



**SAUK COUNTY  
EMPLOYEE HANDBOOK  
POLICIES  
AND PROCEDURES**

**Sauk County  
Personnel Department**

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## **PERSONNEL ADMINISTRATION**

### **101 - INTRODUCTION**

The contents of this policy and procedure document are for informational purposes only, and are not intended to create, or to be construed as to constitute, a contract between Sauk County and any or all of its employees, or a guarantee of continued employment. It is designed to be a working guide for supervisory and staff personnel in the day-to-day administration of the County personnel program. The document is also intended to supplement information contained in Chapter 13 of the Sauk County Code of Ordinances.

The personnel policies and procedures are established for all Sauk County employees.

In the event any provisions of the Employee Handbook Policies and Procedures are found to be in conflict with any provision or provisions, of an existing union contract between Sauk County and a bargaining unit of Sauk County employees, it is understood that the provisions of the contract shall control.

In the event any provisions of these Employee Handbook Policies and Procedures are found to be in conflict with State or Federal law, it is understood that the State or Federal law shall control.

These written policies should increase understanding, minimize the need for individual decisions on matters of Countywide policy, and help to assure uniformity throughout the County organization. It is the responsibility of every member of management to administer these policies in a consistent and impartial manner. This manual is not all-inclusive.

Policies, procedures and practices in the field of personnel relations are subject to modification and further development in the light of experience and changes in law.

Department heads are granted the authority to develop departmental policies which determine:

- A. Uniform Allowances
- B. Procedures for Vacation and other time off requests
- C. Shift Selection and Shift Premiums
- D. Assignment of Overtime
- E. Work Schedules, Minimum Staffing and Coverage

Elected officials of Sauk County (according to Wisconsin Statutes and the Attorney General's opinion) are eligible for only (206) Insurance and (212) Retirement.

These policies and procedures have been reviewed and approved by the Sauk County Personnel Committee and adopted as County policy. Sauk County reserves the right to modify, revoke, suspend, terminate or change any and all policies, or procedures, in whole or in part, with or without notice.

### **102 - ADMINISTRATION OF PERSONNEL POLICIES**

All questions by department heads as to interpretation or application of these policies and procedures are to be directed to the Human Resources Director, or designee.

### **103 - EMPLOYMENT APPLICATIONS AND BACKGROUNDS**

All applications for employment shall be made through the on-line application system, or forms prescribed by the Personnel Department.

All questions must be answered and all applications must be signed. Assistance, if required, shall be provided to individuals needing some help to complete the application.

Applications shall be reviewed for completeness and maintained by the Personnel Department for future reference.

Applications shall remain in the active file for one year. Applications older than one year are removed from the active file and may be destroyed.

Active applications are screened by the Personnel Department and respective department heads for positions as they become available. Qualified applicants for open positions are referred to the applicable departments for consideration by the department head or the department head's

designee.

When the department has made a selection, s/he should notify the Personnel Department before making a job offer, and a background check may be initiated based on the position being filled to ensure that the selected candidate(s) has not been convicted of an offense, the circumstances of which is substantially related to the position being filled. If any candidate has been convicted of an offense which is substantially related to the position being filled, the candidate may be disqualified from further consideration for that position. Hiring managers are prohibited from using public or private means to obtain arrest and/or conviction information on candidates. Criminal background checks are only to be conducted by HR Staff in conjunction with the background check vendor. Candidates for law enforcement positions will follow the policies and procedures established of the Sheriff's Office.

#### 104 - **EMPLOYEE PERSONNEL AND PAYROLL INFORMATION**

All information changes pertinent to the Personnel/Payroll record of an employee shall be transmitted to the Personnel Department, as soon as they occur on forms provided by the Personnel Department.

All information or changes of employee records, including but not limited to, new hires, terminations, changes of name and address, reclassifications, pay increases and other items, shall be sent to the respective Personnel Department to update the employee file.

All forms shall be completed as necessary and signed by the department head or other authorized person, then sent to the Personnel Department.

#### 105 - **EMPLOYEE DEFINITIONS**

The following definitions of employee status shall apply to all County departments and operations:

##### Full-time Employee

A full time employee is one who is ordinarily scheduled to work between thirty eight and three quarters hour (38.75) up to forty (40) hours per week, depending on departmental work weeks, on a regular basis of fifty-two (52) weeks per year and is eligible for all County benefits including health, dental and life insurance, retirement benefits, longevity, vacation, holidays, sick leave, Section 125 flexible spending accounts, Section 457 deferred compensation, voluntary long-term disability, as well as Social Security contributions and Worker's Compensation Insurance.

##### Part-time Employee

A part-time employee is one who is ordinarily scheduled to work twenty (20) or more hours per week depending on departmental work weeks, on a regular basis of fifty-two (52) weeks per year and is eligible for County benefits listed above on a pro-rated basis.

A part-time employee at all locations who works less than twenty (20) hours per week is not eligible for County benefits; he/she may be eligible for benefits offered through the Wisconsin Retirement System according to WRS eligibility criteria.

Temporary Employees

Temporary employees are not eligible for County benefits other than those mandated by law. A temporary employee may be defined as Casual, Limited Term, or Intern.

**106 - EMPLOYEE STATUS**

The determination of whether a position will be classified as exempt or non-exempt shall be made in accordance with federal and state wage and hour laws.

Exempt Employees

Exempt employees will be paid on a salary basis. The salary will not be reduced based upon individual hours not worked but may be reduced when the employee absents themselves from work for an entire day. Usage of accrued paid time off such as sick leave, vacation, etc., is not considered a reduction in salary.

Deductions will not be made for absences of exempt employees caused by jury duty or temporary military leave. Amounts received by an exempt employee as jury duty pay will, however, be offset against salary.

Non-Exempt Employees

Non-exempt employees are paid on an hourly basis for all hours actually worked.

Non-exempt employees, at all locations will be paid one and one-half (1-1/2) times their regular rate of pay for all hours worked over regularly scheduled work week.

**107 - EQUAL OPPORTUNITY**

It is the policy of Sauk County to recruit, select and employ the most qualified persons for positions in Sauk County. In accordance with state and federal law, it is the policy of Sauk County to provide equal employment opportunity to qualified individuals regardless of race, age, sex, religion, creed, color, disability, marital status, sexual orientation, military service, national origin, political affiliation, ancestry, arrest record, conviction record, use or non-use of lawful products off the employer's premises during non-working hours, declining to attend a meeting or to participate in any communication about religious or political matters, or any other protected category under applicable law. This policy of equal employment opportunity and non-discrimination applies to all aspects of employment, including recruitment, selection, job assignment, compensation, promotions, transfer, discipline, termination, access to benefits and training and other terms and conditions of employment.

Discrimination on the basis of age or sex or physical disability will be prohibited except where specific age, sex or physical requirements constitute a necessity for proper and efficient administration or the standard applied is job-related and consistent with business necessity. All employees are required to provide proof of identity and authorization to work in the United States.

**108 - AMERICANS WITH DISABILITIES ACT (ADA)**

Any employee who is a qualified individual with a disability as covered by the Americans with Disabilities Act, as amended (ADAAA), or applicable state or local disability law is eligible for, upon

request, reasonable accommodation as defined by the applicable law. 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, including the various bargaining units, with the appropriate adjustment in wage rates, restructuring of existing job duties, use of adaptive devices and making facilities accessible, provided the employee is otherwise qualified and can perform the essential functions/job-related responsibilities of the job. No accommodation made under this paragraph shall be deemed an amendment or breach of the County's personnel ordinance or any bargaining agreement or otherwise be treated as precedential.

**109 - CHAIN OF COMMAND**

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the County resides by law with the County Board of Supervisors under the leadership of the Administrator ~~ive Coordinator~~. The Administrator ~~ive Coordinator~~, as the chief administrative officer of the County, is the primary professional advisor to the County Board and head of the management team. The department heads are part of the management team, and report to the Administrator ~~ive Coordinator~~. Supervisors subordinate to the department heads are also members of the management team. This management team concept is the process by which a recommendation for County Board action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as employees unite with the County Board to promote effective services for the community.

The Administrator ~~ive Coordinator~~ is responsible for the development, supervision, and operation of the County and its personnel and facilities. The Administrator ~~ive Coordinator~~ is given the latitude to determine the best method of implementing the policy decisions of the County Board.

All staff members and supervisors shall be responsible to the County Board through the Administrator ~~ive Coordinator~~. Each shall refer matters requiring administrative attention to his or her immediate supervisor, who shall refer such matters to the next higher authority, when necessary, and through the Administrator ~~ive Coordinator~~. Each employee is to keep the person that the employee reports to informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this manual or about any other aspect of his or her job, then those questions, opinions or suggestions should generally be directed through the chain of command.

Any employee who receives non-routine directives or requests from any individual citizen, business representative or elected or appointed official is to immediately report such directive or request to the employee's supervisor. No specific directives or request from such persons are to be fulfilled unless permission to do so is given by the employee's supervisor.

Generally, if an employee has a problem with an individual, then the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, then the employee is encouraged to address the problem through the employee's immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the Administrator ~~ive Coordinator~~. If an employee feels harassed or discriminated against by another person, then the employee is directed to follow the harassment/discrimination reporting policies in this manual.

**110 - PROGRESSIVE DISCIPLINE/STANDARDS OF CONDUCT**



The purpose of progressive discipline is correcting job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance. Rules and standards shall be consistently applied. Penalties shall be appropriate to the circumstances. Persons administering corrective discipline shall systematically document the case. Records of verbal reprimands shall be maintained in the employee personnel file. Copies of written reprimands, suspensions, and terminations shall be provided to the employee, the Human Resources Director, the employee's personnel file, the employee's supervisor and union steward (if applicable). Consistent with §13.034(3) Sauk Co. Code, suspensions and terminations shall be discussed with the Human Resources Director before such actions are taken.

#### **CAUSE FOR DISCIPLINE:**

Except as provided herein, no employee shall be disciplined or discharged from employment without cause (unless during the introductory period). The following shall be grounds for discipline ranging from a verbal warning to immediate discharge depending upon circumstances and the seriousness of the offense. The listing provided below is illustrative and not intended to be all inclusive.

- Conviction of a criminal offense substantially related to job duties.
- Dishonesty or falsification of records.
- Insubordination (refusal to obey reasonable orders, insolence, etc.), or failure to perform duties as instructed [by immediate supervisor](#), willful and intentional refusal to perform work assignment, or to follow orders of supervision, or follow chain of command.
- Theft or destruction of County equipment or property.
- Unauthorized use or abuse of County equipment or property.
- Any unlawful manufacturing, distributing, dispensing, possessing, being under the influence of, or using a controlled substance or intoxicating beverage in the workplace or while conducting County business.
- Fighting or creating a disturbance among fellow employees, resulting in an employee having an adverse effect on morale, production or maintenance of proper discipline.
- Habitual tardiness or abuse of sick leave or unauthorized absence from work without substantiated reason, including violation of an approved department absenteeism policy.
- Absent two or more consecutive work days without notice.
- Use of official position or authority for personal or political profit or advantage, including acts which constitute a violation of the Sauk County Code of Ethics.
- Disregard or repeated violation of workplace safety rules and regulations.
- Discrimination because of race, color, creed, national origin, ancestry, marital status, age, sex, sexual orientation or disability, or any other protected category under applicable law.
- No employee or elected official shall use or disclose "privileged or confidential information" gained in the course of or by reason of his/her official position activities, except in the course of performing his/her official duties.
- No employee shall engage in his/her own business activity, accept private employment, or render services for private interest when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence or judgment or action in the performance of his/her official duties.
- Making knowingly false or malicious statement with the intent to harm or destroy the reputation, authority or official standing of an individual or organization.

- No employee may purchase materials or services from the County for their personal use, unless the purchase or service is available to the public.
- Unlawful conduct defined as a violation of or refusal to comply with pertinent laws and regulations when such conduct impairs the efficiency of County services.
- Failure to adequately perform assigned job duties.
- Failure to follow duly established work rules, policies, and procedures.
- Unprofessional, unethical conduct or behavior.
- Violation of established confidentiality requirements of department.
- If an employee is a caregiver whose employment is covered by Federal or State Law, or Department of Health and Family Services Rules and required by Wis. Stats. §48.685 and § 50.065, then conviction of, or having a current pending charge for a serious crime as defined under those laws.
- Determination made that employee has abused or neglected a client or child, or to have misappropriated a client's property delineated by Federal Law, Wisconsin Law or Department of Health and Family Services Rules and as required by Wis. Stats. § 48.685 and § 50.065.
- Failure to maintain licensure or certification as determined by the State of Wisconsin, Department of Regulation and Licensing.

This list is not all inclusive. Other circumstances may warrant disciplinary action and will be treated on a case by case basis. Sauk County reserves the right to modify this list at any time or determine whether any other conduct is contrary to the interests of the County and warranting disciplinary action up to and including discharge.

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#### Investigating Performance Problems or Alleged Misconduct:

A prompt and thorough investigation is to be conducted when an employee performs below acceptable standards or violates a work rule. This requires the [Department Head or](#) supervisor:

1. Seek counsel from the Human Resources Director or designee and obtain the facts of the situation (when and how the work product was inadequate, what rule was violated, what occurred, where and when the events happened, who was involved, etc.).
2. Review the employee's personnel file plus other relevant documents (timesheets, policies, procedures, etc.).
3. Assess if the situation is caused by operational problems (failure to communicate expected standard or work rule, unreasonably high standards, inadequate employee training, insufficient materials or equipment, etc.), and refer to Employee Assistance Program (EAP) as appropriate.
4. Research how similar incidents in the past were handled.
5. Determine corrective action to be taken. The action should be fair, equitable, and no more severe than required to correct the performance/behavior of the employee.

#### Investigation and Administrative Leave/Suspension:

Sauk County will determine the scope, duration and strategy of disciplinary related investigations. The County reserves the right to place an employee on administrative leave ~~with or without pay.~~ The County may also place an employee on administrative leave pending an investigation, pending disposition of a criminal matter, or for other reasons as determined by ~~the Administrative Coordinator or Human Resources Director, or designee.~~ [Administration.](#)

Predetermination Meeting: When imposing discipline it is important to provide procedural and due process protections. This requires that the employee be notified of the nature of the alleged offense

and be given an opportunity to defend his/her behavior. A predetermination meeting conducted by the department head is the recommended procedure for providing due process. During this meeting, the department head should review the allegations with the employee and provide the employee an opportunity to respond to both the allegations and available evidence. The department head is encouraged to consult with the Human Resources Director regarding the predetermination meeting and any subsequent disciplinary or other related action.

Written documentation of the progressive discipline process is essential. An important element of disciplinary documentation is describing what occurred and why it matters. Letters of deficiency and/or discipline should contain the following:

1. Level of discipline (written reprimand, suspension, etc.)
2. Reasons for discipline, rules, standards or policies violated.
3. Factual events and time frame (who, what, when, where).
4. Any previous efforts to remedy the behavior/conduct of the employee.
5. Corrective action.
6. Referral to EAP.
7. Consequences of failure to improve.

Effective disciplinary documentation should contain the following elements: history, facts, expectations, and consequences if the behavior continues.

## 111 - **EMPLOYEE GRIEVANCE PROCEDURE**

Employees who have completed their introductory period may submit grievable issues to the following grievance process. Performance appraisals are not grievable under this section. Time limits set forth shall be exclusive of Saturdays, Sundays and holidays.

It is the policy of Sauk County to treat all employees equitably and fairly in matters affecting employment. An employee of the County shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust, without fear of reprisal, and to have said matter addressed and resolved. An employee bringing a grievance to the attention of the County shall not be treated unfavorably nor shall the advancement of a grievance reflect upon the employee's loyalty to the County, nor shall it adversely affect an employee's employment status.

### **PROCEDURE**

The purpose of this policy is to provide the statutorily required grievance procedure for employees to utilize when they are aggrieved by an employer decision regarding the employee's termination, discipline, or a workplace safety issue that directly impacts the employee. The employer expects an employee and County management to exercise reasonable efforts to resolve questions, problems or misunderstandings prior to utilizing this grievance procedure. The procedures set forth in this section are adopted pursuant to Wis. Stat. § 66.0509. Collective bargaining agreements that provide for a grievance procedure shall supersede this policy and control for those represented employees that are subject to said agreement. Sauk County reserves all rights as an employer and governmental entity, and this procedure does not create a contract of employment.

(2)Application. This section shall apply to all regular part-time and regular full-time employees not represented by a collective bargaining agreement having its own grievance procedure. This procedure does not apply to temporary, seasonal, grant or limited-term employees, or employees working less than forty (40) hours biweekly.

(3)Definitions.

Arbitrary and Capricious. A determination that is arbitrary and capricious is one that is unreasonable and without regard for the facts, circumstances, work rule, order, or performance standard. A legally sufficient reason for suspension without pay or termination is one that is supported by a preponderance of the evidence and is a determination that is reasonable in light of the facts, circumstances and work rule, order or performance standard.

Employee. A person employed by the County on a regular part-time or regular full-time basis, but for purposes of this policy, excluding employees subject to a collective bargaining agreement that contains a grievance procedure or statutorily appointed individuals identified specifically in statute as serving at the pleasure of an appointing authority, elected officials, or independent contractors.

Employee Discipline. An employment action that results in disciplinary suspension, with or without pay, disciplinary termination, or disciplinary demotion. "Employee discipline" does not include oral reprimands or warnings, written reprimands or warnings, performance improvement plans, performance evaluations or reviews, documentation of employee acts or omissions, administrative relief or administrative suspension with or without pay, non-disciplinary wage, benefit or salary adjustments, changes in assignment, action taken pursuant to an ordinance created under Wis. Stat. § 19.59(1m), or other non-material employment actions.

Law Enforcement Officer. A person employed by the County who is a sworn peace officer under Wisconsin law and is authorized to make arrest for violations of the laws or ordinances.

Preponderance of the Evidence. The greater weight of credible evidence, and such evidence that is of a superior evidentiary weight that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other.

- f. Suspension. The employer's temporary relief from work without pay imposed by the management of the County as a form of discipline imposed on an employee.
- g. Termination. An involuntary separation from employment, except where the separation from employment is due to a reduction in force, reduction in funding of positions, or a shortage of work.
- h. Workplace Safety. A condition of employment related to the physical health and safety of an employee, including but not limited to the safety of the physical work environment, provision of protective equipment, provision of adequate safety training and the safe operation of workplace equipment and tools. Workplace safety does not include conditions of employment unrelated to physical health or safety such as compensation, performance reviews, work schedule, hours of work, breaks, overtime, sick leave, family or medical leave, vacation, vacation scheduling, compensatory time, funeral leave, health insurance, uniform allowance or other similar benefits offered by the employer.

(4) Limitations on Availability of Procedure.

- a. A grievance that may be brought by or on behalf of a law enforcement officer using the procedure specified in Wis. Stat. § 59.26(8). Or a grievance procedure contained in the law enforcement officer's collective bargaining agreement may not be brought under this section.
- b. A grievance that may be brought by or on behalf of an employee under a grievance procedure that is contained in the employee's collective bargaining agreement may not be brought under this section.
- c. A Court Commissioner who is appointed pursuant to Wis. Stat. § 757.68 may not bring a grievance under this section regarding the termination of his/her employment.

- d. A Register in Probate who is appointed pursuant to Wis. Stat. § 851.71 may not bring a grievance under this section regarding the termination of his/her employment.
  - e. A Nursing Home Administrator who is appointed under Wis. Stat. § 46.19 may not bring a grievance under this section regarding the termination of his/her employment.
  - f. A Director of Human Services who is appointed pursuant to Wis. Stat. § 46.23 may not bring a grievance under this section regarding the termination of his/her employment.
  - g. This procedure is not available for complaints relating to oral or written reprimands, work assignments, performance evaluations, reassignments, performance appraisals, transfers within departments, demotions, the implementation of performance improvement plans or corrective action plans, reduction in hours, revision of job descriptions or similar job related administrative activity, voluntary resignation or retirement or any other voluntary leave or separation from employment.
- (5) Grievance Administration. The Human Resources Director shall be responsible for administering this grievance procedure. Grievance records shall be maintained in the Personnel Department.
- (6) Procedure – General.
- a. An employee's grievance shall be handled following the procedures contained herein.
  - b. A grievance that results from employee discipline imposed by a department head, manager, or supervisor, or a workplace safety grievance shall be initiated in writing within fifteen (15) working days of the termination, employee discipline or actual or reasonable knowledge of the workplace safety issue.
  - c. Every effort shall be made to resolve a grievance as quickly as possible and as early in the process as is practical. Within ten (10) working days of the filing of the grievance, the department head and Human Resources Director or designee shall meet with the employee to attempt to informally resolve or mediate the grievance. If the grievance is not resolved, the department head shall render a written decision setting forth the reasons for denying the grievance.
  - d. The decision of the department head shall be final unless, within ten (10) working days from the receipt of the written decision, the employee files a written request with the Personnel Department for a review before the Personnel Committee. The Personnel Committee shall schedule the grievance for consideration at their next regular meeting, provided that there is at least five (5) working days before the next meeting, in which event the grievance shall be heard at the second following regular meeting.
  - e. The Personnel Committee shall hear the grievance and render a written decision. The decision of the Personnel Committee shall become final unless, within ten (10) working days from receipt of the written decision, the employee files a written request with the Personnel Department for a review before an Impartial Hearing Officer.
  - f. Time limits contained in this grievance procedure may be extended by mutual consent of the parties.
  - g. Each employee grievant shall be afforded an opportunity to be represented at each step of the grievance procedure by a representative of the employee's choosing at the employee's sole expense and at no expense to the County. An employee's representative shall not be a material witness to the grievance matter.

- h. Hearings shall be conducted in accordance with this section and the rules on file in the Personnel Department.
- i. In all cases, the Grievant advancing the grievance shall bear the burden of proof by a preponderance of the evidence that the employee discipline was arbitrary and capricious or that the determination that no workplace safety violation exists was arbitrary and capricious. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.

(7) Procedure – Employee Discipline.

- a. Impartial Hearing. A decision on employee discipline by the Personnel Committee is final unless, within ten (10) working days of receipt of the decision of the Personnel Committee, the employee files a request for a hearing before an Impartial Hearing Officer. The Impartial Hearing Officer shall be an attorney, licensed to practice law in the State of Wisconsin, with whom the Sauk County Corporation Counsel has an agreement to hear these cases.
  - 1. The Impartial Hearing Officer shall not be an employee of the County and shall not have any prior knowledge of the grievance.
  - 2. A hearing shall be scheduled within fifteen (15) working days of receipt of the written request for hearing by the Human Resources Director. The Impartial Hearing Officer may extend the time for hearing beyond the fifteen (15) working days with the mutual consent of the parties, but the hearing shall not be delayed except for good cause.
  - 3. The Impartial Hearing Officer may, with the consent of the parties, use his/her best effort to mediate the grievance.
  - 4. The burden at the hearing is upon the Grievant to prove, by a preponderance of the evidence, that the decision of management was arbitrary and capricious.
  - 5. The hearing shall be transcribed by a court reporter, and the parties shall equally share the costs of the court reporter and one transcript provided to each party.
  - 6. The Impartial Hearing Officer shall provide a written decision within fifteen (15) working days following the close of the record. In rendering his/her decision, the Impartial Hearing Officer shall be limited to determining whether the employment decision of the County was arbitrary and capricious. The written decision shall be on the form provided by the County and shall include, but is not limited to, a case caption; the parties and appearances; a statement of the issue(s); findings of fact; any necessary conclusions of law; the final decision, including recommended relief; and any other information the Impartial Hearing Officer deems appropriate. The written decision shall be filed with the Personnel Department which shall immediately send a copy to the Grievant.
    - (a) Upon receipt of a decision sustaining the employee discipline imposed, the Grievant's status shall remain unchanged.
    - (b) Upon receipt of a decision which determines that the imposed employee discipline was arbitrary and capricious, the Human Resources Director or designee shall review the decision and recommended relief and within three (3) calendar days, determine whether alternative disciplinary measures or corrective actions are appropriate including whether to reinstate Grievant, restore benefits lost or make a payment of back pay and immediately notify Grievant of said determination.

b. County Board Appeal.

1. A Grievant may, within ten (10) working days of receipt of the hearing officer's decision, appeal the decision to the County Board by filing a written notice of appeal with the Human Resources Director, ~~on the form provided by the Personnel Department.~~
2. The written notice of appeal must contain a statement explaining the reasons and basis for the appeal but may contain no new evidence. Upon receipt of the written notice, the Personnel Department shall forward the Grievant's written notice of appeal, the grievance history to include the written decisions of the department head, Personnel Committee and Impartial Hearing Officer, a copy of the hearing transcript and exhibits admitted into evidence at the hearing, to the County Clerk for presentation to the County Board. The submissions shall not include any information not admitted into evidence by the Impartial Hearing Officer.
3. For Grievant initiated appeals, the Grievant shall bear the entire cost of any appeal to the County Board, including, but not limited to providing copies of the appeal, transcript, exhibits, and any other documentation required to be submitted for each supervisor and the County Clerk.
4. The appeal will be placed on the agenda for the first County Board meeting that is held at least ten (10) calendar days after the Human Resources Director receives a written notice of appeal. The Human Resources Director shall promptly notify the County Clerk of receipt of the notice of appeal. The appeal will be noticed for consideration in open session unless otherwise noticed pursuant to Wis. Stat. §19.85(1) (b), which pertains to dismissal, demotion, licensing or suspension of a public employee. The Grievant submitting the appeal to the County Board shall be provided with a copy of the meeting notice.
5. The County Board's consideration of the appeal will be strictly limited to a review of the record to determine whether there was any procedural error or any abuse of discretion on the part of the Impartial Hearing Officer.
6. The County Board may request and consider oral or written arguments by the Grievant, the Grievant's representative or the County. However, the parties shall not submit any oral or written arguments unless requested by the County Board to do so.
7. The County Board may reverse the Impartial Hearing Officer's decision, remand the decision for further proceedings, substitute a lesser discipline, or uphold the Impartial Hearing Officer's decision.
8. The County Board Chairperson shall prepare and sign a written determination reflecting the County Board's decision. The County Board Chairperson may enlist the assistance of the Corporation Counsel in preparing the written determination. A copy of the determination will be provided to the Grievant within ten (10) working days following the County Board's decision and shall be filed in the Personnel Department.

(8) Procedure – Workplace Safety Grievance. The following procedures modify the above referenced procedures with regard to workplace safety grievances.

- a. No Grievant may initiate a workplace safety grievance unless:

1. The Grievant has reported the alleged workplace safety violation to his or her department head and the department head has taken no action to address the alleged safety violation; and,
  2. The Grievant has reported the alleged workplace safety violation in writing to the HR/Safety Coordinator.
- b. A Grievant initiating a workplace safety grievance by alleging a violation of Wis. Adm. Code Ch. COMM 32 shall submit a written complaint along with suggested corrective action to the HR/Safety Coordinator on the forms provided and the department head's response, if any.
- c. Upon receipt of the written complaint, the HR/Safety Coordinator shall, within three (3) working days, evaluate the adequacy of the complaint and request additional information if required. If no additional information is required, or upon receipt of requested additional information, the HR/Safety Coordinator shall advise the Grievant in writing of the County's decision regarding the workplace safety complaint. The decision of the HR/Safety Coordinator shall be made within twenty (20) working days. If no response is made within the twenty (20) working days, the grievance shall be deemed denied.
- d. ~~Administrative Coordinator~~ Review. If the Grievant is not satisfied with the response of the HR/Safety Coordinator, the Grievant may, within five (5) working days of receipt of the decision of the HR/Safety Coordinator, appeal the decision to the ~~Administrative Coordinator~~. The ~~Administrative Coordinator~~ shall render a decision in writing either affirming the decision of the HR/Safety Coordinator, reversing the decision of the HR/Safety Coordinator or modifying the decision and directing the department head to implement an appropriate remedy.
- e. A Grievant who is not satisfied with the response of the ~~Administrative Coordinator~~, may, within five (5) working days file a written complaint with the Human Resources Director who shall promptly schedule a hearing to be conducted by an Impartial Hearing Officer. The Impartial Hearing Officer shall be appointed by the [Director of Emergency Management, Buildings and Safety Corporation Counsel](#) and shall be a person with expertise in the field of workplace safety.
1. A hearing shall be convened within fifteen (15) working days of receipt of an adequate written complaint which hearing shall be conducted in accordance with the hearing procedures set forth in this policy and applicable rules on file in the Personnel Department.
  2. The Impartial Hearing Officer may extend the time for hearing beyond the fifteen (15) working days with the mutual consent of the parties.
  3. A Grievant alleging workplace safety violation shall have the burden of proof to demonstrate by a preponderance of the evidence of the existence of a violation of Wisconsin Administrative Code Chapter COMM 32 and the necessity of corrective action suggested in the written complaint.
  4. The Impartial Hearing Officer shall provide a written decision within thirty (30) calendar days following the close of the record. The written decision ~~shall be on the form provided by the Personnel Department and~~ shall include, but is not limited to, a case caption; the parties and appearances; a statement of the issue(s); findings of fact; any necessary conclusions of law; the final decision, including recommended relief; and any other information the Impartial Hearing Officer deems appropriate. The written decision shall be filed with the Personnel Department which shall immediately send a copy to the Grievant. The Impartial Hearing Officer shall have no power to order a particular remedy, but may recommend such remedy to the County.



f. County Board Appeal.

1. A Grievant may, within ten (10) working days of receipt of the Impartial Hearing Officer's decision, appeal the decision to the County Board by filing a written notice of appeal with the Human Resources Director on the form provided by the Personnel Department.
  2. The written notice of appeal must contain a statement explaining the reasons and basis for the appeal but may contain no new evidence. Upon receipt of the written notice, the Personnel Department shall forward the Grievant's written notice of appeal, the grievance history to include the written decisions of the department head, Personnel Committee and Impartial Hearing Officer, a copy of the hearing transcript and exhibits admitted into evidence at the hearing to the County Clerk for presentation to the County Board. The submissions shall not include any information not admitted into evidence by the Impartial Hearing Officer.
  3. For Grievant initiated appeals, the Grievant shall bear the entire cost of any appeal to the County Board, including, but not limited to providing copies of the appeal, transcript, exhibits, and any other documentation required to be submitted for each supervisor and the County Clerk.
  4. The appeal shall be placed on the agenda for the first County Board meeting that is held at least ten (10) working days after the Human Resources Director receives a written notice of appeal. The Human Resources Director shall promptly notify the County Clerk of receipt of the notice of appeal. The appeal will be noticed for consideration in open session. The Grievant submitting the appeal to the County Board shall be provided with a copy of the meeting notice.
  5. The County Board's consideration of the appeal will be strictly limited to a review of the record to determine whether there was any procedural error or any abuse of discretion on the part of the Impartial Hearing Officer.
  6. The County Board may request and consider oral or written arguments by the Grievant, the employee's representative or the County. However, the parties shall not submit any oral or written arguments unless requested by the County Board to do so.
  7. The County Board may reverse the Impartial Hearing Officer's decision, remand the decision for further proceedings, modify the decision or uphold the Impartial Hearing Officer's decision.
  8. The County Board Chairperson shall prepare and sign a written determination reflecting the County Board's decision. The County Board Chairperson may enlist the assistance of the Corporation Counsel in preparing the written determination. A copy of the determination will be provided to the Grievant within ten (10) working days following the County Board's decision and shall be filed in the Personnel Department.
  10. The County Board's decision is final and may not be appealed or reconsidered.
- (9) Employee's Rights Preserved. A grievance under this procedure shall not be construed as limiting employee's rights of appeal to applicable Federal and State agencies nor shall the grievance procedure herein abrogate any legal means of redress by a court of competent jurisdiction.
- (10) Retaliation Prohibited. Retaliation and/or reprisal against an employee who files a grievance under this section is prohibited. An employee who engages in retaliatory action against an employee filing a grievance will be subject to disciplinary action up to and including the termination of employment.

112 - **HIRING PROCEDURES**

All applications for employment shall be accepted by the Personnel Department. Current Sauk County employees may be given consideration for new positions or refilling of current vacant positions, however a department head may request that external candidates be given consideration at the same time.

Recruitment and selection will be conducted in a manner to ensure competition, provide equal employment opportunity, and prohibit illegal discrimination.

113 - **ORIENTATION AND ONBOARDING**

Sauk County will follow an established orientation procedure. Where applicable, all new or promoted County employees will receive orientation of all necessary policies and procedures.

On the first day of employment, or the first opportunity during the first payroll period, all new employees will meet with the immediate supervisor or his/her designee who shall advise the new employee of all general conditions of employment such as County rules, hours of work, pay and the privileges and responsibilities of the position. Each employee will also receive a copy of his/her job description and other relevant literature.

The department head and/or supervisor shall orient each new employee to the conditions related to his/her job and worksite. This shall include introductions to fellow workers, work standards, workplace safety, break periods, supplies and so on. An Orientation Checklist shall be completed by the department covering all pertinent items.

The Sauk County Benefits Specialist or a designee will meet with new employees on the first day of employment or as soon as possible thereafter to obtain information necessary for personnel records, and provide orientation and enrollment in benefits for which the employee is eligible.

114 - **PAY PERIOD/PAY DAY**

Payday for County employees is every other Friday.

The paycheck earnings and deductions statement shall indicate regular hours worked, the employee's rate of pay, overtime hours worked and all deductions made, within the limits of the payroll system.

Certain deductions from your pay must be made. Federal laws require that income and social security taxes be withheld from your check. State laws require the withholding of an additional amount for income tax purposes. Non-court ordered wage assignments (garnishments) will not be honored. Sauk County reserves the right to limit the number of payroll deductions according to the capabilities of the payroll system.

To allow sufficient time for preparation of payrolls and paychecks, your pay is delayed for one week following the period in which it is earned so that the Friday paycheck covers the work performed during the payroll period ending one week previous. Payrolls and paychecks for the Sauk County Health Care Center employees are delayed for two weeks.

Your check will be delivered to you on payday by your department head or his/her delegate. All employees hired on or after January 1, 2014, will have their paychecks direct deposited into an account at a U.S. financial institution of their choosing.

115 - **PERFORMANCE APPRAISALS**

Performance appraisals will be conducted in accordance with the provisions set forth in the Personnel Ordinance. —Performance appraisals may be provided to acknowledge employee achievement, establish goals and assist employees in improving their job performance.

Annual appraisals of regular employees summarize past performance and plan for improved future performance.

Discretionary appraisals commending unusually exceptional performance, provide prompt assistance to employees whose performance needs to be improved, or may be utilized for some other specific purpose.

In accordance with the provisions established in §13.023 Sauk County Code, there may be times when an employee is asked to serve in a position of higher responsibility and pay for a temporary period of time. When such placement results in an employee serving in an interim capacity for a period that exceeds one year, said employee shall be subject to the provisions of §13.022 Sauk County Code and be eligible for a merit increase pending a satisfactory performance review.

When the employee is no longer serving in an interim capacity, they shall return to the former pay band and step of previous position. In addition, the employee shall receive any step increase they would have received had they not served in an interim capacity.

116 - **PERSONNEL FILES**

Personnel files are established and maintained for each active Sauk County employee. These files will be located at Sauk County Health Care Center for all employees of SCHCC, and in the Personnel Department in the West Square Building for all other Sauk County employees.

Employees may inspect their personnel files per the Wisconsin Open Records Law and must follow procedures in that law.

———The Human Resources Director shall be the records custodian for purposes of personnel files.

117 - **INTRODUCTORY PERIOD**

All new full-time employees shall serve a six (6) month introductory period. Department Heads shall serve a twelve (12) month introductory period. Sheriff's Department employees shall serve at least a twelve (12) month introductory period. They shall not attain any rights and shall be subject to dismissal without prior notice or recourse. The introductory period shall be extended by any days the employee is absent due to unpaid leave of absence or other extended absences. New part-time employees shall serve an introductory period equal to six (6) months of full-time hours. Completion of the introductory period does not guarantee continued employment for any specified period, nor does it modify or change the employee's at will status.

118 - **REDUCTION IN WORKFORCE**

Layoff

When it is necessary for the County to reduce its workforce, consideration will be given within each department to the services determined to be most critical and/or the availability of funding for positions.

The department head, in conjunction with the Administrative Coordinator and Human Resources Director will identify the positions subject to layoff.

Advance notice of at least two weeks shall be given whenever possible to the employee subject to layoff. When a decision must be made between two or more employees holding the same job classification, consideration will be given to job performance, skills, abilities, attendance and length of service. When all other qualifications are relatively equal, consideration will be given to the employee with greatest length of service.

#### Rehire from Layoff

An employee who has been placed on layoff status may be subject to recall within a twelve (12) month period. When a job opportunity occurs, consideration will be given to employees on layoff status concurrently with other internal and external candidates.

Any employee that is recalled from layoff status within one year will maintain their original date of hire and their benefits will be adjusted to reflect time unemployed. An employee's sick leave bank will be reinstated to the same number of hours prior to layoff/reduction in force.

### 119 - **PROHIBITED HARASSMENT AND DISCRIMINATION**

It is the policy of Sauk County to prohibit employment discrimination and harassment of any type, including sexual harassment. Sauk County is committed to providing a workplace free from this type of conduct. It is a violation of this policy for an employee to engage in employment discrimination or harassment.

It may also be illegal under state and/or federal law to discriminate in employment on the basis of a protected class as defined by law. Current protected classes include: race, color, creed, ancestry, national origin, age, sex/gender (including sexual harassment), disability, arrest/conviction record, marital status, sexual orientation, genetic testing, honesty testing, pregnancy or childbirth, military service, use or non-use of lawful products during non-work hours, declining to attend a meeting or to participate in any communication about religious matters or political affairs, or any other characteristic protected by state or federal law. Further, it is a violation of this policy to engage in harassment of an employee in a protected class, or retaliation against persons who assert their rights under this policy, the fair employment laws, the family and medical leave laws and other labor standard laws.

#### Employment Discrimination

Discrimination in employment generally involves the treatment of people less favorably than others because of their protected class in matters such as:

recruitment and hiring	job assignments
pay	leave or benefits
promotion	licensing or union membership
discipline or discharge	demotion or layoff
other employment related actions	

#### Harassment

Harassment is a form of discrimination and means unwelcome conduct, whether verbal, non-verbal, or physical conduct that:

- A. is derogatory or demeaning in nature.
- B. has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

### Sexual Harassment

Sexual harassment is a form of sexual discrimination and means unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature whenever engaged in by a supervisor or agent of the County in a position of responsibility and/or when:

- A. Submission to that conduct is made either explicitly or implicitly a term or condition of employment (hiring, termination, etc.).
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions (promotion, pay increase, performance appraisal, etc.).
- C. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of prohibited sexual harassment conduct under this policy include, but are not limited to, the following:

- A. Verbal harassment includes sexual innuendoes, sexual comments, jokes of a sexual nature, sexual propositions, and threats.
- B. Non-verbal harassment includes sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, and obscene gestures.
- C. Physical harassment includes unwanted physical contact, including touching, patting, pinching, hugging or intentionally brushing the body, coerced sexual intercourse, and assault.

### Reporting Responsibility

Any employee or applicant who feels that he or she has been the subject of discrimination in employment or feels that he or she has been harassed (including sexual harassment) should report the complaint in a timely manner to his or her immediate supervisor, or the next level of supervision, or to the Human Resources Director or the Administrative Coordinator. In addition, if any employee or applicant feels that he or she has been sexually harassed by a member of the public or a service provider during the course of employment, the employee should report the complaint in a timely manner to his or her immediate supervisor, or the next level of supervision, or to the Human Resources Director or the Administrative Coordinator. There will be no reprisals against any employee or applicant for making such a report, however false accusations will result in severe disciplinary action, up to and including termination.

Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The Human Resources Director or designee may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the Human Resources Director or designee will dictate the verbal complaint.

Sauk County is obligated to and will conduct a prompt and thorough investigation of all reports of or complaints of discrimination in employment or harassment. All reports of harassment or discrimination will be promptly and immediately investigated by the Human Resources Director or ~~their~~<sup>his/her</sup> designee. Sauk County will make every effort to keep the complaint and its investigation confidential, except as may be reasonably necessary to successfully complete the investigation. Investigation of a complaint will normally involve conferring with the parties involved and any named or apparent witnesses.

The Human Resources Director or ~~their~~<sup>his/her</sup> designee may determine that the circumstances of the case warrant that the individual accused of the discriminatory or harassing conduct be placed on a suspension during the investigation process. Should this occur, the suspension will, depending on the facts and circumstances, be without pay and shall generally be for no longer than two weeks in duration. If the allegations prove not to constitute discrimination or harassment, the employee will return to work with pay, retroactive to the date of suspension.

#### Disciplinary Action

If the allegation of discrimination in employment or harassment is found to be credible, appropriate corrective action will be taken. Substantiated incidents of discrimination or harassment, including sexual harassment, on the part of a county employee will be treated as a disciplinary infraction, with penalties up to and including termination. The determination of the action to be taken, including termination, will be based on the facts on a case-by-case basis.

It will be a violation of this policy for any person who learns of the investigation or complaint to take any retaliatory action that affects the work environment of the complainant or any person involved in the investigation. Participation in a retaliatory action may result in discipline up to and including discharge.

Every supervisor is responsible for promptly reporting, and documenting in writing, any complaint or suspected act of discrimination in employment or harassment to the Human Resources Director, or designee. Failure to report or adequately address such discrimination or harassment will result in disciplinary action.

It is illegal and against the policy of Sauk County for any worker, male or female, to harass another worker by: making unwelcome sexual advances or favors or other verbal or physical conduct of a sexual nature a condition of any worker's employment; using a worker's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile or offensive working environment by such conduct.

The creation of an intimidating, hostile or offensive working environment may include such actions as persistent comments on a worker's sexual preferences or the display of obscene or sexually oriented photographs or drawings. The employer will not condone any sexual harassment of its employees. All workers, including supervisors and managers, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit.

## 120 - RESPECTFUL WORKPLACE

Sauk County is committed to providing our employees with a respectful, healthy and safe work environment that is free from bullying. Workplace bullying is unacceptable and will not be tolerated. Bullying is malicious repeated behavior that a reasonable person would consider to be offensive, degrading, humiliating or threatening. Bullying may be directed toward one employee or a group of employees. Some examples include but are not limited to: screaming at someone, condescending and belittling comments, name calling or ridiculing, derogatory remarks or insults, undermining or impeding others' work, or unwarranted harsh and persistent criticism of work. This includes cyber bullying which is bullying using social media, website materials, e-mails, texting and cell phones.

Sauk County expects all employees who experience bullying or who see others being bullied to report it as soon as possible to the appropriate supervisor, manager, department head or Personnel Department staff member. Management employees are expected to take action to stop workplace bullying.

Any reports of workplace bullying will be treated seriously and investigated. Employees are expected to cooperate with an investigation and provide truthful information. Confidentiality will be maintained during the investigation to the extent possible.

Employees who participate in workplace bullying, retaliate against an employee who reports bullying, or makes a false allegation of bullying will be subject to disciplinary action up to and including termination.

**121 - RESIGNATIONS AND DISCHARGES**

Any employee who voluntarily resigns or is discharged from County employment loses all of his/her length of service based benefits and must serve another introductory period of at least six (6) months if rehired by the County.

Employees who fail to report to work for two (2) consecutive days without notifying the County (department head or designee, or the Personnel Department) of the absence will be considered as having voluntarily resigned as result of job abandonment.

A resignation received and accepted by a management representative shall be considered final and irrevocable.

All non-voluntary terminations of union and non-union personnel must be reviewed and approved by the Personnel Department before such termination can be made. An employee who has been terminated involuntarily, or who has voluntarily terminated his/her employment in lieu of non-voluntary termination, is not eligible for re-hire without the approval of the Human Resources Director.

Employees who voluntarily terminate their employment by providing at least two (2) weeks written notice shall receive pay for all accrued vacation, holiday and compensatory time which is due them on the date of termination. Four (4) weeks' notice is generally expected from department heads, other supervisory positions and professional staff (Social Workers, Psychotherapists, and Registered Nurses).

Employees who retire or become disabled and are eligible to receive Wisconsin Retirement Fund annuity or Social Security shall receive payment for all accrued vacation, holidays and compensatory time.

The heirs of employees who die shall receive all of the above referred to termination benefits.

Employees must have their final time sheet turned in to their department head at termination and all termination pay must first receive verification from the Personnel Department before any payments are made by the Accounting Department. An employee cannot extend his/her last day of employment by use of any accrued benefit, i.e., vacation, compensatory time, etc.

