

**ORDINANCE  
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell  
INITIATED BY

Dave O'Connell, Human Resource Director  
DRAFTED BY

County Board  
Staff Committee  
SUBMITTED BY



November 14, 2012  
DATE DRAFTED

**AMENDING THE COUNTY'S PERSONNEL ORDINANCE**

1 **WHEREAS**, Act 10 and Act 32 of the 2011 Wisconsin State Legislature made numerous changes to Chapter  
2 111.70 of Wisconsin Statutes; and,  
3

4 **WHEREAS**, those changes significantly impacted the County's Personnel Ordinance (Chapter XVIII) and the  
5 bargaining agreements between Rock County and the ten unions representing Rock County Employees; and,  
6

7 **WHEREAS**, the County Board adopted changes to the Personnel Ordinance in 2011 in order to comply with  
8 the changes to Chapter 111.70, to the union contracts for Rock County Employees and the Personnel Ordinance  
9 covering unilateral employees; and,  
10

11 **WHEREAS**, certain additional changes have been suggested by Department managers; and,  
12

13 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance effective at  
14 12:01 a.m. January 1, 2013.  
15

16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this  
17 13 day of December, 2012 does hereby amend Chapter XVIII, the County's Personnel  
18 Ordinance as follows:  
19

**CHAPTER XVIII**

**PERSONNEL ORDINANCE**

**SECTION 1**

**OBJECTIVES AND SCOPE**

26  
27 18.101 Authority.

28  
29 This Ordinance is promulgated under the authority of Wisconsin Statute 59.22 (2)(c) 1.c.  
30

31 18.102 Purposes.

32  
33 The purposes of this Ordinance shall be to:  
34

35 A. Establish a clear understanding of responsibilities in the establishment and maintenance of a  
36 personnel program for Rock County.  
37

38 B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and  
39 maintain an effective and responsive workforce for the County. The Ordinance shall be based  
40 on the following objectives:  
41

42 (a) To recruit, select and advance employees on the basis of their relative knowledge,  
43 skills, and abilities.  
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45 (b) To provide internally equitable and externally competitive compensation for all  
46 employees.  
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- (c) To recognize good job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner
- (d) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs, race, color, national origin or ancestry, sex, age, religion, disability, sexual identity and orientation, genetic information, or any other cause for discrimination as defined by law, and with proper regard for their rights as citizens.
- (e) To protect employees against coercive political activities and to prohibit the use of official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

- C. Provide a system of standardized titles and standardized class descriptions for the effective administration of personnel activities such as: manpower planning and budgeting, standards of job performance, fair and equitable pay, valid selection and recruitment programs, training programs and career development.
- D. Provide a system to recruit and select the most qualified persons for positions in County service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity, prohibit discrimination because of race, political affiliation or beliefs, religion, sex, national origin or ancestry, age, disability, sexual identity and orientation, genetic information, or any other cause for discrimination as defined by law, to ensure that persons of disadvantaged groups are fairly represented in the County workforce.
- E. Provide an effective career development plan for qualified employees through promotional opportunities in an environment free of discrimination.

18.103 Scope.

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

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

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

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

18.104 Collective Bargaining Agreements.

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

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

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

122  
123 The Ordinance shall take precedence over the Human Resource Policies and Procedures

124  
125 18.106 Department Work Rules.

126  
127 Nothing herein shall preclude an Appointing Authority from promulgating Department Work  
128 Rules covering topics not covered by this Ordinance or the Human Resource Department's  
129 Policies and Procedures. Work rules so promulgated must be consistent with this Ordinance and  
130 Human Resource Policies and Procedures.

131  
132 18.107 Non-Elected Department Heads.

133  
134 Any non-elected Department Head hired shall be employed pursuant to a personal employment  
135 contract of up to two (2) years. Non-elected Department Heads serving on the date of adoption of  
136 this section may voluntarily negotiate a personal employment contract of up to two (2) years.  
137 Non-elected Department Heads shall continue to be at-will employees and may be removed at the  
138 pleasure of the County Administrator. Removal of the Corporation Counsel by the County  
139 Administrator requires the concurrence of the County Board. The County Administrator shall  
140 remain the appointing authority for non-elected Department Heads. The personal employment  
141 contract covering the initial appointment of a non-elected Department Head is subject to approval  
142 by the County Board after action by the appropriate Governing Committee.

143  
144 18.108 Administrator Position.

145  
146 The position of the County Administrator shall be included under the coverage of this Ordinance,  
147 except where there are exclusions or where this Ordinance conflicts with the resolution  
148 establishing the administrator form of government. In the case of any such conflict, the resolution  
149 shall control.

150  
151 18.109 Sheriff's Office Command Staff

152  
153 In addition to the benefits provided to other unilateral employees, if the following provisions of  
154 the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are  
155 modified, such modifications shall be extended to the Chief Deputy (CB resolution Nov 9,  
156 1993); Commanders (CB resolution Nov 15, 1991); and Captains (CB resolution Dec. 31,  
157 2008).

158  
159 Education  
160 Health insurance for retirees  
161 Life insurance  
162 Retirement  
163 Sick Leave Accumulation  
164 Sick leave payout  
165 Sick leave payment  
166 Uniform allowance  
167 Worker's compensation

168  
169 18.110 Amendments.

170  
171 This Ordinance may be amended by the Rock County Board of Supervisors in the same manner  
172 as adopted.

173  
174 18.111 Management Rights

175  
176 The management of Rock County and the direction of the workforce is vested exclusively in the  
177 County, including but not limited to the right to:

- 178  
179 1) Hire, promote, demote, suspend, discipline, and discharge;  
180  
181 2) Decide job qualifications for hiring;  
182

- 183 3) Transfer or layoff because of lack of work, discontinuance of services, or other legitimate  
184 reasons;
- 185
- 186 4) Subcontract for economic reasons or when it is not feasible for county employees to  
187 perform the work;
- 188
- 189 5) Abolish or create positions,
- 190
- 191 6) Create job descriptions and determine the composition thereof;
- 192
- 193 7) Plan and schedule work
- 194
- 195 8) Determine the methods and processes and manner of performing work;
- 196
- 197 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
- 198
- 199 10) Determine the location, operation and type of physical structures, facilities, equipment of  
200 the county;
- 201
- 202 11) Plan and schedule any training programs,
- 203
- 204 12) Create, promulgate and enforce reasonable work rules;
- 205
- 206 13) Determine and enforce regulations governing conduct and safety;
- 207
- 208 14) Determine what constitutes good and efficient county service, and all other functions of  
209 management and direction.
- 210

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

213  
214 18.112

215 Responsibilities and Authority.

216 A. County Board. The County Board shall:

- 217
- 218 (1) approve the annual County budget, including requests for personnel adjustments.
- 219
- 220 (2) review and approve County Personnel Ordinance and amendments.
- 221
- 222 (3) confirm department head appointments made by the County Administrator.
- 223
- 224 (4) delegate such duties to the County Board Staff Committee as  
225 necessary.
- 226
- 227 (5) hear grievance appeals as outlined in Section 18.806.
- 228

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

- 230
- 231 (1) advise the County Administrator on matters concerning implementation of  
232 Personnel Ordinance
- 233
- 234 (2) review proposed Personnel Ordinance and amendments as developed and  
235 recommended by the Human Resources Director and make recommendations to  
236 the County Board for consideration and legislative action
- 237
- 238 (3) perform other related duties as assigned by the County Board
- 239

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

- 241
- 242 (1) review all appointments made by the County Administrator as provided in  
243 Section 18.112(d)(1) and make such recommendations to the Board as  
244 appropriate
- 245

246 D. County Administrator. Except as prohibited by State and federal law, the County  
247 Administrator shall:

- 248
- 249 (1) appoint and remove all Department Heads, subject to the provisions of Section  
250 18.107.

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- (2) advise the Governing Committee of the final interview schedule of the best-qualified applicants. The Governing Committee may participate in the scheduled interviews.
- (3) submit terms of employment for Department Heads to the Governing Committee for review before submission to the County Board.
- (4) approve Personnel Ordinance prior to submittal to the County Board Staff Committee and the County Board.
- (5) apply appropriate disciplinary actions as defined in Section 18.1108 to subordinate employees.
- (6) approve new positions, reallocations, and upgrades of existing positions subject to County Board approval.
- 268 E Human Resources Director. The Human Resources Director under the authority of the  
269 County Administrator shall:  
270
- (1) administer the Personnel Ordinance adopted by the County Board.
- (2) establish, maintain and coordinate personnel transactions and records management for all County employees and positions.
- (3) establish and maintain a central personnel file for each County employee showing name, title, salary, change in status, annual performance ratings and such pertinent information as may be necessary for effective personnel administration and for compliance with Federal and State laws.
- (4) advise and assist Department Heads on all County Personnel transactions and records management systems and procedures.
- (5) notify the payroll section of all relevant changes.
- (6) review appointments and removal of personnel to County positions pursuant to Section 18.607.
- (7) maintain complete employment and performance records of all County employees.
- (8) establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.
- (9) make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.
- (10) develop and maintain the Classification Plan.
- (11) develop and administer the recruitment and selection program.
- (12) establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.
- (13) monitor temporary and overtime assignments.
- (14) approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the re-employment of laid-off employees in other appropriate County positions.
- (15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.
- (16) establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.
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- (17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.
  - (18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.
  - (19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.
  - (20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
  - (21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.
  - (22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
  - (23) develop such regulations as necessary to carry out the intent of this Ordinance.
  - (24) establish a safety program to reduce the incidence of work-related injuries and promote safety awareness.
  - (25) develop and maintain the County-wide training program within budgetary limitations.
  - (26) administer and manage the County's Worker's Compensation program.
  - (27) insure that Department Work Rules are fairly designed and administered.
- F. Department Heads. Department Heads shall:
- (1) enforce the Personnel Ordinance, and the Human Resource Policies and Procedures in their respective department.
  - (2) adopt such additional Department Work rules as required by law and/or necessary for the operations of the Department subject to approval of the Human Resources Director.
  - (3) initiate and process personnel transactions affecting their employees using forms provided by the Human Resources Director.
  - (4) maintain an employee service record for each employee.
  - (5) notify the Human Resources Director of all changes in permanent personnel records including change of address, insurance coverage and other relevant information.
  - (6) keep employees informed of current personnel policies.
  - (7) conduct second step grievance procedures hearings as may be necessary under Section 18.805, and adjust such grievances as may be appropriate.
  - (8) appoint and remove employees to positions subject to Section 18.304 and 18.806, and consistent with applicable State Statutes and inform governing committee of said appointments.
  - (9) in collaboration with the Human Resources Director, develop employee orientation and in-service training programs.
  - (10) administer discipline and delegate such authority to supervisory personnel as appropriate subject to Section 18.806.
  - (11) conduct performance reviews of all immediate subordinate employees on no less frequent than an annual basis.

- 386 (12) obtain prior approval of the County Administrator when taking vacation days,  
 387 or when traveling out of the County on County business. (This provision does  
 388 not apply to elected County Officials.) The memo making the request should  
 389 include a designated department contact person, as well as a phone number  
 390 where the Department Head can be reached (if possible).  
 391
- 392 G. Supervisory Personnel. To the extent Department Heads delegate authority to them,  
 393 supervisors shall:
- 394
- 395 (1) interview and recommend applicants for appointments to and removal from  
 396 subordinate positions.  
 397
- 398 (2) implement the Personnel Ordinance, HR Policies and Procedures and Department  
 399 Work Rules in their unit.  
 400
- 401 (3) conduct performance reviews of all immediate subordinate employees on no less  
 402 frequent than an annual basis.  
 403
- 404 (4) administer discipline to employees as necessary.  
 405
- 406 (5) conduct first step grievance hearings as may be necessary under Section 18.806,  
 407 and adjust such grievances as may be appropriate.  
 408

## SECTION 2

### CLASSIFICATION PLAN

411 18.201 Development and Administration.

412 The Human Resources Director shall be responsible for the overall development and  
 413 administration of the Classification Plan, in cooperation with Department Heads, key staff  
 414 employees and other appropriate resources. The County Administrator position shall be an  
 415 unclassified position.  
 416  
 417

418 18.202 Position Description.

419 Each employee shall have an accurate position description that describes the knowledge, skills  
 420 and abilities necessary to do the work of that position; goals of the position and job tasks to  
 421 accomplish the goals; and identifies the essential job functions.  
 422  
 423

424 18.203 Allocation of New Positions.

425 The Human Resources Director shall allocate new positions that have been approved by the  
 426 County Board to one of the classifications in the Classification Plan. If a suitable class does not  
 427 exist, the Human Resources Director shall establish a new classification. An appropriate pay  
 428 range for the classification shall be assigned subject to the approval of the County Board Staff  
 429 Committee, and confirmation of the County Board unless otherwise established through the  
 430 budgetary process.  
 431  
 432

433 18.204 Abolition of Unnecessary Classifications.

434 When it is determined that a classification or classifications are no longer useful or appropriate,  
 435 the Human Resources Director shall inform the County Board Staff Committee that such classes  
 436 have been abolished.  
 437  
 438

439 18.205 Reclassification Requests.

440 A reclassification is the re-assignment of a position from one existing class to another class to  
 441 recognize a change in the duties and responsibilities of a position.  
 442

443 Reclassification requests shall normally be contained within the annual budget. In such situations,  
 444 prior to approval of the budget, the Human Resources Department shall audit the position and  
 445 make a written recommendation to the County Administrator who shall then recommend approval  
 446 or denial of reclassification requests. If a reclassification request is denied, the position shall not  
 447 be reconsidered for reclassification ~~for one year, or until the next budget~~ there is a significant  
 448 change in the duties and responsibilities of the position. If, in exceptional cases, duties of a  
 449 position change during a budget year, the County Board may approve a reclassification request  
 450  
 451

452 upon the performance of an audit and the recommendation of the Human Resources Director and  
 453 County Administrator and with the confirmation of the County Board Staff Committee.

454 18.206 Reallocation Requests.

455  
 456  
 457 A reallocation is the re-assignment of a position from one pay range to another pay range to  
 458 correct an error in the original assignment, to reflect changing labor market conditions, or to  
 459 reflect significant changes over a period of time in the duties and responsibilities of the position.

460  
 461 Salary adjustments shall be part of the budget process. If salary reallocations are approved, they  
 462 will become effective the first day of the fiscal year. Persons in positions reallocated shall  
 463 normally be advanced to the step with the next highest dollar amount in the new pay range. With  
 464 approval of the Human Resources Director and the County Administrator, an employee may be  
 465 advanced a step over and above the next highest dollar amount.

466  
 467 When a position becomes vacant and it is determined by the Human Resources Director and the  
 468 County Administrator that a reallocation of the position is necessary for recruitment purposes,  
 469 such reallocation may occur outside the budget process upon the confirmation of the County  
 470 Board Staff Committee and approval of the County Board.

471 18.207 Reorganization of Department.

472  
 473 Each time a department or division of a department is reorganized, class descriptions for all  
 474 affected employees shall be submitted to the Human Resources Director for review and approval  
 475 as part of such reorganization.  
 476

477 18.208 Position Description Questionnaires.

478  
 479 The Human Resources Director may require departments or employees to submit Position  
 480 Description Questionnaires when vacancies occur, any time there is reason to believe that there  
 481 has been a significant change in the duties and responsibilities of one or more positions, or as part  
 482 of a position audit conducted by the Human Resources Department.  
 483

484 18.209 Review of Classification Plan.

485  
 486 At least every three years, or as often as may be appropriate, the Human Resources Director shall  
 487 review the Classification Plan to ensure that the plan accurately reflects existing position responsi-  
 488 bilities and market conditions. The Human Resources Director shall take whatever action is  
 489 appropriate to amend and update the Classification Plan, subject to the review of the County  
 490 Board Staff Committee and approval of the County Board.  
 491

492 18.210 Underslotting.

493  
 494 As a vacancy occurs, the Department Head may recommend the position not be filled at the  
 495 existing level. With the concurrence of the Human Resources Director and County Administrator,  
 496 the position may be filled at a lower classification.  
 497

498 18.211 Upgrade.

499  
 500 Upgrades shall be part of the annual budget process. Prior to approval of the budget, the Human  
 501 Resources Department shall audit the position and make a written recommendation to the County  
 502 Administrator who shall then recommend approval or denial of the upgrade request. If an upgrade  
 503 request is denied, the position shall not be reconsidered for upgrade until the next budget cycle  
 504 there is a significant change in the duties and responsibilities of the position.  
 505

506  
 507 ~~An upgrade may occur after a re-evaluation of the duties of a position indicate that a higher level~~  
 508 ~~of skills or duties is required to perform the duties of the position. An upgrade may be to an~~  
 509 ~~existing classification or position or require the creation of a new classification or position. When~~  
 510 ~~a position is upgraded, an open recruitment shall be conducted to fill the position. Hiring~~  
 511 ~~procedures for approved upgraded positions shall be subject to guidelines established by the~~  
 512 ~~Human Resources Director and will be consistent with merit selection hiring.~~  
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514 **SECTION 3**

515 **RECRUITMENT AND SELECTION**

516 18.301 Recruitment.

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

521  
522 Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to  
523 yield qualified candidates.

524  
525 (a) Job Announcements and Publicity.

526  
527 The Human Resources Director shall issue job announcements and otherwise publicize  
528 vacancies as may be appropriate. Job vacancies shall be formally announced for a  
529 minimum of five working days prior to the closing date for filing applications. Depending  
530 upon the vacancy and the scope of the recruitment process, this period may be longer. The  
531 Human Resources Director may also initiate continuous recruitment programs for any  
532 class of positions. (See HR Policies and Procedures.)

533  
534 (b) Application Form.

535  
536 All applications for employment shall be made on forms prescribed by the Human  
537 Resources Director. The Human Resources Director may require proof of application  
538 statements.

539  
540 (c) Rejection of Applications.

541  
542 The Human Resources Director may reject any application if the applicant:

- 543  
544 (1) does not meet the minimum qualifications established for the position  
545  
546 (2) provides any false or misleading information in the application process  
547  
548 (3) is physically, mentally or otherwise unable to perform the duties of the position,  
549 as permitted under applicable state and federal laws  
550  
551 (4) has been convicted of a crime, which renders him/her unsuitable for the position,  
552 as permitted under applicable state and federal laws  
553  
554 (5) is not within the legal age limits prescribed for the position or for County  
555 employment  
556  
557 (6) has established an unsatisfactory employment record, which demonstrates  
558 unsuitability for the position  
559  
560 (7) is a member of an organization, which advocates the violent overthrow of the  
561 government of the United States  
562  
563 (8) based on job related factors, is found by the Human Resources Director to be  
564 clearly unsuitable for the position for which he/she has applied  
565

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

568  
569 (e) The Human Resources Director may select only the best-qualified applicants for  
570 screening and final consideration.

571  
572 (f) Where written exams are used as part of the recruitment process, applicants will not be  
573 eligible to re-take the exam until a period of six months has lapsed.  
574

575 18.302 Relocation Expense.

576  
577 An employee, newly hired to fill an FLSA exempt position, who resides outside of reasonable  
578 commuting distance (i.e. a distance greater than 40 miles) wishing to relocate his or her domicile  
579 to Rock County may be eligible for a contribution toward moving expenses, if it is determined,  
580 upon recommendation of the County Administrator and approval of the County Board Staff  
581 Committee, to be in the best interest of Rock County to offer such contribution. An employee  
582 receiving a contribution toward moving expenses shall remain a resident and employee of Rock  
583 County for not less than three (3) years. Failure to meet this requirement will result in the  
584 repayment of said moving expense on a pro-rata basis.  
585

586 18.303

Selection.

587  
588 The selection process shall maximize reliability, objectivity, and validity through a practical and  
589 job-related assessment of applicant attributes necessary for successful job performance and career  
590 potential. The selection process shall also be balanced to provide promotional opportunities as  
591 well as open competitive opportunities at all levels of County employment.

(a) Selection Devices.

592  
593 The Human Resources Director shall be responsible for determining when formal  
594 selection devices are to be used to screen applicants for job vacancies which may include,  
595 but need not be limited to a review of training and experience, work sample and  
596 performance tests, practical written tests, physical fitness examinations, and background  
597 and reference inquiries. In the development of selection devices, the Human Resources  
598 Director shall confer with Department Heads, consultants, or others familiar with the  
599 knowledge, skills and abilities required and specific devices to best measure these factors.

(b) Confidentiality.

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

610 18.304

Eligibility Lists.

611 The Human Resources Director shall be responsible for establishing and maintaining eligibility  
612 lists as may be necessary or desirable.

(a) Layoff List for unilateral employees.

613  
614 An employee laid-off or demoted in lieu of layoff may be considered for re-employment  
615 when a vacancy occurs for which he/she is qualified. Human Resources shall notify said  
616 employee of any vacancy arising in the same job from which the employee was laid-off.  
617 Said employee shall make application for the vacant position. Once application is made,  
618 the laid-off employee shall participate in a competitive hiring process and, if most  
619 qualified, shall be required to accept an offer of employment for the position within 10  
620 days of said offer. Failure to make application or accept an offer of employment for the  
621 position from which the employee was laid-off shall result in the forfeiture of notification  
622 rights for future openings.

(b) Open Competitive and Promotional Eligibility.

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

(c) Duration of Eligibility Lists.

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

(d) Removal of Candidates from Eligibility Lists.

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

- 630 (1) receives a regular appointment to a position in the same class or another class  
631 having the same or higher pay grade.
  - 632 (2) files a written statement indicating unwillingness to accept appointment.
  - 633 (3) declines an offer of employment under such conditions previously indicated by  
634 the candidate as acceptable.
  - 635 (4) fails to respond within a specified time period to any official written inquiry  
636 regarding relative availability.
- 637  
638  
639  
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653

- 654 (5) fails to report for an interview or for duty at the time specified by the Human  
655 Resources Director or appointing authority.  
656  
657 (6) is disqualified for employment under County policies or state law.  
658  
659 (7) factors covered under Section 18.301.  
660  
661 (e) The Human Resources Director shall notify each candidate in writing of his/her removal  
662 from an eligibility list. The candidate may appeal his/her removal from an eligibility list  
663 and, at the discretion of the Human Resources Director, the candidate may be reinstated.  
664

665 18.305 Certification and Appointment.  
666

667 Whenever a vacancy in County employment is to be filled, the appointing authority shall submit a  
668 request to the Human Resources Director to provide names of eligible candidates.  
669

670 Appointment of Eligible Candidates.  
671

672 The appointing authority shall make an appointment from among the names submitted by the  
673 Human Resources Director. The appointing authority shall justify to the Human Resources  
674 Director each candidate's unsuitability if they are bypassed on the list. Such justification must be  
675 acceptable to the Human Resources Director.  
676

677 The date upon which a new employee commences employment shall be jointly determined by the  
678 Human Resources Director and Department Head.  
679

680 18.306 Probationary Period.  
681

682 Except for Department Heads and the County Administrator, original appointments to ~~all regular~~  
683 positions shall be made with a Probationary Period of ~~six-one~~ calendar months year, ~~except when~~  
684 ~~by the nature of the work an employee cannot be evaluated effectively in six months, the~~  
685 Probationary Period may be for a period of one year.  
686

687 The length of the Probationary Period shall be specified in the written offer of employment, which  
688 will be written by the Human Resources Department.  
689

- 690 (1) Regular status begins on the first workday following completion of the  
691 Probationary Period.  
692  
693 (2) The Probationary Period may be extended for a period of time not to exceed six  
694 (6) months, with prior approval of the Human Resources Director. This request  
695 must be made in writing citing the reason for the request.  
696  
697 (3) An employee shall automatically be appointed at the end of the prescribed  
698 Probationary Period, unless the appointing authority, with approval of the Human  
699 Resources Director, notifies the probationary employee of the extension, or the  
700 unsuccessful completion of the Probationary Period at which time the employee  
701 shall have their Probationary Period extended or be dismissed.  
702  
703 (4) Dismissal of an employee during the initial Probationary Period shall be at the  
704 sole discretion of the employer and without recourse to the grievance procedures  
705 herein provided.  
706  
707 (5) An employee appointed to a position in an acting capacity by the County  
708 Administrator and subsequently selected as the regular employee in that position  
709 shall have his/her total time of continuous employment, including the time spent  
710 in an interim capacity, counted for seniority purposes, but shall serve at least a  
711 six-month Probationary Period after regular appointment, ~~except as noted under~~  
712 ~~Section 18.304.~~  
713  
714 (6) Probationary employees will be permitted to apply for other positions after six  
715 months.  
716  
717 (7) Completion of the Probationary period does not guarantee continued employment  
718 for any specified period of time, nor does it modify or change the employee's at-  
719 will status.  
720

721 18.307 Part-time and Seasonal Employment.  
 722  
 723 When possible, employment shall be on a full-time year round basis. However, when it is  
 724 determined to be in the best interest of the County, part-time and seasonal employees may be  
 725 hired.  
 726

727 18.308 Temporary Appointments.  
 728  
 729 Temporary appointments may be made from appropriate eligibility lists. If no eligibility list is  
 730 available or if the eligible candidates are not available for temporary work, the Human Resources  
 731 Director may authorize the appointment of a qualified individual. The acceptance or refusal by an  
 732 eligible candidate of a temporary appointment shall not affect the candidate's standing on the  
 733 eligibility list for regular appointment.  
 734

735 18.309 Overlap of Positions.  
 736  
 737 Any request for hiring in excess of the budgeted personnel roster must be approved by the County  
 738 Board. This would include cases where the Department Head requests an overlap of personnel for  
 739 more than one payroll period in order to train the new employee. The request should be approved  
 740 by the governing committee and County board Staff Committee prior to submission to the Board.  
 741

742 18.310 Other Appointments May Follow Ordinance.  
 743  
 744 Nothing herein shall preclude an appointing authority from filling those positions not covered by  
 745 this Ordinance in a manner consistent with it.  
 746

#### SECTION 4

#### SALARY ADMINISTRATION

748  
 749  
 750 18.401 Pay Plan.  
 751  
 752 The Pay Plan shall include the schedules of pay ranges for all unilaterals and all employees  
 753 covered by a collective bargaining agreement that has limited bargaining rights under Wisconsin  
 754 Statutes Section 111.70.  
 755

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

- 758  
 759 (a) To provide an appropriate salary structure, to recruit and retain an adequate number of  
 760 competent employees; and,  
 761  
 762 (b) To provide appropriate pay incentives for satisfactory or outstanding job performance.  
 763

764 The pay plan schedules described above shall be contained in the County's Administrative Policy  
 765 and Procedures Manual.  
 766

767 18.402 Development and Administration.  
 768  
 769 The Human Resources Director shall be responsible for the development and administration of the  
 770 Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of  
 771 pay. When appropriate, the Human Resources Director shall recommend necessary amendments  
 772 to the County Board Staff Committee, which shall become effective upon approval of the County  
 773 Board.  
 774

775 18.403 Linkage.  
 776  
 777 The Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle  
 778 of equal pay for equal work. Pay ranges within the Pay Plan shall be determined with regard to  
 779 such factors as: uniformity of pay for each class, relative difficulty, complexity, and  
 780 responsibility of work, recruiting experience, prevailing rates of pay for similar jobs in public and  
 781 private service, changes in cost of living indices, and the financial policies of the County.  
 782

783 18.404 Entrance Pay Rate.  
 784  
 785 The entrance pay rate for new County employees shall normally be the minimum rate of the pay  
 786 range prescribed for the class. A Department Head may recommend that a particular appointment  
 787 be made above the entrance pay rate. Such requests must be made in writing, approved in

788 advance by the Human Resources Director in recognition of relevant experience and /or  
789 exceptional qualifications.

790  
791 Elected Department Heads that wish to appeal the decision for placement of a new County  
792 employee made by the Human Resources Director and/or County Administrator may do so in  
793 writing to the County Board Staff Committee, whose decision shall be final.

794  
795 18.405 In-Range Increment.

796  
797 In-range increments shall be based on satisfactory work performance and length of service in a  
798 class. Such increments shall not be granted automatically. Whenever an employee is promoted,  
799 their annual pay increments (step increase) shall be based on the length of service in that range or  
800 class. The employee shall have an overall performance evaluation of "satisfactory" or "meets  
801 expectations" or higher in order for an in-range increment to be granted. If the rater plans to  
802 recommend the denial of an in-range increment, the report shall be discussed with the Human  
803 Resources Director prior to review with the employee. The performance of the employee will be  
804 evaluated in accordance with procedures outlined in Section 7 of this Ordinance.

805  
806 18.406 Productivity/Incentive Awards.

807  
808 Extraordinary productivity/incentive awards may be granted in recognition of exceptional  
809 performance in addition to an employee's regular pay. Recommendations for such pay shall be  
810 initiated by the employee's supervisor and/or Department Head, reviewed and approved by the  
811 Human Resources Director, County Administrator, appropriate Governing Committee and the  
812 County Board Staff Committee. Specific guidelines for the administration of the  
813 Productivity/Incentive Awards Program shall be the responsibility of the Human Resources  
814 Director to establish and maintain subject to approval by the County Administrator and County  
815 Board Staff Committee. Such requests shall be in writing and supported by evidence of the  
816 following:

- 817  
818 (a) The employee has personally conceived and suggested a procedure or device which has  
819 resulted in substantially greater operating efficiency or in a marked decrease in operating  
820 expenses; or,  
821  
822 (b) The employee has performed extensive collateral duties or has continually completed  
823 difficult work assignments, which significantly increased the efficiency and effectiveness  
824 of his/her department's program or the County service.

825  
826 18.407 Seasonal Employment.

827  
828 Seasonal employees shall be compensated on an hourly basis at a rate established within the  
829 parameters of the annual budget as determined annually by the Human Resources Director.

830  
831 18.408 Temporary employment

832  
833 Temporary employees shall be compensated by placing them on a step in the appropriate salary  
834 schedule.

835  
836 18.409 Pay Rate Adjustments.

837  
838 The following actions shall affect the pay status of an employee:

839  
840 (a) Transfer.

841  
842 When an employee is transferred from one class to another with a common pay range,  
843 he/she shall continue to receive the same pay rate.

844  
845 (b) Promotion.

846  
847 When an employee is promoted from one class to another having a higher pay range,  
848 he/she shall normally advance to the pay step in the new range which is immediately  
849 above his/her former rate of pay. In unusual circumstances, the promoted individual may  
850 be placed in a higher step upon approval of the Human Resources Director and the  
851 County Administrator.

852  
853 (c) Demotion.

854

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

859  
 860 (d) Reinstatement.

861  
 862 When an employee is reinstated to his/her former job he/she shall normally be paid the  
 863 same pay step as before leaving. When the employee is reinstated to a job with a lower  
 864 pay range, the Human Resources Director shall decide on the new pay rate in accordance  
 865 with the employee's experience and qualifications. In no case, will it exceed the  
 866 maximum of the pay range to which the employee is assigned.

867  
 868 (e) Compensation During Temporary Assignment.

869  
 870 In a situation where an employee is assigned the duties of a higher classification  
 871 anticipated to be for a period in excess of ten (10) consecutive working days, the  
 872 employee will be assigned a temporary pay rate in the range of the higher classified  
 873 position. Such pay will be for the period of the temporary assignment. Temporary  
 874 assignments must be approved by the Human Resources Director. An employee who is  
 875 temporarily assigned to a position with a lower pay range, for any period, shall not  
 876 receive a reduction in pay. No such temporary assignment shall exceed six months unless  
 877 approved by the County Administrator upon recommendation of the Human Resources  
 878 Director.

879  
 880 18.410 Overtime

881  
 882 "Unilateral A" employees earn overtime at time and one half over 40 hours per week.

883  
 884 "Unilateral B" employees earn overtime at straight time over 40 hours per week.

885  
 886 "Unilateral C" employees, who are exempt under the federal Fair Labor Standards Act (FLSA),  
 887 do not earn overtime.

888  
 889 For additional policies and procedures regarding overtime for unilaterals and other employees  
 890 see the HR Policy and Procedure Manual.

891  
 892 18.411 Red-Circled Classifications.

893  
 894 Employees in classifications that are to be red-circled will be frozen at their current salary until  
 895 the salary of the pay range to which they are assigned equals or exceeds their rate of pay.  
 896 Employees with ten years of service, whose classification has been red-circled, shall receive one-  
 897 half of the across-the-board increase granted to employees on the Unilateral Pay Plan until the  
 898 salary of the pay range to which they are assigned equals or exceeds their rate of pay.  
 899

900 **SECTION 5**

901 **FRINGE BENEFITS**

902  
 903 18.501 Holidays.

904  
 905 The following holidays are observed by the County and shall be granted to regular employees  
 906 with pay and to temporary employees without pay, unless such employees are required to be on  
 907 scheduled work:

- 908  
 909 (a) New Year's Day  
 910 (b) Spring Holiday to be observed the Friday immediately preceding Easter  
 911 (c) Memorial Day  
 912 (d) July 4th  
 913 (e) Labor Day  
 914 (f) Thanksgiving Day  
 915 (g) Friday following Thanksgiving  
 916 (h) Day before Christmas  
 917 (i) Christmas Day  
 918 (j) One Floating Holiday of the employees' choice.  
 919 (k) Any additional holiday granted by the County Board.  
 920 (l) The County Administrator may designate additional holidays in unusual circumstances  
 921 with the approval of the County Board Chair and/or Vice Chair.

922  
923 For employees working the standard work schedule, when a holiday falls on Saturday, it shall be  
924 observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall  
925 be observed.

926  
927 For employees not-working the standard work schedule see the HR Policies and Procedures.

928  
929 Employees normally granted time and one-half; the Director of Nurses, the Assistant Director of  
930 Nurses, and Nursing Supervisors working in Rock Haven; and the Youth Services Center  
931 Supervisors who are required to work a holiday, will be paid or granted compensatory time off at  
932 a rate of time and one-half.

933  
934 For supervisors working at the 911 Communications Center, who are required to work a holiday,  
935 they will be paid or granted compensatory time off at a rate of time and one-half for all hours  
936 worked between 7:00 a.m. the day of the holiday through 6:59 a.m. the day after the holiday.

937  
938 Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.

939  
940 Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall  
941 be granted in lieu thereof.

942  
943 Regular part-time employees who normally work sixteen or more hours per week shall be paid for  
944 holidays which fall on days for which they would otherwise be scheduled to work, according to  
945 the number of hours for which they would be scheduled to work on that day.

946  
947 When a holiday falls within a period of leave with pay, the employee shall receive pay for the  
948 holiday.

949  
950 When a holiday falls within a pay period of leave without pay, the employee shall receive no pay  
951 for the holiday.

952  
953 In order to receive holiday pay, employees must normally be scheduled to work for not less than 4  
954 hours the regular workday before and not less than 4 hours the regular workday after the holiday,  
955 unless on authorized paid time off (sick leave, vacation) or on paid FMLA.

956  
957 Floating holidays must be taken in whole day increments (pro-rated for part-time employees).

958  
959 The floating holiday shall accrue to the employee effective any work shift starting on or after 4  
960 a.m. of January 1<sup>st</sup> of each year. During their first year of employment, Employees hired after  
961 November 30, will have until January 31 of the following year to use their Floater from the  
962 previous year.

963  
964 The floating holiday may be taken upon at least twenty-four hours ~~one hour~~ notice prior to the  
965 beginning of the shift. A Floating Holiday with less than 24 hours notice may be taken in an  
966 emergency circumstance at the discretion of the Department Head or his/her designee.

967  
968 18.502 Health and Dental Insurance.

- 969  
970 A. The County shall pay that portion of the employee's health insurance as is approved by the County  
971 Board.
- 972  
973 B. For part time unilateral employees who are in a .5 or higher FTE position and hired after  
974 September 1, 2009 the employee shall contribute toward health coverage pro-rated to the FTE of  
975 the position they hold. [CB resolution – September 2009.]
- 976  
977 C. Part-time employees who are normally scheduled to work less than twenty hours per week are not  
978 eligible for County health and dental benefits. Employees who normally work twenty hours or  
979 more per week are eligible to receive dental insurance and health benefits. Part-time employees  
980 may participate in vision insurance at their own cost provided it is allowable under the plan rules  
981 in effect at the time of participation.
- 982  
983 D. Employees retiring from the County who are eligible for a WRS annuity may retain their in-  
984 surance coverage under the County's group policy if they pay the premium.
- 985  
986 E. Dental coverage will be provided consistent with coverage and co-payments as set by the County  
987 Board. Eligibility for coverage shall be governed by the policy issued by the carrier/administrator.  
988 The employer shall pay 60% of applicable premium of the lowest cost available plan and the  
989 employee shall pay the remainder of the applicable premium.





1035 (d) Credit for years of service may be awarded to an employee based on years of prior related  
 1036 experience plus years of service with the County. Prior related experience shall be  
 1037 determined by the Human Resources Director and the Corporation Counsel, and will only be  
 1038 awarded for service in jobs that are substantially related to the work performed for the  
 1039 County.  
 1040

1041 (e) An employee shall take earned vacation time within the twelve-month period immediately  
 1042 following eligibility. Earned vacation time not taken within the designated twelve month  
 1043 period shall be forfeited, unless the Department Head and Human Resources Director  
 1044 specifically approves the carry-over of an employee's vacation, in writing, due to an inability  
 1045 of the employee to utilize the time requested to be carried over because of work requirements  
 1046 or other legitimate reasons; or paid out according to HR Policy and Procedures. Vacation  
 1047 deferral or carry-over of one hour or more vacation shall be requested by the employee in  
 1048 writing prior to his or her anniversary date, or within ten weeks of his or her anniversary date,  
 1049 and shall state with specificity the reason for the request. Failure to make a timely request  
 1050 shall result in the vacation being forfeited.  
 1051

1052 (f) The amount of vacation days deferred shall not exceed the number of vacation days that the  
 1053 employee earns on that anniversary date. Vacation may be granted in advance only upon the  
 1054 approval of the Department Head and the Human Resources Director.  
 1055

1056 Department Heads shall establish work and vacation schedules with the first consideration to  
 1057 be given to the efficient operation of the department. Senior employees in terms of length of  
 1058 service shall be given vacation schedule preferences when practicable. Deferral of vacation  
 1059 for the County Administrator shall be at the discretion of the County Board Staff Committee.  
 1060

1061 (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation  
 1062 time on a pro-rata basis directly proportionate to the amount of time worked in relation to the  
 1063 normal full-time employment period. Part-time employees whose regular workweek is less  
 1064 than sixteen hours shall not earn vacation credits.  
 1065

1066 (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits to  
 1067 cover the period of absence, earned vacation time may be used for this purpose if the  
 1068 employee or employer so elects.  
 1069

1070 (i) Upon separation, an employee shall be paid for the unused portion of his/her accrued  
 1071 vacation credits provided the employee has completed six consecutive months of service,  
 1072 except as modified by the rules governing resignation without sufficient notice.  
 1073

1074 (j) An employee who moves from one position to another in the County service, by transfer,  
 1075 promotion or re-assignment, shall be credited with his/her accumulated vacation leave in the  
 1076 new position.  
 1077

1078 (k) An employee, whose appointment status is changed from temporary to regular status without  
 1079 a break in service, shall receive vacation credits from the date of his/her original appointment  
 1080 to temporary status.  
 1081

1082 (l) No credit for vacation leave shall be granted for time worked by an employee in excess of  
 1083 his/her normal workweek.  
 1084

1085 (m) Vacation credits shall not be earned by an employee during a leave of absence without pay, a  
 1086 suspension without pay, or when the employee is otherwise in a non-compensable status,  
 1087 should such period without pay exceed thirty working days in any calendar year.  
 1088

1089 (n) There shall be charged against accrued vacation only those days on which an employee  
 1090 normally would have worked. In the event a legal holiday falls within the vacation period,  
 1091 the holiday shall not be charged against vacation.  
 1092

1093 (o) Use of vacation time must be approved in advance by the Department Head or his or her  
 1094 designee. Use of vacation by appointed Department Heads must be approved in advance by  
 1095 the County Administrator.  
 1096

1097 All vacation shall be utilized in not less than one-hour increments.  
 1098

1099 18.507

Workers Comp

1100 Worker compensation benefits will be provided in accordance with applicable statutory provisions  
 1101 and administrative codes.  
 1102

1103  
1104 Rock County strives to insure all work assignments are performed safely and work areas are  
1105 maintained in a safe manner. The County promotes a light-duty program for injured employees  
1106 on worker compensation. All on-the-job accidents must be reported to the Human Resources  
1107 Director or his/her designee immediately and proper forms must be completed in full.  
1108

1109 Any employee, who is receiving worker's compensation, may at the employee's option, take  
1110 sufficient sick leave or vacation to make up the difference between the worker's compensation  
1111 payment and his/ her regular wage. When the employee's sick leave and/or vacation account is  
1112 exhausted, he/she shall receive worker's compensation payments only. If an employee is on  
1113 worker's compensation for a period of twelve (12) months, that employee shall have his/her earned  
1114 vacation paid out, unless the employee asks for deferral of vacation payout in writing.  
1115

1116 Workers compensation supplemental benefits will be provided in accordance with HR Policy and  
1117 Procedures.  
1118

18.508

1119 Leave Of Absence Policy (Non-FMLA)  
1120

1121 The County Administrator or the Department Head after consulting with the Human Resources  
1122 Director, may grant a regular employee leave without pay for a period up to one  
1123 year except for an educational leave, subject to the following conditions:  
1124

- 1125 (1) Leave without pay may be granted, when it is in the best interest of the County to  
1126 do so. Requests for leave of absence shall be approved prior to the taking of such  
1127 leave. When such leave is requested as an extension of sick leave, an acceptable  
1128 physician's certificate shall be required.  
1129
- 1130 (2) At the expiration of a leave without pay, the employee shall be reinstated to the  
1131 position he/she vacated or to an equivalent position which is vacant at the time,  
1132 provided the employee meets the stated qualifications. If there is not a suitable  
1133 vacancy available, the employee's name shall be placed on an appropriate  
1134 reinstatement list.  
1135
- 1136 (3) Credit toward vacation and sick leave shall not be earned after 30 days while an  
1137 employee is on leave without pay. Insurance benefits may be retained according  
1138 to HR Policy and Procedure.  
1139
- 1140 (4) Leave without pay shall not constitute a break in service; however, if the  
1141 employee is absent more than thirty days during a calendar year, it shall change  
1142 the employee's anniversary date.  
1143
- 1144 When a leave of more than ~~one calendar month~~ thirty consecutive days is taken,  
1145 the employee's anniversary date shall be moved ahead by the ~~same number of~~  
1146 ~~days that the leave exceeds thirty days~~ total number of days of the leave.  
1147
- 1148 (5) A return to work earlier than the scheduled termination of leave date may be  
1149 arranged by the supervisor and the employee, with the approval of the Human  
1150 Resources Director  
1151
- 1152 (6) Employees on leave of absence from the County may not be employed  
1153 fulltime elsewhere. Employees holding employment elsewhere  
1154 during a leave of absence shall be deemed to have voluntarily resigned  
1155 from employment with Rock County.  
1156
- 1157 (7) If an employee is unable to return to work on the date stipulated, he/she may  
1158 submit a written request to extend the leave of absence, subject to the approval of  
1159 the County Administrator or Department Head and the HR Director. If, on the  
1160 date following the expiration of the leave of absence, an extension is not  
1161 requested and granted and the employee has not returned to his/her position, the  
1162 employee shall be considered to have voluntarily resigned from County  
1163 employment  
1164

- 1165 (8) Unauthorized Absence. It is recognized that there may be extenuating  
1166 circumstances for unauthorized absence, and due consideration shall be given  
1167 each case. However, an employee who is absent from duty without approval  
1168 shall receive no pay for the duration of the absence, and shall be subject to  
1169 disciplinary action, which may include dismissal.  
1170

1171  
1172 18.509 Bereavement Leave.  
1173

1174 In the event of a death in an employee's immediate family, he/she may be excused from  
1175 work without loss of pay according to the following schedule to attend the funeral ~~and or~~ make  
1176 necessary arrangements, or grieve for the loved one. Immediate family shall not include former  
1177 "in-laws" after a divorce. The appointing authority may require an obituary to substantiate the  
1178 leave.

- 1179  
1180 a. Up to three days for spouse, domestic partner as defined by the state of Wisconsin, child,  
1181 parent, mother-in-law, father-in-law, brother, or sister.  
1182  
1183 b. Up to two days for an employee's stepparent, stepchild, grandparents, or grandchildren.  
1184  
1185 c. Up to one day for an employee's sister-in-law, brother-in-law, son-in-law, daughter-in-law,  
1186 aunt, uncle, niece or nephew.  
1187

1188 If additional time is required, an employee may request to use accumulated vacation,  
1189 holiday or comp-time. Sick leave cannot be used.  
1190

1191 In the event that an employee is required to act as a pallbearer for a funeral not  
1192 otherwise eligible for funeral leave, he/she shall be granted up to one day to serve without the  
1193 loss of pay.  
1194

1195 All leaves under this section shall be pro-rated based upon the employee's FTE.  
1196

1197 18.510 Jury Duty.  
1198

1199 Any employee called for jury duty in any court of competent jurisdiction shall be granted time  
1200 off from his/her regular and normal daily schedule of working hours with pay, for such jury  
1201 service provided such employee shall remit to Employer all fees received from the Clerk of  
1202 Courts for such service, and further provided that no claim for overtime pay or compensatory  
1203 time off shall be made by such employee as a result of his/her jury services. If the employee  
1204 does not remit the fee, he/she shall be considered to be on leave of absence without pay while  
1205 performing jury duty. The County shall pay a reasonable amount for the difference if the  
1206 employee has to pay parking fees and reimbursement from the Court does not fully cover the fee.  
1207

1208 18.511 Medical Leave.  
1209

1210 Employees requiring a leave of absence for a period of medical disability shall request the leave in  
1211 accordance with HR Policy and Procedure. Employees are entitled to medical leave in accordance  
1212 with applicable Federal and State laws and HR Policy and Procedures. Any leave granted under  
1213 this section will run concurrently with State and Federal FMLA.  
1214

1215 18.512 Military Leave.  
1216

1217 An employee who leaves the service of the County to join the military forces of the  
1218 United States during time of war or other national emergency, or who is drafted into  
1219 the military service at any time, shall be granted military leave without pay, such leave to extend  
1220 through a date ninety days after being relieved from such service. Proof must be filed with the  
1221 Human Resources Director. Such employee shall be restored to the position which he/she vacated  
1222 or to a comparable position with full rights and without loss of seniority or benefits accrued and  
1223 not taken while serving in the position he/she occupied at the time the leave was granted, provided  
1224 that application is made to the Human Resources Director within ninety days after the date of  
1225 his/her honorable discharge, or fifteen days after rejection, and is physically and mentally capable  
1226 of performing the work of his/her former position. Failure of an employee to notify the County  
1227 within this time period of his/her intention to return to work shall be considered as a termination  
1228 of his/her employment. Leave will be granted in compliance with State and federal law.  
1229

1230 18.513 Military Reserve Leave.  
1231

- 1232 (1) An employee who, by reason of membership in the United States Military Reserve, or  
1233 ordered by the appropriate authorities to attend a training or encampment under the  
1234 supervision of the United States Armed Forces, or by reason of membership in the National  
1235 Guard, is required by the authorities thereof to do so, shall be granted a leave of absence  
1236 from his/her position without loss of pay for a period not to exceed ten working days in any  
1237 calendar year. It is intended that this shall be done without financial penalty to the  
1238 employee. The County will therefore pay such employee for this time lost in an amount

1239 equaling the difference between his/her daily military pay and the employee's normal  
 1240 County daily wage. To receive such leave, the employee must file a copy of his/her orders  
 1241 with the Human Resources Director at least two weeks prior to date such training or  
 1242 encampment leave is to commence.  
 1243

- 1244 (2) An employee who has active membership in the U.S. Military Reserve or  
 1245 National Guard and who is ordered to long-term active duty of 30 days or more in the U.S.  
 1246 Armed Forces shall be granted military leave with supplemental pay equal to the difference  
 1247 between the employee's basic military pay and his/her normal County daily wage.  
 1248 Supplemental pay granted under this section is provided for the duration of an employee's  
 1249 military service, not to exceed 5 years. Proof must be filed with the Human Resources  
 1250 Director. To receive compensation the employee must submit a copy of his/her Military  
 1251 Leave & Earnings statement to the County Payroll Office on a monthly basis. The net pay  
 1252 to an employee may be an estimate with final pay reconciliation by the County's Payroll  
 1253 Office after receipt of the employee's military pay vouchers, either during the course of  
 1254 military service or after completion. Accrual of seniority and benefits, and reinstatement  
 1255 rights and limitations, shall be consistent with those outlined in section (d) and as required  
 1256 by law. An employee who voluntarily extends his/her military service shall not be granted  
 1257 supplemental pay, but may apply for additional unpaid military leave under section (d). The  
 1258 effect of this subsection is retroactive to January 1, 2004, and is subject to the rights of the  
 1259 various unions representing County employees to object to said compensation policy prior  
 1260 to implementation and request that this subsection be subject to the collective bargaining  
 1261 process.  
 1262

- 1263 (3) Any employee described in subsection (2) shall also be entitled to  
 1264 continue paid coverage under the County's group medical plan for four (4)  
 1265 weeks.  
 1266

1267 18.514 Non Work Related Witness or Personal Litigation.  
 1268

1269 A leave of absence without pay shall be granted an employee upon his/her request to appear under  
 1270 subpoena or in his/her own behalf in litigation involving personal or private matters  
 1271

1272 18.515 Sick Leave.  
 1273

1274 Sick leave pay shall commence on the first day of any period of illness due to  
 1275 accident, injury or disease.  
 1276

- 1277 (1) all full-time employees shall earn one sick leave day per month of continuous  
 1278 employment. All part-time employees whose regular workweek is sixteen hours  
 1279 or more shall earn one sick leave day on a pro-rata basis directly in relation to the  
 1280 normal full-time employment period. All part-time employees, who work less  
 1281 than sixteen hours per week, shall not earn sick leave. Temporary and seasonal  
 1282 employees are not eligible for sick leave  
 1283

- 1284 (2) sick leave shall be granted after six months continuous service when an employee  
 1285 is required to be absent from work because of:  
 1286

1287 (a) illness of the employee

1288 (b) illness of an employee's spouse or domestic partner (as defined by the  
 1289 State of Wisconsin)

1290 (c) illness of a child through age 26 (includes step-child, current foster  
 1291 child, or any other child they are legally responsible for) or a child who  
 1292 meets the definition of a disabled adult child.  
 1293

1294 (d) illness of a parent (includes step-parents and current foster parents)  
 1295

1296 (e) contact with or exposure to a contagious disease rendering the  
 1297 employee's presence hazardous to fellow workers  
 1298

1299 (f) reasonable medical or dental attention that cannot be scheduled during  
 1300 non-working hours  
 1301

- 1302 (3) sick leave shall accrue to a maximum of one hundred-thirty days  
 1303  
 1304  
 1305

- 1306 (4) employees who are absent from duty for reasons which entitle them to sick leave  
 1307 shall notify their supervisor as close to their regular starting time as possible in  
 1308 accordance with Department Work Rules.  
 1309
- 1310 (5) a Department Head or the Human Resources Director may require the employee  
 1311 to submit a medical statement, stating the specific illness, period of treatment,  
 1312 and date that the employee may return to work from sick leave when: a) it occurs  
 1313 before or after a holiday, b) it occurs before or after a or scheduled day off, c) for  
 1314 sick leave in excess of three days which has not been reported to FMLA, or d)  
 1315 when an employee has a ~~record of repetitious usage~~ history of using short  
 1316 amounts of sick leave repeatedly over an extended period of time. The  
 1317 Department Head or Human Resources Director may require an employee to take  
 1318 a medical examination on returning from sick leave or on such occasions that it is  
 1319 in the best interest of the County. The medical examination shall be given by a  
 1320 physician designated by the Human Resources Director  
 1321
- 1322 (6) A Department Head or the HR Director may investigate the alleged illness of an  
 1323 employee absent from work on sick leave. False or fraudulent use of sick leave  
 1324 shall be cause for disciplinary action against the employee, up to and including  
 1325 dismissal  
 1326
- 1327 (7) an employee on vacation who presents an acceptable medical certificate giving  
 1328 the dates of illness may have that portion of his/her vacation leave converted to  
 1329 sick leave  
 1330
- 1331 (8) sick leave shall be debited in no less than quarter hour units  
 1332
- 1333 (9) no credit for sick leave shall be granted for time worked by an employee in  
 1334 excess of his/her normal workweek  
 1335
- 1336 (10) a regular employee who moves from one department to another by transfer,  
 1337 promotion or demotion shall have his/her total sick leave credits transferred to the  
 1338 new department  
 1339
- 1340 (11) Unilateral employees who resign or retire with ten or more years of continuous  
 1341 service shall be paid for one-half of the accumulated sick leave days, not to  
 1342 exceed a total of sixty-five days. In the event of the death of an employee, the  
 1343 County shall make the same sick leave payment to the employee's estate. In the  
 1344 event of a discharge, the employee will not receive this benefit.  
 1345

1346 18.516 Subpoenaed Witness.  
 1347

1348 When subpoenaed to appear before a court, public body, or commission in connection with  
 1349 County business on regular work time, the employee shall be paid at his her regular rate of pay  
 1350 and the employee shall remit his/her fee to the County  
 1351

1352 Employees who are off duty and are subpoenaed to appear in court as a result of their work  
 1353 assignment shall receive a minimum of two hours pay at the rate of time and one-half. If the  
 1354 employee is required by the court to be present in court for time over and above the minimum,  
 1355 the employee will be paid at the rate of time and one-half. Employees shall be reimbursed for  
 1356 mileage costs incurred because of court appearances required under this provision. Employees  
 1357 shall sign and turn over to the County any and all fees and reimbursements paid because of  
 1358 court appearances resulting from their work assignment.  
 1359

1360 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off-duty time and are  
 1361 not notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to  
 1362 the time scheduled for appearance, shall be paid two hours of pay at their regular rate of pay.  
 1363 There shall be a maximum of two (2) canceled subpoenas per day.  
 1364

1365 18.517 Training/Educational Leave.  
 1366

1367 Employees may be granted a full time leave of absence without pay to further their education for  
 1368 a period not to exceed eighteen months if it is determined to be in the best interest of the County.  
 1369

1370 At the expiration of the leave, the employee may be reinstated to his/her position if it is available  
 1371 or an equivalent position if one is available and if it is determined to be in the best interest of the  
 1372 County.  
 1373

1374 For language covering leaves with pay, see HR Policies and Procedures.  
1375

1376 18.518 Voluntary Public Service Leave.  
1377

1378 County employees may be allowed time off with pay to serve on public or non-profit boards,  
1379 committees, or commissions if such service received the prior approval of the County Board  
1380 Staff Committee.  
1381

1382 18.519 Voting.  
1383

1384 Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours  
1385 shall be allowed time off with pay to cast his/her ballot in all legally constituted elections.  
1386

1387 **SECTION 6**

1388 **CONDITIONS OF EMPLOYMENT**

1389  
1390 18.601 Communications and confidentiality.  
1391

1392 Communication is a joint responsibility shared by the County and all employees. No  
1393 information, which is confidential in nature, concerning the internal operations of the County,  
1394 including but not limited to the release of records of the County, may occur except through, and  
1395 with the permission of, the County Administrator or individual Department Head if designated  
1396 by the County Administrator.  
1397

1398 If requests for information are received by employees, whether on or off duty, from any person,  
1399 then the employee is required to politely decline to provide such information and to direct that  
1400 individual to the County Administrator or Department Head for a response to that inquiry.  
1401

1402 Because of an employee's responsibilities at the County, an employee may have access to  
1403 confidential County, resident, personnel or other sensitive information. This may include  
1404 information concerning a resident's financial status, the County's business practices including  
1405 purchasing and negotiating strategies, and employee records. This sensitive information can not  
1406 be disclosed to any personnel who do not have a legitimate business need to know such  
1407 information or to persons outside of the County without the determination of the County  
1408 Administrator or Department Head designated by the Administrator. All employees are  
1409 responsible for protecting the confidentiality of this information.  
1410

1411 The County acknowledges the right of its employees, as citizens in a democratic society, to  
1412 speak out on issues of public concern. When those issues are related to the County, however,  
1413 the employee's expression must be balanced against the interests of the County. In situations in  
1414 which the employee is not engaged in the performance of professional duties, the employee  
1415 should state clearly that his or her expression represents personal views and not necessarily  
1416 those of the County.  
1417

1418 18.602 Conflict of Interest.  
1419

1420 Except for the salary or compensation received from the County, no County employee shall use  
1421 his/her office or position for personal financial gain or the financial gain of his/her family. No  
1422 employee shall engage in his/her own business activity, accept private employment or render  
1423 services for private interests when such employment, business activity or service is incompatible  
1424 with the proper discharge of the employees official duties or would impair his/her independence  
1425 or judgment or action in the performance of the employee's official duties. Such employment,  
1426 business activity or service shall not be engaged in or promoted during normal working hours for  
1427 which such employee is being remunerated by the County and such employment, business activity  
1428 or service shall not involve the use of County facilities or materials. No employee shall use or  
1429 disclose "privileged information" gained in the course of or by reason of the employee's official  
1430 position or activities. Failure to comply with these conditions shall be considered grounds for  
1431 discipline up to and including immediate dismissal.  
1432

1433 18.603 County Administrator (Tenure).  
1434

1435 The County Administrator shall hold his/her position at the pleasure of the County Board. The  
 1436 action of the County Board in removing the County Administrator shall be final. Dismissal  
 1437 actions against the County Administrator may be initiated by individual supervisors as per County  
 1438 Board rules.

1440 18.604 County Equipment (return of).

1441  
 1442 Employees leaving County employment must return County identification cards, keys, tools and  
 1443 equipment on or before their last day of work.

1445 18.605 County Residence.

1446  
 1447 Key County officials, as determined by the County Administrator, shall reside in the County.

1449 18.606 Demotions.

1450  
 1451 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can be  
 1452 voluntary. Demotions must be approved in advance by the Human Resources Director.

1454 18.607 Discipline (~~Corrective~~)/Investigations.

1455  
 1456 The purpose of discipline is correcting job behavior and performance problems of employees.  
 1457 Employees shall be informed of standards of conduct and performance. No disciplinary action  
 1458 will be taken until a thorough investigation has been completed. Employees may be placed on a  
 1459 Paid/Non Paid Administrative Leave during the investigation. Rules and standards shall be  
 1460 consistently applied. Penalties shall be uniform and shall match the infraction. Persons  
 1461 administering corrective discipline shall systematically document the case. Records of verbal  
 1462 reprimands, written reprimands, suspensions, demotions and terminations shall be provided to  
 1463 Human Resources and kept in the employee's personnel files. Written reprimands will remain in  
 1464 effect for a period not to exceed one year, and at the end of such period shall be removed from the  
 1465 employee's personnel file. Records of suspension shall remain in the Employee's personnel file  
 1466 for a period of two years and at the end of such period shall be removed from the Employee's  
 1467 personnel file.

1468  
 1469 Suspensions, demotions, and terminations shall be discussed with the Human Resources Director  
 1470 or the County Administrator before such actions are taken. In the event that the immediate  
 1471 dismissal action is required and the HR Director or the County Administrator cannot be reached,  
 1472 the employee shall be suspended with pay pending investigation.

1474 18.608 Disciplinary Action (Grounds for).

1475  
 1476 The following shall be grounds for disciplinary action ranging from a written reprimand to  
 1477 immediate discharge depending upon the seriousness of the offense in the judgment of  
 1478 management:

- 1479  
 1480 (a) Dishonesty or falsification of records.  
 1481  
 1482 (b) Use, possession, distribution, selling, or being under the influence of alcohol or illegal  
 1483 drugs while on Rock County premises or while conducting business-related activities  
 1484 off Rock County premises. The legal use of prescribed drugs is permitted on the job  
 1485 only if it does not impair an employee's ability to perform the essential functions of the  
 1486 job effectively and in a safe manner that does not endanger other individuals in the  
 1487 workplace.  
 1488  
 1489 (c) Unauthorized use or abuse of County equipment or property.  
 1490  
 1491 (d) Theft or destruction of County equipment or property.  
 1492  
 1493 (e) Work stoppages such as strikes or slow-downs.  
 1494  
 1495 (f) Insubordination or refusal to comply with the proper order of an authorized supervisor.  
 1496  
 1497 (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws  
 1498 ordinances and regulations.  
 1499  
 1500 (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave.  
 1501  
 1502 (i) Use of official position or authority for personal or political profit or advantage.

- 1503  
1504 (j) Disregard or repeated violations of safety rules and regulations.  
1505  
1506 (k) Incompetence or poor work performance.  
1507  
1508 (l) Discrimination because of race, color, creed, national origin, marital status, sex, sexual  
1509 orientation, or any other grounds prohibited by State or federal law.  
1510  
1511 (m) Violations of section 18.601 "Communications and Confidentiality".  
1512

1513 Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis.  
1514

1515 18.609 Exit Interview.  
1516

1517 An exit interview shall be conducted when possible with every employee who is separating from  
1518 County employment regardless of his/ her length of service, position or circumstances or  
1519 separation.  
1520

1521 18.610 Gifts And Gratuities.  
1522

1523 No County employee shall use their position to solicit or accept for himself/herself or another  
1524 person any gift, campaign contribution, gratuity, favor, services, promise of future employment,  
1525 entertainment, loan or any other thing of monetary value. This does not include acceptance of  
1526 loans from banks or other financial institutions on customary terms of finance for personal use,  
1527 such as home mortgage loans, the acceptance of unsolicited advertising or promotional material,  
1528 such as pens and calendars, and acceptance of an award for meritorious public or personal  
1529 contributions or achievements.  
1530

1531 18.611 Harassment  
1532

1533 It is the policy of Rock County that all employees should be able to enjoy a work environment  
1534 free from all forms of harassment. Employees who engage in harassment not only hurt others,  
1535 but they also expose both themselves and the County to potential legal liability. Consequently,  
1536 Rock County will not condone or tolerate any conduct in the workplace on the part of its  
1537 employees (whatever their positions), elected officials, vendors, or members of the public, if  
1538 that conduct violates the right of someone else to be free from harassment. County employees  
1539 who violate this policy will be subject to appropriate discipline, up to and including  
1540 termination. (See HR Policies and Procedures for a detailed description of the procedures  
1541 employees should follow in regard to this policy.)  
1542

1543 18.612 Hours of Work.  
1544

1545 The normal workweek for County employees shall be forty hours per week. Most County  
1546 employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. However, since some  
1547 County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m.  
1548 schedule, some County employees may have different work schedules which are designated in  
1549 Department work rules.  
1550

1551 Non-standard work schedules may be approved by a Department Head, when doing so is in the  
1552 interest of County operations. Notice of non-standard work schedules shall be made to Human  
1553 Resources and payroll.  
1554

1555 Staffing needs and operational demands may necessitate variations in starting and ending times,  
1556 days of the week worked, as well as variations in the total hours that may be scheduled each  
1557 day and week.  
1558

1559 Employees included in Section 18.1001, 18.1010, and 18.1018 are considered salaried exempt  
1560 employees. These employees must cover a partial day taken off with paid vacation, sick leave  
1561 or comp time (where applicable). If the employee has insufficient paid time to cover the entire  
1562 day off, the employee must take the entire day off without pay.  
1563

1564 18.613 Layoffs.  
1565

1566 The appointing authority may layoff an employee: a) whenever it is necessary to reduce the  
1567 workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.), b)  
1568 when an employee has exhausted all available leave options and is unable to return to work, or c)  
1569 when an employee has failed to successfully complete their probationary period after a promotion.  
1570



1571 In situation (a) above, no regular employees, ~~however~~, shall be laid-off while there are temporary  
 1572 or probationary employees serving in the same classification, in the same department. Layoffs  
 1573 shall be based on the needs of the County.

1574  
 1575 The appointing authority shall notify each person laid-off of all his/her rights. Regular employees  
 1576 shall receive at least thirty (30) calendar days notice prior to layoff. Layoff plans shall be  
 1577 approved by the Human Resources Director before they are implemented.

1578  
 1579 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of  
 1580 service, but in no case longer than two years.

1581  
 1582 18.614 Lunch Periods and Break Time.

1583  
 1584 (a) Lunch Periods.

1585  
 1586 Lunch periods are normally scheduled midway in an eight hour shift. Lunch periods shall  
 1587 not be longer than one hour nor shorter than thirty minutes.

1588  
 1589 (b) Break Time.

1590  
 1591 Employees may leave their workstation and return fifteen minutes later for two breaks in  
 1592 an eight-hour shift, one during the first four hours of their first shift, and the second  
 1593 during the last four hours of their shift. Breaks not taken are lost. Breaks cannot be  
 1594 accumulated or used to extend lunch periods or to shorten the workday.

1595  
 1596 Lunch periods and break times are to be arranged between the employee and his/her  
 1597 supervisor or Department Head. Since most County offices remain open continuously on  
 1598 normal work days between 8:00 a.m., and 5:00 p.m., it is the Department Head's  
 1599 responsibility to assure that lunch periods and breaks are scheduled so that adequate staff  
 1600 coverage is provided at all times.

1601  
 1602 Employees who are on a non-standard work schedule or work 2nd or 3<sup>rd</sup> shift shall  
 1603 follow Department Work Rules for lunches and breaks.

1604  
 1605 18.615 More than one County Position

1606  
 1607 No person shall hold more than one full or part-time County position at the same  
 1608 time without written consent of the County Administrator.

1609  
 1610 18.616 Nepotism.

1611  
 1612 Members of immediate families shall not be hired or transferred into a position that would create a  
 1613 direct or indirect superior-subordinate relationship. This policy does not include situations where  
 1614 the superior-subordinate relationship would be incidental.

1615  
 1616 18.617 Outside Employment.

1617  
 1618 The County's policy on outside duties or employment shall be as follows: County employees may  
 1619 engage in outside employment, unless such employment conflicts with or affects the performance  
 1620 of their duties. Prior to engaging outside employment, the County employee must give written  
 1621 assurance prescribed by the Human Resources Director that said employment does not violate  
 1622 Section 18.602 of the Rock County Ordinance. This written assurance shall not be binding in any  
 1623 management disciplinary decision.

1624  
 1625 18.618 Outside Services

1626  
 1627 All fees, gratuities, honorarium or any other form of compensation for outside services performed  
 1628 during normal County work hours or while being paid by the County shall be turned over to the  
 1629 County and any such activities for which said compensation is paid shall be reported to the  
 1630 County Board Staff Committee. This subsection shall not be construed to apply to activities  
 1631 performed after regular work hours, or while an employee is on a bona fide vacation, or taking a  
 1632 floating or other holidays, or to part-time employees. Failure to comply with these  
 1633 conditions shall be considered grounds for discipline up to and including immediate dismissal.

1634  
 1635 18.619 Payday

1636  
 1637 Employees shall be paid bi-weekly on alternate Fridays, except when those days fall on a  
 1638 holiday in which case employees shall receive their pay on the day preceding the holiday. If an

1639 employee is on vacation or leave of absence, his/her pay shall be mailed to him/her upon  
1640 request. (See HR Policy and Procedures.)

1641  
1642 18.620 Pre-Employment Physicals.

1643  
1644 New full-time and regular part-time employees may be required to pass a physical examination  
1645 before they are employed. Such exams shall measure the individual's physical capabilities in  
1646 terms of the job to be performed. When pre-employment physicals are required, they shall be  
1647 conducted by a licensed physician at the County's expense.

1648  
1649 18.621 Political Activity.

1650  
1651 ~~No Employees are is precluded from engaging in political activity provided that such activity does~~  
1652 ~~not interfere with their normal work performance and or is not conducted during hours for which~~  
1653 ~~such the employee is being remunerated paid by the County. Employees may not for actually~~  
1654 ~~performing his/her duties and does not involve the~~ not use of County equipment or property for  
1655 political purposes. Employees are specifically prohibited from using their County position or  
1656 their official authority with the County for the purpose of directly or indirectly coercing any  
1657 person to hold or contribute monetary or other types of assistance to any political candidate, party  
1658 or purpose.

1659  
1660 Under provisions of the federal Hatch Act, employees who are principally employed in an activity  
1661 which is financed in whole or in part by federal loans or grants cannot:

- 1662  
1663 (a) use his/her official authority or influence for the purpose of interfering  
1664 with or affecting the result of an election or nomination for office;  
1665  
1666 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state  
1667 or local officer or employee to pay, lend or contribute anything of value to a  
1668 party, committee, organization, agency or person for political purposes; or  
1669  
1670 (c) be a candidate for partisan elective office.

1671  
1672 18.622 Professional Liability Insurance.

1673  
1674 The County shall provide professional liability insurance for employees for performance of  
1675 their duties within the scope of their employment.

1676  
1677 18.623 Resignations.

1678  
1679 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and wishing  
1680 to leave Rock County employment shall submit a resignation in writing to their Department Head  
1681 at least two weeks in advance of their planned departure. Employees in positions in Pay Range 17  
1682 or higher, shall submit their resignation in writing at least four weeks in advance of their planned  
1683 departure (see Unilateral Pay Grid).

1684  
1685 Non-FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave Rock  
1686 County employment shall submit a resignation in writing to their Department Head at least two  
1687 weeks in advance of their planned departure. FLSA exempt employees shall submit their  
1688 resignation in writing at least four weeks in advance of their planned departure.

1689  
1690 Employees who do not give sufficient notice shall lose the vacation benefits they are accruing for  
1691 use after they reach their next anniversary date, unless such requirement is waived by the Human  
1692 Resources Director. It is expected that employees will give as much notice as possible in order to  
1693 facilitate recruitment and orientation of new staff members. A resignation, once accepted, may  
1694 not be rescinded.

1695  
1696 18.624 Safety.

1697  
1698 Safety is very important to each employee and Rock County. Employees must conduct  
1699 themselves carefully at all times. All employees must act in a safe manner and practice good  
1700 safety procedures. Similarly, all work areas are to kept clean and free from debris, and tools and  
1701 equipment are to be kept clean and in good repair.

1702  
1703 The employer will comply with all applicable safety laws and regulations in order to provide a  
1704 safe and secure workplace for its employees and clients.  
1705

1706 Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an  
 1707 employee's supervisor immediately for action. If the unsafe condition can be corrected  
 1708 immediately as to avoid any additional hazard, then the employee should implement the  
 1709 corrective action.

1710  
 1711 Any employee who is injured or becomes ill while performing service related to his or her  
 1712 employment must contact his or her supervisor immediately on the same day the injury or  
 1713 illness occurs and report the incident. If necessary the employee should secure the necessary  
 1714 medical attention on the job site to the extent practicable.

1715  
 1716 The first report of injury form must be in filled out completely, usually the day of the incident,  
 1717 if not as soon as possible.

1718  
 1719 The employer has established the following protocols for evacuation of the premises. When  
 1720 employees are advised to evacuate the building, the employees should:

- 1721 • Stop all work immediately.
- 1722 • Contact outside emergency response agencies, if needed.
- 1723 • Shut off all electrical equipment and machines, if possible.
- 1724 • Walk to the nearest exit, including emergency exit doors.
- 1725 • Exit quickly, but do not run. Do not stop for personal belongings.
- 1726 • Proceed, in an orderly fashion, to a parking lot near the building.
- 1727 • Do not re-enter the building until instructed to do so.
- 1728 • Employees must know the location of fire extinguishers, emergency exits and  
 1729 first aid kits.

1730  
 1731  
 1732 18.625 Telephone.

1733  
 1734 As a condition of employment, Employees must have a telephone or a place of telephone  
 1735 contact. Employees shall be requested to notify the Department Head of any change of name,  
 1736 address, telephone number or contact place.

1737  
 1738 18.626 Travel.

1739  
 1740 The County shall reimburse employees for actual necessary and reasonable itemized travel costs  
 1741 incurred while on official authorized County business. Commuting expenses between an  
 1742 employee's residence and normal place of employment are not reimbursable. All travel must be  
 1743 authorized by the Department Head in order to be eligible for reimbursement. Department Heads  
 1744 shall inform the County Administrator of any out-of-County travel plans. There will be no  
 1745 reimbursement for meals within the County, except as authorized by the Board Chair or Vice-  
 1746 Chair. Employees shall receive mileage reimbursement at the IRS allowed rate for all authorized  
 1747 travel in their personal automobile. Employees shall be required to complete an expense voucher  
 1748 before reimbursement will be made. All automobile allowances in all County departments shall  
 1749 be paid in a manner similar to that in which salaries are paid. Receipts are required for air, train,  
 1750 bus or taxi travel, hotels or motels, meals, conference registration and all other items (except tolls)  
 1751 in excess of five dollars. Clerical employees who are required to return to work to take minutes at  
 1752 evening meetings shall be reimbursed for mileage to and from their residence. (This  
 1753 reimbursement is taxable to the employee.)

1754  
 1755 Meals Allowed While In Travel Status.

- 1756 • Breakfast - up to \$8.00 including tip, may be claimed when the employee is out of the County  
 1757 prior to 7:00 a.m. on county business
- 1758 • Lunch - up to \$10.00 including tip, may be claimed when the employee is out of the County  
 1759 between 11:00 a.m. and 2:00 p.m. on county business
- 1760 • Dinner - up to \$20.00 including tip, may be claimed when the employee is out of the County  
 1761 after 6:00 p.m. on county business

1762  
 1763 The above are maximums and it is not the intent that the employees should always spend the  
 1764 maximum allowed.

1765  
 1766 Meals are allowed when an employee is on County business out of Rock County. An itemized  
 1767 receipt from the point of purchase showing the details for what was purchased shall be required  
 1768 for reimbursement for all meals are required. No reimbursement shall be authorized for alcoholic  
 1769 beverages.  
 1770  
 1771  
 1772  
 1773

- The breakfast rate will be paid for meals prior to 10:30 a.m.
- The lunch rate will be paid for meals between 10:30 a.m. and 2:30 p.m.
- The dinner rate will be paid for meals after 2:30 p.m.

## SECTION 7

### PERFORMANCE EVALUATION

#### 18.701 Policy.

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

#### 18.702 Administration.

Each employee shall be evaluated at the following periods:

(a) Probationary Period.

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

(b) Annual.

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

(c) Special.

A special performance evaluation shall be completed:

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

#### 18.703 Rater.

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

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

#### 18.704 Review of Performance Report.

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

#### 18.705 Human Resources Director.

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

1841 **SECTION 8**

1842 **GRIEVANCE PROCEDURE**

1843 18.801 Policy.

1844  
1845 This grievance procedure is intended to meet all of the requirements set out in Wisconsin Statute  
1846 Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin Legislature.

1847  
1848 It is the policy of the County to treat all employees equitably and fairly in matters affecting their  
1849 employment. Each employee of the County shall be provided ample opportunity to understand  
1850 and resolve matters affecting employment, which the employee believes to be unjust. The  
1851 presentation of a formal grievance shall be considered to be the right of each regular County  
1852 employee without fear of reprisal. Nothing contained herein alters the "at-will" status of those  
1853 employees.

1854  
1855 The County Administrator shall not have access to the grievance procedure.

1856  
1857 Department Heads shall not have access to the grievance process based on Wisconsin Statutes  
1858 Section 59.18 (2)(b).

1859 18.802 Definitions

1860  
1861  
1862 "Arbitrary and capricious" means a decision which was made on unreasonable grounds or  
1863 without any proper consideration of circumstances.

1864  
1865 "Grievance" means a formal complaint by an employee concerning: employee discipline,  
1866 employee termination, or workplace safety.

1867  
1868 "Employee discipline" shall include written reprimands, suspensions without pay, and  
1869 demotions.

1870  
1871 "Termination" means a separation from employment, but does not include job loss  
1872 resulting from a reduction in force.

1873  
1874 "Workplace safety" shall include violations of state and federal laws and regulations on  
1875 health and safety.

1876  
1877 The following personnel actions shall not be subject to the grievance process: oral or  
1878 written evaluations; counseling; job coaching; placing an employee on paid  
1879 administrative leave pending an internal investigation; change in job assignments;  
1880 voluntary quits; layoff or failure to return to work when recalled; retirement; job  
1881 abandonment or failure to report to work; inability to perform job duties due to  
1882 physical or medical limitations; and loss of required licensure, certification or other  
1883 requirement necessary to perform the job.

1884  
1885 "Preponderance of the evidence" means the greater weight of the evidence - superior  
1886 evidentiary weight, that, though not sufficient to free the mind wholly from doubt, is still  
1887 sufficient to incline a fair and impartial mind to one side of the issue rather than the other.

1888 18.803 Administration.

1889  
1890 The Human Resources Director shall supervise and administer the grievance process. Supervisors  
1891 and Department Heads shall keep the Human Resources Director informed of all grievances in  
1892 process.

1893 18.804 Filing a Grievance

1894  
1895 This grievance procedure is available to all unilateral County employees (except Department  
1896 Heads and elected County Officials), members of a bargaining unit that previously contained a  
1897 grievance procedure, seasonal and temporary employees of the County.

1898  
1899 Limitations:

- 1900  
1901  
1902  
1903 1. A grievance that may be brought by or on behalf of a law enforcement officer using the  
1904 procedure specific in Wis. Stat. Section 59.26(8) may not be brought under this section.  
1905

- 1906 2. A grievance that may be brought by or on behalf of an employee under a grievance  
1907 procedure that is contained in a collective bargaining agreement may not be brought under  
1908 this section.

1910 18.805 Discussion of Problems with Immediate Supervisor.

1911  
1912 Any employee having a problem regarding his/her employment shall first discuss the problem  
1913 with his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and  
1914 is a grievance according to Section 18.802, the employee may present his/her grievance according  
1915 to Section 18.806.

1917 18.806 Grievance Procedure.

1918  
1919 A formal grievance of an employee shall be handled in accordance with the following procedure.

1920  
1921 STEP 1. Supervisor.

1922  
1923 The employee shall, within seven working days of the event giving rise to the grievance or within  
1924 ten working days of the date he/she could reasonably be expected to have knowledge of the  
1925 grievance, present his/her formal grievance in writing on the form designated by the County to  
1926 his/her immediate supervisor unless the immediate supervisor is the subject matter of the  
1927 grievance, in which case, the employee may immediately proceed to Step 2. If the Department  
1928 Head is the subject matter of the grievance, the employee may immediately proceed to Step 3.  
1929 The supervisor shall within three working days meet and discuss the grievance with the employee  
1930 and then reply in writing within three working days.

1931  
1932 STEP 2. Department Head.

1933  
1934 In the event that the immediate supervisor's decision is not satisfactory to the employee or the  
1935 immediate supervisor is the subject matter of the grievance, the employee may within seven  
1936 working days, present the grievance in writing to his/her Department Head. The Department  
1937 Head, or his/her designee, shall, within five working days, meet and discuss the grievance with the  
1938 employee and then reply in writing within five working days.

1939  
1940 STEP 3. Human Resources Director.

1941  
1942 In the event that the Department Head's decision does not satisfy the employee's grievance or if  
1943 the Department Head is the subject matter of the grievance, the employee may, within seven  
1944 working days, present the grievance in writing to the Human Resources Director. The Human  
1945 Resources Director shall arrange to meet within ten working days of receipt of the grievance with  
1946 the employee, his/her representative, if any, and any other person the Human Resources Director  
1947 deems necessary. If, in the judgment of the Human Resources Director, a hearing is necessary to  
1948 ascertain the facts surrounding the dispute, one shall be scheduled as soon as practicable. After  
1949 the hearing, the Human Resources Director shall respond to the grievance in writing to the  
1950 employee within five working days.

1951  
1952 By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2 and 3  
1953 may be extended.

1954  
1955 STEP 4. Impartial Hearing Examiner.

1956  
1957 In the event the decision of the Human Resources Director does not resolve the grievance, the  
1958 employee may, within seven working days, request a hearing before an impartial hearing examiner  
1959 and pay the filing fee (if one is established ) by the County Board.

1960  
1961 a. The Human Resources Director shall upon receipt of a written hearing request, provide the  
1962 employee with a list of hearing examiners. ~~The employee may, within 10 calendar days~~  
1963 ~~rank the hearing examiners in order of preference and return the list to the HR Director the~~  
1964 ~~name of a hearing examiner.~~

1965  
1966 b. The HR Director will contact the hearing examiners ~~in order of the employee's preference~~  
1967 ~~and schedule a hearing. If the employee does not return the list or rank the hearing~~  
1968 ~~examiners, the HR Director may select one from the list.~~

1969  
1970 c. The hearing examiner shall be impartial and may not have any prior knowledge of the  
1971 grievance.  
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2011
- d. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and filing fee. The hearing examiner may reschedule the hearing with permission of both parties.
  - e. The hearing examiner, with the consent of both parties, may use his/her best efforts to mediate the grievance.
  - f. The employee has a right to be represented at the hearing (at the employee's expense) by a person of the employee's choosing.
  - g. The County has the burden of proof in a reprimand, suspension or termination grievance to show that its actions were not arbitrary or capricious. The employee has the burden of proof in a workplace safety grievance.
  - h. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.
  - i. The hearing shall be recorded by a court reporter, who will make a record of the proceedings, and the costs will be shared equally by the parties.
  - j. Formal rules of civil procedure will not be followed.
  - k. Both parties may introduce exhibits and present witnesses. Witnesses shall be sworn to tell the truth.
  - l. The hearing examiner shall provide a written decision within thirty (30) calendar days following the close of the record. The written decision should include a case caption; the parties and appearances; a statement of the issues, findings of fact; any necessary conclusions of law; the final decision and order; and any other information the hearing examiner deems appropriate.
  - m. The hearing examiner shall have the power to sustain or deny the grievance. He or she shall have the power to order only the following remedies: withdrawal of a written reprimand, reduction of suspension, transfer to original position from demoted position, reinstatement with or without some or all back pay. The hearing examiner may recommend other remedies, however, all other remedial authority shall be subject to the determination and approval of the County Board, and shall be addressed by the County Board in the event the grievance is sustained.

2012 STEP 5. County Board.

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

- a. The written notice of appeal must contain: (1) a statement explaining the reason for the appeal, (2) a copy of the written grievance filed with the County, (3) the county's response to the grievance, and (4) a copy of the hearing examiner's decision. The notice of appeal may not contain any information that was not admitted into evidence at the hearing.
- b. The appeal will be placed on the agenda for a County Board meeting that is held at no longer than 60 calendar days after the County Clerk receives a written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal, licensing, or suspension of a public employee. The County Clerk will provide a copy of the meeting notice to the employee, and the employee may request that an open session be held.
- c. The employee has the right to representation by a person of the employee's choosing and at the employee's request. The employee and the employee's representative may attend the closed session.
- d. The employee or the employee's representative and a representative of the County may address the County Board for an equal period to be determined by the County Board Chair. The appealing party will go first and may reserve a part of his/her time for rebuttal. The responding party will go second. The appealing party may present a rebuttal, if he/she has reserved any time and not used it.

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

18.807

Grievances of Termination.

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

**SECTION 9**

**TRANSACTIONS AND RECORDS MANAGEMENT**

18.901

Policy.

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

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

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

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

18.902

Public Inspection.

Information as to the name, class title and salary of employees and former employees is available for public inspection at times in accordance with procedures prescribed by the Human Resources



2108 Director. Other information shall be considered confidential and shall be available as authorized  
2109 by State and federal law.

2110  
2111 18.903 Destruction Of Records.

2112  
2113 Employee service records shall be kept for seven years. Applications and examinations may be  
2114 destroyed after two years.

2115  
2116 18.904 Reports.

2117  
2118 The Human Resources Director shall provide the Board and the County Board Staff Committee  
2119 with reports and information relating to personnel actions upon request or as may be appropriate.

2120  
2121 SECTION 10

2122 DEFINITIONS

2123 18.1001 Accrued benefits.

2124  
2125 This refers to vacation benefits that the employees are accumulating which they will only be able  
2126 to use once they reach their next anniversary date.

2127  
2128 18.1002 Administrative Personnel.

2129  
2130 Administrative employees act as an advisor, limited function department head, or a specialist in a  
2131 management or supportive service who meet all the following criteria:

2132  
2133 (a) A primary duty of the employee includes the performance of office or non-manual work  
2134 directly related to the management or general business operations of the County or its  
2135 citizens.

2136  
2137 (b) A primary duty of the employee includes the exercise of discretion and independent  
2138 judgment with respect to matters of significance.

2139  
2140 18.1003 Allocation.

2141  
2142 The assignment of a position to a pay range.

2143  
2144 18.1004 Anniversary Date.

2145  
2146 The date an employee begins County employment. The anniversary date may be modified by  
2147 subsequent personnel actions – leave of absence and layoff.

2148  
2149 18.1005 Appointing Authority.

2150  
2151 A County official who has the authority to appoint and remove individuals to and from positions  
2152 in the County service.

2153  
2154 18.1006 Board.

2155  
2156 The Rock County Board of Supervisors.

2157  
2158 18.1007 Class.

2159  
2160 One or more positions which are substantially alike in duties and responsibilities to warrant using  
2161 the same title, similar qualifications, selection procedures and the same pay range.

2162  
2163 18.1008 Class Description.

2164  
2165 A written description of a class containing the class title, a general statement of the duties and  
2166 responsibilities, examples of duties performed, and minimum qualifications required.

2167  
2168 18.1009 Class Title.

2169  
2170 The official designation or name of the class as stated in the class description. The class title shall  
2171 be used on all personnel records and other official personnel actions.

2172		
2173	18.1010	<u>Classification Plan.</u>
2174		
2175		The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.
2176		
2177		
2178	<u>18.1011</u>	<u>County Administrator.</u>
2179		
2180		The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.
2181		
2182		
2183	18.1012	<u>Demotion.</u>
2184		
2185		The assignment of an employee from one class to another class with a lower pay range.
2186		
2187		
2188	18.1013	<u>Department Head.</u>
2189		
2190		A County official with the responsibility for the operation of a County department.
2191		
2192		
2193	18.1014	<u>Disciplinary Action.</u>
2194		
2195		The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.
2196		
2197		
2198	18.1015	<u>Earned Benefit</u>
2199		
2200		<u>Those benefits that employees have on the books which are currently available to use (ie. vacation after reaching an anniversary date, sick leave earned a day a month, etc.).</u>
2201		
2202		
2203	18.1016	<u>Eligible Candidate.</u>
2204		
2205		A person certified by the Human Resources Director as meeting the training and experience requirements and as successfully completing all parts of the selection process when formal selection devices are used.
2206		
2207		
2208		
2209	18.1017	<u>Eligibility List.</u>
2210		
2211		A list of Eligible Candidates to fill positions in a particular job class.
2212		
2213	18.1018	<u>Employee.</u>
2214		
2215		An individual who is employed by the County and is paid in part or in whole through the County payroll.
2216		
2217		
2218	18.1019	<u>Entrance Pay Rate.</u>
2219		
2220		The rate of pay a newly hired employee is assigned at commencement of employment.
2221		
2222	18.1020	<u>Executive Personnel.</u>
2223		
2224		An executive employee is an administrator who meets all of the following criteria:
2225		
2226		(a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County.
2227		
2228		
2229		(b) The employee customarily and regularly directs the work of two or more other employees.
2230		
2231		(c) The employee has the authority to hire or fire other employees, or their recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees is given particular weight.
2232		
2233		
2234		
2235	18.1021	<u>Flexible Time.</u>
2236		
2237		Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy and Procedures.
2238		

2239		
2240	18.1022	<u>Full Time Equivalent (FTE)</u>
2241		
2242		A way to measure the amount of time a person assigned to a county position is scheduled to
2243		work. An FTE of 1.0 means that the position is equivalent to a full-time position, while an FTE
2244		of 0.5 means that the position is only half-time. FTE is measured in tenths from 0.1 to 1.0.
2245		
2246	18.1023	<u>Grievance.</u>
2247		
2248		A formal complaint by an employee concerning: employee discipline, employee termination,
2249		or workplace safety.
2250		
2251	18.1024	<u>Human Resources Director.</u>
2252		
2253		The Director of the Rock County Human Resources Department and the person responsible for
2254		implementing all county personnel policies and procedures.
2255		
2256	18.1025	<u>Immediate Family.</u>
2257		
2258		Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law
2259		(the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother),
2260		brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's
2261		spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, domestic
2262		partner (as defined by the state of Wisconsin), aunt (the sister of one's father or mother, or the
2263		wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt),
2264		niece, and nephew. <u>Immediate family shall not include former "in-laws" after a divorce.</u>
2265		
2266	18.1026	<u>In- Range Increment.</u>
2267		
2268		A pay step within a pay range.
2269		
2270	18.1027	<u>Layoff.</u>
2271		
2272		The involuntary separation of an employee because of lack of work, lack of funds, or the
2273		abolishment of a position.
2274		
2275	18.1028	<u>Limited Term Employee (LTE).</u>
2276		
2277		An employee who meets the qualifications to perform a job, who is hired to perform that job for a
2278		determinant amount of time with a specific ending date at the time of hire. LTEs may be eligible
2279		for benefits.
2280		
2281	18.1029	<u>Part-time Employees.</u>
2282		
2283		Employees shall be considered part-time when they are normally scheduled to work less than 40
2284		hours per calendar week, or on a regular 5-2/5-3 work rotation on a 15 day work cycle.
2285		
2286	18.1030	<u>Pay Plan.</u>
2287		
2288		A schedule of pay ranges for all classes of positions in the County that are not covered by a
2289		Collective Bargaining Agreement.
2290		
2291	18.1031	<u>Pay Range.</u>
2292		
2293		A salary range to which positions are assigned, consisting of a minimum wage rate, designated as
2294		"Step 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall
2295		be compensated at one of the steps contained in the pay range to which the position is assigned.
2296		
2297	18.1032	<u>Position.</u>
2298		
2299		A grouping of duties and responsibilities to be performed by an employee. A position may be
2300		filled or vacant, full-time or part-time, regular or temporary.
2301		
2302	18.1033	<u>Position Description.</u>
2303		
2304		A written document that describes the individual employee's duties and responsibilities and is
2305		specific to that position.

2306		
2307	18.1034	<u>Probationary Employee.</u>
2308		
2309		A person who has been properly appointed to a regular Rock County position and who is serving in his/her Trial Period to determine if he/she can do the job.
2310		
2311		
2312	18.1035	<u>Probationary Period.</u>
2313		
2314		The probationary period is a try out time for the employee. It is also used for determination of certain benefits.
2315		
2316		
2317	18.1036	<u>Promotion.</u>
2318		
2319		The assignment of an employee from one class to another class with a higher pay range.
2320		
2321	18.1037	<u>Reallocation.</u>
2322		
2323		The re-assignment of a position from one pay range to another to correct an error in the original assignment or, to reflect changing labor market conditions, or to reflect significant changes over a period of time in the duties and the responsibilities of the position (eg. moving the Medical Record Manager position from Unilateral Pay Range 19 to Unilateral Pay Range 20). The incumbent in the position shall move with the position.
2324		
2325		
2326		
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2328		
2329	18.1038	<u>Reclassification.</u>
2330		
2331		The re-assignment of a position <del>an individual</del> from one existing class to another class to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment. (eg. a position is currently assigned as a Planner III and is reclassified to a Senior Planner). The incumbent in the position shall move with the position if they are qualified for the position.
2332		
2333		
2334		
2335		
2336	18.1039	<u>Regular Appointment.</u>
2337		
2338		An assignment of an eligible candidate to a budgeted County position.
2339		
2340	18.1040	<u>Regular Employee.</u>
2341		
2342		A person who has been properly appointed to a regular Rock County position and has successfully completed the Probationary Period.
2343		
2344		
2345	18.1041	<u>Reinstatement.</u>
2346		
2347		To restore or be placed back into a former or substantially equivalent position.
2348		
2349	18.1042	<u>Retiree.</u>
2350		
2351		An employee who terminates employment with the County to immediately and actively draw an annuity from the Wisconsin Retirement System (WRS).
2352		
2353		
2354	18.1043	<u>Seasonal Employee.</u>
2355		
2356		An employee who is hired for a limited term, which cannot cumulatively exceed a period of six months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work enough hours in a year to qualify for Wisconsin Retirement System coverage.
2357		
2358		
2359		
2360		
2361	18.1044	<u>Selection Device.</u>
2362		
2363		A formal measurement device used to evaluate and/or rank applicants for County positions.
2364		
2365	18.1045	<u>Seniority.</u>
2366		
2367		Seniority is continuous length of service as a County employee. Seniority shall, upon completion of the Probationary Period, begin with the original date of continuous employment subject to the conditions of 18.1003(a)(4). Seniority shall be used to determine accrual of vacation and sick leave.
2368		
2369		
2370		
2371		
2372	18.1046	<u>Supervisor.</u>
2373		

2374 The person responsible for the assignment, direction and evaluation of the work of another  
 2375 employee, usually a full-time County employee.  
 2376

2377 18.1047 Temporary Appointment.  
 2378

2379 An appointment of an individual who meets the qualifications for a position appointed to fill that  
 2380 position for an unspecified term. Temporary Appointees may be eligible for fringe benefits.  
 2381

2382 18.1048 Termination.  
 2383

2384 The removal of an employee from the payroll for voluntary or involuntary reasons, including  
 2385 dismissal, resignation, retirement or death.  
 2386

2387 18.1049 Transfer.  
 2388

2389 The assignment of an employee from one position to another in the same class or to a class with  
 2390 the same pay range.  
 2391

2392 18.1050 Travel Status.  
 2393

2394 An employee shall be considered to be in "travel status" when he or she is on county business  
 2395 outside of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of  
 2396 a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 11:00 a.m. and 2:00 p.m.  
 2397

2398 18.1051 Underslotting.  
 2399

2400 The filling of a vacant position at a lower classification.  
 2401

2402 18.1052 Unilateral Employees  
 2403

2404 Those County employees who are not covered by a collective bargaining agreement, excluding  
 2405 the County Elected Officials and the County Administrator. The Unilaterals are divided into  
 2406 three groups for purposes of overtime and vacation:  
 2407

- 2408 • Unilateral A's are "Non-Exempt". This means that they are subject to the  
 2409 requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law that  
 2410 requires, among other things, that employees who work more than 40 hours in a week  
 2411 get paid time and one-half for any overtime hours.  
 2412
- 2413 • Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of their  
 2414 position. However, the County has chosen to pay them straight time overtime after 40  
 2415 hours a week even though the County is not required to do this by federal law.  
 2416
- 2417 • Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of their  
 2418 position. Employees in these positions do not receive any form of overtime but are  
 2419 allowed to "flex" their time in accordance with HR Policy and Procedure.  
 2420

2421 18.1053 Upgrade.  
 2422

2423 The re-assignment of a position from one existing class to a current or newly created class to  
 2424 recognize a change in the duties and responsibilities of a position. When a position is upgraded, an  
 2425 open recruitment shall be conducted to fill the position. (eg. HR Secretary to HR Office  
 2426 Coordinator).  
 2427

2428 The result of a re-evaluation of the duties of a position that indicates that a higher level of skills or  
 2429 duties are required to perform the duties of a classification or position.  
 2430

2431 18.1054 Work Schedule.  
 2432

2433 The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m.  
 2434 with a one-hour lunch period. All full-time employees are expected to work at least 40 hours per  
 2435 week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise.  
 2436  
 2437

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

/S/J. Russell Podzilni  
J. Russell Podzilni, Chair

/S/Sandra Kraft  
Sandra Kraft, Vice Chair

Absent  
Eva Arnold

/S/Henry Brill  
Henry Brill

/S/Betty Jo Bussie  
Betty Jo Bussie

/S/Marilynn Jensen  
Marilynn Jensen

/S/Mary Mawhinney  
Mary Mawhinney

/S/Louis Peer  
Louis Peer

/S/Kurtis Yankee  
Kurtis Yankee

LEGAL NTOE:

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

  
Jeffrey Kuglitsch  
Corporation Counsel

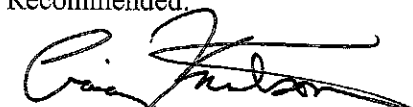
FISCAL NOTE:

Minimal fiscal impact.

  
Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator