



ROCK COUNTY BOARD OF SUPERVISORS' MEETING

MONDAY, NOVEMBER 7, 2011 – 9:00 A. M.

COUNTY BOARD ROOM/COURTROOM H

FOURTH FLOOR/COURTHOUSE EAST

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES
6. PUBLIC HEARING
 - A. Amending the County's Personnel Ordinance
7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
10. REPORTS
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - A. Supplementary Appropriations and Budget Changes - Roll Call
 - B. Bills Over \$10,000 - No Roll Call
 - C. Encumbrances Over \$10,000 - Roll Call
 - D. Contracts – Roll Call
 - E. Review of 2012 Recommended Budget with County Administrator
13. ADJOURNMENT

RESOLUTION NO. _____

AGENDA NO. _____

**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, 2011
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 impact the County's Personnel Ordinance and bargaining agreements with the ten
 5 unions representing Rock County Employees;
 6
 7 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
 8 _____ day of _____, 2011 does hereby amend Chapter XVIII, the County's Personnel
 9 Ordinance as follows:

CHAPTER XVIII

PERSONNEL ORDINANCE

SECTION 1 - 1

OBJECTIVES AND SCOPE

- 17 18.101 Authority.
 18
 19 This Ordinance is promulgated under the authority of Wisconsin Statute 59.22 (2)(c) 1.c.
 20
 21
 22 18.102 Purposes.
 23
 24 The purposes of this Ordinance shall be to:
 25
 26 A. Establish a clear understanding of responsibilities in the establishment and maintenance of a
 27 personnel program for Rock County.
 28
 29 B. Establish a uniform County Personnel Policy and procedures to recruit, select, develop and
 30 maintain an effective and responsive workforce for the County. The Ordinance shall be based
 31 on the following objectives:
 32
 33 (a) To recruit, select and advance employees on the basis of their relative knowledge,
 34 skills, and abilities.
 35
 36 (b) To provide internally equitable and externally competitive compensation for all
 37 employees.
 38
 39 (c) To recognize good job performance, reward exceptional performance and correct
 40 inadequate performance in a fair and timely manner
 41
 42 (d) To assure fair treatment of all applicants and employees in all aspects of personnel
 43 administration without regard to political affiliation or beliefs, race, color, national
 44 origin or ancestry, sex, age, religion, handicapping condition, or any other cause for
 45 discrimination as defined by law, and with proper regard for their rights as citizens.
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(e) To protect employees against coercive political activities and to prohibit the use of official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

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

D. Provide a system to recruit and select the most qualified persons for positions in County service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity, prohibit discrimination because of race, political affiliation or beliefs, religion, sex, national origin or ancestry, age, handicapping condition, or any other cause for discrimination as defined by law, to ensure that persons of disadvantaged groups are fairly represented in the County workforce.

E. Provide an effective career development plan for qualified employees through promotional opportunities in an environment free of sexual harassment discrimination.

18.103 Scope.

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

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

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

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

18.104 Collective Bargaining Agreements.

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

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

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

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

114 18.106 Department Work Rules.
115
116 Nothing herein shall preclude an Appointing Authority from promulgating Department Work
117 Rules covering topics not covered by this Ordinance or the Human Resource Department's
118 Policies and Procedures. Work rules so promulgated must be consistent with this Ordinance and
119 Human Resource Policies and Procedures.
120
121 18.107 Non-Elected Department Heads.
122
123 Any non-elected Department Head hired shall be employed pursuant to a personal employment
124 contract of up to two (2) years. Non-elected Department Heads serving on the date of adoption of
125 this section may voluntarily negotiate a personal employment contract of up to two (2) years.
126 Non-elected Department Heads shall continue to be at-will employees and may be removed at the
127 pleasure of the County Administrator. Removal of the Corporation Counsel by the County
128 Administrator requires the concurrence of the County Board. The County Administrator shall
129 remain the appointing authority for non-elected Department Heads. The personal employment
130 contract covering the initial appointment of a non-elected Department Head is subject to approval
131 by the County Board ~~through~~ after action by the appropriate Governing Committee.
132
133 18.108 Administrator Position.
134
135 The position of the County Administrator shall be included under the coverage of this Ordinance,
136 except where there are exclusions or where this Ordinance conflicts with the resolution
137 establishing the administrator form of government. In the case of any such conflict, the resolution
138 shall control.
139
140 18.109 Sheriff's Office Command Staff
141
142 In addition to the benefits provided to other unilateral employees, if the following provisions of
143 the labor agreement with the Rock County Deputy Sheriffs Supervisors Association are
144 modified, such modifications shall be extended to the Chief Deputy (CB resolution Nov 9,
145 1993); Commanders (CB resolution Nov 15, 1991); and Captains (CB resolution Dec. 31,
146 2008).
147
148 Education
149 Health insurance for retirees
150 Life insurance
151 Retirement
152 Sick Leave Accumulation
153 Sick leave payout
154 Sick leave payment
155 Uniform allowance
156 Worker's compensation
157
158 18.110 Amendments.
159
160 This Ordinance may be amended by the Rock County Board of Supervisors in the same manner
161 as adopted.
162
163 18.111 Management Rights
164
165 The management of Rock County and the direction of the workforce is vested exclusively in the
166 County, including but not limited to the right to:
167
168 1) Hire, promote, demote, suspend, discipline, and discharge;
169
170 2) Decide job qualifications for hiring;
171
172 3) Transfer or layoff because of lack of work, discontinuance of services, or other legitimate
173 reasons;
174
175 4) Subcontract for economic reasons or when it is not feasible for county employees to
176 perform the work;
177
178 5) Abolish or create positions.
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180 6) Create job descriptions and determine the composition thereof.

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- 7) Plan and schedule work
- 8) Determine the methods and processes and manner of performing work;
- 9) Determine the type, kind and quality of service to be rendered to clients and citizens;
- 10) Determine the location, operation and type of physical structures, facilities, equipment of the county;
- 11) Plan and schedule any training programs,
- 12) Create, promulgate and enforce reasonable work rules;
- 13) Determine and enforce regulations governing conduct and safety;
- 14) Determine what constitutes good and efficient county service, and all other functions of management and direction.

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

18.112

Responsibilities and Authority.

- A. County Board. The County Board shall:
 - (1) approve the annual County budget, including requests for personnel adjustments
 - (2) review and approve County Personnel Ordinance and amendments
 - (3) confirm department head appointments made by the County Administrator
 - (4) delegate such duties to the County Board Staff Committee as necessary
 - (5) ~~conduct~~ hear grievance hearings appeals as outlined in Section ~~18.805 and 18.806~~ 18.806
- B. County Board Staff Committee. The County Board Staff Committee shall:
 - (1) advise the County Administrator on matters concerning implementation of Personnel Ordinance
 - (2) review proposed Personnel Ordinance and amendments as developed and recommended by the Human Resources Director and make recommendations to the County Board for consideration and legislative action
 - (3) perform other related duties as assigned by the County Board
 - (4) ~~conduct grievance hearings as outlined in Section 18.805 and 18.806~~
- C. County Board Governing Committees. Each Governing Committee shall:
 - (1) review all appointments made by the County Administrator as provided in Section ~~18.302(d)(4)~~ 18.112(d)(1) and make such recommendations to the Board as appropriate
- D. County Administrator. Except as prohibited by State and federal law, the County Administrator shall:
 - (1) appoint and remove all Department Heads, subject to the provisions of Section ~~18.106-18.107~~
 - (2) advise the Governing Committee of the final interview schedule of the best-qualified applicants. The Governing Committee may participate in the scheduled interviews

- 249 (3) submit terms of employment for Department Heads to the Governing Committee
250 for review before submission to the County Board
251
252 (4) approve Personnel Ordinance prior to submittal to the County Board Staff
253 Committee and the County Board
254
255 ~~(5) conduct fourth step grievance hearings as may be necessary under Section~~
256 ~~18.305, and adjust such grievances as may be appropriate~~
257
258 (5) apply appropriate disciplinary actions as defined in Section 18.1108 to
259 subordinate employees
260
261 ~~(6) approve all reclassifications of positions outside the budget process arising~~
262 ~~through the grievance process as may be appropriate pursuant to Section 18.405~~
263 ~~18.204~~
264
265 (6) approve new positions, reallocations, and upgrades of existing positions subject
266 to County Board approval
267
268 E Human Resources Director. The Human Resources Director under the authority of the
269 County Administrator shall:
270
271 (1) administer the Personnel Ordinance adopted by the County Board
272
273 (2) establish, maintain and coordinate personnel transactions and records
274 management for all County employees and positions
275
276 (3) establish and maintain a central personnel file for each County employee
277 showing name, title, salary, change in status, annual performance ratings and
278 such pertinent information as may be necessary for effective personnel
279 administration and for compliance with Federal and State laws
280
281 (4) advise and assist Department Heads on all County Personnel transactions and
282 records management systems and procedures
283
284 (5) notify the payroll section of all relevant changes
285
286 (6) review appointments and removal of personnel to County positions pursuant to
287 Section ~~18.1108~~. 18.607.
288
289 (7) maintain complete employment and performance records of all County
290 employees
291
292 (8) establish and maintain a roster of all employees in the County service which shall
293 include the class title, pay status, and other pertinent data
294
295 (9) make such reports and investigations to the County Administrator, County Board
296 Staff Committee and the County Board as required
297
298 (10) develop and maintain the Classification Plan
299
300 (11) develop and administer the recruitment and selection program
301
302 (12) establish and maintain lists of persons eligible and qualified for appointment and
303 promotion to positions within the County service when, in the judgment of the
304 Human Resources Director, it is advantageous to the County
305
306 (13) monitor temporary and overtime assignments
307
308 (14) approve and monitor layoffs due to lack of funds, work, or the abolition of
309 positions or material changes in duties and organization, encourage the re-
310 employment of laid-off employees in other appropriate County positions
311
312 (15) develop, operate and coordinate programs to improve employee effectiveness,
313 training and career counseling
314
315 (16) establish an Affirmative Action Program designed to increase the participation at
316 all levels of the County workforce persons of disadvantaged groups, including,

