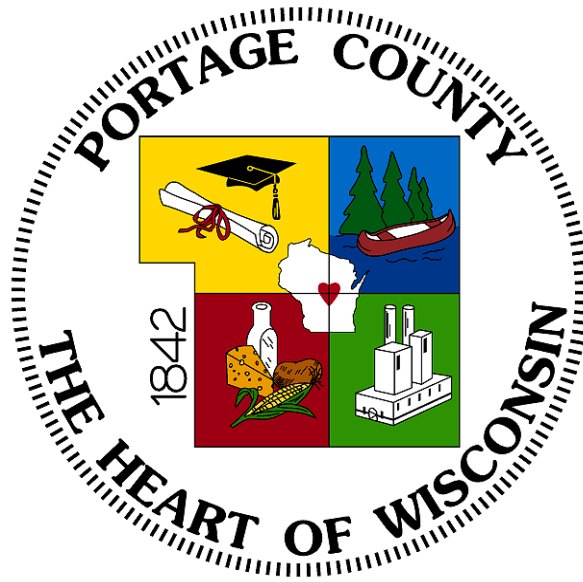


PORTAGE COUNTY HUMAN RESOURCES POLICIES



Updated 8/2007

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3.11.1 GENERAL PROVISIONS, OBJECTIVES AND SCOPE

3.11.1.1 PURPOSE:

- A. The general purpose of this manual is to establish a system of human resource administration that meets the social, economic and program needs of Portage County.
- B. The system herein established shall be consistent with the following principles:
1. Recruiting, selecting, and advancing employees on the basis of merit, including their relative ability, knowledge and skills which includes open competition of qualified candidates.
 2. Establishing pay rates consistent with the principle of providing equal pay for significantly equal work duties.
 3. Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, creed, national origin, sex or age and with proper regard to their rights as citizens. The Americans with Disabilities Act requires the employer to not discriminate against individuals with disabilities and to consider reasonable accommodations if the individual is otherwise qualified.
 4. Equal employment opportunity shall be assured in the County system and the Affirmative Action Plan shall be adhered to in the administration of County personnel. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspect of personnel administration because of political beliefs and opinions or affiliations, or because of race, national origin or other non-merit factors is hereby prohibited. Discrimination on the basis of age, sex, or disability will be prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualifications necessary to proper and efficient administration.
 5. Ensure compliance with other laws, rules and regulations such as HIPAA, Family and Medical Leave provisions, and other Human Resources policies.
- C. These written policies should increase understanding, reduce the need for separate decisions on matters of County-wide policy, and help to ensure uniformity throughout Portage County organization. While uniform implementation of Human Resource policies is the ultimate goal of Portage County, it is recognized that all departments have unique characteristics that may require special consideration in certain policy areas. When there is a conflict regarding the present policy and any other past policies relating to personnel matters, the present policy will prevail.
- D. These policies may be amended by the Portage County Executive, the Human Resources Committee and the Portage County Board.

3.11.1.2 DEFINITIONS:

In these policies, certain terms are used with a County-wide perspective. Definitions are provided herein for those terms.

Appointing Authority - The County Executive, Official or Committee who has the authority to appoint and remove individuals to and from positions in the County service.

Casual Employee - A full or part time position created to substitute for a permanent position in an on-call as needed basis. There are no regular hours and employees in this classification do not receive employee benefits.

County Employee - Includes any employee appointed to a full time, part-time, limited term, casual, seasonal employee or elected position, except as follows: members of the Portage County Board of Supervisors; citizen members of County Board committees and commissions; volunteer workers; and persons employed through state and federal grants, funding sources or other work programs who are not on the County payroll.

County Executive. The County's elected chief executive, with broad appointment, oversight and supervisory responsibility as set forth in Wisconsin Statutes, Chapter 59.

Department - A division of the services provided by Portage County headed by management personnel who report directly to the County Executive. This does not include smaller organizational and management units established within a Department.

Department Head - Includes all elected officials, program directors, and administrators who supervise and implement their respective programs with direct supervision (for appointed officials) and oversight review (for elected officials) by the County Executive.

Full-Time Employee - An employee whose normal work week is 40 hours or more per week.

Immediate Family/Member of Household - Shall be defined as the employee's wife, husband, son, daughter, mother, father, sister, brother, mother-in-law, father-in-law, stepmother, stepfather, stepson, stepdaughter, son-in-law, and daughter-in-law.

Limited Term Employee - A full or part-time position assigned to complete a specific project or assignment. Employees in this classification do not receive employee benefits.

Other Relative - An employee's grandparents, brother-in-law, daughter-in-law, uncle, aunt, nephew, niece and grandchildren.

Part-Time Employee - An employee whose normal week is anything less than 40 hours per week.

Promotion - The assignment of an employee from one class to another class with a higher pay grade.

Seasonal Employees - A full-time or part-time position created to fill seasonal workload requirements. Such positions are not to exceed six (6) consecutive months (180 calendar days); Employees in this classification do not receive employee benefits.

3.11.1.3 POSITIONS COVERED:

These policies shall be applicable to all County positions, including those within collective bargaining units. When there is a conflict between the Human Resource Policies and any County Labor Agreement or governing State Statute, the County Labor Agreement or State Statute shall prevail.

3.11.1.4 HUMAN RESOURCES ADMINISTRATION:

These rules and regulations shall be administered by the County Executive and the Human Resources Director.

3.11.1.5 EMPLOYEE REPRESENTATION:

No county official shall encourage or discourage employee membership in any organization, association, or union formed for the purpose of representing County employees with respect to employment relations.

3.11.1.6 EMPLOYMENT RELATIONS:

With the exception of Elected Officials, Department Heads, managerial, supervisory or confidential employees, County employees have the right to organize, join, and participate in any employee organization freely and without fear of penalty or reprisal as provided in the Municipal Employment Relations Act (Wisconsin Statutes 111.70) which includes provisions for the resolution of impasses. County employees also have the right to refuse to organize, join, or participate in collective bargaining units.

Where provisions of duly-negotiated employee labor agreements exist and are in direct conflict with provisions of this manual, said labor agreement provisions shall supersede the like provisions of this manual. All other provisions in this manual not specifically superseded by provisions in a labor agreement shall be in full force and effect.

3.11.1.7 RIGHTS OF THE COUNTY

The County of Portage reserves unto itself all rights commonly associated with the employer in the employment relationship, including but not limited to, the following:

- (1) To direct all operations of the County.
- (2) To establish reasonable work rules and schedules of work.
- (3) To hire, promote, transfer, schedule and assign employees to positions in the County.
- (4) To suspend, demote, and take other disciplinary actions against employees with cause
- (5) To relieve employees from their duties because of lack of work or any other legitimate reason(s).
- (6) To maintain efficiency of County operations.
- (7) To take whatever action is necessary to comply with state or federal law.
- (8) To introduce new or improved methods or facilities.
- (9) To change existing methods or facilities.
- (10) To determine the kinds and amounts of services to be performed as pertinent to County operations, and the number and kind of classifications to perform services.
- (11) To contract out for goods and services.
- (12) To determine methods, means and personnel by which County operations are to be conducted.
- (13) To take whatever action is necessary to carry out the functions of the County in situations of emergency.
- (14) To take whatever measures as are reasonable to comply with the management obligations of the County.

3.11.2 ORGANIZATION AND ADMINISTRATION

3.11.2.1 RESPONSIBILITY AND AUTHORITY:

A. County Board. The County Board shall

- (1) Take action on all salary recommendations submitted by the County Executive.
- (2) Review and take action on amendments to these policies when such amendments alter and/or revise policies previously established by County Board resolution.
- (3) Take action on all new positions and wages not presently included in the wage and classification plan as recommended by the County Executive and Human Resources Committee.
- (4) Approve collective bargaining agreements between Portage County and its represented employee associations and unions.

B. County Executive shall

- (1) Enforce Human Resources Policies and amendments thereto in consultation with the Human Resources Director and submit those determined to be appropriate to the County Board.
- (2) Review and recommend to the County Board salary schedules for Portage County Elected Officials in accordance with Wisconsin Statutes and for all other County employees, unless their respective salaries are otherwise established by statute or labor agreement.
- (3) Hire and supervise the respective Department Heads, with confirmation by the County Board (except for the Library Director) and take appropriate action as needed.
- (4) Enforce all labor negotiations and related matters.
- (5) Provide direction and supervision to the Human Resources Director.
- (6) Approve or deny special wage adjustments.
- (7) Review and make recommendations on requests for additional staff based on evaluation of the position description, pay rate, classification, category and need for the position, in accordance with County Board resolutions relating to the establishment of new positions.
- (8) Supervise the County fringe benefit programs in compliance with approved labor agreements and County Human Resources Policies.
- (9) Evaluate performance of the respective Department Heads and submit written performance evaluations to the Human Resources Department.
- (10) Review and approve requests for additional staff and reclassification requests for the annual budget.
- (11) Supervise the training program for Portage County Officials and Managers in all areas including safety, Human Resources laws, privacy laws and similar requirements.
- (12) Coordinate all personnel actions with the County Board and oversight committees.

C. THE HUMAN RESOURCES COMMITTEE shall

- (1) Conduct third step grievance procedures.
- (2) Review and approve policy changes, the conduct of labor negotiations, fringe benefit policies, the non-represented salary plan, county contracts, county insurance and human resources programs such as health insurance, worker's compensations etc. and provide legislative oversight of the Human Resources department and program for Portage County.

D. Human Resources Director. The Human Resources Director or his/her representative shall

- (1) Administer all Human Resources Policies.

- (2) Negotiate all labor agreements.
- (3) At regular intervals, review the wage and classification plan for all non-bargaining unit employees and submit recommendations to the County Executive.
- (4) Advise the County Executive, County Board of Supervisors, Department Heads, and employees on Human Resources matters as required.
- (5) Cultivate sources of applicants. Recruit and advertise for all personnel.
- (6) Investigate complaints of employees with regard to County Human Resources policies.
- (7) Maintain position descriptions and conduct position analysis and evaluation.
- (8) Maintain a roster of all employees in the County service which shall include the class title, pay status and other pertinent data.
- (9) When appropriate, maintain lists of persons eligible and qualified for hiring and promotion to positions within the County service.
- (10) The Human Resources Department shall be the primary repository for complete personnel records, including applications, date of hire, wage rates, classification, insurance forms, change of status of employees, performance evaluations, all notices of verbal and written reprimands, discipline, suspensions and discharges, and all other records that currently, or may in the future, pertain to employees. Duplicate files may be retained in the respective departments.
- (11) Serve as Affirmative Action officer for the County by administering and regularly reviewing the program.
- (12) Administer employee fringe benefit programs and disseminate necessary information to all employees and departments.
- (13) Serve as the primary point of contact and as County Agent for Wisconsin Retirement System, group health insurance, life insurance, and disability insurance programs.
- (14) Investigate and make recommendations to the Human Resources Committee on third step grievance procedures and arbitration.
- (15) Prepare and implement such forms, reports and procedures necessary to carry out the personnel programs.
- (16) Maintain standards and procedures to ensure uniformity in the application of discipline and processing of employee grievances.
- (17) Investigate unemployment compensation claims and represent the County at unemployment compensation hearings.
- (18) Administer the wage and classification plan, and make recommendations for adjustment to the County Executive.
- (19) Submit reports when requested by the County Executive, the Finance and Human Resources Committee and the Portage County Board of Supervisors.
- (20) Interpret labor agreements and Human Resources Policies.
- (21) Maintain the Human Resources Policies manual.
- (22) Direct inservice training programs, as needed, for managerial personnel.
- (23) Monitor all personal services contracts to ensure compliance with provisions of these Human Resources policies and labor agreements.
- (24) Supervise the Human Resources Department staff.

E. Department Heads. Department Heads shall

- (1) Enforce the Human Resources Policies and respective departmental rules and regulations in a consistent and impartial manner.
- (2) Comply with all Human Resources-related administrative rules and directives.
- (3) Keep employees informed of current Human Resources policies and future revisions.
- (4) Conduct second step grievance procedures and participate in third step grievances as necessary.
- (5) Promptly notify the County Executive and Human Resources Director of any proposed change in staff organization.
- (6) Administer discipline and delegate such authority to supervisory staff as necessary.

- (7) Participate in labor negotiations as a member of the Management Bargaining Committee as requested and oversees the enforcement of and compliance with labor agreements in their department.
- (8) Ensure that all job postings and notices are displayed in a designated area within their department.
- (9) Have the authority to employ, supervise, and discharge employees in approved/authorized positions in accordance with procedures established in these Human Resources Policies.
- (10) Develop and maintain position descriptions for all employees within their department.
- (11) Notify the County Executive and Human Resources Department of an employee's termination prior to the employee's last working day.
- (12) Evaluate staff performance and submit written performance evaluations to the Human Resources Department.

F. Supervisory Staff. To the extent authority is delegated to them, the supervisors may

- (1) Implement the Human Resources Policies, rules and regulations in their unit.
- (2) Direct and evaluate the performance of subordinate employees.
- (3) Participate in the selection of new employees.
- (4) Develop position descriptions for subordinate employees.
- (5) Administer discipline to employees.
- (6) Conduct first step grievance procedures.

3.11.3 RECORDS AND TRANSACTIONS MANAGEMENT

3.11.3.1 RESPONSIBILITY AND AUTHORITY:

- A. Payroll Unit - The payroll unit shall perform personnel transactions as they affect payroll records and shall maintain cumulative records of vacation, sick leave and payroll deductions and other pertinent information. The unit shall also keep accurate records of productive time and overtime.
- B. Employees - All employees shall be responsible for notifying their supervisor of any change which affects their personal status (e.g., name, address, etc.).
- C. Human Resources Department - The Human Resources Department shall be the primary repository for complete personnel records for employees in the County service.

3.11.3.2 SECURITY OF RECORDS:

Access to personnel and payroll records shall be limited to those employees who utilize official records in order to perform their assigned duties. Other people who are authorized access should obtain the records from the Human Resources Director. In accordance with Wisconsin Statutes Section 103.13, any employee may make arrangements to view their own personnel records at a time mutually acceptable with management.

Information as to the name, dates of employment, class title and salary is available for public inspection during normal working hours. An employee's written permission is required in order to release personal information for any purpose, especially credit references. Other information shall be considered confidential to prevent the invasion of privacy and shall be available only to the employee or the employee's designee, the Human Resources Department, and authorized Federal and State representatives who have cause to review for such official reasons. For all records requests, the Department shall strictly comply with Wisconsin's Open Records law.

3.11.4 CLASSIFICATION PLAN

3.11.4.1 PURPOSE:

The classification plan provides a basis for grade assignment and compensation of all positions in the County. The plan also utilizes standard titles, each indicating a definite range of duties and responsibilities, which allows for uniform meaning and application throughout the County.

3.11.4.2 COMPOSITION OF THE CLASSIFICATION PLAN:

The classification plan shall consist of

- A. A grouping in classes of positions which are approximately equal in difficulty and responsibility which call for the same general qualifications and which can be equitably compensated within the same range of pay under similar working conditions.
- B. Class titles, descriptive of work of the class, which identify the class.
- C. Written specifications for each class of position.
- D. An allocation list showing the class title of each position as identified by the name of the incumbent or position control number.

3.11.4.3 USE OF CLASSIFICATION PLAN:

The classification plan is to be used

- A. As a guide in recruiting and examining candidates for employment.
- B. In determining lines of promotion and in developing employee training programs.
- C. In determining salary to be paid for various types of work.
- D. In providing uniform job terminology understandable by all County officers and employees, and by the general public.

3.11.4.4 ADMINISTRATION OF THE CLASSIFICATION PLAN:

The Human Resources Director is charged with the development and maintenance of the classification plan so that it will reflect the duties performed by each employee in the County service and the class to which each such position is allocated.

3.11.4.5 ALLOCATION OF POSITIONS:

Whenever a new position is to be established, or the duties of an existing position are substantially changed to the extent that a classification change may be involved, the Department Head shall submit, in writing, an updated position description setting forth in detail the duties of such position.

All new position requests shall be submitted to the Human Resources Director for review and determination of the appropriate classification prior to submission to the County Executive for inclusion in the annual budget.

3.11.4.6 REQUEST FOR RECLASSIFICATION OR UPGRADE:

- A. A completed request for reclassification may be submitted to the Human Resources Director no later than May 1st of each year endorsed in writing by the supervisor or Department Head. A request for reclassification must include the following supporting documentation a current position description, organization chart for the appropriate work unit, suggested classification or pay grade, reasons for the reclassification request, and an indication of other positions performing comparable work.
- B. In general, reclassification requests shall be processed in the following manner: an audit will be conducted by the Human Resources Department to determine what adjustment, if any, should be made in the classification and then submitted for review by the County Executive for possible inclusion in the County Budget.
- C. There are three primary reasons for considering the reclassification of a position or upgrade of a classification (1) if it is felt that the position was improperly classified or graded when it was first placed on the salary schedule (If the reclass is submitted for this reason it must be submitted within 1 year of the assumption by the incumbent of the position); (2) if the duties and responsibilities of a position undergo a major alteration, either expansion or curtailment, it may be necessary to amend the class plan to reflect such changes; and (3) more commonly, there is a significant growth of a position as additional duties and responsibilities are assigned.

If the duties and responsibilities of a position significantly increase to the extent that they substantially exceed the normal requirements for the class, a reclassification may be in order. It must be understood that the classification is based on the kinds and levels of duties assigned to the position, not the employee's skills or level of performance. Reclassifications will not be used as a performance award.

3.11.4.7 PROMOTIONS:

- A. It shall be the policy of Portage County to fill position vacancies by promotion whenever practical and in the best interests of the County, but subject to the open recruitment process. All candidates for promotion must be employees who have satisfactorily completed their probationary period and who possess the qualifications as set forth in the specifications of the class in which the vacancy exists. Competition will be open to all qualified employees.

Departmental promotions shall be conducted with the prior approval of the County Executive, as reviewed by the Human Resources Director. Applicants for these promotions will be evaluated in the department based upon formal written performance appraisal with consideration given to such factors as demonstrated ability, training, attitude and length of service. For competitive open recruiting, promotion within the county may be favorably considered, as applied to otherwise equal candidates. Pending review by the County Executive and the Human Resources Director to ensure merit considerations, the hiring authority may award the promotion to an employee of the department.

- B. Promotions are regarded as permanent when a twelve-month probationary period has been satisfactorily completed in the new position; however, employees who are promoted from one graded position to another graded position will not receive an end-of-probation increase in pay. The promoted employee may use earned sick leave, vacation, and other benefits during this probationary period. A promoted employee who does not successfully complete the required probationary period shall be given the opportunity to return to his/her former position, or a comparable position. If such a position is not available, the employee must wait for a vacancy or seek employment elsewhere.

- C. Starting salary upon promotion shall be determined by the County Executive per the established non-represented salary schedule, but in no instance shall it be less than the employee's salary prior to promotion.

3.11.5 AUTHORIZATION FOR NEW POSITIONS

3.11.5.1 PROCEDURE – PERMANENT:

- A. The Department Head shall submit for review and approval of the County Executive, justification for the new position, including the following, no later than July 1st each year:
- (1) Classification as recommended by the Human Resources Director;
 - (2) Cost of all fringe benefits;
 - (3) Cost of operating material and supplies;
 - (4) Detailed listing of equipment costs required for the new position;
 - (5) Space requirement for the new position.
- B. After obtaining Oversight Committee/Commission approval, the Department Head shall submit the request on the "Authorization for Additional Staff" form to the Human Resources Director.
- C. The County Executive will submit a report of all new staff requests and their recommendations to the County Board and may include them in his annual budget.
- D. Any position that is requested to have ten or more hours added or where the total cost including benefits of the increase is \$5,000 or more, added shall be treated as a request for a new permanent full-time position, requiring oversight committee approval, County executive approval, HR and Finance Committee approval, as well as County Board final approval.
- E. Any request for departmental reorganization or position reclassification(s) that trigger at least three (3) of the following criteria
- change in job education and/or experience requirements
 - change in bargaining unit and/or FLSA status
 - affects more than one (1) position in the Department
 - new program/service to Department

Shall require County Executive, Human Resources Committee and County Board approval by resolution..

3.11.5.2 PROCEDURE -- LIMITED TERM EMPLOYEES (LTE):

Limited Term Employees are defined as full or part-time temporary employees assigned to complete a specific project or assignment. Employees in this classification do not receive benefits. Written justification for LTE positions shall be submitted to the Human Resources Department, including details of the job duties, expected start and finish, wage and budget summary. Any budgetary increase needed must be approved by the Finance Committee.

- A. LTE positions for up to 1044 hours (part-time or full-time) require the prior approval of the County Executive, so long as no additional funding is required. LTE positions which require additional funding require approvals from the County Executive, HR and Finance Committees.

- B. The Human Resources Committee may authorize an additional 1044 hours if the need for the temporary position still exists after the initial 1044 hours, if approved by the County Executive.
- D. Recruitment and Selection - The Human Resources Director shall be notified of all LTE vacancies and shall determine the appropriate recruitment and selection procedures to be followed. In addition, no LTE employee shall be appointed to any permanent position within the employing department without the prior approval of the County Executive.
- E. LTE's who become permanent County employees without a break in service shall have their start date as an LTE as their start date (seniority date) as a permanent County employee, unless otherwise specified by labor agreement requirements. No benefits will be earned while the employee is an LTE. Fringe benefits shall not be made retroactive.

3.11.5.3 PROCEDURE -- SEASONAL EMPLOYEES:

- A. All seasonal positions are subject to the new position approval process.
- B. Recruitment and Selection - Seasonal positions shall be announced and filled through the appropriate job announcement and hiring procedures as required by Human Resources Policies for comparable permanent positions.

3.11.5.4 PROCEDURE -- JOB-SHARING:

When it is appropriate, a full-time position may be turned into two or more part-time positions. To accomplish this, the Department Head will make the appropriate request to the County Executive for review and approval. The position itself will be maintained as full-time, but the employees involved will then be treated as part-time employees and will, therefore, receive the benefits of part-time employees.

3.11.6 RECRUITMENT AND SELECTION

3.11.6.1 POLICY:

It is the policy of Portage County to recruit and select the best qualified persons for positions in the County's service further, it is the policy of Portage County to recruit, select, evaluate, promote, compensate, and retain employees on the basis of their ability to perform the duties and responsibilities of the position without regard to age, race, creed or religion, color, disability, sex, national origin, ancestry or political affiliation, and in compliance with federal merit system standards. The County will also provide reasonable accommodation for disabled applicants and employees.

It shall be the responsibility of the County Human Resources Director to administer the Recruitment and Selection Policy. In addition, it is the responsibility of all county officials to ensure that Human Resources Policies are consistently and impartially applied within their respective department.

3.11.6.2 NOTIFICATION:

The Human Resources Department shall be notified immediately when a need to fill a new or existing position is planned or occurs. All job openings must be announced through the Human Resources

Department to ensure compliance with labor agreement requirements, Human Resources Policies, and affirmative action goals. A completed Personnel Requisition to fill Vacant Position form, current job description, written verification that a vacancy exists, must be submitted to the Human Resources Department and the County Executive for review and approval prior to posting or announcing any vacancy or requesting a new position.

3.11.6.3 RECRUITMENT:

The Human Resources Director shall develop and conduct a recruitment program designed to meet the current and projected County staffing requirements, which shall include an evaluation of the Human Resources Requisition form, Finance Department recommendation, and shall then determine the necessity of immediately filling the vacant position, leaving it open for up to thirty days, or abolishing the position altogether, with review and approval by the County Executive. The Human Resources Director shall justify his/her recommendation on the basis of impact on departmental workload and fiscal accountability.

Recruitment shall be tailored to the position to be filled and directed to sources likely to yield qualified candidates. Individuals shall be recruited from a geographic area as wide as is necessary to assure well-qualified candidates for the various types of positions in County service.

Job announcements shall include the job title or classification, pay rate or range, summary of duties, qualifications required, where to apply, and application deadline. Where job posting is required by labor agreements, job openings shall be posted in designated places for positions represented by those labor agreements.

The Human Resources Director and County Executive shall determine the need for continuous recruitment for positions in which there is a high degree of turnover or for which it is particularly difficult to recruit qualified employees, and shall maintain lists of qualified candidates as appropriate.

3.11.6.4 APPLICATIONS:

Unless otherwise designated, all applications for employment shall be submitted to the Human Resources Department on forms meeting state and federal regulations. Portage County accepts applications for current openings only or for bona fide eligibility listings, such as for corrections officers.

3.11.6.5 REJECTION OF APPLICATIONS:

An applicant may be rejected from further consideration for appointment for reasons including, but not limited to, the following

- A. Does not possess the minimum qualifications for the position applied for;
- B. Has established an unsatisfactory employment record as evidenced by reference checks of such nature as to demonstrate job-related unsuitability for employment;
- C. Has made a false statement of any material fact, or practiced deception in his/her application;
- D. Has any disability that would prevent satisfactory performance of the job duties, absent reasonable accommodation on the part of the County;
- E. Does not reply to mail inquiry within ten (10) calendar days or does not return a telephone inquiry within two (2) working days;
- F. Fails to accept appointment within two (2) working days or to report for duty within the time prescribed in the offer;

G. Does not properly complete the application.

3.11.6.6 APPLICANT SCREENING AND RANKING:

The Human Resources Department shall conduct or authorize all appropriate screening and ranking (testing) procedures based on job analysis and professional Human Resources management principles to determine the candidates most qualified for the position.

Screening and ranking procedures may include, but are not limited to, the following

- A. Written examination;
- B. Oral examination by an appropriate panel;
- C. Training and experience questionnaire to be rated by an appropriate panel;
- D. Performance tests (e.g., typing);
- E. Work simulations;
- F. Review of applications to determine compliance with minimum qualifications;
- G. Medical examination.

Note: Medical examinations may be required of a candidate after the candidate has been offered a position. Such examinations shall measure the individual's physical capabilities in terms of the job to be performed. When medical examinations are required, they shall be conducted by a licensed physician at the County's expense.

Security - Formal selection materials shall be known only to Human Resources Department staff or their designees or as required by law, and to other individuals designated by the Human Resources Director. Every precaution shall be exercised by all persons participating in the development, maintenance and administration of selection devices to ensure the highest level of integrity and security and strict compliance with the law.

3.11.6.7 APPLICANT NOTIFICATION:

- A. The Human Resources Department shall notify all applicants of examinations for County positions and of the examination results. Whenever possible, applicants shall be notified of the date, time and location of the examination or interview at least one week in advance.
- B. Candidates shall be notified of the results of an examination or interview within ten (10) working days after the exam is scored or the hiring decision has been made in order to ensure timely application of grievance or appeal rights.
- C. The appointing authority shall be responsible for notifying all candidates certified of the date, time and place of the interview and of the interview results.

3.11.6.8 CANDIDATE CERTIFICATION:

It will be the responsibility of the Human Resources Director to assure that applications are thoroughly screened and that the most qualified candidates are referred to the appointing authority for final selection. At least three candidates shall be certified for each vacancy unless there are fewer than three qualified applicants, in which case the appointing authority may select from those candidates available or may request additional recruitment. If two or more candidates have tied scores within the top group of scores, all candidates with that score shall be certified.

Category certification procedures may be used to determine the "most qualified," "qualified" and "not qualified" candidates for positions which have minimal or no entry level qualification requirements. Selection

shall be made by the appointing authority from the highest category needed to provide a sufficient number of qualified applicants. In the event the appointing authority wishes to interview a candidate from the "next most qualified" group the appointing authority shall submit documentation of the justification for that request and the request must be approved prior to any contact with the candidate.

3.11.6.9 ELIGIBILITY LISTS:

The Human Resources Director or appointing authority shall be responsible for establishing and maintaining eligibility lists as may be necessary or desirable. The duration of eligibility lists shall be one year with extension possible at the discretion of the Human Resources Director. Eligibility lists may be terminated prior to six months if they no longer contain a sufficient number of qualified and interested applicants.

A candidate may be removed from an eligibility list for the following reasons:

- A. Receives a permanent appointment;
- B. Files a written statement indicating unwillingness to accept appointment;
- C. Declines three offers of employment;
- D. Fails to respond within a specified time period to any official written inquiry regarding relative availability;
- E. Fails to report for a scheduled interview;
- F. Is disqualified for employment under County policies or state laws;
- G. Is disqualified for any of the reasons under Section 6.06.

3.11.6.10 INTERVIEWS:

The appointing authority or designee shall conduct the final interviews. All qualified candidates shall be given equal consideration for appointment. The appointing authority shall make the final selection from the qualified candidates.

The appointing authority or designee shall conduct all interviews in a fair and impartial manner and shall provide appropriate documentation to the Human Resources Department following completion of all interviews. Governing Committees will be notified by the Department Head of the final selection after it has been made.

3.11.6.11 DOCUMENTATION:

The appointing authority shall submit documentation to the Human Resources Department relating to the recruitment and selection process before offer of employment to the most qualified candidate. The Human Resources Department shall maintain all appropriate records and documentation relating to recruitment and selection procedures and shall evaluate such procedures to ensure compliance with County Human Resources Policies and all applicable state and federal laws and regulations.

3.11.7 PROBATIONARY PERIOD

3.11.7.1 OBJECT:

The probationary working trial or test period is an integral part of the examination process. It shall be utilized to closely observe the employee's work, to ensure effective adjustment of a new or promoted

employee to his/her position and to remove any employee whose performance does not meet required work standards.

3.11.7.2 EVALUATION OF EMPLOYEE PERFORMANCE:

The appointing authority or designee shall document their evaluation of an employee's performance based on job-related criteria during the employee's probationary period. During an employee's probationary period, the appointing authority will inform the probationary employee of his/her progress and explain any corrective actions needed. At least two weeks prior to the end of the probationary period, the Department Head will file a summary report of his/her conferences with the employee with the Human Resources Director.

The probationary period for non-union employees shall be twelve (12) months with a performance review being completed every three (3) months. At least two weeks prior to the completion of the probationary period, the hiring authority shall provide the Human Resources Department with a written evaluation of the employee, including a statement as to whether he/she does or does not meet the standards necessary for continued employment with the County in that capacity. In exceptional circumstances, the probationary period may be extended for an additional three (3) months with the approval of the Human Resources Director and the bargaining unit, if applicable.

3.11.7.3 DISMISSAL:

Probationary employees are subject to discipline and/or discharge without recourse to the grievance procedure.

3.11.8 COMPENSATION

3.11.8.1 SALARY PLAN DEVELOPMENT AND ADMINISTRATION:

The County Executive and Human Resources Committee shall be responsible for the general development and maintenance of the salary plan and the overall impact of salary administration. The Human Resources Director will administer the plan in accordance with established policies and will conduct salary surveys or other reviews as directed by the Human Resources Committee. In addition, Department Heads are responsible for ensuring compliance with compensation policies within their department. The County Executive shall monitor departmental compliance.

3.11.8.2 GENERAL PROVISIONS:

- A. Job Evaluation - The content of an individual position or classification is evaluated by the Human Resources Director in accordance with established criteria, with the position/classification then being placed into the appropriate salary grade. The salary grade is determined on the basis of relative worth within the County structure, and is not set on the basis of the individual holding the position or in anticipation of attracting a specific candidate.
- B. Salary Reviews - The overall salary program is based on job performance and time in the position. It is essential that each department head administer the plan equitably, recognizing the performance of each employee relative to the duties as detailed in the employee's position description. In addition, it is important that performance appraisals are conducted with employees at least annually and that each employee understands the basis of the performance evaluation and related salary recommendation. The

Salary Review form is the means through which acceptable performance is recorded and is not to take the place of a formal written performance evaluation.

- C. Salary Adjustments - Individual performance and time in position adjustment shall be made effective on the anniversary date of the employee in the position. Any changes in employee status (such as promotion) which would affect the pay rate, eligibility for fringe benefits, or union/non-union status should be made effective at the start of a pay period whenever possible. Actions regarding the approval, denial or delay of step progressions shall not be grievable under the County's grievance procedure set forth in the Human Resources Policy.
- D. Transfers to Graded Salary Plan -
 - (1) Employees whose positions are administrative (non-union) will be placed on the administrative salary schedule on the nearest pay period to the establishment of a pay grade for the employee's position. The pay grade, step and level will be established by the HR Committee upon recommendation by the County Executive and Human Resources Director.
 - (2) Employees who transfer from a non-graded position to a position the graded salary plan will have their starting rate of pay determined by the County Executive upon recommendation by the Human Resources Director. Such employees may serve an appropriate probationary period.

3.11.8.3 DETERMINATION OF PAY RATES:

- A. Hiring - The Appointing Authority has the authority to hire at Step A, B, or C, however, employees may be hired above Step C, with County Executive approval, and the appointing authority must prove that the employee has the necessary years of identical experience. Employee hired above start rate will be eligible to advance in time from the step in which hired (i.e., hired at Step D - eligible to advance to Step E in 1 year).
- B. Reclassification or Promotion-Employees who are promoted or reclassified shall be assigned a step in the new grade by the County Executive with the increase to be effective on the first pay period after action. The County Executive may also establish a "Management Hire Date" for purposes of determining the appropriate step in the grade.
- C. Reclassification Procedures-Reclassification and new position requests must comply with Finance Policies for inclusion in the annual budget process by the County Executive, and will not normally be considered outside the budget cycle. However, if necessary, reclassifications and new positions will be processed outside the budget cycle with the review and approval of the legislative oversight committee, the HR and Finance committees, the County Executive and by resolution to the county board.

At least two weeks prior to the submission by the County Executive of the county budget to the county board, the County Executive shall file a report for review with the HR and Finance committees listing the reclassifications and new positions which shall be submitted with the budget. The Finance and HR committees may then have a timely opportunity to review the report and make recommendations regarding the County Executive's proposals for reclassifications and new positions to the county board in the budget cycle.

When a union position is reclassified by the HR Committee, and the new classification is within the union salary schedule, then the employee in that position shall receive the negotiated rate for the new position beginning with the closest pay period to the reclassification.

When an employee's position is reclassified to a classification in a lower or equal pay grade, the employee in the position may have their salary adjusted in the new salary range that is at or below their current rate of

pay and is subject to the approval of the County Executive.. In general, an employee's placement within grade is determined by time within their current classification and/or grade rather than solely by time employed by the County. Exceptions to this principle can only be implemented by County Executive action.

- D. Salary Adjustments - Each year, the employee, if not entitled to a length of service step adjustment, will receive a salary increase due to the upward movement of the schedule itself. The schedule will be adjusted based on consideration of (a) Consumer Price Index; (b) County's ability to pay; (c) anticipated union settlements; and (d) Central Wisconsin comparables. The total cost of the plan each year will not exceed the amount mandated by the County Board.
- E. Frequency of Salary Adjustments - An employee hired at Step A will move to Step B in 6 months and to Step C (going rate for position) in 12 months from date of hire. Thereafter, the employee is eligible for annual performance increase 2% every anniversary date up to the 7th year providing the performance increase is deemed warranted by the employee's supervisor, be it the Department Head or County Executive as appropriate.. Department Heads who have their performance evaluation in March of each year will have their annual performance increase retroactive to their anniversary date if their anniversary date is prior to the March evaluation. The Supervisor can deny a performance increase if the employee is not meeting performance standards. The Supervisor may reduce an employee's salary by 2% at any time the employee is not meeting performance standards and a reduction in salary is warranted. The Supervisor may give the performance increase at a later date or may reinstate the salary that was reduced providing the monies are budgeted and the employee's work performance improves and meets performance standards.
- F. Limited Term Employees - Limited term employees who are filling a non-represented position shall be paid at the minimum of Step A of the appropriate grade.

Limited term employees who are filling a position with a union equivalent shall be paid at the negotiated starting rate for the position, with an increase to the next step of the negotiated rate upon completion of 1044 hours of work. A Limited term employee that terminates one limited term position and brings a new limited term position shall be paid at the negotiated starting rate for the position as outlined above. Limited term employees funded through federal and state grants shall be subject to the regulations and limitations of the funding source. When a regular employee (union or non-represented) is filling limited term hours in the same classification as their regular position they shall be paid at the same rate of pay they are receiving for the regular position for all hours worked in the limited term position.

- G. Casual Employees - Shall be paid at the minimum start rate of the equivalent permanent position.
- H. Miscellaneous - When it is determined by the County Executive in consultation with the Human Resources Director, that an employee's position is appropriately graded but insufficiently compensated based on such factors as external comparables, the County Executive may authorize a salary adjustment within the grade.
- I. Compensation During Temporary Assignment - With prior approval of the County Executive, an employee who is temporarily assigned to a position with higher pay than his/her current rate for a period of thirty consecutive work days or more may be paid one half the difference between their current salary and the higher salary at their current salary grade level, with represented employees receiving one-half the difference between their current salary and the higher salary at the E salary grade level, for the period worked in the temporary assignment. The employee must perform the major functions of the position on each consecutive workday to receive the higher rate of pay. An employee who is temporarily assigned to a position with a lower grade for any period of time shall not receive a reduction in pay. No such temporary assignment shall exceed six months. (10/15/2002)

3.11.8.4 LONGEVITY:

Administrative employees who have completed ten (10) years of service with Portage County shall receive a longevity payment based on the following schedule:

- 1% of annual salary after 10 years of service
- 2% of annual salary after 15 years of service
- 3% of annual salary after 20 years of service
- 4% of annual salary after 25 years of service

Said payments will be made on or about December 20 of each year. Current employees who were placed in the current compensation plan at their time of hire with a management date will be grandfathered in the longevity pay plan.

Termination - Employees terminating employment and employees whose administrative service is terminated by discharge, death, retirement or transfer, shall receive their earned longevity at the time of termination or shortly thereafter, to the end of the month preceding the date of termination when the employee terminates on or before the 15th of the month. When the termination occurs after the 15th, the longevity shall be computed to the end of the month the termination occurs.

3.11.8.5 HOURS OF WORK AND OVERTIME:

- A. Normal Work Week - The normal workweek for County employees shall be forty (40) hours. Department Heads must approve all time off in advance.
- B. Flexible Work Schedule - Department heads with approval of their respective governing committee shall establish work schedules for employees in their departments. Any work schedule for full-time employees (35 or more hours/week), which is less than a five-day workweek, must also be approved by the County Executive. Flex-time approved schedules can be terminated at any time.

The intent of the Flexible Work Schedule Policy is to improve client/program services, increase productivity of employees, reduce expenses (overtime or compensatory time) and maintain the present level of employee work hours budgeted.

C. Overtime

- 1. Exempt Non-Union Staff - Employees designated as exempt from the Fair Labor Standards Act are designated salaried employees and may at times be required to work in excess of the normal work week. They are not entitled to overtime pay or hour-for-hour compensatory time off. As salaried employees, their pay cannot be reduced by partial days of absence. Sick leave and vacation leave shall, however be charged to the accounts of exempt positions for days of partial absence if the absence is due to those reasons. The Department Head must approve all time off.
- 2. Lunch Period, Breaks - A lunch period shall be provided midway through an employee's shift in accordance to department policy. Hourly (non-exempt) employees who eat lunch within County facilities are to do so away from their workstations. Paid non-cumulative break periods are not to be taken at the beginning or at the end of the work shift and are not to be combined with lunch periods. Breaks not taken are lost.
- 3. Overtime for Part-Time Employees - Overtime for employees in established part-time positions shall be on an hour-for-hour basis and shall be handled as compensatory time off. If a part-time employee should exceed forty hours in a week, the overtime provision for non-exempt non-union staff shall apply.

D. Hazardous Weather Conditions

Hazardous (i.e. life threatening) weather conditions may make it impossible for employees to report to work as scheduled, or it may require employees to leave work early, or it may require employees to work additional hours.

The County Executive will be responsible to determine if nonessential services can be reduced or closed, and to notify the media. Otherwise, all Departments are expected to remain open, and all employees are expected to report to work at their regularly scheduled time.

Any employee not able to attend work as scheduled is expected to contact their immediate supervisor (or designee).

Any time an employee does not work due to hazardous weather conditions, he will not be paid unless the employee chooses to use unused vacation or compensatory time; sick pay may not be used.

3.11.9 FRINGE BENEFITS

3.11.9.1 RETIREMENT AND SOCIAL SECURITY:

Portage County shall abide by Wisconsin Statutes and all applicable Federal laws and regulations regarding participating contributions to the Wisconsin Retirement Fund and Social Security. The County shall pay an amount up to six point five percent (6.5%) of the employee's base salary as the employee share. If the Retirement System changes contribution criteria, the County Board will re-determine its contribution toward the employee share.

3.11.9.2 HEALTH INSURANCE:

General Provisions - Group health insurance is available to County employees who average a minimum of 16 hours per week. Employees who enroll within 31 days of their date of hire shall have their insurance effective the first day of the month following submission of appropriate forms. Employees who do not enroll within the first 31 days following their date of hire shall be subject to a health review. It is to be understood that, pending review, the employee may not be accepted into the health insurance group if enrollment is not made within the first 31 days of enrollment. Any change in status (e.g., adding newborn child, adding or removing spouse from coverage) must be submitted within 31 days of the date of change.

The County may from time to time change the insurance carrier and/or self-fund if it elects to do so. Refer to the health benefit plan booklet for the specific details of the health plan.

It is understood that amendments to the Master Plan may be made from time to time for clarification and in accordance with generally- accepted insurance industry practices and policies. The Master Plan is on file in the Human Resources Department. The County Executive in consultation with the Human Resources Director will administer the Master Plan.

A. County Contribution - The County's contribution to the health insurance plan shall begin with the effective date of coverage.

The amount of the County's contribution shall be as follows

<u>Full-Time Employees</u> -	Single Plan	90%	Family Plan	90%
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Part-Time Employees – For administrative (non-represented) part-time employees who averaged a minimum of 16 hours per week over the past 12-month period shall receive a prorated share of the full-time employee's benefits

The 12-month average will be determined after the last payroll of each year.

Employee Contribution – Required employee premium contributions may be processed through payroll deductions and shall be eligible for special treatment under Section 125 of the Internal Revenue Code.

B. Continuation of Health Benefits for administrative (non-represented) employees.

All Employees covered by the Health Plan at time of termination

Employees who terminate employment with Portage County shall be eligible to self-pay their insurance premium for the period of time after termination of employment required by state and federal law (i.e. COBRA) and as outlined by the health plan document.

Those employees that meet the following criteria at time of retirement/termination of employment shall be eligible to continue/ participate in group health benefits if offered by Portage County, in accordance with the following:

1. Employees with ten (10) years of service or more – Employees who terminate employment with Portage County who have ten or more years of continuous service, and who are eligible to collect a WRS shall be eligible to remain on a group health insurance plan if one is offered by Portage County on a self-pay basis until their death or until they no longer meet the eligibility requirements outlined in the plan document. It is understood that Medicare is the primary insurer, with Portage County's group being secondary.
2. Employees who terminate employment with Portage County who qualify for a sick leave conversion
Employees who terminate employment with Portage County who qualify for sick leave conversion and who are eligible to collect a WRS annuity shall be eligible to participate in a group health insurance plan if one is offered by Portage County, for the duration of their sick leave conversion. Upon exhaustion of the sick leave conversion benefit, employees shall be eligible to remain on the plan on a self-pay basis until their death or until they no longer meet the eligibility requirements outlined in the plan above. It is understood that Medicare is the primary insurer with Portage County's group plan being secondary.
3. Employees who terminate their employment due to a disability – Employees who terminate their employment due to disability shall be eligible to utilize their sick leave conversion privilege and, upon exhaustion of those funds, to self-pay their premium for the period of time after termination of employment required by state and federal law (i.e. COBRA) and as outlined by the health plan document.

Sick Leave Conversion Schedule- All administrative employees covered by these Human Resources Policies who meet the years of continuous service to qualify for sick leave conversion and who are eligible to collect a WRS annuity shall have their unused sick leave converted to its monetary value and deposited into a Post Employment Health Plan in accordance with the following schedule for all administrative employees and full time elected officials:

20 years of service 130 days (1040 hours) plus 1 hour for each 8 hours over 130 days (1040 hours) *

*This benefit shall be prorated for regular part time employees.

If an employee is eligible for benefits under this provision and dies while employed by the County or while utilizing the sick leave conversion, the benefits of this provision shall be available to the employee's spouse as outlined in the Post Employment Health Plan.

Upon completion of twenty (20) years of continuous County service, full-time elected officials shall be credited with the equivalent of one-hundred thirty (130) days of salary per the above schedule of years of continuous service for the purpose of sick leave conversion (insurance continuation option). An elected official shall not qualify for this benefit if the official retired from County employment and received a sick leave conversion as a county employee at any time before election to office. Portage County may offer a Post Employment Health Plan for all full time elected officials into which all of the sick leave conversion shall be paid by Portage County.

It is understood that elected officials must meet the retirement eligibility and continuous County service requirements in order to qualify for this benefit. Full time elected officials shall be credited with the combined total of years of continuous service as a county employee and elected official for purposes of this benefit. Full time elected officials with continuous prior service as a county employee shall be eligible to elect to freeze their sick leave balance at time of termination of employment immediately prior to assuming elected office and at time of retirement as an elected official have the greater of either 130 days (1040 hours) plus 1 hour for each 8 hours over 130 days (1040 hours) account accumulated balance at time of election to office used as the insurance continuation option

If a full time elected official is eligible for benefits under this provision and dies while employed by the County or while utilizing the sick leave conversion, the benefits of this provision shall be available to the elected official's spouse as outlined in the Post Employment Health Plan.

- C. Laid-Off Employees - Laid-off employees shall be permitted to remain in the group health insurance program, at their own expense, until they become eligible for health insurance through a new employer or until the term of their layoff expires.
- D. Employees on Leave of Absence - Employees on approved leaves of absence shall be permitted to remain on the plan for the duration of their leave of absence.

If an employee on a leave of absence is entitled to receive sick pay, vacation pay, or payment of compensatory time, their normal deduction for health insurance will be continued along with the County's contribution until such time as the employee either exhausts such payments or until the leave terminates.

If an employee on leave of absence is not receiving payment for sick leave, vacation pay or payment of compensatory time, the entire cost will be the responsibility of the employee, with the payment being due no later than the 10th of each month.

If an employee on leave of absence returns to continuous employment in sufficient time to work a major fraction of the month, that month's regular employer/employee contribution ratio will be re-established.

3.11.9.3 GROUP LIFE INSURANCE:

All full-time non-union employees, after completing ninety (90) days of employment, are eligible for a group term life insurance plan in an amount equal to the next thousand dollars of annual salary. The County will pay the monthly premium.

3.11.9.4 MEMBERSHIP DUES:

Membership fees in the name of Portage County or an employee, which clearly relate to a County position, will be paid by Portage County, in accordance with County Board Resolution No. 224, dated December 1975.

3.11.9.5 VACATION:

Vacation will be earned on an employment anniversary basis and shall be taken within one year following anniversary date.

10 days** after one year*

12 days after two years

13 days after four years

14 days after six years

15 days after seven years

16 days after eight years

17 days after nine years

18 days after ten years

19 days after eleven years

20 days after twelve years

22 days after fourteen years

24 days after sixteen years

25 days after eighteen years

26 days after twenty years (effective on the employee's anniversary date after 1/1/02)

27 days after twenty-one years (effective on the employee's anniversary date after 1/1/02)

Employees who have satisfactorily completed their probationary period and whose employment subsequently terminates for reasons other than unsatisfactory performance shall receive prorated payment for accrued vacation time.

Non-represented employees may carry over 50% of annual accrual for up to six (6) months after their anniversary date.

Employees are discouraged from taking two years' vacation consecutively.

* Employees have the option of taking five days of their first year's vacation after completing six months of employment.

** Department Heads with less than seven years of County employment shall receive fifteen days of vacation after the completion of one year's employment.

3.11.9.6 HOLIDAYS:

The following days will be paid holidays for employees who work the standard workweek

New Year's Day

Afternoon of Friday before Easter

Memorial Day

Fourth of July

Labor Day

Friday after Thanksgiving

Christmas Eve

Christmas Day

Floating Holiday (1 ½)

Thanksgiving Day

Other employees having shift work and rotating schedules, such as the Sheriff's Department, Portage County Health Care Center and Parks Department, shall receive 10 paid holidays to be scheduled at the discretion of the Department Head.

When a holiday falls on a Sunday, the following Monday shall be declared a holiday. If a holiday falls on a Saturday, the previous Friday shall be declared a holiday.

To qualify for holiday pay, an employee must work on their last scheduled work day before and the first scheduled workday after the holiday. For purposes of this section, absences due to vacation, sick leave or other authorized paid leave shall count as being present and working.

During the first month of each year, a schedule of holidays for that year will be published.

3.11.9.7 SICK LEAVE:

- A. Accumulation - Eligible employees will receive eight (8) hours of sick leave for each month or major fraction of a month of employment with no limit on accumulation.
- B. Use - Sick leave shall be allowed when, due to sickness or temporary disability, the employee is unable to perform the duties of employment. A doctor's statement may be required. The employee shall notify the department of his/her intent to take sick leave at least 30 minutes prior to the regular workday if such notice is at all possible.
- C. Use During Probation - New employees shall be eligible to use sick leave after accumulating their first eight (8) hours; however, during probation, sick leave will not be credited for the month in which the employee is off sick, and the day or days off will be deducted from the employee's accumulated total.
- D. Appointments and Family Illness - With prior departmental approval, sick leave may be used for the employee's medical or dental appointments or to attend to members of the employee's immediate family (as defined on page ii) who are ill. For employee's medical and dental appointments, the employee shall schedule the appointments outside of working hours whenever possible. The Department Head may require a letter from the attending physician stating that appointments outside of the regular workday are not available. Employees shall be allowed no more than sixteen (16) hours per year for appointments and forty (40) hours per year to attend to members of the employee's immediate family. A letter from the attending physician shall be provided at the request of the Department Head.
- E. Abuse of Sick Leave – Employees who abuse sick leave shall be subject to appropriate discipline. Abuse of sick leave is defined as a pattern of sick leave absences without legitimate medical need, as provided by the employee.
- F. Worker's Compensation – Any employee who is receiving Worker's Compensation may take sick leave to make up the difference between the Worker's Compensation payments and regular wages.
- G. Sick Leave Conversion – All administrative (non-union) employees who actually retire from county service with 20 continuous years of service as a county employee and who are eligible to convert and/or utilize any remaining balance of accumulated sick leave in accordance with the schedule outlined in section 9.02 of these policies.

3.11.9.8 FUNERAL LEAVE:

- A. Immediate Family (Per the definitions section 3.13.1.02)- In the event of death in the immediate family of an employee, such employee will be paid for time lost from scheduled work to attend the funeral and either (a) Two (2) days before the funeral; or (b) One (1) day before the funeral and one (1) day after the funeral.
- B. Other Relative (see definitions) - An employee shall be paid for one (1) day lost from scheduled work to attend the funeral of a relative other than a member of the immediate family.
- C. Fellow Employee - An employee may receive one-half day off with pay to attend the funeral of a fellow employee subject to the discretion of the Department Head.
- D. Days Off - In the event the employee had a day or days off during the period up to and including the day of the funeral, the County will not be obligated to pay any wages or salary for those days.

3.11.9.9 DISABILITY INSURANCE:

Administrative employees who qualify shall be covered by a disability insurance plan to provide income continuance for non-occupational illness or injury. Such policy shall contain a ninety-day waiting period and shall provide two-thirds of monthly salary to age 65.

3.11.9.10 ADMINISTRATIVE PROTECTIVE OCCUPATION EMPLOYEES:

Administrative protective occupation employees of the Sheriff's Department shall receive the following additional fringe benefits because of their hazardous occupation and the nature of their working conditions. Benefits may be altered from time to time through mutual agreement.

- A. Disability Insurance - In addition to the disability insurance coverage outlined in Section 9.09 above, the County shall provide a disability insurance plan for administrative protective occupation employees which is consistent with that outlined in the labor agreement with the Deputy Sheriff's Association.
- B. Uniform Allowance -
 - (1) All new employees to include the Chief Deputy, Captains, Juvenile Detention Administrator and Sheriff, shall receive an initial clothing issue upon hire as is required for full uniforming unless the officer was promoted from within the department.
 - (2) Upon completion of one (a) year's service, each employee to include the Chief Deputy, Captains, j juvenile Detention Administrator and Sheriff, will receive a pro-rated clothing allowance for each month, thereafter for the remainder of the calendar year.
 - (3) Thereafter, each employee to include the Chief Deputy, Captains, Juvenile Detention Administrator and Sheriff, will receive the annual clothing allowance - which is up to \$475 maximum.
- C. Arrest Insurance - False arrest insurance shall be provided for all protective occupation employees with the National Sheriff's Association basic plan.
- D. Incentive Pay for Education Program -
 - (1) Purpose - This incentive Pay for Education Program is designed to upgrade the level of professional training within the Sheriff's Department.

- (2) Approval - Participation in this program is limited to attendance on a part-time basis for a minimum of sixty (60) credit hours. Written approval must be obtained by the Law Enforcement Committee prior to the first day of the course. Approval for incentive pay is dependent upon successful completion of a course. If the progress of such approved course(s) interferes in any manner with an officer's performance of his/her duty, the Sheriff, at his discretion may request that the officer drop any or all of his/her courses.
- (3) Eligibility - Officers shall be considered eligible for this program after successful completion on one full year of continuous full-time service.
- (4) Incentive Pay - An employee shall be paid three dollars (\$3.00) per month added to his/her regular annual salary for each three (3) credit hours of approved courses successfully completed up to a maximum of sixty (60) credit hours.

3.11.9.11 PERMANENT PART-TIME EMPLOYEES:

- A. Permanent part-time employees who average a minimum of 20 hours per week will be entitled to a prorated share of the vacation, holidays, health insurance and funeral leave which is granted to permanent full-time employees. (For example, if an eligible employee works 30 hours per week, he/she will receive six (6) hours of sick leave for each month or major fraction of a month of employment with no limit on accumulation.) Determination of the average hours per week shall be based on the previous 12-month period, with the calculation being performed after the last payroll in December.
- B. Employees who work the holiday shall receive regular pay plus holiday pay for those holiday hours worked. When a holiday falls on a weekend, the holiday premium pay is applicable only to the declared holiday and not the actual holiday.

3.11.9.12 LEAVES OF ABSENCE:

- A. Personal Leave - With the approval of their Department Head, regular employees may be granted personal leave without pay for periods not to exceed ten (10) days per year in order to provide for contingencies that require the employee to be away from his/her job during normal working hours but which cannot appropriately be charged to either vacation or sick leave. Personal leave shall not accrue and the Department Head shall monitor all use of personal leave.
- B. Leave without Pay. Upon the recommendation of the Department Head, the Human Resources Committee may grant a permanent employee leave without pay beyond ten work days for a period not to exceed six months, subject to the following conditions:
 - (1) Leave without pay shall be granted only when it is in the best interests of the County to do so. The interests of the employee shall be considered when he has shown by his record to be of more than average value to the County and when it is desirable to return the employee to 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 included.
 - (2) At the expiration of a leave without pay, the employee shall be reinstated in the position he/she vacated, or in an equivalent position, which is vacant at the time, if he/she meets the stated qualifications. If there is not a suitable vacancy available, his/her name shall be placed on an appropriate reinstatement list.
 - (3) Credit toward vacation and sick leave shall not be earned while an employee is on leave without pay, but insurance benefits may be retained if the employee pays them in full.

- (4) Leave without pay shall not constitute a break in service; however, if the employee is on unpaid leave for more than ten (10) consecutive work days during a calendar year, it shall change the employee's anniversary date correspondingly.
- (5) A return to work earlier than the scheduled termination of leave date may be arranged between the Department Head and the employee.
- (6) Employees on leave of absence will subject themselves to termination if actively employed elsewhere during the term of their leave.
- (7) If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend said leave of absence, subject to approval of the Human Resources Committee. 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 resigned from County employment.

C. 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 work without approval may be considered as having resigned his/her position, depending on the circumstances.

D. Military Leave – A regular permanent employee shall be granted a leave of absence from his/her position, with pay for a period not to exceed thirty (30) working days in any calendar year to attend scheduled drills or training or if called to active duty with the uniformed services. The employee must provide notice to his department head and the County Executive through the Human Resources Director at least two weeks prior to the date such training or encampment leave is to commence or as soon as the employee receives his orders. A regular permanent employee will be granted an unpaid military leave of absence beyond the 30 days mentioned above in accordance with the terms of State and Federal Law, to attend scheduled drills or training or if called to active duty with the uniformed services of the military forces of the United States during time of war or other declared national emergency, or who is drafted into the military service at any time. A copy of the employees' orders must be filed in advance with the department head and County Executive or in the event of "military necessity" as soon as practical. While such military leave is categorized as unpaid, however, if the employee's or officer's salary or compensation is less in the armed forces than was paid by the county, the county will pay the employee the difference between the salary or compensation paid by the armed forces and the employee's county salary, for a period of military leave not to exceed ten (10) working days or fourteen (14) calendar days. The County will not require an employee to use normal annual leave such as vacation or float holiday for any military leave regardless of length. The employee may however request to substitute any paid leave for leave under this section. Subject to the terms, conditions and other limitations of the applicable benefit plans for which the employee is otherwise eligible, the County will continue to provide those benefits on the same basis as for employees on other approved leaves of absence such as outlined for continuation of Health Insurance. Employees on military leave may elect to continue health insurance coverage during military leave. If the duration of the leave is less than 31 days, then the employee may elect to continue coverage at the regular rates. If the duration of the military leave is 31 days or more, the employee may elect to continue coverage up to 24 months, at the employer's expense. The accrual of benefits such as vacation, holidays, or sick leave will continue during a military leave of absence. The county shall continue all employer/employee contributions to the Wisconsin Retirement System as required by any relevant labor agreement and State and Federal law as though the service of the employee had not been interrupted by military service.

- E. Civil Leave - An employee shall be given time off without loss of pay when performing jury duty, when subpoenaed to appear before a court, public body or commission in connection with County business, or for the purpose of voting. In the event an employee receives any fees associated with jury duty or a subpoena, the employee shall remit the fee to the County. If the employee does not remit his fee, he shall be considered to be on a leave of absence without pay while performing jury duty.
- F. Subpeona appearance and Voting.-A leave of absence without pay shall be granted an employee, upon his/her request, to appear under subpoena. Time off for voting shall be granted only if the employee cannot vote on non-business hours.
- G. Educational Leave - Employees may be granted leaves of absence without pay to further their education for a period not to exceed six months. It is understood that there is neither an obligation on the part of the County to reinstate the person to his/her former, or any other, position or on the part of the employee to return to County employment. At the expiration of the leave, the employee may be reinstated to his/her position if it is available and if it is determined to be in the best interest of the County; or, upon request, he/she may be placed on a reinstatement list for consideration when vacancies occur in equivalent positions.
- H. Family and Medical Leave – In compliance with 29 CFR Part 825 The Family and Medical Leave Act of 1993 pertaining to Family and Medical Leave, Portage County has established a policy for family and medical leave employees who meet the policy criteria.
The Act provides for a 12-week leave in a 12-month period in the event of a birth, adoption or placement for foster care; the care of an immediate family member or care of employee's own serious health condition.

1. Definitions- the following terms shall be defined within the scope of this policy as:
 - a. "Days" mean calendar days unless the context requires otherwise.
 - b. "Group Health insurance coverage" means the entire health package offered by an employer including without limitation medical, dental, and vision insurance (not life insurance).
 - c. The words "twelve month period", as used in the sections on the amount available in the twelve-month period for family and medical leave mean calendar year.
 - d. The words "week" and "weeks", as used in determining whether an employee has been employed by the same employer for the requisite number of weeks, mean seven consecutive calendar days.
 - e. "Spouse" means husband or wife as defined or recognized under State law for purposes of marriage, including common law marriage where it is recognized.

- f. "Parent" means biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child. This term does not include spouse's parents.
 - g. "Son" or "daughter" means a biological, adopted, foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self care because of a mental or physical disability."
 - h. Incapable of "self-care" means that the individual requires active assistance or supervision to provide daily self-care in several activities of daily living.
 - i. "Physical or Mental disability" means a physical or mental impairment that substantially limits one or more of the major life activities of an individual.
 - k. "Loco Parentis" include those with day-to-day responsibilities to care for and financially support a child, or in the case of an employee, who had such a responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
 - l. "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves: any period of incapacity or treatment in connection with or consequent to any inpatient care (i.e. an over night stay) in a hospital, hospice, or residential medical care facility; any period of incapacity requiring absence from work, school, or other regular activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider; or continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or for prenatal care.
- "Continuing treatment by a health care provider" means one or more of the following:

- i. the employee or family member in question is treated two or more times for the injury or illness by a health care provider. Normally this would require visits to the health care provider or to a nurse or physician's assistant under direct supervision of a health care provider.

- ii. the employee or family member is treated for the injury or illness two or more times by a provider of health care services (e.g. physical therapist) under orders of, or on referral by, a health care provider or is treated for the injury or illness by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider – for example, a course of medication or therapy – to resolve the health condition.

- iii. the employee or family member is under the continuing supervision of, but not necessarily being treated by, a health care provider due to a serious long-term or chronic condition or disability, which cannot be cured. Examples include persons with Alzheimer's, persons who have suffered a severe stroke, or persons in the terminal stages of a disease, who may not be receiving active medical treatment.

- m. Voluntary or cosmetic treatments (such as most treatments for orthodontia or acne) which are not medically necessary are not "serious health conditions" unless inpatient hospital care is required. Restorative dental surgery after an accident, or removal of cancerous growths are serious health conditions provided all the other conditions of the Act are met.

- n. "Employee" is an individual who is legally employed by the County and is paid through the County payroll.

2. Eligible Employees – Individuals meeting the following criteria may apply for a Family/Parental, Care taking, and/or Medical Leave:

- a. Is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

b. Individuals employed by Portage County (hereby referred to as the Employer) for at least twelve (12) months, the 12 months an employee must have been employed by the employer need not be consecutive months, for purposes of determining whether intermittent/occasional/casual employment qualifies as "at least 12 months", 52 weeks is deemed to be equal to 12 months, and

c. Has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of leave, if an employee is maintained on the payroll for any part of a week, the week counts as a week of employment.

3. Leaves Available – Employees are eligible for three (3) types of leave:

a. Family/Parental Leave: (birth of a child, or placement of a child for adoption or as a precondition to adoption, foster care)

i. Criteria for Requests:

1. Maximum of twelve (12) workweeks available during a 12 month period.

2. An employee's entitlement to leave for a birth or placement for adoption or foster care expires at the end of the 12-month period beginning on the date of the birth or placement for adoption.

3. The employee must, in a reasonable and practical manner, give the employer advance notice in writing of the birth or placement.

4. The employee must provide an ORIGINAL written health care provider statement to verify the birth or placement.

5. The employee shall schedule family/parental leave after "reasonably considering the needs of the employer."

6. Partial family/parental leave (non-continuous leave increments less than a full work day) may be approved if the employee and employer agree. Approved leaves shall be scheduled so the partial leave does not "unduly disrupt the employer's operations". Family/Parental Leave for the birth, adoption, or foster care placement of a child shall not be "unduly disruptive of operations" if:

i. The employee has given notice equal to the shortest notice required for any other non-emergency or non-medical leave; and

ii. The schedule is sufficiently definite to allow for the scheduling or replacement of the employees.

b. Care taking Leave – (leave for the care or an immediate family member of the employee who has a serious health condition)

1. Criteria for Requests:

a. Employee must submit an ORIGINAL written statement signed by the attending health care provider of the immediate family certifying:

i. The date on which the serious health condition commenced;

ii. The probable duration of the condition;

iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition;

iv. The certification may also include a statement that the employee is needed to care for the family member with an estimate of the amount of time needed for this care.

v. The statement must be returned within 15 days if possible.

b. Partial Care taking leave (non-continuous leave increments less than a full work-day) shall be scheduled so as not to disrupt the employer's operation. Such leave is allowable when it is "medically necessary."

c. Medical Leave – (leave due to a serious health condition that makes the employee unable to perform the functions of the employee's job)

1. Criteria for Requests:

- a. Employee must submit an ORIGINAL written statement signed by the attending health care provider certifying:
 - i. The date on which the serious health condition commenced;
 - ii. The probable duration of the condition;
 - iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition;
 - iv. Statement must be returned within 15 days if possible.

b. Medical leave for the employee's own care may be taken intermittently or on a reduced leave schedule when medically necessary. The employee must:

- i. Attempt to schedule so as not to disrupt the employer's operation;
- ii. Certification may include a statement that the employee is unable to perform his/her essential position functions.
- iii. Certification may include the dates of the planned medical treatment and the duration of the treatment.
- iv. Certification may include duration of the intermittent leave.

****NOTE:** Employees shall be granted no more than 12 weeks per calendar year for any combination of Family/Parental Leave, Care taking Leave, and/or Medical Leave.

4. Employer Rights and Obligations – the employer will comply with the following obligations for an approved leave:

- a. Upon the employee's return to work, the employer will reinstate the employee to the same position the employee held when the leave commenced, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment;
- b. The employer will continue its share of the premium for the group health insurance package during the period of family or medical leave provided that the employee submits payment for the employee share of the premium (an employer's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late);
- c. If the employee desires to return to work before the scheduled return date, the employer will allow this, under the parameters described above (see 4.1.)
- d. The employer will not reduce any accrued benefit the employee has earned because of the employee's request for family or medical leave. However, while the employee is on such leave, no seniority or their employment benefits (other than health insurance) is required to be accrued unless governed by a labor contract;
- e. The employer will not discharge or retaliate against any employee who asserts their rights or who assists others in doing so under the law.
- f. The employer will not consider the absence during an approved leave for disciplinary purposes;
- g. The employer will establish a written policy as it applies to individual departments within the Portage County organizational structure;
- h. The employer has posted this policy for employee review and referral.
- i. The employer has designated the Human Resources Department to review and respond in writing to all written requests for Family and/or Medical Leave.

5. Employee Obligations- Written Policy Requiring Notice

- a. The employee must provide at least 30 days notice prior to the day the leave is to begin, unless the date of the birth or the placement requires leave to begin earlier.
- b. The employee must provide written notice of need for Care taking leave to employee at least 30 days prior to the treatment unless the treatment requires leave to begin in less than 30 days.
- c. All requests must be in written form and documented by the employee on the formal request form. The completed form is then submitted to his/her supervisor with supporting medical documents attached. The

supervisor shall review the request promptly with the Human Resources Department making a final determination.

d. The employee shall receive a written response from the Human Resources Department PRIOR to taking a leave with the exception of emergency situations.

e. The employee shall be aware of his/her rights under this policy and seek clarification from the Human Resources Department as appropriate and needed.

6. Employer Rights- Medical Certification

a. The employer has the right to require ORIGINAL written medical certification to include:

i. Existence of serious health condition

ii. Commencement of serious health condition

iii. Probable duration of serious health condition.

b. The employer has the right to medical information for the request of medical leave to include extent employee is unable to perform the essential functions of their position.

c. The employer has the right to an independent medical verification at the expense of the employer.

d. The employer has the RIGHT TO DENY requested leave where employee fails or refuses to provide ORIGINAL written medical certification except where emergency consultations or treatment is required.

7. Payment for Family or Medical Leave Time

a. Employees eligible for **family leave** for birth/adoption/foster care of a child may substitute the employee's accrued paid vacation leave, personal leave, compensatory time or family leave.

b. Employees taking **care taking leave** for the care of an immediate family member may substitute accrued paid vacation leave, personal leave, compensatory time or sick or medical leave, except that the employers are not required to provide paid sick leave or medical leave in a situation where the employer would not normally provide such leave.

c. Employees taking **medical leave** for an employee's own serious health condition may substitute accrued paid vacation leave, personal leave, compensatory time or sick or medical leave.

d. No restriction can be used on substitution of vacation or personal days.

e. Employer can designate paid leave as Family Leave Act leave. In all instances, this is the employer's responsibility. Supervisors must require completion of FMLA certification form for all absences in excess of three days.

f. Employees will be required to use sick time, vacation and personal leave for all **medical leave** in excess of the State of Wisconsin Family Medical Leave Act period before any unpaid time will be granted.

ii. Employees will be required to use vacation, and personal leave time for all **family and care taking leave** in excess of the State of Wisconsin Family Medical Leave Act period before any unpaid time will be granted.

f. Designation **MUST** be made at time leave is requested, commences or is known by employer to be Family Leave Act leave.

3.11.9.13 UNEMPLOYMENT COMPENSATION:

Wisconsin Unemployment Compensation laws cover county employment. Under provisions of that law, employees who lose their jobs through no fault of their own may receive limited financial allowance during the period they are out of work and seeking employment.

3.11.9.14 LEGAL CLAIMS:

To the extent required by Wisconsin Statutes, in the event an employee is proceeded against because of acts committed while carrying out duties as an employee of the County and a jury or court finds that the employee was acting within the scope of their employment, the judgment as to damages and costs in excess of any applicable insurance shall be paid by the County. Employees who fail to give their

Department Head written notice of an action against them as soon as reasonably possible, shall forfeit their protection under this provision.

3.11.9.15 DEFERRED COMPENSATION:

Employees whose gross annual salary meets requirement levels will be eligible to participate in the County's deferred compensation plan.

3.11.9.16 FRINGE BENEFITS - TEMPORARY EMPLOYEES:

A. LIMITED TERM EMPLOYEES

Employees in this class are not eligible for benefits.

B. SEASONAL EMPLOYEES

Employees in this class are not eligible for benefits.

C. CASUAL EMPLOYEES

No benefits are available for employees classified as "Casual".

Casual employees will be granted the percentage increase approved by the joint Human Resources and Finance Committees on an annual basis. Exceptions to this policy may be made by the County Executive and the Human Resources Committee on a case-by-case basis.

3.11.9.17 FLEXIBLE BENEFIT SPENDING ACCOUNT:

Eligible employees may participate in any of the following programs:

- 1) Medical premium contribution benefit - Allows an employee to pay for contributions into the group health insurance plan on a pre-tax basis.
- 2) Unreimbursed medical expense benefit - Allows an employee to pay for out-of-pocket medical expenses not covered by the insurance plan (including applicable deductibles and co-payments) on a pre-tax basis.
- 3) Dependent care benefit - Allows an employee to pay for child/dependent care expenses on a pre-tax basis.

3.11.9.18 RETURN TO WORK/LIGHT DUTY POLICY

A. Return to Work/Light Duty – Work Related Disability

- 1) Upon receiving notification by an injured employee's treating physician that an employee is unable to perform the essential functions of his/her regular job duties due to a work related injury, the department head or department contact person shall contact the County's Risk Management Specialist immediately.
- 2) Employees who file a timely Worker's Compensation claim may be offered light duty assignments, only if work is available within their restrictions. All time absent (from the employees regularly scheduled number of hours) shall be designated as utilizing the employee's State and Federal Family Medical Leave eligibility. The employee shall provide updates of their capabilities and prognosis, as certified by the employee's physician, on a bi-weekly basis. Any change in physical capacity/restrictions must be provided by the employee to their department head or immediate supervisor prior to reporting to work.

- 3) In the event an Independent Medical Exam (IME) is used to determine compensability, from the time the employee receives notice that an IME will be scheduled until a determination is made by the IME if the claim is work related or non-work related, light duty will be made available based on the Return to Work/Light Duty – Non-Work Related Disability policy below. If the IME determines the claim is work-related the Return to Work/Light Duty – Work Related Disability policy will then apply. If the IME determines the claim is non-work related the Return to Work/Light Duty – Non-Work Related Disability policy will continue to apply.
 - 4) The employee shall provide the department head with written documentation from their physician releasing the employee to a full duty schedule as soon as possible. When the healing plateau has been achieved,, even if contested, the employee will be required to return to full duty, if physically able to do so. The Return to Work/Light Duty Policy – Non-Work Related Disability will apply to employees unable to return to their regular work schedule at the end of healing.
 - 5) Nothing in this policy compels or requires any County department to establish any light duty positions. All light duty requests and assignments shall be made consistent with the applicable labor agreement and/or County Policy.
- B. Return to Work/ Light Duty Policy - Non-Work Related Disability
- This policy shall apply to all temporary non-work related disabilities due to injuries or illness (e.g.: broken arm, condition requiring surgery, pregnancy). Work-related disabilities shall be covered in the above Return to Work/Light Duty – Work Related Disability Policy. It shall be the policy of Portage County to return an injured or ill regular full or part time employee to their full duties, as soon as possible. To achieve this, the following will apply:
- 1) The department head or the immediate supervisor must contact the Human Resources Department when information is received that an employee is temporarily unable to perform 100% of their regular duties for an extended period of time (more than three days).
 - 2) The employee shall provide a copy of the employee's position description to their physician who shall certify; that they have reviewed the position description, the maximum number of consecutive hours per day the employee is capable of safely working, and the specific duties the employee is capable of safely performing by completing a Portage County Physical Capacity Form.
 - 3) At such time that an employee's physician certifies that the employee is safely capable of performing 100% of the duties of their position, for at least half of the regular hours of the position, the employee may be eligible for a light duty schedule. The employee must furnish the Portage County Physical Capacity Form, completed by their physician, to the department head and the employee must request light duty in writing. The department head shall submit the Physical Capacity Form, along with a statement outlining a recommendation for approval/denial of the light duty schedule, to the Human Resources Department. The request shall be reviewed and the employee may, upon approval of the department head and the Human Resources Department., be offered light duty under the conditions set forth below, if work is available within their restrictions.

- 4) The light duty schedule shall be for a maximum of 90 days, which may be extended on a case by case basis at the sole discretion of the County. All time absent (from the employees regularly scheduled number of hours) shall be coordinated with all existing benefits and shall be designated as utilizing the employees State and Federal Family Medical Leave eligibility and/or any other applicable leave of absences under County policy or applicable labor agreement. The employee shall be required to exhaust all leave balances (vacation, personal holiday, sick and compensatory time) prior to any unpaid time being utilized. The employee shall provide updates of their capabilities and prognosis, as certified by the employee's physician, on a monthly basis. Any change in restrictions must be provided by the employee to their department head or immediate supervisor prior to reporting to work.

- 5) The employee shall provide the department head or supervisor with written documentation from their physician releasing the employee to a full duty schedule as soon as possible. The employee must return to their regular work schedule at the conclusion of 90 days. Employees unable to return to their regular work schedule at the end of 90 days may request, in writing to their department head, for an extension of their light duty schedule, not to exceed 6 months. The request will be submitted to the Human Resources Department. with the department head's recommendation. Those employees not requesting an extension or denied an extension, shall be required to exhaust all leave balances (vacation, personal holiday, sick and compensatory time) prior to any unpaid time being utilized. All time absent (from the employees regularly scheduled number of hours) shall be coordinated with all existing benefits and shall be designated as utilizing the employees State and Federal Family Medical Leave eligibility and/or any other applicable leave of absences under County Policy or applicable labor agreement.

- 6) Nothing in this policy compels or requires any County department to establish any light duty positions. All light duty requests and assignments shall be made consistent with the applicable labor agreement and/or County Policy.

(Revised 8-26-02, Approved by County Board 10-15-02)

3.11.10 PERFORMANCE EVALUATION

3.11.10.1 PURPOSE:

The purpose of a performance evaluation program is to improve individual performance, strengthen supervisor-employee relationships and recognize employee accomplishments and good work. Therefore, it is important that performance evaluation be an ongoing process of communication between the supervisor and employee.

3.11.10.2 ADMINISTRATION:

Each employee (except Elected Officials and LTE's) shall be evaluated at the following intervals. Timely completion of all performance evaluations shall be the responsibility of the hiring authority.

A. Probationary - Each employee shall be evaluated every three (3) months during the twelve-month probationary period.

- (1) The Human Resources Department shall have appropriate forms available for the hiring authority.

- (2) Department Heads shall return completed forms to the Human Resources Department for review and filing in employee's file.
- (3) If a probationary report is unsatisfactory, the Department Head shall notify the employee, in writing, of termination or demotion with a copy of said letter forwarded to the Human Resources Department..
- (4) If the final probationary report is satisfactory, the employee shall be notified in writing.

B. Annual - Performance evaluations should be completed in March of each year for Department Heads and on or before the anniversary date for non-department heads.

- (1) The County Executive shall conduct a written performance evaluation of all appointed Department Heads, with input from the oversight committees of the County Board.
- (2) Performance evaluations are to accurately display the employee's performance.
- (3) It is the responsibility of the Human Resources Director to audit evaluations as necessary.

C. Special – A special performance evaluation may be completed whenever there is a significant change in the employee's performance.

3.11.11 EMPLOYEE ASSISTANCE PROGRAM

3.11.11.1 PURPOSE:

It is in the best interests of both Portage County and its employees to provide a program designed to assist employees suffering from emotional problems, personal problems, alcoholism, and other chemical dependencies. This can best be carried out through early intervention and referral to appropriate community and professional agencies for help. This type of program must protect the privacy of the individuals concerned and, if it is to achieve its objectives, employees seeking assistance through the program must be assured that seeking such assistance will not jeopardize their employment status.

3.11.11.2 DEFINITIONS:

- A. Emotional problems and personal problems - Behavior/medical problems such as physical, psychological, marital, financial, legal, etc. involving either the employee or a dependent that definitely and repeatedly interfere with the employee's job performance.
- B. Alcoholism and other drug abuse problems - Illnesses in which the employee's or his/her dependent's consumption of alcoholic beverages and/or use of other drugs definitely and repeatedly interfere with the employee's job performance.

3.11.11.3 BENEFITS:

Alcoholism or other chemical dependencies and personal problems are recognized as illness and, as such, will receive the same financial benefits, insurance coverage, and sick leave as presently provided for other illnesses.

3.11.11.4 CONFIDENTIALITY:

All communications between the employee and program staff are and will be confidential. No records of conferences and referrals will be kept in the employee's personnel file.

3.11.11.5 ACCEPTANCE/REJECTION OF ASSISTANCE:

It is the employee's responsibility to maintain job performance to the standards outlined in his/her position description, regardless whether or not the employee elects to accept referral and treatment.

3.11.11.6 AVAILABILITY:

The County recognizes that an employee's job performance may be adversely affected by stresses resulting from the fact that members of his/her immediate family may be afflicted with personal problems, emotional problems, alcoholism, and/or other drug dependencies. Therefore, assistance under this program is available to any member of an employee's immediate family, either at the request of the employee or of the family member.

3.11.12 EMPLOYMENT TERMINATION

Revision approved by Personnel Committee: November 2, 2006

Revision approved by County Board: November 14, 2006

3.11.12.1 TYPES OF TERMINATION:

All employee terminations shall be designated as one of the following types and shall be accomplished in the manner indicated: resignation, layoff, disability, death, retirement, dismissal, and completion of assignment.

3.11.12.2 RIGHTS OF EMPLOYEES:

Permanent employees who terminate their employment shall receive payment at regular pay for all earned salary, earned vacation and any other pay to which the employee is entitled, subject to appropriate withholding and payroll deductions. Terminating employees shall be referred to the Human Resources Department for completion of appropriate forms.

3.11.12.3 RESIGNATION:

An employee may resign by submitting, in writing, the reasons therefore and the effective date, to the Department Head as far in advance as possible. A minimum of two (2) weeks notice is desired for nonprofessional employees and employees below the level of supervisor.

Professional, supervisory and management personnel shall arrange with their supervisor, County Executive or Department Head as appropriate, an appropriate minimum notice of resignation which shall be mutually agreeable to the parties.

All resignation notices shall be completed in duplicate and submitted to departmental management. The original or first copy of the resignation notice shall be forwarded to the Human Resources Department.. The second copy of the resignation notice may be retained for departmental files if such is required.

Failure to comply with these requirements may be cause for denying future employment with the County.

3.11.12.4 LAST DAY OF EMPLOYMENT:

Employees may not use any accrued benefits to extend their last day of employment. The last day of employment is the last day the employee is physically present at work and performing his or her job duties.

3.11.12.5 LAYOFF:

The Department Head, upon approval of the County Executive may lay off an employee when necessary by reason of shortage of funds or work, the abolition of the position, or other material changes in the duties or organization, or for related reasons which are outside of the employee's control and which do not reflect unfavorably upon the service of the employee. The duties performed by an employee laid off may be assigned to other permanent employees already working who hold positions in appropriate classes. No permanent employee shall be laid off while another person in a temporary position is employed in the department in the same class or similar position.

- A. Order of Layoff - In laying off full-time permanent employees because of a reduction in forces, the employee with the least seniority on the appropriate seniority list shall be laid off first, provided that those remaining are capable of carrying on the County's usual operations effectively. The order of layoff shall be limited to employees within the affected department, division or work unit. The Department Head may exempt up to one (1) employee or five percent (5%) of the employees (whichever is greater) in the identified layoff group from this provision on the basis of special qualifications. Employees shall be afforded a two-week notice of impending layoff. Part-time employees will be considered separately from full-time employees for purposes of layoff.
- B. Re-employment Lists - Employees separated from County service through no fault of their own shall be placed on a reemployment list in order of their separation. The most senior person so separated from service shall be the first person rehired from the reemployment list. No other person shall be hired in the affected department while there is a qualified candidate for the vacancy on a reemployment list. The employment eligibility of a candidate on a reemployment list will expire one (1) year from the date on which the former employee becomes entitled to any re-employment.

3.11.12.6 DISABILITY:

An employee may be separated for disability when he/she cannot perform the essential functions of the position with or without reasonable accommodation. The employee, his legal representative, or the County may initiate action; but, in all cases, it must be supported by medical evidence as determined by the Human Resources Director. The County may require an examination at its expense and performed by a physician of its choice to verify the existence and extent of the disability.

3.11.12.7 DEATH:

Separation shall be effective as of the date of death. All final compensation due shall be paid to the estate of the employee, except for such sums specified by law to be paid to the surviving spouse or by the previous designation of the employee for deferred compensation plans.

3.11.12.8 RETIREMENT:

The normal retirement age shall be consistent with state and federal law, and the Wisconsin Retirement System.

3.11.12.9 DISMISSAL:

Dismissal or discharge for cause is discussed in Section 3.13.02.

3.11.12.10 COMPLETION OF ASSIGNMENT:

Employees hired to fill temporary positions shall be terminated upon completion of the duties for which the temporary position was established. Temporary employees are not eligible for layoff or seniority provisions.

3.11.13 EMPLOYEE RULES OF CONDUCT

3.11.13.1 DISCIPLINARY ACTION:

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 appropriate to the circumstances. Persons administering corrective discipline shall systematically document the case. Records of verbal reprimands shall be maintained in the employee personnel file. Copies of written reprimands, suspensions, and terminations shall be provided to the employee, the Human Resources Director, the employee's personnel file, the employee's supervisor and union steward if appropriate. Suspensions and terminations shall be discussed with the Human Resources Director before such actions are taken. In the event that the Human Resources Director cannot be reached, the employee shall be suspended pending investigation.

3.11.13.2 GROUND FOR DISCIPLINE:

The following shall be grounds for discipline ranging from a verbal warning to immediate discharge depending upon circumstances and the seriousness of the offense in the judgment of management

- (1) Dishonesty or falsification of records;
- (2) Insubordination (refusal to obey reasonable orders, insolence, etc.);
- (3) Theft or destruction of County equipment or property;
- (4) Unauthorized use or abuse of County equipment or property;
- (5) Intoxication, including consuming intoxicants during working hours or being under the influence of liquor or drugs during working hours or bringing intoxicants or drugs into the work place;
- (6) Condition brought about from use of intoxicants away from work which interferes with job performance, efficiency, or discipline;
- (7) Fighting or creating a disturbance among fellow employees, resulting in an employee having an adverse effect on morale, production or maintenance of proper discipline;
- (8) Habitual tardiness or abuse of sick leave or unauthorized absence from work without substantiated reason, including violation of an approved department absenteeism policy;
- (9) Use of official position or authority for personal or political profit or advantage, including acts which constitute a violation of the Portage County Code of Ethics;
- (10) Disregard or repeated violation of safety rules and regulations;
- (11) Discrimination because of race, color, creed, national origin, ancestry, marital status, age, sex, or disability;

- (12) Knowingly making false or malicious statements with intent to harm or destroy the reputation, authority or official standing of individuals or organizations;
- (13) No employee or elected official shall use or disclose "privileged or confidential information" gained in the course of or by reason of his/her official position or activities.
- (14) No employee shall engage in his own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence or judgment or action in the performance of his/her official duties.
- (15) No employee may purchase materials or services from Portage County for their personal use unless the purchase or service is available to the general public;
- (15) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws and regulations when such conduct impairs the efficiency of County service.
- (16) Failure to adequately perform assigned job duties;
- (17) Failure to follow duly established work rules, policies and procedures;
- (18) Professional unethical conduct or behavior;
- (19) Violation of the confidentiality requirements of the department.

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

3.11.13.3 PROHIBITION REGARDING CONFLICT OF INTEREST:

Purpose - The following policy is set forth because the proper operation of democratic government requires that employees be independent, impartial and responsible to the people, and the public has confidence in the integrity of its government. Nothing in this section shall deny any individual rights granted by the United States Constitution, the Constitution of the State of Wisconsin, the laws of the United States and the State of Wisconsin or by labor agreements negotiated with certified employee bargaining unit representatives.

No County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence or judgment or action in the performance of his/her official duties. No employee or elected official shall use or disclose "privileged or confidential information" gained in the course of or by reason of his/her official position or activities.

3.11.13.4 PROHIBITIONS REGARDING POLITICAL ACTIVITY

Policy - The laws pertaining to political activity on the part of local government employees are codified in sections 1501-1508 of Title 5 of the United States Code. These provisions are commonly referred to as the Hatch Act. County employees shall be made aware of both permissible and prohibited activities of the Hatch Act.

1. Permissible Activities. In general, the following political activities are permissible

- 1. Making voluntary contributions for political purposes.
- 2. Participating as a candidate for a non-partisan part-time office in accordance with State Statutes 59.03(4).
- 3. Expressing opinions as an individual privately and publicly on all political subjects and candidates.
- 4. Being a member of a political party and participating in party affairs. The following are some of the political activities that an employee may participate in provided he/she is off duty and not on County property.

- a. Soliciting votes in support of or in opposition of a partisan candidate for public office or political party office.
 - b. Serving as an officer of a political party, member of a national, state or local committee of a political party, an officer or member of a committee of a partisan political club, or being a candidate for any of these positions.
 - c. Directly or indirectly soliciting, receiving, collecting, handling, disbursing, or accounting for assessments, contributions, or other funds for a partisan political purpose.
 - d. Taking an active part in managing the political campaign of a partisan candidate for public office or political party office.
 - e. Acting as a recorder, watcher, challenger, or similar officer at the polls on behalf of a political party or partisan candidate.
 - f. Organizing, selling tickets to, promoting or actively participating in a fund-raising activity of a partisan candidate, political party or political club.
 - g. Driving voters to polls on behalf of a political party or partisan candidate.
 - h. Serving as a delegate, alternate, or proxy to a political convention.
 - i. Addressing a convention, caucus, rally, or similar gathering of a political party in support of or in opposition to a partisan candidate for public office or political party office.
 - j. Initiating or circulating a partisan nominating petition.
 - k. Endorsing or opposing a partisan candidate for public office or political party office in a political advertisement, a broadcast, campaign literature or similar material.
 - l. Organizing or reorganizing a partisan political party organization or political club.
- C. Prohibited Activities. In general, the following political activities are prohibited
1. Participating as a candidate for a partisan political office when an employee is principally employed in an activity, which is financed in whole or in part by loans or grants made by the United States or a federal agency.
 2. Using governmental authority to interfere or affect nomination or election for any public office or position within any political party.
 3. Using governmental authority or influence to intimidate, threaten or coerce any person to vote contrary to his/her own voluntary choosing.
 4. Using governmental authority to directly or indirectly intimidate or coerce any person to pay, lend or contribute anything of value, including services, to any party, organization, group or individual for political purposes.
 5. Using official authority or influence to coerce any individual or group for political action, or to confer benefits or effect reprisals to secure desired political action or inaction.
 6. Offering to pay or accept benefits in return for a desired political action or inaction.
 7. Requesting or receiving anything of value for influence or help in securing appointive office.
 8. Paying or offering payment for securing appointive office.
 9. Engaging in any political activity when not on duty to such an extent that efficiency during working hours is impaired or that the employee is absent or tardy from work.
 10. Directly or indirectly soliciting or receiving subscriptions or contributions for any partisan political party or any political purpose while in a building, office or room occupied for any purpose by the County.
 11. Either orally soliciting or by letter transmitting any solicitation to County office or be in any manner concerned in soliciting any assistance, subscription or support for any partisan political party or purpose from any person holding any position while on County time or engaged in official duties.
 12. During the hours when on official duty engaging in any form of political activity calculated to favor or improve the chances of political party or person seeking or attempting to hold elective office.
 13. At any time using any resource of Portage County, including the employee's on-duty time or any other County resource, to aid, assist, or benefit any political party or candidate for elective office.

3.11.13.5 PROHIBITION REGARDING NEPOTISM

Portage County does not allow more than one member of an immediate family in a department where a supervisor/subordinate relationship would exist. A supervisor/subordinate relationship shall exist where one family member falls below another member of his or her immediate family in the department's organizational chain of command regardless of the amount of intervening supervision.

If the situation involves a County Board Supervisor, or citizen member of a committee/commission, that individual shall leave the governing body in question before the family member can be hired, transferred or otherwise join the department. If the situation involves any other elected official, the family member shall resign or shall transfer to another department within 60 days of the elected official being sworn into office. A request for exemption from this section requires County Executive approval. Nothing in this section shall affect supervisor/subordinate relationships existing prior to December 14, 1993.

3.11.13.6 PROHIBITION REGARDING GIFTS AND GRATUITES

No County employee shall solicit or accept for him/herself or another person any gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or which are regulated by the County. 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 or personal contributions or achievements.

3.11.13.7 REGULATIONS FOR SECONDARY EMPLOYMENT

Employees will be able to work for another employer outside of their normal work hours so long as this secondary employment does not interfere with their ability to perform the duties required of them by Portage County.

When compensatory time or vacation is used for secondary employment, employees may not perform such work at their regular work place. Furthermore, an employee may not interrupt his/her regular workday by taking vacation or compensatory time for secondary employment (i.e. an employee may not leave work to attend to a consulting matter and then return to work for the County in the same day).

When a question arises over compensation or propriety of secondary employment, the Department Head and County Executive will determine whether the employee should continue and whether the employee would retain any fees involved.

3.11.13.8 PROHIBITION REGARDING SEXUAL HARASSMENT

Harassment on the basis of sex is a violation of the law. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when, (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Employees who have experienced, or are aware of, a situation, which constitutes sexual harassment, are urged to contact their Department Head or County Executive in order to resolve the problem. Furthermore,

supervisors and fellow employees who have engaged in this sort of misconduct will have appropriate sanctions imposed if allegations of harassment can be proven.

3.11.13.9 USE OF COUNTY VEHICLES:

Proper management of public resources, including county vehicle accountability is a top priority for Portage County. All county officials are charged with ensuring and monitoring the daily usage of departmental vehicles to promote efficiency as well as public trust. This policy shall apply to all County employees, except for all law enforcement personnel who shall follow the Sheriff's Department Directive 97-27 – Fleet Operations and Maintenance Guidelines. Where applicable this policy shall also apply to any rental vehicles used for County business.

County employees who are assigned a County owned vehicle for use to perform their daily work activities will be allowed to use said vehicle for County business only. Personal use of County owned vehicles is prohibited with the exception of commuting to and from work and de minimis personal use, such as a stop for a personal errand on the way between a business delivery and the employee's home (as defined by IRS regulations). Personal use of county vehicles for non-business destinations is prohibited by this policy even if the employee is in an "on-call" status. Only those employees who reside in the County will be allowed to take a County vehicle home.

Employees using County owned vehicles for commuting will have vehicle usage reported as income per IRS regulations. These employees must complete, and have on file in the Finance Department and the Human Resources Department a 'County Vehicle Valuation' form. If a County employee is required to use their personal vehicle to conduct County business Fiscal Policy – Mileage Reimbursement Rate shall apply for reimbursement.

All County vehicles shall be prominently marked as County vehicles (logo approx. 12" X 12"). All County employees that are allowed to operate a County vehicle must possess a valid driver's license. No one other than County employees are allowed to operate a County vehicle. Only County employees and those associated with County business are to be transported in a County vehicle except in emergency situations.

Operators/passengers are required to obey all traffic laws and regulations, including use of seatbelts. Costs and penalties for violations of same are the personal responsibility of the offending operator/passenger. Drivers of County owned vehicles must, as soon as reasonably possible, notify the County of any accidents or citations received while driving the county owned vehicle. Any such incident will be subject to review and may result in suspension of county owned vehicle driving privileges. Employees assigned a county vehicle will be responsible for reporting the need for minor repairs, routine maintenance, and any damage to the vehicle. A vehicle that is operationally defective is not to be driven. Employees are responsible for maintaining the cleanliness of the car.

County vehicles shall not be operated if driver/operator has consumed or is under the influence of alcohol, prescription, or nonprescription drugs which may affect control, operation, and safety of operator/passengers in vehicle. There is to be no smoking or use of tobacco products while operating or riding in a county vehicle. Animals and/or pets are not allowed in vehicles.

Failure to comply with, or abuse of, this policy may result in the suspension of the usage of County vehicles and possible other disciplinary action up to and including discharge.

(Approved by Joint Executive and Personnel Committees on 01/21/2005, and approved by County Board, 02/15/2005).

3.11.13.10 PROFESSIONAL TRAINING POLICY

Employees may be allowed to attend professional conferences, seminars and similar training functions that are specific to their position, and to engage in other similar job-related activities outside of Portage County, provided the employee is not to be compensated from any other source during the period of absence (i.e. honorarium or secondary employment compensation). Traveling expenses, lodging, conference fees, tuition, and similar expenses incurred during such conferences may be paid in whole or in part by the County, subject to available appropriations and County policies.

3.11.13.11 RESIDENCY:

- A. Purpose - To provide for efficiency of operations, effective recall in emergency situations, and promote a community of interest between the public and County government leadership.
- B. All County department heads are required to establish and maintain their actual bona fide residence within the boundaries of Portage County as a condition of employment no later than the completion of their probationary period.
- C. "Residency" Defined - The term "residency" shall be construed to be the most restrictive definition given in Wisconsin Statutes.
- D. Waivers/Extensions/Exemptions

The County Executive, based on valid evidence of need or hardship, may grant waivers, extensions, or exceptions to this policy.

Unless the County Executive grants a specific extension, any violations of this policy may result in appropriate discipline, up to and including discharge.

3.11.13.12 DRUG-FREE WORKPLACE:

Any employee is absolutely prohibited from the unlawful manufacture, distribution, dispensing, possession or use of controlled substances on all County property and work sites. Any employee who engages in any of these actions on County property or the work site or during work time may be referred to counseling or treatment, and may be subject to disciplinary action up to and including discharge.

Employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their supervisor or Department Head within five (5) days of the conviction if the employee is employed by Portage County at the time of the conviction.

Employees who have problems with alcohol or controlled substances are encouraged to voluntarily utilize the Employee Assistance Program. Early diagnosis and treatment of chemical abuse is in the best interests of the employee and Portage County. Voluntary contacts with the EAP representatives will remain confidential.

3.11.13.13 VIOLENCE IN THE WORKPLACE POLICY:

Portage County is committed to providing a safe and healthy work environment, free from any threats or acts of violence. Towards this commitment, as a matter of policy, Portage County will not tolerate any threats or acts of violence directed by one employee towards another. Violence is defined to include, but is not limited to: physical assault, aggressive behavior at another individual, purposeful destruction of county

property, intimidation through verbalized or implied threats, and destruction of another's property. Any confirmed act or threat will be investigated as a serious violation of Portage County policy. Any confirmed act or threat will be grounds for disciplinary action, up to and including termination of employment and referred to law enforcement, if appropriate. When appropriate the employee will be referred to the Employee Assistance Program (EAP) for evaluation and recommendations.

Any employee who has been a recipient of a threat of violence or victim of an act of violence is to make a report to the immediate supervisor and the Human Resources Director (who shall report the matter to the County Executive) within twenty-four hours (24 hours) of the act. Such reports will be kept confidential, if possible. Portage County will investigate such reports and take action as appropriate to the situation. Where indicated, the County will cooperate with local law enforcement.

As acts of violence in the workplace may also be perpetrated by people from outside the workplace, the County requests any employee, who feels an outside threat poses risk within the workplace, to report such a situation to the County. Portage County will assess the need for special safeguards.

All employees are required to report knowledge of violence or potential violence in the workplace. This includes violence by one employee to another. Please call the immediate supervisor or the Human Resources Department at (715) 346-1327 during business hours. During this referral, information and guidance will be provided. In the event of imminent danger to yourself or others, please call **911** first, and then notify a supervisor.

Employees may also file a formal complaint to the Human Resources Department or any manager/supervisor of the County. It then becomes Human Resources Director or County Executive's or manager's/supervisor's responsibility to act judiciously and in a timely fashion (within one (1) working day) to provide the information to the proper authorities so that action can be initiated.

It is Portage County's intent to provide a safe work environment. All employees' cooperation and commitment is necessary to the prevention of safety risks within the County.

3.11.13.14 SMOKE FREE WORK PLACE

Portage County is a smoke free work place. Smoking is prohibited in any enclosed buildings or vehicles that are owned, leased, or rented by Portage County as provided by 101.123 Wisconsin Statutes.

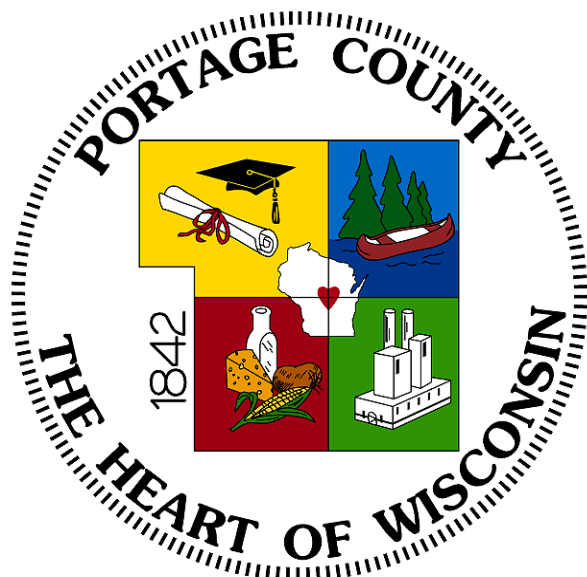
3.11.13.15 ALCOHOL FREE WORK PLACE

Portage County is an alcohol free work place. Alcohol possession, consumption and sale are prohibited in any worksite building or motor vehicles that are owned, leased, or rented by Portage County.

3.11.13.16 EMPLOYEE IDENTIFICATION BADGES

As part of its commitment to safety, Portage County employees will be provided identification badges (ID Badges). All employees shall wear their ID Badges on the front of their body so that it is visible to coworkers and the public during working hours and while conducting County business. The only exceptions to this will be for Corrections Officers, Sheriff's Deputies in uniform and Parks and Highway Department employees. These employees will be issued ID Badges and will be expected to have the ID Badges available if they are requested to verify their employment with Portage County.

Revised 8-21-07 by Resolution No. 145-2006-2008



Portage County Human
Resources
1462 Strongs Ave.
Stevens Point, WI 54481
Phone: 715-346-1327
Fax: 715-343-6274

I acknowledge that I have received the August 2007 updated version of the Human Resources Policies and will review the material.
If I have any questions, I will call the Portage County Human Resources Department at 346-1327.

Employee Signature

Date

The Human Resources Policies are also available on the County website; www.co.portage.wi.us click on County Ordinances, Chapter 3 Administration of County Government – scroll down to 3.11 County Human Resources Policies.
They are also available on the K drive, Common/County Forms & Policies/Human Resources Forms/Human Resources Policies.