving rise to the grievance. The grievance must contain all of the information required on the attached form Appendix A to be considered complete.
- (2) A grievance may only be filed by the employee who is the subject of the discipline or termination. The Grievant must sign and date the grievance. A grievance will not be considered filed until the Grievant signs the grievance, provides all of the required information and delivers the grievance to the Personnel Coordinator. Upon receipt, the Personnel Coordinator shall immediately assign a case number to the grievance and provide a copy of the grievance to the appropriate department head.
- (3) If a grievance is untimely or incomplete, the Personnel Coordinator shall issue a written request to the Grievant indicating it is untimely or identifying the information needed to complete the grievance. The Grievant shall have fourteen (14) calendar days from receipt of the written request to provide the Personnel Coordinator with: in the case of untimely grievance, a statement as to why the grievance should be considered timely; or with respect to an incomplete grievance, with the information identified by the Personnel Coordinator. Upon receipt of the Grievant's response, the Personnel Coordinator shall refer the response to the County Administrator to determine whether the response is sufficient. Failure of the Grievant to timely provide the requested information within fourteen (14) calendar days of the Personnel Coordinator's request or a finding by the County Administrator that the grievance is either untimely or that the Grievant has failed to provide sufficient information to allow the grievance to move forward

shall constitute a waiver of the right to use this grievance procedure and an abandonment of the grievance. The completed grievance shall be forwarded to the County Administrator for resolution.

- (4) By signing the grievance, the Grievant is acknowledging and affirming that the statements contained in the grievance are true and accurate to the best of the Grievant's knowledge.
- (5) Throughout the grievance process, the Grievant may represent him or herself or the Grievant may be represented by counsel or an individual of the Grievant's choosing.

B. Decision by County Administrator

The County Administrator shall have fourteen (14) calendar days to review the grievance and determine if resolution can be reached. If the grievance cannot be resolved, the County Administrator shall direct the Personnel Coordinator to deliver a written response to the Grievant with a brief explanation as to why the grievance is denied. The employee shall have fourteen (14) calendar days following receipt of the Administrator's denial of a grievance to file a written request on attached form Appendix B with the Personnel Coordinator for a Hearing. A \$50 administrative fee must accompany all Hearing requests. Failure of the Personnel Coordinator's office to receive a written request accompanied by the required administrative fee for a Hearing from the employee within fourteen (14) calendar days shall constitute a waiver of the employee's right to use the grievance procedure and an abandonment of the grievance.

C. Hearing Before an Impartial Hearing Officer

- (1) As soon as reasonably possible following the receipt of a timely request for a Hearing, the County Corporation Counsel shall appoint an Impartial Hearing Officer and provide the Grievant and the County Administrator with the name of the individual appointed.
- (2) Upon notice of their selection, the Impartial Hearing Officer shall schedule a hearing within a period of not less than twenty-one (21) calendar days nor greater than forty-five (45) calendar days. Within fourteen (14) calendar days of the date of the appointment of the Impartial Hearing Officer, the Impartial Hearing Officer shall conduct a pre-hearing conference with the Grievant, Personnel Coordinator and County Administrator to select the date for the Hearing. Once a hearing date is scheduled, it may be adjourned only upon written motion by the Grievant or the County and a finding by the Impartial Hearing Officer that there is 'good cause' for an adjournment. The decision of the Impartial Hearing Officer regarding the request for adjournment shall be final, binding and not subject to appeal.
- (3) There shall be no pre-hearing discovery. The Grievant and the County shall exchange, and provide a copy to the Impartial Hearing Officer, a list of witnesses they intend to call at the hearing and any documents and exhibits they intend to introduce at the hearing no less than fourteen (14) calendar days before the Hearing. No witness, exhibit or document which was not identified or exchanged by a party may be introduced absent a written finding by the Impartial Hearing Officer that there was excusable neglect for the failure of the party to identify a witness or document within the deadline for exchanging witness lists or documents. Each party may file a pre-hearing statement of no more than two (2) type written single space pages outlining their

position relative to any issue related to the Grievance. Normally the Impartial Hearing Officer will not serve as a mediator. However, should information present itself at this step, which had not been known or disclosed at any prior step, the Impartial Hearing Officer may attempt to act as a mediator, suggesting a possible solution which must be acceptable to both parties. If a consensus is not reached with the mediated solution, the Impartial Hearing Officer must follow the steps outlined in this procedure in making his/her decision.

(4) Hearing

- (a) The Hearing before the Impartial Hearing Officer will not be recorded. The Hearing shall be closed to the public.
- (b) The Grievant and the County may be represented by an individual of their choice. Each party shall bear its own costs for witnesses and all other out of pocket expenses, including attorney fees.
- (c) The Grievant may call witnesses and present testimony and exhibits that are relevant to the grievance. At the close of the Grievant's case, the County shall call its witnesses and present testimony and exhibits that are relevant to the grievance. The Grievant and the County may cross-examine any witnesses presented by the opposing side subject to relevancy and shall be limited to ten (10) minutes per witness unless this time period is extended by the Impartial Hearing Officer. The Impartial Hearing Officer may refuse to allow testimony or receive exhibits that the Impartial Hearing Officer deems irrelevant or repetitious.
- (d) The rules of evidence shall not be strictly followed, but no factual conclusion may be based solely on hearsay evidence.
- (e) During the hearing, the Impartial Hearing Officer may ask questions as the Impartial Hearing Officer deems necessary or helpful. The Impartial Hearing Officer shall maintain order and decorum at all times during the hearing, including refusing to take evidence until a disruption has ceased or terminating the hearing if the disruption does not cease after a warning is given.
- (f) After the Grievant and County have finished introducing evidence, the Impartial Hearing Officer shall close the record. The parties shall have no right to file briefs or position statements and the Impartial Hearing Officer shall make a decision based solely on the evidence and argument presented at the Hearing.
- (g) Burden of proof. For a grievance involving termination of an employee that is subject to Wis. Admin. Code Chap. DHS 5, the County bears the burden of proof to persuade the Impartial Hearing Officer by clear, convincing and satisfactory evidence that good cause exists to terminate the Grievant as provided in Wis. Admin. Code Chap. DHS 5.06(2)(b).

For all other employees, the Grievant bears the burden of proof to persuade the Impartial Hearing Officer by clear, convincing and satisfactory evidence that the County abused its discretion in disciplining or terminating the Grievant. If the Grievant does not meet his or

her burden of proof, the Impartial Hearing Officer shall deny the grievance.

- (h) Remedies. If the grievance is sustained, the Impartial Hearing Officer may award the Grievant one or more of the following remedies, if reasonable, under the totality of the circumstances:

If the grievance involves employee discipline other than termination, the Impartial Hearing Officer may award any of the following or combination of the following: lesser adverse employment action than the discipline imposed by the County such as a reduced period of suspension, reduction in base pay, reduction in rank, demotion, oral or written reprimand or performance improvement plan, documentation of employee acts and/or omissions in an employment file, and/or waive cost share of Impartial Hearing Officer or that no adverse employment action be taken by the County. If the Impartial Hearing Officer reduces an unpaid suspension, the Impartial Hearing Officer may award back pay, less other interim earnings, to the employee for any period of unpaid suspension served by the employee that was reduced.

If the grievance involves employee termination, the Impartial Hearing Officer may award any of the following or combination of the following: reinstatement, a lesser adverse employment action than termination such as, suspension of employment, reduction in base pay, reduction in rank, demotion, oral or written reprimand or performance improvement plan, documentation of employee acts and/or omissions in an employment file, and/or waive cost share of Impartial Hearing Officer. If reinstatement is awarded, the Impartial Hearing Officer may award back pay to the employee reduced by any other interim earnings and unpaid suspension imposed by the Impartial Hearing Officer.

- (i) Cost of Impartial Hearing Officer
The Grievant shall pay a \$50 non-refundable administrative fee to the County at the time the Hearing request is filed. The Grievant and County shall share the costs of the Impartial Hearing Officer. The total cost to the Grievant shall not exceed \$400.