- 317 but not limited to women, minorities and the physically and mentally
318 handicapped
319
320 (17) establish standards and procedures to ensure uniformity in the application of
321 discipline and the processing of employee grievances
322
323 (18) conduct third step grievance hearings as may be necessary under Section ~~18.805~~
324 18.806, and adjust such grievances as may be appropriate
325
326 (19) prepare and implement such forms, reports and procedures necessary to carry out
327 the County human resources program
328
329 (20) disseminate information regarding the personnel program, fringe benefits and
330 conditions of employment to all employees and departments
331
332 (21) lead the County's negotiations with labor representatives, unless otherwise
333 delegated by the County Board
334
335 (22) investigate unemployment compensation claims and represent the County at
336 unemployment compensation hearings
337
338 (23) develop such regulations as necessary to carry out the intent of this Ordinance
339
340 (24) establish a safety program to reduce the incidence of work-related injuries and
341 promote safety awareness
342
343 (25) develop and maintain the County-wide training program within budgetary
344 limitations
345
346 (26) administer and manage the County's Worker's Compensation program
347
348 (27) Insure that Department Work Rules are fairly designed and administered.
349

350
351 F. Department Heads. Department Heads shall:

- 352
353 (1) enforce the Personnel Ordinance, ~~rules and regulations~~ and the Human Resource
354 Policies and Procedures in their respective department
355
356 (2) adopt such additional ~~rules or regulations~~ Department Work rules as required by
357 law and/or necessary for the operations of the Department subject to approval of
358 the Human Resources Director
359
360 (3) initiate and process personnel transactions affecting their employees using forms
361 provided by the Human Resources Director
362
363 (4) maintain an employee service record for each employee
364
365 (5) notify the Human Resources Director of all changes in permanent personnel
366 records including change of address, insurance coverage and other relevant
367 information
368
369 (6) keep employees informed of current personnel policies
370
371 (7) conduct second step grievance procedures hearings as may be necessary under
372 Section 18.805, and adjust such grievances as may be appropriate
373
374 (8) appoint and remove employees to positions subject to Section ~~18.605~~ 18.304 and
375 ~~18-1108~~ 18.806, and consistent with applicable State Statutes and inform
376 governing committee of said appointments
377
378 (9) in collaboration with the Human Resources Director, develop employee
379 orientation and in-service training programs
380
381 (10) administer discipline and delegate such authority to supervisory personnel as
382 appropriate subject to Section ~~18-1108~~ 18.806.
383

- 384 (11) conduct performance reviews of all immediate subordinate employees on no less
 385 frequent than an annual basis
 386
 387 (12) obtain prior approval of the County Administrator when taking vacation days,
 388 or when traveling out of the County on County business. (This provision does
 389 not apply to elected County Officials.) The memo making the request should
 390 include a designated department contact person, as well as a phone number
 391 where the Department Head can be reached (if possible).
 392
 393 G. Supervisory Personnel. To the extent Department Heads delegate authority to them,
 394 supervisors may shall:
 395
 396 (1) interview and recommend applicants for appointments to and removal from
 397 subordinate positions
 398
 399 (2) implement the Personnel Ordinance, HR Policies and Procedures and Department
 400 Work Rules in their unit
 401
 402 (3) conduct performance reviews of all immediate subordinate employees on no less
 403 frequent than an annual basis
 404
 405 (4) administer discipline to employees as necessary
 406
 407 (5) conduct first step grievance hearings as may be necessary under Section 48-805
 408 18.806, and adjust such grievances as may be appropriate.
 409
 410

411 **SECTION 4- 2**

412 **CLASSIFICATION PLAN**

- 413
 414 18.201 Development and Administration.
 415
 416 The Human Resources Director shall be responsible for the overall development and
 417 administration of the Classification Plan, in cooperation with Department Heads, key staff
 418 employees and other appropriate resources. The County Administrator position shall be an
 419 unclassified position.
 420
 421 18.202 Position Description.
 422
 423 Each employee shall have an accurate position description that describes the knowledge, skills
 424 and abilities necessary to do the work of that position; goals of the position and job tasks to
 425 accomplish the goals; and identifies the essential job functions.
 426
 427 18.203 Allocation of New Positions.
 428
 429 The Human Resources Director shall allocate new positions that have been approved by the
 430 County Board to one of the classifications in the Classification Plan. If a suitable class does not
 431 exist, the Human Resources Director shall establish a new classification. An appropriate pay
 432 range for the classification shall be assigned subject to the approval of the County Board Staff
 433 Committee, and confirmation of the County Board unless otherwise established through the
 434 budgetary process.
 435
 436 18.204 Abolition of Unnecessary Classifications.
 437
 438 When it is determined that a classification or classifications are no longer useful or appropriate,
 439 the Human Resources Director shall inform the County Board Staff Committee that such classes
 440 have been abolished.
 441
 442 18.205 Reclassification Requests.
 443
 444 Reclassification requests shall normally be contained within the annual budget. In such situations,
 445 prior to approval of the budget, the Human Resources Department shall audit the position and
 446 make a written recommendation to the County Administrator who shall then recommend approval
 447 or denial of reclassification requests. If a reclassification request is denied, the position shall not
 448 be reconsidered for reclassification for one year, or until the next budget. If, in exceptional cases,
 449 duties of a position change during a budget year, the County Board may approve a reclassification
 450 request upon the performance of an audit and the recommendation of the Human Resources

451 Director and County Administrator and with the confirmation of the County Board Staff
452 Committee. ~~Reclassifications that arise through the grievance process shall be adjudicated~~
453 ~~pursuant to authority granted in Section 18.302(d) (5) and Section 18.302(d) (7).~~

454
455 18.206 Reallocation Requests.

456
457 Salary adjustments shall be part of the budget process. If salary reallocations are approved, they
458 will become effective the first day of the fiscal year. Persons in positions reallocated shall
459 normally be advanced to the step with the next highest dollar amount in the new pay range. With
460 approval of the Human Resources Director and the County Administrator, an employee may be
461 advanced a step over and above the next highest dollar amount.

462
463 When a position becomes vacant and it is determined by the Human Resources Director and the
464 County Administrator that a reallocation of the position is necessary for recruitment purposes,
465 such reallocation may occur outside the budget process upon the confirmation of the County
466 Board Staff Committee and approval of the County Board.

467
468 18.207 Reorganization of Department.

469
470 Each time a department or division of a department is reorganized, class descriptions for all
471 affected employees shall be submitted to the Human Resources Director for review and approval
472 as part of such reorganization.

473
474 18.208 Request of Human Resources Director, Position Description Questionnaires.

475
476 The Human Resources Director may require departments or employees to submit Position
477 Description Questionnaires when vacancies occur, any time there is reason to believe that there
478 has been a significant change in the duties and responsibilities of one or more positions, or as part
479 of a position audit conducted by the Human Resources Department.

480
481 18.209 Review of Classification Plan.

482
483 At least every three years, or as often as may be appropriate, the Human Resources Director shall
484 review the Classification Plan to ensure that the plan accurately reflects existing position responsi-
485 bilities and market conditions. The Human Resources Director shall take whatever action is
486 appropriate to amend and update the Classification Plan, subject to the review of the County
487 Board Staff Committee and approval of the County Board.

488
489 18.210 Underslotting.

490
491 As a vacancy occurs, the Department Head may recommend the position not be filled at the
492 existing level. With the concurrence of the Human Resources Director and County Administrator,
493 the position may be filled at a lower classification.

494
495 18.211 Upgrade.

496
497 ~~An upgrade may occur after a re-evaluation of the duties required to perform a job task of a~~
498 ~~position indicating that a higher level of skills or duties are is required to perform that task the~~
499 ~~duties of the position. An upgrade may be to an existing classification or position or require the~~
500 ~~creation of the a new classification or position. When a position is upgraded, an open recruitment~~
501 ~~shall be conducted to fill the position. Hiring procedures for approved upgraded positions shall be~~
502 ~~subject to guidelines established by the Human Resources Director and will be consistent with~~
503 ~~merit selection hiring. Upgrades shall be part of the annual budget process. Prior to approval of~~
504 ~~the budget, the Human Resources Department shall audit the position and make a written~~
505 ~~recommendation to the County Administrator who shall then recommend approval or denial of~~
506 ~~upgrade request. If an upgrade request is denied, the position shall not be reconsidered for~~
507 ~~upgrade until the next budget cycle.~~

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509
510 **SECTION 6 3**

511 **RECRUITMENT AND SELECTION**

512
513 18.301 Recruitment.

514
515 The Human Resources Director shall develop and conduct an active recruitment program
516 designed to meet current and projected County manpower needs.
517

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

520
521 (a) Job Announcements and Publicity.
522

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

530 (b) Application Form.
531

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

536 (c) Rejection of Applications.
537

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

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

553 (d) Whenever an application is rejected, notice of such rejection shall be promptly made to
554 the applicant.
555

556 (e) The Human Resources Director may select only the best-qualified applicants for
557 screening and final consideration.
558

559 (f) Where written exams are used as part of the recruitment process, applicants will not be
560 eligible to re-take the exam until a period of six months has lapsed.
561

562 18.302 Relocation Expense.
563

564 An employee, newly hired to fill an FLSA exempt position, who resides outside of reasonable
565 commuting distance (i.e. a distance greater than 40 miles) wishing to relocate his or her domicile
566 to Rock County may be eligible for a contribution toward moving expenses, if it is determined,
567 upon recommendation of the County Administrator and approval of the County Board Staff
568 Committee, to be in the best interest of Rock County to offer such contribution. An employee
569 receiving a contribution toward moving expenses shall remain a resident and employee of Rock
570 County for not less than three (3) years. Failure to meet this requirement will result in the
571 repayment of said moving expense on a pro-rata basis.
572

573 18.303 Selection.
574

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

(a) Selection Devices.

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

(b) Confidentiality.

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

18.304

Eligibility Lists.

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

(a) Layoff List for unilateral employees.

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

(b) Open Competitive and Promotional Eligibility.

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

(c) Duration of Eligibility Lists.

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

(d) Removal of Candidates from Eligibility Lists.

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

- (1) receives a regular appointment to a position in the same class or another class having the same or higher pay grade
- (2) files a written statement indicating unwillingness to accept appointment
- (3) declines ~~two an~~ offers of employment under such conditions previously indicated by the candidate as acceptable
- (4) fails to respond within a specified time period to any official written inquiry regarding relative availability
- (5) fails to report for an interview or for duty at the time specified by the Human Resources Director or appointing authority

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(6) is disqualified for employment under County policies or state law

(7) factors covered under Section 18.602(e)-18.301.

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

18.305 Certification and Appointment.

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

Appointment of Eligible Candidates.

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

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

18.306 Probationary Period.

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

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

(1) Regular status begins on the first workday following completion of the Probationary Period.

