

CHAPTER 13

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GENERAL PROVISIONS

13.01 Purpose. To establish a system of Personnel Administration that meets the needs of Sauk County Government. This system shall include policies and procedures to recruit, select, develop and maintain an effective, efficient and responsible work force for the County while complying with Federal and State laws and regulations. This ordinance shall promote the following objectives:

(1) To recruit, select and advance employees on the basis of their relative knowledge, abilities and skills.

(2) To provide equitable compensation for all employees.

(3) To require adequate job performance, reward exceptional performance and correct inadequate performance in a fair and timely manner.

(4) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation or beliefs; race, color, creed, national origin, sex, age or disability; and with proper regard for their rights as citizens.

(5) To protect employees against coercive political activities and to prohibit the use of their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.

(6) To provide an opportunity to appeal personnel decisions.

(7) To provide a written record of personnel policies which apply to all employees working for the County.

(8) Nothing contained in this ordinance is intended to diminish an employee's rights under Federal or State law or regulation.

13.02 Definitions. (1) ALLOCATION. The assignment of a position to a class.

(2) APPOINTEE. A prospective employee assigned to a position.

(3) ANNIVERSARY DATE. Annual anniversary of your most recent date of hire by the County.

(4) BARGAINING GROUP. A collective bargaining unit representing a defined group of employees.

(5) BENEFIT ACCRUAL DATE. The date on which employee's benefit accruals are available for use. This date will usually be the anniversary date but may be adjusted for periods of absence.

(6) CATASTROPHIC LEAVE. Accrued sick leave in excess of 120 days. A sick leave account for employees with more than 120 days of sick leave to continue to accrue sick leave on a half time conversion rate for a catastrophic illness. This account is used only after an employee has exhausted their regular sick leave account due to catastrophic illness.

(7) CLASSIFICATION. One (1) or more positions which are sufficiently alike in duties and responsibilities to warrant using the same title, similar qualifications, selection procedure and pay range.

(8) COMPENSATORY TIME. Time accrued by a nonexempt employee, at the rate of one and one-half the number of hours actually worked, for hours of work in excess of the usually scheduled work period. Exempt employees granted an exception for overtime may receive compensatory time on a straight-time basis.

(9) CONTINUOUS SERVICE. Length of employment with Sauk, not interrupted by resignation, suspension or discharge.

(10) CONTRACT. The terms of employment negotiated with the various bargaining groups.

(11) DATE OF HIRE. Original date that the employee was first hired by the County.

(12) DEMOTION. The assignment of an employee from one (1) class to another class with a lower pay range.

(13) DEPARTMENT HEAD. The employee responsible for the overall operation of a department who reports directly to the oversight committee.

(14) DISCIPLINARY ACTION. The action taken to discipline an employee which may include any action from a verbal reprimand up to and including termination. Disciplinary action need not be progressive.

(15) ELECTED OFFICIALS. Those individuals elected to their positions by the citizens of Sauk County and covered by the statutes as far as duties, responsibilities and rights.

(16) ELIGIBILITY LIST - A list of persons eligible to fill positions in a particular job classification.

(17) EMPLOYMENT-AT-WILL. The right of the employee or the County to terminate the employment relationship at any time, with or without cause.

(18) EXEMPT EMPLOYEE. Salaried position, either managerial, administrative or professional, meeting the criteria defined by the Fair Labor Standards Act (FLSA).

(19) EXTENDED FAMILY. Those familial relations other than identified in the definition of immediate family.

(20) EXECUTIVE LEAVE. Three (3) days per year granted in conformance with this Ordinance to employees not otherwise eligible for compensatory time.

(21) GRIEVANCE. A controversy between an employee or employees and the County regarding the interpretation and application of this ordinance or a collective bargaining agreement.

(22) IMMEDIATE FAMILY. Father, mother, stepparent, husband, wife, son, daughter, step-children, mother-in-law, father-in-law, brother and sister, brother-in-law and sister-in-law.

(23) INTERN / INTERNSHIP. An intern is defined as an individual working for Sauk County in the capacity of a training position. Usually these type of positions will be a contracted position with an educational institution such as a University, College, Technical School or High School. An internship may also be a cooperative arrangement with an agency that trains disadvantaged people.

(24) INTRODUCTORY PERIOD. A trial period in which an employee is required to demonstrate their capability for permanent employment. Introductory period may be referred to as probationary period within various bargaining unit contracts.

(25) JOB DESCRIPTION. A written description of a class containing the title, a general statement of the duties and responsibilities, examples of typical duties, minimum qualifications and requirements. May also be referred to as a position description.

(26) LAYOFF. A situation where an employee or employees are released from service.

(27) LEAVE OF ABSENCE. Authorized time off.

(28) LIMITED TERM EMPLOYEE (LTE). Persons employed on a temporary basis for less than 600 hours or six (6) months of employment.

(29) LONGEVITY. Years of continuous service with the County.

(30) MARKET ADJUSTMENT. An adjustment made to compensation to provide equity with comparable positions outside of County service.

(31) NONEXEMPT EMPLOYEE. Employees paid on an hourly basis meeting the criteria defined by the Fair Labor Standards Act (FLSA).

(32) NON-REPRESENTED EMPLOYEES. Persons employed by Sauk County who are not represented by a bargaining group.

(33) OUT-OF-CLASS PAY. Temporary pay adjustment for employees moved into positions of higher responsibility and pay.

(34) OVERTIME. Hours worked by eligible employees in excess of the established work period.

(35) OVERTIME PAY. Payment incentive for hours worked in excess of the work period. Employee is compensated at a rate of time and one half (1½) of the normal hourly wage.

(36) OVERSIGHT COMMITTEE. Board, committee board, or commission designated to oversee a particular department.

(37) PAY RANGE. The minimum through maximum rates of pay established for each grade.

(38) PERFORMANCE APPRAISAL. A written instrument that documents the performance of an employee.

(39) POSITION DESCRIPTION. See Job Description.

(40) PROBATIONARY PERIOD. See Introductory Period.

(41) PROJECT POSITION EMPLOYEE (PPE). Persons employed on a temporary basis, or where the position has some sort of condition, such as a time limitation or funding contingency.

(42) PROMOTION - The assignment of an employee from one (1) class to another class with a higher pay grade.

(43) RECLASSIFICATION. The reassignment of a position from one (1) classification to another classification to recognize a change in the duties and responsibilities of the position or to correct an error in the original assignment.

(44) SEASONAL EMPLOYEE. Individuals hired to perform work of a seasonal nature. May return year after year.

(45) SENIORITY DATE. Date of hire with the County, unless adjusted for leave of absence or transfers between bargaining groups.

(46) SICK LEAVE. Allowable time off with pay earned for use in the event of health problems as well as any personal health related appointments which cannot be scheduled outside of regular working hours.

(47) STEP INCREMENT. Increase in wages within a specific pay grade.

(48) SUPERVISOR. The person responsible for the assignment, direction and evaluation of the work of another employee.

(49) TERMINATION. The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement or death.

(50) TRANSFER. The assignment of an employee from one (1) position to another in the same class or to a class with the same pay range.

(51) VACANT POSITION AUDIT. Review of a position to determine if it is still necessary and whether appropriated funds exist to continue the position.

(52) VACATION DAY. Determined by the number of hours customarily worked by an employee in the service of the County in a normal 24 hour day.

(53) VACATION WEEK. One/ fifty-second (1/52) of the normal hours worked in a year, not including overtime.

(54) WELLNESS DAY. A personal day off with pay granted to those employees who in the previous year used no sick leave.

(55) WORK DAY. The established hours an employee is required to work each day.

(56) WORK PERIOD - The established unit of time used to determine overtime eligibility.

(57) WORK RULES. Any departmental or County regulation which is job related.

13.03 Scope. This ordinance shall govern the personnel policies and procedures for all employees and departments of the County, with the exception of the following positions:

(1) Members of the County Board.

(2) Elected County officials.

(3) Members of boards, commissions, committees, and judges when they are acting in that capacity.

(4) Employees employed directly by the County Board pursuant to statute who have employment agreements with Sauk County.

(5) Students engaged in field training.

(6) Volunteers.

(7) Persons under contract to make or conduct a temporary special inquiry, investigation or examination on behalf of Sauk County.

(8) Employees represented by unions are exempt from specific provisions of this ordinance to the degree that relevant collective bargaining agreements have specific contrary provisions.

(a) Provisions of this Ordinance discuss wages and benefits, hours of work, and other conditions of employment, and are mandatory subjects of bargaining.

(b) Provisions of this Ordinance not addressed in the relevant collective bargaining agreements that pertain to work rules, general County operation, or any other right reserved by Sauk County, shall apply to all employees of the County.

(9) Supported work program positions.

13.04 Personnel Policies. The authority to implement policies consistent with this chapter is vested within the Personnel Committee. Personnel policies will be promulgated as follows:

(1) The Personnel Director shall prepare draft personnel policies. Draft policies shall be circulated to the Administrative Coordinator, Corporation Counsel, Controller and all other affected department heads at least 30 days prior to the Personnel Committee's consideration of these policies for the submission of written comments and recommendations.

(2) The Personnel Director shall consider the comments and recommendations submitted and incorporate those changes if he/she deems them appropriate. Where the Personnel Director deems a recommended change

inappropriate, he/she shall present the written comments and recommendations to the Personnel Committee, which shall make the final decision.

13.05 Supervisory Responsibility. It is the responsibility of every employee holding a supervisory position to administer these policies in a fair and impartial manner.

13.06 Changes to the Personnel Ordinance. The County may from time to time amend this ordinance as it sees fit. Such amendments shall be approved by the County Board by a simple majority vote of the members present. In the event federal or state mandates are amended that deviate from this policy or are held unconstitutional by a court of competent jurisdiction, this ordinance shall be deemed to have been amended automatically at that time.

13.07 Handbook. In addition to the Personnel Ordinance, the County shall create and maintain an Employee Handbook as a tool for providing general policy guidance to employees. The Personnel Department is responsible for maintaining the Sauk County Employee Handbook. Employees shall sign and return the acknowledgment sheet signifying receipt and understanding of the contents of the Sauk County Personnel Policies to the Personnel Department to be filed in the employee's personnel file.

13.08 Role of the Personnel Department. All Personnel activities and issues, unless otherwise requested or directed by the Personnel Director, the Personnel Committee or the County Board will be conducted through the Personnel Department or Personnel Office at the Health Care Center. The Personnel Director and members of the Personnel Department, including those individuals working at the Health Care Center, and the Corporation Counsel or his/her designated representatives shall be responsible for ensuring the Personnel Ordinance is adhered to and are responsible for interpretations of the intent of the language in this chapter.

(1) New positions or vacancies shall be filled through the designated Personnel office, unless otherwise directed or requested by the Personnel Director. All applications for

employment shall be accepted and processed through the Personnel Department.

(2) Unless otherwise directed by the County Board, the Personnel Director is the Chief Negotiator and Spokesperson for Sauk County with regard to communicating with the bargaining group business representatives. The Corporation Counsel is designated as alternate spokesperson.

(3) All personnel files shall be stored and maintained in the Sauk County Personnel Department, with the exception of Health Care Center files.

(4) The Personnel Department shall be responsible for the administration of benefits. All payroll changes will be authorized by the Personnel Department prior to submission to the Accounting Department.

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

(1) To direct all operations of the County.

(2) To establish reasonable work rules and schedules of work.

(3) To hire, promote, transfer, schedule and assign employees to positions within the County.

(4) To suspend, demote, discharge and take other disciplinary action against employees for cause.

(5) To relieve employees from their duties because of lack of work or any other legitimate reason(s).

(6) To maintain efficiency of County operations.

(7) To take whatever action is necessary to comply with state or federal law.

(8) To introduce new or improved methods or facilities.

(9) To change existing methods or facilities.

(10) To determine the kinds and amounts of services to be performed as pertains to County operations, and the number and kind of classifications to perform such services.

(11) To contract out for goods and services.

(12) To determine methods, means and personnel by which County operations are to be conducted.

(13) To take whatever action is necessary to carry out the functions of the County in situations of emergency.

(14) To take whatever measures as are reasonable to comply with the mandated obligations of the County.

13.10 At-Will Employment. (1) Employment with Sauk County is voluntarily entered into, and the employee is free to resign at-will at any time, with or without cause. Similarly, Sauk County may terminate the employment relationship at-will at any time, with or without notice or cause.

(2) Policies set forth in this ordinance are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind, or a contract of employment between Sauk County and any of its employees. The provisions of this ordinance have been developed at the discretion of the County Board and may be amended or canceled at any time, at Sauk County's sole discretion.

13.11 Nondiscrimination. In the interpretation and implementation of this ordinance all applicants and employees shall be treated without regard to political affiliation, religious beliefs, race, color, creed, national origin, sex, sexual orientation, as defined under Wisconsin law, age or disability, and with proper regard for their rights as citizens.

13.12 Americans With Disabilities Act (ADA). Any employee who is a qualified individual with a disability as covered by the Americans with Disabilities Act (ADA) is eligible for, upon request, reasonable accommodation as defined by the Act. The County in its sole discretion may make reasonable and necessary accommodations which do not impose an undue hardship as defined by the ADA including, but not limited to, modified work schedules, reassignment to a vacant position within the County work force, including the various bargaining units, with the appropriate adjustment in wage rates, restructuring of existing job duties, use of adaptive devices and making facilities accessible, provided the employee

is otherwise qualified and can perform the essential functions of the job. No accommodation made under this paragraph shall be deemed an amendment or breach of this ordinance or any bargaining agreement or otherwise be treated as precedential.

13.13 Safe Working Environment. Sauk County is committed to providing a work environment that is free of unlawful harassment. Actions, jokes, comments or conduct based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. Sexual or other unlawful harassment is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited. Any employee who experiences or witnesses an incident of sexual or other unlawful harassment shall promptly report the matter to the employee's supervisor. If the supervisor is unavailable, or the employee believes it would be inappropriate to contact that person, the employee shall immediately contact the Personnel Director. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment shall promptly advise the Personnel Director. Anyone engaging in sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

NON-REPRESENTED EMPLOYEE GRIEVANCE PROCEDURE

13.14 Grievances. All employees who have completed their introductory period may submit grievable issues to the grievance process.

(1) The time limits set forth in the following steps may be extended by mutual agreement in writing.

(2) Performance appraisals are not grievable under Section 13.15 but may be processed pursuant to Section 13.40.

(3) Time limits set forth shall be exclusive of Saturdays, Sundays and holidays.

13.15 Grievance Progression. (1) Step 1. The employee shall take the grievance up orally with the employee's immediate supervisor within five (5) days of knowledge of the occurrence of the event causing the grievance, which shall not be

more than 14 days after the event. The supervisor shall attempt to make a mutually satisfactory adjustment, and shall be required to give an answer within five (5) days.

(2) Step 2. The grievance shall be considered settled at Step 1 unless, within five (5) days after the supervisor's answer is due, the grievance is reduced to writing and presented to the department head. The department head shall respond to the grievance, in writing, within five (5) days.

(3) Step 3. The grievance shall be considered settled at Step 2 unless, within five (5) days from the date of the department head's written answer or last due date, the grievance is presented in writing to the Personnel Director. The Personnel Director shall then schedule a formal grievance hearing with the Personnel Committee at the earliest convenient time for the Committee. The Personnel Committee shall respond in writing within Ten (10) days of the conclusion of the hearing, or the grievance shall be considered denied. The decision of the Personnel Committee shall be final and binding.

CLASSIFICATION PLAN

13.16 Classification Plan Responsibilities. The purpose of the Sauk County Classification Plan is to provide a system of standardized job titles, standardized job descriptions, and equitable position evaluation for the effective administration of essential personnel activities. Sauk County will utilize the Classification Plan for the following management functions: strategic planning, budget planning, measurement of job performance, establishment of fair and equitable pay standards, employee selection and recruitment, employee training and development, and career development. The Sauk County Personnel Department is responsible for the overall development and administration of the Classification Plan, in coordination and cooperation with the Personnel Committee, department heads, and other appropriate resources.

13.17 Employee Classifications. (1) Fair Labor Standards Act (FLSA). Classification of employees for compensation purposes. All positions in Sauk County have been classified according to the provisions contained in the FLSA.

The Personnel Director is responsible for determining a position's classification.

(a) Exempt employees are classified as executive, professional or administrative and are paid on a salaried basis. These employees are exempt from receiving overtime under the FLSA. The County may make exceptions as required to meet the staffing demands or particular intra-departmental needs within the organization. The distinction that these employees are paid by salary versus hourly wages creates performance expectations often requiring extra hours of work for no additional compensation. An exempt employee that works any amount of time on a regularly scheduled workday shall not be required to use accrued leave.

An employee on a reduced schedule family or medical leave is subject to leave bank deductions for the difference in hours between what they would have worked as part of their normally scheduled workday and the amount of the reduced schedule leave.

(b) Nonexempt employees are classified as hourly employees and are entitled to receive overtime compensation for all hours physically worked beyond the established work period.

(2) Representation. Employees are further classified within Sauk County as represented or non-represented. Employees, regardless of representation, shall be additionally classified according to the FLSA.

(a) Non-represented employees are classified by virtue of supervisory responsibilities, confidentiality or voluntary non-representation as unrepresented by a bargaining group.

(b) Represented employees are represented by a bargaining group and have a representative established by that bargaining group.

(3) Types of employees. Employees may be classified as regular or temporary.

(a) Regular employees are those working on an ongoing as opposed to a temporary basis. Regular full-time employees work equivalent to the department's normal, full-time work period on a regular basis. Regular part-time employees work fewer hours than the department's regular full-time workweek on a regular basis.

(b) Temporary employees are engaged to work full-time or part-time with the understanding that their employment will be

terminated not later than the completion of a specific assignment. Employees subsequently hired as regular employees shall not receive time-in-service credit for work performed as a temporary employee.

1. Contracted/leased services are temporary employment situations where employees are obtained through an agency for a specific purpose, need or project, and will normally be used to meet some sort of emergency staffing situation. The individuals working in this employment classification are not considered County employees and receive no benefits or representation privileges of County employees.

2. Limited term employees are employed on a temporary basis for less than 600 hours and less than six (6) months due to unforeseen circumstances and/or needs of a department. Upon request from a department head, the Personnel Director may authorize LTEs for a period not to exceed three (3) months, as may be required by vacations, sickness, special projects, leaves of absence or emergencies, provided appropriated funds are available for such purpose and provided the position is a duly authorized and created position. Any LTE request over three (3) months in duration not duly authorized and created, shall require the approval of the Personnel Committee. Funding for LTE positions must be available in the requesting department's budget.

3. Intern employees are individuals working for Sauk County in the capacity of a training position. A department may employ intern employees provided that the department head consults with the Personnel Director prior to entering into any agreements for an intern employee. The wage for the intern may be established by mutual agreement between the department, sponsoring agency and the intern, with the approval of the Personnel Director. Departments shall budget for interns where the County provides compensation.

4. Project position employees are those persons who are employed on a temporary basis or where the position has some sort of condition such as a time limitation or funding contingency. Upon recommendation of the department head and the approval of the department's oversight committee, the Personnel Committee may authorize a project position employee (PPE) more than 600 hours but

contingent to some prerequisite, such as a specific period of time or an expiring funding source, as may be required. Project positions may be created at any time of the year, provided nonlevy funds are available. A PPE position may be created utilizing levy dollars with the approval of the County Board. In the event funding for a position is terminated or the original need for the position ceases to exist, the position shall terminate unless extended by approval of the Personnel Committee. A project position being converted to a regular position must be processed through the same procedures as a new position.

5. Seasonal employees are hired for seasonal work by the County. These employees may be called back in subsequent years. The wage rate shall be set by the appropriate bargaining contract, or in the absence of a contract, by the Personnel Director who will consult with the department head in charge of the position.