- (5) Decision
The Impartial Hearing Officer shall issue a written decision no later than thirty (30) calendar days from the date of the hearing, with a copy provided to the Grievant, Personnel Coordinator and County Administrator. The written decision shall contain the following: the case number and caption describing the parties; the final decision and reasoning; and if the County's decision is overturned, the remedy for the Grievant.

- (6) Appeal
Appeal to the County Board of a Grievance relating to discipline or termination shall proceed under Section 4.72(5) below.

(4) GRIEVANCE PROCEDURE – WORKPLACE SAFETY

A. Preconditions to Filing.

- (1) **Report of An Unsafe Condition.** Any employee who personally identifies, or is given information about a workplace safety issue or incident, must notify his/her supervisor of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported. An earnest effort shall be made to resolve the issue informally between the aggrieved employee and the employee's immediate supervisor.

If the matter is not resolved informally, in order to be addressed as part of the grievance procedure, a written report of the incident or issue, outlining the events that transpired and proposed resolution, if any, shall be signed by all concerned parties and submitted to the Personnel Coordinator along with attached form Appendix C within fourteen (14) calendar days from the date the supervisor was notified of the incident or issue.

An employee may not file a grievance relating to a condition that the employee believes constitutes a Workplace Safety violation unless the employee has first reported the condition to the Personnel Coordinator in writing on the attached form Appendix C.

- (2) **County Response.** Upon receiving notice of an alleged Workplace Safety violation from an employee, the County shall have fourteen (14) calendar days in which to investigate the condition and advise the employee in writing that the County: (a) has determined that the condition does not constitute a Workplace Safety violation and will not be taking corrective action; or (b) is taking corrective action in accordance with the law to address the condition.
- (3) **Grievance Filing Limitation.** If the County advises the employee in writing within fourteen (14) calendar days that it is taking corrective action in accordance with the law and has commenced corrective action within this period, an employee may not initiate a Workplace Safety Grievance.

B. Filing Procedure.

- (1) **Who May File A Workplace Safety Grievance.** A grievance may only be filed by an "employee". The employee need not be personally impacted by an alleged condition to constitute a Workplace Safety violation.

C. **Initiating A Grievance.** An employee may initiate a grievance relating to Workplace Safety by presenting a written grievance on the form Appendix C attached to this personnel policy manual to the office of the Personnel Coordinator within fourteen (14) calendar days of: (a) the employee's receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation; (b) the County's failure to begin corrective action within fourteen (14) working days of the employee's report of the Workplace Safety violation referenced in Section 4A above; (c) the failure of the County to respond to a report of a Workplace Safety violation within fourteen (14) calendar days. The employee must sign and date the grievance. The grievance will not be considered filed until the employee signs the grievance and the grievance is received by the Personnel Coordinator. Upon receipt, the Personnel Coordinator shall immediately assign a case number to the Grievance.

- (1) Extension of Time; Impact of Untimely Filing. The Personnel Coordinator may, at his or her sole and absolute discretion, agree to extend the time for filing a grievance up to an additional fourteen (14) calendar days based upon a written request for an extension received from the employee prior to the expiration of the fourteen (14) calendar day deadline to file the grievance. Any written request for an extension of time must explain the reasons why the employee cannot meet the grievance filing deadline. Failure to timely file a grievance with the Personnel Coordinator within fourteen (14) calendar days or any period of extension granted by the Personnel Coordinator shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.
- (2) Incomplete Grievance; Impact of Failure to Provide Complete Information. If a Grievance is untimely or incomplete, the Personnel Coordinator shall issue a written request to the Grievant indicating it is untimely or identifying the information needed to complete the Grievance. The Grievant shall have fourteen (14) calendar days from receipt of the written request to provide the Personnel Coordinator with: in the case of untimely Grievance, a statement as to why the Grievance should be considered timely; or with respect to an incomplete Grievance, with the information identified by the Personnel Coordinator. Upon receipt of the Grievant's response, the Personnel Coordinator shall refer the response to the County Administrator to determine whether the response is sufficient. Failure of the Grievant to timely provide the requested information within fourteen (14) calendar days of the Personnel Coordinator's request or a finding by the County Administrator that the Grievance is either untimely or that the Grievant has failed to provide sufficient information to allow the Grievance to move forward shall constitute a waiver of the right to use this grievance procedure and an abandonment of the Grievance. The completed Grievance shall be forwarded to the County Administrator for resolution.
- (3) Grievance Verification. By signing the Grievance, the Grievant is acknowledging and affirming that the statements contained in the Grievance are true and accurate to the best of the Grievant's knowledge.
- (4) A Grievant shall not be allowed to amend a Workplace Safety Grievance.