(2) The Probationary Period may be extended for a period of time not to exceed three ~~(3)~~ six (6) months, with prior approval of the Human Resources Director. This request must be made in writing citing the reason for the request.

(3) An employee shall automatically be appointed at the end of the prescribed Probationary Period, unless the appointing authority, with approval of the Human Resources Director, notifies the probationary employee of the extension, or the unsuccessful completion of the Probationary Period at which time the employee shall have their Probationary Period extended or be dismissed.

(4) Dismissal of an employee during the initial Probationary Period shall be at the sole discretion of the employer and without recourse to the grievance procedures herein provided.

(5) An employee appointed to a position in an acting capacity by the County Administrator and subsequently selected as the regular employee in that position shall have his/her total time of continuous employment, including the time spent in an interim capacity, counted for seniority purposes, but shall serve at least a six-month Probationary Period after regular appointment, except as noted under Section 18.605(b) 18.304.

(6) Probationary employees will be permitted to apply for other positions after six months.

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

719 18.307 Part-time and Seasonal Employment.
720
721 When possible, employment shall be on a full-time year round basis. However, when it is
722 determined to be in the best interest of the County, part-time and seasonal employees may be
723 hired.

724
725 ~~Compensation for seasonal employees shall be pursuant to the schedule for such purposes,~~
726 ~~established and maintained by the Human Resources Director and approved by the County~~
727 ~~Administrator. Seasonal employees are not eligible to receive fringe benefits. Seasonal~~
728 ~~employees shall not work more than six months in a calendar year.~~
729

730 18.308 Temporary Appointments.
731
732 Temporary appointments shall ~~may~~ be made from appropriate eligibility lists. If no eligibility list
733 is available or if the eligible candidates are not available for temporary work, the Human
734 Resources Director may authorize the appointment of a qualified individual. The acceptance or
735 refusal by an eligible candidate of a temporary appointment shall not affect the candidate's
736 standing on the eligibility list for regular appointment.
737

738 18.309 Overlap of Positions for Training
739
740 Any request for hiring in excess of the budgeted personnel roster must be approved by the County
741 Board. This would include cases where the Department Head requests an overlap of personnel for
742 more than one payroll period in order to train the new employee. The request should be approved
743 by the governing committee and County board Staff Committee prior to submission to the Board.
744

745 18.310 Other Appointments May Follow Ordinance.
746
747 Nothing herein shall preclude an appointing authority from filling those positions not covered by
748 this Ordinance in a manner consistent with it.
749
750

751 **SECTION 5- 4**

752 **SALARY ADMINISTRATION**

753
754 18.401 Pay Plan.
755
756 The Pay Plan shall include the schedules of pay ranges for all unilaterals and all employees
757 covered by a collective bargaining agreement that has limited bargaining rights under Wisconsin
758 Statutes Section 111.70.
759

760 Schedules shall consisting of minimum and maximum rates of pay and the intermediate pay steps.
761 for all classes of positions in the classified service. The objectives of the Pay Plan shall be:
762

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

765 (b) To provide appropriate pay incentives for satisfactory or outstanding job performance.
766

767
768 (e) —The County Administrator position shall not be included in the Pay Plan. Its
769 compensation shall be separately established by the County Board.
770

771 The pay plan schedules described above shall be contained in the County's Administrative Policy
772 and Procedures Manual.
773

774 18.402 Development and Administration.
775
776 The Human Resources Director shall be responsible for the development and administration of the
777 Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of
778 pay. When appropriate, the Human Resources Director shall recommend necessary amendments
779 to the County Board Staff Committee, which shall become effective upon approval of the County
780 Board.
781

782 18.403 Linkage.
783
784

785 The Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle
786 of equal pay for equal work. Pay ranges within the Pay Plan shall be determined with regard to
787 such factors as: uniformity of pay for each class, relative difficulty, complexity, and
788 responsibility of work, recruiting experience, prevailing rates of pay for similar jobs in public and
789 private service, changes in cost of living indices, and the financial policies of the County.

791 18.404 Entrance Pay Rate.

792
793 The entrance pay rate for new County employees shall normally be the minimum rate of the pay
794 range prescribed for the class. A Department Head may recommend that a particular appointment
795 be made above the entrance pay rate; however, ~~appointments may not ordinarily be made above~~
796 ~~the mid-point of the range.~~ Such requests must be made in writing, approved in advance by the
797 Human Resources Director in recognition of relevant experience and /or exceptional
798 qualifications.

799
800 ~~In unusual circumstances, and upon agreement of the Department Head and the Human Resources~~
801 ~~Director, appointment above the mid-point of the range may be made with the approval of the~~
802 ~~County Administrator. Such appointments shall be reported to the County Board Staff~~
803 ~~Committee.~~

804
805 Elected Department Heads that wish to appeal the decision for placement of a new County
806 employee made by the Human Resources Director and/or County Administrator may do so in
807 writing to the County Board Staff Committee, whose decision shall be final.

808
809 18.405 In-Range Increment.

810
811 In-range increments shall be based on satisfactory work performance and length of service in a
812 class. Such increments shall not be granted automatically. Whenever an employee is promoted,
813 their annual pay increments (step increase) shall be based on the length of service in that range or
814 class. The employee shall have an overall performance evaluation of "satisfactory" or "meets
815 expectations" or higher in order for an in-range increment to be granted. The performance of the
816 employee will be evaluated in accordance with procedures outlined in Section 7 of this Ordinance.

817
818 18.406 Productivity/Incentive Awards.

819
820 Extraordinary productivity/incentive awards may be granted in recognition of exceptional
821 performance in addition to an employee's regular pay. Recommendations for such pay shall be
822 initiated by the employee's supervisor and/or Department Head, reviewed and approved by the
823 Human Resources Director, County Administrator, appropriate Governing Committee and the
824 County Board Staff Committee. Specific guidelines for the administration of the
825 Productivity/Incentive Awards Program shall be the responsibility of the Human Resources
826 Director to establish and maintain subject to approval by the County Administrator and County
827 Board Staff Committee. Such requests shall be in writing and supported by evidence of the
828 following:

- 829
830 (a) The employee has personally conceived and suggested a procedure or device which has
831 resulted in substantially greater operating efficiency or in a marked decrease in operating
832 expenses; or,
833
834 (b) The employee has performed extensive collateral duties or has continually completed
835 difficult work assignments, which significantly increased the efficiency and effectiveness
836 of his/her department's program or the County service.

837
838 18.407 Seasonal Employment.

839
840 Seasonal employees shall be compensated on an hourly basis at a rate established within the
841 parameters of the annual budget as determined annually by the Human Resources Director.

842
843
844 18.408 Temporary employment

845
846 Temporary employees shall be compensated by placing them on a step in the appropriate salary
847 schedule.

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850 18.409 Pay Rate Adjustments.

851
852 The following actions shall affect the pay status of an employee:

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(a) Transfer.

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

(b) Promotion.

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

(c) Demotion.

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

(d) Reinstatement.

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

(e) Compensation During Temporary Assignment.

In a situation where an employee is assigned the duties of a higher classification anticipated to be for a period in excess of ~~20~~ ten (10) consecutive working days, the employee will be assigned a temporary pay rate in the range of the higher classified position. Such pay will be for the period of the temporary assignment. Temporary assignments must be approved by the Human Resources Director. An employee who is temporarily assigned to a position with a lower pay range, for any period, shall not receive a reduction in pay. No such temporary assignment shall exceed six months unless approved by the County Administrator upon recommendation of the Human Resources Director.

18.410

Overtime

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

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

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

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

(a) ~~No FLSA-exempt employee, except as provided for in paragraphs (b) and (c) below, shall be eligible for overtime, unless provided by a personal contract.~~

(b) ~~Employees in the following classifications shall be eligible for overtime compensation on a straight time basis over forty hours per week in compensatory time or cash payment upon request of the employee and subject to budgetary and work scheduling limitations and the approval of the Department Head:~~

Assistant to the Information Technology Director
County Engineer
Communications Center Shift Supervisor
Computer Programmer/Analyst I
Computer Programmer/Analyst II
Construction Superintendent

921 Detention Center Supervisor
 922 Developmental Disabilities Office Manager
 923 GEO Application Specialist
 924 Highway Superintendent
 925 Housing Specialist
 926 Instructor/Support Specialist
 927 Materials & Environmental Services Manager
 928 Network Support Administrator
 929 Office Manager
 930 Payroll Coordinator/Manager
 931 Planner-I
 932 Planner-II
 933 Planner-III
 934 Public Health Nursing Supervisor
 935 Public Safety Systems Manager
 936 Public Works Accounting Supervisor
 937 Sanitarian I
 938 Sanitarian II
 939 Senior Buyer
 940 Senior Conservation Specialist
 941 Senior Planner
 942 Senior Planner/GIS Manager
 943 Shop Superintendent
 944 Support Services Supervisor
 945 Telecommunication Specialist
 946 User Support Specialist
 947 Victim/Witness Coordinator
 948 Victim/Witness Specialist
 949

950 (c) ~~Employees in the following job classifications and all other employees not covered by~~
 951 ~~Section 13.509 (a) or (b) are eligible for overtime compensation on a time and one-half~~
 952 ~~basis over forty hours per week, unless otherwise specified in a contract, in compensatory~~
 953 ~~time off or in cash payment upon the request of the employee and subject to appropriate~~
 954 ~~federal laws, budgetary and work scheduling limitations and approval of the Department~~
 955 ~~Head.~~

956
 957 Assistant Food Service Manager
 958 Food Services Manager
 959 Head Nurse
 960 Nursing Supervisor
 961

962 (d) ~~Unilateral Highway Department employees shall receive time and one-half compensation~~
 963 ~~as above when operating snow removal equipment outside his or her normal work~~
 964 ~~schedule.~~

965 (e) ~~The accumulation of compensatory time off shall not exceed eighty hours. No more than~~
 966 ~~twenty (20) hours shall be carried over into the next calendar year.~~

967 (f) ~~Overtime shall be approved in advance by a Department Head or supervisor and reviewed~~
 968 ~~periodically by the Human Resources Director. Overtime shall be kept to a minimum and~~
 969 ~~shall be utilized to relieve specific occasional peak workloads or emergencies.~~

970 (g) ~~Overtime shall be scheduled as fairly and equally as practicable among employees based~~
 971 ~~on their qualifications to perform the job.~~

972 (h) ~~Employees in the classification of Social Work Supervisor I, Juvenile Probation~~
 973 ~~Supervisor and Juvenile Detention Superintendent, Community Support Supervisor and~~
 974 ~~Crisis Intervention Supervisor assigned after hours on-call responsibility for Child~~
 975 ~~Protective Services or Mental Health Services oversight shall receive one hour of pay or~~
 976 ~~compensatory time for each weekday and two hours for each 24-hour period for weekend~~
 977 ~~coverage. For purposes of this section, "weekend coverage" shall include Friday,~~
 978 ~~Saturday, and/or Sunday.~~

979 (i) ~~The Communication Center Operations Manager and the Information Technology~~
 980 ~~employee who is on-call for the Communication Center shall receive four hours of pay for~~
 981 ~~each week of on-call coverage.~~

982

988 (j) ~~Employees in the classification of Head Nurse and Nursing Supervisor shall be eligible~~
989 ~~for overtime compensation on a time and one-half basis over eight (8) hours per day, forty~~
990 ~~(40) hours per week in compensatory time off, or in cash payment upon the request of the~~
991 ~~employee and subject to appropriate federal laws, budgetary and work scheduling~~
992 ~~limitations and approval of the Department Head.~~

993
994 (k) ~~Employees in the classification of Head Nurse and Nursing Supervisor shall receive shift~~
995 ~~differential equal to the amount received by Registered Nurses in accordance with the~~
996 ~~provisions as outlined in the labor agreement.~~
997

998
999 18.411 Red-Circled Classifications.

