

Rusk County Personnel Handbook



Approved by the
Rusk County Board of Supervisors
December 2011

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INTRODUCTION

WELCOME

You are extended a warm welcome as a new employee of Rusk County. Your individual work and ability to cooperate with others plays an important part in the day-to-day operations of Rusk County. Management's objective is to help you achieve these goals by providing you with good working conditions and open communications between all employees and supervisors.

This handbook is designed to help you adapt to your new employment as quickly and easily as possible. The rules and policies outlined will be administered and firmly enforced by Rusk County.

POLICY STATEMENT

This handbook sets forth employment guidelines that employees should follow and lets employees know what to expect from Rusk County. This handbook is a summary of some of the most relevant policies affecting employees. Employees should contact their Supervisors or the County Clerk for more details on specific policies. None of the statements or policies outlined in this handbook are meant to imply that Rusk County is guaranteeing employment for anyone. Unless otherwise provided by state statute or an applicable collective bargaining agreement, all employees are employees "at-will" and may be dismissed by the County at any time with no notice or reason and the employee is free to quit at any time with no notice or reason.

This handbook is not an employment contract and it does not or may not cover every possible situation. Final interpretation and implementation of any of the policies in this handbook is vested solely in management. The following policies, procedures, and practices are subject to change at any time by Rusk County, and are reviewed and revised periodically. No verbal representation shall supersede the express terms of this handbook. In the event of a conflict between the handbook and a collective bargaining agreement covering an employee, the collective bargaining agreement shall prevail.

Communication is a joint responsibility shared by Rusk County and its employees. Questions about information contained in this handbook or about any aspect of your job are welcomed.

RUSK COUNTY PERSONNEL HANDBOOK

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CHAPTER 1

Objectives and Scope

AUTHORITY: This policy manual is created under the authority of Wisconsin Stats. Chap. 59 and adopted by the Rusk County Board.

Section 1 **Objectives:** The general purpose of this manual is to establish a system of personnel administration consistent with the following principles:

- A. Assuring fair treatment of applicants and employees in all aspects of personnel administration, without regard to age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, genetic testing, honesty testing, arrest record, conviction record, military service, membership in National Guard, state defense force or any other reserve component of the military forces of the United States or this state, use or nonuse of lawful products off the employer's premises during non-working hours, or any other protected classification under state or federal law .
- B. Establishing and maintaining a positive and consistent professional environment by administration of this manual and by every consideration of the rights and interests of employees consistent with the best interests of the public and the County.
- C. Recruiting, selecting and advancing employees on the basis of their relative ability, knowledge and skills - including open competition of qualified applicants for initial appointment.
- D. Establishing pay rates.
- E. Training employees to assure high quality performance.
- F. Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and terminating employees whose inadequate job performance cannot be corrected.
- G. The Personnel Committee shall be responsible for the interpretation, administration, enforcement and amendments of this manual.
- H. Should any act, statement, or provision of this manual be declared illegal by a court of law, the balance shall remain intact.

Section 2 Employees Covered:
This manual shall govern personnel administration of all employees of Rusk County except where union contracts, state statutes or federal regulations apply. Some sections may not apply to temporary, casual and seasonal employees. In addition, some departments may supplement the Personnel Handbook with policies and procedures unique to their operations. Updated July 2013

Section 3 Persons Not Covered:

- A. Members of the Rusk County Board of Supervisors.
- B. Elected officials (i.e., Sheriff, Register of Deeds, Clerk of Courts, Treasurer, County Clerk, and Coroner).
- C. Members of Boards, Commissions and Committees who are not County employees.
- D. Employees of the Rusk County Memorial Hospital.
- E. Employees of the City-County Library.
- F. Judges and court-appointed employees.
- G. Persons employed by contract to perform special services for the County.
- H. Employees of the Rusk County Ambulance Squads and 1st Responders.

Section 4 Management Rights:
Certain rights and responsibilities are imposed on the County by state and federal legislation. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the County reserves any and all management rights regarding employees' employment status. These rights and responsibilities include, but are not limited to, the right to:

- A. Manage and direct the employees;
- B. Hire, promote, schedule, transfer and assign employees;
- C. Lay off employees;
- D. Discharge employees or take disciplinary action;

- E. Schedule overtime as required;
- F. Develop job descriptions;
- G. Assign work duties;
- H. Introduce new or improved methods or facilities or change existing methods or facilities;
- I. Contract out for goods and services;
- J. Discontinue certain operations; and
- K. Direct all operations of the County.

Section 5

Personnel Files:

An employee's official personnel file shall be maintained in the County Clerk's office. Copies of all performance evaluations, corrective action, disciplinary actions and other employment related documents must be forwarded to the County Clerk's office. A separate personnel file shall be maintained for all confidential medical related documents.

CHAPTER 2
Employment Categories and Performance Evaluations

- Section 1 Policy Statement: It is the policy of Rusk County to maintain an employee category system and corresponding financial reimbursement levels that are believed by the county to be supportive of the overall objective of recruiting and maintaining a high quality workforce.
- Section 2 Employment Categories: Defined as like jobs in a pay grade.
Subject to any applicable collective bargaining agreement, when a suitable employment category does not exist, the Personnel Committee with recommendation from the appropriate oversight committee and if applicable within any confines or obligations under the collective bargaining agreements, shall establish a new employment category with appropriate pay level subject to approval of the Rusk County Board.
- Section 3 Elimination of Employment Categories: When it is determined that an employment category or categories are no longer useful or needed, the Personnel Committee may recommend abolishment to the Board.
- Section 4 Pay Rate Adjustments: The following actions may affect the pay status of any employee: Union employee pay status will be defined under current contracts as applicable.
- A. New employees: New employees will be hired at wage rates as determined by the County. The County is not required to place new employees at the first step of any applicable wage schedule.
 - B. Transfer: An employee transferring from one position to another in the same pay level normally will remain at the same rate as in the former position. If this rate is less than the maximum for the pay level, the employee normally will continue to be eligible for increase on the same schedule.
 - C. Demotions: An employee demoted for any reason, voluntary or involuntary, normally will be paid at the level to which he/she is demoted.
 - D. Red Circle Policy: If it is determined that an employee is being compensated at a higher level than is appropriate for the duties performed, that employee's salary may be red circled. When this occurs, the employee receives no increase for that class and pay grade each time a salary adjustment is made for that employment category until parity is achieved. Red circling may occur when there is a re-organization within the County and/or department;

when there is a transfer or elimination of job duties; or for other reasons which cause the level of responsibility of the position to decrease significantly.

- E. Temporary Appointments: Employees temporarily appointed to positions of a higher employment category shall be paid at a rate determined by the Personnel Committee taking into consideration qualifications, duties, and duration. At the end of the temporary appointment the employee's pay rate will go back to the previous category pay rate.
- F. Board Resolution: Regular Full- or Part-time employees may be authorized by County Board resolution to receive annual or other pay rate adjustments.

CHAPTER 3
Establishing New Positions

Section 1

A. New Position Requests supported in whole or part by County tax levy:

The steps in creating a new position which requires County funds are as follows:

1. The department head or committee will forward a written request to the Personnel Committee indicating the employment category desired and the justification(s) for the request.
2. The Personnel Committee will research the request through meetings with the department head and/or other officials.
3. If the Personnel Committee approves the position, a resolution will be sent to the County Board.
4. If the new position and funding is approved by the County Board, it will be effective on the date stated in the resolution.

B. Fully Funded Grant Positions: Generally follow the same procedure as outlined above. However, requests for grant-funded positions can be made whenever grant funds are available. The position is effective upon County Board approval and when grant funds are available.

When preparing grant applications which involve establishing a position for which current employment categories and salary levels have not been set, the Personnel Committee should be contacted in advance of the final grant application. The Personnel Committee can then assist in developing an appropriate employment category, qualifications for the position, and appropriate salary level.

CHAPTER 4
Recruitment – Selection – Affirmative Action

Section 1 Policy Statement: It shall be the policy of Rusk County to recruit and select the best qualified persons for positions in the County’s service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity and prohibit discrimination because of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, genetic testing, honesty testing, arrest record, conviction record, military service, membership in National Guard, state defense force or any other reserve component of the military forces of the United States or this state, use or nonuse of lawful products off the employer’s premises during non-working hours, or any other protected classification under state or federal law.

Section 2 Recruitment Process: The Department Administrator with the approval of the Personnel Committee will be responsible for initiating and coordinating recruitment activities necessary to meet current and projected manpower needs. The recruitment program shall be tailored to number and type of positions to be filled and to labor market conditions.

The Department Administrator, with the approval of the Personnel Committee, through the development and administration of job-related selection procedures, will be responsible for the overall coordination of the employee selection process. The selection process shall maximize reliability, objectivity and validity through a practical assessment of applicant attributes necessary for successful job performance and completion of higher goals. The selection procedure may also provide promotional opportunities as well as open competitive opportunities at various levels of County employment.

If recruitment difficulties exist directly related to the requirements of a position, the Personnel Committee may authorize a salary step at any level up to the full rate of the employment category.

Section 504. Affirmative Action. (See Appendix A for adopted Affirmative Action/Equal Opportunity/Civil Rights Policies.)

A. Job Announcements: All job announcements shall include the following:

1. Employment category.
2. Salary range.

3. Job description: A statement relative to the duties and responsibilities of the employment category.
 4. Equal Opportunity statement and Americans with Disabilities Essential Functions statement.
 5. Qualifications.
 6. Place and last date to file application.
 7. Screening and evaluation procedures.
 8. Other information concerning recruiting, evaluation, and placement.
- B. Union Postings: Where job posting is required by labor agreements, job openings will be posted in designated places for positions represented by respective bargaining units.
- C. Promotional Opportunities: Promotional recruitments may be conducted in an effort to encourage upward mobility. Applicants for promotion should have satisfactorily completed their introductory employment period and possess the qualifications as set forth in the job announcement(s).
- D. Open Competition: The Personnel Committee may direct recruitment efforts to outside sources if a position is not filled by an internal candidate or the Personnel Committee determines it is in the best interests of the County to consider a pool of internal and external candidates. Outside sources may include, but are not limited to the following:
1. Review of applications on file which are part of a continuing recruitment effort.
 2. List with nearby job information and placement centers including Job Center.
 3. List with area affirmative action agencies encouraging them to refer qualified persons who are under-represented in the County's workforce.
 4. Posting in public areas at Rusk County Courthouse.
 5. Advertisement in area newspapers.

6. Advertisement in regional/national newspapers or professional journals when area coverage cannot or does not provide a reasonable number of applications.
7. University placement services.
8. Internet listing.

Application Forms: Individuals wishing to make application for future openings may do so. All applications for employment shall be made on forms prescribed by the Personnel Committee which are in compliance with State and Federal regulations regarding employment procedures. Applications are screened and may be used for interviewing purposes to fill openings in employment categories for 6 months. The application forms shall state that the County does not maintain applications longer than twelve (12) months.

E. Hiring Limited & Short Term Employees:

1. Posting and publishing a job notice may be reduced to one week of advertising depending on the job and qualifications needed.
2. Applications may be reviewed by Department Administrator and/or Lead Supervisor only.
3. Candidates will be interviewed by Department Administrator and/or Lead Supervisor with one member of the Personnel Committee present.

Section 3

Selection: The selection process shall assess attributes necessary for successful job performance. The Department Administrator shall select the best qualified applicants to be interviewed.

A. Selection Methods: The Department Administrator along with the Personnel Committee shall be responsible for determining methods to be used to screen applicants for job vacancies. Such methods or devices may include, but need not be limited to, one or more of the following:

1. Review of education, training and experience as shown on the application and other materials.
2. Practical written or oral tests, work samples or performance tests if job related.

3. Physical tests of strength, stamina or dexterity if job related and validated, subject to any requirements of the Americans with Disabilities Act.

4. Background and reference inquiries.

B. Notification of Applicants: Each person completing an application who was not selected for interview may be given proper notice in writing of non-selection.

Section 4

Nepotism: Within this section “family member” shall include wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, aunt, uncle, nephew, niece, stepparent, stepchild, stepbrother, stepsister and for County Board members includes “immediate family” as defined in Wis. Stat. 19.42(7).

A. Family members shall not be employed in an immediate supervisor-subordinate relationship.

* In addition county board supervisors must comply with state statute 19.41 et .seq.

B. No county board supervisor, county elected official or employee shall hire a family member nor participate in a selection and appointment procedure if a family member is an applicant under consideration.

C. No county board supervisor, elected official or employee shall try to influence the employment decisions on behalf of a family member.

D. An applicant shall disclose any family member described in Section 4 above who is employed by, or an elected official of, Rusk County. Should any job applicant provide false information concerning family members, that applicant, if hired, shall be terminated from employment.

Section 5

Hiring: Applicants selected for interview in accordance with the selection process shall number at least two more than the number of vacancies whenever possible.

A. Post-offer Medical Exams: Whenever a position is to be filled, the Personnel Committee will work with the employing department to determine whether post-offer medical exams are required. The Personnel Committee makes the determination based on the nature of the work performed in the position. These exams will be coordinated and scheduled by the employing department when the Department Administrator has narrowed their selection to one candidate and has

extended an offer to the candidate. The final offer of employment is contingent upon the results of these exams.

- B. Selection: The department administrator, in conjunction with the Ad Hoc Interviewing Committee, shall make the final selection and placement for the position. The notice of selection is to be made by the County Clerk or the department administrator.
- C. Eligibility Lists: After the initial interview process is conducted for an open position the candidates that are eligible, in no particular order, for hiring purposes will be considered to be on the County's eligibility list for future employment for up to 6 months.
- D. Notification Process of Final Interviewed Applicants: Each of the final applicants who are interviewed and not hired may be given proper notice in writing from the department administrator conducting the interviews.

Section 6 Initial Employment Period: The first twelve (12) months of employment (or longer for selected positions) will serve as the introductory employment period. Supervisors will be observing new employees to determine performance.

Supervisors will inform employees of their progress on the job and will review County policies and practices during the initial employment period. If an employee's performance is not satisfactory during this period, his/her employment may be terminated. Unless otherwise provided by state statute, all employees are employees "at will" and may be dismissed by the County at any time with no notice or reason and the employee is free to quit at any time with no notice or reason, unless contrary to the terms of an applicable collective bargaining agreement.

Section 7 Reinstatement: An employee who terminates his/her employment in good standing and is subsequently re-hired by the County will be treated the same as any other new hire for purposes of determining wage rates, benefits eligibility, introductory periods, etc.

Section 8 Reduction in Force: In the event of a reduction in force, layoffs will be determined by the department administrator after considering various job-related factors including, but not limited to, knowledge, skills, ability, performance, qualifications, efficiency and experience.

Section 9 Casual Employees: Employment in a casual job provides no guarantee of eligibility for any other County employment. Casual employees are encouraged to participate in open recruitment.

- A. Definition: Casual employees are defined as persons not occupying positions established by County Board action.
1. Seasonal employee shall mean a part-time or full-time employee hired for an abbreviated time span to meet seasonal program needs. Seasonal employment terminates at the end of the season or when the need no longer exists.
 2. Temporary employee shall mean a part-time or full-time employee hired on a limited term basis to perform a specific special assignment. In the absence of contract language to the contrary, temporary appointments shall not exceed 2,080 hours in a calendar year.
 3. Employment/training program employee shall mean a part-time or full-time employee hired for a fixed term to receive job training or work experience funded by the state or federal government or to work off government transfer payments through a Work Relief program.
- B. Recruitment: Recruitment and selection of casual employees is conducted by individual departments utilizing the following guidelines:
1. Each applicant must complete an official application form.
 2. Selection of applicant will be based on specific qualifications for each position and conducted in a manner to provide equal employment opportunity and prohibit discrimination.
- C. Benefits: Casual employees are not eligible for fringe benefits unless otherwise determined by the Personnel Committee. Under the following circumstances and pursuant to the current rules governing participation in the Wisconsin Retirement System (WRS), coverage under WRS must be offered to seasonal and temporary employees and funded by hiring department's budget:
1. Subject to Paragraph 3 below, persons employed on or after January 1, 1990, whether a continuing employee or a new hire—who is expected to work 600 hours or more for at least one year. (One year is 365 consecutive days from date of hire).
 2. Subject to Paragraph 3 below, if the department administrator determines on the date of hire that a person employed on or after January 1, 1990 will be employed for less than a year or work less than 600 hours, the department is not to provide Wisconsin Retirement System (WRS) coverage for that person. If, however,

one year later that person has actually worked more than 600 hours and is still employed, he/she must be brought under WRS coverage. This determination on whether an employee has worked 600 hours over a one-year period must be made by the employer each day after completion of one year of employment so long as the employee remains employed, or is re-employed, and was not previously determined to be a participant for WRS. (Rolling year hours determine Wisconsin Retirement benefits).

Enrollment is required even if the employment was terminated during the year. WRS re-hired retired persons are exempted by WRS regulations.

3. Persons hired on or after July 1, 2011 who have not previously worked for a WRS employer are eligible for coverage under the Wisconsin Retirement System only if they are expected to work, or actually do work, 1200 hours or more for at least one year. (One year is 365 consecutive days from date of hire). Once the County sets the expectation that the employee will work 1200 hours or more for at least one year, or the employee actually does work 1200 hours in a year, the employee is enrolled in WRS and does not need to work 1200 hours every year to remain enrolled in WRS.

D. Compensation: All persons employed on a seasonal or temporary basis shall be paid a wage determined by the Personnel Committee.

E. Status Change: If a current casual employee is selected for a regular allocated position, the employee is considered a new employee from the date of status change.

Section 10 Reference Inquires:

Rusk County reserves the right to respond to reference inquiries from prospective employers with respect to current or past County employees and, in response to such inquiries, provide information and determine the form in which the information is provided, as it deems appropriate. Inquiries beyond confirming dates of employment, wage rates, and position(s) held must be made in writing. The County shall maintain a file of written responses to all reference inquiries.

When a past or current employee has provided a written request that the County not respond to reference requests, the County's response to a potential employer's inquiry will, in general, be restricted to dates of employment, wage rates, and position(s) held. Rusk County reserves the right, however, to provide any other information that it deems appropriate.

Further, the County may advise the potential new employer that further information is being withheld at the employee's request.

CHAPTER 5

Employment Provisions

Section 1 Hours of Work: Our normal business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. To meet the needs of the public, all County departments will be accessible during normal business hours. If departments are closed due to short staffing or other legitimate reasons, arrangements must be made to transfer telephone coverage and direct the public to other County personnel so that public accessibility is maintained at all times during normal business hours.

One 45 minute period for unpaid lunch is normally provided to fulltime employees. One 15 minute paid break is generally provided mid morning and mid afternoon.

In the Highway Department, the normal work schedule is 8 hours per day, 5 days per week, with a 30-minute unpaid lunch period and a 10-minute paid break normally provided mid-morning and mid-afternoon. The Highway Department may also work a 10-hour shift, 4 days per week, with 3 - 15 minute paid breaks to be taken as job permits.

The immediate supervisor will determine the lunch and/or break schedules. Paid breaks cannot be used to extend an unpaid lunch period or to report to work late or leave early. The availability of lunch and break periods for part-time employees will be at management's discretion.

Some positions may be required to work out of normal work hours, such as evenings, weekends, and holidays. The County reserves the right to determine and assign all employee work schedules and hours.

Section 2 Attendance Policy: If you must be absent on any workday, please notify your supervisor or office as early as possible, not later than 30 minutes before the scheduled workday/shift starts.

Section 3 Tardiness: Employees are expected to arrive to work on time, return from scheduled breaks and lunch on time and fully able and ready to work and remain working until the end of the work day. An employee who anticipates being tardy should call in to report the tardiness as soon as possible.

Section 4 Pay Periods: Employees shall be paid by direct deposit, normally on every other Friday, unless it is a bank holiday.

Section 5 Deductions in Pay: Rusk County is required by law to withhold Federal and State income taxes from employee's earnings. The required amount of each deduction is determined from information given to the Finance Department

by employees on their signed withholding statements, and is subtracted from earnings to be turned over to federal and state revenue departments. Paychecks will indicate the amount of these deductions. The burden of supplying correct information and any changes in such information shall be on the employee.

Social Security deductions are also made in the amounts regulated by law. Rusk County pays the required amounts into your Social Security account, in addition to your required payments.

Eligible employees who participate in the County's health insurance plan will have a deduction for their portion of premium payments.

Rusk County will comply with court orders for deductions and pay those monies to where those orders direct.

Other County approved deductions (i.e. Section 125, union dues as required by a collective bargaining agreement, deferred comp, etc.) may be made from earnings when authorized by the employee on a properly signed deduction slip.

Section 6 Notices: Notices of interest and importance will be communicated in person, by e-mail, voice mail or memorandums. Rusk County requests all employees to check these forms of communication at regular intervals.

Section 7 Policy on Exempt Employee Pay: It is the employer's policy to comply with applicable wage and hour laws and regulations. Accordingly, the employer intends that deductions be made from exempt employees' pay only in circumstances permitted by the Fair Labor Standards Act and the U.S. Department of Labor's rules governing the salary basis of pay for exempt employees. The improper pay deductions specified in Title 29 of the Code of Federal Regulations §541.602(a) may not be made from the pay of employees who are subject to the salary basis test.

If an employee has any questions or concerns about his/her salaried status or believes that any pay deduction has been made that is inconsistent with the employee's salaried status, the employee should immediately raise the matter with his/her immediate supervisor. If the employee has raised the matter with the supervisor and it is not resolved within ten (10) business days, or if, for any reason, the employee is uncomfortable discussing the matter with the supervisor, the employee must submit the question, concern or complaint to the Finance Director.

To ensure that the employer understands the concern or complaint (hereinafter, both referred to as "complaint") and is able to conduct a proper investigation, the employer requires that any complaint that seeks

the payment of money or requests a change in policy be submitted in writing. No particular form is required, but each such complaint must include the employee's name, ID number and a brief description of the issue. The employee also must identify the pay period(s) to which the complaint relates. If the employee is unable for any reason to submit the complaint in writing, the employer representative named in the previous paragraph (or his/her representative) will take a statement from the employee. The employee then will be asked to review and sign the statement to ensure it accurately reflects the complaint.

The employer is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that the employee was subjected to an improper deduction from pay, the employee will be reimbursed and the employer will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

Section 8 Performance Evaluation Process: Rusk County encourages the utilization of performance evaluations annually for current employees and quarterly for new employees during the first year.

Purpose: The performance evaluation is to provide an opportunity for the supervisor and the employee to review the employee's work performance, to build upon the employee's strengths and improve upon the employee's weaknesses. It does not supplant the day-to-day interactions between management and staff and the County encourages regular discussions relating to an employee's performance. The performance evaluation is also an opportunity for the employee to identify areas where the supervisor may be able to provide additional support to enhance the employee's performance. Performance evaluations should be in writing, resulting from face to face discussions between the supervisor and the employee, with both acknowledging the written performance evaluation through their signatures. The employee should have an opportunity to provide written comments on the evaluation. A copy of the performance evaluation will be placed in the employee's personnel file and a copy provided to the employee. The supervisor or the employee should not confuse performance evaluations with performance related disciplinary warnings and /or actions. This is a separate policy as described in Chapter 7.

Section 9 Political Activities: Applicants for employment and employees are not required to contribute monetarily to any political fund nor render any service to a political organization.

Section 10 Harassment: Harassment of other employees -in any form- is unacceptable, will not be condoned, and will subject the harassing employee to disciplinary action or discharge from employment.

Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Such discrimination can be in the form of harassment including, but not limited to:

- A. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.
- B. Any attempt to penalize or punish a person because of his/her protected class status.

All allegations of workplace harassment will be subject to an immediate and, to the extent possible, confidential investigation by management. If an employee is responsible for the harassment, he/she will be subject to disciplinary action or termination from employment.

Retaliation against an individual for reporting harassment or for participating in an investigation is prohibited by County policy and state and federal law. Retaliation is a serious violation which can subject the offender to sanctions independent of the merits of the harassment allegation.

Acts of sexual harassment at the workplace by employees against other employees, customers or other members of the public will not be tolerated and are strictly prohibited. Accordingly, Rusk County adopts and establishes the following work rules:

- A. It is unlawful and against policy for any employee, male or female, to harass another by: making unwelcome sexual advances or making favors, soliciting favors, requesting favors or other verbal or physical conduct of sexual nature a condition of any employee's work; using an employee's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile, or offensive working environment of such conduct.
- B. The creation of any intimidating, hostile or offensive working environment may include such actions as persistent comments on an employee's sexual preference or the display of obscene or sexually oriented photographs or drawings.

- C. Rusk County will not condone any form of sexual harassment toward others. All employees who violate this policy will be subject to disciplinary action or discharge from employment.
- D. Employees who believe they are being sexually harassed should report the harassment to their immediate supervisor at once. If the employee's supervisor is the source of the alleged harassment, the employee should report to the County Clerk or Corporation Counsel. All sexual harassment complaints should be made in writing and will be investigated.
- E. Supervisors who receive a sexual harassment complaint should carefully investigate the matter, keeping in mind that privacy considerations should be applied in handling this type of complaint. The administrator or supervisor should question all employees who may have knowledge of either the specific incident complained of or similar problems. The complaint, the investigative steps and the findings should all be documented as thoroughly as possible.
- F. Employees who are dissatisfied with the resolution of a sexual harassment complaint may file a complaint through Rusk County's Complaint Resolution Procedure. No employee will be subjected to any form of retaliation or discipline for pursuing a sexual harassment complaint.
- G. If an employee believes that he or she is being retaliated against for pursuing a claim of harassment, that employee should immediately file a written complaint.

Section 11 Supervisor-Employee Relationships: While the County encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform his/her job. Any involvement of a romantic nature between an officer, director, manager, supervisor, or agent of the organization and anyone he/she supervises, either directly, or indirectly, is prohibited. Violation of this policy will lead to corrective action up to, and including, termination.

Section 12 Use of County Vehicles:

A. Personal Use Prohibited.

- 1. Except as specified in paragraph 2 below, no County-owned or operated vehicle may be used for personal use. "Personal use" includes any use which is: (1) for the benefit or enjoyment of the

employee, (2) not in the furtherance of the business or interest of the County, or (3) in any trade or business other than the business of the County.

2. If an employee is required to use a County-owned vehicle for commuting purposes, the employee may not use the vehicle for personal purposes other than commuting except for minimal personal use (such as a stop for personal errand on the way between a business use and the employee's home).

B. Only County employees, those associated with County work, and those with expressed permission are authorized to use a County vehicle.

C. All persons authorized to use county vehicles will not transport persons in county vehicles (i.e. family members, colleagues, etc.) unless such transportation is in connection with official county business, and prior authorization has been received by the Department Administrator or the County Clerk.

D. Personal Use Valuation. An employee who is required for valid business reasons to use a County-owned vehicle for commuting to and from work shall have included in the employee's income the value of the benefit received from the employee's use of the vehicle.

1. The value of the employee's use of the vehicle shall be computed under the commuting value method of valuation per 26 CFR 1.61-21 (f)(3)(i)

2. The employee shall be required to maintain a weekly calendar log showing each commuting trip (each way) made by the employee in the County-owned vehicle.

- a. If the County-owned vehicle is not used for commuting on what would otherwise be a regular workday, an explanation shall be noted on the calendar.

- b. The calendar log shall be deposited with Payroll at the end of each month.

E. County Pooled Vehicles

1. County vehicle reservation will be made by accessing Groupwise on the County LAN. Out of county travel takes precedence over in county travel. Conflicts or scheduling questions will be referred to the Health & Human Services Department. Keys and mileage logs

to the county vehicles are maintained in the Department of Health & Human Services.

2. Personnel using county vehicles after working hours will return keys and mileage log to dispatch center in the Sheriff's Department.
3. Maintenance requests for county vehicles will be handled by filling out an electronic maintenance request form.

Section 13 Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Rusk County. All employees will be judged by the same performance standards and will be subject to Rusk County's scheduling demands, regardless of any existing outside work requirements. If at any time the Personnel Committee determines that an employee's outside work interferes with job performance or the ability to meet the requirements of the County as they are modified from time to time, or if the outside work presents a conflict of interest, actual or perceived, the employee may be asked to terminate the outside employment if he or she wishes to remain with Rusk County.

Section 14 ID Badge/ Security System Policy

Rusk County is committed to providing a safe and secure environment for the employees of Rusk County and for the public utilizing Rusk County services. All Rusk County employees, contracted employees, students/interns and volunteers shall display an identification badge while performing their job for Rusk County.

The responsibility to issue identification cards to Rusk County employees has been assigned to the Department Administrator or their designee and they will then forward an authorization slip to the Sheriff's Dept for processing the card.

The front side of the identification badge will require a picture, name, department or position and Rusk County logo.

There may be exceptions to the information displayed. Exceptions will be only by authorization by the Personnel Committee.

All Rusk County employees, Contract employees, County Board Supervisors, temporary/limited term employees, volunteers and students working longer than four weeks duration shall be issued an identification badge.

All Rusk County employees must wear their identification badge on the front of their person, above the waist, on their outmost garment, with photo facing out, and with an approved card holder. There will be different types of approved holders. (Exceptions to the above may be made by department heads because of safety issues or uniform requirements.)

The identification badges shall be worn while performing duties as a Rusk County employee.

Department Administrators and supervisors will be responsible for ensuring that their employees are wearing the identification badge.

Department Administrators and supervisors of volunteers, student and temporary or contracted employees shall contact the Sheriff's Department to have identification badges issued.

Any contractor conducting business in a County facility will be issued a temporary visitor pass by the respective Department Administrators. These passes assigned on a daily basis will be distinguishable from employee badges.

New employees will be given their identification badge during employee orientation.

A badge identification authorization form must be completed by the department head or supervisor of all new employees and employees transferring from another department. A list of employees and corresponding badge number will be maintained by the Sheriff's Department. Based on the information provided on the form, cards will be programmed for appropriate security access.

If an employee forgets their identification badge, a temporary department badge can be obtained and worn for that day. These should be obtained in the County Clerk's office. However Sheriff's department, Health and Human Services department shall have temporary badges available in their departments and those departments will be responsible for issuing and collecting them.

If an employee misplaces their identification badge, the employee should immediately notify the Sheriff's Department so the security access can be disabled.

Rusk County will provide the first badge at no cost to the employee. Replacement of lost cards and or card holder will be the responsibility of the individual employee. The replacement costs are as follows:

Identification card only	\$5.00
Access Card	\$25.00
Holders	Varies with type

If an employee has a name change, the employee must contact the Finance Office for a new identification badge at no cost to the employee.

If an identification badge is broken, worn, or no longer works for security access, the employee will contact the Finance Office for a replacement card at no cost to the employee if the damage was not the result of the employee’s negligence.

Any employee who is found to have used their identification card for purposes other than authorized by Rusk County business, or who allows another person to use their identification badge will be subject to the discipline process, up to and including termination of employment.

Incidents of continued non-compliance of the policy will subject an employee to the discipline process, up to and including termination of employment.

The Department Administrator or supervisor is responsible for collecting the identification badge from the terminating person on the last day of employment, student internship or volunteer work, and delivering the card to the Finance Office.

Employees should report to their supervisor incidents of non-employee(s) who are in unauthorized areas and who are not accompanied by Rusk County staff.

Section 15 Family and Medical Leave Policy

I. Basic Leave Entitlement

A. Federal

Federal FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;

- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

B. State

State FMLA requires covered employers to provide, on a calendar year basis, the following unpaid, job-protected leave to eligible employees for the following reasons:

1. Family Leave

- Up to a maximum of six (6) weeks per twelve (12) month period for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child.
- Up to a maximum of two (2) weeks leave per twelve (12) month period to care for a child, spouse, domestic partner, parent or parent-in-law, or parent of a domestic partner who has a serious health condition.

Total maximum time for #1 and #2 is eight (8) weeks per twelve (12) month period.

2. Medical Leave

- A maximum of two (2) weeks per twelve (12) month period for the employee's serious health condition.

II. Military Family Leave Entitlements

Under the Federal FMLA, eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Covered active duty means duty during the deployment of the servicemember to a foreign country or, in the case of the National Guard or Reserves, duty during deployment to a foreign country under a call or order to active duty in support of a contingency operation. Qualifying exigencies may include short-notice deployment, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling

sessions, rest and recuperation, attending post-deployment reintegration briefings, and any other exigencies on which the employer and employee mutually agree.

Federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty or that was aggravated by service in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Covered servicemember also includes a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy for a serious injury or illness.

III. Benefits and Protections

During Federal and State FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

IV. Eligibility Requirements

A. Federal

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

B. State

Employees are eligible if they have worked for a covered employer for more than 52 consecutive weeks, for a minimum of 1,000 paid hours, and if at least 50 employees are employed by the employer on a permanent basis.

V. Definition of Serious Health Condition

A. Federal

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

B. State

“Serious health condition” means a disabling physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.

VI. Use of Leave

Under some circumstances, employees may take FMLA leave on an intermittent basis. Intermittent leave may be taken in the smallest increment allowed by the employer for any other type of leave.

- Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the employer agrees;

- State family leave for birth/placement or care of a child, spouse, domestic partner, parent or parent-in-law, or parent of a domestic partner with a serious health condition may be taken as partial absences from employment if scheduled so not to unduly disrupt the employer's operations.
- Federal leave based on a serious health condition of an employee, employee's child, spouse or parent (including covered servicemembers) may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the employer agrees otherwise.
- State medical leave for self may be taken in non-continuous increments as medically necessary.
- No leaves will be granted in daily or hourly increments of less than those specified in policies or labor agreements.
- Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide the employer with reasonable advance notice.
- Leave due to qualifying exigencies may also be taken on an intermittent basis.

VII. Substitution of Paid Leave for Unpaid Leave

A. Federal

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

B. State

An employee may substitute, for portions of family leave or medical leave, any type of paid leave provided by the employer or choose to take unpaid leave.

VIII. Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal

call-in procedures. All FMLA request must be submitted to the employee's department head and then forwarded to the County Clerk.

Absent extenuating circumstances, the County Clerk will notify employees within five (5) business days if their requests have been approved or denied.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

If the request is denied, the Clerk will set forth the reasons for the denial. If additional information, such a medical documentation is needed before a determination decision can be made, the County Clerk will give conditional approval, subject to receipt of the requested documentation.

If an employee is required to submit medical documentation, the employee has 15 calendar days to submit the documentation to the County Clerk or the employee's FMLA request may be denied.

The County Clerk will provide the Personnel Committee with an update in closed session at its monthly meeting regarding the FMLA requests that have been approved or denied.

Designation. If an employee is off work due to an FMLA qualifying event, it must be designated as FMLA. An employee's specific request for FMLA leave is not required. An employer is obligated under federal law to notify an employee of his/her eligibility for FMLA leave whenever the employer acquires knowledge that the employee's leave may be for FMLA-qualifying reasons. Designating a qualifying absence as FMLA protects both the employee and the employer.

If you have any questions regarding this change in procedure, or any other questions regarding your rights and responsibilities under the FMLA, please let us know.