**ACCRUED LEAVE PAYOUT TABLE**

	Vacation	Compensatory Time	Executive Leave	Holiday Pay	Sick Leave
<b><u>VOLUNTARY TERMINATION WITH PROPER NOTICE</u></b>	Yes	Yes	No	Yes	No
<b><u>VOLUNTARY TERMINATION WITHOUT</u></b>	No	Yes	No	Yes	No

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Commented [MP2]: Retirement, voluntary vs involuntary

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<b>PROPER NOTICE</b>					
<b>INVOLUNTARY TERMINATION</b>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
<b>RETIREMENT</b>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes*</u>
<b>DEATH</b>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes*</u>

\*Pursuant to Sauk County Code of Ordinance Chapter 13.044

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122 - **TOTAL BASE WAGES AND OTHER COMPENSATION**

Wage scales have been established for all employees and include starting wages and pay bands and steps allowing for increases. New employees are generally paid the starting wage for their job classification although when training, experience or other circumstances dictate, they may be paid a higher starting wage with the appropriate approvals. ~~(Personnel Committee).~~

All starting wages above the start step for new full time or part-time non-union and union employees, all promotional increases and other wage adjustments, other than general increases approved yearly by the County Board, shall first be approved by the Human Resources Director or his/her designee. All starting wages above the seventh step for non-represented employees must also be approved by the Personnel Committee for final approval. All salary and wage changes must be approved and processed through the Personnel Department before the Accounting Department allows any new salaries or adjustments to be paid.

All days that a non-exempt employee is absent and does not have authorized leave time accumulated to cover the absence will have the absent time deducted from their pay unless the supervisor determines that the employee must make up the missed time without incurring overtime.

123 - **OVERTIME HOURS**

Any employee overtime hours must be pre-approved by the employee's supervisor or department head. Non-exempt employees cannot authorize any overtime hours of work for themselves, or any other employee. Working unauthorized overtime will result in disciplinary action, up to and including termination.

Employees who request to work outside of their normal schedule shall have such overtime hours pre-approved by their supervisor or department head.

Employees requesting overtime hours must complete and submit a request for overtime hours form to their supervisor or department head for pre-approval.

Paid leave time (i.e. sick, holiday, or vacation) shall not be included as hours worked for purposes of calculation of overtime.

All regular, full-time, non-exempt employees who are called in to work shall be compensated at one and one half (1 ½) times their regular hourly rate for hours worked outside of their normal regular schedule, as a result of being called in to work.

Payment for all approved overtime hours worked will follow County policies and/or labor contract language.



Non-exempt employees who are called back to work because of an emergency shall receive one and one-half (1-1/2) times their regular rate of pay for the period of time worked. Emergencies as noted above shall not include work that has been scheduled in advance.

**124 - COUNTY EMPLOYEE TO ELECTED OFFICIAL**

In the event a county employee should be appointed or elected to a county elected office, the employee will be treated as a terminated employee for accrued benefit purposes. County benefits such as health, dental, and life insurance shall continue as if the person was an active employee. Vacation and sick leave will no longer accrue. Any vacation earned prior to becoming an elected official will be paid out at the current rate of pay. Sick leave accrued shall be placed in escrow and paid out at time of retirement providing qualifying retirement conditions are met.

**BENEFITS**

**201 - COMPENSATORY TIME**

Non-exempt, non-union employees may earn compensatory time at the rate of time and one-half (1-1/2) and may elect the time off in lieu of overtime payments. Compensatory time may be accumulated into a running account up to a maximum of forty (40) hours. All hours accumulated above the maximum will be paid out to the employee on the next appropriate check.

Use of compensatory time shall be scheduled at the discretion of the department head. All unused compensatory time shall be paid out annually by the last paycheck in December. 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.

**202 - DEATH BENEFITS**

Upon the death of an employee, the employer shall pay to the employee's spouse, or to the estate if there is no surviving spouse, all accumulated unused sick leave, accrued unused vacation and any earnings due to the employee at the time of his/her death.

**203 - VOLUNTARY DEFERRED COMPENSATION**

Deferred Compensation is a method for employees to set aside a portion of their gross salary up to a maximum amount in any given calendar year for future supplemental retirement income. The maximum amount may be adjusted annually.

The amount deferred reduces current State and Federal income taxes. Earnings on these deferrals also accumulate tax free until withdrawn upon retirement or termination of employment. Participation in the Deferred Compensation program is voluntary and entirely at the employee's expense.

**204 - EMPLOYEE ASSISTANCE PROGRAM**

A confidential Employee Assistance Program is available to employees and their families. Assistance includes help with ~~marital problems,~~ employee wellness, financial difficulties, ~~emotional disorders,~~ alcohol or other drug related problems, poor ~~physical~~ health or other personal concerns. Additional information is available at the Personnel Department and on the Intranet.

**205 - HOLIDAYS**

Employees shall be granted the following paid holidays, however due to shifts and/or departmental scheduling issues, there may be differences of dates observed as holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Thanksgiving Day
Friday before Easter	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
	New Year's Eve

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

Holiday pay will be based upon regularly scheduled hours, exclusive of shift premium, if any, but will not exceed eight hours per holiday.

To be eligible for holiday pay, an employee must work the scheduled day before and after a holiday unless absent due to verified illness or on approved paid leave, i.e., vacation. An employee who is on a leave of absence (excluding FMLA) and does not use his/her own benefit time before or after the holiday does not qualify for holiday pay.

206 - **INSURANCE**

Health Insurance: Group health insurance is available for regular full-time and part-time employees who are ordinarily scheduled to work at least twenty (20) hours or more per week in accordance with the Personnel Ordinance. Employees must apply for health insurance within thirty (30) days of employment. Late applications will require evidence of insurability.

Work Hours Consideration in Relation to Health Care Reform/Affordable Care Act: Employees who work more than 1,560 hours or more during the County's measurement period will be eligible and offered health insurance during the next plan year (stability period). Department Heads are responsible for monitoring hours worked and budgeting for any expense related to additional health insurance coverage. If an employee becomes eligible and the cost of the County's plan is determined to be unaffordable as defined by the Affordable Care Act, any penalties/costs incurred will be the responsibility of the department.

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Dental Insurance: Sauk County offers voluntary dental insurance. Eligible employees must apply for dental insurance within thirty (30) days of employment and cannot be enrolled at a later time.

Extended Coverage: Employees may be entitled to COBRA continuation rights which allow the employee to continue both health and dental insurance at group rates at their own expense if specific events occur, such as termination, resignation, layoff, etc. In addition, former dependents of employees, including separated, divorced or Medicare-eligible spouses and children, or children still supported by employees who would otherwise lose coverage because of their age, may continue health and/or dental insurance coverage at group rates but also at their own expense. Employees who are terminated from employment for reasons other than gross misconduct, as well as employees who resign from their employment may continue their group health insurance for the period of time prescribed by COBRA. Spouses of deceased employees may continue group health coverage for the period of time prescribed by COBRA. Such employee are normally advised on their continuation options and contribution requirements at time of hire and at termination.

Retirement: Employees who retire may continue to receive coverage under the group health insurance program at their own expense and provided they meet eligibility and participation requirements established by the plan.

Life Insurance: The County offers a life insurance program and contributes a specific percentage of the premium for an employee's basic coverage.

The County also offers voluntary additional and supplemental life insurance plans under which an employee eligible for the basic plan may double or triple the amount of coverage, with the additional cost to be paid entirely by the employee.

Other Voluntary Benefits: The County also offers voluntary vision, short-term disability, accident insurance, critical illness and hospitalization coverage with the additional costs paid by the employee.

**207 - JURY DUTY**

Employees called for jury duty shall be entitled to receive lost pay provided that they deposit any compensation received for such duty, excluding mileage allowance, with the Accounting Department, and receive a receipt for said deposit.

**208 - LEAVE OF ABSENCE GENERAL PROCEDURES**

County provided unpaid medical or general leaves of absence without pay for periods not to exceed six (6) months in duration may be granted to any full-time employee upon written request of the employee. The department head may grant leaves of absence up to thirty (30) days. Leaves of absence beyond thirty (30) days require the approval of the Human Resources Director or Administrative Coordinator.

The employee shall be entitled to be reinstated to the position in which ~~they/he/she were~~as employed at the time the leave was granted, or a position of comparable classification, provided there is such vacancy. During an unpaid leave of absence, there shall be no additions to an employee's vacation or sick leave benefits.

Seniority shall continue to accrue during the first calendar month of any leave of absence.

Employees on approved leave of absence shall not, as a condition of such leave, seek or accept employment elsewhere.

Any leave of absence granted must be evidenced in writing and a copy sent to the Personnel Department to be filed in the personnel file of the individual.

Employees on an approved unpaid medical leave will be responsible for the employer contribution toward health insurance and life insurance. Employees on an approved unpaid general leave of absence are responsible for their health, dental and life insurance premiums.

Commented [KH3]: Same thing? They already cover dental

**209.0 - GENERAL POLICY REGARDING GENERAL, FAMILY AND MEDICAL LEAVES OF ABSENCE**

Unpaid Family and Medical Leave of Absence (as provided by Federal and/or State legislation) is available for the following reasons: for an employee's own serious health condition; to care for a parent, son or daughter, spouse or domestic partner with a serious health condition; or for birth, adoption, or foster care placement; or to care for a covered service member who has a serious injury or illness incurred in the line of duty on active duty; or for a qualifying exigency related to active military duty. In no event will an employee be entitled to more Federal and/or State family or medical leave than the

maximum number of weeks provided for in one calendar year by Federal or State FMLA statutes. The weeks of Federal and State FMLA leave will be considered concurrent, where applicable, based on the calendar year. Employees may combine leaves for different purposes (i.e., six weeks of family leave for the birth of a child and two weeks of family leave to care for a seriously ill child) if circumstances qualify. Current State law provides for six (6) weeks of family leave related to birth, adoption, or foster care placement, provided the leave begins within 16 weeks of the child's birth or placement; two (2) weeks of family leave to care for an employee's parent, son or daughter, spouse or domestic partner who has a serious health condition; and two (2) weeks of medical leave for an employee's own serious health condition. Note, however, that current Federal law provides for a total of twelve weeks of FMLA leave for many of these same reasons, as well as 12 weeks of qualifying exigency leave and 26 weeks to care for a family member with a serious injury or illness related to active military service.

I. Eligibility

- A. County provided Medical Leave of Absence and General Leave of Absence is available to an employee who meets the requirements of County policy.
- B. An employee is eligible for Federal and State Family and Medical Leave of Absence if the leave is for a reason listed in C) of this section and the employee:
  1. has been employed by Sauk County for at least twelve (12) months, not necessarily consecutive, and
  2. has worked 1,000 hours and/or has been paid for 1000 hours during the twelve (12) month period preceding the leave.
- C. Family and Medical Leave of Absence is available to an employee who:
  1. has a serious health condition which makes the employee unable to perform his or her job duties, or
  2. is needed to care for a parent, son or daughter, spouse or domestic partner who has a serious health condition, or
  3. desires to take leave due to:
    - a. the birth of their child, and to care for the newborn child, or
    - b. due to the placement with the employee of a child for adoption (or as a pre-condition to adoption, but not both) or foster care, and to care for the newly placed child, or
  4. is needed to care for a spouse, parent, son or daughter, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious illness or injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary disability retired list, and if the employee meets the conditions as established above.
  5. is needed to address certain qualifying exigencies arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty, or call to active duty status in the National Guard or Reserves, in support of a contingency operation. Qualifying exigencies may include attending certain military events, arranging for

alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

II. Definitions Relating to Family and Medical Leave

Specific definitions relating to Federal and State Family and Medical Leave can be obtained from the Personnel Department.

III. Leave Duration

- A. In a calendar year, an employee may generally qualify for no more than twelve weeks of Federal family and/or medical leave for any and all qualifying reasons unless the leave is to care for a family member as described in I. (C) (4) above. In addition, an employee *may* be eligible for up to six weeks of State family leave for birth, adoption, or foster care placement and up to two weeks of family or medical leave for an employee's own serious health condition or the serious health condition of an employee's parent, son or daughter, domestic partner or spouse, *if* all of the twelve weeks of Federal leave entitlement were used for a different reason (i.e., child rearing v. caring for family members with serious health conditions). The maximum amount of combined Federal and State family and medical leave available may exceed twelve (12) weeks under this limited circumstance. If both the employee and his/her spouse are employed by the County, they may be limited to a combined total of 12 weeks of Federal family leave entitlement during a calendar year.
- B. Federal and State family and/or medical leave (regardless of whether it is continuous, intermittent, or reduced work schedule leave) must be taken within one year of its commencement.
- C. An employee may qualify for up to 26 workweeks of leave if the qualifying reason for the leave is I. (C) (4) in the Eligibility section above.
- D. In a one year period an employee may qualify for no more than six months of County provided general leave.

IV. Leave Pro-rata for Part-time Employees

Family and/or medical leave entitlement for eligible part-time employees shall be calculated on a pro-rata basis. The hours worked over the twelve (12) weeks prior to the beginning of the leave shall be used for calculating the employee's average normal work week. Example: an employee who worked or was scheduled to work 56 eight-hour days in the twelve week period prior to the leave would have a 12 week leave entitlement (in a one year period) of 56 eight-hour days that s/he would normally have been scheduled.

V. Substitution

The County will require, to the extent of its rights under Federal and State FMLA law and labor agreements, that any paid sick leave benefit available to the employee be substituted for part or all of the leave period. The County may also require (based on labor agreement) that any other accrued benefit be substituted for unpaid Federal FMLA leave.

VI. Concurrence

- A. Any paid leave substituted for unpaid Family and Medical leave will run concurrent with the Family and Medical leave provided under Federal and State FMLA.
- B. If a leave qualifies as both a County-provided leave (sick leave benefit, medical leave, or general leave) and a Federal and/or State FMLA leave as well, all leaves will run concurrently. For example, County-provided leave used for the birth of a child may also qualify as family leave under Federal and State law and, as such, is also deducted from an employee's leave entitlement under Federal and State laws. Note that worker's

compensation leave due to a serious health condition may also run concurrently with Federal FMLA leave.

VII. Scheduling Leave

An employee eligible for and desiring leave of absence should submit a written request to the Personnel Department within time periods designated and in the manner required for the specific type of leave.

VIII. Medical Certificate

If an employee is requesting a medical leave of absence, or a family leave to care for a parent, son or daughter, or domestic partner or spouse with a serious health condition, the employee may be required to obtain a Medical Certification Form from the Personnel Department and return the completed certification in a timely manner, typically within 15 calendar days. Contact the Personnel Department for further clarification based on the type of leave requested.

IX. Insurance and Benefits

While an employee is on leave of absence under the Federal and/or State FMLA, his/her health insurance shall continue on the same terms and conditions as prior to the leave. Other benefit entitlement, accrual, and responsibilities may be prorated. Further clarification of these matters should be obtained from the Benefits Specialist.

X. Return from Leave

A. An employee returning from medical leave, including Federal/State medical leave, County-provided medical leave, and sick leave beyond three days, may be required to obtain medical certification from the health care provider stating that he/she is able to resume work and is able to perform the essential job functions.

B. An employee returning from leave as provided under this policy can return to his or her position under the provisions of County policy and/or an applicable labor agreement. An employee should provide two work days written notice to the employee's supervisor before returning to work.

C. An employee may return to work prior to the scheduled end of the leave, and will be allowed to return within a reasonable time after the request to return to work early is made.

XI. Policy Interpretation and Revision

Specific interpretation of the policy provisions contained herein can be obtained from the Sauk County Personnel Department.

Sauk County reserves the right to add to or delete from this policy, in whole or in part, within its rights to do so under applicable Federal and State laws.

**209.1 - MEDICAL LEAVE OF ABSENCE (FMLA) FOR EMPLOYEE'S SERIOUS HEALTH CONDITION**

An unpaid Medical Leave of Absence (as provided by Federal and/or State legislation) for an employee's own serious health condition is available to employees as specified below. In no event will an employee be entitled to more Federal and/or State medical leave than the maximum number of weeks provided in one calendar year by Federal or State FMLA statutes. The weeks of Federal and State FMLA leave will be considered concurrent. Current Federal law provides for a total of twelve weeks of FMLA leave.

I. Eligibility

A. An employee is eligible for Federal and State Medical Leave of Absence if the employee:

1. has a serious health condition which makes the employee unable to perform his or her job duties, and
2. has been employed by Sauk County for at least twelve (12) months, not necessarily consecutive, and
3. has worked 1,000 hours and/or has been paid for 1,000 hours during the twelve (12) month period preceding the leave.

II. Definitions

Specific definitions relating to Federal and State Family and Medical Leave can be obtained from the Personnel Department.

III. Leave Duration

- A. In a calendar year, an employee may generally qualify for no more than twelve weeks of Federal family and/or medical leave for any and all qualifying reasons. In addition, an employee *may* be eligible for up to six weeks of State family leave if the reason for the State leave is different than that used for Federal leave. If both the employee and his/her spouse are employed by the County, they may be limited to a combined total of 12 weeks of Federal family leave entitlement during a calendar year.
- B. Federal and State family and/or medical leave (regardless of whether it is continuous, intermittent, or reduced work schedule leave) must be taken within one year of its commencement.

IV. Leave Pro-ration for Part-time Employees

Family and/or medical leave entitlement for eligible part-time employees shall be calculated on a pro-rata basis. The hours worked over the twelve (12) weeks prior to the beginning of the leave shall be used for calculating the employee's average normal work week. Example: an employee who worked or was scheduled to work 56 eight-hour days in the twelve week period prior to the leave would have a 12 week leave entitlement (in a one year period) of 56 eight-hour days that s/he would normally have been scheduled.

V. Substitution

During the first two weeks of medical leave for one's own illness or injury, an employee may choose to take the leave unpaid or choose that any of the following types of paid leave be substituted for part or all of the otherwise unpaid Federal or State medical leave: sick leave; vacation; compensatory time (if available). After this initial period (two weeks) the County requires, to the extent of its rights under the law that any paid sick or vacation leave benefits available to the employee be substituted for part or all of the medical leave period. The County may also require (based on labor agreement) that any other such benefit be substituted for unpaid Federal medical leave.

VI. Concurrence

- A. Any paid leave substituted for unpaid medical leave will run concurrent with the medical leave provided under this Policy.
- B. If a leave qualifies as both a County-provided leave (sick leave benefit, medical leave, or general leave) and a Federal and/or State FMLA leave as well, all leaves will run concurrently. Note that worker's compensation leave due to a serious health condition may also run concurrently with Federal FMLA leave.

VII. Scheduling Leave

- A. An employee eligible for and desiring medical leave should submit a written request to the Personnel Department thirty days prior to the leave if the leave is foreseeable. Verbal requests must be followed by a written request as soon as possible. If the leave is not foreseeable, or 30 days' notice is not practicable, the employee should still provide verbal notice, giving as reasonable and as practical notice as possible, and followed up by submitting a written request as soon as possible (which should be done no later than the end of the work shift on the day the leave is to begin.) (This requirement may be waived in medical emergency situations or for a change in circumstances. An employee who fails to give 30-day notice without a reasonable excuse for the delay may be denied leave until at least 30-days have passed.)
- B. The County reserves the right to determine whether any leave qualifies as Federal and/or State medical leave.
- C. The notice should identify if and what type of paid accrued leave the employee intends to substitute as allowed under the law. The County will also make that determination to the extent of its right to do so under the law (See section V. above).
- D. When the leave is for planned medical treatment the employee must:
  - 1. Schedule the medical treatment so that it does not unduly disrupt the County's operation. The employee must provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be of sufficient definiteness that the County can schedule replacement employees, if necessary.
  - 2. Provide the required medical certification, to include the date the serious health condition commenced, the probable duration, the medical facts regarding the condition, and a statement that the employee is unable to perform the functions of his/her position. Depending on the nature, duration, etc., of the leave, the employee may be required to obtain a recertification, and to request an extension to the leave of absence. (See section VIII.)
- E. When medically necessary, an employee may take leave as an intermittent leave or leave on a reduced leave schedule (fewer hours per day or week) in increments of no less than one-half hour. An employee who does so shall schedule the intermittent or reduced leave schedule so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the employee's proposed schedule of intermittent leave or leave on a reduced leave schedule with reasonable promptness after the employee learns of the probable necessity of such leave. Leave available during a calendar year may only be used within that year.
- F. If an intermittent leave or a reduced leave schedule is allowed for planned medical treatments, provide medical certification stating the dates on which such treatment is expected to be given and the duration of such treatment.
- G. If an intermittent leave or a reduced leave schedule is allowed, the County may temporarily transfer the employee to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave.

VIII. Medical Certificate

- A. If a Federal and/or State medical leave is designated for an employee under this policy, the employee must obtain a Medical Certification Form from the Personnel Department. This form must be completed by the employee and the health care provider treating the



employee, and returned to the Personnel Department within fifteen calendar days. If it is not practicable under the particular circumstances for the employee to do so within the fifteen day requirement, despite the employee's diligent good faith efforts, the employee will provide the certification as soon as possible. The County can require the employee to obtain subsequent re-certifications on a reasonable basis, and to report periodically on his/her status and intention to return to work. If requirements for the medical certification are not completed, the County may deny family and/or medical leave.

- B. The County may request a second and a third health care provider opinion at the County's expense. If, during the period of a State FMLA leave, a third opinion is desired due to conflicting opinions of health care providers, the Wisconsin Department of Workforce Development may appoint a practitioner/provider to make the final decision.

IX. Insurance and Benefits

- A. While an employee is on Federal and/or State medical leave the County will maintain group health and life insurance coverage under the conditions that applied before the leave began. If, prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with his/her share of the premium payments. The County's obligation to maintain health insurance benefits will stop if and when an employee informs the County of his/her intent not to return to work at the end of the leave period; if the employee fails to return to work when leave entitlement is used up; or if the employee fails to make any required payments while on leave. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave. In some circumstances, the employee may maintain post-employment rights to continued coverage pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).
- B. If the employee does not return to work after the leave entitlement has been exhausted, the County reserves the right to recover the health, dental, and life insurance premiums paid during any portion of unpaid leave, unless the failure to return to work was for the employee's own serious health condition or for other reasons beyond the employee's control.
- C. The employee will continue to earn accrued benefits if paid leave is substituted for unpaid medical leave. During unpaid leave, unless specifically provided by county policy or a labor agreement, an employee is not entitled to benefit accrual other than group health, dental, and life insurance coverage (to the extent that coverage would have been provided if the employee continued working), but will not lose any benefits accrued prior to leave unless such benefits are utilized. Based upon labor agreement, seniority will continue to accrue during the first calendar month of an unpaid leave.
- D. Employees on approved leave of absence will not, as a condition of the leave, seek or accept employment elsewhere.
- E. Further clarification of benefit entitlement and responsibilities should be obtained from the Benefits Specialist.

X. Return from Leave

- A. An employee returning from medical leave, including Federal/State medical leave, County-provided medical leave, and sick leave beyond three days, is required to obtain medical certification from the health care provider stating that he/she is able to resume work and is able to perform the essential job functions.

- B. An employee returning from leave as provided under this policy can return to his or her position under the provisions of County policy and/or an applicable labor agreement. Note that County policy and some existing labor agreements provide that an employee may be returned to his/her position at the time the leave was granted or to a comparable classification providing there is such a vacancy. An employee should provide two work days written notice to the employee's supervisor before returning to work.
- C. An employee may return to work prior to the scheduled end of the leave, and will be allowed to return within a reasonable time after the request to return to work early is made.

XI. Policy Interpretation and Revision

Specific interpretation of the policy provisions contained herein can be obtained from the Sauk County Personnel Department.

Sauk County reserves the right to add to or delete from this policy, in whole or in part, within its rights to do so under applicable Federal and State laws.

**209.2 - FAMILY LEAVE OF ABSENCE (FMLA) FOR FAMILY MEMBER'S OR COVERED SERVICEMEMBER'S SERIOUS HEALTH CONDITION OR MILITARY EXIGENCY**

An unpaid Family Leave of Absence (as provided by Federal and/or State legislation) to care for a parent, son or daughter, spouse, or next of kin military member with a serious health condition is available to employees as specified below. In no event will an employee be entitled to more Federal and/or State family leave than the maximum number of weeks provided in one calendar year by Federal or State FMLA statutes. The weeks of Federal and State FMLA leave will be considered concurrent. Current Federal law provides for a total of twelve weeks of FMLA leave, and 26 weeks in a 12-month period to care for a family member with a serious injury or illness related to military service.

I. Eligibility

A. An employee is eligible for Federal and State Family Leave of Absence if the employee:

1. is needed to care for a parent, son or daughter, or spouse who has a serious health condition, and
2. has been employed by Sauk County for at least twelve (12) months, not necessarily consecutive, and
3. has worked 1,000 hours and/or has been paid for 1,000 hours during the twelve (12) month period preceding the leave, or
4. is needed to care for a spouse, parent, son or daughter, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious illness or injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary disability retired list, and if the employee meets the conditions of 2. and 3. above, or
5. is needed to address certain qualifying exigencies arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty, or call to active duty status in the National Guard or Reserves, in support of a contingency operation. Qualifying exigencies may include attending certain military events, arranging for

alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

- B. Employees who meet eligibility requirements as defined by County Policy may be eligible for general leave.

II. Definitions

Specific definitions relating to Federal and State Family and Medical Leave can be obtained from the Personnel Department.

III. Leave Duration

- A. In a calendar year, an employee may generally qualify for no more than twelve weeks of Federal family and/or medical leave for any and all qualifying reasons unless the leave is to care for a family member as described in I. (A) (4) above. (See also Policies #209.3 and #209.5). In addition, an employee *may* be eligible for up to six weeks of State family leave if the reason for the State leave is different than that used for Federal leave. If both the employee and his/her spouse are employed by the County, they may be limited to a combined total of 12 weeks of Federal family leave entitlement during a calendar year.
- B. Federal and State family and/or medical leave (regardless of whether it is continuous, intermittent, or reduced work schedule leave) must be taken within one year of its commencement.
- C. An employee may qualify for up to 26 workweeks of leave in a 12-month period if the qualifying reason for the leave is I. (A) (4) in the Eligibility section above.

IV. Leave Pro-ration for Part-time Employees

Family leave entitlement for eligible part-time employees shall be calculated on a pro-rata basis. The hours worked over the twelve (12) weeks prior to the beginning of the leave shall be used for calculating the employee's average normal work week. Example: an employee who worked or was scheduled to work 56 eight-hour days in the twelve week period prior to the leave would have a 12 week leave entitlement (in a one year period) of 56 eight-hour days that s/he would normally have been scheduled.

V. Substitution

During the first two weeks of family leave for the care of a family member, an employee may choose that any of the following types of paid leave be substituted for part or all of the otherwise unpaid Federal or State family leave: sick leave; vacation; banked holidays; compensatory time (if available). After this initial period (two weeks) the County may require, to the extent of its rights under the law and labor agreements, that any paid sick leave benefit available to the employee be substituted for part or all of the family leave period. The County may also require (based on labor agreement) that any other such benefit be substituted for unpaid Federal or State family leave.

VI. Concurrence

- A. Any paid leave substituted for unpaid family or military leave will run concurrent with the family or military leave provided under this Policy.
- B. If a leave qualifies as both a County-provided leave (sick leave benefit, medical leave, or general leave) and a Federal and/or State FMLA leave as well, all leaves will run concurrently. For example, County-provided leave used for the birth of a child may also qualify as family leave under Federal and State law and, as such, is also deducted from an employee's leave entitlement under Federal and State laws.

VII. Scheduling Leave

- A. An employee eligible for and desiring family leave to care for a family member with a serious health condition should submit a written request to the Personnel Department thirty days prior to the leave if the leave is foreseeable. Verbal requests must be followed by a written request as soon as possible. If the leave is not foreseeable, or 30 days' notice is not practicable, the employee should still provide verbal notice, giving as reasonable and as practical notice as possible, and followed up by submitting a written request as soon as possible (which should be done no later than the end of the work shift on the day the leave is to begin.) (This requirement may be waived in medical emergency situations or for a change in circumstances. An employee who fails to give 30-days' notice without a reasonable excuse for the delay may be denied leave until at least 30-days have passed.)
- B. The County reserves the right to determine whether any leave qualifies as Federal and/or State family leave.
- C. The notice should identify if and what type of paid accrued leave the employee intends to substitute as allowed under the law. The County will also make that determination to the extent of its right to do so under the law (See section V. above).
- D. When the leave is for planned medical treatment for a family member with a serious health condition, the employee must:
  - 1. Schedule the medical treatment so that it does not unduly disrupt the County's operation. The employee must provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be of sufficient definiteness that the County can schedule replacement employees, if necessary.
  - 2. Provide the required medical certification, to include the date the serious health condition commenced; the probable duration; the medical facts regarding the condition; a statement that the employee is needed to care for the son, daughter, spouse, or parent; and an estimate of the amount of time that the employee is needed to care for him/her. Depending on the nature, duration, etc., of the leave, the employee may be required to obtain a recertification, and to request an extension to the leave of absence. (See section VIII.)
- E. When medically necessary, an employee may take leave as an intermittent leave or leave on a reduced leave schedule (fewer hours per day or week) in increments of no less than one-half hour. An employee who does so shall schedule the intermittent or reduced leave schedule so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the employee's proposed schedule of intermittent leave or leave on a reduced leave schedule with reasonable promptness after the employee learns of the probable necessity of such leave. Leave available during a calendar year may only be used within that year.
- F. If an intermittent leave or a reduced leave schedule is allowed for planned medical treatments, provide medical certification stating the dates on which such treatment is expected to be given and the duration of such treatment.
- G. If an intermittent leave or a reduced leave schedule is allowed, the County may temporarily transfer the employee to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave.

VIII. Medical Certificate / Certification of Qualifying Exigency

- A. If a Federal and/or State family leave is designated for an employee under this policy to care for a family member or covered service member, the employee must obtain a Medical Certification Form from the Personnel Department. This form must be completed by the employee and the health care provider treating the employee's family member, and returned to the Personnel Department within fifteen calendar days. If the leave is for the purpose of caring for a covered service member, the certification must be filled out by the employee and either a U.S. Department of Defense (DOD) health care provider, or a health care provider who is either (1) a U.S. Department of Veterans Affairs health care provider; (2) a DOD TRICARE network authorized private health care provider; or (3) a DOD non-network TRICARE authorized private health care provider. If it is not practicable under the particular circumstances for the employee to have the form completed and returned to the Personnel Department within the fifteen day requirement, despite the employee's diligent good faith efforts, the employee will provide the certification as soon as possible. The County can require the employee to obtain subsequent re-certifications on a reasonable basis, and to report periodically on his/her status and intention to return to work. If requirements for the medical certification are not completed, the County may deny family leave.
- B. The County may request a second and a third health care provider opinion at the County's expense. If, during the period of a State FMLA leave, a third opinion is desired due to conflicting opinions of health care providers, the Wisconsin Department of Workforce Development may appoint a practitioner/provider to make the final determination.
- C. If a Federal and/or State family leave is designated for an employee under this policy for the purpose of addressing certain qualifying exigencies arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty, or call to active duty status in the National Guard or Reserves, in support of a contingency operation, the employee must obtain a Certification of Qualifying Exigency Form from the Personnel Department. This form must be completed by the employee and returned to the Personnel Department within fifteen calendar days. If it is not practicable under the particular circumstances for the employee to do so within the fifteen day requirement, despite the employee's diligent good faith efforts, the employee will provide the certification as soon as possible. The County can require the employee to obtain subsequent re-certifications on a reasonable basis, and to report periodically on his/her status and intention to return to work.

IX. Insurance and Benefits

- A. While an employee is on Federal and/or State family leave the County will maintain group health and life insurance coverage under the conditions that applied before the leave began. If, prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with his/her share of the premium payments. The County's obligation to maintain health, dental, and life insurance benefits will stop if and when an employee informs the County of his/her intent not to return to work at the end of the leave period; if the employee fails to return to work when leave entitlement is used up; or if the employee fails to make any required payments while on leave. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave. In some circumstances, the employee may maintain post-employment rights to continued coverage pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).
- B. If the employee does not return to work after the leave entitlement has been exhausted, the County reserves the right to recover the health, dental, and life insurance premiums paid during any portion of unpaid leave, unless the failure to return to work was for reasons beyond the employee's control.

- C. The employee will continue to earn accrued benefits if paid leave is substituted for unpaid family leave. During unpaid leave, unless specifically provided by County policy or a labor agreement, an employee is not entitled to benefit accrual other than group health, dental, and life insurance coverage (to the extent that coverage would have been provided if the employee continued working), but will not lose any benefits accrued prior to leave unless such benefits are utilized. Based upon labor agreement, seniority will continue to accrue during the first calendar month of an unpaid leave.
  - D. Employees on approved leave of absence will not, as a condition of the leave, seek or accept employment elsewhere.
  - E. Further clarification of benefit entitlement and responsibilities should be obtained from the Benefits Specialist.
- X. Return from Leave
- A. An employee returning from leave as provided under this policy can return to his or her position under the provisions of County policy and/or an applicable labor agreement. Note that County policy and some existing labor agreements provide that an employee may be returned to his/her position at the time the leave was granted or to a comparable classification providing there is such a vacancy. An employee should provide two days written notice to the employee's supervisor before returning to work.
  - B. An employee may return to work prior to the scheduled end of the leave, and will be allowed to return within a reasonable time after the request to return to work early is made.
- XI. Policy Interpretation and Revision  
 Specific interpretation of the policy provisions contained herein can be obtained from the Sauk County Personnel Department.
- Sauk County reserves the right to add to or delete from this policy, in whole or in part, within its rights to do so under applicable Federal and State laws.

**209.3 - FAMILY LEAVE OF ABSENCE (FMLA) FOR BIRTH, ADOPTION OR FOSTER CARE PLACEMENT**

An unpaid Family Leave of Absence (as provided by Federal and/or State legislation) for birth, adoption, or foster care placement is available to employees as specified below. In no event will an employee be entitled to more Federal and/or State family leave than the maximum number of weeks provided in one calendar year by Federal or State FMLA statutes. The weeks of Federal and State FMLA leave will be considered concurrent. Current Federal law provides for a total of twelve weeks of FMLA leave.

- I. Eligibility
  - A. An employee is eligible for Federal and State Family Leave of Absence if the employee:
    - 1. desires to take leave due to:
      - a. the birth of their child, and to care for the newborn child, or
      - b. due to the placement with the employee of a child for adoption (or as a pre-condition to adoption, but not both) or foster care, and to care for the newly placed child,

and

2. has been employed by Sauk County for at least twelve (12) months, not necessarily consecutive, and
3. has worked 1,000 hours and/or has been paid for 1,000 hours during the twelve (12) month period preceding the leave.

II. Definitions

Specific definitions relating to Federal and State Family and Medical Leave can be obtained from the Personnel Department.

III. Leave Duration

- A. In a calendar year, an employee may generally qualify for no more than twelve weeks of Federal family and/or medical leave for any and all qualifying reasons. In addition, an employee *may* be eligible for up to six weeks of State family leave if the reason for the State leave is different than that used for Federal leave. If both the employee and his/her spouse are employed by the County, they may be limited to a combined total of 12 weeks of Federal family leave entitlement during a calendar year.
- B. Federal and State family and/or medical leave (regardless of whether it is continuous, intermittent, or reduced work schedule leave) must be taken within one year of its commencement.
- C. Family leave for birth, adoption, or foster care placement must commence within 16 weeks prior to or after the birth or placement of the child for adoption or foster care (State FMLA), but must conclude within 12 months of the birth or placement.

IV. Leave Pro-rata for Part-time Employees

Family and/or medical leave entitlement for eligible part-time employees shall be calculated on a pro-rata basis. The hours worked over the twelve (12) weeks prior to the beginning of the leave shall be used for calculating the employee's average normal work week. Example: an employee who worked or was scheduled to work 56 eight-hour days in the twelve week period prior to the leave would have a 12 week leave entitlement (in a one year period) of 56 eight-hour days that s/he would normally have been scheduled.

V. Substitution

During the first six weeks of family leave for birth, adoption, or foster care an employee may choose to take the leave unpaid or choose that any of the following types of paid leave be substituted for part or all of the otherwise unpaid Federal or State family leave: sick leave; vacation; banked holidays; compensatory time (if available). After this initial period (six weeks) the County may require, to the extent of its rights under the law and labor agreements, that any paid sick leave benefit available to the employee be substituted for part or all of the family leave period. The County may also require (based on labor agreement) that any other such benefit be substituted for unpaid Federal or State family leave.

VI. Concurrence

- A. Any paid leave substituted for unpaid family leave will run concurrent with the family leave provided under this Policy.
- B. If a leave qualifies as both a County-provided leave (sick leave benefit, medical leave, or general leave) and a Federal and/or State FMLA leave as well, all leaves will run concurrently. For example, County-provided leave used for the birth of a child may also

qualify as family leave under Federal and State law and, as such, is also deducted from an employee's leave entitlement under Federal and State laws.

VII. Scheduling Leave

- A. An employee eligible for and desiring family leave should submit a written request to the Personnel Department thirty days prior to the leave if the leave is foreseeable. Verbal requests must be followed by a written request as soon as possible. If the leave is not foreseeable, or 30 days' notice is not practicable, the employee should still provide verbal notice, giving as reasonable and as practical notice as possible, and followed up by submitting a written request as soon as possible (which should be done no later than the end of the work shift on the day the leave is to begin.) (This requirement may be waived in medical emergency situations or for a change in circumstances. An employee who fails to give 30-days' notice without a reasonable excuse for the delay may be denied leave until at least 30-days have passed.)
- B. The County reserves the right to determine whether any leave qualifies as Federal and/or State family leave.
- C. The notice should identify if and what type of paid accrued leave the employee intends to substitute as allowed under the law. The County will also make that determination to the extent of its right to do so under the law (See section V. above).
- D. During the equivalent of the first six weeks of a family leave for birth, adoption, or foster care, an employee may take family leave as an intermittent leave or leave on a reduced leave schedule (fewer hours per day or week) in increments of no less than one-half hour. An employee who does so shall schedule the intermittent or reduced leave schedule so it does not unduly disrupt the County's operations.

To comply with this requirement, an employee must provide the County, in writing, with the employee's proposed schedule of intermittent leave or leave on a reduced leave schedule no less than 30 days before the schedule is to begin, if at all possible. The schedule must be of sufficient definiteness so that the County is able to schedule replacement employees, if necessary, to cover the absences. The County reserves the right whether or not to allow that family leave for birth, adoption, or foster care placement be taken as intermittent leave or leave on a reduced leave schedule beyond the equivalent of six weeks. Leave available during a calendar year may only be used within that year.

- E. If an intermittent leave or a reduced leave schedule is allowed, the County may temporarily transfer the employee to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave.

VIII. Insurance and Benefits

- A. While an employee is on Federal and/or State family leave the County will maintain group health and life insurance coverage under the conditions that applied before the leave began. If, prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with his/her share of the premium payments. The County's obligation to maintain health, dental, and life insurance benefits will stop if and when an employee informs the County of his/her intent not to return to work at the end of the leave period; if the employee fails to return to work when leave entitlement is used up; or if the employee fails to make any required payments while on leave. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave. In some circumstances, the employee may maintain post-employment rights to continued coverage pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).



- B. If the employee does not return to work after the leave entitlement has been exhausted, the County reserves the right to recover the health, dental, and life insurance premiums paid during any portion of unpaid leave, unless the failure to return to work was for reasons beyond the employee's control.
- C. The employee will continue to earn accrued benefits if paid leave is substituted for unpaid family leave. During unpaid leave, unless specifically provided by County policy or a labor agreement, an employee is not entitled to benefit accrual other than group health, dental, and life insurance coverage (to the extent that coverage would have been provided if the employee continued working), but will not lose any benefits accrued prior to leave unless such benefits are utilized. Based upon labor agreement, seniority will continue to accrue during the first calendar month of an unpaid leave.
- D. Employees on approved leave of absence will not, as a condition of the leave, seek or accept employment elsewhere.
- E. Further clarification of benefit entitlement and responsibilities should be obtained from the Benefits Specialist.

IX. Return from Leave

- A. An employee returning from leave as provided under this policy can return to his or her position under the provisions of County policy and/or an applicable labor agreement. Note that County policy and some existing labor agreements provide that an employee may be returned to his/her position at the time the leave was granted or to a comparable classification providing there is such a vacancy. An employee should provide two work days written notice to the employee's supervisor before returning to work.
- B. An employee may return to work prior to the scheduled end of the leave, and will be allowed to return within a reasonable time after the request to return to work early is made.

X. Policy Interpretation and Revision

Specific interpretation of the policy provisions contained herein can be obtained from the Sauk County Personnel Department.

Sauk County reserves the right to add to or delete from this policy, in whole or in part, within its rights to do so under applicable Federal and State laws.

**210 - BEREAVEMENT LEAVE**

Employees shall be entitled to up to three (3) days of bereavement leave in the event of the death of an employee's spouse, child, parent, brother, sister, stepparent, stepchild, or employee's mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandparent of spouse, or grandchild.

This leave is separate from any benefit accruals and if additional leave time is required beyond that specified in this Section, such additional leave time may be taken and deducted from the employee's vacation, compensatory time or executive leave. Payment for such leave shall only be for days lost from the regular schedule of the employee.

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

If additional time is required beyond the time specified above, such additional leave time may be taken and deducted from the employee's sick leave accumulation or other earned time provided that authorization for additional leave is first obtained in writing from the individual's supervisor.

**211 - MILITARY LEAVE OF ABSENCE**

Regular employees shall receive two weeks of leave with pay for each year for annual reserves training. Leaves of absence without pay shall be granted in accordance with applicable federal and state law. In all instances, Sauk County will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law.

**212 - RETIREMENT**

Each employee hired prior to July 1, 2011, who works at least six hundred hours in any one year period is considered a participant in the Wisconsin Retirement Fund as provided by Wisconsin Statutes and rules established by the Wisconsin Retirement Fund Board. Employees initially hired after July 1, 2011, must work twelve hundred (1200) hours in any one year period to become a participant if the employee has no prior service, and are subject to a five (5) year vesting period.

Employer and Employee contribution rates are established annually by the Department of Employee Trust Funds.

Employee contributions are made on a pre-tax basis as allowed under Internal Revenue Code Section 414(h)(2). Taxation of the employee contribution amount is deferred until the participant starts receiving a retirement annuity from WRS.

**213 - SECTION 125 PLAN (FLEXIBLE SPENDING ACCOUNT)**

Employees may voluntarily participate in a Section 125 plan for health and dental insurance premiums and basic life insurance premiums, health care expenses not covered by insurance, and child-care expenses. The employee may make elections when beginning employment and then will make new elections prior to the beginning of each new plan year. This program allows employees to pay for the above mentioned items pre-tax. A designated amount is deducted from each paycheck reducing his/her taxable income.

**214 - SICK LEAVE**

Sick leave shall be administered in accordance with the Personnel Ordinance or applicable collective bargaining agreement. All regular employees shall be entitled to use paid sick leave upon accrual. Sick leave shall accumulate at the rate of one (1) day for each month of regular full-time employment, up to a maximum of 120 days; pro-rated for part-time employees.

Upon request of a doctor, an employee eligible for sick leave may be authorized to use up to three (3) days with pay due to illness or injury to the immediate family (spouse or children) that would reasonably require the presence of the employee (under special circumstances and approval of the County, an employee may be granted additional sick leave in excess of three [3] days).

Sick leave shall commence upon the first day of absence due to illness or injury and employees must notify the department in charge of the absence prior to the regular starting time if at all possible.

**Important note:** The County of Sauk will provide for conversion of accumulated sick leave in certain circumstances as stipulated in the Personnel Ordinance at the employee's option to a credit which will

be used to pay monthly health insurance premiums for an employee and eligible dependents after his/her retirement, provided they participate in all parts of Medicare as soon as eligible. When said fund is depleted, the employee may continue in the program provided he/she pays the amount of the premium to the County in advance. If the employee opts to take payment, the payment shall be in a lump sum payment.

Except as set forth in the Personnel Ordinance, accrued, unused sick leave is not payable at termination of employment.

**215 - UNEMPLOYMENT INSURANCE**

All eligible employees of Sauk County are covered under the Wisconsin Unemployment Insurance laws. This coverage is provided at no cost to the employees.

**216 - VACATION**

Vacation leave shall be administered in accordance with the Personnel Ordinance or applicable collective bargaining agreement. Regular full time employees shall earn paid vacation based upon their anniversary date of regular employment status. Regular part-time ~~and project position~~ employees accrue vacation on a pro-rated basis.

**217 - WORKER'S COMPENSATION**

In the event an employee is injured while at work and consequently receives Worker's Compensation benefits, such employee will continue to be paid his/her normal rate of pay by the employer subject to the following conditions:

The employee must turn in his/her check stub from Worker's Compensation and said employee will receive an amount over and above the Worker's Compensation amount equal to the net amount of their regular pay.

The employee shall receive full pay only during that period when he/she receives disability benefits, up to a maximum of thirty-six (36) weeks.

There shall be no deductions from or additions to an employee's sick leave credits starting with the date of the injury until recovery and actual return to work, due to job-related injury (Worker's Compensation claim).

In the event an employee is not off work long enough to collect any salary subsidy from Worker's Compensation, the employee may use sick leave, banked or floating holiday or vacation for said days.

The employer shall continue to pay health insurance for employees who are drawing Worker's Compensation benefits up to a period of one (1) year. After the one (1) year, the employee may continue insurance benefits with Sauk County by paying the full cost of the program.

**218 - EMPLOYEE RECOGNITION**

When an employee retires or resigns with at least five years of continuous service, the Sauk County Board of Supervisors may give special recognition. Consideration also must be given to the fact that Sauk County operations are supported by public funds. For this reason, any form of length of service recognition given to an employee of Sauk County will not have monetary value.

This policy applies to both represented and non-represented employees, exempt and non-exempt employees.

**219 - AFFORDABLE CARE ACT MEASUREMENT, ADMINISTRATIVE AND STABILITY PERIODS**

Measurement Period: Sauk County has established the look back measurement method to determine employee eligibility for health care coverage. This standard measurement period will be November 1 through October 31 of each calendar year based on paid hours. Under the Affordable Care Act, an employee must average at least 30 hours per week (1,560) of paid time during the measurement period.

Administrative Period: Sauk County has established November 1 through December 31 of each calendar year to determine who will be eligible to be offered health insurance coverage during the next plan year (stability period).

Stability Period: The time an eligible employee must be guaranteed access to coverage. Sauk County has established January 1 through December 31 of each year as the stability period.

**220 - WELLNESS PROGRAM:**

Sauk County supports our employees in promoting departmental wellness programs to assist employees to practice healthy lifestyles.

The mission of our wellness ~~program~~ is to foster a worksite culture that supports and encourages employees' personal and professional productivity, physical and mental well-being and desire to make healthy lifestyle choices. Sauk County is committed to creating a well workplace and helping ~~employees~~ achieve ~~their~~ wellness goals.

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As part of our comprehensive health and wellness initiative, Sauk County in conjunction with our health care provider may reimburse specific areas of wellness for eligible employees to reach our annual wellness related goals on an annual basis, or as otherwise specified.

**221 - NURSING MOTHERS**

Sauk County supports our employees in their efforts to combine working and breastfeeding in order to promote both the child's and mother's health. Nursing mothers are provided adequate space, time and privacy to express breast milk while they are at work up to one year after the child's birth. The Personnel Department will assist the employee's supervisor and/or department head to arrange the required time, plus a clean, designated private location to express milk. Employees will be asked to use their breaks and meal periods to balance their work and personal needs.

**GENERAL CONDITIONS OF EMPLOYMENT**

**301 - ALCOHOL AND DRUG FREE WORKPLACE**

Employees are forbidden to use or possess alcohol or illegal drugs at any time during the work day or possession of illegal drugs anywhere on Sauk County property. Employees are ~~forbidden~~ prohibited to engage in any sale or transaction involving illegal drugs on County property. Employees violating this policy will be subject to disciplinary action.

Employees under the influence of alcohol or drugs on the job will be subject to discipline. Employees who appear to be in an impaired condition on the job may be asked by their supervisor to submit to a test to determine whether they are under the influence of alcohol or illegal drugs. Any refusal to submit to a test will be treated as insubordination and will be subject to discipline.

Any sale of illegal drugs during the work day or on County property will be treated as gross misconduct punishable by immediate discharge for the first offense.

If the side effect of a prescription drug being used by an employee interferes with the employee's ability to perform his/her duties, the employee may be required to use sick leave.

Reasonable suspicion testing may be required when an employee is suspected of being under the influence of alcohol or illegal drugs while at work. Reasonable suspicion includes identifiable actions or behaviors which may cause a person to reasonably believe the employee is physically or mentally unable to perform his/her job. Some examples which may indicate alcohol or illegal drug use are:

1. Odor of alcohol
2. Abnormal, slurred or altered speech
3. Loss of physical balance
4. Changes in general awareness

This list of examples is not intended to be all inclusive.

Generally, a supervisor will take the following steps when the supervisor suspects that an employee is under the influence of alcohol or drugs at work or while on duty:

1. Meet with the employee in a private location, advise him/her of the observed behaviors and ask for explanation. Another management employee must be present to witness the meeting.
2. Advise the employee they will be asked to take an alcohol/drug test. If the employee refuses to consent to the test(s), they will be suspended immediately pending the investigatory process. Transportation will need to be arranged for the employee. Refusing the alcohol and/or drug test may lead to disciplinary action, up to and including termination.
3. Contact the HR & Safety Coordinator to arrange for alcohol and/or drug test. After normal working hours transport the employee to St. Clare Hospital or Reedsburg Area Medical Center.
4. Document the observations and actions.
5. Once the applicable tests have been conducted, place the employee on administrative leave for the remainder of the work shift pending the investigatory process and ensure the employee is provided transportation home.

## 302 - **APPEARANCE POLICY**

Employees are expected to dress in a professional manner befitting their jobs with due consideration to the needs of Sauk County, the perceptions of the public, vendors, and fellow employees. All employees must be well groomed. Department heads may establish specific dress code requirements for each department that are designed to reflect the professionalism of the workplace. All protective clothing (if applicable) must be worn during required activities and removed when leaving the designated work area.

Clothing is to be neat, clean, in good repair and appropriate to the nature of their position. Clothing with messages (writing), other than messages authorized by Sauk County, sweatshirts, sweat pants, low-cut tops, short skirts, torn or ripped clothing, shorts, miniskirts, tank tops, halter tops, printed t-shirts, denim shorts and/or any other clothing that may disrupt the workplace is unacceptable.

Employees who fail to dress in a professional manner will be expected to immediately change their appearance, which may include returning home to change clothing and/or groom and may be without compensation.

**303 - HOURS OF WORK**

Regular hours of work for County employees shall be determined by the department head. Work schedules for employees vary throughout the organization. The general work hours shall commence at 8:00 a.m. and end at 4:30 p.m., ~~but~~ department heads may determine different start and end times to better suit the needs of the public and/or meet operational needs. 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.

Exempt employees, which include all salaried personnel, are expected to work either the time required to complete the job for which they are hired and shall neither receive overtime pay nor compensatory time.

Any change in an established work period as identified below will require approval of the requesting department's oversight committee, and the Personnel Committee.

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 (1) week work period of either 38.75 hours or 40 hours, beginning on Sunday morning at 00:01 a.m. and ending on Saturday night at 12:00 midnight.

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

Health Care Center employees, including non-represented employees, shall have a two (2) week work period of 80 hours.

Sheriff's Department employees, including non-represented employees, shall have a two (2) week work period, either 80 hours or 85 hours.

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.

General County employees are entitled to a fifteen (15) minute break in the morning, and afternoon. All employees must take a forty five (45) minute lunch period each day, during which they are relieved of duty and free to leave the premises. Unless otherwise specified, the lunch period shall be without pay and may not be used to shorten the work day. All other departments may establish other breaks and meal periods as necessary.

**304 - INCLEMENT WEATHER/EMERGENCY CLOSING**

It is the policy of Sauk County to keep all services, offices and departments open and available to the public to the fullest extent possible.

Department heads who are responsible for essential services shall designate essential operations and positions. Essential operations shall include, but shall not be limited to, patient care, protection of the public, or services required to improve driving conditions (Health

Facilities, Sheriff's Department and Highway Department). In unique emergency situations other positions may also be considered essential. Employees holding positions so designated will be expected, as a condition of their employment, to report to work.

#### Applicability

County employees who perform non-essential or non-emergency-type services during periods of severe weather or emergency situations are covered by this policy.

#### Maintenance of Operations

All County buildings shall be open at normal operating times as to allow employees to reach their work site. All County employees should report to work as usual, unless notified otherwise.

In cases of inclement weather, County employees should make a good faith determination about their safety when attempting to travel to work. The Administrative ~~Coordinator~~ in conjunction with the County Board Chair shall make a determination regarding the severity of the weather conditions and whether consideration may be given to excuse employees who arrive late for work, or who do not report for work.

Employees who do not report for work for any period of time will have the lost time deducted from their pay. In lieu of lost time, the employee may elect to use vacation time, or compensatory time (if already earned). Department heads may, at their discretion, allow employees to flex their hours during the current work week in order to avoid loss of hours, provided that the hours worked do not result in overtime compensation or accumulation of compensatory time. When non-essential employees are excused from work due to inclement weather, the Administrative ~~Coordinator~~ in conjunction with the County Board Chair, may authorize utilization of available sick leave accruals for absences.

Department heads may allow employees to leave work early, or arrive late due to inclement weather subject to the pay provisions identified above.

#### Closure of Non-emergency Services Due to Emergency Situation

In accordance with the provisions set forth in Section 42.05, of the Sauk County Code of Ordinances, in the event that an emergency situation should occur requiring closure of buildings, or curtailment of non-emergency services, the Administrative ~~Coordinator~~ and County Board Chair will make such determination known to Department heads. If the Administrative ~~Coordinator~~ or County Board Chair is unavailable, the Director of Emergency Management shall make the determination. If such decision is made prior to the commencement of the work day, local radio stations will be asked to broadcast an announcement. Other methods of communicating with employees may be used if available and if it is practical to do so.

When notification has been provided prior to the commencement of a work day, employees may use vacation or compensatory time in lieu of time not worked. When offices are closed early, employees will be paid for time worked, and may use vacation or compensatory time in lieu of time not worked. Department heads may, at their discretion, allow employees to flex their hours during the current work week in order to avoid the loss of some or all of the hours not worked, provided that the hours worked do not result in overtime compensation or accumulation of compensatory time.

In situations where no decision has been made to close County facilities, a decision regarding the curtailment of non-emergency services or closure of offices which operate under the direction of an elected official or State employee shall be made by that respective department head. County employees of these offices may be allowed to not report to work, arrive late or leave early based on such decision, and pay for time not worked will be as described in this policy.

When employees are allowed to use vacation, compensatory time, work a flexible schedule (with department head approval) or take the time unpaid as described in this policy, they shall advise their

supervisor as soon as possible as to which option they are choosing. If notification to the supervisor is not made in a timely fashion, the time not worked will be considered unpaid time.

When offices/departments are closed, employees will not be allowed to continue to work beyond the designated closing time, and will not be allowed to remain in the building after the office has been closed without department head approval.

If offices/departments are closed on an employee's last scheduled work day prior to a holiday or first scheduled work day after a holiday, the closing will not affect the employee's eligibility for holiday pay.

Employees who are on a scheduled absence from work due to vacation, illness or injury, or leave of absence shall not be affected by the provisions of this policy, or to any exception made to this policy as a result of an emergency situation.

**305 - WORKPLACE SMOKING**

Smoking and electronic smoking devices are prohibited in all County buildings, and outside all County buildings except in specifically designated areas. Such designated areas will be generally be marked with "Smoking Permitted" signs.

Violators of the smoking restrictions will be subject to progressive discipline and may be subject to any financial penalties as prescribed by state statute.

**306 - RECORDING TIME**

Overtime/compensatory time must have department head/supervisor approval before working. Compensatory time off is not counted toward the overtime threshold. ~~No one~~ Employees may not take compensatory time off and then work the overtime.

~~A method of time recording Time sheets shall be completed filled out by all full-time, part-time, temporary and seasonal employees. All time reporting sheets shall be filled out completely and signed by the employee. All time sheets shall be countersigned by the department head. All completed time sheets reporting shall be forwarded to the Accounting Department. Any falsification of time reporting a time sheet is cause for disciplinary action, up to and including termination.~~

Employees shall be at work at their scheduled ~~hours time~~ and are expected to stay on the job until their scheduled time is up.

**307 - COMPUTER USE AND SOCIAL MEDIA**

The guidelines and prohibitions for computer use are established in the Technology Use Policy and Social Media Policy as drafted by the Management Information Systems Department.

The purpose of this policy is to ensure appropriate use of both Sauk County social media sites and employees' personal social media/social networking sites as related to Sauk County business.

~~Employees must be attentive to the fact that inappropriate and/or unauthorized postings to official Sauk County social media sites may have a negative impact on Sauk County's relationship with the general public.~~

An employee's failure to follow the provisions of this policy and the Technology Use and Social Media Policy may result in disciplinary action, up to and including termination.



**308 - NON-FRATERNIZATION**

While Sauk County encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a close, and personal relationship may compromise or create a perception that compromises a member of management's ability to perform their job. Any involvement of a close, personal nature between a Department head, manager, or supervisor of the organization and any one they supervises, either directly or indirectly, is prohibited. Violation of this policy may lead to disciplinary action up to, and including termination.

**309 - RETURN OF COUNTY PROPERTY / BUILDING KEYS**

All employees who terminate employment with Sauk County shall return all items that are the property of the employer.

Upon termination, an employee shall return all County property and complete the appropriate form verifying that the property was returned.

The completed form shall be signed by the employee and copies shall be given to the employee, the department head and the Personnel Department to be placed in the employee's personnel file.

**310 - HIPAA/NOTICE OF PRIVACY PRACTICES**

Under the Health Insurance Portability and Accountability Act (HIPAA) Sauk County will maintain the privacy of employee's health information. This applies to the health, dental and short term disability policies, and the Employee Assistance Program (EAP), offered by Sauk County. The County only uses and discloses health information about employees for purposes of payment functions and health care operations. If an employee wants more information about County privacy practice, contact the Personnel Department. Or, if the employee believes Sauk County may have violated any privacy rights, or if the employee disagrees with a decision made about any of the rights, the employee may file a complaint with Sauk County's Privacy Officer. The employee may also file a complaint with the Secretary of U.S. Department of Health and Human Services. Sauk County supports the employees' right to have health information treated in a private fashion, and will not retaliate in any way if an employee chooses to file a complaint.

**311 - SOLICITATION**

The solicitation of employees or distribution of materials to employees can often interfere with normal operations of Sauk County, reduce employee efficiency, disrupt employees and citizens, and pose a threat to security. For these reasons, Sauk County limits solicitation and distribution on the premises as set forth in this policy.

Individuals who are not employees of Sauk County are prohibited from soliciting employees or distributing materials to employees on the premises. This includes soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of vendors or potential vendors as authorized), or any other similar activity. All visitors are strictly prohibited from entering non-public areas unless a supervisor grants permission.

Employees may engage in limited solicitation and distribution of materials to other employees, on the premises, subject to the following guidelines. Solicitation or distribution of materials is prohibited during the working time of either of the individuals making or receiving the solicitation or distribution. "Working time" does not include an employee's authorized lunch or rest period. Distribution of literature in a way

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that causes litter on County property is prohibited. Off-duty employees may not return to the premises to solicit or distribute materials to employees. Bulletin boards, newsletters and other employer-provided group communication systems are maintained primarily for the County to communicate information to and from employees, post notices required by law and for other work-related purposes. Posting of unauthorized notices, photographs, or other printed or written materials on those bulletin boards or other communication systems is prohibited. The County may authorize a limited number of fund drives by employees on behalf of charitable organizations. Employee participation in such drives is completely voluntary. As part of those charitable fund drives, the County may permit a representative from the charitable organization to make a presentation to employees. Employees seeking such authorization for such a charitable fund drive should contact the Administrative Coordinator.

In addition, the County has the right to monitor any allowed solicitation and distribution and modify or add to this policy as it becomes necessary to minimize interference with work.

Employees shall conduct Association or Union business off duty unless allowable under the terms of the applicable collective bargaining agreement or unless granted permission by their Department head.

**312 - WEAPONS IN THE WORKPLACE**

Employees will adhere to any laws, regulations, ordinances or rules regarding weapons on Sauk County property, or while performing business on behalf of Sauk County.

Department heads and supervisors will be responsible for enforcing this policy and for reporting any serious violations of this policy to the Administrative Coordinator. Employees found to be in willful violation of the policy may be disciplined, up to and including termination.

**313 - OUTSIDE EMPLOYMENT**

Employees may hold outside jobs, provided that such outside employment does not substantially impair the employee's ability to perform his/her duties, and provided that such employment does not constitute a conflict of interest. Employees may not receive any income, gifts, or gratuities from any individuals for work performed in the course of their employment with Sauk County. In the event the Employer has reason to believe that an employee is in violation of any part of this policy, he/she may be subject to discipline, up to and including termination. It is understood that Employees shall not be required to disclose to the Employer outside employment unless the Employer has reason to believe that a violation of this policy has occurred. The failure of an Employee to disclose outside employment in the absence of such suspicion shall not be deemed grounds for discipline. Outside employment that constitutes a conflict of interest is prohibited. Any Employee that questions whether their outside employment might be a potential conflict of interest, should contact the Personnel Department or talk to their department heads.

**314 - IDENTIFICATION CARDS**

All employees, elected and appointed officials are issued a photograph identification card through the Building Services Department. Identification cards shall have the individual's first and last name on the front of the card. For reasons of safety or security a department head may recommend that only the employee's first name be printed on the front of the card, and if the request is granted by the Human Resources Director or the Director's designee, the employee's first and last name shall be printed on the back of the card. Identification cards may also be issued to individuals providing volunteer or special services and for whom the respective department head has requested that they be issued a card.

Employees of the Sheriff's Department and Sauk County Health Care Center will be issued photograph identification cards which shall also be used for time reporting and/or building access. Department heads who routinely have volunteers, contractors, visitors and clients accessing their work area will be issued temporary access cards, without photograph or individual identification, which will be provided on a daily basis to the non-employee for identification as a person with authorized access. Upon completion of business, and/or no later than the end of the business day, the temporary ID card must be returned to the department head authorizing the ID card.

315 - **POLITICAL ACTIVITY**

Sauk County recognizes that as a government entity its operations do occasionally include issues that are political in nature.

Prohibited Conduct:

- a) No employee or elected official may engage in political activity during working time except for that which directly relates to County business in the workplace.
- b) No County employee or elected official may use County supplies or equipment in support of partisan political activity.
- c) No County employee may include his/her titles in an endorsement of any candidate for political office.
- d) This section does not prohibit any County official or employee from engaging in political activity if the activity is conducted on their own time and/or expense. This section does not prohibit an employee or elected official from seeking elective office.

316 - **COMPLAINT PROCEDURES**

Complaint Procedure for Issues other than Suspensions, Terminations, and Workplace Safety

**Purpose:** It is the policy of the County to deal promptly and fairly with employee complaints. This complaint procedure is established to alert management to the reasons for employee complaints and to provide an effective means for resolving them. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The Human Resources Director or designee may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the Human Resources Director or designee will dictate the verbal complaint. The procedure is as follows:

Step 1: An employee having a complaint may, within fifteen (15) calendar days of the event causing the complaint, discuss and attempt to resolve the matter with the supervisor. In the event of a complaint over a work assignment, the employee should perform the assigned task and then discuss the problem with the supervisor. Within fifteen (15) calendar days of receipt of the complaint, the supervisor shall meet with and transmit an answer to the employee.

Step 2: If the complaint is not settled by discussions with the supervisor or the supervisor does not take action within the allotted time, the employee may, within fifteen (15) calendar days of receipt of the supervisor's response (or lack of), submit a written complaint to the department head who shall discuss it with the employee within fifteen (15) calendar days and attempt to settle the complaint with the employee and the supervisor. The department head shall, within fifteen (15) calendar days of the meeting, issue a written decision to the employee. If

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the complaint is due to the department head, or the department head is the direct supervisor, employees may skip step 2 and proceed immediately to step 3.

Step 3: If the complaint has not been resolved by discussion with the department head, the employee may, within fifteen (15) calendar days of receipt of the department head's reply, appeal in writing to the Human Resources Director and Administrative Coordinator. The Human Resources Director and/or the Administrative Coordinator shall, within fifteen (15) calendar days, meet with the employee and the department head and attempt to settle the complaint. The Human Resources Director and Administrative Coordinator shall, within fifteen (15) calendar days of such meeting, issue a written decision to the employee, which shall be final.

**317- LEGAL REPRESENTATION OF EMPLOYEES**

Pursuant to and subject to Wis. Stat. §895.46, if an employee is sued because of acts committed while carrying out the employee's duties, the County shall provide legal representation to the employee and will pay any judgment which may arise.

**318 - DESIGNATED PARKING**

Parking is restricted to the designated areas specified for each location. The department head is responsible for administering the parking policies.

**319 - TELECOMMUTING**

~~Sauk County considers telecommuting to be a viable alternative work arrangement in cases where individual, job responsibilities and duties, and supervisor characteristics are best suited for such an arrangement. Telecommuting allows employees to work remotely at home, on the road, or in a satellite location for all, or part of their regular work week. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a county-wide benefit, and it in no way changes the terms and conditions of employment with Sauk County.~~

~~Departments may be authorized to implement standard operating procedures necessary for the effective implementation of this policy. Any County employee may contact their department head for details related to those procedures.~~

Objective

~~Telecommuting allows employees to work at home or in a satellite location for all or part of their workweek. Sauk County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Occasional work off-site, including work while traveling on County business, does not constitute telecommuting. Telecommuting is not an entitlement, it is not a countywide benefit, and it in no way changes the terms and conditions of employment with Sauk County.~~

Overview of Program

~~Telecommuting can be informal, such as working from home for a short-term project or timeframe, or a formal, set schedule of working away from the office. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.~~

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Eligibility

Before entering into any telecommuting agreement, the employee and supervisor, with the approval of their Department Head, will evaluate the suitability of such an arrangement.

Generally, requests to telecommute should be considered when:

- The employee's duties may be fulfilled within the telecommuting structure.
- Telecommuting fits with the needs of the department.
- Telecommuting provides for space savings or increased productivity.
- The employee has demonstrated sustained high performance, and the manager believes the employee can maintain the expected quantity and quality of work while telecommuting.
- The department can maintain quality of service and operations for clients, employees, and members of the community.

Generally, requests to telecommute should not be considered when:

- The job requires the employee's physical presence or telecommuting would impair the department's efficiency.
- The employee's current job duties require frequent supervision, direction or input from others who are onsite.
- The employee's job duties require that the employee provide frequent supervision, direction or input to other employees who are onsite.
- The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.

Telecommuting Agreement

Employees interested in telecommuting should complete the "Request to Telecommute" form from the Personnel Office, and discuss the option with their direct supervisor and department head.

The employee and supervisor will then complete a Telecommuting Agreement. The Telecommuting Agreement will be tailored to each specific request to telecommute, but will contain at minimum the following items:

- Position information
- Length of agreement
- Schedule and hours of work
- Equipment roster
- Performance expectations and deliverables
- Communication expectations
- Signatures of the telecommuter, direct supervisor, and department head

The Request to Telecommute form and the Telecommuting Agreement between the employee and the department is required, and will be placed in the employee's personnel file.

The telecommuting agreement may be modified or terminated at any time. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Telecommuting agreements must be renewed annually, and an updated agreement will be placed in the employee's personnel file.

Expectations:

Employees telecommuting are expected to follow all County and departmental policies and procedures.

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Employees who telecommute are expected to work their agreed upon hours and schedule, to be fully accessible during those hours, and to attend meetings and appointments in person as necessary or required.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting department demands

Equipment

On a case-by-case basis, each department will determine the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The Management Information System department will serve as a resource in this matter.

The County will maintain equipment supplied by the County. The employee will maintain equipment supplied by the employee, if deemed appropriate by Sauk County. Sauk County accepts no responsibility for damages or repairs to employee-owned equipment. The County reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Sauk County property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all County property will be returned.

Employees are required to provide broadband internet connectivity at their own expense. If technical support is needed, please know, the Helpdesk may not be able to support your home network/wireless/Internet.

Sauk County will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The employee will establish an appropriate work environment within his or her home for work purposes. Sauk County will not be responsible for costs associated with the setup or maintenance of the employee's home office, such as remodeling, furniture, lighting, heating/cooling, nor for repairs or modifications to the home office space. The County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.

The County will not be liable for damages to the employee's property resulting from participation in the telecommuting program.

Meetings with clients and or visitors conducting business will not be held in the employee's telecommuting location.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of confidential and citizen information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Sauk will provide each telecommuter with a safety checklist that must be completed

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once a year. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the Sauk County's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries in accordance with Sauk County's Accident Reporting Policy. The employee is liable for any injuries sustained by visitors to their home worksite.

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By participating in the telecommuting arrangement, the employee agrees to hold the County harmless against any and all claims including injuries to others at the telecommuting location.

Time Worked

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Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using their department's standard procedure. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

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Ad Hoc Arrangements

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Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

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Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

Employees requesting to telecommute on an ad hoc basis must fill out the Request to Telecommute form. Telecommuting arrangements for less than thirty days do not require a Telecommuting Agreement to be completed. Any arrangements lasting longer than thirty days, must complete the Telecommuting Agreement as well.

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**320 - VALUES AND GUIDING PRINCIPLES**

Sauk County has adopted the following values as guiding principles for leadership and day to day operations:

**Integrity** is honesty, fairness, and transparency that engenders confidence and community trust.

**Respect** is tolerance, patience, and treating people fairly and with dignity.

**Excellence** is providing service that is mission driven, competent, accountable, and reflective of best practices while being good stewards of resources.

**Collaboration** is partnering with our policy makers, departments, employees, and customers to attain our organizational goals.

**Innovation** is proactively planning for the future and supporting a culture that fosters new ideas and ways of providing service.

**321 - ALTERNATIVE WORK SCHEDULING**

Sauk County is committed to helping employees face the demands of juggling work, family and life-related issues by offering a number of possible flexible work arrangements. Administration of the alternative scheduling arrangement is at the discretion of the department head. These arrangements provide employees with increased flexibility with their work schedule while allowing to maintain a progressive and productive work environment. Alternative work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling.

Sauk County employees may request alternative work scheduling. Requests will be considered a case-by-case basis in accordance with this policy. To determine whether an employee's request for an individual alternative work schedule is appropriate, the department head must assess the impact and the outcome in terms of production, quality and absenteeism, and if one or a combination of the following arrangements is in the best interests of the department:

- Flexible scheduling in which an employee works the regularly defined work workday, but there is flexibility in an employee's set scheduled starting and ending times. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening.
- Four-day workweek, in which an employee works between 10 and 9.75 hours per workday, reducing the workweek to four days a week.
- Reduced work week in which an employee works between 9 and 9.75 hour workdays, four days of the work week and four days on the fifth day.

The department head is responsible for identifying if any of the aforementioned alternative work schedules are compatible with employee work performance and department service responsibilities. Departments in the West Square Building and Courthouse are required to maintain core office hours of 8:00AM-4:30PM. This may include determining if the entire department or an entire shift, must convert to one or more of the above alternative work schedule options. All weeks that include a holiday during the normal workweek, scheduled hours will revert to the normal 7.75 or 8.0 hour/5 day week. The department head shall consider situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and are likely to serve Sauk County as a whole with increased productivity at no expense to quality output.

Flexible work arrangements and schedules must be approved in writing by the department head prior to announcement and implementation. Copies of approvals for flexible working arrangements shall be kept in the employee's personnel file.

A flexible work arrangement is subject to a trial period as determined by the department head to assess the impact on work performance and department services. A department head may extend the trial period for an additional six-months if necessary to make an initial evaluation. If approved by the department head for implementation after the trial period, the work arrangement shall be reviewed at least annually thereafter to evaluate impact on work performance and department services. The arrangement may be suspended, changed or



canceled, for any managerial reason by the department head. The arrangement may be suspended, changed or canceled by the department head for any reason upon written request of the employee.

Flexible work arrangements are not appropriate for all employees, or positions and are not a universal employee benefit. Certain positions may be exempt from participating in alternative work scheduling. ~~Contracted employees are not eligible to participate in alternative work scheduling, unless in situations of inclement weather.~~ The following minimum conditions must be met for a flexible work schedule to be approved: The employee must have a satisfactory attendance record, meet all performance expectations in his or her current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to the employee's performance or department services. A department head may deny a flexible work arrangement request for managerial reasons even if the minimum conditions are met.

**ACKNOWLEDGEMENT FORM**

**Receipt of Employee Handbook**

I acknowledge receipt of the Sauk County's Employee Handbook, as revised on ~~May 27, 2020~~, December 6, 2019, I understand that the Employee Handbook describes important information about my employment relationship with the County and that I should read it and consult a supervisor regarding any questions I have about the Employee Handbook. I further understand and acknowledge that the County has reserved its right to amend, revoke or alter any of the guidelines, policies, procedures and practices contained in this Employee Handbook at any time, with or without notice. I understand that it is my responsibility to familiarize myself with any changes and that the revised information supersedes any prior provisions inconsistent with the change. I understand that to the extent that any of the provisions of the Employee Handbook conflict with any collective bargaining agreement applicable to me, the provisions of the collective bargaining agreement govern.

**Equal Employment Opportunity and Sexual and Other Workplace Harassment Policies**

I also acknowledge that I have received and read the County's Equal Employment Opportunity and Prohibited Harassment Policies and that I have had an opportunity to ask any questions that I have concerning the policies, including any questions concerning my rights and duties under the policies. I understand that it is my obligation to promptly report to the County all complaints or concerns of potential discrimination, harassment, or retaliation, regardless of the potential offender's identity or position with the County. I understand that I will suffer no retaliation for reporting concerns in good faith or for participating in investigation of reports under the policies or in any proceedings related to alleged violation of the policies.

I understand that the County is strongly committed to a work environment in which all individuals are treated with respect and dignity and that the County prohibits discrimination, harassment and retaliation in the workplace. Therefore, I understand that employees who violate the Equal Employment Opportunity and/or Prohibited Harassment Policies will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

Printed Name of Employee: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

cc: Personnel File