

CHAPTER 13

PERSONNEL ORDINANCE

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SUBCHAPTER I

GENERAL PROVISIONS

13.001 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 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, ancestry, national origin, sex, sexual orientation, age (40 and up), marital status, military status, arrest or conviction records, disability or any other protected category under applicable law; 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) Nothing contained in this ordinance is intended to diminish an employee's rights under Federal or State law or regulation.

13.002 Definitions. For the purposes of this chapter, certain words and terms are defined as follows:

(1) "Allocation" means the assignment of a position to a class.

(2) "Appointee" means a prospective employee assigned to a position.

(3) "Anniversary date" means the annual anniversary of your most recent date of hire by the county.

(4) "Bargaining group" means a collective bargaining unit representing a defined group of employees.

(5) "Benefit accrual date" means the original 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" means 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" means one or more positions that are sufficiently alike in duties and responsibilities to warrant using the same title, similar qualifications, selection procedure and pay range to one or more positions that share similar duties and responsibilities.

(8) "Compensatory time" means 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.

(9) "Continuous service" means uninterrupted length of continuous employment.

(10) "Contract" means the terms of employment negotiated with the various bargaining groups.

(11) "Date of hire" means the original date that the employee was first hired by the county.

(12) "Date in position" means the date in current position or job classification.

(13) "Demotion" means the assignment of an employee from one class to another class with a lower pay range.

(14) "Department head" means the employee responsible for the overall operation of a department who reports directly to Administrator ~~orive Coordinator~~ or the oversight committee.

(15) "Disciplinary action" means the action taken to discipline an employee, which may include any action ranging from a verbal reprimand up to and including termination. Disciplinary action need not be progressive.

(16) "Elected officials" means those individuals elected to their positions by the citizens of Sauk County and covered by the statutes as far as duties, responsibilities, and rights.

(17) "Eligibility list" means a list of persons eligible to fill positions in a particular job classification.

(18) "Employment-at-will" means the right of the employee or the County to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law.

(19) "Exempt employee" means an employee not eligible for overtime because the position meets the criteria defined by the Fair Labor Standards Act (FLSA) for exempt status.

(20) “Extended family” means those familial relations other than identified in the definition of immediate family.

(21) “Executive leave” means 3 days per year granted in conformance with this ordinance to employees not otherwise eligible for compensatory time.

(22) “Health Plans” means individual options offered within a policy.

(23) “Health Policy” means the legal agreement of an insurance contract.

(24) “Grievance” means a dispute between an employee or employees and the county regarding the interpretation and application of this ordinance or a collective bargaining agreement.

(25) “Immediate family” unless otherwise specified means any child, spouse or parent of the employee.

(26) “Intern and internship” mean 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.

(27) “Introductory period” means a trial period in which an employee is required to demonstrate their capability for employment. Introductory period may be referred to as probationary period within various bargaining unit contracts.

(28) “Job description” means 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.

(29) “Layoff” means a situation where an employee or employees are released from service.

(30) “Leadworker” means an employee assigned to consistently perform duties beyond their normal job description and may serve as a resource to staff based on their expertise.

(31) “Leave of absence” means authorized time off.

(32) “Limited term employee (LTE)” means persons employed on a temporary basis for

approximately 600 hours, but no more than 1200 hours or 6 months of employment.

(33) “Longevity” means years of continuous service with the county.

(34) “Market adjustment” means an adjustment made to compensation to provide equity with comparable positions, or to be competitive with the labor market.

(35) “Nonexempt employee” means employees meeting the criteria defined by the Fair Labor Standards Act (FLSA) to be eligible for overtime.

(36) “Non-represented employees” means persons employed by Sauk County who are not represented by a bargaining group.

(37) “Out-of-class-pay” means temporary pay adjustment for employees moved into positions of higher responsibility and pay.

(38) “Overtime” means hours worked by eligible employees in excess of the established work week or work period.

(39) “Overtime pay” means payment incentive for hours worked in excess of the established work week or work period. Employee is compensated at a rate of 1½ of their regular pay.

(40) “Oversight committee” means the board, committee board, or commission designated to oversee a particular department.

(41) “Pay range” means the minimum through maximum rates of pay established for each band.

(42) “Performance appraisal” means a written instrument that documents the performance of an employee.

(43) “Position description” means the same as job description as defined in this chapter.

(44) “Probationary period” means the same as introductory period as defined in this chapter.

(45) “Promotion” means the assignment of an employee from one class to another class with a higher pay grade.

(46) “Reclassification” means the reassignment of a position from one classification to another classification to recognize a significant change in the duties and responsibilities.

(47) “Seniority date” means date of hire with the county, unless adjusted for leave of absence or transfers between bargaining groups.

(48) “Sick leave” means earned paid leave granted to eligible employees for absences related to illness, injury or other health related matters.

(49) “Step increment” means increase in wages with a specific pay band.

(50) “Supervisor” means the person responsible for the assignment, direction, and evaluation of the work of another employee.

(51) “Termination” means the removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, ~~resignation, retirement, or death.~~

(52) “Transfer” means the assignment of an employee from one position to another in the same class or to a class with the same pay range.

(53) “Vacant position audit” means review of a position to determine if it is still necessary.

(54) “Vacation day” means time off determined by the number of hours customarily worked by an employee in the service of the county in a normal 24-hour day.

(55) “Work day” means the established hours an employee is required to work each day.

(56) “Work period” means the established unit of time used to determine overtime eligibility.

(57) “Work rules” means any departmental or county regulation that is job related.

13.003 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 Sauk County Board.

(2) Elected county officials except where expressly applicable.

(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.

13.004 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 human resources director shall prepare draft personnel policies. Draft policies shall be circulated to the administrator ~~ive~~ ~~coordinator~~, corporation counsel, and finance director prior to the personnel committee’s consideration of these policies for the submission of written comments and recommendations.

(2) The human resources director shall consider the comments and recommendations submitted and incorporate those changes if the human resources director deems them appropriate. Where the human resources director deems a recommended change inappropriate, the human resources director shall present the written comments and recommendations to the personnel committee, which shall make the final decision.

13.005 Supervisory responsibility. It is the responsibility of every employee holding a supervisory position to administer these policies as directed consistent with State and Federal laws. ~~in a fair and impartial manner.~~

13.006 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.

13.007 Employee handbook. In addition to the personnel ordinance, the county shall create and maintain an employee handbook policies and procedures 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.

13.008 Role of the personnel department. All personnel activities and issues, unless otherwise requested or directed by the human resources director, the personnel committee or the county board will be conducted through the personnel department or personnel office at the health care center. The human resources director and members of the personnel department, including those individuals working at the health care center, and the corporation counsel or the corporation counsel's 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 human resources director. All applications for employment shall be accepted and processed through the personnel department.

(2) Unless otherwise directed by the county board, the human resources 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.

13.009 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, ~~terminated~~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 as determined by the County.

(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 measures ~~as are reasonable~~ to comply with the mandated obligations of the county.

13.010 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.

13.011 Nondiscrimination. In the interpretation and implementation of this ordinance all applicants and employees shall be treated without regard to political affiliation, race, color, creed, ancestry, national origin, age, disability, sex, marital status, sexual orientation, age, disability or any other protected category under applicable law, and with proper regard for their rights as citizens.

13.012 Americans with Disabilities Act (ADA). Any employee who is a qualified individual with a disability as covered by the Americans with Disabilities Act (ADA), as amended, or applicable state or local disability law, 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 or other applicable disability law, including, but not limited to, modified work schedules, reassignment to a vacant position within the county work force, 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/job-related responsibilities of the job. No accommodation made under this paragraph shall be deemed an amendment or breach of this ordinance.

13.013 Respectful workplace. 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 race, color, creed, ancestry, national origin, age, disability, sex, marital status, sexual orientation 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 human resources director. Any supervisor or manager

who becomes aware of possible sexual or other unlawful harassment shall promptly advise the human resources director or ~~administrative coordinator~~administrator. Anyone engaging in sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment. Retaliation for reporting harassment or participating in investigation of reported harassment is also strictly prohibited and may result in disciplinary action, up to and including termination of employment.

SUBCHAPTER II

EMPLOYEE GRIEVANCE PROCEDURE

13.014 Grievances. The personnel committee is directed to establish a grievance procedure pursuant to Sauk Co. Code § 13.004 that complies with Wis. Stat. § 66.0509. This procedure may be amended from time to time by the personnel committee utilizing the procedures contained in Sauk Co. Code § 13.004.

SUBCHAPTER III

CLASSIFICATION PLAN

13.015 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.

13.016 Market adjustments. If substantial evidence exists of high turnover rates, failed

searches, difficult to recruit for positions, or non-competitiveness with the labor market, it may be necessary to modify compensation with a market adjustment, left to the sole discretion of the County. Market adjustment requests shall be supported by sound market analysis and proposed by a department. Documentation for market adjustments shall include any specific triggering event(s). Salary increases shall be determined by the level of individual responsibilities, performance and market conditions. The Personnel Committee may approve a market adjustment request provided there is evidence to support the adjustment in compensation through market analysis. Departments and personnel department staff will coordinate an appropriate market analysis to determine if a market adjustment is warranted and the appropriate pay band or step range of any salary increase. Market adjustments are not intended to address inflation or cost of living increases and shall not be proposed more than once per calendar year. Approved market adjustments shall be allocated the next pay period following approval by the personnel committee, or incorporated for inclusion into the departmental budget for the following year.

13.017 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 human resources director or designee, 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. Certain computer positions may also be exempt. 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 at least four hours 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 in accordance with state and federal law, for all hours worked beyond the established work period.

(2) REPRESENTATION. Employees are further classified within Sauk County as represented or non-represented. 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 and 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 an 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. Department heads may have the ability to extend an offer of employment at the end of the contract period.

2. Limited term employees are employed on a temporary basis for less than ~~600 hours, and no more than~~ 1200 hours and less than 6 months due to unforeseen circumstances or needs of a department. Upon request from a department head, the human resources director may authorize LTEs

for a period not to exceed ~~63~~ months, as may be required by vacations, sickness, special projects, leaves of absence, or emergencies, provided appropriated funds are available for this purpose and provided the position is a duly authorized and created position. Any LTE request over ~~63~~ 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 human resources 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 human resources director. Departments shall budget for interns where the county provides compensation.

13.018 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.

13.019 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~~ administrator at the beginning of the annual budget process. All position requests shall be accompanied by the appropriate forms designated by the personnel department. Other documentation may be necessary as required herein.

~~(a) Upon review by the human resources director, finance director, 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 personnel and finance committees will meet jointly to consider the request.~~

1. The ~~personnel and finance committee shall convene jointly~~ administrator, human resources director, and finance director shall ~~for the purpose of~~ reviewing and make a determination on any approving new position and reclassification requests submitted as part of the annual budget process.

2. All new position requests shall include the appropriate paperwork including the completed request forms, position questionnaire, position description, fiscal note approved by the finance director's office, and a resolution for submission to the county board.

~~3(a)~~ The department head, in coordination with the personnel department, shall complete a position questionnaire which shall be reviewed by the human resources director, or designee.

~~(b)4.~~ In the event ~~the position review committee it is determined~~ determines that a need for the new position exists and that funding is available, the resolution shall be forwarded to the county board. The county board shall consider the recommendation at its discretion.

~~(c.)~~ Once funding is no longer available for a position the position shall be eliminated.

~~(34)~~ 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 human resources director. The request shall include all of the information as

required in 13.019(3)(b)2. Other information may be required in the approval process as deemed necessary.

(b) Upon review by the human resources director, finance director, and administrator ~~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 recommend allocation from the unencumbered balance of the contingency fund an amount equal to the total cost of the position or make other necessary budget adjustments in accordance with Wis. Stat. § 65.90(5)(b).

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. The resolution shall require a simple majority vote of the county board to be adopted,

unless statutory requirements mandate a larger majority of the board.

(45) Any position created within the budget cycle shall be effective no earlier than 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.

(56) 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.

13.020 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 or 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 ~~administrator~~ ~~finance committee~~. In situations where one or more of the following circumstances exist, the procedures set forth in sub. (5) shall be observed:

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

(2) Significant change of duties or responsibilities of any existing position that may require the reallocation of the 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 human resources director.

Reclassifications of this type shall be effective no sooner than the first day of the next fiscal year.

This action shall change an employee's date in position. Retroactive adjustment shall be by recommendation of the human resources director to the administrator and shall be at the discretion of the administrator.

(b) Logical and gradual change of 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 ~~July~~ January 1 preceding the reclassification request so that it is clear that the changes that exist shall remain as part of the essential duties of position. Reclassifications of this type shall be effective no sooner than the first day of the next fiscal year. This action shall not change an employee's date in position. Retroactive adjustment shall be by recommendation of the human resources director to the administrator and shall be at the discretion of the administrator.

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

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

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

(5) Reclassification procedures are as follows:

(a) Department heads shall report the significant facts relating to changes in the classification plan to the oversight committee. The employee and the department head shall complete a revised position description questionnaire which shall include a statement identifying those duties that have changed and shall be reviewed by the administrator ~~or~~ ive coordinator, finance director, and human resources director. The human resources director shall review and analyze the questionnaire. Upon completion of the review, the position questionnaire and any recommendation regarding the position shall be forwarded to the personnel and committees for further consideration.

(b) The personnel committee may conduct an inquiry into the classification of any position upon its own initiative and shall conduct an inquiry upon request of a department head, the human resources director, or written request of any employee, not more than once per year and normally in conjunction with the annual performance appraisal. A position shall not be re-

evaluated more than once in any 12-month period without authorization of the administrator ~~or~~ ive coordinator.

(c) No change in the compensation plan may be requested until the classification plan change has been approved 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 upon final approval of the County Board, and shall be effective on the first day of the next fiscal year. This action shall change an employee's date in position. Retroactive adjustment shall be by recommendation of the human resources director to the personnel committee and shall be at the discretion of the personnel committee.

SUBCHAPTER IV

COMPENSATION PLAN

13.021 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 bands 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, education, 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) Employees shall have the opportunity to move through the steps of their pay band 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 in the pay period of the employee's anniversary date in the position.

(4) An employee promoted or reclassified to a position in a higher pay band shall be placed at the step in the employee's new pay band that provides an increase, up to one additional step within the respective pay band.

(5) The compensation plan consists of multiple pay bands. Each pay band has multiple steps. Steps 1 through 3 shall be considered the market rate. Each year, the ~~administrator~~~~personnel committee~~ shall review market conditions, labor settlements and other relevant compensation information. Based upon review and discussion, the ~~personnel committee~~~~administrator~~ shall recommend to the county board any adjustments that should be made to the compensation plan.

(6) Each position shall be analyzed by the human resources 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 pay bands. Pay bands will be established by the county board for each position band in accordance with applicable criteria. The personnel committee will review the salary bands annually and recommend to the county board any changes in the salary bands that appear necessary after consideration of the appropriate criteria. Under certain circumstances, the personnel committee may make recommendations in the hours of work, accrual, and use of vacation and holiday time, and other fringe benefits and nonwage items, applicable to employees in such departments to the county board.

13.022 Step progression. Employees covered under a bargaining contract shall move through the negotiated wage schedule pursuant to contract provisions. Employees shall move through the appropriate wage schedule as follows: at an interval equivalent to 12 months of 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 band, providing the employee meets the established criteria. All employees must be evaluated by their immediate supervisor at least once per year on or about the anniversary date of the employee's current job. Criteria upon which employees are evaluated include, but are not limited to, accuracy, quality of work, dependability, adaptability, job knowledge, judgement, initiative, interpersonal skills, attitude and attendance. Evaluations become a permanent record in an employee's personnel file and are considered for wage increases, promotions, transfers, disciplinary action and workforce reductions. An employee who receives an average evaluation, a less than satisfactory evaluation, or is deficient in a major area of job performance will not be eligible for a wage increase. 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 Steps 1 through Step 5 shall be predicated on the employee achieving an overall performance appraisal of "Meets Expectations" ~~or above~~ in at least ~~50%~~7 of the key performance factors listed on the performance appraisal form. Advancement requires the approval of the department head and the administrative review of the human resources director, or designee.

(2) Advancement to Steps 6 and above shall be predicated on the employee achieving an overall performance appraisal of "~~Highly Effective Exceeds Expectations~~" ~~or above~~ in at

least ~~40%~~ of the 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 requires the approval and signatures of the department head and the administrative review of the human resources director, or designee.

(3) An employee that ~~receives three or more "Below Expectations" in any of the categories does not meet the standards outlined in (1) or (2) in this section~~ shall not be eligible for a step increase.

13.023 Out-of-class pay and leadworker assignments. (1) OUT OF CLASS PAY ASSIGNMENTS. Occasionally, there may be a need to place an employee in a position of higher responsibility and pay for a temporary period of time, not less than two weeks in duration. 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 human resources 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. The request should be presented to the human resources director who shall have authority to authorize temporary out-of-class pay for a period up to 6 months in duration. Out-of-class pay for periods longer than 6 months shall require personnel committee approval. Should there be a disagreement between the requester and the human resources director; the matter shall be decided by the personnel committee.

(2) LEADWORKER ASSIGNMENTS. Leadworkers are assigned to regularly and consistently perform duties beyond their normal job description and may serve as a resource to staff based on their expertise. Employees selected by the department head to serve as a leadworker shall receive an additional \$1.00 per hour above current rate of pay. Leadworker assignments are at the discretion of the department head and separate from out of class pay. Leadworker assignments

shall not exceed one year in duration without a classification review of the position by the department.

13.024 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. Working unauthorized overtime may result in discipline, up to and including termination.

(3) Nonexempt employees required to work ~~overtime in excess of their regularly defined work period as defined in 13.024(4)~~ shall be compensated at 1.5 times the employee's regular rate of pay exclusive of benefit time (sick, vacation, holiday). In lieu of overtime pay, employees may accrue compensatory time at 1.5 times the hours worked.

(4) Exempt employees, which includes all salaried personnel classified as exempt, 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 additional compensation.

(5) Any change in an established work period ~~as identified below~~ will require approval of the personnel committee. (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, parks and highway, and shall have a one-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-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 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 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.~~

~~(65)~~ Nonexempt employees and exempt employees granted the overtime exception may be entitled to shift differential where authorized in accordance with Section 13.004 and approved by the county board.

13.025 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 1.5 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 1.5 the regular rate of pay.

(3) Those employees eligible to accrue compensatory time are authorized to accrue up to a maximum of 40 hours. Exceptions to the 40-hour maximum accrual may be made for those departments with exceptionally heavy seasonal workloads.

Employees granted an exception to the 40-hour maximum accrual shall utilize all earned comp time above the 40-hour cap within 6 months from when it was earned.

(4) 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 at time of termination, resignation, or retirement.

(5) Compensatory time shall not be accumulated from the end of the pay period of the next-to-last check date in December through the end of the year. Compensatory time can be

accumulated again upon the new year. In lieu of compensatory time for the above referenced time period, employees shall receive overtime pay in accordance with 13.024.

~~(65)~~ All unused compensatory time shall be paid out annually by the last paycheck in December.

13.026 Annual salary review. The personnel ~~department~~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 ~~administrator~~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.

SUBCHAPTER V

HIRING AND TERMINATION

13.027 Hiring wage rate and vacation benefit. New employees may normally be hired at Step 1 of the pay band 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 human resources director or the administrator~~ive coordinator~~ may authorize a starting salary up to Step 7. The personnel committee shall approve any salary for newly hired employees above Step 7. For non-represented employees, the human resources director or the administrator~~ive 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

public sector or non-profit employer. Such credit shall be granted only at the time of hire.

13.028 Filling position vacancies. When a vacancy exists or is anticipated in an existing position or classification, the department head in conjunction with the human resources 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 human resources director shall fill the position. In the case of those positions that the department head and the human resources director believe are no longer required, or upon disagreement over the disposition of the position, the matter will be brought to the administrator. If a discrepancy or disagreement still exists, the matter will be brought to the personnel committee who shall make the final determination. ~~personnel committee.~~ Vacancies shall be filled as follows:

(1) Advertisements, forms or other sources of public notice may be used at the discretion of the human resources director, or designee. Public announcements of vacancies may include at least the following information:

- (a) Classification and position title.
- (b) Department where the position vacancy exists.
- (c) Salary range.
- (d) Benefit summary.
- (e) Minimum qualifications and requirements of the position.
- (f) Application deadline.
- (g) EEO statement; drug free, alcohol free, and smoke free workplace statement.

(2) All applications for employment shall be on the recruitment system 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 Wisconsin 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 or more of the following as deemed appropriate by the human resources 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 2 or more members selected from the following:

- (a) Oversight committee member.
- (b) Department head or designee.
- (c) Personnel committee member.
- (d) Employees of the personnel department.
- (e) ~~Administrator~~ ive 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 of the Sauk County Code of Ordinances, the ~~administrator~~ ive 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 5 provided 5 or more qualified individuals have applied.~~

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

(7) The selection committee shall conduct oral evaluation interviews and shall certify up to the top 3 applicants, provided 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 3 qualified applicants remain available to fill a vacancy in the same classification during the 12-month period, the department head may request that the formal selection process be reinitiated.

At the request of the department head, the selection committee may certify more than 3 provided that all certified applicants meet the minimum qualifications. The human resources director, or designee, 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 the applicant's 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 that includes the individual's proposed start date.

(12) Exceptions to this process are outlined in ss. 13.031 Promotions and 13.032 Transfers.

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

13.029 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.

13.030 Introductory period. Newly hired, promoted, demoted, or transferred employees shall serve an introductory period of a minimum of 6 months' duration, with the exception of sheriff's department employees and department heads, who shall serve an introductory period of at least one 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. Upon successful completion of the introductory period, benefit accruals shall be made available to newly hired employees. Movement within the pay bands 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 pay band.

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

(2) During the introductory period, the employee may be terminated~~discharged~~ by written notification from the department head in consultation with the human resources director. Such termination~~discharge~~ shall be without recourse to the grievance procedure. Department head terminations are within the discretion of the administrator~~ive—coordinator~~, subject to any applicable state and federal laws.—

(3) An employee's introductory period may be extended for a maximum of 3 months on a one-time basis by recommendation of the department head to the human resources director.

(4) Introductory employees shall have their introductory period extended if they are absent from work for any reason for more than 3 days during their introductory period. Department heads shall inform the personnel department of the need for any adjustments.

(5) Nothing in this section is intended to modify the at-will employment status of any at-will employee.

13.031 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 pay band and step that provides an increase in wage or salary as a result of a promotion. When considering an internal promotion, the department head has the authority to recommend up to 3 steps from placement with approval from the human resources director or ~~administrative coordinator~~. 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 the employee's former status for which they are qualified. If unable to do so, the employee shall be terminated.

(2) 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.

13.032 Transfers. The county may transfer employees from any position to any equivalent position at its own discretion. Individuals desiring transfer from one 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 the employee's 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.

13.033 Demotions. A demotion is an assignment of an employee from one job classification to another job classification with a lower maximum wage or salary. A demotion can be either disciplinary or non-disciplinary. A department head shall document reasons and provide rationale for both a disciplinary and non-disciplinary demotion. An employee receiving a non-disciplinary demotion shall receive the highest wage or salary allowed that is equal to, or closest to the step of the pay band of the employee's wage or salary prior to the demotion. The Personnel Committee shall review the department head reasons and rationale for each non-disciplinary demotion for sufficiency and approve or deny the demotion.

13.034 Termination of employment. (1) An employee voluntarily ~~ending/terminating~~ employment ~~with the county~~ shall give at least 2 weeks written notice to the department head stating the last day of employment. Department heads and other professional positions as outlined in the Employment Handbook shall provide ~~30 days~~⁴ weeks notice. Such notice shall be exclusive of any accrued benefit or vacation time due. Employees who ~~voluntarily end/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 100 percent 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 human resources director before the termination can be implemented.

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

PERFORMANCE APPRAISALS

13.035 Annual 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 their work performance reviewed at least annually by the employee's 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) Individuals 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 for all individuals conducting performance appraisals.

13.036 Unsatisfactory performance. Employees who receive 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 s. 13.022 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.

13.037 Appeals. Any employee may request to appeal a performance appraisal. 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. Appeals shall be submitted to the personnel department within 10 working days after the appraisal has been signed by the employee. The personnel department shall respond within 10 working days.

SUBCHAPTER VII

EXCUSED ABSENCES

13.038 Vacations. (1) 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 for regular employees shall be earned ~~determined on the basis of~~ based on the length of continuous service of each employee ~~as of their vacation accrual date~~ and the hours compensated in the previous accrual period ~~year~~. Regular part-time 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) Nonexempt employees and exempt employees granted an exception for overtime pay ~~are entitled~~ shall earn vacation on the employee's

anniversary date and accrue based on the hours compensated in the previous year. The amount of vacation earned to vacation is as follows:

<u>After completing the following length of service:</u>	<u>Employee shall accrue:</u>
<u>6 months</u>	<u>5 days</u>
<u>1 year</u>	<u>5 days</u>
<u>2 years</u>	<u>10 days</u>
<u>3 years</u>	<u>10 days</u>
<u>4 years</u>	<u>10 days</u>
<u>5 years</u>	<u>10 days</u>
<u>6 years</u>	<u>15 days</u>
<u>7 years</u>	<u>16 days</u>
<u>8 years</u>	<u>17 days</u>
<u>9 years</u>	<u>18 days</u>
<u>10 years</u>	<u>19 days</u>
<u>11 years</u>	<u>20 days</u>
<u>12 years</u>	<u>20 days</u>
<u>13 years</u>	<u>20 days</u>
<u>14 years</u>	<u>20 days</u>
<u>15 years</u>	<u>20 days</u>
<u>16 years</u>	<u>20 days</u>
<u>17 years</u>	<u>20 days</u>
<u>18 years</u>	<u>20 days</u>
<u>19 years</u>	<u>20 days</u>
<u>20 years</u>	<u>20 days</u>
<u>21 years</u>	<u>20 days</u>
<u>22 years and thereafter</u>	<u>24 days</u>

- ~~1. Employees shall be entitled to one week of vacation after 6 months of service. Employees shall be entitled to one 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 2 weeks shall be made available on the benefit accrual date of the 2nd year of service and each year thereafter up to and including the 5th year of service.~~
- ~~3. Employees in the 6th year of service shall receive 3 weeks of vacation on their benefit accrual date.~~
- ~~4. The employee shall be eligible for one additional day of vacation per year from year 7~~

~~through year 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.~~

(b) Exempt employees, excluding those exempt employees granted overtime pay exception, shall earn vacation on the first paycheck of the month and accrue based on the hours compensated in the current and previous pay period. The amount of vacation earned is as follows:

~~shall have the following vacation schedule:~~

<u>After completion of:</u>	<u>Employee shall accrue:</u>
<u>1 month</u>	<u>1 day per month</u>
<u>6 calendar years</u>	<u>1.5 days per month</u>
<u>13 calendar years</u>	<u>2 days per month</u>

~~Exempt employees shall be entitled to earn one 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 1.5 days of vacation per month in their 6th through 12th year of service.~~

~~3. Exempt employees shall be entitled to 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. Vacation accruals are computed on all hours compensated. In no case shall vacation earned exceed the maximum annual authorized vacation accrual.~~

(3) Employees may accrue up to 24 days of vacation. No additional vacation may be earned until the accrual drops below the 24-day maximum.

~~(4)6.~~ Vacation schedules are subject to the advance approval of the department head in accordance with departmental policies. Department heads shall ensure the administrator~~ive coordinator~~ are aware of their vacation schedules.

13.039 Executive leave. Exempt employees, excluding those exempt employees granted overtime pay exception, shall receive 3 days of executive leave per year on their anniversary accrual date. The benefit shall be 3 days per anniversary year. Executive hours earned will be prorated based on actual hours compensated in the prior year. Unused executive leave expires on the employee's next anniversary date.

13.040 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 prorations. Part-time employees shall receive prorated holiday pay.

(2) Employees and those exempt employees granted overtime pay exception required to work on a holiday shall receive 1.5 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.

(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 or New Year's Eve falls on a Sunday, the holiday will be observed on the preceding Friday.

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

New Year's Day
 Martin Luther King Jr.
 Friday before Easter
 Memorial Day
 Fourth of July
 Labor Day
 Thanksgiving Day

Friday following Thanksgiving
 Christmas Eve
 Christmas Day
 New Year's Eve

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.

13.041 Leave of absence. An employee may not exceed 6 months in any 12-month period on a leave of absence, unless otherwise required by law. 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 3 days during the introductory period; this time off shall be without pay and absences totaling 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 3 or more days shall be brought to the attention of the human resources 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 at least 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 3 consecutive days, 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 5 working days in advance of the anticipated return. Requests for extension of leaves shall be made a minimum of 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 that anniversary date is used in computing the length of time between step increments or for computing fringe benefits.

(5) 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. A leave of absence for personal reasons may not exceed 6 months in any one year. Upon expiration of the leave of absence, the employee shall be reinstated to the position in which the employee was employed at the time the leave was granted or a position of comparable classification providing there is a vacancy of comparable classification.

(6) Benefit continuation is the responsibility of the employee. Employees in paid status must continue to pay the employee portions for benefit continuation.

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

13.042 Bereavement leave. (1) Employees shall be entitled to up to 3 days of bereavement leave in the event of the death of an employee's spouse, child, parent, brother, sister, stepparent,

stepchild, 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, the additional leave time may be taken and deducted from the employee's vacation, compensatory time, or executive leave.

(2) Payment for bereavement 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.

13.043 Pallbearer leave. Any employee who performs the duties of a pallbearer or a member of a burial honor guard shall receive one day off without loss of pay. This provision shall be limited to one day per year, per employee.

13.044 Sick leave. (1) Regular, full-time employees shall earn one 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 for use to these employees upon accrual.

(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 the county's 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 3 consecutive days of sick leave for the care of an immediate family member who is ill and in need of care. A department head may require a physician's statement for verification. Use of more than 3 consecutive days of accumulated sick leave for immediate family illness must be approved by the department head, or in their absence, the administrator ~~or~~ ~~ive~~ ~~co~~ ~~ordi~~ ~~nator~~. Use of more than 3 consecutive days of accumulated sick leave for

immediate family illness should be reported to the personnel department in accordance with the provisions of the Family Medical Leave Act. Sick leave may also be utilized to attend medical and dental appointments.

(5) Persons who have unused sick leave and leave the county employ by any of the reasons listed below may convert 60 percent of accrued sick leave payable as provided in s. 13.044(6) below.

(a) Retirement at eligibility age 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.

(6) Persons who leave the county's employ by retirement as provided in s. 13.044(5) 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 taxable in the year of retirement and will be reported to the IRS.

(7) Any accrual of over 120 days of sick leave shall go into a catastrophic sick leave account, accrued at the rate of one-half of the hours accrued in excess of 120 days. 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. In no event shall catastrophic sick leave be paid out.

(8) Unused sick leave credit in the case of death may be used by the spouse or dependent children for purchase of county health insurance coverage only at the conversion rate of 100%.

SUBCHAPTER VIII

BENEFITS

13.045 Health insurance. (1) Eligible employees, as defined in s. 13.045(6), shall be entitled to health insurance through the county's group health plans. Family plans shall be provided for employees requiring family coverage.

(a) The county may continue to offer coverage options at its discretion. The county's financial responsibility shall be limited to 88 percent of the least expensive plan option for single or family coverage.

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

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

(2) In the event that 2 individuals in the same household are employed by Sauk County and who could, under the rules of health insurance plans, qualify for coverage under one family health insurance plan, the 2 employees will be entitled to their choice of one family plan or 2 single health plans. In the event that one of the 2 employees should terminate employment with the county for whatever reason, the remaining employee shall be entitled to convert to the family plan.

(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 changing from family to single coverage. This 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 change health insurance carriers or self-fund coverage.

(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 or complaint provisions.

(6) **COVERAGE BY EMPLOYMENT STATUS.** Employees 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 2-week

pay period illustrated by Figure 13-1 in accordance with the Affordable Care Act.

HEALTH INSURANCE CATEGORIES		
CATEGORY	HOURS NORMALLY WORKED IN A PAY PERIOD	PERCENTAGE OF PREMIUM PAID BY THE COUNTY ON BASE PLAN *
CATEGORY 1	60 OR MORE HOURS	88%
CATEGORY 2	AT LEAST 40 HOURS BUT LESS THAN 60 HOURS	67.5%
CATEGORY 3	LESS THAN 40 HOURS	NOT ELIGIBLE TO PARTICIPATE IN THE HEALTH PLAN

(7) Persons remaining with the health insurance group through continued employment, or pursuant to s. 13.045(1)(b) or (c), until age 62 may participate in the health insurance group.

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.

13.046 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. 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.

13.049 Deferred compensation. All regular employees are eligible to participate in any deferred compensation plan offered.

13.047 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.

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

(2) The longevity bonus shall be paid each year to eligible employees on the payday on or after the 1st of November. 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.

13.048 Flexible spending. Eligible employees may participate in the Internal Revenue Code (I.R.C.) Section 125 Plan on a voluntary basis. 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

(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 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.

13.051 Retirement. (1) Sauk County participates in the Wisconsin Retirement System

(WRS) and shall make contributions to the Employee Trust Fund as required by state statutes and administrative code.

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

13.052 Applicability of benefits to employee classifications. The following figure summarizes benefits available to employees by classification.

BENEFITS	REGULAR EMPLOYEE		TEMPORARY EMPLOYEE	
	FULL-TIME (FT)	PART-TIME (PT)	LIMITED TERM (LTE)	INTERN (I)
VACATION	YES	YES (1)	NO	NO
HOLIDAYS	YES	YES (1)	NO	NO
BEREAVEMENT	YES	YES (1)	NO	NO
SICK LEAVE	YES	YES (1)	NO	NO
HEALTH INSURANCE	YES	YES (2)	NO	NO
LIFE INSURANCE	YES	YES (3)	YES (3)	YES (3)
FLEXIBLE SPENDING	YES	YES (4)	NO	NO
DEFERRED COMP	YES	YES	NO	NO
LONGEVITY	YES	YES (1)	NO	NO
RETIREMENT	YES	YES (3)	YES (3)	YES (3)
COMPENSATORY TIME	YES (5)	YES (5)	NO	NO
WORKER'S COMPENSATION	YES	YES	YES	YES

Figure 13-2 (See KEY, below)

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 600/1200 HOURS
- (4) IF ELIGIBLE FOR HEALTH INSURANCE AND AT THE REQUIRED CO-PAY
- (5) IF THEY ARE AN HOURLY EMPLOYEE OR AN EXEMPT EMPLOYEE GRANTED OVERTIME PAY

SUBCHAPTER IX

MISCELLANEOUS

13.053 Multiple employment within the county. Employees shall not hold more than one

regular, full-time county position, except as approved by the personnel committee.

13.054 Reference checks. Unless delegated by the human resources 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.

13.055 Drug free work place. Sauk County is a drug free work place. Due to the number of employees holding Commercial Driver Licenses (CDL), the county is required to comply with the Wisconsin Department of Transportation regulations for testing employees.

13.056 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.

13.057 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.

13.058 Disabled employee parking. Disabled parking is available at all Sauk County facilities.

13.059 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.

SUBCHAPTER X

EFFECTIVE DATE

13.060 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. Amended by the Sauk County Board of Supervisors on December 20, 2011 - Ordinance No. 123-11. Repealed and recreated by the Sauk County Board of Supervisors on July 17, 2018 - Ordinance No. 13-18. Repealed and recreated by the Sauk County Board of Supervisors on September 17, 2019 - Ordinance No. 12-19.