IX. Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

X. Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;

Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

XI. Enforcement

A. Federal

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

B. State

An Employee who believes his or her rights have been violated may, within 30 days after the violation occurs, or the employee should reasonably have known that the violation occurred, file a complaint with the Department of Workforce Development, Equal Rights Division.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

CHAPTER 6 Employee Benefits

Section 1 Overtime Compensation, Compensatory Time and Related Matters

- A. Exempt Employees: If an employee meets all the requirements for a specific exemption under state and federal law, the employee may be designated as exempt from overtime. This includes, but is not limited to, an employee's designation as an executive, administrative, professional, or computer employee.
1. On-Call/Reporting Pay: Social Workers and Social Service Workers. Social workers and social service workers who are required to be on-call shall rotate their on-call responsibilities by taking three (3) consecutive days (i.e., Friday, Saturday and Sunday) on a rotating basis. Monday, Tuesday, Wednesday and Thursday on-call responsibilities shall also be rotated, however, they shall be rotated on a daily basis. On call responsibilities commence at 4:30 p.m. Friday until 8:00 a.m. Monday when on call for three (3) consecutive days on the weekend and 4:30 p.m. through 8:00 a.m. when required to be on call on a daily basis.

Employees who are working the on-call schedule shall be paid five (5) hours of pay at straight time or compensatory time at the employee's option for weekend on-call duty (i.e., Friday, Saturday and Sunday) and employees shall be compensated one (1) hour of pay at straight time in cash or compensatory time off at the employee's option for each night of on-call responsibility (i.e. Monday, Tuesday, Wednesday or Thursday). Social Workers and Social Service Workers receiving phone calls regarding clients outside of their normal work schedule shall receive pay or compensatory time at the employee's option at their normal hourly rate for the time of the phone call; time will be measured in 15 minute increments.
Approved by Personnel 12-5-13

Full time Social Workers/Social Service Workers who are required to be on call on a holiday shall receive two additional hours pay for each holiday which shall be paid or compensatory time off at the employee's option. An employee must designate on their time sheet whether they will be selecting pay in cash or compensatory time off at the time the on-call responsibilities occur.

In addition to the above listed straight time on-call compensation, the employee shall receive compensatory time as set forth below.

2. On-Call/ Reporting Pay: Nurses. Nurses who are required to be on-call on the weekends to provide supervision for home health aides shall receive one dollar and fifty cents (\$1.50) per hour for each hour of assigned on-call time

and two dollars and fifty cents (\$2.50) per hour for each hour of assigned on-call time on a holiday recognized in this Agreement. Further, the County agrees to provide one (1) cell phone for use by nurses who are assigned weekend on-call duty.

Nurses who are required to work after they are through with their normal work day shall receive a minimum of two hours at time and one-half (1-1/2) if the work is not contiguous to the normal work day. If it is contiguous to the normal work day either immediately before or immediately after, the nurse shall receive time and one half (1-1/2) for the actual time worked if over 40 in the work week, otherwise it is straight time.

Nurses receiving phone calls regarding clients outside of their normal work schedule shall receive pay or compensatory time at the employee's option at one and one-half their normal hourly rate for the time of the phone call; time will be measured in 15 minute increments. Approved by Personnel 12-5-13

B. Non-Exempt (FLSA - Fair Labor Standards Act) Employees:

Overtime pay will be at the rate of one and one-half times the regular rate of pay for all hours worked before the regular starting time and after the regular quitting time if the total hours worked exceeds forty hours in a week, not including holiday, vacation, sick leave, or other paid benefit hours. For this purpose, a week shall begin at 12:00 a.m. Sunday and run through 11:59 p.m. the following Saturday. Compensatory time may not be paid out after an initial decision has been made to bank these hours, except in the case of termination. *(Approved and updated by Personnel Committee March 1, 2012)*

1. Holiday work: All holiday work performed shall be at the overtime rate and said pay shall be in addition to the employee's regular holiday pay.
2. Call-in/reporting time pay: In the event any employee reports or is called in to work and is sent home, he/she shall receive a minimum of two (2) hours pay. If an employee is called back to work on a day in which reporting time pay was already received, he/she shall again be eligible to receive a minimum of two (2) hours pay.

C. Compensation for part-time employees (other than executive, administrative, supervisory, professional, computer and managerial employees) who extend their regular scheduled hours in established part-time positions shall be paid on an hour-for-hour basis. If such an employee should exceed 40 hours in a week the overtime provisions in Paragraph (B) above shall apply.

D. Prior Approval: Prior approval must be obtained for all compensatory/overtime hours worked including work on a holiday, from the department administrator. In the case of an emergency, prior approval is not required, but the employee

must notify their department administrator on their next regularly scheduled work day. Assignment of overtime will be based on the needs of the department, as determined by management. Specific departmental policies governing the assignment of overtime will be reviewed by the Personnel Committee on an annual basis.

E. Compensatory Time Off: Shall be scheduled by the employee's immediate supervisor or department administrator in accordance with established departmental policies and County payroll procedures. Compensatory time shall be reviewed on a regular basis by the department administrator who may require scheduling of compensatory time off based upon department workload.

1. In lieu of overtime pay, employees shall be allowed to accrue compensatory time ("comp time"), up to a maximum of forty (40) hours on the basis of one and one-half hour of comp time for each hour of overtime worked. The scheduling of the use of comp time shall be subject to the approval of the employee's supervisor. Comp time not used during the calendar year may be carried over from year to year and cannot be cashed out unless the employee leaves employment with the County. Exceptions:

A. Nurses. In lieu of overtime, Nurses shall be allowed to accrue compensatory time ("comp time"). Compensatory time off which is carried over into a new calendar year may only be used as time off and cannot be cashed out unless the nurse leaves the employment of the County, in which case it would be cashed out.

B. Social Workers. Compensatory time off for social workers shall be granted utilizing a one-to-one ratio for all authorized time worked outside the defined work schedule relating to non-emergency situations. This primarily consists of prearranged appointments with client for whom an appointment during the normal workday would be impossible, inconvenient, or would otherwise constitute a hardship. Under these circumstances, it makes no difference whether or not the additional time worked by the social worker is contiguous to the normal workday. In either case, the one-to-one ration shall apply.

Time worked outside of the defined work schedule which can fairly be attributed to an emergency situation shall result in the granting of pay or compensatory time off at a 1.5 to 1 ratio. For purposes of this higher ratio, an "emergency" situation occurs when the affected social worker has no advance notice of the need to work additional hours, but is instead called back to work under circumstances necessitating immediate attention on the part of that social worker. In that event, and without regard to the actual number of hours worked, the social worker shall be credited with a minimum of two (2) hours work, at time and a

half or pay or compensatory time off shall be granted. An employee must designate on their time sheet whether they will be selecting pay or compensatory time off at the time the emergency situation occurred Approved by Personnel 3-5-15.

Only at the time of termination may the social worker convert any unused compensatory time off into its cash equivalent and be paid accordingly.

2. Based upon an emergency circumstance and by mutual agreement between the department administrator and the employee, an employee may exceed the 40 hour maximum accrual limit as long as the amount of compensatory time accrued that exceeds the limit is used within 60 days.
3. The Personnel Committee reserves the right, to grant additional exceptions to this policy based upon a request and sufficient rationale provided by a department administrator.

Section 2 PTO - Personal Time Off Policy

Full-Time Employees

Any employee working an annual average of 30 hours per week will be considered full-time.

Full time employees will accrue Personal Time-Off (PTO) as follows:

1. During the initial year of employment a full-time employee will receive PTO prorated based on hire date per the following schedule.
 - a. If the employee begins employment between January 1 and June 30, he or she will receive 7 days of PTO
 - b. If the employee begins employment between July 1 and December 31, he or she will receive 4 days of PTO
2. On January 1 of the following year (year 2) the employee will receive 12 days of PTO
3. On January 1 of the third year, the employee will receive 17 days of PTO
4. On January 1 of each subsequent year, the employee will receive an additional day of PTO to a maximum of 30 days.

Part-Time Employees

Part-time employees working an annual average of between 20 - 29 hours per week will accrue Personal Time-Off (PTO) as follows:

1. During the initial year of employment a part-time employee will receive PTO prorated based on hire date per the following schedule.
 - a. If the employee begins employment between January 1 and June 30, he or she will receive 3 days of PTO
 - b. If the employee begins employment between July 1 and December 31, he or she will receive 2 days of PTO

2. On January 1 of the following year (year 2) the employee will receive 6 days of PTO
3. On January 1 of the third year, the employee will receive 8 days of PTO
4. On January 1 of each subsequent year, the employee will receive an additional day of PTO to a maximum of 15 days.

Use of PTO

PTO may be used in 15 minutes increments. Use of PTO must be approved in advance by the department administrator when possible and scheduled with first consideration given to the efficient operation of the department.

If a paid legal holiday falls within the PTO period, the paid day shall be holiday pay, not PTO.

All unused PTO shall carryover and be used through March 31 prior to any current year PTO. As of April 1 any unused, prior year PTO will be converted to extended leave. Employees may accumulate a maximum of 680 hours (85 days @ 8 hours per day) of extended leave. Approved by Personnel 3-5-15

Extended leave bank time will be used if an employee has 5 days or more consecutive days of sick time instead of the employee's PTO. An employee may request in writing to Personnel to use the extended leave bank for FMLA.

Note: This PTO program is to be implemented on January 1, 2013. Employees will be allowed to carry over any current vacation they have. PTO for 2013 will be started on January 1, 2013 and will be prorated for the initial year only. PTO will be awarded on January 1 of each year; there will be no mid-year pro-rations for retirements or terminations.

- A. Use of PTO for Illnesses: At the department administrator's or Personnel Committee's discretion, a doctor's statement may be required at any time. PTO benefits shall begin on the first day of absence and continue until the employee returns to work or has used all extended leave. (Also see any acceptable FMLA language in Chapter 5) An employee, who wants to use PTO, shall notify the department at least 30 minutes prior to the regular starting time if at all possible PTO must be used in minimum increments of at least 15 minutes.
- B. Extended Leave Bank Conversion to Post Employment HRA: When an employee retires under the Wisconsin Retirement System after age 55 or is forced to retire due to medical disability, a maximum of seventy-five percent (75%) of the PTO remaining in the employee's accumulated sick leave account shall be converted to its monetary value at the time of separation (employee's hourly rate, exclusive of shift differential) and be contributed to an HRA on behalf of the employee.

The employee's retirement may also constitute a qualifying event under COBRA. Any period of time for which an employee's premiums are paid though extended leave conversion shall be credited towards satisfying the COBRA period.

Section 3 Worker's Compensation: Employees eligible for worker's compensation benefits shall be allowed to exercise one of the following options, subject to state statutes:

- A. Receive worker's compensation benefit with no deduction from PTO
- B. Receive the worker's compensation benefit and be paid the difference between their regular pay based upon a normal work week and the worker's compensation benefit with the County charging the employee's PTO account with the number of hours that equal the cash differential between the worker's compensation and regular pay.
- C. Receive a temporary assignment of alternative productive work.
 1. Primary Responsibility: Personnel Committee and all Department Heads.
 2. Special Note: This procedure does not in any way constitute an employment contract and Rusk County reserves the right to amend this procedure at any time.
 3. Purpose: Rusk County desires that employees, unable to perform the functions of the regular job because of a work-related injury or illness that prevents their return to regular assigned duty, where possible, be temporarily assigned alternative productive work subject to necessary medical certification. Rusk County does not assign employees to non-productive work. It does however, desire to obtain the benefits of a temporary assignment of alternative productive work, which maintains a level of activity, which is productive and which quickens the employee's return to regular assignment. Alternative productive work is reserved for employees that are temporarily disabled because of a work-related injury or illness. Alternative productive work may be assigned within or outside an employee's regular department. **THE WORK ASSIGNED UNDER THIS POLICY IS NOT PERMANENT IN NATURE AND THE COUNTY RETAINS THE ABSOLUTE DISCRETION TO MODIFY WORK ASSIGNED HEREUNDER AT ANY TIME.**

4. Procedure:

- A. An employee injured or suffering an illness, at work, will provide to their supervisor as soon as possible, written certification of any restrictions imposed upon them by a licensed medical provider. This will include the projected duration of the restriction(s).
- B. The department head will evaluate the restriction(s) and determine if temporary assignment of alternative productive work is available. The department head may recommend assignment of restricted employee to such available work for the hours that such work is available.
- C. It is expressly understood that:
 - 1. No obligation exists for the County to provide, convert a regular job, or create a temporary assignment of alternative productive work.
 - 2. Temporary assignment of alternative productive work does not create a regular employment opportunity, and is made as a temporary assignment only, which will terminate at the conclusion of a specified time period. The specific end date of the assignment will be communicated clearly in writing to the employee upon temporary assignment of alternative productive work. PTO and paid Holidays may be excluded in calculating period.
 - 3. PTO may be used in lieu of a temporary assignment to alternative productive work.
 - 4. The department head, based on the number of employees assigned such duty status will determine the amount of temporary assignment of alternative productive work available in any department.
 - 5. Temporary assignment of alternative productive work is separate and distinct from the duties of the employee's regular job; however, the employee may be assigned to perform those duties of the regular job that the employee may perform without restriction or limitation.

6. An employee is entitled to remain on unpaid FMLA leave until the FMLA leave entitlement is exhausted. Nothing in this policy shall be construed as limiting an employee's state and federal FMLA rights.
 7. Temporary assignment of alternative productive work may be considered only when an employee is certified as unable to perform the functions of their regular job.
 8. An employee's regular work schedule may change during the temporary assignment of alternative productive work to accommodate the department's needs.
 9. If alternative productive work is unavailable within an employee's regular department, the County may assign alternative productive work to the employee outside the employee's regular department.
- D. The Personnel Committee will be contacted immediately by a supervisor prior to their making a recommendation of assignment of a restricted employee to temporary assignment of alternative productive work status.
 - E. All temporary assignment of alternative productive work will be reviewed each thirty- (30) calendar day period by the respective department head and the Personnel Committee.

Section 4 Holidays

- A. Full-time employees working an annual average of 30 hours per week will normally receive the following holidays off with pay:
 - New Year's Day
 - Good Friday
 - Memorial Day
 - July 4th
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving (except for Highway Dept. employees)
 - Christmas Eve Day
 - Christmas Day
 - New Year's Eve Day

In lieu of the day after Thanksgiving, Highway Department employees will receive one floating eight (8) hour holiday to be scheduled with the approval of the Highway Commissioner.

- B. Part-Time Employees: Part-time employees working 20-29 hours a week will receive 4 hours per holiday.
- C. If a holiday falls on a Saturday it shall be celebrated on Friday. If the holiday falls on a Sunday, it will be celebrated on Monday. Employees must work the day before and the day after each holiday to be eligible for holiday pay, with the exception of normal days off or excused absences.
- D. Holiday pay shall be computed at the employee's regular rate of pay at the regularly scheduled number of hours.

Section 5 Leaves of Absence-Non-FMLA

- A. General Leaves of Absence: An employee giving 2 weeks prior notice, may, at the sole and absolute discretion of the department administrator, be granted an unpaid leave of absence not to exceed 5 calendar days upon presenting a written request to the department administrator. For Department Administrators, or for employees requesting a leave of absence for longer periods of time, a leave or an extension of leaves may be granted upon the approval of the Personnel Committee. In no case shall a leave of absence be granted for the purpose of accepting employment with another employer. During the period of leave of unpaid absence, no benefits or hours of service shall be earned or accrued. Participation in the health insurance groups will be permitted if the employee pays the proportionate costs of such participation.

Employees on unpaid leaves of absence shall exhaust all available paid leave.

- 1. Educational Leave of Absence: Educational leave of absence may be granted at the discretion of the Personnel Committee.
- 2. Jury Duty: Employees who serve on a jury or are subpoenaed relating to their County job to appear as a witness before a court or administrative tribunal shall turn their jury or witness pay back to the County and will be compensated their regular scheduled hours for up to a maximum of two (2) weeks per calendar year. Employees when released from jury or witness duties shall immediately return to their job and complete the scheduled workday. Employees shall not be entitled to overtime or shift differential under this provision.
- 3. Any Military Leave: The County will comply with state, federal and USERRA laws for employees who are members of the military forces.

Employees shall promptly notify the department administrator of any military duties affecting their work schedules.

4. Medical Leave of Absence: In the event of an extended absence due to sickness or temporary disability, the employee may request an unpaid medical leave of absence. If there are special circumstances, they will be addressed on a case by case basis by the Personnel Committee.

Section 6 Separation Benefit for PTO, and Compensatory Time

- A. At time of voluntary separation (retirement or resignation) employees with at least 12 months of service who subsequently leave the employ of the County in good standing, shall give 10 working days written notice and may receive cash payment for all remaining accrued PTO time, less normal withholding. Employees failing to provide at least 10 working days notice will not receive the PTO payout.

At the time of an involuntary separation due to lack of work (layoff), employees with at least 12 months of service shall receive payment for all remaining PTO, less normal withholdings. At the time of any other involuntary termination, NO cash payment for remaining PTO shall occur.

- B. The employee's last day of employment will, in most cases, be the last day worked. The County reserves the right to determine the last day of employment.

Section 7 Mileage Allowance: Mileage when traveling by personal automobile on official County business shall be reimbursed at the rate of the current County Board resolution. Individuals shall maintain a personal insurance policy of not less than combined \$100,000 single limits of bodily injury and property damage, and shall provide the County Clerk's Office with a photocopy of their policy cover sheet by January 31st or at time of renewal. Reimbursement for all expenses incurred on official travel shall be subject to review by a higher level of authority. All requests for reimbursement shall be reported on such forms as determined appropriate by the Finance Committee.

Section 8 Longevity Pay: Effective January 1, 2012, all employees in allocated positions who have completed the specified amount of continuous uninterrupted service as set forth in the collective bargaining agreement expiring on 12/31/2011, shall have their current longevity pay added to their regular rate of pay. Thereafter, there shall be no longevity pay.

Section 9 Health Insurance

- A. Cost to Employees: The County pays a percentage of the single, single +1, or family medical and hospitalization insurance premiums for full-time employees.

B. Enrollment: Subject to the carrier's eligibility requirements, employees are eligible to participate in the County's group health insurance plan **immediately upon starting the first of the month after the date of hire.** The County's percentage of premium payments will commence immediately upon enrollment. To obtain medical coverage under this program, employees must meet insurance carrier requirements and requirements under applicable union contract. Employees who apply for medical coverage after 10 days of employment or who have discontinued their medical coverage and desire to rejoin the plan must make application and qualify per insurance carrier enrollment requirements.

No employee shall make any claim against the employer for additional compensation in lieu of or in addition to the County's contribution.

C. Change of Coverage: When an employee finds it necessary to add or delete dependents to his/her health insurance plan, due to marriage, divorce, birth, adoption, etc., they must be added within 30 days of the qualifying event or as subject to insurance carrier enrollment requirements and coverage. To make any changes contact the Finance Office for appropriate forms.

D. Section 125 Cafeteria Plan: The County shall provide a Section 125 Cafeteria Plan for pre-tax premium deductions.

E. Insurance Continuation under COBRA:

1. Under state law and the Federal Consolidation Omnibus Budget Reconciliation Act on 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours.
2. COBRA regulations also allow the employee's spouse and covered dependents to elect temporary continuation coverage if their insurance coverage is lost: upon an employee's termination (except for misconduct); an employee's reduction in hours; the employee's death; divorce or legal separation; military service; in certain situations, an employee's entitlement to Medicare if an employee's entitlement to Medicare terminates continuing COBRA coverage¹; a dependent's loss of dependent status under family

¹ COBRA continuation coverage may terminate if a qualified beneficiary becomes "entitled" to Medicare benefits (under Part A, Part B or both). A qualified beneficiary becomes "entitled" to Medicare upon the effective date of enrollment in either Part A or B, which occurs earlier. (Being "eligible" to enroll does not constitute being "entitled" to Medicare benefits). Under Wisconsin COBRA, Medicare entitlement is not an event which would allow the discontinuation of insurance coverage during an initial 18 month continuation period.

coverage; or the employer's filing of a bankruptcy proceeding, if there is any substantial elimination of coverage.

3. All employees, as well as their spouse and dependents (collectively "qualified beneficiaries"), will receive an initial notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins.
4. If a qualifying event which entitles the qualified beneficiaries to continuation coverage occurs, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage.
5. Qualified beneficiaries must notify the plan administrator of an event such as divorce, legal separation or a dependent's loss of dependent status within sixty (60) days.
6. Unless otherwise agreed, continued participation is solely at the participant's expense.
7. Additional information about COBRA continuation coverage can be obtained from the County Clerk.

Section 10 Retirement

- A. Rules governing participation in the Wisconsin Retirement System (WRS) are established by the Department of Employee Trust Funds. Currently, employees are eligible for coverage under WRS pursuant to the eligibility standards set forth below:
 1. Subject to Paragraph 2 below, employees employed on or after January 1, 1990 who are expected to work, or who actually do work, 600 hours or more for at least one year are eligible for coverage under WRS. (One year is 365 consecutive days from date of hire). Subject to Paragraph 2 below, once the County sets the expectation that an employee employed on or after January 1, 1990 will work 600 hours or more for at least one year, or the employee actually does work 600 hours in a year, the employee is enrolled in WRS and does not need to work 600 hours every year to remain enrolled in WRS.
 2. Employees hired on or after July 1, 2011 who have not previously worked for a WRS employer are eligible for coverage under the Wisconsin Retirement System if they are expected to work, or actually do work, 1,200 hours or more for at least one year. (One year is 365 consecutive days from date of hire). Once the County sets the expectation that the employee will work 1,200 hours or more for at least one year, or the employee actually does work 1,200 hours in a year, the employee is enrolled in WRS and does not need to work 1,200 hours every year to remain enrolled in WRS.

- B. County's Contribution: Unless provided otherwise by an applicable collective bargaining agreement, the County will contribute a percentage toward WRS, as determined by the Employee Trust Funds Board.

Section 11 Unemployment: As provided by State Statutes.

Section 12 Emergency Closing of Government Center:

Policy:

The County Clerk will contact the Chair, or the Vice Chair if Chair is not available; or the Chair or Vice Chair will contact the County Clerk to close the Government Center. In the absence of the County Clerk, the Sheriff, or in his absence the Chief Deputy, will contact the Chair or the Vice Chair; or the Chair or Vice Chair will contact the Sheriff or Chief Deputy to close the Government Center.

- A. Time lost for inclement weather or other emergencies when the Government Center is closed need not be made up and employees shall be paid for their regularly scheduled hours if they are not able to continue to work due to the Government Center closure. Employees who continue to work will receive their normal compensation.
- B. Time lost to inclement weather or other emergencies (Government Center not closed) must be made-up in following manner or a combination thereof:
 - 1. Lost hours may be made-up subject to department administrator approval.
 - 2. PTO may be used.
 - 3. Time lost, if not made up or substituted with PTO, will not be paid.
- C. Time lost for emergencies necessitating the closure of an individual department need not be made up and employees shall be paid for their regularly scheduled hours of work.

Section 13 Highway Department

A. Life Insurance

- 1. Cost to Employee: Employer pays 100% of premiums for all employees hired prior to January 1, 2012. For employees hired after January 1, 2012, coverage is available at the employee's expense.

2. Enrollment: Each employee will receive an application for life insurance from the Highway Department Office. This application must be completed and returned to the Highway Office within 30 days of receipt.

If the employee enrolls, coverage shall become effective upon the successful completion of the employee's introductory period.

- B. Employees shall be responsible for maintaining the licenses required for their positions. An employee who fails to obtain the necessary license or who subsequently has his/her license suspended or revoked may, at the County's discretion, be temporarily reassigned to a position in the department for which he/she is qualified, if such a vacancy exists. The employee's pay during the period of reassignment will normally be the regular pay for the position to which he/she has been reassigned.
- C. The County will pay the cost of electricity used in the operation of employee bolt heaters during working hours.
- D. The County will pay up to forty dollars (\$40.00) per employee, annually, for the prescription cost of safety lenses for all positions requiring safety glasses. The employee shall pay for the full cost of the eye examination and the frames. Normally, the County will pay the total cost of replacement of glasses damaged in work related accidents.
- E. All employees shall wear protective shoes while on duty. All employees shall wear hard hats and safety glasses in areas where they are needed. Infractions of these provisions may subject the employee to disciplinary action, up to and including termination. The County will furnish hard hats and will pay up to fifty dollars (\$50.00) per employee, twice per year, towards the employee's purchase of protective shoes, with a receipt.

CHAPTER 7
Employee Corrective Action and Discipline Policy

Section 1 Objective. The purpose of the Employee Corrective Action and Discipline Policy is to establish a clear, uniform and consistent approach to situations requiring employee corrective or disciplinary actions. Corrective and disciplinary steps are intended to correct employee behavior or performance issues.

Section 2 Policy. Rusk County may utilize corrective and progressive disciplinary principles when confronted with employee behaviors or performances requiring interventions. Corrective and disciplinary interventions will typically begin at the first level and progress through each level if performance expectation(s) and/or corrective action requirements have not been met. However, dependent upon the seriousness of employee conduct being reviewed, corrective and/or disciplinary intervention may be initiated at any level. This policy is not intended to displace the day-to-day interactions between management and staff relating to job performance. Rusk County encourages its management staff to be proactive in identifying problem areas and addressing those areas as issues arise.

Section 3 Procedure for Progressive Corrective and Discipline Levels.

Level I:

Level I is an informal meeting between the employee and his/her supervisor. The supervisor clearly specifies the nature of the concern for the employee's performance/conduct and why the supervisor feels expectations have not been met and/or why corrective action by the employee is necessary. The supervisor also clearly states the specific expectation(s)/corrective action(s) required and the time frames in which the expectation(s)/corrective action(s) must occur. The supervisor documents the meeting in writing, identifying the specific employee conduct/performance issues and the specific required expectation and/or corrective action plan. The supervisor maintains the documentation in his/her office, places a copy in the employee's personnel file and a copy is given to the employee.

Level II:

Level II is an oral warning. In consult with the Department Administrator, the supervisor clearly informs the employee that he/she is being orally warned. Verbally, the supervisor informs the employee of specifically what has been done wrong and the corrective action or expectation(s) required. The employee is also verbally informed that if corrective action is not taken or expectations not met, further corrective and/or disciplinary steps up to and including suspension and/or termination may occur. The oral warning is documented by the supervisor in writing which the employee must sign, acknowledging receipt of the written oral

warning. A copy of the written oral warning must be provided to the employee and the Personnel Committee with a copy placed in the employee's personnel file.

Level III.

Level III is a written warning. In conjunction with the Department Administrator, a written warning can be provided to an employee for whom there is a performance deficiency or conduct issue that needs to be corrected. The written warning must state specifically the conduct or performance deficiency that must be corrected. If applicable, a specific corrective action plan shall be outlined and a time frame at the end of which the corrective action plan must be completed. The employee is informed that if the corrective action plan is not completed or adhered to, expectations are not met, or additional violations occur, further corrective and/or disciplinary steps may be taken up to and including suspension and/or termination. The employee must sign the written warning, acknowledging receipt. A copy of the written warning must be provided to the employee and the Personnel Committee and a copy placed in the employee's personnel file.

Level IV.

Level IV is a suspension with or without pay. A suspension is a serious step, since the next step may be dismissal if corrective action does not occur, expectations are not met or additional violations occur. The supervisor, in conjunction with the Department Administrator will issue the notice of suspension. The suspension notice will specifically identify the date the suspension begins and ends and the conduct or performance deficiency for which the suspension is being given. If applicable, the notice will also specifically describe the corrective action that is required of the employee to perform and the time frames for doing so. The employee must also be informed that if corrective action does not occur, or expectations are not met, further corrective and/or disciplinary action may be taken up to and including suspension and/or termination. The employee will sign the notice of suspension acknowledging receipt of the notice. A copy of the notice will be provided to the employee and the Personnel Committee and a copy is placed in the employee's file.

Level V.

Recommendations for dismissal or termination will be referred to the Personnel Committee through the Department Administrator for disposition.

Attached to this policy are forms developed for the purpose of providing guidance to management when issuing employee notices of corrective or disciplinary action.

Rusk County

Employee Name: _____

Supervisors Name: _____

Date: ____/____/____

The following is a summary of an informal meeting between the above named employee and his/her supervisor regarding a concern for the employee's conduct and/or work performance:

- Summarize the specific concern for the employee's conduct/work performance.
- Summarize the expectation(s)/corrective action the supervisor requires of the employee.
- Summarize the employee's response to the supervisor's concern and the required expectation(s)/corrective action.

Employee Signature

Date

Supervisor Signature

Date

Copy: Employee
Supervisor
Employee's Personnel File

Rusk County

To:

From:

Date:

Re: Notice of Corrective and/or Disciplinary Action

- Oral Warning
- Written Warning
- Notice of Suspension

This document is intended to serve as an official notice of corrective and/or disciplinary action. The type of corrective and/or disciplinary action is identified above and the reason(s) for the action is cited below:

Cite specific example(s) of poor conduct/ work performance, providing the dates and times the poor conduct/work performance occurred, if possible. Applicable portions of the Personnel Handbook and/or union contract should also be referenced. Cite any previous violations. If the notice is a suspension notice, cite the length of the suspension and the specific dates that apply. Also state whether the suspension is with or without pay.

The following corrective action plan is required (if applicable):

Cite the specific actions that the employee is required to take to correct the poor conduct/work performance issue and the time frame in which the corrective action must be completed.

Future violations and/or failure to perform the required corrective action or meet the expectations described above may result in further corrective and/or disciplinary action up to and including suspension and/or termination.

Your signature below is required to verify receipt of the notice only.

Employee Signature

Date

Employee Comments:

Supervisor's Signature

Date

Copy: Employee
Personnel Committee
Employee Personnel File

CHAPTER 8
Employee Safety & Health

Section 1 Policy Statement: This policy is designed to promote a safe work environment for employees and visitors, and to require safe work practices of all employees. Any incidents, hazards, or potentially unsafe conditions are to be corrected or reported to your supervisor for action.

Section 2 Reporting On-the-Job Incidents/Injuries/Accidents: Employees are required to report incidents/injuries/accidents as soon as possible, not to exceed 24 hours after the event. All events need to have the proper forms filled out. Forms and directions for completing forms may be obtained from the Finance Office.

Section 3 Rusk County Safety Committee: (Property/Insurance Committee)

A. Purpose and Responsibility: It shall be the purpose and responsibility of this Committee to:

1. Create and maintain an interest in safety.
2. Make recommendations to other committees/departments on accident prevention programs.
3. Assist in the implementation of accident prevention programs.
4. Conduct and review research on special safety problems and projects.
5. Review hazard identification surveys conducted by subcommittees, regulatory agencies and/or insurance companies at and on County property projects.
6. Review new developments in the field of safety for possible incorporation.
7. Review losses to determine preventability and implement controls to prevent future reoccurrences.
8. Assist with the development, distribution and ongoing review of a comprehensive safety procedure manual for each department and on a county wide basis, including the provision of personal protective equipment.
9. Conduct safety awareness campaigns, make recommendations for safety awards and administer the safety suggestion program.

B. Membership: The Risk Management Division of the Finance Department shall serve as coordinator of this Committee.

- C. Department Administrative Sub-committee: At regularly-scheduled meetings of department administration, insurance issues are reviewed and discussed for recommendation to Property/Insurance Committee and/or other committees as necessary.

Section 4

Prevention of the Spread of Communicable Disease through Body Fluids: The proper handling of all body fluids at all times will prevent the accidental spread of communicable disease. When it is necessary to clean an area following an accident or injury involving body fluids (urine, blood, mucous, saliva, vomit, etc.), do not attempt to clean up the area unless you have been designated to do so under the county blood borne pathogens program and properly trained. If not, just secure and contain the area (i.e., close the door, redirect pedestrian traffic if possible) and contact maintenance.

More detailed, specific guidelines are available from the Public Health Department. (See Appendix F for Bloodborne Pathogens manual.)

Section 5

Hearing Conservation Program:

Purpose: To prevent noise-induced hearing loss all county departments with employees at risk will have a hearing conservation program that complies with OSHA, and/or DILHR regulations.

- A. Monitoring work environments: Department Administrators are responsible for addressing concerns regarding noise levels and the potential impact on their employees. Signs by the county must be posted indicating where hearing protection is required (above 85 dBA).
- B. When information indicates that any employee may be exposed to noise levels equal to or greater than an 8 hour time weighted average of 85 dBA the Department Administrator shall develop and implement a hearing conservation program to include:
 - 1. Monitoring Program
 - 2. Training and educating employees
 - 3. Audiometric testing of employees
 - 4. Providing and requiring hearing protection devices
 - 5. Recordkeeping

Section 6

Smoking Control Policy: All Rusk County government buildings shall be considered to be non-smoking areas, in compliance with state statutes. "Smoking"

means carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment.

All public bathrooms, elevators, corridors, lunchrooms, and pooled use county vehicles shall be considered non-smoking areas.

State Statute 101.123 allows for a forfeiture of not less than \$100 nor more than \$250 for violation of this policy and empowers the District Attorney to initiate injunction actions against chronic violators.

Section 7 Drug-Free Workplace Policy:

1. Employees of Rusk County are expected and required to report to work on time and in appropriate mental and physical condition for work.
2. It is the policy of the County of Rusk that employees have the right to work in an environment that is free from the non-medical use of alcohol, drugs and mood-altering substances. These substances interfere with the work environment and the performance of employees.
3. In order to protect the health, welfare, and safety of employees, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol on County premises or while conducting County business off County premises is prohibited. Violations of this policy may result in disciplinary action up to and including termination and may have legal consequences.

If an employee is convicted of a criminal drug statute for violations occurring on County premises or off County premises while conducting County business, he/she must report the conviction to the Rusk County Personnel Committee Chair within 5 days after the convictions. The Personnel Committee Chair will notify any applicable federal agencies within 10 days of such notice. Within 30 days of the conviction, the employee's department administrator in consultation with the Personnel Committee will review the facts of the conviction and take disciplinary action if indicated or require such employee to participate satisfactorily in a drug assessment or rehabilitation program approved for such purposes by a federal, state, or local health law enforcement facility or other approved agency.

The County recognizes drug and alcohol dependency as a major health problem. The County also recognizes drug and alcohol abuse as a potential health, safety, and security problem. If an employee needs help in dealing with such problems he/she should contact the Personnel Committee. Pursuant to state law, Rusk County does not discriminate on the basis of off premises use of legal substances.

Rusk County's health insurance does provide coverage for such help, within certain guidelines. Conscientious efforts to seek help will not jeopardize an employee's job. Use of help, however, is not a substitute for job performance problems and normal disciplinary procedures regarding consequences for misconduct will apply.

4. A copy of this policy shall be distributed to all employees of the county, and be posted in each affected county building. In addition, the County Clerk shall inform employees about: (a) dangers of alcohol and other drug abuse in the workplace, (b) the County's drug-free workplace policy, (c) any available drug counseling, rehabilitation, and employee assessment programs and (d) penalties that may be imposed upon employees for alcohol or other drug abuse violations occurring in the workplace. The information may be disseminated at staff meeting, through staff mailboxes or a display in appropriate areas (e.g., break areas). If a department receives federal money, employees of that department are required to attend the training provided.

LEGAL REF: Drug-Free, Workplace Act of 1988 41 USC Sec. 701, 34 CFR Part 85, Subpart F (Regulations Implementing the Drug Free Workplace Act)

Section 8 Employee Assistance Program (EAP):

- A. Policy. An employee's chemical dependency or other behavior-related medical problems becomes an employer matter when it results in a deterioration of job performance. In accordance with the County's concern for the employee as an individual as well as a worker, Rusk County has adopted the following policy:
 1. The County believes that chemical dependencies such as alcoholism and drug addiction, and other behavior-related medical problems, are treatable illnesses.
 2. The County encourages employees to seek treatment for such illnesses. The County will exert every reasonable effort to assist individuals in overcoming the illness.
 3. Health insurance coverage may be provided for such illnesses as specified in County insurance policies for those eligible families.
 4. The County will provide employees with information about such illnesses and about the procedures available to seek treatment.
 5. The County expects supervisors to become increasingly aware of changes in job performance and their possible relation to health problems.

6. The County recognizes that such illnesses in an employee's family often create stress which affects an employee's job performance. Employees are encouraged in such situations to utilize treatment procedures for members of the immediate family.
7. Limits of assistance by the County will depend upon the affected employee's situation. When continued refusal to seek treatment occurs or when treatment has not resulted in improved job performance, the matter will be handled as other matters of unsatisfactory job performance.
8. All handling of diagnosis and treatment of chemical dependency or other behavior-related medical problems shall remain confidential and will not be reported to Rusk County.

Section 9 Rusk County Health Insurance Committee: The Committee will be comprised of at least two Personnel Committee members, a Finance Committee member, the County Clerk, a Finance Department Representative, a H&HS Benefit Specialist and two employees at large. The purpose of the Committee shall be to monitor and evaluate the County's health insurance plan and recommend modifications to the Plan to the appropriate committee(s).

Section 10 Seat Belt Policy: State law mandates use of seatbelts in motor vehicles unless dispensation has been granted by a doctor. Seat belts shall be worn by all occupants of County-owned, leased or rented vehicles or any other motor vehicles when conducting county business.

Section 11 Workplace Violence Policy: The safety and security of employees is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment and/or coercion which involve or affect the County, or which occur on County property, are considered misconduct and will not be tolerated.

The prohibition against threats and acts of violence as described above applies to all persons involved in the operation of the County, including (but not limited to) County personnel, contract and temporary workers, and non-employees on County property. Any confirmed act or threat will be grounds for disciplinary action, up to and including termination of employment even on the first offense.

No provision of this policy statement or any other provision in this plan alters the at-will nature of employment at Rusk County. Management makes the sole determination of whether, and to what extent, threats or acts of violence are acted upon by the County. In making this determination the County may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred.

Any employee who has been a recipient of a threat of violence or a victim of an act of violence is to make a report to the County Clerk or Personnel Committee. Such reports will be kept confidential to the maximum extent possible and may be used in the County’s investigation. Because the threat may come from a source external to the County, the County will assess the need for special safeguards and will cooperate with local authorities.

Section 12 Government Center Emergency Procedures Manual: All County employees are responsible for knowing and following the safety guidelines, areas, and codes as defined in this manual. They include but are not limited to the following:

- | | |
|---------------------------------|-----------------------------------|
| *Automated Phone Tree | *Flood & Water Damage |
| *Chemical Spills | *Lockdowns |
| *Civil Disorder | *Mail Threat |
| *Elevator Emergency | *Phone Threat |
| *Emergency Shelter Area | *Power Outage |
| *Employee Evacuation Procedures | *Public Announcement System Codes |
| *Explosions | *Suspicious Objects |
| *Fire | *Threat to Personal Safety |
| *Fire Extinguisher Usage | *Tornados |

Section 13 Policy Prohibiting Weapons in the Workplace:

Policy:

Employees may not, at any time while on any property owned, leased or controlled by Rusk County (County), including anywhere that County business is conducted, possess, carry, or use a “weapon” in the course of the employee’s employment. This policy does not prohibit employees from storing a weapon in the employee’s own motor vehicle driven or parked on property owned by the County. Unless otherwise provided by State law, it is a direct violation of County policy to possess weapons on County property, in County vehicles, or in the course of employment. Unless otherwise provided by State law, possessing weapons on County property, in County vehicles, or during the course of employment is cause for disciplinary action, including termination.

Regardless of whether an employee possesses a concealed weapons permit or is allowed by law to possess a “weapon,” weapons are prohibited in the workplace and during the course of employment.

Purpose:

To help ensure a safe workplace for all employees.

Guidelines:

1. A “weapon” is defined to include firearms, electric weapons (a.k.a. tasers), billy clubs, knives or any other object created or intended for causing injury. Utility knives, leatherman, tranquilizer guns and similar tools provided or approved by the County for the employee to use to perform job duties do not fall within the definition of “weapon.”
2. “County property” is defined as all County-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the County’s ownership or control. This policy also applies to all County-owned or leased vehicles.
3. The County reserves the right to post signs on County-owned or leased building entrances banning weapons on its premises.
4. The County reserves the right to conduct unannounced searches of County property, vehicles and facilities at any time. The County reserves the right to inspect employees’ workstations, purses, backpacks, briefcases, and other personal items on County premises at any time.
5. Those Sheriff Department employees specifically authorized by the County Sheriff in writing are exempt from this policy. Other employees may seek approval from the Personnel Committee, or Circuit Court Judge as applicable, for a waiver of this prohibition based on unique circumstances. Such requests shall be made in writing and indicate the basis for the exception.
6. Any employee who is uncertain whether an instrument or device is prohibited under this policy is obligated to request clarification to ensure he or she is not in violation of this policy.
7. Any employee who knows or suspects that a co-worker or other individual is carrying a weapon in violation of this policy or posted notice must immediately notify their supervisor, department head, or the Sheriff’s department. Such report will be kept confidential to the maximum extent possible and may be used in the County’s investigation.
8. A violation of this policy is a serious infraction of the County’s work rules and may result in discipline up to and including termination of employment.

CHAPTER 9
Training and Development

- Section 1 Training: The County shall provide for the necessary training of its employees on a planned and continuous basis. Each department administrator shall be responsible for the professional training needs of employees under his/her jurisdiction.
- Section 2 Responsibility: Department Administrators shall provide leadership in training and development of employees under their supervision.
- Section 3 In-service Training: Some departments of the County require special in-service training and such training will be supervised by individuals assigned that responsibility within the department.
- Section 4 New Employee Orientation: The County administers a program to orient new employees to the County workforce.
- A. County Orientation: New employees will meet with the Payroll Clerk/County Clerk and Supervisor who shall advise them of all general conditions of employment such as: employee benefits, pay and pay periods, County work rules and policies, privileges and responsibilities. All employment documentation shall be fully completed and signed prior to any work being performed for Rusk County.
- B. Department Orientation: The supervisor shall orient each new employee to the conditions related to the job and worksite. Such orientation shall include introductions to fellow workers, County work rules and policies, work standards, safety regulations including review of the Courthouse Emergency Procedures Manual, hours of work, break periods, supplies, etc.

CHAPTER 10
Complaint Resolution and Grievance Procedures

Complaint Resolution Procedure:

Section 1 The County recognizes an employee's right to receive fair and impartial treatment. Accordingly, the County has established the following complaint procedure for use by all employees¹. The County regards the use of this problem-solving procedure not as a nuisance, but as an opportunity to correct dissatisfaction in job-related practices and policies.

In order to make a suggestion or register a complaint or a problem related to his/her job, or County policy, an employee should:

Step 1:

Discuss the matter completely with his/her immediate supervisor. Most issues can be satisfactorily resolved in this manner. If the employee and his/her supervisor cannot reach an agreement solution within 10 working days the employee should:

Step 2:

Make a written request for a personal interview with the Department Administrator who will discuss the problem with the employee and investigate the basis for concern. The Department Administrator will provide either a verbal or written decision to the employee within 10 working days unless he/she determines that additional time is required under the circumstances.

Step 3:

Make a written request to meet with the Personnel Committee. The Personnel Committee will schedule a meeting with the employee to discuss the complaint. The Personnel Committee may conduct whatever additional investigation they deem necessary and/or consult with Corporation Counsel or the County's labor counsel. The Personnel Committee will provide either a verbal or written decision to the employee within 15 working days of this meeting unless the Personnel Committee determines that additional time is required under the circumstances. The decision at this step shall be final and conclusive for all parties.

Step 4:

Should a department head display an inability to deal with employee management he/she will be subject to corrective action or discipline. It is the County's intention to be fair and impartial in order to establish the smoothest working

¹ This Complaint Resolution Procedure does not apply to any applicable collective bargaining agreements or any matter covered by the Count's grievance procedure regarding discipline, termination or workplace safety matters.

relationship possible. Employees will not be discriminated or retaliated against, or in any way penalized, for using this procedure.

Grievance Procedure:

Section 1 Purpose and Applicability

This procedure provides an employee with the individual opportunity to address concerns regarding discipline, termination or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer and to appeal to the County Board, where appropriate as required by Wis. Stat. §66.0509. The County expects employees and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the Grievance Procedure.

If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable. This procedure does not replace or supersede any statutory provision which may be applicable to an employee's employment with the County. This Grievance Procedure does not create a legally binding contract or a contract of employment.

Section 2 Definitions

Definition of "Discipline": For purposes of this procedure, "discipline" means an employment action that results in disciplinary suspension or disciplinary demotion/reduction in rank. "Discipline" does not include any written or verbal notices, warnings, or reminders; verbal discipline will be documented, but not subject to the grievance procedure. The purpose of written and verbal notices, warnings, or reminders is to alert the employee that failure to correct the behavior *may result* in disciplinary suspension, termination, or disciplinary demotion/reduction in rank. "Discipline" does not include paid administrative leave pending an investigation.

Definition of "Termination": For purposes of this procedure, "termination" means a separation from employment by the employer for disciplinary or performance reasons. "Termination" does not include layoff, furlough or reduction in workforce, reduction in hours, job transfer or reassignment, or retirement.

Definition of "Employee" for Purposes of Discipline and Termination Grievances: For purposes of the Procedure for Grievances Concerning Employee Terminations and Employee Discipline, "employee" includes all regular full-time and regular part-time employees. The term "employee" excludes elected officials; individuals hired on a limited term, temporary, casual or seasonal basis; independent contractors; and employees within their introductory period.

Definition of “Workplace Safety”: For purposes of this procedure, “workplace safety” includes any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, workplace violence and accident risks. “Workplace Safety” does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, and work schedules.

Definition of “Employee” for Purposes of Workplace Safety Grievances: For purposes of the Procedure for Grievances Concerning Workplace Safety, “employee” shall include all regular full-time and part-time employees, elected officials; and, individuals hired on a limited term, casual, or seasonal basis. The term “employee” excludes independent contractors.

Note: If an independent contractor identifies or is given information about a workplace safety issue within the control of Rusk County, the independent contractor is to report the incident to their employer and/or a Rusk County management employee.

Section 3 General Provisions

Role and Appointment of “Impartial Hearing Officer”: For purposes of this policy, the role of the “Impartial Hearing Officer” will be to define the issues, identifying areas of agreement between the parties and identifying the issues in dispute, and to hear the parties’ respective arguments.

The Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The Hearing Officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. The Hearing Officer shall apply relaxed standards for the admission of evidence and may request oral or written arguments and replies.

The Impartial Hearing Officer shall be selected by the County Board Chair in conjunction with Corporation Counsel based upon the nature of the grievance involved.

Costs: Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing, presenting or defending a grievance. The fees of the Hearing Officer will be paid by the County.

Time Limits: The term “days” as used in this provision means calendar days. The employer and grievant may mutually agree to waive time limits, in writing. If the last day on which a grievance is to be filed or a decision is to be appealed is

a Saturday, Sunday or day in which the courthouse is closed, the time limit is the next day which is not a Saturday, Sunday or day on which the courthouse is closed.

A grievance or decision or appeal is considered timely if received by the employer during normal business hours or if postmarked by 12:00 midnight on the due date.

The employer and grievant may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

If the grievance is not answered within the time limits, the grievant may proceed to the next available step within 7 days.

Any issues of timeliness shall be addressed by the Impartial Hearing Officer, or County Board, as applicable.

Scheduling: Grievance meetings and hearings will typically be held during normal business hours. Time spent in grievance meetings and hearings outside the Grievant's regularly scheduled work hours shall not be considered as compensable work time.

Representation: The grievant shall have the right to representation during the Grievance Procedure at the Grievant's expense.

Section 4 Procedure for Grievances Concerning Employee Terminations and Employee Discipline

Step 1: An earnest effort shall be made to settle the matter informally between the aggrieved employee and the employee's Department Head. If the grievance is not resolved informally, it shall be reduced to writing by the employee who shall submit it to the employee's Department Head, with a copy to the County Clerk.

The written grievance shall give a detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and indicate the specific relief being sought.

Time Limit: If the employee does not submit a written grievance within 14 days after the facts upon which the grievance is based first became known, or should have been known to the employee, the grievance will be deemed waived. The Department Head will reply in writing to the employee within 14 days after receipt of the written grievance.

Step 2:

If the Grievance is not settled at Step 1, and the employee wishes to appeal the decision, the employee shall submit the grievance to the County Clerk to request a meeting with the Personnel Committee.

Time Limit: If the employee does not submit a written request within 14 days after receipt of the Department Head's reply, the grievance shall be deemed waived. If timely requested, a Personnel Committee meeting will normally be scheduled within 14 days of receipt of the request for the Department Head, employee and Personnel Committee to meet and discuss the grievance.

At the conclusion of the meeting, the Personnel Committee shall render a verbal or written decision indicating one of four decisions:

- 1) Sustaining the discipline/termination,
- 2) Modifying the discipline/termination,
- 3) Denying the discipline/termination, or
- 4) Recommending additional investigation prior to final determination.

In cases where the Personnel Committee recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up meeting shall be scheduled.

Step 3:

If the grievance is not settled in Step 2, and the employee wishes to appeal the decision, the employee shall submit the written grievance to the County Clerk to request a hearing before an Impartial Hearing Officer.

Time Limit: If the employee does not submit a written grievance to the County Clerk requesting a hearing before an Impartial Hearing Officer within 14 days after receipt of the Personnel Committee's decision, the grievance will be deemed waived. If timely requested, the hearing will normally be scheduled within 30 days of receipt of the request for hearing.

If the Impartial Hearing Officer determines that the request for review was untimely, the Hearing Officer's written decision will affirm the decision by the Department Head and/or Personnel Committee as applicable.

If the Impartial Hearing Officer finds that the request for review was timely, the Impartial Hearing Officer shall proceed to hear

evidence to determine whether the preponderance of the evidence supports the Department Head's decision.

At the conclusion of the hearing, the Hearing Officer shall render a written decision indicating the reasons for one of four decisions:

- 1) Sustaining the discipline/termination,
- 2) Modifying the discipline/termination,
- 3) Denying the discipline/termination, or
- 4) Recommending additional investigation prior to final determination.

In cases where the Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled. The Hearing Officer shall render a written decision to the employer and employee within 10 calendar days from the date of the hearing.

Step 4: The employer or employee may appeal the decision of the Hearing Officer to the County Board. The decision of the governing body shall be final and binding upon the parties.

Time Limit: The employee or employer may request a hearing before the County Board by filing a request with the County Clerk within 14 days of receipt of the written decision of the Hearing Officer. The request must set forth in detail the reasons for the appeal. The non-appealing party shall have 14 days to submit a reply to the detailed request. Once the request for hearing and reply are received, a hearing will be scheduled at the Board's next regularly scheduled meeting, or at a special meeting at the discretion of the County Board Chair. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

Level of Review: If the County Board finds that the request for review was timely, the County Board shall review the written decision of the Hearing Officer as set forth below. If the County Board finds that the request for review was untimely, the Hearing Officer's written decision will be affirmed by the County Board without further review.

To review the written decision of the Hearing Officer, the County Board shall review the written decision of the Hearing Officer, the reasons for the appeal and the reply. The County Board may receive additional evidence or conduct a hearing only if an issue is raised under paragraph 2 below. The role of the County Board, in

reviewing the decision of the Impartial Hearing Officer, is to address the following questions:

1. Did the Impartial Hearing Officer fail to follow a fair and impartial process such that the award should be rendered invalid?
2. Is there evidence of corruption, fraud or misconduct by the Impartial Hearing Officer such that the award should be rendered invalid?
3. Did the Impartial Hearing Officer make an error of fact and/or law which renders his/her award invalid?

If the answer to each of the above questions is, “No,” the County Board will uphold the decision of the Impartial hearing Officer. If the answer to any of the questions above is, “Yes,” the County Board shall reverse the decision of the Impartial Hearing Officer.

Section 5 Procedure for Grievances Concerning Employee Workplace Safety

Step 1: Any employee who personally identifies, or is given information about, a workplace safety issue or incident must notify his/her supervisor of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported.

Time Limit: Any workplace safety incident or issue must be reported by an employee within 24 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue, outlining the events that transpired and proposed resolution, if any, shall be signed by all concerned parties and submitted to the County Clerk within 7 days of the incident or issue for review and consideration by the Personnel Committee.

Step 2: After receipt of the written report, the Personnel Committee will conduct additional investigation, if required, and normally issue a final report on its findings and conclusions within 7 days of receipt of the written report. Copies of the Personnel Committee’s final report will be given to the persons who signed the written report.

Step 3: The employee may appeal the findings and conclusions of the Personnel Committee and request a hearing before an Impartial Hearing Officer.

Time Limit: If the employee does not submit a written grievance to the County Clerk requesting a hearing before an impartial hearing officer within 7 days after receipt of the Personnel Committee's final report, the grievance can no longer be addressed in the grievance procedure. If timely requested, the hearing will normally be scheduled within 14 days of receipt of the request for hearing.

If the Impartial Hearing Officer determines that the request for review was untimely, the Hearing Officer's written decision will affirm the decision by the Personnel Committee.

If the Impartial Hearing Officer finds that the request for review was timely, the Impartial Hearing Officer shall proceed to hear evidence to determine whether the employee can show by a preponderance of the evidence that an unsafe workplace condition exists and that remedial action, or additional remedial action, is necessary.

At the conclusion of the hearing, the Hearing Officer shall record one of three outcomes:

1. Sustaining the conclusions of the Personnel Committee,
2. Denying the conclusions of the Personnel Committee and/or recommending additional or alternative remedial measures, if applicable, or
3. Recommending additional investigation prior to final determination. In cases where the Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled.

The Hearing Officer shall render a written decision to the employer and employee within 10 calendar days from the date of the hearing.

Step 4: The employer or employee may appeal the decision of the Hearing Officer to the County Board. The decision of the governing body shall be final and binding upon the parties.

The employee or employer may request a hearing before the County Board by filing a request with the County Clerk within 14 days of receipt of the written decision of the Hearing Officer. The request must set forth in detail the reasons for the appeal. The non-appealing party shall have 14 days to submit a reply to the detailed request. Once the request for hearing and reply are received, a hearing will be scheduled at the Board's next regularly scheduled

meeting, or at a special meeting at the discretion of the County Board Chair. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

Level of Review: If the County Board finds that the request for review was timely, the County Board shall review the written decision of the Hearing Officer as set forth below. If the County Board finds that the request for review was untimely, the Hearing Officer's written decision will be affirmed by the County Board without further review.

To review the written decision of the Hearing Officer, the County Board shall review the written decision of the Hearing Officer, the reasons for the appeal and the reply. The County Board may receive additional evidence or conduct a hearing only if an issue is raised under paragraph 2 below. The role of the County Board, in reviewing the decision of the Impartial Hearing Officer, is to address the following questions:

1. Did the Impartial Hearing Officer fail to follow a fair and impartial process such that the award should be rendered invalid?
2. Is there evidence of corruption, fraud or misconduct by the Impartial Hearing Officer such that the award should be rendered invalid?
3. Did the Impartial Hearing Officer make an error of fact and/or law which renders his/her award invalid?

If the answer to each of the above questions is, "No," the County Board will uphold the decision of the Impartial hearing Officer. If the answer to any of the questions above is, "Yes," the County Board shall reverse the decision of the Impartial Hearing Officer.

CHAPTER 11
Rules of Conduct - Code of Ethics

Section 1 Political Activity:

- A. No employee is prohibited from engaging in political activity provided that such activity does not interfere with normal work performance, is not conducted during working hours, does not involve the use of County equipment or property; does not involve the use of a County position for the purpose of influencing an election and does not violate State or Federal law.

- B. Under provisions of the Federal Hatch Act, employees who are principally employed in an activity which is financed in whole or in part by Federal funds cannot become political candidates in partisan elections and are subject to other prohibitions in the Federal Hatch Act.

Section 2 Dress: Employees will be expected to dress in a manner which is appropriate to the nature of their position and should practice good personal hygiene. Jewelry, perfume and other accessories should not interfere with an employee's or co-workers' ability to perform their jobs and should not pose a safety or health hazard. Employees should not wear clothing that advertises a company or product, particularly if the employee deals or could deal with the company in the normal course of the employee's work for the County.

Section 3 Personal Telephone Calls: Employees shall make and receive personal calls only of an emergency nature during working hours. Other calls shall be made during breaks or lunch periods and from personal phones if possible.

Section 4 Parking: Our main goal is to be responsive to the citizens of Rusk County. Special parking areas will be designated by the Property Committee.

- A. Public Parking Areas: These areas are signed for 15 or 30 minute parking and are reserved for public parking. No employee is to park in any of these spaces during regular business hours.

- B. Handicapped Parking Areas: Employees should note all parking spaces designated with disabled insignia. These spaces are to be reserved at all times for those who are disabled as defined by law.

Section 5 Rusk County Property: No County property is to be removed from the premises of Rusk County unless authorized by the appropriate immediate supervisor and supervising committee.

Section 6 Recycling: Rusk County employees will recycle paper, aluminum, and other materials, following requirements set forth by the Rusk County Recycling Department and Wisconsin State Statutes. Rusk County will follow State regulations in regard to use of recycled supplies.

Section 7 Purchasing: Rusk County employees shall follow purchasing policies as set forth in the Finance Procedures Manual and interpreted by the Property Committee.

Section 8 Discipline: Disciplinary action against employees may be taken for violations of any personnel policies and procedures, conduct detrimental to the County or for unsatisfactory work performance. At the County's sole discretion, various types of employee discipline may be imposed which include, but are not limited to the following: verbal warning, written warning, or suspension. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. Employees who violate County policies and procedures, engage in conduct detrimental to the County or who have unsatisfactory work performance are subject to disciplinary action, up to and including discharge from employment, as set forth in Chapter 7.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the County. Instances may occur when an employee has exhibited questionable behavior and corrective action is necessary. The following is a list of examples of behavior which would normally justify corrective action:

- A. Theft.
- B. Dishonesty in any form or degree.
- C. Fraud in securing employment.
- D. Falsification or unauthorized alteration of records, employment applications, time sheets, time cards, and other documents.
- E. Fighting, gambling or horseplay.
- F. Using profane, obscene or abusive language.
- G. Threatening, intimidating or coercing others.
- H. Sexual or other unlawful harassment.
- I. Carrying unauthorized weapons.

- J. Misuse or destruction of County or other public property, including computer data.
- K. Disregard of commonly accepted practices of operation of county property which may result in unnecessary and above average repair bills.
- L. Incompetence.
- M. Inefficiency.
- N. Neglect of duty.
- O. Unauthorized absences.
- P. Failure to report absence within thirty (30) minutes of scheduled shift.
- Q. Repeated absences or tardiness.
- R. Leaving the job without permission during regularly assigned working hours.
- S. Sleeping on duty.
- T. Insubordination or willful misconduct.
- U. Refusal to carry out reasonable instructions of a supervisor.
- V. Assuming duties while under the influence of controlled substances or intoxicants; or possession of use of intoxicants or controlled substances during working hours.
- W. Conviction of a felony or misdemeanor the circumstances of which are substantially related to the duties performed.
- X. Negligence or willful damage to property.
- Y. Discourteous treatment of the public or fellow employees.
- Z. Loss of driver's license if required for the job.
- AA. Disregard or violations of safety rules and regulations.
- BB. Violation of any other lawful order, directive, policy or work rule.

The offenses listed above are not intended to be all-inclusive, and discipline or discharge may occur for any other reason depending upon the seriousness of the offense and the particular circumstances involved.

Section 9

Computer Use Policy: All data, communications, and information transmitted or stored on Rusk County computer equipment is County property, except otherwise provided by law. Because of the threat of security breaches, the Rusk County Information Technology Committee (ITC) may conduct security monitoring of the network to prevent or detect such breaches. The County will intercept, monitor or view the contents of documents, the contents of electronic mail messages, or of web sites visited by employees, to investigate and remedy security breaches. Investigation would be deemed necessary if it involved allegations of harassment in the manner provided by the Rusk County Harassment Policy or as otherwise stated herein. Using computer equipment to annoy, abuse, threaten, or harass any person is prohibited, including but not limited to, the creation, transmittal or storage of offensive electronic materials such as racial or sexual slurs.

Employees shall employ the following computer security precautions: (1) Use proper passwords. (2) Notify your supervisor and/or ITC immediately if you feel your password has been compromised. (3) Do not share your password with unauthorized personnel. (4) Use characters and numbers that are not easily known i.e.: Do not use your child's, pet's or spouse's name. (5) Do not write your password down where someone could find it.

User must understand that it is possible that they may be exposed to unsolicited obscene or objectionable material while using e-mail or the Internet. It is impossible for the County to guarantee privacy on the Internet. Therefore, you are advised not to reveal personal information about yourself or other employees. You must handle confidential and proprietary materials according to the rules of your department and applicable laws and regulations. The Internet and/or e-mail are not to be used as a medium of expression that is unrelated to the programs or operations of the County. Solicitations for outside business ventures and political, religious, or charitable causes are prohibited.

On all Rusk County owned computers, all installation, removal or disabling of software or hardware must be performed or authorized by ITC unless it is specifically required as part of a pre-designated software agreement with a known software vendor. A list of approved and authorized downloadable software can be obtained from ITC. All other downloading including, but not limited to, utility programs, screen savers and games is prohibited. By request, ITC will download additional application programs into a safe environment. These programs will be

evaluated for compatibility with the County network. If no conflict exists, the programs will be added to the authorized download list. The copying of software for any reason is prohibited unless authorized by ITC.

Employees may make limited personal use of IT resources as may be permitted by department policy, or direct supervisor. However, no employee shall have the expectation of privacy concerning any information or data on or transmitted through County computer equipment. Department heads and supervisors are responsible for ensuring that personal use of IT resources is consistent with all department policies and work rules.

Rusk County reserves the right to limit or deny access to the Internet and/or e-mail to any employee. Inappropriate use of computer equipment by an employee that violates Department or Rusk County policy may be investigated and may result in disciplinary action, under the disciplinary procedures required by Rusk County, up to and including termination of employment. Further, such inappropriate use may result in revocation of computer privileges and criminal sanctions under sec. 947.0125 Wis. Stats. (for threatening, intimidating, abusive or harassing messages sent to another person through e-mail or other computerized communications system). Further, criminal charges or civil liability under any and all other applicable laws including, but not limited to, defamation, libel, slander, copyright laws and applicable confidentiality laws may result.

It shall be the responsibility of ITC to ensure that this policy is provided to and fully explained to each department head, elected official and employee and to ensure that this policy is applied in a substantially uniform manner.

Section 10 Email Acceptable Use Policy: Email is a critical mechanism for business communications at Rusk County. However, use of Rusk County's electronic mail system and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of Rusk County.

The objectives of this policy are to outline appropriate and inappropriate use of Rusk County's Email systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

This policy applies to all Email systems and services owned by Rusk County, and Email account users/holders at Rusk County (both temporary and permanent), and all county Email records.

Account Activating/Termination

Email access at Rusk County is controlled through individual accounts and passwords. Each user of Rusk County's Email system is required to read and sign a copy of this Email Acceptable Use Policy prior to receiving an Email access account and password. It is the responsibility of the individual person to protect the confidentiality of his or her account and password information.

Applications for temporary Email account must be submitted to Rusk County Information Technology Department. All terms, conditions, and restrictions governing Email use are included in this Email Use Policy and must be signed, prior to setup and activation of such Email accounts.

Email access will be terminated when the employee terminates their association with Rusk County, unless other arrangements are made. Rusk County is under no obligation to store or forward the contents of an individual's Email inbox/outbox after the term of his or her employment or service has ceased.

General Expectations of End Users

The county often delivers official communications via Email. As a result, individual users of Rusk County Email accounts are expected to check his or her Email in a consistent and timely manner so that he or she is aware of important county announcements and updates, as well as for fulfilling business and role-oriented tasks.

Email users are responsible for mailbox management, including organization and cleaning. This shall include, but not limited to; moving all business-related attachments to a network drive for storage, deleting unsolicited and unwanted junk mail, empty deleted and junk email folders, and archiving all business email that is older than 30 days.

If a user subscribes to a mailing list, he or she must be aware of how to unsubscribe from the list, and is responsible for doing so in the event that their current email address changes.

Email users are expected to remember that Email accounts reflects on the county. Please comply with normal standards of professional and personal courtesy and conduct.

Appropriate Use

Individuals at Rusk County are encouraged to use Email to further the goals and objectives of Rusk County. The types of activities that are encouraged include;

- Communicating with fellow employees, business partners of Rusk County, and clients within the content of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

Inappropriate Use

Rusk County Email systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. emailing large attachments instead pointing to a location on a shared drive). Individual Email use will not interfere with others' use and enjoyment of Rusk County's Email system and services. Email use at Rusk County will comply with all applicable laws, all Rusk County policies, and all Rusk County contracts.

The following activities are deemed inappropriate uses of Rusk County system and services and are prohibited:

- Use of Email for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, marketing, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Viewing, copying, altering, or deletion of Email accounts or files belonging to Rusk County or another individual without authorized permission.
- Use of personal web mail accounts to perform county business-related communications and transactions.
- Sending of unreasonable large Email attachments. The total size of an individual Email message sent (including attachment) should be 10 MB (megabytes) or less. Larger files will need to go through the Information Technology Department.

- Opening Email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing Email account passwords with another or attempting to obtain another person's Email account password. Email accounts are only to be used by the registered user.
- Rusk County allows only limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume allocated resources for Rusk County's Email system. Rusk County prohibits personal use of its Email systems and services for unsolicited mass mailings, non-Rusk County commercial activity, religion, political campaigning, dissemination of chain letters or jokes, and used by non-registered employees.

Monitoring and Confidentiality

The Email systems and services used at Rusk County are owned by the county, and are therefore its property. This gives Rusk County the right to monitor any and all Email traffic passing through its Email system. This monitoring may include, but is not limited to, inadvertent reading by IT staff during the normal course of managing the Email system, review by the legal or security team during the Email discovery phase of litigation, observation by management in cases of suspected abuse or to monitor employee efficiency. IT Staff will read any and all e-mails sent and received when assisting county record custodians in completing requests for public records under Wisconsin Public Records Law.

In addition, archival and backup copies of Email message shall exist, despite end-user deletion, in compliance with Rusk County's records retention policy. The goals of these backup and archiving procedures are to ensure system reliability, prevent business data loss, meet regulatory and litigation needs, and to provide business intelligence.

Backup copies exist primarily to restore service in case of failure. Archival copies are designed for quick and accurate access by county delegates for a variety of management and legal needs. Both backups and archives are governed by the county's document retention policies and/or ordinances.

All Email users shall have no expectation of privacy, while using Rusk County's email system. If Rusk County discovers or has good reason to suspect activities that do not comply with applicable laws or this policy,

Email records may be retrieved and used to document the activity in accordance with due process.

Use extreme caution when communicating confidential or sensitive information via Email. Keep in mind that all Email message sent outside of Rusk County become the property of the receiver. A good rule is not to communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during Email correspondence to ensure the resulting message is not delivered to unintended recipients.

Reporting Misuse

Any allegations of misuse should be promptly reported to your department supervisor or department head. If allegations of misuse involve a County Supervisor, department supervisor, or department head, you shall report the actions to the Information Technology Director for proper handling and documentation. Finally, if allegations of misuse involve a non-county employee, it shall be reported to the Rusk County Board Chairman for action.

If legal action is warranted, the Information Technology Director will request services from Corporation Counsel. Allegation of misuse will be adjudicated according to established procedures. If you receive an offensive Email, do not forward, delete, or reply to the message. Instead, report it directly to the individual named above.

Disclaimer

Rusk County assumes no liability for direct and/or indirect damages arising from the user's use of Rusk County's Email system and services. Users are solely responsible for the content they disseminate. Rusk County is not responsible for any third-party claim, demand, or damage arising out of the use of Rusk County's Email system and services.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Rusk County. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use on Rusk County's Email system and services may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of Email access;
- Disciplinary action according to applicable Rusk County policies;

- Termination of employment; and/or
- Legal action according to applicable laws and contractual agreements;
- Censure by the Rusk County Board of Supervisors

Section 11 Rusk County Code of Ethics: The County Board of Supervisors of the County of Rusk, State of Wisconsin, do ordain as follows:

1.50 TITLE. This ordinance shall be known as, referred to or cited as the 2004 Rusk County Code of Ethics.

1.51 DECLARATION OF POLICY. The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to people; that government decisions and policies be made in proper channels of the government structure; that public office and employment not be used for improper personal gain; and that the public have confidence in the integrity of its government. The County Board believes that a code of ethics for the guidance of County officials and employees will help them avoid conflicts which are substantial and material between their personal interests and their public responsibilities. Nothing herein contained is intended to deny to any individual rights granted by the United States Constitution, the Constitution of the State of Wisconsin, the laws of the State of Wisconsin or by labor agreements negotiated with bargaining representatives.

1.52 DEFINITIONS. In this ordinance:

- (1) “Anything of value” means any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation and expenses paid by the County, fees and expenses which are permitted and reported under s. 19.56, political contributions which are reported under Ch. 11, or hospitality extended for a purpose unrelated to County business by a person other than an organization.
- (2) “Associated”, when used with reference to an organization, includes any organization in which an individual or a member of his or her immediate family is a director, officer or trustee, or owns or controls, directly or indirectly, and severally or in the aggregate, at least 10% of the

outstanding equity or of which an individual or a member of his or her immediate family is an authorized representative or agent.

- (3) “Candidate” means every person for whom it is contemplated or desired that votes be cast at any election held within this county, whether or not the person is elected or nominated, and who either tacitly or expressly consents to be so considered. A person does not cease to be a candidate for purposes of compliance with this ordinance after the date of an election and no person is released from any requirement or liability otherwise imposed under this ordinance by virtue of the passing of the date of an election.
- (4) “Employee” means all persons filling allocated positions of County employment and all members of boards, committees and commissions not included in (6).
- (5) “Immediate family” means any individual at least sixteen years of age related to an official or employee as husband, wife, minor child or legal dependant for federal income tax purposes.
- (6) “Official” means all County department administrators, County Supervisors, and all other County elected officers, including candidates for County Supervisor or any other county elective office, except judges.
- (7) “Privileged information” means written or oral material related to County government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders or custom as privileged.

1.53 **RESPONSIBILITY OF PUBLIC OFFICE.** Officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of the State of Wisconsin and to carry out impartially the laws of the nation, state and county, and to observe in their official acts the highest standards of conduct and to discharge faithfully the duties of their office, regardless of personal considerations, recognizing that the public interests must be their primary concern.

1.54 FAIR AND EQUAL TREATMENT.

- (1) Use of Public Property. No official or employee shall use or knowingly permit the use of County services or County-owned vehicles, equipment, or materials for unauthorized nongovernmental purposes or for the unauthorized personal convenience or profit unless such services or uses are available to the general public.
- (2) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

1.55 CONFLICT OF INTEREST.

- (1)
 - (a) No official or employee may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for any organization with which he or she is associated. This paragraph does not prohibit an official or employee from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required by law.
 - (b) No person may offer to give to a local public official, directly or indirectly, and no official or employee may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the official or employee's vote, official action or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the official or employee. This paragraph does not prohibit an official from engaging in outside employment.
 - (c) No official holding an elective office may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking, official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or

other thing of value, to or for the benefit of a candidate, a political party, any other person who is subject to a registration requirement under s. 11.05, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or a candidate for local public office.

(d) Except as otherwise provided in par. (e), no official may:

1. Take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest.
2. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.

(e) Paragraph (d) does not prohibit an official from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a local public official from taking official action with respect to any proposal to modify a county or municipal ordinance.

(2) Special Conflicts Enumerated. Conflicts of interest prohibited under this section shall include, but not be limited to the following:

(a) Incompatible Employment. No official or employee shall engage in or accept private employment or render service for private interests when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair their independence of judgment or action in the performance of their official duties, unless otherwise permitted by law.

- (b) Disclosure of Privileged Information. No official or employee shall, without lawful authority, knowingly disclose privileged information to any person not lawfully authorized to receive such privileged information. No official or employee shall use privileged information to advance their financial or personal interest or that of their immediate family.
- (c) Gifts or Favors. No official or employee shall accept, from any person or organization directly or indirectly, anything of value without full payment thereof if it could reasonably be expected to influence their vote, governmental actions or judgment or could reasonably be considered as a reward for any governmental action or inaction.
- (d) No county board supervisors may promise or suggest to another board member that their vote on any official action may be influenced in any way by the other board member's vote on a different action.

1.56 ACTION UPON CONFLICT

- (1) (a) If any county officer or employee who, in the discharge of their official duties, is required to take an action that is or may be prohibited by this chapter, and would or may result in a conflict of interest, such county officer or employee:
 - 1. Shall not take such action.
 - 2. Shall prepare a written statement describing the matter requiring action or decision, and the nature of the possible conflict of interest with respect to such action or decision.
 - 3. Shall deliver copies of such statement to the Ethics Board by mailing such statement to the Ethics Board by certified mail, and to his/her immediate supervisor, if any.
 - 4. A County Board Supervisor may deliver a copy of such statement to the Ethics Board and to the Chairperson of the County Board. The Chairperson shall cause such statement

to be printed in the proceedings and, upon request, shall excuse a supervisor from votes, deliberations and other actions on the matter on which a possible conflict exists.

- (b) If the county officer or employee is not a Supervisor, his superior, if any, shall assign the matter to another employee who does not have a possible conflict of interest. If the county officer or employee has no immediate superior, he may seek advice from the Ethics Board to remove himself from influence over actions and decisions on the matter on which the possible conflict exists.
- (2) The Ethics Board shall review the statement describing the matter requiring action or decision and the nature of the possible conflict of interest, and may advise the county officer or employee. Any person subject to this chapter may request of the Ethics Board written advice regarding the propriety of any matter to which he is or may become a party. Written advice issued under this subsection shall be confidential except that it may be included in materials referred to the appropriate body under S. 1.59, or may be subpoenaed by any court of record or the Ethics Board or committee thereof. No person, except the person who initially requested preparation of the statement, may make the contents of any written advice or other records of the Ethics Board public. It shall be prima facie evidence of intent to comply with this chapter when a person refers a matter to the Ethics Board and abides by the written advice.
- (3) Nothing in this section prohibits a Supervisor from making decisions concerning reimbursement of expenses, salaries or salary-related benefits of Supervisors.

1.57 COMPLIANCE WITH STATE STATUTES

- (1) The following sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of this Code of Ethics:
 - s. 19.01 – Oaths and Bonds
 - s. 19.21 – Custody and Delivery of Official Property Records
 - s. 19.81 through s 19.89 – Open Meeting of Governmental Bodies
 - s. 946.10 through s. 946.18 – Bribery and Official Misconduct

- (2) Officials shall comply with the provisions of these enumerated sections of the Wisconsin Statutes and failure to so comply shall constitute a breach of the Code of Ethics.

1.58 ETHICS BOARD

- (1) There is hereby created an Ethics Board to consist of five (5) Members: one supervisor, one county official and three citizens, all appointed by the Chairperson of the Rusk County Board of Supervisors, subject to confirmation by the County Board. Supervisor or County Board members shall be two year appointments, and will coincide with County Board Supervisor election years with appointments to take effect in April. The term of the county official shall be two years running concurrently with the term of the County Board Supervisors member. The citizen members shall be chosen from the private sector and shall not be affiliated with county government in any capacity, because of employment, appointment or election. The terms of office of these private citizens shall be three years, but of the citizens first appointed, one shall be appointed for one year, one shall be appointed for two years, and one shall be appointed for three years. The Ethics Board shall elect its own chairperson and vice-chairperson, and the Rusk County Corporation Counsel shall furnish the Ethics Board with whatever legal assistance is necessary to carry out its functions. If any member of the Ethics Board petitions the Ethics Board for a hearing and advice regarding his or her own conduct, such member shall not be eligible to consider the matter. An alternate for that issue shall be appointed by the Rusk County Board Chairperson with the advice of the First and Second Vice-Chairperson, to substitute therefore when the need arises.
- (2) The Ethics Board may make recommendation to the County Board with respect to amendments to this Code of Ethics.
- (3) Any person governed by this code may apply in writing to the Ethics Board for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present his or her interpretation of the facts at issue and of the applicability of the provisions of this Code before the advisory opinion is rendered. All opinions shall be in writing and adopted by the Board by resolution. The

Board's deliberations and action upon such applications shall be in meetings not open to the public, but notice of such meetings shall be given pursuant to section 19.84, Wis. Stats. Records of the Board's opinions, opinion requests, and investigations of violations shall be closed to public inspection, as permitted by Chapter 19, Wis. Stats. The Board, however, may make records public with the consent of the applicant.

1.59 COMPLAINTS

- (1) The Board shall accept from any individual, either personally or on behalf of an organization or governmental body, a verified complaint in writing which states the name of any person alleged to have committed a violation of this ordinance and which sets forth the particulars thereof. Such complaint shall be served on the Ethics Board by certified mail to the Ethics Board Chair. The board shall forward to the accused within 10 days of its receipt by the Chair, a copy of the complaint and a general statement of the applicable ordinance with respect to such verified complaint. If the board determines that the verified complaint does not allege facts sufficient to constitute a violation of this ordinance it shall dismiss the complaint and notify the complainant and the accused. If the board determines that the verified complaint alleges facts sufficient to constitute a violation of this ordinance it may make an investigation with respect to any alleged violation. Such determination shall be made within 30 days of the receipt of the complaint. If the board determines that the verified complaint was brought for harassment purposes, the board shall so state.
- (2) No complaint alleging a violation of the ordinance may be filed during the period beginning 120 days before a general or spring election, or during the period commencing on the date of the order of special elections under s. 8.50 Wis. Stats, and on the date of that election, against a candidate who files a declaration of candidacy to have his or her name appear on the ballot at the election.
- (3) Any person to whom this ordinance may have application may request the board to make an investigation of his or her own conduct or of allegations made by other persons as to his or her conduct. Such a request shall be made in writing and shall set forth in detail the reasons therefore.

(4) Following the receipt of a verified complaint and the determination that an investigation of a possible violation is warranted, the board may investigate the circumstances concerning the possible violation. Prior to invoking any power under this ordinance, the board shall authorize an investigation by resolution, which shall state the nature and purpose of the investigation and the actions or activities to be investigated. Upon adoption of a resolution, the board shall notify each person who is the subject of the investigation pursuant to sub. (5). If the board, during the course of an investigation, finds probable cause to believe that a violation of this ordinance has occurred, it may:

(a) If a verified complaint has been filed and the board finds probable cause to believe that a violation, other than one contained in the complaint has occurred, it may amend the complaint, upon its own motion, to include such violations. If the complaint is so amended by the board, the board shall send a copy of the amendment to the person complained against within 48 hours.

(5) Upon adoption of a resolution authorizing an investigation under sub. (4), the board shall mail a copy of the resolution to each alleged violator who is identified in the resolution, together with a notice informing the alleged violator that the person is the subject of the investigation authorized by the resolution and a general statement of the applicable statutes and ordinances with respect to such investigation. Service of the notice is complete upon mailing.

(6) No action may be taken on any complaint which is filed later than 1 year after a violation of this ordinance is alleged to have occurred.

1.60 INVESTIGATIONS. Pursuant to any investigation authorized under or any hearing conducted pursuant to this ordinance the Ethics Board has the power:

(1) To require any person to submit in writing such reports and answers to questions relevant to the proceedings conducted under this ordinance as the board may prescribe, such submission to be made within such period and under oath or otherwise as the board may determine.

- (2) To administer oaths and require by subpoena issued by it the attendance and testimony of witnesses and the production of any documentary evidence relating to the investigation or hearing being conducted. Notwithstanding s. 885.01(4), the issuance of a subpoena requires action by the board in accordance with c. 19.47(4).
- (3) To order testimony to be taken by deposition before any individual who is designated by the board and has the power to administer oaths, and, in such instances, to compel testimony and the production of evidence in the same manner as authorized by sub. (2).
- (4) To pay witnesses fees and mileage as provided by law.

1.61 PROBABLE CAUSE OF VIOLATION

- (1) At the conclusions of its investigation, the board shall, in preliminary written findings of fact and conclusions based thereon, make a determination of whether or not probable cause exists to believe that a violation of this ordinance has occurred. If the board determines that no probable cause exists, it shall immediately send written notice of such determination to the accused and to the party who made the complaint. If the board determines that there is probable cause for believing that a violation of this ordinance has been committed, its preliminary findings of fact and conclusions may contain:
 - (a) A recommendation for criminal prosecution which shall be referred to the district attorney in whose jurisdiction the alleged violation occurred or to the attorney general if the violation concerns the district attorney, and, if the district attorney fails to commence a prosecution within 30 days, to the attorney general, who may then commence a prosecution; or
 - (b) An order setting a date for hearing to determine whether a violation of this ordinance has occurred. The board shall serve the order upon the accused. A hearing ordered under this paragraph shall be commenced within 30 days after the date that it is ordered unless the accused petitions for and the board consents to a later date. Prior to any hearing ordered under this paragraph, the accused is entitled

to full discovery rights, including adverse examination of witnesses who will testify at the hearing at a reasonable time before the date of hearing.

- (c) The board shall inform the accused or his or her counsel of exculpatory evidence in its possession.
- (2) If the board makes a recommendation for criminal prosecution under Sub. (1), the district attorney to whom the recommendation is made or the attorney general shall, within 30 days of receipt of such recommendation, make a decision whether to prosecute the party charged. The board shall give written notice of any referral under this subsection to the accused. The district attorney or attorney general shall give written notice of the decision to the accused, the complainant and the board.

1.62 HEARING PROCEDURE

- (1) During any investigation and during any hearing which is conducted to determine whether a violation of this ordinance has occurred, the person under investigation or the accused may be represented by counsel of his or her own choosing and the accused or his or her representative, if any, shall have an opportunity to challenge the sufficiency of any complaint which has been filed against him or her, to examine all documents and records obtained or prepared by the board in connection with the matter heard, to bring witnesses, to establish all pertinent facts and circumstances, to question or refute testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses, and shall otherwise be able to exercise fully any pretrial discovery procedure usually available in civil actions. During any hearing conducted by the board to determine whether a violation of this ordinance has occurred, all evidence including certified copies of records which the board considers shall be fully offered and made a part of the record in the proceedings. The accused or any other person under investigation shall be afforded adequate opportunity to rebut or offer countervailing evidence. Upon request of the accused, the board shall issue subpoenas to the attendance of necessary witnesses.
- (2) Any person whose name is mentioned or who is otherwise identified during a hearing being conducted by the board

and who, in the opinion of the board, may be adversely affected thereby, may, upon request of the person or a representative of the person, or upon the request of any member of the board, appear at the hearing to testify on his or her own behalf or have a representative appear to so testify, and the board may permit any other person to appear and to testify at a hearing.

- (1) Chapters 901 through 911 apply to the admission of evidence at the hearing. The board shall not find a violation of this ordinance except upon clear and convincing evidence admitted at the hearing.
- (2) After the conclusion of the hearing the board shall, as soon as practicable, begin deliberations on the evidence presented at such hearing and shall then proceed to determine whether the accused has violated this ordinance.
- (3) The affirmative majority vote of the Board shall be required for any action taken by the Board. All members will vote.
- (4) Within 30 days after the hearing is concluded, the Board shall render a written decision containing the findings of fact and the conclusions concerning the propriety of the conduct of the officer or employee. If the recommendation is that a violation of the ethics code has occurred, the Board must be convinced by clear and compelling evidence that such violation occurred.
- (5) If the Board finds that a violation of the ethics code occurred, the Board may:
 - (a) Order the officer or employee to conform his or her conduct to the ethics code and the recommendation of the Board, and may
 - (b) Recommend to the County Board that the official or employee be censured, suspended or removed from office, and may
 - (c) Subject violators to a civil forfeiture of not more than \$500.00 for each violation or not less than \$10.00 for each violation.

- 1.63 **RELEASE OF INFORMATION.** The Ethics Board shall authorize the release to the Rusk County Corporation Counselor or the Rusk County District Attorney any information, records, complaints, documents, reports and transcripts in its possession if such release is material to the matter being investigated or prosecuted by the Rusk County Corporation Counselor or Rusk County District Attorney. The accused official cited by the declaration of probable cause may request the Ethics Board to withhold any information records, documents, reports and transcripts that were placed before the Ethics Board on behalf of the accused as part of his defense. The Ethics Board shall grant such a request if otherwise permitted by law to do so.
- 1.64 **APPLICABILITY.** This section shall be operative in all instances covered by its provisions except when superseded by an applicable statutory provision. This section is mandatory except in cases where the application of a statute is discretionary, but determined by the Ethics Board to be more appropriate or desirable.
- 1.65 **EFFECTIVE DATE.** This ordinance shall take effect after passage and publication according to law.

CHAPTER 12
Electronic Communication Devices
(Cell Phones, Blackberries, Etc.)
Policy & Procedures

Section 1 Purpose:

To establish a method for purchasing all electronic communication devices and define the limits of use in County issued devices. To determine if devices are necessary to assist departments in their daily work, and conclude if an employee is eligible to receive a monthly reimbursement stipend. Use of electronic communication devices are an effort to perform business activities more efficient, to improve productivity and to have access to information that is necessary to carry out responsibilities for approved employees of Rusk County.

Section 2 Procedure:

1. A Department Head must submit an electronic communication device request form to his/her oversight committee if requesting to purchase any electronic communication device to assist with county business. The request must include the employee's name, justification for the device, plan design if a monthly reimbursement stipend is being requested and a place for committee approval or denial. If committee approval is recommended, the request must be submitted to the Property Committee for final approval.
2. The Property Committee shall review the request and grant or deny final approval of the electronic communication device and monthly reimbursement stipend if requested.
3. If the request is approved for a county issued electronic communication device by the Property Committee, the Department Head and County Clerk will work together through the County's account representative, if applicable, to obtain the best plan design for the department.
4. If the Property Committee should deny the request, a written reason for the denial will be documented on the request and sent back to the Department Head, with a copy to go on file with the County Clerk.
5. The County Clerk shall maintain all records of electronic communication device requests, approvals/denials, and any previously County issued devices that have been lost, stolen or destroyed.
6. Each County issued electronic communication device invoice will be billed to the department with the Department Head being responsible for their account.

7. Each personal electronic communication device invoice will be billed personally to the individual with the individual being responsible for the account.
8. The following restriction shall apply to all electronic communication devices and their use if they are County issued.

Section 3

County Issued Electronic Communication Devices: The following procedures and restrictions shall apply to all **County issued** electronic communication devices and their use when conducting County business. **(Sheriff's Dept employees are exempt and will follow their department policies and procedures. These are available for review upon request).**

- a. County issued electronic communication devices are to be used only for County business.
- b. If personal calls must be made in an emergency situation, all calls must be reimbursed to the County within 10 days of the receipt of the bill to the department at the current contract cost and the receipt attached to the invoice.
- c. Inappropriate use, including any violation of these conditions or policies, may result in cancellation of these privileges, as well as disciplinary action as specified in the employee handbook.
- d. All County issued electronic communication device transactions must be traceable to an authorized employee.
- e. Any new equipment purchased to assist, upgrade, or add on to your communication device must receive prior approval by the Property Committee, i.e. boosters.
- f. All employees are encouraged to pull over to the side of the road to make calls. The vehicle needs to be pulled over to a safe area away from traffic and come to a complete stop.
- g. If an electronic communication device is to be used in a vehicle while moving, it must be mounted in a hands free unit and used as directed for hands free operations.
- h. Prior to separation from the County or transfer to another department, the employee shall surrender the electronic communication device and accessories to the County Clerk.
- i. All Employee Acknowledgements shall be signed and filed with the County Clerk before the electronic communication device is assigned to the employee/department.
- j. All monthly statements that are submitted must include a detailed billing invoice. The only exception to this policy is the Sheriff's Department when confidential informant's numbers are on the bill. These billing statements will be available for review on a monthly basis by the Finance Office when deemed necessary. Invoices will be pre-approved to avoid late fees being charged to the account.

- k. If late fees are charged to an account the Property Committee may cancel that department's electronic communication device.
- l. The Department Head, governing committee of the department, Finance Office and Property Committee may review all detailed billings on a monthly basis to make sure that employees are not misusing or abusing the privileges, and to make sure that employees pay for any charges that are not directly attributable to County business.
- m. The electronic communication device shall be used only for business activities allowed by the Property Committee. Use of any County issued electronic communication device shall follow the standard policies and practices of Rusk County per the Rusk County Personnel Handbook.
- n. Any individual or department who violates the above procedures may have his/her/its electronic communication device privileges terminated by the Property Committee.
- o. Any assistance required for electronic communication devices regarding maintenance and learning operational functions not available through device's company service will be the responsibility of the Rusk County IT Dept.
- p. Any electronic communication device that funding has been provided for by grants or donations to conduct county business will become the property of Rusk County

Section 4 Subsidizing Personal Electronic Communication Devices: The following procedures and restrictions shall apply to all **personal** electronic communication devices approved for use to conduct County business.

- a. The employee will be solely responsible for any late fees/activation charges/ or termination of contract charges.
- b. The employee will be solely responsible for payment of monthly bills.
- c. The employee will only be reimbursed a base rate of \$30.00 per month for an electronic communication devices with remote internet access used for approved County business, after the monthly bill has been paid. A copy of the monthly statement summary page must be attached to a payroll sheet in order to receive the base rate stipend. All stipends for reimbursement shall be submitted within 60 days of the date of billing through the payroll process.
- d. The County is not responsible for damages, excess charges, or theft of personal electronic communication devices; this is the sole responsibility of the employee.
- e. Inappropriate use, including any violation of County policy, may result in cancellation of monthly reimbursement privileges, as well as disciplinary action as specified in the Rusk County Personnel Handbook.
- f. All employees are encouraged to pull over to the side of the road when using electronic communication devices. The vehicle should be pulled over to a safe area away from traffic and come to a complete stop.

Section 5

EMPLOYEE ACKNOWLEDGEMENT

Electronic Communication Device:

- I understand that I will be conducting business on behalf of Rusk County and will strive to attain the best standards for the County.
- I understand that Rusk County is liable for all charges made on County issued electronic communication devices. However I will be responsible for all charges that do not pertain to County business.
- I agree to use the County issued electronic communication device for approved County business only and agree not to make personal calls unless it's an emergency. I understand that I will be responsible for all personal calls, and that the Department Head, governing committee, Property Committee and Finance Office will audit the use of the device via monthly statements. I also understand that corrective action can be taken under Chapter 12 "Rules of Conduct" in the Personnel Handbook for any inappropriate conduct on my County issued device while conducting County business.
- I will follow the established procedures and responsibilities for the electronic communication device and understand that failure to do so may result in revocation of use of County issued devices or my personal monthly reimbursement stipend and/or other disciplinary actions.
- I agree to return any County issued electronic communication device or stop submitting requests for personal monthly reimbursement stipends immediately upon request, termination of employment (including retirement), or upon transfer to another department.
- If the County issued electronic communication device is lost or stolen, I agree to notify the County Clerk's office immediately and cooperate with any investigation and/or insurance issue relating to the device.
- I agree that I will not make any plan changes or upgrades to the County issued electronic communication device plan and/or equipment unless prior approval is authorized by the Property Committee and I've consulted with the County Clerk.
- I understand that I am solely liable for all charges made on my personal electronic communication device. However I will be reimbursed a base rate each month after the monthly bill has been paid through the payroll process and submitted within 60 days of the date of billing.
- I understand that the Department Head, governing committee or Property Committee can take corrective action under Chapter 12 "Rules of Conduct" in

the Personnel Handbook for any inappropriate conduct while conducting County business on my personal electronic communication device.

- I have been given a copy of the Rusk County Electronic Communication Device Policy and Procedures and understand the requirements under the proper device used.

(Mark with an (X) indicating the device you are using)

County Issued Device

Personal Device

Employee Signature of Acknowledgement: _____

Date: _____

Electronic Communication Device Request

(Please print legibly)

Name: _____

Department: _____

Department Administrator Approval: _____
(Signature)

Explanation for need: _____

Oversight Committee Approval: Yes / No (Meeting Minutes attached)

County Issued Phone: Yes / No

 Phone Only: Yes / No

 Phone with Text Plan Yes / No
(Estimated # of texts per month)

Personal Smartphone Reimbursement Request: Yes / No

Property Committee Approval: _____
(Signature)

Date: _____

ACKNOWLEDGEMENT AND AGREEMENT

I ACKNOWLEDGE RECEIPT OF THE **RUSK COUNTY PERSONNEL HANDBOOK** which outlines my benefits and responsibilities as an employee of Rusk County.

I UNDERSTAND that this handbook IS NOT a contract, nor does it guarantee employment. I ACKNOWLEDGE that my relationship with Rusk County is that of an employee-at-will and unless otherwise provided by state statute or an applicable collective bargaining agreement, all employees are employees "at-will" and may be dismissed by the County at any time with no notice or reason and the employee is free to quit at any time with no notice or reason.

I HAVE READ AND UNDERSTAND fully the contents, policies, procedures, and agreements, pertained therein, including: purchasing cards, computer use, email use, electronic device use etc., and agree to abide by the provisions during the term of my employment with Rusk County. I FURTHER UNDERSTAND that Rusk County has the right to add to, modify or eliminate any of the above provisions at any time.

SIGNATURE: _____

DATE: _____, 20_____.

EMPLOYMENT DATE: _____

TERMINATION DATE: _____

EMPLOYEE COPY

ACKNOWLEDGEMENT AND AGREEMENT

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SIGNATURE: _____

DATE: _____, 20_____.

EMPLOYMENT DATE: _____

TERMINATION DATE: _____

COUNTY COPY

Name of Grievant: _____ Page 1

RUSK COUNTY

DISCIPLINE/TERMINATION GRIEVANCE FORM

FORM USE: This form is to be used for discipline/termination grievances. (There is a separate form for workplace safety grievances).

TIME LIMIT: This form must be completed and submitted to the employee's Department Head, with a copy to the County Clerk, within 14 days after the facts upon which the grievance is based first became known, or should have been known to the employee. If the timeline is not met, the grievance will be deemed waived.

<u>NAME OF GRIEVANT:</u>	
<u>JOB TITLE & DEPARTMENT:</u>	
<u>HOME MAILING ADDRESS:</u>	
<u>WORK PHONE:</u>	
<u>ADDITIONAL PHONE:</u>	
<u>DATE FORM SUBMITTED TO DEPARTMENT HEAD:</u>	
_____ <i>(Insert Date)</i>	_____ <i>(Insert name of Department Head)</i>
<u>DESCRIPTION OF DISCIPLINE/TERMINATION BEING GRIEVED.</u> (Please include date of discipline/termination):	
<u>BASIS FOR GRIEVANCE.</u> (Please state all reasons <i>why</i> you believe that the discipline/termination decision was wrong and provide any information that supports your allegation(s)). (attach additional pages if necessary)	

Name of Grievant: _____ Page 2

WITNESSES. (Provide names and contact information for any witnesses that may have helpful information about the discipline/termination. Please identify the specific information known by each witness).

DOCUMENTS. (Attach and/or identify any documents that provide relevant information in terms of understanding the grievance).

WHAT REMEDY ARE YOU SEEKING?

CERTIFICATION OF COMPLAINT AND SIGNATURE:

I certify that I have personally read the above grievance complaint, and that the above allegations are true and correct based on my personal knowledge and belief.

Signature of Grievant & Date

Name of Grievant: _____ Page 1

RUSK COUNTY

DISCIPLINE/TERMINATION GRIEVANCE APPEAL FORM**NOTICE OF RIGHT TO APPEAL WRITTEN DECISION
OF DEPARTMENT HEAD:**

Employees will receive a written response to the grievance within 14 days after submitting the written grievance to his/her department head. If the employee wishes to appeal the decision, the employee shall, **within 14 days of receipt of the written decision, submit the grievance to the County Clerk to request a meeting with the Personnel Committee.** To request a meeting, the employee must make a copy of the original grievance form, attach a copy of the Department Head's written decision, check the box below and submit the form to the County Clerk. **YOU MUST ATTACH A DETAILED EXPLANATION OF THE REASON(S) FOR THE APPEAL.**

(Insert Date)
 I want to appeal the Department Head's grievance decision and request a meeting with the Personnel Committee.

(Signature of Grievant)**NOTICE OF RIGHT TO APPEAL DECISION
OF PERSONNEL COMMITTEE:**

If the employee wishes to appeal the decision of the Personnel Committee, the employee shall, **within 14 days of receipt of the Personnel Committee's decision, submit the grievance to the County Clerk to request a hearing before an impartial hearing officer.** To request a hearing, the employee must make a copy of the original grievance form, attach a copy of the Personnel Committee's written decision, if any, check the box below, and submit the form to the County Clerk. **YOU MUST ATTACH A DETAILED EXPLANATION OF THE REASON(S) FOR THE APPEAL.**

(Insert Date)
 I want to appeal the Personnel Committee's grievance decision and request a hearing before an impartial hearing officer.

(Signature of Grievant)

Name of Grievant: _____ Page 2

**NOTICE OF RIGHT TO APPEAL WRITTEN DECISION
OF HEARING OFFICER:**

The Hearing Officer shall render a written decision within 10 days of the hearing. The employee (or employer) **may appeal the decision of the Hearing Officer to the Rusk County Board within 14 days of receipt of the written decision of the Hearing Officer.** Employees should use this form to request a hearing. The employee must make a copy of the original grievance form, attach a copy of the written decision of the Hearing Officer, check the box below and submit the form to the County Clerk. **YOU MUST INCLUDE A DETAILED EXPLANATION OF THE REASON(S) FOR THE APPEAL AND EXPLAIN WHY YOU BELIEVE THE AWARD SHOULD BE RENDERED INVALID ON THE BASIS THAT:**

- (1) The Impartial Hearing Officer failed to follow a fair and impartial process; OR
- (2) There is evidence of corruption, fraud or misconduct by the Impartial Hearing Officer; OR
- (3) The Impartial Hearing Officer made an error of fact and/or law.

(Insert Date)

I want to appeal the written grievance decision of the Hearing Officer and request a hearing before the Rusk County Board.

(Signature of Grievant)

The decision of the Rusk County Board shall be final and binding upon the parties.

Name of Grievant: _____ Page 1

RUSK COUNTY

WORKPLACE SAFETY GRIEVANCE FORM

FORM USE: This form is to be used for workplace safety grievances. (There is a separate form for discipline/termination grievances).

TIME LIMIT: This form must be completed and submitted to the County Clerk within 7 days after the grievant's supervisor was first notified of the workplace safety issue. If the timeline is not met, the grievance will be deemed waived and will not be subject to resolution through this procedure.

<u>NAME OF GRIEVANT:</u>	
<u>JOB TITLE & DEPARTMENT:</u>	
<u>HOME MAILING ADDRESS:</u>	
<u>WORK PHONE:</u>	
<u>ADDITIONAL PHONE:</u>	
<u>DATE OF INITIAL NOTIFICATION TO SUPERVISOR OF WORKPLACE SAFETY ISSUE OR INCIDENT.</u>	
_____	_____
<i>(Insert Date)</i>	<i>(Insert name of supervisor)</i>
<u>DATE FORM SUBMITTED TO COUNTY CLERK:</u>	
_____	_____
<i>(Insert Date)</i>	<i>(Insert name of County Clerk representative)</i>
<u>DESCRIPTION OF WORKPLACE SAFETY ISSUED BEING GRIEVED.</u>	
<p><u>BASIS FOR GRIEVANCE.</u> (Please state all reasons <i>why</i> you believe that a workplace safety issue exists or incident occurred and provide any information that supports your allegation(s)). (attach additional pages as necessary)</p>	

WITNESSES. (Provide names and contact information for any witnesses that may have helpful information about the workplace safety issue/incident. Please identify the specific information known by each witness).

DOCUMENTS. (Attach and/or identify any documents that provide relevant information in terms of understanding the grievance).

WHAT REMEDY ARE YOU SEEKING?

CERTIFICATION OF COMPLAINT AND SIGNATURE:

I certify that I have personally read the above grievance complaint, and that the above allegations are true and correct based on my personal knowledge and belief.

Signature of Grievant & Date

Name of Grievant: _____ Page 1

RUSK COUNTY

WORKPLACE SAFETY GRIEVANCE APPEAL FORM

**NOTICE OF RIGHT TO APPEAL WRITTEN DECISION
OF PERSONNEL COMMITTEE:**

Employees will normally receive a written response to the grievance within 7 days after the Personnel Committee has received the grievance. If the employee wishes to appeal the decision of the Personnel Committee, the employee shall **request a hearing before an impartial hearing officer within 7 days of receipt of the Personnel Committee's written decision.** To request a hearing, the employee must make a copy of original grievance form, attach a copy of the Personnel Committee's written decision, check the box below and submit the form to the County Clerk. **YOU MUST ATTACH A DETAILED EXPLANATION OF THE REASON(S) FOR THE APPEAL.**

(Insert Date)

I want to appeal the grievance decision of the Personnel Committee's and request a hearing before an impartial hearing officer.

(Signature of Grievant)

**NOTICE OF RIGHT TO APPEAL WRITTEN DECISION
OF HEARING OFFICER:**

The Hearing Officer shall render a written decision within 10 days of the hearing. The employee (or employer) may appeal the decision of the Hearing Officer to the Rusk County Board within 14 days of receipt of the written decision of the Hearing Officer. Employees should use this form to request a hearing. The employee must make a copy of this grievance form, attach a copy of the written decision of the Hearing Officer, check the box below and submit the form to the County Clerk. **YOU MUST ATTACH A DETAILED EXPLANATION OF THE REASON(S) FOR THE APPEAL AND EXPLAIN WHY YOU BELIEVE THE AWARD SHOULD BE RENDERED INVALID ON THE BASIS THAT:**

- (1) The Impartial Hearing Officer failed to follow a fair and impartial process; OR
- (2) There is evidence of corruption, fraud or misconduct by the Impartial Hearing Officer; OR
- (3) The Impartial Hearing Officer made an error of fact and/or law.

(Insert Date)

I want to appeal the written grievance decision of the Hearing Officer and request a hearing before the Rusk County Board.

(Signature of Grievant)

The decision of the Rusk County Board shall be final and binding upon the parties.

TIMELINES FOR DISCIPLINE/TERMINATION GRIEVANCE
FOR DEPARTMENT USE ONLY:

<u>NAME OF GRIEVANT:</u>	
<u>DESCRIPTION OF DISCIPLINE/TERMINATION BEING GRIEVED & DATE OF EVENT:</u>	
<u>DATE OF RECEIPT OF WRITTEN GRIEVANCE BY DEPARTMENT HEAD</u>	
_____ <i>(Insert Date)</i>	_____ <i>(Insert name of Department Head who received written complaint)</i>
<u>WRITTEN GRIEVANCE:</u> <input type="checkbox"/> Was Received within 14 days of facts upon which grievance is based <input type="checkbox"/> Was <u>Not</u> Received Within 14 days	
_____ <i>(Signature of person receiving)</i>	
<u>WRITTEN RESPONSE OF DEPARTMENT HEAD TO GRIEVANT:</u>	
_____ <i>(Insert Date)</i>	<input type="checkbox"/> Was Sent within 14 days of Receipt of Written Grievance <input type="checkbox"/> Was <u>Not</u> Sent Within 14 days <i>(Please explain)</i>
_____ <i>(Signature of person responding)</i>	
<u>DATE OF RECEIPT OF APPEAL OF DEPARTMENT HEAD WRITTEN DECISION:</u>	
_____ <i>(Insert Date)</i>	<input type="checkbox"/> Was Received within 14 days of Receipt of Written Response to Grievance
_____ <i>(Signature of person receiving)</i>	

DATE OF RECEIPT OF APPEAL OF PERSONNEL COMMITTEE'S DECISION:

Was Received within 14 days of Receipt of Written Response to
Grievance

(Insert Date)

(Signature of person receiving)

DATE OF RECEIPT OF APPEAL OF HEARING OFFICER WRITTEN DECISION:

Was Received within 14 days of Receipt of Written Decision of
Hearing Officer.

(Insert Date)

(Signature of person receiving)

TIMELINES FOR WORKPLACE SAFETY GRIEVANCES
FOR DEPARTMENT USE ONLY:

<u>NAME OF GRIEVANT:</u>	
<u>DESCRIPTION OF WORKPLACE SAFETY ISSUE/INCIDENT BEING GRIEVED & DATE OF EVENT:</u>	
<u>DATE SUPERVISOR WAS NOTIFIED OF WORKPLACE SAFETY ISSUE/INCIDENT</u>	
_____ <i>(Insert Date)</i>	_____ <i>(Insert name of Department Head who received written complaint)</i>
<u>WRITTEN GRIEVANCE:</u> <input type="checkbox"/> Was Received within 7 days of notification to supervisor <input type="checkbox"/> Was <u>Not</u> Received Within 7 days	
_____ <i>(Signature of person receiving)</i>	
<u>DATE OF RECEIPT OF APPEAL OF PERSONNEL COMMITTEE'S WRITTEN DECISION:</u>	
_____ <i>(Insert Date)</i>	<input type="checkbox"/> Was Received within 7 days of Receipt of Personnel Committee's Written Response to Grievance
_____ <i>(Signature of person receiving)</i>	
<u>DATE OF RECEIPT OF APPEAL OF HEARING OFFICER WRITTEN DECISION:</u>	
_____ <i>(Insert Date)</i>	<input type="checkbox"/> Was Received within 14 days of Receipt of Written Decision of Hearing Officer.
_____ <i>(Signature of person receiving)</i>	