D. Decision by County Administrator

The County Administrator shall have fourteen (14) days to review the grievance and determine if resolution can be reached. If the Grievance cannot be resolved, the County Administrator shall direct the Personnel Coordinator to deliver a written response to the Grievant with a brief explanation as to why the Grievance is denied. The Grievant shall have fourteen (14) calendar days following receipt of the Administrator's denial of a Grievance to file a written request on the attached form Appendix D with the Personnel Coordinator for a Hearing. Failure of the Personnel Coordinator's office to receive a written request for Hearing from Grievant within fourteen (14) calendar days shall constitute a waiver of the Grievant's right to use the Grievance procedure and an abandonment of the grievance.

E. Hearing Procedure

The selection of an Impartial Hearing Officer and hearing on a Workplace Safety violation shall be conducted in accordance with the Hearing Procedure in Section 4.71(3)C and (4)a-f above.

F. Burden of Proof; Impartial Hearing Officers' Decision; Remedies

- (1) Burden of Proof; Standard of Review. The Grievant bears the burden of proving by a preponderance of the evidence that the condition identified by the Grievant constitutes a Workplace Safety violation and that corrective action is required. If the Grievant does not meet their burden of proof, the Impartial Hearing Officer shall deny the grievance.
- (2) Decision. The Impartial Hearing Officer shall issue a written decision no later than thirty (30) calendar days from the date of the hearing, with a copy provided to the Grievant, Personnel Coordinator and County Administrator. The written decision shall contain the following: (a) the case number and caption describing the parties; (b) a statement of the standard of review; (c) if applicable, the particular provisions of Wis. Admin. Code Chap. Comm 32 that are implicated by the Workplace Safety grievance; (d) findings, and, (e) if the grievance is sustained, a recommendation of corrective action.
- (3) Remedies. If the grievance is sustained, the Impartial Hearing Officer may order the County take corrective action on accordance with the law to address the Workplace Safety violation. The Impartial Hearing Officer shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to the Workplace Safety violation, but may make recommendations regarding effective remedial action.
- (4) Cost of Impartial Hearing Officer. The County shall pay all costs for the Impartial Hearing Officer associated with a Workplace Safety grievance.
- (5) Appeal
Appeal to the County Board of a Grievance relating to workplace safety shall proceed under Section 4.71(5) below.

(5) COUNTY BOARD APPEAL OF DISCIPLINE, TERMINATION AND WORKPLACE SAFETY MATTERS

- A. Who May File an Appeal. An appeal of the Impartial Hearing Officer's decision may be filed by the Grievant or the County.
- B. Requesting an Appeal. An appeal may be initiated to the County Board by filing an appeal with the Personnel Coordinator on the applicable form Appendix B or Appendix D attached to this handbook within fourteen (14) calendar days of the date of the Impartial Hearing Officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final.
- C. County Board Appeal. When the Personnel Coordinator receives a timely request for appeal, the Personnel Coordinator shall forward the appeal to the Chair of the County Board along with a copy of any exhibits introduced at the grievance hearing. The Chair shall schedule a meeting of the County

Board to review the Impartial Hearing Officer's decision. The County Board shall not take testimony, accept additional evidence, accept briefings, accept oral argument or otherwise conduct a hearing of any sort in relation to the appeal.

- D. Standard of Review. If the County Board finds that the request for review was timely, the County Board shall review the written decision of the Hearing Officer as set forth below. If the County Board finds that the request for review was untimely, the Hearing Officer's written decision will be affirmed by the County Board without further review.

To review the written decision of the Hearing Officer, the County Board shall review the written decision of the Hearing Officer, the reasons for the appeal and the reply. The County Board may receive additional evidence or conduct a hearing only if an issue is raised under paragraph 2 below. The role of the County Board, in reviewing the decision of the Impartial Hearing Officer, is to address the following questions:

1. Did the Impartial Hearing Officer fail to follow a fair and impartial process such that the award should be rendered invalid?
2. Is there evidence of corruption, fraud or misconduct by the Impartial Hearing Officer such that the award should be rendered invalid?
3. Did the Impartial Hearing Officer make an error of fact and/or law which renders makes his/her award invalid?

If the answer to each of the above questions is "No" the County Board will uphold the decision of the Impartial hearing Officer. If the answer to any of the questions above is "Yes" the County Board shall reverse the decision of the Impartial Hearing Officer.

- E. Decision. The County Board shall deliver a written decision to the Grievant and the County no later than fourteen (14) calendar days from the date of the County Board meeting. The written decision shall contain: (a) the case number and caption describing the parties; (b) a statement of the issues; (c) findings, along with an explanation if the Board answers "Yes" to any of the three questions above; and (d) a remedy, as appropriate, if the Impartial Hearing Officer's decision is reversed.
- F. Remedies on Appeal; Discipline and Termination. If the decision of the Impartial Hearing Officer is reversed, the County Board may award the Grievant one or more of the following remedies, if reasonable, under the totality of the circumstances:

If the grievance involves employee discipline other than termination, the County Board may award any of the following or combination of the following: uphold the disciplinary action as initially imposed, impose a lesser adverse employment action than the discipline imposed by the Impartial Hearing Officer such as a reduced period of suspension, reduction in base pay, reduction in rank, demotion, oral or written reprimand or performance improvement plan, documentation of employee acts and/or omissions in an employment file, and/or waive cost share of Impartial Hearing Officer or that no adverse employment action be taken by the County. If the County Board reduces an unpaid suspension, the County Board may award back pay, less other interim earnings, to the employee for any period of unpaid suspension served by the employee that was reduced.

If the grievance involves employee termination, the County Board may award any of the following or

combination of the following: uphold the termination as initially imposed, reinstatement, a lesser adverse employment action than termination such as, suspension of employment, reduction in base pay, reduction in rank, demotion, oral or written reprimand or performance improvement plan, documentation of employee acts and/or omissions in an employment file, and/or waive cost share of Impartial Hearing Officer. If reinstatement is awarded, the County Board may award back pay to the employee reduced by any other interim earnings and unpaid suspension imposed by the Impartial Hearing Officer.

G. Remedies on Appeal; Workplace Safety. If the County Board determines on appeal that a violation of Workplace Safety has occurred, the County Board may, by simple majority, order that corrective action be taken by the County according to law. Any order of corrective action must include a provision for appropriation of funds adequate to cover the entire cost of any corrective action ordered, requiring a 2/3 majority vote of the entire membership of the Monroe County Board.

H. Final Decision. The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law.

(6) **SEC. 4.71 CONFLICT PROVISION FOR PERSONNEL POLICY MANUAL**

Should the provisions of this section of the Personnel Policy Manual be in conflict with any other section(s) of the Manual, the provisions of this section shall supersede.

4.72 GRIEVANCE BY UNION EMPLOYEE. To provide an effective and acceptable means for employees to bring problems and complaints concerning the employee's well-being at work to the attention of management, a grievance procedure has been established for the use of County employees who are members of a union. For this procedure, refer to the respective union contract or agreement.

PART-TIME EMPLOYEE BENEFITS

4.75 DEFINITION. Any employee working regularly scheduled hours less than the number of hours scheduled for employees recognized as full-time employees (less than forty per week, 173 per month or 2080 per year) shall be considered part-time.

