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RESOLUTION # _____

**AMENDING THE SAUK COUNTY EMPLOYEE HANDBOOK POLICIES AND
PROCEDURES AND ADOPTING OF THE SAUK COUNTY ADMINISTRATION AND
MANAGEMENT MANUAL**

Resolution is offered by the Personnel Committee

Resolved by the Board of Supervisors of Sauk County, Wisconsin:

BACKGROUND: WCMIC offers a service of employee handbook review. Approximately one year ago, Sauk County utilized WCMIC's program to undertake a review of its Sauk County Employee Handbook Policies and Procedures ("Employee Handbook"). Through that process with legal counsel, several issues arose that required more in-depth revisions and re-organization of the Employee Handbook. The Employee Handbook is just that: a reference tool for County employees detailing operational and administrative obligations. To supplement the tools available for supervisors and other managers in the ongoing implementation and enforcement of the Employee Handbook, the Administration and Management Manual was developed to assist individuals in supervisory roles, and to set forth the policies and procedures for the Administration and Human Resource Departments. In light of the in-depth revisions made to the Employee Handbook, and upon recommendation of legal counsel, specific portions of the Sauk County Code of Ordinances Chapter 13: Personnel were deleted because: (1) the provisions were duplicated in the prior Employee Handbook; and (2) a more appropriate place for certain provisions lies in the Employee Handbook, and not in the Code of Ordinances. The Sauk County Administrator and the Human Resources Department Director worked closely with the Personnel Committee and legal counsel to develop the updated Employee Handbook and the Administration and Management Policy, and to modify Chapter 13 of the Sauk County Code of Ordinances accordingly, which shall be presented to the County Board as a separate Resolution.

THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that Sauk County adopts the Sauk County Employee Policies and Procedures Manual, in the form set forth in Exhibit A, which is attached hereto and incorporated herein.

BE IT FURTHER RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that Sauk County adopts the Sauk County Administration and Management Manual, in the form set forth in Exhibit B, which is attached hereto and incorporated herein.

Approved for presentation to the Sauk County Board of Supervisors by the Personnel Committee, this ____ day of _____, 2023.

Consent Agenda Item: [] YES [X] NO

Fiscal Impact: [X] None [] Budgeted Expenditure [] Not Budgeted

Vote Required: Majority = _____ 2/3 Majority = _____ 3/4 Majority = _____

The County Board has the legal authority to adopt: Yes _____ No _____ as reviewed by the Corporation Counsel, _____, Date: _____.

Offered and passage moved by:

Supervisor

Supervisor

Supervisor

Supervisor

Supervisor

Fiscal Note:

MIS Note: