

**ORDINANCE  
ROCK COUNTY BOARD OF SUPERVISORS**

Dave O'Connell  
INITIATED BY

Dave O'Connell, Human Resource Director  
DRAFTED BY

County Board  
Staff Committee  
SUBMITTED BY



November 4, 2014  
DATE DRAFTED

**AMENDING THE COUNTY'S PERSONNEL ORDINANCE**

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

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

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

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

13 **WHEREAS**, the County wants to incorporate these additional changes to the Personnel Ordinance effective at  
14 12:01 a.m. January 1, 2015.  
15

16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this 11<sup>th</sup>  
17 day of December, 2014 does hereby amend Chapter XVIII, the County's Personnel Ordinance as follows:  
18

**CHAPTER XVIII**

**PERSONNEL ORDINANCE**

**SECTION 1**

**OBJECTIVES AND SCOPE**

24  
25 18.101 Authority.  
26

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

29 18.102 Purposes.  
30

31 The purposes of this Ordinance shall be to:  
32

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

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

40 (a) To recruit, select and advance employees on the basis of their relative  
41 knowledge, skills, and abilities.  
42

43 (b) To provide internally equitable and externally competitive compensation for  
44 all employees.

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- 45 (c) To recognize good job performance, reward exceptional performance and  
46 correct inadequate performance in a fair and timely manner.  
47  
48 (d) To assure fair treatment of all applicants and employees in all aspects of  
49 personnel administration without regard to political affiliation or beliefs, race,  
50 color, national origin or ancestry, sex, age, religion, disability, sexual identity  
51 and orientation, genetic information, or any other cause for discrimination as  
52 defined by law, and with proper regard for their rights as citizens.  
53  
54 (e) To protect employees against coercive political activities and to prohibit the  
55 use of official authority for the purpose of interfering with or affecting the  
56 result of an election or a nomination for office.  
57

58 C. Provide a system of standardized titles and standardized class descriptions for the ef-  
59 fective administration of personnel activities such as: manpower planning and  
60 budgeting, standards of job performance, fair and equitable pay, valid selection and  
61 recruitment programs, training programs and career development.  
62

63 D. Provide a system to recruit and select the most qualified persons for positions in  
64 County service. Recruitment and selection shall be conducted in an affirmative  
65 manner to ensure open competition, provide equal employment opportunity, prohibit  
66 discrimination because of race, political affiliation or beliefs, religion, sex, national  
67 origin or ancestry, age, disability, sexual identity and orientation, genetic  
68 information, or any other cause for discrimination as defined by law, to ensure that  
69 persons of disadvantaged groups are fairly represented in the County workforce.  
70

71 E. Provide an effective career development plan for qualified employees through  
72 promotional opportunities in an environment free of discrimination.  
73

74 18.103 Scope.  
75

76 THIS ORDINANCE SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT.  
77 The provisions of this Ordinance do not vary or modify the at will employment  
78 relationship between the employee and the County. Any individual may voluntarily cease  
79 employment upon proper notice and may be terminated by Rock County at any time and  
80 for any reason. Any oral or written statements of promises to the contrary are expressly  
81 disallowed and should not be relied upon by any prospective or existing employee. The  
82 contents of this ordinance are subject to change at any time by action of the County Board.  
83

84 This Ordinance shall govern personnel administration for all employees and departments  
85 of the County of Rock except:  
86

- 87 (a) members of the Rock County Board of Supervisors;  
88  
89 (b) elected County Officials;  
90  
91 (c) members of boards, commissions, and committees (including citizens);  
92  
93 (d) persons employed to conduct temporary and special inquiry, investigation or  
94 examination on behalf of the County Board, a committee thereof, or the County  
95 Administrator;  
96  
97 (e) persons employed by employment services agreements or purchase of service  
98 contracts, unless expressly included in said contract or agreement;  
99  
100 (f) all matters concerning deputy sheriffs arising under Section 59.26(8)(b), Wis. Stats.,  
101 which shall be handled by the Public Safety and Justice Committee of the Rock  
102 County Board of Supervisors in accordance with statute.  
103

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

106 18.104 Collective Bargaining Agreements.  
107  
108 This Ordinance applies to employees not covered by collective bargaining agreements  
109 (Unilaterals) and to employees so covered when specific contracts are silent on a particular  
110 issue, or otherwise do not apply to the contrary.  
111

112 18.105 Human Resources Section of the Administrative Policies and Procedures Manual  
113  
114 The Human Resource Department shall develop a standard set of policies and  
115 procedures to administer the personnel system based upon the Policies established in  
116 this Ordinance. These policies and procedures shall be a part of the County's  
117 Administrative Policies and Procedures Manual. The Human Resource Policies and  
118 Procedures shall be subject to review and approval by the County Board Staff  
119 Committee.  
120  
121 The Ordinance shall take precedence over the Human Resource Policies and Procedures.  
122

123 18.106 Department Work Rules.  
124  
125 Nothing herein shall preclude an Appointing Authority from promulgating Department  
126 Work Rules covering topics not covered by this Ordinance or the Human Resource  
127 Department's Policies and Procedures. Work rules so promulgated must be consistent  
128 with this Ordinances and Human Resource Policies and Procedures.  
129

130 18.107 Non Elected Department Heads.  
131  
132 Any non elected Department Head hired shall be employed pursuant to a personal  
133 employment contract of up to two (2) years. Non elected Department Heads serving on  
134 the date of adoption of this section may voluntarily negotiate a personal employment  
135 contract of up to two (2) years. Non elected Department Heads shall continue to be at will  
136 employees and may be removed at the pleasure of the County Administrator. Removal of  
137 the Corporation Counsel by the County Administrator requires the concurrence of the  
138 County Board. The County Administrator shall remain the appointing authority for non  
139 elected Department Heads. The personal employment contract covering the initial  
140 appointment of a non elected Department Head is subject to approval by the County Board  
141 after action by the appropriate Governing Committee.  
142

143 18.108 Administrator Position.  
144  
145 The position of the County Administrator shall be included under the coverage of this  
146 Ordinance, except where there are exclusions or where this Ordinance conflicts with the  
147 resolution establishing the administrator form of government. In the case of any such con-  
148 flict, the resolution shall control.  
149

150 18.109 Sheriff's Office Command Staff.  
151  
152 In addition to the benefits provided to other unilateral employees, if the following  
153 provisions of the labor agreement with the Rock County Deputy Sheriffs Supervisors  
154 Association are modified, such modifications shall be extended to the Chief Deputy (CB  
155 resolution Nov 9, 1993); Commanders (CB resolution Nov 15, 1991); and Captains (CB  
156 resolution Dec. 31, 2008).  
157

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

168 \*For Command Staff who are at least age 53 and retire after January 1, 2014, the  
169 County shall pay 100% of the health insurance premiums for the applicable coverage for  
170 the retired and eligible dependents thru the end of the month before they turn 65.  
171

172 18.110 Amendments.

173  
174 This Ordinance may be amended by the Rock County Board of Supervisors in the same  
175 manner as adopted.  
176

177 18.111 Management Rights.

178  
179 The management of Rock County and the direction of the workforce is vested  
180 exclusively in the County, including but not limited to the right to:

- 181
- 182 1) Hire, promote, demote, suspend, discipline, and discharge;
- 183
- 184 2) Decide job qualifications for hiring;
- 185
- 186 3) Transfer or layoff because of lack of work, discontinuance of services, or other  
187 legitimate reasons;
- 188
- 189 4) Subcontract for economic reasons or when it is not feasible for county employees to  
190 perform the work;
- 191
- 192 5) Abolish or create positions;
- 193
- 194 6) Create job descriptions and determine the composition thereof;
- 195
- 196 7) Plan and schedule work;
- 197
- 198 8) Determine the methods and processes and manner of performing work;
- 199
- 200 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
- 201
- 202 10) Determine the location, operation and type of physical structures, facilities,  
203 equipment of the county;
- 204
- 205 11) Plan and schedule any training programs,
- 206
- 207 12) Create, promulgate and enforce reasonable work rules;
- 208
- 209 13) Determine and enforce regulations governing conduct and safety;
- 210
- 211 14) Determine what constitutes good and efficient county service, and all other  
212 functions of management and direction.
- 213

214 The County shall have the right to operate and manage its affairs in all respects in  
215 accordance with its rights, duties, and responsibilities.  
216

217 18.112 Responsibilities and Authority.

218  
219 A. County Board. The County Board shall:

- 220
- 221 (1) approve the annual County budget, including requests for personnel  
222 adjustments.
- 223
- 224 (2) review and approve County Personnel Ordinance and amendments.
- 225
- 226 (3) confirm department head appointments made by the County Administrator.
- 227
- 228 (4) delegate such duties to the County Board Staff Committee as  
229 necessary.  
230

- 231 (5) hear grievance appeals as outlined in Section 18.806.  
232
- 233 B. County Board Staff Committee. The County Board Staff Committee shall:  
234
- 235 (1) advise the County Administrator on matters concerning implementation of  
236 Personnel Ordinance.  
237
- 238 (2) review proposed Personnel Ordinance and amendments as developed and  
239 recommended by the Human Resources Director and make  
240 recommendations to the County Board for consideration and legislative  
241 action.  
242
- 243 (3) perform other related duties as assigned by the County Board.  
244
- 245 C. County Board Governing Committees. Each Governing Committee shall:  
246
- 247 (1) review all appointments made by the County Administrator as provided in  
248 Section 18.112(d)(1) and make such recommendations to the Board as  
249 appropriate.  
250
- 251 D. County Administrator. Except as prohibited by State and Federal law, the County  
252 Administrator shall:  
253
- 254 (1) appoint and remove all Department Heads, subject to the provisions of  
255 Section 18.107.  
256
- 257 (2) advise the Governing Committee of the final interview schedule of the  
258 best-qualified applicants. The Governing Committee may participate in  
259 the scheduled interviews.  
260
- 261 (3) submit terms of employment for Department Heads to the Governing  
262 Committee for review before submission to the County Board.  
263
- 264 (4) approve Personnel Ordinance prior to submittal to the County Board Staff  
265 Committee and the County Board.  
266
- 267 (5) apply appropriate disciplinary actions as defined in Section 18.1108 to  
268 subordinate employees.  
269
- 270 (6) approve new positions, reallocations, and upgrades of existing positions  
271 subject to County Board approval.  
272
- 273 E. Human Resources Director. The Human Resources Director under the authority of  
274 the County Administrator shall:  
275
- 276 (1) administer the Personnel Ordinance adopted by the County Board.  
277
- 278 (2) establish, maintain and coordinate personnel transactions and records  
279 management for all County employees and positions.  
280
- 281 (3) establish and maintain a central personnel file for each County employee  
282 showing name, title, salary, change in status, annual performance ratings  
283 and such pertinent information as may be necessary for effective personnel  
284 administration and for compliance with Federal and State laws.  
285
- 286 (4) advise and assist Department Heads on all County Personnel transactions  
287 and records management systems and procedures.  
288
- 289 (5) notify the payroll section of all relevant changes.  
290
- 291 (6) review appointments and removal of personnel to County positions  
292 pursuant to Section 18.607.  
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- (7) maintain complete employment and performance records of all County employees.
  - (8) establish and maintain a roster of all employees in the County service which shall include the class title, pay status, and other pertinent data.
  - (9) make such reports and investigations to the County Administrator, County Board Staff Committee and the County Board as required.
  - (10) develop and maintain the Classification Plan.
  - (11) develop and administer the recruitment and selection program.
  - (12) establish and maintain lists of persons eligible and qualified for appointment and promotion to positions within the County service when, in the judgment of the Human Resources Director, it is advantageous to the County.
  - (13) monitor temporary and overtime assignments.
  - (14) approve and monitor layoffs due to lack of funds, work, or the abolition of positions or material changes in duties and organization, encourage the re-employment of laid off employees in other appropriate County positions.
  - (15) develop, operate and coordinate programs to improve employee effectiveness, training and career counseling.
  - (16) establish an Affirmative Action Program designed to increase the participation at all levels of the County workforce persons of disadvantaged groups, including, but not limited to women, minorities and the physically and mentally handicapped.
  - (17) establish standards and procedures to ensure uniformity in the application of discipline and the processing of employee grievances.
  - (18) conduct third step grievance hearings as may be necessary under Section 18.806, and adjust such grievances as may be appropriate.
  - (19) prepare and implement such forms, reports and procedures necessary to carry out the County human resources program.
  - (20) disseminate information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
  - (21) lead the County's negotiations with labor representatives, unless otherwise delegated by the County Board.
  - (22) investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
  - (23) develop such regulations as necessary to carry out the intent of this Ordinance.
  - (24) establish a safety program to reduce the incidence of work related injuries and promote safety awareness.
  - (25) develop and maintain the County wide training program within budgetary limitations.
  - (26) administer and manage the County's Worker's Compensation program.
  - (27) insure that Department Work Rules are fairly designed and administered.

- 357 F. Department Heads. Department Heads shall:  
358  
359 (1) enforce the Personnel Ordinance, and the Human Resource Policies and  
360 Procedures in their respective department.  
361  
362 (2) adopt such additional Department Work Rules as required by law and/or  
363 necessary for the operations of the Department subject to approval of the  
364 Human Resources Director.  
365  
366 (3) initiate and process personnel transactions affecting their employees using  
367 forms provided by the Human Resources Director.  
368  
369 (4) maintain an employee service record for each employee.  
370  
371 (5) notify the Human Resources Director of all changes in permanent  
372 personnel records including change of address, insurance coverage and  
373 other relevant information.  
374  
375 (6) keep employees informed of current personnel policies.  
376  
377 (7) conduct second step grievance procedures hearings as may be necessary  
378 under Section 18.805, and adjust such grievances as may be appropriate.  
379  
380 (8) appoint and remove employees to positions subject to Section 18.304 and  
381 18.806, and consistent with applicable State Statutes and inform governing  
382 committee of said appointments.  
383  
384 (9) in collaboration with the Human Resources Director, develop employee  
385 orientation and in service training programs.  
386  
387 (10) administer discipline and delegate such authority to supervisory personnel  
388 as appropriate subject to Section 18.806.  
389  
390 (11) conduct performance reviews of all immediate subordinate employees on  
391 no less frequent than an annual basis  
392  
393 (12) obtain prior approval of the County Administrator when taking vacation  
394 days, or when traveling out of the County on County business. (This  
395 provision does not apply to elected County Officials.) The memo making  
396 the request should include a designated department contact person, as  
397 well as a phone number where the Department Head can be reached (if  
398 possible).  
399

- 400 G. Supervisory Personnel. To the extent Department Heads delegate authority to  
401 them, supervisors shall:  
402  
403 (1) interview and recommend applicants for appointments to and removal  
404 from subordinate positions.  
405  
406 (2) implement the Personnel Ordinance, HR Policies and Procedures and  
407 Department Work Rules in their unit.  
408  
409 (3) conduct performance reviews of all immediate subordinate employees on  
410 no less frequent than an annual basis.  
411  
412 (4) administer discipline to employees as necessary.  
413  
414 (5) conduct first step grievance hearings as may be necessary under Section  
415 18.806, and adjust such grievances as may be appropriate.  
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**SECTION 2**

**CLASSIFICATION PLAN**

18.201 Development and Administration.

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

18.202 Position Description.

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

18.203 Allocation of New Positions.

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

18.204 Abolition of Unnecessary Classifications.

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

18.205 Reclassification Requests.

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

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

18.206 Reallocation Requests.

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

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



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

483 18.207 Reorganization of Department.

484  
485 Each time a department or division of a department is reorganized, class descriptions for  
486 all affected employees shall be submitted to the Human Resources Director for review and  
487 approval as part of such reorganization.  
488

489 18.208 Position Description Questionnaires/Job Audits.

490  
491 The Human Resources Director may require departments or employees to submit Position  
492 Description Questionnaires when vacancies occur, any time there is reason to believe that  
493 there has been a significant change in the duties and responsibilities of one or more  
494 positions, or as part of a position job audit conducted by the Human Resources  
495 Department.  
496

497 18.209 Review of Classification Plan.

498  
499 At least every three years, or as often as may be appropriate, the Human Resources  
500 Director shall review the Classification Plan to ensure that the plan accurately reflects  
501 existing position responsibilities and market conditions. The Human Resources Director  
502 shall take whatever action is appropriate to amend and update the Classification Plan,  
503 subject to the review of the County Board Staff Committee and approval of the County  
504 Board.  
505

506 18.210 Underslotting.

507  
508 As a vacancy occurs, the Department Head may recommend the position not be filled at  
509 the existing level. With the concurrence of the Human Resources Director and County  
510 Administrator, the position may be filled at a lower classification.  
511

512 18.211 Upgrade.

513  
514 Upgrades shall be part of the annual budget process. Prior to approval of the budget, the  
515 Human Resources Department shall audit the position and make a written  
516 recommendation to the County Administrator who shall then recommend approval or  
517 denial of the upgrade request. If an upgrade request is denied, the position shall not be  
518 reconsidered for upgrade until there is a significant change in the duties and  
519 responsibilities of the position.  
520

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

525 **SECTION 3**

526 **RECRUITMENT AND SELECTION**

527  
528 18.301 Recruitment.

529  
530 The Human Resources Director shall develop and conduct an active recruitment program  
531 designed to meet current and projected County manpower needs.  
532

533 Recruitment shall be tailored to the position to be filled and shall be directed to sources  
534 likely to yield qualified candidates.  
535  
536  
537  
538

539 (a) Job Announcements and Publicity.

540  
541 The Human Resources Director shall issue job announcements and otherwise  
542 publicize vacancies as may be appropriate. Job vacancies shall be formally  
543 announced for a minimum of five working days prior to the closing date for filing  
544 applications. Depending upon the vacancy and the scope of the recruitment  
545 process, this period may be longer. The Human Resources Director may also  
546 initiate continuous recruitment programs for any class of positions. (See HR  
547 Policies and Procedures.)  
548

549 (b) Application Form.

550  
551 All applications for employment shall be made on forms prescribed by the Human  
552 Resources Director. The Human Resources Director may require proof of  
553 application statements.  
554

555 (c) Rejection of Applications.

556  
557 The Human Resources Director may reject any application if the applicant:

- 558
- 559 (1) does not meet the minimum qualifications established for the position.
  - 560
  - 561 (2) provides any false or misleading information in the application process.
  - 562
  - 563 (3) is physically, mentally or otherwise unable to perform the duties of the  
564 position, as permitted under applicable State and Federal laws.
  - 565
  - 566 (4) has been convicted of a crime, which renders him/her unsuitable for the  
567 position, as permitted under applicable State and Federal laws.
  - 568
  - 569 (5) is not within the legal age limits prescribed for the position or for County  
570 employment.
  - 571
  - 572 (6) has established an unsatisfactory employment record, which demonstrates  
573 unsuitability for the position.
  - 574
  - 575 (7) is a member of an organization, which advocates the violent overthrow of  
576 the government of the United States.
  - 577
  - 578 (8) based on job related factors, is found by the Human Resources Director to  
579 be clearly unsuitable for the position for which he/she has applied.
  - 580

581 (d) Whenever an application is rejected, notice of such rejection shall be promptly  
582 made to the applicant.  
583

584 (e) The Human Resources Director may select only the best qualified applicants for  
585 screening and final consideration.  
586

587 (f) Where written exams are used as part of the recruitment process, applicants will  
588 not be eligible to re take the exam until a period of six months has lapsed.  
589

590 18.302 Relocation Expense.

591  
592 An employee, newly hired to fill an FLSA exempt position, who resides outside of  
593 reasonable commuting distance (i.e. a distance greater than 40 miles) wishing to relocate  
594 his or her domicile to Rock County may be eligible for a contribution toward moving  
595 expenses, if it is determined, upon recommendation of the County Administrator and  
596 approval of the County Board Staff Committee, to be in the best interest of Rock County  
597 to offer such contribution. An employee receiving a contribution toward moving expenses  
598 shall remain a resident and employee of Rock County for not less than three (3) years.  
599 Failure to meet this requirement will result in the repayment of said moving expense on a  
600 pro rata basis.  
601

602 18.303

Selection.

603  
604 The selection process shall maximize reliability, objectivity, and validity through a  
605 practical and job related assessment of applicant attributes necessary for successful job  
606 performance and career potential. The selection process shall also be balanced to provide  
607 promotional opportunities as well as open competitive opportunities at all levels of County  
608 employment.

609  
610 (a) Selection Devices.

611  
612 The Human Resources Director shall be responsible for determining when formal  
613 selection devices are to be used to screen applicants for job vacancies which may  
614 include, but need not be limited to a review of training and experience, work  
615 sample and performance tests, practical written tests, physical fitness  
616 examinations, and background and reference inquiries. In the development of  
617 selection devices, the Human Resources Director shall confer with Department  
618 Heads, consultants, or others familiar with the knowledge, skills and abilities  
619 required and specific devices to best measure these factors.

620  
621 (b) Confidentiality.

622  
623 Formal selection materials shall be known only to the Human Resources Director  
624 and to other individuals designated by the Human Resources Director. Every  
625 precaution shall be exercised by all persons participating in the development and  
626 maintenance of materials to ensure the highest level of integrity and  
627 confidentiality.

628  
629 18.304

Eligibility Lists.

630  
631 The Human Resources Director shall be responsible for establishing and maintaining  
632 eligibility lists as may be necessary or desirable.

633  
634 (a) Layoff List for unilateral employees.

635  
636 An employee laid off or demoted in lieu of layoff may be considered for re-  
637 employment when a vacancy occurs for which he/she is qualified. Human  
638 Resources shall notify said employee of any vacancy arising in the same job from  
639 which the employee was laid off. Said employee shall make application for the  
640 vacant position. Once application is made, the laid off employee shall participate  
641 in a competitive hiring process and, if most qualified, shall be required to accept  
642 an offer of employment for the position within 10 days of said offer. Failure to  
643 make application or accept an offer of employment for the position from which the  
644 employee was laid off shall result in the forfeiture of notification rights for future  
645 openings.

646  
647 (b) Open Competitive and Promotional Eligibility.

648  
649 The Human Resources Director may establish and maintain such open competitive  
650 and promotional eligibility lists of applicants who have qualified for a particular  
651 job or class of County positions.

652  
653 (c) Duration of Eligibility Lists.

654  
655 The duration of eligibility lists shall be not less than one year, or as provided for in  
656 a Department's Work Rules.

657  
658 (d) Removal of Candidates from Eligibility Lists.

659  
660 The Human Resources Director may remove candidates from an eligibility list if  
661 the candidate:

- 662  
663 (1) receives a regular appointment to a position in the same class or another  
664 class having the same or higher pay grade.

- 665 (2) files a written statement indicating unwillingness to accept appointment.  
666  
667 (3) declines an offer of employment under such conditions previously  
668 indicated by the candidate as acceptable.  
669  
670 (4) fails to respond within a specified time period to any official written  
671 inquiry regarding relative availability.  
672  
673 (5) fails to report for an interview or for duty at the time specified by the  
674 Human Resources Director or appointing authority.  
675  
676 (6) is disqualified for employment under County policies or state law.  
677  
678 (7) factors covered under Section 18.301.  
679  
680 (e) The Human Resources Director shall notify each candidate in writing of his/her  
681 removal from an eligibility list. The candidate may appeal his/her removal from  
682 an eligibility list and, at the discretion of the Human Resources Director, the  
683 candidate may be reinstated.  
684

685 18.305 Certification and Appointment.  
686

687 Whenever a vacancy in County employment is to be filled, the appointing authority shall  
688 submit a request to the Human Resources Director to provide names of eligible  
689 candidates.  
690

691 Appointment of Eligible Candidates.  
692

693 The appointing authority shall make an appointment from among the names submitted by  
694 the Human Resources Director. The appointing authority shall justify to the Human  
695 Resources Director each candidate's unsuitability if they are bypassed on the list. Such  
696 justification must be acceptable to the Human Resources Director.  
697

698 The date upon which a new employee commences employment shall be jointly  
699 determined by the Human Resources Director and Department Head.  
700

701 18.306 Probationary Period.  
702

703 Except for Department Heads and the County Administrator, original appointments to all  
704 positions shall be made with a Probationary Period of one (1) calendar year.  
705

706 The length of the Probationary Period shall be specified in the written offer of  
707 employment, which will be written by the Human Resources Department.  
708

- 709 (1) Regular status begins on the first workday following completion of the  
710 Probationary Period.  
711  
712 (2) The Probationary Period may be extended for a period of time not to  
713 exceed six (6) months, with prior approval of the Human Resources  
714 Director. This request must be made in writing citing the reason for the  
715 request.  
716  
717 (3) An employee shall automatically be appointed at the end of the prescribed  
718 Probationary Period, unless the appointing authority, with approval of the  
719 Human Resources Director, notifies the probationary employee of the  
720 extension, or the unsuccessful completion of the Probationary Period at  
721 which time the employee shall have their Probationary Period extended or  
722 be dismissed.  
723  
724 (4) Dismissal of an employee during the initial Probationary Period shall be at  
725 the sole discretion of the employer and without recourse to the grievance  
726 procedures herein provided.  
727

728 (5) An employee appointed to a position in an acting capacity by the County  
729 Administrator and subsequently selected as the regular employee in that  
730 position shall have his/her total time of continuous employment, including  
731 the time spent in an interim capacity, counted for seniority purposes, but  
732 shall serve at least a six month Probationary Period after regular  
733 appointment. When an employee is in an acting capacity, the employee  
734 will continue to receive step increases as provided under Section 18.405.  
735

736 (6) Probationary employees, with the exception of Pool and Relief Staff (i.e.  
737 YSC relief staff, pool psych techs), will not be permitted to apply for other  
738 positions until they have completed six months of employment. In unusual  
739 circumstances, this requirement may be waived by the Department Head  
740 and Human Resources Director.  
741

742 (7) Completion of the Probationary period does not guarantee continued  
743 employment for any specified period of time, nor does it modify or change  
744 the employee's at will status.  
745

746 18.307 Part-time and Seasonal Employment.  
747

748 When possible, employment shall be on a full time year round basis. However, when it is  
749 determined to be in the best interest of the County, part-time and seasonal employees may  
750 be hired.  
751

752 18.308 Temporary Appointments.  
753

754 Temporary appointments may be made from appropriate eligibility lists. If no eligibility  
755 list is available or if the eligible candidates are not available for temporary work, the  
756 Human Resources Director may authorize the appointment of a qualified individual. The  
757 acceptance or refusal by an eligible candidate of a temporary appointment shall not affect  
758 the candidate's standing on the eligibility list for regular appointment.  
759

760 18.309 Overlap of Positions.  
761

762 Any request for hiring in excess of the budgeted personnel roster must be approved by the  
763 County Board. This would include cases where the Department Head requests an overlap  
764 of personnel for more than one payroll period in order to train the new employee. The  
765 request should be approved by the governing committee and County Board Staff  
766 Committee prior to submission to the Board.  
767

768 18.310 Other Appointments May Follow Ordinance.  
769

770 Nothing herein shall preclude an appointing authority from filling those positions not  
771 covered by this Ordinance in a manner consistent with it.  
772

773 **SECTION 4**

774 **SALARY ADMINISTRATION**

775 18.401 Pay Plan.  
776

777 The Pay Plan shall include the schedules of pay ranges for all unilaterals and all employees  
778 covered by a collective bargaining agreement that has limited bargaining rights under  
779 Wisconsin Statutes Section 111.70.  
780

781 Schedules shall consist of minimum and maximum rates of pay and the intermediate pay  
782 steps. The objectives of the Pay Plan shall be:  
783

- 784 (a) To provide an appropriate salary structure, to recruit and retain an adequate number  
785 of competent employees; and,  
786
- 787 (b) To provide appropriate pay incentives for satisfactory or outstanding job  
788 performance.

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

791  
792 18.402 Development and Administration.  
793

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

800 18.403 Linkage.  
801

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

809 18.404 Entrance Pay Rate.  
810

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

817 Elected Department Heads that wish to appeal the decision for placement of a new County  
818 employee made by the Human Resources Director and/or County Administrator may do so  
819 in writing to the County Board Staff Committee, whose decision shall be final.  
820

821 18.405 In Range Increment.  
822

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

833 18.406 Productivity/Incentive Awards.  
834

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

- 845 (a) The employee has personally conceived and suggested a procedure or device  
846 which has resulted in substantially greater operating efficiency or in a marked  
847 decrease in operating expenses; or,  
848  
849 (b) The employee has performed extensive collateral duties or has continually  
850 completed difficult work assignments, which significantly increased the efficiency  
851 and effectiveness of his/her department's program or the County service.

852 18.407

Seasonal Employment.

853

854

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

856

857

858 18.408

Temporary employment

859

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

861

862

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

866

867

868 18.409

Pay Rate Adjustments.

869

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

871

(a) Transfer.

872

873

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

874

875

876

(b) Promotion.

877

878

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

882

883

884

(c) Demotion.

885

886

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

887

888

889

890

891

(d) Reinstatement.

892

893

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

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(e) Compensation During Temporary Assignment.

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915 18.410 Overtime.  
916  
917 “Unilateral A” employees earn overtime at time and one half over 40 hours per week.  
918  
919 “Unilateral B” employees earn overtime at straight time over 40 hours per week.  
920  
921 “Unilateral C” employees, who are exempt under the federal Fair Labor Standards Act  
922 (FLSA), do not earn overtime.  
923  
924 For additional policies and procedures regarding overtime for unilaterals and other  
925 employees see the HR Policy and Procedure Manual.  
926

927 18.411 Red Circled Classifications.  
928  
929 Employees in classifications that are to be red circled will be frozen at their current salary  
930 until the salary of the pay range to which they are assigned equals or exceeds their rate of  
931 pay. Employees with ten years of service, whose classification has been red circled, shall  
932 receive one half of the across the board increase granted to employees on the Unilateral  
933 Pay Plan until the salary of the pay range to which they are assigned equals or exceeds  
934 their rate of pay.

## 935 SECTION 5

### 936 FRINGE BENEFITS

937 18.501 Holidays.  
938  
939 The following holidays are observed by the County and shall be granted to regular  
940 employees with pay and to temporary employees without pay, unless such employees are  
941 required to be on scheduled work:  
942

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

956  
957 For employees working the standard work schedule, when a holiday falls on Saturday, it  
958 shall be observed on the preceding Friday. When a holiday falls on a Sunday, the fol-  
959 lowing Monday shall be observed.  
960

961 For employees not working the standard work schedule see the HR Policies and  
962 Procedures.  
963

964 The Director of Nurses, the Assistant Director of Nurses and Nursing Supervisors working  
965 in Rock Haven who are required to work a holiday; will be paid or granted compensatory  
966 time off at a rate of time and one half and receive an additional day in lieu thereof.  
967

968 ~~The Any Youth Services Center Supervisors or Relief Supervisor~~ who are required to  
969 work a holiday, will be paid or granted compensatory time off at a rate of time and one  
970 half.  
971

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



976 employee's scheduled day off, the employee shall be entitled to a compensatory day off  
977 with pay.

978  
979 Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu  
980 thereof.

981  
982 Whenever a designated holiday falls on an employee's scheduled day off, an additional day  
983 shall be granted in lieu thereof.

984  
985 Regular part-time employees who normally work sixteen or more hours per week shall be  
986 paid for holidays which fall on days for which they would otherwise be scheduled to work,  
987 according to the number of hours for which they would be scheduled to work on that day.

988  
989 When a holiday falls within a period of leave with pay, the employee shall receive pay for  
990 the holiday.

991  
992 When a holiday falls within a pay period of leave without pay, the employee shall receive  
993 no pay for the holiday.

994  
995 In order to receive holiday pay, employees must normally be scheduled to work for not  
996 less than 4 hours the regular workday before and not less than 4 hours the regular workday  
997 after the holiday, unless on authorized paid time off (sick leave, vacation) or on paid  
998 FMLA.

999  
000 Floating holidays must be taken in whole day increments (prorated for part-time  
001 employees).

002  
003 The floating holiday shall accrue to the employee effective any work shift starting on or  
004 after 4 a.m. of January 1<sup>st</sup> of each year. During their first year of employment, Employees  
005 hired after November 30, will have until January 31 of the following year to use their  
006 floater from the previous year.

007  
008 The floating holiday may be taken upon at least 7 days advance notice. The floating  
009 holiday request will normally be approved, however, it may be denied by the  
010 Department Head, even with a 7 day advance notice, if granting the request would put  
011 the department, division, unit, or shift below the minimum staffing needs of the  
012 department, division, unit or shift. A floating holiday with less than 7 day notice may  
013 be granted in an emergency circumstance at the discretion of the Department Head or  
014 his/her designee. Employees are strongly encouraged to use their floating holiday prior  
015 to the last payroll period of the calendar year.

016  
017 18.502 Health and Dental Insurance.

- 018  
019 A. The County shall pay that portion of the employee's health insurance as is approved by the  
020 County Board.
- 021  
022 B. For part-time unilateral employees who are in a .5 or higher FTE position and hired after  
023 September 1, 2009 the employee shall contribute toward health coverage pro-rated to the  
024 FTE of the position they hold. [CB resolution – September 2009.]
- 025  
026 C. Part-time employees who are normally scheduled to work less than twenty hours per week  
027 are not eligible for County health and dental benefits. Employees who normally work  
028 twenty hours or more per week are eligible to receive dental insurance and health benefits.  
029 Part-time employees may participate in vision insurance at their own cost provided it is  
030 allowable under the plan rules in effect at the time of participation.
- 031  
032 D. Employees retiring from the County who are eligible for a WRS annuity may retain their  
033 insurance coverage under the County's group policy if they pay the premium.
- 034  
035 E. Dental coverage will be provided consistent with coverage and copayments as set by the  
036 County Board. Eligibility for coverage shall be governed by the policy issued by the  
037 carrier/administrator. The employer shall pay 60% of applicable premium of the lowest  
038 cost available plan and the employee shall pay the remainder of the applicable premium.

039 18.503

Life Insurance.

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046

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

047 18.504

Retirement.

048  
049  
050  
051

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

052 18.505

Unemployment Compensation.

053  
054  
055

County employment is covered by Wisconsin Unemployment Compensation laws.

056 18.506

Vacation.

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058  
059  
060  
061  
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063  
064  
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066  
067

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

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

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076

Unilateral A & B Employees may use up to 5 of their 10 days after they have been with the County for six months. Unilateral C employees may use 7.5 of their 15 days after they have been with the County for six months. Any time used between six (6) months and one year, will result in a reduction of the days available after one year. (Example: a Unilateral B employee uses 2 days after six months but prior to his one year anniversary date, that person would have 8 days to use after completing one year of service.  $10 - 2 = 8$ .)

- 077 (c) Vacation schedules for those employees covered by a bargaining agreement that has  
078 limited bargaining rights as of January 1, 2012 are contained in the HR Policies and  
079 Procedures manual.  
080
- 081 (d) Credit for years of service may be awarded to an employee based on years of prior  
082 related experience plus years of service with the County. Prior related experience shall  
083 be determined by the Human Resources Director and the Corporation Counsel, and  
084 will only be awarded for service in jobs that are substantially related to the work  
085 performed for the County.  
086
- 087 (e) An employee shall take earned vacation time within the twelve month period  
088 immediately following eligibility. Earned vacation time not taken within the  
089 designated twelve month period shall be forfeited, unless the Department Head and  
090 Human Resources Director specifically approves the carry over of an employee's  
091 vacation, in writing, due to an inability of the employee to utilize the time requested to  
092 be carried over because of work requirements or other legitimate reasons; or paid out  
093 according to HR Policy and Procedures. Vacation deferral or carry over of one (1)  
094 hour or more shall be requested by the employee in writing prior to his or her  
095 anniversary date, or within ten weeks of his or her anniversary date, and shall state  
096 with specificity the reason for the request. Failure to make a timely request shall result  
097 in the vacation being forfeited.  
098
- 099 (f) The amount of vacation days deferred shall not exceed the number of vacation days  
100 that the employee earns on that anniversary date. Vacation may be granted in advance  
101 only upon the approval of the Department Head and the Human Resources Director.  
102
- 103 Department Heads shall establish work and vacation schedules with the first  
104 consideration to be given to the efficient operation of the department. Senior  
105 employees in terms of length of service shall be given vacation schedule preferences  
106 when practicable. Deferral of vacation for the County Administrator shall be at the  
107 discretion of the County Board Staff Committee.  
108
- 109 (g) Part-time employees whose regular workweek is sixteen hours or more shall earn  
110 vacation time on a pro rata basis directly proportionate to the amount of time worked  
111 in relation to the normal full time employment period. Part-time employees whose  
112 regular workweek is less than sixteen hours shall not earn vacation credits.  
113
- 114 (h) In the event an employee is on authorized sick leave and has insufficient sick leave  
115 credits to cover the period of absence, earned vacation time may be used for this  
116 purpose if the employee or employer so elects.  
117
- 118 (i) Upon separation, an employee shall be paid for the unused portion of his/her accrued  
119 vacation credits provided the employee has completed six consecutive months of  
120 service, except as modified by the rules governing resignation without sufficient  
121 notice.  
122
- 123 (j) An employee who moves from one position to another in the County service, by  
124 transfer, promotion or re-assignment, shall be credited with his/her accumulated  
125 vacation leave in the new position.  
126
- 127 (k) An employee, whose appointment status is changed from temporary to regular status  
128 without a break in service, shall receive vacation credits from the date of his/her  
129 original appointment to temporary status.  
130
- 131 (l) No credit for vacation leave shall be granted for time worked by an employee in  
132 excess of his/her normal workweek.  
133
- 134 (m) Vacation credits shall not be earned by an employee during a leave of absence  
135 without pay, a suspension without pay, or when the employee is otherwise in a non  
136 compensable status, should such period without pay exceed thirty working days in  
137 any calendar year.  
138

- 139 (n) There shall be charged against accrued vacation only those days on which an  
140 employee normally would have worked. In the event a legal holiday falls within the  
141 vacation period, the holiday shall not be charged against vacation.  
142
- 143 (o) Use of vacation time must be approved in advance by the Department Head or his or  
144 her designee. Use of vacation by appointed Department Heads must be approved in  
145 advance by the County Administrator.  
146
- 147 (p) All vacation shall be utilized in not less than thirty minute increments.  
148

149 18.507 Workers Compensation.  
150

151 Worker compensation benefits will be provided in accordance with applicable statutory  
152 provisions and administrative codes.  
153

154 Rock County strives to insure all work assignments are performed safely and work areas  
155 are maintained in a safe manner. The County promotes a light duty program for injured  
156 employees on worker compensation. All on the job accidents must be reported to the  
157 Human Resources Director or his/her designee immediately and proper forms must be  
158 completed in full.  
159

160 Any employee, who is receiving worker's compensation, may at the employee's option,  
161 take sufficient sick leave or vacation to make up the difference between the worker's  
162 compensation payment and his/ her regular wage. When the employee's sick leave and/or  
163 vacation account is exhausted, he/she shall receive worker's compensation payments only.  
164 If an employee is on worker's compensation for a period of twelve (12) months, that  
165 employee shall have his/her earned vacation paid out, unless the employee asks for  
166 deferral of vacation payout in writing.  
167

168 Workers compensation supplemental benefits will be provided in accordance with HR  
169 Policy and Procedures.  
170

171 18.508 Leave Of Absence Policy (Non FMLA).  
172

173 The County Administrator or the Department Head after consulting with the Human  
174 Resources Director, may grant a regular employee leave without pay for a period up to one  
175 year except for an educational leave, subject to the following conditions:  
176

- 177 (1) Leave without pay may be granted when it is in the best interest of the  
178 County to do so. Requests for leave of absence shall be approved prior to  
179 the taking of such leave. When such leave is requested as an extension of  
180 sick leave, an acceptable physician's certificate shall be required.  
181
- 182 (2) At the expiration of a leave without pay, the employee shall be reinstated  
183 to the position he/she vacated or to an equivalent position which is vacant  
184 at the time, provided the employee meets the stated qualifications. If there  
185 is not a suitable vacancy available, the employee's name shall be placed on  
186 an appropriate reinstatement list.  
187
- 188 (3) Credit toward vacation and sick leave shall not be earned after 30 days  
189 while an employee is on leave without pay. Insurance benefits may be  
190 retained according to HR Policy and Procedure.  
191
- 192 (4) Leave without pay shall not constitute a break in service; however, if the  
193 employee is absent more than thirty days during a calendar year, it shall  
194 change the employee's anniversary date.  
195

196 When a leave of more than thirty (30) consecutive days is taken, the  
197 employee's anniversary date shall be moved ahead by the total number of  
198 days of the leave.  
199

- 200 (5) A return to work earlier than the scheduled termination of leave date may  
201 be arranged by the supervisor and the employee, with the approval of the  
202 Human Resources Director.  
203
- 204 (6) Employees on leave of absence from the County may not be employed full  
205 time elsewhere. Employees holding employment elsewhere during a leave  
206 of absence shall be deemed to have voluntarily resigned from employment  
207 with Rock County.  
208
- 209 (7) If an employee is unable to return to work on the date stipulated, he/she  
210 may submit a written request to extend the leave of absence, subject to the  
211 approval of the County Administrator or Department Head and the HR  
212 Director. If, on the date following the expiration of the leave of absence, an  
213 extension is not requested and granted and the employee has not returned  
214 to his/her position, the employee shall be considered to have voluntarily  
215 resigned from County employment.  
216
- 217 (8) Unauthorized Absence. It is recognized that there may be extenuating  
218 circumstances for unauthorized absence, and due consideration shall be  
219 given each case. However, an employee who is absent from duty without  
220 approval shall receive no pay for the duration of the absence, and shall be  
221 subject to disciplinary action, which may include dismissal.  
222

223 18.509 Bereavement Leave.  
224

225 In the event of a death in an employee's immediate family, he/she may be excused from  
226 work without loss of pay according to the following schedule to attend the funeral, make  
227 necessary arrangements, or grieve for the loved one. Immediate family shall not include  
228 former "in-laws" due to divorce. The appointing authority may require an obituary to  
229 substantiate the leave.  
230

- 231 a. Up to three days (24 hours) for spouse, domestic partner as defined by the state of  
232 Wisconsin, child, parent, mother-in-law, father-in-law, brother, or sister.  
233
- 234 b. Up to two days (16 hours) for an employee's stepparent, stepchild, grandparents, or  
235 grandchildren.  
236
- 237 c. Up to one day (8 hours) for an employee's sister-in-law, brother-in-law, son-in-law,  
238 daughter-in-law, aunt, uncle, niece or nephew.  
239

240 For those employees working a non-traditional schedule they will only be able to use 8  
241 hours per day and will have to make up the other hours per day through other benefit  
242 time (other benefit time does not include sick leave). For example, someone working a  
243 4 ten hour a day schedule will only have one day (8 hours) in the case of a sister-in-law  
244 and the employee will have to make up the extra 2 hours for that day.  
245

246 If additional time is required, an employee may request to use accumulated vacation,  
247 holiday or comp-time. Sick leave cannot be used.  
248

249 In the event that an employee is required to act as a pallbearer for a funeral not otherwise  
250 eligible for funeral leave, he/she shall be granted up to one day to serve without the loss  
251 of pay.  
252

253 All leaves under this section shall be prorated based upon the employee's FTE.  
254

255 18.510 Jury Duty.  
256

257 Any employee called for jury duty in any court of competent jurisdiction shall be  
258 granted time off from his/her regular and normal daily schedule of working hours with  
259 pay, for such jury service provided such employee shall remit to Employer all fees  
260 received from the Clerk of Courts for such service, and further provided that no claim  
261 for overtime pay or compensatory time off shall be made by such employee as a result  
262 of his/her jury services. If the employee does not remit the fee, he/she shall be considered

263 to be on leave of absence without pay while performing jury duty. The County shall pay a  
264 reasonable amount for the difference if the employee has to pay parking fees and  
265 reimbursement from the Court does not fully cover the fee.  
266

267 18.511 Medical Leave.

268  
269 Employees requiring a leave of absence for a period of medical disability shall request the  
270 leave in accordance with HR Policy and Procedure. Employees are entitled to medical  
271 leave in accordance with applicable Federal and State laws and HR Policy and Procedures.  
272 Any leave granted under this section will run concurrently with State and Federal FMLA.  
273

274 18.512 Military Leave.

275  
276 An employee who leaves the service of the County to join the military forces of the United  
277 States during time of war or other national emergency, or who is drafted into the military  
278 service at any time, shall be granted military leave without pay, such leave to extend  
279 through a date ninety days after being relieved from such service. Proof must be filed with  
280 the Human Resources Director. Such employee shall be restored to the position which  
281 he/she vacated or to a comparable position with full rights and without loss of seniority or  
282 benefits accrued and not taken while serving in the position he/she occupied at the time  
283 the leave was granted, provided that application is made to the Human Resources Director  
284 within ninety days after the date of his/her honorable discharge, or fifteen days after  
285 rejection, and is physically and mentally capable of performing the work of his/her former  
286 position. Failure of an employee to notify the County within this time period of his/her  
287 intention to return to work shall be considered as a termination of his/her employment.  
288 Leave will be granted in compliance with State and Federal law.  
289

290 18.513 Military Reserve Leave.

291  
292 (1) An employee who, by reason of membership in the United States Military Reserve,  
293 or ordered by the appropriate authorities to attend a training or encampment under  
294 the supervision of the United States Armed Forces, or by reason of membership in  
295 the National Guard, is required by the authorities thereof to do so, shall be granted a  
296 leave of absence from his/her position without loss of pay for a period not to exceed  
297 fifteen working days in any calendar year. It is intended that this shall be done  
298 without financial penalty to the employee. The County will therefore pay such  
299 employee for this time lost in an amount equaling the difference between his/her  
300 daily military pay and the employee's normal County daily wage. To receive such  
301 leave, the employee must file a copy of his/her orders with the Human Resources  
302 Director at least two weeks prior as far in advance as is reasonable under the  
303 circumstances (preference is at least two weeks advance notice) prior to date such  
304 training or encampment leave is to commence.  
305

306 (2) An employee who has active membership in the U.S. Military Reserve or  
307 National Guard and who is ordered to ~~long-term~~ active duty ~~of 30 days or more~~ in  
308 the U.S. Armed Forces shall be granted military leave with supplemental pay equal  
309 to the difference between the employee's basic military pay and his/her normal  
310 County daily wage. Supplemental pay granted under this section is provided for the  
311 duration of an employee's military service, not to exceed 5 years. Proof must be  
312 filed with the Human Resources Director. To receive compensation the employee  
313 must submit a copy of his/her Military Leave & Earnings statement to the County  
314 Payroll Office on a monthly basis. The net pay to an employee may be an estimate  
315 with final pay reconciliation by the County's Payroll Office after receipt of the  
316 employee's military pay vouchers, either during the course of military service or  
317 after completion. Accrual of seniority and benefits, and reinstatement rights and  
318 limitations, shall be consistent with those outlined in section (d) and as required by  
319 law. An employee who voluntarily extends his/her military service shall not be  
320 granted supplemental pay, but may apply for additional unpaid military leave under  
321 section (d). The effect of this subsection is retroactive to January 1, 2004, and is  
322 subject to the rights of the various unions representing County employees to object  
323 to said compensation policy prior to implementation and request that this subsection  
324 be subject to the collective bargaining process.  
325

326 (3) Any employee described in subsection (2) shall also be entitled to continue paid coverage  
327 under the County's group medical plan for four (4) weeks.  
328

329 18.514 Non Work Related Witness or Personal Litigation.  
330

331 A leave of absence without pay shall be granted an employee upon his/her request to  
332 appear under subpoena or in his/her own behalf in litigation involving personal or private  
333 matters  
334

335 18.515 Sick Leave.  
336

337 Sick leave pay shall commence on the first day of any period of illness due to accident,  
338 injury or disease.  
339

340 (1) All full-time employees shall earn one sick leave day per month of  
341 continuous employment. All part-time employees whose regular workweek  
342 is sixteen hours or more shall earn one sick leave day on a prorata basis  
343 directly in relation to the normal full time employment period. All part-  
344 time employees, who work less than sixteen hours per week, shall not earn  
345 sick leave. Temporary and seasonal employees are not eligible for sick  
346 leave.  
347

348 (2) Sick leave shall be granted after six months continuous service (from  
349 original hire date) when an employee is required to be absent from work  
350 because of:  
351

352 (a) illness of the employee.  
353

354 (b) illness of an employee's spouse or domestic partner (as defined by  
355 the State of Wisconsin).  
356

357 (c) illness of a minor child (includes stepchild, current foster child,  
358 or any other child they are legally responsible for) or a child who  
359 meets the definition of a disabled adult child.  
360

361 (d) illness of a parent (includes stepparents and current foster  
362 parents).  
363

364 (e) contact with or exposure to a contagious disease rendering the  
365 employee's presence hazardous to fellow workers.  
366

367 (f) reasonable medical or dental attention that cannot be scheduled  
368 during non working hours.  
369

370 (3) Sick leave shall accrue to a maximum of one hundred thirty days.  
371

372 (4) Employees who are absent from work for reasons which entitle them to  
373 sick leave shall notify their supervisor as close to their regular starting time  
374 as possible in accordance with Department Work Rules.  
375

376 (5) A supervisor may identify a potential problem with an employee's sick  
377 leave usage. Patterns that may indicate a problem with sick leave usage  
378 include but are not limited to:  
379

380 a) it occurs before or after a holiday,  
381

382 b) it occurs before or after a scheduled day off,  
383

384 c) an employee takes sick leave in excess of three days which has not been  
385 reported to FMLA, or  
386

387 d) the employee has a history of using short amounts of sick leave  
388 repeatedly over an extended period of time.

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

394  
395 When a problem has been identified and the employee has not voluntarily  
396 changed their behavior, a Department Head or the Human Resources  
397 Director may require the employee to submit a medical statement, stating  
398 the specific illness, period of treatment, and date that the employee may  
399 return to work.

400  
401 The Department Head or Human Resources Director may require an  
402 employee to take a medical examination on returning from sick leave or on  
403 such occasions that it is in the best interest of the County. The medical  
404 examination shall be given by a physician designated by the Human  
405 Resources Director.

406  
407 The Department Head or the HR Director may investigate the alleged  
408 illness of an employee absent from work on sick leave. False or fraudulent  
409 use of sick leave shall be cause for disciplinary action against the  
410 employee, up to and including dismissal.

411  
412 (6) an employee on vacation who presents an acceptable medical certificate  
413 giving the dates of illness may have that portion of his/her vacation leave  
414 converted to sick leave.

415  
416 (7) sick leave shall be debited in no less than quarter hour units.

417  
418 (8) no credit for sick leave shall be granted for time worked by an employee in  
419 excess of his/her normal workweek.

420  
421 (9) a regular employee who moves from one department to another by transfer,  
422 promotion or demotion shall have his/her total sick leave credits  
423 transferred to the new department.

424  
425 (10) Unilateral employees who resign or retire with ten or more years of con-  
426 tinuous service shall be paid for one half of the accumulated sick leave  
427 days, not to exceed a total of sixty-five days. In the event of the death of  
428 an employee, the County shall make the same sick leave payment to the  
429 employee's estate. In the event of a discharge, the employee will not  
430 receive this benefit.

431  
432 18.516 Subpoenaed Witness.

433  
434 When subpoenaed to appear before a court, public body, or commission in connection  
435 with County business on regular work time, the employee shall be paid at his her regular  
436 rate of pay and the employee shall remit his/her fee to the County.

437  
438 Employees who are off duty and are subpoenaed to appear in court as a result of their  
439 work assignment shall receive a minimum of two hours pay at the rate of time and one  
440 half. If the employee is required by the court to be present in court for time over and  
441 above the minimum, the employee will be paid at the rate of time and one half.  
442 Employees shall be reimbursed for mileage costs incurred because of court appearances  
443 required under this provision. Employees shall sign and turn over to the County any and  
444 all fees and reimbursements paid because of court appearances resulting from their work  
445 assignment.

446  
447 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off duty time  
448 and are not notified of the cancellation or dismissal of said subpoena at least twenty-  
449 four hours prior to the time scheduled for appearance, shall be paid two hours of pay at  
450 their regular rate of pay. There shall be a maximum of two (2) canceled subpoenas per  
451 day.



452 18.517 Training/Educational Leave.  
453  
454 Employees may be granted a full time leave of absence without pay to further their  
455 education for a period not to exceed eighteen months if it is determined to be in the best  
456 interest of the County.

457  
458 At the expiration of the leave, the employee may be reinstated to his/her position if it is  
459 available or an equivalent position if one is available and if it is determined to be in the  
460 best interest of the County.

461  
462 For language covering leaves with pay, see HR Policies and Procedures.  
463

464 18.518 Voluntary Public Service Leave.  
465

466 County employees may be allowed time off with pay to serve on public or nonprofit  
467 boards, committees, or commissions if such service received the prior approval of the  
468 County Board Staff Committee.  
469

470 18.519 Voting.  
471

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

## 475 SECTION 6

### 476 CONDITIONS OF EMPLOYMENT

477  
478 18.601 Communications and Confidentiality.  
479

480 Communication is a joint responsibility shared by the County and all employees. No  
481 information, which is confidential in nature, concerning the internal operations of the  
482 County, including but not limited to the release of records of the County, may occur  
483 except through, and with the permission of, the County Administrator or individual  
484 Department Head if designated by the County Administrator.  
485

486 If requests for information are received by employees, whether on or off duty, from any  
487 person, then the employee is required to politely decline to provide such information  
488 and to direct that individual to the County Administrator or Department Head for a  
489 response to that inquiry.  
490

491 Because of an employee's responsibilities at the County, an employee may have access  
492 to confidential County, resident, personnel or other sensitive information. This may  
493 include information concerning a resident's financial status, the County's business  
494 practices including purchasing and negotiating strategies, and employee records. This  
495 sensitive information cannot be disclosed to any personnel who do not have a legitimate  
496 business need to know such information or to persons outside of the County without the  
497 determination of the County Administrator or Department Head designated by the  
498 Administrator. All employees are responsible for protecting the confidentiality of this  
499 information.  
500

501 The County acknowledges the right of its employees, as citizens in a democratic society,  
502 to speak out on issues of public concern. When those issues are related to the County,  
503 however, the employee's expression must be balanced against the interests of the  
504 County. In situations in which the employee is not engaged in the performance of  
505 professional duties, the employee should state clearly that his or her expression  
506 represents personal views and not necessarily those of the County.  
507

508 18.602 Conflict of Interest.  
509

510 Except for the salary or compensation received from the County, no County employee  
511 shall use his/her office or position for personal financial gain or the financial gain of  
512 his/her family. No employee shall engage in his/her own business activity, accept private

513 employment or render services for private interests when such employment, business  
514 activity or service is incompatible with the proper discharge of the employees official  
515 duties or would impair his/her independence or judgment or action in the performance of  
516 the employee's official duties. Such employment, business activity or service shall not be  
517 engaged in or promoted during normal working hours for which such employee is being  
518 remunerated by the County and such employment, business activity or service shall not in-  
519 volve the use of County facilities or materials. No employee shall use or disclose  
520 "privileged information" gained in the course of or by reason of the employee's official  
521 position or activities. Failure to comply with these conditions shall be considered grounds  
522 for discipline up to and including immediate dismissal.

523  
524 18.603 County Administrator (Tenure).

525  
526 The County Administrator shall hold his/her position at the pleasure of the County Board.  
527 The action of the County Board in removing the County Administrator shall be final.  
528 Dismissal actions against the County Administrator may be initiated by individual  
529 supervisors as per County Board rules.

530  
531 18.604 County Equipment (return of).

532  
533 Employees leaving County employment must return County identification cards, keys,  
534 tools and equipment on or before their last day of work.

535  
536 18.605 County Residence.

537  
538 Key County officials, as determined by the County Administrator, shall reside in the  
539 County.

540  
541 18.606 Demotions.

542  
543 Demotions may be used in lieu of layoff, or may be used as a disciplinary measure or can  
544 be voluntary. Demotions must be approved in advance by the Human Resources Director.

545  
546 18.607 Discipline /Investigations.

547  
548 The purpose of discipline is correcting job behavior and performance problems of  
549 employees. Employees shall be informed of standards of conduct and performance. No  
550 disciplinary action will be taken until a thorough investigation has been completed.  
551 Employees under investigation shall have the right to union representation during the  
552 investigatory process. If a local union does not choose to represent the employee, the  
553 employee will be allowed to have a representative of their choice who is not a supervisor  
554 or manager within Rock County. The representative will be limited to listening and  
555 advising the employee but will not be allowed to speak in place of the employee.  
556 Unilateral employees other than Department Heads shall be allowed to have a  
557 representative of their choice who has equal or less authority than they do. Employees  
558 may be placed on a Paid/Non Paid Administrative Leave during the investigation. Rules  
559 and standards shall be consistently applied. Penalties shall be uniform and shall match the  
560 infraction. Persons administering corrective discipline shall systematically document the  
561 case. Records of written reprimands, suspensions, demotions and terminations shall be  
562 provided to Human Resources and kept in the employee's personnel file. Written  
563 reprimands will remain in effect for a period not to exceed one year, and at the end of such  
564 period shall be removed from the employee's personnel file. Records of suspension shall  
565 remain in the Employee's personnel file for a period of two years and at the end of such  
566 period shall be removed from the Employee's personnel file. (This section does not  
567 necessarily apply if the employee is represented by an attorney.)

568  
569 Suspensions, demotions, and terminations shall be discussed with the Human Resources  
570 Director or the County Administrator before such actions are taken. In the event that the  
571 immediate dismissal action is required and the HR Director or the County Administrator  
572 cannot be reached, the employee shall be suspended with pay pending investigation.  
573  
574

575 18.608

Disciplinary Action (Grounds for).

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

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

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

18.609

Exit Interview.

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

636 18.610

Gifts and Gratuities.

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

18.611

Harassment.

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

18.612

Hours of Work.

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

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

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

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

18.613

Layoffs.

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

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

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

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

699 18.614 Lunch Periods and Break Time.  
700  
701 (a) Lunch Periods.  
702  
703 Lunch periods are normally scheduled midway in an eight hour shift. Lunch  
704 periods shall not be longer than one hour nor shorter than thirty minutes.  
705  
706 (b) Break Time.  
707  
708 Employees may leave their workstation and return fifteen minutes later for two  
709 breaks in an eight hour shift, one during the first four hours of their first shift, and  
710 the second during the last four hours of their shift. Breaks not taken are lost.  
711 Breaks cannot be accumulated or used to extend lunch periods or to shorten the  
712 workday.  
713  
714 Lunch periods and break times are to be arranged between the employee and  
715 his/her supervisor or Department Head. Since most County offices remain open  
716 continuously on normal work days between 8:00 a.m., and 5:00 p.m., it is the  
717 Department Head's responsibility to assure that lunch periods and breaks are  
718 scheduled so that adequate staff coverage is provided at all times.  
719  
720 Employees who are on a non standard work schedule or work 2nd or 3<sup>rd</sup> shift shall  
721 follow Department Work Rules for lunches and breaks.  
722  
723 (c) The Lunch Period and Break Times cannot be combined to the start or end of the  
724 shift in order to come in late or leave early.  
725

726 18.615 More Than One County Position.  
727  
728 No person shall hold more than one full or part-time County position at the same time  
729 without written consent of the County Administrator.  
730

731 18.616 Nepotism.  
732  
733 Members of immediate families shall not be hired or transferred into a position that would  
734 create a direct or indirect superior subordinate relationship. This policy does not include  
735 situations where the superior subordinate relationship would be incidental.  
736

737 18.617 Outside Employment.  
738  
739 The County's policy on outside duties or employment shall be as follows: County  
740 employees may engage in outside employment, unless such employment conflicts with or  
741 affects the performance of their duties. Prior to engaging outside employment, the County  
742 employee must give written assurance prescribed by the Human Resources Director that  
743 said employment does not violate Section 18.602 of the Rock County Ordinance. The fact  
744 that an employee has reported outside employment does not mean that management has  
745 given its approval to that employment.  
746

747 18.618 Outside Services.  
748  
749 All fees, gratuities, honorarium or any other form of compensation for outside services  
750 performed during normal County work hours or while being paid by the County shall be  
751 turned over to the County and any such activities for which said compensation is paid  
752 shall be reported to the County Board Staff Committee. This subsection shall not be  
753 construed to apply to activities performed after regular work hours, or while an employee  
754 is on a bona fide vacation, or taking a floating or other holidays, or to part-time employees.  
755 Failure to comply with these conditions shall be considered grounds for discipline up to  
756 and including immediate dismissal.  
757

758 18.619 Payday.  
759  
760 Employees shall be paid biweekly on alternate Fridays, except when those days fall on a  
761 holiday in which case employees shall receive their pay on the day preceding the

762 holiday. If an employee is on vacation or leave of absence, his/her pay shall be mailed  
763 to him/her upon request. (See HR Policy and Procedures.)  
764

765 18.620 Pre-Employment Physicals.  
766

767 New full time and regular part-time employees may be required to pass a physical  
768 examination before they are employed. Such exams shall measure the individual's  
769 physical capabilities in terms of the job to be performed. When pre-employment physicals  
770 are required, they shall be conducted by a licensed physician at the County's expense.  
771

772 18.621 Political Activity.  
773

774 Employees are precluded from engaging in political activity that interferes with their  
775 normal work performance or is conducted during hours for which the employee is being  
776 paid by the County. Employees may not use County equipment or property for political  
777 purposes. Employees are specifically prohibited from using their County position or their  
778 official authority with the County for the purpose of directly or indirectly coercing any  
779 person to hold or contribute monetary or other types of assistance to any political  
780 candidate, party or purpose.  
781

782 Under provisions of the federal Hatch Act, employees who are principally employed in an  
783 activity which is financed in whole or in part by federal loans or grants cannot:  
784

- 785 (a) use his/her official authority or influence for the purpose of interfering with or  
786 affecting the result of an election or nomination for office;
- 787
- 788 (b) directly or indirectly coerce, attempt to coerce, command, or advise a state or local  
789 officer or employee to pay, lend or contribute anything of value to a party,  
790 committee, organization, agency or person for political purposes; or
- 791
- 792 (c) be a candidate for partisan elective office.  
793

794 18.622 Professional Liability Insurance.  
795

796 The County shall provide professional liability insurance for employees for performance  
797 of their duties within the scope of their employment.  
798

799 18.623 Resignations.  
800

801 Employees covered by the Unilateral Pay Plan in positions in Pay Range 16 or lower, and  
802 wishing to leave Rock County employment shall submit a resignation in writing to their  
803 Department Head at least two weeks in advance of their planned departure. Employees in  
804 positions in Pay Range 17 or higher, shall submit their resignation in writing at least four  
805 weeks in advance of their planned departure (see Unilateral Pay Grid).  
806

807 Non FLSA exempt employees not covered by the Unilateral Pay Plan wishing to leave  
808 Rock County employment shall submit a resignation in writing to their Department Head  
809 at least two weeks in advance of their planned departure. FLSA exempt employees shall  
810 submit their resignation in writing at least four weeks in advance of their planned  
811 departure.  
812

813 Employees who do not give sufficient notice shall lose the vacation benefits they are  
814 accruing for use after they reach their next anniversary date, unless such requirement is  
815 waived by the Human Resources Director. It is expected that employees will give as much  
816 notice as possible in order to facilitate recruitment and orientation of new staff members.  
817 A resignation, once accepted, may not be rescinded.  
818

819 18.624 Safety.  
820

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

825 The employer will comply with all applicable safety laws and regulations in order to  
826 provide a safe and secure workplace for its employees and clients.  
827

828 Any accident, hazards or potentially unsafe conditions of equipment are to be reported  
829 to an employee's supervisor immediately for action. If the unsafe condition can be  
830 corrected immediately as to avoid any additional hazard, then the employee should  
831 implement the corrective action.  
832

833 Any employee who is injured or becomes ill while performing service related to his or  
834 her employment must contact his or her supervisor immediately on the same day the  
835 injury or illness occurs and report the incident. If necessary the employee should secure  
836 the necessary medical attention on the job site to the extent practicable.  
837

838 The first report of injury form must be in filled out completely, usually the day of the  
839 incident, if not, as soon as possible.  
840

841 The employer has established the following protocols for evacuation of the premises.  
842 When employees are advised to evacuate the building, the employees should:  
843

- 844 • Stop all work immediately.
- 845 • Contact outside emergency response agencies, if needed.
- 846 • Shut off all electrical equipment and machines, if possible.
- 847 • Walk to the nearest exit, including emergency exit doors.
- 848 • Exit quickly, but do not run. Do not stop for personal belongings.
- 849 • Proceed, in an orderly fashion, to a parking lot near the building.
- 850 • Do not reenter the building until instructed to do so.
- 851 • Employees must know the location of fire extinguishers, emergency exits  
852 and first aid kits.  
853

854 18.625 Telephone.  
855

856 As a condition of employment, employees must have a telephone or a place of telephone  
857 contact. Employees shall be requested to notify the Department Head of any change of  
858 name, address, telephone number or contact place.  
859

860 18.626 Travel.  
861

862 The County shall reimburse employees for actual necessary and reasonable itemized travel  
863 costs incurred while on official authorized County business. Commuting expenses  
864 between an employee's residence and normal place of employment are not reimbursable.  
865 All travel must be authorized by the Department Head in order to be eligible for  
866 reimbursement. Department Heads shall inform the County Administrator of any out of  
867 County travel plans. There will be no reimbursement for meals within the County, except  
868 as authorized by the Board Chair or Vice Chair. Employees shall receive mileage  
869 reimbursement at the IRS allowed rate for all authorized travel in their personal  
870 automobile. Employees shall be required to complete an expense voucher before  
871 reimbursement will be made. All automobile allowances in all County departments shall  
872 be paid in a manner similar to that in which salaries are paid. Receipts are required for air,  
873 train, bus or taxi travel, hotels or motels, meals, conference registration and all other items  
874 (except tolls) in excess of five dollars. Clerical employees who are required to return to  
875 work to take minutes at evening meetings shall be reimbursed for mileage to and from  
876 their residence. (This reimbursement is taxable to the employee.)  
877

878 Meals allowed while in travel status:  
879

- 880 • Breakfast - up to \$8.00 including tip, may be claimed when the employee is out of the  
881 County prior to 7:00 a.m. on county business. The breakfast rate will be paid for  
882 meals prior to 10:30 a.m.  
883
- 884 • Lunch - up to \$10.00 including tip, may be claimed when the employee is out of the  
885 County between 10:30 a.m. and 2:30 p.m. on county business.  
886

- 887 • Dinner - up to \$20.00 including tip, may be claimed when the employee is out of the  
888 County after 6:00 p.m. on county business. The dinner rate will be paid for meals  
889 after 2:30 p.m.  
890

891 The above are maximums and it is not the intent that the employees should always spend  
892 the maximum allowed.  
893

894 Meals are allowed when an employee is on County business out of Rock County. An  
895 itemized receipt from the point of purchase showing the details for what was purchased  
896 shall be required for reimbursement for all meals. No reimbursement shall be authorized  
897 for alcoholic beverages.  
898

## 899 SECTION 7

### 900 PERFORMANCE EVALUATION

#### 901 18.701 Policy.

902 The performance evaluation program is used to assess an employee's work effectiveness  
903 and to suggest constructive actions on how he/she may improve. Performance evaluation  
904 reports shall be considered in decisions affecting placement, salary advancement, overtime  
905 assignment, promotions, demotions, dismissal, order of layoff, reemployment, and  
906 training.  
907  
908

#### 909 18.702 Administration.

910 Each employee shall be evaluated at the following periods:  
911

##### 912 (a) Probationary Period.

913 Each employee shall be evaluated midway through their probationary period and  
914 one month prior to the completion of the probationary period.  
915

##### 916 (b) Annual.

917 Each employee shall receive an annual performance evaluation close to his/her  
918 anniversary date, or at another specified time if the Department Head elects to  
919 evaluate members of a classification or the whole department together at one time.  
920

##### 921 (c) Special.

922 A special performance evaluation shall be completed:  
923

924 (1) whenever there is significant change in the employee's performance,  
925

926 (2) whenever a supervisor permanently leaves his/her position, in which case,  
927 the supervisor shall complete a performance report on each employee  
928 under his/her supervision that has not been evaluated within six months  
929 prior to the date the supervisor expects to leave.  
930

#### 931 18.703 Rater.

932 The rater shall normally be the employee's immediate supervisor. The rater shall be  
933 responsible for completing a performance evaluation on forms prescribed by the Human  
934 Resources Director at the time prescribed for each employee under his/her supervision.  
935 The Human Resources Director, upon approval of the County Administrator, may also  
936 initiate rating procedures and mechanisms involving the Governing Committee, peers  
937 and/or subordinates.  
938

939 The County Administrator shall be evaluated by the County Board Staff Committee.  
940  
941  
942  
943  
944  
945  
946  
947



948 18.704 Review of Performance Report.  
949  
950 Supervisors serving as raters shall review all performance reports with Department Heads  
951 before discussing the report with the employee and before the report is filed in the  
952 employee's personnel folder. If the rater plans to recommend the denial of an in-grade  
953 salary increment, the report shall be discussed with the Human Resources Director prior to  
954 review with the employee.  
955

956 18.705 Human Resources Director.  
957  
958 The Human Resources Director shall be responsible for the overall administration of the  
959 employee performance evaluation programs and shall advise and assist employees, raters  
960 and Department Heads to ensure that performance evaluation procedures are handled  
961 according to the provisions of this Section.  
962

## 963 SECTION 8

### 964 GRIEVANCE PROCEDURE

965 18.801 Policy.  
966  
967 This grievance procedure is intended to meet all of the requirements set out in Wisconsin  
968 Statute Section 66.0509 (1m) and passed into law as Act 10 by the 2011 Wisconsin  
969 Legislature.  
970

971 It is the policy of the County to treat all employees equitably and fairly in matters affecting  
972 their employment. Each employee of the County shall be provided ample opportunity to  
973 understand and resolve matters affecting employment, which the employee believes to be  
974 unjust. The presentation of a formal grievance shall be considered to be the right of each  
975 regular County employee without fear of reprisal. Nothing contained herein alters the "at  
976 will" status of those employees.  
977

978 The County Administrator shall not have access to the grievance procedure.  
979

980 Department Heads shall not have access to the grievance process based on Wisconsin  
981 Statutes Section 59.18 (2)(b).  
982

983 18.802 Definitions.  
984  
985 "Arbitrary and capricious" means a decision which was made on unreasonable grounds  
986 or without any proper consideration of circumstances.  
987

988  
989 "Grievance" means a formal complaint by an employee concerning: employee discipline,  
990 employee termination, or workplace safety.  
991

992 "Employee discipline" shall include written reprimands, suspensions without pay,  
993 and demotions.  
994

995 "Termination" means a separation from employment, but does not include job loss  
996 resulting from a reduction in force.  
997

998 "Workplace safety" shall include violations of state and federal laws and regulations  
999 on health and safety.  
:000

:001 The following personnel actions shall not be subject to the grievance process:  
:002 oral or written evaluations; counseling; job coaching; placing an employee on  
:003 paid administrative leave pending an internal investigation; change in job  
:004 assignments; voluntary quits; layoff or failure to return to work when recalled;  
:005 retirement; job abandonment or failure to report to work; inability to perform job  
:006 duties due to physical or medical limitations; and loss of required licensure,  
:007 certification or other requirement necessary to perform the job.  
:008

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

18.803 Administration.

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

18.804 Filing a Grievance

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

Limitations:

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

18.805 Discussion of Problem with Immediate Supervisor.

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

18.806 Grievance Procedure.

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

STEP 1. Supervisor.

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

STEP 2. Department Head.

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

STEP 3. Human Resources Director.

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

:082  
:083 By mutual agreement between the Employer and the Employee the timelines in Steps 1, 2  
:084 and 3 may be extended.

:085  
:086 STEP 4. Impartial Hearing ~~Examiner~~ Officer (IHO).

:087  
:088 In the event the decision of the Human Resources Director does not resolve the grievance,  
:089 the employee may, within seven (7) calendar days, request a hearing before an Impartial  
:090 Hearing ~~examiner~~ Officer and pay the filing fee (if one is established ) by the County  
:091 Board.

- :092  
:093 a. The Human Resources Director shall upon receipt of a written hearing request,  
:094 provide the employee with the name of an Impartial Hearing ~~examiner~~ Officer. The  
:095 Impartial Hearing Officer must not be an employee of the County. The Impartial  
:096 Hearing Officer may be an employee of another county or municipality, a retired  
:097 human resources professional, a lawyer, a professional mediator/arbitrator or  
:098 other qualified individual.  
:099  
:100 b. The Impartial Hearing ~~examiner~~ Officer shall be impartial and may not have any  
:101 prior knowledge of the grievance.  
:102  
:103 c. The Human Resources Director will contact the ~~hearing examiner~~ Impartial Hearing  
:104 Officer and schedule a hearing meeting with the employee and the Hearing  
:105 Examiner IHO to discuss the hearing. This meeting shall occur within two weeks of  
:106 the date the Human Resource Director receives the request for the hearing. If the  
:107 employee does not respond to the HR Director's attempt to schedule the meeting or  
:108 does not attend a scheduled meeting, the request for a hearing shall be considered  
:109 withdrawn and the decision of the HR Director shall stand.  
:110  
:111 d. The Impartial Hearing Officer may decide the case on the existing record or may  
:112 conduct a hearing. A hearing will be scheduled within 30 calendar days of receipt  
:113 of the hearing request and filing fee. The Impartial Hearing ~~examiner~~ Officer may  
:114 reschedule the hearing with permission of both parties.  
:115  
:116 e. The Impartial Hearing ~~examiner~~ Officer, with the consent of both parties, may use  
:117 his/her best efforts to mediate the grievance.  
:118  
:119 f. The employee has a right to be represented at the hearing (at the employee's  
:120 expense) by a person of the employee's choosing.  
:121  
:122 g. The County has the burden of proof in a reprimand, suspension or termination  
:123 grievance to show that its actions were not arbitrary or capricious. The employee  
:124 has the burden of proof in a workplace safety grievance.  
:125  
:126 h. The standard required of the party with the burden of proof in all cases is a  
:127 preponderance of the evidence.  
:128  
:129 i. The hearing shall be recorded by a court reporter, who will make a record of the  
:130 proceedings, and the costs will be shared equally by the parties.  
:131  
:132 j. Formal rules of civil procedure will not be followed.  
:133

- :134 k. Both parties may introduce exhibits and present witnesses. Witnesses shall be  
:135 sworn to tell the truth.  
:136
- :137 l. The Impartial Hearing examiner Officer shall provide a written decision within thirty  
:138 (30) calendar days following the close of the record. The written decision should  
:139 include a case caption; the parties and appearances; a statement of the issues,  
:140 findings of fact; any necessary conclusions of law; the final decision and order; and  
:141 any other information the ~~hearing examiner~~ Impartial Hearing Officer deems  
:142 appropriate.  
:143
- :144 m. The Impartial Hearing examiner Officer shall have the power to sustain or deny  
:145 the grievance. He or she shall have the power to order only the following  
:146 remedies: withdrawal of a written reprimand, reduction of suspension, transfer to  
:147 original position from demoted position, reinstatement with or without some or all  
:148 back pay. The Impartial Hearing examiner Officer may recommend other  
:149 remedies, however, all other remedial authority shall be subject to the  
:150 determination and approval of the County Board, and shall be addressed by the  
:151 County Board in the event the grievance is sustained.  
:152

:153 STEP 5. County Board.  
:154

:155 An employee or the County, within ten (10) calendar days of receipt of the ~~hearing~~  
:156 ~~examiner's~~ Impartial Hearing Officer's decision, may appeal the decision to the County  
:157 Board by filing a written notice of appeal with the County Clerk.  
:158

- :159 a. The written notice of appeal must contain: (1) a statement explaining the reason  
:160 for the appeal, (2) a copy of the written grievance filed with the County, (3) the  
:161 County's response to the grievance, and (4) a copy of the ~~hearing examiner's~~  
:162 Impartial Hearing Officer's decision. The notice of appeal may not contain any  
:163 information that was not admitted into evidence at the hearing.  
:164
- :165 b. The appeal will be placed on the agenda for a County Board meeting that is held  
:166 at no longer than 60 calendar days after the County Clerk receives a written  
:167 notice of appeal. The appeal will be noticed for consideration in closed session  
:168 pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal, licensing, or  
:169 suspension of a public employee. The County Clerk will provide a copy of the  
:170 meeting notice to the employee, and the employee may request that an open  
:171 session be held.  
:172
- :173 c. The employee has the right to representation by a person of the employee's  
:174 choosing and at the employee's request. The employee and the employee's  
:175 representative may attend the closed session.  
:176
- :177 d. The employee or the employee's representative and a representative of the  
:178 County may address the County Board for an equal period to be determined by  
:179 the County Board Chair. The appealing party will go first and may reserve a part  
:180 of his/her time for rebuttal. The responding party will go second. The appealing  
:181 party may present a rebuttal, if he/she has reserved any time and not used it.  
:182
- :183 e. The employee and the employee's representative, and the person speaking on  
:184 behalf of the County, will be excluded from any closed session during the  
:185 County Board's discussion or deliberation.  
:186
- :187 f. The County Board's consideration of the appeal will be limited to a review of  
:188 the impartial hearing ~~examiners~~ officer's written decision, the appealing party's  
:189 reason(s) as to why the decision is wrong, and the response by the other party  
:190 along with any oral presentations made by the parties.  
:191
- :192 g. Should the County Board Chair become aware of some relevant piece of  
:193 information that could have had a significant impact on the decision of the  
:194 impartial hearing ~~examiner~~ officer, that neither party was aware of, or could  
:195 have been expected to be aware of, prior to the impartial hearing officer's  
:196 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 impartial hearing examiner officer, or (3) the impartial hearing examiner officer made an error in fact or law.
- i. In the event the County Board does not sustain the Impartial Hearing Officer's decision, then the Board may render a new decision and remedy, or take other action as appropriate.
- j. The County Board Chair shall prepare and sign a written determination reflecting the County Board decision. The County Board Chair may enlist the assistance of the Corporation Counsel in preparing the determination. A copy of the determination will be provided to the employee within ten (10) calendar days following the County Board's decision.
- k. The County Board's decision is final and may not be appealed.

18.807 Grievances of Termination.

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

**SECTION 9**

**TRANSACTIONS AND RECORDS MANAGEMENT**

18.901 Policy.

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

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

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

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

18.902 Public Inspection.

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

:259 18.903 Destruction of Records.  
:260  
:261 Employee service records shall be kept for seven years. Applications and examinations  
:262 may be destroyed after two years.  
:263

:264 18.904 Reports.  
:265  
:266 The Human Resources Director shall provide the Board and the County Board Staff  
:267 Committee with reports and information relating to personnel actions upon request or as  
:268 may be appropriate.  
:269

:270 **SECTION 10**

:271 **DEFINITIONS**

:272 18.1001 Accrued benefits.  
:273  
:274 This refers to vacation benefits that the employees are accumulating which they will only  
:275 be able to use once they reach their next anniversary date.  
:276

:277 18.1002 Administrative Personnel.  
:278  
:279 Administrative employees act as an advisor, limited function department head, or a  
:280 specialist in a management or supportive service who meet all the following criteria:  
:281

:282 (a) A primary duty of the employee includes the performance of office or non-manual  
:283 work directly related to the management or general business operations of the  
:284 County or its citizens.  
:285

:286 (b) A primary duty of the employee includes the exercise of discretion and independent  
:287 judgment with respect to matters of significance.  
:288

:289 18.1003 Allocation.  
:290  
:291 The assignment of a position to a pay range.  
:292

:293 18.1004 Anniversary Date.  
:294  
:295 The date an employee begins County employment. The anniversary date may be modified  
:296 by subsequent personnel actions – leave of absence and layoff.  
:297

:298 18.1005 Appointing Authority.  
:299  
:300 A County official who has the authority to appoint and remove individuals to and from  
:301 positions in the County service.  
:302

:303 18.1006 Board.  
:304  
:305 The Rock County Board of Supervisors.  
:306

:307 18.1007 Class.  
:308  
:309 One or more positions which are substantially alike in duties and responsibilities to  
:310 warrant using the same title, similar qualifications, selection procedures and the same pay  
:311 range.  
:312

:313 18.1008 Class Description.  
:314  
:315 A written description of a class containing the class title, a general statement of the duties  
:316 and responsibilities, examples of duties performed, and minimum qualifications required.  
:317  
:318  
:319

18.1009 Class Title.  
The official designation or name of the class as stated in the class description. The class title shall be used on all personnel records and other official personnel actions.

18.1010 Classification Plan.  
The sum total of all job class descriptions in the County service and a system showing salary and classification relationships.

18.1011 County Administrator.  
The person hired by the Rock County Board of Supervisors as the chief administrative officer for the County.

18.1012 Demotion.  
The assignment of an employee from one class to another class with a lower pay range.

18.1013 Department Head.  
A County official with the responsibility for the operation of a County department.

18.1014 Disciplinary Action.  
The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.

18.1015 Earned Benefits.  
Those benefits that employees have on the books which are currently available to use (i.e. vacation after reaching an anniversary date, sick leave earned a day a month, floating holiday, etc.).

18.1016 Eligible Candidate.  
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.

18.1017 Eligibility List.  
A list of Eligible Candidates to fill positions in a particular job class.

18.1018 Employee.  
An individual who is employed by the County and is paid in part or in whole through the County payroll.

18.1019 Entrance Pay Rate.  
The rate of pay a newly hired employee is assigned at commencement of employment.

18.1020 Executive Personnel.  
An executive employee is an administrator who meets all of the following criteria:

- (a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County.
- (b) The employee customarily and regularly directs the work of two or more other employees.

1383 (c) The employee has the authority to hire or fire other employees, or their  
 1384 recommendations as to the hiring, firing, advancement, promotion or any other  
 1385 change of status of other employees is given particular weight.  
 1386

1387 18.1021 Flexible Time.  
 1388  
 1389 Time off allowed at the discretion of the Department Head, in recognition of excess hours  
 1390 worked by an FLSA exempt employee not receiving overtime, consistent with HR Policy  
 1391 and Procedures.  
 1392

1393 18.1022 Full Time Equivalent (FTE).  
 1394  
 1395 A way to measure the amount of time a person assigned to a county position is  
 1396 scheduled to work. An FTE of 1.0 means that the position is equivalent to a full time  
 1397 position, while an FTE of 0.5 means that the position is only half time. FTE is  
 1398 measured in tenths from 0.1 to 1.0.  
 1399

1400 18.1023 Grievance.  
 1401  
 1402 A formal complaint by an employee concerning: employee discipline, employee  
 1403 termination, or workplace safety.  
 1404

1405 18.1024 Human Resources Director.  
 1406  
 1407 The Director of the Rock County Human Resources Department and the person  
 1408 responsible for implementing all County Personnel Policies and Procedures.  
 1409

1410 18.1025 Immediate Family.  
 1411  
 1412 Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-  
 1413 in-law (the sister of one's spouse or the wife of one's brother or the wife of one's spouse's  
 1414 brother), brother-in-law (the brother of one's spouse or the husband of one's sister, or the  
 1415 husband of one's spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or  
 1416 step grandchild, domestic partner (as defined by the state of Wisconsin), aunt (the sister of  
 1417 one's father or mother, or the wife of one's uncle), uncle (the brother of one's father or  
 1418 mother, or the husband of one's aunt), niece, and nephew. Immediate family shall not  
 1419 include former "in-laws" due to divorce.  
 1420

1421 18.1026 In Range Increment.  
 1422  
 1423 A pay step within a pay range.  
 1424

1425 18.1027 Layoff.  
 1426  
 1427 The involuntary separation of an employee because of lack of work, lack of funds, or the  
 1428 abolishment of a position.  
 1429

1430 18.1028 Limited Term Employee (LTE).  
 1431  
 1432 An employee who is hired to perform a job for a determinant amount of time with a  
 1433 specific ending date at the time of hire and who meets all of the qualifications to perform  
 1434 the job. Limited Term Employees are not eligible to receive fringe benefits other than  
 1435 Wisconsin Retirement if anticipated to work in enough hours in a year to qualify for  
 1436 Wisconsin Retirement System coverage. LTEs may be eligible for benefits. Employees  
 1437 working as a Limited Term Employee may not work more than 25 hours per week.  
 1438

1439 18.1029 Part-time Employees.  
 1440  
 1441 Employees shall be considered part-time when they are normally scheduled to work less  
 1442 than 40 hours per calendar week, or on a regular 5-2 / 5-3 work rotation on a 15 day work  
 1443 cycle.  
 1444



445	18.1030	<u>Pay Plan.</u>
446		
447		A schedule of pay ranges for all classes of positions in the County that are not covered by
448		a Collective Bargaining Agreement.
449		
450	18.1031	<u>Pay Range.</u>
451		
452		A salary range to which positions are assigned, consisting of a minimum wage rate,
453		designated as "Step 1," and multiple additional steps, culminating in a maximum wage
454		rate. All positions shall be compensated at one of the steps contained in the pay range to
455		which the position is assigned.
456		
457	18.1032	<u>Position.</u>
458		
459		A grouping of duties and responsibilities to be performed by an employee. A position
460		may be filled or vacant, full time or part-time, regular or temporary.
461		
462	18.1033	<u>Position Description.</u>
463		
464		A written document that describes the individual employee's duties and responsibilities
465		and is specific to that position.
466		
467	18.1034	<u>Probationary Employee.</u>
468		
469		A person who has been properly appointed to a regular Rock County position and who is
470		serving in his/her Trial Period to determine if he/she can do the job.
471		
472	18.1035	<u>Probationary Period.</u>
473		
474		The probationary period is a try out time for the employee. It is also used for
475		determination of certain benefits.
476		
477	18.1036	<u>Promotion.</u>
478		
479		The assignment of an employee from one class to another class with a higher pay range.
480		
481	18.1037	<u>Reallocation.</u>
482		
483		The reassignment of a position from one pay range to another to correct an error in the
484		original assignment, to reflect changing labor market conditions, or to reflect significant
485		changes over a period of time in the duties and the responsibilities of the position (eg.
486		moving the Medical Record Manager position from Unilateral Pay Range 19 to Unilateral
487		Pay Range 20). The incumbent in the position shall move with the position.
488		
489	18.1038	<u>Reclassification.</u>
490		
491		The reassignment of a position from one existing class to another class to recognize a
492		change in the duties and responsibilities of a position (eg. a position is currently assigned
493		as a Planner III and is reclassified to a Senior Planner). The incumbent in the position
494		shall move with the position if they are qualified for the position.
495		
496	18.1039	<u>Regular Appointment.</u>
497		
498		An assignment of an eligible candidate to a budgeted County position.
499		
500	18.1040	<u>Regular Employee.</u>
501		
502		A person who has been properly appointed to a regular Rock County position and has
503		successfully completed the Probationary Period.
504		
505	18.1041	<u>Reinstatement.</u>
506		
507		To restore or be placed back into a former or substantially equivalent position.

:508 18.1042 Retiree.  
:509  
:510 An employee who terminates employment with the County to immediately and actively  
:511 draw an annuity from the Wisconsin Retirement System (WRS).  
:512

:513 18.1043 Seasonal Employee.  
:514  
:515 An employee who is hired for a period of time to do a specific function (example: cut the  
:516 grass), which cannot cumulatively exceed a period of ~~six~~ nine months in a calendar year.  
:517 Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin  
:518 Retirement if anticipated to work enough hours in a year to qualify for Wisconsin  
:519 Retirement System coverage. Employees working as a Seasonal employee may not work  
:520 more than 25 hours per week.  
:521

:522 18.1044 Selection Device.  
:523  
:524 A formal measurement device used to evaluate and/or rank applicants for County  
:525 positions.  
:526

:527 18.1045 Seniority.  
:528  
:529 Seniority is continuous length of service as a County employee. Seniority shall, upon  
:530 completion of the Probationary Period, begin with the original date of continuous  
:531 employment subject to the conditions of 18.1004. Seniority shall be used to determine  
:532 accrual of vacation and sick leave.  
:533

:534 18.1046 Supervisor.  
:535  
:536 The person responsible for the assignment, direction and evaluation of the work of another  
:537 employee, usually a full time County employee.  
:538

:539 18.1047 Temporary Appointment.  
:540  
:541 An appointment of an individual who meets the qualifications for a position appointed to  
:542 fill that position for an unspecified term. Temporary Appointees may be eligible for fringe  
:543 benefits.  
:544

:545 18.1048 Termination.  
:546  
:547 The removal of an employee from the payroll for voluntary or involuntary reasons,  
:548 including dismissal, resignation, retirement or death.  
:549

:550 18.1049 Transfer.  
:551  
:552 The assignment of an employee from one position to another in the same class or to a class  
:553 with the same pay range.  
:554

:555 18.1050 Travel Status.  
:556  
:557 An employee shall be considered to be in "travel status" when he or she is on County  
:558 business outside of the County either for an entire day (before 7:00 a.m. and after 6:00  
:559 p.m.); or for part of a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of  
:560 10:30 a.m. and 2:30 p.m.  
:561

:562 18.1051 Underslotting.  
:563  
:564 The filling of a vacant position at a lower classification.  
:565

:566 18.1052 Unilateral Employees

:567

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

:571

:572 • Unilateral A's are "Non-Exempt". This means that they are subject to the  
:573 requirements of the Fair Labor Standards Act (FLSA). The FLSA is federal law  
:574 that requires, among other things, that employees who work more than 40  
:575 hours in a week get paid time and one half for any overtime hours.

:576

:577 • Unilateral B's are "Exempt" from provisions of the FLSA due to the nature of  
:578 their position. However, the County has chosen to pay them straight time  
:579 overtime after 40 hours a week even though the County is not required to do  
:580 this by federal law.

:581

:582 • Unilateral C's are "Exempt" from provisions of the FLSA due to the nature of  
:583 their position. Employees in these positions do not receive any form of  
:584 overtime but are allowed to "flex" their time in accordance with HR Policy and  
:585 Procedure.

:586

:587 18.1053 Upgrade.

:588

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

:593

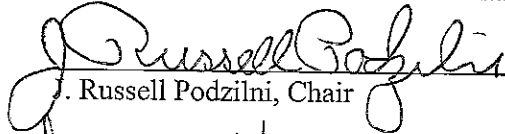
:594 18.1054 Work Schedule.

:595

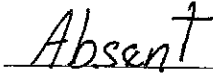
:596 The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00  
:597 p.m. with a one hour lunch period. All full time employees are expected to work at least  
:598 40 hours per week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates  
:599 otherwise.

Respectfully Submitted,

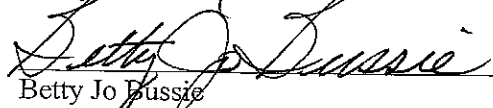
COUNTY BOARD STAFF COMMITTEE

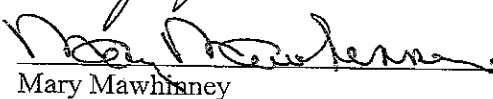
  
J. Russell Podzilni, Chair

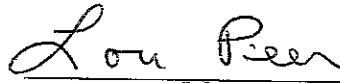
  
Sandra Kraft, Vice Chair

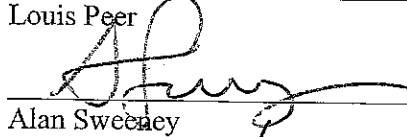
  
Eva Arnold

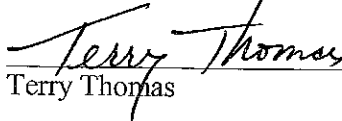
  
Henry Brill

  
Betty Jo Bussie

  
Mary Mawhinney

  
Louis Peer

  
Alan Sweeney

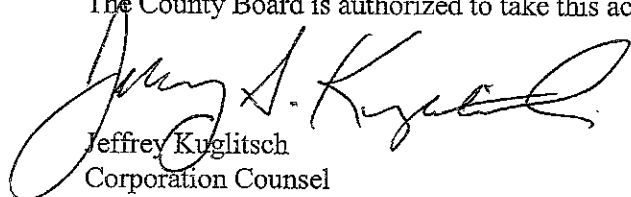
  
Terry Thomas

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

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LEGAL NTOE:

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



Jeffrey Kuglitsch  
Corporation Counsel

FISCAL NOTE:

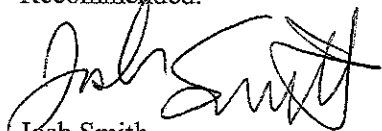
Minimal fiscal impact.



Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator