ACKNOWLEDGMENT

I have received a copy of the Waupaca County Personnel Policies and Procedures

_________________________________________  __________________
Signature                                      Date

_________________________________________
Employee Name (please print legibly)
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DEFINITIONS

Allocation. The assignment of a position to a classification.

Anniversary Date. The date which is the base for employment benefits (as may be modified by personnel actions).

Authorized Positions. The number, classification, and full time equivalent status of all county positions authorized by the Board.

Board. The Waupaca County Board of Supervisors.

Classification (Class). One or more positions which are sufficiently alike in duties and responsibilities to warrant being allocated to the same grade classification.

Classification and Compensation Plan. The sum total of all job classifications in the County and a system showing salary and classification relationships.

Committee of Jurisdiction. That committee, board or commission established by the County Board to be the parent or oversight committee for a particular department(s).

Compensatory Time. Hours absent from duty granted to compensate for authorized overtime previously worked for hourly paid employees entitled to earn compensatory time.

Demotion. The assignment of an employee from one position to another position with a lower grade classification.

Department. A unit of county government having a separate oversight and operational budget(s).

Department Head. A County employee with the oversight responsibility for the operation of a County department and that department's budget as designated by the Waupaca County Finance and Human Resources Committee.

Direct Supervisor(s)/Supervision. An employee's direct supervisor is the person responsible for the immediate oversight, assignment, direction and evaluation of the work of that employee, or employees, including but not limited to, shift scheduling, overtime approval and the recommendation of discipline. An employee may have more than one direct supervisor.

Disciplinary Action. The action taken to discipline an employee which may include any action from a verbal reprimand, up to and including discharge.

Effective Date. The date on which personnel action is implemented.
**Preliminary Hiring List.** A group of persons eligible to fill positions in a particular job classification subject to background screening and pre-employment testing.

**Emergency Appointment.** An appointment to a county position which may not exceed thirty calendar days which may be made in a case of unforeseen emergency and when necessary to prevent impairment of the delivery of County service.

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

**Flex Time.** The periodic adjustment of the work schedule to accommodate the customers and operations of Waupaca County; or for the infrequent adjustment of the work schedule to allow employees to accommodate personal obligations.

**Hire Date.** An employee's initial date of employment with Waupaca County.

**Immediate Family.** Spouse, significant other, child, parent, stepparents, stepchild, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, stepbrother, and stepsister, aunt and uncle.

**Introductory Period.** A period of employment during which time a new employee is required to demonstrate capability for regular employment.

**Job Description.** A written summary of the purpose, essential responsibilities, and qualifications, and skills and abilities required of a particular position.

**Layoff.** The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.

**Leave.** An authorized absence from regularly scheduled work hours which has been approved by proper authority.

**Pay Range.** The minimum and maximum rates of pay established for each class of positions.

**Human Resources Committee.** The committee which is responsible for oversight of personnel policies and procedures, Human Resources Department and its functions in Waupaca County.

**Position.** A grouping of duties and responsibilities to be performed by an employee holding the position.

**Promotion.** The assignment of an employee from one position to another position with a higher classification.

**Reclassification.** The reassignment of a position from one classification to another...
classification.

**Reinstatement.** The action by which a former employee may be reinstated to a county position.

**Selection Device.** A measurement device used to assist in validating an applicant’s qualifications, skills or abilities to perform the essential responsibilities of a County position.

**Seniority Date.** The date which establishes seniority for a group of employees.

**Step Increase.** An increase in pay within a defined classification.

**Termination.** The removal of an employee from a county position for voluntary, or involuntary reasons, including but not limited to dismissal, resignation, retirement, or death.

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

**Vacancy.** An authorized position which is not occupied and for which funds have been provided.
SECTION 1 – MISSION & POLICY STATEMENT

1.01  MISSION STATEMENT. Waupaca County government exists to provide services that empower & protect residents and guests.

1.02  POLICY STATEMENT. This manual contains statements of personnel policies and procedures. It is designed to be a working guide for supervisory and staff personnel in the day-to-day administration of the County personnel program. The policies set forth in this manual cover all employees of Waupaca County, both non-represented, as well as, general municipal employees previously covered under a collective bargaining agreement. For employees who remain covered under a collective bargaining agreement, the terms of the bargaining agreement supersede the terms of these policies and procedures. These written policies should increase understanding, eliminate the need for personal decisions on matters of countywide policy, and help to assure uniform personnel administration throughout Waupaca County.

THIS PERSONNEL MANUAL SHALL NOT BE DEEMED A CONTRACT OF EMPLOYMENT. ANY ORAL OR WRITTEN STATEMENTS OR PROMISES TO THE CONTRARY ARE EXPRESSLY DISALLOWED AND SHOULD NOT BE RELIED UPON BY ANY PROSPECTIVE OR EXISTING EMPLOYEE. UNLESS MODIFIED BY EMPLOYMENT CONTRACT OR BARGAINING AGREEMENT, EMPLOYEES OF WAUPACA COUNTY ARE EMPLOYEES-AT-WILL.

The Finance and Human Resources Committee retains the right to change this personnel policy at any time with or without notice. No individual Department Head, Supervisor, County Board Supervisor, or Elected Official of Waupaca County has any authority to change this personnel policy.

It is the responsibility of every member of management to administer these policies in a consistent and impartial manner. Individual departments may develop work rules to cover particular operations of that department consistent with this policy manual. Where applicable these policies shall be superseded by, and subject to all federal and state laws, county ordinances and resolutions, and applicable collective bargaining agreements.

Comments and suggestions regarding this manual are welcome. Please direct them, as well as, any of your questions to the Waupaca County Human Resource Department. Each member of management can assist in keeping the personnel program up to date by notifying the Human Resource Department whenever problems are encountered or improvements can be made in the administration of personnel policies.

1.03  EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION. It is the intention of Waupaca County to assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to any legally protected characteristic or category, including...
arrest/conviction record (except as is substantially related to the requirements and responsibility of the position), ancestry, marital status, pregnancy/childbirth, sexual orientation, membership in the military reserve, honest testing, political affiliation, race, color, national origin, sex, age, religious creed, or disability and with proper regard for their rights as citizens. Fair treatment in personnel administration, (which involves for example, matters related to recruitment and selection, transfer, assignment, compensation, discipline and termination) includes prohibiting discrimination based on any legally protected characteristics or categories. Furthermore, the County also maintains policies specifically prohibiting harassment, (including but not limited to sexual harassment) and retaliation. Reference Section 15 – Harassment, Sexual Harassment, Retaliation-Free Workplace of the Waupaca County Personnel Policies and Procedures. Violations of such policies are subject to discipline, up to and including termination.

a) Reporting a Complaint. Any employee who believes they have not received fair treatment, or have been subject to discrimination, on the basis of any legally protected characteristic or category should immediately report the matter to his/her Department Head or the Human Resources Department. Department Heads are to report any complaints of discrimination as soon as possible to the Human Resources Department. A complaint against the head of the Human Resources Department should be reported to the chairman of the County’s Human Resources Committee. Employees are expected to cooperate with the investigation of discrimination. Employees who fail to cooperate with an investigation or who give false information will be subject to disciplinary action, up to and including termination of employment. It is the policy of Waupaca County to investigate all complaints of discrimination thoroughly and promptly. Waupaca County will, to the greatest extent possible, maintain the confidentiality of those involved in the investigation.
SECTION 2 – POSITION CLASSIFICATION

2.01 POLICY. The purpose of position classification is to provide a system of standardized classifications for authorized positions in such a way to maintain internal equity between positions while taking into consideration factors such as formal education, experience, degree of problem solving, work environment, supervisory responsibilities and other related factors.

2.02 AUTHORIZED POSITIONS. The County shall maintain an authorized position listing which is approved annually by the Waupaca County Board of Supervisors. Amendments to the authorized position listing due to the creation of new positions or reorganization of position classifications is subject to approval by the County Board of Supervisors by resolution.

2.03 ADMINISTRATION. The Human Resources Department will be responsible for the administration of the classification of positions subject to approval of the Human Resources Committee.

2.04 ALLOCATION OF NEW POSITIONS. Departments shall submit requests for new positions during the annual budget process by the date established by the Human Resources Department. New positions will be assigned to the appropriate classification and presented to the Human Resources Committee for review and approval and then forwarded to the Finance & Human Resources Committee for further action.

2.05 ABOLITION OF UNNECESSARY CLASSIFICATIONS. When it is determined that a classification is no longer useful or appropriate the Human Resources Director shall recommend to the Human Resources Committee that such class be abolished. This shall be done subject to approval.

2.06 REORGANIZATION OF DEPARTMENTS. When a department is reorganized which may result in changes in position classifications the department shall submit a job description questionnaire (JDQ) for positions which may require the creation of a new classification or change in existing classification. The JDQ will be reviewed and recommendations will be presented to the Human Resources Committee for consideration and then forwarded to the Finance & Human Resources Committee for further action.

2.07 RECLASSIFICATION REQUESTS. Annually requests for reclassification will be submitted as part of the budget process by the date established by the Human Resources Department. Each request shall complete a request form accompanied by a JDQ. The JDQ will be reviewed and recommendations will be presented to the Human Resources Committee for consideration and then forwarded to the Finance & Human Resources Committee for further action.
SECTION 3 - RECRUITMENT AND SELECTION

3.01 POLICY. It shall be the policy of Waupaca County to recruit and select the best qualified individuals for County positions. Recruitment and selection shall be conducted in compliance with all applicable laws. To provide an effective career development for qualified employees, current employees are encouraged to seek promotional opportunities within the County for which they are interested. Union positions are filled in accordance with the applicable bargaining agreement. The recruitment and selection process is the responsibility of the Human Resources Department, which works in conjunction with the department in need of staffing.

3.02 AUTHORIZATION TO INITIATE RECRUITMENT.

a) Existing Positions. Department Heads who wish to fill vacancies in existing budgeted positions shall request the Human Resources Department to initiate the recruitment process. The request shall include an updated job description including qualifications. Requests to fill vacancies may also need the approval of the Committee of Jurisdiction, as well as, the Finance and Human Resources Committee. Any position which becomes vacant and remains unfilled for six months or more shall be reviewed by the Committee of Jurisdiction and recommendation provided to the Human Resources Committee.

b) New Positions. New positions will not be established without prior approval of the County Board by resolution. Recruitment may be initiated by the Human Resources Director upon approval of the County Board.

c) Emergency Appointments. If there is an urgent need to fill a position the Chairman of the Committee of Jurisdiction may authorize filling the vacancy by making a temporary emergency appointment for up to sixty (60) calendar days. That time frame will be used to recruit a candidate according to standard procedures.

3.03 RECRUITMENT. The Human Resources Director shall develop and conduct an active recruitment program designed to meet the current and projected staffing needs of the County. Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates.

a) Job Announcements. The Human Resources Department shall issue job announcements through appropriate sources. Job announcements generally include the job title, rate of pay, job qualifications and requirements and other pertinent information. Job vacancies are announced at least five working days prior to the closing date for filing applications.

1) Internal Only Announcements. If the Department Head and Committee of Jurisdiction believe that there are an adequate number of interested current
employees meeting the qualifications for a position vacancy a request may be forwarded to the Human Resources Department to conduct a recruitment for internal County employees only. If the Human Resources Director approves said request for an internal applicant recruitment, the Human Resources Department will solicit applications for the current vacancy exclusively from current employees.

b) Applications. All applicants for employment must complete an application available in the Human Resources Department or on the Waupaca County website. Separate applications must be completed for each position applied for in Waupaca County. The Human Resources Department may require proof of application statements.

1) The Human Resources Department may reject any application if the applicant:

   a) Does not meet the minimum qualifications established for the position;

   b) Deliberately falsified the application;

   c) Has established an unsatisfactory employment record which indicates unsuitability for the position;

   d) Has been convicted of a crime, which renders him/her unsuitable for the position because of the substantial relationship between the conviction and the position. (Determination on this basis shall be contingent upon the nature of the offense, date of occurrence, eligibility for surety bond and other legally relevant considerations.);

   e) Applies after the published deadline;

   f) Does not complete the employment application in its entirety.

c) Screening of Applications. The applications meeting the minimum qualifications shall be certified as eligible by the Human Resources Director, or designee, and submitted to the Department Head or direct supervisor for consideration. The Human Resources Department in conjunction with the Department Head or authorized supervisor shall determine those candidates who are the best qualified. The screening of applications for Department Head positions shall be done in conjunction with the Chair of the Committee of Jurisdiction and the Human Resources Director. Department Heads, direct supervisors, and other designated individuals are to handle application materials with integrity and confidentiality and should not discuss or share materials with staff or other agencies/employers unless designated as part of the reference or background check process.

d) Interview and Selection Process. The interview and selection process shall maximize honesty, reliability, objectivity, and validity through a practical and job-related
assessment of applicant attributes necessary for successful job performance and career potential. All individuals involved with or participating in the interview and selection process shall maintain the appropriate level of integrity and confidentiality.

1) **Selection Devices.** The Human Resources Director shall be responsible for determining if formal selection devices are to be used to screen applicants for job vacancies. These may include but need not be limited to: a review of training and experience; performance tests and/or work samples; practical written or oral tests; physical fitness examinations; psychological testing; and background and reference inquiries. In the development of selection devices, the Human Resources Director shall confer with Department Heads, supervisors, or others familiar with the knowledge, skills and abilities required to determine the specific devices to best measure these factors relevant to the positions being filled. Formal selection materials shall be known only to the Human Resources Department and to the other individuals involved in the development of the selection devices. Every precaution shall be exercised by all persons participating in the development and maintenance of materials to maintain the highest level of integrity and confidentiality.

2) **Interviews.** The interview is key to the selection process and is conducted with objectivity and high regard for employment laws. Applicants selected for interview in accordance with the selection process shall number at least three per vacancy. In the event that there are less than three qualified applicants for a vacancy, the Human Resource Director may deem those qualified as eligible and present the candidates for interview.

The applicants shall be interviewed by a designated selection committee consisting of: the Human Resources Director, or designee, the Department Head and/or a direct supervisor, the Chairperson of the Committee of Jurisdiction, or designee, and the Chairperson of the Human Resources Committee, or designee. The selection committee shall make recommendations for selection to the Department Head who shall make the final selection based on the recommendations of the selection committee. All interviews shall be coordinated through the Human Resources Department.

a) **Temporary, limited term, casual or relief positions:** Candidates selected for interviews will be interviewed by the Department Head and/or direct supervisor.

b) **Certain professional and management positions:** When designated appropriate by the Human Resources Department the selection committee may contain members other than those listed above for the purposes of providing expertise during the interview process. Any designated external interviewers may be reimbursed for travel and meal
expenses in accordance with the current County Ordinance governing per diem and expense reimbursements.

3) **Background and reference checks.** The Human Resources Department will be responsible for conducting and coordinating appropriate reference checks, education and employment verifications, and other appropriate verifications to ensure the candidate(s) best meet the needs of Waupaca County. All background checks will be conducted in compliance with all applicable laws and regulations.

4) **Selection.** The interview committee shall make recommendations for employment to the Department Head who shall make the final selection based on the recommendations of the interview committee, any testing or selection device results, and background/reference check results. The Finance and Human Resources Committee and the Chairperson of the applicable Committee of Jurisdiction or his/her designee shall have hiring authority for all Department Head positions unless otherwise provided by state statutes.

5) **Offer of Employment.** Upon final selection, the Human Resources Department shall send a letter of offer to the successful applicant; upon that person's accepting the position, the Human Resources Department shall notify the unsuccessful applicants who interviewed. Contingent offers of employment may be necessary in certain circumstances where applicants are required to successfully complete a pre-employment health screening, drug test, or other post-offer inquiry.

### 3.04 INTRODUCTORY PERIOD

Original appointment to regular positions shall be made with an introductory period of twelve calendar months. Unless modified in writing by employment contract or bargaining agreement, employees of Waupaca County are employees-at-will. Designation of an introductory period shall not modify the at-will employment status.

### 3.05 RESIDENCY

The County does require county residency and/or emergency response time expectations as a condition of employment for certain positions. Applicants will be notified of any residency or response time requirements.

### 3.06 NEPOTISM

No person shall be employed, promoted or transferred to any position in a department or agency within of Waupaca County, or a division or section thereof, if such employment would result in the person either directly supervising or being directly supervised by a member of his/her immediate family. A current employee or external applicant will not be prevented from expressing interest in, submitting applications for, interviewing for, or being offered an available position. However, if the selection of a candidate would result in such a nepotism policy violation, before denying the candidate the available position, the County will give the selected candidate’s immediate family member the option of voluntarily resigning from his or her position.

January 2020

Section 3 – Recruitment and Selection
In addition, if a nepotistic relationship will arise (or has arisen) during an employee’s employment with the County (i.e. through a marriage during the course of employment), the employee must notify the County’s Human Resources Department prior to the creation of this relationship (or, if unknown prior to the creation of the relationship, as soon as the employee becomes aware of the nepotistic relationship). If upon the County’s review it is found that the relationship will or does result in a nepotism policy violation, the County will, at its discretion, take action to resolve the potential violation or violation, including but not limited to giving the option of voluntarily resigning from his or her position, removal, or reassignment of the position or job duties for either employee.

Further, no Department Head, supervisor or member of the Board shall be involved with the hiring process outlined in this section, including but not limited to, providing any type of influence or recommendation related to a candidate, where a member of that person’s immediate family is an applicant for that position.

3.07 EMPLOYEE ORIENTATION. The Human Resources Department will conduct new employee orientations relative to general conditions of employment, benefits, county policies and procedures, as well as, provide the employee with any applicable bargaining agreement. Each Department will also conduct employee orientations on departmental policies, hours of work, operating equipment, emergency procedures, job duties and responsibilities, and other items deemed necessary.
SECTION 4 – SALARIES AND WAGES

4.01 **POLICY.** The purpose of salary and wage administration is to provide for a fair and equitable compensation system. The wages and salaries provided by the County to its employees are for the purpose of obtaining and retaining competent individuals to perform services to the residents. The County will provide salaries and wages which have external competitiveness and internal equity whenever possible and within the established fiscal limits.

4.02 **ADMINISTRATION.** The administration and development of the compensation system is the responsibility of the Human Resources Department. Amendments to the compensation system shall be the authority of the Finance & Human Resources Committee through recommendation by the Human Resources Committee.

4.03 **COMPENSATION.** All employees shall be compensated by one of the designated methods listed below:

   a) **Regular Full and Part-time Positions.** These positions are allocated to one of two separate wage schedules: Department Heads (DH), or Waupaca County Employees (WC).

   b) **Represented Employees.** Employees who are represented will have a collective bargaining agreement which may include a specified wage schedule in lieu of the wage schedules listed above. Collective bargaining agreements require ratification by the Waupaca County Board of Supervisors.

   c) **Elected Officials.** Elected Officials salaries shall be set by the Waupaca County Board of Supervisors.

   d) **Casual Employees.** Casual employees will be compensated by wages set by County Board resolution. These positions include, but are not limited to the following: Bailiffs, Reserve Deputies, Water Patrol Deputies, Deputy Coroners, Haz-Mat Employees, and Seasonal Employees.

   e) **Limited Term Employees.** Employees who are hired to work on a temporary basis to fill in for regular full or part-time positions, assist a department temporarily with a project, will be compensated at the start rate on one of two county wage schedules (DH, or WC). In circumstances where an LTE is immediately qualified and capable of performing the essential responsibilities of the vacant position a higher wage may be considered.

4.04 **COMPENSATION ADJUSTMENTS.** Market adjustments to the wage schedule(s) shall be applied subject to the approval of the County Board of Supervisors. Adjustments are generally considered on an annual basis during the budget process.

4.05 **DETERMINATION OF HIRING SALARIES/WAGES.** The determination of an appropriate
salary/wage for a new hire will be accomplished in coordination with the Human Resources Director and Department Head. New hires with the minimum skills and qualifications will normally be hired at Step 1. A new hire may be placed at a rate up to the midpoint of the wage schedule subject to the approval of the Human Resources Director under the following conditions:

a) The new hire has a level of experience or skill set which exceeds the minimum qualifications and is immediately usable upon hire.

b) The market conditions demand a hire starting step.

A new hire should not be hired above the midpoint unless there are extenuating circumstances. A request to hire an employee at a wage/salary that exceeds the midpoint requires the approval of the Human Resources Director and the Interview/Selection Committee.

4.06 **STEP INCREASES.** Employees may advance one (1) step placement per year subject to a performance evaluation that meets expectations. Steps 1-7 occur annually and steps after 7 occur every other year.

4.07 **PAY FOR PERFORMANCE MERIT STEP INCREASES.** Employees holding position classifications on the DH schedule have a component of their wage schedule which is linked to merit compensation. Employees in the merit range of the wage schedule may receive up a maximum of 1 ½ steps with exceptional and consistent performance throughout the twelve month evaluation period.

4.08 **PROMOTIONS.** A promotion is the assignment of an employee from one position to another position with a higher grade classification. When promoted an employee shall be placed at the step in the new grade which provides for at least a 5% increase unless other circumstances warrant special consideration.

4.09 **DEMOTION.** A demotion is the assignment of an employee from one position to another position with a lower grade classification. A demotion may result from a voluntary request, disciplinary measure or in response to position or department changes. Step placement in the lower grade will be dependent on the circumstances, as well as, consideration of the skills and experience of the employee and their ability to perform in the new classification.

4.10 **TRANSFER.** A transfer is the assignment of an employee from one position to another within the same class with the same pay range. There shall be no salary/wage adjustment for employee transfers within the same grade.

4.11 **PAY RATES FOR WORK IN A HIGHER CLASSIFICATION.** In circumstances where it is necessary to assign an employee on a temporary basis to work in a higher job classification for an extended period of time a temporary pay rate may be established to compensate the employee appropriately. This action shall only take place when recommended by the
Department Head and Human Resources Director. In no circumstances will a temporary work assignment to a higher classification exceed six (6) months without the authorization of the Human Resources Committee.

4.12 **FIELD TRAINING OFFICER PAY.** Assigned Field Training Officers at the Sheriff’s Office will receive $1.00 per hour of pay when training and evaluating new employees on scheduled shifts.
SECTION 5 – PERFORMANCE EVALUATIONS

5.01 POLICY. The County’s performance evaluation system is designed to assess an employee’s work performance, establish clear expectations, recognize good performance, identify where improvement is needed or desired, and establish work related goals. Additionally, the performance evaluation process should strengthen communication between employees and their supervisor(s) and identify opportunities for development.

5.02 ROLES AND RESPONSIBILITIES.

a) Human Resources. The administration and development of the performance evaluation system is the responsibility of the Human Resources Department. The Human Resources Director shall recommend necessary amendments to the Human Resources Committee for further consideration.
b) Department Heads/Supervisors. Department Heads and Supervisors are responsible for conducting timely, fair and impartial evaluations consistent with the policy.
c) Employee. The employee shall have the opportunity to comment on their performance evaluation. Comments or attachments must be made within 3 days of receiving the evaluation.

5.03 EVALUATION PROCESS. Performance evaluations shall be completed by the employee’s direct supervisor on an annual basis for all employees using the authorized Employee Performance Evaluation form. The evaluation process will be focused on the essential responsibilities of the employee’s position, as well as, other key performance factors including:

- Attendance
- Attitude
- Communication
- Customer Service Skills
- Job Knowledge
- Job Performance
- Problem Solving
- Professionalism
- Safety/Loss Control
- Policies & Procedures
- Teamwork
- Goal Setting

a) All newly hired employees shall have at least one mid-year evaluation during their introductory period and prior to receiving their annual evaluation.
b) Regular Full and Part-time Positions. Will receive annual evaluations. Existing full or part-time employees that are promoted or change positions will be evaluated using the date of the promotion or transfer as the evaluation date.
c) Limited Term & Relief Employees. Departments may conduct evaluations on limited term and relief employees as needed.

5.04 STEP INCREASES. All employees must receive an overall performance evaluation that meets expectations in order to receive a step increase. The approval or denial of step increases is not grievable under the County’s grievance procedure policy.
SECTION 6 – COUNTY PROPERTY

6.01 POLICY. Waupaca County may issue or provide employees the use of various items of county property to assist in the safe and efficient performance of the employee’s duties and responsibilities. County vehicles, equipment (including office equipment), supplies, tools, and keys, shall not be used for private, personal or unauthorized purposes. Authorization may only be provided by the Department Head and must be properly documented.

6.02 COUNTY ISSUED PROPERTY. Employees are responsible for the proper care and use of County issued property including, but not limited to, vehicles, equipment (including office equipment), supplies, tools, and keys, etc.

   a) Lost or Damaged Property. Employees shall be expected to immediately report to their supervisor all accidents, breakdowns, loss or malfunctions of any equipment so that the repairs or replacements may be made. Supervisors must immediately report all property damage and/or liability claims to the County Clerk’s Office.

   b) Keys. Employees who are issued keys to County facilities or property are responsible for the safekeeping of them at all times. An employee who has lost or misplaced their keys must immediately report it to their Supervisor/Department Head. In warranted circumstances employees may be responsible for replacement costs and associated expenses (i.e. rekeying facilities). Keys are not to be shared with unauthorized individuals or used to provide unauthorized access; such conduct will be grounds for discipline.

   c) County vehicles. Any employee operating a county owned vehicle, or personal vehicle for county purposes is required to maintain a valid driver’s license. County owned vehicles may be taken home overnight only when authorized by the County Board, a committee thereof, or a Department Head.

      1) Operating a County Vehicle. In using the County’s vehicular equipment, employees must keep in mind the fact that they are representatives of County government and that their conduct is a reflection on Waupaca County. All employees shall adhere to all rules of safety (including but not limited to wearing seatbelts, utilizing car seats, following speed limits, etc.). It is imperative that employees abide by these rules with the highest level of professionalism.

      Any fines or forfeitures incurred by an employee while operating a County vehicle due to traffic or parking violations shall be the responsibility of the employee and all fines, forfeitures or monies shall be paid by the employee. No one other than County employees is allowed to operate a County vehicle. Any
individual operating a County vehicle must maintain a valid Wisconsin Drivers License. Loss of license must be reported immediately to the Department Head.

Employees with specific requirements for certified driver’s licensure shall remain compliant with the Waupaca County DOT Substance Abuse Policy, as well as, Section 7.05 of these Personnel Policies and Procedures.

a) Post Accident Testing. Employees involved in an accident (excluding animal accidents) on work duty or while operating a county vehicle may be required to undergo a drug and alcohol test at the expense of the County.

2) Imputed Income. Employees required to use a county vehicle for commuting purposes shall be subject to all applicable tax regulations.

d) Telephones and Cellular Phones. Employees shall practice courtesy and professionalism in receiving or placing calls. Employees are permitted to use County phones for personal reasons, but are to limit such use to instances of necessity. Employees are encouraged to make and receive personal calls during break times. This is a privilege and not a right and may be withdrawn by the employee’s supervisor if abused through excessive use or if telephone use causes interference with work duties. All long distance or toll calls of a personal nature must be made at the employee’s expense.

1) Personal cell phone or other personal electronic equipment use during working hours shall be subject to departmental policy. Any authorized usage should be conducted professionally and with respect to surrounding co-workers.

2) At no time shall an employee use a cell phone while driving or operating equipment while working.

e) Mail Services. Employees shall comply with established guidelines for receipt of mail and deliveries as specified by the Finance & Central Services Department. Employee may not use County postage or stationary for personal or unauthorized purposes.

f) Computer Usage. Waupaca County Information Systems Department maintains specific rules and policies regarding the use of the County’s computer network. County employees are expected to follow all rules and policies while using County computers. Please refer to the Waupaca County Information Technology Policy for further details, as well as, Section 7.08 on Social Media.

6.03 PERSONAL PROPERTY. Waupaca County is not responsible for personal property stored or left on County property during or after work hours. Employees are solely responsible for
their own personal property they choose to have with them during working hours. Waupaca County will not indemnify or otherwise compensate employees for lost, damaged, or stolen personal property left on County property or at any County worksite or after working hours.

a) **Prohibited Items.** Items which are inappropriate or impose a safety hazard (candles, space heaters, weapons, etc.) are prohibited.

b) **Authorized Use of Personal Property.** In special circumstances Department Heads may authorize the use of an employee’s personal property to assist in the performance of their assigned work duties. In the event the employee’s property is damaged while the employee is engaged in the performance of his/her duties reasonable compensation to the employee may be awarded in certain instances deemed appropriate.

### 6.04 COUNTY FACILITIES.

a) **Weapons Policy.** All county employees are subject to County Ordinance #31 regarding weapons in County Facilities. County Ordinances are maintained in the County Clerk’s Office and on the County website.

b) **Smoking on County Property.** Smoking in County facilities is prohibited. All county employees are subject to County Ordinance regarding smoking on County property. County Ordinances are maintained in the County Clerk’s Office and on the County website.

c) **Break Rooms.** Waupaca County provides break room facilities for employees. Employees should make every effort to keep break rooms clean and neat by cleaning up after themselves.

d) **Bulletin Boards.** Bulletin Boards are available to post County employment opportunities, union communications/notices, and general information. The county reserves the right to remove items that may be inappropriate.

g) **Meeting Rooms.** Meeting rooms and conference room facilities are available for county use. Rules regarding the use of meeting rooms are maintained in the County Clerk’s Office and on the County website.

h) **Lactation Support Program.** In support of an employee’s decision to breastfeed Waupaca County provides private locations to enable employees to maintain the breast feeding relationship. Please see section 10.10 for additional information or contact Human Resources at (715) 258-6210.
SECTION 7 – CONDITIONS OF EMPLOYMENT

7.01 DRESS, GROOMING AND PERSONAL HYGIENE. While representing Waupaca County all employees are to dress and be groomed appropriately for the job in accordance with the department requirements and health and safety standards. Employee clothes or uniforms shall be neat and clean at all times. In the event of any question regarding the appropriateness of any particular style of clothing, grooming, or personal hygiene the Department Head shall make the final decision.

7.02 PUBLIC RELATIONS. It is the responsibility of all employees to courteously and professionally deal with all members of the public. As a governmental agency Waupaca County entrusts its employees to foster trust, support, and goodwill in its citizens through responsible actions and favorable public relations. Any actions or demeanor which demonstrates unprofessional or discourteous behavior towards the public will be grounds for disciplinary action.

7.03 CONFIDENTIALITY. Confidentiality refers to the protection of information that is intended to be private. Since most County departments exist solely for the purpose of serving the public, Waupaca County expects its employees to maintain the highest standards of confidentiality to ensure the best possible service to the public. Specific questions regarding the confidential nature of information should be directed to the Department Head and/or Corporation Counsel when necessary.

7.04 CONFLICT OF INTEREST. 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 that the public have 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.

a) Personal Interests. No County employee shall use his/her office or position for personal financial gain or financial gain of his/her immediate family. No employee shall engage in his/her 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 of judgment or action in the performance of his/her official duties. No employee shall use or disclose "privileged information" gained in the course of or by reason of his/her official position or activities.

b) Political Activity. No employee is precluded from engaging in political activity provided that such activity does not interfere with normal work performance, is
not conducted during normal working hours and does not involve the use of County equipment or property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party, or purpose. (Under the provisions which are financed in whole or in part by federal loans or grants employees may be prohibited by law from becoming political candidates in partisan elections).

c) **Nepotism.** No person shall be employed, promoted, or transferred to any department or agency within Waupaca County government or to a division or section thereof if, as a result, he or she would be directly supervising or directly supervised by a member of his or her immediate family. If a nepotistic relationship will arise (or has arisen) during an employee’s employment with the County (e.g. as a result of a marriage during the course of employment), the employee must notify the County’s Human Resources Department prior to the creation of this relationship (or, if unknown prior to the creation of the relationship, as soon as the employee becomes aware of the nepotistic relationship). If upon the County’s review it is found that the relationship will or does result in a nepotism policy violation the County will, at its discretion, take action to resolve the violation including but not limited to giving the option of voluntarily resigning from his or her position, removal or reassignment of the position or job duties for either employee.

### 7.04 RESIDENCY AND RESPONSE TIME

The County does have residency and response time requirements as a condition of employment for certain county positions of the Sheriff’s Department, Emergency Management and the Highway Department.

a) **New Hires.** Newly hired employees who have residency and response time requirements as a condition of their employment will be given a period of time to establish residency or response time expectations. Failure to establish residency or response time requirements within the defined time period will require separation from employment with Waupaca County.

### 7.06 ID BADGES

To promote a safe workplace for all and to protect the County’s property, confidential, and proprietary information, Waupaca County requires that all employees, as well as, designated contractors, visitors, volunteers, display the required identification badge or name tag at all times during working hours and while conducting County business in specified secure areas.

a) **Issuing ID Badges/Name Tags.** Employees will be provided ID badges or designated name tags at the beginning of his/her employment. If an employee loses their ID badge or name tag he/she must immediately report the loss to the Human Resources Department.

b) **Displaying ID Badge.** Employees shall have in their possession at all times an ID
badge or designated name tag. ID badges and name tags are to be worn on the front of their body and visible to co-workers and the public unless otherwise authorized by the employee’s Department Head or supervisor for legitimate business reasons.

c) **Authority.** Human Resources shall be responsible for issuing the ID badges/name tags including scheduling of taking pictures and obtaining necessary forms and signatures for access authority. Human Resources shall work closely with the Maintenance Department who shall ensure that the necessary access is entered for each ID badge in accordance with the necessary forms completed by the Department Head requesting access for employees, contractors, visitors, etc.

d) **Access.** No access will be granted to anyone without the approval of the Department Head of the secured area. Employees requesting access changes must complete the required authorization forms.

### 7.07 DRUG AND ALCOHOL FREE WORKPLACE

It is the policy of Waupaca County to provide an alcohol and drug-free workplace for all of its employees. “Workplace” includes any place where a person is functioning as a County employee. The County requires that employees neither use, possess, manufacture, sell, exchange, nor be under the influence of drugs, intoxicants, alcohol, narcotics or any other controlled substance(s) and that a zero tolerance standard shall prevail in the workplace. This policy, however, does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to said employee. Because prescription medication can also affect an individual’s demeanor and job performance, it is the employee’s responsibility to notify their immediate supervisor if he/she is taking legal prescription drugs that may affect their ability to perform the duties of their position. Such prescription drugs must be given under medical supervision and may not interfere with the performance of job duties. Any employee violating this policy is subject to discipline, up to and including discharge.

a) **Reporting of Drug Conviction.** Any employee convicted of violating a Wisconsin or Federal Criminal Drug Statute in the workplace must inform the County of such conviction within five (5) days of the conviction occurring. Failure to inform the County subjects the employee to disciplinary action. When the federal government requires a County to notify the federal contracting office of an employee’s drug conviction in a workplace, the County will provide such notification to the federal contracting office within ten (10) days of receiving such notice of conviction from an employee or otherwise receiving notice of such conviction.

b) **Prevention and Rehabilitation.** The goals of this policy are prevention and rehabilitation whenever possible. The County provides access to drug and alcohol counseling, rehabilitation and the Employee Assistance Program for all of
its regular employees. The County's group health insurance provides benefits for rehabilitation services, and the County treats drug and alcohol addiction the same as other illnesses and provides for a leave of absence if required by the Family and Medical Leave Act for treatment of drug-related or alcohol-related illnesses. The County also recognizes drug and alcohol abuse as a potential health and safety problem. Employees needing help in dealing with such problems are encouraged to use the Employee Assistance Program (EAP) and health insurance plans as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job; and contacts with the EAP, initiated only by the employee, will not be known nor noted in any personnel record.

c) **Employees Subject to D.O.T. Regulations.** It is the intent of Waupaca County to comply fully with the U.S. Department of Transportation (DOT) regulations governing the use of drugs and alcohol by certified motor vehicle drivers; therefore, certified drivers shall in addition be subject to the Waupaca County DOT Substance Abuse Policy.

d) **Responsibility of the County.** Because drug and alcohol use can seriously jeopardize the health and safety of employees and the public, it is the responsibility of the County to attempt to maintain a drug-free and alcohol-free workplace at all times. The County will administer pre-employment drug and alcohol testing where appropriate; will conduct post-accident and reasonable suspicion testing as needed; conduct random and return-to-work drug and alcohol tests as required by federal law; and will provide training and education to inform employees of the dangers of drug and alcohol abuse in the workplace.

e) **Responsibility of the Department Heads, Supervisors, and Employees.** To ensure a safe workplace it is the responsibility of all managers, supervisors, and employees to report incidents of reasonable suspicion immediately to their supervisor, department head, or the Human Resource Department. Failure to report such incidents will be grounds for discipline. It is the responsibility of all County employees to abide by the terms of this policy as a condition of employment. Failure to comply with a request for post-accident, reasonable suspicion, random or return-to-work drug and alcohol testing will be grounds for discipline, up to and including termination.

7.07 **SOCIAL MEDIA.** Waupaca County recognizes that emerging online collaboration platforms are fundamentally changing the way citizens, government entities, and businesses interact with each other. The County has determined that online discourse through social computing may facilitate the efficient delivery of County services and foster positive public perception and a sense of community.
a) **Purpose.** This policy is intended to provide a framework for use of social media when authorized by the County as part of an employee's job duties. This policy also provides general guidelines for the personal use of social media by all employees. For UW-Extension employees, this policy is intended to supplement but not replace the UW-Extension online security guidelines.

The forms of social media or technology referred to in this policy include, but are not limited to Facebook, LinkedIn, MySpace, Twitter, Yammer, Youtube, Instagram, Google Plus+, Pinterest, Snapchat, Tumblr, video or wiki postings, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with the County.

County-owned technology resources are the property of the County, as is all data created, entered, received, stored, or transmitted via County-owned equipment. All use of social media or similar technology is subject to all County policies, including but not limited to the Waupaca County Information Technology Use policy, as well as any existing Internet, email, and harassment policies. Employees may be subject to discipline, up to and including discharge for conduct that violates County policies or rules and regulations, whether such conduct occurs on duty or off-duty. Please refer to each of these policies for additional information.

b) **Changes to Social Media Policy.** Waupaca County may, from time to time, modify this Social Media Policy to reflect legal, technological and other developments. A current copy of this document can be found on the Human Resource Department’s web page at http://www.co.waupaca.wi.us/departments/policies_and_procedures.php

c) **Definitions.** The following definitions relate to terms as used within the context of this policy

- **Social Media** - a means of interactions among people in which they may create, share, and exchange information and ideas in virtual communities and networks.

- **Blog** - discussion or Informational forum published on the internet and consisting of discrete entries ("posts") typically displayed in reverse chronological order.

- **Spam** - unsolicited bulk messages, especially advertising, indiscriminately sent to any number of recipients.

- **Social Media Site** - Any platform on which to build social networks or social relations for the sharing of information of common interest.
d) **Work Related Social Media Guidelines.** The work related use of social media can range from passive review of social media profiles for informational or investigative purposes, to the authoring of content through a department sponsored social media account. Any such work related use must be approved by an employee's supervisor. The following conditions also apply to such use:

1) Employees are not permitted to use social media, blogging, or similar technology during working hours or at any time on County computers or other County-supplied devices, unless specifically authorized to do so as part of employee's job responsibilities. An example of an authorized use may be law enforcement use for investigative purposes.

2) Employees authorized to publish content to a department sponsored social media site shall be designated as social media representatives and such designation shall be made by the employee's Department Head with notice to the Information Technology (IT) Director.

3) Employees may only establish official sites, blogs, pages, or accounts in their official capacity as County staff on a social media site with the authorization of their Department Head. Notification of all new official Social Media sites must be provided to the Administrative Coordinator and the IT Director. All County authorized social media sites are to be sponsored by a County agency or department and the content of such site will become the responsibility of the department and its management.

4) Permission to author content on County authorized social media sites will only be granted to those employees who are authorized to speak on behalf of the County via these electronic communications media.

5) Employees are expected to recognize the confidentiality of certain County information, and the privacy rights of employees and residents, and are prohibited from disclosing confidential, personal employee and non-employee information and any other proprietary and/or nonpublic information to which employees have access. Questions regarding whether information has been released publicly or doubts regarding the propriety of any release, shall be directed to the employee's supervisor or County Administrative Coordinator before releasing the information.

6) When communicating electronically, employees are expected to speak respectfully about the County and County-related matters, and limited to items to which the employee is authorized to speak and identify themselves and their role with the County.

7) Employees are expected to follow copyright, fair use and financial disclosure laws when using online communications. Note that the unauthorized use of copyrighted materials, unfounded or derogatory
statements, or misrepresentation can result in disciplinary action up to and including termination.

8) Employees acting on behalf of the County may not publish content to any website or social media application that is unrelated to subjects associated with their position with the County. When writing about County matters try to add value and provide worthwhile information and perspective.

9) Honor privacy rights of our current employees by seeking their permission and the permission of their Department Head before writing about or displaying internal happenings that involve the employee. Respect a fellow employee’s request to remove his or her image from County social media platforms.

10) Employees should not cite or reference County contractors or suppliers without their approval. Care should be taken to not promote one contractor over another or provide preferential treatment of any kind.

11) Employees are permitted to use social media platforms to recognize and/or thank private and not-for-profit entities who have partnered in County events and programs.

12) Authorized social media sites are not to be used to express a political viewpoint or endorse a political candidate.

13) Be aware of your association with the County and that at all times you serve as an ambassador of the county.

e) General Social Media Site Guidelines for Authorized Sites. All County social media sites must be sponsored by a department. The department must include a link to this site from their departmental home page and the County's official social media directory, on the County's official website.

The sponsoring department will be responsible for all management of an authorized social media site and it is the Department Head's responsibility to maintain compliance with this policy and all other applicable policies or laws in the management of their social media site(s).

All County social media sites must utilize the platform’s process to establish the County site as a legitimate site. For example, a Facebook page must have a “verified account status” obtained by the Department Head or his or her designee.
The accuracy, quality and timeliness of all content on an authorized social media site is the responsibility of the sponsoring department. Likewise, the authorization of the appropriate staff to maintain such a site is also the responsibility of the sponsoring department.

A Department Head may authorize the use of “boost” or enhanced marketing techniques offered by the platform if such expenditures are within the Department’s operations budget and if in conformity with grant restrictions, if applicable.

When creating a County social media site, page, etc., all departments and employees should adhere to the following Guidelines:

1) Appropriate use: All communications carried out on County equipment or County sponsored electronic media must adhere to the appropriate use guidelines set forth in the IT Technology Use Policy.

2) Encourage one-way communication when possible. Use of two-way communication is permitted in cases where limiting the application to one way communication would reduce or negate the value of the social media application.

3) All official Waupaca County social media sites will include a disclaimer similar to the following: "The information provided herein is provided as a courtesy and for informational purposes only. Please contact the listed media contact for this (site, page, etc.) to confirm the accuracy of the information found here. Content on this site is not to be construed as a legal notice."

4) Comment Policy: Any County authorized social media site which allows comments to be posted must display the following comment policy:

The purpose of this site is to present matters of public interest in the County of Waupaca, including information regarding its many residents, businesses and visitors. We encourage you to submit comments, but be advised this is not an open public forum. Once posted, the County reserves the right, but assumes no obligation to delete submissions that are illegal, obscene, defamatory, threatening, invade privacy, or which are considered to be offensive to anyone or may infringe upon the intellectual property or copyrights of others. The County does not necessarily review all posted comment on a regular basis. Furthermore, the County reserves the right to delete any comment for any reason and will immediately delete any comments that include: spam or links to other sites; are clearly off topic; advocate illegal or illicit activity; promote particular products, services or vendors; infringe on copyrights or trademarks; or advocate for a particular political party, candidate or point of view. Comments expressed on this site do not necessarily reflect the opinions of Waupaca County or its employees. The County takes no responsibility nor assumes any liability for any content posted on this site. Please contact the site administrator for assistance with a comment you believe violates the above policy.

If the particular social media technology does not provide space for the above, a
link from the social media application or user profile to this Social Media Policy on the County website is to be provided. Departments are required to enforce this policy and verify that all posts comply with these guidelines:

- No Spam
- No off topic posts
- Promotion of illegal activity prohibited
- Copyrighted or licensed material prohibited
- Promotion of political organization prohibited
- Promotion of products or services prohibited
- Personal attacks prohibited
- Personal protected information prohibited
- Violent, obscene or racist comments prohibited
- Repetitive posts prohibited

5) Administrative Structure: any County authorized social media site will require the following:

a) Assigned administrator: this person will be responsible to see to it that the use of the social media site adheres to this policy and all related County policies. The name of the site administrator must be filed with a request for an authorized social media site.

b) Backup administrator: to prevent issues related to site administration during the absence of the site administrator, all authorized sites must have a named backup administrator also to be filed as part of the request for an authorized site. It is the responsibility of sponsoring department manager to update this information should authorized personnel change.

c) Approved content authors: sponsoring departments must authorize all employee content authors for their departmental social media site.

6) Notification to Administration: The Administrative Coordinator’s office is to be made aware of any and all Department sponsored social media sites, to include the following information:

a) Site Address
b) Purpose of Site
c) Administrator and Backup Administrator of site
d) Type of communication, one-way, two-way moderated, open two-way

7) Required elements of a County authorized social media page: technology permitting, all County sanctioned social media sites should contain the following information in a prominent place on the site:

a) County Department clearly identified
b) Comment policy  
c) Stated purpose of page  
d) Notification that violations of comment policy will result in blocking user  
e) Disclaimer—See Section IV, 3) above  
f) Official contact for page

8) Photographic images of citizen participants engaged in County events and posted on County social media platforms are permitted in accordance with the County’s waiver and release statement published on the County’s website. Written and oral requests from a participant to have his/her image removed from the County’s social media platform shall be honored.

9) Prohibited content: The following types of content are prohibited on County sponsored social media sites:  
a) Political opinions or endorsements, campaign ads or links to any such content  
b) Content that maybe considered offensive  
c) Content not related to the stated purpose of the particular social media site

Public Records. Public records requirements are mandated by the State of Wisconsin. Each department utilizing a social media presence is responsible to ensure compliance with all applicable public records laws. The following guidelines are intended to assist department in maintaining such compliance:

1) It is recommended that County social media authors use only existing material from existing County web pages or previously published documents.  
2) Content exclusive to a department’s social media site should be captured and saved in an archival copy.  
3) Copies of all content removed from the site are to be retained in an archival copy.  
4) Do not use social media as a medium for conducting governmental business.  
5) Technology permitting, it is recommended that a backup of the entire site be captured and retained on a regular basis. If an employee has questions as to applicability of open records law to specific content, or a particular use case, it is recommended that they contact the Corporation Counsel prior to posting the information or utilizing social media.

Personal Use of Social Media. Waupaca County respects the right of elected officials to use social media. Waupaca County Supervisors and other elected officials shall use social media in a manner that conforms with Waupaca County Code of Ethics, Code of Ordinances Chapter 2, Section 2.03 and other state and federal laws regarding holding public office.

Waupaca County respects the right of employees to use social media and does not discourage employees from self-publishing, self-expression and public conversation.
and does not discriminate against employees who use these mediums for personal interests and affiliations or other lawful purposes. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee of Waupaca County.

1) Employees cannot use employer-owned equipment, including computers, County-licensed software or other electronic equipment, facilities or County time, to conduct the personal use of social media.

2) Employees are personally responsible for their commentary on all social media sites and can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any party.

3) Employees can be disciplined for any use of social media in a manner that violates County policies. Information posted on social media sites can be used by the County as evidence in disciplinary actions.

4) Employees shall be professional in their use of personal social media to avoid the appearance of using that media in an official capacity nor shall they use their personal social media to contribute to workplace violence, bullying, fighting, or making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of fellow employees or Waupaca County. In no case shall employees disclose or violate policies regarding confidential information through the usage of their personal social media.

5) Employees who use personal social media as a professional networking tool are encouraged to create a professional social media platform that is separate from their personal social media platforms.

6) Employees cannot post the name, trademark or logo of the County, company-privileged information, including copyrighted information or company-issued documents, or photographs of other employees, residents, vendors or suppliers taken in their capacity as County employees. Employees are strictly prohibited from posting information or images protected by the Health Insurance Portability and Accountability Act (HIPAA) and the Privacy Act of 1974.

7) Employees should not link from a personal social media site to the County internal or external web site without the permission of their Department Head and the IT Director.

h) Employer Monitoring. Employees have no expectation of privacy while using the County’s technology resources for any purpose, including social media. The County monitors all such use and may withdraw content to be inappropriate, outside the scope
of an employee’s authority, or in violation of County policy as determined by the Department Head and/or the Human Resources Director.

g) **Reporting Violations.** The County requests and strongly urges employees to report any violations or possible violations of this policy to their supervisor or the Human Resources Department.

h) **Discipline for Violations.** The County will investigate and respond to all reports of violations this policy. Violations may result in disciplinary action up to and including termination.
SECTION 8 – HOURS OF WORK

8.01 HOURS OF WORK. The normal work week for regular full-time Waupaca County employees will consist of 40 hours of work (for designated positions at the Courthouse and WCI, the normal work week for regular full-time employees will consist of 36 ¼ hours of work.) Hours of work may vary as deemed necessary for the effective and efficient operation of each department. It is not the intent of this policy to provide for a guaranteed work week.

a) Changes to approved work week. Any changes to an employee’s designated work day or work week requires prior approval of the employee’s supervisor and/or department head.

b) Flex Time. The periodic adjustment of the work schedule to accommodate the operations of Waupaca County, or for the infrequent adjustment to allow employees to accommodate personal obligations is considered flex time. Allowing flex time is at the sole discretion of the Department Head and/or supervisor. Flex time must be used within the pay period and requires prior approval of the supervisor.

8.02 LUNCH PERIODS AND BREAKS. Lunch periods and break times are to be arranged between employee and the supervisor and/or department head. Since most County offices remain open continually on normal work days it is the department head’s responsibility to assure that lunch periods and breaks are scheduled so that adequate staff coverage is provided at all times.

a) Lunch Periods. Lunch periods shall be established on a Departmental basis, and shall not be longer than one (1) hour. All lunch breaks are to be unpaid, with the exception of positions in the Sheriff’s Department which are unable to be relieved from their workstation or their duties during the working hours.

b) Breaks. Break periods shall be established on a Departmental basis with the expectation that each employee working at least six (6) consecutive hours of work will be entitled to a minimum of one fifteen (15) minute break. Breaks not taken are lost. Breaks cannot be accumulated or used to extend lunch periods or to shorten the workday.

8.03 OVERTIME. To provide a consistent system for distributing overtime all hourly employees who are not subject to overtime provisions contained in a collective bargaining agreement will be paid in accordance with the overtime pay provisions of the Fair Labor Standards Act (FLSA). Each position is designated as either “Non-Exempt” or “Exempt” from the FLSA and state wage and hour laws.
a) Employees in “non-exempt” jobs are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week. Any paid leave time shall not be counted as hours worked for purposes of overtime. All overtime must be approved in advance by the employee’s Supervisor or Department Head.

All hours worked by non-exempt employees (including limited term employees, reserve deputies, seasonal employees, etc.) on a holiday designated by the County will be paid at time and one-half.

**SPECIFIC OVERTIME PROVISIONS APPLY TO DESIGNATED CLASSIFICATIONS IN THE FOLLOWING DEPARTMENTS:**

**Sheriff’s Department.**

**E911:** In addition to the overtime provisions required by the FLSA, non-exempt employees working in the E911 Communications who normally work a rotating schedule of days providing 24/7 coverage will be compensated at time and one-half for all consecutive hours worked in excess of the employee’s regularly scheduled shift in addition to hours worked over 40 in a week. Vacation, PTO, ELB, Bereavement & Birthday Leaves shall be considered time worked for the purposes of calculating overtime.

**Corrections & Patrol Divisions:** Pursuant to FLSA Section 7(k) Waupaca County designates a 14 day work period for qualified law enforcement employees including the classifications of Corrections Sergeants, Corrections Officers, and Patrol Sergeants. Waupaca County will pay employees in these classifications overtime after 80 hours worked during the designated work period. Vacation, PTO, ELB, Bereavement & Birthday Leaves shall be considered time worked for the purposes of calculating overtime.

**Courthouse, Highway Department, Solid Waste & Parks/Recreation.**

Employees in non-exempt positions who are required to report to work outside of their regularly scheduled workweek on a Saturday or Sunday will be compensated at time and one-half. This provision does not apply to employees who’s regularly scheduled workweek includes Saturday and/or Sunday.

b) Employees in “exempt” positions are paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.

**8.04 COMPENSATORY TIME.** Subject to the approval of the employee’s supervisor and
departmental policy, employees may be granted compensatory time in lieu of overtime. Such Compensatory time will be granted at time and one-half for hours worked in excess of 40 hours per week or at straight time for hours worked less than 40 hours per week. For employees approved to earn compensatory time on a holiday, all hours will be earned at time and one-half.

Compensatory time may be accumulated up to a maximum of 80 hours. Departmental policies may implement more stringent limitations on an employee’s ability to accrue compensatory time, but in no case will the accrual of compensatory time exceed 80 hours.

Any compensatory time not utilized by the end of the designated cut off period in December will be paid out.

8.05 **ON-CALL COMPENSATION.** Non-Exempt employees who have assigned responsibilities to cover a designated week, weekend, day(s) where the employee is expected to carry a phone or pager, be available to respond, and report to work alcohol/drug free will be compensated at the designated rate for all assigned non-working hours for which they are the employee with designated on-call responsibilities. The County reserves the right to determine which positions shall have designated on-call responsibilities.

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<td>Parks Technicians/Caretakers</td>
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<td>Public Health Nurses</td>
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8.06 **CALL-IN PAY.** Non-Exempt employees of the Highway Department called in for work outside their normal work schedule, shall be compensated a call-time allowance of one (1) hours at straight time once during a 24 hour period (midnight to midnight) in addition to the applicable pay for the time actually worked. Such call time shall not apply when the employee is notified prior to leaving the job that the employee must return to work. Such call time allowance shall not be included as time worked in computing weekly hours.

8.07 **DAYLIGHT SAVINGS TIME.** Employees who are required to work during the change of Daylight Savings Time shall be paid for the hours actually worked.

8.08 **EXEMPT EMPLOYEES.** Department Heads, managers, and certain other designated employees meet the exempt requirements of the FLSA and are compensated on a salary basis specifically intended to compensate them for their service to Waupaca County. Exempt employees are expected to work a normal full-time workweek and to be available for meetings and events outside of normal hours, as well as, for circumstances that require additional working hours. In return for their service exempt employees may take time off when the workload of their department permits. It is not the intent of this provision for time off to be on
an hour for hour basis or to be accumulated for periods of time off.

8.09 **PAY PERIOD.** Waupaca County is on a bi-weekly payroll system. Each pay period is two weeks long and begins on a Sunday and ends on a Saturday. Employees are paid on the Friday following the last Saturday of the pay period.

a) **Direct deposit.** Waupaca County payroll will require mandatory direct deposit. Employees are required to complete direct deposit enrollment upon hire and keep the same up-to-date with changes.

b) **Garnishment deductions.** The law requires Waupaca County to make deductions from employee paychecks for various garnishments, including child support. The County charges $3.00 per garnishment as a processing fee. Waupaca County is not required to inform employees before deducting such garnishment processing fees from the employee’s payroll.

c) **Other payroll deductions.** Waupaca County makes payroll deductions for employee benefits, voluntary benefits, deferred compensation, and approved credit union deductions upon receipt of written authorization.

8.10 **TIME AND ATTENDANCE.** Accurately recording time worked is the responsibility of every employee. Employees are to record the time they begin work and record when they have completed work in 15 minute increments. Accurate time reporting is also required by the Fair Labor Standards Act. It is also the employees’ responsibility to approve their time to certify the accuracy of all time recorded. It is the Supervisor and/or Department Head’s responsibility to review and approve the employee’s time before submitting it for payroll processing. Employees should accurately record their time in the proper format designated by their department. Failure to record the work, as well as, altering, falsifying, tampering with time records, or recording of time on another employee’s time record may result in disciplinary action, up to and including termination of employment, and may be subject to criminal penalty. Waupaca County reserves the right to monitor employees working hours for the purposes of verifying the accuracy of time reporting. Various methods of monitoring may include, but are not limited to visual observation, review of ID badge access activity, county computer records, county telephone logs and billings, GPS tracking.

8.11 **EMPLOYMENT IN ADDITION TO THE COUNTY POSITION.**

a) **Waupaca County Code of Ethics.** All employees of the county are expected to abide by Chapter 2.05 of the Waupaca County General Code of Ordinances regarding Waupaca County Code of Ethics.

b) **Outside employment.** Employees may hold outside employment as long as they continue to meet the performance expectations of their county position, and provided the outside employment does not create a conflict of interest with the county position. All employees shall be held to the same performance standards.
and work schedules, regardless of existing outside employment demands. Permission must be sought for outside employment by submitting a written request to the Department Head with a copy to the HR Department. Department Heads must submit their own request to the Administrative Coordinator to be considered for approval by the Legislative & Judicial/Ethics Committee. Outside employment that creates a conflict of interest is prohibited, and the determination of whether a conflict of interest exists is left to the sole discretion of the employer. Authorizations and denials must be placed on file, along with the employee’s request, in Human Resources.
SECTION 9 - VACATION, PTO, BEREAVEMENT LEAVE, HOLIDAY & BIRTHDAY LEAVE

BENEFIT ELIGIBILITY: All full-time employees and part-time employees holding a position with an average of 20 hours per week, are eligible to receive compensation for vacation, paid time off, bereavement leave, and holidays; casual or limited-term employees are not eligible.

9.01 VACATION. Annually employees need time away from the workplace. To encourage and provide employees the ability to rest, relax and recharge all regular employees will accrue vacation according to their length of service to Waupaca County as provided in the schedule below. Part-time employees eligible for benefits will receive vacation on a prorated basis based on the FTE of the position.

<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th>WEEKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon hire</td>
<td>1 week</td>
</tr>
<tr>
<td>After 1 year of service</td>
<td>2 weeks</td>
</tr>
<tr>
<td>After 5 years of service</td>
<td>3 weeks</td>
</tr>
<tr>
<td>After 12 years of service</td>
<td>4 weeks</td>
</tr>
<tr>
<td>After 20 years of service</td>
<td>5 weeks</td>
</tr>
</tbody>
</table>

a) Accrual. Vacation is accrued in the year prior to receiving vacation. Employees shall receive accrued vacation allowances on an anniversary date basis.

b) Carryover. Vacation shall not be cumulative and must be taken during the 12 month period after receipt. In rare instances where vacation cannot be used during this 12 month period due to unforeseen circumstances, employees may request to carry over a maximum of five (5) days for up to two (2) months with prior approval from their Department Head. Department Heads must obtain prior approval from their respective Committee of Jurisdiction. Vacation carried over and not used will be lost.

c) Separation from Employment. Employees who retire, resign with at least a two-week notice (30 calendar days for department heads), or who are otherwise separated from employment in situations other than discharge, will be paid out their existing vacation balance, as well as, any accrued vacation at the time of separation. An employee who is separated from employment prior to completing one year of continuous service shall not be eligible for any vacation payment whatsoever. Any employee who does not provide a two-week advanced notice of resignation, or who does not remain in active employment during the two weeks after providing notice of resignation will not be paid for accrued vacation allowances.
d) **Vacation Scheduling.** Each department will establish procedures to ensure that vacation requests are processed in a fair and equitable manner, with first consideration to be given to the efficient operation of the Department. All vacation is subject to prior approval by a supervisor or Department Head. Exempt employees paid on a salary basis are required to take vacation in full or half-day increments. All hourly non-exempt employees may be allowed to take vacation leave in no less than 15 minute increments. In order to respond to audit and financial control requirements, the County is to require that specifically designated positions take a minimum of 1 full week of vacation consisting of consecutive workdays annually.

e) **Vacation Donation.** It is the intention of Waupaca County to foster and cultivate a spirit of community and comradery among its employees. To this end, Waupaca County has established the following policy whereby employees may donate limited amounts of vacation to fellow employees faced with a serious health condition which will necessitate a lengthy unpaid absence from work.

1) Employees who are on an approved leave of absence for their own serious health condition, which will result in a period of at least three weeks in an unpaid status, may submit in writing to the HR Department a request to initiate a vacation donation.

2) The HR Director shall review the appropriateness of the request and may grant authorization to implement the vacation donation plan.

3) When the HR Director has authorized donation of vacation to a seriously ill or injured employee, the HR Department shall take steps necessary to collect and account for donations of vacation.

4) Employees may not donate more than three vacation days to a seriously ill or injured co-worker. No more than five days of accrued vacation may be deducted from any employee’s accrued vacation balance in any calendar year.

5) Donors and amounts of donation shall be kept confidential.

9.02 **PAID TIME OFF (PTO).** In order to provide employees a flexible means of utilizing and accruing time off employees will be provided an annual allowance of paid time off separate from their vacation allowance. PTO is provided so that an employee can attend medical or dental appointments not otherwise able to be made outside of working hours, allow for absences due to illness of the employee or family member, funeral leave not otherwise
provided for by county policy, or may be used similar to vacation subject to advanced request and approval process of the department.

a) **PTO allowance.** A designated number of days will be provided to each employee annually effective January 1st of each calendar year based on the schedule below. One day equals 8 hours for a full-time employee working 40 hour/week and 7.25 hours for a full-time employee working a 36.25 hour/week. Part-time employees holding a position with an average of 20 hours or more per week will receive PTO on a prorated basis based on their FTE.

<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th># of DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon hire</td>
<td>7</td>
</tr>
<tr>
<td>Annually January 1st</td>
<td>7</td>
</tr>
</tbody>
</table>

b) **Paid Time Off Scheduling.** Employees will be allowed to utilize PTO subject to the approval of the Supervisor/Department Head and consistent with any applicable Departmental policies. Exempt employees paid on a salary basis are required to take PTO in full or half-day increments. All hourly non-exempt employees may be allowed to take PTO leave in no less than 15 minute increments.

c) **Unscheduled Paid Time Off Absences.** When an employee requests PTO time for a personal illness the employee must comply with the applicable departmental procedures or policies for such absences, including any requirement to provide adequate notice in the appropriate manner. The Department Head, Supervisor or HR Director reserves the right to require the employee to provide medical documentation when an employee has demonstrated a pattern of unscheduled absences, has called in before or after a holiday or other scheduled day off, or when determined appropriate based on attendance issues.

d) **Separation from Employment.** Employees resigning or terminating for reasons other than discharge, during the calendar year will receive ½ the number of eligible annual PTO days if they separate prior to July 1st, if the employee separates after July 1st the employee will receive the full amount of annual PTO days. New employees voluntarily resigning before one year of service will not be eligible for payment of unused PTO days. Additionally, the county reserves the right to be reimbursed for any time used.

e) **Annual Paid Time Off Option.** At the end of the calendar year any unused PTO days will be transferred into the employee’s Extended Leave Bank.
f) **Extended Leave Bank.** The Extended Leave Bank (ELB) is a bank of paid time separate from vacation or PTO that is intended for use in situations where the employee is absent from work due to a medical necessity lasting more than three (3) days, or for circumstances qualifying under the Family and Medical Leave Act (FMLA). An employee will be required to use their PTO leave, or available vacation or compensatory time, for the first three (3) days of any absence with the exception of FMLA.

g) **Extended Leave Bank Accrual Limits.** An employee will be allowed to accumulate a maximum of 90 days. (720 hours for full-time employees on a 40 hr/wk schedule or 652.5 for full-time employees working a 36.25 hr/wk schedule.) Maximum accrual for part-time employees will be based on their FTE.

h) **ELB Payout.** Employees meeting eligibility requirements for WRS retirement and who have a minimum of 5 years of service to Waupaca County or in the case of the death the employee shall be paid out as follows for the unused days remaining in his/her Extended Leave Bank at retirement.

<table>
<thead>
<tr>
<th>NUMBER OF DAYS</th>
<th>PAYOUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>The first 0 – 30 days</td>
<td>25% of the balance</td>
</tr>
<tr>
<td>The second 31 – 60 days</td>
<td>50% of the balance</td>
</tr>
<tr>
<td>The third 61 – 90 days</td>
<td>100% of the balance</td>
</tr>
</tbody>
</table>

### Grandfathered Extended Leave Banks.

Employees in active status as of 1/1/2012 maintain the ability to receive a payout of their Extended Leave Bank at retirement paid at the higher of one of the following calculations:

- 100% of the employee’s ELB hours balance at the time of retirement or death (not to exceed the grandfathered hours balance as of 1/1/2012) paid at the employee’s current hourly rate.
- The ELB hours balance at the time of retirement or death calculated according to the graduated schedule under Section 9.02 h) paid at the employee’s current hourly rate.

#### 9.03 BEREAVEMENT LEAVE.

a) **Family Member:** All regular full-time and part-time employees shall be allowed three (3) scheduled work days off with pay for the purposes of attending funeral.
and burial, paying respects to an immediate family member at a wake or visitation, dealing with deceased’s estate and will, and any ancillary matters which employees must address when an immediate family member dies. (Please reference the definition of immediate family member). In the event the employee desires he/she shall be allowed additional time off; however, it will be deducted from the employees PTO allowance or vacation balance.

b) **Non-Family Member**: All regular full-time employees shall be allowed one (1) paid work day with appropriate documentation for the purposes of attending funerals and/or visitations for the death of an employee’s close, non-family member. Maximum allowed non-family member bereavement leave will be two days per year.

### 9.04 HOLIDAYS

All employees eligible for benefits will be provided holiday pay for the following holidays respective to their Department.

a) **Work on a Holiday.** Employees who are required to work on an actual and/or observed holiday shall be paid at a rate of time and one half for all hours worked on a holiday in addition to their holiday pay.

b) **Eligibility.** To be eligible for holiday pay employees must work their scheduled day prior to and after a designated holiday, unless on a pre-authorized absence. Employees who call in or fail to report to work on a scheduled holiday will not be compensated for holiday pay. The employee will be required to substitute other available paid leave to cover their absence for the scheduled work day. When a holiday falls during a period of leave without pay, the employee shall receive no pay for the holiday, unless on an approved Family Medical Leave.

<table>
<thead>
<tr>
<th>GROUP 1</th>
<th>GROUP 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>New Years Day</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Easter</td>
</tr>
<tr>
<td>4th of July</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>Labor Day</td>
<td>4th of July</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>Veterans Day</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>Christmas</td>
<td>Day after Thanksgiving</td>
</tr>
<tr>
<td>New Years Eve</td>
<td>Christmas</td>
</tr>
</tbody>
</table>
**Group 1:** Employees of Group 1 include all Courthouse, Sheriff’s Department Records Division, Sheriff’s Department Administration and Highway Department.

For Group 1 employees when a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be observed. When Christmas Day or New Year’s Day fall on a Saturday, the preceding Thursday shall be observed as the Christmas Eve and New Year’s Eve holidays. When Christmas Day or New Year’s Day fall on a Sunday or Monday, the preceding Friday shall be observed as the Christmas Eve and New Year’s Eve holiday.

**Group 2:** Employees of Group 2 include Sheriff’s Department Employees (excluding Administration and Records Division Staff)

9.05 **BIRTHDAY LEAVE.** All full and part-time employees are entitled to one day off with pay in celebration of their birthday. Birthday leave is to be taken in full day increments, rather than applying some hours to one date and the remainder to a later date. This time off should be taken either on the birth date or during the week the employee’s birthday occurs. Employees must request/schedule the day off with their supervisor in accordance with applicable department policies or practices. Birthday leave not taken is lost.
SECTION 10 – LEAVES OF ABSENCE

10.01 FAMILY AND MEDICAL LEAVE. 12 weeks (or 26 weeks, if leave is taken to provide care for qualifying family member injured during active military service) of family and medical leave is granted during any 12 months’ period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA), and 2 and/or 6 weeks of leave under the Wisconsin Family and Medical Leave Act (WFMLA). In most cases, FMLA and WFMLA will run concurrently, so that you will generally be limited to a maximum of 12 weeks of leave in any 12 month period.

Eligibility
In order to qualify for FMLA, you must meet all of the following conditions:

- You must have worked for Waupaca County at least 12 months (these 12 months need not have been consecutive);
- You must have worked at least 1,250 hours (based on actual hours worked) during the 12 months’ period immediately before the date when the leave would begin; and
- You must work in an office or worksite where 50 or more employees are employed within 75 miles of that office or worksite. (If you have no fixed office or work out of your home, you will be treated as though you work in the office to which you report.)

In order to qualify for WFMLA, you must meet all of the following conditions:

- You must have worked for Waupaca County at least 52 consecutive weeks; and
- You must have worked at least 1,000 hours (including all forms of paid leave) during the 52-week period immediately before the date when leave would begin.

Reasons for Leave
In order to qualify for leave under this policy, you must be taking the leave for one of the reasons listed below:

- The birth of a child;
- The adoption of a child, or the placement of a child with you for foster care;
- Your own serious health condition;
- To care for a spouse, child or parent with a serious health condition;
- Due to a qualifying exigency for the spouse, children, or parents of individuals who are on, or are about to be on, covered active duty; or
- To provide care for a covered service member with a serious injury or illness incurred or aggravated in the line of duty while on active duty.

Leave that qualifies for paid time off, workers’ compensation, short-term disability, or other wage replacement benefits may also qualify as FMLA and/or WFMLA leave and, if so, the time off will also be counted concurrently. If you have questions about whether your leave may be
covered under this policy, you are encouraged to consult with the Human Resources Department.

**Duration of Leave**

**12 Weeks**

For all FMLA covered leaves other than leave taken to provide care for a covered service member, if eligible, you can take up to 12 weeks of leave under this policy during any 12 months’ period. We use a calendar year as the 12 months’ period.

**2 or 6 Weeks**

For all WFMLA covered leaves, if eligible, you can take up to 6 weeks of leave in a calendar year for the birth or adoption of a child to begin within the first 16 weeks after the birth or placement of the child. In addition, you can take up to 2 weeks of leave in a calendar year for your own serious health condition, and up to 2 weeks of leave in a calendar year to care for your spouse, domestic partner (registered or unregistered), parent (including parent’s in-law or your domestic partner’s parents) or child with a serious health condition.

In most cases, absences under this policy will be covered by both the FMLA and the WFMLA. As a result, the FMLA leave and the WFMLA leave will run concurrently, i.e., the leave will be counted against your leave allowances under both leave programs.

**26 Weeks**

For all FMLA covered leaves taken to provide care for a covered service member, if eligible, you can take up to 26 weeks of leave under this policy during any single 12 months’ period. This single 12 months’ period begins on the first day you take FMLA leave to provide care for the covered service member. Any FMLA time taken for any other reason during this single 12 months’ period shall count against the 26 weeks of leave available to care for the covered service member. Similarly, any FMLA time taken to care for a covered service member shall count against the 12 weeks of leave available to you for any other reason.

**Spouses**

Under the FMLA, spouses who both work for us are limited to a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, to care for a parent with a serious health condition. Similarly, if you and your spouse both work for us, you are both limited to a combined total of 26 weeks of leave to care for a covered service member.

**Employee Benefits During Leave**

While you are on leave, Waupaca County will continue your medical, dental, and other benefits during the leave period at the same level and under the same conditions as if you had continued to work. For information about premium payments during your leave, see our Impact of Leaves of Absence on Employee Benefits policy.
Use and Accrual of Paid and Unpaid Leave

Leave under this policy is unpaid. However, you may choose to use an available paid time off during WFMLA-qualifying leave. Paid leave benefits are taken as part of leave under this policy, not in addition to such leave. Waupaca County requires that you use all available paid time off during any FMLA leave after any WFMLA leave has expired, except where you are receiving worker’s compensation, short-term disability, or similar wage replacement benefits. Notwithstanding any other policy to the contrary, during periods of intermittent leave under this policy, paid time off can be used in the same increment as the amount of leave taken.

For information about what happens to your PTO accruals and eligibility for holiday pay during leave taken under this policy, see our Impact of Leaves of Absence on Employee Benefits policy.

Intermittent Leave or a Reduced Work Schedule

In addition to taking leave in consecutive blocks of time, you may be allowed to take time off intermittently (i.e., reduced workweeks or reduced workdays) if needing leave for one of the following reasons:

- Your serious health condition;
- The serious health condition of your spouse, parent, or child;
- To provide care for a covered service member with a serious injury or illness incurred or aggravated in the line of duty while on active duty; or
- Due to a qualifying exigency if you are the spouse, child, or parent of an individual who is on, or is about to be on, covered active duty.

In addition, any time taken under this policy that qualifies as WFMLA may be taken intermittently (including leave taken in connection with the birth of a child), even if intermittent leave wouldn’t be available under the federal FMLA. The last increment of intermittent leave for the birth or placement of a child for adoption must begin within 16 weeks of the birth or placement.

To qualify for intermittent leave, you must show that the intermittent leave is medically necessary or related to a “qualifying exigency.” If leave is taken on an intermittent or reduced leave schedule due to foreseeable leave needs (other than qualifying exigencies), we may temporarily transfer you to an alternative position with equivalent pay and benefits.

Certification of the Need for Leave

Waupaca County may ask for certification to verify the need for leave for the reason requested by you. You must respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the leave. Waupaca County may also require recertification during the leave to verify the status of the need for leave.
Waupaca County may directly contact the healthcare provider or other third-party to verify and clarify information contained in the certification. You are responsible for signing or obtaining any authorization necessary to permit the healthcare provider or other third party to provide us with the required information.

Waupaca County has the right to ask for a second opinion of a certification of a serious health condition. Should Waupaca County choose to do so, Waupaca County will pay for you to get a certification from a second healthcare provider, which Waupaca County will select. If it is necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third healthcare provider. The County (you and us) will jointly select the third doctor, and we will pay for the opinion. This third opinion will be considered final.

Returning from Leave

If you take leave under this policy, you will be returned to the same job you held when your leave began. If this is not feasible, you will be returned to a position that entails substantially equivalent skill, effort, responsibility and authority as the position you previously held. The only exceptions to this rule will be in circumstances of layoffs or reorganizations, where your position would have been eliminated even if you had not been on leave. You may be required to provide a fitness for duty assessment when returning from a leave of absence for your own serious health condition.

Procedure for Requesting Leave

When you plan to take leave under this policy, you must give Waupaca County 30 days’ notice. If it is not possible to give 30 days’ notice, you must give as much notice as is practicable. If you are undergoing planned medical treatment, you are required to make a reasonable effort to schedule the treatment to minimize disruptions to our operations. If you fail to provide 30 days’ notice of foreseeable leave, the leave request may be denied until at least 30 days from the date Waupaca County received notice.

When you wish to request leave under this policy, contact the Human Resources office for a FMLA Request form, as this request must be a written request. Where the need for leave is not foreseeable, you must verbally notify your supervisor of the need for leave as soon possible, and follow normal call-in procedures for unexpected absences. Failure to follow the normal call-in procedures under such circumstances will be treated like any other violation of our call-in procedures, and may result in discipline or termination, even though the leave itself may be covered by the FMLA. You may be required to confirm your need for FMLA leave in writing after giving verbal notice.

While on leave, you may be required to periodically report to us regarding the status of your intent to return to work.
Rights, Remedies, and Additional Information

Words that appear in italics or quotes in this policy are terms defined by the FMLA and Waupaca County will rely upon those definitions in the law and regulations.

Waupaca County will fully comply with the provisions of the FMLA. Accordingly, if you have questions regarding this policy, contact the Human Resources Department. Further information on your rights and remedies under the FMLA can be located on our FMLA poster (which can be found in the HR office), or on our company website www.co.waupaca.wi.us.

10.02 UNPAID LEAVES OF ABSENCE. In the event that an employee has exhausted all applicable paid leave and state and federal FML, or who is not eligible for FML, and is unable to return to work the employee’s Department Head may grant requests for unpaid leave not to exceed the employee’s normal two week schedule per year. (Leaves taken under 10.09 of this policy count toward the total two weeks unpaid leave allowed per year.) Employee’s requests which exceed or are expected to exceed their two week schedule may request an unpaid leave of absence from the Human Resources Department.

a) Any employee requesting such a leave shall present a written request which includes notice from his/her physician, attesting to the employee's physical condition and inability to work, as well as, an estimate as to the employee's return to work date. Requests will not be considered without appropriate information. Information provided as part of the request will remain confidential. The County may also require a statement or periodic statements from an employee's physician, attesting to an employee's physical condition and ability or inability to perform all job duties.

b) An employee granted such a leave of absence shall not be allowed to return to work without a doctor's statement authorizing such return. While the County may rely upon the determination of the employee's doctor regarding the employee's return to work, the County shall have the right to obtain a second opinion from another doctor, from which a final determination will be made. The County will pay the cost of such second opinion.

c) Unpaid leaves of absence will not count towards hours for purposes of insurance eligibility.

10.03 MILITARY LEAVE. Employees that are called to active military duty shall submit copies of their military orders to the Human Resource Department as soon as received. Employees shall be granted military leave of absence without pay for the period of military service outlined in the orders, in accordance with applicable laws. Eligibility for reinstatement after military duty is
completed will also be in accordance with applicable laws. Any employee by reason of membership in the Reserve or National Guard is ordered to attend annual two-week training or encampment shall be granted a leave without loss of pay or benefits. If the military pay received is less than County earnings for that period, the County will pay the difference up to their regular rate. To receive payment the employee must file a copy of his/her orders with proof of pay to the Human Resource Department.

10.04 JURY DUTY/COURT APPEARANCES. An employee called upon to serve jury duty or when subpoenaed for County business reasons shall be paid his/her regular wage for the day. Employees will not be entitled to jury duty pay or witness fees in addition to his/her regular wage except when the employee elects to take vacation or PTO. Payment received by the employee for jury duty or witness fees shall be endorsed over and deposited with the Waupaca County Treasurer. Employees will not receive wages for attending cases involving a criminal act by the employee or civil cases initiated by the employee or not of county business.

10.05 VOTER LEAVE LAW. Any employee who is entitled to vote at an election is entitled to be absent from work while the polls are open for a period not to exceed three (3) successive hours to vote. The employee must notify his/her supervisor before Election Day of the intended absence. The supervisor reserves the ability to designate the time of day for the absence.

10.051 Election Officials. Any employee who wishes to serve as an election official under s. 7.30 of the Wisconsin State Statutes is entitled to be absent from work to attend to such duties. Employees who absent themselves from work to vote or serve as an election official are not compensated by Waupaca County for the time not worked.

10.06 VOLUNTEER FIRE AND EMS LEAVE. In compliance with §103.88 Wis. Statutes Waupaca County provides for any employee who is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or nonprofit corporation shall be allowed to be late for or absent from work if the lateness or absence is due to the employee responding to an emergency that begins before the employee is required to report to work and if the employee complies with all of the following requirements:

a) By no later than 30 days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, the employee must submit to his/her Department Head a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying Waupaca County that the employee is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department
or fire company, a public agency, or a nonprofit corporation. The written statement will be forwarded to the Human Resources Department for inclusion in the employee’s personnel file.

b) When dispatched to an emergency, the employee must make every effort to notify his/her Department Head or supervisor that the employee may be late for or absent from work due to the employee’s responding to the emergency, or if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the employee to contact his/her Department Head, submits to the County a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made.

c) When late or absent from work due to responding to an emergency, the employee must provide, at the request of the County, a written statement certifying that the employee was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency. Employees who are late or absent from work due to their status as a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation as described above are not compensated by Waupaca County for the time not worked.

10.07 INCLEMENT WEATHER. Inclement weather may make it impossible for employees to come to work, or it may cause employees to leave work before the end of the normal work day. Employees unable to report to work or approved to leave early may utilize vacation or PTO to cover the absence or may request to flex the lost time within the week of the incident. Employees of the Highway Department, Sheriff’s Department, and Emergency Management will be required to report to work when scheduled or called-in to provide public safety services and resident care regardless of weather conditions.

10.08 EMERGENCY LEAVE. Emergency conditions may require Waupaca County to close a work site, call for reassignment of staff to alternative work sites, or take other emergency measures in order to safeguard the health and safety of employees and the public. Examples of emergency conditions might include power outages, natural disaster, quarantine imposed by health officials, etc. Under such circumstances the Waupaca County Board Chair shall designate what shall constitute an emergency and may authorize paid leave for designated employees.
10.09 **VOLUNTARY UNPAID LEAVE.** Employee participation in this unpaid leave policy is voluntary. It is also at the discretion of the Department Head as to whether or not to provide employees the ability to participate in voluntary unpaid leave policy.

a) Voluntary unpaid leave is encouraged to be taken in full or half day increments. (Non-exempt hourly compensated employees may be granted voluntary unpaid leave in 15 minute increments).

b) Voluntary unpaid leave shall be limited to an annual maximum of the employee’s normal two week schedule. (Leaves taken under 10.02 of this policy count toward the total two weeks unpaid leave allowed per year.) IN NO CASE WILL VOLUNTARY UNPAID LEAVE BE ALLOWED FOR CALL-INS.

c) A request for voluntary unpaid leave is subject to prior approval of the Department Head.

d) At the discretion of the Department Head an employee’s available vacation, PTO or ELB does not have to be exhausted before accessing voluntary unpaid leave.

e) Voluntary unpaid leave shall not be utilized to extend other leaves provided by the County such as Family and Medical Leave.

f) Voluntary unpaid leaves of absence will not count towards hours for purposes of insurance eligibility.

10.10 **LACTATION SUPPORT PROGRAM.**

In recognition of the well documented health advantages of breastfeeding for infants and mothers, Waupaca County supports an employee’s decision to breastfeed and is committed to enabling employees to maintain the breast feeding relationship when an employee returns to work.

a) In compliance with the FLSA, 29 U.S.C. §207(r)(1) Waupaca County will provide support and reasonable break time to employees needing to express milk for breast feeding for up to one year after the child’s birth. The arrangements made will be a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.

b) The Human Resources is responsible for alerting pregnant and breastfeeding employees about the company’s lactation support program. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.
c) Breastfeeding employees are allowed to express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisor. Employees who wish to express milk during work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the county.

A private room (not a toilet stall or restroom) shall be available for employees to express milk. If employees prefer, they may also express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee’s supervisor.

  Courthouse – A room is provided in the County Health Department please contact Human Resources at (715) 258-6210 for details and location of the room.
  Sheriff’s Department & Highway Department – For employees in these departments please contact Human Resources Department at (715) 258-6210 for additional information.

d) Breastfeeding employees are responsible for keeping milk expression areas clean. Employees are also responsible for keeping general lactation room clean for the next user. A refrigerator will be made available for safe storage of expressed breast milk in the lactation room.
SECTION 11 – INSURANCE & MISCELLANEOUS BENEFITS

11.01 ELIGIBILITY FOR BENEFITS. Health and Dental Insurance is offered to employees working an annual average of 30 or more hours per week. Other benefits provided by Waupaca County are available to full-time employees and part-time employees working an annual average of 20 or more hours per week unless specifically stated otherwise.

11.02 HEALTH AND DENTAL INSURANCE. Group health insurance coverage is available to all regular full-time and eligible part-time employees working an average of 30 or more hours per week annually.

   a) Qualifying period. Health and dental insurance coverage shall begin the first (1st) day of the month following a thirty (30) day waiting period.

   b) Coverage. Levels of coverage provided and employee participation is determined by Waupaca County and applicable state and federal regulations. Employees may make coverage elections during initial enrollment, annually during the open enrollment period and at the time of a qualifying event. For additional information regarding specific plan design, deductibles, and premiums please contact Human Resources.

   c) Status Changes. It shall be the employee’s responsibility to notify the Human Resources Department of any change in family status. This shall include but is not limited to marriage or divorce, birth of a child, death. Notification shall take place within thirty (30) days of the change in family status. All status changes are effective as of the date of the event.

   d) Employee Contributions. Unless otherwise provided by collective bargaining agreement, the share of premium contribution for eligible employees electing single or family coverage is 15%. Monthly premium contributions are deducted pre-tax unless specifically designated otherwise and are split equally between the first two pay periods of the month. Employees may earn a 3% premium deduction based on their participation in the County’s Health and Wellness program.

   e) Insurance Continuation. Termination of insurance coverage ends the last day of the month in which the employee’s employment ends. Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under the group plan upon the employee’s termination or reduction in hours. COBRA regulations also
allow the employee’s spouse and covered dependents to elect continuation coverage upon the employee’s death, divorce or legal separation, and employee’s entitlement to Medicare, a dependent’s loss of dependent status under family coverage, or the employer’s filing of a bankruptcy proceeding. All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant’s expense.

f) **Coverage during Leaves of Absence.** Employees on approved leaves of absence without pay which are not FML may elect to continue insurance coverage under COBRA. For approved FML and unpaid leaves of absence up to the employee’s normal two-week schedule, the County will continue to pay its share of premium contributions. In the event a non-FML unpaid leave of absence which exceeds the employee’s normal two-week schedule, the employee shall be responsible for the full cost of insurance benefits prorated in proportion to the amount of time off.

g) **HIPAA & Confidentiality.** As a sponsor of a group health plan, as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Waupaca County has taken steps to insure its compliance with the applicable federal and state laws and regulations relating to the use, maintenance and disclosure of protected health information.

h) **Payment in Lieu of Coverage.** Eligible employee’s waiving health insurance coverage will receive an annual payment of $25.00 per month. To be eligible to receive payment the employee must meet the wellness level of Silver Status.

11.03 **HEALTH AND WELLNESS PROGRAM.** To encourage employee’s health awareness and preventive care, Waupaca County offers employees a wellness program which employees can voluntarily participate in to earn a 3% premium reduction if they meet the wellness level of Silver Status, as well as, monetary rewards based on validated participation.

**STRIKE 11.04 AND INCLUDE WITH HEALTH INSURANCE UNDER 11.02**

11.04 **DENTAL INSURANCE.** Group dental coverage is available to all full-time and eligible part-time employees working an average of 30 or more hours per week annually. Coverage is voluntary and may be elected upon initial enrollment, biannual open enrollment and at the January 2020
time of a qualifying event. All aspects of policies regarding status changes, COBRA, HIPAA and Confidentiality which apply to the County’s group health coverage also apply to the County’s group dental coverage.

11.05 FLEXIBLE SPENDING AND HEALTH SAVINGS ACCOUNTS. Waupaca County provides employees the opportunity to participate in Health Care Reimbursement Accounts and Dependent Care Reimbursement Accounts during the annual open enrollment period and at the time of a qualifying event.

11.06 VOLUNTARY BENEFITS. Waupaca County may provide employees other voluntary benefit options at the time of initial enrollment and during the open enrollment period.

11.07 LIFE INSURANCE. All regular full-time and part-time employee’s holding a position of 20 or more hours per week will be provided life insurance coverage in the amount of $15,000. Eligibility for life insurance coverage shall be the 1st of the month following thirty (30) days of employment and shall continue until the employee ceases employment or no longer holds a position of at least 20 hours per week.

11.08 EMPLOYEE ASSISTANCE PROGRAM. Waupaca County recognizes employees and their families can develop personal problems that may affect their health, family structure, or employment. The County believes it is in the best interest of the employee to provide a program to assist employees in identifying and assisting employees with problems. An Employee Assistance Program (EAP) is available at no cost to all employees to assist them and their family or members of their household in a confidential and professional manner. Participation in the services provided by EAP is voluntary, unless the employee receives a mandatory supervisory referral. Failure to comply with a supervisory referral may be grounds for disciplinary action. To contact the EAP dial 1-800-236-3666

11.09 WISCONSIN RETIREMENT. Waupaca County provides retirement contributions to eligible employees in accordance with State Law. All full-time employees are considered immediately eligible for participation in the Wisconsin Retirement System (WRS). Part-time employees are eligible if they meet to required eligibility criteria established by Employee Trust Fund (ETF). Once eligible for coverage under WRS, coverage is mandatory and an employee may not “opt out” of WRS. Employers and employees are required to pay the actuarially required contributions established by WRS. Unless designated otherwise by ETF, employee contributions are pre-tax.

11.10 WORKER’S COMPENSATION INSURANCE. It is the policy of Waupaca County to provide safe and healthy working conditions. Employees are asked to assist the County by observing good safety practices. Employees must inform their supervisor of any safety concerns or hazardous situations.
a) **Reporting.** All accidents, no matter how small, must be reported to the employee’s supervisor immediately. The supervisor will see that employees get appropriate medical care and may require the employee to obtain medical attention. Forms for reporting injuries are available in each department, as well as, in the Human Resources Department. It is essential that an accident report be completed and returned within the required timelines or Worker’s Compensation may be jeopardized. Employee’s submitting, or assisting those submitting, false Worker’s Compensation claims will be subject to disciplinary action up to and including termination. Legal action may also be taken against employees submitting fraudulent claims.

b) **Coverage.** Employees are covered by Worker’s Compensation Insurance in accordance with State Law. Worker’s Compensation provides payment to employees injured at work to replace lost income and provides payment of medical bills and related expenses.

c) **Return to Work.** Waupaca County supports a timely return to work for employees. Whenever possible employees with temporary restrictions during the healing process for work related injuries will be returned to work. Employees may be assigned appropriate light duty if available or may be utilized in other departments. Decisions regarding the ability of the County to meet an employee’s restrictions will be made in conjunction with the employee’s Department Head or Supervisor and the Human Resources Department.

### 11.11 Unemployment Compensation Insurance

Waupaca County is covered by Wisconsin Unemployment Insurance and which provides unemployment compensation to eligible employees.

### 11.12 Uniform/Clothing Allowances

Waupaca County provides uniform/clothing allowances as follows:

a) Sheriff’s Department Employees $500 annually, Communications & Records Division employees $350 annually.

b) Highway Department Employees will receive an annual safety shoe allowance of $150.00. Employees must submit receipts of purchase to be eligible for reimbursement.

### 11.13 Longevity

In recognition of long and faithful service to Waupaca County, the County agrees to provide an annual payment of longevity according to the following schedule:
$5.00 per month after 5 years of service
$10.00 per month after 10 years of service
$15.00 per month after 15 years of service
$20.00 per month after 20 years of service
$25.00 per month after 25 years of service
$30.00 per month after 30 years of service

For part-time employees eligible for benefits longevity benefits will be prorated.

11.14 **CREDIT UNION CONTRIBUTIONS.** Waupaca County provides employees the option to make payroll contributions to a designated credit union.

11.15 **DEFERRED COMPENSATION.** Waupaca County provides employees the ability to contribute pre and post-tax to a designated deferred compensation program.
SECTION 12 – TRAVEL POLICIES

12.01 ATTENDANCE AT CONFERENCES, TRAININGS, MEETINGS. The purpose of this policy is to establish an orderly procedure for the authorization of travel or attendance at meetings, conferences, or educational seminars, on behalf of Waupaca County and for the reimbursement of legitimate expenses incurred as a result of such attendance.

   a) Intent. The intent of this policy is to restrict the reimbursement of travel expenses to only those items which are properly authorized and which are essential to the conduct of Waupaca County business or training off-site. As such, persons claiming reimbursement for travel expenses should make every reasonable effort to minimize the cost impact of their travel on behalf of Waupaca County.

   b) Budget Approval. Adoption of the county budget constitutes approval of the department budget for known meetings, conferences and educational seminars as well as for the summarized cost estimate for other meetings, conferences, educational seminars and local travel. Attendance by employees and elected officials at meetings, conferences, or educational seminars that were not budgeted for will require approval by the Department Head. If budgetary funds are not available, approval by the Committee of Jurisdiction and the Finance Committee will be necessary.

   c) Expense Voucher Approval. The Department head or his/her designee shall be responsible for reviewing and authorizing the payment of expense reimbursements submitted by employees and supervisors. The Finance Director reserves the ability to deny reimbursements that he/she finds to be inconsistent with County policy.

   d) Commuting Time. Employees should refer to their departmental policy, or obtain prior approval from their supervisor, as to whether or not any time spent commuting will be compensated as time worked.

12.02 MILEAGE EXPENSE REIMBURSEMENT.

   a) Valid Driver’s License. Employees authorized to drive for Waupaca County shall hold a valid driver’s license. Loss of driver’s license must be reported immediately to the Dept. Head and HR Department.

   b) Automobile Mileage Expense. Employees shall be reimbursed for actual necessary and reasonable itemized travel costs incurred while on official authorized County business. Commuting expenses between an employee’s residence and his/her normal place of employment are not reimbursable. All travel must be authorized by the Department Head and/or committee of jurisdiction in order to be eligible for reimbursement. All requests for reimbursement are to be submitted routinely and shall not to be
accumulated for reimbursement. Employees shall receive mileage reimbursement at the current IRS rate per mile for all authorized travel in their personal vehicle. Employees shall be required to complete a mileage reimbursement expense report monthly before reimbursement will be made.

1) Mileage reimbursement will only be made to those employees who have filed proof of insurance in the form of a certificate of insurance, or a copy of the declaration page indicating the amounts of coverage for liability and an expiration date with the HR Department, or department designee, for vehicles used while on County business. Per Wisconsin County Mutual Insurance Corporation personal automobile insurance shall be in the amount of:

   $100,000 per person;
   
   $300,000 per accident bodily injury;
   
   $100,000 combined single limit.

Due to the financial responsibility of the County over and above these amounts, employees who utilize their personal vehicle for county purposes are required to have this coverage as a minimum amount whether or not mileage reimbursement is required.

c) Highway Department Employees. The County will provide transportation for employees of the Highway Department from their regular winter shop to any other shop to which they may temporarily be assigned. In lieu of the foregoing, and to maximize savings and efficiency, management may direct employees to report to the shop closest to the worksite in their personal vehicles and reimburse them for mileage in excess of the distance to and from the winter shop at the prevailing IRS rate.

12.03 MEAL EXPENSE REIMBURSEMENT.

a) Out-of-County Employee Meals. Meals are allowed when employees are on county business out of Waupaca County. Original itemized receipts must accompany properly completed and signed forms in order to receive reimbursement up to amounts set by the Waupaca County Board. The current established amount is $34 per day. Expense limits are set by County Board resolution; however, it is not the intent that employees should always spend the maximum allowed. No reimbursement shall be made for the cost of alcoholic beverages or for tips over 15%. Procurement cards shall not be used to purchase meals
b) **In-County Meals.** Meals may be allowed in Waupaca County in special circumstances (training sessions, outing with customers, etc.), provided the supervisor approves of the meal. Procurement cards shall not be used to purchase meals.

c) **Non-Employee Meals.** No reimbursement will be made for the cost of meals/beverages for anyone other than county employees, unless specifically approved by the department head or supervisor for special circumstances (i.e. outings with customers).

### 12.04 GENERAL ITEMS.

a) **Traffic Laws and Regulations.** Drivers and passengers are required to obey all traffic laws and regulations while traveling on county business, including the use of seatbelts and cell phones. Waupaca County Employees are our most valuable asset, please drive safely.

b) **Parking:** Reasonable and necessary parking fees will be reimbursed when an employee is required to travel. Receipts are required for reimbursement.

c) **Air Travel & Auto Rental.** The most economical means of transportation shall be used in all situations necessitating travel on county business. When specialized training or conferences require the use of air travel, airline tickets shall be purchased at the coach rate and purchased far enough in advance to achieve the lowest possible rate. Where travel necessitates the use of auto rental the most cost effective rental shall be selected.

d) **Lodging.** Employees shall pay the difference between the standard room rate and any additional cost if lodging is shared with a non-county employee (i.e. spouse, other family member). All expenses incurred by a non-county employee are not subject to reimbursement.

e) **General Expense Items.** Subject to supervisory approval, employees may be reimbursed for work related purchases.
SECTION 13 – PERSONNEL RECORDS

13.01 PURPOSE. The development and maintenance of an effective personnel records management system is essential to a sound personnel program. All hires, appointments, retirements, terminations, and other personnel related events shall be made on forms and/or letters designated by the Human Resource Department. The primary purpose of these systems and procedures shall be to:

a) Establish and maintain clear lines of authority for the processing of personnel actions and management of personnel records.

b) Establish and maintain uniform, easily accessible and complete employment records of all county employees and employee personnel related events.

13.02 DEFINITIONS.

a) Personnel File: A collection of records identifiable as pertaining to the employment related events of an individual.

b) Record: Any material including handwritten, typed or printed pages, computer tapes, computer printouts, e-mail, microfiche, and other electronic media.

13.03 RESPONSIBILITY AND AUTHORITY.

a) Human Resources Department. The HR Director or designee shall establish maintain and coordinate personnel actions and records management for all County employees and positions consistent with all applicable laws and Chapter 14 of the Waupaca County Code of Ordinances regarding records retention. The Human Resources Department shall:

1) Establish and maintain a central personnel file for each County employee showing name, title, rate of pay, changes in status, performance related events and such pertinent information as may be necessary for effective personnel administration and for compliance with state and federal laws.

2) Advise and assist Department Heads on all County personnel actions, related events and records management systems and procedures.

3) Convert data from personnel actions to payroll records; maintain cumulative records of vacation, PTO, ELB, overtime, and payroll deductions.

b) Department Heads/Supervisors.

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Section 13 – Personnel Records
1) Initiate and process personnel actions affecting their employees using forms provided by the Human Resources Department.

2) Notify the HR Department of all changes in permanent personnel records including changes in job descriptions, disciplinary actions, and other relevant information.

3) Forward all original relevant documents to the Human Resource Department for inclusion in the employee’s personnel file.

c) Employee. All employees shall be responsible for notifying their supervisor and the Human Resource Department of any changes which affect their personnel status.

13.04 OFFICIAL PERSONNEL FILE. Each employee shall have an official personnel file.

b) Location. The official personnel file is located in the Human Resource Department. Records are stored in a secure environment and access is limited to the Human Resources Department staff.

c) Contents. The following are typical records maintained in the official personnel file. Such records may include, but are not restricted to:

- Discipline Documentation
- Employment application
- Fringe benefit enrollment/waiver forms and related correspondence
- Letters of Offer and Acceptance
- Letters of Resignation
- Letters of Commendation
- Payroll deduction or withholding authorization forms
- Performance related information of an official nature
- Personal data
- Proof of licensure and credentials
- Requests and approvals/denials for Leaves of Absence
- Training certificates and/or attendance records
- Attendance records
- Other official correspondence relating to employment

The records contained in the Official Personnel File are to be original documents. Photocopies, or other reproductions, shall only be submitted whenever such original documents are not available.

13.05 MEDICAL FILES. Employee medical files shall be maintained in the Human Resource
Department and are kept separate from the employee personnel files. All requests, notifications, and Family Medical Leave will be maintained in the employee’s medical file.

13.06 SUPPLEMENTAL FILES.

a) Location. Copies of records found in the Official Personnel File may exist in a secure area in the office of the Department Head or designee. These files shall be under the jurisdiction of the Human Resource Director irrespective of their physical placement.

b) Content. These supplemental files may contain material such as documentation pertaining to leave accounting and payment information, unsolicited correspondence relating to job performance or other records not resulting in further and/or official action.

13.07 RECORD INSPECTION. Information shall be considered confidential and shall be available only to the employee or the employee’s designee, Human Resource Department staff, supervisory staff, Department Heads, and authorized federal or state representatives who have cause to review such records for official reasons. The County will grant at least two (2) requests by an employee in a calendar year, unless otherwise provided in a collective bargaining agreement. The County will provide the employee with the opportunity to inspect his/her personnel records within seven (7) working days after the employee submits a written request for inspection. All inspections of personnel records shall be in the presence of the Human Resource Director or his/her designee. Employees may be required to provide proof of identification before being allowed to view their file. No documents may be removed from an employee’s personnel files without the expressed written consent of the Human Resource Director. Copies of documents contained within an individual’s personnel file shall be provided to the individual, or his/her authorized representative upon request. The requesting party shall be assessed a reasonable fee for the cost of reproducing any such document.

13.08 RECORDS OPEN TO EMPLOYEE. Section 103.13(6), Wis. Stats., provides that an employee does not have the right to inspect certain personnel records. Waupaca County intends to fully comply with the Statutes.

13.09 EMPLOYMENT APPLICATIONS. Applications for employment are actively maintained during the recruitment period for the position applied for. Upon selection of the successful applicant, all other records including unsuccessful applications, examinations, and related correspondence will be maintained in inactive status for at least 1 year. Employment applications for current employees shall be maintained in the employee’s personnel file.

13.10 REPORTS. The Human Resource Department shall provide the County Board and its authorized representatives with reports and information relating to personnel actions upon request or as may be appropriate.
13.11 **EMPLOYMENT REFERENCE CHECKS.** The Human Resource Department will respond to all employment related reference checks. The only information provided to external requests for reference checks regarding past employment shall be the employee's dates of employment and position(s) held. The Human Resource Department shall respond in writing to requests for information regarding wages when accompanied by an employee release or is otherwise
SECTION 14 – SEPARATION FROM EMPLOYMENT

14.01 RESIGNATION AND RETIREMENT NOTICE. Employees are encouraged to provide as much notice as possible to allow for the efficient transition and replacement of vacant positions.

a) Notice. Employees wishing to resign in good standing shall give written notice to the employee’s supervisor/Department Head not less than two (2) weeks before such resignation shall be effective. Supervisory positions are encouraged to provide notice in excess of two (2) weeks. Department Heads shall provide a one month notice. Unless for unavoidable circumstances, or where prior approval is obtained from the Department Head, such notices shall be exclusive of any accrued paid time off taken. Failure to provide proper notice will result in loss of accrued vacation allowances.

b) Final Resignation. All resignations shall be final unless reversed by the Department Head or Human Resources Committee.

c) Last Day of Work. Employees retiring or resigning from their position may not extend their final date of employment using accrued leave. The employee’s last day of employment shall be defined as the last day the employee is physically at work unless special circumstances exist where the employee is unable to return to work due a FMLA qualifying event or other medical condition.

d) Exit Interviews. The exit interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where personnel policies and procedures are in need of review or revision. The exit interview is also designed to inform exiting employees of their rights under the law and to communicate availability of continued benefits. Exit interviews will be conducted by the Human Resources Director or designee when possible with every employee who is separating from County employment.

e) Return of County Equipment. Employees leaving County employment must return County identification cards, keys, tools, equipment, or other county property on or before their last day of work.

14.02 LAYOFF & RECALL. Reductions in the workforce may occur through layoffs or furloughs, in addition to attrition or position elimination or modification. The County will determine the Departments, number of positions and persons impacted by any reduction in workforce. In the event of a reduction in workforce through layoff or furlough, affected employees may be laid off or furloughed, at the County’s discretion, based on skills, job performance, abilities, qualifications, length of service and the interests and needs of the County. The County may choose to solicit volunteers for the reduction in workforce. Employees placed on layoff status
may be subject to recall. A laid off employee loses his/her reinstatement rights if he/she does not return to work within ten (10) calendar days after notification.

14.03 TERMINATION OF EMPLOYMENT. Employment with Waupaca County is at-will. An employee may be dismissed at any time at the option of the County. In such case of involuntary separation, the employee's supervisor or department head will discuss the proposed action with the Human Resources Director or designee prior to taking action.
SECTION 15 – HARASSMENT, SEXUAL HARASSMENT & RETALIATION-FREE WORKPLACE

15.01 POLICY. Waupaca County is an equal opportunity employer committed to maintaining a workplace free from discrimination. In keeping with this commitment, Waupaca County will not tolerate harassment of any of its employees, customers, or vendors, whether sexual harassment or harassment because of gender, race, color, national origin, age, ancestry, disability, religion, use of statutory family/medical leave, or other legally protected characteristic. Employee cooperation in preventing this type of conduct is essential. It is the responsibility of each member of management, Department Head to first line supervisor, to create an atmosphere free of harassment based on any of the protected categories stated above. In addition, it is the responsibility of each employee to respect the rights of fellow employees.

15.02 RESPONSIBILITY TO REPORT. It is the responsibility of each and every employee to immediately report to management any and all discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward clients, volunteers, contractors, vendors and by members of the public toward employees which relates to their work.

15.04 DEFINITION OF SEXUAL HARASSMENT. Sexual harassment is unwelcome verbal or physical conduct of sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a) Submission to such conduct is made, either explicitly or implicitly, a condition of employment.

b) Submission to, or rejection of, such conduct is the basis for employment decisions.

c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, or the conduct creates an intimidating, hostile or offensive working environment.

d) Examples of sexual harassment include sexual propositions, sexual innuendo, suggestive comments, sexually orientated “jokes” or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures and physical contact such as touching, pinching, brushing, against another’s body, coercing sexual intercourse, continuous requests for dates after the recipient states he or she is not interested, or name calling.
e) Sexual harassment is measured from the viewpoint of a reasonable woman if the victim is a woman, or a reasonable man if the victim is a man. It is not the intent of the person engaging in the activity that determines what constitutes sexual harassment, but rather, the effect the activity has on the victim. Thus, well-intentioned compliments may be considered sexual harassment if a reasonable person of the same sex as the recipient would perceive it to be harassing, whether or not the compliment-giver intended to harass.

15.05 OTHER FORMS OF HARASSMENT. The County’s policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on sex, race, color, religion, national origin, age, disability, or other characteristic protected by law. Examples of conduct prohibited under this policy include, but are not limited to:

a) Unprofessional comments in any county work environment relating to an individual’s protected characteristics.

b) Insults or name-calling regarding protected characteristics.

c) “Jokes” or other remarks that are sexual in nature or demeanor disparage any protected characteristic.

d) Physical, verbal, or psychological abuse based on an individual’s protected characteristics.

15.06 RETALIATION. Waupaca County forbids the retaliation against anyone for reporting or otherwise assisting in the investigation of a harassment or sexual harassment complaint. Retaliation in any form, related to any aspect of employment, such as firing, job assignments, denial of promotions, discipline, pay increases, training, or fringe benefits, or retaliation impacting any other term or condition of employment is prohibited.

15.07 REPORTING AND INVESTIGATION. Any employee who believes that he/she has been harassed or subject to retaliation in violation of this policy should immediately report the matter to his/her Department Head or the Human Resources Department. Department Heads are to report any complaints of harassment or discrimination or retaliation as soon as possible to the Human Resource Department. A complaint against the head of the Human Resources Department should be reported to the chairman of the County’s Human Resources Committee. Employees are expected to cooperate with the investigation of sexual or other harassment or retaliation. Employees who fail to cooperate with an investigation or who give false information will be subject to disciplinary action, up to and including termination of employment. It is the policy of Waupaca County to investigate all complaints of sexual or other harassment including retaliation thoroughly and promptly. Waupaca County will, to the greatest extent possible, maintain the confidentiality of those involved in the investigation.
15.08 **CONSEQUENCES.** If the investigation confirms that harassment, sexual harassment, or retaliation has occurred, Waupaca County will take appropriate disciplinary action, up to and including termination of employment against wrongdoers. In the case of a customer, vendor, or other individual that is not an employee, the County will act promptly to remedy the harassment or retaliation and prevent further occurrences. No employee shall be punished or penalized for rejecting or objecting to behavior that is considered harassment, sexual harassment or retaliation.
SECTION 16 – WORKPLACE VIOLENCE

16.01 POLICY. It is the policy of Waupaca County to promote a safe environment for its employees. The County is committed to working with its employees to maintain a work environment free from violence, threats of violence, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our facilities, no employer is immune. Disruptive behavior at one time or another may affect every employer.

16.02 DEFINITIONS. Violence, threats, intimidation, and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. Any situation which gives the perception that a danger may exist should be reported. Such situations or behaviors may include but are not limited to the following:

a) Oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

b) Possession of firearms or other dangerous weapons while at work, unless a requirement of your employment with Waupaca County.

c) Threatening or intimidating behavior or acts of violence against an employee, contractor, vendor, visitor or other individuals present in a County facility or property.

16.03 PROCEDURE FOR REPORTING. Employees are responsible for reporting any incidents or situations, which cause them personal concern or concern for the safety and well-being of others, even in the absence of an expressed threat. Employees should immediately report any behavior they have witnessed or heard discussed by others that they regard as threatening or intimidating. ALL REPORTS will be investigated and assessed for their level of severity.

Employees should report any threatening or intimidating behavior or cause for concern to their Direct Supervisor/Department Head, Human Resource Department or Administrative Coordinator. As soon as possible, the appropriate individuals will review and address the matter.

ASSAULTS OR OTHER VIOLENT ACTS THAT REQUIRE IMMEDIATE ATTENTION SHOULD BE REPORTED TO THE PROPER AUTHORITIES BY DIALING 911.

16.04 ENFORCEMENT. Violations of this policy will lead to disciplinary action up to and including termination, arrest, and prosecution. Retaliation against employees or visitors who report, or provide information in the course of an investigation of a report, will be considered a
violation of this policy and will not be tolerated. When necessary, local authorities will be called upon to conduct an investigation. Once local authorities are involved, they will have total control of the investigation and prosecution may result.
SECTION 17 – WORK RULES AND DISCIPLINE

17.01  POLICY.  The purpose of discipline is to correct the job behavior and performance of employees.  It is the sincere desire of all Department Heads and supervisors to help employees in every way possible in the event an employee has problems in his/her employment with the County.  However, whenever the behavior or job performance of an employee is such that it interferes with or adversely affects the efficient or effective fulfillment of the mission of the department or that of the county organization, such actions shall be dealt with firmly.  The discipline policy is uniform, applying equally to all departments and individuals. The Waupaca County Board has adopted an Employee Assistance Program for county employees. The employee, who is involved in a disciplinary action, will be referred to, and may if appropriate be required to become involved in the program.

17.02  RESPONSIBILITY.  As a representative of Waupaca County to the public or as a provider of a service internal to the organization, each employee, as a condition of employment, accepts a fundamental obligation to promote and protect the interest of his/her employer. Performance of the job duties to an acceptable standard, dedication to duty, service to others, and the promotion of harmony and productivity in the workplace are the cornerstones upon which the entire employment relationship is based.

It is the obligation of each supervisory employee to foster such efforts and attitudes among their subordinates and to take disciplinary measures when work instruction, positive reinforcement and personal example alone are inappropriate or insufficient in producing the desired results. Any disciplinary action taken is to be applied fairly and to be commensurate with the behavior or job performance giving rise to such action.

17.03  PROCEDURES.  In taking disciplinary action, the employee's supervisor shall identify the unacceptable behavior or job performance, shall verify the incident or conduct, and shall document the unacceptable incident or conduct.  It is important to issue discipline as soon as possible after the incident which gives rise to the disciplinary action.  However, it is recognized that delays in issuance may be warranted in situations requiring investigation and consultation. Individual situations and the seriousness of the incident must be considered when determining the appropriate level of discipline. The disciplinary process may be initiated at any level consistent with the seriousness of the infraction. Copies of written reprimands, suspensions, or terminations shall be provided to the employee, the employee's supervisor, and the Human Resource Director for placement in the employee's official personnel file permanently.

17.04  GROUNDS FOR DISCIPLINARY ACTION.  The following non-exclusive examples shall be grounds for disciplinary action ranging from a warning to immediate discharge depending upon the seriousness of the offense in the judgment of management:

a)  Fraud in securing employment.
b) Incompetence or substandard performance of assigned job duties.

c) Neglect of duty.

d) Dishonesty or falsification of records, including time records.

e) Insubordination (refusal to carry out a reasonable order, insolence, talking back, arguing, verbal abuse or assault of a supervisor, co-worker, or member of the general public).

f) Theft.

g) Destruction, negligent or unauthorized use or other misappropriation of county equipment or property.

h) Possession, sale, exchange and/or use of intoxicants, illegal drugs or controlled substances while on duty or closely preceding duty. Abuse of prescription or other medications.

i) Fighting or creating a disturbance among co-workers resulting in an adverse affect upon morale, production, or maintenance of proper order.

j) Disorderly or immoral conduct including off-duty conduct which brings disrepute upon the individual or which reflects adversely upon the County as an employer.

k) Absence without authorized leave, or misrepresenting the purpose of an authorized leave.

l) Habitual tardiness, failure to report to work without proper notice, failure to attend required trainings, or other related unsatisfactory attendance issues.

m) Use of official position or authority for personal profit, sexual purposes, or political advantage.

n) Harassment or sexual harassment.

o) Engaging in discriminatory or abusive conduct with respect to employees protected by equal employment opportunity laws.

p) Gambling on County property.

q) Disregard or repeated violation of safety rules and regulations.
r) Knowingly making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of individuals or organization.

s) Acceptance of any gift, favor or service that might reasonably be viewed as tending to improperly influence an employee in the discharge of his official duties.

t) Violation of established department work rules.

u) Negligent work performance or failure to perform duties in accordance with department standards or policies.

v) Work stoppages such as strikes or slowdowns.

w) Failure to wear a seatbelt and otherwise comply with the law while driving an automobile in the course of employment. Failure to ensure that passengers comply with seatbelt laws.

x) Workplace violence.

y) Violation of policies regarding confidential information.

z) Failure to obtain and maintain a current license or certification as required by law or employer.

aa) Leaving job without permission or abandoning employee’s position.

bb) Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis.
SECTION 18 – GRIEVANCE PROCEDURE

18.01 It is the policy of Waupaca County to treat all employees fairly and equitably. An employee has the right to bring a grievance to the County’s attention without fear of reprisal. Filing a grievance will not reflect unfavorably on an employee’s loyalty or adversely affect an employee’s employment status.

18.02 DEFINITIONS:

1) A grievance shall mean a dispute regarding the application of County Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:
   a) the name and position of the grievant;
   b) a clear and concise statement of the grievance;
   c) the issue involved;
   d) the relief sought;
   e) the date the incident or alleged violation took place;
   f) the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and
   g) the signature of the grievant and the date.

2) The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

3) A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant’s cost and request they may be represented by a person of their choice.

4) "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or County rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
5) "Discipline" means verbal reprimands (where a written record of the reprimand is placed in the employee’s file), written reprimands, suspension and demotion. Discipline does not include performance reviews; performance improvement plans or corrective actions that do not include a reprimand or other adverse employment action.

6) "Termination" means discharge from employment. Layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

18.03 PROCEDURES. The Human Resources Director shall supervise and administer the grievance process. Department Heads, managers and supervisors shall keep the Human Resources Director informed of the status of all grievances.

18.04 TIMELINES. Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the County's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

18.05 SCHEDULING. Grievance meetings and hearings will typically be held during the Grievant’s off-duty hours. Time spent in grievance meetings and hearing outside of normal business hours shall not be considered as compensable work time.

First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the Department Head and Human Resource Director.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the Department Head within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the Department Head he/she or the designated representative of the Department Head will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the Department Head shall respond to the grievance in writing. The Department Head shall also determine if the grievance
is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the Human Resources Director is aware of other similar pending grievances, the Human Resources Director may recommend consolidating those matters and processing them as one grievance.

Third Step

An employee may within ten (10) days of receipt of the Department Head’s reply, appeal the second step determination by submitting a written statement forwarded to the Human Resource Director particularly describing the reason for appeal and be accompanied by a $50 filing fee. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the grievant to properly follow the process the matter shall be referred to the Human Resource Committee who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the Human Resource Committee.

Prior to the Hearing, the parties and the IHO may engage in conciliation meetings to resolve the dispute. In cases involving allegations of workplace safety, the conciliation meeting shall be mandatory. The IHO’s involvement in any conciliation process shall not disqualify the IHO from hearing the merits of any Grievance unless all parties agree to replace the IHO.

Any costs incurred by the IHO will be paid by the County. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be “a preponderance of the evidence”. In termination and discipline cases, the County shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may apply relaxed standards for the admission of evidence, including allowing the admission of hearsay. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add, modify or strike any provision in the County’s Personnel Policies and Procedures or other County policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at step three to the County Board, by filing written notice appealing the decision of the IHO in the Human Resources Department within ten (10) days of the decision of the IHO. The appealing party must provide a copy of the notice of appeal, written grievance and hearing officer’s decision at the time the notice is filed. The County Board shall within thirty (30) days after submission of the appeal schedule the review of the IHO’s decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based
on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

18.06 EXCLUSIVE REMEDY. This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with management and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by Human Resources and/or the Human Resource Committee which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

The scope of a Grievance that is subject to a grievance procedure in a collective bargaining agreement may not be brought forth under this policy.