13.18 Administration of the Classification Plan. (1) Each position shall be allocated to its appropriate classification within the Sauk County Classification and Compensation Plan, on the basis of duties and responsibilities, by the County Board.

(2) Each position allocated by the Sauk County Board of Supervisors shall have on file in the Personnel Department a completed position questionnaire, an approved position description complete with the appropriate FLSA, representation, employment status, and compensation classification.

13.19 Establishing Positions. (1) No regular position may be created except by resolution of the County Board. The County Board shall allocate to each department the number of full-time and part-time positions. Under the authority of the County Board, the Personnel Committee may approve temporary positions.

(2) The County Board, upon recommendation of the Personnel Committee, may create new classifications or divide, combine or abolish existing classifications.

(3) Requests considered during the budget process for new positions shall be submitted to the Personnel Department on or before the date designated by the Finance Committee at the beginning of the annual budget process. All

position requests shall be accompanied by the appropriate form(s) designated by the Personnel Department. Other documentation may be necessary as required herein.

(a) Upon review by the Personnel Director, Controller, and Administrative Coordinator, the new position request shall be forwarded to the appropriate oversight committee for review and approval.

(b) Upon approval by the oversight committee, the Position Review Committee shall convene to consider the request.

1. The Position Review Committee shall consist of the Personnel and Finance Committees, and shall convene jointly for the sole purpose of reviewing and approving new position requests for submission to the County Board.

2. All requests shall include the appropriate paperwork including, but not limited to, the completed request form(s), position questionnaire, position description, fiscal note approved by the Controller's Office, and a resolution for submission to the County Board.

(i) The department head, in coordination with the Personnel Department, shall complete a position questionnaire which shall be reviewed by the Personnel Director. The County may, in its discretion, submit the position questionnaire to a third party consultant for review and analysis.

(c) In the event the Position Review Committee determines that a need for the position exists, and that funding is available, the resolution shall be forwarded to the County Board. The County Board shall thereafter consider the recommendation.

~~_____~~(4) Under extraordinary and unanticipated circumstances, a department seeking additional positions not previously allocated to that department shall present in writing the need and reasons for the position to the oversight committee, which shall forward their recommendation to the Personnel Committee, which shall investigate the need.

(a) A department head shall make a request for a new position and creation outside of the budget process to the Personnel Director.

Said request shall include all of the information as required in 13.19 (3) (b) 2. However, other information may be required in the approval process as deemed necessary.

(b) Upon review by the Personnel Director, Controller, and Administrative Coordinator, the oversight committee shall consider the merits of the request, and if approved, shall forward the request to the Personnel Committee for consideration.

(c) The Personnel Committee shall consider the request from the oversight committee, review the need for the position, and determine the validity of the extraordinary and unanticipated circumstances that exist that necessitate the creation of this position outside of the budget process. After consideration of the information presented, the Personnel Committee shall approve or disapprove the request.

If the Personnel Committee determines either that the request does not meet the "extraordinary and unanticipated circumstances" criterion, or that the need for the position is not sufficient to justify an out-of-budget allocation, the Committee, in its sole and final discretion, may deny the request.

(d) Upon approval of the Personnel Committee, the Finance Committee shall determine the availability and source of funds required for the position and may, at its sole discretion, allocate from the unencumbered balance of the Contingency Fund an amount equal to the total cost of the position and/or make other necessary budget adjustments in accordance with §65.90(5)(b) of the Wisconsin Statutes.

1. Positions which the Finance Committee determines cannot be funded with available resources shall be referred back to the Personnel Committee for further study.

(e) If approved by all three committees, the resolution shall be brought before the County Board for consideration.

1. The extraordinary and unanticipated need for the position shall be expressly documented within the resolution to be presented for approval to the County Board. The resolution shall state that an exception to the budget process has been recommended and a draft position description shall be attached reflecting the rate of pay, cost of benefits and the effective date.

2. Said resolution shall require a simple majority vote of the Board to be adopted, unless statutory requirements mandate a larger majority of the Board.

—(5) Any position created within the budget cycle shall be effective on January 1st of the following year. A position created as an exception to the budget cycle shall be effective on the date of passage of the resolution creating and authorizing the position, unless otherwise provided.

(6) Nothing contained in this ordinance shall be construed to require the Personnel Committee or any department to fill all positions allocated by the County Board.

13.20 Amendments and Maintenance of the Classification Plan. The primary purpose of classification review and reclassification is to establish the appropriate compensation of a particular position/employee. It is the intent of Sauk County to balance accurate classification of employees with responsible budgeting of the tax dollars levied by the County. For that reason, the Classification Review and Reclassification process will be conducted as part of the annual budget process. A request for reclassification of an existing position or classification of a new position shall be initiated in accordance with the budget timelines established by the Finance Committee. In situations where one (1) or more of the following circumstances exist, the procedures set forth in subparagraph (6) shall be observed:

(1) One (1) or more new positions are under consideration for possible establishment.

(2) Significant change of duties or responsibilities of any existing position which may require the reallocation of such position to a different classification. Reclassification consideration for existing positions requires that the employee and the department head to document that there have been substantial changes in existing duties since the most recent review of the position. Changes in duties may result from one of the following:

(a) Substantial, immediate reassignment of duties due to reorganization.

Changes resulting from a substantial, immediate reassignment of duties due to reorganization shall be clearly documented in writing and verified by the Department Head and the Personnel Director.

(b) Logical and gradual change of duties and responsibilities over an extended period of time.

Changes resulting from a logical and gradual change of responsibilities must have been in effect since at least January 1 preceding the reclassification request so that it is clear that the changes that exist are likely to remain as part of the essential duties of position.

(c) Reclassification consideration shall not be given for temporary changes in job duties.

(3) A new classification is created to which any position may more appropriately be allocated.

(4) Because of the abolition or combination of any existing positions or classifications, an amendment to the classification plan is required.

(5) A position is vacant for more than one (1) year.

(6) Reclassification Procedures are as follows:

(a) Department heads shall report the significant facts relating to such possible changes in the classification plan to the oversight committee. The employee and the department head shall complete a revised position questionnaire which shall include a statement identifying those duties that have changed and shall be reviewed by the Personnel Director. The Personnel Director shall review and analyze the questionnaire. The County may, in its discretion, submit the position questionnaire to a third party consultant for review and analysis. Upon completion of the review, the position questionnaire and any recommendation regarding the position shall be forwarded to the Personnel Committee for further consideration.

(b) The Personnel Committee shall initiate an inquiry into the classification of any position upon its own initiative or at the request of a department head, the Personnel Director, or upon written request of any employee, not more than once per year and normally in conjunction with the annual performance appraisal. Under no circumstance shall a position be re-evaluated more than once in any 12 month period without authorization of the Administrative Coordinator.

(c) After the inquiry has been completed, the Personnel Committee shall adopt, modify or reject the proposed change. In the event the Personnel Committee approves changes in the classification plan, it shall prepare a semiannual report reflecting all changes to the classification

plan for the previous six (6) months to the County Board. Reports shall be presented to the County Board at the July and January County Board meetings. No change in the compensation plan may be requested until the classification plan change has been approved by the department head and the oversight committee and forwarded to the Personnel Committee for review and disposition. The Personnel Department shall notify the Accounting Department of any changes in compensation.

(d) Successful requests for the reclassification of an existing position or classification of a new position shall be placed in the department's budget request and shall be effective on the first (1st) day of the next fiscal year. In certain circumstances, such as an ongoing appeal, a retroactive adjustment may be warranted. In these instances, such retroactive adjustment shall be by recommendation of the Personnel Director to the Personnel Committee and shall be at the discretion of the Personnel Committee.

COMPENSATION PLAN

13.21 Compensation Plan Responsibilities. Sauk County shall maintain a current compensation plan for all non-represented employees. The objective of the County is to provide an appropriate salary structure in order to facilitate the recruitment and the retention of competent employees, and to provide appropriate pay incentives for heightened employee productivity.

(1) The Personnel Committee or its designee shall be responsible for the development and administration of the compensation plan, through periodic reviews and comparative studies of pertinent factors affecting the levels of pay. The Personnel Committee shall recommend necessary amendments to the County Board, when necessary, which shall become effective in accordance with the action of the County Board.

(2) The compensation plan is directly linked to, and shall be based on, the principle of comparable pay for comparable work. Pay grades within the compensation plan may be determined with regard to such factors as: uniformity of pay for each classification; relative difficulty, complexity and responsibility of work; recruiting experience; prevailing rates of pay for similar jobs

in public and private sector service; changes in cost of living indices; and financial policies of the County.

(3) Non-represented employees shall have the opportunity to move through the ten (10) steps of their grade by virtue of successful performance appraisals. Employees found eligible for step increases shall receive the increase on the next payroll following the submission of the performance appraisal and shall be effective on the employee's anniversary date in the position.

(4) An employee promoted or reclassified to a position in a higher pay grade shall be placed at the step in the employee's new pay grade which provides an increase.

(5) The compensation plan consists of 25 grades. Each grade has ten (10) steps. Step 3 shall be considered the market rate. Each year, the Personnel Committee shall review market conditions, labor settlements and other relevant compensation information. Based upon review and discussion, the Personnel Committee shall recommend to the County Board any adjustments that should be made to the compensation plan.

(6) Each position shall be analyzed by the Personnel Director and the agent or designee evaluating position requests and changes to determine job value. Jobs of similar values shall be grouped in categories called grades. Salary grades will be established by the County Board for each position grade in accordance with applicable criteria. The Personnel Committee will review the salary grades annually and recommend to the County Board any changes in the salary grades that appear necessary after consideration of the appropriate criteria. Under certain circumstances, the Personnel Committee may make adjustments in the hours of work, accrual and use of vacation and holiday time, and other fringe benefits and nonwage items, applicable to non-represented employees in such departments to the County Board.

13.22 Step Progression. Employees covered under a bargaining contract shall move through the negotiated wage schedule pursuant to contract provisions. Non-represented employees shall move through the appropriate wage schedule as follows: at an interval equivalent to 12 month's full-time employment following the employee's date of hire, reclassification, promotion, demotion

or transfer, an employee may be eligible to advance to the next higher step within the employee's pay grade, providing the employee meets the established criteria. The Personnel Department staff shall perform the administrative review of all performance appraisals. In cases where the appraisal is incomplete or has discrepancies that may be fixed at the appraiser level, the appraisal may be returned to the appraiser for corrections. In cases where the appraisal does not meet the standards adopted by the County Board, the deficiencies shall be brought to the attention of the department head and the Administrative Coordinator. Such deficiencies include, but are not limited to, comments that do not support the evaluation marks, employee performance in the personnel file that does not support the performance appraisal comments, or other documented matters. An appraisal for a department head shall require the signature and approval of the Administrative Coordinator.

(1) Advancement from Step 1 to Step 2 and subsequent advancement through Step 5 shall be predicated on the employee achieving an overall performance appraisal of "Meets Expectations" in at least eight (8) of the ten (10) key performance factors listed on the Performance Appraisal form. Advancement requires the approval of the department head and the administrative review and signature of the Personnel Director.

(2) Advancement to Steps 6 through 8 shall be predicated on the employee achieving an overall performance appraisal of "Exceeds Expectations" in at least five (5) of the ten (10) key job factors listed on the Performance Appraisal form and no less than "Meets Expectations" on all other key factors listed on the form. Advancement to Steps 6 through 8 shall require the approval and signatures of the department head, the Administrative Coordinator and the Personnel Director.

(3) Advancement to Steps 9 and 10 shall be predicated on the employee achieving an overall performance appraisal of "Substantially Exceeds Expectations" on at least four (4) of the ten (10) key performance factors and no less than "Meets Expectations" on all other key job factors listed on the form. Advancement to Steps 9 and 10 shall require the approval and signatures of the department head, the Personnel Director, Administrative Coordinator and the Merit Review

Committee. The Personnel Committee Chair or the Vice-Chair shall sign for the Merit Review Committee.

(4) The Merit Review Committee shall consist of the Personnel Committee, the Personnel Director, the Administrative Coordinator and Sauk County Board Chairperson.

13.23 Out-of-Class Pay. Occasionally, there may be a need to place an employee in a position of higher responsibility and pay for a temporary period of time. Where other provisions are not already in place, the practice for compensating these individuals will be to place them at the minimum of the position they are temporarily filling. When such placement results in a reduction or no increase in compensation, the Personnel Director shall recommend the step within the Sauk County Classification and Compensation Plan that provides some gain in compensation. Such compensation shall be referred to as out-of-class pay. A request for out-of-class pay may be requested by an employee but requires the approval of the department head or oversight committee. Such request should be presented to the Personnel Director who shall have authority to authorize temporary out-of-class pay for a period up to three (3) months in duration. Out-of-class pay for periods longer than three (3) months shall require Personnel Committee approval. Should there be a disagreement between the requester and the Personnel Director, the matter shall be decided by the Personnel Committee.

13.24 Hours of Work and Overtime. (1) Regular hours of work for County employees shall be determined by the department head and oversight committee in accordance with prevailing departmental practices.

(2) It is the policy of the County to avoid overtime work for all employees, if at all possible. Regular nonexempt employees shall work overtime when directed to do so by the department head or supervisor.

Nonexempt employees required to work in excess of thirty-eight and three-quarters ($38\frac{3}{4}$) in a week shall be compensated at one and one-half ($1\frac{1}{2}$) times the employee's regular rate of pay. In lieu of overtime pay, employees may accrue compensatory time at one and one-half ($1\frac{1}{2}$) times the hours worked.

(3) Exempt employees, which includes all salaried personnel, are expected to work the time required to complete the job for which they are hired and shall neither receive overtime pay nor compensatory time. The Personnel Committee shall have the authority to make exceptions for exempt employees to receive overtime pay.

(4) Any change in an established work period as identified below will require approval of the requesting department's oversight committee, the Personnel Committee and the County Board by resolution.

(a) General County employees include all employees, except Human Services employees, regardless of classification, assigned to all departments located in the Courthouse and West Square Building complex, Landfill, Parks and Highway, and shall have a one (1) week work period of either 38.75 hours or 40 hours, beginning on Sunday morning at 00:01 a.m. and ending on Saturday night at 12:00 midnight.

(b) Human Services employees, including non-represented employees, shall have a one (1) week work period of 38.75 hours beginning on Friday morning at 00:01 a.m. and ending on Thursday at 12:00 midnight.

(c) Health Care Center employees, including non-represented employees, shall have a two (2) week work period of 80 hours, beginning on Monday morning at 00:01 a.m. and ending on Sunday night at 12:00 midnight.

(d) Sheriff's Department employees, including non-represented employees, shall have a two (2) week work period, either 80 hours or 85 hours, beginning on Saturday morning at 00:01 a.m. and ending on Friday night at 12:00 midnight.

(5) Nonexempt employees and exempt employees granted the overtime exception may be entitled to shift differential where authorized in accordance with Section 13.04 and approved by the County Board.

13.25 Compensatory Time. (1) Exempt employees are not generally eligible for overtime or compensatory time. Those exempt employees given an exception to receive overtime pay may also be compensated for overtime work in the form of straight time compensatory time off.

(2) Nonexempt employees, employees asked to work overtime may mutually agree with their supervisors to accrue time and a half (1½)

compensatory time off in lieu of overtime pay. Where the employee and the supervisor do not mutually agree to compensatory time off in lieu of overtime pay, or when the overtime request results in the employee exceeding their compensatory time accrual maximum, the employee shall be paid at the rate of time and one-half (1½) the regular rate of pay.

(2) Those employees eligible to accrue compensatory time are authorized to accrue up to a maximum of 40 hours.

(a) Exceptions to the 40 hour maximum accrual may be made for those departments with exceptionally heavy seasonal workloads.

1. The decision to grant an exception to the 40 hour maximum accrual shall be at the sole discretion of the Personnel Committee.

2. Employee's granted an exception to the 40 hour maximum accrual shall utilize all earned comp time above the 40 hour cap within six (6) months from when it was earned.

(3) Use of compensatory time shall be scheduled at the discretion of the department head. Employees and managers shall make every effort to ensure that employees utilize all compensatory time accruals prior to terminating. In cases where this is not possible, hourly employees shall be paid out for their accruals at current rate of pay.

13.26 Mileage Reimbursement. Mileage reimbursement for travel required in the performance of work by employees of Sauk County shall be at the rate annually reviewed and adopted by the County Board. The Personnel Director shall review the authorized Internal Revenue Service's mileage rates and recommend to the Personnel and Finance Committees any adjustments for mileage rates during the annual budget process. The approved rate for mileage reimbursement shall be specified in the Sauk County Financial Policy Manual.

13.27 Travel Time Compensation. In some instances travel time may be compensable in accordance with policies established by the Personnel Committee.

13.28 Meal Reimbursement. The Personnel Department shall review the meal rates and recommend to the Personnel and Finance

Committees any adjustments for meal rates during the annual budget process.

13.29 Annual Salary Review. The Personnel Committee shall conduct an Annual Wage and Salary Review and make specific recommendations for changes in pay rates, fringe benefits and other conditions of employment to the County Board. Any across-the-board adjustments to the Compensation Plan shall be provided to all employees, including those serving an introductory period, regardless of their performance level. To the extent feasible, the Personnel Committee's annual salary increase for non-represented employees shall be at least the average increase for the settled contracts. All increase approvals shall, to the extent feasible, be on a timely basis in conjunction with the annual budget cycle.

HIRING & TERMINATION

13.30 Hiring Wage Rate and Vacation Benefit. New employees may normally be hired at Step 1 of the pay grade established for their position as provided in the Classification and Compensation Plan and at the starting accrual for any vacation benefit.

The following procedures shall be utilized when considering wage offers. Department heads may authorize a starting salary of up to Step 3 of the Classification and Compensation Plan. The Personnel Director or the Administrative Coordinator may authorize a starting salary up to Step 5. The Personnel Committee shall approve any salary for newly hired employees above Step 5. For non-represented employees, the Personnel Director or the Administrative Coordinator may authorize accelerated placement within the applicable vacation schedule as a recruitment incentive on the basis of credit for directly related employment experience with a Wisconsin county government employer. Such credit shall be granted only at the time of hire.

13.31 Filling Position Vacancies. When a permanent vacancy exists or is anticipated in an existing position or classification, the department head in conjunction with the Personnel Director, shall review the position and determine whether to fill the position. This process is called a Vacant Position Audit (VPA). Upon a decision to do so, and provided funding exists for the position, the

Personnel Director shall fill the position. In the case of those positions which the department head and the Personnel Director believe are no longer required, or upon disagreement over the disposition of the position, the matter will be brought to the Personnel Committee. Vacancies shall be filled as follows:

(1) Whenever it is felt the local area could support filling a vacancy by advertising in the official County newspaper, such advertisements shall be made. Other forms or sources of public notice may be used at the discretion of the Personnel Director. Public announcements of vacancies shall include at least the following information:

- (a) Classification/Position title.
- (b) Department where the position vacancy exists.
- (c) Salary range.
- (d) Benefit summary.
- (e) Minimum qualifications and requirements of the position.
- (f) Address and phone number to request and submit application.
- (g) Application deadline.
- (h) EEO statement; drug free, alcohol free and smoke free workplace statement.

(2) All applications for employment shall be made on forms approved by the Personnel Committee and provided by the Personnel Department. In some positions a medical examination may be required. For those employees required to have a Commercial Drivers Licenses (CDL), a drug and alcohol test is required prior to employment and each applicant will provide any drug and alcohol testing information as required by the Department of Transportation mandated regulations. Each applicant will sign a waiver for release of information from their previous employers for the purpose of reference checks.

(3) Applicant evaluation prior to oral evaluations may consist of one (1) or more of the following as deemed appropriate by the Personnel Director, department head, oversight committee or Personnel Committee:

- (a) Written examinations.
- (b) Evaluation of education, qualifications and experience.
- (c) Performance of tasks required.
- (d) Other requirements allowed by law.

(4) A Selection Committee shall be appointed consisting of any two (2) or more members selected from the following:

- (a) Oversight Committee member(s).
- (b) Department Head or designee.
- (c) Personnel Committee member(s).
- (d) Employees of the Personnel

Department.

- (e) Administrative Coordinator.
- (f) Knowledgeable individuals from outside the County Board and service.

(5) Initial screening of applicants will be done by representatives of the Personnel Department and the department head. Consistent with Chapter 35.05 of the Sauk County Code of Ordinances, the Administrative Coordinator shall participate in the screening and formal interview process of all nonelected department head positions and shall be responsible for the hiring decision, unless otherwise required by statute. If the Selection Committee so desires, it may screen the applications after the deadline for accepting applications has passed, using experience and qualifications criteria. In screening applications, the screeners may reduce the number of applicants interviewed to a number not less than five (5) provided five (5) or more qualified individuals have applied.

(6) Applicants will be notified at least five (5) working days prior to the date of the scheduled interview when possible. Applicants not selected for interview shall, if possible, be notified by mail on the same date as those who are selected for interview.

(7) The Selection Committee shall conduct oral evaluation interviews and shall certify the top three (3) applicants, provided three (3) qualified individuals have applied to fill possible vacancies in the ensuing year. Where a certified eligibility list exists, the department head shall fill the vacancy from the list.

The application forms, ratings and certified eligibility list shall be utilized for future vacancies in the same classification for a period not to exceed 12 months. If less than three (3) qualified applicants remain available to fill a vacancy in the same classification during said period, the department head may request that the formal selection process be reinitiated.

(a) At the request of the Department Head, the selection committee may certify more

than three (3), provided that all certified applicants meet the minimum qualifications. The Personnel Director shall verify that all of the certified applicants meet the minimum qualifications.

(8) No applicant shall be considered for a vacancy where appointment to such vacancy would result in members of an immediate family being employed in a direct supervisor-employee relationship.

(9) No person shall serve as a member of the Selection Committee for a vacancy in which an applicant is a member of his/her immediate family. Any Selection Committee member named as a reference shall be disqualified from voting on the vacancy for that applicant. In the event an interviewer is uncomfortable with evaluating an applicant, the interviewer should identify the concern to the other interviewers and a decision should be made collectively whether the interviewer should or should not participate. This should be reported after the interview to the Personnel representative.

(10) The Personnel Department will verify eligibility of interviewers when coordinating interviews.

(11) Applicants selected to receive a formal job offer shall be notified in writing by the Personnel Department. This job offer shall include the pay rate, percentage of full-time employment, position title, appropriate department, shift if appropriate, and shall request a written acceptance letter which includes the individual's proposed start date.

(12) Exceptions to this process are outlined in Sections 13.34 Promotions and 13.35 Transfers.

(13) Upon request by the department head, as required by statute, and authorized by the Personnel Director, Sauk County may conduct background investigations and reference checks on applicants.

13.32 Qualifications of Employees. The County will make every effort to hire the most qualified individual for any vacant position. If fully qualified persons cannot be recruited, the Personnel Committee may authorize the appointment of persons having less than the minimum qualifications.

13.33 Introductory Period. Newly hired, promoted, demoted or transferred employees

shall serve an introductory period of a minimum of six (6) months duration, with the exception of Sheriff's Department employees, who shall serve an introductory period of one (1) year to determine that the employee is suited and qualified for the position. Introductory periods mentioned above are based upon the hourly equivalent of full-time service. Any reference to probationary period in the various contracts has the same meaning as introductory period. Upon successful completion of the introductory period, benefit accruals shall be made available to newly hired employees. Movement within the grades shall be considered annually and will be based on department head review of the employee's performance. No adjustment shall be approved which would result in an employee's placement above the maximum for the grade.

(1) Employees shall receive a written performance appraisal upon completion of one-half (½) the introductory period and again prior to completion of the introductory period.

(2) During the introductory period, the employee may be discharged by written notification from the department head in consultation with the Personnel Director. Such discharge shall be without recourse to the grievance procedure. Department head terminations are within the discretion of the Administrative Coordinator. Department heads should inform the appropriate oversight committee of terminations being made in their department.

(3) An employee's introductory period may be extended for a maximum of three (3) months on a onetime basis by recommendation of the department head to the Personnel Director. The Personnel Director shall provide notice to the Personnel Committee. Such request must be timely and before the date the employee would have completed their introductory period. The Personnel Director may delay any increases or notice of successful completion of the introductory period until the next available meeting of the Personnel Committee, providing notice is given to the Personnel Department prior to the completion date.

(4) Introductory employees shall have their introductory period extended if they are absent from work for any reason for more than three (3) days during their introductory period. Department

heads shall inform the Personnel Department of the need for any adjustments.

13.34 Promotions. Promotions come under the authority and by recommendation of the department head for any given vacancy. If the department head and employee concur, the employee shall be considered for noncompetitive promotion by the Personnel Committee.

(1) The promoted employee shall move to the appropriate grade and step which provides an increase in wage or salary as a result of a promotion.

(2) A promoted employee shall serve an introductory period appropriate to the department in which they are employed. If during this period the employee's performance does not meet acceptable standards of performance in fulfilling the higher responsibilities of the position to which promoted, the County may restore the individual to a position commensurate with his/her former status for which they are qualified. If unable to do so, the employee shall be terminated.

(3) Whenever a promotion is considered by a department head to fill a vacant position, the promotion shall take place prior to a recruitment process being initiated. If a recruitment process has been initiated, any County employee applicants must apply and be considered on the same basis as the public applicants.

13.35 Transfers. The County may transfer employees from any position to any equivalent position at its own discretion. Individuals desiring transfer from one (1) position to another shall inform the department heads of their interest in the position by submitting a formal written request to receive consideration when a vacancy exists.

(1) A transferred employee shall serve an introductory period appropriate to the department in which they are employed. If during this period the employee's performance does not meet acceptable standards of performance in fulfilling the responsibilities of the position to which transferred, the County may restore the individual to a position commensurate with his/her former status for which they are qualified. If unable to do so, the employee shall be terminated.

(2) Whenever a transfer is considered by a department head to fill a vacant position, the transfer shall take place prior to a recruitment process being initiated. If a recruitment process has been initiated, any County employee applicants must apply and be considered on the same basis as the public applicants.

13.36 Demotions. A demotion is an assignment of an employee from one (1) job classification to another job classification with a lower maximum wage or salary. A demotion can be either disciplinary or non-disciplinary.

(1) An employee receiving a non-disciplinary demotion shall receive the highest wage or salary allowed that is equal to or less than the employee's wage or salary prior to the demotion.

(2) The Personnel Committee shall determine the salary or wage level for a change in classification that involves a disciplinary demotion.

13.37 Termination of Employment. (1) An employee voluntarily terminating employment shall give at least two (2) weeks written notice to the department head stating the last day of employment. Such notice shall be exclusive of any accrued vacation time due. Employees who have completed their introductory period and who terminate their employment by providing proper notice or employees who are laid off shall receive all accrued vacation, payable on the regular payday, on or following the last day of employment

(2) An employee whose employment is terminated by death shall be paid out one hundred percent (100%) of all accrued benefits, including sick leave, executive leave, vacation, compensatory time and holiday pay.

(3) All terminations, other than voluntary, must be discussed with the Personnel Director before the termination can be implemented.

(4) The County reserves the right to discipline employees up to, and including, termination of employment.

PERFORMANCE APPRAISALS

13.38 Performance Appraisal Procedures. (1) Performance appraisals shall fairly and equitably appraise and assist employees in

developing effective ways of achieving work goals, as well as review the overall performance of the employees in completing the tasks and meeting the responsibilities assigned to the positions they occupy. Every Sauk County employee shall have his or her work performance reviewed annually by his or her immediate supervisor.

(2) Performance appraisals shall be conducted for all employees half way through and prior to completing the introductory period. Thereafter, performance appraisals shall be conducted annually upon the employee's anniversary date of entry into their current position.

(a) Performance appraisals of departmental employees shall be conducted by the immediate supervisor.

(b) Performance appraisals of department heads shall be conducted by the Administrative Coordinator with input from the department's oversight committee.

(c) Performance appraisals of statutorily appointed department heads will be conducted jointly by the oversight committee, board or commission and the Administrative Coordinator.

(d) Job descriptions shall be reviewed and, if necessary, updated annually as part of the performance appraisal process.

(e) Performance appraisals shall be reported on forms provided by the Personnel Department.

(f) The individual(s) completing the performance appraisal shall conduct a review of the performance appraisal with the employee in question.

(g) All performance appraisals shall be returned to the Personnel Department 15 working days prior to the anniversary date of the employee in the position. Departments having difficulty meeting this deadline should provide a written explanation and request for additional time to the Personnel Department, who will then forward a copy to the Accounting Department.

(h) The immediate supervisor may conduct a performance appraisal at any time, notwithstanding the above.

(i) The Personnel Department shall conduct training as needed or annually for all individuals conducting performance appraisals.

13.39 Unsatisfactory Performance. Employees who receive two (2) consecutive

unsatisfactory performance evaluations may be subject to termination of employment. Employees receiving appraisals which do not achieve an overall performance appraisal of "Meets Expectations" as outlined in step progression of Section 13.22 of the Personnel Ordinance, shall be given a corrective action plan, to be reviewed quarterly and intended to provide guidance to the employee on how to improve their performance.

13.40 Appeals. Any employee may request to appeal a performance appraisal to the Merit Review Committee whose decision in the matter shall be final. Procedures for appeals are as follows: If an employee disagrees with an appraisal, the employee may submit a statement of explanation or disagreement, which shall be attached to the performance appraisal. The employee may further request a review of the performance appraisal by the Merit Review Committee. Such an appeal shall be submitted to the Personnel Department within ten (10) working days after the appraisal has been signed by the employee. The Merit Review Committee shall meet to review the appeal. The appellant and the appraiser will each present their positions to the Merit Review Committee. The Merit Review process shall be considered a due process procedure. Matters appealable to the Merit Review Committee shall not be grievable.

EXCUSED ABSENCES

13.41 Vacations. (1) A vacation week means the number of days customarily worked by an employee in the service of the County in a normal seven (7) day week. Vacation day means that number of hours customarily worked by an employee in the service of the County in a normal 24 hour day.

(2) Vacation eligibility shall be determined on the basis of the length of continuous service of each employee as of their vacation accrual date and the hours compensated in the previous year. Regular part-time and project position employees shall accrue vacation on a prorated basis based upon actual hours compensated during the accrual period as compared to full-time employment. Eligible employees shall be entitled to paid vacation leave as follows:

(a) Represented employees are provided vacation in accordance with their collective bargaining agreement.

(b) Nonexempt employees and exempt employees granted an exception for overtime pay are entitled to vacation as follows:

1. Employees shall be entitled to one (1) week of vacation after six (6) months of service. Employees shall be entitled to one (1) additional week on their first benefit accrual date, which may in some instances be different than the anniversary of their date of hire.

2. An employee's next vacation entitlement of two (2) weeks shall be made available on the benefit accrual date of the second (2) year of service and each year thereafter up to and including the 6th year of service.

3. Employees in the 7th year of service shall receive three (3) weeks of vacation on their benefit accrual date.

4. The employee shall be eligible for one (1) additional day of vacation per year from year eight (8) through year twelve (12) for a maximum accrual of 20 days per year on their benefit accrual date.

5. After 22 years of service, employees shall receive a maximum accrual of 24 days of vacation, with pay, per year on their benefit accrual date.

6. Nonexempt employees and exempt employees granted an exception for overtime pay may accrue up to 24 days of vacation. No additional vacation may be earned until the accrual drops below the 24 day accrual maximum.

(c) Exempt employees, excluding those exempt employees granted overtime pay authorization, shall have the following vacation schedule:

1. Exempt employees shall be entitled to earn one (1) day of vacation per month from date of hire through their 5th year of service and may use it as it is accrued to their vacation bank.

2. Exempt employees shall be entitled to one and one-half (1½) days of vacation per month in their 6th through 12th year of service.

3. Exempt employees shall be entitled to two (2) days of vacation per month from the 13th year on for a maximum accrual of 24 days per year.

4. Exempt employees may accrue up to 24 days of vacation. No additional vacation may be earned until the accrual drops below the 24 day accrual maximum.

5. Exempt employees terminating employment prior to the end of the month shall not be entitled to vacation pay for that month.

(d) Vacation accruals are computed on all hours compensated. In no case shall vacation earned exceed the maximum annual authorized vacation accrual.

(e) Vacation schedules are subject to the advance approval of the department head in accordance with departmental policies. Department heads shall ensure their oversight committee and the Administrative Coordinator are aware of their vacation schedules.

13.42 Executive Leave. Exempt employees, excluding those exempt employees granted overtime pay authorization, shall receive three (3) days of executive leave per year on their benefit accrual date. The benefit shall be three (3) days per anniversary year. Unused executive leave expires on the employee's next anniversary date and shall not be paid out.

13.43 Holidays. (1) In order to be eligible for holiday pay, an employee must be in a paid status. Actual hours paid is the criteria used for determining proration. Part-time employees shall receive prorated holiday pay.

(2) Non-represented nonexempt employees and those exempt employees granted overtime pay authorization required to work on a holiday shall receive one and one-half (1½) times their regular rate of pay for all hours actually worked and shall receive straight time compensatory time off for all hours actually worked on the holiday, in lieu of regular holiday pay. If the employee's compensatory time accrual is at its maximum, the holiday hours in excess of the maximum accrual shall be paid at straight time. Compensatory time earned as a result of work on a holiday must be utilized within 30 days or shall be paid.

(3) If any designated holiday falls on a Sunday, the following Monday shall be deemed the holiday. When the holiday falls on a Saturday, the Friday immediately preceding the Saturday shall be deemed the holiday. In the event that Christmas

Eve falls on a Sunday, the holiday will be observed on the preceding Friday.

(4) Sauk County has nine (9) paid holidays. In some departments, due to shifts and/or bargaining agreements, there may be differences of dates observed as holidays:

New Year's Day
 Good Friday
 Memorial Day
 Fourth of July
 Labor Day
 Thanksgiving Day
 Friday following Thanksgiving
 Christmas Eve
 Christmas Day

Non-represented employees and nonessential personnel, as determined by individual departments, shall use the dates listed above as holidays, unless a collective bargaining agreement has different days established. In those cases it may be more productive to observe the same holidays as the represented employees.

13.44 Leaves of Absence. An employee may not exceed six (6) months in any 12 month period on a leave of absence. The following types of leave, unless otherwise specified or provided for in this ordinance, are unpaid. Leaves available to eligible employees of Sauk County include: Personal Leave, Medical Leave, Military Leave, Jury Duty Leave and Bereavement Leave. Leaves of absence are not intended to add to the vacation and sick leave benefits offered by the County.

(1) Employees must have completed their initial introductory period to be eligible for leaves of absence, with the exception of military leave, jury duty and bereavement leave. Department heads may approve absences of less than three (3) days during the introductory period. Such time off shall be without pay and absences totaling three (3) or more days will require an adjustment to the introductory period. In some instances, individual circumstances may dictate an exception for introductory employees. Such leaves are at the sole discretion of Sauk County. Absences of three (3) or more days shall be brought to the attention of the Personnel Director, who shall provide a recommended course of action to the department head. Eligible employees shall make written application for leaves of absence to the department head or oversight committee at least ten (10) days

prior to the desired starting date of leave, except in cases of illness, injury or bereavement.

(2) Employees requiring a leave of absence for medical reasons shall simultaneously use any sick leave accrual with any family medical leave entitlement, consistent with State and Federal laws and the County's Family Medical Leave Policy. Family Medical Leave entitlements shall start upon the date the employee begins sick leave for more than three (3) consecutive days, or three (3) days for the same qualifying condition.

(3) In the event of anticipated return to work from any type of leave on a date earlier than that date originally established, the employee shall notify the department head a minimum of five (5) working days in advance of the anticipated return. Requests for extension of leaves shall be made a minimum of five (5) working days prior to the expiration of the original leave. Should an employee overstay a leave, unless an extension is granted, or accept employment elsewhere during a leave, the employment shall be deemed to have terminated.

(4) Any unpaid leave of absence in excess of 60 calendar days shall advance the benefits anniversary date of the employee by the number of days in excess of 60, when such anniversary date is used in computing the length of time between step increments or for computing fringe benefits.

13.45 Personal Leave. (1) A personal leave of absence may be authorized for any reason not otherwise addressed by the County or may be utilized as an extension in conjunction with a specified leave of absence approved by the County. The employee must submit a written request for consideration by the department head specifying the reason for the request. The department head is authorized to approve a personal leave of absence for up to 30 days without pay, after the employee uses any paid entitlement for time off, such as vacation, compensatory time, executive and sick leave, if applicable. Employees requiring more than 30 days must request a leave of absence in writing to the oversight committee who shall forward their recommendation to the Personnel Committee. A leave of absence for personal reasons may not exceed six (6) months in any one (1) year and may be granted by the Personnel Committee to any full-time employee upon written

request of the employee. An employee electing to take a personal leave of absence must exhaust any vacation, compensatory time, executive and sick leave, if taking leave for medical reasons while on a personal leave of absence. Upon expiration of the leave of absence, the employee shall be reinstated to the position in which he or she was employed at the time the leave was granted or a position of comparable classification providing there is such a vacancy.

(2) After the employee exhausts any paid time off accruals, including vacation, compensatory time, executive and sick leave if appropriate, the leave of absence will be unpaid and benefit continuation is the responsibility of the employee. Employees being paid must continue to pay the employee portions for benefit continuation.

(3) Employees accrue benefits as if worked while on a paid leave.

13.46 Medical Leave. (1) Medical leave is provided to employees in accordance with the vacation, compensatory time, executive and sick leave procedures of the County, Federal and State family leave provisions and worker's compensation. A leave of absence may not exceed the accrued benefits or eligibility for entitlement. If upon expending all entitlement, the employee is unable to return to work, the employee, upon written request to the department head, accompanied by a physician's certification stating that the leave is necessitated by the disability of the employee, may be granted a personal leave of absence for a period not to exceed six (6) months in a 12 month period inclusive of previous time off for medical reasons. A physician's certificate may be required from time to time to substantiate the need for continuing a leave of absence. Employees on a medical leave of absence shall be entitled, upon expiration of such leave, to be reinstated to the position in which they were employed at the time the leave was granted. If one (1) employee elects to take time off under either the State or Federal Family Medical Leave Acts, the employee may not exceed the 12 weeks allowed under the Federal Family Medical Leave Act. The period of eligibility for use of either Family Medical Leave, State or Federal, is any 12 month period beginning on the first day on which medical leave is used.

(2) When on a paid leave of absence of any kind, the employee's benefits shall continue on a

prorated basis. If the employee elects to take a leave of absence under either Family Medical Leave Act option, health benefits shall be unaffected for a period not to exceed the duration of the authorized leave, up to twelve weeks. In either case, the employee must continue to pay the employee contribution towards health insurance as well as any other benefits he or she wishes to continue.

(3) Employees taking a leave of absence for medical purposes will simultaneously exhaust their Family Medical Leave entitlement.

13.47 Military Leave. (1) Except as herein provided, leaves of absence without pay shall automatically be granted to all employees who are called, volunteer or are on orders for military service, providing their application for re-employment is made within 90 days of discharge. Employees serving in the Reserve or National Guard shall be treated as volunteers for those periods when they are on orders, or called for training periods under 31 days.

(2) Employees shall not suffer any loss of their regular pay, excluding overtime which might have been earned, during attendance at military training periods not to exceed two (2) weeks in duration in a calendar year.

(3) No employees serving in the military shall suffer any loss of seniority for time lost due to attendance at any military training period or service when they return to work. Health insurance and other benefits shall continue uninterrupted for any period of military service less than 31 days in length. Reservists on military duty for any period longer than 31 days and up to 18 months may continue the health insurance provided by the County at their own expense. Upon returning to work with the County, the veteran shall be entitled to resume their health insurance coverage immediately with no waiting periods or exclusions for preexisting conditions.

(4) Employees who are called or volunteer for active military service shall be entitled to all the protections under the Uniformed Services Reemployment Rights Act (USERRA). Subsection 13:46(2) above shall not apply to persons called to active duty for purposes other than training.

13.48 Jury Duty Leave. Employees called for jury duty shall be entitled to receive pay

from the County for the actual period of such duty up to a maximum of two (2) weeks. Benefit accruals continue while in a paid status.

13.49 Bereavement Leave. (1) Employees shall be entitled up to three (3) days of bereavement leave in the event of the death of an employee's spouse, child, parent, brother, sister, stepparent or stepchild. Two (2) days of bereavement leave shall be allowed in the event of the death of an employee's mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandparent of spouse, or grandchild. This leave is separate from any benefit accruals and if additional leave time is required beyond that specified in this Section, such additional leave time may be taken and deducted from the employee's vacation, compensatory time or executive leave.

(2) Payment for such leave shall only be for days lost from the regular schedule of the employee.

(3) The employee may be required to furnish proof satisfactory to the County of the death and relationship to the deceased.

13.50 Pallbearer Leave. Any employee who performs the duties of a pallbearer or a member of a burial honor guard shall receive one (1) day off without loss of pay. This provision shall be limited to one (1) day per year per employee.

13.51 Sick Leave. (1) Regular full-time employees shall earn one (1) day of sick leave per month up to a maximum accumulation of 120 days. Part-time employees shall earn sick leave on a prorated basis. The sick leave earned by newly hired employees will become available to these employees at the completion of the six (6) month introductory period.

(2) Sick leave use shall begin on the first day of absence. Notice must be given to the County as soon as possible to the employee's normal starting time. Failure to notify the County may result in the loss of sick leave. The County reserves the right to require that any employee on sick leave be examined by a physician of its own choosing. The County shall pay the cost of such examination.

(3) All sick leave shall be subject to administration by the department head. Abuse of sick leave may subject the employee to discipline.

(4) Employees may be allowed to use up to three (3) consecutive days of sick leave for the care of an immediate family member who is ill and in need of such care. A department head may require a physician's statement for verification. Use of more than three (3) consecutive days of accumulated sick leave for immediate family illness must be approved by the department head, or in their absence, the Administrative Coordinator. Such sick leave use should be reported to the Personnel Department. Sick leave may also be utilized to attend medical and dental appointments.

(5) For disability or illness related to pregnancy, an employee shall be eligible to use sick leave for the period of actual physical disability only. The employee's physician shall certify the last day the employee can perform regular duties and shall give permission to return to regular duties as soon as possible.

(6) Persons who have unused sick leave and leave the County employ by any of the reasons listed below may convert sixty percent (60%) of accrued sick leave payable as provided in § 13.51(7) below.

(a) Retirement at age 55 or after if the employee qualifies for monthly annuity payments under the Wisconsin Retirement System.

(b) Retirement at age 50 if the employee is employed in a protective position as classified by the Wisconsin Retirement System and the employee qualifies for monthly annuity payments under the Wisconsin Retirement System.

(c) Disability due to illness, the degree of disability being the same as for Federal Social Security.

(7) Persons who leave the County's employ by retirement as provided in § 13.51(6) above, and having unused sick leave, may elect to receive the cash equivalent of the sick leave conversion privilege or apply it to continued health insurance coverage through the County Group Plan provided in this ordinance. This continued benefit, whether taken as health insurance or cash, is fully taxable in the year of retirement and will be reported to the IRS.

(8) Any accrual of over 120 days of sick leave shall go into a catastrophic sick leave account, accrued at the rate of one-half (½) a day a

month. Catastrophic sick leave is accrued in the event a severe illness necessitates the utilization of the employee's entire sick leave balance. When a sick leave account is completely exhausted, the employee may begin utilizing the sick leave accrued in their catastrophic sick leave account. When the employee is able to return to work and their sick leave balance is less than 120 days, the employee will return to accruing sick leave in full day increments to restore the sick leave account balance to the maximum of 120 days. With the balance reestablished to the maximum of 120 days, the sick leave accrual will return to one-half (½) day increments to add to the catastrophic sick leave account. In no event should catastrophic sick leave be paid out.

(9) Unused credit in case of death may be used by the spouse or dependent children to purchase County health insurance coverage only.

13.52 Wellness Day. Regular employees who do not use any sick leave in an anniversary year shall be credited with one (1) day off with pay to be taken upon notice to the employee's supervisor within the subsequent year. Any wellness day not used during the subsequent year will expire on the employee's benefit accrual date. New employees are not eligible to receive a wellness day until they have completed a full year of employment. Wellness day eligibility will be recorded and monitored by the Accounting Department. Regular part-time employees shall receive a prorated wellness day based upon actual hours compensated during the accrual year.

BENEFITS

13.53 Health Insurance. (1) Eligible employees, as defined in Section 13.53(6), shall be entitled to health insurance through the County's group health plan(s). Family plans shall be provided for employees requiring such coverage. The County will pay ninety-three percent (93%) of the premium for employee groups not participating in the Section 125 Plan and ninety percent (90%) for employees participating in the Section 125 Plan as provided in subsection (a) below.

(a) The County may continue to offer coverage under a standard policy or offer dual choice options at its discretion. The County's financial responsibility shall be limited to ninety

percent (90%) or ninety-three percent (93%) of the least expensive dual choice or standard policy option.

(b) Employees on a leave of absence may continue health insurance coverage at their own expense, except as otherwise provided.

(c) Persons who leave the County employ because of disability as defined in Federal Social Security regulations, may continue health insurance coverage at their own expense for a period not to exceed 29 months from the last full week of employment or until eligibility under Medicare or Medicaid is established, whichever date comes first.

(d) Health insurance coverage shall begin on the first day of the month following one (1) full calendar month of employment.

(2) In the event that two (2) individuals in the same household are employed by Sauk County and who could, under the rules of health insurance plan(s), qualify for coverage under one (1) family health insurance plan, the two (2) employees will be entitled to their choice of one (1) family plan or two (2) single health plans. In the event that employee should terminate his/her employment with the County for whatever reason, the remaining employee shall be entitled to convert to the family plan without:

- a. Loss of coverage.
- b. Proof of insurability.
- c. Medical underwriting.
- d. Incurring inclusions for preexisting

conditions for the employee and any member of the employee's family previously covered under a policy with Sauk County.

(3) It shall be the employee's responsibility to notify the Personnel Department of any change in family status for any medical insurance with

Sauk County. This shall include, but not be limited to, changing from family to single coverage. Such notification shall take place within 30 days of the change in family status. Failure to notify the County shall result in the employee assuming responsibility for the additional cost until proper notice is given. It shall also be the employee's responsibility to notify the Personnel Department of any change in family status due to marriage, divorce, death or change in the number of dependent children for health insurance coverage.

(4) The County may, from time to time, change health insurance carriers or self fund coverage. In the event that the County is contemplating a change in coverage, the bargaining groups will be notified of the proposed change and given the opportunity for input ten (10) days prior to the decision of the County Board.

(5) All disputes relating to insurance coverage are deemed as disputes between the employee and the insurance carrier and are not subject to any grievance provisions.

(6) Coverage by Employment Status:

(a) Employees hired before December 31, 1997 and eligible for benefits shall be eligible for benefits pursuant to paragraph one (1) of this article.

(b) Employees hired on or after January 1, 1998 shall be placed within one (1) of the following categories for health insurance benefits. Employees hired shall receive benefits according to the provisions of the categories their position has been assigned. The categories are assigned to positions by the County based upon the number of hours a position is normally expected to work in a two (2) week pay period illustrated by Figure 13-1.

HEALTH INSURANCE CATEGORIES		
CATEGORY	HOURS NORMALLY WORKED IN A PAY PERIOD	PERCENTAGE OF PREMIUM PAID BY THE COUNTY ON BASE PLAN *
CATEGORY 1 <input type="checkbox"/>	70 OR MORE HOURS	90%
CATEGORY 2	AT LEAST 60 HOURS BUT LESS THAN 70 HOURS	67.5%
CATEGORY 3	AT LEAST 38.75 HOURS BUT LESS THAN 60 HOURS	45%
CATEGORY 4	LESS THAN 38.75 HOURS	NOT ELIGIBLE TO

		PARTICIPATE IN COUNTY PROVIDED HEALTH PLAN
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Figure 13-1 * BASE PLAN. The Health Insurance Plan that is the least expensive of any dual choice offered.

(c) Placement of positions within categories is based upon the number of hours a position is normally expected to work within a two (2) week pay period or two (2) one (1) week pay periods. It is understood that actual hours may fluctuate based upon the needs of the County.

(d) The placement of a position within a category may be reviewed by the County, or shall be reviewed upon the request of an affected employee, once annually in October for proper placement within a category. An employee may not request review of his or her position until such employee has occupied the position for at least one (1) year.

1. An employee requesting a change in category must show that the annual average number of hours worked exceeded the highest annual number of hours worked for the current category. If the employee demonstrates that the number of hours worked exceeded the highest annual number of hours worked for the current category, the position category shall be moved to the next higher category unless the County can show that the increased hours were due to extraordinary circumstances, such as filling in for position vacancies or other emergency, and are not reasonably expected to occur in the upcoming year.

2. The County may adjust the position category downward after an October review if the position is reasonably expected to work a lower number of hours in the upcoming year so as to place it in a lower category.

3. Changes in position categories shall become effective with the deduction for January health insurance premiums due to impacts on Section 125 enrollments, budgetary concerns and other tax considerations.

(7) Persons remaining with the health insurance group through continued employment, or pursuant to 13.53 (1) (b) or (c), until age 62 may participate in the health insurance group.

13.54 Worker's Compensation. All job-related accidents and injuries shall be reported to the department head or designee immediately. Forms shall be completed and submitted within 24 hours to the Personnel Manager at the Health Care

Center or the Safety/Risk Manager. The Safety/Risk Manager will ensure the Personnel Department is advised of claims and kept current with claim status. In the event time is lost due to an on-the-job injury, compensation will be paid in accordance with the prevailing laws for the State of Wisconsin. An employee entitled to worker's compensation may elect to take as much accumulated sick leave, vacation, compensatory time or executive leave pay to equal full salary or wage. In no case shall aggregated benefits exceed regular salary or wage. Employees must continue to pay their regular portion of benefit contributions. Employees receiving worker's compensation shall continue to accrue benefits at the same level as if working.

13.55 Life Insurance. The County shall participate in the State Group Life Insurance Plan. Eligible employees shall pay their required premium in accordance with Wisconsin Statutes and rules of the Wisconsin Group Life Insurance Board.

13.56 Section 125 Plan. Eligible employees may participate in the Internal Revenue Code (I.R.C.) Section 125 Plan on a voluntary basis. Represented employees may participate in the Section 125 Plan if the bargaining group agrees to allow the County to change its health insurance contribution from ninety-three percent (93%) to ninety percent (90%) for health insurance. In the event the County ceases to offer the Section 125 Plan for any reason, the County will revert to the ninety-three percent (93%) contribution rate. Employees shall be given notice of annual enrollment opportunities and must sign a waiver of participation if they elect not to participate. Those employees participating must review their deductions annually and report any changes they wish to make. Any employee not withdrawing or making changes in the plan is considered under the law to have automatically renewed the previous year's deductions or contributions.

13.57 Deferred Compensation. All regular employees are eligible to participate in any deferred compensation plan offered through the County.

13.58 Longevity. (1) Regular employees will receive their first longevity bonus of sixty dollars (\$60.00) after completing three (3) continuous full years of County service. To be eligible, an employee must have completed the required number of years of employment prior to December 1st of the year in which payment is to be made. Subsequent longevity bonus payments shall be increased by twenty dollars (\$20.00) for each additional full year of employment.

(2) The longevity bonus shall be paid each year to eligible employees in a separate check on the payday on or after the 1st of December. Partial longevity bonus payments shall not be made to employees who terminate during the year, except to employees or their beneficiaries who terminate due to death or retirement.

(3) In order to qualify for longevity pay, the employee must have worked at least half-time equivalent of full-time hours.

(4) Former employees shall receive their first longevity bonus after completing three (3) continuous full years of County service after the date of rehire. To be eligible, an employee must have completed the required number of years of employment prior to December 1st of the year in which payment is to be made. Payment considerations shall be the same as with other employees with consideration given for previous employment with Sauk County.

(5) Employees with less than the full-time equivalent of hours worked shall receive prorated credit for longevity.

13.59 Retirement. (1) The County shall pay the employee's contribution to the Wisconsin Retirement Fund.

(2) A regular employee may receive retirement benefits subject to Wisconsin Retirement (WRS) rules.

13.60 Applicability of Benefits to Employee Classifications. The following figure summarizes benefits available to employees by classification.

BENEFITS <input type="checkbox"/>	REGULAR EMPLOYEE		TEMPORARY EMPLOYEE			
	FULL-TIME (F-T)	PART-TIME (P-T)	PROJ. POS. (PPE)	SEASONAL (S)	LIMITED TERM (LTE)	INTERN (I)
VACATION	YES	YES (1)	YES (1)	NO	NO	NO
HOLIDAYS <input type="checkbox"/>	YES	YES (1)	YES (1)	NO	NO	NO
BEREAVEMENT <input type="checkbox"/>	YES	YES (1)	YES (1)	NO	NO	NO
SICK LEAVE <input type="checkbox"/>	YES	YES (1)	YES (1)	NO	NO	NO
WELLNESS DAY <input type="checkbox"/>	YES	YES (1)	NO	NO	NO	NO
HEALTH INSURANCE	YES	YES (2)	YES (2)	NO	NO	NO
LIFE INSURANCE <input type="checkbox"/>	YES	YES (3)	YES (3)	YES (3)	YES (3)	YES (3)
SECTION 125 <input type="checkbox"/>	YES	YES (4)	YES (6)	NO	NO	NO
DEFERRED COMP <input type="checkbox"/>	YES	YES	YES (6)	NO	NO	NO
LONGEVITY <input type="checkbox"/>	YES	YES (1)	NO <input type="checkbox"/>	NO	NO	NO
RETIREMENT	YES	YES (3)	YES (3)	YES (3)	YES (3)	YES (3)
COMPENSATORY TIME	YES (5)	YES (5)	YES (5)	NO	NO	NO
WORKER'S COMPENSATION	YES	YES	YES	YES	YES	YES

Figure 13-2

KEY

- YES ENTITLED TO BENEFIT
 NO NOT ELIGIBLE FOR BENEFIT
 (1) PRORATED
 (2) VERIFY DATE OF HIRE AND HOURS FORECASTED TO BE WORKED IN A PAY PERIOD
 (3) IF THEY WERE A PREVIOUS PARTICIPANT IN WRS OR WORK OVER > 600 HOURS
 (4) IF ELIGIBLE FOR HEALTH INS AND AT THE REQUIRED 10% CO-PAY
 (5) IF THEY ARE AN HOURLY EMPLOYEE OR AN EXEMPT EMPLOYEE GRANTED OVERTIME PAY
 (6) IF POSITION IS OVER 1 YEAR IN LENGTH AND THEY ARE ELIGIBLE FOR HLTH INS/AT 10% CO-PAY

13.61 Inclement Weather. (1) Each employee accepts the responsibility for reporting to work at the regularly scheduled time regardless of prevailing weather conditions.

(2) Employees not reporting to work shall not be paid. Employees may use accrued vacation or compensatory time to minimize or avoid a loss of wages as a result of the absence. Employees may not use sick leave under inclement weather circumstances, unless the employee is sick. The County may ask for verification of illness.

13.62 Multiple Employment Within the County. Employees shall not hold more than one (1) County position, except as approved by the Personnel Committee.

13.63 Reference Checks. Unless delegated by the Personnel Director, no County employee shall reply to an official reference check request from a potential employer. Requests for reference checks should be forwarded to the Personnel Department and must be made in writing and include an authorization from the employee for the release of the requested information. In the event a reference check is not accompanied by an employee release, the Personnel Department shall provide the dates of employment, position held, and job location. This paragraph is not intended to prohibit employees from serving as personal references. Employment verification requests shall be referred to the Personnel Department and must include the same authorization requirements as listed above. Payroll and salary verification requests may be sent directly to the Accounting Department.

13.64 Drug Free Work Place. Sauk County is a drug free work place.

(1) Employees must report to the work place free of drugs, intoxicants, alcohol, narcotics or any other controlled substance. Employees may be disciplined, up to and including termination, for possession, consumption, not being free of or use of, any illegal drugs, drug paraphernalia, intoxicants, alcohol, narcotics or any other controlled substance, on or about County premises at any time.

(2) Because prescription medication can also affect an individual's demeanor and job performance, it is the employee's responsibility to notify his or her immediate supervisor if he or she is taking legal prescription drugs that may affect performance or ability to perform the position duties. Such prescription drugs must be given under medical supervision and may not interfere with the performance of job duties.

(3) Under certain circumstances, the County may require an employee to undergo a drug and/or alcohol test when the County has reasonable suspicion that the employee is in violation of this rule. A decision to send an employee for testing under reasonable suspicion must be verified by no less than two (2) employees having received training on signs of abuse. The employee will be referred to a certified collection site and the samples shall be sent to a certified testing laboratory for completion of the test.

(4) Depending on the seriousness and circumstances of the offense employees may be subject to disciplinary action and at the County's sole discretion, an employee who tests positive for drugs and/or alcohol may be referred to counseling, rehabilitation, or an employee assistance program (EAP). Refusal to cooperate in this program may result in discipline, up to and including termination.

(5) Commercial Drivers Licenses (CDL). Due to the number of employees holding commercial drivers licenses, the County has been mandated to comply with the Department of Transportation regulations for testing employees.

13.65 Smoke Free Work Place. Sauk County is a smoke free work place. Smoking is prohibited in any buildings or vehicles that are owned, leased or rented by Sauk County.

13.66 Alcohol Free Work Place. Sauk County is an alcohol free work place. Alcohol consumption and sale are prohibited in any building or vehicle owned, leased or rented by Sauk County.

13.67 Disabled Employee Parking. Disabled parking is available at all Sauk County facilities. Any employee having a need for designated parking due to a disability, whether permanent or temporary, should notify the

Personnel Department to request consideration for disabled parking.

13.68 Outside Employment. It is the expectation of Sauk County that employees be available and report to work for their scheduled work hours. It is also the expectation of Sauk County that employees subject to on-call hours will be available when called in and that they report to work. When a conflict arises and the employee is unavailable, he or she may be subject to disciplinary action, up to termination. Employees should notify their department heads of outside employment.

13.69 Safety. It is the employee's responsibility to comply with all safety requirements set forth by the County or its departments. Specific safety policies are set forth in the Sauk County Safety Manual and are administered by the Safety/Risk Manager.

13.70 Effective Date. This ordinance shall be effective May 19, 1999.

Amended by the Sauk County Board of Supervisors on January 16, 2001 - Ordinance No. 284-01. Amended by the Sauk County Board of Supervisors on February 20, 2001 - Ordinance Nos. 304-01 and 305-01. Amended by the Sauk County Board of Supervisors on January 17, 2006 – Ordinance No. 155-05.