1000
1001 Employees in classifications that are to be red-circled will be frozen at their current salary until
1002 the salary of the pay range to which they are assigned equals or exceeds their rate of pay.
1003 Employees with ten years of service, whose classification has been red-circled, shall receive one-
1004 half of the across-the-board increase granted to employees on the Unilateral Pay Plan until the
1005 salary of the pay range to which they are assigned equals or exceeds their rate of pay.
1006

1007
1008 SECTION 10- 5

1009 FRINGE BENEFITS

1010
1011 18.501 Holidays.

1012
1013 The following holidays are observed by the County and shall be granted to regular employees
1014 with pay and to temporary employees without pay, unless such employees are required to be on
1015 scheduled work:

- 1016
1017
1018 (a) New Year's Day
1019 (b) Spring Holiday to be observed the Friday immediately preceding Easter
1020 (c) Memorial Day
1021 (d) July 4th
1022 (e) Labor Day
1023 (f) Thanksgiving Day
1024 (g) Friday following Thanksgiving
1025 (h) Day before Christmas
1026 (i) Christmas Day
1027 (j) One Floating Holiday of the employees' choice.

- 1028
1029 (k) Any additional holiday granted by the County Board.
1030 (l) The County Administrator may designate additional holidays in unusual circumstances
1031 with the approval of the County Board Chair and/or Vice Chair.

1032
1033 For employees working the standard work schedule, when a holiday falls on Saturday, it shall be
1034 observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall
1035 be observed.

1036
1037 For employees not working the standard work schedule see the HR Policies and Procedures.

1038
1039 Employees normally granted time and one-half, ~~the Director of Nurses, the Assistant Director of~~
1040 ~~Nurses Head Nurses,~~ and Nursing Supervisors working in ~~the Nursing Home Rock Haven,~~ who
1041 are required to work a holiday, ~~shall~~ will be paid or granted compensatory time off at a rate of
1042 time and one-half.

1043
1044 Unilateral C Employees (FLSA exempt) who work on a holiday shall receive a day in lieu thereof.

1045
1046 Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall
1047 be granted in lieu thereof.

1048
1049 Regular part-time employees who normally work sixteen or more hours per week shall be paid for
1050 holidays which fall on days for which they would otherwise be scheduled to work, according to
1051 the number of hours for which they would be scheduled to work on that day.

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1053 When a holiday falls within a period of leave with pay, the employee shall receive pay for the
1054 holiday.

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

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

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

The floating holiday shall accrue to the employee effective any work shift starting on or after 4 a.m. of January 1st of each year. The floating holiday may be taken upon at least one-hour notice prior to the beginning of the shift.

18.502 Health and Dental Insurance.

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

~~Employees on official leaves of absence without pay may elect to continue insurance coverage during the period they are on leave. In these cases, the employee will be responsible for reimbursing the County for the full amount of the premium.~~

B. For part time unilateral employees who are in a .5 or higher FTE position and hired after September 1, 2009 the employee shall contribute toward health coverage pro-rated to the FTE of the position they hold. [CB resolution – September 2009.]

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

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

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

18.503 Life Insurance.

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

18.504 Retirement.

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

18.505 Unemployment Compensation.

County employment is covered by Wisconsin Unemployment Compensation laws.

18.506 Vacation.

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

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(b) Unilateral Employees hired after January 1, 2008 2012, shall earn vacation according to the following schedule:

| <u>Completed Years of Service</u> | <u>FLSA Non-Exempt & FLSA-Exempt Eligible for Overtime Unilateral A & B</u> | <u>FLSA-Exempt Not-Eligible for Overtime Unilateral C</u> |
|---|---|---|
| 6 Months | 5-Days | 7.5-Days |
| 1 year | 10 Days | 15 Days |
| 2 Years | 10 Days | 15 Days |
| 3 Years | 10 Days | 15 Days |
| 4 Years | 10 Days | 15 Days |
| 5 Years | 11 Days | 20 Days |
| 6 Years | 12 Days | " |
| 7 Years | 13 Days | " |
| 8 Years | 14 Days | " |
| 9 Years | 15 Days | " |
| 10 Years | 16 Days | 25 Days |
| 11 Years | 17 Days | " |
| 12 Years | 18 Days | " |
| 13 Years | 19 Days | " |
| 14 Years | 20 Days | " |
| 15 Years | 21 Days | " |
| 16 Years | 22 Days | " |
| 17 Years | 23 Days | " |
| 18 Years | 24 Days | " |
| 19 Years | 25 Days | " |

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

(c) Vacation schedules for those employees covered by a bargaining agreement that has limited bargaining rights as of January 1, 2012 are contained in the HR Policies and Procedures manual.

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

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

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

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Prior to April 1 of each year, Department Heads shall establish work and vacation schedules with the first consideration to be given to the efficient operation of the department. Senior employees in terms of length of service shall be given vacation schedule preferences when practicable. Deferral of vacation for the County Administrator shall be at the discretion of the County Board Staff Committee.

- (g) Part-time employees whose regular workweek is sixteen hours or more shall earn vacation time on a pro-rata basis directly proportionate to the amount of time worked in relation to the normal full-time employment period. Part-time employees whose regular workweek is less than sixteen hours shall not earn vacation credits.
- (h) In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of absence, earned vacation time may be used for this purpose if the employee or employer so elects.
- (i) Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits provided the employee has completed six consecutive months of service, except as modified by the rules governing resignation without sufficient notice.
- (j) An employee who moves from one position to another in the County service, by transfer, promotion or re-assignment, shall be credited with his/her accumulated vacation leave in the new position.
- (k) An employee, whose appointment status is changed from temporary to regular status without a break in service, shall receive vacation credits from the date of his/her original appointment to temporary status.
- (l) No credit for vacation leave shall be granted for time worked by an employee in excess of his/her normal workweek.
- (m) Vacation credits shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensable status, should such period without pay exceed ~~ten~~ thirty working days in any calendar year.
- (n) There shall be charged against accrued vacation only those days on which an employee normally would have worked. In the event a legal holiday falls within the vacation period, the holiday shall not be charged against vacation.
- (o) Use of vacation time must be approved in advance by the Department Head or his or her designee. Use of vacation by appointed Department Heads must be approved in advance by the County Administrator.

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

18.507

Workers Comp

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

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

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

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

18.508

Leave Of Absence Policy.

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(a) ~~Policy.~~

The County Administrator ~~or the Department Head~~ ~~upon the recommendation of~~ after consulting with the Human Resources Director, may grant a regular employee leave without pay for a period ~~from one month up to one year~~ except for an educational leave, subject to the following conditions:

- (1) Leave without pay ~~shall may~~ be granted only when it is in the best interest of the County to do so. ~~The interests of the employee shall be considered when the employee has shown by his/her record to be of more than average value to the County and when it is desirable to return the employee to County service even at some sacrifice.~~ Requests for leave of absence shall be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave, an acceptable physician's certificate shall be required.
- (2) At the expiration of a leave without pay, the employee shall be reinstated to the position he/she vacated or to an equivalent position which is vacant at the time, provided the employee meets the stated qualifications. If there is not a suitable vacancy available, the employee's name shall be placed on an appropriate reinstatement list.
- (3) Credit toward vacation and sick leave shall not be earned after 30 days while an employee is on leave without pay. ~~but~~ Insurance benefits may be retained if they are paid in full by the employee according to HR Policy and Procedure.
- (4) Leave without pay shall not constitute a break in service; however, if the employee is absent more than thirty days during a calendar year, it shall change the employee's anniversary date.

When a leave of more than one calendar month is taken, the employee's anniversary date shall be moved ahead by the same number of days that the leave exceeds thirty days
- (5) A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with the approval of the Human Resources Director
- (6) Employees on leave of absence from the County may not be employed fulltime elsewhere. Employees holding employment elsewhere during a leave of absence shall be deemed to have voluntarily resigned from employment with Rock County.
- (7) If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend the leave of absence, subject to the approval of the County Administrator or Department Head and the HR Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to his/her position, the employee shall be considered to have voluntarily resigned from County employment

(b) Short-Term Leave.

~~Leaves of absence without pay for periods of less than one calendar month may be approved by the appropriate Department Head.~~

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

18.509

Funeral Bereavement Leave.

In the event of a death in an employee's immediate family, he/she may be excused from work for up to three working days without loss of pay according to the following schedule to attend the funeral and or make necessary arrangements. The appointing authority may require an obituary to substantiate the leave.

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- a. Three days for spouse, domestic partner as defined by the state of Wisconsin, child, parent, mother-in-law, father-in-law, brother, or sister.
- b. Two days for an employee's stepparent, stepchild, grandparents, or grandchildren.
- c. One day for an employee's sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew.

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

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

18.510 Jury Duty. Any employee called for jury duty in any court of competent jurisdiction shall be granted time off from his/her regular and normal daily schedule of working hours with pay, for such jury service provided such employee shall remit to Employer all fees received from the Clerk of Courts for such service, and further provided that no claim for overtime pay or compensatory time off shall be made by such employee as a result of his/her jury services. If the employee does not remit the fee, he/she shall be considered to be on leave of absence without pay while performing jury duty.