4.76 BENEFITS.

- (1) For employees on an LTE, casual, or on-call basis, there shall be no benefits. The only exception is the holiday pay provision for Law Enforcement personnel.
- (2) Part-time employees shall be eligible for benefits as follows:
 - (a) Holidays. The holidays shall be New Year's Day, Friday before Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, one-half day Christmas Eve (only when Christmas falls on Tuesday through Friday), Christmas Day and one and one-half floating holidays. <12/99>
 1. Part-time employees whose average weekly schedule of authorized hours of work is less than twenty hours per week shall not be eligible for holiday pay.
 2. Part-time employees hired prior to January 1, 2012, whose average weekly schedule of authorized hours of work is ten hours or more, but less than twenty hours per week, shall, if otherwise eligible for holiday pay, receive holiday pay at the rate of one-fourth of the amount received by a full-time employee. Part-time employees hired after January 1, 2012, who work less than 20 hours per week are ineligible for benefits not required by law. This requirement shall also apply to the floating holiday, vacation, insurance, sick leave, and other leaves listed in the remainder of this section.
 3. Part-time employees whose average weekly schedule of authorized hours of work is twenty hours or more, but less than thirty hours per week, shall, if otherwise eligible for holiday pay, receive holiday pay at the rate of one-half the amount received a full-time employee.
 4. Part-time employees whose average weekly schedule of authorized hours of work is thirty hours or more, but less than forty hours per week, shall, if otherwise eligible for holiday pay, receive holiday pay at the rate of three-fourths the amount received by a full-time employee.
 5. Part-time employees shall have one and one-half floating holidays to be used in blocks of time with the hours of each not split, i.e. 30 to 39 hours-six hours and three hours; and 20 to 29 hours-four hours and two hours. The usage of floating holiday time shall be with prior supervisory approval and without creating a disruption in

departmental services.

(b) Vacations. Part-time employees earn vacation according to the number of hours worked, based on the vacation credit given a full-time employee. (See also 4.76 (2)(a)(2) above) <1/12>

(c) Insurance.

1. The County shall pay health and dental insurance premiums for part-time employees prorated against the amount paid by the County for full-time employees as follows:

Less than 1040 hours (hired after 1/1/12)	0
520 hours or more, but less than 1040 hours (Hired before 1/1/12)	1/4
1040 hours or more, but less than 1560 hours	1/2
1560 hours or more, but less than 2080 hours	3/4

2. New part-time employees shall be eligible for health and dental insurance coverage on the first day of the month following completion of one full calendar month of employment. The County shall pay a prorated share of the premium based on the average number of hours per week worked in the first complete month of employment as follows:

Less than 20 hours per week	0
20 hours or more, but less than 30 hours	1/2
30 hours or more, but less than 40 hours	3/4

3. Employees working at least twenty hours shall be eligible for life insurance. Coverage is effective on the same basis as health and dental insurance with the employee paying a prorated share of the County contribution.

(d) Sick Leave. Sick leave accumulation shall be on the basis of eight hours for each 173 hours worked. Sick leave shall not be used until earned. All rules of administration of sick leave for full-time employees shall be utilized. Maximum accumulation and family sick leave use shall be the same as for full-time employees. (see also 4.76(2)(a)(2) above)

(e) Funeral, Military, Personal, Maternity and Civic Leaves. Leaves shall be granted to part-time employees based on the regularly scheduled number of hours per pay period as other leaves were outlined above and according to the rules of administration of each leave for full-time employees. (see also 4.76(2)(a)(2) above)

4.77 INTRODUCTORY PERIOD.

(1) Part-time employees shall serve an introductory period of 12 months from the hire date.

(2) All rules apply to part-time employees as stated for full-time employees in 4.59.

4.80 STAFF COMMUNICATIONS WITH BOARD, STAFF, PUBLIC & MEDIA.

This policy serves to provide a common identity in the structure of information presented to County elected officials and staff, the public, visitors, businesses and media. The policy shall also facilitate the central repository of County information with the County Administrator for appropriate dissemination to the county board, staff, public, businesses and media.

4.81 GUIDELINES.

- (1) The County Administrator shall serve as the chief administrative spokesperson for the County, in coordination with the Monroe county Board Chairperson, who serves as the chief elected spokesperson.
- (2) Major/Special Events. The County Administrator shall be informed of major events as soon as possible. The Administrator will in turn inform the County Board prior to public release of information, if practical. In the case of special events, the County Administrator shall be informed prior to the release of information and may determine, how, when and by whom this special event information is released.
- (3) Routine Events. Department heads and/or designated staff are encouraged to provide the board, media and general public with information regarding routine upcoming events and activities within their departments. The County Administrator shall be provided with this information concurrently.
- (4) Major/Special Projects. Department heads and/or designated staff shall submit all correspondence, informational documents or media releases related to major/special County projects to the County Administrator for review and approval prior to dissemination to the County Board, staff, public, businesses or media. Department heads and/or designated staff shall cc: the County Administrator on all correspondence, emails, documents or media releases related to major/special County projects.
- (5) Routine Projects. Department heads and/or designated staff are encouraged to provide the board, media and general public with information regarding routine County projects. The County Administrator shall be provided with this information concurrently.
- (6) County Board Member Communications. Department heads and/or designated staff shall submit all non-routine correspondence, informational documents, reports, etc. to the County Administrator for review and approval prior to distribution to the County Board. Such communications shall then be distributed along with the committee or board meeting agenda and packet and concurrently made available to the media. Department heads and/or designated staff shall cc: the County Administrator on all correspondence, emails, documents or other communication directed to County Board members.
- (7) Legal Notices. All legal notices are distributed according to State Statutes. For assistance contact the County Clerk or Corporation Counsel.
- (8) Meeting Notices. Monroe County follows the State of Wisconsin Open Meetings Law. Agendas for all meetings shall contain the appropriate statutory exceptions for closed sessions where

applicable (see §19.85). All Monroe County committees, sub-committees and boards shall follow the open meetings law.

- (9) Press Releases and Public Service Announcements.
 - Non-routine press releases shall be prepared and/or approved by the County Administrator.
 - Routine press releases promoting special community activities, and fast-breaking news updates regarding emergency, weather, police and fire activity may be prepared and released by the appropriate department. Fast breaking news shall be forwarded to the County Administrator immediately.
- (10) Official Letters to the Editor and Feature Articles. The County Administrator shall author and/or approve these communications by Department Head and/or designated staff. Presenting a coordinated message throughout the County is of utmost importance.
- (11) Press Conferences. The County Administrator or County Board may convene a press conference to announce a major county decision or to respond to an issue of general interest to the media. Staff members who believe they have an item that warrants a media conference shall contact the County Administrator for approval.
- (12) Sheriff's Department. It is recognized that the Sheriff's Department/County Jail receives ongoing requests regarding daily activities and may provide routine press releases or other activity reports to the media. The Monroe County Sheriff's Department shall comply with the Open Records Law.
- (13) Department Heads in Elective Office. Monroe County Department Heads in elective positions may comply with this policy to the extent they determine is reasonable and shall comply with the Open Records Law and Open Meetings Law.
- (14) Public Records. Disclosure of public records to the media is covered by Wisconsin Statutes and County Ordinances. The media are no more or less privileged than the general public in being provided access to county records during normal working hours. Accurate information provided to the media is beneficial both to citizens and the county in carrying out its public information efforts. Non-routine requests may be forwarded to the County Corporation Counsel for interpretation.
- (15) Requests for Information from Department Heads. If a department Head receives an information request that meets the statutory definition of a public record, the Department Head shall forward the written request to the custodian of the record, who shall respond to the request in accordance with statutory requirements and with the advice of the Corporation Counsel, if requested by the custodian of the record. If the information request is not a public record, the Department Head shall inform the County Administrator and the Committee of Jurisdiction Chair to include the requested topic on the next committee meeting agenda. The committee of jurisdiction shall review the request concerning the purpose, need and specifics of the request, and take action to direct the Department Head to respond to the requestor and committee of jurisdiction, and any other parties as determined by the committee of jurisdiction. When a Department Head receives a request for information which is not in conformance with this policy, they are to refer those

requests to the County Administrator for resolution. The Department Heads are not to engage in discussion with the requesting parties regarding the merits of the request or this policy. Department Heads may make the written policy available to the requesting party.