18.511 Maternity-Medical Leave.

Employees requiring a leave of absence for ~~pregnancy~~ a period of medical disability shall request the leave in accordance with HR Policy and Procedure. ~~report such pregnancy to the Department Head as soon as practicable.~~ Employees are entitled to maternity medical leave without pay, but not to exceed six months. ~~Maternity leaves of absence will be granted in accordance with applicable Federal and State laws and HR Policy and Procedures.~~ Any leave granted under this section will run concurrently with State and Federal FMLA.

18.512 Military Leave.

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

18.513 Military Reserve Leave.

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

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

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

~~(4) Civic Duty Leave.~~

18.514 Non Work Related Witness or Personal Litigation. A leave of absence without pay shall be granted an employee upon his/her request to appear under subpoena or in his/her own behalf in litigation involving personal or private matters

18.515 Sick Leave.

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

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

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

- (a) illness of the employee
- (b) ~~illness of a member of the employee's immediate family or household requiring the employee's care and attention~~ an employee's spouse or domestic partner (as defined by the State of Wisconsin)
- (c) illness of a child (includes step-child, current foster child, or any other child they are legally responsible for)
- (d) illness of a parent (includes step-parents and current foster parents)
- (e) contact with or exposure to a contagious disease rendering the employee's presence hazardous to fellow workers
- (f) reasonable medical or dental attention that cannot be scheduled during non-working hours

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

- 1432 (4) employees who are absent from duty for reasons which entitle them to sick leave
1433 shall notify their supervisor as close to their regular starting time as possible in
1434 accordance with Department Work Rules.
1435
1436 (5) a Department Head or the Human Resources Director may require the employee
1437 to submit a medical statement, stating the specific illness, period of treatment,
1438 and date that the employee may return to work from sick leave when it occurs
1439 before or after a holiday or scheduled day off, for sick leave in excess of three
1440 days or when an employee has a record of repetitious usage of short amount of
1441 sick leave over an extended period of time. The Department Head or Human
1442 Resources Director may require an employee to take a medical examination on
1443 returning from sick leave or on such occasions that it is in the best interest of the
1444 County. The medical examination shall be given by a County physician
1445 designated by the Human Resources Director
1446
1447 (6) A Department Head or the Personnel HR Director may investigate the alleged
1448 illness of an employee absent from work on sick leave. False or fraudulent use of
1449 sick leave shall be cause for disciplinary action against the employee, up to and
1450 including dismissal
1451
1452 (7) an employee on vacation who presents an acceptable medical certificate giving
1453 the dates of illness may have that portion of his/her vacation leave converted to
1454 sick leave
1455
1456 (8) sick leave shall be debited in no less than quarter hour units
1457
1458 (9) no credit for sick leave shall be granted for time worked by an employee in
1459 excess of his/her normal workweek
1460
1461 (10) a regular employee who moves from one department to another by transfer,
1462 promotion or demotion shall have his/her total sick leave credits transferred to the
1463 new department
1464
1465 (11) Unilateral employees who resign or retire with ten or more years of continuous
1466 service shall be paid for one-half of the accumulated sick leave days, not to
1467 exceed a total of sixty-five days. In the event of the death of an employee, the
1468 County shall make the same sick leave payment to the employee's estate. In the
1469 event of a discharge, the employee will not receive this benefit.
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1471

1472 18.516 Subpoenaed Witness. When subpoenaed to appear before a court, public body, or commission in
1473 connection with County business on regular work time, the employee shall be paid at his her
1474 regular rate of pay and the employee shall remit his/her fee to the County
1475

1476 Employees who are off duty and are subpoenaed to appear in court as a result of their work
1477 assignment shall receive a minimum of two hours pay at the rate of time and one-half. If the
1478 employee is required by the court to be present in court for time over and above the minimum,
1479 the employee will be paid at the rate of time and one-half. Employees shall be reimbursed for
1480 mileage costs incurred because of court appearances required under this provision. Employees
1481 shall sign and turn over to the County any and all fees and reimbursements paid because of
1482 court appearances resulting from their work assignment.
1483

1484 Subpoena Cancellation Pay. Employees who are subpoenaed to testify on off-duty time and are
1485 not notified of the cancellation or dismissal of said subpoena at least twenty-four hours prior to
1486 the time scheduled for appearance, shall be paid two hours of pay at their regular rate of pay.
1487 There shall be a maximum of two (2) canceled subpoenas per day.
1488

1489
1490 18.517 Training/Educational Leave.
1491

1492 Employees may be granted a full time leave of absence without pay to further their education for
1493 a period not to exceed eighteen months one-year, as provided under Section (n) above. It is
1494 understood that there is neither an obligation on the part of the County to reinstate the person to
1495 his/her former or any other position nor on the part of the employee to return to County
1496 employment, if it is determined to be in the best interest of the County.
1497

1498 At the expiration of the leave, the employee may be reinstated to his/her position if it is available
1499 or an equivalent position if one is available and if it is determined to be in the best interest of the
1500 County.

1501
1502 For language covering leaves with pay, see HR Policies and Procedures.

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1504
1505 18.518 Voluntary Public Service Leave.

1506
1507 County employees may be allowed time off with pay to serve on public or non-profit boards,
1508 committees, or commissions if such service received the prior approval of the County Board
1509 Staff Committee.

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1511
1512 18.519 Voting.

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1514 Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours
1515 shall be allowed time off with pay to cast his/her ballot in all legally constituted elections.

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1519 **SECTION 14. 6**

1520 **CONDITIONS OF EMPLOYMENT**

1521
1522 18.601 Communications and confidentiality.

1523
1524 Communication is a joint responsibility shared by the County and all employees. No
1525 information, which is confidential in nature, concerning the internal operations of the County,
1526 including but not limited to the release of records of the County, may occur except through, and
1527 with the permission of, the County Administrator or individual Department Head if designated
1528 by the County Administrator.

1529
1530 If requests for information are received by employees, whether on or off duty, from any person,
1531 then the employee is required to politely decline to provide such information and to direct that
1532 individual to the County Administrator or Department Head for a response to that inquiry.

1533
1534 Because of an employee's responsibilities at the County, an employee may have access to
1535 confidential County, resident, personnel or other sensitive information. This may include
1536 information concerning a resident's financial status, the County's business practices including
1537 purchasing and negotiating strategies, and employee records. This sensitive information can not
1538 be disclosed to any personnel who do not have a legitimate business need to know such
1539 information or to persons outside of the County without the determination of the County
1540 Administrator or Department Head designated by the Administrator. All employees are
1541 responsible for protecting the confidentiality of this information.

1542
1543 The County acknowledges the right of its employees, as citizens in a democratic society, to
1544 speak out on issues of public concern. When those issues are related to the County, however,
1545 the employee's expression must be balanced against the interests of the County. In situations in
1546 which the employee is not engaged in the performance of professional duties, the employee
1547 should state clearly that his or her expression represents personal views and not necessarily
1548 those of the County.

1549
1550
1551 18.602 Conflict of Interest.

1552
1553 Except for the salary or compensation received from the County, no County employee shall use
1554 his/her office or position for personal financial gain or the financial gain of his/her family. No
1555 employee shall engage in his/her own business activity, accept private employment or render
1556 services for private interests when such employment, business activity or service is incompatible
1557 with the proper discharge of the employees official duties or would impair his/her independence
1558 or judgment or action in the performance of the employee's official duties. Such employment,
1559 business activity or service shall not be engaged in or promoted during normal working hours for
1560 which such employee is being remunerated by the County and such employment, business activity
1561 or service shall not involve the use of County facilities or materials. No employee shall use or
1562 disclose "privileged information" gained in the course of or by reason of the employee's official
1563 position or activities. Failure to comply with these conditions shall be considered grounds for
1564 discipline up to and including immediate dismissal.

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County Administrator (Tenure).

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

County Equipment (return of).

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

County Residence.

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

Demotions.

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

Discipline (Corrective).

The purpose of discipline is correcting job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance. Rules and standards shall be consistently applied. Penalties shall be uniform and shall match the infraction. Persons administering corrective discipline shall systematically document the case. Records of verbal reprimands, written reprimands, suspensions, demotions and terminations shall be provided to Human Resources and kept in the employee's personnel files. Written reprimands will remain in effect for a period not to exceed one year, and at the end of such period shall be removed from the employee's personnel file. Records of suspension shall remain in the Employee's personnel file for a period of two years and at the end of such period shall be removed from the Employee's personnel file.

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

Disciplinary Action (Grounds for).

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

- (a) Dishonesty or falsification of records.
- (b) ~~Intemperate use of alcoholic beverages or drugs, which affect job performance. Use, possession, distribution, selling, or being under the influence of alcohol or illegal drugs while on Rock County premises or while conducting business-related activities off~~ Rock County premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
- (c) Unauthorized use or abuse of County equipment or property.
- (d) Theft or destruction of County equipment or property.
- (e) Work stoppages such as strikes or slow-downs.
- (f) Insubordination or refusal to comply with the proper order of an authorized supervisor.
- (g) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws ordinances and regulations.
- (h) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave.

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- (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 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".

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

18.609 Exit Interview.

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

18.610 Gifts And Gratuities.

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

18.611 Harassment

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

18.612 Hours of Work.

The normal workweek for County employees shall be forty hours per week, ~~except in those departments where the nature of work requires more than forty hours.~~ Most County employees work from 8:00 a.m. to 5:00 p.m. Monday through Friday. ~~Because~~ However, since some certain essential County services are provided outside the Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule on a twenty-four-hour basis, 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 ~~pursuant to 18.224.~~

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.

Non-Standard Work Schedule.

~~The standard work schedule consisting of 8 a.m. to 5 p.m. M-F, may be modified when it is determined by the Department Head that such modification of work schedule is in the best interest of the County. Modification of a Standard Work Schedule can be made by the Department Head at his or her discretion. Immediately upon approval of a Non-Standard Work Schedule, the Department Head shall notify Human Resources and Payroll in writing, indicating the schedule to be worked by the employee, except for short-term or incidental modifications in schedule.~~

1701 Employees included in Sections 18.201, 18.217 and 18.509 (b) 18.1010, 18.1018, and 18.410.6
1702 are considered salaried exempt employees. These employees must cover a partial day taken off
1703 with paid vacation, sick leave or comp time (where applicable). If the employee has
1704 insufficient paid time to cover the entire day off, the employee must take the entire day off
1705 without pay.
1706
1707 18.613 Layoffs.
1708
1709 The appointing authority may layoff an employee whenever it is necessary to reduce the
1710 workforce for any reason (e.g. lack of work, lack of funds, abolishment of a position, etc.). No
1711 regular employees, however, shall be laid-off while there are temporary or probationary
1712 employees serving in the same classification, in the same department. Layoffs shall be based on
1713 the needs of the County.
1714
1715 The appointing authority shall notify each person laid-off of all his/her rights. Regular employees
1716 shall receive at least ~~ten~~ thirty calendar days notice prior to layoff. Layoff plans shall be approved
1717 by the Human Resources Director before they are implemented.
1718
1719 Laid-off employees shall be held in a layoff pool for a period of time equal to their length of
1720 service, but in no case longer than two years.
1721
1722 18.614 Lunch Periods and Break Time.
1723
1724 (a) Lunch Periods.
1725
1726 Lunch periods are normally scheduled midway in an eight hour shift. Lunch periods shall
1727 not be longer than one hour nor shorter than thirty minutes.
1728
1729 (b) Break Time.
1730
1731 Employees may leave their workstation and return fifteen minutes later for two breaks in
1732 an eight-hour shift, one during the first four hours of their first shift, and the second
1733 during the last four hours of their shift. Breaks not taken are lost. Breaks cannot be
1734 accumulated or used to extend lunch periods or to shorten the workday.
1735
1736 Lunch periods and break times are to be arranged between the employee and his/her
1737 supervisor or Department Head. Since most County offices remain open continuously on
1738 normal work days between 8:00 a.m., and 5:00 p.m., it is the Department Head's
1739 responsibility to assure that lunch periods and breaks are scheduled so that adequate staff
1740 coverage is provided at all times.
1741
1742 Employees who are on a non-standard work schedule or work 2nd or 3rd shift shall
1743 follow Department Work Rules for lunches and breaks.
1744
1745
1746 18.615 More than one County Position
1747
1748 No person shall hold more than one full or part-time County position at the same
1749 time without written consent of the County Administrator.
1750
1751 18.616 Nepotism.
1752
1753 Members of immediate families shall not be hired or transferred into a position that would create a
1754 direct or indirect superior-subordinate relationship. This policy does not include situations where
1755 the superior-subordinate relationship would be incidental.
1756
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1758
1759 18.617 Outside Employment.
1760
1761 The County's policy on outside duties or employment shall be as follows:
1762
1763 (a) County employees may engage in outside employment, unless such employment conflicts
1764 with or affects the performance of their duties. Prior to engaging outside employment, the
1765 County employee must give written assurance prescribed by the Human Resources
1766 Director that said employment does not violate Section ~~18.1302~~ 18.602 of the Rock
1767 County Personnel Policy Ordinance. This written assurance shall not be binding in any
1768 management disciplinary decision.

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18.618 Outside Services

(b) All fees, gratuities, honorarium or any other form of compensation for outside services performed during normal County work hours or while being paid by the County shall be turned over to the County and any such activities for which said compensation is paid shall be reported to the County Board Staff Committee. This subsection shall not be construed to apply to activities performed after regular work hours, or while an employee is on a bona fide vacation, or taking a floating or other holidays, or to part-time employees. ~~except, during those times when they are actually providing services to the County, and it shall not apply to the reimbursement or actual and necessary expenses incurred under such circumstances.~~ Failure to comply with these conditions shall be considered grounds for discipline up to and including immediate dismissal.

18.619 Payday

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

18.620 Pre-Employment Medicals- Physicals.

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

18.621 Political Activity.

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

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

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

18.622 Professional Liability Insurance.

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

18.623 Resignations.

Non-FLSA exempt employees wishing to leave Rock County employment shall submit a resignation in writing to their Department Head at least two weeks in advance of their planned departure. FLSA exempt employees shall submit their resignation in writing at least four weeks in advance of their planned departure. Employees who do not give sufficient notice shall lose accrued benefits, unless such requirement is waived by the Human Resources Director. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members. A resignation, once accepted, may not be rescinded.

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Safety.

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

Meals Allowed While Traveling. In Travel Status.

- Breakfast - up to \$8.00 including tip, may be claimed when the employee is out of the County prior to 7:00 a.m. on county business
- Lunch - up to \$10.00 including tip, may be claimed when the employee is out of the County between 11:00 a.m. and 2:00 p.m. on county business

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- Dinner - up to \$20.00 including tip, may be claimed when the employee is out of the County after 6:00 p.m. on county business

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

Meals are allowed when ~~you are~~ an employee is on County business out of Rock County. Receipts for all meals are required. No reimbursement shall be authorized for alcoholic beverages.

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

~~18.1112~~ Workrules:

~~The County as a whole and individual departments reserve the right to establish reasonable workrules.~~

SECTION 7
PERFORMANCE EVALUATION

18.701 Policy.

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

18.702 Administration.

Each employee shall be evaluated at the following periods:

(a) Probationary Period.

Each employee shall be evaluated ~~no less frequently than every three months~~ midway through their Probationary Period and one month prior to the completion of the Probationary Period.

(b) Annual.

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

(c) Special.

A special performance evaluation shall be completed:

(1) whenever there is significant change in the employee's performance, ~~but no sooner than three months after the prior evaluation~~

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

18.703 Rating Officer Rater.

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

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

18.704 Review of Performance Report.

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

18.705 Human Resources Director.

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

SECTION 8

EMPLOYEE GRIEVANCE PROCEDURE

18.801 Policy.

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

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

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

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

18.802 Definitions

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

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

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

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

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

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

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

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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 Problems 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 48.803 18.802, the employee may present his/her grievance according to Section 48.805 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 working days of the event giving rise to the grievance or within ten working 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 working days meet and discuss the grievance with the employee and then reply in writing within three working 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 working days, present the grievance in writing to his/her Department Head. The Department Head, or his/her designee, shall, within five working days, meet and discuss the grievance with the employee and then reply in writing within five working days.

STEP 3. Human Resources Director.

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

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

2107
2108 STEP 4. Impartial Hearing Examiner.
2109

2110 In the event the decision of the Human Resources Director does not satisfy the employee resolve
2111 the grievance, the employee may, within seven working days, present the formal grievance in
2112 writing to the County Administrator. The County Administrator shall review the written record of
2113 the case and where warranted, meet within ten working days with the employee, Human
2114 Resources Director, representatives and witnesses called by either party. The County
2115 Administrator shall reply in writing to the employee within fifteen working days after hearing the
2116 grievance. The decision of the County Administrator shall be final, except in cases involving
2117 dismissal or in exceptional circumstances, the County Board Staff Committee may grant a hearing
2118 or otherwise review the matter upon the written request of the complainant. request a hearing
2119 before an impartial hearing examiner and pay the filing fee (if one is established) by the County
2120 Board.
2121

2122
2123 a. The Human Resources Director shall upon receipt of a written hearing request, provide the
2124 employee with a list of hearing examiners. The employee may, within 10 calendar days
2125 rank the hearing examiners in order of preference and return the list to the HR Director.
2126

2127 b. The HR Director will contact the hearing examiners in order of the employee's preference
2128 and schedule a hearing. If the employee does not return the list or rank the hearing
2129 examiners, the HR Director may select one from the list.
2130

2131 c. The hearing examiner shall be impartial and may not have any prior knowledge of the
2132 grievance.
2133

2134 d. A hearing will be scheduled within 30 calendar days of receipt of the hearing request and
2135 filing fee. The hearing examiner may reschedule the hearing with permission of both
2136 parties.
2137

2138 e. The hearing examiner, with the consent of both parties, may use his/her best efforts to
2139 mediate the grievance.
2140

2141 f. The employee has a right to be represented at the hearing (at the employee's expense) by a
2142 person of the employee's choosing.
2143

2144 g. The County has the burden of proof in a reprimand, suspension or termination grievance
2145 to show that its actions were not arbitrary or capricious. The employee has the burden of
2146 proof in a workplace safety grievance.
2147

2148 h. The standard required of the party with the burden of proof in all cases is a preponderance
2149 of the evidence.
2150

2151 i. The hearing shall be recorded by a court reporter, who will make a record of the
2152 proceedings, and the costs will be shared equally by the parties.
2153

2154 j. Formal rules of civil procedure will not be followed.
2155

2156 k. Both parties may introduce exhibits and present witnesses. Witnesses shall be sworn to tell
2157 the truth.
2158

2159 l. The hearing examiner shall provide a written decision within thirty (30) calendar days
2160 following the close of the record. The written decision should include a case caption; the
2161 parties and appearances; a statement of the issues, findings of fact; any necessary
2162 conclusions of law; the final decision and order; and any other information the hearing
2163 examiner deems appropriate.
2164

2165 m. The hearing examiner shall have the power to sustain or deny the grievance. He or she
2166 shall have the power to order only the following remedies: withdrawal of a written
2167 reprimand, reduction of suspension, transfer to original position from demoted position,
2168 reinstatement with or without some or all back pay. The hearing examiner may
2169 recommend other remedies, however, all other remedial authority shall be subject to the
2170 determination and approval of the County Board, and shall be addressed by the County
2171 Board in the event the grievance is sustained.
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STEP Five. County Board.

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

- a. The written notice of appeal must contain: (1) a statement explaining the reason for the appeal, include (2) a copy of the written grievance filed with the County, (3) the county's response to the grievance, and (4) a copy of the hearing examiner's decision. The notice of appeal may include a copy of the hearing transcript or exhibits, or both, but may not contain any information that was not admitted into evidence at the hearing.
- b. The appeal will be placed on the agenda for a County Board meeting that is held at no longer than 60 calendar days after the County Clerk receives a written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Wis. Stat. Section 19.85(1)(b) pertaining to dismissal, licensing, or suspension of a public employee. The County Clerk will provide a copy of the meeting notice to the employee, and the employee may request that an open session be held.
- c. The employee has the right to representation by a person of the employee's choosing and at the employee's request. The employee and the employee's representative may attend the closed session.
- d. The employee or the employee's representative for a period no longer than twenty minutes and a representative of the County may address the County Board for an equal period to be determined by the County Board Chair. The appealing party will go first and may reserve a part of his/her time for rebuttal. The responding party will go second. The appealing party may present a rebuttal, if he/she has reserved any time and not used it.
- e. The employee and the employee's representative, and the person speaking on behalf of the County, will be excluded from any closed session during the county board's discussion or deliberation.
- f. The County Board's consideration of the appeal will be limited to a review of the impartial hearing examiners written decision, the appealing party's reason(s) as to why the decision is wrong, and the response by the other party along with any oral presentations made by the parties.
- g. Should the County Board Chair become aware of some relevant piece of information that could have had a significant impact on the decision of the impartial hearing examiner, that neither party was aware of, or could have been expected to be aware of, prior to the impartial hearing officer's decision, the County Board Chair, with the advice of the Corporation Counsel, may take whatever action he/she deems appropriate so as not to disadvantage either party, and report such action to the County Board.
- h. The County Board shall give due deference to the decision and recommendation of the Impartial Hearing Officer and his/her decision shall not be overturned unless the Board finds by a simple majority vote that: (1) the hearing was not conducted fairly, (2) there was fraud or corruption on the part of the hearing examiner, or (3) the hearing examiner made an error in fact or law.
- i. In the event the County Board does not sustain the Impartial Hearing Officer's decision, then the Board may render a new decision and remedy, or take other action as appropriate.
- j. The County Board Chair shall prepare and sign a written determination reflecting the County Board decision. The County Board Chair may enlist the assistance of the Corporation Counsel in preparing the determination. A copy of the determination will be provided to the employee within 10 calendar days following the County Board's decision.
- k. The County Board's decision is final and may not be appealed.

18.806 Department Head Grievances:

Department Heads who wish to grieve a disciplinary action of the County Administrator short of termination, may file such grievance in writing with the County Board Staff Committee which

2243 will either grant a hearing or review the written facts of the grievance and will issue a written
2244 response to the grievant no later than one calendar month after the filing of the grievance.

2245
2246 ~~18.807~~ Input from Governing Committee.

2247
2248 In cases when a County employee is dissatisfied with the resolution of his/her grievance at the
2249 fourth step and has requested a hearing before the County Board Staff Committee, the employee's
2250 Governing Committee shall be notified of the details of the grievance in order that it may be in a
2251 position to offer advice on the matter to the Staff Committee.

2252
2253 ~~18.808~~ Employee Representation.

2254 Each employee shall be afforded an opportunity to be represented in each of the steps in the
2255 grievance procedure. At all steps of the grievance procedure, the employee may be accompanied
2256 by a representative of his/her choice. Employees shall contact and discuss their problems with
2257 their representative only during break periods, lunch hour, before or after work, or any time when
2258 they are not on duty. However, grievance hearings normally shall be held during regular County
2259 work hours.

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2261
2262 18.807 Grievances of Termination.

2263 All grievances regarding termination shall be initiated at the third step of the grievance procedure,
2264 except as noted in 18.806.

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2266 ~~18.810~~ Violation of Grievance Procedure.

2267 Any employee, who does not first attempt to resolve a grievance in accordance with this Section,
2268 may be subject to disciplinary action. However, nothing in this chapter shall abrogate any legal
2270 means of redress to the courts available to all employees.

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SECTION 9

2275

TRANSACTIONS AND RECORDS MANAGEMENT

2276

2277 18.901 Policy.

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2279 The development and maintenance of an effective personnel transaction procedure and personnel
2280 records management system is essential to a sound personnel program. All appointments,
2281 separations, and other personnel transactions shall be made on forms designated by the Human
2282 Resources Director. The primary purpose of these systems and procedures shall be to:

2283

2284 (a) Establish and maintain clear lines of authority for the processing of personnel transactions
2285 and management of personnel records.

2286

2287 (b) Establish and maintain uniform, easily accessible and complete employment records of all
2288 County employees and employee transactions.

2289

2290 The Payroll Unit shall convert data from personnel transactions to payroll records and shall
2291 maintain cumulative records of vacation, overtime, sick leave, and payroll deductions. Payroll
2292 records and data shall be developed in cooperation with the Human Resources Director and
2293 Finance Director to provide current and meaningful personnel and position information, sum-
2294 maries and statistics.

2295

2296 All employees shall be responsible for notifying their supervisor of any changes, which affect
2297 their personal status.

2298

2299 18.902 Public Inspection.

2300

2301 Information as to the name, class title and salary of employees and former employees is available
2302 for public inspection at times in accordance with procedures prescribed by the Human Resources
2303 Director. Other information shall be considered confidential and shall be available as authorized
2304 by State and federal law.

2305

2306 18.903 Destruction Of Records.

2307

2308 Employee service records shall be kept for seven years. Applications and examinations may be
2309 destroyed after two years.

2310
2311 18.904 Reports.
2312
2313 The Human Resources Director shall provide the Board and the County Board Staff Committee
2314 with reports and information relating to personnel actions upon request or as may be appropriate.
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2316 **SECTION 2- 10**

2317 **DEFINITIONS**

2318
2319 18.1001 Administrative Personnel.
2320
2321 Administrative employees act as an advisor, limited function department head, or a specialist in a
2322 management or supportive service who meet all the following criteria:
2323

- 2324 (a) A primary duty of the employee includes the performance of office or non-manual work
2325 directly related to the management or general business operations of the County or its
2326 citizens.
2327
2328 (b) A primary duty of the employee includes the exercise of discretion and independent
2329 judgment with respect to matters of significance.
2330

2331
2332 18.1002 Allocation.
2333
2334 The assignment of a position to a pay range.
2335

2336 18.1003 Anniversary Date.
2337
2338 The date an employee begins County employment. The anniversary date may be modified by
2339 subsequent personnel actions – leave of absence and layoff.
2340

2341 18.1004 Appointing Authority.
2342
2343 A County official who has the authority to appoint and remove individuals to and from positions
2344 in the County service.
2345

2346 18.1005 Board.
2347
2348 The Rock County Board of Supervisors.
2349

2350 18.1006 Class.
2351
2352 One or more positions which are substantially alike in duties and responsibilities to warrant using
2353 the same title, similar qualifications, selection procedures and the same pay range.
2354

2355 18.1007 Class Description.
2356
2357 A written description of a class containing the class title, a general statement of the duties and
2358 responsibilities, examples of duties performed, and minimum qualifications required.
2359

2360 18.1008 Class Title.
2361
2362 The official designation or name of the class as stated in the class description. The class title shall
2363 be used on all personnel records and other official personnel actions.
2364

2365 18.1009 Classification Plan.
2366
2367 The sum total of all job class descriptions in the County service and a system showing salary and
2368 classification relationships.
2369

2370 18.1010 County Administrator.
2371
2372 The person hired by the Rock County Board of Supervisors as the chief administrative officer for
2373 the County.
2374

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|------|---------|--|
| 2375 | 18.1011 | <u>Demotion.</u> |
| 2376 | | |
| 2377 | | The assignment of an employee from one class to another class with a lower pay range. |
| 2378 | | |
| 2379 | | |
| 2380 | 18.1012 | <u>Department Head.</u> |
| 2381 | | |
| 2382 | | A County official with the responsibility for the operation of a County department. |
| 2383 | | |
| 2384 | | |
| 2385 | 18.1013 | <u>Disciplinary Action.</u> |
| 2386 | | |
| 2387 | | <u>The action taken to discipline an employee, including: written reprimand, suspension without pay, demotion, and discharge.</u> |
| 2388 | | |
| 2389 | | |
| 2390 | | |
| 2391 | 18.1014 | <u>Eligible Candidate.</u> |
| 2392 | | |
| 2393 | | 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. |
| 2394 | | |
| 2395 | | |
| 2396 | | |
| 2397 | 18.1015 | <u>Eligibility List.</u> |
| 2398 | | |
| 2399 | | A list of Eligible Candidates to fill positions in a particular job class. |
| 2400 | | |
| 2401 | 18.1016 | <u>Employee.</u> |
| 2402 | | |
| 2403 | | An individual who is employed by the County and is paid in part or in whole through the County payroll. |
| 2404 | | |
| 2405 | | |
| 2406 | 18.1017 | <u>Entrance Pay Rate.</u> |
| 2407 | | |
| 2408 | | The rate of pay a newly hired employee is assigned at commencement of employment. |
| 2409 | | |
| 2410 | 18.1018 | <u>Executive Personnel.</u> |
| 2411 | | |
| 2412 | | An executive employee is an administrator who meets all of the following criteria: |
| 2413 | | |
| 2414 | | (a) The employee's primary duty consists of management of the County or a customarily recognized department or division of the County. |
| 2415 | | |
| 2416 | | |
| 2417 | | (b) The employee customarily and regularly directs the work of two or more other employees. |
| 2418 | | |
| 2419 | | (c) The employee has the authority to hire or fire other employees, or their recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees is given particular weight. |
| 2420 | | |
| 2421 | | |
| 2422 | | |
| 2423 | 18.1019 | <u>Flexible Time.</u> |
| 2424 | | |
| 2425 | | Time off allowed at the discretion of the Department Head, in recognition of excess hours worked by an FLSA exempt employee not receiving straight-time overtime, consistent with the Administrative HR Policy and Procedures Manual. |
| 2426 | | |
| 2427 | | |
| 2428 | | |
| 2429 | 18.1020 | <u>Full Time Equivalent (FTE)</u> |
| 2430 | | |
| 2431 | | <u>A way to measure the amount of time a person assigned to a county position is scheduled to work. An FTE of 1.0 means that the position is equivalent to a full-time position, while an FTE of 0.5 means that the position is only half-time. FTE is measured in tenths from 0.1 to 1.0.</u> |
| 2432 | | |
| 2433 | | |
| 2434 | | |
| 2435 | 18.1021 | <u>Grievance.</u> |
| 2436 | | |
| 2437 | | <u>A formal complaint by an employee concerning: employee discipline, employee termination, or workplace safety.</u> |
| 2438 | | |
| 2439 | | |
| 2440 | 18.1022 | <u>Human Resources Director.</u> |
| 2441 | | |

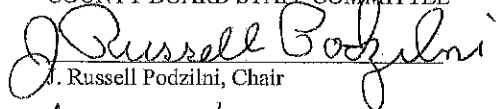
| | | |
|------|----------------|--|
| 2442 | | <u>The Director of the Rock County Human Resources Department and the person responsible for</u> |
| 2443 | | <u>implementing all county personnel policies and procedures.</u> |
| 2444 | | |
| 2445 | 18.1023 | <u>Immediate Family.</u> |
| 2446 | | |
| 2447 | | Spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law |
| 2448 | | <u>(the sister of one's spouse or the wife of one's brother or the wife of one's spouse's brother),</u> |
| 2449 | | <u>brother-in-law (the brother of one's spouse or the husband of one's sister, or the husband of one's</u> |
| 2450 | | <u>spouses sister), son-in-law, daughter-in-law, grandparent, grandchild or step grandchild, domestic</u> |
| 2451 | | <u>partner (as defined by the state of Wisconsin), aunt (the sister of one's father or mother, or the</u> |
| 2452 | | <u>wife of one's uncle), uncle (the brother of one's father or mother, or the husband of one's aunt),</u> |
| 2453 | | <u>niece, and nephew.</u> |
| 2454 | | |
| 2455 | <u>18.1024</u> | <u>In- Range Increment.</u> |
| 2456 | | |
| 2457 | | A pay step within a pay range. |
| 2458 | | |
| 2459 | 18.1025 | <u>Layoff.</u> |
| 2460 | | |
| 2461 | | The involuntary separation of an employee because of lack of work, lack of funds, or the |
| 2462 | | abolishment of a position. |
| 2463 | | |
| 2464 | 18.1026 | <u>Limited Term Employee (LTE).</u> |
| 2465 | | |
| 2466 | | An employee who meets the qualifications to perform a job, who is hired to perform that job for a |
| 2467 | | determinant amount of time with a specific ending date at the time of hire. LTEs may be eligible |
| 2468 | | for benefits. |
| 2469 | | |
| 2470 | 18.1027 | <u>Part-time Employees.</u> |
| 2471 | | |
| 2472 | | Employees shall be considered part-time when they are normally scheduled to work less than 40 |
| 2473 | | hours per calendar week, or on a regular 5-2/5-3 work rotation on a 15 day work cycle. |
| 2474 | | |
| 2475 | 18.1028 | <u>Pay Plan.</u> |
| 2476 | | |
| 2477 | | A schedule of pay ranges for all classes of positions in the County that are not covered by a |
| 2478 | | Collective Bargaining Agreement. |
| 2479 | | |
| 2480 | 18.1029 | <u>Pay Range.</u> |
| 2481 | | |
| 2482 | | A salary range to which positions are assigned, consisting of a minimum wage rate, designated as |
| 2483 | | "Step 1," and multiple additional steps, culminating in a maximum wage rate. All positions shall |
| 2484 | | be compensated at one of the steps contained in the pay range to which the position is assigned. |
| 2485 | | |
| 2486 | 18.1030 | <u>Position.</u> |
| 2487 | | |
| 2488 | | A grouping of duties and responsibilities to be performed by an employee. A position may be |
| 2489 | | filled or vacant, full-time or part-time, regular or temporary. |
| 2490 | | |
| 2491 | 18.1031 | <u>Position Description.</u> |
| 2492 | | |
| 2493 | | <u>A written document that describes the individual employee's duties and responsibilities and is</u> |
| 2494 | | <u>specific to that position.</u> |
| 2495 | | |
| 2496 | 18.1032 | <u>Probationary Employee.</u> |
| 2497 | | |
| 2498 | | A person who has been properly appointed to a regular Rock County position and who is serving |
| 2499 | | in his/her <u>Trial Period to determine if he/she can do the job.</u> |
| 2500 | | |
| 2501 | | |
| 2502 | 18.1033 | <u>Probationary Period.</u> |
| 2503 | | |
| 2504 | | <u>A period of employment during which time an employee is required to demonstrate capability for</u> |
| 2505 | | <u>regular employment. The probationary period is a try out time for the employee. It is also used for</u> |
| 2506 | | <u>determination of certain benefits.</u> |
| 2507 | | |
| 2508 | 18.1034 | <u>Promotion.</u> |
| 2509 | | |

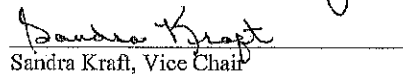
| | | |
|------|---------|---|
| 2510 | | The assignment of an employee from one class to another class with a higher pay range. |
| 2511 | | |
| 2512 | 18.1035 | <u>Reallocation.</u> |
| 2513 | | |
| 2514 | | The re-assignment of a position from one pay range to another to correct an error in the original assignment or to reflect changing labor market conditions. |
| 2515 | | |
| 2516 | | |
| 2517 | 18.1036 | <u>Reclassification.</u> |
| 2518 | | |
| 2519 | | The re-assignment of an individual from one existing class to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment. |
| 2520 | | |
| 2521 | | |
| 2522 | 18.1037 | <u>Regular Appointment.</u> |
| 2523 | | |
| 2524 | | An assignment of an eligible candidate to a budgeted County position. |
| 2525 | | |
| 2526 | | |
| 2527 | 18.1038 | <u>Regular Employee.</u> |
| 2528 | | |
| 2529 | | A person who has been properly appointed to a regular Rock County position and has successfully completed the Probationary Period. |
| 2530 | | |
| 2531 | | |
| 2532 | 18.1039 | <u>Reinstatement.</u> |
| 2533 | | |
| 2534 | | To restore or be placed back into a former or substantially equivalent position. |
| 2535 | | |
| 2536 | 18.1040 | <u>Retiree.</u> |
| 2537 | | |
| 2538 | | An employee who terminates employment with the County to immediately and actively draw an annuity from the Wisconsin Retirement System (WRS). |
| 2539 | | |
| 2540 | | |
| 2541 | 18.1041 | <u>Seasonal Employee.</u> |
| 2542 | | |
| 2543 | | An employee who is hired for a limited term, which cannot cumulatively exceed a period of six months in a calendar year. Seasonal Employees are not eligible to receive fringe benefits other than Wisconsin Retirement if anticipated to work in excess of 600 hours <u>enough hours in a year to qualify for Wisconsin Retirement System coverage.</u> |
| 2544 | | |
| 2545 | | |
| 2546 | | |
| 2547 | | |
| 2548 | 18.1042 | <u>Selection Device.</u> |
| 2549 | | |
| 2550 | | A formal measurement device used to evaluate and/or rank applicants for County positions. |
| 2551 | | |
| 2552 | 18.1043 | <u>Seniority.</u> |
| 2553 | | |
| 2554 | | Seniority is continuous length of service as a County employee. Seniority shall, upon completion of the Probationary Period, begin with the original date of continuous employment subject to the conditions of 18.1003(a)(4). Seniority shall be used to determine accrual of vacation and sick leave. |
| 2555 | | |
| 2556 | | |
| 2557 | | |
| 2558 | | |
| 2559 | 18.1044 | <u>Supervisor.</u> |
| 2560 | | |
| 2561 | | The person responsible for the assignment, direction and evaluation of the work of another employee, usually a full-time County employee. |
| 2562 | | |
| 2563 | | |
| 2564 | 18.1045 | <u>Temporary Appointment.</u> |
| 2565 | | |
| 2566 | | An appointment of an individual who meets the qualifications for a position appointed to fill that position for an unspecified term. Temporary Appointees may be eligible for fringe benefits. |
| 2567 | | |
| 2568 | | |
| 2569 | 18.1046 | <u>Termination.</u> |
| 2570 | | |
| 2571 | | The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement or death. |
| 2572 | | |
| 2573 | | |
| 2574 | 18.1047 | <u>Transfer.</u> |
| 2575 | | |
| 2576 | | The assignment of an employee from one position to another in the same class or to a class with the same pay range. |
| 2577 | | |

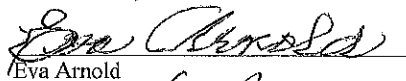
2578
 2579 18.1048 Travel Status.
 2580
 2581 An employee shall be considered to be in "travel status" when he or she is on county business
 2582 outside of the County either for an entire day (before 7:00 a.m. and after 6:00 p.m.); or for part of
 2583 a day before 7:00 a.m.; after 6:00 p.m.; and/or between the hours of 11:00 a.m. and 2:00 p.m.
 2584
 2585 18.1049 Underslotting.
 2586
 2587 The filling of a vacant position at a lower classification.
 2588
 2589
 2590 18.1050 Unilateral Employees
 2591
 2592 Those County employees who are not covered by a collective bargaining agreement, excluding
 2593 the County Elected Officials and the County Administrator. The Unilaterals are divided into
 2594 three groups for purposes of overtime and vacation: Unilateral A's, Unilateral B's, and
 2595 Unilateral C's.
 2596
 2597 18.1051 Upgrade.
 2598
 2599 The result of a re-evaluation of the duties required to perform a job-task of a position that
 2600 indicatngs that a higher level of skills or duties are required to perform that task the duties of a
 2601 classification or position.
 2602
 2603 18.1052 Work Schedule.
 2604
 2605 The standard work schedule for County employees is Monday – Friday, 8:00 a.m. to 5:00 p.m.
 2606 with a one-hour lunch period. All full-time employees are expected to work at least 40 hours per
 2607 week unless work rotation (i.e. 5-2/5-3), or a Department Work Rule dictates otherwise.
 2608
 2609

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

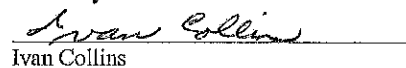

 J. Russell Podzilni, Chair

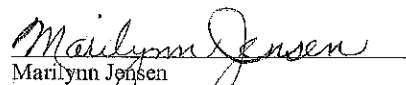

 Sandra Kraft, Vice Chair

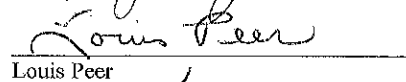

 Eva Arnold

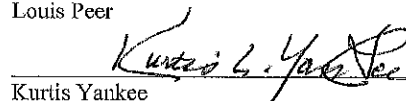

 Hank Brill


 Betty Jo Russie


 Ivan Collins


 Marilyn Jensen


 Louis Peer

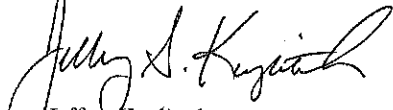

 Kurtis Yankee

AMENDING THE COUNTY'S PERSONNEL ORDINANCE

Page 41

LEGAL NTOE:

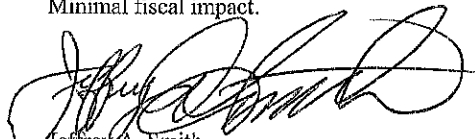
The County Board is authorized to take this action pursuant to secs. 59.01, 59.03 and 59.22, Wis. Stats.



Jeffrey Kuglitsch
Corporation Counsel

FISCAL NOTE:


Minimal fiscal impact.



Jeffrey A. Smith
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator